

WASHINGTON METRORAIL SAFETY COMMISSION

Date: Thursday, September 27, 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, Debra Farrar-Dyke, Greg Hull, Howard Roberts, Robert Bobb, John Contestabile (alternate). David Mayer was present.
1./2.	The Chairman called the meeting to order. Roll call was taken; a quorum was achieved.
3.	Safety Briefing: Dr. Mayer outlined emergency exit procedures for evacuating the Kirby Center.
4.	Motion to approve the Minutes of the September 10, 2018, meeting was made. <u>ACTION:</u> The Minutes were unanimously approved.
5.	Staff Report: Dr. Mayer discussed progress of the WMSC since the last Commissioners' meeting. Three new employees have been hired: one program specialist and two subject matter experts. Two staffing contracts, to TRA and ADP, have been awarded to provide for additional resources, as needed. The certification application has been submitted to the FTA. The FTA must first approve the package as complete before the certification review and transition process actually begins.
6.	Budget Report: the final budget for June 2018 was presented. It was noted that the FY 2016 grant would be added to July's budget for funding purposes. A brief discussion concerning transfer of the budget from COG to the WMSC once certification was complete took place.
7.	Presentation of the New WMSC Logo: the approved logo for the WMSC was unveiled.
	Action Items

8.	<p>Approval of the Compensable Meeting and Reasonable Expense Policy: Discussion took place concerning the refinement of terms carried from the WMSC Compact to the Policy. Commissioners would each be receiving a SmarTrip Metro card with a monthly balance not to exceed \$60 available for both Commission and personal use. Two revisions to the draft Policy were made by the Commissioners and approved: (1) the stipend would be available for “other WMSC business as approved by the Chair;” and (2) Commissioners would be “encouraged” rather than “expected” to use Metro when traveling on WMSC business.</p> <p><u>ACTION:</u> Motion to approve the Policy was passed unanimously.</p>
9.	<p>Meeting was Adjourned.</p>