



OFFICE OF THE
SECRETARY

2016 MAY -4 PM 4:43

MURIEL BOWSER
MAYOR

MAY - 4 2016

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

In accordance with section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01 (2014 suppl.), and pursuant to D.C. Official Code § 47-2853.06(e), which established the Board of Professional Engineering ("Board"), I am pleased to nominate the following persons:

Mr. Barry Lucas
129 4th Street, NE
Washington, DC 20002
(Ward 6)

for appointment as a member of the Board, to serve as a licensed professional engineer member of the board, replacing Howard C. Gibbs, for a term to end January 19, 2019;

Ms. Mary Jean Pajak
623 Constitution Ave., NE
Washington, DC 20002
(Ward 6)

for appointment as a member of the Board, to serve as a licensed professional engineer member of the board, replacing Norman Mills, for a term to end January 19, 2019;

Mr. Paul Rich
4426 13th Place, NE
Washington, DC 20017
(Ward 5)

for appointment as a member of the Board, to serve as a licensed professional engineer member of the board, replacing Eugene Bentley, and to serve for a term to end January 19, 2017;

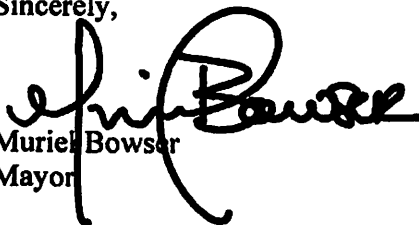
Mr. Samuel G. Wilson
3639 Highwood Drive, SE
Washington, DC 20020
(Ward 7)

for appointment as a member of the Board, to serve as a licensed professional engineer member of the board, replacing Kenneth Davis, and to serve for a term to end January 19, 2017;

Enclosed, you will find biographical information detailing the experience of the above-mentioned nominees, together with proposed resolutions to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of this nomination for confirmation. Please do not hesitate to contact me, or Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,



Muriel Bowser
Mayor



Chairman Phil Mendelson
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

Chairman Phil Mendelson, at the request of the Mayor, introduced the following resolution,
which was referred to the Committee on _____

To confirm the appointment of Ms. Mary Jean Pajak to the Board of Professional Engineering.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this resolution may be cited as the "Board of Professional Engineering Ms. Mary Jean Pajak Confirmation Resolution of 2016".

Sec. 2. The Council of the District of Columbia confirms the appointment of:

Ms. Mary Jean Pajak
623 Constitution Ave., NE
Washington, DC 20002
(Ward 6)

as a member of the Board of Professional Engineering to serve as a licensed professional engineer member of the board, pursuant to section to D.C. Official Code § 47-2853.06(e), replacing Norman Mills, and to serve for a term to end January 19, 2019.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution, upon its adoption, to the nominee and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

Mary Jean Pajak, P.E., LEED GA
623 Constitution Ave., NE
Washington, DC 20002-6035
Cell Phone: (202) 431-1007
Day Phone: (202) 228*0713
Email: mjpajak@aoc.gov

WORK EXPERIENCE

Architect of the Capitol/Office of the Chief Operating Officer Washington, DC 7/2015-Present

Senior Advisor

The Architect of the Capitol (AOC) is a nonpartisan, professional services office with oversight of 17.4 million square feet of facilities and 620 acres of grounds on Capitol Hill and the surrounding area. The AOC is responsible for the maintenance, renovations, and new construction of the buildings and grounds within the Capitol complex. In addition to the facilities management functions, the AOC is also responsible for the U.S. Botanic Garden and Capitol Visitor Center operations. The AOC is comprised of 10 jurisdictions and several central administrative offices. In my current position, I serve as a key advisor to the Chief Operating Officer, providing advice and guidance on AOC operations, projects, and strategic planning.

Architect of the Capitol/Performance, Strategy & Innovation Division; Washington, DC 11/2007- 7/2015

Management and Program Analyst

Involved in program planning, management, assessment, evaluation, research, and analysis resulting in recommendations for effective program changes. Assisting senior leadership with internal and external communications and facilitation.

Duties and accomplishments include:

- Strategic plan development and implementation support.
- Developed methodology and approach to benchmark unit costs for several jurisdictions within the Architect of the Capitol (AOC). Developed unit costs for operations and maintenance, custodial work, and grounds care. Analysis revealed some inconsistencies in the agency-wide use of the cost accounting system. Continuing to work with the Office of the Chief Financial Officer to improve implementation of the cost accounting system and data reliability for cost performance measures.
- In support of the AOC's Affirmative Employment Program, developed a partnership with a local high school with a curriculum focused on architecture, engineering, and the construction trades. Currently coordinating activities throughout the organization to provide guest teachers, field trips, and other activities as resources allow, and conducting a program evaluation.
- Involved in special projects related to facilities management activities, emergency operations, and performance management across the organization.

DHS/FEMA/Office of Policy and Program Analysis; Washington, DC 9/2007 - 11/2007

Program Analyst (Program Analysis & Evaluation)

Served as program evaluation analyst providing technical and analytical expertise on proposals for out-year activities for major agency programs. Provided analysis of performance and

narrative information prepared for the Planning Phase of the Planning, Programming, Budgeting, and Execution (PPBE) process.

**DHS/FEMA/Office of the Chief Financial Officer; Washington, DC
9/2006 - 9/2007**

Management Analyst

Served as budget and program evaluation analyst responsible for providing technical and analytical expertise on a variety of issues related to the implementation and administration of FEMA's Planning, Programming, Budgeting, and Execution (PPBE) process. This included developing, maintaining, and improving systems to implement the Government Performance and Results Act.

Duties and accomplishments:

- FEMA point of contact for the Budget and Performance Integration component of the President's Management Agenda. This included monitoring and reporting on status and progress of achieving specific performance milestones established in coordination with DHS staff.
- Coordinated with FEMA program areas on performance measure data, working to maintain current information on measures, targets, and actual performance in the DHS Future Years Homeland Security Program system.
- Assisted in preparation of FEMA's FY 2008 President's Budget totaling over \$8 Billion in 12 separate appropriations. This included developing Congressional Budget Justification documentation and coordinating with program and department-level staff to resolve issues.
- Lead analyst for developing FEMA's FY 2009-2013 Resource Allocation Plan, the initial step in the development of the FY 2009 President's Budget. Additions to the plan guidance for FY 2009-2013 included the explicit integration of FEMA's capital investments and a more detailed data collection process. Conducted training on implementation of the guidance.

**DHS/FEMA/Mitigation Division; Washington, DC
1/2006 - 9/2006**

Program Specialist

The Mitigation Division of FEMA implements the National Flood Insurance Program (NFIP); various hazard mitigation grant programs; and several other hazard-reduction programs with the goals of creating safer communities, enabling faster recovery after disasters, and lessening the financial impact of disasters on the nation. This position reported directly to the Mitigation Division Director.

Duties and accomplishments:

- Served as an expert program and policy advisor for the Division.
- Developed and implemented strategies to improve operations and performance within the Division related to ongoing business transformation efforts.
- Coordinated meetings with senior staff focusing on policy, operations, and management issues to ensure effective program integration, achievement of priority efforts, and efficient allocation of resources.
- Prepared Division Director for briefings for senior Department officials and program stakeholders.
- Assisted in preparation of sensitive program communications for the media and others in coordination with Public Affairs Office.
- Assisted in strategic planning at Division and Department levels.
- Developed Congressional testimony and responses to questions from Congressional staff.
- Conducted impact and resource evaluations of proposed legislation affecting Division programs.

- Briefed the Division Director on activities of internal and external organizations related to Division functions and programs.
- Monitored complex and high visibility projects in the Division that required the combined efforts of two or more of the branches.
- Kept abreast of emerging issues in the areas of disaster preparedness, response, recovery, and mitigation.

**DHS/FEMA/Office of Plans and Programs; Washington, DC
12/2004 - 12/2005**

Program Specialist (Part-time Detail)

Served as the Mitigation Division's liaison to the Office of Plans and Programs, representing all program areas within the Division with regard to budget and performance integration. Also assisted in Agency-wide budget and performance efforts.

Duties and accomplishments:

- Provided technical assistance to Mitigation program staff during development of the FY 2007-2011 DHS Future Years Homeland Security Program, including development of goals, performance measures, and priorities.
- Communicated status of Agency budget and performance integration activities to senior Mitigation Division staff.
- Assisted in the review and preparation of the Agency's budget submission;
- Managed the OMB Performance Assessment Rating Tool (PART) analysis, resulting in a Moderately Effective rating.
- Analyzed the impact of resource reduction options on agency capabilities and performance.
- Developed and delivered training on performance measures, targets, and milestones for Mitigation Division staff.
- Developed guidance for the delivery of Agency-wide Quarterly Performance Reviews to track program financial and performance status against established targets.
- Coordinated the Mitigation Division's Quarterly Performance Reviews to the FEMA Director of Operations.
- Assisted in strategic planning and development of Under Secretary's priorities.
- Worked in National Response Coordination Center preparing executive level briefings to support planning and decision making during Hurricane Katrina disaster response activities.

**DHS/FEMA/Mitigation Division; Washington, DC
6/2002 - 12/2005**

Program Specialist

Team member for Flood Map Modernization, a 5 year, \$1B program for national geospatial mapping and watershed engineering to update flood hazard maps nationwide for the NFIP.

Duties and accomplishments:

- Managed development of 2006 Map Modernization Report to Congress, an evaluation of program status and proposed outcomes. This report resulted in an adjustment to program direction with resulting changes to program performance targets.
- Staff lead and action officer for GAO report on Map Modernization completed in March 2004. Recommendations for this report focus on technical, partnering, and performance measurement issues.
- In 2003-2004, staff lead for program transformation to implement a 5-fold increase in funding and a performance-based management system. Identified program requirements; reviewed and updated business practices, developed and refined program performance metrics, and established performance targets.

- In 2003, completed an integrated staffing assessment focusing on workforce competencies and business process management for existing staff in FEMA's 10 regional offices and headquarters. This effort resulted in redesigned business processes and a new organizational structure for the headquarters office.
- Monitored cost, schedule, and performance for two contracted efforts (each approximately \$500k) to support program transformation.
- Staff lead for DHS Investment Review Board (IRB) coordination and approval activities. The IRB conducts systematic reviews of DHS's significant (>\$100M) investments. Programs present information on program planning, budgeting, and performance. Documentation included the Mission Needs Statement, Program Management Plan, Risk Management Plan, and Acquisition Program Baseline.
- Federal lead of Integrated Program Team (IPT) focusing on program communication and outreach strategies to convey program policies, commitments, and technical information to stakeholders at all levels; and developed strategies for partnerships to leverage information and resources with other entities to accomplish program goals.
- Provided technical program guidance for a 5-yr, \$750M performance-based Architect/Engineer (A/E) contract acquisition to develop a geospatial data delivery system for flood hazard data, integrate efforts of state and local entities into risk management activities, improve program management, and effectively communicate information about the program to stakeholders. Assisted in developing a Statement of Objectives for the acquisition, evaluation factors, and served as a member of the selection board.
- Interfaced and consulted with technical experts and officials from other federal agencies, stakeholder organizations, members of Congress and congressional staff, state and local government agencies and officials, and private industry representatives.
- Organized national conferences to improve program performance.

URS Corporation

6/2000 - 5/2002

Project Water Resources Engineer

URS Corporation is one of the largest engineering design firms worldwide and a leading U.S. Federal government contractor.

Duties and accomplishments:

- Member of the project management team for a 5-year, \$50M A/E contract with FEMA providing technical assistance related to natural hazard mitigation activities.
- Assisted in client coordination, assignment staffing, cost estimating, work plan development, budget development and review, quality control and quality assurance, and benefit-cost analyses for specific hazard mitigation projects.
- Assisted in statewide flood hazard identification efforts in CA and NC.
- Involved in numerous marketing activities (e.g., proposal development, participating in interviews, preparing marketing materials).

FEMA, Risk Assessment Division; Washington, DC

3/1992 - 5/2000

Hydraulic Engineer/Team Leader/Senior Engineer

This engagement resulted in 8 years of progressively responsible experience working in the Flood Hazard Mapping program of the NFIP. I began in 1992 as an engineer liaison working with 2 of the 10 FEMA regional offices, progressing to Team Leader in March 1998 managing a team of 4 technical staff and performing as Project Officer for a 5-year, \$60M contract responsible for producing flood hazard information for the eastern half of the U.S. In February 1999, I took a position as Senior Engineer focusing on policy issues related to planning for

FEMA's efforts to modernize the flood hazard mapping program.

Duties and accomplishments:

- Developed the rationale and supporting documentation to justify the \$1B Map Modernization Plan.
- Developed program cost estimates, benefit cost analyses, and alternatives analysis.
- Coordinated with and developed outreach materials for OMB and congressional authorization and appropriation committees to ensure their understanding of the need for the program and their support for the agency budget request. These efforts contributed to the establishment of the Map Modernization Fund in FY 2000, and significant funding for the effort beginning in FY 2003.
- Supported the Technical Mapping Advisory Council (TMAC), a congressionally-mandated advisory committee active from 1995-2000, chartered to review and recommend improvements to FEMA's flood hazard mapping program. The TMAC included public and private sector membership.
- Responsible for the development and implementation of new initiatives resulting from TMAC recommendations.
- Developed program policies, planned program direction and goals, evaluated progress and recommended program changes; e.g., in 1999, developed and served as national coordinator for an initiative whereby responsibility and authority for the technical aspects of NFIP flood hazard mapping are delegated to communities, states, and/or regional agencies with the appropriate technical capabilities (Cooperating Technical Partners).
- Involved in the development of federal regulations and statutory language to improve program performance, clarify program objectives, and implement statutory mandates.
- Member of FEMA's National Emergency Response Team, on call to respond to catastrophic disasters in the U.S. Worked in Disaster Field Offices supporting natural hazard mitigation activities.
- Involved in contract negotiations, budgeting, scheduling, monitoring contract progress, and invoice approval, in coordination with the contracting officer.
- Coordinated with local and state officials, Congressional offices, and FEMA's Office of General Counsel regarding the NFIP.
- Reviewed and resolved appeals of flood hazard data.

Executive Office of the President, Washington, DC

1/1994 - 6/1994 (Detail)

Interagency Floodplain Management Review Committee Member

Six-month detail to work on 15-member, 5-agency committee reviewing the causes and consequences of the 1993 Midwest US floods. The Committee focused on recommendations to change federal policies, programs and activities that most effectively would achieve risk reduction, economic efficiency, and environmental enhancement in the floodplain and related watersheds.

Duties and accomplishments:

- Participated in a thorough review of federal practices and policy impacting activities in the nation's floodplains.
- Provided expertise in FEMA programs and policies, floodplain mapping, data collection, hydrology and hydraulics.
- Assisted in the preparation of a report that included 95 specific actions and recommendations for program and policy changes throughout the federal government, and in states and local communities.

Greenhorne & O'Mara; Greenbelt, MD

12/1986 - 3/1992

Project Engineer/Group Leader

This was a private sector engagement working for a civil engineering consulting firm. Began as an entry-level engineer and progressed to Group Leader, supervising six civil engineers performing flood hazard analysis under contract to FEMA. Responsible for training, scheduling, budgeting, client coordination, and customer service. Also acquired technical writing skills and a working knowledge of various water resources computer models, as well as hydrologic and hydraulic data analysis techniques.

Palmer Engineering Company, Chamblee, GA

6/84-6/86

Project (Structural) Engineer

Involved in the structural design and construction supervision of commercial and residential structures, including wood frame using standard lumber and engineered wood products, low-rise steel-framed structures, and reinforced concrete retaining walls.

Beers Construction Company, Atlanta, GA

4/83-5/84

Assistant, Engineering and Drafting Department

Produced supplementary construction drawings for multistory commercial buildings and hospitals

EDUCATION

University of Maryland, College Park, MD

Master of Arts Degree (Geography) December 1997

Completed a Master's Thesis, "The High-Water Line as a Shoreline Indicator," which was later accepted for publication in a peer-reviewed periodical, *The Journal of Coastal Research*.

Georgia Institute of Technology, Atlanta, GA

Bachelor of Civil Engineering Degree (Co-operative Plan) March 1983

AFFILIATIONS/CERTIFICATIONS

Licensed Professional Engineer #9079 in the District of Columbia (1989-present)

International Facility Managers Association, Facility Management Professional (2009)

Green Building Certification Institute, LEED Green Associate (2010)

PROFESSIONAL PUBLICATIONS

2002 Author: "The High Water Line as Shoreline Indicator," *Journal of Coastal Research*, Vol. 18, No.2, pp 329-337.

1999 Co-author: "Coastal Flood Hazards and the National Flood Insurance Program, *Journal of Coastal Research*, Special Issue #28.

1995 Co-author: "Floodways and One-Dimensional Unsteady-State Flow Models," *Proceedings of the 19th Annual Conference of State Floodplain Managers*

1994 Member, Interagency Floodplain Management Review Committee: *Sharing the Challenge: Floodplain Management into the 21st Century*.

1991 Co-author and Presenter: "NFIP Map Revision Process Made Simple," *Proceedings of the 15th Annual Conference of State Floodplain Managers*.

1990 Co-author: "A Comparison of One-and Two-dimensional Hydraulic Models for Use in Flood Hazard Evaluation," *Proceedings of the 14th Annual Conference of State Floodplain Managers*.



Executive Office of the Mayor - Office of Talent and Appointments
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

Mary Jean Pajak



Ms. Mary Jean Pajak is Senior Advisor in the Office of the Chief Operating Officer at Architect of the Capitol, with more than 30 years of experience in private and public sector engineering.

Prior to joining Architect of the Capitol, Ms. Pajak worked for the Federal Emergency Management Agency at the Department of Homeland Security, the URS Corporation, and several other civil engineering and construction firms. She has authored and co-authored several publications with knowledge expertise in water resources engineering, structural engineering, land development engineering, surveying, and mapping.

A Ward 6 resident, Ms. Pajak is licensed as a Professional Engineer in the District and designated as LEED Green Associate. She received the Master of Arts in Geography from the University of Maryland, College Park and the Bachelor of Civil Engineering from Georgia Institute of Technology.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

To: Lolita Alston, Steve Walker
From: Betsy Cavendish
Date: April 15, 2016
Subject: Legal sufficiency review of Appointees to Board of Professional Engineering:
Lucas, Pajak, Rich and Wilson

This is to Certify that this office has reviewed the above-referenced legislative package and found it to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call Rob Hawkins, Deputy General Counsel, Executive Office of the Mayor, at 202-724-1303, or me at 202-724-7681.

A handwritten signature in black ink that reads 'Elizabeth A. Cavendish'.

Elizabeth Cavendish