

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

DATE: November 12, 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 Annual Meeting – December 10, 2014

B. Award Nominations

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

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

**5. APPROVAL OF MINUTES OF OCTOBER 8, 2014
(12:15 – 12:20PM)**

*Adjunct Member

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

A. RESOLUTION AUTHORIZING COG TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE MARYLAND DEPARTMENT OF NATURAL RESOURCES FOR ANACOSTIA FORESTRY-RELATED SERVICES

The Board will be asked to adopt Resolution R66-2014, authorizing the Executive Director, or his designee, to execute a nine (9) month memorandum of understanding with the Maryland Department of Natural Resources (MDDNR) in an amount not to exceed \$25,000 for Anacostia forestry-related services. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R66-2014.

B. RESOLUTION AUTHORIZING COG TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE MARYLAND DEPARTMENT OF NATURAL RESOURCES FOR ANACOSTIA RIVER WATERSHED RESTORATION PARTNERSHIP-RELATED SERVICES

The Board will be asked to approve Resolution R67-2014, authorizing the Executive Director, or his designee, to execute an eleven (11) month memorandum of understanding with the Maryland Department of Natural Resources (MDDNR) in an amount not to exceed \$42,330 for Anacostia Partnership-related technical and administrative support services. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R67-2014.

C. RESOLUTION RATIFYING EXECUTIVE COMMITTEE APPROVAL OF RESOLUTION R68-2014 AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO IMPLEMENT IMPROVEMENTS TO THE ENTERPRISE RESOURCE MANAGEMENT SYSTEM (COSTPOINT)

The Board will be asked to ratify Executive Committee approval of Resolution R68-2014 on October 30, 2014, authorizing the Executive Director, or his designee, to procure and enter into a contract with Luvo Systems, Inc. in an amount not to exceed \$65,000 to improve the use of COG's financial and project accounting system, develop and test written procedures to improve efficiency in transaction processing, and to develop and improve financial reports and information. Funding for this contract is available in the Office of Finance and Accounting budget and is an administrative cost that will be recovered through the indirect cost rate.

RECOMMENDED ACTION: Ratify Resolution R68-2014.

D. RESOLUTION AUTHORIZING COG TO ENTER INTO A CONTRACT TO OBTAIN THE SERVICES OF A REGIONAL INFORMATION COLLECTION AND COORDINATION CENTER (IC3) MANAGER AND STAFF

The Board will be asked to adopt Resolution R69-2014, authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) in the amount of \$100,000. COG has been requested by the District of Columbia HSEMA to enter into a contract to provide a manager and staff responsible for IC3. Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region.

No COG matching funds are required.

RECOMMENDED ACTION: Adopt Resolution R69-2014.

E. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO SUSTAIN, MAINTAIN, AND BUILD UPON PREVIOUS PHASES OF THE NCR SITUATIONAL AWARENESS DASHBOARD

The Board will be asked to adopt Resolution R70-2014 authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) in the amount of \$450,000. COG has been requested by the District of Columbia HSEMA to enter into a contract to sustain, maintain, and build on the previous phases of the NCR Situational Awareness Dashboard. Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R70-2014.

F. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO UPDATE DISASTER DEBRIS AND HAZARDOUS WASTE PLANS AND TO DEVELOP A RESOURCE ASSESSMENT REPORT FOR THE NCR

The Board will be asked to adopt Resolution R71-2014, authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) in the amount of \$200,000. COG has been requested by the District of Columbia HSEMA to procure a contractor(s) and enter into a contract to update disaster debris and hazardous waste plans and to develop a resource assessment report for the NCR. Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R71-2014.

G. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO DEVELOP METRO STATION EMERGENCY RESPONSE AND EVACUATION PLANS FOR WMATA

The Board will be asked to adopt Resolution R72-2014 authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) in the amount of \$730,000. COG has been requested by the Washington Metropolitan Area Transit Authority to procure a contractor and enter into a contract to develop metro station emergency response and evacuation plans and associated annexes for WMATA. Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R72-2014.

H. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO DEVELOP AND CONDUCT AN EMERGENCY PREPAREDNESS COUNCIL SENIOR LEADER SEMINAR FOR 2015

The Board will be asked to adopt Resolution R73-2014 authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and

Emergency Management Agency (HSEMA) in the amount of \$100,000. COG has been requested by the Exercise and Training Operations Panel to procure the services of a contractor and enter into a contract to develop and conduct an Emergency Preparedness Council Senior Leader Seminar in 2015. Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R73-2014.

I. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO CONTRACT FOR HEAVY TRANSPORTATION RESCUE LIFTING EQUIPMENT

The Board will be asked to adopt Resolution R74-2014 authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) in the amount of \$499,851 to procure a contractor and enter into a contract to acquire hydraulic jacks with high lift capacity to support the regional Fire Chiefs requirements. Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R74-2014.

J. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO DEVELOP A DISTRICT PREPAREDNESS PLANNING TOOLKIT

The Board will be asked to adopt Resolution R75-2014, authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) in the amount of \$84,000. COG has been requested by the District of Columbia HSEMA to procure a contractor(s) and enter into a contract to develop a District Preparedness Planning Toolkit. Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R75-2014.

K. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO DEVELOP THE DISTRICT PREVENTION AND PROTECTION PLAN, THE EMERGENCY SUPPORT FUNCTION #13 OPERATIONAL PLAN, AND THE DISTRICT TERRORISM ANNEX

The Board will be asked to adopt Resolution R76-2014, authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) in the amount of \$157,500. COG has been requested by the District of Columbia HSEMA to procure a contractor(s) and enter into a contract to develop the District Prevention and Protection Plan, the Emergency Support Function #13 Operational Plan, and the District Terrorism Annex. Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R76-2014.

L. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO DEVELOP THE DISTRICT MITIGATION PLAN AND ASSOCIATED DOCUMENTS

The Board will be asked to adopt Resolution R77-2014, authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) in the amount of \$55,000. COG has been requested by the District of Columbia HSEMA to procure a contractor and enter into a contract to support DC HSEMA with the development of the district mitigation plan and associated documents. Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

RECOMMENDED ACTION: ADOPT RESOLUTION R77-2014.

M. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO DEVELOP DISTRICT DAMAGE ASSESSMENT BASE PLAN AND THE EMERGENCY SUPPORT FUNCTION #14 OPERATIONAL PLAN

The Board will be asked to adopt Resolution R78-2014, authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) in the amount of \$105,000. COG has been requested by the District of Columbia HSEMA to procure a contractor(s) and enter into a contract to develop the District Damage Assessment Base Plan and the Emergency Support Function #14 Operational Plan. Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R78-2014.

N. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO DEVELOP MASS CARE PLANS FOR THE DISTRICT OF COLUMBIA

The Board will be asked to adopt Resolution R79-2014, authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) in the amount of \$255,000. COG has been requested by the District of Columbia HSEMA to procure a contractor(s) and enter into a contract to develop Mass Care Plans for the District of Columbia. Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R79-2014.

O. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO SUPPORT THE DISTRICT EMERGENCY RESPONSE SYSTEM (CONTINUATION)

The Board will be asked to adopt Resolution R80-2014, authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) in the amount of \$157,500. COG has been requested by the District of Columbia HSEMA to procure a contractor(s) and enter into a contract to support the District emergency response system (continuation) that includes the development and maintenance of the Strategic Plan and the District projects it oversees. Funding for this effort will be provided through a

subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R80-2014.

P. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO SUPPORT ACTIVITIES ASSOCIATED WITH THE DISTRICT RECOVERY PLAN

The Board will be asked to adopt Resolution R81-2014, authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) in the amount of \$52,500. COG has been requested by the District of Columbia HSEMA to procure a contractor(s) and enter into a contract to support DC HSEMA with activities associated with the District Recovery Plan. Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

RECOMMENDED ACTION: Adopt Resolution R81-2014.

Q. RESOLUTION AUTHORIZING COG TO ACCEPT PROJECT FUNDS FOR THE OPERATION AND MAINTENANCE OF THE NCR HOMELAND SECURITY PROGRAM MANAGEMENT OFFICE (PMO)

The Board will be asked to adopt Resolution R82-2014, authorizing the Executive Director, or his designee, to receive and expend grant funds from the State Administrative Office of the District of Columbia Homeland Security and Emergency Management Agency in the amount of \$1,125,000 for the operation and maintenance of the National Capital Region (NCR) Homeland Security Program Management Office (PMO). The PMO was established, in April 2014, to enhance the overall management of the region's homeland security program, evaluate the performance of programs, and provide decision-makers with tools needed to make sound financial and programmatic decisions. Funding for this effort will be provided through a subgrant from the SAA for the NCR. No COG matching funds are required; COG will provide in-kind secretariat and logistical support for this program.

RECOMMENDED ACTION: Adopt Resolution R82-2014.

**7. PROPOSED BY-LAW AMENDMENT TO COG BY-LAWS SECTION 5.02(e)
(12:25 – 12:30PM)**

**Chuck Bean
Executive Director, COG**

Last month at the October 8th Board of Directors meeting Executive Director Chuck Bean introduced a proposed amendment to Section 5.02(e) of the COG By-laws. Section 5.02(e) addresses the appointment process of Virginia and Maryland delegates to the COG Board of Directors. Today the COG Board will discuss and vote on the proposed amendment.

RECOMMENDED ACTION: Adopt Resolution R83-2014, accepting the amendment to Section 5.02(e) of the COG By-laws.

**8. FY 2014 AUDIT REPORT AND RESOLUTION ACCEPTING THE 2014 AUDIT, AUTHORIZING COG TO ENTER INTO A CONTRACT WITH SB & COMPANY FOR FY2015 AUDIT, AND DIRECTING THE EXECUTIVE DIRECTOR TO CONVENE A MEETING OF THE AUDIT COMMITTEE TO DEVELOP A POLICY FOR AUDITOR SELECTION, RETENTION AND ROTATION
(12:30-12:35PM)**

Bruce Williams
Mayor, City of Takoma Park
Chairman, FY 2014 Audit Committee

Pamela Gray
Partner, SB & Company, LLC

Leta Simons
Chief Financial Officer, COG

SB & Company, LLC (SBC) performed COG's FY 2014 audit. A draft of the audit was presented to the Audit Committee at its October meeting, and, subsequently, the Form 990 tax return. SBC provided an unqualified or "clean" audit for COG. COG staff will provide a summary of FY 2015 first quarter financial activity. In addition, the Board will be asked to adopt Resolution R84-2014, accepting the 2014 Audit as presented, authorizing the Executive Director, or his designee, to enter into a contract with SBC for another year to prepare the FY 2015 Audit and directing the Executive Director to convene a meeting of the Audit Committee to develop a policy for auditor selection, retention and rotation.

RECOMMENDED ACTION: Adopt Resolution R84-2014, accepting the 2014 Audit as presented, authorizing the Executive Director to enter into a contract with SBC for another year to prepare the FY 2015 Audit and directing the Executive Director to convene a meeting of the Audit Committee to develop a policy for auditor selection, retention and rotation.

**9. ENDORSEMENT OF NATIONAL CAPITAL REGION OLYMPIC BID
(12:35-12:50PM)**

Chuck Bean
Executive Director, COG

At the September 2014 Board of Directors meeting Washington 2024 briefed the Board on the status of the current National Capital Region Olympic bid. In June 2014 the US Olympic Committee selected Washington, DC as a finalist in the U.S. bid process for the 2024 Olympic and Paralympic Games. Washington 2024 is the nonprofit organization dedicated to bringing the 2024 Olympic and Paralympic Games to the National Capital Region.

RECOMMENDED ACTION: Adopt Resolution R85-2014, endorsing Washington 2024 and the effort to bring the 2024 Olympic and Paralympic Games to the National Capital Region.

**10. CAPITAL AREA FORECLOSURE NETWORK (CAFN) RETROSPECTIVE REPORT
(12:50-1:05PM)**

Paul DesJardin
Director of Community Planning and Services, COG

Angie Rodgers
Director, Capital Area Foreclosure Network

Amy Fishman Kurz
Interim Executive Director, Nonprofit Roundtable of Greater Washington

Formed in 2010 to respond to the growing foreclosure crisis in the region, the Capital Area Foreclosure Network (CAFN) is a joint initiative of the Metropolitan Washington Council of Governments and the Nonprofit Roundtable of Greater Washington. Angie Rodgers, Amy Fishman Kurz, and Sophie Mintier will brief the Board on the recent CAFN Retrospective Report produced by former CAFN Director Peggy Sand and the Urban Institute. The Retrospective Report summarizes the evolution of the foreclosure crisis in the Metropolitan Washington area, CAFN's efforts to assist at-risk homeowners and nonprofit housing counseling organizations, and lessons from the collaboration between COG and the Nonprofit Roundtable that can inform future partnerships.

RECOMMENDED ACTION: Adopt Resolution R64-2014, endorsing *Joining Forces to Combat Foreclosure: A Look Back at the Capital Area Foreclosure Network*.

**11. HOUSING SECURITY STUDY
(1:05-1:20PM)**

Hilary Chapman
Staff DCPS, Council of Governments

Silvana Straw
Senior Philanthropic Services Officer, The Community Foundation for NCR

Peter Tatian
Senior Fellow, Urban Institute

In December 2012, The Community Foundation of the National Capital Region, with generous support from The Morris & Gwendolyn Cafritz Foundation, commissioned the Urban Institute (in partnership with the Metropolitan Washington Council of Governments) to create a comprehensive report on the region's shelter and housing system. The report was released on July 15th. The report is the first of its kind to examine the continuum of housing security on a jurisdiction by jurisdiction basis in our region and the data is designed to guide philanthropy, public and private sector decision-making with regard to meeting our region's housing needs.

RECOMMENDED ACTION: Adopt Resolution R86-2014, accepting the Housing Security Study.

**12. PUBLIC BUILDINGS INFRASTRUCTURE IN THE NATIONAL CAPITAL REGION
(1:20-1:55PM)**

**Paul DesJardin
Director of Community Planning and Services, COG**

**David L. Winstead, Esq.
Of Counsel, Ballard Spahr Stillman & Friedman, LLP
At-Large Chair, Urban Land Institute's Public Development and Infrastructure Council
Chair, Urban Land Institute's Regionalism Initiative Council**

Today's infrastructure series will focus on local public buildings in the National Capital Region. By working with members of the Chief Administrative Officers Committee (CAOs), COG Staff is in the process of compiling information on owned and leased local government public buildings in the region. Paul DesJardin will report on the preliminary information collected to date. David Winstead, Of Counsel at Ballard Spahr Stillman & Friedman, LLP will then brief the Board on best practices of managing public buildings gained from his experience as Commissioner of the Public Buildings Service for the U.S. General Services Administration, and his current capacity as At-Large Chair of the Urban Land Institute's Public Development and Infrastructure Council and Chair of ULI's Regionalism Initiative Council.

RECOMMENDED ACTION: Receive briefing and discuss.

**13. OTHER BUSINESS
(1:55-2:00PM)**

**14. ADJOURN – THE ANNUAL MEETING IS ON DECEMBER 10, 2014 AT THE RENAISSANCE
WASHINGTON DC HOTEL.**



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.