

**TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING**  
at the Washington Metropolitan Area Transit Authority  
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001  
Wednesday September 15, 2010

**12:45 – 15:30**

**Minutes**

Name	Agency
Matt Bassett	TOC/DRPT
Jim Benton	TOC/MDOT
George Good	TOC/MDOT
Ken Korach	TRA/TOC
Robert Kogan	TRA/TOC
Thomas Luglio (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-RTRA
Clay Bunting	WMATA-TSSM
Darvin Kelly	WMATA-TSSM
Jim Tucci	K&J/WMATA SAFE
Dave Kubicek	WMATA
Mike Hiller	WMATA – CENV
Dorsey Adams	WMATA-SAFE
Joe Krempasky	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**

The District of Columbia is in the process of interviewing candidates for the full-time TOC member position. More interviews are scheduled for next week.

COG has a new contracts manager, Tom Savoie. Maryland and Virginia have not yet received invoices from COG. [Note that TRA's contract with COG is currently running a deficit which can only be resolved via payment by the jurisdictions to COG.]

The group discussed the minutes from the August 18, 2010. The minutes from the August 2010 monthly meeting were finalized, pending some minor non-substantive changes.

The group discussed policy level issues. M. Bassett gave a summary of the recent TOC Executive Committee meeting and the issues discussed, including the now-signed internal TOC MOU, the analysis of potential office space (which concluded that since most TOC business takes place at WMATA and other work can be done electronically, a "virtual" office would be a more cost effective solution – an answering service and online document management), and the potential for public meetings. **Action Item: TRA will**

**look into options for online document management (and work with M. Bassett as needed).**

The external MOU is still under negotiation with WMATA. K. Korach and M. Bassett also summarized a meeting that took place between the TOC Executive Committee and the WMATA GM.

TRA is working on updating the TOC Program Standard & Procedures (PS&P). TRA will ensure that the revised PS&P reflects FTA's audit findings and changes to the internal TOC MOU. After TOC review and approval, the PS&P is due to FTA the week of October 4, 2010.

TRA is in the process of synthesizing comments from WMATA on the draft report from the Triennial Safety and Security Review. After TOC review and approval, the report is due to be submitted to WMATA and FTA the week of October 4, 2010.

Both the PS&P and the final Triennial Review report are due to FTA along with an updated audit findings tracking matrix. M. Bassett reminded the group of the need to provide FTA with evidence of the resource analysis done by TOC and the jurisdictions to arrive at the level of resources described in the White Paper.

M. Bassett summarized the CAPTURE meeting that took place yesterday (9/14/10). D. Womack-Kalla and R. Kogan were also in attendance. WMATA provided documentation on the following open CAPs that was sufficient to verify completion: APTA5, APTA12, MOW26, TW1C, NTSB6, and 2007-27. (Additional CAPs related to the new WMATA rulebook were also closed upon TOC review of a signed copy of the new rulebook: MOW6, TW1A, TW1B, ISA9-3.)

M. Bassett reminded TOC members that WMATA is to submit a batch of accident investigation report materials 9/26/10. WMATA developed an accident investigation recovery plan in accordance with an FTA finding, in order to help decrease the backlog of old, open accident investigations. TOC will review these report upon receipt.

M. Bassett will be presenting a chronology of the 4k door investigation and TOC's role to the WMATA Board tomorrow. The group also discussed the need for TOC to press for more involvement in the ATC system meetings.

J. Benton gave a brief summary of the 7k Railcar meeting he attended with D. Barber from TRA. TOC will continue to participate in 7k Railcar meetings.

M. Bassett described the prototype rulebook that he received from WMATA in hard copy. WMATA's new RWP manual is also in prototype form.

M. Bassett summarized upcoming meetings: 9/16/10 WMATA Board; 9/23/10 Congressional testimony. M. Bassett has prepared draft testimony – any comments from TOC members are due next Monday 9/20/10.

M. Bassett and J. Benton summarized the recent TRACS meeting.

TOC will set up a meeting with the WMATA IG.

Next TOC Internal Meeting: Wednesday October 20<sup>th</sup>, 12:45 p.m.

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

M. Bassett addressed WMATA's comments on the draft report from the Triennial Safety and Security Review. TOC will consider WMATA's comments and will publish a final version of the report by the week of October 4, 2010. M. Bassett clarified the contents of the reports. K. Sundberg described the PHA that WMATA conducted of the TOC findings.

WMATA indicated that the SSPP was being revised and that a new version would be released around September 30th. K. Sundberg described K&J and SAFE efforts in revising the SSPP. M. Bassett described TOC's efforts to update the PS&P. M. Bassett suggested that TOC and WMATA meet in person to resolve issues with both documents, and emphasized that WMATA will need to update the SSPP in accordance with TOC findings contained in the Triennial Report by January 2011.

M. Bassett summarized the CAPTURE meeting held yesterday (9/14/10). TOC will begin tracking NTSB's recommendations to WMATA as CAPs once WMATA formally adopts the NTSB report and recommendations. K. Sundberg discussed a proposal that starting in 2011 CAPs be numbered more simply (per last month's discussion). **Action Item: TOC will coordinate a work session with WMATA on CAP nomenclature.**

Recent accidents – September 26<sup>th</sup> WMATA will submit a series of investigation reports to help close in accordance with the recovery plan, per K. Sundberg. TOC will review these upon receipt. (Update: TOC and WMATA held a work session 10/8/10 to discuss accident investigation reports. Such work sessions may be held regularly moving forward.)

K. Sundberg indicated that the WMATA Safety Hotline is now live, and that the Safety Measurement System (SMS) is still under construction for the rail side.

ATC – D. Kubicek described a monthly status meeting that TOC has not yet participated in. **Action Item: TOC will follow up with WMATA to facilitate TOC participation in these meetings.**

K. Sundberg described WMATA's investigation of wrong-side door openings, in light of a recent such incident at Mt. Vernon Square station. M. Hiller and D. Kubicek provided a brief summary of the engineering issues involved in wrong side door openings that go beyond operator error. When trains operate in automatic mode, WMATA engineering personnel determined that electromagnetic interference (EMI) from the circuits controlling acceleration and braking could trigger the doors to open on the wrong side of the train. All trains are currently operated in manual mode due to unrelated issues with the automatic train control system; in manual mode, EMI does not appear to be a factor; however, because Train Operators must manually toggle the doors when operating the train in manual mode, and because there is no door interlock preventing wrong-side door openings, operator error becomes a factor when trains are run in manual mode. M. Hiller indicated that WMATA would provide TOC with a schedule of implementation regarding a fix for this issue.

M. Bassett described TOC participation in the 7k procurement process, with no issues to discuss at this time.

M. Bassett described TOC's position with respect to the rulebook – several CAPs related to the update of the rulebook are now closed.

K. Sundberg gave an update on the RWP program. A "train the trainer" program is currently underway, and bridge training for current employees is scheduled to begin around October 4, 2010. M. Bassett asked about the status of the amber light system to alert train operators of workers in the ROW. WMATA indicated that there remain internal administrative and testing issues with the system. TOC will request a status update at the October CAPTURE and monthly TOC-WMATA meetings.

D. Adams gave a summary of upcoming internal safety audits. On October 27<sup>th</sup> there will be an audit of WMATA IT, and that TOC should expect to receive checklists soon.

M. Bassett summarized the deliverables due to FTA from TOC from the FTA audit findings that affect WMATA, including the new PS&P and the final report from the Triennial Review. M. Bassett also briefly discussed how TOC was working on finalizing a new internal TOC MOU, and described current efforts to move the TOC-WMATA MOU development process forward.

K. Sundberg summarized WMATA's efforts to respond to the FTA audit recommendations, and indicated that TOC would be invited to attend WMATA Board meetings on a regular basis.

B. Glenn (FTA) indicated he was working with WMATA on issues related to the funding and resource requirements needed to address open NTSB recommendations.

Next TOC-WMATA Meeting: October 20, 2010, 2:00 p.m.