



## BOARD OF DIRECTORS

Wednesday, June 13, 2018  
12:00 - 2:00 P.M.  
Walter A. Scheiber Board Room

### AGENDA

- 12:00 P.M.**
- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**  
*Matthew Letourneau, COG Board Chairman*
  - 2. CHAIRMAN'S REPORT**  
*Matthew Letourneau, COG Board Chairman*
- 12:05 P.M.**
- 3. EXECUTIVE DIRECTOR'S REPORT**  
*Chuck Bean, COG Executive Director*
    - A. Traffic Incident Management Enhancement (TIME) Update
    - B. Security of Public Buildings Update
- 12:25 P.M.**
- 4. AMENDMENTS TO THE AGENDA**  
*Matthew Letourneau, COG Board Chairman*
  - 5. APPROVAL OF THE MINUTES FROM MAY 9, 2018**  
*Matthew Letourneau, COG Board Chairman*  
**Recommended Action: Approve minutes.**
  - 6. ADOPTION OF CONSENT AGENDA ITEMS**  
*Matthew Letourneau, COG Board Chairman*
    - A. Resolution R24-2018 – Resolution authorizing COG to procure and enter into a contract for staffing services to help support the Metrorail Safety Commission
    - B. Resolution R25-2018 – Resolution authorizing COG to procure and enter into a contract with the Occoquan Monitoring Laboratory for Operation of the Chain Bridge Monitoring Station in the Potomac River
    - C. Resolution R26-2018 – Resolution authorizing COG to receive a grant to purchase robotic equipment for COG law enforcement members
    - D. Resolution R27-2018 – Resolution authorizing COG to receive a grant to provide support services to the Anacostia River Watershed Partnership
    - E. Resolution R28-2018 – Resolution approving the COG Enterprise Digitalization and Scanning Project

Reasonable accommodations are provided upon request, including alternative formats of meeting materials.  
Visit [www.mwco.org/accommodations](http://www.mwco.org/accommodations) or call (202) 962-3300 or (202) 962-3213 (TDD).

- F. Resolution R29-2018 - Resolution authorizing COG to receive a grant to support the District of Columbia in the development of accessible emergency services capabilities for people with disabilities

**Recommended Action: Adopt Resolutions R24-2018 – R29-2018.**

**12:30 P.M. 7. COG PROCUREMENT POLICY UPDATE**

*Chuck Bean, COG Executive Director*

The board will be briefed on proposed updates to the COG Procurement Policy.

**Recommended Action: Receive briefing and adopt Resolution R30-2018.**

**12:35 P.M. 8. WMATA PROGRESS REPORT**

*Paul Wiedefeld, WMATA General Manager*

The board will be briefed on WMATA's recent progress and outlook with additional dedicated capital funding.

**Recommended Action: Receive briefing.**

**1:05 P.M. 9. OVERVIEW OF THE REGION'S OPPORTUNITY ZONES**

*Rachel Reilly, Enterprise Community Partners Impact Investing Director*

The board will be briefed on Opportunity Zones, a new federal tax incentive designed to drive equity investments in real estate and businesses in distressed communities, including in the District of Columbia, Maryland, and Virginia. Analysis of the region's newly-designated Opportunity Zones will be provided, as well as an overview of this emerging market for community investment.

**Recommended Action: Receive briefing.**

**1:30 P.M. 10. REGIONAL FOOD NETWORK**

*Steve Walz, COG Department of Environmental Programs Director*

*Kellie Hinkle, Loudoun County Department of Economic Development  
Agricultural Development Officer*

*Philip Gottwals, University of Maryland College of Agriculture and Natural  
Resources Instructor*

The board will be briefed on local and regional food systems and approaches to support collaboration on policies to help meet the region's desired outcomes for sustainable development and a prosperous regional economy as these relate to food and agriculture.

**Recommended Action: Receive briefing.**

**1:55 P.M. 11. OTHER BUSINESS**

**2:00 P.M. 12. ADJOURN**

The next meeting is scheduled for Wednesday, September 12, 2018.

# **AGENDA ITEM #2**

# **CHAIRMAN'S REPORT**

# CLIMATE & ENERGY LEADERSHIP AWARDS

RECOGNIZING INNOVATIVE SOLUTIONS TO KEY CLIMATE AND ENERGY ISSUES IN THE NATIONAL CAPITAL REGION.



Metropolitan Washington  
Council of Governments



## ACCEPTING APPLICATIONS FROM APRIL 22 - JUNE 29, 2018

### PURPOSE

The Metropolitan Washington Council of Governments (COG) created the Climate and Energy Leadership Awards to recognize organizations in the region for their pursuit of environmental opportunities and stewardship in line with regional greenhouse gas reduction goals. This program highlights and encourages leading practices for a broad range of climate solutions in metropolitan Washington. Join the friendly competition!

### RECOGNITION

Climate and Energy Leadership Awardees will be recognized in front of local, regional and national officials. COG will showcase awardees to bring recognition to their successes and to serve as a role model for metropolitan Washington. This type of public acknowledgment can encourage continued and enhanced efforts of communities and organizations. Awardees will also be presented with a unique, environmentally-friendly award that is hand-crafted by a local artist.

### ELIGIBILITY

Three applicants from metropolitan Washington will be recognized with a Climate and Energy Leadership Award for leading practices in greenhouse gas reduction, built environment and infrastructure, renewable energy, transportation, land use, sustainability or resilience programs. Entrepreneurs of resource conservation, cutting edge technology, and environmental justice initiatives are encouraged to apply. The award categories include:

- **Government Agency** (local, state, regional, quasi-govt, utilities or authorities)
- **Non-Governmental Organization** (not for profit, citizen or community-based groups)
- **Educational Institution** (K-12, public, private or higher education)

### HOW TO APPLY

Applications can be submitted [online](#) or emailed to [Maia Davis](#) no later than June 29, 2018. Applications must include a project summary file that is a maximum of three pages long and give clear description on how it meets the four judging criteria:

- **Results** (results, achievements, measured outcomes including cost-effectiveness)
- **Creativity** (innovative, resourceful or unique aspects)
- **Model** (replicability to other communities/organizations)
- **Engagement** (addressing and engaging diverse population)

Please read the Awards Program's [Procedures and Guidelines](#) for full details on judging criteria, judging process and application requirements.

**RECOGNIZE**  
Environmental Achievement

**ENCOURAGE**  
Advancement of Regional Goals

**FOSTER**  
Healthy Competition

**LEARN**  
From Each Other



METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS  
INSTITUTE FOR REGIONAL EXCELLENCE (IRE) IN PARTNERSHIP  
WITH THE GEORGE WASHINGTON UNIVERSITY



## LEADERSHIP DEVELOPMENT PROGRAMS

*The Metropolitan Washington Council of Governments (COG) and GW-CEPL partner to offer leadership training courses this summer in finance, leadership, and strategic thinking.*

*Professionals employed by COG's member jurisdictions and partnering agencies can exclusively register for these highly-rated regional programs. And—at a discounted rate! These short 1- and 2-day classes are taught by “pracademics” - including those who have been senior leaders in local government.*

*Register today at [www.gw.edu/cepl](http://www.gw.edu/cepl) and select the COG 10% discount at checkout.*

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### FRONT-LINE LEADERSHIP DEVELOPMENT (1 DAY)

**DATES:** July 18

**VENUE:** COG

**COST:** \$500/person  
(without the discount)

This is a 1-day class designed for new supervisors and team leaders. Class content will focus on the 5 Practices of Exemplary Leadership, and Enabling Accountability for Self and Others, two key factors in successfully transitioning to frontline leadership from being an independent contributor. In addition, participants will take a self-assessment of their leadership capabilities, and create individual leadership development plans, which can guide their development after the class.

#### Learning Objectives:

- Explore a model of leadership that gives participants both behaviors and practices for effective leadership at all levels of an organization.
- Practice tools and techniques for holding oneself and others accountable.
- Create an individual leadership development plan to continue learning and developing after the class, utilizing the information gained from the class.

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### FINANCIAL MANAGEMENT BASICS FOR NON-FINANCIAL MANAGERS (2 DAYS)

**DATES:** July 19-20

**VENUE:** COG

**COST:** \$1,100/person  
(without the discount)

This 2-day class for non-financial managers will enable participants to develop literacy in governmental financial practices, such as budgeting and forecasting, capital spending, performance-based financial management, and other best practices, all in the context of effective public sector management. Participants will also have the opportunity to read and dissect government budgets at the departmental, agency, and jurisdictional

levels, and be exposed to practical strategies for preparing budgets that provide a baseline for effective management in public sector organizations.

The class will be taught by “pracademics” who have been senior leaders in local governments and who have managed a variety of financial and operational functions.



### Learning Objectives:

- Understand municipal jurisdictions as “economic units” influenced by their population demographics, geography, and commercial base, and be familiar with the various revenues and debt instruments that may be used to finance them.
- Understand how governments allocate their resources through the budget process by examining basic budgeting structures, systems, and types (program, operating, capital).
- Understand the processes and dynamics of public budgeting -- including budget

- development and submission, the appropriations process, and oversight/accountability mechanisms and be able to develop a basic unit-level spending plan to ensure that budgeted funds are properly executed.
- Be familiar with general principles of financial and managerial accounting.
- Be able to read a basic government financial statement and be able to establish organizational-level internal controls to ensure that budgeted and executed funds are properly accounted for.

## STRATEGIC THINKING IN THE 21ST CENTURY (1 DAY)

**DATES:** August 6

**VENUE:** COG

**COST:** \$990/person (without the discount) and \$35/participant for resources.

This 1-day class is designed to cultivate strategic thinking and action at all levels of the organization. At the conclusion of the training, participants will better understand and appreciate the impact of strategic thinking on organizational alignment, execution and performance.

The class is structured around 10 basic questions of strategically thinking organizations. Participant will be introduced to a variety of practical exercises and tools to apply strategic thinking principles with their teams. They will also have the opportunity to engage in round-table discussions and exercises with a focus on applying strategic thinking throughout their own organizations.

### Learning Objectives:

#### KNOW AND APPRECIATE...

- The differences between strategic thinking, strategic management and day-to-day operational work.
- The role of individual strategic thinking competencies within various leadership settings.
- That effective leaders focus on those

strategic opportunities that best match their core capabilities.

- That effective leaders know and understand the drivers of success, risk factors, and mitigation strategies.
- How and why strategic thinking, planning and action demands change, which requires leaders to plan for and communicate change appropriately.

#### BE ABLE TO...

- Reflect on one’s potential impact (+/-) on initiating required change.
- Pose the right strategic question for the right context.
- Compare and contrast operational effectiveness with long-term strategic positioning.
- Understand complex interactions between a leader and the various stakeholders.
- Use various strategic thinking and management tools.
- Design agile strategies to align with priorities and cultural transformation.
- Work cross-functionally to identify collaborative strategies and initiatives.
- Apply strategic thinking tools to all opportunities and challenges.

**CONTACT:** Janet Ernst or Larissa Fitzhugh at (202) 962-3300 for questions.  
Kateryna Pyatybratova at (202) 994-5309



Metropolitan Washington  
Council of Governments




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Washington, DC 20002

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## Center for Excellence in Public Leadership

THE GEORGE WASHINGTON UNIVERSITY

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# SAVE THE DATE

## 2018 COG Annual Leadership Retreat

Please save a spot on your calendar for the Metropolitan Washington Council of Governments' 2018 Annual Leadership Retreat, to be held July 20-21 at the Hyatt Regency Chesapeake Bay. Invitation to follow.

For more information, please contact Pat Warren at 202-962-3214 or [pwarren@mwkog.org](mailto:pwarren@mwkog.org).



Metropolitan Washington  
**Council of Governments**

# **AGENDA ITEM #3**

## **EXECUTIVE DIRECTOR'S REPORT**





## MEMORANDUM

**TO:** COG Board of Directors  
**FROM:** Chuck Bean, COG Executive Director  
**SUBJECT:** Executive Director's Report – June 2018  
**DATE:** June 6, 2018

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## POLICY BOARD & COMMITTEE UPDATES

### National Capital Region Transportation Planning Board (TPB)

- At its May meeting, the TPB approved projects to receive technical assistance through the Transportation Land-Use Connections (TLC) Program. These projects further regional goals to help create more livable, walkable, bikeable, and transit-accessible communities. The board also received briefings on the bicycle and pedestrian element of Visualize 2045, Performance Based Planning and Programming measures for congestion and emissions, and COG's Title VI Program.

**Metropolitan Washington Air Quality Committee (MWAQC)** – In May, MWAQC received a briefing on a new report being developed by staff to identify a suite of local and regional measures that could work with state and federal actions to reduce air pollution in the region to a level that would result in no unhealthy air days. Staff discussed an initial list of measures, an estimated range of costs, and an estimated range of pollutant reduction achieved.

### Chesapeake Bay and Water Resources Policy Committee

**(CBPC)** – During National Infrastructure Week, CBPC members toured WSSC's Patuxent Water Filtration Plant, and Carla Reid, WSSC General Manager/CEO, shared some examples of the utility's innovation and technology. CBPC members were also briefed on findings from COG's Resiliency Study: a risk-based assessment of the costs associated with the loss of drinking water service (i.e., a Potomac River incident), and options for infrastructure investments that would enhance the region's drinking water supply and distribution resiliency.

**Climate, Energy, and Environment Policy Committee (CEEPC)** – In May, CEEPC received a briefing on local and regional food systems and initiatives. CEEPC's 2020 Climate and Energy Action Plan calls for the support of local agriculture and food policies and planning to help meet the plan's desired outcomes for sustainable development, zero waste, and a clean economy.



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**STAFF FEATURE**  
**COG Environmental Planner**  
**Heidi Bonnaffon is raising awareness about the region's valuable water resources.**

[View the Heart of COG](#)

**Human Services Policy Committee (HSPC)** – At its May meeting, HSPC received presentations and shared information on youth development and foster care programs in the region, including initiatives on positive interventions for at-risk young people.

## OUTREACH & PROGRAM HIGHLIGHTS

**Bike to Work Day** – Despite the rain, thousands of people throughout the region participated in Bike to Work Day on May 18. Bike to Work Day is organized each year by COG’s Commuter Connections program and the Washington Area Bicyclist Association (WABA).



**Visualize 2045** – The TPB held 11 forums throughout the region in April and May and will hold an online forum on June 6 for those who couldn’t make an event in person.

[View Visualize 2045 forum details/announcements](#)



**Dockless Bikeshare Workshop** – On May 31, representatives from DC, Montgomery County, the City of Alexandria, and the National Park Service met at COG to discuss their experiences with and plans for dockless bikeshare.

**Corrections Wreath Laying** – On May 5, the COG Corrections Chiefs Committee sponsored the 27th Annual Corrections Memorial Wreath Laying Ceremony. The event honors corrections personnel who have lost their lives in the line of duty.

**Cooperative purchasing** – A water & wastewater treatment chemicals consortium has 10 participants and contract awards are projected to happen in June. A health and wellness training and services contract Request for Proposal (RFP) is being developed for multiple member agencies. And COG staff is working with Montgomery County to assist in putting together new road salt procurement for members.

**Travel demand management/traffic management** – COG’s Nicholas Ramfos participated on a subject matter expert panel for the Federal Highway Administration on “Linking Travel Demand Management Programs and Traffic Management.”

**TLC Program Peer Exchange Webinar** – On May 10, more than fifty planners, engineers, and designers participated in a webinar highlighting lessons learned from projects across the region that are aligned with the TPB’s endorsed initiative to improve bike and pedestrian access at high-capacity transit stations.

**COG priorities** – On May 23, Chuck Bean gave a presentation to the City of Frederick Board of Aldermen.

## **MEDIA HIGHLIGHTS**

**Shaping the Future Through Transit** - COG's John Swanson quoted.

[View the Alexandria Gazette story](#)

**Tap water app aims to quench your thirst** - COG's Heidi Bonnaffon quoted.

[View the WTOP story](#)

**Frederick couple recognized for contributions as foster parents** – COG's Surina Amin quoted.

[View the Frederick News-Post story](#)

**Bike To Work Day is May 18; Cyclists can enjoy pit stops around DC area** - COG's Nicholas Ramfos quoted.

[View the WTOP story](#)

**DC-area homeless population falls, but region faces 'stark reality' on housing** – COG Homeless Services Committee Chairman Michael Ferrell quoted.

[View the WTOP story](#)

# **AGENDA ITEM #4**

## **AMENDMENTS TO THE AGENDA**

# **AGENDA ITEM #5**

## **APPROVAL OF THE MINUTES**



**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS  
777 North Capitol Street, NE  
Washington, D.C. 20002**

**MINUTES  
Board of Directors Meeting  
May 9, 2018**

**BOARD MEMBERS AND ALTERNATES:** See attached chart for attendance.

**SPEAKERS:**

Chuck Bean, COG Executive Director  
Monica Beyrouiti Nuñez, COG Government Relations and Member Services Supervisor  
Leta Simons, COG Chief Financial Officer  
Christopher Hart, Metrorail Safety Commission Chairman  
Michael Ferrell, COG Homeless Services Committee Chairman  
Kate Stewart, COG Secretary-Treasurer

Before the start of the board meeting at 11:48 A.M., a video recognizing the outstanding service of the 2018 Foster Parents of the Year premiered, followed by announcements of the Foster Parents of the Year from ten jurisdictions across the region.

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

COG Board Chairman Matthew Letourneau called the meeting to order and led the Pledge of Allegiance.

**2. CHAIRMAN'S REPORT**

- A. Bike to Work Day is May 18. Register online at [www.BiketoWorkMetroDC.org](http://www.BiketoWorkMetroDC.org).
- B. Climate and Energy Leadership Awards - Organizations and entrepreneurs with leading greenhouse gas reduction practices are encouraged to apply by June 29.
- C. Annual Leadership Retreat – COG Board members are invited to the retreat on July 20-21.

**3. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Chuck Bean noted that the Transportation Planning Board has been holding public forums across the region to gather input on its long-range transportation plan, Visualize 2045. Next, Bean noted that the Spring Street Smart campaign kicked off on April 17 to promote traffic safety. Then, he shared a few findings from the COG Commercial Construction Report released in April. He announced that COG and the Interfaith Conference released the new Emergency Services Directory. He noted that the Chief Administrative Officers committee held its annual retreat and focused on how governments can advance racial equity. Finally, COG Environmental Programs Director Steve Walz provided a brief overview of the 2018 Ozone Season and air quality.

**4. AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

**5. APPROVAL OF MINUTES**

The minutes from the April 11, 2018 board meeting were approved.

**6. ADOPTION OF CONSENT AGENDA ITEMS**

- A. Resolution R19-2018 – Resolution updating COG's Title VI Program

**Action: Adopted Resolution R19-2018.**

## **7. FISCAL YEAR 2018 THIRD QUARTER FINANCIAL REPORT**

COG Secretary-Treasurer Kate Stewart and COG Chief Financial Officer Leta Simons briefed the board on the Fiscal Year 2018 third quarter (July 2017-March 2018) financial statements.

**ACTION: Received briefing.**

## **8. FISCAL YEAR 2019 WORK PROGRAM AND BUDGET**

The board was briefed on the FY2019 (July 1, 2018 to June 30, 2019) Work Program and Budget and on an amendment to the COG Operating Reserve Policy. Both were recommended for approval by the Budget and Finance Committee.

**ACTION: Received briefing and adopted Resolutions R20-2018 and R21-2018.**

## **9. PENSION PLAN ADMINISTRATIVE COMMITTEE**

COG Executive Director Chuck Bean briefed the board on an amendment to the COG Pension Plan proposed by the Pension Plan Administrative Committee.

**ACTION: Received briefing and adopted Resolution R22-2018.**

## **10. LEGISLATIVE MONITORING UPDATE**

COG Executive Director Chuck Bean and COG Government Relations Supervisor Monica Beyrouti Nuñez briefed the board on legislative issues relevant to COG, including infrastructure, water quality protection, the opioid crisis, transportation, and metro funding.

**ACTION: Received briefing.**

## **11. RESULTS OF THE 2018 HOMELESS ENUMERATION REPORT**

COG Homeless Services Committee Chairman Michael Ferrell briefed the board on the results of the *2018 COG Homelessness in Metropolitan Washington Report*, including the number of persons experiencing homelessness, homeless families, homeless veterans, and formerly homeless persons in the region by jurisdiction.

**ACTION: Received briefing and adopted Resolution R23-2018.**

## **12. METRORAIL SAFETY COMMISSION UPDATE**

Metrorail Safety Commission (MSC) Chairman Christopher Hart briefed the board on the progress of establishing the MSC, including election of officers and a CEO, as well as next steps, including hiring staff and obtaining certification from the Federal Transit Administration to assume safety oversight of the Metrorail system.

**ACTION: Received briefing.**

## **13. OTHER BUSINESS**

There was no other business.

## **14. ADJOURN**

Upon motion duly made and seconded, the meeting was adjourned at 2:00 P.M.

**May 2018 Attendance**

<u>Jurisdiction</u>	<u>Member</u>	<u>Y/N</u>	<u>Alternate</u>	<u>Y/N</u>
<b><i>District of Columbia</i></b>				
<b>Executive</b>	Hon. Muriel Bowser		Brian Kenner Beverly Perry HyeSook Chung	Y
	Mr. Rashad Young			
<b>Council</b>	Hon. Phil Mendelson			
	<b><i>Hon. Robert White</i></b>	Y		
<b><i>Maryland</i></b>				
Bowie	Hon. G. Frederick Robinson		Hon. Courtney Glass	
Charles County	Hon. Ken Robinson	Y	Hon. Amanda Stewart Hon. Peter Murphy	
City of Frederick	Hon. Michael O'Connor			
Frederick County	Hon. Jan Gardner		Mr. Roger Wilson	Y
College Park	Hon. Patrick Wojahn		Hon. Monroe Dennis	
Gaithersburg	Hon. Robert Wu	Y (phone)	Hon. Neil Harris	
Greenbelt	Hon. Emmett Jordan	Y	Hon. Judith "J" Davis	
Laurel	Hon. Craig Moe		Hon. Michael Leszcz	
Montgomery County				
<b>Executive</b>	Hon. Isiah Leggett		Mr. Tim Firestine	
<b>Council</b>	Hon. Roger Berliner			
	Hon. Nancy Navarro			
Prince George's County				
<b>Executive</b>	Hon. Rushern Baker		Mr. Nicholas Majett	Y
<b>Council</b>	Hon. Todd Turner			
	<b><i>Hon. Derrick Leon Davis</i></b>	Y		
Rockville	Hon. Bridget Newton	Y		
Takoma Park	Hon. Kate Stewart	Y	Hon. Peter Kovar	
Maryland General Assembly	Hon. Brian Feldman			
<b><i>Virginia</i></b>				
Alexandria	Hon. Allison Silberberg	Y	Hon. Redella Pepper	
Arlington County	Hon. Christian Dorsey			
City of Fairfax	Hon. David Meyer	Y	Hon. Jeffrey Greenfield	
Fairfax County	Hon. Sharon Bulova	Y	Hon. Catherine Hudgins	
	Hon. Penelope A. Gross	Y	Hon. Patrick Herrity	
	Hon. John Foust	Y	Hon. Kathy Smith	
Falls Church	Hon. David Snyder		Hon. David Tarter	Y
Loudoun County	<b><i>Hon. Matt Letourneau</i></b>	Y		
Loudoun County	Hon. Phyllis Randall	Y		
Manassas	Hon. Mark Wolfe	Y		
Manassas Park	Hon. Hector Cendejas	Y	Hon. Suhas Naddoni	
Prince William County	Hon. Frank Principi			
	Hon. Ruth Anderson	Y		
Virginia General Assembly	Hon. George Barker	Y (phone)		

Total: 22

# **AGENDA ITEM #6**

## **ADOPTION OF CONSENT AGENDA ITEMS**

## ADOPTION OF CONSENT AGENDA ITEMS

**A. Resolution R24-2018 – Resolution authorizing COG to procure and enter into a contract for staffing services to help support the Metrorail Safety Commission**

The board will be asked to adopt Resolution R24-2018 authorizing the Executive Director, or his designee, to expend Federal Transit Administration State Safety Oversight (FTA SSO) grant funds, that COG administers, in the amount of \$1,200,000 to proceed with procurement of a contractor(s), and enter into a contract to provide staffing services to the Metrorail Safety Commission (MSC) jointly established by the District of Columbia and the states of Maryland and Virginia. Funding for this effort in the amount of \$1,200,000 is available from the Federal Transit Administration State Safety Oversight grants.

**RECOMMENDED ACTION: Approve Resolution R24-2018.**

**B. Resolution R25-2018 – Resolution authorizing COG to procure and enter into a contract with the Occoquan Monitoring Laboratory for Operation of the Chain Bridge Monitoring Station in the Potomac River**

The board will be asked to adopt Resolution R25-2018 authorizing the Executive Director, or his designee, to expend COG funds from the Regional Water Fund in the amount not to exceed \$156,000 to enter into a contract with the Occoquan Watershed Monitoring Laboratory (OWML) of Virginia Tech University to conduct water quality monitoring in the Potomac River at Chain Bridge for one year, as members continue to evaluate the region's long-term monitoring needs. The contract will continue the collection of critical water quality data that COG members use for various short- and long-term management decisions.

**RECOMMENDED ACTION: Approve Resolution R25-2018.**

**C. Resolution R26-2018 – Resolution authorizing COG to receive a grant to purchase robotic equipment for COG law enforcement members**

The board will be asked to adopt Resolution R26-2018 authorizing the Executive Director, or his designee, to receive and expend grant funds from the District of Columbia Homeland Security and Emergency Management Agency (DC HSEMA) in the amount of \$974,419 to purchase three sets of Regional-Mobile, Explosive Ordnance Robotic Equipment for law enforcement members in three jurisdictions. Funding for this effort will be provided through a grant from DC HSEMA, the State Administrative Agent for the Urban Area Security Initiative in the National Capital Region. No COG matching funds are required.

**RECOMMENDED ACTION: Approve Resolution R26-2018.**

**D. Resolution R27-2018 – Resolution authorizing COG to receive a grant to provide support services to the Anacostia River Watershed Partnership**

The board will be asked to adopt Resolution R27-2018 authorizing the Executive Director, or his designee, to receive and expend grant funds from the Maryland Department of the Environment in the amount of \$43,000 to provide technical and administrative support to the Anacostia River Watershed Partnership. Funding for this effort will be provided through a grant from Maryland Department of the Environment. No COG matching funds are required.

**RECOMMENDED ACTION: Approve Resolution R27-2018.**



**E. Resolution R28-2018 – Resolution approving the COG Enterprise Digitalization and Scanning Project**

The board will be asked to adopt Resolution R28-2018 authorizing the Executive Director, or his designee, to expend funds in the amount of \$195,961.80 to initiate the COG Digitalization and Scanning Project. The project will allow COG to implement an onsite digitalization and scanning project to create and expand an existing cloud-based storage system for essential historical and current information to enable anywhere, anytime document access, support collaborative meetings, and dramatically reduce the volume of paper storage. This project will significantly reduce the need for temporary storage during the upcoming Office Refresh project, and enable staff to efficiently use their new office spaces once the refresh project is completed. The resolution further authorizes the Executive Director, or his designee, if necessary, to amend the existing office services contract with Swiss Post to implement this project. Swiss Post's current contract includes digitalization and scanning services for COG which have already been successfully implemented in several units of COG. Funding for this project in the amount of \$195,961.80 will be utilized from the budget of the Department of Information Technology & Facilities Management through COG's indirect cost-allocation plan.

**RECOMMENDED ACTION: Approve Resolution R28-2018.**

**F. Resolution R29-2018 – Resolution authorizing COG to receive a grant to support the District of Columbia in the development of accessible emergency services capabilities for people with disabilities**

The board will be asked to adopt Resolution R29-2018 authorizing the Executive Director, or his designee, to receive and expend grant funds sub-granted to COG by the District of Columbia Homeland Security and Emergency Management Agency State Administrative Agency in the amount of \$237,500. The purpose of the grant is to help establish accessible emergency services in the District that will enable people with disabilities to participate in and benefit from the District's emergency services programs and activities as set forth in its plans. Funding for this effort will be provided through a grant from the District of Columbia Homeland Security and Emergency Management Agency, the State Administrative Agent for the Urban Area Security Initiative in the National Capital Region. No COG matching funds are required.

**RECOMMENDED ACTION: Approve Resolution R29-2018.**

# **AGENDA ITEM #7**

## **COG PROCUREMENT POLICY UPDATE**

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS  
777 NORTH CAPITOL STREET, NE  
WASHINGTON, DC 20002**

**RESOLUTION AMENDING THE COG PROCUREMENT POLICY**

**WHEREAS**, COG's current Procurement Policy, effective June 1, 2016, requires the COG Board of Directors to approve all contracts over \$25,000, with an exception for those that have been approved by the Transportation Planning Board; and

**WHEREAS**, there is an intent to continue to provide the Board of Directors with transparency and oversight for COG's material transactions; and

**WHEREAS**, the \$25,000 threshold that has been in place since the 1990's would be equivalent to approximately \$47,000 in 2017; and

**WHEREAS**, it is expected that an increase of the threshold to \$50,000 would continue to meet policy objectives over the next several years; and

**WHEREAS**, the Budget and Finance Committee has reviewed and recommends the Procurement Policy be amended to increase the threshold amount of contracts requiring approval to \$50,000.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

The board approves the attached revised Procurement Policy dated May 9, 2018, increasing the threshold from \$25,000 to \$50,000 for board approval of contracts. Contracts of \$50,000 or more would continue to be presented to the Board of Directors for approval in the consent agenda. A list of contracts under the threshold will be provided monthly to the Board's Executive Committee.

**Amend Procurement Policy to increase the threshold amount of contracts requiring COG Board approval to \$50,000 by amending the following sections:**

**Section 1.5.3.2. Contracts, generally**

- A. The Executive Director, or other person serving as Contracting Officer, shall not execute any contract involving an expenditure of ~~\$25,000~~ \$50,000 or more (regardless of the source of funding) unless and until the contract has been approved by the COG Board.

However, where the Transportation Planning Board has approved a contract for which funds have been appropriated, additional approval by the COG Board is not required.

- B. On a monthly basis, the Executive Director, or his designee, shall provide the COG Board Executive Committee with a list of contracts under the \$50,000 threshold.

**Section 7.2.3 Modification of Contract Requirements**

COG and a contractor, by mutual agreement, may delete contract requirements or add/increase contract requirements, so long as the nature and scope of the resulting contract is consistent with the terms, conditions and requirements of the original solicitation. So, for instance, COG may extend the time for performance applicable to a service contract, to allow completion of work undertaken but not completed during the original term of the contract. However, COG may not agree to a modification that excuses a contractor from less than the full performance of all tasks originally contracted for, unless the contractor, in exchange, gives full and fair consideration (discount on contract price, additional work at no charge, etc.). Likewise, COG may not modify a contract to agree to pay additional money for work which was required to be performed by the terms and conditions of the original contract.

The facts and circumstances of a particular contract, and the relationship between the contract, as modified, and the scope of work contemplated by the original solicitation, will enter into a determination of whether a particular contract modification is appropriate.

No fixed price contract may be increased by more than twenty-five percent (25%) of the amount of the original contract, without the advance written approval of the Contracting Officer. Any contract amendment that would result in an increase of compensation to the contractor of ~~\$25,000~~ \$50,000 or more must have the advance approval of the COG Board, whether such contract involves a fixed-price or any other method of compensation.

- A. Such Board approval would be required, for example, for the renewal or extension of a contract, where (i) neither the solicitation nor the contract document identified the possibility of any renewal term(s), or (ii) the original contract did not require Board approval, however the extension or renewal of the contract would result in a situation where the contractor will receive, over the extended life of the contract, more than ~~\$25,000~~ \$50,000 from COG.
- B. On the other hand, Board approval would *not* be required for renewal of a contract, if the original contract provided for one or more renewal term(s), and the Board approved the original contract.
- C. In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of a bidder or offeror from the consequences of an error in its bid or proposal.

# **AGENDA ITEM #8**

## **WMATA PROGRESS REPORT**



# **AGENDA ITEM #9**

## **OVERVIEW OF THE REGION'S OPPORTUNITY ZONES**

## AT A GLANCE:

- Each governor is authorized to designate a certain number of Opportunity Zones into which private investment can flow through Opportunity Funds.
- Opportunity Funds are a new class of investment vehicles authorized to aggregate and deploy private investment into Opportunity Zones.
- U.S. investors are eligible to receive a temporary tax deferral and other tax benefits when they rollover unrealized capital gains into Opportunity Funds for a minimum of five years.
- Opportunity Funds are authorized to invest in Opportunity Zone Property:
  - Stock in a domestic corporation
  - Capital or profits interest in a domestic partnership
  - Tangible property used in a trade or business of the Opportunity Fund that substantially improves the property.
- Governors have 90 days from the date of enactment (December 22, 2017) to submit Opportunity Zone recommendations to Treasury.
- Treasury has not released guidance on the process for certifying Opportunity Funds.
- Enterprise anticipates the Opportunity Zones Program will be fully implemented by Q4 2018 or Q1 2019. Many factors could influence this timeline. Look for additional coverage on [Enterprise's blog](#).

## OVERVIEW

Originally introduced in the [Investing in Opportunity Act \(IIOA\)](#), the [Opportunity Zones Program](#) was enacted as part of the 2017 tax reform package ([Tax Cuts and Jobs Act](#)). The program is designed to drive long-term capital to rural and low-income urban communities throughout the nation, and uses tax incentives to encourage private investment in impact funds.

## BACKGROUND

In 2015, the [Economic Innovation Group \(EIG\)](#) – a bipartisan public policy firm – developed the Opportunity Zone concept, which was conceived as a systematic approach to helping address the uneven economic recovery and persistent lack of growth that have left too many American communities behind. The concept was introduced in the Investing in Opportunity Act (IIOA) during the 114th Congress, and reintroduced in the 115th Congress by Senators Tim Scott (R-S.C.) and Cory Booker (D-N.J.) and Congressmen Pat Tiberi (R-Ohio) and Ron Kind (D-Wis.), gaining nearly 100 congressional cosponsors in 2017.

This is the first new community development tax incentive program enacted since the Clinton administration, providing an opportunity for mainstream private investors to support businesses and distressed communities. The expectation is that Opportunity Funds will ease the execution of “impact investments” for investors, and tax benefits derived from these investments will incent participation in the Opportunity Zones Program.

## DEFINITIONS

Here are high-level definitions of key terms. Each is discussed in further detail below.

**Opportunity Zone:** A census tract which has been designated as eligible to receive private investments through Opportunity Funds.

**Opportunity Fund:** Private investment vehicle, certified by the Treasury, to aggregate and deploy capital in Opportunity Zones for eligible uses defined as Opportunity Zone Property.

**Opportunity Zone Property:** Asset types eligible for investment under the Opportunity Zones Program.

## PROGRAM DETAILS

### Opportunity Zones Program

The Opportunity Zones Program has been introduced as an [innovative approach](#) to unlocking long-term private investment to support low-income urban and rural communities in every U.S. state and territory.

Investors are eligible to receive certain tax benefits on unrealized capital gains reinvested in Opportunity Zones through pooled Opportunity Funds. The program is designed to minimize cost and risk to the taxpayer. Investors bear the risk on all their originally deferred capital gains, minus a modest reduction for long-term holdings, regardless of whether subsequent investments have increased or decreased in value. Neither tax credits nor public-sector financing is involved.

### Opportunity Zones

The program uses low-income community census tracts as the basis for determining areas eligible for an Opportunity Zone designation. [Section 45D(e)].

- Low-income census tracts are places with an individual poverty rate of at least 20 percent and median family income no greater than 80 percent of the area median.
- A census tract that is not a low-income community may be designated as a qualified Opportunity Zone if the tract is contiguous with the low-income community designated as a qualified Opportunity Zone, and the median family income of the tract does not exceed 125 percent of the median family income of the low-income community contiguous with the tract. Up to 5 percent of the population census tracts designated as Opportunity Zones may qualify under this exemption.
- Per state/territory, up to 25 percent of the total number of census tracts that qualify as an Opportunity Zone can be designated as an Opportunity Zone.

Governors will determine which low-income community census tracts qualify as an Opportunity Zone. This approach was intended to help ensure local needs and opportunities are being met as well as to encourage concentration of capital in targeted, geographically contiguous areas in each state or territory.

- Governors have 90 days (Determination Period) from the date of enactment to submit a list of designated census tracts for approval.
  - Treasury must approve or provide feedback within 30 days of the governor's submission (Consideration Period).
  - Both the Determination Period and Consideration Period can be extended for a period of 30 days.
  - Opportunity Zone designations last for a period of 10 years (Designation Period).

### Opportunity Funds

Opportunity Funds are a new class of investment vehicles (organized as a corporation or a partnership) that specialize in aggregating private investment and deploying that capital in Opportunity Zones to support Opportunity Zone Property.

- A minimum of 90 percent of Opportunity Fund assets must be invested in Opportunity Zones.
- Opportunity Funds are envisioned as a market solution for investors who lack the information and wherewithal to execute investments in rural and low-income urban communities.
- The statute does not limit the number of funds that can be created, nor does it provide instruction on the nature of investments (i.e., risk/return profile).
- Pooling capital through a fund structure provides an opportunity for a broad array of investors throughout the country to engage in the program.

## Opportunity Zones Property

Opportunity Funds invest in Opportunity Zone Property, which are defined as:

- Qualified opportunity zone stock – any stock in a domestic corporation
- Qualified opportunity zone partnership interest – any capital or profits interest in a domestic partnership
- Qualified opportunity zone business property – tangible property used in a trade or business of the qualified opportunity fund that substantially improves the property

## Incentives for Activating Passive Holdings

The Opportunity Zones Program provides an incentive for investors to reinvest unrealized capital gains into Opportunity Funds in exchange for a temporary tax deferral and other benefits tied to long-term holdings. With trillions of dollars in unrealized capital gains sitting on the sidelines in stocks and mutual funds, U.S. investors can now roll passive holdings of capital into investments in distressed communities.

No upfront subsidy is provided to investors; all incentives are linked to the duration of the qualified investment. The provision has two main tax incentives to encourage investment:

- Allows for the temporary deferral of inclusion in gross income for capital gains that are reinvested into Opportunity Funds.
  - Investors can roll existing capital gains into Opportunity Funds with no up-front tax bill.
  - If investors hold their Opportunity Fund investments for five years, the basis of their original investment is increased by 10 percent (meaning they will only owe taxes on 90 percent of the rolled-over capital gains). If investors hold for seven years, the basis increases by a further 5 percent.
  - Investors can defer their original tax bill until December 31, 2026 at the latest, or until they sell their Opportunity Fund investments, if earlier.
- Excludes from taxable income capital gains on Opportunity Fund investments held for at least 10 years. In other words, after settling their original tax bill, patient investors in Opportunity Funds will face no capital gains taxes on their Opportunity Zone investments.

## STEPS TOWARD IMPLEMENTATION

As explained below, there are currently multiple efforts happening in tandem as the administration and states work to implement the Opportunity Zones Program, including: 1) designating Opportunity Zones, 2) providing guidance on Opportunity Fund certification, and 3) finalizing the law.

### Designating Opportunity Zones

Each governor is authorized to designate a certain number of Opportunity Zones into which private investment can flow through Opportunity Funds. Governors have 90 days from the date of enactment (December 22, 2017) to submit a list of designated census tracts for approval, although they can request a 30-day extension. Once approved, these designations will remain in place for 10 years.

Currently, governors are awaiting guidance from Treasury regarding the process for submitting recommended designations. It is anticipated that this guidance will be delivered in the coming weeks (late January/early February 2018).

## Providing Guidance on Opportunity Fund Certification

Once the zones are designated, Treasury will turn its focus to providing guidance on Opportunity Fund certification. The statute outlines two requirements regarding structure and intent of these funds: 1) must be organized as a corporation or a partnership and 2) invest a minimum of 90 percent of assets in Opportunity Zones. Given the straightforward nature of statute requirements, it is unclear whether additional qualifications will be considered. It is anticipated that the process for certification will analogue that of a Community Development Entity (CDE). The timeline for the availability of the guidance is not yet known.

## Finalizing the Law

In addition to providing guidance on the processes for submitting Opportunity Zone designations and certifying Opportunity Funds, the Treasury must follow formal administrative procedures to finalize the law, which will dictate ongoing administration of the Opportunity Zones Program. The process typically goes as follows:

- Treasury will propose a structure for implementing the new rule, after which it will issue a notice of proposed rule-making and will request public comments on the proposal.
- The comment period typically lasts from 30 to 60 days. Upon reviewing the comments and making any necessary changes to the rule, Treasury will issue a final rule that formalizes the program.

## Final Implementation: Q4 2018 - Q1 2019

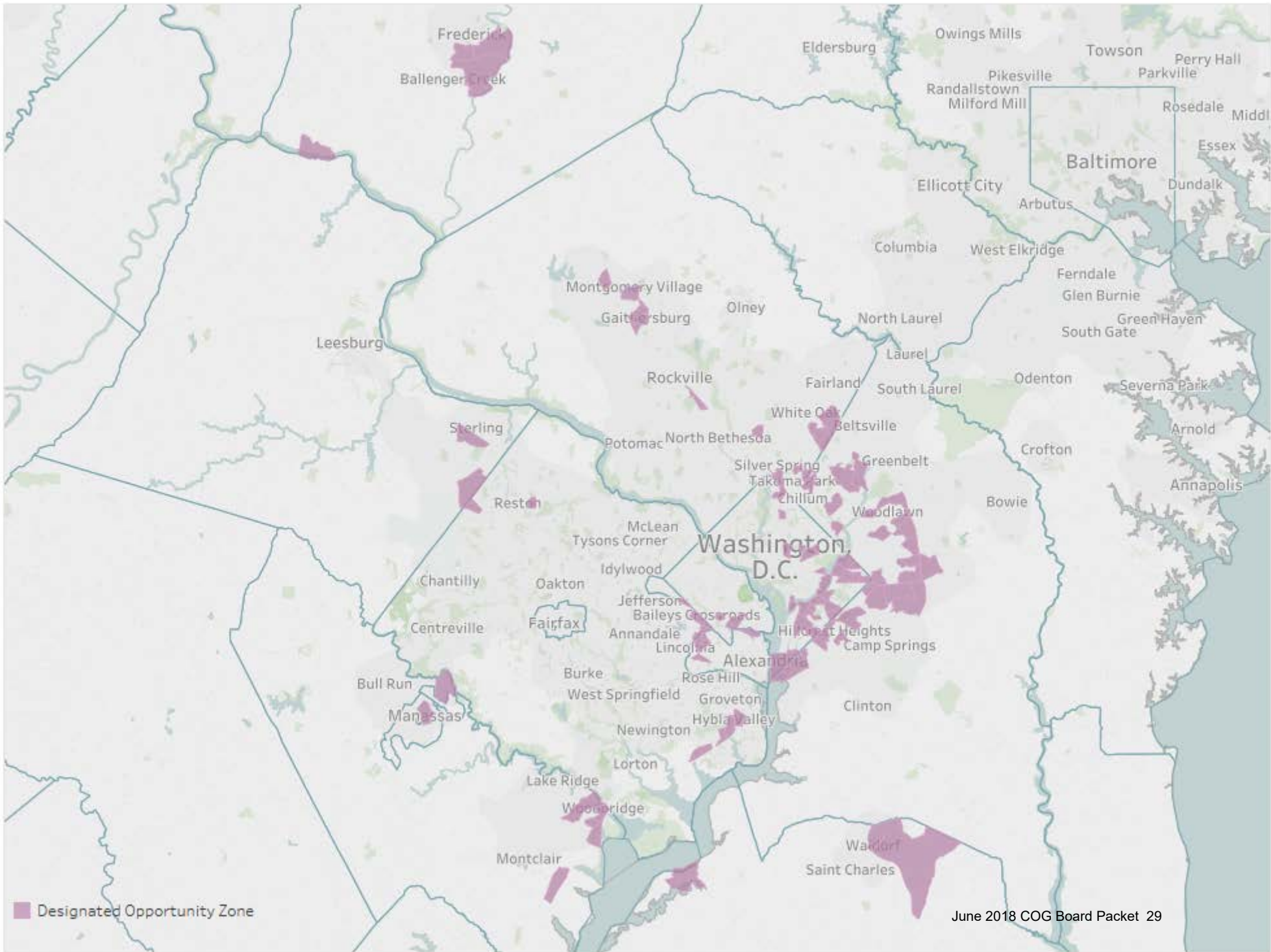
Given the scope of activities noted above, Enterprise anticipates implementation in Q4 2018 or Q1 2019. A number of factors could influence this timeline, so stay tuned for additional coverage of the implementation of the Opportunity Zones Program on Enterprise's blog.

## QUESTIONS

Please contact [Rachel Reilly Carroll](#) if you have any questions.



# Designated Opportunity Zones in the MWCOG Region



# **AGENDA ITEM #10**

## **REGIONAL FOOD NETWORK**



Photo: Farmers Market (Elvert Barnes/Flickr)

## REGIONAL FOOD SYSTEMS PROGRAM

The Regional Food Systems Program has been made possible through the U.S. Department of Agriculture’s pilot Food LINC program and philanthropic partners.

The Metropolitan Washington Council of Governments’ (COG) Regional Food Systems Value Chain Coordinator provides COG members and other stakeholders with technical assistance on a range of food policy issues—from food security, to market development and distribution, and food waste.

### Program Priorities

COG’s 2012 *What Our Region Grows* report found that although metropolitan Washington produces a wide variety of food and fiber, there are very few food products for which local farmers could meet the region’s demand. Agricultural production tends to be more concentrated on indirect agricultural products, like corn and soy, rather than direct-to-consumer products.

There are challenges to maintaining a strong agricultural industry in the region and opportunities to meet the growing demand for local food. Demonstrated market opportunities to farmers willing and able to produce more, and a wider diversity of crops produced at greater volume, will be necessary to achieve a greater level of regional food security.

The Value Chain Coordinator (VCC) works with a range of stakeholders—from businesses to non-profits to local, state, and federal government to identify opportunities for leveraging COG’s unique expertise and competencies in ways that can grow the region’s food economy to the benefit of producers, consumers, and COG members. In addition to advancing the priorities below, VCC contributes expertise to help partners plan key events, identifies resources for interested producers, and connects producer organizations with prospective partners and buyers.

### FOSTER LOCAL FOOD BUSINESS CONNECTIONS

Producers and those working alongside them have noted that operating in metropolitan Washington means added costs for travel time, labor, fuel, and more. Lack of access to scale appropriate infrastructure for small and medium-sized producers to aggregate, process, and distribute product is another challenge cited. In response, COG has formed a Regional Food Distribution Working Group to serve as a “Local Food Chamber of Commerce.”

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#### GOALS

-  Grow market connections and profitability for regional farmers committed to sustainable practices
-  Increase consumer access to healthy, local food
-  Develop and sustain the program beyond the two-year pilot

The group serves as a forum to learn from local and national experts on key issues related to growing the local food economy, and to facilitate market connections and partnerships between producer organizations, distributors, and mission driven businesses and nonprofits. In the future, the group will identify underleveraged, existing infrastructure for improved farm to market connections, as well as other barriers to increasing the flow of farm food to our region's buyers and consumers. COG is engaging planners, locally-owned and operated food hubs, distributors; major food banks and other nonprofits working to increase food security; COG's Regional Agricultural Work Group; and more. This working group could also elevate policy challenges and potential solutions to the COG membership.

## **SUPPORT FOOD AND AGRICULTURE POLICY AND INFRASTRUCTURE**

Since 2006, COG has hosted a Regional Agricultural Work Group comprised of local agricultural, economic development and soil conservation district staff, and several nonprofits. Recently, the Regional Food Systems Program has expanded this effort, hosting annual meetings of regional food policy councils, local government staff, and others, to expand best practices for food policy and programs. In January, the programs hosted farmers market organizations from Maryland, Virginia, and the District of Columbia for peer exchange and networking. COG will continue to convene groups such as these, develop timely learning opportunities, and update *What Our Region Grows*, to promote the on-going learning and collaboration that will be required to develop a more sustainable, equitable, and profitable regionalized food system.

## **EXPANDING MARKET OPPORTUNITIES**

The region must maintain strong retail and high value markets where small producers can continue to command higher-than-wholesale prices. COG and partners are designing strategic linkages on high visibility, high value markets to grow consumer awareness and market opportunities. COG has designed an employee benefit program to support healthy eating and local farm purchases. Inspired by lessons from programs in the City of Baltimore and Madison, WI, COG is working to implement a successful pilot program that could be replicated elsewhere in region to encourage continued support and use of Community Supported Agriculture programs.

## **INCREASE ACCESS TO LOCAL FOOD**

COG has had an active Cooperative Purchasing Program in place for over four decades, and is assessing if there is an opportunity for a regional food procurement contract on select local food items. The hope is that this could support government, school, institutional and other purchasing and additional markets for local food.

## **MORE INFORMATION**

For more information or to distribute this document, please contact: Lindsay Smith, Regional Food Systems Value Chain Coordinator at (202) 962-3307 / [lsmith@mwkog.org](mailto:lsmith@mwkog.org) or Brian LeCouteur at (202) 962-3393 / [blecouteur@mwkog.org](mailto:blecouteur@mwkog.org) in COG's Department of Environmental Programs.

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## **ABOUT COG**

**The Metropolitan Washington Council of Governments (COG) is an independent, nonprofit association that brings area leaders together to address major regional issues in the District of Columbia, suburban Maryland, and Northern Virginia. COG's membership is comprised of 300 elected officials from 24 local governments, the Maryland and Virginia state legislatures, and U.S. Congress. [www.mwkog.org](http://www.mwkog.org)**

# **AGENDA ITEM #11**

## **OTHER BUSINESS**

# **AGENDA ITEM #12**

## **ADJOURN**