



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

Board of Directors

Governance Committee

May 14, 2014

9:00 a.m.

1. Call to Order.....Ellen Boardman, Chairperson
2. Government Affairs: Update.....William Pickering, Government Relations Manager
Federal Issues and Legislation
District Issues and Legislation
3. [Update on the Compliance Monitoring Program](#).....Loretta Caldwell, LS Caldwell & Associates
4. [Update on the Workforce Development Program](#).....Katrina Wiggins, Chief of Staff
5. [Amendments to By-Laws to Provide for Rotating Vice-Chairs](#).... Randy Hayman, General Counsel
6. [Safety Standards at DC Water](#).....Ayodele McClenney, Director ,Occupational Safety and Health
7. Emerging Issues Chairperson
8. Agenda for Upcoming Committee Meeting (TBD).....Chairperson
9. Executive Session – To discuss legal, confidential and privileged matters pursuant to Section 2-575 (b) (4) of the D.C. Official Code
10. Adjournment.....Chairperson



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

*DC Water Major Projects
M/WBE Contracting and Local Employment Compliance
May 2014 Update*

Presented to the:

Governance Committee

Presented by:

*Gus Bass—Manager, Engineering Management Services Branch
DC Water Department of Engineering and Technical Services
Loretta S. Caldwell—Major Projects Compliance Officer
L. S. Caldwell & Associates, Inc.*

Wednesday, May 14, 2014

DC Water Major Projects

AGENDA

- **Compliance Program Overview**
- **DC Water Major Projects Subject to Fair Share Objectives**
- **M/WBE Contracting Summary**
- **Employment Summary**
- **Questions and Discussion**

CONTRACTING AND EMPLOYMENT COMPLIANCE OFFICER RESPONSIBILITIES

L. S. Caldwell & Associates, Inc./DP Consultants, Inc.

CONTRACTS

- Monitor and track planned and actual participation against Architectural/Engineering Fair Share Objective of 28% MBE and 4% WBE
- Monitor and track planned and actual participation against Construction Fair Share Objective of 32% MBE and 6% WBE
- Ensure contractors meet and/or exceed their Fair Share Objectives



(For First and Second Tier Contractors)

CONTRACTING AND EMPLOYMENT COMPLIANCE OFFICER RESPONSIBILITIES

L. S. Caldwell & Associates, Inc./DP Consultants

EMPLOYMENT

- Conduct onsite employee interviews on all construction contracts; review certified payrolls, ensuring they are in accord with Davis Bacon Wage Determinations and wages reported by employees during site interviews.
- Conduct investigations into complaints received from subcontractors' employees and infractions discovered via compliance reviews.
- Monitor execution of District of Columbia First Source Employment Agreements (FSEA) on Major Projects awarded prior to July 2013;
 - 51% new hires targeted to DC residents on construction contracts over \$100K.
 - 35% of total apprentice hours targeted to be performed by DC residents on existing construction contracts over \$500K.



CONTRACTING AND EMPLOYMENT COMPLIANCE OFFICER RESPONSIBILITIES

L. S. Caldwell & Associates, Inc./DP Consultants

EMPLOYMENT—CONTINUED

- Implement the Interim Employment Program on all Major Projects entered into as of July 2013

DC Water Works, A Local Hiring Initiative

- Collect resident hiring data on all Major Projects
- Actively promote contractors' use of the DC Water Works Job Center onsite and the 3 Satellite Job Centers outside the gate

DC Water Major Projects M/WBE Contracting Summary



DC Water Major Projects Currently In the Compliance Program

DC Clean Rivers

- Blue Plains Tunnel (BPT)
- CSO 019
- M Street Diversion Sewer
- Tingey Street Diversion Sewer
- Low Impact Development Retrofit at DC Water Facilities
- Anacostia River Tunnel (ART)
- First Street Tunnel (FST)

Enhanced Nitrogen Removal 1C
(ENR 1C)

Enhanced Nitrogen Removal 2C
(ENR 2C)

Enhanced Nitrogen Removal North
Tunnel Dewatering Pump Station
and Enhanced Clarification Facility
(TCPS/ECF)

Biosolids Management

- Main Process Train (MPT)
- Final Dewatering Facility 1C (FDF1)
- Final Dewatering Facility 2C (FDF2)
- Combined Heat & Power (CHP)

DC Water Major Projects CONTRACT VALUES

DC Clean Rivers

Blue Plains Tunnel	\$ 326,903,971
CSO O19	\$ 25,606,421
M Street Diversion Sewer	\$ 30,897,227
Tingey St Diversion Sewer	\$ 16,384,184
Low Impact Dev. Retrofit	\$ 3,583,772
Anacostia River Tunnel*	\$ 253,859,999
First Street Tunnel	\$ 157,675,000

Tunnel Dewatering Pump Station and

Enhanced Clarification Facility \$214,931,000

Biosolids Management

Main Process Train	\$ 210,288,101
Final Dewatering Facility 1C	\$ 8,298,304
Final Dewatering Facility 2C	\$ 79,336,131
Combined Heat & Power	\$ 83,015,875

Enhanced Nitrogen Removal 1C	\$ 70,999,598
Enhanced Nitrogen Removal 2C	\$102,094,396
Enhanced Nitrogen Removal – North	\$ 58,574,276

TOTAL VALUE OF MAJOR PROJECTS = \$1,642,448,255



DC Water Major Projects Subject to Fair Share Objectives

Total Value of Reported Projects	\$1,642,448,255
<u>-DC Water Design-Build/GMP Exclusions</u>	<u>(\$251,917,151)</u>
Total Costs Subject to Fair Share Objectives	\$1,390,531,104

DC Water determined the necessity to exclude some costs on Design Build/
Guaranteed Maximum Price contracts

Examples of Exclusions from Fair Share Objectives:

Cambi System (MPT)	\$37,036,000
Tunnel Boring Machines (BPT/ART)	\$55,000,000
Contingencies/Allowances	<u>\$159,881,151</u> (Approximate)
	\$251,917,151



DC Water Major Projects A/E Subject to Fair Share Objectives

Design goals are 28% MBE and 4 % WBE

Total Costs Subject to Fair Share Objectives as of Feb 2014 **\$ 1,389,452,094**

Total Costs Subject to Fair Share Objectives as of May 2014 **\$ 1,390,531,104**

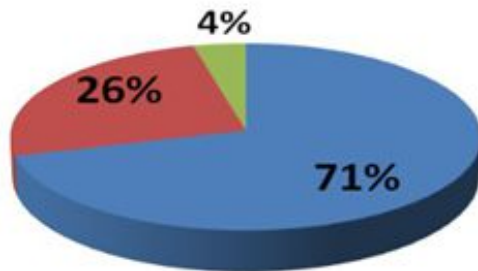
Design Costs Subject to Fair Share Objectives	As of Feb 2014 \$60,703,838	As of May 2014 \$60,703,838
28% MBE Design Costs Planned	\$16,997,075	\$16,997,075
27% MBE Design Awarded to Date	\$15,467,969	\$16,389,325
4% WBE Design Costs Planned	\$2,428,154	\$2,428,154
4% WBE Design Awarded to Date	\$2,337,546	\$2,624,314



TOTAL Design M/WBE Subcontracts Awarded to Date

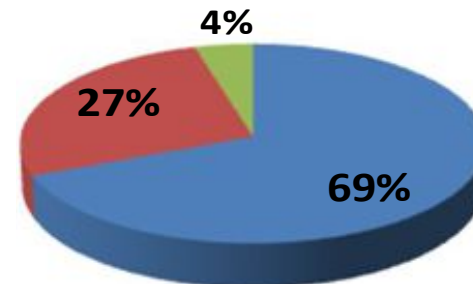
TOTAL DESIGN CONTRACTING FEBRUARY 2014

- Total Non-M/WBE: \$42,898,322
- Total MBE \$ Awarded: \$15,467,969
- Total WBE \$ Awarded: \$2,337,546



TOTAL DESIGN CONTRACTING MAY 2014

- Total Non-M/WBE: \$41,690,199
- Total MBE \$ Awarded: \$16,389,325
- Total WBE \$ Awarded: \$2,624,314



TOTAL: \$60,703,838

TOTAL: \$60,703,838

TOTAL Design M/WBE Subcontracts Payments to Date

Design goals are 28% MBE and 4 % WBE

Only apply to Professional Services on 7 Major Projects that are Design-Build/GMP Contracts (Blue Plains Tunnel, Tingey Street Diversion Sewer, Main Process Train, Combined Heat and Power, Anacostia River Tunnel, Tunnel Dewatering Pump Station and Enhanced Clarification Facility, and First Street Tunnel)

Fair Share Objective Achievement Measurement

M/WBE PAYMENT CONFIRMATION

TOTAL PAYMENTS

	As of February 2014	As of May 2014
MBE Payments	\$ 7,742,894	\$ 8,957,212
WBE Payments	\$ 1,270,376	\$ 1,553,205



PROJECTS STARTED MAY 2011
DATA COLLECTION BEGAN FEBRUARY 2012

DC Water Major Projects Construction Subject to Fair Share Objectives

Construction goals are 32% MBE and 6 % WBE

Total Costs Subject to Fair Share Objectives as of Feb 2014 **\$ 1,389,452,094**

Total Costs Subject to Fair Share Objectives as of May 2014 **\$ 1,390,531,104**

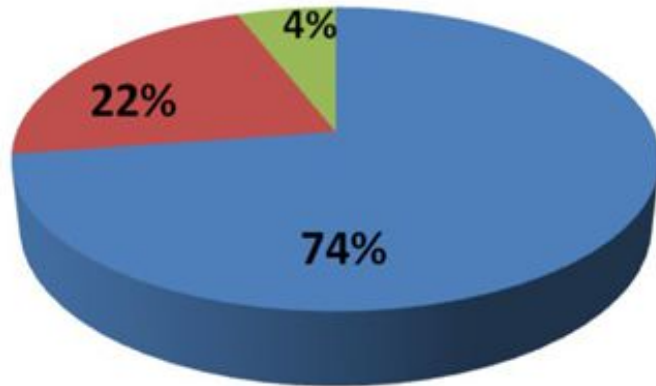
Construction Costs Subject to Fair Share Objectives	As of Feb2014 \$1,328,748,256	As of May 2014 \$1,329,827,266
32% MBE Construction Costs Planned	\$425,199,442	\$425,544,725
23% MBE Construction Awarded to Date	\$291,316,120	\$304,154,713
6% WBE Construction Costs Planned	\$79,724,895	\$79,789,636
3% WBE Construction Awarded to Date	\$52,207,446	\$43,717,493*



TOTAL Construction M/WBE Subcontracts Awarded to Date

TOTAL CONSTRUCTION CONTRACTING DISTRIBUTION FEBRUARY 2014

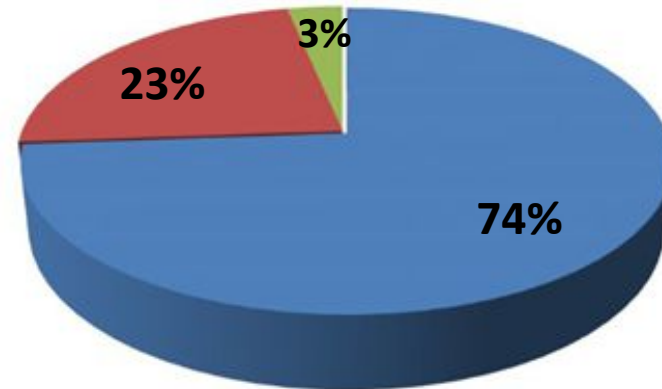
- Total Non-M/WBE: \$985,224,690
- Total MBE \$ Awarded: \$291,316,120
- Total WBE \$ Awarded: \$52,207,446



TOTAL: \$1,328,748,256

TOTAL CONSTRUCTION CONTRACTING DISTRIBUTION MAY 2014

- Total Non-M/WBE: \$981,955,060
- Total MBE \$ Awarded: \$304,154,713
- Total WBE \$ Awarded: \$43,717,493



TOTAL: \$1,329,827,266



TOTAL Construction M/WBE Subcontracts Payments to Date

Construction goals are 32% MBE and 6 % WBE

**Fair Share Objective Achievement Measurement
M/WBE PAYMENT CONFIRMATION
TOTAL PAYMENTS TO DATE**

	As of February 2014	As of May 2014
MBE Payments	\$ 142,080,947	\$ 165,091,576
WBE Payments	\$ 22,853,879	\$ 24,905,231



DC Water Major Projects Employment Summary



Employment Statistics

Cumulative Jobs Filled on Major Projects:

Jobs Filled by Resident Location = 2394					
As of May 2014					
District of Columbia	Prince George's County	Montgomery County	Fairfax County	Loudoun County	Outside of User Jurisdictions
273	472	181	223	75	1170
Jobs Filled by Resident Location = 2236					
As of February 2014					
District of Columbia	Prince George's County	Montgomery County	Fairfax County	Loudoun County	Outside of User Jurisdictions
269	492	171	177	63	1064

*Information obtained from project inception to date; ongoing updates



PROJECTS STARTED MAY 2011;
DATA COLLECTION BEGAN FEBRUARY 2012

Employment of DC Residents

Current Jobs Filled by DC Residents on Major Projects:

Jobs Filled by DC Residents by Ward

As of May 2014 - 273

One	Two	Three	Four	Five	Six	Seven	Eight
35	12	3	36	47	17	51	72

Jobs Filled by DC Residents by Ward

As of February 2014 - 269

One	Two	Three	Four	Five	Six	Seven	Eight
46	8	3	38	43	12	47	72

*Information obtained from project inception to date; ongoing updates

*The employment numbers referenced above primarily consist of unskilled labor



Current DC Apprenticeship Statistics

(DC Requirement – 35% DC Resident Hours)

As of May 2014

No. of Apprentices	Total Apprentice Hours	No. of DC Resident Hours	% DC Resident Hours
71	74,413	25,199	34%

As of February 2014

No. of Apprentices	Total Apprentice Hours	No. of DC Resident Hours	% DC Resident Hours
70	54,976	24,047	44%



*Information obtained to date; ongoing updates

Cumulative Jobs Filled by Residents of Other Jurisdictions (1170)

State	Employees	State	Employees	State	Employees
AL	1	KS	25	OH	5
AR	1	KY	2	OR	1
AUS	1	LA	4	PA	26
CO	2	MA	24	TN	4
CA	12	MD	406	TX	13
CT	3	MI	6	VA	325
FL	21	MO	49	VT	3
GA	20	NC	75	WA	6
IA	1	NH	4	WVA	19
IL	21	NJ	30	DE	3
IN	2	NY	38	Unknown	17

DATA SHOWN REFLECTS INFORMATION FROM COMPANIES THAT RESPONDED TO REQUESTS FOR INFORMATION.
THE FULL OVERVIEW OF EMPLOYEES FROM OTHER JURISDICTIONS HAS BEEN ADDED IN AN ATTACHMENT.



Cumulative Jobs Filled by Job Category

Definitions

Professional: Architects, Professional Engineers (PEs)

Management: Technical and Administrative Staff

Labor: Tradesmen/Tradeswomen

Jobs Filled by Category* As of May 2014	
Professional	423
Management	301
Labor	1,624

DATA SHOWN ON THIS PAGE REFLECTS INFORMATION FROM COMPANIES THAT RESPONDED TO REQUESTS FOR INFORMATION



DC Water Works

A Local Hiring Initiative

Job Center

Onsite Applicant/ New Hire Statistics

All Data is for 1st and 2nd quarter to date

<u>Applicants</u>	90	<u>Interviewee Residence</u>	19
PG County:	23	District of Columbia:	4
District of Columbia:	24	Fairfax County:	6
Loudoun County:	0	Loudoun County:	0
Fairfax County:	17	Montgomery County:	2
Montgomery County:	8	Prince Georges County:	2
Other:	18	Other:	5
<u>New Hires</u>	12	<u>Interviews To Date</u>	19
Ulliman Schutte:	12		

DC Water Works

A Local Hiring Initiative

Job Center- Positions Hired

Contractor	Positions Hired	Resident Location	New Hires Reported
Ulliman Schutte	Laborers	(1) DC – Ward 8 (5) Fairfax (1) Montgomery County (1) Other	8
	Carpenters	(2) Fairfax (1) PG County	2 1
	Millwright	(1) Other	1



Current Employment Opportunities

Employer Name	Contact Information	Job Title
Aaron's Concrete Pumping, Inc	To apply contact Troy at 410-795-1047	<ul style="list-style-type: none"> ▪ Schwing/Putmeister Mechanic ▪ Dispatcher
Anchor Construction Corporation	To apply please visit www.anchorconst.com or apply in person at Anchor Construction 2254 25 th Place NE Washington, DC	<ul style="list-style-type: none"> ▪ Skilled Pipelayer ▪ Skilled Concrete Finisher
Apex Petroleum	301-773-9009	<ul style="list-style-type: none"> ▪ Fuel Delivery Driver
Bulldog Distribution Trucking	contact@bulldogdistribution.net	<ul style="list-style-type: none"> ▪ Truck Drivers
Chaney Enterprises	Applicants need to access www.ChaneyEnterprises.com	<ul style="list-style-type: none"> ▪ Concrete Mixer Driver ▪ Dispatch/CSR
Flippo Construction	Apply in person at: 3820 Penn Belt Place Forestville, MD	<ul style="list-style-type: none"> ▪ Pipe Foreman/Crew Leader ▪ Dump Truck Driver
Goel Services	Fax Resume to: 202-567-3721	<ul style="list-style-type: none"> ▪ CCTV Operator ▪ Vacuum Truck Driver
G4S Fleet Services	Call 202-787-2304 to complete an application	<ul style="list-style-type: none"> ▪ Heavy Truck Technician
Impregilo/Healy/Parsons	Please send resume with cover letter to Stefanie Steiner – ssteiner@ihpjb.com	<ul style="list-style-type: none"> ▪ Tunnel Surveyor Manager
Monumental Concrete	Call 202-787-2304 to complete an application	<ul style="list-style-type: none"> ▪ Plant Manager ▪ Yard Operator
Romeo Tango Enterprises	Call 202-787-2304 to complete an application	<ul style="list-style-type: none"> ▪ Short Order Cook
Smith and Sons	To apply please forward your resume to: dmyers@smithandsonslc	<ul style="list-style-type: none"> ▪ Plumber
Ulliman Schutte Construction, LLC	202-373-1380 or 202-561-4402	<ul style="list-style-type: none"> ▪ Pipefitter ▪ Millwright
Video Pipe Services	11420 Old Baltimore Pike Beltsville, MD 20705	<ul style="list-style-type: none"> ▪ Foreman ▪ CDL Operators
Wharton Suppliers	Contact Barry Schroeder at 703-569-6660 to apply	<ul style="list-style-type: none"> ▪ Inside Sales Person ▪ Class A & B Truck Drivers



Satellite Job Centers

The DC Water Works Satellite Job Centers operate in concert with the DC Water Works Job Center onsite.

DC Water contractor job opportunities and the application process are made more accessible to DC residents, throughout the District, particularly in Wards 7 and 8.

The DC Water Works Satellite Job Centers (SJC) Statistics Beginning January 2, 2014

	Visitors	Callers	Construction Applications	Resumes	Potential Applicants*
Greater Washington Urban League Ward 1	78	7	45	27	42
Anacostia Economic Development Corporation Wards 7 & 8	41	14	63	26	35
DC Water Business Office Ward 6	83	30	48	35	64
SJC Totals	202	51	156	88	141

***Potential Applicants – Individuals who indicated they would apply online for a DC Water or construction contractor employment opportunity**



DC Water Works

A Local Hiring Initiative

Job Center

Initiatives

- Chaney Career Fair Co-hosts
- Weekly Update Report
- Goods & Services/Other Construction Employment Opportunities
- Contractors “Weekly Bulletin”
- Contractor Employment Needs Analysis
- Training Resources (63) Outreach efforts
- Contractors Roundtable Discussions
- Employment Opportunity Listings
- Open House Events
- Expanded Employment Database tracking System
- Success Stories
- Training Resource Provider Guide

DC Water Works

A Local Hiring Initiative

Job Center

DC Water Works Job Center

A NEW...WORKFORCE DEVELOPMENT INITIATIVE

Chaney Enterprises (CEI) Partners with Satellite Job Center Greater Washington Urban League
CDL Career Fair - April 29, 2014



- Seeking to Hire **20** Concrete Delivery Class A/B Commercial Drivers
- Flyers distributed to Job Center 63 training providers, CBOs, Wards 1 & 5, ANCs, websites,

TOTALS
Attendees: 43
Referred to other DC Water positions: 23
CDL interviewees: 15
Advanced to road test: 8



DC Water Major Projects Summary

- **To date, A/E subcontracts have been awarded to M/WBE firms in the amount of \$19,013,639.**
- **Construction M/WBE subcontracts awarded total \$347,872,206.**
- **The DC Water Works Job and Satellite Centers have been responsible for attracting over 200 potential applicants; identifying nearly 10% for interviews and subsequently hiring 12 or 60% of those interviewed for new construction employment this year.**
- **Fifteen (15) contractors currently have employment opportunities listed with the DC Water Works Job Center and Satellite Job Centers.**



DC Water Major Projects

QUESTIONS AND DISCUSSION



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



Presented To

DC Water Board of Directors
Governance Committee
Ellen Boardman, Chairperson

Wednesday, May 14, 2014

Presented by
Katrina Wiggins, Chief of Staff

DCWATER.COM

Workforce Development Efforts

- 5 active workforce development efforts
- History of workforce development initiatives with mixed results
- Optional involvement in DC First Source program 1996 – 2013
- Current efforts underway to learn from previous programs, current initiatives, and national best practices



Best Practice Research

- Conducted national best practice research on local hiring initiatives
- Evaluated nearly 80 local jurisdictions, public utilities, independent authorities (i.e. transit, transportation and airports)
- Additional Research Breakdown:
 - Utilities that manage the top 5 water and wastewater facilities (by mgd)
 - DC Water User Jurisdictions
 - Washington Metropolitan Area
 - Top 10 cities with highest unemployment
 - Top 10 states with highest unemployment
- Environment scan of legal and policy briefs on challenges to local hiring initiatives

PEP Progress Report

- Conducted over 20 interviews with DC Water staff, service and construction contractors, and employment stakeholders on employment program insights, recommendations, and challenges.
- Developed thematic findings from PEP ATF members one-on-one interviews to advise development of the DC Water Works Initiative
- Preliminary review of DC Water workforce development efforts
- Review of national best practices for innovative policy requirements, collaborative partnerships, and programs to support local hiring initiatives
- Assessment of policy briefs on challenges to local hiring initiatives
- **Presentation of research findings to the Permanent Employment Program Advisory Task Force on May 14, 2014**

Workforce Pilot Program Updates

Pilot Summary

Workforce Hiring Pilot Program

- Fort Myer Incentive Pay to Date: \$5,308.67
- Capital Paving Incentive Pay to Date: \$11,531.22
- Both contractors hiring percentage have been steady at 28-29%; therefore, receiving 5% (Tier 1) of DC Resident Payroll Incentive.

Pilot Summary

Workforce Training Pilot Program

- Fort Myer Training Paid to Date: \$26,950.00
- Capital Paving Training Paid to Date: \$24,080.00
- Meetings were held with Capital Paving and Fort Myer on April 17, 2014 to discuss status of the program. Both were in agreement that the pilot programs were meeting objectives due to clear and achievable expectations.
- All trainees are getting the training as outlined in the training requirements.
- DC Water is scheduled to meet with the trainees individually next week to get their feedback on the training program.

Pilot Summary

Workforce Training Pilot Program

- What We've Learned So Far:
 - Pilot program should start in the Spring.
 - Should think about the salaries for the trainees; higher salaries could cause contention between trainees and regular employees.
 - Applicants for the program should not be limited to unions or employment programs; high schools students should be considered
 - DC WATER should consider a graduation program at the end of training.

Pilot Summary

Workforce Training Pilot Program

- Why DC WATER is HAPPY:
 - Capital Paving and Fort Myer will be hiring all of the trainees as full time employees!!
 - Capital Paving and Fort Myer would like to continue the Workforce Training Program to include more trainees!!
 - Ivan Taylor-trainee, Capital Paving was promoted to Safety Operator for DC WATER. He is doing exceptionally well in the program and is on his 90 day probationary period.

Green Roof Maintenance Training Update

DC Greenworks “Growing Futures”

- Ten (10) trainees now / ten (10) in the fall
- Orientation was held on May 5th at the AEDC headquarters in Anacostia.
- The interviews will take place week of May 12 and then our anticipated start date will be two weeks from the orientation date on May 19th @ 1:00 p.m. to be held at the AEDC Presentation Room.
- Schedule for the Ft. Reno site, June 6, June 23 and June 30. The trainings will start around 12:30 p.m. and end around 4 p.m. (weather permitting).

**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 08-07
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**

**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, ~~Third Vice-Chairperson and Fourth Vice-Chairperson. Both the First and Second~~The 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. The Nominating Committee shall ensure that a member of each participating jurisdiction shall hold a Vice-Chairperson position. In the event a jurisdiction has a Board member who holds an executive position in their jurisdiction (i.e. the City Administrator for the District of Columbia, the County Executive for Fairfax County, the Chief Administrative Officer for Prince Georges County and the Chief Administrative Officer for Montgomery County) that person shall automatically be the Vice-Chairperson for that jurisdiction, unless such person also serves as the Chairperson in which case a non-executive shall be appointed to fill the position of Vice-Chairperson for that jurisdiction. The Nominating Committee shall determine which jurisdiction representative shall be First, Second Third and Fourth Vice-Chairpersons. These positions shall automatically rotate upward in the event of resignation or replacement of the Board member who holds such Vice-Chairperson's position. In no event, however, shall a Vice-Chairperson hold the position of Chairperson without first resigning the position of Vice-Chairperson. Further, in no event shall the positions of Chairperson and first Vice-Chairperson be held by representatives from the same jurisdiction. Should the First Vice-Chairperson resign or be replaced, the person replacing the First vice-Chairperson shall be rotated down to the bottom vice-Chairperson position and the Second Vice-Chairperson shall become the first vice-Chairperson.

(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 and Vice-Chairpersons) 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-, and so on for the Third and Fourth Vice-Chairpersons.

§ 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.

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

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(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, Second Vice - Chairperson, Third Vice-Chairperson and Fourth Vice-Chairperson. The 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. The Nominating Committee shall ensure that a member of each participating jurisdiction shall hold a Vice-Chairperson position. In the event a jurisdiction has a Board member who holds an executive position in their jurisdiction (i.e. the City Administrator for the District of Columbia, the County Executive for Fairfax County, the Chief Administrative Officer for Prince Georges County and the Chief Administrative Officer for Montgomery County) that person shall automatically be the Vice-Chairperson for that jurisdiction, unless such person also serves as the Chairperson in which case a non-executive shall be appointed to fill the position of Vice-Chairperson for that jurisdiction. The Nominating Committee shall determine which jurisdiction representative shall be First, Second Third and Fourth Vice-Chairpersons. These positions shall automatically rotate upward in the event of resignation or replacement of the Board member who holds such Vice-Chairperson's position. In no event, however, shall a Vice-Chairperson hold the position of Chairperson without first resigning the position of Vice-Chairperson. Further, in no event shall the positions of Chairperson and first Vice-Chairperson be held by representatives from the same jurisdiction. Should the First Vice-Chairperson resign or be replaced, the person replacing the First vice-Chairperson shall be rotated down to the bottom vice-Chairperson position and the Second Vice-Chairperson shall become the first vice-Chairperson.

(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 and Vice-Chairpersons) 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, and so on for the Third and Fourth Vice-Chairpersons.

§ 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.

Occupational, Safety and Health Program

Governance Committee

Ayodele McClenney

May 14, 2014

Overview

- Jurisdiction for Safety Program
- Safety & Health Policies & Procedures
 - Meet OSHA/Exceeds OSHA - Definitions
 - 3 Examples
- Safety Observation, Complaint & Investigation Process
 - Overview
 - Case study
- EH&S Management System

Review of Jurisdiction for Safety Program

Regulatory Entity	Citation	Enforcement Authority
DC Code Regulations	12A DCMR §1607.14 12F DCMR §P-306.2.5 20 DCMR § 765.5(m)	District Government
Federal Regulations	29 CFR§ 24.100	OSHA Directorate Whistle Blower Protection Program
DC Water Policies & Procedures	2001 Policies & Procedures Employee Training Personal protective equipment, housekeeping & material storage, Incident and accident investigation, Hazard communication, NEXT Slide	Department of Occupational Safety and Health

Listing of DC Water Safety Policies & Procedures

- Personal Protective Equipment
- Housekeeping and Material Storage
- Incident and Accident Investigation and Notification
- Hazard Communication
- Chemical Purchasing, inventory control and disposal
- Excavation and Trenching
- Environmental Spill and Release Response
- Respiratory Protection
- Confined Space
- Fall Protection
- Hand and Power Tools
- Powder Actuated Tools
- Welding/Cutting/Hot Works Permits
- Pathogens in the Workplace
- occupational Noise Exposure
- Scaffolding
- Overhead Cranes and Hoists
- Aerial Lifts
- Mobile Equipment
- Lock out/Tag out

Safety & Health Program Foundation

- Meets OSHA – DC Water documents intention to follow and follows OSHA
- Exceeds OSHA – DC Water documents and follows consensus documents between OSHA and partners
 - American National Standards Institute (ANSI)
 - May 1991 MOU
 - assist OSHA in carrying out its responsibilities
 - OSHA Alliance Program
 - American Society of Safety Engineers (ASSE)
 - American Industrial Hygiene Association (AIHA)
 - National Safety Council (NSC)
 - National Institute for Occupational Safety and Health (NIOSH)
 - National Hearing Conservation Association (NHCA)
 - Society for Chemical Hazard Communications (SCHC)
 - Roadway Work Zone Safety & Health Partners
 - Safety in Action – examples of DC Water initiatives in support of the occupational safety and health program

Ex #1 -Confined Space Program

- OSHA citation: 29CFR §1910.146
- Meets OSHA
 - Procedure applies to all employees and contractors
 - Training requirements (Who is trained & on what)
- Exceeds OSHA
 - Applies to all construction activities
 - Mandatory refresher training
- Safety in Action
 - Cross functional working group
 - Standardized equipment & purchases

Ex #2 - Work Zone Safety Program

- OSHA does not have a work zone safety regulation
- Exceeds OSHA
 - Adopted DDOT standard
- Safety in Action
 - Cross functional working group
 - Written recommendations
 - Training requirements
 - Class III safety reflective vests for all employees

Ex #3 - Hazard Communications (HAZCOM)

- OSHA citation: 29 CFR §1910.1200
 - 1994 regulation updated in 2012
- Meets OSHA
 - Training is performed as required
- Exceeds OSHA
 - Training for all new employees in orientation
- Safety in Action
 - Chemical inventory

Safety Observation, Complaint & Investigation Process

- Safety staff inspections are documented electronically
- Supervisors are encouraged to perform inspections
- Safety Complaints are always investigated and may follow several paths:
 - Reported to supervisors
 - Reported to Union Officials
 - Reported to Safety Office
 - Reported to Union Management Safety Committee
 - Reported to the Fraud & Abuse Hotline

Example of an Actual Employee Complaint

- Complaint - ...an error has been made in my uniform; this is not the uniform I have received in the past, the fabric is too thin to protect my skin from chemicals.
- Employee complained to Safety office
 - Discussed employee concern with supervisor and determined what uniform employee needed based upon his job duties and work locations;
 - Discussed the uniform concerns with Procurement, reviewed the specifications in the uniform contract and noted that employee had the appropriate fire rated uniform
 - Reviewed employee's work duties and noted a hazard as identified by National Fire Protection Association (NFPA70E);
 - and noted that the uniform did not meet the requirements of NFPA 2012 update;
 - Took issue to arc flash cross functional team:
 - selected specialized uniforms,
 - Updated uniform contract specifications
 - surveyed Authority to determine what jobs/individuals would need new uniforms,
 - Executed supervisor & employee training on the uniforms,
 - Reviewed all uniform specifications for compliance with employee needs
 - Closed loop with employee to confirm issue resolution
 - Presented outcome to Union Management Safety Committee
- Outcome – Uniform contract specifications were updated and all employees required to use the newly specified uniform were identified by name so that the proper uniform would be distributed. No other uniform specifications were impacted.

EHS & Management System Goal 6 Initiative



Compliance *is the bottom rung of the EHS ladder.*

Performance *proactively sets goals and uses past experiences to look forward.*

Thank You