

Metropolitan Washington Council of Governments

One Region Moving Forward

COG BOARD OF DIRECTORS MEETING

District of Columbia

*Bladensburg**

Bowie

Charles County

College Park

Frederick

Frederick County

Gaithersburg

Greenbelt

Montgomery County

Prince George's County

Rockville

Takoma Park

Alexandria

Arlington County

Fairfax

Fairfax County

Falls Church

Loudoun County

Manassas

Manassas Park

Prince William County

**Adjunct Member*

DATE: June 11, 2014
TIME: 12:00 – 2:00PM
PLACE: COG Board Room

PLEASE NOTE: The board meeting will begin promptly at Noon. Lunch for members and alternates will be available at 11:30AM

AGENDA

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
(12:00PM)**

**Phil Mendelson, Council Chair, District of Columbia
COG Board Chair**

**2. ANNOUNCEMENTS
(12:00 – 12:05PM)**

Chair Mendelson

A. COG Leadership Retreat July 25th-27th

**3. EXECUTIVE DIRECTOR'S REPORT
(12:05 – 12:10PM)**

**4. AMENDMENTS TO AGENDA
(12:10 – 12:15PM)**

**5. APPROVAL OF MINUTES OF MAY 14, 2014
(12:15 – 12:20PM)**

**6. ADOPTION OF CONSENT AGENDA ITEMS
(12:20 – 12:25PM)**

A. RESOLUTION AUTHORIZING COG TO RENEW THE ANNUAL CONTRACT WITH GARTNER INC. FOR INFORMATION TECHNOLOGY AND BUSINESS SERVICES

The Board will be asked to adopt Resolution R42-2014 authorizing the Executive Director, or his designee, to renew the annual contract with Gartner Inc. in an amount not to exceed \$34,800 annually. COG routinely contracts with outside firms to provide specialized subject matter expertise. Gartner Inc. is the industry leader in providing expertise on IT industry analysis, best practices, technical training, and executive business skills. Gartner Inc. will also provide review of Requests For Proposals and vendor responses. Most of COG's members also subscribe to services from Gartner Inc., but at a much higher participation level. Funding for this contract is budgeted in the FY2015 IT Annual Operating Budget.

RECOMMENDED ACTION: Adopt Resolution R42-2014.

B. RESOLUTION AUTHORIZING COG TO ENTER INTO CONTRACTS WITH SELECTED VENDORS FOR FY2015 FACILITIES PROJECTS

The Board will be asked to adopt Resolution R43-2014 authorizing the Executive Director, or his designee, to enter into an annual contracts with selected vendors not to exceed \$115,000 for the construction and completion of the identified projects. COG management has recommended facility capital improvement projects that are necessary to maintain COG's office space and optimize utilization of existing office space. In Fiscal 2015 COG will undertake renovations to create office space near the Executive Director, create an interview space and workroom for Human Resources, create a media room to support the multimedia needs of Public Affairs, perform workspace improvements to the Commuter Connections Operations Center, and installation of fire suppression systems in the COG data center as recommended by COG's auditors. Funding for these projects is budgeted in the FY2015 Capital Repair & Replacement Plan.

RECOMMENDED ACTION: Adopt Resolution R43-2014.

C. RESOLUTION AUTHORIZING COG TO ENTER INTO CONTRACTS WITH SELECTED VENDORS FOR INFORMATION TECHNOLOGY SERVER INFRASTRUCTURE

The Board will be asked to adopt Resolution R44-2014 authorizing the Executive Director, or his designee, to enter into annual contracts with selected vendors not to exceed \$243,000 for the scheduled 5-year replacement for MWCOG's Storage Area Network (SAN) and server infrastructure. COG Information Technology Systems are on the industry standard 5-year replacement cycle. The majority of COG's servers and connected systems were last procured in 2009, and are now scheduled for replacement. In 2009 COG selected Xiotech as COG's SAN vendor through a competitive procurement process. COG has also standardized on HP for desktop and server infrastructure. COG has engaged a value added reseller and HP to bundle server procurement in order to save over 10% for individual purchases. Funding for this procurement is budgeted in the FY2015 IT Annual Operating Budget.

RECOMMENDED ACTION: Adopt Resolution R44-2014.

D. RESOLUTION AUTHORIZING COG TO RECEIVE A GRANT, PROCURE AND ENTER INTO A CONTRACT TO DESIGN, DEVELOP, AND IMPLEMENT A TEXT ALERT PUBLIC AWARENESS AND EDUCATION CAMPAIGN

The Board will be asked to adopt Resolution R45-2014, authorizing the Executive Director, or his designee, to receive and expend up to \$262,500 through a Subgrant from the State Administrative Agent (SAA) to design, develop, and implement a text alert public awareness campaign for the NCR. The campaign will serve to educate individuals in the region on how to navigate the features of the new regional text/email emergency alert system. Funding for this effort will be provided through a Subgrant from the State Administrative Agent (SAA). **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R45-2014.

E. RESOLUTION AUTHORIZING COG TO RECEIVE A GRANT TO PROVIDE EXECUTIVE, PROFESSIONAL, AND TECHNICAL PROGRAM MANAGEMENT OFFICE AND SECRETARIAT SUPPORT THAT WILL CONTRIBUTE TO ENHANCED EMERGENCY PREPAREDNESS IN THE REGION

The Board will be asked to adopt Resolution R46-2014, authorizing the Executive Director, or his designee, to receive and expend grant funds through a Subgrant from the State Administrative Agent (SAA) in the amount of \$414,500. Funds will be used to provide Executive, Professional, and Technical Program Management Office and Secretariat Support. The purpose of the Program Management Office and Secretariat Support will be to assist the Emergency Preparedness Council, the Chief Administrative Officers, the Senior Policy Group, Regional Emergency Support Functions, Regional Program Working Groups, State Administrative Agent, Office of National Capital Region Coordination, and others and to support the investment planning process in enhancing emergency preparedness in the National Capital Region. COG is being provided \$414,500 through a Subgrant from the State Administrative Agent (SAA) to fund COG staff transition from secretariat to PMO support during the period June 1, 2014 to September 30, 2014 and to work with others in the region to enhance emergency preparedness. **No COG Matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R46-2014.

**7. PRESENTATION OF CAMPAIGN TO PROMOTE NEW EMERGENCY TEXT ALERT SIGN-UPS ACROSS THE REGION
(12:25 – 12:45PM)**

Jeremy Lasich

Chairman, External Affairs Committee, RESF 15, and Deputy Director, Fairfax County Office of Public Affairs

Jeanne Saddler

Director, COG Office of Public Affairs

The National Capital Region is in the process of installing a new, more effective text alert system to deliver emergency warnings during any regional threat or hazardous event. The new system is designed to work well on smart phones and other mobile devices. The region's public information officers have developed a coordinated outreach campaign to make residents aware of the system and how to sign up for it in each jurisdiction. This presentation will focus on the outreach campaign, which is being financed

by the Urban Area Security Initiative grant program.

RECOMMENDED ACTION: Adopt Resolution R47-2014.

**8. OVERVIEW OF THE NATIONAL CAPITAL REGION'S WATER QUALITY PROTECTION INFRASTRUCTURE
(12:45-1:45PM)**

Tanya Spano
Chief, Regional Water Quality Management, COG Division of Environmental Programs

Adam Krantz
**Managing Director, Government & Public Affairs, The National Association of Clean Water Agencies
(NACWA)**

William Hicks
Director, Fairfax County Maintenance and Stormwater Management Division

Christopher Pomeroy, Esq.
President, AquaLaw PLC

This briefing on regional wastewater and stormwater infrastructure builds off of the April 9th briefing on the Region's drinking water infrastructure. COG staff will present background information on the Region's wastewater and stormwater infrastructure. This will be followed by a panel of Adam Krantz from NACWA, speaking about the region's wastewater and stormwater challenges and innovations and challenges with that infrastructure; Gary Gumm, from WSSC, speaking about the wastewater systems infrastructure challenges; William Hicks, from Fairfax County's Maintenance and Stormwater Management Division, speaking about the challenges and growing infrastructure demands of the Region's stormwater management systems; and Chris Pomeroy, from the law firm AquaLaw, speaking about the regulatory and legal drivers behind the requirements for new wastewater and stormwater investments.

RECOMMENDED ACTION: Receive briefing and discuss.

**9. RECOMMENDATION FOR MARKET-BASED SALARY ADJUSTMENT FOR COG EMPLOYEES FOR FY 2015
(1:45-1:55PM)**

Chuck Bean, Executive Director

Imelda Roberts, Director, Office of Human Resources Management

The Board will be asked to adopt Resolution R46-2014 providing all COG employees with a two percent (2%) pay increase effective on July 1, 2014 as supported by the Board's Employee Compensation & Benefits Review Committee. The change represents a structural salary increase based on the annual market based salary study conducted by COG's Office of Human Resources Management and salary study consultants, the Management Advisory Group (MAG). As previously authorized by the Board under R34-2005, associated changes to COG's salary ranges based on the MAG study, as well as adjustments for individual employees will be implemented concurrently with the structural pay increase. This increase will assist with recruitment and retention of employees and help offset recent

increases in employee pension and health insurance contributions. It is consistent with trends by COG member governments, and the costs can be absorbed within the FY 2015 approved COG work program and budget.

RECOMMENDED ACTION: Approve Resolution R48-2014.

10. OTHER BUSINESS

(1:55-2:00PM)

11. ADJOURN – THE NEXT MEETING IS WEDNESDAY JULY 9, 2014

(2:00PM)



Reasonable accommodations are provided for persons with disabilities. Please allow 7 business days to process requests. Phone: 202.962.3300 or 202-962.3213 (TDD). Email: accommodations@mwkog.org. For details: www.mwkog.org