

**Presented and Adopted: October 5, 2023**  
**SUBJECT: Approval of CEO and General Manager's Performance  
Evaluation, Compensation Adjustment, Bonus and  
Extension of Employment Agreement**

**#23-53**  
**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 October 5, 2023, upon consideration of a joint-use matter, decided by a vote of eight (8) in favor and none (0) opposed, to take the following action with respect to the performance evaluation, compensation adjustment, bonus and the extension of the Employment Agreement with the Chief Executive Officer (CEO) and General Manager.

**WHEREAS**, on August 1, 2023 and August 31, 2023, the Executive Committee met to conduct the performance evaluation of Mr. Gadis for the period of October 1, 2022 to September 30, 2023, and, based on the results of the performance evaluations, consider a salary increase and bonus for Mr. Gadis; and

**WHEREAS**, the Executive Committee determined Mr. Gadis met the performance goals for Fiscal Year 2023 and continued to effectively manage the operations of DC Water including: ensuring adequate internal systems are in place to protect the Authority's financial health; engaging internal and external stakeholders to develop strategies and plans to move the Authority in the desired direction; continuing to establish DC Water as a learning organization; overseeing the distribution of drinking water and the collection and treatment of wastewater for the Nation's Capital; advancing DC Water's asset management program; and maintaining professional surroundings and a safe working environment; and

**WHEREAS**, based on Mr. Gadis' performance and achievement for the Authority, the Executive Committee recommended the Board approve a 10% salary increase to \$347,525, a 9% bonus of \$28,433 effective October 1, 2023, and the extension of the Employment Agreement; and

**WHEREAS**, the Board accepts and adopts the recommendation of the Executive Committee.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Board approves the General Manager's Performance Evaluation for David L. Gadis for the period of October 1, 2022 through September 30, 2023.
2. The Board approves a 9% bonus, based on Mr. Gadis' Fiscal Year 2023 annual compensation, equaling \$28,433, which shall be paid immediately.
3. The Board approves a 10% increase of the annual compensation terms for Mr. Gadis as provided in an Employment Agreement for Fiscal Year 2024 to \$347,525 which shall be paid in the manner provided in an Employment Agreement, effective October 1, 2023.
4. The Board approves a 3-year contract extension and authorizes the Board Chairperson to execute an Employment Agreement between the Authority and Mr. Gadis for the period of October 1, 2023 through September 30, 2026.
5. The Board requires Mr. Gadis to implement the conditions for continued employment and expectations for Fiscal Year 2024.

This resolution is effective immediately.

*Michelle Rhodd*

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Secretary to the Board of Directors

**Presented and Approved: October 5, 2023**

**SUBJECT: Approval to Execute Contract No. 200100, Potomac River Tunnel Contract B - Tunnel System Construction, CBNA-Halmar Clean Rivers Joint Venture**

**#23-54  
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 October 5, 2023 upon consideration of a joint use matter, decided by a vote of eight (8) In favor and none ( ) opposed to approve the execution of Contract No. 200100, CBNA-Halmar Clean Rivers Joint Venture.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Contract No. 200100, CBNA-Halmar Clean Rivers Joint Venture. The purpose of this contract is to provide design and construction services for the Potomac River Tunnel Clean Rivers Project, work required by a Consent Decree. The total amount of this contract is not-to-exceed \$819,655,177.00.

This Resolution is effective immediately.

*Michelle Rhodd*

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Secretary to the Board of Directors

**Presented and Approved: October 5, 2023**  
**SUBJECT: Approval to Award Contract No. 10403, Small  
Construction Services, Eastern Contractors Corporation**

**#23-55  
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 October 5, 2023 upon consideration of a joint use matter, decided by a vote of eight (8) In favor and none (0) opposed to approve the execution of Contract No. 10403, Eastern Contractors Corporation.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to award Contract No. 10403, Eastern Contractors Corporation. The purpose of this contract is to permit DC Water’s Department of Facilities to acquire a qualified general contractor, licensed and bonded within the Washington, DC metropolitan area to provide general construction work. The total amount of this contract is \$9,631,851.00 for a two-year base period and three option years.

This Resolution is effective immediately.

*Michelle Rhodd*  
Secretary to the Board of Directors

**Presented and Approved: October 5, 2023**

**SUBJECT: Approval to Add Funding to Option Year Two of Contract No. 10079, Ferric Chloride, Carter & Carter Enterprises Inc.**

**#23-56  
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 October 5, 2023 upon consideration of a joint use matter, decided by a vote of eight (8) In favor and none (0) opposed to approve additional funding for Option Year Two of Contract No. 10079, Carter & Carter Enterprises Inc.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute additional funding to Option Year Two of Contract No. 10079, Carter & Carter Enterprises Inc. The purpose of this contract is to supply and deliver liquid ferric chloride to DC Water’s Blue Plains Advanced Wastewater Treatment Facility, which is used in the wastewater treatment process to remove phosphorous, suspended solids, and odor-causing compounds. The additional funding for Option Year Two is \$5,500,000.00.

This Resolution is effective immediately.

*Michelle Rhodd*  
Secretary to the Board of Directors

**Presented and Approved: October 5, 2023**  
**SUBJECT: Approval to Award Contract No. 10396, Protective Services, Universal Protection Services**

**#23-57**  
**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 October 5, 2023 upon consideration of a joint use matter, decided by a vote of eight (8) In favor and none (0) opposed to approve the Award of Contract No. 10396, Universal Protection Services.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute the Award of Contract No. 10396, Universal Protection Services. The purpose of this contract is to acquire a qualified contractor to provide protective services for all of DC Water’s facilities and personnel. The total amount of this contract for the three-year base and two option years is \$34,500,000.00

This Resolution is effective immediately.

*Michelle Rhodd*  
Secretary to the Board of Directors

**Presented and Adopted: October 5, 2023**  
**SUBJECT: Approval of the Revised Statement of Financial Policies**

**#23-58**  
**RESOLUTION**  
**OF THE**  
**BOARD OF DIRECTORS**  
**OF THE**  
**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("DC Water"), at the Board meeting held on October 5, 2023, upon consideration of a joint-use matter, decided by a vote of eight (8) in favor and none (0) opposed, to approve the revised Statement of Financial Policies.

**WHEREAS**, the Board at its meeting December 4, 1997 approved Resolution #97- 121 stating financial policies for the District of Columbia Water and Sewer Authority; and

**WHEREAS**, from 1998 to 2013, the Board revised the Statement of Financial Policies through Resolution #98-08, dated March 5, 1998; Resolution #04-30, dated April 2, 2004, Resolution 09-86, dated July 2, 2009, and Resolution #13-57, dated May 2, 2013 to establish strong levels of cash reserves, strong debt service coverage, set the level of debt service coverage, set operating and renewal & replacement reserve levels; and

**WHEREAS**, on October 7, 2021, the Board, through Resolution 21-84, further revised the Statement of Financial Policies, rescinding the Paygo Policy and incorporating it into the Statement of Financial Policies, making other revision including establishing a minimum cash balance of 250 days of operating expenses and coverage of 160%, and conforming the debt service coverage requirements in the Debt Policy and Guidelines with those in the proposed Statement of Financial Policies; and

**WHEREAS**, on September 26, 2023, the DC Retail Water and Sewer Rates Committee met to consider the proposed revisions to the Statement of Financial Policies; and

**WHEREAS**, on September 28, 2023, the Finance & Budget Committee met to consider the proposed revisions to the Statement of Financial Policies; and

**WHEREAS**, the General Manager recommended to both Committees revising the Statement of Financial Policies to amend the current operating cash reserve requirement of 250 days to be the minimum required reserve requirement and set a goal to achieve an operating cash reserve requirement of 350 days by 2032 by prioritizing the allocation of year-end surplus to achieve this goal; and

**WHEREAS**, based on the recommendation of the General Manager, the DC Retail Water and Sewer Rates Committee expressed their support for the revisions to the Statement of Financial Policies; and

**WHEREAS**, based on the recommendation of the General Manager, the Finance and Budget Committee recommended the Board approve the revisions to the Statement of Financial Policies; and

**WHEREAS**, based on the recommendation of the General Manger and Finance and Budget Committee, the Board approves the revised Statement of financial Policies; and

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board hereby approves the attached revised "Statement of Financial Policies", as provided in Attachment A, and authorizes the General Manager to implement the Policy.
2. This resolution is effective immediately.

*Michelle Rhodd*

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Secretary to the Board of Directors



## **Attachment A - Statement of Financial Policies**

# **District of Columbia Water and Sewer Authority**

## ***Statement of Financial Policies***

Anticipated Approval: October 5, 2023



# District of Columbia Water and Sewer Authority

## *Statement of Financial Policies*

### ***Purpose***

The purpose of this document is to set forth financial policies for the District of Columbia Water and Sewer Authority (DC Water).

These policies are designed to promote sound financial management, achieve high-quality investment grade bond ratings to help ensure the lowest cost of debt necessary to finance DC Water's long-term capital program, guide day-to-day financial and management decisions by DC Water, and reduce financial risk associated with events that would interrupt customer payments, require a large unanticipated outlay of cash (major repair), or the interruption to financial markets.

It shall be the policy of DC Water that all financial decisions meet or exceed the Master Indenture requirements.

### ***Scope of the Financial Policy***

The Financial Policy governs financial planning and management. The policy does not include the issuance of debt, rate setting, the Rate Stabilization Fund, or investments. Those items are addressed in stand-alone policies.

### ***Definitions***

The following are definition for terms used in this policy. See the Master Indenture for definitions of additional terms.

**Annual Debt Service** - the total principal and interest paid in a calendar year, fiscal year, or bond fiscal year.

**Average Annual Debt Service** - the average debt service payable each year on an issue.

**Combined Debt Service Coverage** – the ratio of net revenues available annually to pay debt service to meet the annual debt service requirement including all senior and subordinate debt.

**Days of Cash on Hand** – the Operating Expenses calculated on an average daily balance.

**Debt Defeasance** – the use of available cash to reduce outstanding debt.

**Debt Service** – the amount of money necessary to pay interest on outstanding bonds, the principal of maturing bonds and the required contributions to a sinking fund for term bonds. This amount is also known as the “debt service requirement.”

**Debt Service Coverage** – the ratio of net revenues available annually to pay debt service to meet the annual debt service requirement.

**Master Indenture of Trust (Master Indenture)** - the Master Indenture of Trust dated as of April 1, 1998, between DC Water and the Trustee, including all amendments.

**Operating Cash Reserve** – the cash balance and includes the reserve funds established and required by the Master Indenture (Renewal and Replacement Reserve, and the Operating Reserve Fund). The Operating Cash Reserve does not include the Rate Stabilization Fund, DC Insurance Reserve Fund, bond funds, or debt service reserve funds.

**Operating Revenues** – revenues received from providing services in connection with DC Water’s principal ongoing operations, including water and wastewater user charges and charges for wholesale wastewater treatment. Revenues from user charges and sales of services are recognized as the related services are provided.

**Operating Expenses** – current expenses directly or indirectly attributable to the ownership or operation of the system, including personnel services, chemicals, materials and supplies, water purchases, utilities and rent, contractual services, Payment in lieu of taxes and right of way fee, depreciation and amortization and the purchase of small equipment. Operating costs do not include capital expenditures or debt service.

**Net Revenues** – revenues less operating expenses.

**Pay-As-You-GO (PAYGO)** – the use of any cash for capital project expenditures, in contrast with debt financing.

**Senior Debt** – payments of DC Water’s bonds and other system indebtedness.

**Subordinate Debt** - payments of the DC Water’s subordinate debt is made after payments of senior debt and after certain reserves have been funded.

**Total Debt Service** - the total principal and interest paid throughout the life of a bond issue.

## ***Financial Plan***

As part of the annual budget process, DC Water will propose and the Board will approve a financial plan that includes a ten-year projection of capital and operating costs, rates required to support those costs, assumptions about current and projected debt to support the capital program, fund balances, the use of PAYGO. The Financial Plan will meet the requirements of the Master Indenture and this Financial Policy.

## ***Operating Cash Reserves***

DC Water will maintain strong levels of Operating Cash Reserves that exceed the Master Indenture requirements. Strong cash reserves are important to maintaining DC Water's bond rating.

In the Financial Plan that is proposed by the CEO and General Manager and approved by the Board, a minimum of 250 days of cash will be maintained in each fiscal year based on projected Operating Expenses. Days of Cash on Hand will be calculated on an average daily balance basis for the projections in the Financial Plan.

DC Water will work to achieve 350 days of cash by 2032 and will prioritize the allocation of year-end surplus to achieve this goal.

The calculation of Operating Cash Reserves will include any reserve funds established and required by the Master Indenture (including the Renewal and Replacement Reserve Fund, and the Operating Reserve Fund). In recognition of the importance of consistency in managing operating cash balances and the distinct purpose of the Rate Stabilization Fund (as defined in the Rate Stabilization Fund Policy), the Rate Stabilization Fund balance will be excluded from the calculation of the Operating Cash Reserve requirement.

The Renewal and Replacement Fund is \$35 million. The Operating Reserve Fund is equivalent to 60 days operating costs. The Renewal and Replacement Fund and Operating Reserve Fund requirements will be evaluated every five years by DC Water's independent rate consultant in conjunction with the system assessment required by the Master Indenture.

## ***Debt Service Coverage***

Debt service coverage is a key financial metric that impacts DC Water's credit quality and borrowing costs. In order to maintain the highest credit quality and lowest borrowing costs, it is the policy of the Board that the Financial Plan developed by the CEO and General Manager and adopted by the Board will contain a minimum combined debt service coverage of 1.60x for the budget and all years of the Financial Plan. Debt service coverage will be calculated in accordance with the Master Indenture.

## ***Use of Debt***

DC Water will, whenever possible, use the least costly type of financing for capital projects, based on a careful evaluation of DC Water's capital and operating requirements and financial position for each year. DC Water will attempt to match the period of debt repayment, in total, with the lives of the assets financed by any such debt.

The Financial Plan will include reasonable assumptions about the timing and cost of debt required to finance the projected capital expenditures.

## ***PAYGO***

The use of cash for the capital program reduces long-term borrowing costs. However, DC Water's capital program is extensive, and the useful life of assets to be funded is generally many years. In recognition thereof, DC Water will use a combination of debt and cash for the capital program. One-time sources of funding (such as from Legal Settlements) will be considered for use as PAYGO in order to reduce the use of debt while maintaining structural balance.

The Financial Plan will include the projected annual cash balances and planned annual PAYGO financing of capital projects. The Board may consider using any net cash surplus for PAYGO.

In October, the CEO and General Manager will report to the Board of Directors the actual usage of PAYGO for the just-completed fiscal year.

## ***One-Time Revenues***

DC Water will use operating cash in excess of the Board's Operating Cash Reserve requirement and any other significant one-time cash infusions for capital financing, repayment of higher cost debt (debt defeasance), or non-recurring expenses that reduce ongoing costs.

The budget and the financial plan will be structurally balanced; DC Water will use one-time revenues for one-time expenses.

## ***Financial Performance***

In the third quarter of the fiscal year the CEO and General Manager will present a report to the Board of Directors that includes year-to-date and a forecast of annual expenditures and revenues.

The CEO and General Manager will also present a recommendation regarding a projected surplus or shortfall of funds versus the Board-approved Financial Plan. Potential uses of excess funds include a deposit into the Rate Stabilization Fund, utilization for PAYGO, the repayment of higher interest debt, or an increase in the cash balance.

If the projected net cash position is a shortfall, the CEO and General Manager will propose measures to reduce expenditures.

**Presented and Approved: October 5, 2023**

**SUBJECT: Approval to Award Contract No. 10406, Managed Care Services - Oracle Cloud ERP, Application Software Technology (AST)**

**#23-59  
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 October 5, 2023 upon consideration of a joint use matter, decided by a vote of eight (8) In favor and none (0) opposed to approve the Award of Contract No. 10406, Application Software Technology (AST).

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute the Award of Contract No. 10406, Application Software Technology (AST). The purpose of this contract is to contract an experienced supplier to provide managed care cares, (i.e., technical services) for Oracle ERP in support of Finance, Procurement, Enterprise Performance Management, Payroll, and Human Capital Management. In addition, support is required for approximately 44 interfacing applications at DC Water with respect to maintenance, patches/fixes and required changes and updates. The total amount of this contract is \$1,500,000.00 for a one-year base and two option years.

This Resolution is effective immediately.

*Michelle Rhodd*

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Secretary to the Board of Directors



**Presented and Approved: October 5, 2023**

**SUBJECT: Approval to Fund ROCIP VI and OCIP (Potomac River Tunnel (PRT), Insurance Premiums, Aon Risk Solutions, Inc., of Washington, DC**

**#23-60  
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 October 5, 2023 upon consideration of a joint use matter, decided by a vote of eight (8) In favor and none (0) opposed to approve funding for ROCIP VI and OCIP (Potomac River Tunnel (PRT), Aon Risk Solutions, Inc., of Washington, DC.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute funding for ROCIP VI and OCIP (Potomac River Tunnel (PRT), Aon Risk Solutions, Inc., of Washington, DC. The purpose of this action is to fund seven years of insurance premiums under ROCIP VI and OCIP (PRT) for construction contractors on DC Water’s capital project. In addition, it also provides greater insurance coverage on DC Water Projects, increases the number of eligible firms that can bid on DC Water’s contracts and provide cost savings. The total funding is not-to-exceed \$36,000,000.00.

This Resolution is effective immediately.

*Michelle Rhodd*  
Secretary to the Board of Directors

**Presented and Adopted: October 5, 2023**  
**Subject: Approval of Revised Rate Stabilization Fund Policy**

**#23-61**  
**RESOLUTION OF THE**  
**BOARD OF DIRECTORS OF THE**  
**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("DC Water") at the Board meeting held on October 5, 2023, upon consideration of a joint use matter decided by a vote of eight (8) in favor and none (0) opposed, to approve and adopt the following action with to the approval of the Revised Rate Stabilization Fund Policy.

**WHEREAS**, on December 4, 1997 the Board, through Resolution #97-124, approved Rate Setting Policies ("Policies") (a matter not affecting the general management of joint-use sewerage facilities) for DC Water which state that as cash reserves and/or revenues permit, DC Water will establish a rate stabilization fund or other innovative approaches to assist in mitigating annual rate increases; and

**WHEREAS**, on March 26, 1998 the Board approved DC Water's Master Indenture of Trust, which Section 603 and Section 604 of the Master Indenture of Trust formalized certain requirements of the Rate Stabilization Fund; and

**WHEREAS**, on November 1, 2007, the Board, through Resolution #07-87, approved the a Rate Stabilization Fund Policy and authorized the General Manager to implement the Policy; and

**WHEREAS**, on July 1, 2010, the Board, through Resolution #10-76, upon recommendation of the Finance and Budget Committee, approved the revised "Rate Stabilization Fund Policy" and authorized the General Manager to implement the Policy; and

**WHEREAS**, the 2010 revised Rate Stabilization Fund Policy: 1) required the Financial Plan to include the ten-year planned use of the RSF, 2) specified that transfers into the RSF would be determined by the Board, including year-end allocation of surpluses, 3) interest earned would be accounted as General Revenue, 4) the only stated the purpose of the RSF was to "mitigate rate spikes and allow smoothing of annual rate increases, and 5) the Policy did not specify a target balance; and

**WHEREAS**, on September 27, 2022, DC Retail Water and Sewer Rates Committee met to consider the Fiscal Year 2023 Workplan; and

**WHEREAS**, the General Manager reported to the DC Retail Water and Sewer Rates

Committee that the Rate Stabilization Fund Study would be conducted in FY 2023 Workplan to include: 1) Review of Board and management policy decisions and objectives concerning the RSF; 2) conduct peer comparisons including both policies and RSF levels; 3) assess potential risks and other available mitigation measures to the projections of cash flow and rates; 4) identify possible revisions to DC Water policies and procedures regarding the use of the RSF; and 5) review recommendations for all aspects of the RSF including an appropriate name for the fund; and

**WHEREAS**, on April 25, 2023, the DC Retail Water and Sewer Rates Committee met to consider the summary of findings of the Rate Stabilization Fund study and proposed options; and

**WHEREAS**, the General Manager and Amawalk, the financial consultant, presented the Rate Stabilization Find Study summary of findings: 1) the RSF may, but is not required to maintain a balance by the Bond Indenture; 2) funds can be transferred into and out of the RSF at the recommendation of management and at the discretion of the Board; 3) DC Water has historically added and withdrawn funds from the RSF for multiple purposes, and typically used to address potential fluctuations in revenue to “smooth out” rate increases; and 4) more than half of utilities have no RSF requirement; and

**WHEREAS**, Amawalk presented options for consideration by the DC Retail Water and Sewer Rates Committee and General Manager, including: 1) confirming the current name or changing the name to: retail rate fund, residual fund, residual balance carry-forward, rate stabilization account; 2) defining a minimum, maximum or target balance requirement: setting a target RSF balance of 5% of projected retail rate revenue; and 3) updating the policy for use of funds that would minimize RSF use for retail rates and prioritize use for initiatives that reduce growth of rates like investments in new technologies and to defease higher costs debt; and

**WHEREAS**, on April 25, 2023, after further discussion and consideration, the DC Retail Water and Sewer Rates Committee requested the General Manager to present the Rate Stabilization Fund study summary of findings and options to the Finance and Budget Committee before final consideration for recommendation to the Board; and

**WHEREAS**, on May 25, 2023, the Finance and Budget Committee met to consider the summary of findings of the Rate Stabilization Fund study and proposed options; and

**WHEREAS**, the General Manager and Amawalk presented the summary of findings of the Rate Stabilization Find Study as presented to the DC Retail Water and Sewer Rates Committee on April 25, 2023; and

**WHEREAS**, Amawalk recommended: 1) targeted RSF balance of 5% of projected retail revenue and authorization to withdraw fund should include a plan to replenish funds to meet the target; and 2) DC Water should prioritize use of the funds for: i) emergencies or unplanned events, ii) investment in technologies or other initiatives that could reduce operating expenses, and iii) defeasance of higher cost debt; and

**WHEREAS**, on September 26, 2023, the DC Retail Water and Sewer Rates Committee met to consider the General Manager's proposed revised Rate Stabilization Fund Policy; and

**WHEREAS**, the General Manager recommended revising the Rate Stabilization Fund Policy as follows: 1) establish a targeted RSF balance of 5% of retail revenues; 2) contributions to the RSF may be directed by the Board through the allocation year-end surplus or by the General Manager from savings or revenues from projects funded by the RSF; 3) the RSF may be used for: i) emergencies or unplanned events to prevent rate spikes, ii) investments in technologies or other initiatives that could reduce operating expenditures, iii) apply to revenues to reduce rate increases, defease higher cost debt, or as PAYGO to reduce debt service costs; and

**WHEREAS**, based on the recommendation of the General Manager, the DC Retail Water and Sewer Rates Committee recommended the Board approve the revised Rate Stabilization Fund Policy; and

**WHEREAS**, based on the recommendation of the General Manger and DC Retail Water and Sewer Rates Committee, the Board approves the revised Rate Stabilization Fund Policy; and

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Board hereby adopts and approves the attached "Rate Stabilization Fund Policy", as provided in Attachment A, and authorizes the General Manager to implement the policy.
2. This resolution is effective immediately.

*Michelle Rhodd*  

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Secretary to the Board of Directors

# **District of Columbia Water and Sewer Authority**

## ***Rate Stabilization Fund Policy***

Anticipated Approval: October 5, 2023

# District of Columbia Water and Sewer Authority

## *Rate Stabilization Fund Policy*

### ***Purpose***

The purpose of this document is to set forth the policy for the Rate Stabilization Fund for the District of Columbia Water and Sewer Authority (DC Water).

The Board of Directors established a Rate Stabilization Fund (RSF) consistent with the Authority's Master Indenture of Trust (the "Indenture"). The purpose of the RSF is to smooth rate increases and reduce the growth of customer rates.

### ***Scope of the Financial Policy***

The Rate Stabilization Fund Policy governs contributions to and use of the Rate Stabilization Fund. The policy does not include financial planning and management, the issuance of debt, rate setting, or investments. Those items are addressed in stand-alone policies.

### ***Definitions***

The following are definitions for terms used in this policy. See the Master Indenture for definitions of additional terms.

**Debt Service** – the amount of money necessary to pay interest on outstanding bonds, the principal of maturing bonds and the required contributions to a sinking fund for term bonds. This amount is also known as the "debt service requirement."

**Master Indenture of Trust (Master Indenture)** - the Master Indenture of Trust dated as of April 1, 1998, between DC Water and the Trustee, including all amendments.

**Operating Cash Reserve** – the cash balance and includes the reserve funds established and required by the Master Indenture (Renewal and Replacement Reserve, and the Operating Reserve Fund). The Operating Cash Reserve does not include the Rate Stabilization Fund, DC Insurance Reserve Fund, bond funds, or debt service reserve funds.

**Operating Expenses** – current expenses directly or indirectly attributable to the ownership or operation of the system, including personnel services, chemicals, materials and supplies, water purchases, utilities and rent, contractual services, Payment in lieu of taxes and right of way fee, depreciation and amortization and the purchase of small equipment. Operating costs do not include capital expenditures or debt service.

**Retail Revenues** – revenues received from DC Water's retail customers in the District of Columbia

## ***Operating Cash Reserves***

DC Water, in the Statement of Financial Policies, has committed to maintaining strong levels of Operating Cash Reserves that exceed the Master Indenture requirements. Strong cash reserves are important to address emergency situations and to maintain DC Water's high bond rating that keeps borrowing costs low for DC residents and customers.

The Statement of Financial Policies requires DC Water to maintain at least 250 Days of Operating Cash Reserves outside of the Rate Stabilization Fund.

## ***Target Balance of and Contributions to the Stabilization Fund***

DC Water will strive to maintain the balance of the RSF at five percent of annual retail revenues.

Contributions and transfers to the RSF may be directed by the Board either through the annual budget or through the allocation of year-end surplus as described in the Statement of Financial Policies. The General Manager may also designate contributions to the RSF from savings obtained by the use of the RSF (see "Use of the Rate Stabilization Fund" below).

## ***Use of the Rate Stabilization Fund***

The purpose of the RSF is to smooth rate increases and reduce the growth of customer rates.

Funds can be used for:

- Emergencies or unplanned events;
- Investment in technologies or other initiatives that could reduce operating expenses; and
- Smoothing rate increases by being incorporated into the financial plan assumptions and rate proposals; and
- Debt Defeasance of higher cost debt or cash-financed construction

The General Manager may transfer funds from the RSF at any time for a use consistent with this policy. The General Manager must notify the Board within 30 days of the reason and amount of the transfer, and if any funds will be repaid to the RSF from savings achieved.

The establishment of operating and capital budgets to implement projects permitted by this Policy will be done in accordance with budget processes and procedures.

## ***Interest Income***

Interest earned on the RSF account will be accounted for as general revenues and be transferred out of the RSF at anytime.

**Presented and Approved: October 5, 2023,  
SUBJECT: Approval to Add Funding to Option Year Three and  
Exercise Option Year Four of Contract No. 19-PR-DWS-29,  
Utility Locating and Marking Services, Dynamic Concepts,  
Inc. (DCI)**

**#23-62  
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 October 5, 2023 upon consideration of a non-joint use matter, decided by a vote of four (4) In favor and none (0) opposed to approve add funding to Option Year Three and Exercise Option Year Four of Contract No. 19-PR-DWS-29, Dynamic Concepts, Inc. (DCI).

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute additional funding for Option Year Three and to Exercise Option Year Four of Contract No. 19-PR-DWS-29, Dynamic Concepts, Inc. (DCI. The purpose of this contract is to hire a contractor to identify, locate and properly mark DC Water underground asset for all excavators, including all DC Water construction projects, other utility companies and agencies, contractors, and private developers. The total amount of the funding for this action is \$1,739,107.00.

This Resolution is effective immediately.

*Michelle Rhodd*  
Secretary to the Board of Directors



**Presented and Approved: October 5, 2023,  
SUBJECT: Approval of Amendment to Contract No. 230030, Lead  
Free DC (LFDC) Lead Service Line Replacement (LSLR)  
Program FY23 – FY26 Block by Block Construction,  
Multiple Prime Qualified Vendors**

**#23-63  
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 October 5, 2023 upon consideration of a non-joint use matter, decided by a vote of four (4) In favor and none (0) opposed to approve the amendment to Contract No. 230030, Lead Free DC (LFDC) Lead Service Line Replacement (LSLR) Program FY23-FY26 Block by Block Construction, Multiple Prime Qualified Vendors.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute the amendment to Contract No. 230030, Lead Free DC (LFDC) Lead Service Line Replacement (LSLR) Program FY23-FY26 Block by Block Construction, Multiple Prime Qualified Vendors. The purpose of this contract is to support DC Water’s Lead Free DC (LFDC) Lead Service Line Replacement (LSLR) Program by providing construction resources for FY23 – FY26 block by block lead service line replacements as a component of the LFDC Capital Improvement Program. The contract amendment is not-to-exceed \$70,000,000.00.

This Resolution is effective immediately.

*Michelle Rhodd*

Secretary to the Board of Directors

**Presented and Approved: October 5, 2023,  
SUBJECT: Approval to Execute Supplemental Agreement No. 01 of  
Contract No. DCFA #455-WSA, Basic Ordering Agreement-  
Infrastructure XII, Johnson, Mirmiran & Thompson, Inc.**

**#23-64  
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 October 5, 2023 upon consideration of a non-joint use matter, decided by a vote of four (4) In favor and none (0) opposed to approve the execution of Supplemental Agreement No. 01 of Contract No. DCFA #455-WSA, Johnson, Mirmiran & Thompson, Inc.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Supplemental Agreement No. 01 of Contract No. DCFA #455-WSA, Johnson, Mirmiran & Thompson, Inc. The purpose of this contract is to provide professional architectural/engineering and related services for infrastructure and facilities under a Basic Ordering Agreement. The total amount of this modification is \$1,400,000.00.

This Resolution is effective immediately.

*Michelle Rhodd*  
Secretary to the Board of Directors

**Presented and Approved: October 5, 2023,  
SUBJECT: Approval to Execute Option Year Four of Contract No. 18-  
PR-CFO-55 and Extend the Contract to September 30,  
2024, Merchant Credit/Debit Card Processing Services,  
First Data Merchant Services, LLC**

**#23-65  
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 October 5, 2023 upon consideration of a non-joint use matter, decided by a vote of four (4) In favor and none (0) opposed to approve the execution of Option Year Four of Contract No. 18-PR-CFO-55 and Extend Contract to September 30, 2024, First Data Merchant Services, LLC.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Option Year Four of Contract No. 18-PR-CFO-55 and Extend Contract to September 30, 2024, First Data Merchant Services, LLC. The purpose of this contract is to provide merchant credit/debit card processing services for DC Water. The total amount of this request is \$1,800,000.00.

This Resolution is effective immediately.

  
Secretary to the Board of Directors

**Presented and Adopted: October 5, 2023**

**SUBJECT: Approval to Rollover ~\$924,942 from FY 2023 RAP and MAP Remaining Balance to the FY 2024 RAP Program Budget; Rollover ~\$148,422 from FY 2023 RAP, MAP and CAP Programs Administrative Fund Remaining Balance to the FY 2024 RAP Program Budget; and Rollover \$20,000 from FY 2023 RAP, MAP and CAP Programs Administrative Fund Remaining Balance to FY 2024 Administrative Fund Budget for the RAP and CAP Programs.**

**#23-66**

**RESOLUTION OF THE  
BOARD OF DIRECTORS OF THE  
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("DC Water") at the Board meeting held on October 5, 2023, upon consideration of a non-joint use matter decided by a vote of four (4) in favor and none (0) opposed, to approve and adopt the following action with respect to: (1) Rollover ~\$924,942 of the FY 2023 remaining balance Amount for RAP and MAP Programs to the FY 2024 Budget for the RAP Program; (2) Rollover ~\$148,422 from FY 2023 RAP, MAP and CAP Programs Administrative Fund remaining balance to the FY 2024 Budget for the RAP Program; and (3) Rollover \$20,000 from FY 2023 RAP, MAP and CAP Programs Administrative Fund remaining balance to the FY 2024 Administrative Fund Budget for the RAP and CAP Programs.

**WHEREAS**, the Board at its meeting September 3, 2020, approved Resolution #20-65, to direct the projected FY 2020 Net Cash Surplus to the customer assistance programs for low-income customers: 1) \$3.0 million to continue the Emergency Residential Relief Program in FY 2021 to provide one-time assistance to customers impacted by COVID; assistance up to \$2,000 per residential customers; 2) \$7.0 million for a new program to provide one-time assistance to multi-family buildings where occupants have been negatively impacted by COVID and payment plans are established and adhered to, and the amount of assistance to be determined and provided per affordable unit on a matching basis; 3) \$5.0 million held for FY 2022 targeted assistance for customers in need and transferring the remainder of approximately \$4.894 million to the Rate Stabilization Fund (RSF) to provide operational flexibility to address any contingencies in FY 2021; and

**WHEREAS**, on November 4, 2021 the Board, through Resolution #21-99 approved the: 1) transfer and allocation of \$5.0 million from the Targeted Assistance Fund: \$223,962.95 to the FY 2021 CAP and CAP2 Programs Budget, \$634,401.00 to the FY 2022 CAP and CAP2 Programs Budget, \$1,892,843.08 to the FY 2022 RAP Program Budget and \$2,248,792.97 to the MAP Program Budget, 2) rollover \$5,332,200.77 of the FY 2021

RAP and MAP balance amount for RAP and MAP Programs to the FY 2022 RAP and MAP Programs Budget, and 3) allocation of \$250,000.00 from FY 2021 MAP balance to Administrative Costs for RAP, MAP and CAP Programs for FY 2022; and

**WHEREAS**, on November 3, 2022, the Board, through Resolution #22-70 approved: (1) Rolling over the FY 2022 RAP and MAP remaining balance of \$6,024,764.48 to the FY 2023 RAP and MAP Programs Budget; and (2) Rolling over the FY 2022 RAP, MAP and CAP Program's Administrative costs remaining balance of \$202,853 to the FY2023 RAP, MAP and CAP Program's Administrative costs budget; and

**WHEREAS**, on June 1, 2023, the Board, through Resolution #23-35 approved: (1) Transfer of \$2,097,891 of FY 2023 MAP Funds to FY 2023 RAP Program Budget; and

**WHEREAS**, on September 28, 2023, the Finance and Budget Committee also met to consider the status of the DC Water Cares programs: CAP, CAP2, RAP and MAP programs and remaining budget balance and the General Manager's recommendations for Fiscal Year 2024; and

**WHEREAS**, the General Manager presented the status of the CAP2, RAP and MAP programs noting 1) due to Federal funding through the Homeowner Assistance Fund and LIHWAP, RAP funding would not be exhausted in FY 2023; 2) MAP participation has been slow and the administrative work needed to maintain program outweighs the participation; 3) the calculation of administrative costs for RAP MAP and CAP were lower than expected due to in-house processing; and

**WHEREAS**, the General Manger projected the unexpended balance for DC Water Cares: \$0.92 Million for RAP and MAP and \$0.15 Million for CAP, RAP, and MAP Administrative Fund; and

**WHEREAS**, the General Manager recommended: (1) Rolling over ~\$924,942 of the FY 2023 remaining balance Amount for RAP and MAP Programs to the FY 2024 Budget for the RAP Program; (2) Rolling over ~\$148,422 from FY 2023 RAP, MAP and CAP Programs Administrative Fund remaining balance to the FY 2024 Budget for the RAP Program; and (3) Rolling over \$20,000 from FY 2023 RAP, MAP and CAP Programs Administrative Fund remaining balance to the FY 2024 Administrative Fund Budget for the RAP and CAP Programs; and

**WHEREAS**, after further consideration and discussion, the Finance and Budget Committee recommended the Board approve: (1) Rolling over ~\$924,942 of the FY 2023 remaining balance Amount for RAP and MAP Programs to the FY 2024 Budget for the RAP Program; (2) Rolling over ~\$148,422 from FY 2023 RAP, MAP and CAP Programs Administrative Fund remaining balance to the FY 2024 Budget for the RAP Program; and (3) Rolling over \$20,000 from FY 2023 RAP, MAP and CAP Programs Administrative Fund remaining balance to the FY 2024 Administrative Fund Budget for the RAP and CAP Programs; and

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Board approves: (1) Rolling over ~\$924,942 of the FY 2023 remaining balance Amount for RAP and MAP Programs to the FY 2024 Budget for the RAP Program; (2) Rolling over ~\$148,422 from FY 2023 RAP, MAP and CAP Programs Administrative Fund remaining balance to the FY 2024 Budget for the RAP Program; and (3) Rolling over \$20,000 from FY 2023 RAP, MAP and CAP Programs Administrative Fund remaining balance to the FY 2024 Administrative Fund Budget for the RAP and CAP Programs.
2. This resolution is effective immediately.

*Michelle Rhodd*

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Secretary to the Board of Directors

**Presented and Adopted: October 5, 2023**

**SUBJECT: Approval to Publish Notice of Emergency and Proposed Rulemaking to Extend the DC Water Cares Emergency Relief Program for Low-Income Customers (Residential Assistance Program “RAP”) for Fiscal Year 2024**

**#23-67  
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 October 5, 2023 upon consideration of a non-joint use matter, decided by a vote of four (4) in favor and none (0) opposed, to approve and adopt the following action with respect to publish the Notice of Emergency and Proposed Rulemaking to extend the DC Water Cares Emergency Relief Program for Low-Income Customers (“Residential Assistance Program” or “RAP”) for FY 2024.

**WHEREAS**, on September 3, 2020, the Board, through Resolution #20-65, approved the allocation of \$3 million to continue the District’s Emergency Residential Program in FY 2021 to provide one-time assistance up to \$2,000 to residential customers economically impacted by COVID-19 and to allocate \$7 million to establish a new program to provide one-time assistance to multi-family buildings where the occupants have been impacted by COVID and payment plans are established and adhered with the assistance determined and provided per affordable unit, and on a matching basis; and

**WHEREAS**, on February 4, 2021, the Board, through Resolution #21-15, approved and adopted final rules to establish the DC Water Cares – Emergency Relief Program for Low-Income Residential Customers (Residential Assistance Program (RAP)); and

**WHEREAS**, on May 6, 2021, the Board through Resolution #21-42, approved and adopted final rules to establish the DC Water Cares: Multifamily Assistance Program (MAP) for Low-Income Multifamily Tenants; and

**WHEREAS**, the Board, through Resolutions #21-15 and 21-42, required the benefits provided under the DC Water Cares: RAP and MAP programs would only be provided for Fiscal Year 2021, and terminate on September 30, 2021, unless approved by the Board to continue in FY 2022; and

**WHEREAS**, on December 2, 2021, the Board, through Resolution # 21-114, authorized the General Manager to amend the District of Columbia Municipal Regulations to extend

the implementation of the DC Water Cares – Emergency Relief Program for Low-Income Residential Customers (Residential Assistance Program (RAP)) and Multifamily Assistance Program (MAP) for FY 2022 due to ongoing economic impacts as a result of COVID-19, which continued to cause the number of potential eligible customers in arrears to increase, and the uncertainty of federal assistance programs to provide assistance for customers in need; and

**WHEREAS**, on October 6, 2022, the Board, through Resolution # 22-66, authorized the General Manager to amend the District of Columbia Municipal Regulations to amend and extend the implementation of the DC Water Cares – Emergency Relief Program for Low-Income Residential Customers (Residential Assistance Program (RAP)) and Multifamily Assistance Program (MAP) for FY 2023 due to ongoing economic impacts as a result of COVID-19, which continued to cause the number of potential eligible customers in arrears to increase, and the uncertainty of federal assistance programs to provide assistance for customers in need; and

**WHEREAS**, on September 26, 2023, the DC Water and Sewer Rates Committee met to consider the status of the DC Water Cares: CAP, CAP2, RAP and MAP programs and remaining budget balance and the General Manager's recommendations for Fiscal Year 2024; and

**WHEREAS**, the General Manager presented the status of the CAP, CAP2, RAP and MAP programs noting 1) due to Federal funding through the Homeowner Assistance Fund and LIHWAP, RAP funding would not be exhausted in FY 2023; 2) MAP participation has been slow and the administrative work needed to maintain program outweighs the participation; 3) the calculation of administrative costs for RAP MAP and CAP were lower than expected due to in-house processing; and

**WHEREAS**, the General Manager recommended: (1) Rolling over ~\$924,942 of the FY 2023 remaining balance for RAP and MAP Programs to the FY 2024 Budget for the RAP Program; (2) Rolling over ~\$148,422 from FY 2023 RAP, MAP and CAP Programs Administrative Fund remaining balance to the FY 2024 Budget for the RAP Program; and (3) Rolling over \$20,000 from FY 2023 RAP, MAP and CAP Programs Administrative Fund remaining balance to the FY 2024 Administrative Fund Budget for the RAP and CAP Programs; and

**WHEREAS**, the General Manager reported the impacts of COVID are still affecting customers resulting in total residential customer arrears of \$8.4 Million; and

**WHEREAS**, the General Manager recommended adopting and publishing a Notice of Emergency and Proposed Rulemaking to extend the DC Water Cares: Residential Assistance Program (RAP) for FY 2024 until funds are exhausted; and

**WHEREAS**, the General Manager recommended these amendments be made through an emergency rulemaking to maintain the continuity of benefits for customers that continue to be in need due to the economic impacts of COVID-19 until the Board holds



a Public Hearing and the final rulemaking is published within 120 days; and

**WHEREAS**, after further consideration and discussion, the DC Retail Water and Sewer Rates Committee recommended the Board adopt and approve the publication of the Notice of Emergency and Proposed Rulemaking to amend 21 DCMR 4102 Customer Assistance Program, to extend the DC Water Cares: RAP regulations for FY 2024 until funds are exhausted as proposed by the General Manager; and

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Board hereby adopts and approves the publication of the Notice of Emergency and Proposed Rulemaking (NOEPR) to amend 21 DCMR 4102 Customer Assistance Program as recommended by the DC Retail Water and Sewer Rates Committee and the General Manager to extend the DC Water Cares: RAP regulations for FY 2024, effective October 5, 2023 for 120 days as provided in Attachments A.
2. The General Manager is authorized to take all steps necessary in his judgment and as otherwise required, to initiate the public comment process and shall publish the Notice of the Emergency and Proposed Rulemaking and Notice of Public Hearing in accordance with the District of Columbia Administrative Procedure Act and implementing rules and D.C. Official Code § 34-2202.16.
3. This resolution is effective immediately.

*Michelle Rhodd*  
Secretary to the Board of Directors

Attachment A

**Chapter 41, RETAIL WATER AND SEWER RATES AND CHARGES, of Title 21 DCMR, WATER AND SANITATION, is amended as follows:**

**1. Subsection 4102.9, DC Water Cares Emergency Relief Program for Low-Income Residential Customers, of Section 4102, CUSTOMER ASSISTANCE PROGRAMS, is amended to read as follows:**

4102.9 DC Water Cares Emergency Relief Program for Low-Income Residential Customers:

- (a) Participation in the DC Water Cares Emergency Relief Program (DC Water Cares) shall be limited to a single-family or individually metered low-income Residential Customer that meets the following eligibility requirements:
  - (1) The applicant maintains an active DC Water account and is responsible for paying for water and sewer services; and
  - (2) DOEE has determined that the applicant's annual household income is equal to or below eighty percent (80%) of the Area Median Income (AMI) for the District of Columbia, not capped by the United States median low-income limit.
- (b) An approved customer shall receive the following benefits:
  - (1) Credit of one hundred percent (100%) off the past due water and sewer bill balance; and
  - (2) The total amount of credits provided shall not exceed Two Thousand (2,000) dollars during Fiscal Year 2024, subject to the availability of budgeted funds.
- (c) Upon DC Water's receipt of notice from DOEE that the applicant meets the financial eligibility requirements and subject to the availability of budgeted funds, DC Water shall provide the credits to the customer's account from the date that DOEE accepts a completed application and for future qualifying events that may lead to collection activities to the end of the fiscal year in which the application was submitted.
- (d) The DC Water Cares Emergency Relief Program for Low-Income Residential Customers shall terminate on September 30, 2024, or as provided in § 4102.9(f).

- (e) Customer that received DC Water Cares benefits in FY 2023 must submit a renewal CAP or CAP2 application to DOEE to receive DC Water Cares benefits in Fiscal Year 2024.
- (f) If DC Water determines that the remaining budgeted funds are insufficient to provide DC Water Cares for Low-Income Residential Customers benefits, DC Water may:
  - (1) Suspend the process for accepting DC Water Cares applicants; or
  - (2) Suspend or adjust providing DC Water Cares benefits to eligible recipients.

**2. Subsection 4102.10, Section 4102, CUSTOMER ASSISTANCE PROGRAMS, is amended to read as follows:**

4102.10 [RESERVED]

All persons desiring to comment on this Notice of Emergency and Proposed Rulemaking should submit comments in writing not later than December 5, 2023. Comments should be submitted to Michelle Rhodd, Secretary to the Board, District of Columbia Water and Sewer Authority, 1385 Canal Street, S.E., Washington, D.C. 20003, by email to [Michelle.Rhodd@dcwater.com](mailto:Michelle.Rhodd@dcwater.com), or by FAX at (202) 787-2795. Copies of the Notice of Emergency and Proposed Rulemaking may be obtained from DC Water at the same address or by contacting Ms. Rhodd at (202) 787-2331.