

**TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING**  
at the Washington Metropolitan Area Transit Authority  
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001  
Wednesday January 19, 2010  
**12:45 – 15:30**  
**Final Minutes**

Name	Agency	Phone	Email
Matt Bassett	TOC/DRPT	[REDACTED]	[REDACTED]
Dave Harlan (via teleconference)	TOC/DRPT	[REDACTED]	[REDACTED]
Robert Kogan	TRA/TOC	[REDACTED]	[REDACTED]
Thomas Luglio (via teleconference)	TRA/TOC	[REDACTED]	[REDACTED]
Kenneth Korach	TRA/TOC	[REDACTED]	[REDACTED]
Thomas Freeman (via teleconference)	TOC/DRPT	[REDACTED]	[REDACTED]
Emile Smith	TOC/DDOT	[REDACTED]	[REDACTED]
George Good	TOC/MDOT	[REDACTED]	[REDACTED]
Dave Kubicek	WMATA – DGM	[REDACTED]	[REDACTED]
Sgt. Nopadon McKee	WMATA – MTPD	[REDACTED]	[REDACTED]
Sgt. Jason Sullivan	WMATA – MTPD	[REDACTED]	[REDACTED]
Ken Sundberg	WMATA – SAFE	[REDACTED]	[REDACTED]
James Dougherty	WMATA – SAFE	[REDACTED]	[REDACTED]
Darren McCoy	WMATA – SAFE	[REDACTED]	[REDACTED]
Bob Maniuszko	WMATA – SAFE	[REDACTED]	[REDACTED]
Jim Tucci	K&J/WMATA	[REDACTED]	[REDACTED]
Darvin Kelly	WMATA – TRST	[REDACTED]	[REDACTED]
Clay Bunting	WMATA – TRST	[REDACTED]	[REDACTED]
Gene Garzone	WMATA – CMNT	[REDACTED]	[REDACTED]
Damon Cannon	WMATA – CMNT	[REDACTED]	[REDACTED]
Mike Hiller	WMATA – CENV	[REDACTED]	[REDACTED]
Joe Krempasky	WMATA - CENV	[REDACTED]	[REDACTED]

**First Segment (12:30-14:00) TOC & TRA Only**

The group discussed MWCOC's expressed desire to better manage the TOC budget.

Regarding DDOT's hiring of a full-time TOC position, E. Smith gave an update and stated that the effort to appoint a full-time TOC member from DC is still in progress but

has been delayed due to governance transition issues. He will provide an update at the next TOC meeting.

M. Bassett gave an update on WMATA governance efforts by TOC executives. It is not clear at this time what the role of the TOC members will be, if any, in governance efforts. **Action item: TOC will draft desired elements for what could be included in a revised compact, on an informal basis.**

Billy Hwang (not present), who up to this point has served in a support role for the TOC Executive Committee Maryland delegation, has been temporarily reassigned to other duties for MDOT; Bruce Gardener will be the primary staff-level point of contact for the Maryland portion of the TOC Executive Committee.

The group discussed upcoming meetings. There will be a tour of the DCMP on 1/31.

D. Harlan asked M. Bassett to discuss the progress of updating TOC member training requirements. **M. Bassett will follow up with a written document outlining the new training requirements in accordance with consensus reached by TOC members.**

M. Bassett summarized the recent GAO hearing on 1/5.

TOC is holding a “partnering session” with WMATA on 1/20.

There are upcoming FTA quarterly meetings on 1/26 (MWAA) and 2/1 (WMATA).

M. Bassett and R. Kogan discussed the FTA audit findings update. TOC will be providing a formal submission to FTA that includes the revised PS&P, as well as the new MOUs. TOC will provide documentation of the new TOC member training requirements to FTA as soon as they become available.

M. Bassett summarized the most recent CAPTURE meeting.

R. Kogan discussed the need to audit the WMATA hazard management program, which will necessitate familiarity with the SMS. TOC members and TRA are scheduled to undergo the WMATA SMS training course.

M. Bassett described the current status of TOC participation in the ATC improvement process, as well as the 7k procurement process. There is a stakeholder meeting coming up, but the exact date is not yet known. The goal for participation in these processes is to ensure that TOC is aware of significant issues that arise as these projects progress so that TOC is not ‘in the dark’ in the event of problems. Participation will also allow TOC to have concerns and questions addressed, and to be able to communicate progress and status to the NTSB and FTA, if requested.

The group discussed recent difficulties among TOC members and TRA in obtaining ID cards following the new RWP training class. The current understanding is that TOC members and TRA will need to have two ID cards – one as an ID badge and one for ROW access. **Action Item: TOC will follow up with WMATA on the process for obtaining ID badges, and TOC members and TRA will then obtain the necessary badges.**

M. Bassett discussed the RWP training program. TOC may conduct a follow-up audit of the WMATA RWP program later in 2011. TOC members and TRA staff are tentatively

scheduled to take the training on Monday 2/14/2011. The purpose of the training is twofold – first, to ensure that TOC members and staff are appropriately qualified to access the WMATA ROW, and to verify the implementation of the new RWP training program that has been put in place in response to the TOC RWP Study of December 2009.

M. Bassett discussed deliverables to TOC, including the SSPP, ISA/IsecA annual reports, and GM certification (TOC has since received the WMATA SSPP on 1/25/11 and is currently reviewing the document. TOC also has begun its review of the WMATA SEPP, which is only available to review on-site as a hard copy.)

M. Bassett discussed WMATA testing of the 1000 series cars. To the knowledge of TOC members the results of any such testing have not been given to TOC.

M. Bassett discussed the ‘virtual office’ and the use of Google Docs to facilitate the comment and editing process by TOC members.

**Next Internal TOC Meeting: Wednesday, February 16, 2011, 12:30 p.m.**

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

M. Bassett discussed the minutes from the December 2010 meeting; these were not distributed to WMATA in advance of today’s meeting, and will be provided in advance of the February meeting instead (minutes from both December and January meetings will be up for review and approval at that time).

J. Dougherty described the status of the SSPP. WMATA’s consultant is currently revising it. (TOC has since received the SSPP from WMATA. It is currently under review).

M. Bassett described the 1/18/11 CAPTURE meeting. Safety recommendations from the VTX report are to be converted into CAPs, though none were ready to be presented 1/18..

The group discussed recent accidents and incidents – there was a fatality at Farragut North that is still under MTPD investigation. There will be an accident/incident work session on Friday January 21, 2011.

TOC staff (including TRA) intend to undergo training on the WMATA SMS. TOC and WMATA need to determine when in the future the program will be in place such that TOC can audit the hazard management program. (TOC staff will complete the SMS training 2/14/11).

The group discussed the ATC coordination stakeholder meeting – none has yet taken place. D. Kubicek described the status of the ATC improvement process, and indicated WMATA’s desire to demonstrate a loss-of-shunt tool to NTSB by the summer of 2011. **Action Item: TOC will follow up with WMATA to ensure that TOC members have the opportunity to observe the ATC stakeholder meeting, as soon as its date becomes known.**

M. Bassett asked about the WMATA Rail Fleet Management Plan. D. Kubicek indicated that 2007 version is the most recent version approved by FTA; WMATA has been working with FTA to update the Rail Fleet Management Plan, and that work is ongoing.

(Per M. Trzepacz of the Hill International PMOC Team, FTA provided comments to WMATA requesting revision of the RFMP already).

M. Bassett asked about RWP training progress. D. Kubicek indicated that 3/31 is still the deadline for training all affected employees. TOC staff will also be undergoing the training program (including some on 2/14/11). **Action Item: TOC will follow up with WMATA on the process for obtaining the ID cards.** TOC members will need to hold two cards – one orange contractor badge for building access and one ROW access badge.

The group discussed the status of the Worker Ahead Warning System. The prototype is in place, and undergoing analysis and testing. One or more TOC members may have the opportunity to observe testing.

M. Bassett reminded the group of the February 1, 2011 due date for the internal safety and security audit annual reports and GM certification of compliance with the SSPP and SEPP.

J. Dougherty discussed the upcoming partnering workshop (1/20/11) between TOC and WMATA.

D. Kubicek asked about the process for addressing “recommendations” found in the CAP spreadsheet. The group also discussed the differentiation between “deficiencies” and “areas of concern.” For the purposes of whether WMATA must develop a CAP, there is no differentiation – both categories are “findings.” However WMATA is encouraged to prioritize CAPs as it sees fit.

**Next TOC-WMATA Monthly Meeting: Wednesday February 16 2011, 2:00 p.m.**