

WASHINGTON METRORAIL SAFETY COMMISSION

Date: Monday, September 10, 2018
Location: Ronald F. Kirby Training Center
777 North Capitol Street NE
Washington, DC 20002

DRAFT MINUTES

Agenda Item#	Items
	Commissioners present: Christopher Hart, Mark Rosenker, Greg Hull, Howard Roberts, Robert Bobb, Barbara Reese (alternate). David Mayer was present.
1./2.	The Chairman called the meeting to order. Roll call was taken; a quorum was achieved.
3.	Motion to approve the Minutes of the June 5, 2018, meeting was made. <u>ACTION:</u> The Minutes were unanimously approved.
4.	Staff Report: Dr. Mayer discussed progress of the WMSC since the last Commissioners' meeting. COO, external relations director and five subject matter experts have been hired. Comments concerning the certification submission received from the FTA and WMATA have been incorporated into the certification application. Branding activity has been undertaken with the expectation that a suitable logo will be approved prior to certification admission. A banking account for the WMSC has been established.
5.	Budget Report: a preliminary draft of the budget was presented; awaiting several expected invoices prior to finalization. \$3 million remains from FYs 2013, 2014 and 2015; spending appears on target. It was noted there is no time limit on expending the funds received in any fiscal year. 2016 federal grant has been approved; currently working with the three local jurisdictions for their respective shares.
6.	Presentation Draft of Compensable Meetings and Reasonable Expense Policy: The draft policy was presented to the Commissioners. It was explained that, due to the uniqueness of the WMSC, numerous local and national organizations' similar policies were examined during draft production. The policy clarifies issues only vaguely described in the initial compact. It was noted expenses for alternates would be covered in situations where they would not specifically be substituting for a Commissioner.

	Action Items
7.	<p>Approval to Award the Staffing Contracts: three responses to the RFQ were received; one was non-responsive and was therefore not considered. It was proposed one contract be issued for direct staffing purposes and the other for surge expectations. The awards would initially be through COG but would transfer to the WMSC upon certification.</p> <p><u>ACTION:</u> Motion to approve the contracts was passed unanimously.</p>
8.	<p>Approval to Submit the Application Package: The submission was briefly discussed, noting final FTA review would focus on full-time employees and contractors to complete staffing requirements. Fluidity was built into the proposal to provide for future events. It was further noted that the application package would remain in draft deliberative status until certification was received from the FTA.</p> <p><u>ACTION:</u> Submission was approved unanimously.</p>
9.	<p>Meeting was Adjourned.</p>