

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street, N.E.
Washington, D.C. 20002-4239**

**MINUTES
Board of Directors' Meeting
COG Board Room
October 8, 2003**

BOARD MEMBERS, ALTERNATES AND PARTICIPANTS PRESENT AND NOT PRESENT

***SEE ATTACHED CHART FOR ATTENDANCE**

STAFF

**David J. Robertson, Executive Director
Lee Ruck, General Counsel
Paul DesJardin, Director of Planning**

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Hill called the meeting to order at 12:10 p.m. with a recitation of the pledge of allegiance.

2. APPROVAL OF MINUTES OF SEPTEMBER 10, 2003

Motion was made, seconded and carried unanimously to adopt the minutes of the September 10 meeting.

3. AMENDMENTS TO AGENDA

There were no amendments to the agenda.

a) Appointment of 2004 Nominating Committee

Chair Hill announced the appointment of the 2004 Nominating Committee. The committee will consist of Council Member Redella Pepper, Council Member Michael Knapp, Supervisor Catherine Hudgins, Kelvin Robinson, Dr. Jacqueline Brown and Council Member Phil Mendelson. She noted that anyone interested in being nominated for the Board, Executive Committee or the corporate side of COG should speak with members of the Nominating Committee.

b) Transportation Safety Conference

COG will sponsor a transportation safety conference on November 20 at the Kellogg Center at Gallaudet University. The panel will discuss pedestrian safety, truck safety and impaired driving. Invitations and registration forms will be mailed shortly. Registration will be from 8:30 a.m. to 9:00 p.m., and the program will run from about 9:00 a.m. to approximately 1:30 p.m. or 2:00 p.m. Chair Hill asked members to let people in their jurisdictions know about the conference.

c) Annual Meeting Luncheon, National Press Club – December 11

COG's Annual Meeting Luncheon will be held on December 11 at the National Press Club. Formal invitations are forthcoming.

d) Finance Committee Meeting – October 8

Chair Hill reported that the Finance Committee met at 10: a.m. to receive a presentation on COG's current financial position, the Washington Housing Trust Fund for FY 2005, and to review a draft of the FY 2005 Work Program and Budget and the Audit Report.

Dr. Brown announced that a fundraiser for the Reginald F. Lewis Museum will be held on December 11 at the Joseph Meyerhoff Symphony Hall in Baltimore. The program begins at 8:00 p.m. The museum, an affiliate of the Smithsonian Museums, will open in 2004.

Dr. Brown introduced Robert Bobb, the new City Administrator for the District of Columbia.

e) Executive Director's Report

The Executive Director highlighted activities as of October 2003 by other COG policy bodies, officials and staff.

5. ADOPTION OF CONSENT AGENDA ITEMS 10.A and 10.B

Motion was made, seconded and carried unanimously to adopt the consent agenda.

In reference to Item 10.A., Council Member Nancy Floreen asked to receive a briefing on "green buildings." Montgomery County is dealing with this issue and she would like more information. Stuart Freudberg, COG's Director of Environmental Programs, said that he is thinking of doing such a briefing in January or February. He added that he'll have a technical session on green infrastructure mapping at a later date.

6. AFTER ACTION REPORT ON HURRICANE ISABEL AND SUBSEQUENT STORM EVENT IMPACTING THE NATIONAL CAPITAL REGION

Anthony Griffin, Fairfax County Executive and Chair of the Chief Administrative Officers Committee (CAO), briefed the Board on action taken after Hurricane Isabel and the subsequent storm affecting the region. The CAOs Committee met on Wednesday, October 1 to review the impact of the hurricane on communities and what lessons were learned. Each jurisdiction will be doing after action reviews, as will electric and water utility companies. Fairfax County was without water for 14 hours and had to issue a boiled water alert. Some communities are doing more elaborate reviews. A summit to review after action reports for utilities and counties is being planned.

The safety of the public drove the decisions made. Mr. Griffin said he believes the right decisions were made, even though some are now being questioned. To the best of his knowledge, there were no deaths directly related to the hurricane. That was the objective.

Mr. Griffin brought the Board's attention to COG's after action report on the RICCS system. He credited practical applications related to homeland security for making the region better able to deal with the storm than it otherwise may have been.

The states and D.C. are actively looking at power questions. The CAOs Committee heard from EMAs from Maryland and DC and Richard White, of the Washington Metropolitan Area Transit Authority. In reference to the consequences of WMATA's decision to close at 11:00 a.m., Mr. Griffin stressed that officials were oriented to closing later than they did, but the National Weather Service warned that the storm had accelerated. The CAOs decided to move up closing times. Decisions were made with the safety of the public in mind. Conclusions of the after action reports should be reached by the December CAO's meeting and he will hopefully have something to share with the Board at that time.

Various Board Members talked about the reactions of some of their constituents to the 11:00 a.m. closing of Metro. They didn't realize it would take time to get people out of Metro. In response, Mr. Griffin said they felt it was best for people to have certainty about whether transit was available. This is part of the after action review: Is there a way to get better information to make more accurate decisions?

Ms. Floreen said that background information in COG's after action report was helpful, especially the conference calls showing the regional effort that went into closing things. The conference calls hand out was helpful in understanding why Metro closed when it did. She will share the report with colleagues on the Montgomery County Council, stressing the importance of elected officials knowing about the work that went into the decisions.

Ms. Gross expressed concern that Dominion Power was not available to give people information and that communication needed to be improved. Public policy discussions are needed, especially in Northern Virginia. The general public still doesn't understand "shelter in-place." As a consequence, people were unprepared. There may be role for COG to get involved, along with FEMA, the Red Cross and others who provide outreach.

Mr. Robertson added that there is plan to work through the Office of the National Capital Region in the Department of Homeland Security. COG, the Red Cross and the Public Information Officers may develop a citizens preparation guide and campaign to share relevant information. He added that over 100 notifications went out through RICCS, and there were 19 conference calls. This is a testament to the investment that the Board, Emergency Preparedness Council and others put into the system. Regarding Emergency Operations Centers (EOC), as DC develops its new EOC, a COG Chair will be added so that staff will be part of DC's EOC.

Mr. Robertson outlined a number of items being developed in association with RICCS. Other Board Members shared some concerns their constituents had about the storm and appreciated COG's role in providing communication. Dr. Brown added that she is concerned about senior citizens during such an event, deaths due to misuse of generators and the potential health hazards of using dry ice for extended periods of time. Other Board Members commented about special populations and looked forward to a regional forum.

Mr. Robertson said that a regional summit could be planned for early January and fleshed out at various events and at the annual meeting.

7. APPROVAL OF ROUND 6.3 COOPERATIVE FORECASTS

Council Member Joyce Woodson briefed the Board on the final update of the Round 6.3 Cooperative Forecasts. Established in 1975, the Cooperative Forecasting program is central to COG's mission and work program, supporting the transportation and air quality programs.

Each major round of cooperative forecasts takes into account broad factors, such as national employment trends, federal expenditures, commuting patterns, etc., and local factors, such as the

pace of local commercial and residential development as guided by local comprehensive plans and zoning.

In February, the Board approved R8-03, which recommended that final approval of the Cooperative Forecasts occur concurrently with the Transportation Planning Board's (TPB) approval of the results of the Air Quality and Conformity Analysis of the Transportation Improvement Program (TIP) and the Constrained Long-Range Transportation Plan (CLRP).

The Metropolitan Development Policy Committee (MDPC) approved the draft of the Round 6.3 Forecasts for use by the TPB staff in their work. The MDPC directed COG staff to prepare an analysis of the implications of the new forecasts. Round 6.3 represents the best available demographic, economic and planning information available today. The Cooperative Forecasting Subcommittee is currently conducting research for Round 7, scheduled for approval during 2004.

Paul DesJardin of COG summarized the highlights of the Round 6.3 analysis, which included forecasts of job, household and population growth. He noted that more detailed information was available on COG's web site.

Mr. Mendelson ask why the cycle of approval of the forecasts had changed. He noted that the cycle of the Round 6.3 Cooperative Forecasts seemed late. Why did the Board have to wait until October 8 for approval when the numbers from June hadn't changed?

Mr. DesJardin explained that part of the technical forecasts was to make explicit the link between transportation and the forecasts. Mr. Mendelson said that in creating the State Implementation Plan (SIP), MWAQC had to basically guess what the forecast figures would be and asked if the forecasts couldn't have been done in July or June.

In response, Ron Kirby of COG said that while the TPB had jurisdictional level forecasts, it did not have small area forecasts to do the transportation analysis. All work was done with Round 6.2 figures and estimated Round 6.3. figures. He added that it was a matter of the timing of available small area forecasts. The TPB wanted the completion of the Round 6.3 and the conformity analysis to be in synchronicity.

Mr. Mendelson asked again why the forecasts couldn't have been approved sooner if the jurisdictions' numbers had not changed. Mr. Kirby said he wanted the analysis completed first and that the June numbers were just a draft. The TPB made assumptions for the small area numbers; after they got the numbers, they found different results.

Mr. Robertson asked COG staff to consult chairs of the relevant technical and policy committees about the schedule to make sure their interests are represented. He asked the Board to approved Resolution R41-03. Motion was made, seconded and carried unanimously to adopt Resolution R41-03.

Ms. Floreen asked Mr. DesJardin to provide information about activity clusters.

8. PRESENTATION ON FY 2003 FOURTH QUARTER FINANCIAL REPORT

Ms. Gross briefed the Board on COG's fourth quarter FY 2003 financial report. She reported that COG's cash position is outstanding and the General Reserve Fund is at its highest. As of June 30, 2003, the cash balance was \$4,290,426 and the General Reserve Fund balance increased by \$204,500 to \$4,308,674, from \$4,104,157. Total revenues for the fiscal year were \$25,633,858 and total expenses were \$25,405,867. Due to homeland security-related programs, revenues increased by \$5,551,358.

Ms. Floreen asked about the original and revised budgets, specifically whether COG approved the revised budget. Mr. Robertson said that COG did not approved the revised budget. On a quarterly basis, staff advises the Board of budget changes. The Board must approve any change above \$25,000. He added that the \$5 million over budget was due to homeland security grants.

9. INTERIM REPORT OF THE BYLAWS COMMITTEE

Lee Ruck, COG's Legal Counsel, briefed the Board on the Bylaw Committee's recent meeting and discussed some of the issues. The Board was provided with a draft of the Bylaws and Rules of Procedure. Mr. Ruck asked the Board to consider the issues so that COG can forward the final drafts for a Board vote at the November 12 meeting.

The status of Manassas Park has been an issue. It is the only jurisdiction in the COG area whose residents are not directly represented in COG; all others are represented by their own membership or county governments. Manassas Park is not eligible because of the population limit. Substantial discussion at the retreat brought no consensus. The Bylaws Committee agreed that Manassas Park should be given a time limit to join. If they chose to do so, they would be given grandfathered status. If not, the window would be closed. Ms. Davis asked if Manassas Park had expressed interest in joining COG. Mr. Ruck said he'd spoken to the Assistant City Manager, who would like to consider joining.

Mr. Lovell stated that he thought it had been decided at the retreat that Manassas Park would not join, adding that he did not like the idea of bringing in smaller municipalities with the same voting status at this time. Chair Hill said that she supports membership for Manassas Park, adding that it was an equity issue.

Various Board Members agreed that the grandfathering offer was a reasonable way to extend membership but didn't want to actively recruit jurisdictions. Ms. Gross said that her concern is the quorum issue. Mr. Ruck said the quorum requirement would be pushed up but would not affect distribution of the quorum. Adjunct membership would give jurisdictions all the benefits of regular membership except a seat on the Board.

Chair Hill reiterated her concerns about fairness and inclusion. Mr. Ruck said he'd prepare two versions of the bylaws for the November meeting—one with language including Manassas Park and the other excluding such language—and the Board could choose between the two. He continued through a list of suggested changes to the bylaws.

Ms. Davis said she'd like to see the minimum population number reduced to 5,000 because she wanted to see more smaller jurisdictions participate on policy committees. Ms. Floreen moved to reduce the minimum population requirement to 5,000 from 10,000. The motion was seconded. At this point, Mr. Ruck suggested that a dues structure be established for adjunct members. After some Board discussion about the fairness of requiring adjunct members to pay only 50 percent of dues to receive all benefits of COG or the fairness of charging the full amount with no vote, Mr. Robertson informed the Board they are authorized to establish a fee schedule for membership.

Ms. Floreen's motion to reduce the minimum population requirements for membership to 5,000 was carried unanimously.

10. THE BOARD WAS REMINDED THAT THE NEXT BOARD MEETING WOULD BE NOVEMBER 12, 2003

There being no further business, the meeting was adjourned at 2:10 p.m.