

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**

**Metrorail Safety Commission**

**Date:** Tuesday, May 8, 2018  
**Location:** COG Board Room – Third Floor  
777 North Capitol Street NE  
Washington, DC 20002

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**DRAFT MINUTES**

<b>Agenda Item#</b>	<b>Items</b>
	Commissioners present: Christopher Hart, Greg Hull, Debra Farrar-Dyke, Mark Rosenker, Robert Bobb, Howard Roberts, Barbara Reese (alternate)
1./2.	The Chairman called the meeting to order. Roll call was taken; a quorum was achieved.
3.	Staff reports: The Commission will need to form agreements with the three jurisdictions prior to receiving 2019 FY funding. A contract was procured from Howard County for the Commission’s new office contractor, by-passing the need for a formal RFP. Cost estimates are being prepared. Move-in projection is June 4, but interim office space will be sought if the build-out is not complete.
	<b>Action Items</b>
4.	Motion to approve the Minutes of the April 24, 2018, meeting was made. <u>ACTION:</u> The Minutes were unanimously approved.
5.	Review and Approval of MWAA and WMATA Notification Letters: Draft courtesy letters to both entities outlining the to-date status of the Commission’s certification process were presented. <u>ACTION:</u> The letters were unanimously approved.
6.	Approval of Recommended Professional Employer Organization: A brief overview of how benefits would be administered was presented by CLA. Again a PEO provider was offered as the best option; Adams Keegan was recommended as the best choice for the Commission. A service agreement rather than a contract would be negotiated to allow greater flexibility within the plan. The package would be available beginning June 4. A motion to accept the recommendation was made and seconded. <u>ACTION:</u> The recommendation was unanimously approved.

7.	<p>Consent Agenda: A motion was made and seconded to present a formal Offer Letter and Employment Contract to David Mayer. A motion was made and seconded to finalize a Service Agreement with Adams Keegan as benefit provider.</p> <p><u>ACTION:</u> The motions were unanimously approved.</p>
	<p><b>Informational Items</b></p>
8.	<p>Memo on MSC Participation with TOC/FTA Onsite Activities: Training schedules for the Commissioners with the FTA and WMATA were discussed. The FTA proposed five or six work sessions to be spread across June, July and August. WMATA proposed sessions over the period of June 4 to June 7. As some of these sessions would take place at track sites a discussion of necessary protective gear took place. Ms. Farrar-Dyke offered to solidify dates with WMATA.</p> <p>No action required.</p>
9.	<p>Staffing Update: The workload assessment document had been shared with the FTA for any potential comments; KKR expected to hear results shortly. Job descriptions were being developed and drafts were expected by the May 22 meeting. CLA and KKR would work together on the advertising of the available positions through COG. An RFQ will also be issued through COG.</p> <p>No action required.</p>
10.	<p>MSC Insurance Program Follow-up: A brief discussion of insurance coverage progress took place. It was noted tort liability would be part of the coverage, and limits would be \$5 to \$10 million to start. It was also noted that any suit brought against the Commission would need to be tried in federal court due to the Commission’s status. The policy was expected to be in place by June 4.</p> <p>No action required.</p>
11.	<p>Tri-State Oversight Committee Overview: Sharmila Samarasinghe of TOC provided a detailed overview of the function of SSO agencies and the definitions of terms frequently encountered in their functioning.</p> <p>No action required.</p>
12.	Other Business/Announcements
13.	Meeting was Adjourned