

**TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING**  
at the Washington Metropolitan Area Transit Authority  
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001  
Wednesday August 18, 2010  
**12:45 – 15:30**  
**Minutes**

Name	Agency
Emile Smith (via teleconference)	TOC/DDOT
Matt Bassett	TOC/DRPT
Jim Benton	TOC/MDOT
George Good	TOC/MDOT
Robert Kogan	TRA/TOC
Thomas Luglio (via teleconference)	TRA/TOC
Dennis Womack-Kalla (via teleconference)	TRA/TOC
Richard Sarles	WMATA – GM
Sgt. Nopadon McKee	WMATA – MTPD
Ken Sundberg	WMATA – SAFE
Chad Krukowski	WMATA – SAFE
Darren McCoy	WMATA – SAFE
James Dougherty	WMATA – SAFE
Charles Dziduch	WMATA-SAFE
Clay Bunting	WMATA-TSSM
Darvin Kelly	WMATA-TSSM
Jim Tucci	K&J/WMATA SAFE
Dave Kubicek	WMATA
Bruce Heppen	WMATA – COUN
Carol O’Keefe	WMATA – COUN
Mike Hiller	WMATA – CENV
Dan George	WMATA – CMNT
Gene Garzone	WMATA – CMNT
Robert Maniuszko	WMATA – SAFE
Brian Glenn	FTA

**First Segment (12:45-14:00) TOC & TRA Only**

1. The group reviewed the minutes from the July 21, 2010 monthly TOC meeting. There were no suggested changes from TOC members. Pending discussions with the other meeting participants later in this meeting, TOC will approve the minutes.
  
2. M. Bassett discussed the recent TOC Executive Committee meeting. The main focus of the meeting was the TOC-WMATA MOU. The MOU has been subject to ongoing discussions between TOC and WMATA. There will be a meeting between the TOC Executive Committee and the Secretaries (and Director) of Transportation from the three jurisdictions to determine how to proceed with the TOC-WMATA MOU.

The TOC-WMATA MOU will determine the content of the internal TOC MOU, which will in turn guide the revision to the TOC Program Standards and Procedures.

3. The group discussed the need to provide additional funding for the TRA contract through MWCOG for technical support. The group also discussed DDOT's efforts to hire a full time TOC member. The group discussed how the DC representatives had expressed concerns to executive level staff regarding some the duties and responsibilities described in the job posting being extraneous to the TOC.
4. The group discussed the action items described in TOC's most recent (August 13<sup>th</sup>) response to FTA's audit findings. Currently, the Program Standard and Procedures is due to be finalized and submitted to FTA by October 1, 2010. The final report from the Triennial Safety and Security Review is also due to FTA by October 1. Additional items due to FTA include a revised WMATA SSPP, approved accident investigation procedures, TOC approval of the accident investigation recovery plan and the internal safety audit recovery plan, and TOC approval of the WMATA annual certification of compliance with the SSPP and SEPP.
5. The group discussed the accident investigation recovery plan and the internal safety audit recovery plan. These were plans FTA required TOC to require of WMATA in response to two audit findings. TOC will approve the approach and timeframes outlined in the recovery plans. **Action Item: TRA will prepare the approval letter for TOC. (Completed).**
6. The group discussed accidents and incidents. TRA updated the accident/incident matrix and prepared a summary of recent incidents, and items recommended for closure/adoption. TOC agreed to close/adopt those items. **Action Item: TOC will transmit an updated accident/incident matrix to WMATA.**

**Action Item: TOC will arrange to meet with SAFE personnel to discuss progress in implementing the accident investigation recovery plan and to review investigation reports and other materials for open items.**

7. J. Benton described a recent field visit to Greenbelt Yard with D. Womack-Kalla on behalf of TOC to obtain additional information on the problem with the door motors in the 4000 series railcars. Managers and employees on site were helpful and forthright in providing information. The group expressed concerns about the ability of TOC to glean information from WMATA in a timely manner for such occurrences. M. Bassett suggested that TOC may discuss this issue at the next meeting of the WMATA Board Committee on Customer Service, Safety and Security, and include a chronology of related events and actions. T. Luglio reminded TOC Members that there have been door opening issues on railcars other than the 4000-Series, so attention should not be limited to the 4000-Series.
8. TRA prepared comments on the draft WMATA rulebook. M. Bassett asked TOC members to contribute any additional comments as soon as possible. **Action Item: TOC will transmit comments on the rulebook to WMATA by next week. (Completed)**
9. There will be a WMATA meeting on the 7000 series railcar procurement on Monday 8/23 at 9:30 a.m. J. Benton and D. Barber from TRA will attend on behalf of TOC.

TOC has not received information on meetings regarding the ATC evaluation and backup system procurement process as of this meeting. **Action Item: TOC will follow up with WMATA to ensure that TOC is included in this process. As a**

**minimum, TOC should be provided with a briefing by WMATA on the current status of the ATC evaluation and backup system development process.**

10. M. Bassett and J. Benton attended yesterday's RWP work group meeting. The RWP manual will be finalized very soon. R. Kogan suggested revising the Triennial Review findings related to the implementation of the new RWP program – specifically, the findings should ask WMATA to provide a schedule for training and regular progress reports, in order to help satisfy executive level information requests regarding training progress.

WMATA will be performing Internal Safety Audits of rail maintenance next week with the assistance of their safety consultant. Jim Benton and D. Womack-Kalla will observe on behalf of TOC.

### **Second Segment (14:00-15:30) Including WMATA, FTA**

11. The group discussed the minutes from the July 21, 2010 monthly meeting. There were no suggested changes, and the minutes were approved.
12. The group discussed the draft report from the Triennial Safety and Security Review. TOC transmitted a draft version to WMATA for review and comment, and WMATA has a four week window in which to provide comments, due to TOC by September 10, 2010. TOC will release the Final Report by October 1, 2010. Upon the publication of the Final Report, WMATA will need to develop a CAP to address each finding in the report. M. Bassett noted that WMATA may be able to develop a single CAP that addresses multiple findings at once.

WMATA (R. Maniuszko) developed an internal summary of TOC findings from the Triennial report for WMATA use. **Action Item: WMATA will provide a copy of this summary to TOC for reference.**

13. There will be a CAPTURE meeting tomorrow, 8/19/10 at 1:30 p.m. in room 2G02.
14. M. Bassett discussed the TOC-WMATA MOU. Currently TOC has several concerns regarding proposed changes made by WMATA. There will be a TOC policy-level meeting with the Secretaries and Director of Transportation for the three jurisdictions later today to discuss how TOC will move forward with the TOC-WMATA MOU. (Note: Following the above-described meeting, the TOC Executive Committee sent a letter dated 8/19/10 to TOC regarding the MOU.)
15. K. Sundberg gave an update on the recent incident in which two employees received flash burns. It occurred at Anacostia and reflected a deficiency in WMATA following its lock-out/tag-out procedures.

J. Dougherty gave an update of WMATA's efforts in implementing the accident investigation recovery plan and the internal safety audit recovery plan. M. Bassett indicated that TOC would provide formal approval of the scope and timeframes outlined in these plans. D. McCoy noted that a form is being developed by WMATA to help document the closing of accident investigation reports.

16. D. Kubicek asked that TOC simplify its CAP numbering system to more easily organize and prioritize CAP activities. M. Bassett indicated that TOC will work on

developing a simplified matrix. D. Womack-Kalla and TRA will work on revising the matrix format.

17. J. Benton discussed the field visit that he and D. Womack-Kalla made to Greenbelt Yard to follow up on the 4000 series car door motors, and thanked G. Garzone (CMNT) for a successful visit. J. Benton expressed some concern about the timeliness with which WMATA has provided requested information to TOC, and reiterated a request for one year of Maximo reports. J. Benton also requested to be included on the distribution list for loss of shunt reports. **Action Item: J. Benton will contact WMATA (G. Garzone, etc.) to set up the submittal of the requested information.**
18. There was also discussion of inappropriate door opening on non-4000-Series railcars. TOC was asked to re-send prior door-related incident requests to WMATA.
19. B. Glenn (FTA) expressed concern about recent incidents in which power lines fell across the WMATA ROW, and the difficulty WMATA may have in managing such occurrences due to the multiple stakeholders and property owners involved (PEPCO, CSX, etc.). D. Kubicek indication that such hazards, if apparent, are to be identified as part of track inspections. B. Glenn also asked about the recent flooding at Cleveland Park; D. Kubicek indicated that the flooding was due to the recent rainstorm and beyond the control of WMATA.
20. J. Dougherty noted that "SMS" now stands for the "Safety Measurement System" (no longer "Safety Management System"). October 2010 is the goal for the implementation of the SMS on the rail system.
21. M. Bassett discussed TOC involvement in WMATA's procurement of an ATC backup system. D. Kubicek suggested that J. Glansdorp would be the right point of contact for TOC personnel looking to participate in meetings and other activities.
22. There will be a meeting on the 7000 series railcar procurement this Monday 8/23 at WMATA.
23. TOC is in the process of consolidating its comments on the new draft WMATA Rulebook. TOC will transmit its comments to WMATA by next week. **Action Item: TOC shall transmit comments on the WMATA Rulebook to WMATA by 8/27/09.** M. Bassett noted that TOC's comments are advisory and not mandatory, and do not require any formal WMATA response.
24. J. Benton asked WMATA to provide bi-weekly updates on scheduled and completed RWP training for all of the different levels, once the training program is put in place.
25. There will be a series of internal safety audits next week, starting Monday. J. Tucci (K&J) will work with TOC to facilitate the logistics of TOC participation and observation of these audits.
26. There will be an ESC meeting August 24 (Tuesday of next week). TOC will send a representative to this meeting.
27. M Bassett discussed TOC's efforts to clarify its requirements for the development of CAPs, and make it simpler for WMATA to determine what actions are required to facilitate CAP closure.

28. R. Sarles discussed the need for WMATA and TOC to have a “partnering session” with executives from both TOC and WMATA present. Such a partnering session should help both WMATA and TOC to achieve better understanding of the expectations of the other. Mr. Sarles. Partnering sessions are commonly used on major construction projects to ensure that all parties are working cooperatively and constructively.

29. Moving forward, TOC meetings shall no longer be held the second Wednesday of the month at 10:00 a.m. Rather, they shall be held the **third Wednesday of each month at 2:00 p.m.**

Next TOC-WMATA Meeting: Wednesday September 15, 2010, 2:00 p.m.  
Next TOC Internal Meeting: TBD.