

**TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING**  
at the Washington Metropolitan Area Transit Authority  
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001  
Wednesday, December 19, 2012  
**Minutes**

<b>Name</b>	<b>Agency</b>	<b>Phone</b>	<b>Email</b>
James Benton	TOC/MDOT		
John Chism	TOC/DDOT		
Sharmila Samarasinghe	DRPT/TOC		
Velvet Walker (via teleconference)	DRPT/TOC		
Kenneth Korach	TRA/TOC		
Robert Kogan	TRA/TOC		
James Young	TRA/TOC		
Bill Matthews (via teleconference)	TRA/TOC		
Jeff Mannion (via teleconference)	TRA/TOC		
Dave Barber (via teleconference)	TRA/TOC		
Steve Frazier	TRA/TOC		
Richard Sarles	GM/CEO		
James Dougherty	SAFE		
Robert Maniuszko	SAFE		
Darren McCoy	SAFE		
Dorsey Adams	SAFE		
Clay A. Bunting	TIES/TRST		
Darvin Kelly	TRST		
Rob Troup	TIES		
Joseph E.Reynolds	CENV		
Monic Morgan	PPLE		
Hercules Ballard	RTRA		
David Newman	SMNT		
Dave Kubicek	DGMO		
Manuel Araujo	CMNT		
Lou Brown	SAFE		
Charles Briscoe	SAFE		
Brian A. Glenn	FTA		
Lou Viner	CENI		

**Internal Meeting - 10:00-12:30 - TOC & TRA Only**

The TOC reviewed minutes from November's monthly meetings. There were no comments, and the minutes were approved.

The group discussed the previous week's TOC Executive meeting. Minutes from the meeting were later produced.

Maryland and Virginia have decided not to lease office space from DC, so a lease agreement is no longer needed. J. Chism said two cubicles at DDOT might be provided on a complimentary basis, as available space permits.

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The TOC will submit a letter to WMATA today requesting a date by the end of February for the first individual Three-Year Safety and Security Review element that is part of the proposed ongoing review process. The group discussed the document request and review process for this element, Hazardous Materials, which will be a less complex review lasting less than a half-day.

The group discussed ongoing questions about TOC's expectations for incidents and hazards that are reportable under hazardous condition requirements but not the accident/incident threshold. **Action Item: The TOC will draft a list of incident types and related expectations, and then discuss this list with SAFE personnel. (pending)**

The group discussed the Part 659 reportable criterion for "Evacuation for fire/life safety reasons." There have been ongoing disagreements about whether some train off-loadings or station evacuations are life safety issues or not.

**Action Item: TRA will redistribute a revised version of the new CAP spreadsheet to TOC; once consensus is finalized, it will be re-sent to SAFE for feedback (completed).** When both parties are satisfied, WMATA and TOC may jointly send the spreadsheet to FTA to get its concurrence.

The group discussed WMATA's request for CAPTURE meeting minutes, if the meetings are held by TOC as opposed to WMATA. TOC will begin sending WMATA the internal memos it already creates after the meetings.

The group discussed MTPD's Volpe report and who may be allowed to view it. **Action Item: J. Benton will work with MTPD on this. (completed – review meeting set for 1/17/13)**

D. Barber provided a summary of recent Dulles project walk-downs. B. Matthews provided an update on 7000-series railcar procurement developments.

The group discussed the final piece for the Rule Compliance Program Special Study, which is attending an RTRA Weekly Meeting and having a discussion with H. Ballard.

**Action Item: TOC members will send all comments on the Mock Audit report to the auditors by December 28 (pending).** Auditors will incorporate the comments and finalize the report, after which time the TOC will need to decide how to address the findings.

**Next TOC Internal Meeting: Wednesday, January 16, at 10:00 am, at DDOT**

**External Meeting – 14:30-15:00 - TOC, TRA, WMATA**

TOC and WMATA reviewed minutes from November's monthly meetings. There were no comments, and the minutes were approved.

The TOC presented its notification for a Hazardous Materials audit, the first review that is part of the new Triennial Safety & Security Review schedule. J. Dougherty and R. Sarles said there are concerns about the amount of time and resources needed for some of the larger reviews that would involve rail operations and training. TOC had

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requested comments from WMATA but has not received any official correspondence. Discussion with R. Sarles, J. Dougherty, and D. Kubicek on this topic was held off until a separate meeting immediately following adjournment of this monthly meeting.

The group discussed progress on the recent completion of accident/incident investigations. WMATA is nearly current on providing reports or updates on all outstanding investigations.

J. Benton noted that he has discussed WMATA's request to use the BASE review as its Internal Security Audit with the FTA. TOC will await a review of the report and justification from WMATA on how the review covers all security elements on an ongoing basis.

The group also discussed access to WMATA's Threat and Vulnerability Assessment report. **Action Item: J. Dougherty will check with Chief Taborn on whether consultants may view the report (completed – review is scheduled for 1/17/13)**

The ISSA team is conducting field portions of its IT and RTRA audits, which will be completed by early February.

The TOC intended to attend an RTRA weekly meeting to view discussion of rule compliance (as noted in WMATA's rule compliance procedure SOP), but H. Ballard said this may not be a forum for much discussion on rule compliance issues.

J. Dougherty discussed improvements his team would like to make to the CAP process and spreadsheet, including having discrete steps for completion and realistic completion dates. TOC plans to work with WMATA on it's the TOC's prototype with modifications.

**Next TOC External Meeting: Wednesday, January 16, at 2:00 pm, at JGB**