



**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**  
**266th MEETING OF THE BOARD OF DIRECTORS REVISED\***  
**Thursday, July 2, 2020**  
**9:30 a.m.**  
**(via Microsoft teams)**  
**202-753-6714 Conf. ID 356 413 246#**

- I. Call to Order (Chairman Tommy Wells)**
- II. Roll Call (Linda Manley, Board Secretary)**
- III. [Approval of June 4, 2020 Meeting Minutes](#)**
- IV. Chairman's Overview**
- V. Committee Reports**
  - [1. Environmental Quality and Operations Committee](#) (Adam Ortiz)
  - [2. DC Retail Water and Sewer Rates Committee](#) (Rachna Bhatt)
  - [3. Finance and Budget Committee](#) (Major Riddick)
- VI. Issues of General Interest**
- VII. [CEO/General Manager's Report](#) (David Gadis)**
- VIII. [Contract Summary](#) (FYI)**
- IX. Consent Items (Joint Use)**
  - [1. Approval to Execute Contract No. 20-PR-CFO-30, Aon Pic – Resolution No. 20-54](#)  
(Recommended by the Finance and Budget Committee 06/25/20)
  - [2. Approval to Execute Contract No. 20-PR-CFO-30A, Trinity Safety Group – Resolution No. 20-55](#) (Recommended by the Finance and Budget Committee 06/25/20)
- X. Consent Items (Non-Joint Use)**
  - [1. Approval to Execute the Memorandum of Understanding Agreement between District of Columbia Department of Transportation and DCWater- Resolution No, 20-56](#)  
(Recommended by the Environmental Quality and Operations Committee 06/18/20)

2. [Approval to Publish Notice of Final Rulemaking for Amendments to Bill Challenge Regulations – Resolution No. 20-57](#) (Recommended by the DC Retail Water and Sewer Rates Committee 06/23/20)

#### **XI. Executive Session**

#### **XII. Adjournment (Chairman Tommy Wells)**

1 The DC Water Board of Directors may go into executive session at this meeting pursuant to the District of Columbia Open Meetings Act of 2010, if such action is approved by a majority vote of the Board members who constitute a quorum to discuss: matters prohibited from public disclosure pursuant to a court order or law under D.C. Official Code § 2-575(b)(1); contract negotiations under D.C. Official Code § 2-575(b)(2); legal, confidential or privileged matters under D.C. Official Code § 2-575(b)(4)(A); collective bargaining negotiations under D.C. Official Code § 2-575(b)(5); facility security under D.C. Official Code § 2-575(b)(8); disciplinary matters under D.C. Official Code § 2-575(b)(9); personnel matters under D.C. Official Code § 2-575(b)(10); proprietary matters under D.C. Official Code § 2-575(b)(11); train and develop members of a public body and staff under D.C. Official Codes § 2-575(b)(12); decision in an adjudication action under D.C. Official Code § 2-575(b)(13); civil or criminal matters where disclosure to the public may harm the investigation under D.C. Official Code § 2-575(b)(14), and other matters provided in the Act.

#### **Upcoming Committee Meetings – (via Microsoft Teams)**

- Governance Committee – Wednesday, July 8, 2020 @ 9:00 a.m.
- Human Resource and Labor Relations Committee – Wednesday, July 8, 2020 @ 11:00 a.m.
- Environmental Quality and Operations Committee – Thursday, July 16, 2020 @ 9:30 a.m.
- Finance and Budget Committee – Thursday, July 23, 2020 @ 11:00 a.m.



**District of Columbia  
Water and Sewer Authority**

**Board of Directors**

**Environmental Quality and Operations  
Meeting**

*Thursday, June 18, 2020*

*9:30 a.m.*

**MEETING SUMMARY**

**Committee Members**

Adam Ortiz, Chairperson  
Howard Gibbs  
Steven Shofar  
Ivan Frishberg  
Randy Bartlett  
David Franco  
Joseph Gill  
Tommy Wells, Board Chairman

**DC Water Staff Present**

David Gadis, CEO/President  
Kishia Powell, COO  
Marc Battle, EVP for Legal Affairs  
Leonard Benson, Sr. VP, CIP Project Delivery  
Linda R. Manley, Board Secretary

**I. CALL TO ORDER**

Mr. Ortiz called the meeting to order at 9:30 a.m. The meeting was conducted via teleconference.

**II. ROLL CALL**

Ms. Linda Manley, Board Secretary, DC Water, conducted a roll-call of the Committee members and staff present for the meeting.

**III. ACTION ITEM**

**NON-JOINT USE**

- 1. Kennedy Street Green Infrastructure Construction – Memorandum of Understanding (MOU), District of Columbia Department of Transportation (DDOT)

Mr. Len Benson, Sr. VP, Project Delivery, DC Water, presented the Non-Joint Use Action Item. Mr. Benson and Mr. Carlton Ray, Director, District of Columbia Clean Rivers began by briefing the Committee on the 2002 DDOT/DC Water Memorandum of Agreement (MOA) and the Kennedy St. Green Infrastructure Memorandum of Understanding (MOU).

Mr. Benson mentioned the current District policy when it comes to relocation or modification of existing utilities due to DDOT capital projects is that DDOT directs most utility companies to move

their infrastructure at their expense. DC Water has a different arrangement in place, owing to the 2002 MOA. This MOA established basic principles of cooperation between the two organizations with respect to project design and planning, construction, cost sharing, method of payment and other relevant matters for relocation of DC Water infrastructure. Some of the key provision of this 2002 MOA include:

- DC Water will design utility changes, DDOT will include them in DDOT contract documents and bid the work
- Costs to relocate/modify DC Water utilities are shared 50/50
- Costs for betterment of DC Water utilities are paid 100% by DC Water
- Cost to collect/extend stormwater are paid 100% by DDOT
- DC Water pays actual costs, with a reconciliation process at the end of the project

Mr. Benson further stated that this MOA has saved and continues to save rate payers tens of millions of dollars by preventing the forced relocation of some DC Water assets like the Anacostia Force Main, the Anacostia Force Main and Gravity Sewer and numerous smaller water and sewer lines and instead having DDOT projects designed and constructed around existing utilities with minimal relocation of DC Water infrastructure.

Mr. Benson also noted that the District and DDOT have made clear that they would like to change the 2002 MOA and treat DC Water like other franchise utilities (most of whom are for-profit). In negotiating the Green Infrastructure MOU required by the Long-Term Control Plan (LTCP) Consent Decree, the District is attempting to deviate from the 2002 MOA. DC Water disagrees with this approach because it would increase cost for ratepayers and could also encourage a more cavalier attitude toward existing infrastructure if there are no cost implications for the District & DDOT when deciding to relocate assets.

Mr. Benson stated a change to the internal DC Water process of approving 2002 MOA-based construction projects has been made after DC Water's Legal Office determined that the Board would need to approve commitments for construction services with projected costs of \$1 Million or more.

Next, Mr. Ray summarized the Kennedy St. Green Infrastructure (GI) project for the Committee. The Kennedy Street GI was added to a DDOT streetscape project pursuant to the 2002 MOA. This GI was used to meet a LTCP Consent Decree requirement to install GI in the Rock Creek sewershed by March 30, 2019. The project was a success and served as an excellent example of DC Water/ District cooperation. The project also:

- Met the LTCP consent decree deadline
- Minimized disruption to public
- Improved streetscape
- Was more economical than a separate DC Water project would have been

At completion, DC Water received a final invoice of \$2,146,887.09 on 04/22/2020.

In conclusion, Mr. Benson requested the Committee recommend the execution of the MOU with DDOT for Kennedy Street GI for \$2,146,887.09.

The Committee inquired as to whose responsibility it was to maintain the GI projects once they are constructed. Mr. Ray replied that DC Water is required by its NPDES permit to maintain GI that provides CSO control and that DC Water currently has a contractor in place to do maintenance on the Kennedy St GI.

The Committee recommended the Non-Joint Use Action Item to the full Board.

**IV. EXECUTIVE SESSION**

None.

**V. ADJOURNMENT**

Meeting was adjourned at 10:10 a.m.



**DISTRICT OF COLUMBIA  
WATER AND SEWER AUTHORITY**

**Board of Directors**

*DC Retail Water and Sewer Rates Committee*  
Tuesday, June 23, 2020  
9:30 a.m.  
**MEETING MINUTES**

**Committee Members Via Teleconference**

Rachna Bhatt, Chairperson  
Tommy Wells, Chairman  
Ivan Frishberg  
Howard Gibbs  
Ellen O. Boardman  
David Franco  
Emile Thompson  
Anthony Giancola  
Jedd Ross  
Krystal J. Brumfield  
Reverend Dr. Kendrick Curry  
Joe Leonard

**DC Water Staff Via Teleconference**

David L. Gadis, CEO/General Manager  
Matthew Brown, CFO/EVP, Finance & Procurement  
Kishia L. Powell, Chief Operating Officer and EVP  
Gregory Hope, Deputy General Counsel  
Marc Battle, EVP, Office of Legal Affairs  
Linda Manley, Secretary to the Board  
Carolyn Mackool, Director of Customer Service  
John Lisle, Vice President, Marketing and  
Communications

**Call to Order**

Chairperson Rachna Bhatt convened the meeting at 9:30 a.m.

**Roll Call**

Ms. Linda Manely, Board Secretary conducted a roll call for the Committee members. It was determined after the roll call that there was a quorum.

Mr. Brown, CFO/EVP Finance and Procurement, greeted the Committee and stated that there was one item for the Committee, the final proposal to Amend Bill Challenge Regulations in order to be Consistent with Current Practice. Mr. Brown introduced Carolyn Mackool, Director of Customer Service, to present to the Committee the proposal to Amend Bill Challenge Regulations.

**Amend Bill Challenge Regulations to be Consistent with Current Practice (Attachment A)**

Ms. Mackool stated that the Committee is requested to recommend the final proposal to Amend Bill Challenge Regulations to be consistent with current practice to the full Board. Ms. Mackool noted that this change is to align the regulations with DC Water's current practices, as well as to have a clear timeline for customers. Ms. Mackool stated that currently DC Water has a regulation that allows customers to

dispute their bills within ten days after receipt of the bill and DC Water is now proposing thirty days from the bill issuance date.

Ms. Mackool mentioned that the comment period was open from May 22, 2020 to June 22, 2020 and comment was received from one party, the Office of People's Council (OPC). She added that OPC supported the proposal to extend the time period and requested DC Water to consider charges from previous bills if they mirror the disputed charges. DC Water considered the comment, and Ms. Mackool stated no revisions to the proposed rules are recommended due to the following reasons: (i) timely dispute notifications allow DC Water to address situations as it relates to leaks and unusual usage; (ii) the Public Service Commission set a standard of twenty days for regulated utilities but DC Water is proposing thirty days; (iii) High Usage Notification Alerts allows notification in advance of the bill; and (iv) DC Water allows the dispute period to begin when the customer requests a bill investigation, even if a formal written dispute is not received.

Ms. Mackool mentioned the timeline details of the rulemaking process. Mr. Leonard inquired about OPC's proposal and stated that he understands that we will give customers more time but inquired on how we will assist customers when we get back to normalcy. Ms. Mackool stated that DC Water is extremely supportive by referring customers to the affordability programs.

Mr. Brown mentioned that this proposal is not specifically related to COVID-19, but does provide a benefit to customers. Mr. Brown mentioned that in response to COVID-19 DC Water has waived late fees, restored services to customers who had been disconnected for non-payment, partnered with the District Government to help pay bills and eliminate arrears, and offer extended payment plans.

#### **Action Items (Attachment B)**

Mr. Brown asked the Committee to recommend the following action item to the Full Board.

- Action Item 1 – Final Proposal to Amend Bill Challenge Regulations to be Consistent with Current Practice

Chairperson Bhatt asked the Committee members if there was any opposition to move the action item to the full Board, hearing none, the action item was moved.

#### **FY 2020 Proposed DC Retail Water and Sewer Rates Committee Workplan (Attachment C)**

Mr. Brown provided a brief overview on the FY 2020 proposed Committee Workplan.

#### **Agenda for July 28, 2020 Committee Meeting (Attachment D)**

There was no discussion on the agenda for the July 28, 2020 Committee meeting.

#### **Other Business**

None

#### **Executive Session**

There was no executive session.

#### **Adjournment**

Chairperson Rachna Bhatt adjourned the meeting at 9:50 a.m.

**FOLLOW-UP ITEMS – DC Retail Water and Sewer Rates Committee Meeting (June 23, 2020)**

There were no follow up items.



**DISTRICT OF COLUMBIA  
WATER AND SEWER AUTHORITY**

**Board of Directors**

Finance and Budget Committee

Thursday, June 25, 2020

11:00 a.m.

MEETING MINUTES VIA MICROSOFT TEAMS

**Committee Members**

Major Riddick, Chairperson  
David Franco, Vice Chairperson  
Krystal Brumfield  
Anthony Giancola  
Adriana Hochberg  
Sarah Motsch

**DC Water Staff**

David Gadis, CEO and General Manager  
Matthew T. Brown, CFO & Executive Vice  
President, Finance and Procurement  
Marc Battle, EVP, Legal Affairs  
Lola Oyeyemi, Director, Budget  
Ivan Boykin, Director, Finance  
Joel Grosser, Director, Procurement  
Linda Manley, Secretary to the Board

**Other Presenters and Guests**

Joe Underwood, Albert Risk Management  
Bruce MacDonald, Albert Risk Management

Call to Order

Mr. Major Riddick, Chairperson, called the meeting to order at 11:05 a.m.

Roll Call

Ms. Manley, Board Secretary called the roll of Committee and staff members.

May 2020 Financial Report

Matthew T. Brown, Chief Financial Officer & Executive Vice President, Finance and Procurement, informed the Committee about the promotion of Mr. Genes Malasy, who has been selected as the new Controller. He explained that Mr. Malasy has been acting in the position since October 2019 and will oversee the Payroll, Accounts Payable, Accounting, Financial Reporting & Billing, and Financial Policies units. Mr. Malasy is effectively managing the implementation of the new Enterprise Resource Planning project and oversaw our last audit.

Next, Mr. Brown provided the FY 2020 budget highlights through May 2020. He mentioned that revenues are currently favorable, and management will continue to monitor impact of the decline in water consumption due to the COVID-19 pandemic for the remainder of the fiscal year. Operating expenditures are under budget due, in part due to debt service savings which will be transferred to the Rate Stabilization Fund per the direction of the Board. Capital disbursements

are also favorable to budget. Mr. Brown informed the Committee that consumption has increased over the past month, likely due to the warmer weather and Phase 2 reopening of the District. Management will continue to closely monitor activities through June and provide a revenue forecast summary in July.

Mr. Brown apprised the Committee that the audit of the FY 2018 and FY 2019 IMA operating costs for Blue Plains and the Multi-Jurisdictional Use Facility (MJUF) is underway and will be completed later in the calendar year. The wholesale customers' share of the Rolling Owner Control Insurance Program (ROCIP) covering FY 2013 to FY 2019 is substantially complete and will likely be included in their 3<sup>rd</sup> quarter capital bill in July. Details of the preliminary cost estimate of \$11 million is currently being reviewed by the supporting jurisdictions. The wholesale customers have paid their cost allocation for the closed ROCIP 1 program and these estimates are for the remaining open ROCIP 2 - 4 programs. DC Water informed the wholesale customers of the upcoming bill for the ROCIP program during their review of DC Water's FY 2021 proposed budget review in January 2020. He also explained that staff is exploring change to the annual billing and reconciliation process to align with payments consistent with the quarterly capital billing process, and will discuss with the jurisdictional partners. Chairperson Major Riddick reiterated the need for staff to timely communicate with DC Water's jurisdictional partners regarding ROCIP billings to avoid any significant impacts on their respective budgets.

Mr. Brown stated that the Virtual Town Hall meetings began on June 23rd and will continue through July 15th on proposed rates, with the public hearing scheduled for August 5, 2020. The Board will meet on September 3, 2020 to adopt the FY 2021 & FY 2022 rate proposals, after a recommendation from the Retail Rates Committee.

In response to Mr. Giancola's question regarding DC Water's hiring freeze, Mr. Brown stated that management is currently prioritizing critical positions with a deliberate hiring approach. Mr. Giancola indicated that he would like to see DC Water begin opening the vacancies to reduce the current vacancy rate in the future.

Lola Oyeyemi, Director, Budget, reviewed the financial report for the period ending May 2020. With approximately 67 percent of the fiscal year completed, revenues are slightly above budget at \$482.2 million, or 69.0 percent of budget, operating expenditures are at \$357.1 million, or 58.1 percent of budget, and capital disbursements are at \$220.9 million, or 48.8 percent of budget.

Total operating revenues were slightly above budget, with higher receipts from the residential, commercial and multi-family customers, and consumption for the commercial category expected to decline in the future months due to the impact of COVID-19. Ms. Oyeyemi noted that the under collection for the Municipal category has been resolved with payment of outstanding bill received from the District in June.

Ms. Oyeyemi explained that the year to date operating expenditures are consistent with historical spending and preliminary year-end projections. The underspending in personnel services is mainly due to higher vacancies with a year-to-date vacancy rate of 11 percent. She noted that the debt service budget will be revised in next month's report consistent with Board direction. Ms. Oyeyemi explained that the majority of underspending in the capital budget is due to project

closeout delays for construction projects, including the Tunnel Dewatering Pump Station which has now been placed into operations. The underspending in capital equipment is due to the delay of some phases of the ERP project and pause on the Automated Meter Infrastructure (AMI) activities due to COVID-19. The meter replacement activities have been reinstated with installations focused on outside locations.

Ms. Oyeyemi provided an update on cash investments which comprise of the operating reserve at \$234.7 million compared to the reserve balance of \$165.0 million for FY 2020. She noted that the retail accounts receivables are currently at \$15.1 million with the increase due to deferred payments because of COVID-19. Mr. Franco asked if the Authority had an amnesty program as an opportunity to capture old delinquencies. CFO Matthew Brown indicated that DC Water has done write-offs in the past, and that the District is currently providing funds to assist customers impacted by COVID-19. Funds are still available within the program and the Customer Care Department continues to reach out to our customers who are falling behind on their bills.

### **Insurance Renewal Update**

Ivan Boykin, Director, Finance, reported that last month, management requested authority for the annual Property & Causality insurance renewals of \$3.5 million. The Board approved a not-to-exceed amount of \$3.5 million, which is within the current budget. The actual costs totaled \$3.46 million. He noted that DC Water's insurance coverages are on track for renewal by July 1.

Mr. Boykin provided a summary of the insurance coverage descriptions and cost drivers. He stated that the key coverage changes were mainly for property, property terrorism for cyber property damage, cyber, excess workers' compensation and public officials' liability. Most of the premium increases were attributable to industry historical property losses, legal environment and jury sentiment, and concerns regarding the impacts of COVID-19.

In response to Mr. Riddick's question regarding the increased coverage. Mr. Brown mentioned that the renewals were completed within the approved budget. Staff reviewed all of the coverage and made adjustments by moving coverages around or swapping out coverages deemed appropriate to provide the best coverage for DC Water.

### **Rolling Owner Controlled Insurance Program (ROCIP) V Program Update**

Mr. Ivan Boykin then provided a program overview and recommendations for vendor selections related to the Rolling Owner Controlled Insurance Program (ROCIP) V. He reviewed the background, history and major accomplishments of the program. He highlighted the details of the insurance plan and limits for the ROCIP 5 program.

Next, Mr. Boykin reviewed the program costs including the construction value of projects, contractor payroll, insurance premium, broker administration, claims and verified avoided insurance costs for ROCIP 1 – 4. He also reviewed key observations of the program which include avoided insurance cost benefit opportunities of \$28.1 million and increased participation rate of 24 percent for Minority Business Enterprise and Women Business Enterprise contractors.

Mr. Boykin explained the vendor selection process and why DC Water allowed bidders to submit unbundled proposals for Administrative Services and Safety Services. Two vendors were selected based on the best value/prices for both proposals and flexibility to effectively manage the ROCIP

safety program and processes. Mr. Boykin requested the Committee to recommend to the Board for approval of AON Risk Services for Broker/Administration and Trinity Safety Services for ROCIP V Safety for the term July 2020 – July 2025.

**Action Items**

The Committee members agreed to move the following action items to the full Board:

- Approval for ROCIP V Administrative Services
- Approval for ROCIP V Safety Services

**Adjournment**

Hearing no further business, Chairperson Major Riddick adjourned the meeting at 11:46 a.m.

**Follow-Up Items**

- Consider providing detailed variance explanations for monthly financial performance in future reports, particularly so that revenues can be monitored. **(Mr. Franco)**



## **CEO'S REPORT**

David L. Gadis

July 2020



**Table of Contents**

**Message from the CEO/GM.....I**

**Organizational Performance Dashboard .....i**

**Financial Highlights .....1**

    Financial Performance Summary ..... 1

    Revenues and Operating Expenses ..... 2

    Capital Spending..... 2

    Operating Cash and Receivables ..... 3

    Delinquent Account Receivables..... 3

    Investment Yields ..... 4

    Vendor Payments ..... 5

**Operations & Engineering .....6**

    Electricity Usage Summary..... 6

    Electricity Usage by Service Area ..... 6

    Waste Water Treatment ..... 7

    Water Distribution Operations..... 8

    Water Balance ..... 8

    Drinking Water Quality..... 9

    Fire Hydrants .....10

    Sewer System Operations .....11

    Combined Sewer System.....11

    Permit Processing.....12

**Customer Experience .....13**

    Customer Care.....13

**Low Income Assistance Program.....14**

    SPLASH Program.....14

    Customer Assistance Program(CAP) .....14

**People & Talent .....15**

    Human Resources .....15

    Recruitment Activity.....15

    Recruitment Performance Metrics.....16

**Administration.....17**

    Safety .....17

    Employee Lost Time Incident Rate .....17

    Contractor Lost Time Incident Rate .....18

**Interpretation of Charts ..... A**

**Color Key**

<b>Red</b>	<b>Did not meet Target</b>
<b>Yellow</b>	<b>Missed Target but within acceptable range</b>
<b>Green</b>	<b>Met/Exceeded Target</b>
<b>Gray</b>	<b>Budget/Target Value</b>
<b>&lt;transparent&gt;</b>	<b>Green/Yellow/Red based on comparison</b>

*From the desk of the CEO*  
**David L. Gadis**

July 2020

## Department of Operations and Engineering

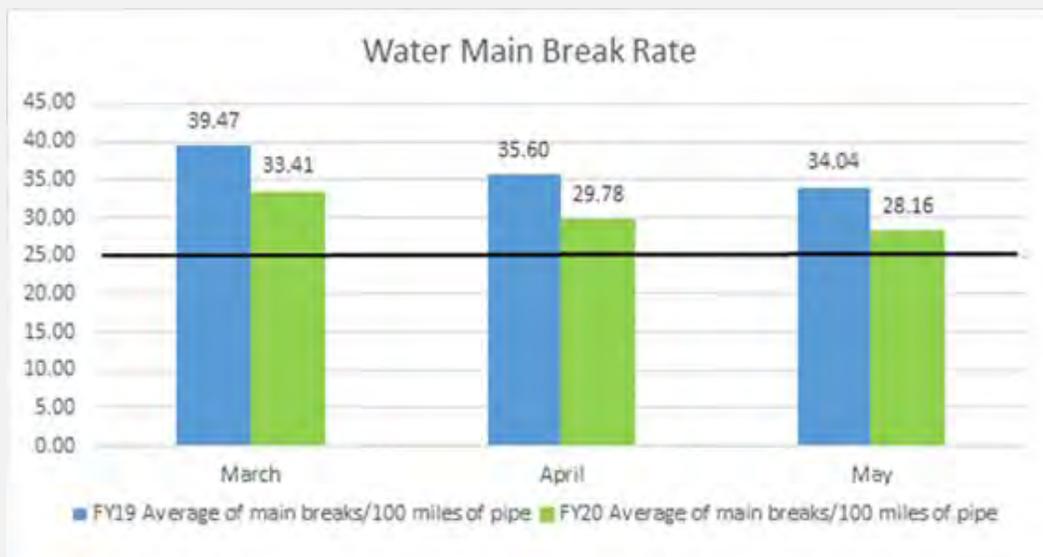
### Water Operations

#### Regulatory Highlights

- Total Coliform Rule, DC Water collected 253 samples in May 2020 and 3 samples were positive for coliform which is 1.2%.
- Lead Copper Rule, DC Water distributed 176 sample kits from January through May; received back from 106 homes. Laboratory tests results are available for 59 homes. 90 percentiles for lead were 2.7 ppb (1st draw) and 3.3 ppb (2nd draw).

#### Operational Performance

- Nineteen water main breaks reported in May. To date, the running average for FY2020 is 28.16 breaks per 100 miles per year. The accepted national average is 25 breaks per 100 miles per year.



## Sewer & Pumping Operations

### Regulatory Highlights

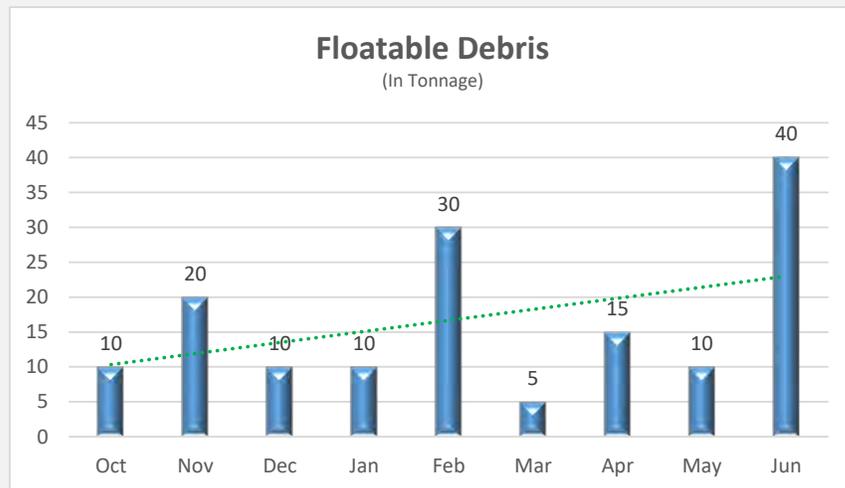
- All Odor Control Facilities are operational with no customer complaint and no SSO
- Successful completion of chlorine-burn within water distribution system between DPO/WQ&T/WAD/DWO including chloramine disinfectant switch over

### Operational Performance

- The Water Purchased for the month of May 2020 was 2612.68 MG. This is down 16% for the 5-year average.



- Approximately 150 tons of floatable debris was collected thru June 15<sup>th</sup> which is 37% of the 400 tons the department expects to collect by the end of the fiscal year.



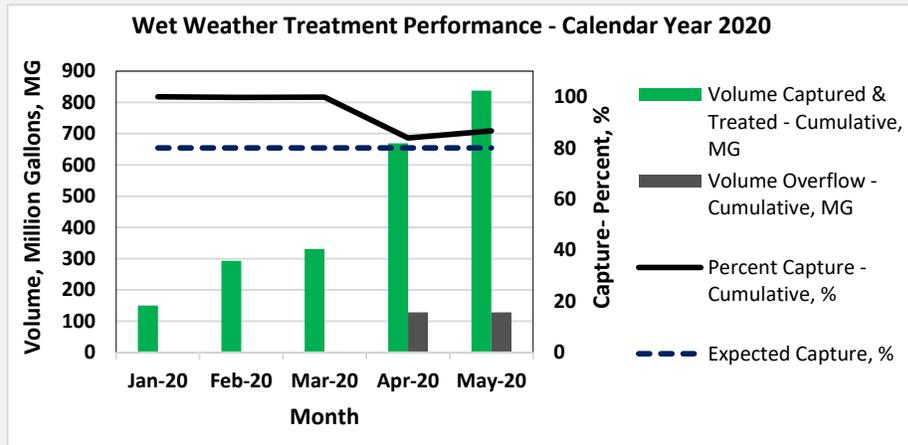
## Wastewater Operations

### Key Priorities

- Implement proactive maintenance activities included in COVID pandemic operations and maintenance recovery plan upon approval by DC Water Incident Management Team (IMT)
- Continue optimization of the Wet Weather Treatment Facility and on-the-job training of O&M staff

### Operational Performance

- **Complete Treatment:** In May 2020, the performance of the Advanced Wastewater Treatment Plant at Blue Plains was excellent with all effluent parameters within or well below NPDES effluent quality requirements.
- **Wet Weather Treatment:** In May 2020, a total of 169 million gallons (MG) of combined wet weather flows, captured in the tunnel system, were treated through the Wet Weather Treatment Facility (WWTF).



### Progress Report

- Effective May 11, 2020, DC Water accepted O&M of the Enhanced Clarification Facility (ECF) while the Design Build Joint Venture continues to Operate and Maintain the Tunnel Dewatering Pump Station (TDPS) until remaining contractual requirements associated with the TDPS are met.

## Engineering - Clean Rivers (DCCR)

### Key Priorities

- **Challenges and Concerns**
  - Reaching agreement with District on the Green Infrastructure Memorandum of Agreement (MOA) required by Consent Decree (joint obligation of DC Water and District)
- **Decision(s)/Decision Making Issues**
  - Agreement on GI MOA
- **New Department Initiatives**
  - None
- **Risks, Incidents/Missteps**
  - Utility trenching and archeological investigations in Georgetown for Potomac Tunnel design may generate public comments despite extensive outreach in advance
  - COVID-19 impact on construction of NEBT

### Operational Performance

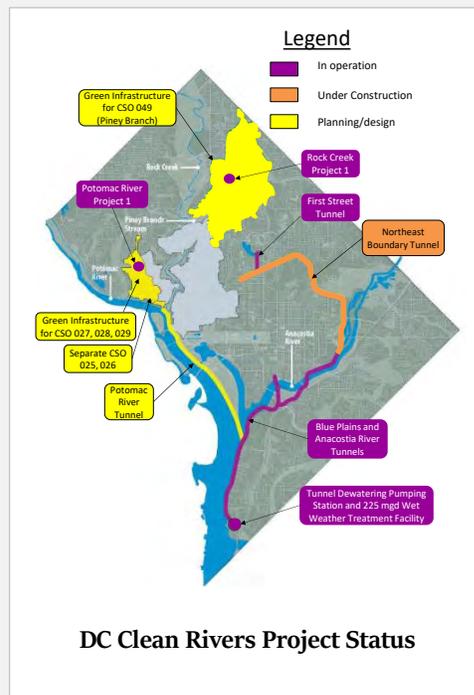
- **Consent Decree Milestone:** Delivered the Practicability Assessment for Rock Creek to EPA on June 12, 2020, ahead of the June 15 deadline. After thorough review, DC Water proposed a "hybrid" approach for controlling CSOs in the Rock Creek sewer shed, providing the same degree of control, at a lower cost to ratepayers than an all green or all gray solution.
- **Tunnel Operations to Date:** As of June 16, the Anacostia River tunnel system has captured nearly 8 billion gallons of combined sewage and is achieving a 90% capture rate, exceeding the 80% capture rate projected for this phase.
- **Potomac River Tunnel:** Design development is underway. The construction contract is planned for award in mid-2023, with construction to be completed in advance of the March 23, 2030, Consent Decree deadline.

### Regulatory Highlights

- Rock Creek GI Practicability Report submitted to EPA 6/12/2020. EPA has 180 days to approve/disapprove.

### Progress Report

- 61% of NEBT Tunnel mined
- Virtual Tunnel Forum for NEBT held
- CSO 025/026 Sewer Separation Project shortlisted 3 contractors
- Industry Outreach for Green Infrastructure maintenance contracts held on 6/10/2020



## Office of Administration

### Fleet

#### Operational Performance

- Vehicles/Equipment overall availability 95% month of May 2020))
  - Priority #1 units –91%
  - Priority #2 units- 97%
  - Priority #3 units- 98%



#### Progress Report

- We are maintaining, poised for re-opening,
- We are prepared for the upcoming DMV needs; registrations, Licensing, CDL's, Classes, Acquisition and Disposals,
- We have adhered to the guidelines set forth pertaining to reduction on Budget both Capital and Operating,
- We are working with Procurement awaiting the arrival of several new units, Dump trucks, Meter units, CCTV, Vac. units and others
- We continue asking Department users to at least start up their units not in use to avoid dead batteries and other safety issues, Check tires and brakes, perform the CDL walkarounds which are critical now.
- We are asking that teams clean the inside of their units performing a wipe down prior to coming to Fleet
- Please schedule your units in the shop appropriately and please do not just bring them, this may make the stay longer
- Please report any damage and watch for speeders on the roads.
- Be careful out there.
- Continue working with managing departments CFO-Budget, People/Talent to process approved (6) FTEs in-sourcing fleet maintenance FY2020-2021 process
- The Department of Fleet Management continues to collaborate with REG Marketing & Logistics Group, (REG) and Optimus Technologies have agreed to a Pilot Project for funding up to \$200K for B100 (neat biodiesel) for (9) units.
- Fleet has applied for the Department of Energy DERA Grant
- Fleet is continuing to prepare equipment for spring/summer season
- Fleet has begun the placement holder process for acquisition on engines for ordering heavy equipment

## **Facilities**

### **Operational Performance**

- Facilities has shifted to crew rotations and telework in response to COVID-19 social distancing.
- Facilities is actively supporting COVID-19 response with enhanced cleaning, sanitizer and hand washing supplies.
- Facilities has coordinated cleaning and disinfection for locations with COVID-19 close contact cases and potential close contact cases. Coordination was made with 5 Departments for cleaning and disinfection of 16 locations. The planning, coordination and cleaning has taken place during regular working hours as well as evenings, weekends and holidays.
- Facilities is working in coordination with Procurement on a new A/E basic ordering agreement contract for program management, design and construction management services to support land use and non-process capital projects.
- Facilities is working in coordination with People & Talent to reorganize the Facilities Department, primarily using existing personnel/FTE's. The reorganization is designed to support proactive maintenance of DC Water facilities and the new land use element within the Department.

### **Progress Report**

#### **Projects completed:**

- Completed COVID-19 close contact case and potential close contact case cleaning and disinfection for 5 departments at 16 locations.
- Supported COOP/COVID-19 related move of Department of Wastewater Treatment from some of their personnel from CMF to alternate locations at Blue Plains to support social distancing.
- Installed visual references for social distancing in regularly occupied spaces.
- Installed social distancing reference tape, signs and direction indicators in areas of Bryant St., O St F Building, HQO, CMF, COF and Visitor Center.

#### **Active projects**

- Cleaning and painting pipes in the Multimedia Gallery at Blue Plains WWTP (On hold for COVID-19)
- Cleaning and painting pipes in the sub gallery at Main Pump Station (On hold for COVID-19)
- Renovating one kitchen at Main Pump Station
- Renovating kitchen in CMF Switchgear Shop
- HQ Pilot compost program (On hold for COVID-19)
- FT Reno Trailers (Permit pending)
- DSLF Roof Replacement, Blue Plains
- Elevator car upgrades at Blue Plains Secondary Control Building
- Upgrades to Fleet Building at O Street Campus (note, this work is a result of information obtained in the Health & Hygiene Assessment)
- Fort Reno PS Tank Roof replacement and lightning protection system installation
- CMF HVAC piping insulation replacement (note, this work is a result of information obtained in the Health & Hygiene Assessment)
- **Upcoming Projects**
- Replace safety rails at Dean Wood Pump Station
- Resurface bathroom floor at Nitrification Blower Building, Blue Plains
- Renovate kitchen in Multimedia Building, Blue Plains
- Solids Building Elev. 107' Roof Coating
- HQ campus flag poles installation and CSO light move. (Flag pole portion of this contract on hold due to budget constraints)
- CMF Mezzanine level roof/window flashing upgrades (note, this work is a result of information obtained in the Health & Hygiene Assessment)

## **Emergency Management**

### **Operational Performance**

- Continue supporting the Authority's Incident Management Team (IMT) and managing the Planning Section and Liaison Officer positions and responsibilities in response to COVID-19 emergency through IMT Planning Meetings and Operational Briefs scheduled every Monday, Wednesday, and Friday (Friday meeting removed as of June 5<sup>th</sup>). Ensure the development, compiling, and distribution of the weekly IMT incident action plan (IAP) which has been averaging 110 pages.
- Continue to communicate and support external partners across the National Capital Region throughout the response and recovery to COVID-19. DC Water weekly updates are provided to response partner agencies and several staff participate in weekly briefs held by HSEMA for District coordination and by MWCOG for regional water utility coordination.
- Supporting the facilitation of a Recovery Work Group and development of recovery guidance and processes for COVID-19 to ensure an efficient, organized, and safe return to normal day-to-day operations for the Authority.
  - Recovery documentation has been created and drafts have been introduced to the CEO and COO on May 15<sup>th</sup>, Executives May 26<sup>th</sup>, and IMT during Ops Brief June 3<sup>rd</sup>.
  - The Recovery Work Group holds Wednesday and Friday meetings to continue to development of Recovery processed for the Authority and have implemented a series of task forces within the work group to continue planning for staff full return and re-occupancy once it has been deemed safe and stages are properly implemented.
- Utilizing temporary staff and contract staff support to assist with response, recovery, and incident management team facilitation efforts.
- Supported by EPA, DC Water's Office of Emergency Management worked with Horsley Witten to develop hybrid incident command structure courses "Continuing ICS Education" Virtual Training for staff to assist with deepening the understanding of response and recovery roles during an incident management team activations. Six virtual trainings (three courses which consisted of two parts) were provided and 30 staff members participated. Courses were offered on the afternoons for two hours on May 19 and May 21; May 26 and May 28; and June 2 and June 4. The last course was recorded for use in the training library. Course feedback included:
  - "This course should be mandatory to more employees. It really explains how much goes into managing events behind the scenes."
  - "I benefited the most from the content and the visual representation of the information. I was able to understand the basics of what I've been seeing in the IMT weekly calls."
  - "[I benefited from seeing] the structure of the IC/UC and importance of effective communication, checking and again checking of agreed action items by various groups, divisions and sections"
- In relation to 1<sup>st</sup> Amendment activities, protests, and civil unrest, OEM staff participated in the NTIC's (U//FOUO) HSIN situational room for critical infrastructure partners from May 29-June 7 and with HSEMA Business Emergency Management Operations Center (BEMOC) information sharing. OEM provided updates and collaborated with emergency command center, security, safety, operations and executives as necessary.
- Continuing to request assistance from EVPs and Department Heads in reviewing six emergency plan and providing updates over the next three and half months to ensure an annual review and compliance with America's Water Infrastructure Act (AWIA) by Sept. 30, 2020.
- Upon implementing an after action survey, OEM has reviewed over 100 submitted After Action Items to assist in identifying trends and commonalities in areas of improvement and of best practices in relation to COVID-IMT response and recovery.
- Facilitated hazard mitigation grant check-in meeting May 29<sup>th</sup> and provided support materials on existing identified hazard mitigation projects and existing grants to verify budget reallocations of capital improvement projects would not impact identified mitigation projects and grants.

### **Operational Performance(Cont'd)**

- Coordinated review of Fire Prevention Plan with Security, Facilities, DOSH, OEM to identify path forward for fire safety program items and fire prevention plan.
- Participated in District's Heat Emergency Planning Kickoff Meeting May 5<sup>th</sup> and in District's ESF Leads - COVID-19/Hurricane Pre-Season Planning Meeting on May 21<sup>st</sup>.

### **Accomplishments**

- DC Water's hazard mitigation application for Advance Assistance funding of \$75,000 Federal Share for the next segment of the Blue Plains Floodwall has been 'Identified for Further Review' by FEMA to be funded. We should expect to see the official award letters from FEMA/HSEMA sometime later in the summer. The designation of 'Identified for Further Review' is FEMA's way of signaling the project has been identified to be funded. While it's not an official award yet, it is a telling sign that the project is passing through the final administrative reviews to be funded. This is great news and reassurance of continued commitment from FEMA for this multi-phase project and resilience for the Authority. FEMA has repeatedly held up the Blue Plains Floodwall as a model, exemplary project for their Building Resilient Infrastructure and Communities (BRIC) program, which is set to replace the Pre-Disaster Mitigation (PDM) program in FY20. This funding will support essential activities to prepare for the design and construction of the next segment of the Blue Plains Floodwall, including planning, data gathering, conceptual design, and preparation of the design/construction application/benefit cost analysis. It will allow DC Water's next grant application (under BRIC) for design/construction to be stronger and more competitive. Congratulations to Kathleen Kharkar, Floodwall Team and the DCW's HSEMA /FEMA Grants Team!

### **News and Events**

- Coronavirus pandemic response and recovery efforts are likely going to continue, in some capacity, through the summer and potentially into the fall. The District has begun Reopen DC phasing and is currently in phase 1 with the hope of moving to phase 2 by June 19<sup>th</sup>. DC Water is aligned with the District and currently in phase/stage1.
- Partnering with DHS to host a "virtual" Active Threat Seminar for staff members on July 9th and have announced the training through Team Blue emails.

## Security

### Operational Performance

	April	May	% increase / Decrease
<b>Visitors:</b>			
Bryant St	0	0	<b>0%</b>
BPL Gate A	398	720	<b>81%</b>
HQO Visitor Desk	1	9	<b>800%</b>
BPL Visitor Center	50	29	<b>-42%</b>
<b>Incidents</b>	45	59	<b>31%</b>
General patrol	549	542	<b>-1%</b>
Fire watch	588	595	<b>1%</b>

## Occupational Safety and Health (DOSH)

### Accomplishments

- DC Water efforts in tracking leading indicators like safety assessments to prevent workplace injuries/ incidents wherever possible. These efforts have resulted in significant reductions in recordable & lost time incidents rates respectively.
- Worked with Trinity (ROCIP4) on the Sewer and Fleet project setup and resolving safety related issues.
- Reviewing Memo for “Tap and Abandonment: Moving Forward with Water Department”
- Facilitated DOSH Operational Meetings
- Review monthly injury data with Worker Comp
- Participate in Recovery Work group for COVID-19
- Met with DPO to discuss odors at Potomac Pumping Station
- Staffers continue to attend COVID-19 weekly Operational Brief meetings, in their perspective areas, through DC Water.
- Respiratory Protection Program Discussion with Labor Relations.
- Review and provided technical guidance to DMS for the Digester Motor Mixer Removal and Repair.
- Safety Training, DMB/DCB and Training and Development – Coordination Meeting
- Attend Operations Critical Issues and Staffing meeting bi-weekly.
- Participate on WEF Blue Ribbon Panel – Evaluation Bio Hazards and Precautions for Wastewater Worker Meeting.
- Worked with DSO Management Team to purchase an Ergonomic tool intended to reduce the risk of an overexertion injury that could result from operating fire hydrants. A total of ratcheting fire hydrant wrenches were purchased for use by employees.

## Accomplishments(Cont'd)

- Conducted a virtual safety "New Employee" orientation for fourteen new apprentices.
- DOSH staffers met to compare the online Skill Soft EHS training catalog with the DC Water Departmental Safety Training Matrix.
- DOSH Team is working safety questions to be used for a future in-house safety certification
- Staffers conducted and completed safety inspections and incident reports with updated corrected actions and registered both items into Origami system accordingly.
- DOSH Staffers is working with Facilities and Salut to facilitate the collection of paint chip sample from various electrical rooms at COF in preparation for a future electrical upgrade. The samples are being analyzed for lead content.
- Completed an Environmental and OSHA Review for a submittal package regarding an upcoming capacitor installation at Multimedia.
- Assisted with an Executive Incident Review for Facilities where facilities workers were working on a scaffold unprotected and without the proper PPE. Provided suggestions and assistance in preparing the Power Point that was presented by the Facilities Director.
- Reviewed and approved a DCCR NEBT Soil Disposal Profile for the signature Mount Olivet Road Diversion Site.
- DOSH Staffers are creating a list of safety questions to be used for a future in house Safety Certification.
- Working with Facilities Director and Chesapeake Training to put together a one day and a three-day Scaffolding/Competent Person Training for facilities workers.
- Submitted information of AOR department Supervisors, Managers, Directors
- Followed up with Roberto on Fall Hazard issue on site by DC Water Inspection
- Follow-up on Contractor Safety Questionnaire with Procurement and Engineering Team

### Construction Safety Plan/Review

- Reviewed Safety Plans for a total of 10 Transmittals/Lift Plans:
  - 5/8 - Transmittal #2001/High Pressure #2 Motor Removal at Multi-Media Building
  - 5/8 - Transmittal #2002/High Pressure #2 Motor Removal at Multi-Media Building/Crane Lift Plan
  - 5/8 - Transmittal #2003 – Crane Lift for SWWP#4 Motor & Pump and High Pressure #2
  - 5/11- Transmittal #2004 – Crane Lift Plan Revised for larger crane and new location for the Multi Media Building Motors
  - 5/11 -Transmittal #2005 – Solar-Rooftop Solar Panel Installation – AHA
  - 5/18 – Reviewed MC Dean Safety Plan for RFP 20-PR-DMS-01
  - 5/18 – Review Lift plan for Screen Lift for 1E and 1W for MFU6 with Trinity
  - 5/28 – Transmittal #2006 HQO Flag Poles and CSO Light Relocation Safety Plan and AHA
  - 5/28 – Transmittal #2007 – Solar – Electrical LOTO-AHA
  - 5/31 – Reviewed Solicitation Documents Responsibility Matrix Draft with Procurement

### Progress Report

- Inspection Form Changes – None
- OSHA Log Recordation
- Uploaded How to Guides into SRS on light user dashboard
- Current DOSH Intranet Page
- Team Training
  - DPO/DSO Training held in May
  - 5/13/20
  - 5/14/20
  - 5/21-22/20

### Progress Report (Cont'd)

- Fleetwave Transition 9Gabriel)
  - Updated all Fleet incident reporting will be managed via Fleetwave per George Porter – may 2020
- Tablet Imaging – On Hold

### SRS Monthly Stats:

<u>Closed Tasks</u>	<u>Training &amp; Meetings</u>	<u>Closed Tickets</u>	<u>SRS Trainings</u>
62	14	1	

### News and Events

- Monthly Hours Uploaded into SRS/Origami Completed – May
- Safety Teamwork Pin Awards
  - None
- Major System Adjustments
  - None
- Major System Creations and Testing
- Sample Monthly Dashboard for Management Safety

## ORGANIZATIONAL PERFORMANCE DASHBOARD (May 2020)

### Financial Highlights

Net Operating Cash (\$tho)		Operating Revenue (\$m)		Operating Expenses (\$m)		Capital Disbursement (\$m)		Operating Cash Bal (\$m)	
Actual	126,494.00	Actual	482.20	Actual	357.10	Actual	220.90	Actual	229.87
Target	74,530.00	Target	480.70	Target	381.80	Target	256.10	Target	180.00

Core Invest Yield (%)		Short Term Invest Yield (%)		Delinquent Acct Receivables (%)		On-time Vendor Payments (%)	
Actual	2.08	Actual	0.72	Actual	2.63	Actual	97.00
Target	0.18	Target	0.14	Target	3.00	Target	97.00

### Operations and Engineering Highlights

Lead Concentration (ppb)	Total Coliform Rule (%)	Biosolids Production (wet tons)	Total Nitrogen (lbs/yr mil)
		Actual 399	

Plant Influent Flow (gal mil)	Excess Flow (gal mil)	Water Main Leaks	Water Valve Leaks
	43	19	1

Fire Hydrants Insps. And Maint.	Fire Hydrants out of Service	Fire Hydrants Replaced (YTD)	Non-revenue Water (CCF Mil)
57	36 	6 	Purchased 10.45 Sold 7.73

Sewer Main Backups	Sewer Lateral Backups	Dry Weather CSO	Permits Processed within SLA (%)	Electricity Usage (Kwh)
7	78	0	85	19974

### Customer Experience Highlights

Call Center Performance	Command Center Performance	Emergency Response Time
Target 85% 	Target 85% 	Actual 100%  Target 90% (% of calls Received)

### Low Income Assistance Program Highlights

SPLASH Contributions (\$tho)		Customer Assist. Program (\$tho)	
Actual	46.03	Current	160.09
Target	53.33	Previous	130.60

### People and Talents Highlights

#### Recruitment Activity

Filled	1
Open	49

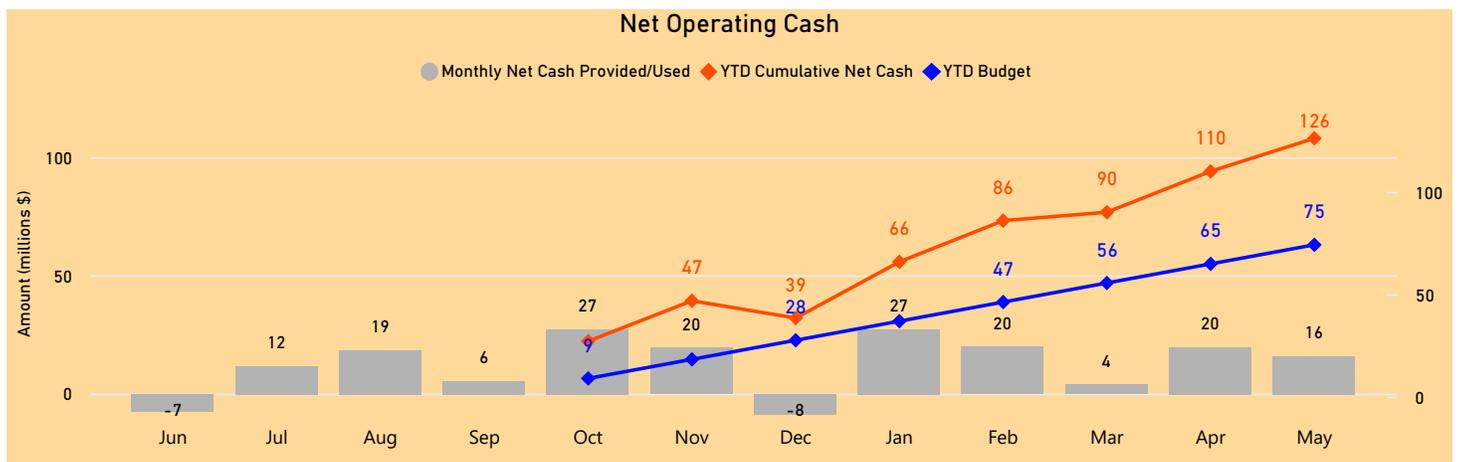
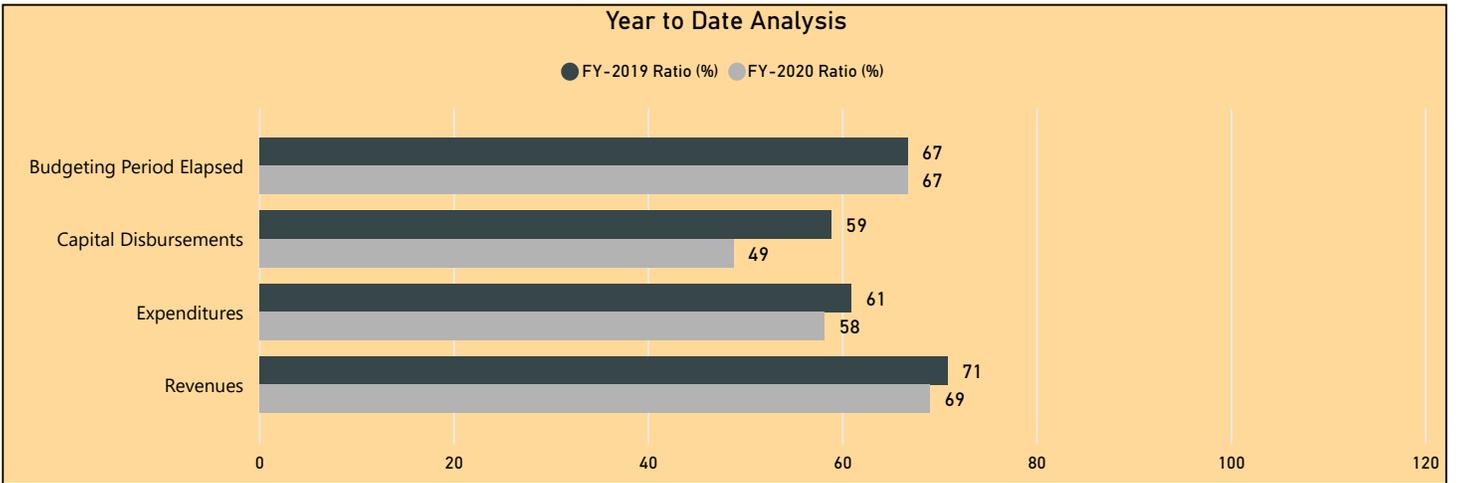
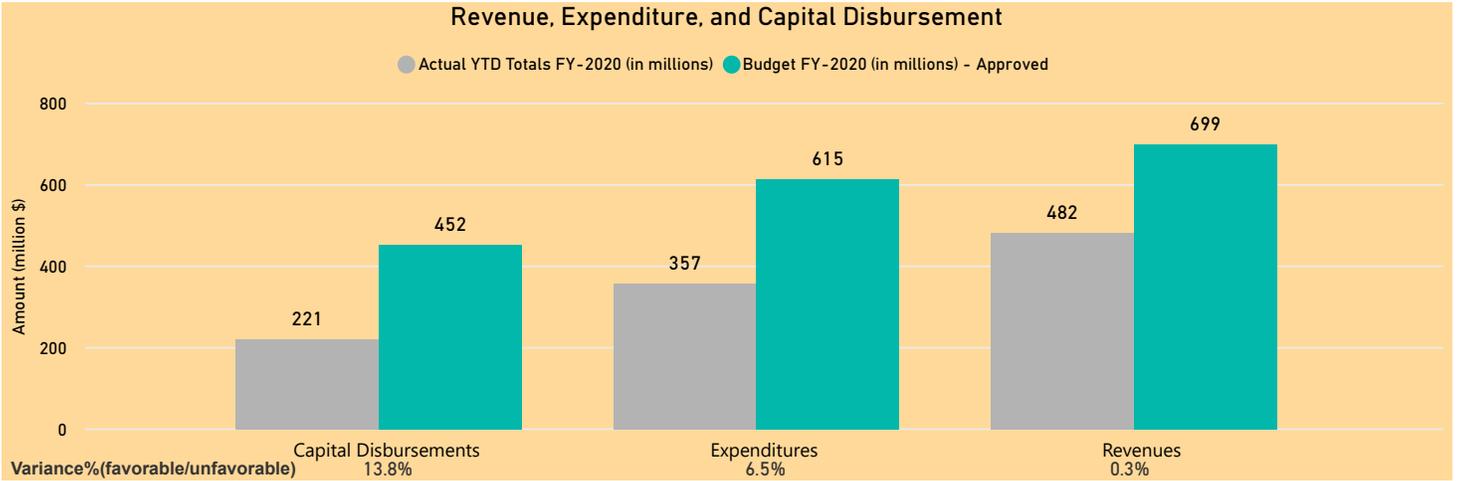
### Administration Highlights

#### Employee Lost Time Incidence Rate

0.50%

## FINANCIAL HIGHLIGHTS

### Financial Performance Summary

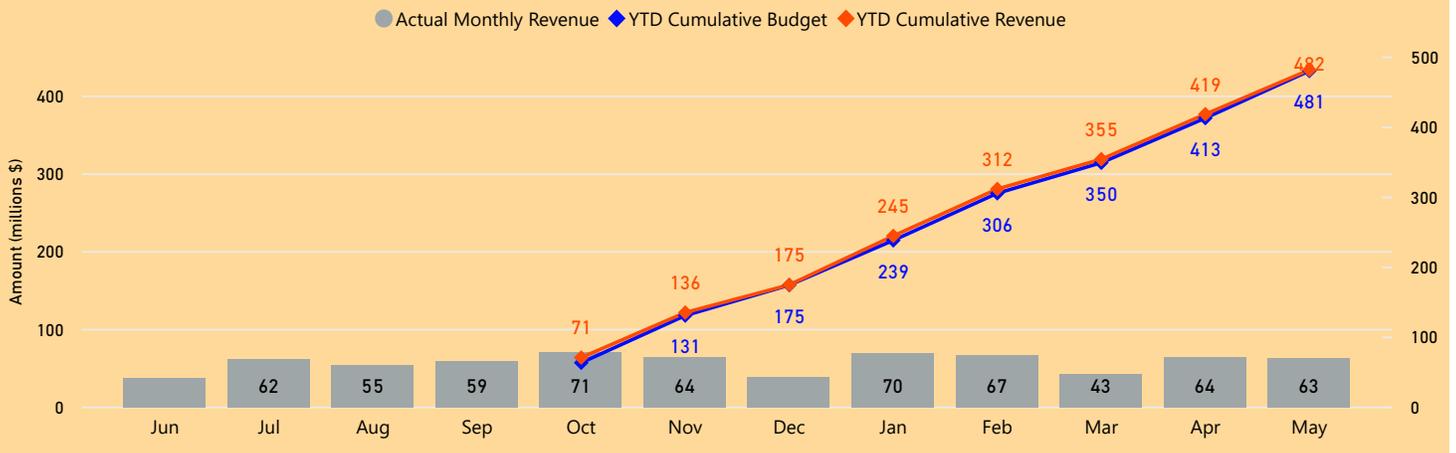


**Net cash to date for May was above budget by \$51.9 Million**

## FINANCIAL HIGHLIGHTS

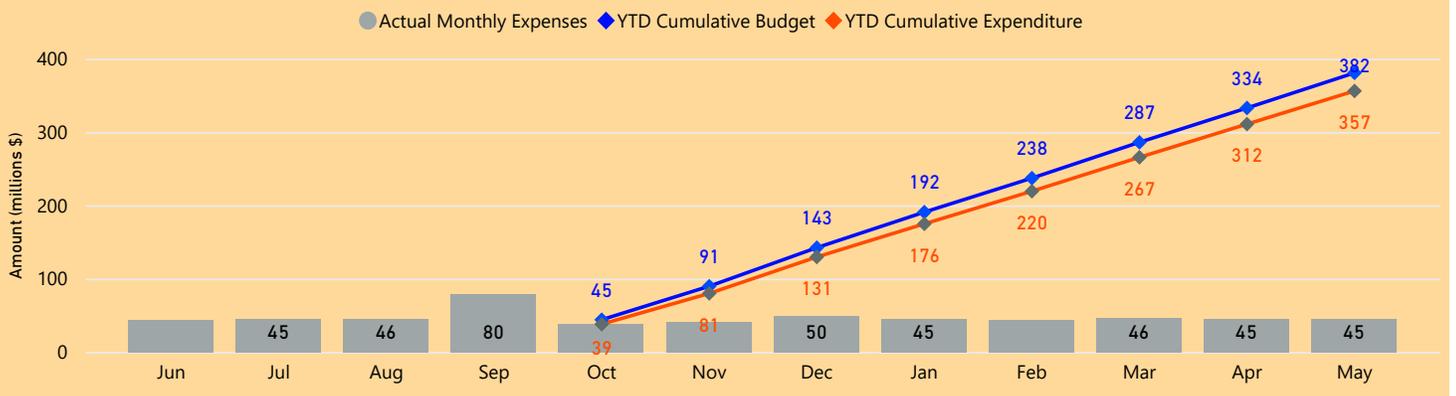
### Revenues & Operating Expenses

#### Operating Revenues



Revenue to date for May was above budget by \$1.5 Million

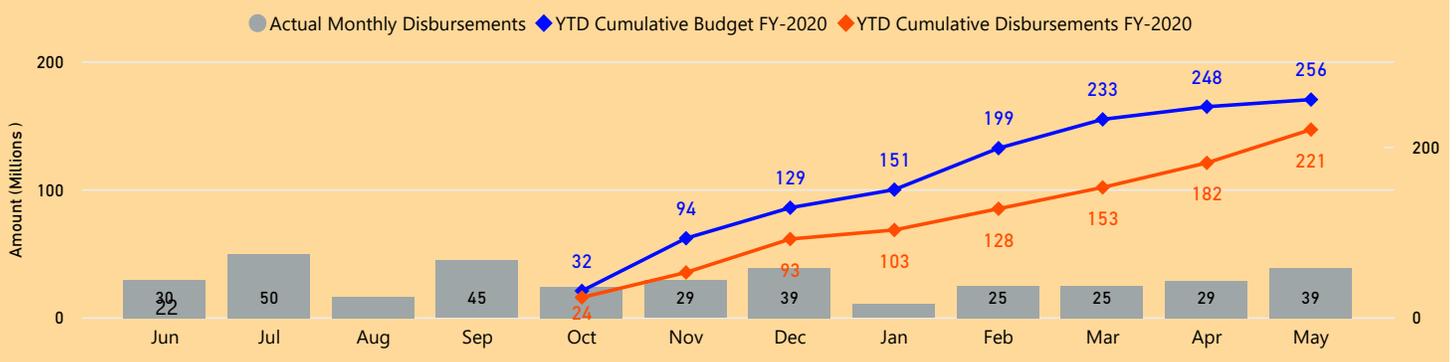
#### Operating Expenses



Expenditure to date for May was below budget by \$24.7 Million

### Capital Spending

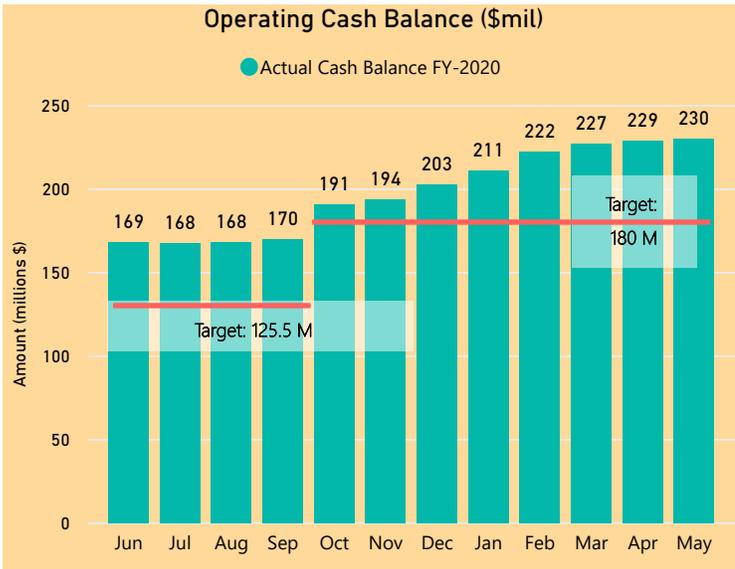
#### Capital Disbursement



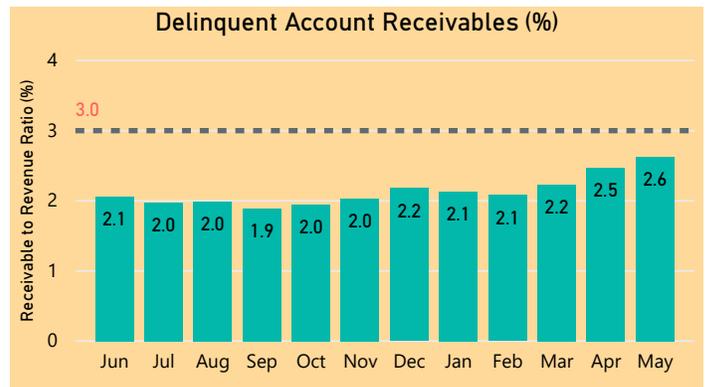
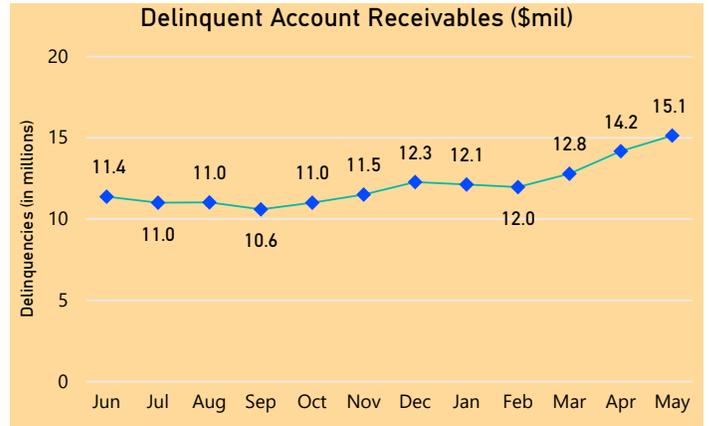
Disbursements to date for May was below budget by \$35.2 Million. YTD spending reflects comparison to the revised budget.

## FINANCIAL HIGHLIGHTS

### Operating Cash & Receivables

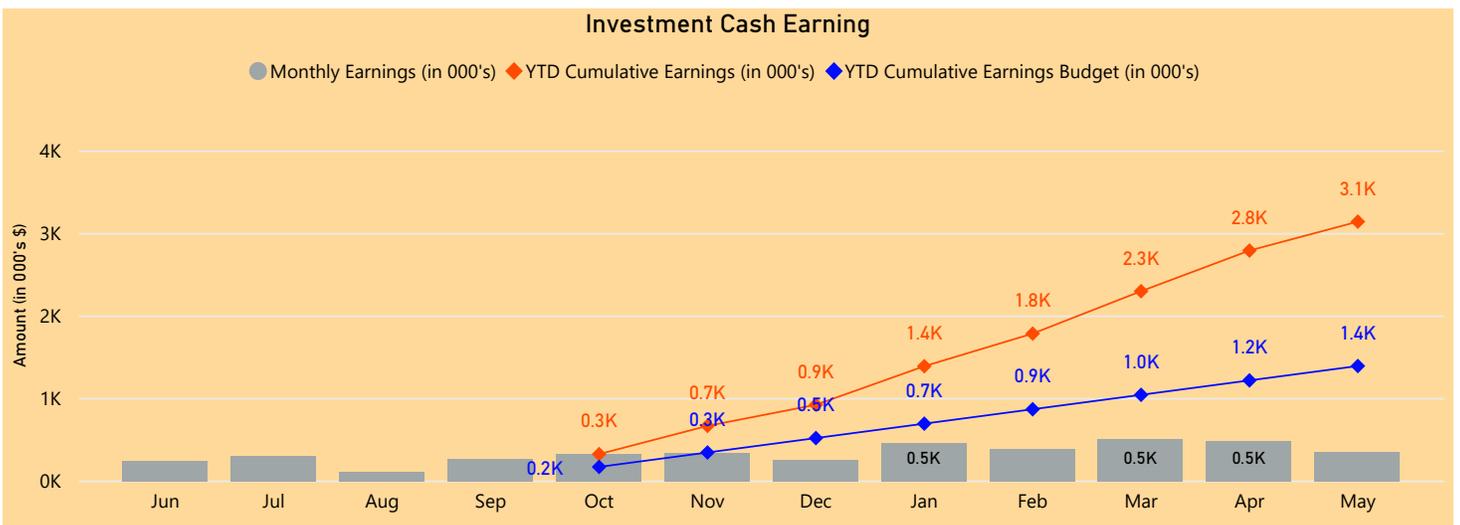


Cash Balance for May was above target by \$49.9 million



May Receivables to Revenue Ratio is 2.63, Delinquency is \$15.14 million.

### Investment Earnings

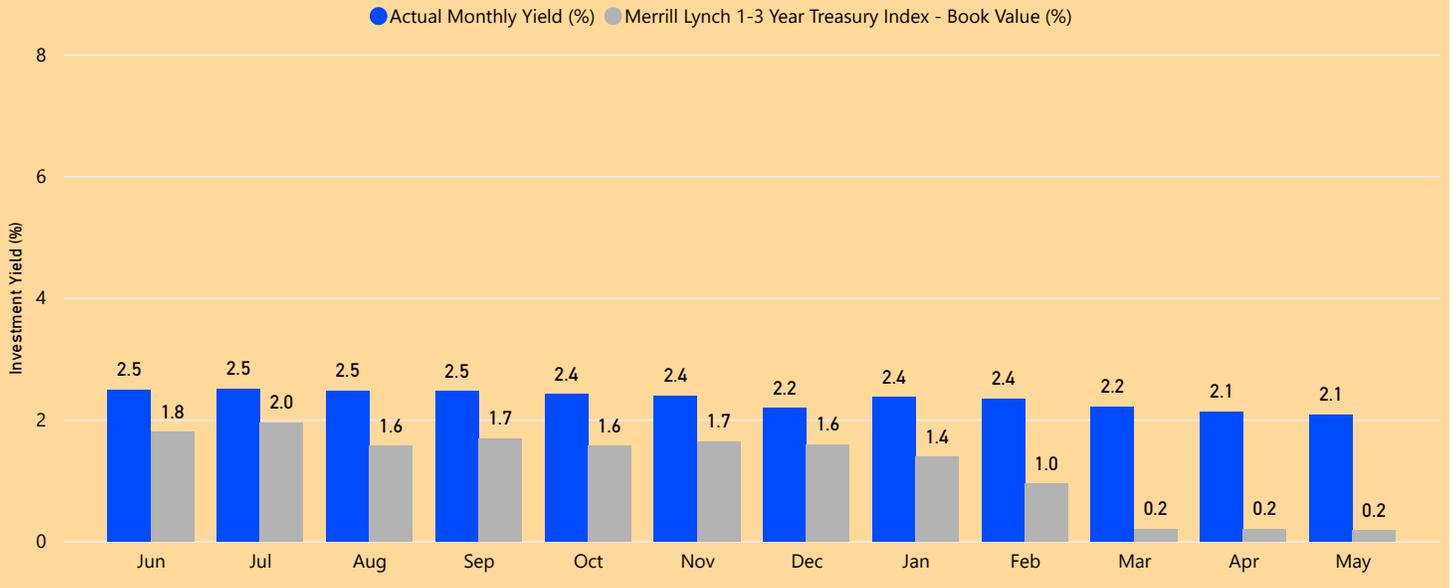


Earnings to date for May were above Projected Budget by \$1,749,569.

## FINANCIAL HIGHLIGHTS

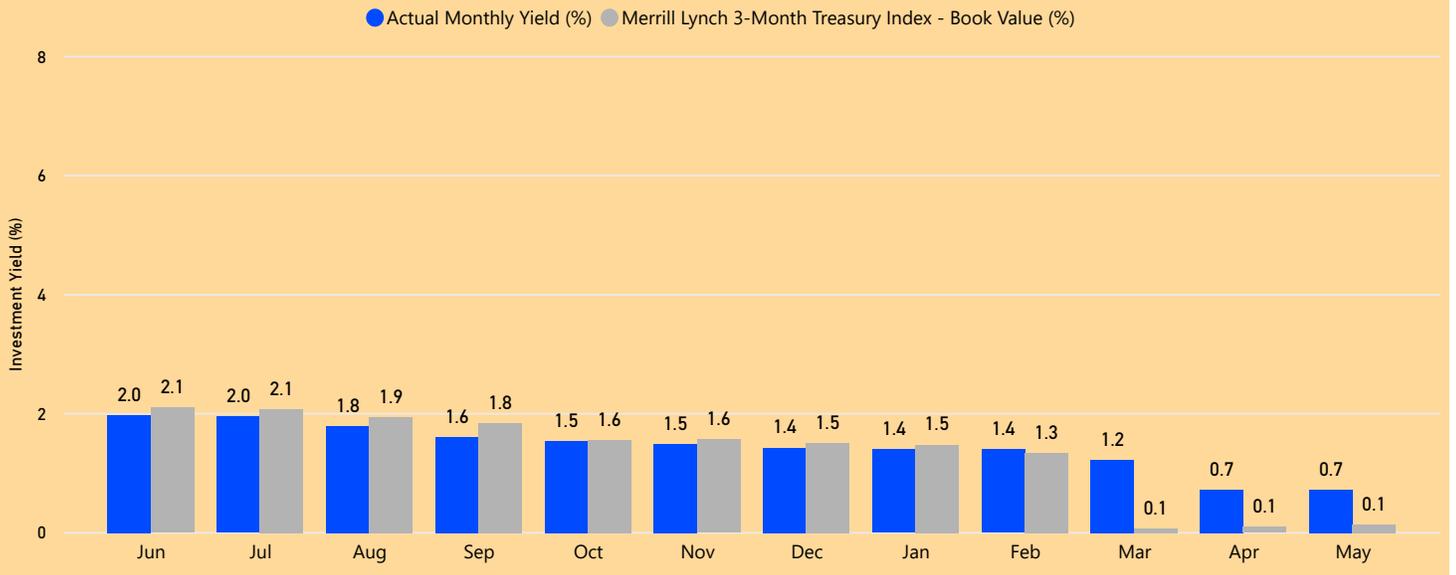
### Investment Yields

#### Core Investment Yield



**Yield for May was more than the treasury index by 1.90%**

#### Short Term Investment Yield

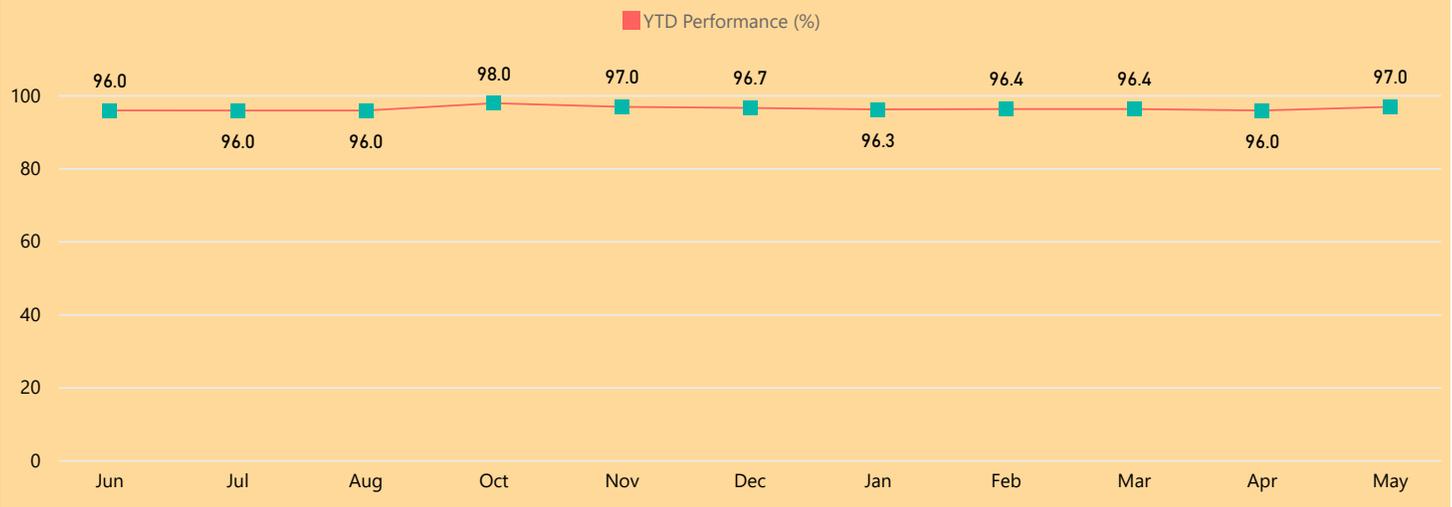


**Short Term Yield for May was more than the Merrill Lynch yield by 0.58%**

## FINANCIAL HIGHLIGHTS

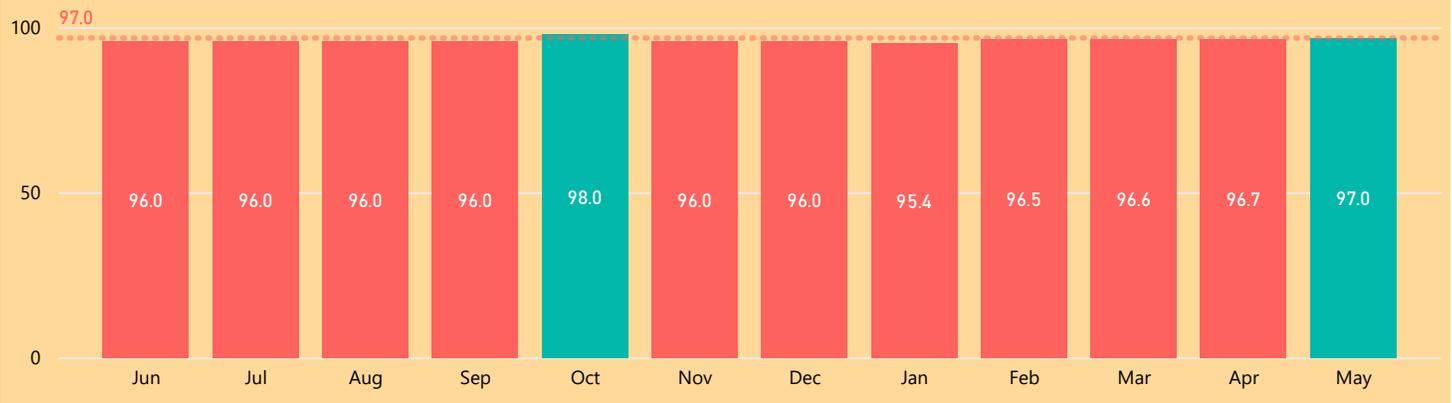
### Vendor Payments

#### YTD Performance



#### Monthly Performance (%)

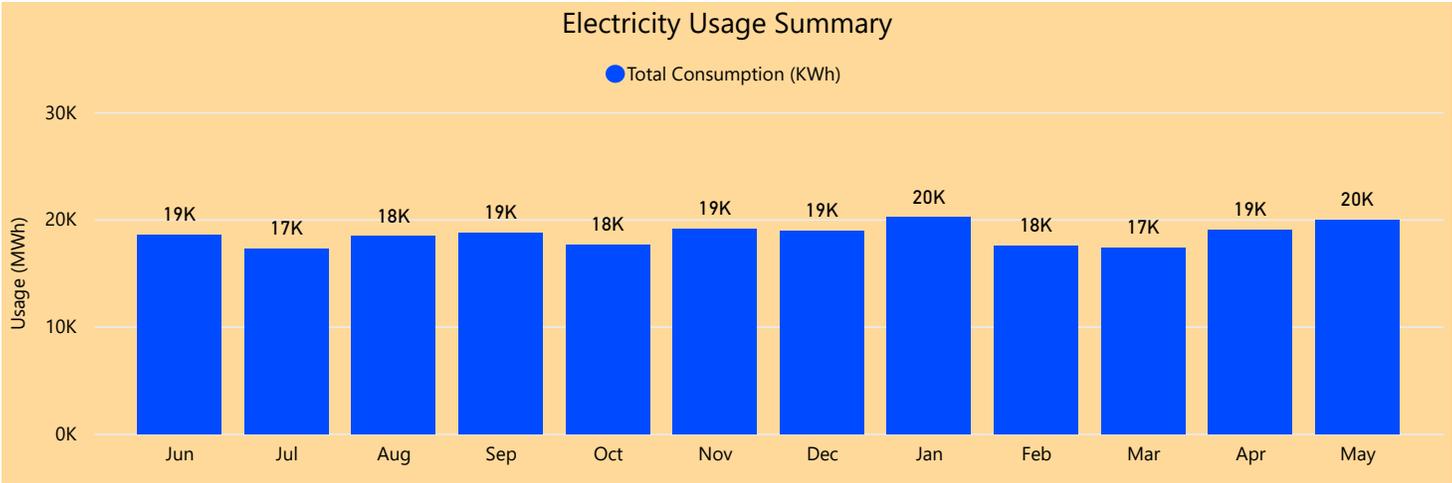
Target: 97%



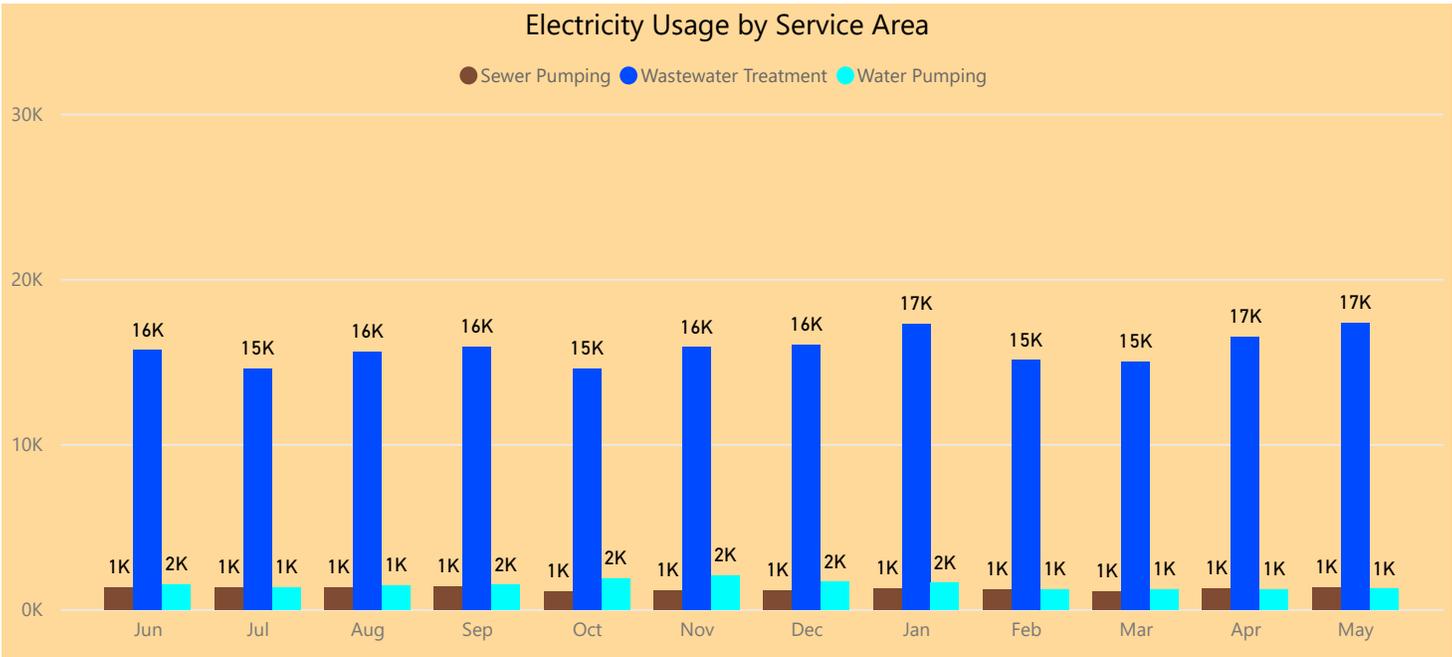
**Performance for May was equal to the monthly target**

**OPERATIONS AND ENGINEERING**

**Energy Consumption**



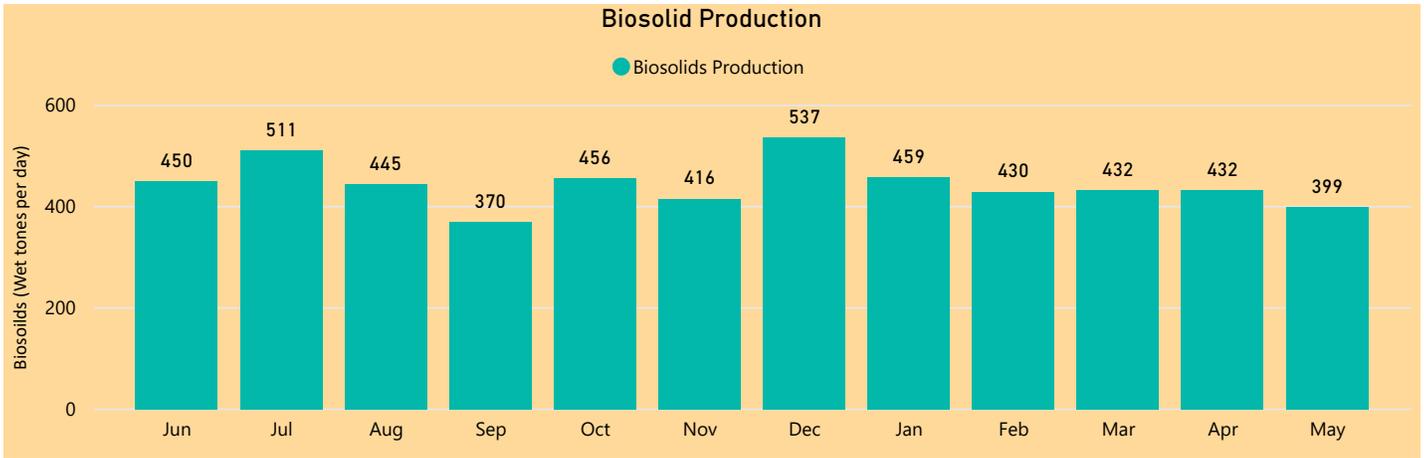
Electricity consumption in May 2020 was 19974 KWh.



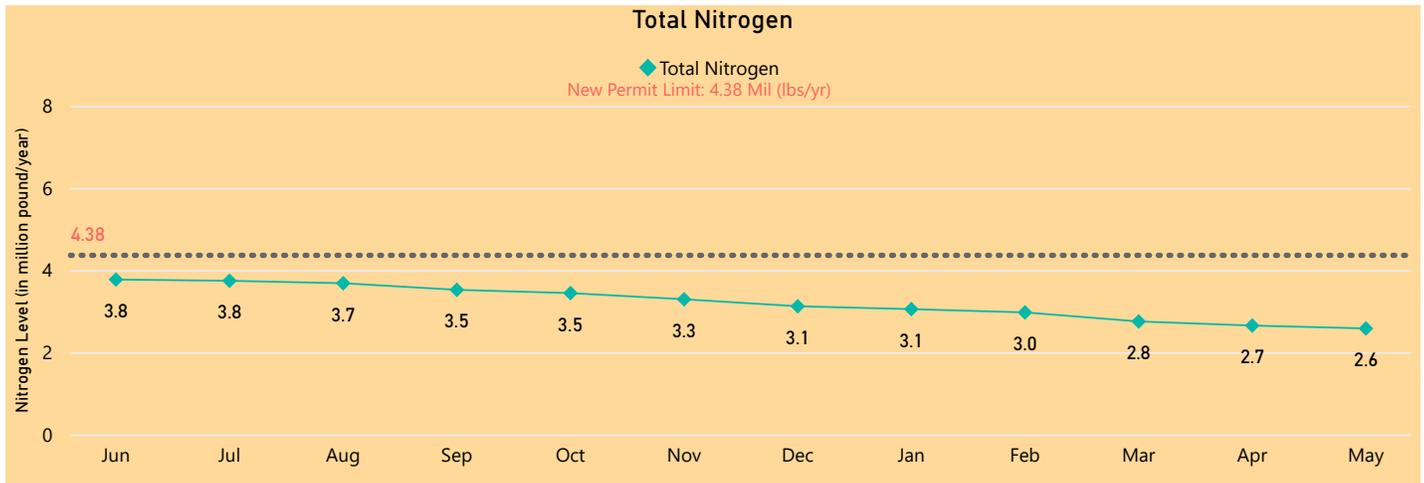
Wastewater treatment has the highest electricity consumption in May 2020 at 17345 KWh.

## OPERATIONS AND ENGINEERING

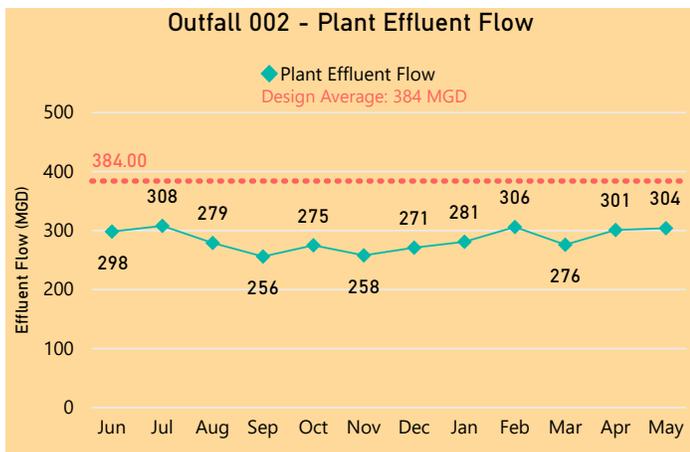
### Wastewater Treatment



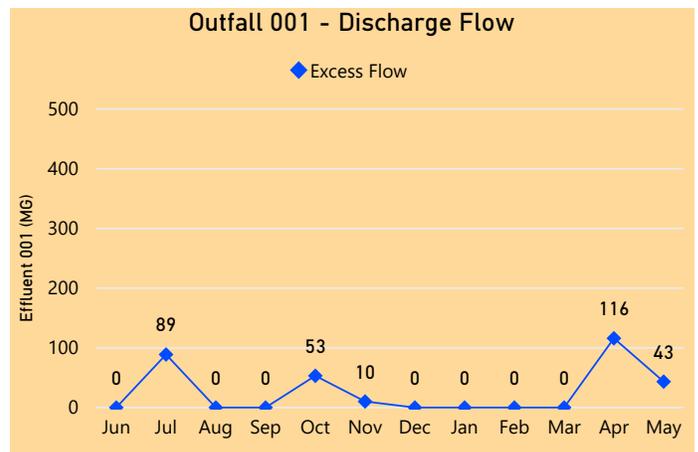
Biosolids daily production for May 2020 was 398.91 wet ton per day.



Nitrogen level for May 2020 was below permit by 1.78 million lbs/yr.



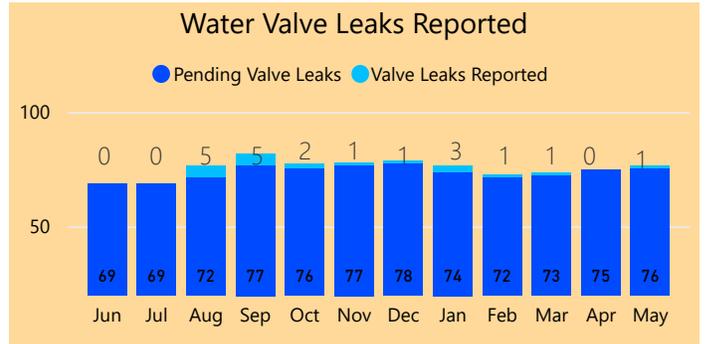
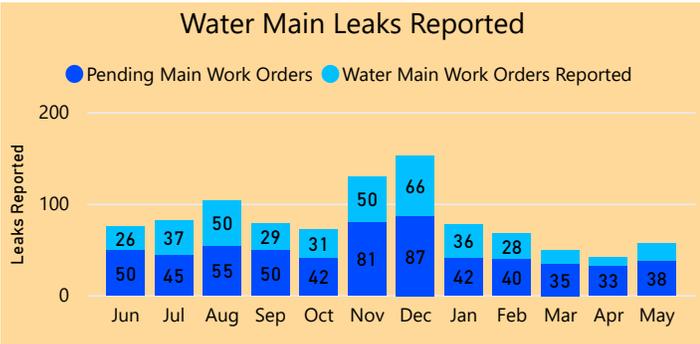
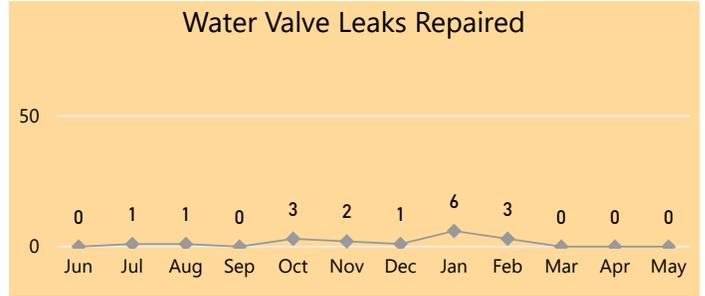
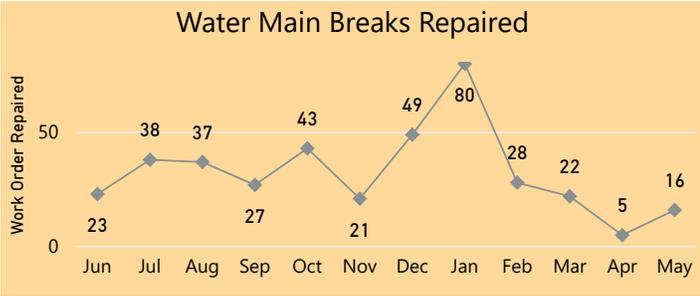
In May 2020 effluent flow was below permit by 80 MGD.



Excess flow events were recorded at 43.38 MG in May 2020.

**OPERATIONS AND ENGINEERING**

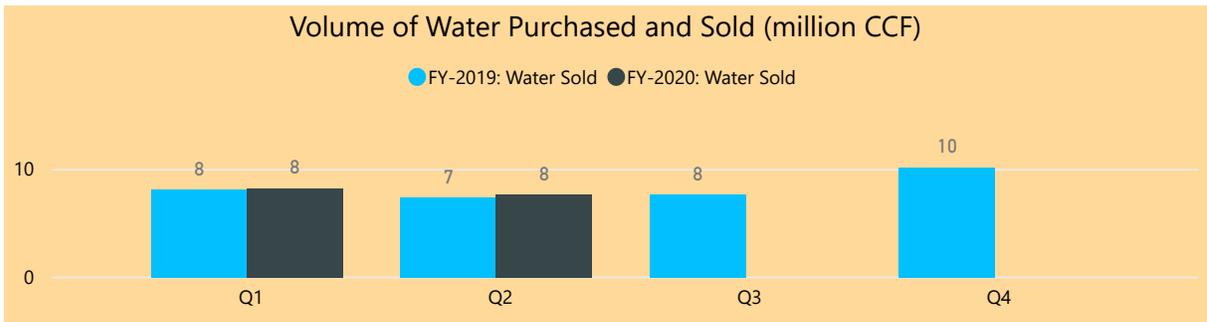
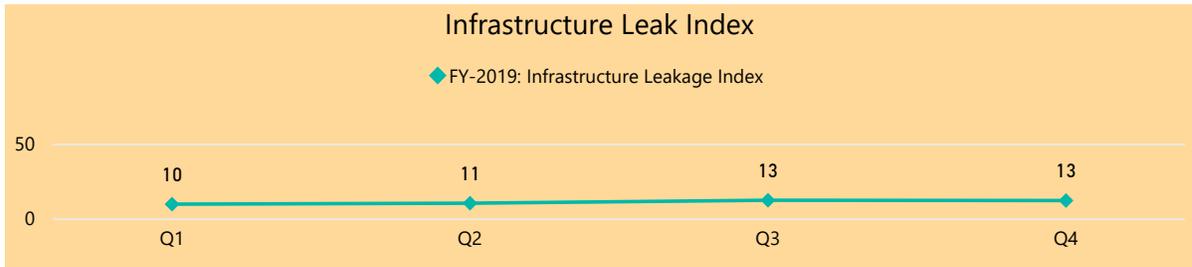
**Water Distribution Operations**



There were 19 Water Main Work Orders reported in May.

1 leak was reported in May.

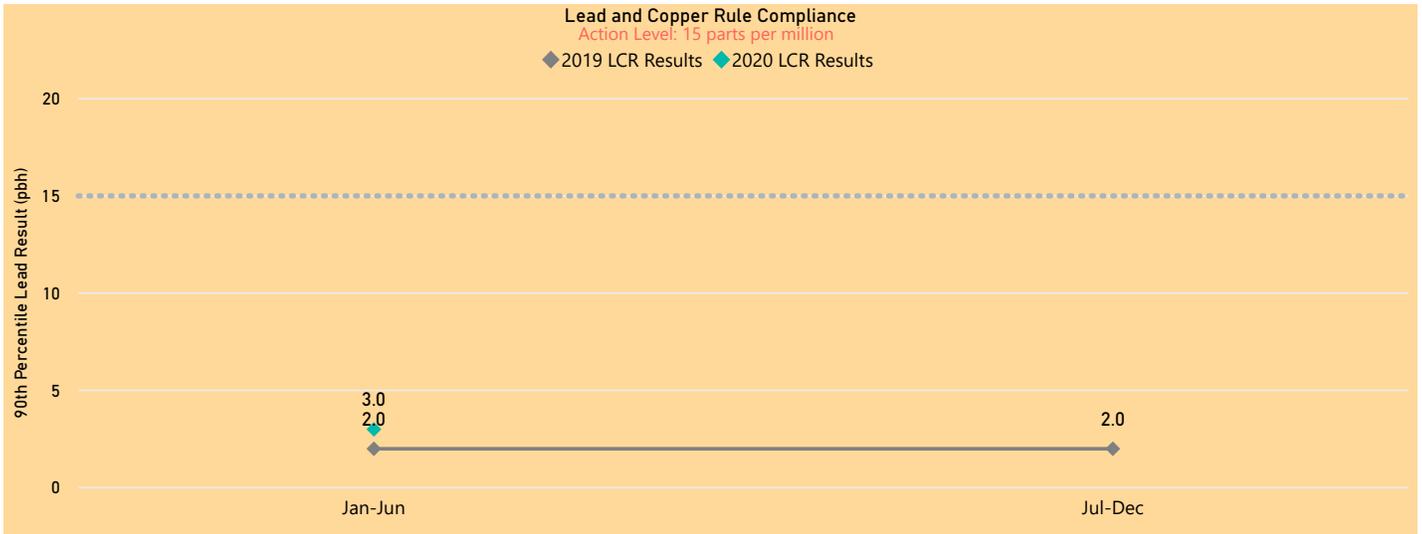
**Water Balance**



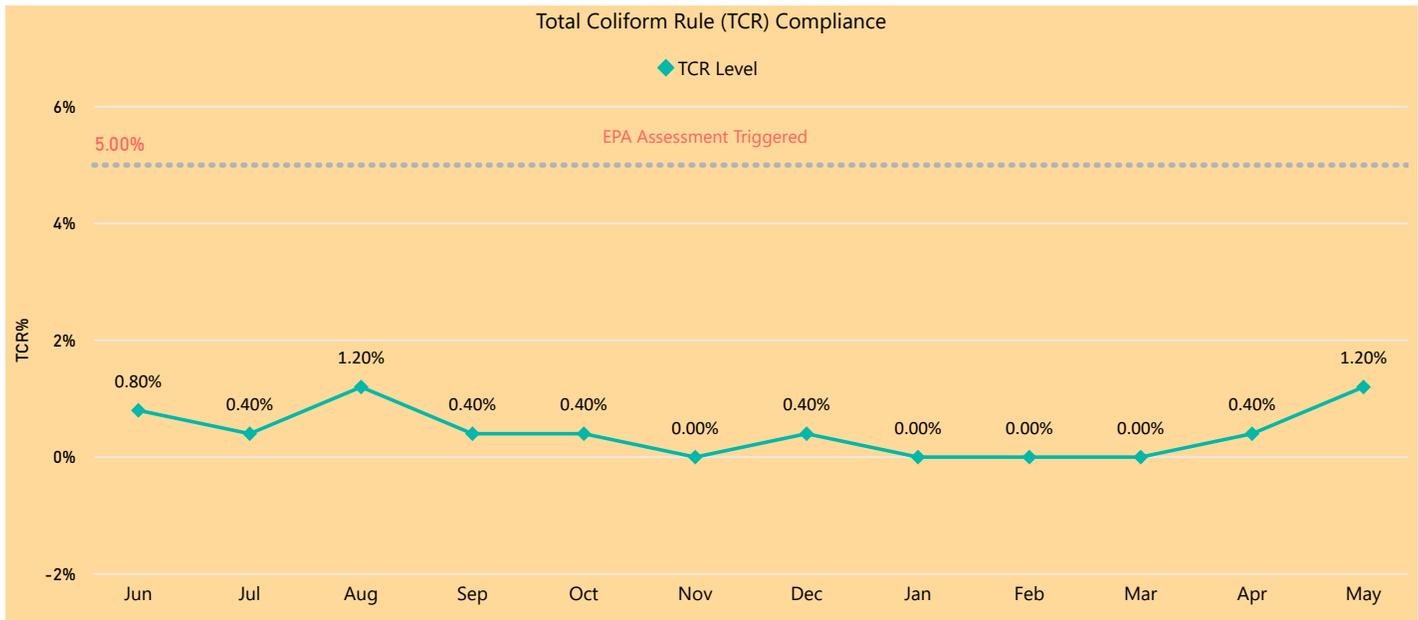
In the 2nd quarter of FY 2020, 7.73 out of 10.45 million cubic feet of water was sold

## OPERATIONS AND ENGINEERING

### Drinking Water Quality



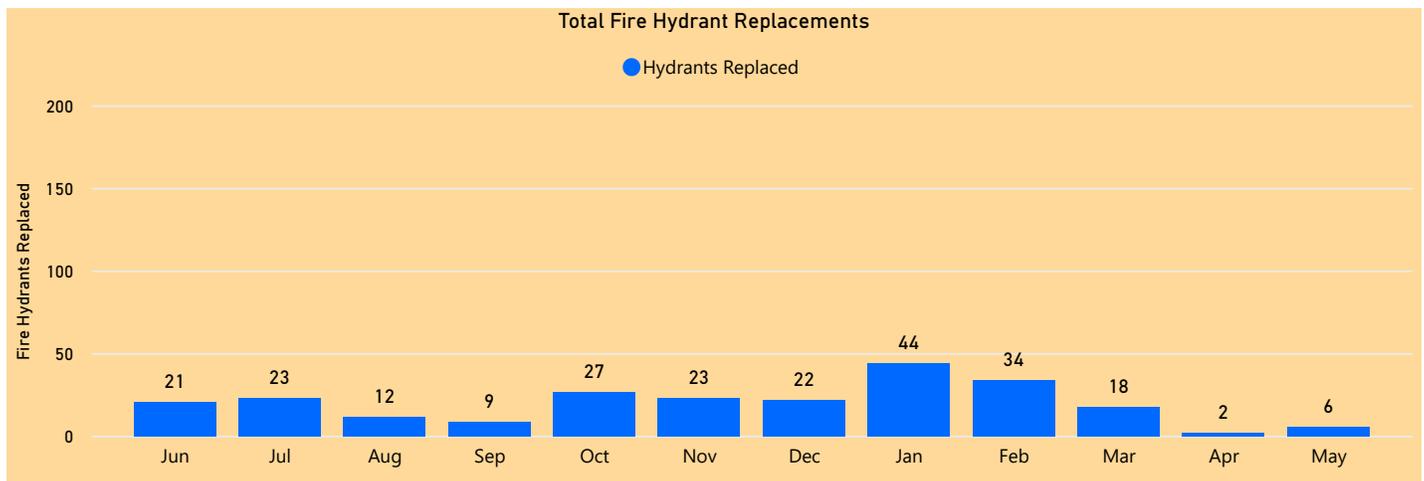
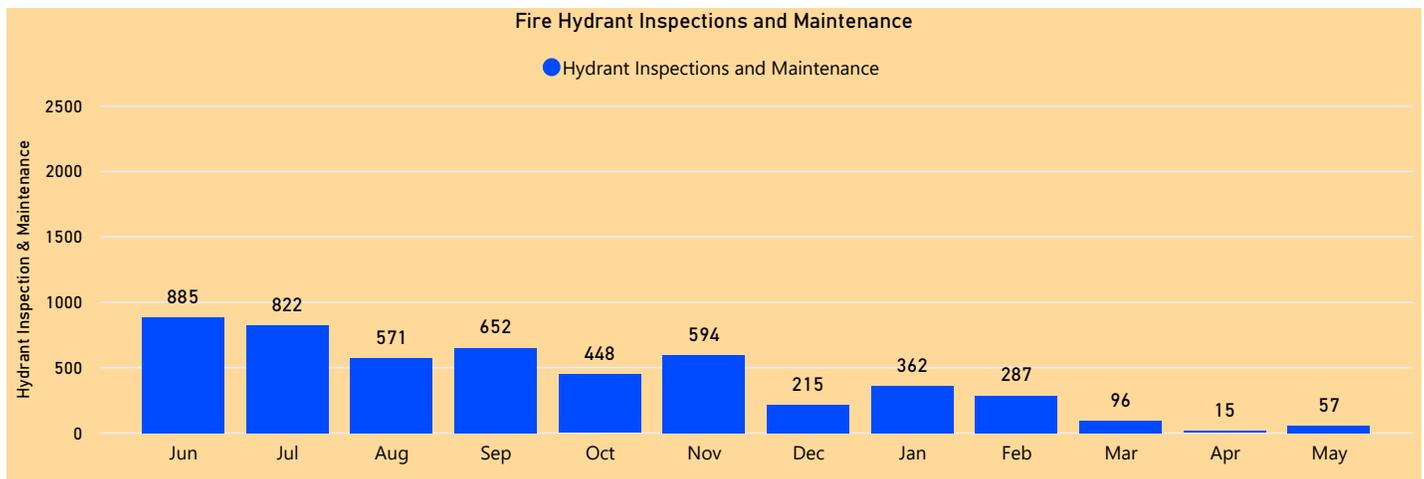
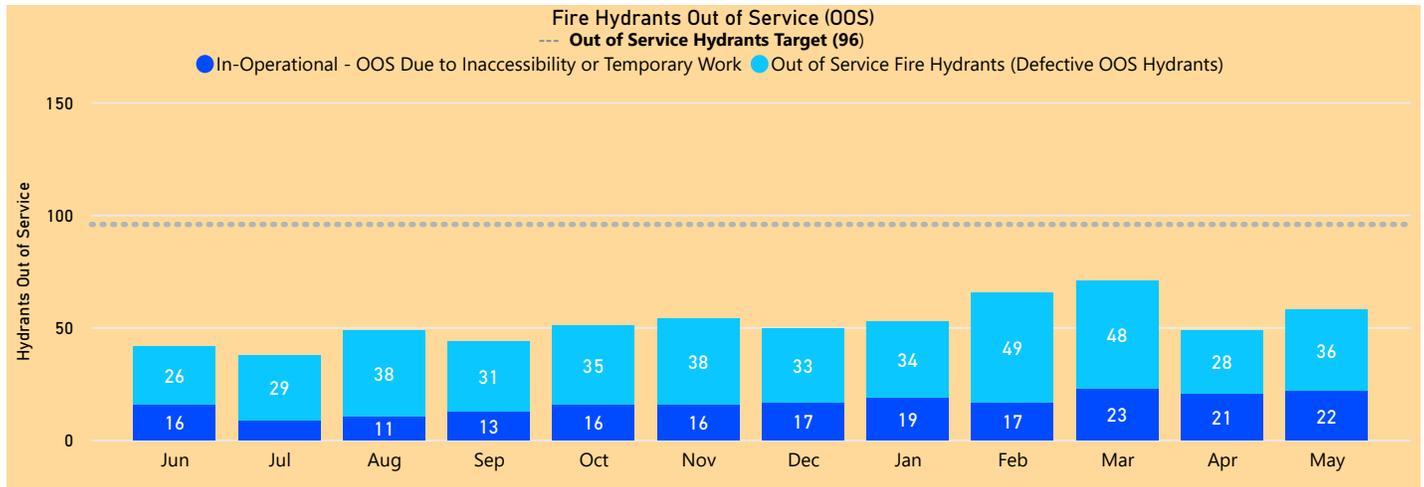
90th percentile for 1st semester 2020 is 2.7 ppb



Coliform Positive was recorded at 0.012% for May 2020

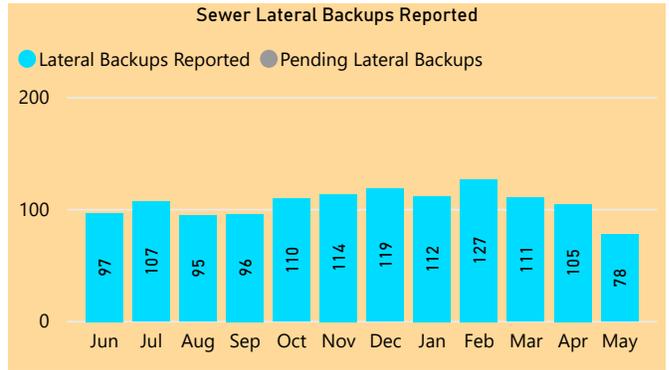
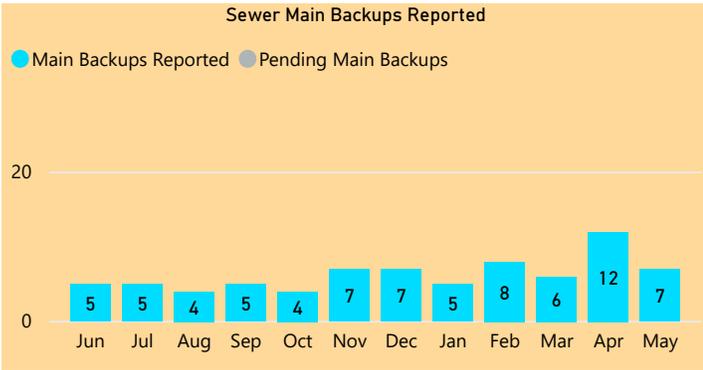
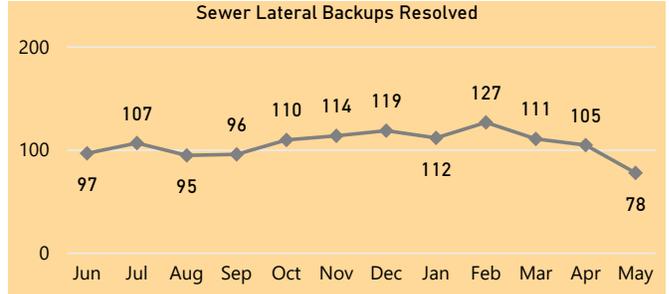
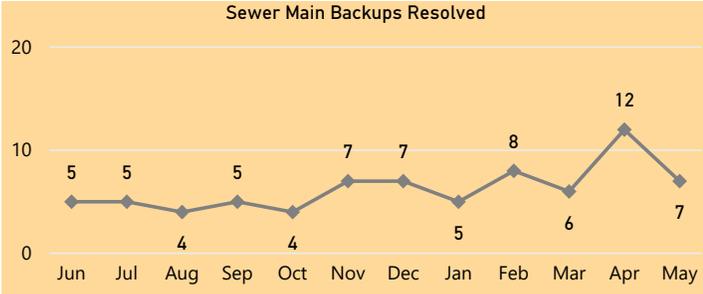
## OPERATIONS AND ENGINEERING

### Fire Hydrants



## OPERATIONS AND ENGINEERING

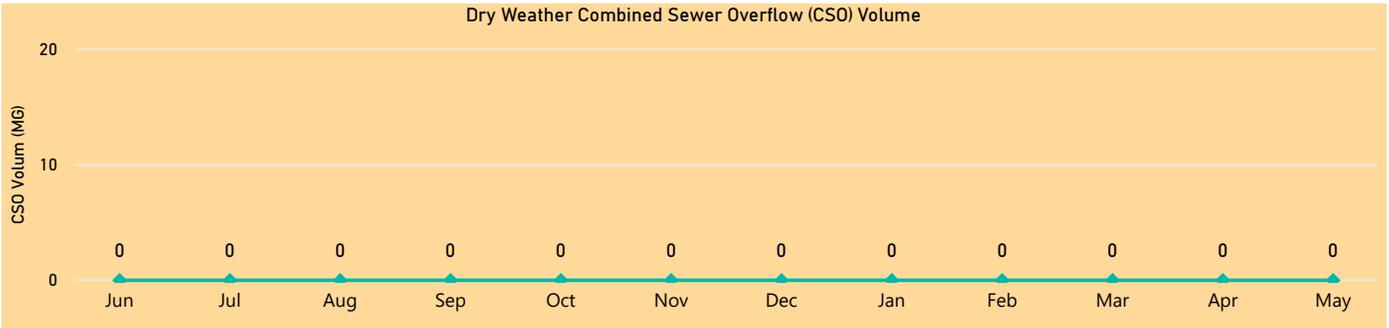
### Sewer System Operations



0 pending main backup(s) reported

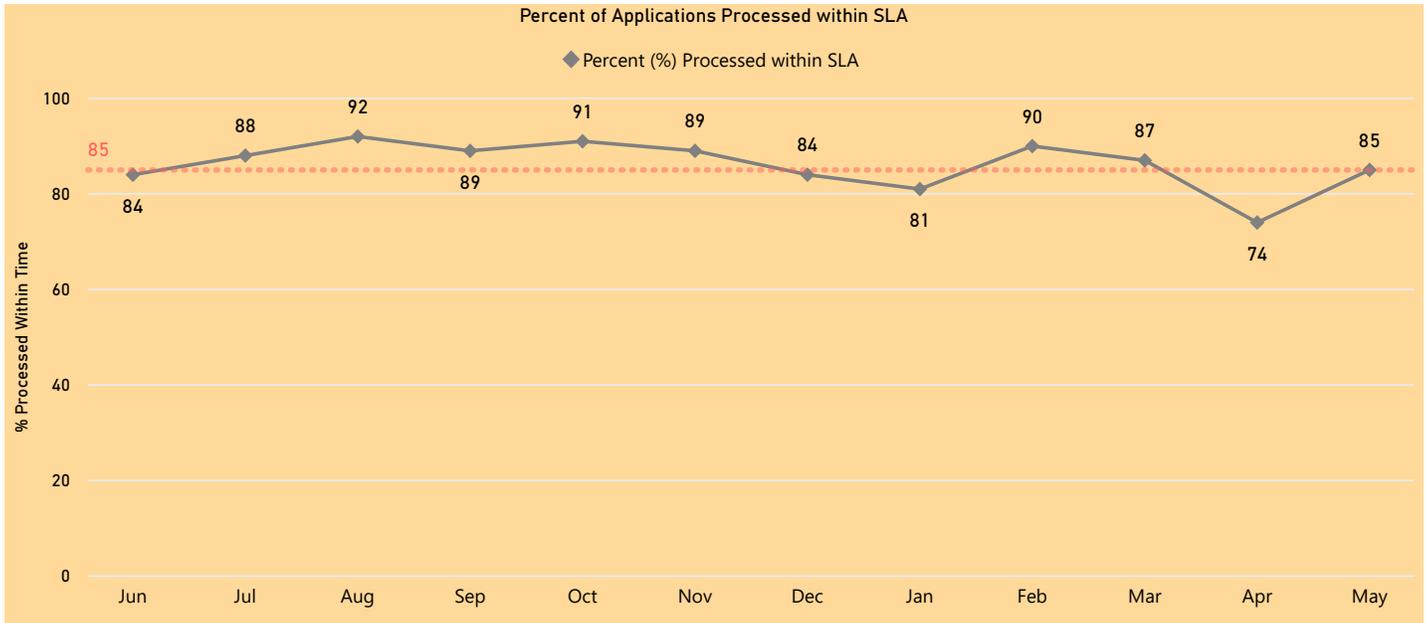
0 pending lateral backup(s) reported

### Combined Sewer System

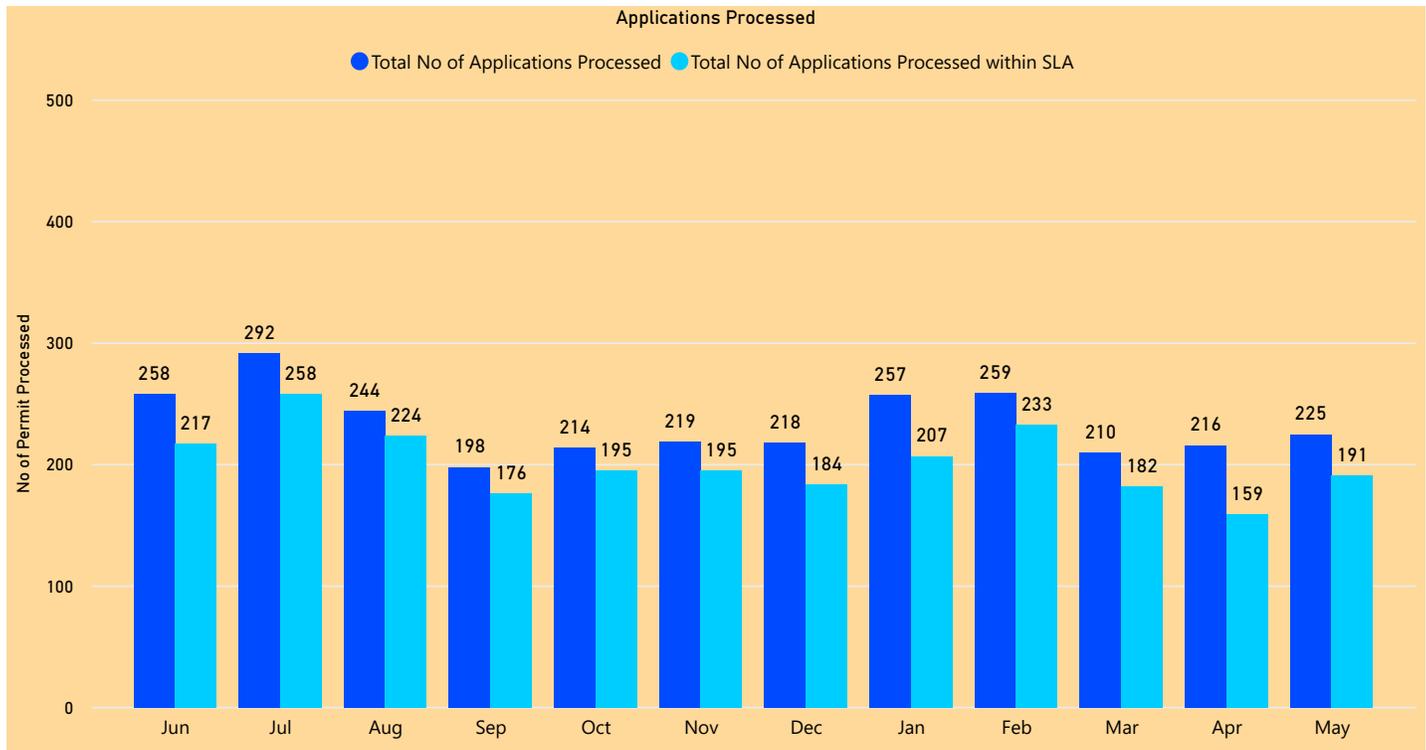


## OPERATIONS AND ENGINEERING

### Permit Processing

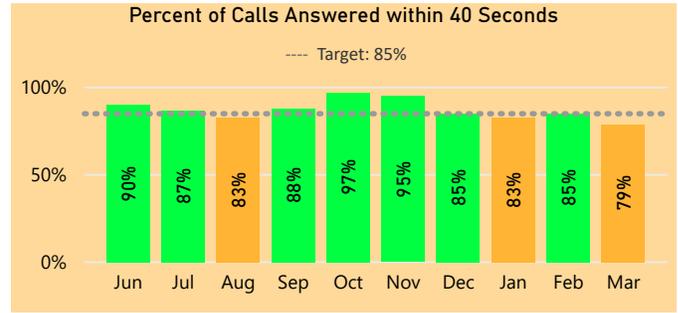
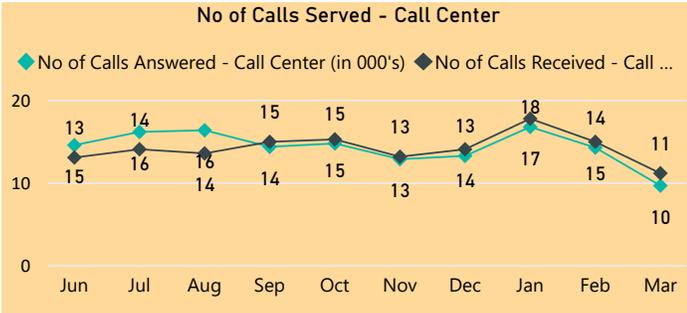


Permits processed in May 2020 were 0% below the SLA target 85%



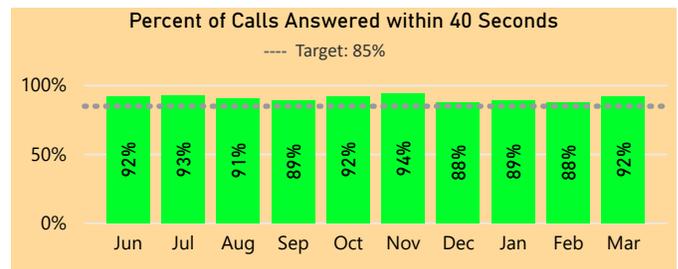
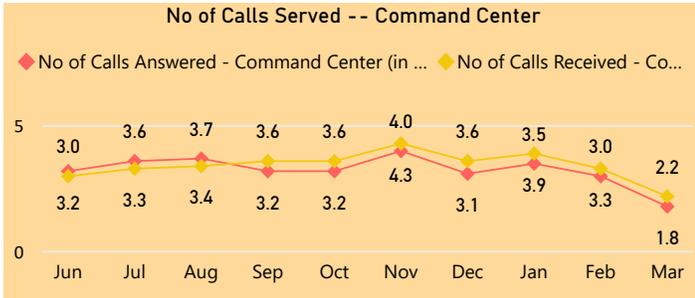
## CUSTOMER EXPERIENCE

### Customer Care - Call Center Performance



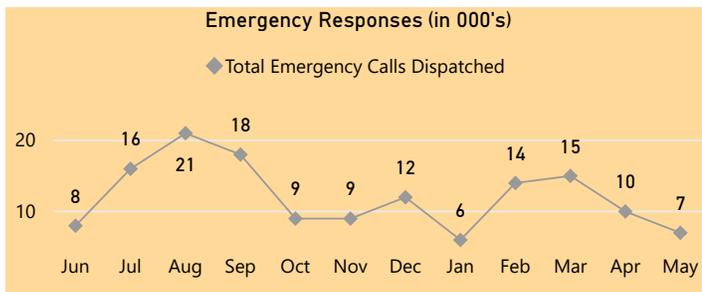
No statistical data available through telework telephony system in May.

### Customer Care - Command Center Performance



No statistical data available through telework telephony system in May.

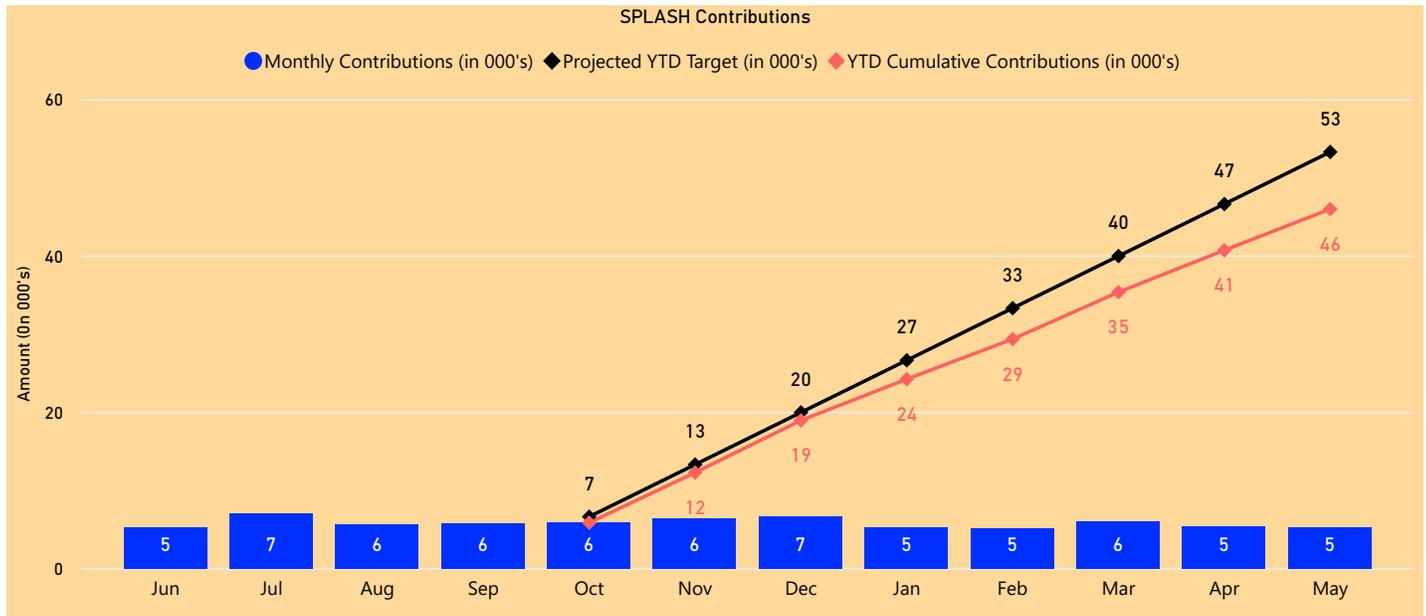
### Customer Care - Emergency Response Time



Performance for May 2020 was above target by 10...

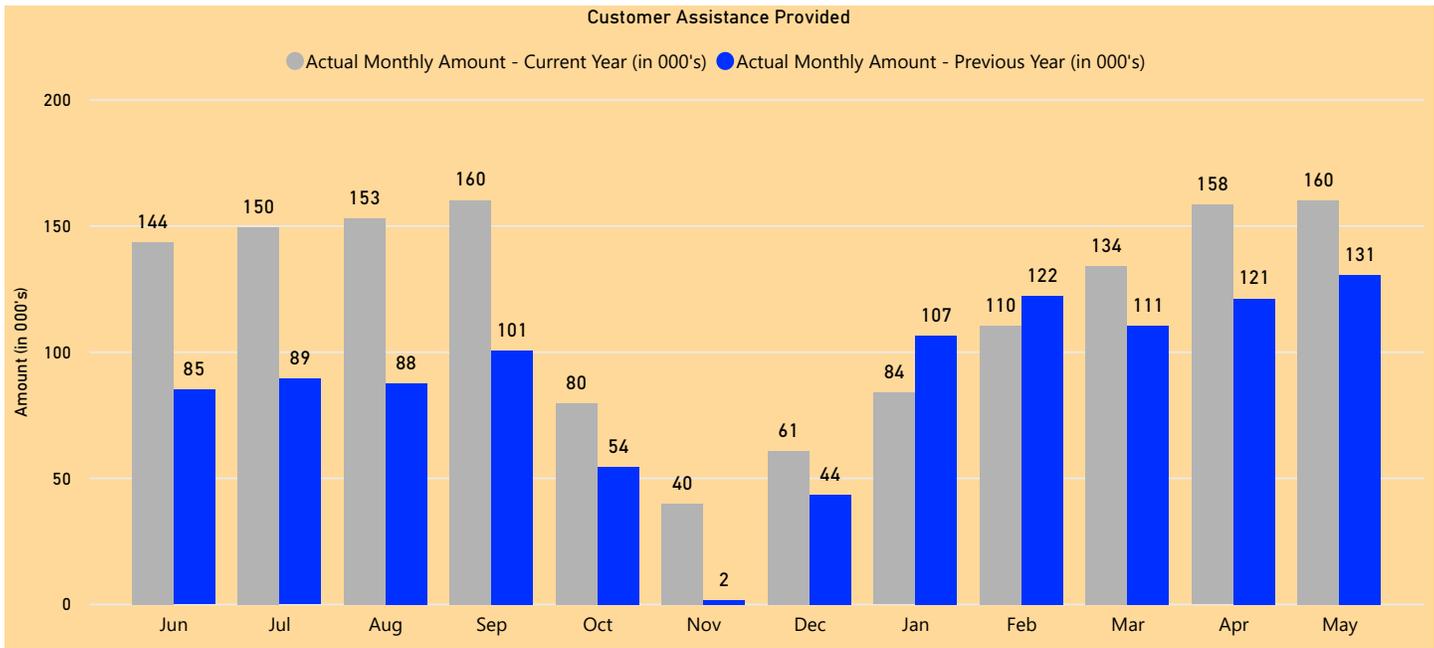
## LOW INCOME ASSISTANCE PROGRAM

### SPLASH Program



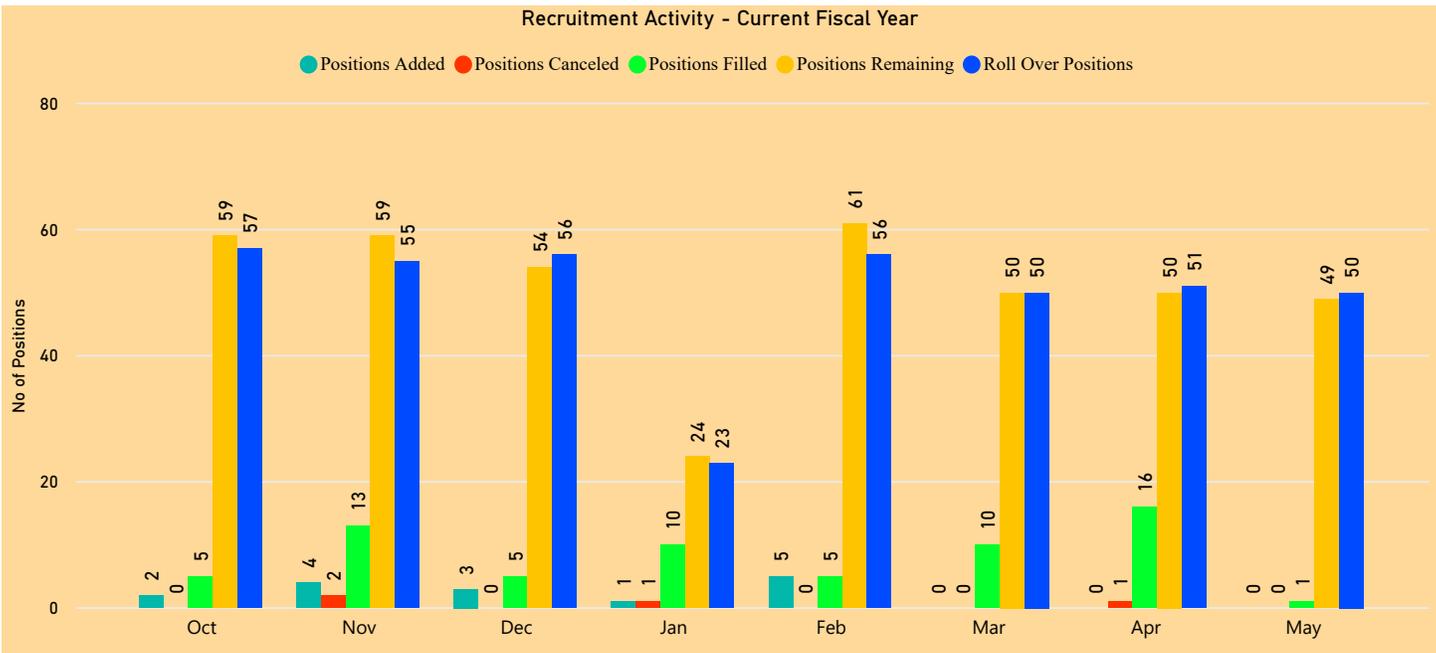
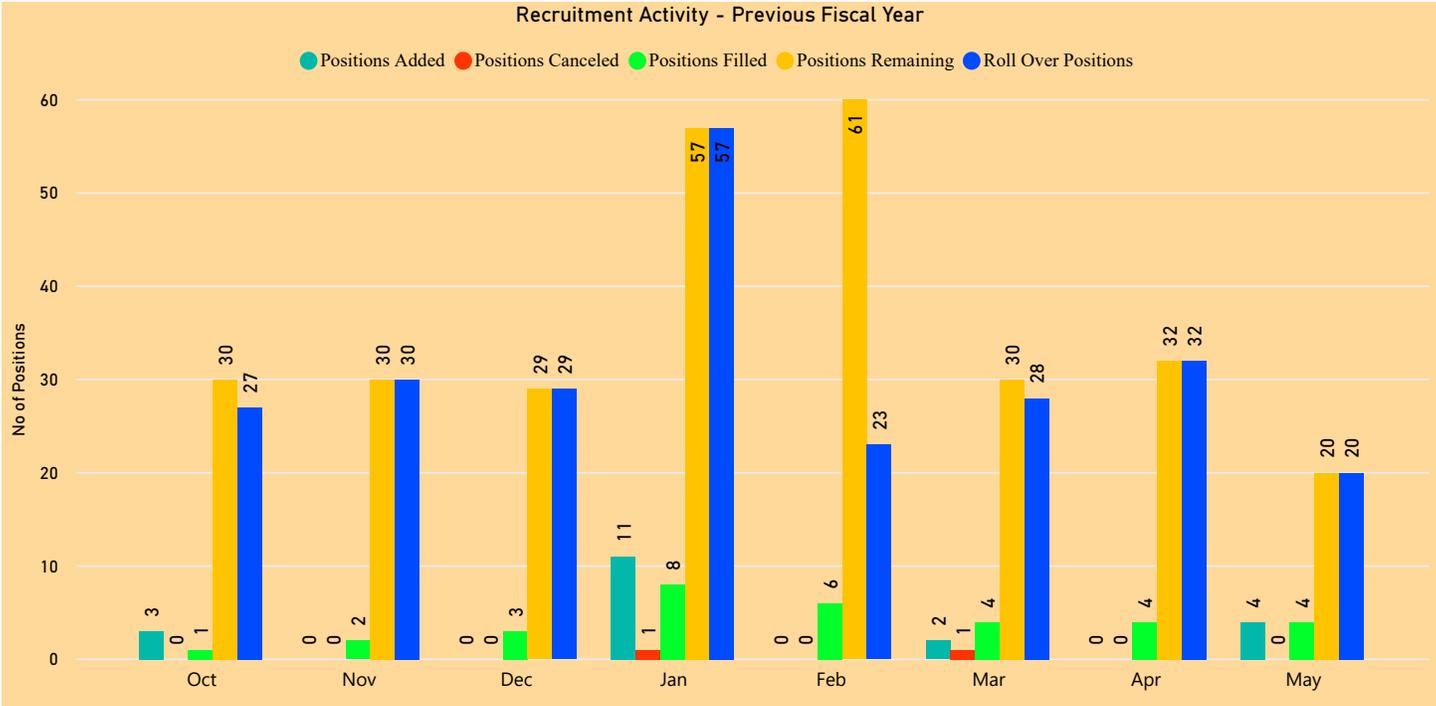
Total SPASH contribution to date for May 2020 was under target by \$7300.

### Customer Assistance Program (CAP)



**PEOPLE AND TALENT**

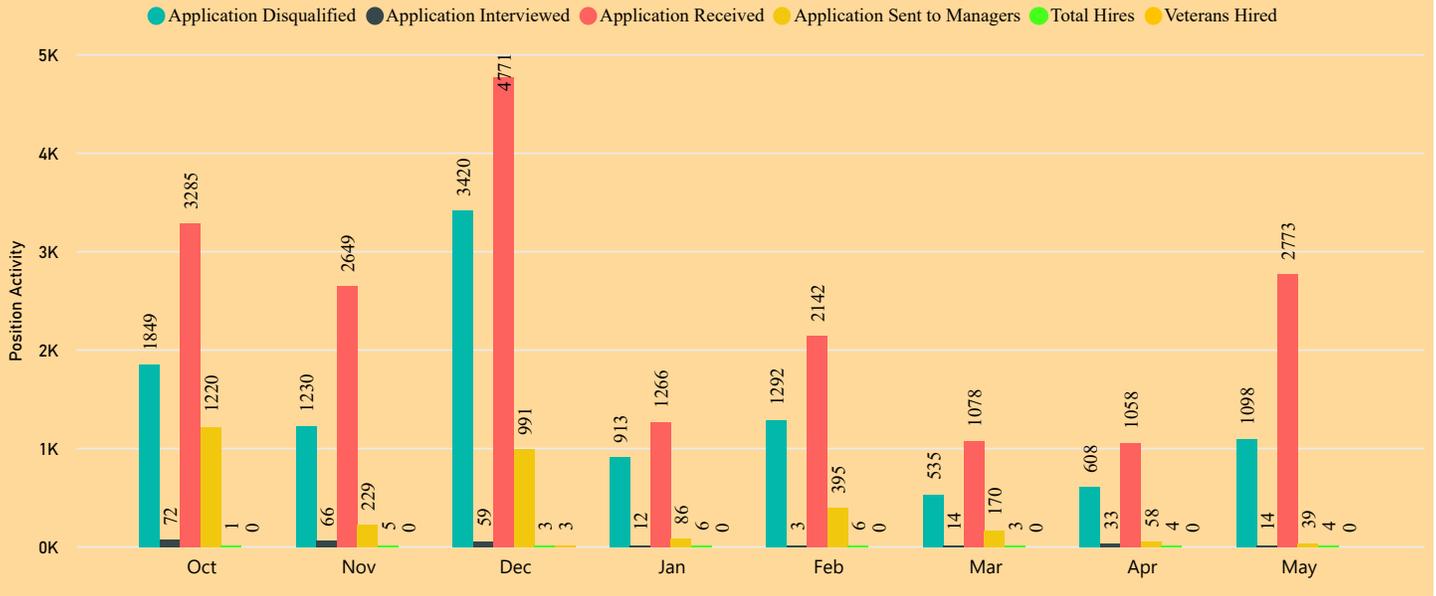
**Human Resources**



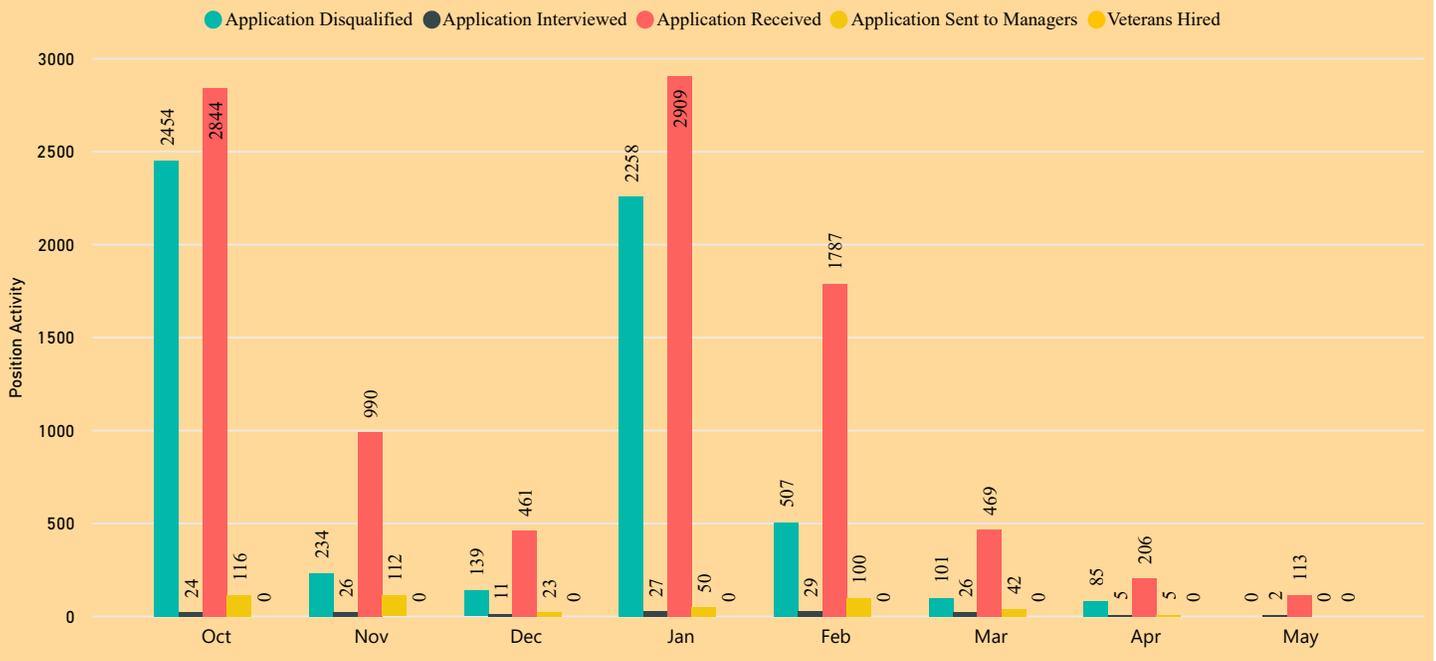
**PEOPLE AND TALENT**

**Human Resources**

**Recruitment Performance Metric - Previous Fiscal Year**

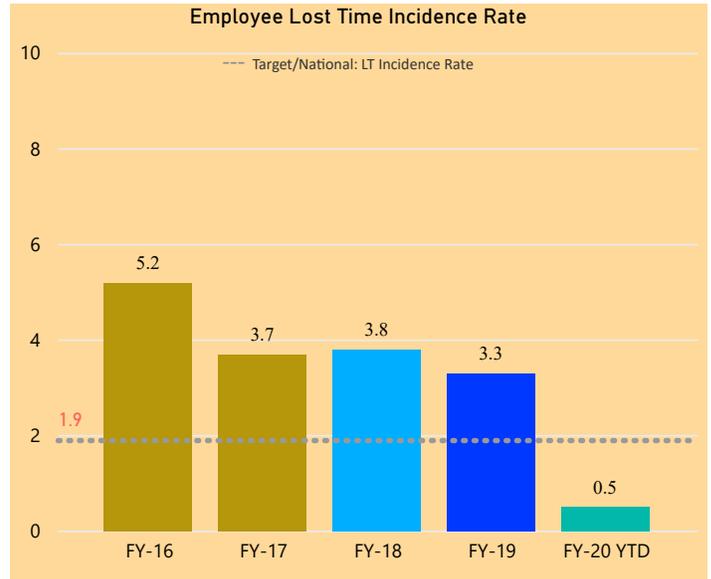
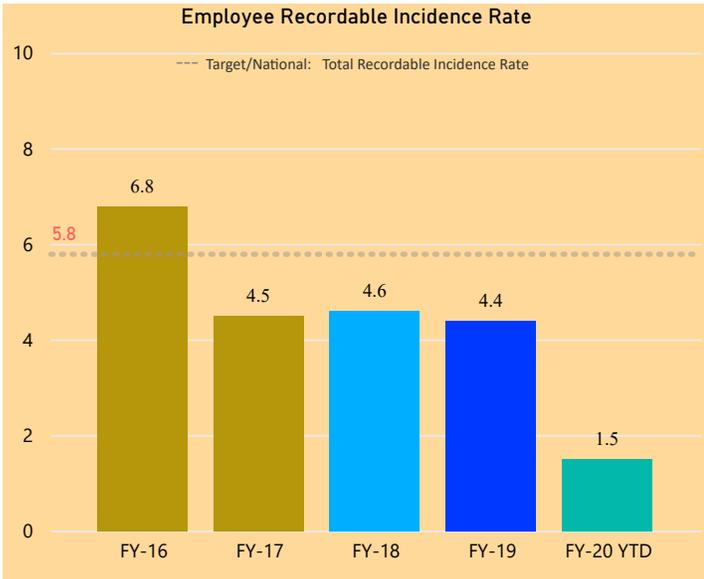


**Recruitment Performance Metric - Current Fiscal Year**



**ADMINISTRATION**

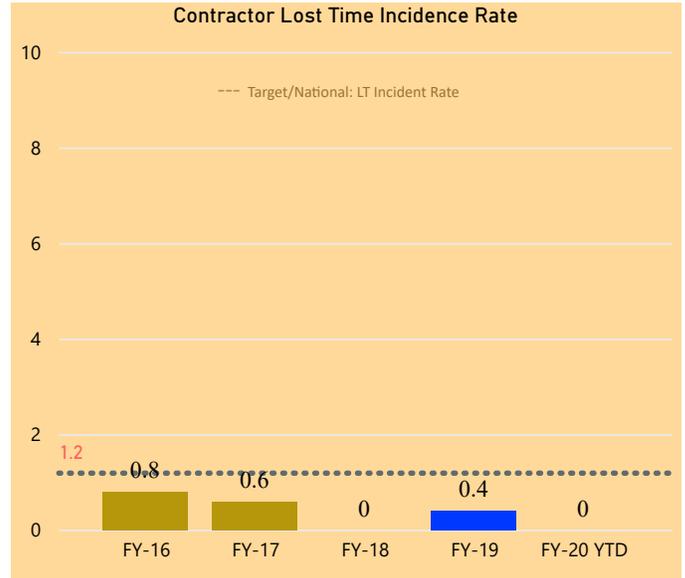
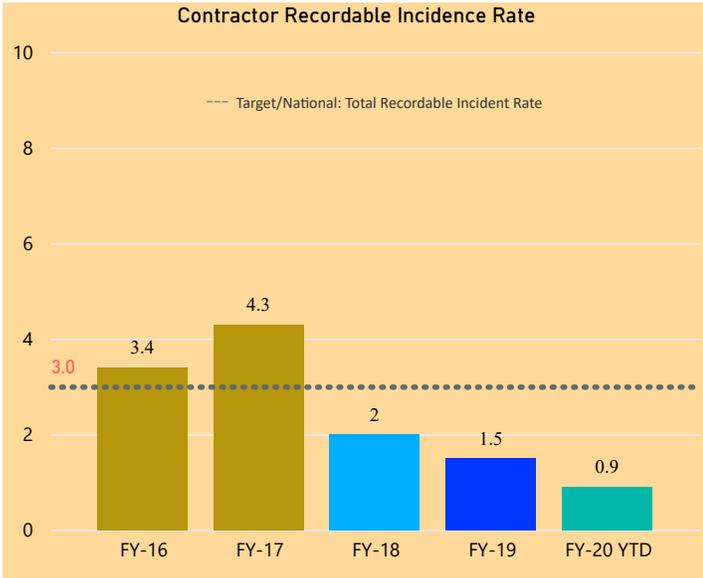
**Safety**



**There have been 6 lost time incidents in FY 2020 YTD.**

**ADMINISTRATION**

**Safety**



**There have been 0 lost time incidents in FY 2020 YTD.**

**INTERPRETATION OF CHARTS:**

**FINANCIAL HIGHLIGHTS**

---

**Revenue, Expenditure, Capital Disbursement**

- Bulls eye shows the variance for YTD budget against actual for revenues, expenditures and capital disbursements
- Bar graph shows **total** for the fiscal year budgeted(grey)-revenues, expenditures and capital disbursements against YTD actual(blue)
- Horizontal line graph shows a YTD progress analysis as compared to the previous year

**Net Operating Cash**

- Bar graph shows monthly net operating cash provided/used
- Line graph denoted by (Δ) compares YTD actual against budget (O). This element is dynamically color coded\*

**Operating Revenues**

- Bar graph shows monthly operating revenues
- Line graph denoted by (Δ) compares YTD revenue against budget (O). This element is dynamically color coded\*

**Operating Expenses**

- Bar graph shows monthly operating expenses
- Line graph denoted by (Δ) compares YTD expenditure against budget (O). This element is dynamically color coded\*\*

**Capital Disbursements**

- Bar graph shows monthly capital disbursements
- Line graph denoted by (Δ) compares YTD disbursements against budget (O). This element is dynamically color coded\*\*

**Operating Cash Balance**

- Bar graph shows monthly average cash balance compared to the target of \$125 million; indicated by grey dotted line

**Delinquent Account Receivables**

- Bar graph shows monthly Receivables to Revenue ratio against target of 3%; indicated by grey dotted line. This element is dynamically color coded\*\*
- Line graph denoted by (Δ) shows delinquency in actual dollars

**Investment Cash Earnings**

- Bar graph shows monthly investment cash earnings
- Line graph denoted by (Δ) compares the YTD earnings against budget (O). This element is dynamically color coded\*

**Core Investments Yield**

- Bar graph shows the monthly investment yield compared to the monthly target (grey) benchmark as set by the US Treasury Bill. This element is dynamically color coded\*

**Short Term Investment Yield**

- Bar graph shows the monthly short term investment yield compared to the monthly short term target (grey) benchmark as set by the US Treasury Bill. This element is dynamically color coded\*

Dynamic Color Coding Legend

*	**
<p>Red - when the actual is <b>lower</b> than 3% of budget or target</p> <p>Yellow - when the actual is <b>within</b> 3% of budget or target</p> <p>Green - when the actual is <b>equal to or higher</b> than budget or target</p>	<p>Red - when the actual is <b>higher</b> than 3% of budget or target</p> <p>Yellow - when the actual is <b>within</b> 3% of budget or target</p> <p>Green - when the actual is <b>equal to or lower</b> than budget or target</p>

Symbols where the color code applies- (Δ, □)

A

**Vendor Payment Performance**

- Bar graph shows monthly Vendor Payment Performance percentage against monthly target of 97%; indicated by grey dotted line. This element is dynamically color coded\*\*
- Line graph denoted by (O) shows the YTD vendor payment performance %.

**OPERATIONS & ENGINEERING**

---

**Electricity Usage Summary**

- Bar graph shows total electricity consumption per month

**Electricity Usage by Service Area**

- Shows a monthly breakdown by service area of electricity usage
- Dark blue shows for Waste Water Treatment Service Area
- Light blue shows Water Pumping Service Area
- Brown shows Sewer Pumping Service Area

**Biosolids Production**

- Bar graph shows monthly average daily biosolids production

**Total Nitrogen**

- Line graph denoted by (Δ) shows monthly total nitrogen level against the current permit (dark grey) and 2015 permit (light grey) levels. This element is color coded\*\*\*\*

**Plant Effluent Flow**

- Line graph denoted by (Δ) shows monthly influent flow against the plant design average limit of 370MGD. This element is color coded\*\*\*\*

**Excess Flow**

- Line graph denoted by (Δ) shows monthly excess flow

**Non-Revenue Water**

- Bar graph shows the volume of water purchased (dark blue) and water sold (light blue) per quarter
- Line graph denoted by (Δ, O) shows the Infrastructure Leakage Index(ILI) for the current and previous year

**Lead and Copper Rule (LCR) Compliance**

- Line graph denoted by (Δ, O) shows semi-annual LCR monitoring results against target of 15ppb; indicated by grey dotted line. This element is color coded\*\*\*\*

**Total Coliform Rule (TCR)**

- Line graph denoted by (Δ) shows total coliform positives against the EPA maximum contaminant level of 5%. This element is color coded\*\*\*\*

**Water Main Leaks**

- Bar graph shows the water main leaks reported
- The bar graph is stacked (dark blue) to show the pending leaks carried over from the previous month if any; bar graph(light blue) shows new water main leaks reported for the given month

Dynamic Color Coding Legend

***	****
<p><b>Red-</b> when the actual is <b>lower</b> than 5% of budget or target</p> <p><b>Yellow-</b> when the actual is <b>within</b> 5% of budget or target</p> <p><b>Green-</b> when the actual is <b>equal to or higher</b> than budget or target</p>	<p><b>Red-</b> when the actual is <b>higher</b> than 5% of budget or target</p> <p><b>Yellow-</b> when the actual is <b>within</b> 5% of budget or target</p> <p><b>Green-</b> when the actual is <b>equal to or lower</b> than budget or target</p>

Symbols where the color code applies- (Δ, □)

- Line graph denoted by (O) shows the number of main leaks repaired per month

**Water Valve Leaks**

- Bar graph shows the water valve leaks reported
- The bar graph is stacked (dark blue) to show the pending leaks carried over from the previous month if any; bar graph(light blue) shows new water valve leaks reported for the given month
- Line graph denoted by (O) shows the number of valve leaks repaired per month

**Fire Hydrants Out of Service (OOS)**

- Bar graph shows total hydrants not available for use against target of 91; indicated by grey dotted line. This element is dynamically color coded\*\*\*\*
- The bar graph is stacked (blue) to show hydrants that are inaccessible. Inaccessible hydrants are not measured against the target of 91

**Fire Hydrant Inspections and Maintenance**

- Bar graph shows the total number of fire hydrants repaired per month

**Fire Hydrant Replacements Per Month**

- Bar graph shows the total number of hydrants replaced per month against target of 21; indicated by grey dotted line. This element is dynamically color coded\*\*\*

**Sewer Main Backups**

- Bar graph shows the sewer main backups reported
- The bar graph is stacked (dark blue) to show the pending backups carried over from the previous month if any; bar graph(light blue) shows new sewer main backups reported for the given month
- Line graph denoted by (O) shows the number of main backups resolved per month

**Sewer Lateral Backups**

- Bar graph shows the sewer lateral backups reported
- The bar graph is stacked (dark blue) to show the pending backups carried over from the previous month if any; bar graph(light blue) shows new sewer laterals backups reported for the given month
- Line graph denoted by (O) shows the number of lateral backups resolved per month

**Combined Sewer dry weather Overflow (CSO) Events**

- Bar graph shows dry weather CSO events per month
- Line graph denoted by (O) shows the volume in Million Gallons(MG) per dry weather CSO event

**Total Applications Processed within Service Level Agreement (SLA)**

- Bar graph shows
  - the number of permits processed per month (dark blue)
  - the number of permits processed within SLA per month (light blue)
- Line graph denoted by (O) shows the percentage of permits processed vs. processed within SLA

Dynamic Color Coding Legend

***	****
Red- when the actual is <b>lower</b> than 5% of budget or target Yellow- when the actual is <b>within</b> 5% of budget or target Green- when the actual is <b>equal to or higher</b> than budget or target	Red- when the actual is <b>higher</b> than 5% of budget or target Yellow- when the actual is <b>within</b> 5% of budget or target Green- when the actual is <b>equal to or lower</b> than budget or target

Symbols where the color code applies- (Δ, □)

**CUSTOMER EXPERIENCE**

---

**CUSTOMER CARE**

**Call Center Performance**

- Bar graph shows monthly percentage of calls answered within 40 seconds against target of 85%; indicated by grey dotted line. This element is dynamically color coded\*\*\*
- Line graph denoted by (O) shows the number of calls received by the call center every month

**Command Center Performance**

- Bar graph shows monthly percentage of calls answered within 40 seconds against target of 85%; indicated by grey dotted line. This element is dynamically color coded\*\*\*
- Line graph denoted by (O) shows the number of calls received by the command center every month

**First Call Resolution (FCR)**

- Bar graph shows monthly percentage of calls resolved on first contact against target of 75%; indicated by grey dotted line. This element is color dynamically coded\*\*\*

**Emergency Response Time**

- Bar graph shows the percentage of emergency calls responded to within 45 minutes against target of 90%; indicated by grey dotted line. This element is dynamically color coded\*\*\*
- Line graph denoted by (O) shows the total calls dispatched per month

**LOW INCOME ASSISTANCE PROGRAM**

---

**SPLASH Contributions**

- Bar graph shows monthly SPLASH contributions
- Line graph denoted by (Δ) shows the YTD contributions against target (O). This element is color coded\*\*\*

**Customer Assistance Program (CAP)**

- Bar graph shows monthly CAP assistance
- Line graph denoted by (Δ) shows the YTD contributions against budget (O). This element is color coded\*\*\*

**PEOPLE AND TALENT**

---

**HUMAN RESOURCES**

**Open Positions**

- Bar graph (dark blue) shows open positions carried over from the previous month.
- Bar graph (light blue) shows new positions added in the given month.
- Bar graph (olive green) shows positions filled in the given month.
- Bar graph (orange) shows positions cancelled in the given month.
- Bar graph (light green) shows net remaining open positions at the end of the given month.

Dynamic Color Coding Legend

***	****
Red- when the actual is <b>lower</b> than 5% of budget or target Yellow- when the actual is <b>within</b> 5% of budget or target Green- when the actual is <b>equal to or higher</b> than budget or target	Red- when the actual is <b>higher</b> than 5% of budget or target Yellow- when the actual is <b>within</b> 5% of budget or target Green- when the actual is <b>equal to or lower</b> than budget or target

Symbols where the color code applies- (Δ, □)

ADMINISTRATION

---

**SAFETY**

**Employee Lost Time Incidence Rate**

- Bar graph shows quarterly Employee Lost Time (LT) incidence rate as compared to the National average LT rate of 2.0; indicated by grey dotted line. Light blue represents the previous year, brown represents the year before previous and dark blue the current fiscal year.
- Scatter graph denoted by (Δ, O) shows the number of Lost Time accidents and comparison is also made between the current year and the previous years.

**Contractor Lost Time Incidence Rate**

- Bar graph shows quarterly Contractor Lost Time (LT) incidence rate. Light blue represents the previous year, brown represents the year before previous and dark blue the current fiscal year.
- Scatter graph denoted by (Δ, O) shows the number of Lost Time accidents and comparison is also made between the current year and the previous years.

Dynamic Color Coding Legend

***	****
<p><b>Red-</b> when the actual is <b>lower</b> than 5% of budget or target</p> <p><b>Yellow-</b> when the actual is <b>within</b> 5% of budget or target</p> <p><b>Green-</b> when the actual is <b>equal to or higher</b> than budget or target</p>	<p><b>Red-</b> when the actual is <b>higher</b> than 5% of budget or target</p> <p><b>Yellow-</b> when the actual is <b>within</b> 5% of budget or target</p> <p><b>Green-</b> when the actual is <b>equal to or lower</b> than budget or target</p>

Symbols where the color code applies- (Δ, □)



**Summary of Contracts on Consent Agenda**

**266th Meeting of the DC Water Board of Directors**

**Thursday, July 2, 2020**

**Joint-Use Contracts**

**Resolution No. 20-54** – execute Contract No. 20-PR-CFO-30, Aon Pic. The purpose of the contract is to provide ROCIP 5 project administration services to include insurance brokerage services. The total contract value amount to include \$200,000 for the first-year base period and \$800,000 for four 1-year option periods is \$1,000,000.

**Resolution No. 20-55-** execute Contract No. 20-PR-CFO-30A, Trinity Safety Group. The purpose of the contract is to provide ROCIP 5 project safety services for capital construction. The total contract value amount to include \$921,440 for the first-year base period and \$3,829,280 for four 1-year option periods is \$4,750,720.

**Non-Joint Use Contract**

**Resolution No. 20-56** – execute the Memorandum of Understanding Agreement (MOU) between the District of Columbia Department of Transportation (DDOT) and DC Water. The purpose of the MOU is to provide for construction of Green Infrastructure to control combined sewer overflows from Rock Creek CSO 049 by DDOT as part of DDOT's Kennedy Street NW Improvement Project. This work is required by the Consent Decree. The MOU amount is \$2,146,887.09.

**Presented and Approved: July 2, 2020**

**SUBJECT: Approval to Execute Contract No. 20-PR-CFO-30,  
Aon Pic**

**#20-54  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on July 2, 2020 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to approve Contract No. 20-PR-CFO-30, Aon Pic.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Contract No. 20-PR-CFO-30, Aon Pic. The purpose of the contract is to provide ROCIP 5 project administration services to include insurance brokerage services. The total contract value amount to include \$200,000 for the first-year base period and \$800,000 for four 1-year option periods is \$1,000,000.

\_\_\_\_\_  
Secretary to the Board of Directors

**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY  
BOARD OF DIRECTORS CONTRACTOR FACT SHEET**

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT AWARD  
ROLLING OWNER CONTROLLED INSURANCE PROGRAM (ROCIP) V PROJECT ADMINISTRATION  
SERVICES  
(Joint Use-Direct)**

Request to execute a contract for ROCIP V Project Administration Services for a total contract value of \$1,000,000.00 including \$200,000.00 for the first-year base period and \$800,000.00 for four 1-year option periods.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Aon Plc 2001 K St., NW Suite 625 N Washington, DC 20006	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
--	---------------------	------------------------------

**DESCRIPTION AND PURPOSE**

Base Period Contract Value:	\$200,000.00
Base Contract Period:	1 Year
No. of Option Years:	4
Anticipated Base Period Start Date:	08-01-2020
Anticipated Base Period Completion Date:	07-31-2021
Proposal Closing Date:	04-16-2020
Proposals Received:	5
Proposal Price Range:	\$1,000,000.00 - \$3,876,360.00

**Purpose of the Contract:**

Provide ROCIP 5 project administration services to include insurance brokerage services.

**Contract Scope:**

Services include ongoing construction projects insured by the current ROCIP IV program. Services also include marketing and placing specified insurance coverages. The coverages will include a periodic review of the adequacy and limits of project insurance policies. The contractor shall recommend improvements, changes, or additions as needed, conduct contractor/subcontractor orientation to the ROCIP's operations, policies and procedures. The contractor shall perform all project premium allocation computations to facilitate the accurate distribution of program costs to specific project budgets.

**Supplier Selection:**

Procurement advertised and issued a Request for Proposal for the services. Five firms responded to the solicitation. Four firms were shortlisted based upon their technical score and interviewed. The award recommendation is based on the firm offering the best value to DC Water.

Firm	Firm
Alliant Insurance Services, Inc.	USI Insurance Services
Aon Plc	Willis Towers Watson Southeast, Inc.
Marsh USA Inc.	

No LBE/LSBE participation

**PROCUREMENT INFORMATION**

<b>Contract Type:</b>	Fixed Hourly Rate	<b>Award Based On:</b>	Highest Overall Value
<b>Commodity:</b>	ROCIP 5 Project Administration Services	<b>Contract Number:</b>	20-PR-CFO-30
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE Participation		

**BUDGET INFORMATION**

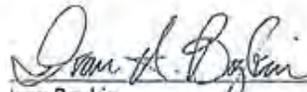
<b>Funding:</b>	Capital	<b>Department:</b>	Department of Finance
<b>Service Area:</b>	DC Water Wide	<b>Department Head:</b>	Ivan Boykin

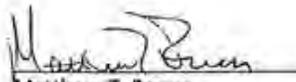
**ESTIMATED USER SHARE INFORMATION**

LTCP - Clean Rivers		
User	Share %	Dollar Amount
District of Columbia	92.90%	\$252,148.25
Washington Suburban Sanitary Commission	5.54%	\$15,036.61
Fairfax County	1.01%	\$2,741.33
Loudoun County & Potomac Interceptor	0.55%	\$1,492.80
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$271,419.00</b>

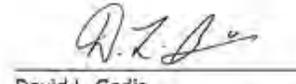
Other Projects		
User	Share %	Dollar Amount
District of Columbia	41.22%	\$300,321.09
Washington Suburban Sanitary Commission	45.84%	\$333,981.53
Fairfax County	8.38%	\$61,055.09
Loudoun County & Potomac Interceptor	4.56%	\$33,223.29
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$728,581.00</b>

Combined Allocation		
User	Share %	Dollar Amount
District of Columbia	55.25%	\$552,469.34
Washington Suburban Sanitary Commission	34.90%	\$349,018.14
Fairfax County	6.38%	\$63,796.42
Loudoun County & Potomac Interceptor	3.47%	\$34,716.10
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$1,000,000.00</b>

 6/18/2020  
 Ivan Boykin Date  
 Director of Finance

 6/18/2020  
 Matthew T. Brown Date  
 CFO and EVP of Finance and Procurement

  
Digitally signed by Dan Bae, DN: cn=Dan Bae, o=Office of Councils, Water and Sewer Authority, ou=VP of Procurement & Compliance, email=Dan.Bae@dcwater.com, date=2020.06.18 11:15:24-0400  
 Dan Bae Date  
 VP of Procurement and Compliance

 6/25/20  
 David L. Gadis Date  
 CEO and General Manager

**Presented and Approved: July 2, 2020**

**SUBJECT: Approval to Execute Contract No. 20-PR-CFO-30A,  
Trinity Safety Group**

**#20-55  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on July 2, 2020 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to approve Contract No. 20-PR-CFO-30A, Trinity Safety Group.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Contract No. 20-PR-CFO-30A, Trinity Safety Group. The purpose of the contract is to provide ROCIP 5 project safety services for capital construction. The total contract value amount to include \$921,440 for the first-year base period and \$3,829,280 for four 1-year option periods is \$4,750,720.

\_\_\_\_\_  
Secretary to the Board of Directors

**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY  
BOARD OF DIRECTORS CONTRACTOR FACT SHEET**

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT AWARD  
ROLLING OWNER CONTROLLED INSURANCE PROGRAM (ROCIP) V SAFETY SERVICES  
(Joint Use-Direct)**

Request to execute a contract for ROCIP V Safety Services for a total contract value of \$4,750,720.00 including \$921,440.00 for the first-year base period and \$3,829,280.00 for four 1-year option periods.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Trinity Safety Group 8770 Purdue Road Indianapolis, IN 46268	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
---	---------------------	------------------------------

**DESCRIPTION AND PURPOSE**

Base Period Contract Value:	\$921,440.00
Base Contract Period:	1 Year
No. of Option Years:	4
Anticipated Base Period Start Date:	08-01-2020
Anticipated Base Period Completion Date:	07-31-2021
Proposal Closing Date:	04-16-2020
Proposals Received:	3
Proposal Price Range:	\$4,826,000.00

**Purpose of the Contract:**

Provide ROCIP V safety services for capital construction projects.

**Contract Scope:**

Services include attending all pre-proposal/bid conferences advising of safety requirements. The firm will review all prime contractors and design builder submitted safety programs and create training programs for DC Water's staff and construction workers. The safety firm shall analyze and update existing first aid and injury programs and provide recommendations to implement said changes, develop and implement site-specific emergency procedures and ensure that OSHA required training and documentation are on-site for review.

**Supplier Selection:** Three firms responded to the solicitation for these services. All firms were shortlisted based upon their technical score and interviewed. The award recommendation is based on the firm with the highest overall total score to DC Water.

<b>Responding Firms</b>
Trinity Safety Group
USI Insurance Services
Willis Towers Watson Southeast, Inc.

No LBE/LSBE participation

**PROCUREMENT INFORMATION**

<b>Contract Type:</b>	Fixed Hourly Rate	<b>Award Based On:</b>	Highest Rated Firm
<b>Commodity:</b>	ROCIP V Safety Services	<b>Contract Number:</b>	20-PR-CFO-30A
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE Participation		

**BUDGET INFORMATION**

<b>Funding:</b>	Capital	<b>Department:</b>	Department of Finance
<b>Service Area:</b>	DC Water Wide	<b>Department Head:</b>	Ivan Boykin

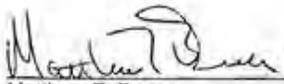
**ESTIMATED USER SHARE INFORMATION**

LTCP - Clean Rivers		
User	Share %	Dollar Amount
District of Columbia	92.90%	\$1,197,801.88
Washington Suburban Sanitary Commission	5.54%	\$71,429.74
Fairfax County	1.01%	\$13,022.39
Loudoun County & Potomac Interceptor	0.55%	\$ 7,091.40
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$1,239,345.41</b>

Other Projects		
User	Share %	Dollar Amount
District of Columbia	41.22%	\$1,426,778.61
Washington Suburban Sanitary Commission	45.84%	\$1,586,694.11
Fairfax County	8.38%	\$290,063.19
Loudoun County & Potomac Interceptor	4.56%	\$157,838.68
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$3,461,374.59</b>

Combined Allocation		
User	Share %	Dollar Amount
District of Columbia	55.25%	\$2,624,580.49
Washington Suburban Sanitary Commission	34.90%	\$1,658,123.85
Fairfax County	6.38%	\$303,085.58
Loudoun County & Potomac Interceptor	3.47%	\$164,930.08
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$4,750,720.00</b>

 6/18/2020  
 Ivan Boykin Date  
 Director of Finance

 6/18/2020  
 Matthew T. Brown Date  
 CFO and EVP of Finance and Procurement

 Digitaly signed by Dan Bae  
 DN: cn=Dan Bae, o=District of Columbia Water and Sewer  
 Authority, ou=VP of Procurement &  
 Compliance, cn=Dan Bae  
 Date: 2020.06.18 10:00:59 -0400  
 Dan Bae Date  
 VP of Procurement and Compliance

 6/25/20  
 David L. Gadis Date  
 CEO and General Manager

**Presented and Approved: July 2, 2020**

**SUBJECT: Approval to Execute the Memorandum of Understanding Agreement between District of Columbia Department of Transportation and DC Water**

**#20-56  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on July 2, 2020 upon consideration of a non-joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to approve the Memorandum of Understanding Agreement between District of Columbia Department of Transportation and DC Water.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute the Memorandum of Understanding Agreement (MOU) between the District of Columbia Department of Transportation (DDOT) and DC Water. The purpose of the MOU is to provide for construction of Green Infrastructure to control combined sewer overflows from Rock Creek CSO 049 by DDOT as part of DDOT's Kennedy Street NW Improvement Project. This work is required by the Consent Decree. The MOU amount is \$2,146,887.09.

---

Secretary to the Board of Directors

**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY  
BOARD OF DIRECTORS FACT SHEET**

**ACTION REQUESTED**

**MEMORANDUM OF UNDERSTANDING AGREEMENT:  
Kennedy Street Green Infrastructure Construction  
(Non-Joint Use)**

Approval to execute the Memorandum of Understanding Agreement (MOU) between District of Columbia Department of Transportation (DDOT) and DC Water for \$2,146,887.09. The modification exceeds the General Manager's approval authority.

**PARTY INFORMATION**

PARTY:	SUBS:	PARTICIPATION:
District of Columbia Department of Transportation 55 M Street SE Washington, DC 200003	MBE and WBE fair share objectives will follow DDOT goals.	

**DESCRIPTION AND PURPOSE**

MOU Value, Not-To-Exceed:	\$2,146,887.09
MOU Time:	761 Days (2 Years, 1 Months)
MOU Start Date:	05-15-2017
MOU Completion Date:	05-15-2019

**Purpose of the MOU:**

To provide for construction of Green Infrastructure to control combined sewer overflows from Rock Creek CSO 049 by DDOT as part of DDOT's Kennedy Street NW Improvement Project (Project No. DCKA-2016-C-00271). This work is required by a Consent Decree.

**MOU Scope:**

- DC Water prepared design plans to include Green Infrastructure in DDOT's Kennedy Street Improvement project
- DDOT competitively bid the project and awarded a contract to Capitol Paving, who constructed the improvements
- The scope of the agreement provides for bidding and construction of the green infrastructure, and compensation by DC Water for actual work constructed
- The Green Infrastructure will manage 2.7 acres of impervious surface runoff and will be owned and maintained by DC Water

**Federal Grant Status:**

- Work under this MOU is not eligible for Federal grant funding assistance

**AGREEMENT INFORMATION**

<b>Contract Type:</b>	MOU	<b>Award Based On:</b>	N/A
<b>Commodity:</b>	Construction	<b>Contract Number:</b>	N/A

**BUDGET INFORMATION**

<b>Funding:</b>	Capital	<b>Department:</b>	Clean Rivers
<b>Service Area:</b>	Combined Sewer Overflow	<b>Department Head:</b>	Carlton Ray
<b>Project:</b>	DZ		

**ESTIMATED USER SHARE INFORMATION**

User	Share %	Dollar Amount
District of Columbia	100.00%	\$ 2,146,887.09
Federal Funds	0.00%	\$
Washington Suburban Sanitary Commission	0.00%	\$
Fairfax County	0.00%	\$
Loudoun County & Potomac Interceptor	0.00%	\$
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$ 2,146,887.09</b>

**Leonard Benson**

Digitally signed by Leonard Benson  
DN: cn=Leon Benson, ou=Engineering, email=leonard.benson@dowater.com  
Date: 2020.06.05 11:31:59 -0400

Leonard R. Benson Date  
SVP, CIP Project Delivery

Digitally signed by Dan Bae  
DN: cn=US, email=dan.bae@dowater.com,  
o=District of Columbia Water and Sewer  
Authority, ou=VP of Procurement &  
Compliance, cn=Dan Bae  
Date: 2020.06.05 16:59:32 -0400

Dan Bae, VP Date  
Procurement & Compliance

**Matthew T. Brown**

Digitally signed by Matthew T. Brown  
Date: 2020.06.10 10:21:36 -0400

Matthew T. Brown Date  
CFO and EVP  
Finance & Procurement



David L. Gadis 6/25/20  
Date  
CEO & General Manager

**Presented and Adopted: July 2, 2020**  
**SUBJECT: Approval to Publish Notice of Final Rulemaking for**  
**Amendments to Bill Challenge Regulations**

**#20-57**  
**RESOLUTION**  
**OF THE**  
**BOARD OF DIRECTORS**  
**OF THE**  
**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

The District members of the Board of Directors (“Board”) of the District of Columbia Water and Sewer Authority (“DC Water”) at the Board meeting held on July 2, 2020 upon consideration of a non-joint use matter, decided by a vote of \_\_\_ ( ) in favor and \_\_\_ ( ) opposed, to adopt and approve the following action with respect to amendments to the bill challenge regulations.

**WHEREAS**, on April 28, 2020, the DC Retail Water and Sewer Rates Committee met to consider amending the bill challenge regulations codified in 21 DC MR §§ 402.1 and 402.2, as proposed by the General Manager; and

**WHEREAS**, in accordance with 21 DCMR §§ 402.1 and 402.2, if a customer believes their bill is incorrect, they may challenge their bill and either: 1) pay their bill under protest and notify DC Water why they believe the bill is incorrect or 2) not pay the current charges in the bill and notify “[DC Water] in writing, within 10 working days after receipt of the bill of the reasons(s) why the bill is believed to be incorrect;” and

**WHEREAS**, in accordance with DC Water’s current procedures, Customer Service exercises discretion in the enforcement of the 10-day notice requirement because of the uncertainties when a customer in fact received their bill and may extend the notice period up to the bill due date or 30 days after bill issuance after reviewing the circumstances around receipt of the bill; and

**WHEREAS**, the General Manager recommends amending the bill challenge regulations to be consistent with DC Water’s current procedures; and

**WHEREAS**, the amendments to the regulations will: 1) clarify which bill the customer can pay under protest, “the current charges in the bill”; 2) clarify when a customer must pay their bill under protest, “within 30 days after the bill date;” 3) provide additional time for a customer to not pay their bill and notify DC Water that the bill is incorrect, revised from “10 working days after receipt of the bill” to “within 30 days after the bill date;” and 4) make other grammatical revisions; and

**WHEREAS**, this proposal to increase the time period when DC Water customers can challenge their bill from 10 working days after bill receipt to 30 days after the bill date is more than the 20 days other District utilities customers are provided under 15 DCMR §§ 305.1 and 304.7(l); and

**WHEREAS**, on April 28, 2020, upon further discussion and consideration of the General Manager's recommendation, the DC Retail Water and Sewer Rates Committee recommended to the Board amending the bill challenge regulations codified in 21 DCMR §§ 402.1 and 402.2; and

**WHEREAS**, on May 7, 2020, pursuant to Resolution 20-40, the Board authorized the General Manager to publish the Notice of Proposed Rulemaking (NOPR) in the *D.C. Register* to receive public comments on the proposed amendments to the bill challenge regulations; and

**WHEREAS**, on May 22, 2020, DC Water published the NOPR in the *D.C. Register* at 67 DCR 5404 for 30-day public comment period to amend the bill challenge regulations; and

**WHEREAS**, on June 23, 2020, the DC Retail Water and Sewer Rates Committee met to consider comments received during the public comment period for the NOPR and the General Manager's recommendations to amend to the bill challenge regulations codified in 21 DC MR §§ 402.1 and 402.2; and

**WHEREAS**, DC Water received comments from the Office of the People's Counsel (the "OPC") that expressed support for the proposed amendments and requested DC Water to consider similar charges in prior billing periods during the process of addressing the dispute; and

**WHEREAS**, based on the comments received and other considerations, the General Manager recommended no revisions to the amendments to the bill challenge regulations as proposed to be effective July 17, 2020;

**WHEREAS**, after further discussion and consideration of comments received and the recommendation of the General Manager, the DC Retail Water and Sewer Rates Committee recommended that the Board adopt the amended bill challenge regulations, effective July 17, 2020; and

**WHEREAS**, after consideration of the comments received from the OPC, the recommendations from the DC Water and Sewer Rates Committee and the General Manager, the District members of the Board of Directors, agreed to adopt and approve the amendments to the bill challenge regulations codified in 21 DCMR §§ 402.1 and 402.2; and

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Board adopts and approves the publication of the Notice of Final Rulemaking in the District of Columbia Register to promulgate the amendments bill challenge regulations codified in 21 DCMR §§ 402.1 and 402.2 as provided in Attachment A.
2. The General Manager is authorized to take all steps necessary in his judgment and as otherwise required to Publish the Notice of Final Rulemaking in accordance with the District of Columbia's Administrative Procedures.

This resolution is effective immediately.

---

Secretary to the Board of Directors

Attachment A

Final Amendment to Bill Challenge Regulations

- 402.1 An owner or occupant may challenge the most recent charges assessed by WASA for water, sewer and groundwater sewer service by either:
- (a) Paying the current charges in the bill and notifying WASA in writing, within thirty (30) calendar days after the bill date, the reason(s) why the bill is believed to be incorrect and that the bill is being paid under protest; or
  - (b) Not paying the current charges in the bill and notifying WASA in writing, within thirty (30) calendar days after the bill date, the reason(s) why the bill is believed to be incorrect.
- 402.2 Challenges received after the thirty-day (30) period as stated in § 402.1 will be deemed to have been filed in an untimely manner and will not stop the imposition of a penalty for nonpayment of charges or the possibility of termination of service for nonpayment.