

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS

Metrorail Safety Commission

Date: Tuesday, April 24, 2018
Location: COG Board Room – Third Floor
777 North Capitol Street NE
Washington, DC 20002

DRAFT MINUTES

Agenda Item#	Items
	Commissioners present: Christopher Hart, Greg Hull, Debra Farrar-Dyke, Mark Rosenker, Robert Bobb, Howard Roberts (via phone), Barbara Reese (alternate), John Contestabile (alternate)
1./2.	The Chairman called the meeting to order. Roll call was taken; a quorum was achieved.
3.	Staff reports: Emergency procedures for exiting the building were presented. Internet issues faced by the Commissioners attempting to retrieve Commission materials were discussed, as well as the status of the secure website. An office location for the Commission had been procured.
	Action Items
4.	Motion to approve the Minutes of the April 10, 2018, meeting was made. <u>ACTION:</u> The Minutes were unanimously approved.
5.	Review and Approval of Insurance Program: Presentation began highlighting the difficulties faced locating carriers willing to provide quotes, due to the facts that the MSC is a new entity, the limits to exposure were unknown, and there exists no reliable benchmarking data. The estimated annual premium to cover officials and employees was \$73,000 plus . A discussion of CSX policies regarding track access by agents outside that entity took place. The Commission was supportive of the current plan and asked for additional coverage details. No action required.
6.	Review and Approval of Employee Benefits: Based on the Commission’s past guidance, CliftonLarsonAllen provided a more detailed presentation of proposed employee benefits. PEO option again seemed the most flexible. It was decided three Commissioners would work with CLA to help define the package.

	No action required.
7.	<p>Approval of Recommended Candidate for the Position of Chief Executive Officer of the MSC: Dr. David L. Mayer was chosen for the Executive Director position. His first day of the assignment would be June 4, 2018. A motion to offer the position was made and seconded.</p> <p><u>ACTION:</u> The motion was unanimously approved.</p>
8.	<p>Briefing on Proposed Staffing Action Plan: The organizational chart was presented. 13 full-time staff were assumed. It was proposed the Commission focus on filling three full-time positions in rail structures, signal systems and state safety over-sight programs; the remaining positions could for the short- or long-term be filled by contractors to satisfy the staffing requirements for certification by the FTA. Commissioners suggested all in-house positions be pursued concurrently to expedite the staffing process. Motion to move forward with staff postings was made.</p> <p><u>ACTION:</u> The motion was unanimously approved.</p>
9.	<p>MSC Financial Report and FY 2019 Budget Outline: The briefing focused on five main areas: administration, training, consulting, miscellaneous equipment, and IT systems. The Commissioners requested a more detailed breakdown of the estimated costs. A TRA briefing was suggested, and the use of FTA transition workshops was discussed.</p>
10.	Other Business/Announcements
11.	Meeting was Adjourned