

Metrorail Safety Commission
May 8, 2018

Agenda Item # 3 – Informational

Staff Report

Background Updates and reports on ongoing activities following the April 24, 2018 Metrorail Safety Commission Board Meeting.

Issues None

Staff Recommendation Receive staff report

Metrorail Safety Commission

MEMORANDUM

To: Metrorail Safety Commission Board
From: Nicholas Ramfos, COG
Date: May 8, 2018
RE: MSC Master Agreement

Currently, the three state jurisdictions (District of Columbia, Maryland, and Virginia) have budgeted approximately \$3.5K to in funding for MSC operations. The MSC will need to draft a Master Agreement between the three state jurisdictions in order to set forth the MSCs role and services it will provide the jurisdictions, including those as a Designated Recipient of SSO Funds. The Master Agreement will also set forth the roles and responsibilities of the jurisdictions and how they will work with and assist the MSC in fulfilling its responsibilities as the SSOA. The process the parties will follow in matters of the annual work program, budget, fee for the MSCs services and billing will also be described. Lastly, the document will describe administrative, accounting, audit, regulatory, and other processes and assurances by the MSC and the jurisdictions. It is recommended that work commence on drafting the Agreement during the month of May in order to secure the funding during FY2019. The added funding will be needed for staffing and administrative purposes once the MSC is fully mobilized.

Metrorail Safety Commission

MEMORANDUM

To: Metrorail Safety Commission Board
From: Nicholas Ramfos, COG
Date: May 8, 2018
RE: MSC Office Space and Furniture Status

COG has moved forward on using a Cooperative Purchasing program vendor through a competitive bid conducted through the Mid Atlantic Purchasing Team (MAPT) partnership under a Howard County contract. This will allow COG to obtain MSC office space design services along with the option to buy furniture at a deeply discounted rate based on contract prices or perhaps lease the furniture for the MSC's office space located at 777 North Capitol Street (Suites 401 and 402). Once the final firm and office design is selected work will begin on wall demolition and construction and the installation of new carpet and fresh paint. This will allow for the office space is suitable for MSC employee use by early June.

Metrorail Safety Commission

To: Metrorail Safety Commissioners
From: Sarah Conroy, HR Director (CliftonLarsonAllen)
Metrorail Safety Commission
Date: May 8, 2018
Subject: Employee Benefits Summary for Recruitment

This memo will serve to update the Commission on the status of the Employee Benefits Summary for Recruitment as requested by the Commissioners.

Background

CLA has worked with COG and the Commission to develop the benefits program and contribution philosophy for MSC employees. The program was finalized by the Commissioners at the April 24, 2018 meeting. The next step is developing a detailed description of how the benefit program will be implemented including final plans, insurers, design, rates and more. Such a document will be necessary to communicate this information to prospective hires as well as to create onboarding and other materials for all new employees. CLA is currently working to create the document suitable for recruitment as well as the employee handbook, which will provide this information to employees.

A few Commissioners volunteered to help review this document before finalizing it for inclusion in the MSC organization materials. We will work with these Commissioners as the draft document is developed.

Timing

A benefits summary for recruitment normally names the final designs and plan vendors and these are not yet determined. As of the writing of this memo the MSC is yet to decide on the vendor who would be administering the benefits. The MSC is scheduled to receive and act on the recommendation for a Professional Employment Organization (PEO) to serve as the vendor and administer the benefits at its May 8, 2018 meeting. CLA will develop the draft benefit implementation document after the May 8th Board meeting. We hope to have the select group of Commissioners who have volunteered to assist in this effort review and finalize the document by the May 22, 2018 meeting of the MSC.

Metrorail Safety Commission

MEMORANDUM

To: Metrorail Safety Commission Board
From: Nicholas Ramfos, COG
Date: May 8, 2018
RE: TRA SSO Support Contract Extension

The current contract between COG and TRA to provide day to day SSO support to the TOC and assist with transition activities related to MSC certification will be extended to November 30, 2018. The current contract expires on May 31, 2018 and the six-month extension will allow the TOC to complete Triennial audit tasks required by the FTA and provide additional transition support to mobilize the MSC. The total value of the contract extension will not to exceed \$275,000.