



**DISTRICT OF COLUMBIA  
WATER AND SEWER AUTHORITY**

**BOARD OF DIRECTORS**

**GOVERNANCE COMMITTEE**

**MEETING MINUTES**

**May 13, 2015**

**Committee Members**

Ellen Boardman, Chairperson  
Alan Roth  
Rachna Butani  
Shirley Branch  
Matthew Brown

**D.C. Water Staff**

George Hawkins, General Manager  
Randy Hayman, General Counsel  
Linda Manley, Board Secretary

Chairperson Boardman convened the meeting at 9:02 a.m. The Chairperson requested Korey Gray, Compliance Officer, to address Agenda Item # 2 –DC Water Works! Employment Programs Update. Mr. Gray stated that his presentation would be in two parts. The first part would address FY 2015 contractor data, while the second part would be an update on the permanent program framework.

DC Water's goods and services employment data for FY 2015 reflected 608 job positions, 352 of which were filled by residents within the user jurisdictions, 116 of whom were District residents. During this period there were 24 new hires, 20 of whom were from the user jurisdictions. The non-major construction projects data showed there was a total of 1,247 positions of which 777 were filled by user jurisdiction residents, 179 of whom were District residents. Of the 38 new hires, 31 came from the user jurisdictions. Mr. Gray then turned to the employment data for major construction projects. The major construction project data showed there was a total of 2,826 positions, 1,337 of which were filled by residents of user jurisdictions, 320 of whom were District residents.

Mr. Gray gave the Committee an update on the February 4, 2015 EE Cruz Job Fair as previously requested. EE Cruz indicated they were interested in meeting candidates for positions as carpenters, mechanics, operators, and both skilled and unskilled laborers. While interviews for 207 participants had been scheduled, there were 284 walk-ins. Individuals were rated by EE Cruz from 1 (lowest) to 4 (highest). Thirty-one individuals received a 3 or 4 rating, of whom 4 were hired. An additional 27 applicants are scheduled to be interviewed through May and part of June.

Mr. Gray did a three year review of DC Water's total contractor workforce showing total workforce, user jurisdiction participation and DC resident participation. The highest percentage of user jurisdiction participation occurred in FY 2013 with 60%, while FY 2014 had 53 % user jurisdiction participation and, FY 2015 had 53% user jurisdiction participation (as of May 2015). The percentage of the total contractor workforce comprised of DC residents was 13% per year for FY 2013, FY2014 and FY 2015 (as of May 2015).

Mr. Gray did a similar review for DC Water contractor new hires. The review showed an increase in new hires from FY 2013- FY 2015, with percentages of 57%, 75% and 79% respectively for user jurisdiction residents. The new hire percentages for DC residents were 46 % for FY 2013, 40% for FY 2014, and 37% for FY 2015 ( as of May 2015).

Mr. Gray then reviewed the proposed framework for the permanent DC Water Works! Program. The Program will establish employment goals for DC Water's user jurisdictions, District residents and best faith efforts to be exercised by contractors to achieve these goals. Both pre-award and post-award incentives will be established for contractors. The Program will engage up to three third-party job training and job placement providers to develop and operate training and placement programs for construction and service projects. A committee will be established to assist the third-party providers with developing a curriculum. Goals for graduation rates and job placement rates of 80% and 65% respectively have been established. The Program will utilize a new online database. The Committee commented that the group selected to develop the database should have a strong compliance background and not just be technology-oriented. The Committee also expressed concern that the online database not add a burden to contractors, especially smaller firms. The DC Water staff agreed with these comments and stated that these concerns would be addressed when developing the online database.

Mr. Gray advised that the Job Centers would be an important and active part of the Program. Individuals would be allowed to view employment opportunities, complete applications, and post resumes. To this end resume, writing support will be available at the job centers. Additionally, contractor days will be held once a month at the centers. The Committee was shown a graph depicting the DC Water Works! database flow of information. Mr. Gray then detailed the contractor's responsibilities under the Program. The responsibilities of DC Water were also detailed which included the inclusion of language in construction and service solicitations, the discussion of goals at pre-bid and post-bid meetings, the submittal of payroll data via the job center database, the generation of both monthly reports for DC Water executive staff and bi-monthly reports to the Governance Committee. A Program reporting flow chart was presented to the Committee.

Mr. Gray concluded his report with a discussion of outreach efforts to certified firms which includes the sharing of procurement forecasts and procurement opportunities with regional certified business authorities and business organizations, conducting semi-annual roundtables as well as an annual procurement conference at DC Water and continuing with the Vendor Day Program.

The Chairperson then turned the Committee's attention to the proposed amendments to the Procurement Manual. The Chairperson noted that the idea to amend the debarment and suspension chapter of the Procurement Manual arose in 2013 as a result of concerns about the actions and events surrounding certain contractors. With the advent of a new Chair, the Committee decided to take a step back and determined that other chapters should be revised as well. The current revisions represent the work done over the past many months.

The Chairperson asked the General Counsel, Randy Hayman, to address the most recent revisions. Mr. Hayman distributed a packet of materials to the Committee identifying all proposed changes.

Mr. Hayman advised that Chapters 23 and 25 included revisions addressing the requirements for a responsible prospective contractor. These include requirements to disclose Labor Violations as defined in the revised Manual (see Chapter 23). Mr. Hayman reminded the Committee that Chapter 26, covering debarment and suspension had been previously reviewed by the Committee with few changes having been made with this iteration. Finally, only clerical changes had been made to Chapter 5. The Committee suggested certain non substantive edits to Mr. Hayman who concurred with same. Mr. Hayman will circulate to the Committee a copy of the revised final changes and will present the same to the full Board at the June meeting. These changes are not required to be approved by the Board, however, since authority over changes to the Procurement Manual rests solely with the CEO/General Manager.

The Committee members were asked if they had any emerging issues or other business to discuss, with none being raised.

The General Counsel, Randy Hayman, informed the Committee that an executive session was not needed.

Chairperson adjourned the meeting at 11:07 a.m.