

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

**MINUTES
Board of Directors' Meeting
COG Board Room
November 10, 2004**

BOARD MEMBERS, ALTERNATES AND PARTICIPANTS PRESENT AND NOT PRESENT

***SEE ATTACHED CHART FOR ATTENDANCE**

STAFF

**David J. Robertson, Executive Director
Lee Ruck, General Counsel
Stuart Freudberg, Environmental Programs Director
Leah Boggs, Environmental Planner**

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

2. APPROVAL OF MINUTES OF OCTOBER 13th

Motion was made, seconded and carried unanimously to adopt the minutes of the October 13th meeting.

3. AMENDMENTS TO AGENDA

There were no amendments to the agenda. Item #11 (1st Quarter Financial Report) was moved to follow approval of the consent agenda.

a) Report of 2005 Nominating Committee

Chair Mendelson reported that the 2005 Nominating Committee met earlier this morning and will report on the slate of nominees at a later date.

b) December 4th Holiday Dinner

The COG Holiday Dinner will be held at the Dumbarton House. Invitations were mailed to Board members.

Board packets.

c) December 8th Annual Meeting

Invitations to the Annual Meeting will be mailed out next week. The event will be held at the National Press Club from 11:00-2:00p.m.

d) NARC Board Report

Supervisor Penelope Gross reported on the NARC Board of Directors meeting held in Flagstaff, Arizona, where the group met for two days. NARC's work program and budget were approved, and a regional futures institute was proposed. Lee Ruck of COG, also NARC's attorney, is reviewing the agreement. NARC's legislative meeting will be in Washington, D.C., from February 5-8, 2005, at the Renaissance Washington Hotel. The 2005 Annual Conference will be held in Monterey, California.

Chair Mendelson announced that on November 4th, Clean Air Partners honored outstanding employers and individuals in the Washington and Baltimore regions, including Montgomery and Prince George's Counties. Council Member Nancy Floreen accepted the "Clean Air Trendsetter Award" on behalf of Montgomery County, which was honored for its groundbreaking wind energy purchase, the largest ever conducted by a local government organization in the U.S..

e) Mutual Aid Update

Chair Mendelson updated the Board on the mutual aid legislation. The Senate-passed version would authorize Mutual Aid Agreements for the National Capital Region using concepts and language closely tracking the prior recommendations of the Board and the Emergency Preparedness Council (EPC). The House-passed version addresses mutual aid on a national, but much more limited, basis. COG and the EPC should support the Senate version since it addresses the problem with a solution crafted by the COG attorneys, the two state attorneys general and several impacted federal agencies. The mutual aid problems of the Washington area are unique and should be addressed as such.

Mr. Ruck added that no date has been set for conferees, but on behalf of the EPC, COG has communicated with them. Council Member Carol Schwarz encouraged Board members to contact conferees in support of the Senate bill. Fairfax County Board Chairman Gerald Connolly suggested that COG develop talking points for members and invite Tom Lockwood to speak to the January meeting. Mr. Robertson said he'd follow-up on the requests. Another Board member requested that someone from the Department of Defense speak at a future Board meeting.

Dr. Jacqueline Brown thanked COG for playing a leading role in the foster care issue.

f) Executive Director's Report

The Executive Director highlighted activities as of November 2004 by other COG policy bodies, officials and staff.

Mr. Robertson gave a status report on the WMATA funding panel. Three meetings have been held, and three more are scheduled. The panel is looking at funding alternatives. The meetings have been very well attended, with lots of energy and creative thought. They expect to meet the mid-December deadline for recommendations.

4. ADOPTION OF CONSENT AGENDA ITEMS

- (A) **Resolution R53-04** - Authorizes the Department of Environmental Programs to apply for and receive a Congressional Earmark of \$385,700 from the United States Environmental Protection Agency – State and Tribal Assistance Grant (STAG) Program.
- (B) **Resolution R54-04** - Authorizes the execution of a Memorandum of Understanding with the Maryland Department of the Environment for Anacostia Stream Survey-Related Services.
- (C) **Resolution R55-04** – Authorizes the Executive Director to execute a \$100,000 grant from the Freddie Mac Foundation to assist its members' Child Welfare agencies in recruiting and retaining additional foster parents who will accept more difficult to place children (i.e. sibling groups, children with mental and physical disabilities).
- (D) **Resolution R56-04** - Authorizes the Executive Director to conduct the 2005 Washington-Baltimore Regional Air Passenger Survey under COG's Continuous Airport System Planning Program.

5. FY 2005 1ST QUARTER FINANCIAL REPORT

Council Member Michael Knapp briefed the Board on COG's first quarter FY 2005 financial report. COG maintains a strong financial position.

6. UPDATE ON MWAQC PROCESS DIALOGUE

Chair Mendelson gave a status report on MWAQC and provided background on the process to restructure the committee. Over the past several months, the Board has been briefed several times regarding the state-local dialogue regarding possible changes to the regional air quality planning process. The dialogue has included state environmental and transportation secretaries, local elected officials, and COG staff. On October 27, 2004, MWAQC met to consider and adopt changes in its bylaws to formalize the planning process modifications. The approved bylaws were included in Board members' packets.

One change to MWAQC is the funding structure. COG and state air and transportation agencies will each contribute a third of the funding. The states will also play a larger role. A steering committee will consist of cabinet-level secretaries who will make recommendations to MWAQC. COG will still maintain independence on a regional level to work with states in developing air quality plans. MWAQC will have a broad air quality mandate.

Mr. Connolly requested that bylaws be annotated in the future.

7. APPROVAL OF ROUND 6.4A COOPERATIVE FORECASTS

Council Member Joyce Woodson briefed the Board on the 6.4A Cooperative Forecasts. Since 1975, COG has maintained the Cooperative Forecasting Program for preparing official forecasts of employment population and household growth for the COG member jurisdictions. The forecasts have proven to be very reliable predictions of growth.

The MDPC approved the draft Round 6.4A Cooperative Forecasts for use by the TPB. On November 17, the TPB is scheduled to approve the results of the Air Quality Conformity Analysis of the FY2003-2008 TIP and CLRP.

Between 2000-2030, approximately 1.4 million jobs and 1.6 million people will be added to the region. Ms. Woodson briefly discussed growth numbers of various jurisdictions and asked the Board to adopt R49-04. Ms. Woodson, who will not return as chair of the MDPC in 2005, thanked the Board for their work and introduced the new planning director's chair, Bob Spaulding of Rockville. Motion was made, seconded and carried unanimously to adopt R49-04.

8. ENERGY STAR PROGRAM RECOMMENDATION

Leah Boggs of COG briefed the Board on the Energy Star program. She introduced Katie Hatcher, program manager of the program at EPA. Energy Star, jointly backed by the EPA and DOE, is a voluntary program that helps organizations incorporate energy efficient products. Communities are exploring new ways to conserve energy, reduce costs and meet budgets.

The program is designed to promote buildings, products, homes, and industrial facilities that use less energy while performing the same or better than conventional designs. Currently, eight local governments in the Metropolitan Washington area actively participate in the Energy Star program. Next steps include conducting a regional workshop and promoting Energy Star qualified products.

Commissioner John Lovell asked whether the program promotes use of smaller homes, and Ms. Boggs indicated that it promotes energy efficient houses without regard to size. It's based on square footage, not occupancy. Board Member Jay Fiset suggested that the Energy Policy Advisory Committee look into the issue of occupancy.

Council Member Redella Pepper and Mayor Judith Davis asked that their jurisdictions be made partners in the program. Motion was made, seconded and carried unanimously to adopt the R50-04.

9. REPORT ON PROPOSED CHANGES TO HOUSING VOUCHER PROGRAM

Supervisor Catherine Hudgins gave a brief overview of the proposed changes to the Section 8 voucher program and introduced Peggy Pimentel, chair of the Housing Voucher Directors Committee. Section 8 is the largest federally funded low income housing assistance program, serving about 2 million families with many more on the waiting list. In the current HUD bill, funding for all vouchers in use was provided, but changes have been made to the funding structure. Local agencies are trying to determine the impact on the region.

Ms. Pimentel outlined a few cost containment measures that have been undertaken. For example, some jurisdictions have ceased issuing new vouchers to families on waiting lists, which will ensure that family contributions toward rent will not rise above 30 percent. Others are lowering voucher payment standards. Total funding shortfalls are still unknown. Ms. Pimentel asked the Board to adopt R51-04 and approve the letter to HUD.

R51-04 was moved and seconded. Ms. Hudgins stressed the importance of conveying on a regional level the gravity of this issue because of the work COG has done toward affordable housing. Ms. Gross expressed concern about the condition of some Section 8 housing and inspection criteria. Ms. Pimentel said that HUD uses housing standards, which are not as stringent as the Building Officials and Administrators Code. Mike Finkle, Director of Housing Management in Fairfax County, said the standards do address cleanliness. Commissioner Corey Stewart suggested that U.S. Representative Jo Ann Davis's name be added to the housing letter because she's also part of the delegation. R51-04 was carried unanimously.

10. 2004 AUDIT REPORT

Abdool Akhran, of Bert Smith & Co., presented the results of the FY 2004 Audit Report. Overall, COG is in compliance with the requirements for each of its major programs, and the firm issued a clean report. However, a management report was issued based on concerns about a few internal controls. The firm made recommendations for strengthening these controls, including updating accounting and personnel manuals, segregation of payroll and personnel functions, limiting investment and cash exposure, and submission of vendor debarment and suspension certifications.

Mr. Robertson said he would mail the management letter and summary memorandum on how the internal control items have been addressed to the local governments, Board Executive Committee, Finance Committee and secretary-treasurer.

11. FY 2006 WORK PROGRAM AND BUDGET

Mr. Robertson briefed the Board on recommendations from the Committee on Finance for the proposed FY 2006 Work Program and Budget and explained the increases and decreases in certain program areas. He noted that the draft Work Program and Budget narrative is better integrated with the Strategic Plan. Also included in the packet is a proposed reserve fund policy for use of those funds. After the slide presentation, Ms. Gross said that integrating the work plan into the Strategic Plan is very helpful. Mr. Lovell expressed concern about his county's contribution increase and noted that the populations of some counties remained the same. Mr. Robertson explained how COG arrived at the formula for the GLCs.

Mayor Pro Tem Bruce Williams commented on the GLCs and the gradual shift toward matching funds, giving COG less use of discretionary funds. Mr. Robertson said that transportation constitutes the biggest portion of the work program. COG is required to provide a 10 percent match in order to receive the 80 percent federal match and 10 percent state match. If there are no local funds to match the grants and activities that the Board wishes to support, the activities become the grantors projects instead of COG's.

Motion was made and seconded to adopt R52-04. The resolution passed with Mr. Lovell voting nay.

12. THE BOARD WAS REMINDED THAT THE NEXT BOARD MEETING WILL BE JANUARY 12, 2005.

There being no further business, the meeting was adjourned at 2:00 p.m.