

COG BOARD OF DIRECTORS MEETING

DATE: February 11, 2015
TIME: 12:00 – 2:00PM
PLACE: COG Board Room

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

A G E N D A

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

**William Euille, Mayor, City of Alexandria
COG Board Chair**

**2. ANNOUNCEMENTS
(12:05 – 12:10PM)**

Chair Euille

A. 2015 Board Handbook

**3. EXECUTIVE DIRECTOR'S REPORT
(12:10 – 12:15PM)**

**4. AMENDMENTS TO AGENDA
(12:15 – 12:20PM)**

**5. APPROVAL OF MINUTES OF JANUARY 14, 2015
(12:20 – 12:25PM)**

District of Columbia
*Bladensburg**
Bowie
Charles County
College Park
Frederick
Frederick County
Gaithersburg
Greenbelt
Montgomery County
Prince George's County
Rockville
Takoma Park
Alexandria
Arlington County
Fairfax
Fairfax County
Falls Church
Loudoun County
Manassas
Manassas Park
Prince William County

**Adjunct Member*

**6. ADOPTION OF CONSENT AGENDA ITEMS
(12:25 – 12:30PM)**

A. RESOLUTION AUTHORIZING COG TO ESTABLISH, MAINTAIN AND MANAGE COG'S DEPOSITORY ACCOUNTS

The Board will be asked to adopt Resolution R9-2015 authorizing the Executive Director to establish, maintain and manage depositories for the funds of the corporation. Although Section 8.08 of COG's Bylaws specifically delegates responsibility for day-to-day management of the corporation to the Executive Director, most banking and investment institutions require confirmation that authority has been granted through a Board resolution.

RECOMMENDED ACTION: Adopt Resolution R9-2015.

B. RESOLUTION AUTHORIZING COG TO ESTABLISH AND MAINTAIN A TWELVE-MONTH REVOLVING LINE OF CREDIT

The Board will be asked to adopt Resolution R10-2015 authorizing the Executive Director to establish and maintain a twelve-month revolving line of credit of up to ten percent (10%) of total operating expenses as defined in the most recent audited financial statements. Based on the FY2014 audited financial statements, the current borrowing limit would be approximately \$4.8 million. Lines of credit are used for overdraft protection, for major expenses that must be incurred prior to reimbursement by funders, and for cash needs resulting from an emergency situation. Although Section 8.08 of COG's Bylaws specifically delegates responsibility for day-to-day management of the corporation to the Executive Director, most banking and investment institutions require confirmation that authority has been granted through a Board resolution. COG currently has an unused line of credit of \$3.0 million with SunTrust Bank.

RECOMMENDED ACTION: Adopt Resolution R10-2015.

C. RESOLUTION AUTHORIZING COG TO RECEIVE AND EXPEND FUNDS FROM THE U.S. DEPARTMENT OF ENERGY'S (DOE) SOLAR MARKET PATHWAYS GRANT PROGRAM

The Board will be asked to adopt Resolution R11-2015 authorizing the Executive Director, or his designee, to receive and expend up to \$60,000 from the DOE through a contract with Virginia Electric Power Company (Dominion) to support COG's role as a Core Advisory Team member for the development of plans and programs to foster improved markets for solar photovoltaics in the Commonwealth of Virginia. COG will provide matching funds not to exceed \$15,000 available in the Regional Environmental Budget Fund.

RECOMMENDED ACTION: Adopt Resolution R11-2015.

D. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO PURCHASE TECHNICAL RESCUE PERSONAL PROTECTIVE EQUIPMENT FOR SIX LOCAL JURISDICTIONS AS REQUESTED

The Board will be asked to adopt Resolution R12-2015 authorizing the Executive Director, or his designee, to receive and expend grant funds from State Administrative Agent (SAA) for the National Capital Region in the amount of \$711,900. COG has been requested by the City of Alexandria, the District of Columbia, Loudoun County, Montgomery County, Prince George’s County, and Prince William County to enter into a contract to procure Technical Rescue Personal Protective Equipment in quantities as specified. 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 R12-2015.

E. RESOLUTION AUTHORIZING COG TO AMEND CONTRACT FOR IMPLEMENTATION OF IMPROVEMENTS TO THE ENTERPRISE RESOURCE MANAGEMENT SYSTEM (COSTPOINT)

The Board will be asked to adopt Resolution R13-2015 authorizing the Executive Director, or his designee, to amend the contract with Iuvo Systems, Inc. to the amount of \$120,000. The contract will include developing, populating and testing an improved accounting and project management system based on the results of the planning and design completed in first phase of the project. This amendment extends the contract period from three months to six months, and increases the amount of the contract to \$120,000. This is an administrative cost that will be recovered through the indirect cost rate. The resolution further authorizes the Executive Director, or his designee to amend the contract with Iuvo Systems, Inc. in an additional amount of up to \$50,000, based on a recommendation from the Chief Financial Officer or Deputy Executive Director for further testing and development after April 30, 2015.

RECOMMENDED ACTION: Adopt Resolution R13-2015.

ACTION AGENDA

**7. MARKETPLACE FAIRNESS ACT
(12:30-12:35PM)**

**Monica Beyrouiti
Member Services Associate/Clerk to the Board, COG**

At the January 14 Board of Directors meeting the Board was briefed on the potential Marketplace Fairness Act legislation in the 2015 legislative session. The Board directed staff to prepare a letter on behalf of the Board in support of the Marketplace Fairness Act. Ms. Beyrouiti will present the draft letter for discussion and approval.

RECOMMENDED ACTION: Adopt Resolution R14-2015, approving distribution of the Marketplace Fairness Act letter.

**8. APPROVAL OF THE DRAFT ROUND 8.4 COOPERATIVE FORECASTS
(12:35-12:45PM)**

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

COG established the Cooperative Forecasting program in 1975 to enable local, regional and federal agencies to coordinate planning using common assumptions about future growth and development. The Cooperative Forecasts are developed through a “top-down / bottom-up” process which synthesizes regional econometric model projections and local government forecasts based on current and planned development. The Planning Directors Technical Advisory Committee (PDTAC) approved this fourth update to the 8th major series of Forecasts, “Round 8.4”, at their January 17 meeting, reflecting the 2010 Census and local economic and demographic trends. The Board will be asked to approve the draft Round 8.4 Forecasts for use by the National Capital Region Transportation Planning Board (TPB) in the Air Quality Conformity Analysis of the 2015 Financially Constrained Long Range Transportation Plan (CLRP) and the FY2015-2020 Transportation Improvement Program (TIP).

RECOMMENDED ACTION: Adopt Resolution R15-2015, approving the draft Round 8.4 Cooperative Forecasts.

**9. HUMAN SERVICES AND PUBLIC SAFETY POLICY COMMITTEE PRIORITIES AND FOCUS FOR 2015
(12:45-1:00PM)**

**Honorable Walter Tejada
Vice Chairman, Arlington County Board
Chairman, Human Services and Public Safety Policy Committee (HSPSPC)**

Newly elected HSPSPC Chairman Tejada will brief the Board on the priorities and focus of the HSPSPC in 2015. The HSPSPC is a policy committee that serves as an advisory body to the Board of Directors. The goal of the committee is to provide oversight on all health, human service, and public safety matters including law enforcement, fire and emergency medical services, emergency management, corrections, animal services, public health, foster care, child care, housing, mental health, and substance abuse programs.

RECOMMENDED ACTION: Receive briefing and provide feedback to the HSPS Chair.

**10. NATIONAL TRANSPORTATION SAFETY BOARD (NTSB) BRIEFING ON THE INVESTIGATIVE PROCESS FOLLOWING TRANSPORTATION ACCIDENTS
(1:00-1:25PM)**

**Honorable Christopher Hart
Acting Chairman, NTSB**

The NTSB was established in 1967 to conduct independent investigations of all civil aviation accidents in the United States and major accidents in the other modes of transportation. NTSB Acting Chairman Hart will brief the Board on the structure and policies used during the investigative process.

RECOMMENDED ACTION: Receive briefing and discuss.

**11. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA) BRIEFING ON EMERGENCY PROTOCOLS FOR THE METRORAIL SYSTEM
(1:25-1:55PM)**

Mr. Mortimer Downey
Chair, WMATA Board of Directors

Mr. Jack Requa
Interim General Manager, WMATA

In response to the request made at the January 14th, 2015 Board of Directors' meeting, WMATA Chair Mort Downey will brief the Board on current emergency protocols in place for the Metrorail system.

RECOMMENDED ACTION: Receive briefing and discuss.

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

**13. ADJOURN – THE NEXT MEETING IS WEDNESDAY MARCH 11, 2015
(2:00PM)**



“The Metropolitan Washington Council of Governments (COG) will provide reasonable accommodations to people with disabilities. We invite any person with special needs to contact the ADA coordinator to discuss any special accommodations that may be necessary. Please contact the ADA coordinator before programs and within the time frames provided in COG’s Accommodations Policy posted online at <http://www.mwcog.org/accommodations/default.asp>.
Email: accomodations@mwcoq.org. Phone: 202-962-3300 or 202-962-3213 (TDD).”



AGENDA ITEM #2

ANNOUNCEMENTS

(No attachment)



AGENDA ITEM #3

EXECUTIVE DIRECTOR'S REPORT



NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD

At its January meeting, the TPB was briefed on new projects being proposed to be included in the 2015 update to the Constrained Long-Range Transportation Plan (CLRP), such as proposals to toll portions of I-66 in Virginia and expand the bike lane network in the District of Columbia. Also, as the region's administrator of a federal program to enhance transportation for seniors and individuals with disabilities, the TPB approved \$2.7 million in funding for a slate of local projects.

CHESAPEAKE BAY AND WATER RESOURCES POLICY COMMITTEE

CBPC received a briefing on the Conowingo Dam sediments issue by Bruce Michael, Maryland Department of Natural Resources. An expert panel also briefed the members on 2015 national and state legislative issues. Newly elected CBPC Chair, Montgomery County Councilmember Craig Rice, called for an Advocacy Workgroup to track General Assembly legislation, draft letters on national water issues, and conduct outreach. The group held their first weekly call on January 30.

CLIMATE, ENERGY, AND ENVIRONMENT POLICY COMMITTEE

CEEPC was briefed on various Smart Cities Initiatives in the region and globally, which integrate technology into infrastructure to improve decision making, as well as performance, efficiency and sustainability. COG members will have opportunities to participate in more Smart City events this coming year.

REGION FORWARD COALITION

The Coalition set regional economic competitiveness as its 2015 focus and was briefed by Dr. Stephen Fuller on the state of the region's economy. The Coalition discussed how reductions to the federal workforce and contracting activity will impact long-term regional competitiveness, and how local governments and non-profits can respond to improve the region's business climate.



Heart of COG:
**ANDREW BURKE &
HOW COG GOT INTO THE
BUSINESS OF BIKE COUNTING**

Back in 2007, The Washington Post did a feature on COG's travel monitoring studies, which count people and vehicles entering the region's core and help inform planning efforts. A former COG employee, who had moved on to DDOT, saw the story and approached his onetime colleague Andrew Burke with a question: could COG count bike trips for the District of Columbia?

[CLICK HERE TO READ THE STORY.](#)

POTOMAC PIRANHAS PITCH

Montgomery County Councilmember and COG CEEPC Chairman Roger Berliner (pictured right) discussed regional water and stormwater management issues at a meeting of the Potomac Piranhas, a non-profit focused on cleaning up the Potomac River watershed by matching innovative environmental ideas with investment capital and grants.



INFRASTRUCTURE PRESENTATION TO DOWNTOWN BID

COG’s Chuck Bean and Steve Walz gave a presentation on the State of the Region: Infrastructure Report for the Downtown DC BID.

TRANSPORTATION RESEARCH BOARD ANNUAL MEETING

More than twenty COG staff took part in the Transportation Research Board Annual Meeting. COG’s Nicholas Ramfos gave two presentations—Measuring the Performance of Vehicle Trip Reduction and Mode Shift Strategies & Communication Trends: The Shift to Mobile. COG’s Clara Reschovsky co-presided over a poster session on ACS and Census Transportation Planning Package Data.

SUCCEED THROUGH SERVICE PROGRAM

COG’s Child Welfare Team participated in the kick-off event of Succeed through Service, a Ritz Carlton program where employees mentor disadvantaged students. The students will be raising money for the Friends of Wednesday’s Child Fund, which supports the program featuring children in foster care who are waiting to be adopted.

SMART CITIES CONFERENCE PLANNING

COG participated in the inaugural meeting of the Smart Cities Week Planning Team. The group is working to coordinate the first U.S. Smart Cities Conference, which will be held in the District of Columbia in September. Smart Cities Council is coordinating this effort. Other planning team members include Brookings, NIST, Downtown DC BID, NVRC, and IBM. COG’s Jeff King spoke on a panel where he outlined COG’s interest in such solutions to improve government efficiency and assist in a transition to a low-carbon economy.



Outreach Highlight:
**EVENT OFFERS CONTACTS,
RESOURCES TO HELP
MEMBERS IMPLEMENT GREEN
PURCHASING PROGRAMS**

COG’s Ronald F. Kirby Training Center was packed with participants attending the Green Purchasing Vendors’ Fair. More than 120 representatives from local governments, school systems, and utilities joined over 30 vendors representing a wide variety of environmentally friendly products and services.

[CLICK HERE TO LEARN MORE AND FOR GREEN PURCHASING RESOURCES.](#)

TRANSPORTATION PLANNING BOARD - FEBRUARY 18

HUMAN SERVICES AND PUBLIC SAFETY POLICY COMMITTEE - FEBRUARY 20

METROPOLITAN WASHINGTON AIR QUALITY COMMITTEE - MARCH 4

[CLICK HERE FOR MORE ABOUT THESE AND OTHER COG MEETINGS & EVENTS](#)

LOCAL MEDIA FEATURES INFRASTRUCTURE REPORT IN VARIOUS STORIES

The report was covered by The Washington Post, Washington Business Journal, NBC4, WTOP, and WNEW. It was also referenced in The Washington City Paper, Greater Greater Washington, and other online news sites. [CLICK HERE FOR THE NEWS ITEMS.](#)

PHIL MENDELSON, CHUCK BEAN PROMOTE REPORT VIA SOCIAL MEDIA

In addition to conducting several interviews with local media, District of Columbia Council Chairman Phil Mendelson recorded a video podcast with Chuck Bean to promote the report on social media. [CLICK HERE FOR THE VIDEO.](#)

CHUCK BEAN COMMENTARY IN THE WASHINGTON POST FEATURES INFRASTRUCTURE

A commentary on the region's infrastructure challenges by COG Executive Director Chuck Bean appeared in The Washington Post's Capital Business. [CLICK HERE FOR THE COMMENTARY.](#)

TPB ITEM ON LONG-RANGE PLAN, I-66 PROPOSALS ATTRACT ATTENTION

Several local news outlets covered a presentation by VDOT on their I-66 proposals for the Constrained Long-Range Transportation Plan (CLRP), including The Washington Post, WTOP, and WAMU. [CLICK HERE FOR THE WASHINGTON POST STORY.](#)



Media Highlight:

COG STAFF EXPERTS PROMOTE INFRASTRUCTURE REPORT ON NBC4

COG Deputy Executive Director Stuart Freudberg, Deputy Transportation Planning Director Robert Griffiths, and Regional Water Quality Management Chief Tanya Spano discussed the 2015 State of the Region: Infrastructure Report on NBC4's Viewpoint show.

[CLICK HERE TO WATCH THE SHOW.](#)



AGENDA ITEM #4

AMENDMENTS TO AGENDA

(No attachment)



AGENDA ITEM #5

APPROVAL OF MINUTES OF JANUARY 14, 2015

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

**MINUTES
Board of Directors Meeting
January 14, 2015**

BOARD MEMBERS AND ALTERNATES PRESENT AND NOT PRESENT: See attached chart for attendance

STAFF:

Chuck Bean, Executive Director
Sharon Pandak, General Counsel
Monica Beyrouiti, Member Services Associate/Clerk to the Board

GUESTS:

None.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman Mendelson called the meeting to order at 12:20PM and led those present in the Pledge of Allegiance.

2. ANNOUNCEMENTS

- A. 2015 board meeting dates
- B. Green Purchasing Vendors Fair– January 29
- C. Recognition of outgoing board members

3. EXECUTIVE DIRECTOR'S REPORT

Executive Director Chuck Bean updated the Board on the status of collecting the 2015 appointment letters from the 22 member jurisdictions and announced the new Board members appointed for 2015. Mr. Bean announced the open city and county manager positions throughout the region including the City of Alexandria, the City of Takoma Park, and Charles County. He highlighted the success of the COG Annual Membership Meeting and the CAO Retreat in late 2014. Last month Mr. Bean had the opportunity to tour the WMATA power plant in Prince George's County with Councilmember Karen Toles. Mr. Bean announced COG's new video podcast series that featured Rockville Mayor Bridget Newton. In conclusion Mr. Bean introduced Jennifer Schitter, the new Principle Health Planner for COG.

4. AMENDMENTS TO AGENDA

There were no amendments to the agenda.

5. APPROVAL OF MINUTES

The minutes of the November 12, 2014 Board Meeting were approved.

6. ADOPTION OF CONSENT AGENDA ITEMS

A. RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO DEVELOP A DISTRICT ALL-HAZARDS INCIDENT MANAGEMENT TEAM (IMT) CERTIFICATION-CREDENTIALING PROGRAM

The Board adopted Resolution R1-2015 authorizing the Executive Director, or his designee, to receive and expend grant funds from State Administrative Agent (SAA) for the National Capital Region in the amount of \$300,000. COG has been requested by the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) to procure a contractor(s) and enter into a contract to develop a District All-Hazards Incident Management Team (IMT) Certification-Credentialing Program. Funding for this effort in the amount of \$300,000 will be provided through a subgrant from the SAA for the National Capital Region. **No COG matching funds are required.**

ACTION: The Board adopted Resolution R1-2015.

7. APPROVAL OF FY2016 WORK PROGRAM & BUDGET

Mr. Bean will presented the proposed FY 2016 Work Program and Budget to the Board.

ACTION: The Board adopted Resolution R2-2015, approving the FY2016 Work Program and Budget.

8. ADOPTION OF 2015 LEGISLATIVE PRIORITIES

Vice Chair Berliner explained the process of the legislative priorities and 2015 Legislative Committee. Ms. Beyrouti presented the four proposed 2015 Legislative Priorities to the Board for review.

ACTION: The Board adopted Resolution R3-2015, approving the 2015 Legislative Priorities.

9. MARKETPLACE FAIRNESS ACT LEGISLATIVE DISCUSSION

Ms. Beyrouti briefed the Board on the proposed Marketplace Fairness Act legislation. The proposed bill would allow states and local governments to require online and other out-of-state retailers to collect sales and use tax.

ACTION: The Board received the briefing and directed staff to prepare a letter on behalf of the Board in support of the Marketplace Fairness Act.

10. 2015 STATE OF THE REGION INFRASTRUCTURE REPORT

Mr. Freudberg and Ms. Beyrouti presented the 2015 State of the Region Infrastructure Report. The report was a culmination to the 2014 Board focus on Infrastructure. The report focused on transportation, water, energy, public buildings, and public safety infrastructure and provides an overview of the current conditions and funding gaps that need to be addressed. Chairman Mendelson led a discussion and took comments from the Board.

ACTION: The Board adopted Resolution R4-2015, accepting the 2015 State of the Region Infrastructure Report.

11. ELECTION OF 2015 COG BOARD OFFICERS

Chairman Mendelson recommended approval of the 2015 proposed slate of COG Board officers: Chairman William Euille, Vice Chairman Roger Berliner, and Vice Chairman Kenyan McDuffie and requested that a copy of the memos regarding the 2016 nominating committee be included in the minutes.

ACTION: Adopt Resolution R5-2015, electing the 2015 COG Board Officers.

12. RECOGNITION OF IMMEDIATE PAST CHAIRMAN

(1:35-1:40PM)

Chairman Euille recognized Council Chairman Phil Mendelson and thanked him for his service as COG Board Chair in 2014.

ACTION: Received recognition.

13. APPROVAL OF THE 2015 POLICY AND ADMINISTRATIVE COMMITTEE LEADERSHIP

Chairman Euille recommended the appointment of the 2015 leadership for the COG policy advisory committees, public-private partnerships and administrative committees.

ACTION: The Board adopted Resolution R6-2015, approving the 2015 committee appointments.

14. EXECUTIVE SESSION FOR EXECUTIVE DIRECTOR'S PERFORMANCE EVALUATION

By motion, the Board of Directors temporarily concluded the public meeting and convened in Executive Session for the purpose of discussing the results of the Executive Director's performance evaluation as conducted by the Employee Compensation and Benefits Review Committee (ECBR) and other COG Board Members.

ACTION: Subsequent to the Executive Session, the Board adopted Resolution R7-2015, approving the recommendations of the ECBR.

15. OTHER BUSINESS

Vice Chair Berliner made a motion to direct COG Executive Director Bean to work with the appropriate entities and staff to arrange a presentation to the Board by WMATA regarding its current protocols in the event of an emergency situation in the Metro system, and for the Emergency Preparedness Council, in due course, to examine this issue.

ACTION: The Board adopted Resolution R8-2015, approving the motion to direct the arrangement of a WMATA presentation to the Board.

16. ADJOURNMENT – Upon motion duly made and seconded, the meeting was adjourned at 2:04PM.

BOARD OF DIRECTORS – January 2015

<u>Jurisdiction</u>	<u>Member</u>	<u>Y/N</u>	<u>Alternate</u>	<u>Y/N</u>
<i>District of Columbia</i>				
Executive	Hon. Muriel Bowser			
	Mr. Rashad Young			
Council	Hon. Phil Mendelson (Chair)	Y		
	Hon. Kenyan R. McDuffie	Y		
<i>Maryland</i>				
Bowie	Hon. G. Frederick Robinson		Hon. Dennis Brady	
Charles County	Hon. Ken Robinson		Hon. Amanda Stewart Hon. Peter Murphy	
City of Frederick	Hon. Randy McClement			
Frederick County	Hon. Jan Gardner			
College Park	Hon. Andrew Fellows	Y	Hon. Denise Mitchell	
Gaithersburg	Hon. Jud Ashman		Hon. Cathy Drzyzgula	Y
Greenbelt	Hon. Emmett Jordan	Y	Hon. Judith "J" Davis	
Montgomery County				
Executive	Hon. Isiah Leggett		Mr. Tim Firestine	
Council	Hon. Roger Berliner (Vice Chair)	Y		
	Hon. Nancy Navarro	Y-CC		
Prince George's County				
Executive	Hon. Rushern Baker		Mr. Nicholas Majett	Y
Council	Hon. Karen Toles	Y		
	Hon. Andrea Harrison	Y		
Rockville	Hon. Bridget Newton	Y	Emad Elshafei	
Takoma Park	Hon. Bruce Williams	Y	Hon. Terry Seamens	
Maryland General Assembly	Hon. Brian Feldman			
<i>Virginia</i>				
Alexandria	Hon. William Euille (Vice Chair)	Y	Hon. Redella Pepper	
Arlington County	Hon. Walter Tejada	Y	Hon. Jay Fissette	
City of Fairfax	Hon. David Meyer	Y	Hon. Jeffrey Greenfield	
Fairfax County	Hon. Sharon Bulova		Hon. Catherine Hudgins	
	Hon. Penelope A. Gross	Y	Hon. Patrick Herrity	
	Hon. John Foust	Y	Hon. Michael Frey	
Falls Church	Hon. David Tarter	Y	Hon. David Snyder	Y
Loudoun County	Hon. Matt Letourneau	Y		
Loudoun County	Hon. Scott York	Y	Hon. Shawn Williams	
Manassas	Hon. Jonathan Way	Y		
Manassas Park	Hon. Michael Carrera		Hon. Suhas Naddoni	
Prince William County	Hon. Frank Principi	Y	Pete Candland	
	Hon. Jeanine Lawson			
Virginia General Assembly	Hon. George Barker			

Total: 22

One Region Moving Forward

DATE: December 2, 2014

TO: Hon. William Euille, 2014 COG Board Vice-Chair
Hon. Roger Berliner, 2014 COG Board Vice-Chair
Ms. Monica Beyrouti, Clerk to the COG Board of Directors

CC: 2015 Nominating Committee Members

FROM: Chuck Bean, Executive Director

RE: Chair Rotation Cycle

District of Columbia
Bladensburg*
Bowie
Charles County
College Park
Frederick
Frederick County
Gaithersburg
Greenbelt
Montgomery County
Prince George's County
Rockville
Takoma Park
Alexandria
Arlington County
Fairfax
Fairfax County
Falls Church
Loudoun County
Manassas
Manassas Park
Prince William County

*Adjunct Member

Background: Chair Rotation Cycle

When deciding the 2013 COG Board Executive Committee there was a “swap” in rotation wherein Karen Young from the City of Frederick, Maryland, “leapfrogged” over the District of Columbia’s Phil Mendelson to become the COG Board Chair in 2013. (Note: this decision was developed in late 2012 within the Nominating Committee for 2013 and the election was approved by the Board in January 2013.)

As a result:

- Maryland held the chairmanship *twice* in a three-year period (i.e., in 2011 [Harrison] and then again in 2013 [Young]).
- However, the District had its chairmanship *postponed* for a year with the understanding that the District and Maryland would “swap back” as Chairman Mendelson shared with his Executive Committee colleagues at their organizing meeting in early 2014.
- Note: The Virginia chairmanship remained steady in the three-year rotation (i.e., 2012 and 2015).

Consensus

A consensus emerged within the 2015 Nominating Committee to enact the “swap back” in 2017, thus preserving the rotation of the (presumptive) 2105 Executive Committee consisting of Euille, Berliner, and McDuffie.

This consensus also addressed a concern that this convention be adequately memorialized for the benefit of successive nominating committees in 2016 and 2017. Thus, I am instructing Monica Beyrouti, the COG Clerk to the Board of Directors, to share this memo with successive nominating committees and their presumptive chairs Euille and Berliner, respectively.

Thus, it is understood and memorialized that:

- The 2017 Nominating Committee (presumptively, to be chaired by Roger Berliner in late 2016) will nominate a Chair from the District of Columbia to serve in 2017.
- And, this Committee will nominate a Maryland Vice Chair with the understanding that he/she will serve as a Vice Chair for 3 years before potentially assuming the role of Chair in 2020.

See attached chart.

**Chair Rotation Cycle
Chart Accompanying Bean Memo of December 2, 2014**

	<u>Chair</u>	<u>Vice Chair</u>	<u>Vice Chair</u>
2020	MD	VA	DC
2019	DC	MD	VA
2018	VA	DC	MD
2017	McDuffie (presumed) DC	VA	MD (<i>Berliner would chair the committee nominating this person</i>)
2016	Berliner (presumed) MD	McDuffie (presumed) DC	VA (<i>Euille would chair the committee nominating this person</i>)
2015	William Euille (Nominated) VA	Roger Berliner (Nominated) MD	Kenyan McDuffie (Nominated) DC
2014	Phil Mendelson DC	William Euille VA	Roger Berliner MD
2013	Karen Young MD	Phil Mendelson DC	William Euille VA
2012	Frank Principi VA	Phil Mendelson DC	Karen Young MD
2011	Andrea Harrison MD	Frank Principi VA	Phil Mendelson DC
2010	Kwame Brown DC	Andrea Harrison MD	Frank Principi VA

COLOR KEY

District representatives highlighted in red.


Maryland representatives highlighted in yellow.



MONTGOMERY COUNTY COUNCIL
ROCKVILLE, MARYLAND

ROGER BERLINER
COUNCILMEMBER
DISTRICT 1

CHAIRMAN
TRANSPORTATION, INFRASTRUCTURE
ENERGY & ENVIRONMENT COMMITTEE

Date: December 3, 2014
To: Chuck Bean, COG Executive Director
From: Roger Berliner, 2014 COG Board Vice-Chair 
RE: Chair Rotation Cycle

Thank you for your memorandum detailing the Chair Rotation Cycle for Council of Governments Executive Committee Chair.

The plan outlined by your memo is consistent with my understanding of the Executive Committee's next 6 years.

As the presumptive Chair of the nominating committee in 2017, I will work to ensure: 1) that the committee nominates a Chair from the District of Columbia to serve as Chair in 2017, and 2) that the committee nominates a Vice Chair from Maryland with the understanding that he/she will serve as Vice Chair for 3 years before potentially assuming the role of Chair in 2020.

I appreciate the 2015 Nominating Committee's construction of this plan and the effort to memorialize its convention through your memo. Thank you again and I look forward to the opportunity to serve the Council of Governments over the next few years.



AGENDA ITEM #6

ADOPTION OF CONSENT AGENDA ITEMS

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 NORTH CAPITOL STREET, NE
WASHINGTON, DC 20002-4239**

**RESOLUTION AUTHORIZING COG TO ESTABLISH, MAINTAIN AND MANAGE COG'S DEPOSITORY
ACCOUNTS**

WHEREAS, the Metropolitan Washington Council of Governments, Inc. (COG) maintains depositories to secure and manage the funds of the corporation and conduct business; and

WHEREAS, COG's Bylaws delegate responsibility for day-to-day management of the corporation to the Executive Director.

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

The Executive Director is authorized, empowered and directed to establish, maintain and manage depositories for the funds of the corporation and to secure and invest corporate funds in accordance with COG's policies.

All accounts will be held in the name of the Metropolitan Washington Council of Governments; and, all withdrawals will be issued in the name of the Metropolitan Washington Council of Governments or transferred directly to an account held in the name of the Metropolitan Washington Council of Governments.

The signature of the Executive Director or his/her designee shall be required to open, close or manage depository accounts, and to deposit and withdraw funds. The Executive Director may delegate signature authority for this purpose to one or more of the following officers or employees: Chief Financial Officer, Deputy Executive Director, President, or Secretary-Treasurer.

The authority granted by this resolution may be relied on until notice of revocation or change is issued in writing by the Metropolitan Washington Council of Governments.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 NORTH CAPITOL STREET, NE
WASHINGTON, DC 20002-4239**

**RESOLUTION AUTHORIZING COG TO ESTABLISH AND MAINTAIN A TWELVE-MONTH REVOLVING LINE
OF CREDIT**

WHEREAS, the Metropolitan Washington Council of Governments, Inc. (COG) may at times experience temporary cash flow shortages through the regular course of business or due to emergencies,

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

The Executive Director is authorized to establish and maintain a twelve-month revolving line of credit at an amount not to exceed ten percent (10%) of the total operating expenses identified in the most recent audited financial statements.

Use of the line of credit will be limited to expenditures and obligations approved by Board resolution, Board policy, or in the authorized budget; or, for funding needs due to emergency situations as determined by the Executive Director.

The Executive Director will establish standards for use and management of the line of credit in accordance with best business practices, and to serve the best interests of COG.

The Executive Director may delegate authority for management of the line of credit to the Chief Financial Officer and/or the Deputy Executive Director.

The authority granted by this resolution may be relied on until notice of revocation or change is issued in writing by the Metropolitan Washington Council of Governments.

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

RESOLUTION AUTHORIZING COG TO RECEIVE AND EXPEND FUNDS FROM THE U.S. DEPARTMENT OF ENERGY'S (DOE) SOLAR MARKET PATHWAYS GRANT PROGRAM

WHEREAS, COG's Climate and Energy Action Plan calls for increased deployment of renewable energy to meet greenhouse gas reduction goals; and

WHEREAS, the goal of the U.S. Department of Energy's (U.S. DOE) Solar Market Pathways grant is to develop replicable multi-year solar deployment strategies that will spur significant solar deployment, support local economic development efforts, and address the potential challenges arising from increased solar penetration on the electrical grid; and

WHEREAS, the Virginia Electric Power Company (Dominion) has received an award through the U.S. DOE Solar Market Pathways grant program; and

WHEREAS, COG proposes a partnership effort with the above-mentioned organization to serve as a Core Advisory Team member to support development of a plan to increase deployment of solar energy in the Commonwealth of Virginia; and

WHEREAS, COG will receive grant funding the total amount of grant funding available to COG shall not exceed \$60,000; requiring a COG match of no more than \$15,000; and

WHEREAS, the source of the match funds will be the Regional Environmental Fund.

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

The Executive Director, or his designee, is authorized to receive and expend up to \$60,000 in grant funding from DOE through a contract with Virginia Electric Power Company (Dominion) to support COG's role as a Core Advisory Team member for the development of plans and programs to foster improved markets for solar photovoltaics in the Commonwealth of Virginia. The Executive Director, or his designee, is also authorized to expend matching funds up to \$15,000 available in the Regional Environmental Budget Fund.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 NORTH CAPITOL STREET, NE
WASHINGTON, DC 20002-4239**

RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO PURCHASE TECHNICAL RESCUE PERSONAL PROTECTIVE EQUIPMENT FOR SIX LOCAL JURISDICTIONS AS REQUESTED

WHEREAS, the Metropolitan Washington Council of Governments (COG) serves as the Secretariat for the Urban Area Security Initiative (UASI) for the National Capital Region; and

WHEREAS, COG has been requested by the City of Alexandria, the District of Columbia, Loudoun County, Montgomery County, Prince George's County, and Prince William County to procure Technical Rescue Personal Protective Equipment in quantities as specified; and

WHEREAS, the purpose of the contract is to purchase Technical Rescue Personal Protective Equipment to ensure local first responders are able to respond to a CBRNE/WMD technical rescue incidents; and

WHEREAS, the Technical Rescue Personal Protective Equipment will improve the overall response to large scale events by multiple technical rescue teams and reduce injuries and enhance the safety of first responders ; and

WHEREAS, funding for the procurement and contract has been provided to COG by State Administrative Agent (SAA) for the National Capital Region.

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

The Executive Director, or his designee, is authorized to receive and expend up to \$711,900 for a contract to purchase Technical Rescue Personal Protective Equipment as specified for six local jurisdictions in 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.

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 NORTH CAPITOL STREET, NE
WASHINGTON, DC 20002-4239**

**RESOLUTION AUTHORIZING COG TO AMEND CONTRACT FOR IMPLEMENTATION OF IMPROVEMENTS TO THE
ENTERPRISE RESOURCE MANAGEMENT SYSTEM (COSTPOINT)**

WHEREAS, the Metropolitan Washington Council of Governments (COG) needs to proceed with a contract 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

WHEREAS, IUVO Systems, Inc. has specialized knowledge and understanding of COG's accounting system and reporting needs;

WHEREAS, funding for this effort is available in the budget of the Office of Finance and Accounting as part of the administrative costs that will be recovered through the indirect cost rate.

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

The Executive Director, or his designee, is authorized to amend the existing contract with Iuvo Systems, Inc. in an amount not to exceed \$120,000, to improve the use of COG's financial and project accounting system.

The Executive Director, or his designee, is further authorized to amend the contract with Iuvo Systems, Inc. in an additional amount of up to \$50,000, based on a recommendation from the Chief Financial Officer or Deputy Executive Director for further testing and development after April 30, 2015.



AGENDA ITEM #7

MARKETPLACE FAIRNESS ACT

One Region Moving Forward

February 11, 2015

*District of Columbia
Bladensburg*
Bowie
Charles County
College Park
Frederick
Frederick County
Gaithersburg
Greenbelt
Montgomery County
Prince George's County
Rockville
Takoma Park
Alexandria
Arlington County
Fairfax
Fairfax County
Falls Church
Loudoun County
Manassas
Manassas Park
Prince William County
Adjunct Member

The Honorable _____
United States House of Representatives
318 Cannon House Office Building
Washington, D.C. 20515-2004

Dear Representative _____:

The Metropolitan Washington Council of Governments (COG) Board of Directors strongly urges you to support legislation of a Marketplace Fairness Act to allow states and local governments the option to collect sales tax from remote and online retailers.

Brick and mortar retailers are unfairly put at a five to ten percent competitive disadvantage by following the law and collecting sales tax at the time of purchase, while remote online retailers are not required to do so. This not only affects individual retailers and constituents in a community, but also the local economies of cities and counties across the country.

Passing the Marketplace Fairness Act is an avenue to provide fiscal relief for state and local governments without increasing current tax laws or requiring funds from the federal Treasury. State and local governments' inability to require remote sellers to collect the legally imposed taxes on transactions resulted in an estimated \$23 billion loss of revenue for states and local governments in 2012. Marketplace fairness simply allows states and local governments the option of enforcing existing sales tax laws on remote sales. It does not create new taxes or increase existing ones, and would have no impact on federal revenues or expenditures.

By allowing local governments to collect billions of dollars in uncollected sales taxes on remote sales, communities around the country can better provide essential services such as infrastructure, education, health, and public safety. Please respect the well-established rights of states and local governments to govern in the best interests of their voters and constituents, and continue to foster the federal-state-local partnership that is essential for state and local elected leaders to fulfill their responsibilities to provide essential public services.

The COG Board of Directors urges you to consider the influential role implementing the Marketplace Fairness Act could make in local communities throughout the country and support passage of the bill in 2015. If you have any questions please feel free to contact me or the COG Executive Director, Chuck Bean.

Sincerely,

William Euille
Chair, COG Board of Directors
Mayor, City of Alexandria

777 North Capitol Street, NE, Suite 300, Washington, D.C. 20002
202.962.3200 (Phone) 202.962.3201 (Fax) 202.962.3213 (TDD)

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS

777 North Capitol Street, N.E.

Washington, DC 20002-4239

**RESOLUTION APPROVING A LETTER TO THE REGION'S CONGRESSIONAL DELEGATION EXPRESSING
SUPPORT FOR THE MARKETPLACE FAIRNESS ACT**

WHEREAS, the Metropolitan Washington Council of Governments (COG) is comprised of the 22 jurisdictions of the National Capital Region's local governments and their governing officials, plus area members of the Maryland and Virginia legislatures and the U.S. Senate and House of Representatives, and COG provides a focus for action on issues of regional concern; and

WHEREAS, passage of a Marketplace Fairness Act would allow states and local governments the option to collect sales tax from remote and online retailers; and

WHEREAS, brick and mortar retailers in the region are unfairly put at a five to ten percent competitive disadvantage by following the law and collecting sales tax at the time of purchase, while remote online retailers are not required to do so; and

WHEREAS, passing the Marketplace Fairness Act would allow local governments the option to collect billions of dollars in uncollected sales taxes on remote sales, and enable communities in our region to better provide essential services such as infrastructure, education, health, and public safety.

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

The COG Board of Directors approves the attached letter regarding COG's support for Congressional actions in support of Marketplace Fairness legislation and directs the Executive Director, or his designee, to disseminate the letter of behalf of the Board.



AGENDA ITEM #8

APPROVAL OF THE DRAFT ROUND 8.4 COOPERATIVE FORECASTS

Summary of Intermediate Employment Forecasts
Round 8.4 Cooperative Forecasts
(Thousands)

**DRAFT COG Board of
Directors 2/11/15**

(Changes Received in Italic)	2010	2015	2020	2025	2030	2035	2040	2010 to 2040	
JURISDICTION								Number	% Change
District of Columbia	783.5	815.0	861.8	905.8	944.1	973.0	1,001.8	218.4	27.9%
<i>Arlington County</i>	<i>222.3</i>	<i>219.1</i>	<i>228.9</i>	<i>243.6</i>	<i>265.7</i>	<i>280.7</i>	<i>301.3</i>	79.0	35.5%
<i>City of Alexandria</i>	<i>102.9</i>	<i>108.7</i>	<i>115.1</i>	<i>130.6</i>	<i>145.3</i>	<i>157.6</i>	<i>163.4</i>	60.5	58.8%
Central Jurisdictions	1,108.7	1,142.8	1,205.8	1,280.0	1,355.1	1,411.3	1,466.5	357.8	32.3%
Montgomery County	510.3	532.0	564.4	598.8	635.3	674.0	715.1	204.8	40.1%
City of Rockville (1)	73.7	76.3	80.2	85.6	94.0	100.0	105.7	31.9	43.3%
City of Gaithersburg (1)	49.1	52.8	55.3	59.4	64.3	69.3	74.5	25.5	51.9%
Prince George's County	342.6	357.0	377.9	403.1	427.5	457.3	497.7	155.1	45.3%
Fairfax County (2)	625.8	661.0	722.1	775.8	825.5	857.4	886.8	261.0	41.7%
City of Fairfax	20.4	20.8	21.9	22.8	23.7	24.6	25.6	5.2	25.6%
City of Falls Church	11.4	12.0	14.3	16.2	17.6	18.0	18.3	6.9	60.5%
Inner Suburbs	1,510.4	1,582.8	1,700.5	1,816.7	1,929.5	2,031.3	2,143.4	633.0	41.9%
Loudoun County	145.1	163.9	197.3	224.2	248.8	264.2	278.2	133.1	91.8%
<i>Prince William County</i>	<i>123.1</i>	<i>133.5</i>	<i>153.6</i>	<i>172.6</i>	<i>193.2</i>	<i>214.6</i>	<i>237.0</i>	113.9	92.5%
City of Manassas	23.6	24.0	26.2	27.7	29.2	30.7	32.2	8.6	36.5%
City of Manassas Park	4.5	4.6	4.7	4.8	4.9	5.0	5.1	0.6	12.6%
Charles County (3)	62.2	68.4	71.7	74.7	77.5	80.3	83.1	20.9	33.6%
Frederick County	98.7	102.0	106.2	109.8	114.6	116.3	125.6	26.9	27.2%
City of Frederick (4)	46.9	47.3	49.8	51.4	55.4	56.8	62.2	15.3	32.7%
Outer Suburbs	539.1	590.2	662.6	724.5	785.6	836.4	894.4	355.3	65.9%
Virginia Jurisdictions	1,325.8	1,400.3	1,542.4	1,682.6	1,824.0	1,930.1	2,032.1	706.3	53.3%
Maryland Jurisdictions	1,049.0	1,100.5	1,164.7	1,232.8	1,302.0	1,376.0	1,470.4	421.5	40.2%
COG / TPB PLANNING AREA	3,076.3	3,222.0	3,466.0	3,710.6	3,952.8	4,153.7	4,371.2	1,294.8	42.1%

(1) Included in Montgomery County total.

(2) Forecasts for all years include Fairfax County Government employees working at the Fairfax County Public Safety Center.

(3) Projections from 2010 to 2030 prepared by the Maryland Department of Planning, February 2009.

(4) Included in Frederick County total.

4-Feb-15

**Summary of Intermediate Population Forecasts
Round 8.4 Cooperative Forecasts
(Thousands)**

**DRAFT COG Board of
Directors 2/11/15**

(Changes Received in Italic) JURISDICTION	2010	2015	2020	2025	2030	2035	2040	2010 to 2040	
								Number	% Change
District of Columbia	601.8	660.5	715.5	764.3	808.7	852.4	883.6	281.8	46.8%
<i>Arlington County</i>	<i>207.6</i>	<i>222.2</i>	<i>232.7</i>	<i>247.4</i>	<i>259.8</i>	<i>271.2</i>	<i>283.0</i>	75.4	36.3%
<i>City of Alexandria</i>	<i>140.0</i>	<i>147.7</i>	<i>161.9</i>	<i>171.3</i>	<i>176.3</i>	<i>184.5</i>	<i>191.4</i>	51.4	36.7%
Central Jurisdictions	949.4	1,030.4	1,110.1	1,182.9	1,244.7	1,308.2	1,358.0	408.6	43.0%
Montgomery County	972.6	1,020.0	1,067.0	1,110.0	1,153.9	1,184.6	1,202.8	230.2	23.7%
City of Rockville (1)	61.2	64.0	68.4	71.9	75.6	79.3	82.7	21.5	35.1%
City of Gaithersburg (1)	59.9	66.7	70.2	73.4	77.4	81.2	85.0	25.0	41.8%
Prince George's County	863.4	881.4	899.9	926.9	950.0	973.1	995.5	132.1	15.3%
<i>Fairfax County (2)</i>	<i>1,081.7</i>	<i>1,120.9</i>	<i>1,158.7</i>	<i>1,213.7</i>	<i>1,267.5</i>	<i>1,315.7</i>	<i>1,361.0</i>	279.3	25.8%
City of Fairfax	22.7	24.7	26.0	26.4	26.9	27.4	27.9	5.1	22.5%
City of Falls Church	12.3	13.1	14.2	15.5	16.4	17.0	17.3	5.0	40.3%
Inner Suburbs	2,952.8	3,060.1	3,165.8	3,292.5	3,414.7	3,517.9	3,604.5	651.6	22.1%
Loudoun County	312.3	368.0	418.0	452.2	468.7	478.6	484.5	172.2	55.1%
<i>Prince William County</i>	<i>402.0</i>	<i>427.2</i>	<i>469.8</i>	<i>497.4</i>	<i>520.0</i>	<i>538.2</i>	<i>552.7</i>	150.7	37.5%
City of Manassas	37.8	39.1	41.6	43.1	44.6	46.1	47.5	9.7	25.7%
City of Manassas Park	14.3	14.3	15.9	15.9	15.9	15.9	15.9	1.6	11.1%
Charles County (3)	144.6	160.1	176.0	191.5	202.6	213.7	224.9	80.3	55.5%
Frederick County	233.4	241.6	258.8	278.7	297.7	314.3	330.0	96.6	41.4%
City of Frederick (4)	65.2	69.2	74.3	79.0	83.1	86.5	89.1	23.9	36.6%
Outer Suburbs	1,365.1	1,496.2	1,650.3	1,773.2	1,867.1	1,946.0	2,016.2	651.1	47.7%
Virginia Jurisdictions	2,359.8	2,526.5	2,708.5	2,874.1	3,008.5	3,126.9	3,233.0	873.3	37.0%
Maryland Jurisdictions	2,305.7	2,399.6	2,502.2	2,610.3	2,709.3	2,792.7	2,862.0	556.2	24.1%
COG / TPB PLANNING AREA	5,046.6	5,340.8	5,655.9	5,954.1	6,208.8	6,432.7	6,617.9	1,571.3	31.1%

(1) Included in Montgomery County total.

(2) COG staff produced the 2010 base year to be consistent with the Fairfax County's model for the 2011 - 2041 forecasting period.

(3) Projections from 2010 to 2030 prepared by the Maryland Department of Planning, Historical and Projected Total Population, December 2008.

(4) Included in Frederick County total.

4-Feb-15

Summary of Intermediate Household Forecasts
Round 8.4 Cooperative Forecasts
(Thousands)

**DRAFT COG Board of
Directors 2/11/15**

(Changes Received in <i>Italic</i>) JURISDICTION	2010	2015	2020	2025	2030	2035	2040	2010 to 2040	
								Number	% Change
District of Columbia	266.7	287.1	305.6	323.2	340.3	356.9	370.8	104.1	39.0%
<i>Arlington County</i>	<i>98.1</i>	<i>104.3</i>	<i>109.4</i>	<i>116.6</i>	<i>122.2</i>	<i>127.6</i>	<i>133.3</i>	35.3	36.0%
<i>City of Alexandria</i>	<i>68.1</i>	<i>71.2</i>	<i>77.4</i>	<i>82.6</i>	<i>85.8</i>	<i>89.8</i>	<i>93.2</i>	25.1	36.8%
Central Jurisdictions	432.9	462.6	492.3	522.4	548.4	574.4	597.3	164.4	38.0%
Montgomery County	361.0	377.5	397.0	414.9	434.8	449.9	460.2	99.1	27.5%
City of Rockville (1)	25.2	26.5	28.6	30.3	32.0	33.7	35.4	10.2	40.3%
City of Gaithersburg (1)	22.0	24.5	25.7	27.1	28.8	30.6	32.3	10.3	47.0%
Prince George's County	304.0	323.4	336.1	348.3	359.9	369.8	379.0	75.0	24.7%
<i>Fairfax County (2)</i>	<i>386.1</i>	<i>402.9</i>	<i>420.3</i>	<i>445.0</i>	<i>468.9</i>	<i>490.2</i>	<i>510.2</i>	124.1	32.1%
City of Fairfax	8.4	9.2	9.7	9.9	10.0	10.2	10.3	1.9	23.0%
City of Falls Church	5.1	5.5	6.2	6.9	7.4	7.7	7.9	2.8	54.9%
Inner Suburbs	1,064.7	1,118.5	1,169.4	1,225.0	1,280.9	1,327.9	1,367.7	303.0	28.5%
Loudoun County	104.6	122.6	139.5	151.6	158.1	162.2	164.3	59.7	57.1%
<i>Prince William County</i>	<i>130.8</i>	<i>139.5</i>	<i>155.5</i>	<i>165.7</i>	<i>174.0</i>	<i>180.5</i>	<i>185.5</i>	54.7	41.8%
City of Manassas	12.5	13.1	14.3	15.0	15.7	16.4	17.1	4.6	36.5%
City of Manassas Park	4.5	4.5	5.0	5.0	5.0	5.0	5.0	0.5	11.7%
Charles County (3)	51.0	57.5	64.3	70.8	75.8	80.9	85.9	35.0	68.6%
Frederick County	84.8	89.9	96.5	103.9	111.1	117.4	123.2	38.4	45.3%
City of Frederick (4)	25.4	27.0	29.0	30.9	32.5	33.9	34.9	9.6	37.8%
Outer Suburbs	462.0	511.1	568.6	614.9	651.5	682.2	709.1	247.1	53.5%
Virginia Jurisdictions	859.9	922.5	994.9	1,063.8	1,120.6	1,170.3	1,214.6	354.6	41.2%
Maryland Jurisdictions	832.9	882.6	929.9	975.3	1,020.0	1,057.3	1,088.6	255.8	30.7%
COG / TPB PLANNING AREA	1,885.7	2,008.3	2,136.7	2,259.5	2,369.1	2,464.7	2,546.0	660.3	35.0%

(1) Included in Montgomery County total.

(2) COG staff produced the 2010 base year to be consistent with the Fairfax County's model for the 2011 - 2041 forecasting period.

(3) Projections from 2010 to 2030 prepared by the Maryland Department of Planning, Historical and Projected Households for Maryland's Jurisdictions, February 2009.

(4) Included in Frederick County total.

**Summary of Change between Employment Forecasts
Round 8.4 and Round 8.3 Cooperative Forecasts
(Thousands)**

JURISDICTION	2010	2015	2020	2025	2030	2035	2040
District of Columbia	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<i>Arlington County</i>	-0.9	-28.3	-47.4	-48.5	-37.4	-25.2	-7.6
<i>City of Alexandria</i>	0.0	-1.5	-1.8	-0.6	-4.3	0.2	-4.2
Central Jurisdictions	-0.9	-29.8	-49.1	-49.1	-41.6	-25.1	-11.8
Montgomery County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Rockville	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Gaithersburg	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Prince George's County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Fairfax County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Fairfax	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Falls Church	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Inner Suburbs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Loudoun County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<i>Prince William County</i>	7.7	-1.3	-1.7	-2.2	-2.7	-3.2	-3.8
City of Manassas	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Manassas Park	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Charles County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Frederick County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Frederick	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Outer Suburbs	7.7	-1.3	-1.7	-2.2	-2.7	-3.2	-3.8
Virginia Jurisdictions	6.7	-31.1	-50.8	-51.3	-44.3	-28.2	-15.5
Maryland Jurisdictions	0.0	0.0	0.0	0.0	0.0	0.0	0.0
COG / TPB Planning Area	6.7	-31.1	-50.8	-51.3	-44.3	-28.2	-15.5

4-Feb-15

**Summary of Change between Population Forecasts
Round 8.4 and Round 8.3 Cooperative Forecasts
(Thousands)**

JURISDICTION	2010	2015	2020	2025	2030	2035	2040
District of Columbia	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<i>Arlington County</i>	<i>0.0</i>	<i>-0.7</i>	<i>-3.4</i>	<i>-1.3</i>	<i>1.0</i>	<i>4.8</i>	<i>6.9</i>
<i>City of Alexandria</i>	<i>0.1</i>	<i>-0.8</i>	<i>3.8</i>	<i>4.2</i>	<i>2.2</i>	<i>-0.3</i>	<i>-3.5</i>
Central Jurisdictions	0.1	-1.5	0.4	2.9	3.2	4.6	3.4
Montgomery County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Rockville	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Gaithersburg	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Prince George's County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<i>Fairfax County</i>	<i>0.0</i>	<i>4.5</i>	<i>5.3</i>	<i>1.2</i>	<i>1.8</i>	<i>-1.8</i>	<i>-8.0</i>
City of Fairfax	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Falls Church	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Inner Suburbs	0.0	4.5	5.3	1.2	1.8	-1.8	-8.0
Loudoun County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<i>Prince William County</i>	<i>0.0</i>	<i>-25.2</i>	<i>-24.7</i>	<i>-33.3</i>	<i>-42.7</i>	<i>-51.6</i>	<i>-59.8</i>
City of Manassas	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Manassas Park	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Charles County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Frederick County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Frederick	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Outer Suburbs	0.0	-25.2	-24.7	-33.3	-42.7	-51.6	-59.8
Virginia Jurisdictions	0.1	-22.2	-19.1	-29.2	-37.6	-48.9	-64.4
Maryland Jurisdictions	0.0	0.0	0.0	0.0	0.0	0.0	0.0
COG / TPB Planning Area	0.1	-22.2	-19.1	-29.2	-37.6	-48.9	-64.4

4-Feb-15

**Summary of Change between Household Forecasts
Round 8.4 and Round 8.3 Cooperative Forecasts
(Thousands)**

JURISDICTION	2010	2015	2020	2025	2030	2035	2040
District of Columbia	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<i>Arlington County</i>	<i>0.0</i>	<i>-1.4</i>	<i>-2.8</i>	<i>-0.7</i>	<i>0.8</i>	<i>3.2</i>	<i>4.7</i>
<i>City of Alexandria</i>	<i>0.0</i>	<i>-1.1</i>	<i>0.4</i>	<i>1.3</i>	<i>1.1</i>	<i>-0.1</i>	<i>-1.7</i>
Central Jurisdictions	0.0	-2.5	-2.4	0.6	2.0	3.1	3.0
Montgomery County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Rockville	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Gaithersburg	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Prince George's County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<i>Fairfax County</i>	<i>0.0</i>	<i>5.4</i>	<i>6.6</i>	<i>6.2</i>	<i>7.4</i>	<i>6.8</i>	<i>5.0</i>
City of Fairfax	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Falls Church	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Inner Suburbs	0.0	5.4	6.6	6.2	7.4	6.8	5.0
Loudoun County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<i>Prince William County</i>	<i>0.0</i>	<i>-9.0</i>	<i>-8.5</i>	<i>-12.2</i>	<i>-15.7</i>	<i>-19.2</i>	<i>-22.3</i>
City of Manassas	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Manassas Park	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Charles County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Frederick County	0.0	0.0	0.0	0.0	0.0	0.0	0.0
City of Frederick	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Outer Suburbs	0.0	-9.0	-8.5	-12.2	-15.7	-19.2	-22.3
Virginia Jurisdictions	0.0	-6.1	-4.4	-5.4	-6.3	-9.3	-14.3
Maryland Jurisdictions	0.0	0.0	0.0	0.0	0.0	0.0	0.0
COG / TPB Planning Area	0.0	-6.1	-4.4	-5.4	-6.3	-9.3	-14.3

4-Feb-15

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

**RESOLUTION APPROVING THE DRAFT ROUND 8.4 COOPERATIVE FORECASTS
OF POPULATION, HOUSEHOLDS, AND EMPLOYMENT FOR USE IN THE AIR QUALITY CONFORMITY
ANALYSIS OF THE 2015 FINANCIALLY CONSTRAINED LONG RANGE TRANSPORTATION PLAN (CLRP)
AND THE FY2015-2020 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

WHEREAS, on September 10, 1975, the Board of Directors of the Metropolitan Washington Council of Governments (hereinafter called the Council) authorized the development of a Cooperative Forecasting Program as a component of the Metropolitan Growth Policy Program; and

WHEREAS, the purpose of this Program is to provide current forecasts of population, households, and employment growth and change for use in metropolitan planning programs, including the Water Resources, Transportation Planning, Air Quality, Energy Resources, Metropolitan Development and Housing Programs; and

WHEREAS, the Cooperative Forecasting and Data Subcommittee of the Planning Directors Technical Advisory Committee has been actively engaged during the past year in developing the fourth update to the 8th major series of forecasts based on current regional development trends and new national and regional economic and demographic estimates, as the basis for further study of land use/transportation relationships to comply with Federal regulations implementing the Clean Air Act Amendments and Moving Ahead for Progress in the 21st Century (MAP-21); and

WHEREAS, the Cooperative Forecasting Program has involved the active participation of the Council's participating governments, as well as Anne Arundel, Carroll and Howard counties and the Tri-County Council for Southern Maryland, which have provided local population, household, and employment forecasts, documentation of methodology and assumptions upon which the forecasts are based, and related analyses for use in the process, and has involved full participation of the Baltimore Metropolitan Council, Fredericksburg Area Metropolitan Planning Organization, the Maryland Office of Planning, and the National Capital Planning Commission; and

WHEREAS, to further enhance coordination between regional land use and transportation planning, on February 12, 2003 COG adopted Resolution R8-03, which recommends that approval of each round of the Cooperative Forecasts should occur concurrently with the completion of the National Capital Region Transportation Planning Board's (TPB) Air Quality Conformity Analysis of the Transportation Improvement Program (TIP) and the Financially-Constrained Long Range Plan (CLRP); and

WHEREAS, on January 16, 2015 the Planning Directors Technical Advisory Committee recommended approval of the fourth update to the 8th major series of Cooperative Forecasts –“Round 8.4” - for use by the staff of the TPB in the year Air Quality Conformity Analysis of the 2015 Financially Constrained Long-Range Plan (CLRP) and the FY 2015-2020 Transportation Improvement Program (TIP).

NOW, THEREFORE, BE IT RESOLVED BY THE COG BOARD OF DIRECTORS THAT:

1. The Board approves the Round 8.4 Forecasts attached as part of this Resolution and commends the Planning Directors and its Forecasting Subcommittee for their work to develop the projections.
2. The Board charges the Region Forward Coalition and the Planning Directors Technical Advisory Committee with monitoring the Round 8.4 Cooperative Forecasts to identify any potential changes in assumptions about land use, transportation and the region's economy and modify the Round 8.4 Cooperative Forecasts as necessary.



AGENDA ITEM #9

HUMAN SERVICES AND PUBLIC SAFETY POLICY COMMITTEE PRIORITIES AND FOCUS FOR 2015

(No attachment)



AGENDA ITEM #10

NATIONAL TRANSPORTATION SAFETY BOARD (NTSB) BRIEFING ON THE INVESTIGATIVE PROCESS FOLLOWING TRANSPORTATION ACCIDENTS



Preliminary Report Railroad DCA15FR004

The information in this report is preliminary and will be supplemented or corrected during the course of the investigation.

On January 12, 2015, about 3:15 p.m. eastern standard time, Washington Metropolitan Area Transit Authority (WMATA) Metrorail train 302 stopped after encountering an accumulation of heavy smoke while traveling southbound in a tunnel between the L'Enfant Plaza Station and the Potomac River Bridge. After stopping, the rear car of the train was about 386 feet from the south end of the L'Enfant Plaza Station platform.

A following train, stopped at the L'Enfant Plaza Station at about 3:25 p.m., and was also affected by the heavy smoke. This train stopped about 100 feet short of the south end of the platform. Passengers of both trains, as well as passengers on the station platforms, were exposed to the heavy smoke.

Both Metrorail trains involved in this incident consisted of six passenger cars and were about 450 feet in length. As a result of the smoke, 86 passengers were transported to local medical facilities for treatment. There was one passenger fatality and two passengers were hospitalized in critical condition.



Figure 1. Damage from the arcing incident in the tunnel near L'Enfant Plaza Station.

NTSB investigators have inspected the area of the incident, where they observed severe electrical arcing damage to the third rail and electrical cables about 1,100 feet ahead of train 302. Recorded data shows that at about 3:06 p.m., an electrical breaker at one end of a section of third rail tripped (opened). At about 3:16 p.m. the WMATA Operations Control Center (OCC) began activating ventilation fans in an effort to exhaust smoke from the area. The electrical breaker at the other end of the third rail section remained closed; supplying power until the WMATA OCC remotely sent a command to open the breaker at about 3:50 p.m.



Figure 2. Damage from the arcing incident in the tunnel near L'Enfant Plaza Station.

NTSB investigators are reviewing maintenance records of track, signal and power inspections, and railcar vehicles; documentation on previous events with smoke generation; maintenance and repair records of the tunnel exhaust fan/ventilation operations; WMATA emergency response and evacuation plans; and employee training records. Investigators have also collected material samples from the incident site and are examining the samples at the NTSB Materials Lab. In addition, NTSB investigators are currently conducting interviews with personnel involved, and have begun the collection and review of all available surveillance video.

The NTSB has formed the following technical investigative working groups:

- Operations
- Survival Factors
- Fire Science
- Signal and Power
- Track
- Civil Engineering/Infrastructure
- Mechanical/Equipment
- Recorders

The NTSB Transportation Disaster Assistance Division is providing support to the WMATA victim assistance team.

Parties to the investigation include: the Federal Transit Administration, Tri-State Oversight Committee, Washington Metropolitan Area Transit Authority, Amalgamated Transit Union Local 689, and the Bureau of Alcohol, Tobacco, Firearms and Explosives.



Train 510
450 ft.

105 ft.

L'Enfant Plaza
Metro Station

386 ft.

Train 302
450 ft.

1100 ft.

24 ft.

Arc Damage
Vent Shaft

200'

approximate scale



AGENDA ITEM #11

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA) BRIEFING ON EMERGENCY PROTOCOLS FOR THE METRORAIL SYSTEM

**AGENDA ITEM #11: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
(WMATA) BRIEFING ON EMERGENCY PROTOCOLS FOR THE METRORAIL SYSTEM**

Supporting Documents

1. A Letter to Our Riders, WMATA letter featured in Washington Post
January 18, 2015

2. Letter from Senator Warner to COG and WMATA
January 22, 2015

3. Response letter from COG and WMATA to Senator Warner
January 30, 2015

A Letter to Our Riders

We apologize to all Metro riders, and particularly to the family of Carol Glover and those injured or impacted by the events of Monday afternoon. We also want to thank those first responders and passengers who came to the aid of our riders. The incident that occurred on the Yellow Line outside L'Enfant Plaza was harrowing for the passengers aboard that smoke-filled train, and caused a major service disruption for thousands of others. We know that we have to redouble our efforts to learn from this and take every step necessary to make sure it doesn't happen again.

You have our absolute commitment that we will provide a full accounting of what happened on that day, from the cause of the smoke to our emergency response. Even before the National Transportation Safety Board (NTSB) completes its investigation, we will take immediate action to address any interim recommendations.

Metro has committed its full resources and is actively participating in the NTSB investigation. Recognizing that our riders depend upon the region's emergency responders, we have been steadfast in participating in drills with other agencies and we are working with the Metropolitan Washington Council of Governments to review our interagency protocols and determine opportunities for mutual improvement. We will continue to keep the public informed of the steps we are taking.

Our safety work is not complete; it will never be. For the past four years, Metro has worked every day to improve safety and reliability. We are half-way through a rigorous capital improvement program to upgrade equipment and infrastructure. We have trained thousands of employees in rail safety. And while we modernized our passenger information and incident command programs, safety requires constant vigilance.

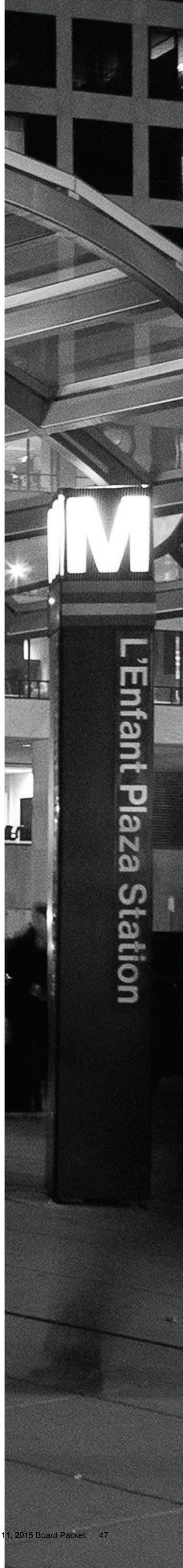
Your safety, and your trust in Metro to deliver safe and reliable service, is paramount to us.



Tom Downs
Chairman, Board of Directors
Washington Metropolitan Area Transit Authority



Jack Requa
Interim General Manager/Chief Executive Officer
Washington Metropolitan Area Transit Authority



United States Senate

WASHINGTON, DC 20510-4606

January 22, 2015

Mort Downey
Board of Directors, Chairman
WMATA
600 5th St. NW
Washington, D.C. 20001

William Euille
Board of Directors, Chairman
Washington Council of Governments
777 North Capitol St. NE, Suite 300
Washington, D.C. 20002

Dear Mr. Downey and Mayor Euille,

Leaders of the Washington Metropolitan Area Transit Authority (WMATA) and the National Transportation Safety Board (NTSB) briefed members of the Virginia, Maryland and District of Columbia congressional delegations on Wednesday to provide preliminary information on the fatal Jan. 12, 2015 smoke incident at Metro's L'Enfant Plaza station. We discussed the current status of the NTSB's investigation into the incident, as well as broader current efforts to make safety improvements to the Metro system serving hundreds of thousands of daily commuters and visitors to the national capital region. Although we received answers to some of our questions, many other questions have been left unanswered.

One area of particular concern to me was the breakdown in radio communications among first responders as they attempted to reach the stationary train car to rescue stranded passengers. It is apparent that the process WMATA and its partners currently employs to address communication problems needs greater oversight and urgency. According to officials participating in Wednesday's briefing, WMATA was alerted to problems with radio communications at L'Enfant Plaza by D.C. Fire and Emergency Medical Services on January 8th. Although there are reports which suggest Metro employees began looking into the problems over the weekend of Jan.11-12, WMATA apparently did not schedule a time to collaboratively address the issue with D.C. fire officials until January 14 -- nearly one week later. Tragically, as we all know, the fatal accident occurred in this intervening period.

Radio communication for first responders in any emergency is of vital importance. I strongly urge WMATA to work more closely with its local partners, and in a more transparent and robust way, to correct specific interoperability issues in a much more timely and responsible way. Metro's riders deserve better than to rely on a transit system in which emergency communications equipment is known to be inadequate or ineffective, yet no sense of urgency is demonstrated to fix the problems.

I know that local public safety networks and radio systems operate independently. I would strongly suggest that WMATA, in conjunction with COG, develop a process in which each jurisdiction notifies its partners and tests equipment whenever updates or other significant changes are made. Because WMATA owns and maintains much of the infrastructure through which those systems operate during emergency events, it is imperative that WMATA proactively

engage its local emergency response partners on a regular and sustained basis to ensure that all of its communications infrastructure and equipment is properly up-to-date and functioning appropriately. Passenger safety on the nation's second largest transit system requires no less.

Yesterday, we were assured that WMATA has corrected the specific communication problem that existed at L'Enfant Plaza on Jan. 12. However, I would request some assurances that WMATA has proactively tested the entire system – in close coordination with local first response agencies – to ensure the interoperability and integrity of the entire network over the entire Metro system. I further understand that COG already is actively engaged in assessing the effectiveness of cellular telephone capacity across the Metro system. I would suggest that COG and WMATA further partner to design and implement this project to ensure emergency response interoperability and communications infrastructure across the entire system, and ensure that it is maintained going forward. I would appreciate a status update, or at least a credible work plan, no later than Jan. 30th.

Since the 9/11 attacks more than thirteen years ago, our nation has invested hundreds of millions of dollars to improve emergency communications and provide reliable and secure interoperable public safety networks. Progress should not be undone, and more lives should not be put at risk, because we have failed to maintain and update our emergency communication infrastructure.

Sincerely,



MARK R. WARNER
United States Senator



January 30, 2015

The Honorable Mark R. Warner
United States Senate
475 Russell Senate Building
Washington, DC 20510

Dear Senator Warner:

We write to jointly respond to your letter of January 22, 2015, asking for a work plan to enhance effective emergency communications across the Metro system. We share your resolve that the Metro transit experience be as safe as possible, and want to assure you that we are working together to establish formal protocols and procedures for radio testing that will be incorporated into an agreement between the regional emergency responders and WMATA. In addition to the testing that already takes place, following the incident at L'Enfant Plaza on January 12th, WMATA and jurisdictions with Metrorail stations report that they have tested the radio communications. We are working systemically to address any issues that were found during the testing in order to assure that radio communication within the Metrorail system is in good working order. In addition, we are working together to identify any other areas where improvements can be made in emergency communications and incorporate them into the agreement. Our goal is to proactively build upon the work done to date.

Background on Current Metro Transit – Fire/Rescue Emergency Procedures Policy Agreement

Before explaining the particulars of our work plan, we want to provide background on the existing agreement between WMATA and the regional emergency responders. Protocols for emergency response in the Metro system are formalized in an agreement, coordinated through the Metropolitan Washington Council of Governments (COG), which is signed by WMATA and every fire chief in the region: the “Metro Rail Transit - Fire/Rescue Emergency Procedures Policy Agreement 2011.” (“Policy Procedures Agreement”)

The Procedures Policy Agreement details roles and responsibilities around incident command, with the National Incident Management System (NIMS) serving as the foundation of that agreement. Under NIMS, during an emergency when the Fire Department is called in, the Fire Department assumes full control of the emergency upon arrival on the scene and is responsible for coordinating all activities at the scene, including all actions taken by Metro. Specifically, the battalion chief or other senior fire official is designated as the Incident Commander. This unified command structure is used to coordinate and control activities at the scene. The Incident Commander establishes a command post where face-to-face coordination takes place, and then messages are sent out to the respective teams.

Radio communication takes place through two separate radio systems operating in the Metrorail system – the radio system that Metro uses and the radio system that the local jurisdictions use. Metro is responsible for assuring that it maintains a robust and redundant capability to link with its regional radio partners.

With nearly 5,000 Metro employees using radios – including train operators, station managers and Metro Transit Police Department officers – Metro is responsible for constantly troubleshooting and testing the system. Whenever an issue is detected, a work order is placed through Metro’s Maintenance Operations Center and the radio connection is restored quickly.

The jurisdictions are responsible for and regularly conduct their own testing which includes the radio connections through Metro’s bi-directional amplifier. WMATA and COG are committed to creating a regionally coordinated schedule for testing, reporting and resolving issues that are identified. This is one of the key issues that we expect that the revised Policy Procedures Agreement will address.

To build upon these protocols, COG will serve as a forum and a convener to address issues affecting the National Capital Region jurisdictions, and help foster cooperation and coordination between WMATA and the region’s emergency first responders. COG will convene the appropriate committees, and assist in facilitating needed outcomes.

Proposed Work Plan

Attached is the work plan which we will use as a focus of our joint efforts. The policy and procedures of the work plan will be developed by the region’s emergency first responders with the assistance of appropriate subject matter experts. The COG Fire Chiefs Committee will oversee and facilitate the work plan. The current effort of updating the “Metro Rail Transit – Fire/Rescue Emergency Procedures Policy Agreement 2011” will be expanded to address collaborative testing of radio communications by WMATA and emergency responders, assessing the effectiveness of cell phone communication across the Metro system, and ongoing protocols for emergency communications. A third party or other means of certification will be identified for the assurance part of this work plan.

Because of the broad implications of transit communications, COG’s Fire/Rescue Passenger Rail Subcommittee of the Fire Chiefs Committee will solicit input from representatives from other disciplines or refer specific issues to other relevant COG Committees, such as the COG 9-1-1 Committee and the COG Public Safety Communications Subcommittee. Funding implications will be considered. The work plan contains immediate and long term phases.

We are prepared to develop an amendment to the existing Procedures Policy Agreement between WMATA and the regional emergency first responders. The revised Agreement will formalize commitments to ongoing protocols and a long term operational plan for insuring radio communication and related issues.

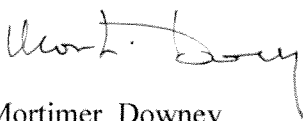
Senator Mark Warner
Page 3

We will begin this work with the next monthly meeting in February of the COG Fire Chiefs Committee. Work plan activities will be meshed with the various other ongoing actions that relate to WMATA and emergency response.

In addition, the COG Board of Directors will meet on February 11th at which time WMATA will provide a briefing on Emergency Response protocols, including radio communications. WMATA and COG both recognize the critically important role effective emergency communications play in the safety of Metrorail riders.

We appreciate your concern for the region and assistance on transit matters.

Sincerely,



Mortimer Downey
Chairman, Board of Directors
Washington Metropolitan Area Transit
Authority



William Euille
Chairman, Board of Directors
Metropolitan Washington Council of
Governments

Attachment: Work Plan

cc: NCR Congressional Delegation
WMATA Board of Directors
WMATA Interim General Manager
COG Board of Directors
COG Executive Director
COG Chief Administrative Officers Committee
Chair, COG Fire Chiefs Committee

**REGIONAL WORK PLAN
FOR ENHANCING FIRST RESPONDER COMMUNICATIONS SYSTEMS IN THE
METRO SYSTEM**

Purpose: The purpose of this Regional Work Plan is to establish a system to ensure that WMATA and first emergency responders test communications systems at each Metro stations and all rail tunnels to make certain that the communications systems are continuously operational. The work plan contains immediate and long term phases.

Process: The COG Fire Chiefs Committee will oversee and facilitate the work plan. The details of the work plan will be provided by the region's emergency first responders with the assistance of appropriate subject matter experts. Because of the broad implications of transit communications, the COG Fire/Rescue Passenger Rail Subcommittee of the Fire Chiefs Committee will solicit input from representatives from other disciplines, such as the COG 9-1-1 Committee and the COG Public Safety Communications Subcommittee.

Short Term Actions: Testing of all Metro stations and tunnels and agreement by WMATA and the region's Fire/Rescue Chiefs for ongoing testing.

Deliverables:

- 1) Documentation of test results of Metro stations and all rail tunnels – WMATA and jurisdiction testing.
- 2) Agreement by WMATA and Fire/Rescue Chiefs to protocols for ongoing testing, reporting and correction of deficiencies, to include timing and frequency.

Deadline:

- 1) Documentation report on testing: 30 days to WMATA General Manager and COG Executive Director.
- 2) Initial agreement on testing protocols between WMATA and jurisdictions: 60 days

Phase Two Actions:

- 1) Development of an amendment to the “Metro Rail Transit – Fire/Rescue Emergency Procedures Policy Agreement 2011” (“Procedures Policy Agreement”) to formalize commitments to ongoing protocols and a long term operational plan for insuring radio communication and related issues. A third party or other means of certification will be identified for the “assurance” part of this work plan.
- 2) Funding implications will be considered.

Deliverables:

- 1) Agreement by WMATA and Fire Rescue/Chiefs to revision to Policy Procedures Agreement.
- 2) Funding recommendations.

Deadline: Proposed agreement within 120 days to the WMATA and COG Boards of Directors.



AGENDA ITEM #12

OTHER BUSINESS

(No attachment)



AGENDA ITEM #13

**ADJOURN – THE NEXT MEETING
IS WEDNESDAY MARCH 11, 2015**