

SUMMARY MINUTES
DULLES CORRIDOR COMMITTEE
MEETING OF MARCH 18, 2015

Mr. Kennedy called the March 18 Dulles Corridor Committee Meeting to order at 8:03 a.m. A quorum was present during the Meeting: Mr. Caputo, Ms. Hanley, Ms. Lang, Mr. McDermott, Mr. Mims and Mr. Conner, *ex officio*. Mr. Chapman, Mr. Curto, Mr. Session and Ms. Wells were also present. Mr. Griffin joined the Meeting by phone.

Recommendation to Approve the 2015 – 2017 Title VI Program Update for the Dulles Corridor Metrorail Project. Steve Baker, Vice President for Customer and Concessions Development was joined by Richard Gordon, Manager, Equal Opportunity Programs. Mr. Baker reported that Title VI of the Civil Rights Act of 1964 requires all entities that receive federal assistance in their programs or activities do not exclude or discriminate on the basis of race, color or national origin. He stated that the Authority submitted an updated plan every three years to the Federal Transit Administration (FTA) to demonstrate the plan for meeting the Title VI obligation. Mr. Baker noted that the FTA had revised its regulations since the Authority had submitted its last update in 2011 and governing boards are now required to approve their updates prior to their submittal. Mr. Gordon provided a summary of the principal features of the update relevant to the Authority, which requires the Authority to post its Title VI obligations on the Project website and the two prime contractors' (for Packages A and B) jobsite bulletin boards; establish procedures for investigating and tracking Title VI complaints; and record and report all complaints to the FTA where race, color, or national origin is the basis for the complaint. He noted that no complaints associated with the Title VI Program had been filed over the past six years. Additionally, Mr. Gordon noted that a program must be established to provide meaningful assistance and access to Limited English Proficient persons.

Mr. Session inquired about staff's knowledge of Executive Order 11246 that imposed certain obligations on federal contractors. He suggested that staff review those guidelines to determine if they applied to the Authority since it is a recipient of federal funds.

The Committee approved the staff recommendation, and Mr. Kennedy stated that he would present the recommendation later that day at the Board Meeting.

Dulles Corridor Metrorail Project Monthly Cost and Schedule Update for Phases 1 and 2 as of January 31, 2015. Ginger Evans, Vice President for Engineering, reported that January expenditures for Phase 1 totaled \$4.6 million. She reported that contingency utilized for Phase 1 in January totaled \$1.6 million; \$8.8 million remained for contingency utilization. She reviewed how the Phase 1 contingency funds had been used in January, as well as the status of Phase 1 activities, including the tentative award of a task order contract for Phase 1 closeout targeted for April 30 and the process to finalize the settlement for the design and build contractor.

With regarding to Phase 1 activities, Mr. Caputo inquired whether any of the remaining items to be completed pertained to safety. Ms. Evans stated that the handrail lighting is the only outstanding item related to safety. Mr. Caputo then asked about concerns that would require the scheduled completion to be advanced. Ms. Evans responded that the Authority, the Washington Metropolitan Area Transit Authority (WMATA) and Dulles Transit Partners are pleased with the timeliness in which the punch list items are being addressed so that the focus can be dedicated to significant issues.

Ms. Evans reported that \$3.8 million had been spent on Phase 2 in January. She noted that the amount of contingency utilized in January totaled \$2 million, and she reviewed the items where these funds had been used, as well as the design-build activities for the Phase 2 main alignment and Package B (WMATA Yard and Maintenance Facility).

Ms. Lang inquired whether the contractor is on schedule for the overall Phase 2 Project. Ms. Evans responded that Package B is tracking well.

Ms. Hanley referred to the design-build activities for Phase 2 and inquired whether the Building Code approvals had been performed by Authority staff or others. Ms. Evans stated that they had been performed by Authority staff and noted that Building Codes is an office within the Office of Engineering. Ms. Hanley asked if both Loudoun Silver Line stations are under the Authority's jurisdiction, to which Ms. Evans responded that the Authority is only responsible for the Route 606 station.

The Meeting was thereupon adjourned at 8:17 a.m.