

# MINUTES

## 1298<sup>th</sup> Meeting of the Board of Directors October 20, 2005

Mr. Kauffman called the meeting to order at 11:09 A.M. Present were:

### DIRECTORS

Mr. Dana Kauffman  
Mrs. Gladys Mack  
Mr. Jim Graham  
Mr. Robert Smith  
Mr. Christopher Zimmerman

### ALTERNATE DIRECTORS

Mr. William Euille  
Mr. Daniel Tangherlini  
Mr. Marcel Solomon  
Mrs. Catherine Hudgins

### STAFF

Mr. Richard White  
Mr. Harold Bartlett  
Mr. William Scott  
Ms. Carol O'Keeffe  
Mr. Takis Salpeas  
Mr. Charles Woodruff  
Ms. Leona Agouridis

Ms. Polly Hanson  
Mr. James Hughes  
Mr. Steve Feil  
Mr. Jack Requa  
Mr. Frederick Goodine  
Mr. Edward Thomas  
Ms. Judy O'Leary

### APPROVAL OF AGENDA:

Mr. Kauffman requested that Agenda Item XI, Report by Real Estate Committee, (A) Approval of the Sale of WMATA Property at the Vienna/Fairfax-GMU Metrorail Station be withdrawn from the agenda and deferred to the November 17, 2005 Board of Directors meeting. Mr. Kauffman noted a Public Comment Forum will be held on November 1, 2005 at Oakton High School, 2900 Sutton Place, Vienna, VA 22181 from 7:00 PM to 10:00 PM. Mr. Graham requested an inquiry of the joint development processes that were used to engage dialogue from the early stakeholders of this project be forwarded to the Board of Directors. The agenda was accepted with that deletion.

### APPROVAL OF MINUTES:

The Minutes of the September 22, 2005 meeting were approved as submitted.

PUBLIC COMMENT PERIOD:

Two people spoke during the public comment period conducted at this meeting:

1. Mr. Jack Corbet representing Metroriders.org suggested that public participation in the Rider's Advisory Council was not sufficient for the large number of riders who want to improve Metro. There are 950 applicants with only 20 positions. He stated the six month Public Comment Period at Board Meetings have not been effective. He requests the Board introduce a public comment period at Committee meetings. Mr. Corbet requested advance Board documents be made available to the public one week prior to the committee meeting instead of the Tuesday noon distribution.
2. Mr. William Elliott representing Fairfax Citizens for Responsible Growth, Inc. (FairGrowth) has concerns regarding the proposed sale of land at the Vienna/Fairfax-GMU Metro Station. He thanked the Board for deferring this item and the opportunity for a public comment forum on November 1, 2005.

Mr. Graham requested staff prepare a report on the policy and early engagement of stakeholders used for the proposed sale of land at the Vienna/Fairfax-GMU Metrorail Station solicitation prior to the November 1, 2005 public meeting.

REPORT BY CHAIRMAN:

- A. Administer Oath of Office to Deputy General Manager Finance/Chief Financial Officer:

Mr. Kauffman administered the oath of office to Mr. Charles Woodruff appointing him Deputy General Manager Finance/Chief Financial Officer.

REPORT BY GENERAL MANAGER/CHIEF EXECUTIVE OFFICER:

- A. Acknowledgment & Celebration of APTA Awards:

Mr. White reported Metro received several awards at the American Public Transportation Association annual conference and International Bus Roadeo on September 24, 2005.

On behalf of the Washington Metropolitan Area Transit Authority and the Board of Directors Mr. Carlton Sickles (1921-2004) was indoctrinated into the

APTA Hall of Fame. Mr. Sickles was a true public servant and a man of great integrity, Carlton Sickles dedicated a half-century of his life to the advancement of public transportation for the Washington metropolitan area. Mr. Sickles, remembered fondly as “the father of Metro,” served on a joint commission nearly 50 years ago that led to the creation of the Washington Metropolitan Area Transit Authority. In 1967, Carlton was appointed to the Board of Directors of WMATA representing Prince George’s County, Maryland, and served in that capacity for than nine years. From 1981 until his death in 2004, Carlton represented Montgomery County, Maryland on the WMATA Board for more than 22 years. During his tenure, he served as chairman of the WMATA Board of Directors and continuously chaired the Board Safety Committee for more than two decades. In total, Carlton served almost 32 years on the WMATA Board. Mrs. Jackie Sickles accepted the award.

At the International Bus Rodeo, Metro’s maintenance and operator team won third place honors. Metrobus Operator Robert Miles of the Landover Division and the maintenance team from the Bladensburg heavy overhaul facility, Truc Hoang, Locksley McKenzie, and William Morgan had the third highest combined score for maintenance and bus operator teams.

Our marketing efforts also won recognition, taking four AdWheel awards, including the 2005 Grand Prize award in the Print Media Category and three first place awards: All four award-winning campaigns highlight the benefits of Metro for our customers.

Mr. White and the Board of Directors recognized staff in attendance whose efforts led to the AdWheel awards: Murray Bond, Director of Marketing and Sales; Leann Landry, Manager, Advertising and Promotions, Syd Garris, Electronic Communication Media Manger; Nick Shears and Chuma Mmeje, Media Development Specialists.

B. Metro Board Digest:

Mr. White referred the Board to the *Metro Board Digest* for October 2005, highlighting the following items:

- Mr. White reported the trash cans returned to station platforms last month as part of our initiative to enhance cleanliness throughout the system. This year, we purchased new bomb-containment trash cans and placed them on stations platform in an effort to keep rail cars and stations cleaner, and reduce the risk of debris falling onto the tracks and potentially starting fires. The delivery and installation of 206 new bomb-containment bins on all station platforms will be completed by the end of the year.

- Mr. White reported the Metro Transit Police Department (MTPD) is expected to get up to three explosive-detection dogs through a Transit Security Administration (TSA) canine program. Metro is one of 10 mass transit and commuter rail systems in the United States participating in the TSA National Explosives Detection Canine Team Program for transit agencies. The TSA already has trained more than 350 teams of explosive detection canines and handlers for the nation's airports. This is the first large scale expansion to other modes of transportation.

Under the program, TSA will provide Metro with the dogs, training, yearly evaluations, and partial reimbursement to cover costs associated with the program, including salaries, veterinary care and dog food. Metro provides officers who will be devoted to the canine teams. The program is being paid for by a \$2 million congressional appropriation and \$700,000 in earmarked TSA funding.

- Mr. White reported as part of our ongoing efforts to improve communications with our customers, we will hold a Town Hall Meeting in the District of Columbia on November 9 at the Frank D. Reeves Municipal Center. This meeting, our third this year, will give customers an opportunity to express their comments, concerns and ideas about Metro directly to the Board of Directors and Metro staff. The town hall meeting format provides an open forum for customers and is part of our ongoing efforts to engage customers in dialogue about a broad range of issues related to service, funding and long-term plans. Additionally, this format will enable us to articulate the unique challenges that face Metro and motivate our customers to advocacy. Former U.S. Transportation Secretary Rodney Slater will serve as the meeting moderator.

Mr. White reported Metro hosted a career and education fair on Friday, October 7, in Washington, D.C., for individuals seeking employment. Nearly 5,000 individuals showed up at the site in Adams Morgan to speak with Metro employees and learn about career opportunities at the transit agency. Job seekers were able and apply for a variety of jobs, including bus operators, bus and rail mechanics, rail car cleaners, laborers, janitors, cleaner/shifters, and positions with the Metro Transit Police Department. During the 10 a.m. to 7 p.m. career and education fair, we took in nearly 5,000 job applications. The career and education fair is one strategy being used to fill job vacancies and diversify WMATA's employment applicant pool.

- Mr. White reported Metro will be open two hours later tonight for the University of Maryland vs Virginia Tech football game in a

financial agreement with the University of Maryland, College Park for this late night service.

- Mr. White reported WMATA offers an online calculator to compute driving vs. fare costs to determine how much money they would save by using public transit. WMATA recently uploaded an online calculator onto its web site at [www.wmata.com/riding/commuting\\_tips.cfm](http://www.wmata.com/riding/commuting_tips.cfm). The calculator is part of WMATA's new online "Commuter Tips" that feature time and money saving commuting advice. Site visitors can compute daily commuting costs by entering daily parking fees, miles driven, current gas prices and vehicle miles per gallon, then determine WMATA fares to travel between similar locations.

Mrs. Mack requested a report on the job fair success comparing the number of applicants vs the number who were hired. Mrs. Mack stated she endorses conducting this type of job fair in various locations around the region.

REPORT BY ADMINISTRATION COMMITTEE:

A. Approval of Resolution for the Incorporation of the Small Business Local Preference Program:

Mrs. Hudgins referred the Board to the request for approval for the incorporation of the Small Business Local Preference Program. The program began a two year pilot period in September 2003 and applies to non-federally funded actions of \$100,000 or less. The program requires buyers to obtain quotes from small and local businesses before seeking quotes outside of the local area wherever possible. In FY04 this program awarded \$21.1m and in FY05 awarded \$27.4m to small and local businesses, which represents 38% and 41%, respectively, of the total simplified acquisition awards. The program has used vendor fairs, partnerships with jurisdictional governments and chambers of commerce and will, in the future, continue to build its partnerships and vendor-education about doing business with WMATA.

Mr. Kauffman left the room.

Mrs. Hudgins moved, seconded by Mr. Smith, that the Board approve the incorporation of the Small Business and Local Preference Program as part of the Office of Procurement and Materiel's standard procurement practices. This motion was unanimously approved.

Ayes: 6 - Mrs. Mack, Mr. Smith, Mr. Zimmerman, Mr. Graham, Mrs. Hudgins, and Mr. Solomon

A copy of the approved Resolution (2005-45) has been made a part of the official file.

Mrs. Hudgins reported the Administration Committee deferred two items to a future meeting: 1) Approval of Resolution to Revise Personnel Policies and Procedures Manual 4.1, Employment Categories, and the WMATA Retirement Plan Regarding Rehiring WMATA Retirees; and 2) Information Technology Program.

The Report by Customer Service, Operations & Safety Committee was heard next.

REPORT BY CUSTOMER SERVICE, OPERATIONS & SAFETY COMMITTEE:

A. Approval of Resolution for the MetroAccess Free Ride Program and Tariff Changes:

Mr. Smith referred the Board to the request for approval of the MetroAccess Free Ride Program and authorizes the General Manager and Chief Executive Officer and appropriate WMATA staff to make changes in the Tariff, including the addition of "MetroAccess registrants and one accompanying person" as a new section 7.e., to permanently permit MetroAccess registrants and one person to accompany that MetroAccess registrant who boards and exits the system at the same time and location as the Metro Access registrant, to take trips on Metrobus and Metrorail without paying any fare and this program be actively marketed to MetroAccess customers.

Mr. Smith moved, seconded by Mr. Graham, that the Board approve the establishment of the permanent MetroAccess "Free Ride" Program and this program be actively marketed to MetroAccess customers. This motion was unanimously approved.

Ayes: 6 - Mr. Kauffman, Mrs. Mack, Mr. Solomon, Mr. Zimmerman, and Mr. Graham, Mr. Smith

A copy of the approved Resolution (2005-46) has been made a part of the official file.

Mr. Graham stated there will not be a Report by Real Estate Committee because the agenda item Approval of the Sale of WMATA Property at the Vienna/Fairfax-GMU Metrorail Station was withdrawn.

REPORT BY BUDGET COMMITTEE:

A. Approval to Initiate and Award Appraisal Services Contract:

Mrs. Mack referred the Board to the request for approval to initiate and award one or more contracts for appraisal of buses, heavy equipment, and automobiles. The base contracts are for one year with four one-year options. The funding of \$90k from the FY06 operating budget will be used for the base year contracts. Exercise of the option contracts is subject to availability of funds and performance by contractors.

Mrs. Mack moved, seconded by Mr. Solomon, that the Board approve the Appraisal Services Contract. This motion was unanimously approved.

Ayes: 6 - Mr. Kauffman, Mrs. Mack, Mr. Smith, Mr. Zimmerman, Mr. Graham, and Mr. Solomon

#### REPORT BY AUDIT COMMITTEE:

Mrs. Mack reported the Audit Committee met on October 13, 2005 and the Auditor General presented the highlights of Audit Report Activity during the 4<sup>th</sup> Quarter of FY 2005. He highlighted several internal audit and investigative reports that were completed during the period April 1, 2005 – June 30, 2005. Several members of the committee expressed their concern with some of the findings in some of the internal audit reports and their desire to see the audit reports be placed in an evaluative context. In addition, some members of the committee expressed interest in having the format of the quarterly report modified to include more detail information and a more complete table of contents. The Chair of the audit committee suggested that the current status of implementation of the audit recommendations be included in the quarterly report to the Board. The committee asked staff to assist the audit committee in developing the mechanics for creating an inspector general function for WMATA.

#### ADMINISTRATIVE ACTIONS:

#### OTHER ITEMS:

Mr. Kauffman referred the Board to three Action Items:

1. Approval to Initiate & Award A Contract for Rail Car Wheels:

Approval is requested to initiate and award one or more long term competitive requirements contract for multi-wear 28 inch diameter wheels with a two year base for 4,000 wheels and three one year options for 2,000 wheels during each option for WMATA stock number R18-35-0011, and approval to exercise the option years based on Board approval of future year's budgets and funds availability.

exercise the option years based on Board approval of future year's budgets and funds availability.

2. Approval to Initiate & Award A Contract for a Voice-Enabled Spanish Ride Guide & Automated Switchboard:

Approval is requested to initiate and award a sole source contract to Logictree to develop a voice-enabled Spanish Ride Guide system that will allow Spanish customers to plan trips in Spanish without interfacing with a customer service representative, and to develop a voice-enabled switchboard system that will improve the productivity of the switchboard office and allow callers to request a department or person by speaking or spelling the name of the person or department.

3. Approval of International Travel for Four WMATA Employees:

Approval is requested for international travel for four WMATA employees to London, England, November 13-16, 2005 to participate in interagency delegation traveling to meet fire, safety, and security peers about lessons learned from recent terrorist attacks and to attend the UITP international Security Conference.

Mr. Zimmerman moved, seconded by Mr. Tangherlini, that the Board approve the three above listed Action Items. This was unanimously approved.

Ayes: 6 - Mr. Kauffman, Mrs. Mack, Mr. Solomon, Mr. Zimmerman, and Mr. Tangherlini, and Mr. Smith

REPORT BY NVTC: No report was given.

REPORT BY D.C.: No report was given.

REPORT BY WSTC: No report was given.

ADJOURNMENT:

This meeting was adjourned at 12:06 P.M.



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Harold M. Bartlett, Secretary/Chief of Staff