

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**

**Metrorail Safety Commission**

**Date:** Tuesday, March 27, 2018  
**Location:** Kirby Training Center – First Floor  
777 North Capitol Street NE  
Washington, DC 20002

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**DRAFT MINUTES**

<b>Agenda Item#</b>	<b>Action Items</b>
	Commissioners present: Debra Farrar-Dyke, Mark Rosenker (via phone), Greg Hull, Robert Bobb, Christopher Hart, Howard Roberts, John M. Contestabile, Barbara Reese
1.	Opening remarks were provided by Kanti Srikanth of MWCOG.
2.	Staff reports were provided on ongoing activities. Topics included Follow up items from the March 13, 2018 meeting, Directors and Officers insurance Coverage for Commissioners, FFY 2016 SSOA Grant Application, and MSC Sublease Agreement.  No action was required for this item.
3.	March 10, 2018 meeting minutes: a motion was made and seconded to approve the minutes.  <u>ACTION:</u> the minutes were unanimously approved.
4.	Proposal for Election of Officers: Specific changes to the original proposal process were reviewed. Rotation of officers between jurisdictions was removed. The terms of office would no longer be based on the Commission’s fiscal year; the two-year term of office would begin on the election date. The requirement that the offices of chairman and treasurer be filled by members from the same jurisdiction was voided. It was recommended that the same officer fill both the secretary and treasurer positions. Discussion concerning this dual role took place. It was noted the combination of the two offices could be revisited at a later time. Upon query it was counsel’s opinion that alternates could not serve as officers.  <u>ACTION:</u> the revised election process was unanimously approved.  Discussion of holding the election of officers took place.  <u>ACTION:</u> motion to elect officers was unanimously approved.

	<p>Discussion of candidates took place. Mr. Christopher Hart was nominated for the Chairman’s position. Mr. Mark Rosenker was nominated for the position of Vice Chair. Ms. Debra Farrar-Dyke was nominated for the position of Secretary/Treasurer.</p> <p><u>ACTION</u>: the candidates were unanimously elected.</p>
	<b>Items</b>
5.	<p>Briefing on Draft Employee Benefits Package: Sarah Conroy of CliftonLarsonAllen LLP provided a briefing on the available benefits. Discussion and questions from the Commission focused on policy cost, flexibility, and core benefits as opposed to those of the executive director. The Commission asked that three versions be presented at a future meeting, from lowest to highest cost. It was noted that various attributes from the three could be mixed to suit the needs of the Commission.</p>
6.	<p>The Commission’s certification process was discussed. Commissioners asked to be provided information regarding the process as well as the form to be submitted to the FTA. It was stressed that staffing was the most significant piece remaining prior to submission, and that contractors would meet the criteria for staffing if needed.</p>
	<p>A recent newspaper article on the Commission was discussed. The Commissioners asked that any such publications be provided to them, and that in the future the Chair or Vice Chair of the Commission should be the public voice of the Commission.</p>
7.	<p>Motion to adjourn to Executive Session was unanimously approved.</p>
8.	<p>The meeting was reopened to report the Commission took no action in Executive Session.</p>
9.	<p>Other Business/announcements</p>
10.	<p>The meeting was adjourned.</p>