



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

Board of Directors

Governance Committee

January 11, 2017

9:00 a.m.

- | | |
|---|---|
| 1. Call to Order | Ellen Boardman, Chairperson |
| 2. DC Water Works! Employment Programs Update | Korey Gray, Compliance Officer |
| 3. Consolidation of EQSS and WQSS Committees | Henderson J. Brown, IV, General Counsel |
| 4. Executive Session* | |
| 5. Adjournment | Ellen Boardman, Chairperson |

*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)(1); legal, confidential or privileged matters under D.C. Official Code § 2-575(b)(4); 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); 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.



District of Columbia Water and Sewer Authority
George S. Hawkins, CEO and General Manager



PROGRAMS UPDATE

Presented to the

Governance Committee

Ellen Boardman, Chairperson

Wednesday, January 11, 2017



District of Columbia Water and Sewer Authority
George S. Hawkins, CEO and General Manager

Update on Permanent Program Implementation



Program Implementation

- Utilization and New Hire Goals –DC Water Works (as of FY 2017) tracks new hires and the contractor workforce participation in accordance with the annual utilization goals:
 - New Hire Goals – 60% of residents in the User Jurisdiction
 - Workforce Utilization – 51% of residents in the User Jurisdiction
- Identification of Strategic Partners – DC Water Works Strategic Partners are the primary source of candidates for new employment and training opportunities. **(Fully In Place)**
- Job Centers –Use of the Satellite Job Centers are being phased out in FY 2017. In place of the Job Centers, DC Water is reconnecting with District’s and other area organizations that are already established to provide resume writing support and job placement services. This District’ One Stop Centers (managed through the Workforce Investment Council) will be a prime partner, as an example, to post DC Water Works job opportunities and work with job seekers as needed. **(Partially In Place)**
- Employment Plans –New Prime Contractors submit Employment Plans as part of their bid submittals, or within 30 days of contract award. **(Partially In Place)**
- Job Notifications –All active construction and goods/service contractors are encouraged to submit new employment opportunities to DC Water Works for fulfillment. New contractors have been notified of the DC Water Works three business day referral process. **(Partially In Place)**
- Updated solicitation language - The contract language to be included in solicitations and specifies the local resident utilization goals and requires the use of DC Water Works as the first source for candidate referral as a requirement, is with the Office of the General Counsel for review. Review will be completed when the compliance SOP’s are finalized. **(Not in Place)**
- Database – The Online Compliance Database is in its testing phase.



New Opportunities through Water Works (since October 31, 2016)

Summary of Open Positions

Total Open Positions: 28

| Position Title | Position Type | Number of Positions | Hiring Firm | Status |
|------------------------|---------------|---------------------|--|------------------------------|
| Meter Installer | Service | 7 | Smart Grid Solutions | Six (6) Filled/ One (1) Open |
| Flagger | Construction | 4 | Hybrid Construction | Filled |
| Short Order Cook | Service | 1 | Shuler's Family Kitchen | Filled |
| Cashier | Service | 1 | Shuler's Family Kitchen | Filled |
| Meter Installer (Temp) | Service | 2 | DC Water | Filled |
| Laborer | Construction | 3 | American Contracting and Environmental | Filled |
| CCTV Operator | Construction | 2 | REI Drayco | One Filled/One On Hold |
| Open Positions | | | | |
| Carpenter | | | Engineers | |
| Concrete Pump Driver | | | Mechanic | |
| Crane Operator | | | Network Services Engineer | |
| Heavy Truck Technician | | | Truck Drivers | |



New Opportunities through Water Works (since October 31, 2016)

Summary of Filled Positions

Eighteen (18) Positions Filled

| Position Title | Number of Filled Positions | Status | New Hire Residence | Candidate Sources |
|------------------------|----------------------------|------------------------|----------------------------|--|
| Meter Installer | 6 | Six Filled/ One Open | DC – 4 MC – 2 | DOES – 3 DC SNAP – 1 DC Water Works Database – 2 |
| Flagger | 4 | Filled | DC – 4 | Building Futures – 4 |
| Short Order Cook | 1 | Filled | DC – 1 | DC Water Works Database – 1 |
| Cashier | 1 | Filled | DC – 1 | DC Water Works Database – 1 |
| Meter Installer (Temp) | 2 | Filled | DC – 2 | DC Water Works Database – 2 |
| Laborer | 3 | Filled | DC – 1 FC – 1 MD - 1 | DC Water Works Database - 1 Potomac Job Corps – 2 |
| CCTV Operator | 1 | One Filled/One On Hold | DC -1 | DC Water Works Database – 1 |

- DC Water Works New Hire Goal for residents of the User Jurisdiction: 60%
 - Currently Achieving: 94%
 - District Resident New Hires: 77%



District of Columbia Water and Sewer Authority
George S. Hawkins, CEO and General Manager

Department of Facilities Summer Partnership Program

- DC Water’s Department of Facilities in partnership with local community based programs, provides District residents summer employment opportunities. This program also includes mentoring and basic training. Currently, Facilities is partnering with Sasha Bruce and the Earth Conservation Corps (ECC).
 - Participants get exposure to a variety of facilities trades: Carpentry, Building and Grounds, and Painting.
 - Summer Program ended September 30th
- Two (2) participants who excelled in the summer program are being “sponsored” by DC Water Works to continue through the fall/winter.
 - Program extended for an additional ten (10) weeks
 - Participants work 40 hours per week (up to four hours overtime per worker each week).
 - \$13.85 per hour
- One of the participants from the 2015 partnership program just recently was offered a permanent employee as the official DC Water information assistance operator.

Internship program helps local youth

Tremayne Benton is by any measure a young man on track for career success in the medical field. He recently obtained full-time employment with Apria Healthcare, a leading provider of home respiratory services and durable medical equipment. Benton is also an Emergency Medical Technician (EMT) and hopes to parlay his experience in the medical field into his own business.

The future is clearly bright and full of possibilities for Benton, and his first exposure to the professional workplace was through a partnership between DC Water Facilities and the Earth Conservation Corps (ECC). “It all began for me at DC Water,” Benton remembers. “I worked two summers for the Facilities team and learned so much from **Gustavo [Catalan]** (*Foreman, Grounds Maintenance / Facilities*) and **Quintin [Wilkinson]** (*Management Analyst / Facilities*). They were real mentors for me.”

“I could tell right away that Tremayne had potential,” said Wilkinson. “What makes him special is that he wanted to learn. He learned the value of working a real full-time job and how to be successful in the workplace. They don’t teach that in schools. I think DC Water helped him identify skills and strengths and develop them for the workplace.”

While participating in the partnership program at DC Water, Benton worked as a groundskeeper handling a variety of duties. “I’d cut grass and do the edging, but I’d also do weeding around the garden plots,” Benton describes. “I even moved furniture. The great thing was that I learned about professional discipline and how to handle myself professionally in a diverse environment.”

Staff hope that Benton will be able to return to Blue Plains in the near future to speak to a new group of ECC interns and hopefully inspire them to find their passion and professional confidence.

“Focus” September 2016



Commercial Driver's License Training

- DC Water, through the Department of Facilities, is conducting a CDL training program for ten (10) District residents.
 - Curriculum and Field Experience
 - Training will be conducted by DC Water's certified CDL trainer.
- Participants are expected to obtain their CDL Class A and Class B Licenses.
- Candidates are graduates from DC Water's "Stage 1" Strategic Partners
 - Soft Skills Trained
 - Interest in a CDL Driving Career
- The training will last six (6) weeks beginning in February 2017.
- In support of the training, DC Water Works is engaging contractors that have expressed a need for CDL drivers. In response, multiple contractors have agreed to participate in the training and to support a mini job fair upon program completion.
- Participants will earn \$15.00 an hour. (1099 workers).
 - If the candidates pass the test, they will be awarded a \$50 bonus.
- Total Estimated Cost: \$50k
 - Well below projected costs.
 - Potential for a second cohort in the Spring/Summer



Pipe Laying Training

- DC Water, through a third party contractor, plans to conduct a Pipe Laying training to ten to fifteen (10-15) District residents. Solicitation for the third party trainer expected to be released in January/February 2017.
- Resumes will be received in February with selection to be completed in March.
- Training will be 90 days, beginning in March, and will consist of field and classroom work.
- Participants who successfully complete the program will be targeted for “labor” positions as well as contractors’ apprenticeship programs.
- Participants will earn \$15.00 an hour. (Paid through the skills trainer).
 - If the candidates pass the test, they will be awarded a \$50 bonus.
- Total Estimated Cost: \$125k
 - Potential for a second cohort in the Spring/Summer



District of Columbia Water and Sewer Authority
George S. Hawkins, CEO and General Manager

Southeast Welding Academy (SEWA)

SEWA is a referral partner of DC Water's. This session, SEWA is training eight (8) District residents in various welding disciplines, including arc welding.

- 2 completed the class last month
- 6 are still in session

Although DC Water is not sponsoring any of the training effort, when the individuals have completed their training, they will be entered into the DC Water Works! database and presented to potential employers.



Green Infrastructure

Pursuant to the MOU between DC Water and the District, there is a goal that 51% of new hires on GI projects in the Rock Creek and Potomac River sewersheds with Green Infrastructure (GI) should be District residents.

DC Water partnered with the University of the District of Columbia and Washington Parks and People to train and prepare District residents to successfully complete the National Green Infrastructure Program (NGICP) exam.

Curricula was developed in partnership with DC Water, the Water Environment Foundation, and other partners across the nation. The entrance examination was held December 13, 2016.

- National exam. Seven cities held the exam on the same day
- Three Hour Exam - 141 Questions
- Exam was processed by Scantron

Results:

- University of the District of Columbia
 - Accepted for Training - 18
 - Completed Training – 18 (all successfully completed)
 - Sat for Exam – 12
- Washington Parks and People
 - Accepted for Training - 17
 - Completed Training – 15 (2 did not show up for training)
 - Sat for Exam – 12

The results of the NGICP exam will be available in late January 2017. Individuals who successfully passed the exam will be eligible for employment/on going training on the first Rock Creek project (Rock Creek Project A) and future GI work under the DC Clean Rivers Project.



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Special Projects

- Discussions are being held concerning a potential operators training program for the departments of WasteWater Treatment and DDCS.
- Targeted Employment Event (Job Fair) is being coordinated with Skanska for the New Headquarters.



FY 2016 DC Water Non-Major Construction Projects Employment Data

The following data summarizes the non-major construction employment data (Cumulative) for FY 17, as of November 30, 2016

In FY 17 (October 31, 2016 – November 30, 2016), there were:

- Thirty-Two (32) Active Projects
- 1,048 contractor job positions on Non-Major Construction contracts.
 - 739 positions (70.5%) were filled (transfers and new hires) by residents within DC Water’s User Jurisdiction.
 - 162 positions (15.5%) were filled (transfers and new hires) by District of Columbia residents.
 - Non-Major Construction new hires: 8

| | # of Positions | % |
|-----------------------------|----------------|--------------|
| ➤ User Jurisdiction | 739 | 70.5% |
| ○ DC | 162 | 15.5% |
| ○ PGC | 386 | 36.8% |
| ○ MC | 97 | 9.3% |
| ○ FC | 93 | 8.9% |
| ○ LC | 1 | 0.1% |
| ➤ Outside User Jurisdiction | 309 | 29.5 |
| Total | 1,048 | |



FY 2016 DC Water Major Construction Projects Employment Data

(e.g., Clean Rivers, Enhanced Nitrogen Removal, Tunnel Dewatering Pump Stations and Biosolids Management)

The following data summarizes the major construction employment data (Cumulative) for FY 17, as of November 30, 2016

In FY 17 (October 31, 2016 – November 30, 2016), there were:

- Thirteen (13) Active Projects
- 2,696 contractor job positions on Major Construction contracts.
 - 1,268 positions (47%) were filled (transfers and new hires) by residents within DC Water’s User Jurisdiction.
 - 287 positions (11%) were filled (transfers and new hires) by District of Columbia residents.
 - Major Construction new hires: 0

| | # of Positions | % |
|-----------------------------|----------------|--------------|
| ➤ User Jurisdiction | 1,268 | 47.0% |
| ○ DC | 287 | 10.6% |
| ○ PGC | 509 | 18.9% |
| ○ MC | 161 | 6.0% |
| ○ FC | 238 | 8.8% |
| ○ LC | 73 | 2.7% |
| ➤ Outside User Jurisdiction | 1,428 | 53.0% |
| Total | 2,696 | |

ATTACHMENT 1

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**BY-LAWS
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

**Adopted - October 17, 1996; Resolution 96-11
Amended - February 4, 1999; Resolution 99- 10
Amended - February 1, 2001; Resolution 01-16
Amended – September 12, 2002; Resolution 02-75
Amended – December 4, 2003; Resolution 03-86
Amended-July 5, 2007; Resolution 07-64
Amended – October 2, 2008: Resolution 08-~~0787~~
Amended – April 1, 2010: Resolution 10-42
Amended – October 7, 2010; Resolution 10-100
Amended – December 2, 2010; Resolution 10-115
Amended – April 7, 2011; Resolution 11-49
Amended – December 5, 2013; Resolution 13-112
Proposed Amendment – February 2, 2017; Resolution 17-XX**

**ARTICLE I
General**

These By-Laws and the Water and Sewer Authority Establishment and Department of Public Works Reorganization Act of 1996 (the “Act”), as the Act shall be amended from time to time, govern the function and operation of the District of Columbia Water and Sewer Authority (the “Authority”) and in the event of any conflict between these By-Laws and the Act, the Act shall control to the extent of the conflict. Terms defined in the Act shall have the same meaning when used in these By-Laws. References in these By-Laws to the Act, or any provision thereof, shall include a reference to any amendment to the Act which takes effect after the adoption of these By-Laws.

**ARTICLE II
Board of Directors**

§ 2.01 Composition

(a) The Board of Directors of the Authority (the “Board”) shall consist of 11 principal Board members (“principal members”) and 11 alternate Board members (“alternate members”).

(b) Alternate members may participate in discussion at Board meetings, at the Chairperson’s discretion, but may vote at Board meetings only when their corresponding principal Board member is absent. An alternate member permitted by this subsection to vote at a meeting shall do so as a representative of their corresponding principal member except that if the principal’s position is vacant the alternate shall vote in her or his own right.

(c) Principal members shall endeavor to attend all Board meetings and meetings of those Committees upon which they serve.

(d) Alternate members shall attend any meeting which their corresponding principal is required to, but cannot attend. Alternates shall either attend all other meetings or familiarize themselves with the discussions and determination made at such meetings.

(e) Alternate members may be appointed by the Chairperson to the Committees established by the Board and may fully participate in Committee functions.

§ 2.02 Duties

The Board shall develop policies for the management, maintenance, and operation of water distribution and sewage collection and treatment, disposal systems and other devices and facilities under the control of the Authority, and shall perform such other duties as are specified in or otherwise required by the Act and these By-Laws.

§ 2.03 Removal, Suspension, and Termination

(a) The Board may recommend that the Mayor remove, suspend, or terminate a principal or alternate member for misconduct or neglect of duty. The Mayor may remove a principal or alternate pursuant to section 204(g) of the Act (D.C. Official Code § 34-2202.04(a)(4)(g)).

(b) The Board may recommend that the Mayor remove, suspend, or terminate a principal or alternate member for misconduct if the Board finds that the member or alternate committed any act involving moral turpitude. The Mayor may remove a principal or alternate pursuant to section 204(g) of the Act (D.C. Official Code § 34-2202.04(a)(4)(g)).

(c) The Board may recommend that the Mayor remove, suspend, or terminate a principal or alternate member for neglect of duty if the Board finds that:

- (i) The principal or alternate member committed any act or omission which constitutes a breach of the Board member's or alternate's fiduciary duty to the Board or the Authority;
- (ii) A principal member failed to attend two or more Board meetings, or three or more meetings of a Committee to which such member is appointed, within a twelve-month period, without providing a business or personal reason which the Board determines is legitimate; or
- (iii) An alternate member, having received notice from his or her corresponding principal member of that member's inability to attend a meeting (as required by § 3.05 (c)), failed to attend two or more

such Board meetings, or three or more Committee meetings, within a twelve-month period, without providing a business or personal reason which the Board determines is legitimate.

(d) A principal or alternate member who is indicted for the commission of a felony shall be automatically suspended from serving on the Board. Upon a final determination of guilt, the term of the principal or alternate member shall be automatically terminated. Upon a final determination of innocence, the Mayor may reinstate the Board member.

§ 2.04 Resignation

Any principal or alternate member may resign by giving notice of resignation to the Mayor and a copy of the notice to the Secretary to the Board. A non-District member shall also notify the official authorized to recommend a successor. The member's resignation shall take effect on the date specified in the notice.

§ 2.05 Compensation

Principal and alternate members of the Board of Directors shall be compensated and reimbursed for expenses as provided in the Act and in accordance with the Authority's reimbursement procedures for executive officers.

ARTICLE III Meetings

§ 3.01 Meetings to be Open to Public; Availability of Records

(a) For purposes of these By-Laws, except as provided in subsection (g), the term "meeting" shall be defined as a gathering of a quorum of the members of the Board, including hearings and roundtables, whether formal or informal, regular, closed executive session, or emergency, at which the members of the Board during such gathering consider, conduct, or advise on Authority business, including gathering of information, taking testimony, discussing, deliberating, recommending, and voting, regardless whether the meeting is held in person, by telephone, electronically, or by other means of communication. The term "meeting" may also include part or all of a retreat. The term "meeting" shall not include a chance or social gathering, press conference, or training session.

(b) Except as provided in § 3.04, all meetings shall be open to the public. A meeting shall be deemed open to the public if:

- (i) The public is permitted to be physically present;
- (ii) The news media, as defined by D.C. Official Code § 16-4701, is permitted to be present; or
- (iii) The meeting is televised.

(c) All meeting, whether open or closed, shall be recorded by electronic means; provided, that if a recording is not feasible, detailed minutes of the meeting shall be kept.

(d) Copies of records, including a written transcript or transcription shall be made available to the public, at a reasonable cost, upon request in accordance the following schedule, provided that a record, or a portion of a record, may be withheld under the standards established for closed executive session meetings as provided in § 3.04:

- (i) A copy of the approved minutes of a meeting shall be made available for public inspection as soon as practicable, but no later than 3 business days after the meeting at which the minutes were approved.
- (ii) A copy of the full record, including any recording or transcript, shall be made available for public inspection as soon as practicable, but not later than 7 business days after the meeting.

(e) A meeting may be held by video conference, telephone conference, or other electronic means, provided that:

- (i) Reasonable arrangements are made to accommodate the public's right to attend the meeting;
- (ii) The meeting is recorded; and
- (iii) All votes are taken by roll call.

(f) A meeting held by electronic means shall comply with all of the requirements of these By-Laws.

(g) E-mail exchanges among principal or alternate members and staff shall not constitute an electronic meeting.

§ 3.02 Regular Meetings

Regular meetings of the Board shall be held on the first Thursday of each month, or if such day is a legal holiday in the District of Columbia, then on the next weekday following such day unless an alternate date is determined to be appropriate by the Chairperson. All meetings shall be held at the Blue Plains Wastewater Treatment Plant, 5000 Overlook Avenue, S.W., Washington, D.C., or as otherwise specified in the notice of such meeting.

§ 3.03 Emergency Meetings

(a) Emergency meetings of the Board to address an urgent matter may be called by the Chairperson on his or her own initiative, or upon the written request of not

less than three members of the Board entitled to vote on the matter or matters to be considered at the emergency meeting (which request shall specify such proposed matter or matters and shall be delivered to the Chairperson and the Secretary to the Board).

(b) When an emergency meeting is convened, the Chair shall open the meeting with a statement explaining the subject of the meeting, the nature of the emergency and how public notice was provided.

§ 3.04 Closed (Executive Session) Meetings

(a) The Board or Committee may only close a meeting or portion of a meeting for an executive session for the following reasons:

- (i) A law or court order requires that a particular matter or proceeding not be public;
- (ii) To discuss, establish, or instruct the Authority's staff or negotiating agents concerning the position to be taken in negotiating the price and other material terms of a contract, including an employment contract, if an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority;
- (iii) To discuss, establish, or instruct the Authority's staff or negotiating agents concerning the position to be taken in negotiating incentives relating to the location or expansion of industries or other businesses or business activities in the District;
- (iv) To consult with the General Counsel or other attorney to obtain legal advice and to preserve the attorney-client privilege between an attorney and the Authority, or to approve settlement agreements; provided, that, upon request, the Authority may decide to waive the privilege. A meeting shall not be closed that would otherwise be open merely because an attorney for the Authority is a participant;
- (v) Planning, discussing, or conducting specific collective bargaining negotiations;
- (vi) Preparation, administration, or grading of scholastic, licensing, or qualifying examinations;
- (vii) To prevent premature disclosure of an honorary degree, scholarship, prize, or similar award;
- (viii) To discuss and take action regarding specific methods and procedures to protect the public from existing or potential terrorist activity or substantial dangers to public health and safety, and to

receive briefings by staff members, legal counsel, law enforcement officials, or emergency service officials concerning these methods and procedures; provided, that disclosure would endanger the public and a record of the closed session is made public if and when the public would not be endangered by that disclosure;

- (ix) To discuss disciplinary matters;
- (x) To discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials;
- (xi) To discuss trade secrets and commercial or financial information obtained from outside the Authority, to the extent that disclosure would result in substantial harm to the competitive position of the person from whom the information was obtained;
- (xii) To train and develop members of the Board and staff, including off-site retreats of members for such purposes;
- (xiii) To deliberate upon a decision in an adjudication action or proceeding by the Authority exercising quasi-judicial functions; and
- (xiv) To plan, discuss, or hear reports concerning ongoing or planned investigations of alleged criminal or civil misconduct or violations of law or regulations, if disclosure to the public would harm the investigation.

(b) Before a Board or Committee meeting or portion of a meeting is closed for an executive session, the Board or Committee shall:

- (i) Meet in an open session at which a majority of the members present shall vote in favor of closure;
- (ii) The Chairperson or acting Chairperson of the Board or Committee shall make a statement providing the reason for closure, including a citation from § 3.04(a) and the subjects to be discussed; and
- (iii) The Secretary to the Board shall make available to the public a copy of the written roll call vote and the statement.

(c) A Board or Committee meeting in a closed executive session shall not discuss or consider matters other than those matters listed under § 3.04(a).

§ 3.05 Notice to the Board of Meetings

(a) Before any meeting of the Board, the Secretary to the Board shall notify principal and alternate members of the meeting by:

- (i) Mailing a notice by first class mail, postage prepaid at least five days (Saturdays, Sundays and legal holidays excluded) before the date of such meeting to the principal and alternate members' addresses appearing on the Authority's records; or
- (ii) Delivering a notice by hand facsimile or e-mail transmission at least one day (Saturdays, Sundays and legal holidays excluded) before the date of such meeting to the principal and alternate members' respective addresses, facsimile numbers or e-mail addresses appearing on the record.

(b) The notice shall state the date, time, and place of the meeting and shall be accompanied by a proposed agenda, prepared in accordance with § 3.07(a), except that where an emergency meeting is called, and time does not allow for the preparation of an agenda prior to the issuance of notice, the notice shall include a brief description of the matters to be considered.

(c) A member who is unable to attend a meeting due to legitimate personal or business reasons shall notify the designated alternate and the Secretary to the Board. If the member's corresponding alternate is also unable to attend, the alternate shall notify the Secretary to the Board of these circumstances and the reason for his or her absence.

(d) Satisfaction of the notice requirements of this Section may be waived by a majority of the members of the Board at a meeting at which a quorum is present, provided that the Secretary to the Board shall have made reasonable efforts to comply with such requirements. The attendance of a principal or alternate member at a Board meeting shall constitute such a waiver unless specific objection is made before the presence of a quorum is determined.

§ 3.06 Notice of Meetings to the Public

(a) The Secretary to the Board shall inform the public of any Board or Committee meeting, including regular, emergency, or closed executive session meeting, when they are scheduled and when the schedule is changed;

(b) Notices to the public shall be posted on the Authority's website and in a public area at the Blue Plains Wastewater Treatment Plant or the location of the Board or Committee meeting not less than 48 hours or 2 business days before a meeting. Notice of meetings shall also be published in the *D.C. Register* as timely as practicable.

(c) The Secretary to the Board shall inform the public of a hearing to consider the establishment or adjustment of retail water and sewer rates by publishing a notice in

the *D.C. Register* and a newspaper of general circulation at least ten days prior to the date of the hearing.

(d) The Secretary to the Board shall inform the public of any emergency meeting by posting the notice of the meeting on the Authority's website and in a public area at the Blue Plains Wastewater Treatment Plant or the location of the Board or Committee meeting at the same time as notice of the meeting is issued to Board members.

(e) Each notice to the public for a Board or Committee meeting shall include the date, time, location, and planned agenda to be covered at the meeting. If the meeting or any portion of the meeting is to be closed, the notice shall include, if feasible, a statement of intent to close the meeting or any portion of the meeting, including citations to the reason for closure under § 3.04(a), and a description of the matters to be discussed.

§ 3.07 Agenda

(a) The Secretary to the Board shall prepare a proposed agenda under the Chairperson's direction, including a consent agenda, for each meeting of the Board and Committee. The agenda shall be attached to the notices provided for in §§ 3.05 and 3.06, and shall designate, by an asterisk or other mark, those items which do not involve "joint-use sewerage facilities" within the meaning of Section 201(4) of the Act (a "non joint-use" matter).

(b) A motion to change the designation or non-designation of an agenda item as non joint-use must be made and acted on prior to discussion of the item. In the event that the Board is to consider a matter not listed on the proposed agenda or matters at an emergency meeting for which no agenda was prepared, such matters are presumed to be joint use items unless a motion to redesignate the item is made and acted on prior to discussion of the item.

§ 3.08 Quorum

(a) Six (6) principal members shall constitute a quorum for the transaction of Board business, except that an alternate member may be counted towards a quorum in the absence of their corresponding principal member.

(b) Four (4) District members shall constitute a quorum for conducting a public hearing to establish or adjust retail water and sewer rates, pursuant to 21 DCMR § 4001.3.

(c) Committees shall not be required to meet a quorum requirement to hold a meeting.

(d) The number of attendees at a Board or Committee meeting shall not be kept below the number required to establish a quorum to avoid these requirements.

§ 3.09 Conduct of Business

- (a) The Chairperson shall preside over Board meetings.
- (b) Board actions shall be presented for a vote in the form of a resolution.
- (c) The Board may postpone consideration of an agenda item by a majority vote of those members authorized to participate in the decision.
- (d) All votes of the Board or Committee to hold a closed executive session or during a meeting conducted by electronic means shall be taken by roll call and recorded by the Secretary to the Board.
- (e) Physical attendance at Board meetings is the preferred method of participation. However, Board members may participate telephonically and via videoconferencing in both Board and Committee meetings. Members participating in Board meetings telephonically or via videoconferencing may both be considered for purposes of determination of a quorum and vote. Members participating in Committee meetings telephonically or via videoconferencing may voice their recommendations to the Board. However, such telephonic and videoconferencing participation is to occur only when the following conditions are met: (i) neither the principal nor the principal's alternate can attend the meeting in person; and (ii) the Chairman determines that the telephonic and/or videoconferencing communication is in the best interest of the Authority. In order for the Chairman to make this determination, the Board member wishing to participate telephonically or via videoconferencing must notify the Chairman as soon as he/she is aware of the need to participate in this manner or the day before the meeting, whichever occurrence is earlier in time.
- (f) The Board may establish rules governing the conduct and procedure of Board and Committee meetings. Questions of procedure for meetings of the Board or Committee meetings that are not determined by these By-Laws or any rules adopted by the Board shall be governed by Robert's Rules of Order as interpreted by the Chairperson.

ARTICLE IV Officers of the Board

§ 4.01 Appointment

- (a) The officers of the Board shall consist of the Chairperson, who shall be selected as provided for in the Act and a First Vice-Chairperson and Second Vice - Chairperson. Both the First and Second Vice-Chairpersons and all other Board officers established by these By-Laws, shall be selected by the Board from among persons nominated by the Nominating Committee.
- (b) The Board may, by resolution, create or abolish any officer position (other than the Chairperson).

(c) The Board may, by resolution, delegate the duties of the officer position (other than the Chairperson) to any alternate member.

§ 4.02 Duties

(a) The Chairperson's duties shall include but are not limited to calling emergency meetings of the Board in accordance with § 3.03, determining the agenda of a meeting for purposes of § 3.07, presiding over Board meetings in accordance with § 3.09, establishing ad-hoc Committees of the Board, appointing members and chairpersons of the standing and ad-hoc Committees of the Board and carrying out such other duties as are specified in these By-Laws or delegated to the Chairperson by resolutions of the Board that are in accordance with the Act and these By-Laws.

(b) The First Vice-Chairperson shall fulfill the duties of the Chairperson if the Chairperson is absent or otherwise unavailable to do so. The Second Vice-Chairperson shall fulfill the duties of the First Vice-Chairperson if the First Vice-Chairperson is absent or otherwise unavailable.

§ 4.03 Term of Office

An officer of the Board shall serve a one-year term or until a successor assumes office, unless the officer resigns or is removed.

§ 4.04 Resignation and Removal of Officers

(a) Officers of the Board shall serve the full term provided in these By-Laws unless such term is terminated earlier by resolution of the Board for cause.

(b) An officer may resign by written notice to the Chairperson and the Secretary to the Board. The resignation shall take effect on the date the notice is received, unless the notice specifies a later effective date, which is acceptable to the Chairperson.

(c) The Board may appoint a successor to fill the unexpired term of a resigned or removed officer (other than the Chairperson), or for a new term, as the Board considers appropriate.

ARTICLE V Committees

§ 5.01 Establishment

(a) The following shall be standing Committees of the Board, with such other responsibilities as are specified by the Chairperson or appropriate resolution of the Board, including but not limited to the review of contracts that are material to the Committee's assigned duties. The Board may create additional standing Committees as it deems necessary. The Committees shall receive detailed information in their areas of

responsibility and make recommendations to the Board. Only formal actions of the Board through resolution can bind the Authority. The chairperson of a standing or ad-hoc Committee, with the concurrence of the Chairperson of the Board, may designate an acting chairperson for the purposes of chairing a particular standing or ad-hoc Committee meeting.

- (i) Finance and Budget Committee: Shall make recommendations to the Board regarding actions required of or desired by the Board of Directors which have a significant and material fiscal effect as a result of operations, including by way of example and not limitation, adoption of the budget, borrowings, investments, grants, acquisitions, accounting, sales, insurance, adjustments to charges due for services or commodities furnished by the Authority, appropriations and the settlement of claims.
- (ii) District of Columbia Retail Water and Sewer Rates Committee: Shall be composed of the six members of the Board representing the District and shall make recommendations to the Board regarding actions required of or desired by the Board of Directors with respect to the establishment of rates and fees for services or commodities furnished by the Authority.
- (iii) ~~Environmental Quality and Sewerage Services Operations~~ Committee: Shall make recommendations to the Board regarding actions required of or desired by the Board of Directors with respect to: ~~the assets, facilities and infrastructure owned, operated, or managed by the Authority, including but not limited to: emergency planning and safety of operations; matters related to environmental and water quality; the operation, repair and replacement of the water distribution, and sewage and stormwater collection, treatment, and disposal systems; for sanitary sewage, collection systems; and groundwater flow management; and the operation of water storage, and distribution system; water quality operations; and customer services issues, including but not limited to customer education initiatives and customer assistance programs~~ safety of operations, emergency planning and the operation, repair, replacement, rehabilitation, modernization and extension of the sewage disposal and its treatment, transmission, pumping and storage systems, groundwater and stormwater collection systems and other assets and property available to the Authority's use.
- (iv) Human Resources and Labor Relations Committee: Shall make recommendations to the Board regarding actions required of or desired by the Board of Directors with respect to the terms, requirements and conditions of employment for all employees including the General Manager, to include, by way of example and

not limitation, matters involving compensation, pension and other benefits, awards and collective bargaining agreements.

- (v) Audit Committee: Shall make recommendations to the Board regarding actions required of or desired by the Board of Directors with respect to the independent appraisal of internal controls, operations and procedures utilized by the Authority in its financial and other operations, shall make recommendations to the Board regarding the selection of the Authority's independent outside auditors, and shall meet as appropriate with such auditors with or without the presence of the Authority's management.
- (vi) Governance Committee: Shall make recommendations to the Board regarding the policies and procedures to be followed by the Board, matters of internal governance of the Board, resolution of ethical questions, the discharge of the Board's duties, including any modifications of these By-Laws, and policy level oversight of the Authority's legislative and governmental relations activities. The Committee may also consider other matters involving the conduct of members, which may be referred by the Chairperson.
- ~~(vii) Water Quality and Water Services Committee: Shall be composed of Board members representing the District and shall make recommendations to the Board regarding actions required of or desired by the Board of Directors with respect to drinking water quality, the safety of operations, emergency planning and the operation, repair, replacement, rehabilitation, modernization and extension of the water distribution, pumping and storage systems, and regarding communications with ratepayers and customers without regard to the medium employed, including by way of example and not limitation, responses to customer inquiries, customer education initiatives and customer assistance programs.~~
- (viii) Strategic Planning Committee: Shall make recommendations to the Board regarding both long and short term strategic planning.

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§ 5.02 Appointment

Members of the Board's standing Committees and ad-hoc Committees, and the chairpersons of these Committees, shall be selected by the Chairperson of the Board. Only District Board members may serve on Committees or Subcommittees with ~~jurisdiction over non joint use matters or~~ the rates charged to District retail water and sewer customers.

§ 5.03 Duties

The principal duty of any Committee shall be to recommend proposed action to the Board of Directors. No Committee or individual member shall have the power to bind the Board or the Authority to any matter or obligation or to authorize any act by the Authority.

§ 5.04 Standing Committee Meetings

(a) At the first meeting each year of a standing Committee, the chairperson of such Committee (or the acting chairperson designated pursuant to § 5.01(a)), in consultation with the other members of the Committee, the Chairperson of the Board, and the General Manager, shall establish a meeting schedule for the remainder of the year and for the first meeting in the ensuing year. Such schedule shall specify the date, time, and location at which each Committee meeting shall be held. In consulting with the other members of the Committee, the Chairperson of the Board, and the General Manager, the chairperson of the Committee shall endeavor to the greatest possible extent to avoid conflicts with the meeting schedules of other Committees and to minimize inconvenience to Board Members and Alternates serving on multiple Committees, and to the General Manager and relevant staff, so as to facilitate Committee meeting attendance by all appropriate participants.

(b) Following the establishment of a Committee meeting schedule as provided in subsection (a), should the chairperson of a Committee be unable to attend a scheduled meeting, such Committee chairperson shall request the vice-chairperson of the Committee (if a vice-chairperson has been designated) to serve as acting chairperson for the purpose of conducting the meeting at the previously scheduled date, time, and location. If the vice-chairperson is unable to attend, the Committee chairperson shall request another member of the Committee to serve as acting chairperson for such meeting. In the event that neither the vice-chairperson nor another Committee member is available to serve as acting chairperson for a previously scheduled meeting, or if it appears that a significant number of Committee members will be unable to attend at the scheduled date, time, or location, or at the request of the General Manager, the Committee chairperson may request that the Chairperson of the Board waive the requirements of this subsection for good cause shown and permit such meeting to be held on a different date, or at a different time or location. Should the Chairperson not grant such a waiver, the meeting shall be cancelled.

ARTICLE VI Administration

§ 6.01 General Manager

The Board shall hire a General Manager upon the affirmative vote of eight voting members. The General Manager shall be the chief administrative officer of the Authority and, subject to the direction and supervision of the Board, shall have such supervisory and management responsibilities concerning the Authority's business, affairs, property, agents, and employees as the Board expressly determines by resolution. The General Manager may only be terminated upon an affirmative vote of eight voting members.

§ 6.02 Delegation

The Board may by resolution delegate to the General Manager any of its authority to the extent permitted by the Act, including, but not limited to procurement authority in such amounts as are specified by the Board.

§ 6.03 Secretary to the Board

(a) There is hereby established the Office of Secretary to the Board. The Secretary to the Board shall not be an officer of the Board and may not vote, but may be an employee of the Authority.

(b) The Secretary shall:

- (i) In addition to the responsibility established in section 3.07, coordinate under the direction of the General Manager, all Board meetings and other business activities of the Board;
- (ii) Prepare meeting minutes from Board meetings and other business activities when appropriate and prepare agendas in accordance with § 3.07;
- (iii) Keep a written transcript or transcription of the proceedings of the Board and any hearings in one or more books kept for that purpose. The Secretary shall have custody of all books, records and papers of the Board;
- (iv) Make available to the public any recordings, transcripts or transcription prepared pursuant to § 3.01 of these By-Laws and furnish copies to the public in accordance with that section;
- (v) Maintain the annual reports required by law and approved by the Board. The Secretary shall transmit copies of the approved report to the Mayor and the Council, and shall make the report available to the public;
- (vi) Have custody of the seal of the Authority and shall have authority to affix, impress or reproduce such seal on copies of resolutions and other official actions of the Authority and on all documents, the execution and delivery of which has been duly authorized by the Board; and
- (vii) Perform all duties and have all powers incident to the Office of the Secretary and shall perform such other duties and have such other

powers as may be assigned by these By-Laws, the Board, its Chairperson, or the General Manager.

**ARTICLE VII
Amendment**

These By-Laws may be amended by a majority vote of the Board at a meeting which is open to the public in accordance with the Open Meetings Amendment Act of 2010 (D.C. Official Code § 2-501 *et seq.*).

**ARTICLE VIII
Miscellany**

§ 8.01 Offices

(a) The principal office of the Authority and of the Board shall be located at the Blue Plains Wastewater Treatment Plant, 5000 Overlook Avenue, S.W., Washington, D.C.

(b) The Board may maintain other offices at such other places in the District as the Board may establish from time to time.

§ 8.02 Seal

The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and its year of establishment.

§ 8.03 Fiscal Year

The Fiscal Year of the Authority shall end on the last day of September of each year.

§ 8.04 Sureties and Bonds

The Board may require any officer, employee, or agent of the Authority to execute, as a condition of employment or continued employment, a bond in such sum, with such surety or sureties as the Board may direct, conditioned upon the faithful performance of such person's duties to the Authority, including responsibility for negligence and of the accounting of all property, funds, or securities of the Authority as may come into such person's control.

§8.05 Joint Use Sewerage Facilities

Section 34-2202.01(4) of the D.C. Official Code, designates the following facilities as joint use:

Little Falls Trunk Sewer; Upper Potomac Interceptor Sewer; Upper Potomac Interceptor

Relief Sewer; Rock Creek Main Interceptor Sewer; Rock Creek Main Interceptor Relief Sewer; (duplicate deleted) Potomac River Sewage Pumping Station; Potomac River Force Mains; Watts Branch Trunk Sewer; Anacostia Force Main (Project 89 Sewer); Anacostia Force Main & Gravity Sewer; Outfall Sewers (Renamed Potomac River Trunk Sewers); Outfall Relief Sewers (Renamed Potomac River Trunk Relief Sewers); Upper Oxon Run Trunk Sewer; Upper Oxon Run Trunk Relief Sewer; Lower Oxon Run Trunk Sewer; Lower Oxon Run Trunk Relief Sewer; Blue Plains Wastewater Treatment Plant (Blue Plains); and Potomac Interceptor Sewer.

§ 8.06 Captions

The captions of the articles and sections of these By-Laws are provided solely for convenience of reference and shall not affect the meaning thereof.

Secretary, Board of Directors