

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**

**Metrorail Safety Commission**

**Date:** Tuesday, May 22, 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, Howard Roberts (phone), Chris Geldart (alternate), John Contestabile (alternate), Barbara Reese (alternate; phone – joined meeting at 1:50). David Mayer was also present by phone.
1./2.	The Chairman called the meeting to order. Roll call was taken; a quorum was achieved.
3.	<p>Staff reports: It was noted that 5% of the Commission’s funds are being held due to the Commission’s current lack of certification; funds would be released once that took place. Dr. Mayer had accepted and signed his employment agreement; position would formally begin June 4. A briefing book was being developed to ease his transition. It was recommended that furniture for the new office be leased rather than purchased: leasing was less expensive and would allow for greater flexibility once the needs of personnel were more fully evaluated. Renovation of the new space had begun, and another space within COG’s offices had been retained should the new space not be fully completed by June 4.</p> <p><u>ACTION:</u> On condition of the Executive Director’s approval, the Commission approved the furniture lease recommendation.</p> <p>Extension of the contracts with CLA and KKR was discussed; both would conclude at the end of June 2018. CLA would be contracting for numerous administrative items for the MSC until the Commission was certified and some items might then be handled by Commission employees. A discussion of the insurance contract, scheduled to begin June 1, took place. Due to the Commission’s nature, counsel noted that any actual liability to the Commission or its members would be remote. Discussion of what constitutes a public versus private meeting of the Commission took place with counsel.</p>
	<b>Action Items</b>
4.	Motion to approve the Minutes of the May 8, 2018, meeting was made.

	<p><u>ACTION:</u> The Minutes were unanimously approved.</p>
5.	<p>Approval of MSC Job Advertisements and Authorization to Release a Technical Services RFQ: As an alternative to posting each of the twelve FT positions in the chosen advertising venues, it was recommended that one advertisement announcing the positions would contain a link to the website providing specifics of each position, which would significantly lower advertising costs. The Commissioners approved the placement of the recruiting ad but also requested several additional places that they wanted it to be placed.</p> <p><u>ACTION:</u> Motion to proceed with providing link to individual positions was unanimously approved.</p> <p>Second draft of job descriptions was in review. The final descriptions and RFQ will be sent to the Commissioners for review.</p> <p><u>ACTION:</u> Motion unanimously approved to release the RFQ.</p>
	<p><b>Informational Items</b></p>
6.	<p>MSC's Budget Report: COG staff gave a more detailed breakdown of the Commission's available funds and those that had been spent to date.</p> <p>No action required.</p>
7.	<p>Oher Business/Announcements</p>
8.	<p>Meeting was Adjourned</p>