

TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING
 at the Washington Metropolitan Area Transit Authority
 Jackson Graham Building, 600 5th Street NW, Washington, DC 20001
 Wednesday July 21, 2010

10:00 to 13:00

Minutes

Name	Agency
Emile Smith	TOC/DDOT
David Harlan (via teleconference)	TOC/DRPT
Eloy Recio (via teleconference)	TOC/DRPT
Matt Bassett	TOC/DRPT
Jim Benton	TOC/MDOT
George Good	TOC/MDOT
Kenneth Korach	TRA/TOC
Robert Kogan	TRA/TOC
Thomas Luglio (via teleconference)	TRA/TOC
Richard Sarles	WMATA – GM
Sgt. Nopadon McKee	WMATA – MTPD
Daniel Epps	WMATA – RTRA
Ken Sundberg	WMATA – SAFE
Chad Krukowski	WMATA – SAFE
Ann Murtha	WMATA – SAFE
Darren McCoy	WMATA – SAFE
Dorsey Adams	WMATA – SAFE
James Dougherty	WMATA – SAFE
Jim Tucci	Booz Allen Hamilton
Brian Glenn	FTA
Stephen Klejst	NTSB

First Segment (9:45 to 10:00) TOC Only

1. Open TOC-Only Issues [to be completed by TOC]

Second Segment (10:00 to 11:30) TOC & TRA Only

2. The TOC members discussed the TOC-COG MOU. **Action Item: K. Korach will follow up with counsel on resolution of legal issues with MOU. (Completed)**
3. Jim Benton introduced himself, and described his background. Mr. Benton was appointed as a full time TOC member from Maryland.
4. M. Bassett described a meeting that will take place tomorrow regarding the new rulebook in Room 506, JGB. K. Korach emphasized the importance of a thorough review of the WMATA rulebook to ensure TOC does its due diligence. **Action Item: TRA will assist TOC in a review of the draft rulebook.**
5. The group discussed the WMATA SSPP update, and conditional approval of the SEPP. M. Bassett indicated that WMATA is in the process of a full overhaul of the SSPP. Additionally the Triennial Review will have several findings related to the SSPP.
6. M. Bassett discussed his desire for TOC to Conditionally Approve the latest WMATA MTPD SEPP. **Action Item: T. Luglio to provide the required input to Matt to support. (Completed)**
7. K. Korach gave a summary of policy issues. The TOC-COG MOU is being reviewed by counsel from the three jurisdictions. The TOC-WMATA MOU was sent to WMATA over one week ago. WMATA sent a letter to Maryland indicating that they'd like to meet with TOC regarding some issues they have with the draft MOU. The internal TOC MOU has several outstanding issues. TOC has indicated to FTA that the internal TOC MOU would be completed by October 2010.
8. FTA findings included required recovery plans. TOC has not received the accident investigation recovery plan, which was due June 30th. WMATA has provided an outline of the Internal Audit recovery plan, but not the plan itself, due in August. TOC has not yet received a formal response from FTA on TOC's proposed actions. **Action Item: TOC needs to arrange to have at least one person from each jurisdiction present on 8/5. (Completed)**
9. The group discussed the TOC funding situation.
10. The group discussed the May meeting minutes. The group will go over the minutes with WMATA before formally approving them, later in this meeting.
11. The group discussed CAPs – R. Kogan and M. Bassett gave a summary of the CAPTURE meeting that took place several days prior to this meeting, and the CAPs that TOC closed as a result. Additional documents were provided to TOC yesterday, though TOC has not yet had sufficient time to review these to determine whether they justify closure. **Action Item: TOC will review this documentation and provide notification to WMATA of closure as soon as possible. (Completed)**

12. J. Young from TRA provided a written summary of accidents and incidents to the TOC prior to this meeting; the TOC agreed to adopt and/or close all those items recommended for closure/adoption in the written summary.

The group gave a quick summary of the situation with the large volume of open accident/incident investigations for J. Benton. R. Kogan and M. Bassett also described the recovery plan that TOC has required WMATA to develop.

13. The group discussed Hazard Management, including 4000 series doors. TOC needs to determine from WMATA how the problem with dust buildup in the door motors was discovered, and to obtain a written report. **Action Item: D. Womack-Kalla will contact J. Benton re: 4000 Series cars and set up a time to perform a field visit and review re: same.**

The group discussed the recent escalator failure at Dupont Circle. M. Bassett discussed the problems with the emergency response and the need for after action analysis

14. T. Luglio discussed TOC's attempts to participate in the ATC evaluation process. TOC has seen no scope of work and has not yet been invited to meetings related to the procurement of the new ARINC system. K. Korach gave a summary of the ATC and 7k railcar issues for J. Benton, specifically TOC's desire to observe and participate in these processes. There was a "stakeholders" meeting for the 7k, but no indication that another one has been scheduled.
15. R. Kogan and M. Bassett discussed the Triennial Review. TRA is finishing the draft report and will provide to TOC for review. **Action Item: TOC members will have approximately 10 days to review and get comments on the draft report back to TRA. TRA will then incorporate those comments and provide the revised draft for submission to WMATA. (Completed.)** WMATA will have a 30 day comment period in which to review the draft report. TOC will consider WMATA's comments in finalizing the report. The final report should be ready by October 1, 2010.

Third Segment (11:30 to 13:00) Including WMATA, FTA, TSA, NTSB

16. There will be a NTSB meeting on the Ft. Totten Accident on 7/27 in the Hearing Room at L'Enfant Plaza at 9:30 a.m. There will be a Quarterly Review meeting with FTA on 8/3, and a special meeting with FTA 8/5 (separate from the Quarterly) to discuss WMATA's and TOC's actions to address FTA's audit findings.
17. The group discussed the recent CAPTURE meeting. WMATA requested that the documents provided to TOC after the meeting be reviewed as soon as possible so that WMATA can have as many closed CAPs as possible. **Action Item: TRA will review and provide indication of approval of CAPs provided by SAFE by Friday of this week. (completed).**

The group discussed the need to emphasize to the WMATA Board and the ELT that addressing open CAPs is not simply about numbers, and that many CAPs must stay open for long periods of time. Such long-term CAPs do not reflect poorly on the transit system. M. Bassett indicated that TOC would be coming up with a standard for type of documentation or evidence/action required for closeout. Such a standard will be included in the revised TOC Program Standards and Procedures.

18. S. Klejst discussed the upcoming 7/27 NTSB meeting. Begins 9:30 next Tuesday. The NTSB members will have the opportunity to go through the draft final report with NTSB investigative staff, ask questions, and request changes. The final report will be made available shortly thereafter.

19. The group discussed recent accidents and incidents. A draft report is circulating internally regarding the derailment at WFC Yard. K. Sundberg described the facts and probable cause of that accident. D. Epps indicated that the investigation of the communications during the accident is ongoing.

TOC indicated that it was able to close/adopt items on the accident matrix. **Action Item: TOC will update the accident matrix and provide to WMATA ASAP. (TRA provided updated version 8/13, TOC should pass this along to WMATA).**
20. J. Dougherty and J. Tucci discussed the ISA recovery plan, and indicated that WMATA would provide it by 7/30.
21. J. Dougherty discussed the accident investigation recovery plan. WMATA is making a 30-60-90 plan for the backlog of investigations, and is putting together a team to tackle the open items. The team will include representatives from MTPD, Maintenance, Operations, and Engineering. All open reports will be provided within 90 days of receipt of the recovery plan. WMATA will provide the recovery plan to TOC before the 8/5 meeting with FTA.
22. WMATA provided an update on the 4000 series door problem. D. Cannon described the replacement of 4000 series motors, including more than 2000 such motors in 17 days. All of the cars are now back in service. TOC asked about a written procedure for the motor cleaning, testing, and replacement. WMATA provided a hard copy of SBC 161 for TOC's review. **Action Item: WMATA will provide schematics to TOC, per J. Benton's request. WMATA shall also provide TOC with documentation on how the problem was discovered initially, and the process that led to the decision to take the 4000 series cars out of service.**
23. A. Murtha gave an update on the implementation of the Safety Management System (SMS). The SMS is already in place for Bus operations, and is in the testing phase for the rail side. A training process is in place, and WMATA expects the SMS to be available for rail use by mid August 2010. There will be a formal written user guide provided as part of the training. The training on the SMS should be completed by October 2010.
24. M. Bassett and R. Kogan gave an update on the process of developing the written report for the Triennial Review. TOC intends to provide the draft report to WMATA by mid-August. WMATA will have a 30 day review period during which they will have an opportunity to comment on the draft report.
25. M. Bassett requested that WMATA provide TOC with more information regarding activities related to ATC and 7k railcar procurement. TOC has already formally requested to observe and participate in these two safety-critical areas. **Action Item: WMATA will provide additional information to TOC regarding ATC and 7k.**
26. There will be a meeting to discuss the new rulebook tomorrow at 10:00 a.m. in room 506. TOC representatives will be in attendance
27. J. Benton intends to attend the next RWP meeting, during which WMATA expects to finalize the new RWP manual.
28. K. Sundberg formally introduced himself to the group. Mr. Sundberg is the new Deputy Chief Safety Officer with a focus on rail. Mr. Sundberg came to WMATA from the MTA Long Island Rail Road in New York.
29. J. Dougherty requested to consolidate the monthly reports to TOC and the executive committee, as well as the Board. TOC agreed that this seemed like a reasonable approach.

30. The group discussed the minutes from the May 2010 monthly meeting. With no changes requested, the minutes were approved.
31. J. Benton formally introduced himself to the group as the new full-time TOC member from Maryland. He is replacing B. Bridges as a TOC member. Mr. Benton previously worked at the Maryland Transit Administration.
32. The group discussed the WMATA SSPP. C. Krukowski indicated that WMATA would provide an updated draft SSPP to TOC by 9/30/10; however, TOC indicated that the Triennial Review would contain findings requiring updates to the SSPP. As the final report will not be distributed until October, WMATA need not expend duplicative effort to revise the SSPP only to have to revise it again upon receipt of TOC's findings. Currently, the May 2010 version of the SSPP remains in effect.
33. M. Bassett discussed the status of the TOC-WMATA MOU. **Action Item: set up a meeting with Sarles and TOC re: MOU. (completed).**

Next General Meeting: To be held August 18, 2010.

Next TOC Internal Meeting: TBD