



**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY  
228<sup>TH</sup> MEETING OF THE BOARD OF DIRECTORS  
Thursday, February 2, 2017  
9:30 a.m.  
5000 Overlook Avenue, SW  
Room 407**

- I. **Call to Order (First Vice Chair Nicholas Majett)**
- II. **Roll Call (Linda Manley, Board Secretary)**
- III. **Approval of January 5, 2017 Minutes**
- IV. **Chairman's Overview**
- V. **Presentation**
  - **DC Water Board of Directors Voting Procedures - Joint-Use and Non Joint-Use (Henderson Brown, General Counsel)**
- VI. **Committee Reports**
  1. **Governance Committee (Ellen Boardman)**
  2. **Human Resources and Labor Relations Committee (Bradley Frome)**
  3. **Environmental Quality and Sewerage Services Committee (James Patteson)**
  4. **Joint Meeting of the Environmental Quality and Sewerage Services and Water Quality and Water Services Committee (James Patteson)**
  5. **Water Quality and Water Services Committee (Rachna Butani)**
- VII. **CEO/General Manager's Report (CEO/General Manager George Hawkins)**
- VIII. **Summary of Contracts (FYI)**
- IX. **Consent Items (Joint Use)**
  1. **Approval of Amendments to the By-Laws of the District of Columbia Water and Sewer Authority to Consolidate the Environmental Quality and Sewerage Services Committee and the Water Quality and Water Services Committee into a new Environmental Quality and Operations Committee – Resolution No. 17-11 (Recommended by Governance Committee 01/11/17)**
  2. **Approval to Execute a Contract Modification to Contract No. 14-PR-DIT-07, Network for Future, Inc. – Resolution No. 17-12 (Recommended by Environmental Quality and Sewerage Services Committee 01/19/17)**
  3. **Approval to Execute Supplemental Agreement No. 9, Arcadis District of Columbia, PC – Resolution No. 17-13 (Recommended by Environmental Quality and Sewerage Services Committee 01/19/17)**

**X. Consent Item (Non-Joint Use)**

1. [Approval to Execute Change Order No. 1 of Contract No. 140080, Capitol Paving of DC, Inc. – Resolution No. 17-14](#) (Recommended by Water Quality and Water Services Committee 01/19/17)

**XI. Executive Session** – To discuss legal, confidential and privileged matters pursuant to Section 2-575(b) of the D.C. Official Code<sup>1</sup>

**XII. Adjournment (First Vice Chair Nicholas Majett)**

<sup>1</sup> 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.

**Upcoming Committee Meetings (5000 Overlook Avenue SW (Blue Plains – 4<sup>th</sup> Floor)**

- Audit Committee – Tuesday, February 14<sup>th</sup> @ 9:30 a.m.
- Environmental Quality and Operations Committee – Thursday, February 16<sup>th</sup> @ 9:30 a.m.
- D.C. Retail Water and Sewer Rates Committee – Tuesday, February 21<sup>st</sup> @ 9:30 a.m.
- Finance and Budget Committee – Thursday, February 23<sup>rd</sup> @ 11:00 a.m.



**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY  
BOARD OF DIRECTORS  
227<sup>th</sup> MEETING  
THURSDAY, JANUARY 5, 2017  
MINUTES**

**Present Directors**

Matthew T. Brown, Chairman, District of Columbia  
Nicholas A. Majett, First Vice Chairman, Prince George's County  
James Patteson, Second Vice Chairman, Fairfax County  
Ellen Boardman, District of Columbia  
Timothy Firestine, Montgomery County  
Bradley Frome, Prince George's County  
Rachna Butani Bhatt, District of Columbia  
Elisabeth Feldt, Montgomery County

**Present Alternate Director**

Bonnie Kirkland, Montgomery County  
Howard C. Gibbs, District of Columbia  
Shirley Branch, Prince George's County  
Anthony Giancola, District of Columbia  
Sarah Motsch, Fairfax County  
Ana Harvey, District of Columbia

**DC Water Staff**

George S. Hawkins, CEO/General Manager  
Henderson J. Brown, General Counsel  
Mark Kim, Chief Financial Officer  
Linda R. Manley, Board Secretary

Chairman Brown called the 227<sup>th</sup> Meeting of the District of Columbia Water and Sewer Authority's Board of Directors to order at 9:35 a.m. Ms. Manley called the roll and a quorum was established.

**Approval of the December 1, 2016 Minutes**

Chairman Brown asked for a motion to approve the December 1, 2016 minutes. The motion to approve the December 1, 2016 minutes was moved, seconded, and unanimously approved by the Board of Directors.

### **Chairman's Overview**

Chairman Brown reported that there was a Brookings Institute report that came out which General Manager Hawkins will speak about in his report in more detail. He quoted what was said about D.C. Water. The report stated that there were only a handful of drinking water utilities in larger cities that perform well across all six indicators of financial and economic health. Chairman Brown stated that this report provides a good opportunity to acknowledge the innovative work done by the Authority. He pointed to the Board and the staff and the investment in the water and sewer infrastructure. Chairman Brown also stated that everyone had been creative in restructuring its rates. He proceeded to recognize CFO Mark Kim, General Manager Hawkins, and everyone involved.

Chairman Brown thanked the Board members for their participation in the December Board Retreat. He indicated that they were given a lot to think about and expressed his gratitude for the opportunity for the Board to talk about the challenges and opportunities they have ahead. He reminded the Board members that they have been asked to submit their feedback which will be helpful in the future.

Alan Karnofsky, Mayor's Office of Talent and Appointments swore in new Board member, Anthony Giancola, re-swore in Timothy Firestine, Ellen Boardman and Bonnie Kirkland for a new term on the Board.

Chairman Brown spoke about an award of \$26 million worth of green infrastructure work to be done under the consent decree. This is from the proceeds of an environmental bond. He stated that this is a real milestone.

### **Finance and Budget Committee**

Reported by: Timothy Firestine, Chairperson

Mr. Firestine stated that the meeting was done via a conference call. The November 2016 Financial Report showed everything is on track. With 17 percent of the fiscal year completed, revenues were at \$111.5 million, or 19 percent. Operating expenses were at \$73.6 million, or 14.4 percent.

The Committee also received an update on the upcoming bond offering of \$300 million targeted for sale later in January or early in February. It is comprised of \$200 million in traditional debt and \$100 million worth of green bonds.

### **Environmental Quality and Sewerage Services Committee**

Reported by: Matthew Brown, Board Chairman

Chairman Brown stated that Aklile Tesfaye, Assistant General Manager for Blue Plains, reported that all performance for the Blue Plains Advanced Wastewater Treatment Plant was good.

Carlton Ray, Manager of the Clean Rivers Project, reported on the Rock Creek Project A design build and construction management services contract. These are the five joint-use action items and two non-joint use action items on the agenda for Board approval. The Committee discussed each contract award and recommended Board approval.

**Water Quality and Water Services Committee**

Reported by: Rachna Butani Bhatt, Chairperson

Ms. Butani Bhatt stated that the Committee met on Thursday, December 17, 2016 via conference call. Charles Kiely, Assistant General Manager for Customer Care and Operations, provided the water quality monitoring report. For November, there were two positive total coliform readings at a construction site. The upstream and downstream samples were negative, so the positives were a non-issue. He reported that December was a tougher month because they had four positives out of 115 samples. Two were at a primary site, a grocery store approved by EPA. Mr. Kiely stated that the distribution system was fine and that all the sample results after the first positives were negative. They were analyzing the primary site to determine how it would be treated in the future. He indicated that there is nothing to suggest that there will be problems in the future.

For the Lead and Copper Rule compliance sampling, Mr. Kiely stated that the required samples for the reporting period have been collected and were being analyzed. So far, the readings were 3.4 parts per billion, and it was expected that the final would be under 4 parts per billion. The compliance reports will be filed with EPA on January 10, 2017.

The Fire Hydrant Upgrade Program update was provided to the Committee and Ms. Butani Bhatt stated that there had been an increase in defective hydrants from 34 to 41. Mr. Wall, Distribution System Manager, reported that the other defective fire hydrants had shown a decrease. Mr. Gibbs asked for a report in the January meeting on how many hydrants have been replaced on an annual basis.

Ms. Butani Bhatt stated that two contracts were reviewed by the Committee. One was for the purchase of meter lids as part of the Automated Meter Reading Project. The other was to purchase 1.5 and 2 inch meters under the AMR Replacement Project. After some discussion concerning fact sheets, the Committee recommended the full Board's approval.

**Chairman's Additional Comments**

Chairman Brown stated that he had been working on committee assignments and would continue speaking to Board members. He indicated that it is his hope to complete the assignments before the next Board meeting. With the new members who have recently joined the Board, Chairman Brown stated that he is happy because there will now be some relief for some members, especially Ms. Butani Bhatt, regarding the number of committees they chaired and served on.

It was also stated that the Governance Committee is addressing the combination of the Water Quality and Water Services Committee with the Environmental Quality and Sewerage Services Committee. There is an issue regarding the Water Quality and Water Services Committee because it is only comprised of District of Columbia members who vote on non-joint use contracts and other resolutions. Chairman Brown indicated that he will ask the Governance Committee to resolve this problem.

Chairman Brown reported that D.C. Water has received a clean audit, with no findings. He noted that this was the first time there were no findings and that this was a tremendous accomplishment.

### **General Manager's Report**

Reported by: George Hawkins, CEO/General Manager

Mr. Hawkins recognized John Madrid, Controller, and everyone who was present from the Office of the Chief Financial Officer, for their efforts concerning the clean audit and zero findings. He indicated that Mr. Madrid is head of Team FAB, Finance, Accounting, and Budget, which is comprised of unionized employees and many others. Mr. Hawkins pointed out that D.C. Water is working on a lot of innovative work but that no one will take their eye off of the core work of the Enterprise. When the findings of an audit report are issued, staff digs in and responds operationally to improve the core business of the Enterprise. Mr. Hawkins stated that he is pledging, along with his team, that they will not take their eyes off of the core work of the Enterprise. He commended Mark Kim CFO, and his team for their work.

Mr. Hawkins raised the issue of winter weather and water main breaks. He stated that with fluctuating temperatures of 20 to 30 degrees during the day, water main breaks spike. He pointed out Jonathan Shanks, Rev. Coles, and Mr. Jenkins, all union officials and representatives of the employees, and spoke about always being mindful of the hard work they do under the most difficult cold and wet circumstances.

The Board was thanked for their participation in the Board Retreat in December. Mr. Hawkins stated that he was looking forward to taking the next steps and working with the Board on the issues raised.

Mr. Hawkins informed the Board that he would have Linda Manley, Secretary to the Board, send out a link so that the Board members could read the Executive Summary of the Brookings Institute's report on water issues around the country and the rankings on water investment performance. The highest ranked city in the United States out of about 750 cities was Washington, D.C. Mr. Hawkins noted that as discussed at the Retreat, D.C. Water has lots of work to do and investment challenges, but he pointed out that the Board and the staff have done tremendous work to elevate the investments made.

The team that is doing the replacement information for the new Customer Information System (CIS) was pointed out and Mr. Hawkins informed the Board that the work has begun. It is so important because it dictates D.C. Water's relationship with its customers and generates its revenue. It must be accurate and accessible. He stated that the Board will continue to get updates on the next generation of D.C. Water's CIS system. This is a tremendous, complex project.

General Manager Hawkins reported that he is planning to send a letter to every member of the D.C. City Council and the Mayor's Office related to the Council being the first body to adopt statute language about flushables. This is about products such as wipes that indicate that they are flushable when they are not. The companies which created and are selling these products use certification which comes from their trade association and not from the water industry which is confident that they are not flushable. There is no standard in the United States. They have tried to negotiate with the trade association but were unable to reach an agreement. The District's legislation is the first in the country and Mr. Hawkins believes others will follow with legislation.

Ms. Butani Bhatt asked about the public relations campaign to teach the public and if D.C. Water has a role. Mr. Hawkins indicated that D.C. Water is coordinating an outreach program on flushables with the region-wide Council of Governments. He stated that they will come to the Environmental Quality Committee to provide more detail on the program.

Mr. Giancola wanted to know if there was a standard. He suggested that D.C. Water take the lead in pushing for a federal or working with jurisdictional governments to establish standards. Mr. Hawkins stated that there is an international standard that has been signed on by more than 200 organizations. He indicated that there are flushable products available in other countries but not in the United States. The District's Department of Energy and the Environment headed by Tommy Wells who is joining D.C. Water's Board, will work to establish a process to create a standard. John Lisle, Director of External Affairs, and Melanie Mason have done tremendous work with the City Council getting the bill forward. He also thanked them for their efforts on highlighting the green infrastructure.

Mr. Hawkins also thanked Bethany Bezak and John Cassidy for their work on the green infrastructure which has moved pass the preparation stage to the work planning stage.

Lastly, Mr. Hawkins highlighted the \$300 million debt financing that Mr. Firestine reported on and emphasized that \$100 million was for certified green bonds associated with the Clean Rivers Project and \$200 for capital program work. They will consider expanding green bond efforts in the future.

#### **Consent Items (Joint Use)**

Chairman Brown asked for a motion to approve joint use contract action items. Mr. Firestine moved to approve Resolutions No. 17-01 through 17-05, and it was seconded. The motion to approve Resolutions No. 17-01 through 17-05 was unanimously approved by the members of the Board.

#### **Consent Items (Non-Joint Use)**

Chairman Brown asked for a motion to approve non-joint use action items. Ms. Boardman moved to approve Resolutions No. 17-06 through 17-10, and it was seconded. The motion to approve Resolutions No. 17-06 through 17-10 was unanimously approved by the District of Columbia members of the Board.

Mr. Firestine stated that in the Council of Governments' Chief Administrative Officer's Committee meeting chaired by Mr. Majett they had a presentation on the recent discharge on the Potomac. It also contained information on the regional water supply and the interconnections, places where there are not, and work underway on water supply planning. He believes it would be useful to share the presentation with the Board and will provide the electronic copy to Ms. Manley. Mr. Firestine also recommended that in the future a presentation on this be made to one of the Board's committees or to the Board because it was very useful information. Chairman Brown agreed and stated that they would consider how to include the Board in the discussion, along with the news on the spill, and the WTOP series on the drinking water supply.

Chairman Brown asked if there was other business and there being none, he adjourned the meeting at 10:12 a.m.

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Secretary to the Board of Directors

District of Columbia Water and Sewer Authority



# DC WATER BOARD OF DIRECTORS VOTING PROCEDURES

## *Joint-Use and Non Joint-Use Facilities*

*Presentation For:*

**DC Water Board of Directors**

**February 2, 2017**





# ESTABLISHMENT OF DC WATER'S BOARD OF DIRECTORS

- April 18, 1996 – Enabling Legislation (codified at D.C. Code § 34-2201.01 *et seq.*)
  - Established DC Water as an independent authority of the District government, organized as a corporate body and governed by a Board of Directors.
  
- § 34-2202.04:
  - (a)(1) - The Authority shall be governed by a board of directors (“Board”) comprised of 11 members,
  - (2)(A) - Six Board members shall be District residents, appointed by the Mayor with the advice and consent of the Council, of whom:
    - (i) No more than 4 may be District employees or officials; and
    - (ii) One shall be the Director of the District Department of the Environment or a cabinet-level officer, as determined by the Mayor.
  - (3) – The Mayor shall appoint persons recommended by the other participating jurisdictions to the remaining 5 Board positions. **These Board members shall only participate in decisions directly affecting the general management of joint-use sewerage facilities...**
    - (A) One Board member shall be a person recommended by Fairfax County, Virginia...;
    - (B) Two Board members shall be persons recommended by Montgomery County, Maryland...; and
    - (C) Two Board members shall be persons recommended by Prince George’s County, Maryland...
  
- October 17, 1996 – First DC Water By-Laws adopted



# JOINT-USE SEWERAGE FACILITIES

“Joint-Use Sewerage Facilities” means:

- (A) Little Falls Trunk Sewer
- (B) Upper Potomac Interceptor Sewer
- (C) Upper Potomac Interceptor Relief Sewer
- (D) Rock Creek Main Interceptor Sewer
- (E) Rock Creek Main Interceptor Relief Sewer
- (F) Potomac River Sewerage Pumping Station
- (H) Potomac River Force Mains
- (I) Watts Branch Trunk Sewer
- (J) Anacostia Force Main (Project 89 Sewer)
- (K) Anacostia Force Main & Gravity Sewer
- (L) Outfall Sewers (renamed Potomac River Trunk Sewers)
- (M) Outfall Relief Sewers (renamed Potomac River Trunk Relief Sewers)
- (N) Upper Oxon Run Trunk Sewer
- (O) Upper Oxon Run Trunk Relief Sewer
- (P) Lower Oxon Run Trunk Sewer
- (Q) Lower Oxon Run Trunk Relief Sewer
- (R) Blue Plains Wastewater Treatment Plan (Blue Plains)
- (S) Potomac Interceptor Sewer

D.C. Code § 34-2202.01(4)(A-S) [Definitions]

DC Water By-Laws at § 8.05 [Joint-Use Sewerage Facilities]



# ENABLING LEGISLATION: BOARD OF DIRECTORS QUORUM

§34-2202.04

(j) – Before any meeting of the Board, Board members shall be notified of the meeting. Six Board members shall constitute a quorum for the transaction of business. **The existence of a quorum and an affirmative vote of the majority of the members present, who are permitted to participate in the matter under consideration, shall be required to approve any Board action;** except, that 7 affirmative votes shall be required for approval of the Authority’s budget and 8 affirmative votes shall be required for the hiring or firing of the General Manager. No vacancy in membership shall impair the right of a quorum to exercise all rights and perform all duties of the Board.



## BY-LAWS – QUORUM

### By-Laws § 3.08

- (a) Six (6) principal members shall constitute a quorum for the transaction of Board Business, except that an alternate may be counted towards a quorum in the absence of their corresponding member.
  
- (c) Committees shall not be required to meet a quorum requirement to hold a meeting.



## BY-LAWS – AGENDA

### By-Laws § 3.07

(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 of 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.



## BY-LAWS – VOTING PROCEDURES

### By-Laws § 3.09

- (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.





**DISTRICT OF COLUMBIA  
WATER AND SEWER AUTHORITY**

**BOARD OF DIRECTORS**

**GOVERNANCE COMMITTEE**

**MEETING MINUTES**

**January 10, 2017**

**Committee Members**

Ellen O. Boardman, Chairperson  
Matthew Brown  
Rachna Butani Bhatt  
Emile Thompson (pending swearing-in)

**D.C. Water Staff**

George S. Hawkins, General Manager  
Henderson J. Brown, IV, General Counsel  
Linda R. Manley, Board Secretary

Committee Chairperson Boardman convened the meeting at 9:05 a.m.

Committee Chairperson Boardman briefly turned the meeting over to Matthew Brown, Chair of the Board of Directors. Chairman Brown introduced Emile Thompson, who was recently appointed to the Board. Chairman Brown stated that Mr. Thompson will be a tremendous asset to the Board and, at his hearing, had expressed great interest in the governance activities of DC Water, particularly Blue Drop and other entrepreneurial initiatives. Chairman Brown has assigned him to serve on the Governance Committee. Chairman Brown added that Mr. Thompson's swearing-in is currently pending and, therefore, he is attending in an observational role only and would not participate in decision-making or recommendations on agenda items.

**Agenda Item # 1 - DC Water Works! Employment Programs Update**

Korey Gray, DC Water's Compliance Officer, presented Agenda Item # 1 – DC Water Works! Employment Programs Update.

First, Mr. Gray discussed program implementation. DC Water Works! (as of FY 2017) tracks new hires and contractor workforce participation in accordance with annual utilization goals:

- New Hire Goals – 60% of residents in the User Jurisdiction
- Workforce Utilization – 51% of residents in the User Jurisdiction



Mr. Gray stated DC Water Works! Strategic Partners are the primary source of candidates for new employment and training opportunities. New Prime Contractors will submit Employment Plans as part of their bid submittals, or within 30 days of contract award. (Partially in place.) 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.) He advised that updated contract language will be included in solicitations to specify the local resident utilization goals and to require the use of DC Water Works! as the first source for candidate referral. Compliance Standard Operating Procedures will be prepared and the Online Compliance Database is in its testing phase.

Chairperson Boardman asked how contractors are currently notified of the jobs program. Mr. Gray responded that new specific language concerning the jobs program and its requirements will be added to DC Water solicitations. Mr. Gray affirmed that training for contractors on the jobs program began in October 2016.

Chairperson Boardman asked whether Mr. Gray believes contractors clearly understand the program and are willing to participate. Mr. Gray responded that there is no lack of clarity. He reported that he has found contractors are not opposed to the program because it operates as a free resource they can use to support their hiring needs. He added that contractors were concerned that there would be a fee associated with the program but after they learned the program comes at no additional cost – and that DC Water teams up with them to provide the resources and assistance necessary – they have embraced it. In response to Committee Member Bhatt's inquiry, Mr. Gray affirmed that he would be working with DC Water's contractors to track the progress of individuals hired through the jobs program.

Mr. Gray reported that use of the satellite job centers will be phased out in FY 2017. In place of the job centers, DC Water is reconnecting with the District and with other area organizations that already provide resume writing support and job placement services. One of DC Water's primary partners in this effort will be DC Works! One-Stop Career Centers (now called the American Job Centers.) Mr. Hawkins noted that connecting with organizations that have existing programs provides greater efficiency and leads to a better outcome.

Mr. Gray then provided a summary of job positions filled through DC Water Works! as of October 31, 2016. Mr. Hawkins discussed the benefits of tracking employee hiring by DC Water's contractors. He stated that although certain employment data is already collected in accordance with legal requirements, DC Water began compiling hiring data with respect to all of its contracts. The broader approach has been very successful. One example is the recent hiring of meter installers to install additional meter readers on an expedited basis. By tracking the hiring data through the jobs program, DC Water was able to determine that many of the people hired for this project were from the District of Columbia and Maryland. Chairman Brown noted that 18 of the 28 available positions listed in the data had been filled while 10 remain open. Regarding the remaining 10, Chairman Brown asked whether there were any challenges in obtaining referrals during the 3-day available timeframe or in identifying candidates. Mr. Gray explained that candidates are currently being sought for the 10 open positions. One position for a truck driver was put on hold while DC Water puts the CDL training program in place (the hiring contractor has agreed to work with DC Water on the training). For several other positions, including engineering and similar professional jobs, DC Water is currently working on identifying partners.

Mr. Gray then described DC Water's initiative to provide District residents with opportunities to receive training, mentoring, and education in a particular skill area. He stated DC Water's Department of Facilities has recently partnered with local community based programs to provide students with summer employment opportunities. Participants get exposure to a variety of facilities trades including Carpentry, Building and Grounds, and Painting. Mr. Gray added that last summer the Department of Facilities partnered with Sasha Bruce and the Earth Conservation Corps (ECC). Two participants who excelled in the summer program are being sponsored by DC Water Works! to continue through the fall/winter.

Mr. Gray's presentation also included a short profile of Tremayne Benton, who participated as an intern in ECC partnership program at DC Water. Mr. Benton recently obtained full-time employment with Apria Healthcare. Chairperson Boardman commended Mr. Gray for providing success stories in his presentation. She suggested that, as time goes on, and Mr. Gray comes across interesting persons who participate in the jobs program, it would be good for the Committee (and Board) to hear those stories. She stated it is very encouraging to see real people who have real opportunities and are truly being helped by the program and added that focusing on the people who are hired through DC Water Works is a great way to breathe life into what otherwise might be seen as "just a program."

Chairperson Boardman asked whether the summer partnership program is the same as the project in which DC Water partnered with DC Greenworks on a green infrastructure project at Fort Reno. (DC Greenworks' "Growing Futures" program gives opportunities to young people to work on green infrastructure projects). Mr. Gray answered that the ECC partnership is a different, additional, partnership program developed by DC Water.

Next, Mr. Gray described various training programs associated with DC Water Works! This includes training for a Commercial Driver's License (CDL), pipe laying training, and collaborating with the Southeast Welding Training Academy (SEWA). SEWA is a referral partner of DC Water. Although DC Water is not sponsoring the training, when the individuals have completed their training, they will be entered into the DC Water Works! database and presented to potential employers.

Chairperson Boardman asked whether individuals who receive CDL training through DC Water Works! are employed by the hiring contractors, go "in house" to DC Water, or move on to other career opportunities. She noted that satisfying the employment needs of the enterprise is an important priority but acknowledged that an individual who receives job training may choose to seek employment elsewhere. In such a case, DC Water nonetheless has provided a service to the individual. Mr. Gray answered that the CDL training program through DC Water Works! is intended to position individuals for hire by DC Water's contractors only. The number of individuals trained through this program corresponds to the number of positions available with DC Water's contractors. Currently, DC Water's Department of Facilities is conducting a CDL training program for 10 District residents, reflecting the present number of positions identified on existing contracts.

Committee Member Bhatt asked whether DC Water employees have expressed interest in taking the CDL training. Mr. Gray explained that the CDL training through DC Water Works is open only to candidates for positions available with DC Water's contractors. He explained further that, DC Water offers its employees an in-house CDL training course.

Next, Mr. Gray described a new initiative involving green infrastructure certification. The Memorandum of Understanding (MOU) between DC Water and the District contains a goal that

51% of new hires on Green Infrastructure (GI) projects in the Rock Creek and Potomac River sewer sheds should be District residents. Mr. Gray reported that DC Water has 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. A curriculum was developed from collaboration between DC Water, the Water Environment Foundation, and other partners across the nation. The entrance examination was held on December 13, 2016. A total of 24 out of 33 individuals who participated in the training sat for the exam. The results of the exam will be available in late January 2017. Individuals who successfully pass the exam will be eligible for employment/on-going training on the first Rock Creek project and future GI work under the DC Clean Rivers Project.

Mr. Hawkins stated that this is the first national certification exam in green infrastructure and he believes the program is going to grow. Chairperson Boardman asked who was at the forefront of developing the NCICP exam. Mr. Hawkins responded that DC Water was prepared to develop and fund the exam on its own. However, DC Water was able to partner with groups such as the Water Environment Foundation and 14 cities across the country, including San Francisco, Cleveland, Chicago, Boston, New York, Harrisburg, Kansas City, and others. DC Water did not want to create a certification program that was relevant only in the local area. It preferred a national certification program that would be applicable in numerous geographical markets. He pointed out that this gives the program national visibility and provides individuals with greater opportunity to move and work in cities where their lives take them, thus creating greater appeal for the program itself. Mr. Hawkins also emphasized that DC Water's partnerships with other cities helped reduce the cost of developing and implementing the certification program, an effort that DC Water initially funded. Chairperson Boardman noted that this effort ties into the Board's discussion about DC Water's entrepreneurial activities and generating revenue that comes back to DC Water. Mr. Hawkins agreed, stating the certification program was designed in that model. He stated that by getting others cities to participate, DC Water also created a program that is better and less expensive.

Finally, Mr. Gray discussed two additional projects. First, DC Water is looking into developing a potential "operators" training program for the departments of WasteWater Treatment and Department of Distribution and Conveyance Systems (DDCS). Second, a Targeted Employment Event (Job Fair) is being coordinated with Skanska for work associated with construction of the new DC Water Headquarters Building. Chairperson Boardman asked whether DC Water's discussion with the University of the District of Columbia (UDC) on developing an Associate Degree in storm or wastewater management fits into the "operators" training program. General Counsel Brown answered in the affirmative and clarified that he believed the degree would be in wastewater management. Mr. Gray added that DC Water is in the early stages of conversation with UDC. Chairperson Boardman praised the effort, stating that many community colleges have programs where the educational curriculum is paired with on the job training, ultimately leading to a marketable degree. DC Water's effort in this area shows that it is not merely providing short-term jobs but, instead, is attempting to create full-time careers.

Acknowledging the excellent work done thus far, Committee Member Bhatt asked Mr. Gray whether he had any outstanding concerns about making the program a success. Mr. Gray answered that one issue is background checks. He observed that some potential candidates could not pass the background check and therefore were disqualified from hire. He added that this generally occurred with respect to illicit drug use. Mr. Gray indicated that he and his team are evaluating how DC Water Works can help individuals become drug free so they are employable through the program. Another issue is ensuring that there are sufficient career

opportunities to keep the program sustainable. Finally, Mr. Gray indicated that he consistently works to ensure that job training stays in line with the employment needs of DC Water's contractors.

With respect to background checks, Chairman Brown asked Mr. Gray what typically would disqualify a candidate. Mr. Gray answered that drug use, a felony conviction, or violent offender status, are all examples where it becomes harder to employ an individual. One possible way to mitigate the problem is to partner with organizations who are already working on reducing barriers to re-employment for people convicted of a crime. Chairman Brown discussed the Mayor's support for providing second chance opportunities to individuals who were convicted of a crime and have entered back into the community. He stated that the Mayor is working to eliminate potential barriers that make it difficult for persons convicted of a crime to obtain a driver's license. Mr. Hawkins expressed his support for the Mayor's efforts in reducing unnecessary barriers.

Chairman Brown asked whether there is a brochure or similar materials that can help explain DC Water Works to the public and policymakers. Mr. Gray answered that they are working on it, although he wants to be realistic and not overstate or oversell the program. Mr. Hawkins mentioned that DC Water Works! can serve as a platform for teaching other cities how to develop and implement a similar program. Like the Blue Drop initiative, offering consulting and education services in this area can generate revenue for DC Water while sharing best practices with other utilities who can learn from DC Water's experience.

Chairman Boardman commended Mr. Gray on his efforts, the lengths to which he has refined and honed DC Water Works! and how he has truly constructed a substantive program created in the best interest of the ratepayers.

## **Agenda Item # 2 - Consolidation of EQSS and WQSS Committees**

General Counsel Brown presented on the proposed consolidation of the Environmental Quality Services Committee and Water Quality Services Committee.

By way of background, General Counsel Brown explained that DC Water's Board of Directors has full power to regulate DC Water's affairs. He advised that DC Code generally grants the Board with powers usually possessed by a boards of private enterprises, provided that the actions taken are not in conflict with the Home Rule Act or the laws of the District of Columbia. He stated the Board has duty to publish internal operating rules and regulations, including its own by-laws. Mr. Brown observed that the Board's by-laws were first adopted in 1996 and have been amended 12 times since. In 1996, there were four standing committees – Operations, Human Resources and Labor Relations, District of Columbia Retail Water and Sewer Rates, and Budget and Finance. In 2001, the Operations Committee was renamed the Environmental Quality and Operations Committee. In 2011, Water Services was separated from Operations, a new body called the Water Quality and Water Services Committee was formed.

General Counsel Brown proposed language to consolidate the Environmental Quality Services Committee and the Water Quality Services Committee back into a single committee. In order to accomplish this, General Counsel Brown recommended amending Article V (Committees) of the Board's By-laws to strike Section 5.01(a)(vii) regarding the establishment of the Water Quality and Services Committee and insert new language in Section 5.01(a)(iii) regarding the establishment of the new combined committee, to be known by its former name, the "Operations Committee."

The new proposed modifications to the By-Laws are as follows:

**§ 5.01 Establishment**

...

- (iii) 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 quality; the operation, repair and replacement of water distribution and sewage collection, treatment, and disposal systems; stormwater collection systems; groundwater flow management; and customer services issues, including but not limited to customer education initiatives and customer assistance programs.

In addition, Section 5.02 of the Board's By-Laws is proposed to be amended as follows:

**§ 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 or the rates charged to District retail water and sewer customers.

Chairperson Boardman indicated that the overarching question on combining the two committees is the voting procedure. She pointed to a distinction in the by-laws between the two committees where the Water Quality and Water Services Committee was restricted to District members while the Environmental Quality and Sewer Services Committee was not. The Board's by-laws permit Board members from user jurisdictions outside of the District of Columbia to vote only on joint use matters. Committee Chairperson Boardman asked how the voting process would take place if the two committees were combined. She also asked what impact the consolidation would have on any legal requirements with respect to the affairs of the Board.

General Counsel Brown answered that combining the two committees is in line with applicable legal requirements. He observed that the DC Water enabling statute provides for six Board members to be appointed from the District and five Board members to be appointed from other participating jurisdictions. By law, members appointed from other participating jurisdictions may only vote on joint use facilities (19 are identified in the statute, most having to do with conveying sewage to Blue Plains). He explained that when a motion is made or a vote is called for, the Secretary of the Board (Linda Manley) will ask only for the vote of those members permitted by statute to vote. The same would apply with respect to decisions or recommendations made in the standing committees.

Mr. Hawkins agreed and stated that the consolidated committee would follow the same rules as those provided for the full Board. Chairman Brown, Chairperson Boardman and General Counsel Brown agreed that it would be useful to educate the Board on voting procedures at the next scheduled meeting. Chairman Brown will raise this at the next Board meeting.

General Counsel Brown clarified that there are two exceptions to the voting rules previously discussed. First, the Board needs 7 votes to approve DC Water's budget, which means some

members from Maryland and Virginia user jurisdictions will participate. Second, the Board must have eight votes to approve and appoint the General Manager. Chairperson Boardman also indicated that those two exceptions are joint use items so it makes sense that all members would vote on such matters.

Committee Chairperson Boardman further inquired about amended language in Section 5.02 of the By-laws, which, in part, restricts District members to a seat on committees with jurisdiction over non-joint use matters or rates. The proposed amendment would eliminate the restriction in the By-laws with respect to members from participating jurisdictions serving on committees that have oversight of non-joint use matters. General Counsel Brown confirmed that there is no legal impediment to the proposed amendment. It was his opinion that the restrictive language need not be in the By-laws because it is stated in the enabling legislation. He stated that the modification is intended to “clean up” that provision.

Committee Member Bhatt raised questions about the name of the new Committee. After much discussion, the Committee recommended that the name of the new standing Committee be the “Environmental Quality and Operations Committee.” Mr. Hawkins and Mr. Brown concurred with the recommendation.

There being no further questions or comments, the Committee agreed to move forward with a recommendation to the Board to change the By-Laws, as proposed, to consolidate the Environmental Quality Services Committee and Water Sewer Services Committee into a new standing committee to be named the “Environmental Quality and Operations Committee.”

### **Conclusion**

No executive session was held. There being no further business, Chairperson Boardman adjourned the meeting at approximately 10:20 a.m.



**DISTRICT OF COLUMBIA  
WATER AND SEWER AUTHORITY**

**BOARD OF DIRECTORS**  
Human Resources and Labor Relations  
Committee  
January 11, 2017

**MEETING MINUTES**

**Committee Members**

Bradley Frome, Vice Chairman  
Ellen O. Boardman  
Matthew Brown, Board Chairman  
Rachna Butani-Bhatt

**D.C. Water Staff Present**

George Hawkins, CEO & General Manager  
Henderson Brown, General Counsel  
Mustaafa Dozier, Chief of Staff  
Linda R. Manley, Board Secretary

**Union Representatives**

Barry Carey, AFSCME 2091  
Barbara Milton, AFGE 631  
Jonathan Shanks, AFGE 872  
Calvert Wilson, AFGE 2553  
Michelle Hunter, NAGE R3-06

**1. Call to Order**

Chairman Bradley Frome called the meeting to order at 11:00 a.m. Mr. Frome changed the order of the agenda to begin with agenda item number 3, Union Topics following the Executive Session.

**2. Executive Session – Closed Session**

The Committee moved into executive session and reconvened into an open session at 11:50 a.m.

**3. Union Topics**

Chairman Frome noted that the Committee reviewed previous meeting minutes for which former Chair Ed Long proposed specific guidelines for meetings with the union representatives. In subsequent meetings, the Committee decided it would meet with union representatives three (3) times a year and that bargaining issues and active employee discussions would not be permitted for discussion.

Chairman Frome reviewed the guidelines with the union representatives and stated that he will be sending out a revised memo outlining the process that the committee

would follow during future sessions with our labor leaders. For purposes of this meeting, he noted that each representative would have 10 minutes to present their respective concerns. He reiterated the Board's function with respect to meeting with the Unions and noted that certain matters, specifically bargaining negotiations and active employee grievances are not under the Board's purview and therefore will not be heard in this setting; matters that would be covered in the mentioned memo.

**Barbara Milton, President AFGE Local 631**

Ms. Milton began her comments by explaining that DC Water and the Unions were at impasse over compensation negotiations. She questioned why DC Water was refusing to participate in mediation. Ms. Milton asked for someone to answer her question on the record. Chairman Frome expressed the Committee would take the matter under consideration and the discussion would be internal.

Ms. Milton raised the issue of civil service buyout and conceded the matter had been presented to the Committee on prior occasions. She recounted that she had provided the Committee with data that showed the federal government had increased their buyout program to \$40,000 due to inflation. Ms. Milton also stated one of the proposed components of the civil service buyout was to allow employees to stagger their retirement. Chairman Frome asked management to provide background information on the civil service buyout program by the next session.

Lastly, Ms. Milton mentioned employees having low morale because the union contracts are not concluded and non-union members are receiving raises. Ms. Milton asked in addition to listening to their concerns would the Committee consider appropriate action on some items mentioned. Board Chairman Brown replied that the Board is here to listen and will take into consideration all matters raised by the unions.

**Jonathan Shanks, President AFGE 872**

Mr. Shanks asked about an alleged recommendation to abolish the annual flushing program. Mr. Hawkins noted that he was unaware of the recommendation to terminate the flushing program and that the flushing program has been important to DC Water. In addition, he stated that the program works well with timing because during the winter months personnel are needed to assist the valve crews in isolating broken main breaks. Mr. Hawkins noted that he could not offer any information on the pros or cons of such a proposal without meeting with his team.

Mr. Shanks expressed his concern about reorganizations in the different departments. He expressed that the people are scared and that people should not have to come to work and be worried about having a job especially if you come to work and do your job.

**Calvert Wilson, President AFGE Local 2553**

Mr. Wilson stated that local 2553 went through a reorganization in 2014 and he believed it was not a good idea because positions that were needed were abolished. He explained that he is currently working with Mustafa Dozier and Biju George to mitigate some of his issues. His main concern was that the current employees are



expected to take on responsibilities of the abolished jobs with no increase in pay. Ms. Butani asked him if he believed DC Water is suffering operationally because of the lack of jobs. Mr. Wilson replied yes. Ms. Butani also asked Mr. Wilson if he was suggesting that employees should get paid more for multi-tasking or taking on more responsibilities versus being asked to perform a completely different trade than the one they were hired for. Mr. Wilson replied no. Ms. Butani further explained that if employees are working eight (8) hours doing their trade despite having additional assignments added, then they should not be compensated differently. They should be compensated for performing work beyond their job and gave the example of an employee doing the work of a manager when their title is a field worker.

**Barry Carry, President AFSCME Local 2091**

Mr. Carry raised questions surrounding employee morale as a result of reorganizations. He noted that the reorganization in his area resulted in the loss of 20 individuals with extensive institutional knowledge. He also expressed that labor union representatives are put into precarious situations when they cannot explain to their members what's going on. He noted that his members are nervous about the possibility of not having jobs when they have been working and performing at stellar levels for 20 years. He also voiced that the workers are in fear of losing their jobs because they feel that the lack of certain credentials has become a way to get rid of them. He believes that training should be offered versus abolishment of their jobs.

**Michelle Hunter, President NAGE R3-06**

Ms. Hunter reiterated Calvert Wilson's comments regarding the reorganizations and the grade significance. She mentioned grade 3's are doing grade 4's work and being paid at a lower level. She expressed that employees should be working at the level for which they are paid. She mentioned that there are safety issues with new employees not being trained as a result of the reorganizations.

Ms. Butani suggested that there be more transparency and discussion regarding reorganizations. She also noted the DC Water has to take in consideration that rates are increasing and that we all have an obligation to minimize cost for the ratepayers.

**4. HCM Presentation**

The HCM presentation was deferred to the next meeting

**5. Adjournment**

The meeting adjourned at 12:50p

**Action Items**

1. Provide Committee with background information on the proposed civil service buyout program.
2. Provide written guidelines for conducting meetings with Union Representatives.



**District of Columbia  
Water and Sewer Authority**

**Board of Directors**

**Environmental Quality and Sewerage  
Services Committee Meeting**

*Thursday, January 19, 2017  
9:30 a.m.*

**MEETING MINUTES**

**Committee Members**

James Patteson, Chairperson  
David Lake  
Reverend Kendrick Curry  
Anthony Giancola

**DC Water Staff Present**

George Hawkins, CEO and General Manager  
Len Benson, Chief Engineer  
Henderson L. Brown, General Counsel  
Linda R. Manley, Secretary to the Board

**I. Call to Order**

Mr. Patteson called the meeting to order at 9:31 a.m.

**II. AWTP STATUS UPDATES**

**1. BPAWTP Performance**

Mr. Aklile Tesfaye, Assistant General Manager for Wastewater Treatment, began the update by reporting the monthly average influent flow for December 2016 was 246 MGD. Total precipitation as measured from Reagan National Airport during this period was 2.61 inches. Most of the precipitation that occurred during this period happened during a single wet weather incident at the beginning of the month and as a result, there was 18 MG of excess flow during this reporting period. Mr. Tesfaye also stated that Plant effluent quality was excellent as demonstrated in the discharge levels of total suspended solids (TSS), ammonia, total phosphorous, carbonaceous biochemical oxygen (CBOD), pH, dissolved oxygen (DO) and E. Coli levels, which were all considerably better than the National Pollutant Elimination Discharge System (NPDES) permit limits.

Mr. Tesfaye highlighted the Plant Influent Flow Trend graph and mentioned that the intent of this graph is to show long-term influent trends in relation to rainfall and below surface levels of ground water. While for any given month the influent flow is weather dependent, the 12-month rolling average influent flow of the Plant has remained at or below 300 MGD since February 2011. The Committee commented that this long-term trend in plant influent flow has remained relatively consistent and inquired if this had any relation with observed infiltration and inflow (I&I) and efforts to control I&I. Mr. Tesfaye responded that the plant influent trend graph is indeed consistent with the below surface Fairland Well ground water level and that better I&I control has been a factor

along with other hydrological factors, improvements in collection systems management and the decline in per capita water demand in the region. The Committee then complimented DC Water on the presentation of the data depicted on the plant influent trend graph.

Mr. Tesfaye continued the update by stating that the Enhanced Nitrogen Removal Facility (ENRF) is performing well; producing an average total Nitrogen (TN) concentration of 3.47 mg/l. The total weight of Nitrogen discharged in the calendar year 2016, through December 2016 met the approximately 4.4 million lb/year permit limit. During 2016, ENRF facilities removed approximately 1.8 million lb of TN in excess of NPDES Permit requirements, set for protection of the Chesapeake Bay. The Committee suggested modifying the Annual Total Nitrogen Load graph by adjusting the start date of the line showing the EPA permit limit to start from January 2015 as opposed to January 2004, since the EPA permit limit was effective January 1, 2015. Mr. Tesfaye responded that the modification will be made for the next update.

Mr. Tesfaye further stated that all other Plant performances were excellent with 100% permit compliance. In December, biosolids hauling averaged 384 wet tons per day (wtpd). The biosolids generated were Class A biosolids that also met Exceptional Quality standards for pathogen reduction, volatile solids reduction (VSR) and low metals content. The CHP facility generated an average of 175 MWH/day, making up 29% of total energy consumed at Blue Plains (i.e., 607 MWH/day) while the average energy purchased from PEPCO was 432 MWH/day. The Committee inquired whether the 30% of total energy generated by the CHP facility has normalized and if it would be changing significantly in the future due to more commissioning activities. Mr. Tesfaye responded that with the exception of one test, all of the commissioning activities have been completed. He stated that going forward DC Water expects the energy generated by the CHP facility to be consistent but the percentage share of the facilities' output may vary due to new facilities with new energy demands coming online. The Committee further inquired if there were seasonal differences in the energy purchased from PEPCO. Mr. Tesfaye responded that energy furnished by PEPCO depends on the Plant power consumption demand (which varies seasonally) as well as power generated by the CHP facility (which, in turn, is affected by factors such as temperature, turbine performance, etc.).

The Committee inquired as to the meaning of the 'EPA 2009 Mean' component of the graph showing regulated, heavy metal levels in Blue Plains generated biosolids. Mr. Tesfaye responded that this component indicated the EPA calculated national average quantities of different metal types generated in biosolids. The Committee suggested that the word "national average" be inserted in the legend of the graphs containing this component for clarification. Mr. Tesfaye responded that these changes will be incorporated in future updates.

### III. ACTION ITEMS

#### JOINT USE

1. Contract No. 14-PR-DIT-07, Network for Future, Inc.
2. Contract No. DCFA #379, Arcadis District of Columbia, PC.

Mr. John Bosley, Chief Procurement Officer, DC Water, presented action item 1. Mr. Len Benson, Chief Engineer, DC Water, presented Action Item 2.

**Action Item 1:** Request to execute a contract modification to add funding and extend the period of professional technology services to DC Water's Department of Information Technology.

Mr. Bosley stated that the reason for the modification is to extend the period of performance in order to allow sufficient time to evaluate 42 new proposals received as a result of Request for Proposal (RFP) #17-PR-DIT-09 that was issued on November 4, 2016 with a closing date of December 5, 2016.

The Committee inquired as to the amount of the modification request. Mr. Bosley responded that the modification amount is \$225,000.

**Action Item 2:** Request to execute a supplemental agreement to provide enhanced engineering services during construction for Raw Wastewater Pump Station No.2.

Mr. Benson mentioned that future supplemental agreements are not anticipated for this project. Mr. Benson also provided an in-depth background of the project's purpose and its current status. In addition, Mr. Benson provided the Committee with an attachment that explained, in detail, the background and rationale for this supplemental agreement no.9.

The Committee commented that the fact sheet reads as if the original contract was to provide preliminary design services for improvements only to Raw Wastewater Pump Station No.1. Mr. Benson acknowledged that this is an error and that the fact sheet will be amended to reflect that the original contract was for both Raw Wastewater Pump Stations No.1 and No. 2.

The Committee inquired if there would be an opportunity to do a 'lessons learned' exercise, specifically, in relation to the multiple supplemental agreements that were required during the duration of this project. Mr. Benson responded, the reasons that necessitated multiple supplemental agreements (i.e., the need for DC Water to maintain critical continuity between designs of both pump stations by maintaining the original contractor) and the regulatory and legal problems encountered during the design process are very unique to this project and would not be reflective of issues that will likely be experienced in other projects. The Committee further inquired if there had been major changes in technology and staff. Mr. Benson replied that there were some changes in terms of automation and individual staff but the contractors' expertise in pump station design was largely retained because the original contractor (i.e., Malcolm Pirnie) was acquired by ARCADIS. The Committee requested that an explanatory note is added to the front page of the fact sheet regarding some of the circumstances, some dictated by consent decree that caused delaying with regard to this design effort. Mr. Benson responded that the changes be made to the fact sheet and the information on the attachment will be made part of the fact sheet. The Committee recommended all two (2) Joint-Use actions to the full Board.

#### **IV. BLOOM MARKETING PLAN**

Mr. Alan Heymann, Chief Marketing Officer, and Chris Peot, Director of Resource Recovery, gave a marketing update on Bloom to the Committee. Mr. Heymann started by stating that biosolids production and hauling costs have decreased by 60% since the digesters have been installed. Mr. George Hawkins, General Manager and CEO, mentioned that the primary source of savings comes as a result of the reduction in hauling costs as opposed to the revenue being generated throughout the sale of Bloom. Mr. Heymann continued his presentation by stating that the program's expectation is to turn approximately 450 wet tons daily of biosolids production into a commercialized asset that provides retail and wholesale ratepayer cost relief. Currently, however, no established market for Class A Exceptional Quality (EQ) biosolids exists and as a result, marketing of the product faces a complex regulatory landscape. Some of the challenges still facing the program include the following:

- Virginia Department of Environmental Quality (VA DEQ) issued a draft distribution and marketing permit to DC Water, which had restrictive interpretations of the regulations. As a result, DC Water staff is now re-drafting the permit to fit the Authority's needs and with provisions to satisfy DEQ's concerns. This re-drafted permit will be sent to the DEQ within the next 2 weeks.
- Maryland Department of the Environment's (MDE) Letter of Authorization (LOA) requirement for soil blending companies, which are one of the largest target customers, resulted in permitting uncertainty for the companies. DC Water has engaged outside counsel to help navigate this obstacle.

Mr. Heymann stated some of the achievements by BLOOM in 2016 included:

- Established a marketing team in January
- Conducted a pilot launch event in May
- Obtained marketing and distribution permits from the District Department of Energy & Environment (DOEE) and a limited permit from MDE
- Started onsite curing in July
- Began bagging and bulk sales in August & September
- Established commercial relationships in fourth (4<sup>th</sup>) quarter of 2016

The Committee inquired if DC Water was also engaging federal government agencies in the District such as the NPS for additional marketing opportunities. Mr. Heymann responded in the affirmative. The Committee also inquired whether DC Water was facing district or federal regulations. Mr. Heymann replied that DC Water had to navigate regulations from both stakeholders. The Committee further inquired if DC Water was in a position to write some of the new regulations, if any, that are being formulated. Mr. Heymann responded that DC Water is considering this possibility and actively seeking opportunities to contribute to such regulations both at a local and the federal government level. Mr. Peot added that due to ongoing consultations and with direction given by VA DEQ, DC Water is currently authoring a draft permit for their consideration, which in turn, will give DC Water the opportunity to contribute directly to the formulation of new regulations by which the market will be governed.

Mr. Heymann next stated the marketing plan for the Bloom product in 2017 and beyond included the strategic intent of becoming the soil amendment of choice in the mid-Atlantic region for soil blenders, commercial landscapers and government agencies as well as competing as an economic alternative to compost based on value, performance and environmental benefits. The target markets in the Washington D.C, Maryland & Virginia area included soil blenders/landscape material yards, commercial and residential landscapers/nurseries, government agencies (DDOT, DOEE) and farms. The end of year sales targets from 2016 to 2019 are 1000, 9000, 20000 and 30000 wet tons respectively. 870 wet tons of Bloom were actually distributed in 2016. Furthermore, a large commercial customer in Maryland has already agreed to buy 8,700 wet tons in 2017.

In 2017, DC Water anticipates to undertake the following activities and initiatives in relation to marketing Bloom:

- Follow up on sales leads through cold calling
- Conduct RFK stadium giveaway
- Make progress with Maryland regulatory authorities regarding permits
- Commission an onsite blending facility
- Make progress on pending permit in Pennsylvania and continue conducting outreach to local farms and nurseries

- Implement a workflow system and personnel to handle growing number of customer and orders
- Investigate offsite curing locations

The Committee inquired what the revenue generated per ton of product was. Mr. Heymann responded that although the revenue generated per ton generally depends on the customer and the frequency of the demand, in 2016, a total of \$40,000 in cost savings and revenue was generated by the sale of 870 wet tons of Bloom which equates to about \$2.6M expected to be generated through 2019. The Committee also inquired if the planned RFK stadium giveaway was in bulk. Mr. Heymann responded in the affirmative. The Committee next asked what the total cost of the activities planned for 2017 would be. Mr. Heymann replied that DC Water will provide those figures and present it to the Committee.

Mr. Heymann next briefly explained the relationship between Bloom (a DC Water product) and Blue Drop (a marketing initiative for Bloom). He also mentioned that a marketing and sales agreement for Bloom between Blue Drop and DC Water is currently under legal review. The Committee inquired if DC Water was planning to conduct a briefing to the IMA Regional Committee. Mr. Heymann responded in the affirmative. Mr. Peot also added that presenting to the Regional Committee will aid in identifying potential opportunities for synergy between DC Water and the regional partners in marketing and utilizing Bloom.

The Committee stated its willingness to help utilize its network to aid DC Water achieve even better market penetration with its Bloom product. Mr. Heymann responded that DC Water would be grateful for the help and will strive to capitalize on any suggestions whenever the opportunity presents itself. The Committee next asked whether the onsite curing process for Bloom was needed to dissipate off-gases such as carbon dioxide and ammonia. Mr. Peot responded in the affirmative and added that the curing process helped in further stabilizing the product, which was the preference of most of the customers. The Committee further inquired if there were any air quality concerns regarding the curing process and if thought should be given to curing indoors and scrubbing the air instead. Mr. Peot replied that although there are no odor issues generated as a result of the open air curing, the team has not researched other air quality concerns and will look into it and get back to the Committee.

## **V. OTHER BUSINESS/EMERGING ISSUES**

None.

## **VI. ADJOURNMENT**

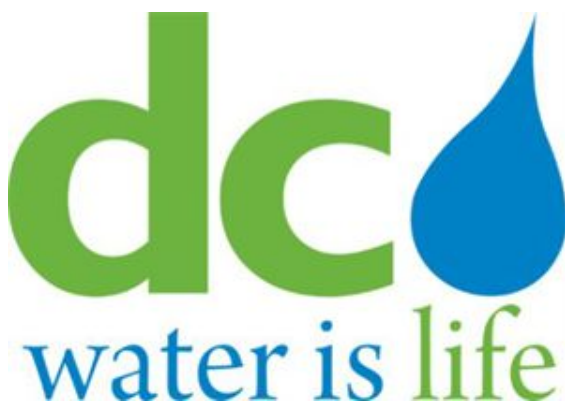
Meeting adjourned at 10:26 a.m.

### **Follow-up Items**

1. Assistant General Manager, Waste Water Treatment: Modify the Annual Total Nitrogen Load graph by adjusting the start date of the line showing the EPA permit limit, to start from January 2015 as opposed to January 2004.
2. Assistant General Manager, Waste Water Treatment: Insert the word “national average” in the legend of the graphs containing the ‘EPA 2009 Mean’ component.
3. Chief Engineer, DC Water: For Action Item 2, amend the fact sheet to reflect that the

original contract was for both Raw Wastewater Pump Stations No.1 and No.2.

4. Chief Engineer, DC Water: For Action Item 2, add explanatory note to the fact sheet regarding some of the work dictated by the NPDES Permit and consent decree. Also include the attachment provided at the EQSS Committee Meeting *Background and Rationale for Supplemental Agreement No. 9* (January 18, 2017) with the fact sheet.
5. Chief Marketing Officer: Provide total cost figure regarding planned, Bloom related, 2017 marketing activities and initiatives.
6. Chief Marketing Officer: Provide information to the Committee regarding potential air quality concerns because of open-air curing of the Bloom product.



**District of Columbia  
Water and Sewer Authority**

**Board of Directors**

**Joint Meeting of the Water Quality and  
Water Services Committee and the  
Environmental Quality and Sewer  
Services Committee**

*Thursday, January 19, 2017  
10:30 a.m.*

**MEETING MINUTES**

**Committee Members**

James Patteson, Chairperson  
Rachna Butani-Bhatt, Chairperson  
David Lake  
Reverend Kendric Curry  
Anthony Giancola

**DC Water Staff Present**

George Hawkins, General Manager and CEO  
Len Benson, Chief Engineer  
Henderson L. Brown, General Counsel  
Linda R. Manley, Secretary to the Board

**I. Call to Order**

Mr. Patteson called the meeting to order at 10:42 AM.

**II. FOLLOW UP TO DECEMBER 15, 2016 BOARD RETREAT: INFRASTRUCTURE CONCERNS**

Mr. George Hawkins, General Manager and CEO, began by stating this presentation is a follow-up to the presentation given at the Board retreat and the resulting questions and comments posed by the Board.

The Board has expressed concern that failing to increase funding for the Capital Improvement Program, Sewer Service Area, could result in a heightened risk of very significant impact sewer system failures. The discussion at the retreat was based on results from an evaluation of our sewer systems based on asset management program analyses. Two analyses were discussed then. The first was based on the KANEW model, reliant mainly on statistical, big data parameters associated with pipe materials and expected remaining life. The second was an asset management program risk assessment process. This is a structured objective analysis based on DC Water’s Engineering and Operations engineers’ professional expertise and knowledge of our system and city. The first analyses, KANEW, is used as a tool to make a statistically based prediction of the capital funding required over a period of time to prevent a degradation of service levels. The risk assessment analyses, quite differently, predicts the likelihood and consequence of failure and the system. Mr. Hawkins assured the Committees that through the risk assessment



component of the asset management program, DC Water would be able to avoid any heightened potential for catastrophic failures.

Mr. Craig Fricke, Manager, Asset Management, then made a presentation to provide additional information concerning these two analyses. He noted that although there have been many improvements and refinements in the analysis methodologies and tools used, it is important to remember that there still are limitations in the data, necessitating use of judgment and experience when deciding on asset factors of safety and asset risk profiles. The Committee inquired if it is only capital project budget allocations that are changing based on new asset management analysis, but that the asset maintenance program spending is predicted to remain at the current level. Mr. Fricke responded in the affirmative. Mr. Hawkins also added that although there will be very minimal changes to the overall maintenance budget, there will be an effort to improve the maintenance program by utilizing refined asset management data to better target and allocate maintenance funds. Mr. Fricke added that maintenance program optimization is an important byproduct of having a refined asset management program (AMP) and this might involve re-allocating/re-prioritizing funds between different target areas within the maintenance program; but doing so fully informed about potential consequences and benefits.

The Committee also asked if the cost of planned maintenance and emergency driven maintenance is being tracked by DC Water? Mr. Charles Kiely, Assistant General Manager, DC Water, responded by stating that through its work order management application (i.e., Maximo), DC Water has recently started tracking all labor hours, materials and cost associated with all work orders and classifying each work order as either emergency or preventative maintenance. The Committee further inquired if trends showed which of the two maintenance regimes (emergency vs. preventative) were increasing in frequency. Mr. Kiely replied that although it depends on multiple factors including weather, DC Water currently spends more time, material and funds on corrective/emergency repairs. Mr. Hawkins added that although DC Water would always prefer to do preventative as opposed to corrective maintenance, due to age of the infrastructure, it is likely that the Authority's corrective maintenance needs will likely outweigh its preventative maintenance plans. Mr. Kiely also added that it is important to know that when DC Water conducts emergency/corrective maintenance on one asset in a given area, it usually also conducts preventative maintenance on a number of nearby assets/appurtenances (ex: conducting opportunistic valve maintenance when fixing water main breaks).

The Committee commented that any funds spent on corrective/emergency maintenance would be multiples of funds spent on preventative maintenance and therefore having a routine, preventative maintenance program reduces long term system related costs as it forestalls future emergencies. Mr. Hawkins commented that DC Water is in complete agreement with that reasoning.

Mr. Fricke proceeded to present his update by re-stating the intent of having an AMP is to have an integrated set of processes to minimize the lifecycle costs of infrastructure assets, at an acceptable level of risk, while continuously delivering established levels of service. Mr. Fricke next gave an overview of the KANEW model being utilized by the AMP. The KANEW model is a long range, strategic planning model developed by the Water Research Foundation (WRF) for identification of renewal needs for water and sewer networks. It uses anticipated life expectancies and age distribution of pipes to develop a system-wide statistical model and calculate annual renewal needs for different pipe cohorts (i.e., logical groupings of pipes based primarily on size and material). Mr. Hawkins noted that while this modeling tool is proving to be very valuable for DC Water, it is also important to remember that the specifications and guidelines employed by the tool are set by industry and are not specific to DC Water.

Mr. Fricke described the linear assets risk assessment tool developed for all linear assets (water and sewer). He mentioned this was a data-driven, GIS based tool built on a risk framework that analyzes both consequence of failure (COF) and likelihood of failure (LOF). The DC Water COF framework for the water and sewer system included the following five (5) categories:

- Health and Safety – 25% of score
- Public confidence – 15% of score
- System Reliability – 20% of score
- Regulatory compliance and Environmental Impact – 25% of score
- Fiscal Impact – 15% of score

The LOF framework of the water and sewer system, in turn, included the following three (3) categories:

- Physical Condition – 55% of score
- Performance – 35% of score
- Maintenance History – 10% of score

Mr. Fricke next described the pipe-size distribution graphs showing the COF and LOF scores for combined, sanitary and storm pipes. The Committee inquired if the graphs showed the current scores for the existing system. Mr. Fricke replied in the affirmative. The Committee also inquired as to how the COF scores for certain categories such as ‘Public Confidence’ were calculated.

Mr. Fricke replied that the score weights for all categories were determined through a series of meetings and workshops between DC Water and AMP consultant subject matter experts and is consistent with what other utilities in the industry are using. He also noted that these weights can be adjusted as more sensitivity analysis is conducted and on as needed basis. Mr. Fricke reiterated that the linear system risk assessment tool will help DC Water prioritize its inspection and renewal needs by enabling better use of available funds to most efficiently reduce risk.

Mr. Fricke concluded his presentation by discussing the situation with DC Water’s CIP in the Sewer Service Area FY2017 and FY2018 as follows:

- Available funding for both fiscal years is capped
- Significant funding constraint will remain through FY2030 due to CSO Consent Decree commitments
- Current level of funding is not adequate to improve or maintain current level of service over the long term
- DC Water will continue to mitigate the potential for catastrophic failure by focusing available funding on continuing assessment and monitoring of critical assets; by conducting more repair projects versus more comprehensive rehabilitation projects; and by re-allocating funds from less critical infrastructure (i.e., local sewers) to those that are critical
- DC Water will continue to maintain its capability to respond to failures and emergencies

The Committee mentioned that it would like to have a discussion in the near future regarding the monitoring of Key Performance Indicators (KPIs).

Mr. Hawkins mentioned that over the coming months, DC Water will go through the steps mentioned at the Board retreat before recommending rate increases, namely:

- Ensure effective utilization and allocation of funds to beneficial projects,
- Reduce overhead to the extent possible to ensure majority of funds are applied towards performing the actual work,
- Investigate and capitalize on alternate sources of revenue for DC Water (ex: Bloom, Blue

- Drop...etc.) and
  - Investigate and implement any other additional steps that could be taken to better optimize existing revenue before considering rate increases

The Committee also requested if it would be possible to provide a system-wide GIS map showing COF and LOF for the District and if such a map could be made part of the General Manager's monthly report to the Board. Mr. Fricke and Mr. Hawkins responded it would be possible and best to produce and share this map with the Committee and include it in the General Manager's report upon occasion because the COF and LOF data will not vary monthly. The Committee also inquired if whether DC Water had a minimum level of service requirement that will trigger pipes that are otherwise low risk scoring (i.e., small diameter pipes) and ensure that they are not completely forgotten in the AMP recommendations. Mr. Fricke and Mr. Hawkins responded that this is something that DC Water is currently considering setting aside separate funding and goals for; specifically in regards to small diameter pipes in order to prevent a situation where low risk scoring pipes get left out of the prioritization scheme. The Committee suggested DC Water present in a future meeting, options for meaningful metrics to decide what information should be included in presentations to the Committee versus the General Manager's report. Mr. Hawkins replied this will be included in a future Committee meeting.

The Committee next inquired if similar graphics showing risk scores was available for vertical infrastructure as well. Mr. Fricke responded that there are more than 8,000 vertical assets in DC Water's infrastructure inventory, which require an individual, vertical infrastructure risk assessment, and as such, the results of those assessments are difficult to generalize for depiction via GIS. Mr. Fricke also added that a briefing to the Committee on DC Water's Vertical Assets Reliability Program could help in providing a better overview of the program in general.

### **III. ACTION ITEMS**

None.

### **IV. OTHER BUSINESS/EMERGING ISSUES**

None.

### **V. ADJOURNMENT**

Meeting adjourned at 11:20 a.m.

### **Follow-up Items**

1. Manager, Asset Management: Prepare a discussion for a future Committee meeting regarding the monitoring of system-wide Key Performance Indicators (KPIs).
2. Manager, Asset Management: Provide a system-wide GIS map showing COF and LOF for the District.
3. General Manager and CEO: Present options for meaningful metrics that will aid in deciding type and level of information that should be presented to the Committee at the monthly meetings versus information that should be included in the General Manager's report.
4. Manager, Asset Management: Prepare briefing to the Committee regarding DC Water's Vertical Assets Reliability Program.



**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

**BOARD OF DIRECTORS  
WATER QUALITY AND WATER SERVICES COMMITTEE**

**MEETING MINUTES  
THURSDAY, JANUARY 17, 2017**

**Present Board Members**

Rachna Butani Bhatt, Chairperson  
Matthew Brown, Board Chairman  
Anthony Giancola  
Reverend Kendrick Curry

**Present D.C. Water Staff**

George Hawkins, General Manager  
Charles Kiely, Assistant General Manager  
for Customer Care and Operations  
Linda R. Manley, Board Secretary

**I. Call to Order**

Chair Butani Bhatt called the meeting to order. She commented on the proposed combination of the Water Quality and Water Services Committee with the Environmental Quality and Sewerage Services Committee. Ms. Butani Bhatt said that she thinks a lot of Water Quality's updates are fairly perfunctory and that it might be good to merge them with a committee that has more. Mr. Hawkins indicated that the committees were one before. It is essentially the operation of the enterprise, environmental quality and sewage services. Ms. Butani Bhatt said that she was in full support of the change. She then called for the last meeting of the Committee to proceed.

**II. Water Quality Monitoring**

**A. Total Coliform Testing (TCR)**

Charles Kiely, Assistant General Manager for Customer Care and Operations, provided an update on the Total Coliform Testing monitoring that requires D.C. Water to sample 264 sites across the District each month. There were 5 positives in December, which is about 1.5 percent of the sites that are sampled and tested. By rule 5 percent in an area is when they would start doing an assessment but they are not near that. They are working with the Washington Aqueduct's Water Quality Committee which is comprised of the wholesale customers and they are trying to find out if there is any commonality. In the winter months, they expect to get some positives. He stated that the only common thing they have seen from D.C. Water's perspective is that in the areas with positives, there was a lot of construction not related to D.C. Water. The road and ground is probably being shaken up but that is not good enough of an explanation, so

they are moving ahead with the evaluation. With respect to the distribution system, D.C. Water is in good shape. In January so far there has been one positive.

Ms. Butani Bhatt asked Mr. Kiely for an idea of when their evaluation would uncover what the cause was of the five positives. Mr. Kiely stated that when there is a positive, they must go by the rule, sampling upstream and downstream at those sites to ensure that it is just isolated to those sites and not to the distribution system as a whole. It may be related to something in the building as in the past. Since D.C. Water's pipes are old and are made of unlined cast iron, tuberculation builds up. Everything during the winter is usually stable and the disinfection cleans it out and it is 0.00 percent, but 5 percent is not concerning. They will continue to look at it. Once before they found problems at a nail salon where they had some raw chickens in the sink and the samplers came in later. Mr. Kiely stated that they never tied everything together, so they had the site removed from the EPA list. The Committee will be informed when they conclude their evaluation.

### **B. Lead and Copper Rule Monitoring**

Mr. Kiely reported that they did excellent this year and every year. The report was filed with EPA on January 10 and it was at 3 parts per billion, which is excellent. A lot of this has to do with the work D.C. Water has done in the past. Lead in the District is excellent and there is optimal corrosion control. The goal is not to have any lead services in the system, and they will continue working at that.

Mr. Hawkins stated that under the Lead and Copper Rule they identify service lines that they believe have lead in them. The measurement is being done in those specific lines, not in a random sampling of any lines. You are going to the target where the numbers are likely to be highest and the numbers Mr. Kiely referred to, 3 parts per billion, is the 90<sup>th</sup> percentile, the worse, 90 percent of the monitoring was better than 3.

Mr. Giancola, a new Board member, thanked them for including his part of the City in the next phase of monitoring. He asked if this includes all pipes in those areas. Mr. Giancola spoke about the Takoma swimming pool and said that they do not know if lead is in the pipes. Mr. Kiely said that they could check it but by rule if it is above 2 inches in diameter service size, it is not lead. He indicated that in pools, schools, and other large facilities, it is not the pipe coming in from the City that is the problem, it is the pipes behind their walls that may be galvanized or lead and have not been touched for years. D.C. Water is responsible for the service line running up to the facility in public space and will replace it if they find that it is lead. After it hits the facility's property line, it is the responsibility of the property owner. Mr. Kiely stated that if they are contacted, they will let the person know what the public service line is comprised of. Mr. Hawkins indicated that there is an on-line tool (GIS map) that provides the information. This is all according to District law. Mr. Wall, Distribution System Manager, stated that he looked it up and the service line is 6 inches going into the facility. Therefore, it would not be lead. Some were installed as recent as 2004.

### **III. Fire Hydrant Upgrade Program**

Mr. Wall updated the Committee on fire hydrants and indicated that of approximately 9,500 public fire hydrants, about 40 are running defective and 15 hydrants are out of service due to other activities, such as construction. Their focus is on the hydrants that are old, over 120 days out of service. They are continuing to fall below the ceiling of 1 percent out of service, as established by the Board.

Mr. Wall stated that during last month's meeting there was a question about the number of hydrants that still needed upgrading. When the upgrade program began, of the 9,500 hydrants, there still remained about 9,400 hydrants that needed upgrading to the 4 ½ inch national thread standard. Since the program began, about 6,500 hydrants have been upgraded, with 2,400 left. You also have about 500 new installed hydrants. Mr. Hawkins stated that the Authority has performed best at addressing this issue. There was an era when they had 17 different hydrant models in the city and it was tremendously difficult to maintain them. The Fire Department experienced problems when they attempted to utilize these hydrants, one reason being the outdated and poorly maintained records. There is a Memorandum of Understanding with the City on how fast this problem will be addressed. The Fire Department and D.C. Water now have an electronic recordkeeping system on the fire hydrants and also on water mains.

Mr. Wall also reported that there are no clusters of out of service hydrants on the map that have created a concern.

#### **IV. AMR Update**

Mr. Kiely introduced April Bingham, Manager of Billing, and indicated that she has been working in Meter Operations since last March in a cross-training exercised. Ms. Bingham indicated that she is working on the Automatic Meter Reading (AMR) Project to make sure that every aspect of the D.C. Water side is addressed. She explained the historical graph of where they were pre-AMR in 2001 and in 2016. It showed how many readings were estimated versus actual reads. There was much discussion about the graph. There are approximately 92,000 meters and meter transmission units (MTUs) that must be replaced. The vendor received their Notice to Proceed on December 9, 2016. The target for full production is for 1,250 meters to be replaced per week and 5,000 per month starting in March 2017. In addition to the meters, meter covers are also to be replaced. The project begins in January 2017. The Customer Information System is also being replaced.

Ms. Bingham indicated that the AMR Executive Oversight Committee is comprised of staff from numerous departments and offices throughout D.C. Water. It is charged with providing oversight and resources to successfully execute the project while managing reputational risks. In December 2016 D.C. Water's "What's on Tap" article was included in customer bills and information was included on the new webpage. Staff orientation and troubleshooting was also done in December. Troubleshooting will be completed by January 27, 2017. A press release is scheduled for January 2017. A special insert in customers' bills was also completed. In February they will meet with the ANC Commissioners. They are also planning to include an interactive webpage that will allow customers to verify that they are in the program. Facts and Questions lists for the public, the staff, and the vendor have been prepared. During the ramp-up period 50 meters will be done per day for about 2 weeks to allow them to see what is happening the field.

Mr. Hawkins reported that the typical meter will take 15 to 30 minutes to replace. They will turn the water off and on at the meter, so it is unnecessary to turn the whole street off. Some customers will not realize their water is off.

The top five risks identified include customer disputes perceived high bills (actual/estimated); data management issues that impact billing; service interruption due to inadvertent valve closure and emergency interruptions; private property issues; and water quality (communication

on door hangers, etc.). They are addressing these risks to minimize inconveniences to customers and function more efficiently.

They have decided to start this project in Ward 1 and 4 because they have newer infrastructure than other wards. There are approximately 24,000 change-outs that need to happen. Work will proceed until the end of June in the two wards. At that time, they will look over the City and determine where they will go next. They have explained to the vendor that they want to give equal opportunity and equal visual response to all wards. Reverend Curry asked if they have a timeline when they will get to the other wards. He also asked how the public will be notified when they go into that ward. Ms. Bingham said that under the contract they have asked the vendor to give them a one week look ahead but they have realized that other wards will be asking for a schedule or an estimate. So, they have asked the vendor to give them an overall view. The ward ANCs will be notified when it is determined when they will come to their wards. Presentations and other outreach will be done. Reverend Curry stated that it will be important to show how they determined which wards would be worked in first. The perception could be other than what is stated. They should state the rationale for why Wards 4 and 1 were selected as first as opposed to 5, 7, 8, and 6. Ms. Bingham stated that the billing cycle in wards are also considered. They took into consideration the inaugural events, etc. Mr. Giancola stated that he has not seen any notification from the ANCs or his council member about this in Ward 4 and they should contact the council immediately. Mr. Hawkins indicated that they are very aware of the sensitivity of this issue and will make it clear what criteria was used in making the selections.

#### **V. Contract No. 140080, Capitol Paving of D.C., Inc.**

Mr. Kiely stated that they have a paving contract that is associated with permanent restoration of paved and non-paved surfaces in public space. There has been an increase in required restoration associated with the Departments of Water Services and Sewer Services. Ms. Butani Bhatt asked for an explanation of why the District's Department of Transportation (DDOT) has required more resurfacing on moratorium streets from curb to curb even though the cuts may be small. Mr. Kiely replied that it cost more money to complete the moratorium streets, and they are trying to work with DDOT to solve problems. Mr. Hawkins stated that he is working with DDOT to resolve these issues. He believes they have D.C. Water over a barrel but they are vigorously negotiating with them. Mr. Kiely indicated that they have inspectors who work with the inspectors and DDOT to come to an agreement on what is required. Ms. Butani Bhatt asked Mr. Hawkins about how his meeting with the DDOT Director went. She also asked about the 242 percent because it is a lot and is not like a variance of 20 or 30 percent that you might typically see. Mr. Hawkins informed the Committee that there had been discussions with DDOT staff but the formal meeting has not been held yet for a variety of reasons, some political. It is high on the agenda. Mr. Kiely informed Ms. Butani Bhatt that Engineering and Technical Services does not do an estimate on each project. His staff prepares an estimate about the cost based on historical usage of how much square footage per how many breaks there may be. The unit rate is updated every four years. Ms. Butani Bhatt said that maybe this needs to be updated more often.

There being no additional comments or questions about the contract, Ms. Butani Bhatt stated that the Committee was recommending Board approval.

No other business was raised, so Ms. Butani Bhatt adjourned the last meeting of the Water Quality and Water Services Committee. Mr. Hawkins thanked the members for all their efforts.



**CEO and GENERAL MANAGER'S REPORT**

George S. Hawkins – February 2017



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**Color Key**

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

## Message from the CEO/GM

The Trump Administration has arrived in town and I am not sure it will ever be the same! Yet, one of our hallmarks as a utility is that we serve everyone – and we will continue to provide that service with good cheer and excellence. One of my primary goals over the next year is to demonstrate to all the new officials coming to Town that a public agency can effectively, efficiently, and smartly deliver critical services – as well as any other organization public or private. We are making progress!

### **Labor Negotiations**

The Human Resources and Labor Relations Committee had a productive meeting with the Union Presidents. After a good discussion, the Committee clarified that it would meet with Union Presidents every other meeting. The Committee would also listen to whatever issues the Presidents want to raise – although the Committee may or may not respond at the time. One possible outcome is to ask management to respond to an issue at a later date for further discussion. The Committee clarified that it does not serve as another personnel office to review specific grievances or situations.

Unfortunately, due to several scheduling challenges, I was not able to meet with the Union Presidents prior to the HR Committee meeting (which is the usual practice.) I did host a long and productive meeting early the following week. I implored the Presidents to prevail on the Union's negotiator to come back to the bargaining table. Several of the Presidents asked me to agree to mediation, which is automatically followed by binding arbitration. We agreed to host a few more negotiation sessions first to determine if we could get agreement on some key elements. Management recently provided a written summary of our current thoughts on the open issues (which is almost everything!) and I am hopeful that bargaining will commence shortly.

I want to thank Brad Frome for Chairing this important Committee and for the thoughtfulness he and the members invest in reviewing often complicated issues. I also want to thank Mustafa Dozier for his excellent efforts supporting this Committee, and Beth Stachura for stepping into the Director of Labor Relations position with energy and grace.

### **Environmental Quality and Water Quality**

We held a joint meeting of the Environmental Quality and Water Quality Committees to review the status of the asset management program. Several Board members had expressed concern about the meaning of the risk assessment of linear sewer infrastructure and the potential risks that may be borne by particular neighborhoods. Len Benson and Craig Fricke explained that while the KANEW asset management model does indicate the relative condition of sewer infrastructure, and identifies segments that are at greater risk of disruption – it is not a predictive model for when any particular sewer may have a problem. We emphasized that while the model does indicate that we need to invest more in updating sewer infrastructure to respond to the highest risks, staff believes that thoughtful targeting of existing capital funds for linear sewer assets, in parallel to our existing capacity to respond to service disruptions, make any major problem either unlikely, or an incident that we can handle. Clearly, though, we are going to need to ramp up our investments in linear sewer infrastructure over the next ten to twenty years.

We will evaluate this need in three steps: 1) whether we are spending our existing capital funds in an optimal manner; 2) whether there are new sources of revenue that can support this work

## Message from the CEO/GM

(Blue Drop and technology licensing and services); and 3) whether additional revenue from ratepayers is needed. We will be engaging the Board on these topics in the months ahead.

I also want to highlight we hosted our last stand-alone meeting of the Water Quality Committee, which will now be combined with the Environmental Quality to create a new “Environmental Quality and Operations” Committee. We had a critical update on the status of our AMR/meter replacement program, which is one of the most important projects we will undertake in the next 18 months.

We are all very grateful for everyone who has served on this Committee over the past years, and particularly Rachna Butani, who has Chaired the Committee with wisdom and care. Of course, these issues are not going away, but will be handled in the combined committee – most operational issues reported by exception, with a renewed focus on the broader strategic challenges.

### **Inauguration**

Aside from the profound significance of the peaceful transfer of power in the world’s remaining Superpower, which is still to be celebrated in its own right, we had a massive set of festivities to help manage. Our team, led by Charles Kiely, Jonathan Reeves and Dusti Lowndes, started planning early and worked closely with the emergency management team from the District to be sure we were ready to serve if the need arose. I recommend you take a quick look at pictures on our Facebook page that show our crews and their equipment mobilized under the Mall in the tunnels to be inside the security perimeter in case there was a water problem during the various festivities. Thankfully, we emerged from the events relatively unscathed. We were at the ready though, which is a hallmark of Team Blue. Among the 100 or so folks who played an important role in our planning and operations for the Inauguration were Kevin Jhingory, Renard Blanchard, Patti Lamb, Farisse Moore, Richard Penn, Andre Carter, Jayson Poland and our SAM 101 team who supported the Secret Service’s inspection of the large diameter sewers downtown.

### **Blue Drop**

We had triggered a “soft launch” of Blue Drop since the Board approval in November. We did publish in January an announcement about this step, which you can see here: <http://georgehawkins.net/a-begetting-for-dc-water-a-beginning-for-blue-drop/> We are developing a comprehensive report on our new revenue activities for the Governance Committee, and will determine in February whether to seek a special meeting of that Committee.

### **Bond Deal**

DC Water expects to price our next bond deal on January 31, 2017. Several noteworthy highlights:

- \$300 million total (\$100 million green and \$200 million traditional).
- First “AAA-rated” bond deal in DC Water’s history since receiving our upgrade last year.
- Third green bond issue, which will now mean a total of \$550 million green bonds issued by DC Water. We also received the highest green bond assessment rating from Moody’s of “GB1” for this deal.

## Message from the CEO/GM

### **Women of Water**

In June 2013, the Women of Water Network (WoW) was launched to assist the Blue Horizon 2020 Goal to “develop, maintain, and recruit a high performing workforce” Authority-wide. While WoW-sponsored programs and activities emphasize leadership and professional development opportunities for women, the Network’s programs and activities support all DC Water employees’ career aspirations.

The WoW Network has three key priorities—recruitment, retention and promotion; personal professional development; and enhancing operating excellence. The WoW Network is supported at the executive level and is directed by a steering committee of select managers and WoW is investing in and empowering the leaders who will ensure DC Water’s future success. In February 2017, DC Water will host a WoW Conference to support its key priorities and offer an opportunity for WoW to network.

### **External Affairs**

*Website:* Session totals for the period of December 16 through January 15, 2015  
Total Sessions: 72,765  
New Sessions: 40,486

#### *Government Relations*

DC Water coordinated with the CBPC through MWCOG to draft a letter of support for flushable wipes legislation in Virginia and Maryland.

New staffer Vince Morris spent time introducing himself to DC Council staff and working to make sure there are good open lines of communication between the city and the agency. He also distributed information about the imminent meter replacement project and provided details on the process and timeline.

#### *Media Relations*

DC Water hosted a special opportunity for photographers from the Washington Post, Linda Davidson, and GOVERNING Magazine, David Kidd, flying them to the bottom of the shaft at Poplar Point to photograph Nannie’s cutterhead. Then, all media were invited to the raising of the cutterhead later that morning. WJLA’s Mike Carter-Coneen, WTOP’s Neal Augenstein and Channels 9 and 5 attended.

#### *Press Releases*

- December 22: Four Board members confirmed for DC Water Board of Directors: D.C. Council approves nominees at final meeting of the year
- January 5: Hello Nannie! Nearly 90-ton cutterhead emerges at Poplar Point

#### *Media Coverage:*

- [A Pioneering Environmental Impact Bond for DC Water](#)  
(Conservation Finance Network / January 2, 2017)
- [D.C. Seeks Greater Water Infrastructure Resilience](#)  
(Water Online / January 3, 2017)

## Message from the CEO/GM

- [The once hopelessly polluted Anacostia River is making a comeback](#)  
(Mother Nature Network / January 3, 2017)
- [Massive drill bit hoisted aboveground after digging 2.5 mile DC Water tunnel](#)  
(WJLA-7 / January 5, 2017)

### *Meetings/Presentations/Events*

- In support of the Northeast Boundary Tunnel Project, DC Water attended the monthly meeting of the Eckington Heights Condominium Board Meeting to discuss pre-construction surveys that will be needed for some properties within the zone of influence for this future construction project.
- DC Water provided an update on its Saint Elizabeths Water Storage Tower Project during the January monthly meeting of ANC 8A.
- In support of its local Small Diameter Water Main Replacement Project in the Bloomingdale neighborhood, DC Water hosted a public meeting to provide important information pertaining to its Lead Service Replacement program, as part of this project.
- DC Water attended the January monthly meeting of ANC 3G to provide a presentation on its Oregon Avenue Sewer Rehabilitation Project.

### *Drinking Water Marketing and Communications*

- External Affairs coordinated with the MWCOG Community Engagement Campaign to run movie theater ads for the Protect Your Pipes campaign during the week of 12/23-12/29. During the November and December campaigns, the ads ran for a total of 1,562 times in the Gallery Place 14 Theater.
- External Affairs attended the NBC4 Health and Fitness Expo held on January 7th and 8th in partnership with the Community Engagement Campaign. During the event, there was a Protect Your Pipes information table, a water trivia wheel, and a drinking water taste test.

### *Customer Newsletter*

The January customer newsletter included a cover story on the Environmental Impact Bond winning Bond Buyer's Deal of the Year Award for Innovation, a General Manager's message on the new CAP program that provides assistance toward CAP customers' Clean Rivers Impervious Area Charge and a story on the District and DC Water being named a finalist in the international climate change awards competition known as the C40 Cities Awards. There were also two helpful articles for customers regarding what to flush and how to protect their pipes in winter. Lastly, there was an appeal for customers to update their information for DC Water to contact them in an emergency.

In addition, a special insert was included entitled: "Water Meter Replacement Program Begins in 2017"

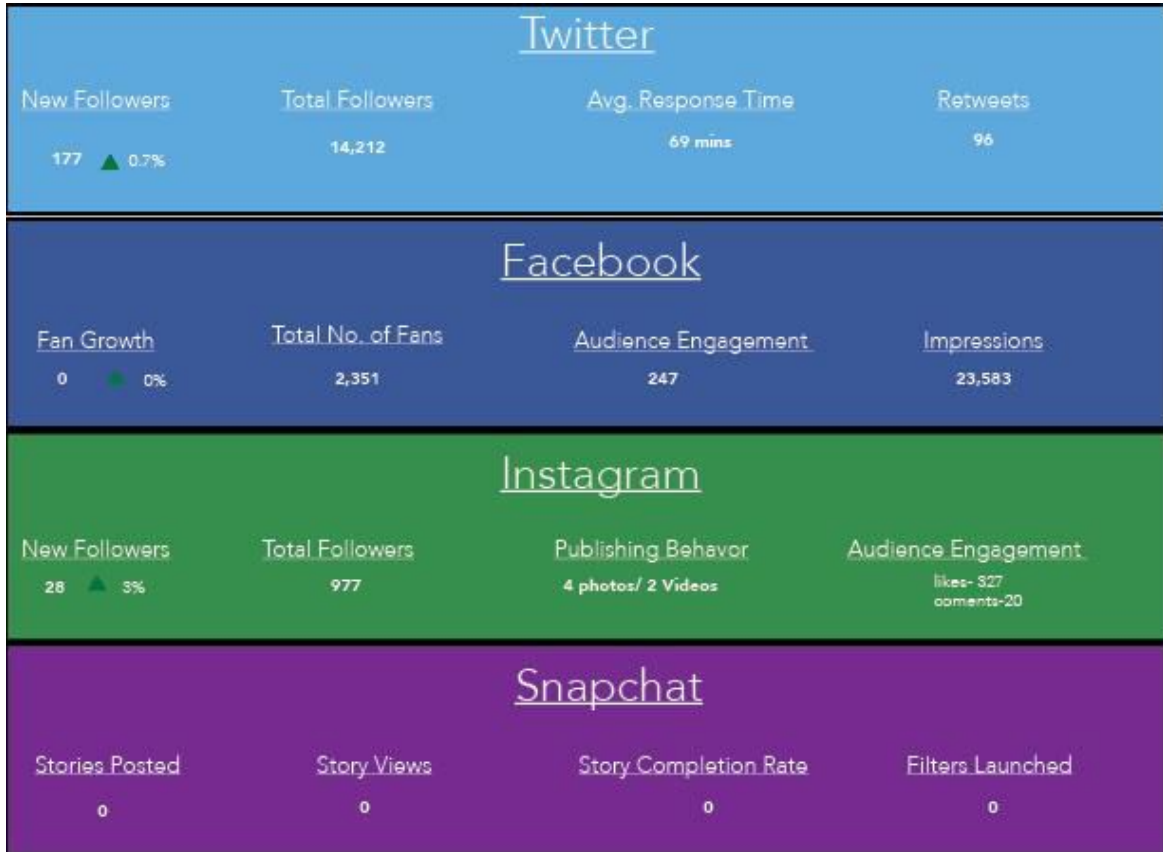
## Message from the CEO/GM

### *Tours*

- 5 Municipal Analysts from T. Rowe Price
- 14 Chinese dignitaries
- 18 DC Area Citizens

## Message from the CEO/GM

### Social Media



### Top Posts By Engagement









## ORGANIZATIONAL PERFORMANCE DASHBOARD (DECEMBER, 2016)

### Financial Highlights

<b>Net Operating Cash</b> Actual <b>34204</b> Target <b>20664</b> (\$ tho)	<b>Operating Revenues</b> Actual <b>151</b> Target <b>149</b> (\$ mil)	<b>Operating Expenses</b> Actual <b>120</b> Target <b>134</b> (\$ mil)	<b>Capital Disbursements</b> Actual <b>127</b> Target <b>127</b> (\$ mil)
<b>Operating Cash Balance</b> Actual <b>152</b> Target <b>126</b> (\$ mil)	<b>Delinquent Account Receivables</b> Actual <b>2</b> Target <b>3</b> (%)	<b>Core Investments Yield</b> Actual <b>1.17</b> Target <b>1.16</b> (%)	<b>Short Term Investment Yield</b> Actual <b>0.62</b> Target <b>0.43</b> (%)

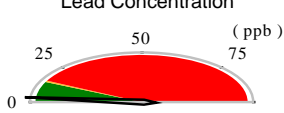
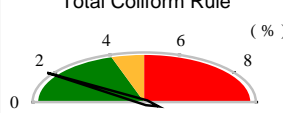
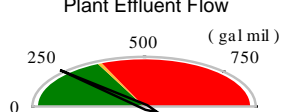
### Customer Care and Operations Highlights

<b>Call Center Performance</b>  Dec <b>88</b> 85 (% of calls rec)	<b>Command Center Performance</b>  Dec <b>93</b> 85 (% of calls rec)	<b>First Call Resolution</b>  Dec <b>84</b> 75 (% of calls rec)	<b>Emergency Response Time</b>  Dec <b>100</b> 90 (% of calls rec)
<b>Fire Hydrants out of Service</b>  Dec <b>40</b> 96 (count)	<b>Fire Hydrant Insps. and Maint.</b> <b>904</b> (count)	<b>Fire Hydrants Replaced</b>  Dec <b>16</b> 250 (YTD count)	<b>Permit Processing within SLA</b> <b>75</b> (%)

### Low Income Assistance Program

<b>Splash Contributions</b> Actual <b>26</b> Target <b>20</b> (\$ tho)	<b>Customer Assistance Program</b> Previous <b>32</b> Current <b>103</b> (\$ tho)
---	--

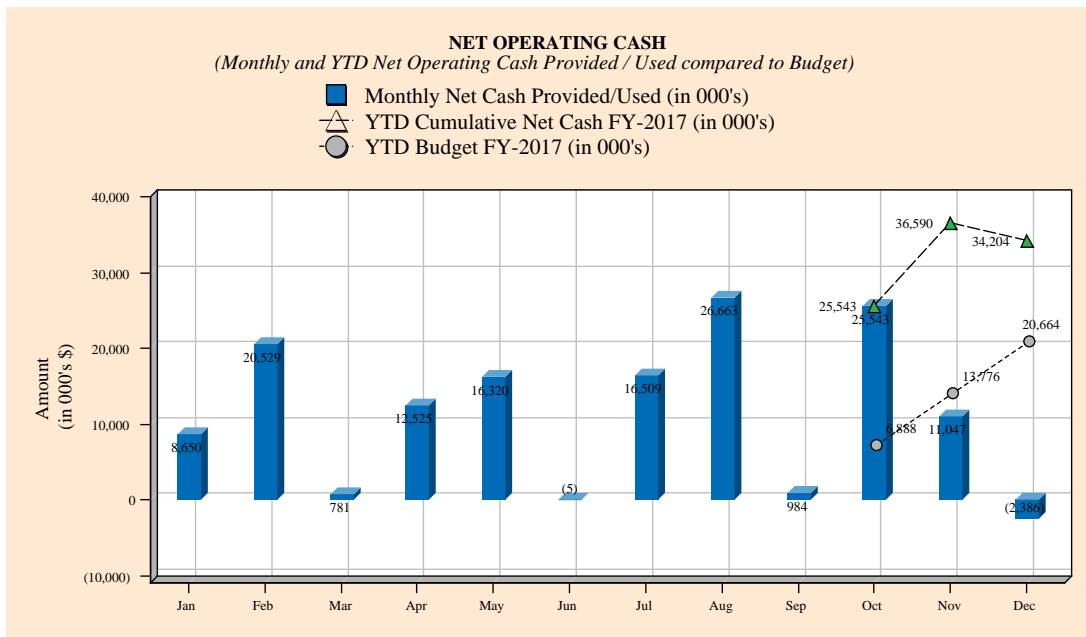
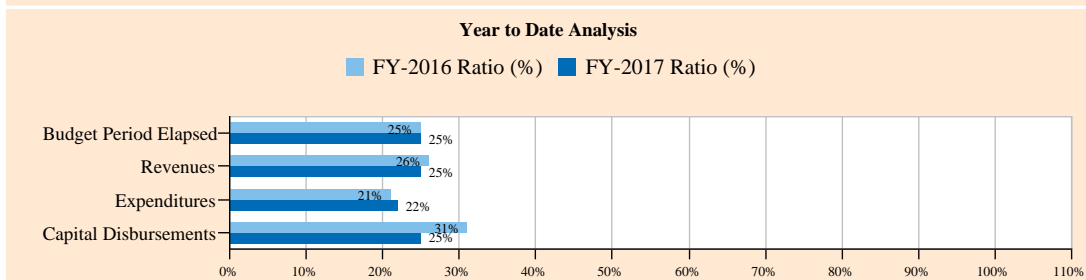
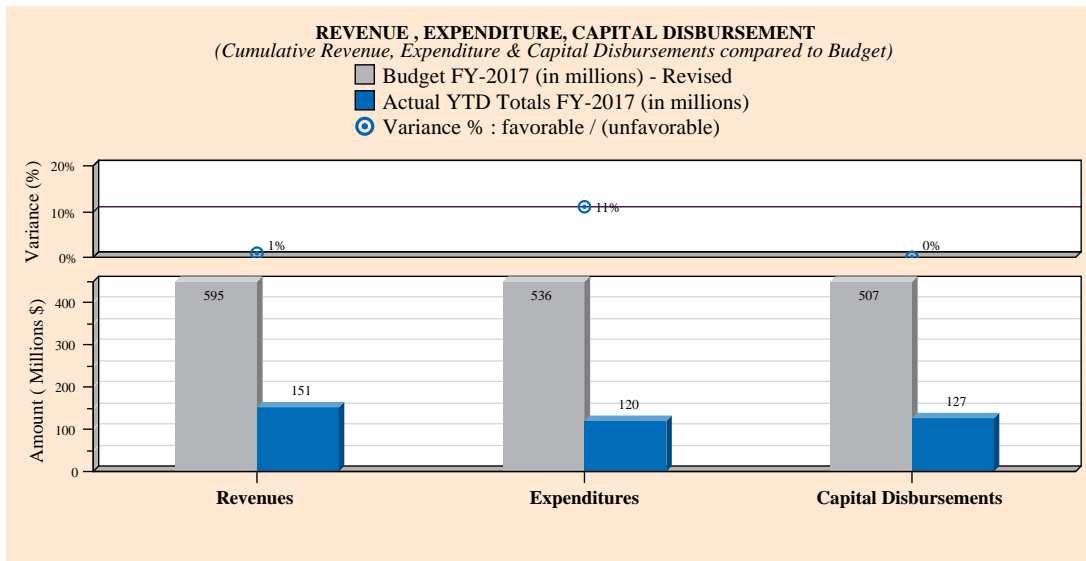
### Operational Highlights

<b>Lead Concentration</b>  25 50 75 (ppb)	<b>Total Coliform Rule</b>  2 4 6 8 (%)	<b>Biosolids Production</b> <b>384</b> (wet tons)	<b>Total Nitrogen</b>  2 4 6 8 (lbs/yr mil)
<b>Plant Effluent Flow</b>  250 500 750 (gal mil)	<b>Excess Flow</b> <b>18</b> (gal mil)	<b>Water Main Leaks</b> <b>80</b> (count)	<b>Water Valve Leaks</b> <b>4</b> (count)
<b>Non-Revenue Water</b> Sold <b>9</b> Purchased <b>12</b> (CCF mil)	<b>Sewer Main Backups</b> <b>9</b> (count)	<b>Sewer Lateral Backups</b> <b>179</b> (count)	<b>Dry Weather CSO</b> <b>0</b> (events)
<b>Recruitment Activity</b> Filled <b>16</b> Open <b>124</b> (count)	<b>Electricity Usage</b> <b>16442</b> (MWh)	<b>Employee Lost Time Accidents</b> <b>10</b> (count)	<b>Vendor Payments</b> Actual <b>98</b> Target <b>97</b> (%)



**FINANCIAL HIGHLIGHTS**

**FINANCIAL PERFORMANCE SUMMARY**



Net cash to date for December was above budget by \$14 Million

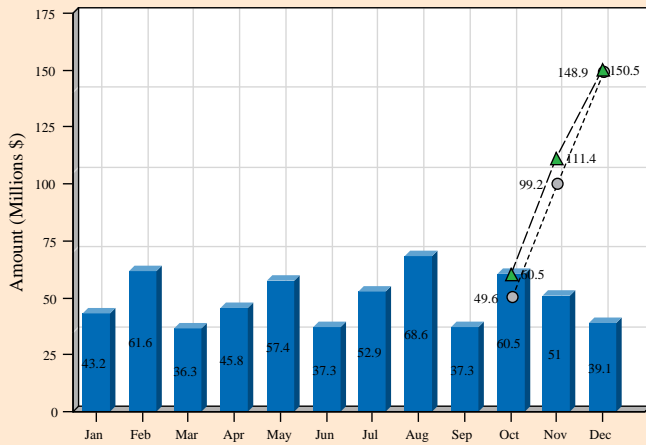
**FINANCIAL HIGHLIGHTS**

**REVENUES AND OPERATING EXPENSES**

**OPERATING REVENUES**

Monthly & Cumulative Revenue compared to YTD Budget

- Actual Monthly Revenue
- △ YTD Cumulative Revenue FY-2017
- YTD Cumulative Budget FY-2017

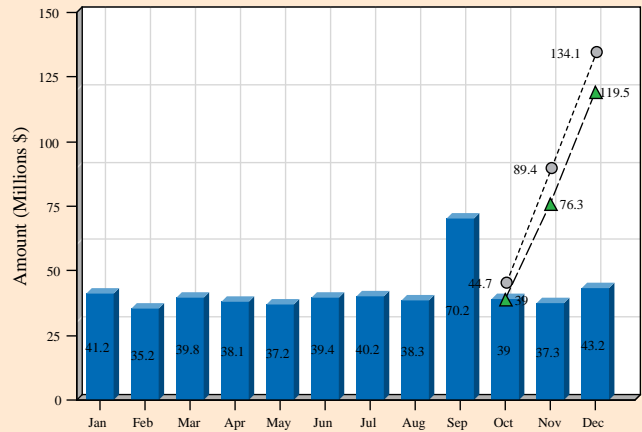


Revenue to date for December was above Budget by \$2 Million

**OPERATING EXPENSES**

Monthly & Cumulative Expenditure compared to YTD Budget

- Actual Monthly Expenses
- △ YTD Cumulative Expenditure FY-2017
- YTD Cumulative Budget FY-2017



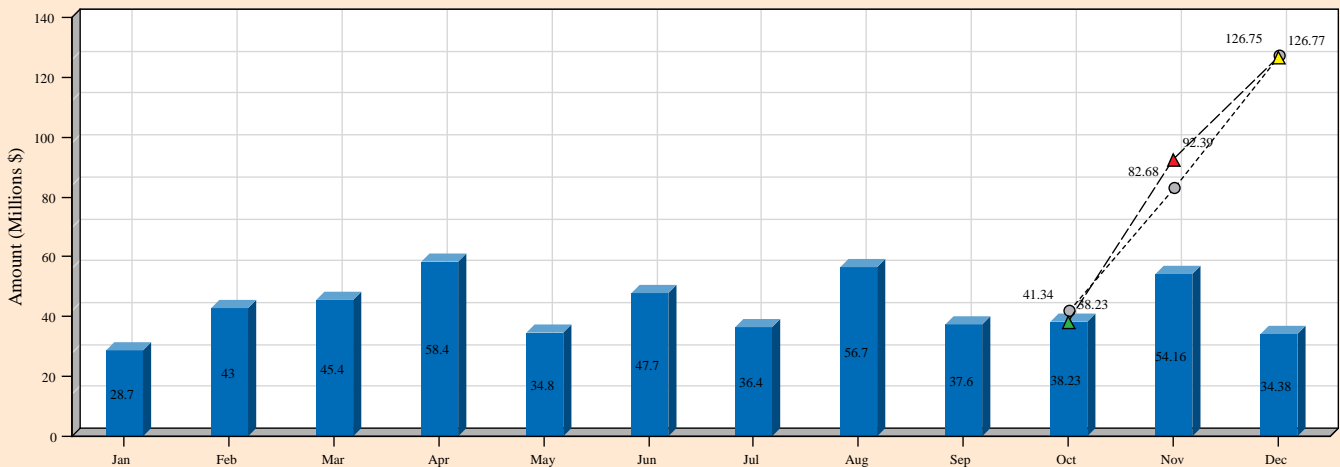
Expenditure to date for December was below budget by \$15 Million

**CAPITAL SPENDING**

**CAPITAL DISBURSEMENTS**

Monthly & Cumulative Disbursements compared to YTD Budget

- Actual Monthly Disbursements
- △ YTD Cumulative Disbursements FY-2017
- YTD Cumulative Budget FY-2017



Disbursements to date for December were at Target

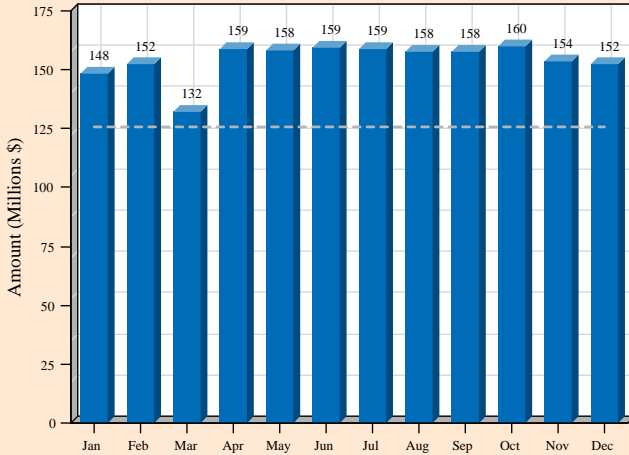
**FINANCIAL HIGHLIGHTS**

**OPERATING CASH AND RECEIVABLES**

**OPERATING CASH BALANCE**

Average Daily Cash Balance compared to Operating Reserve Target

- Actual Cash Balance FY-2017
- Operating Reserve Target - (126 Million)

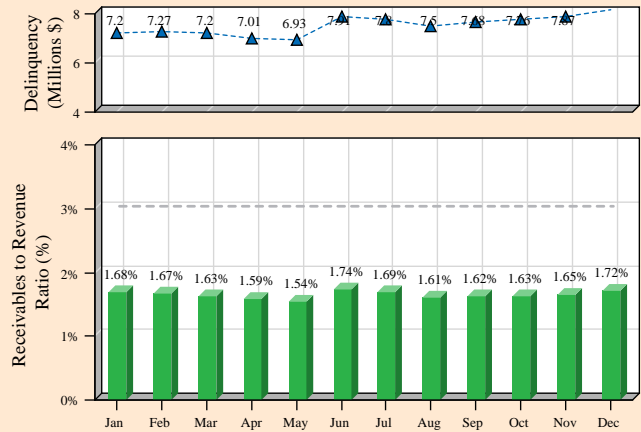


Cash Balance for December was above target by \$ 27 million

**DELINQUENT ACCOUNT RECEIVABLES**

Delinquency & Receivables to Revenue Ratio compared to Target

- Receivables to Revenue Ratio
- ▲ Delinquencies FY-2017 (in millions)
- Target: Receivables to Revenue Ratio (3%)



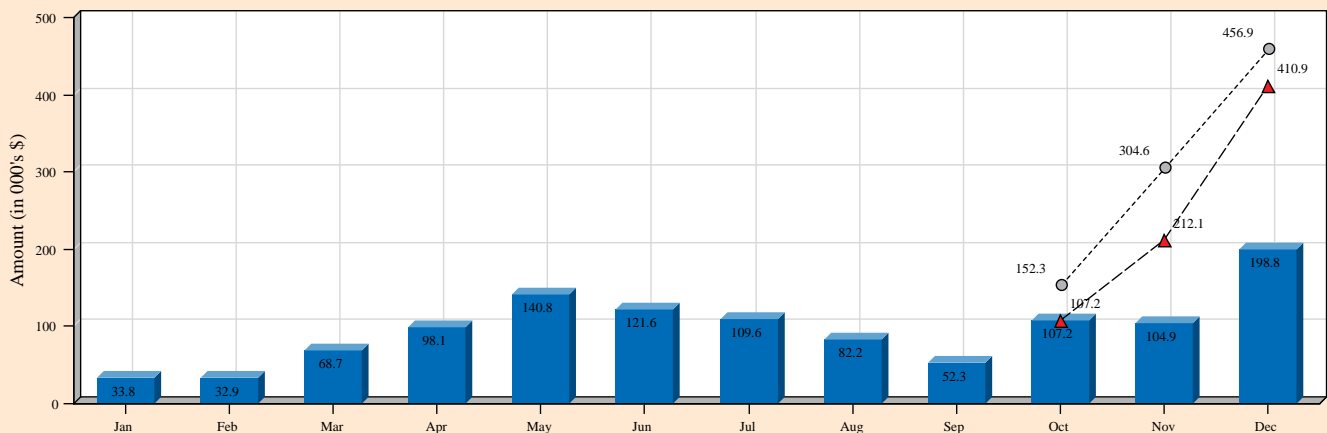
December Receivables to Revenue Ratio 1.7%, Delinquency \$8.2 Million

**INVESTMENT EARNINGS**

**INVESTMENT CASH EARNINGS**

Monthly & Cumulative Earnings compared to YTD Budget

- Monthly Earnings (in 000's)
- ▲ YTD Cumulative Earnings FY-2017 (in 000's)
- YTD Cumulative Earnings Budget FY-2017 (in 000's)



Earnings to date for December were below Projected Budget by \$46,000

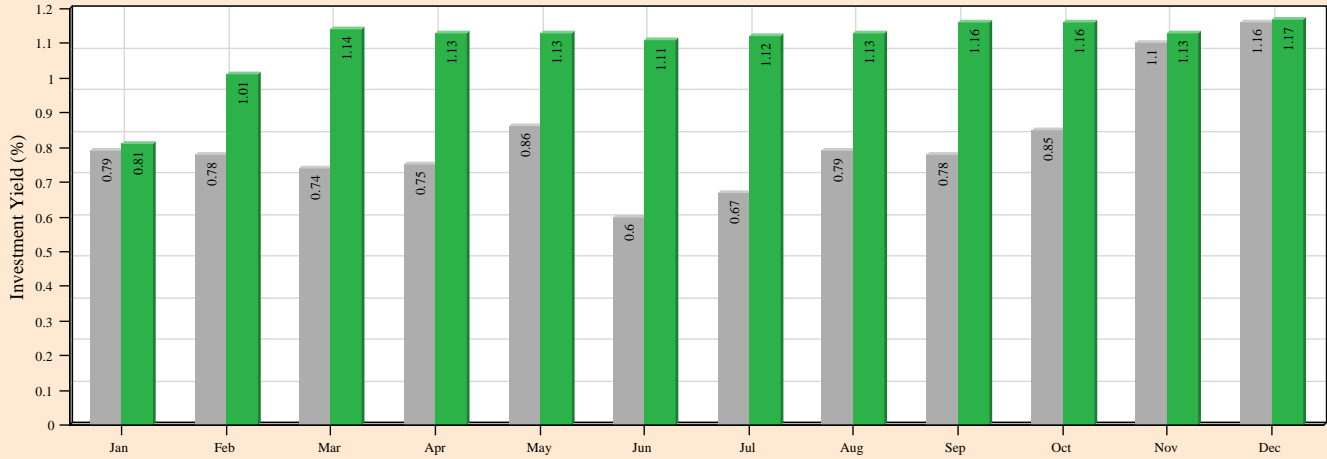
**FINANCIAL HIGHLIGHTS**

**INVESTMENT YIELD**

**CORE INVESTMENTS YIELD**

Monthly Yield compared to Merrill Lynch Benchmark

- Actual Monthly Yield (%)
- Merrill Lynch 1-3 Year Treasury Index - Book Value (%)

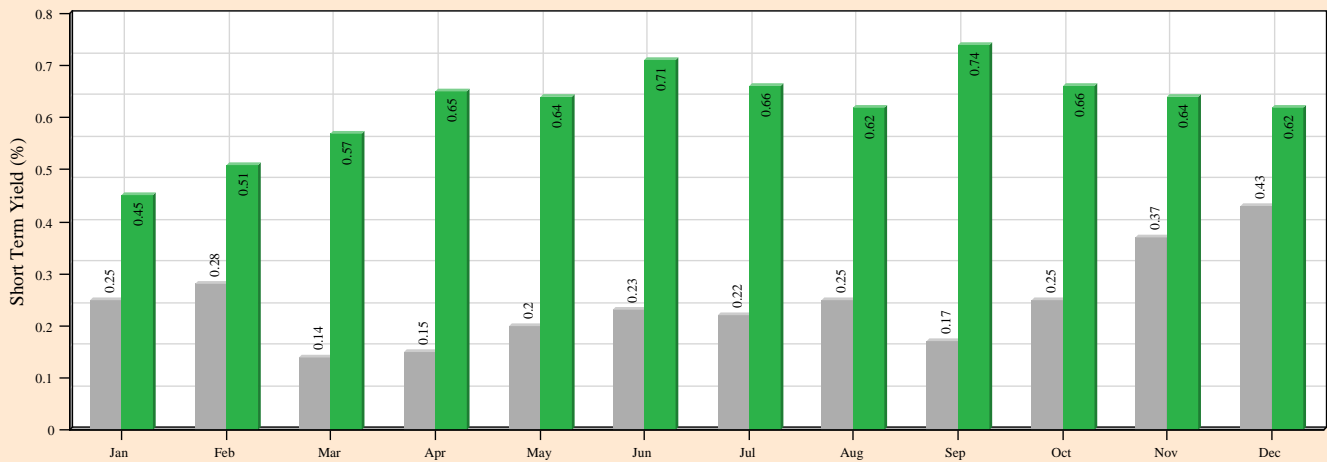


Yield for December was higher than the treasury index by 0.01%

**SHORT TERM INVESTMENT YIELD**

Short Term Yield compared to Merrill Lynch Benchmark

- Actual Monthly Yield (%)
- Merrill Lynch 3-Month Treasury Index - Book Value (%)



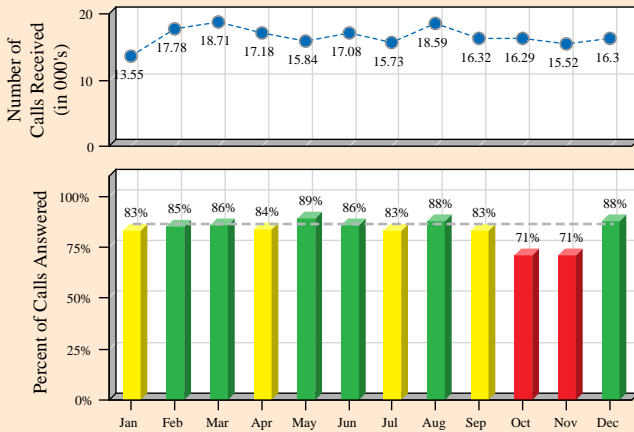
Short Term Yield for December was higher than the Merill Lynch yield by 0.19%

**CUSTOMER CARE AND OPERATIONS HIGHLIGHTS**

**CUSTOMER SERVICE**

**CALL CENTER PERFORMANCE**  
Calls Answered within 40 Seconds compared to Target

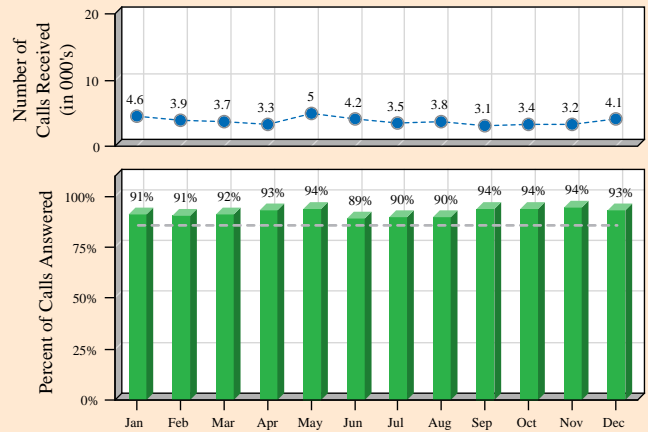
□ Call Center: Calls answered (%)  
● No of Calls - Call Center (in 000's)  
--- Target -Call Center (85%)



Performance for December was above target by 3%

**COMMAND CENTER PERFORMANCE**  
Calls Answered within 40 Seconds compared to Target

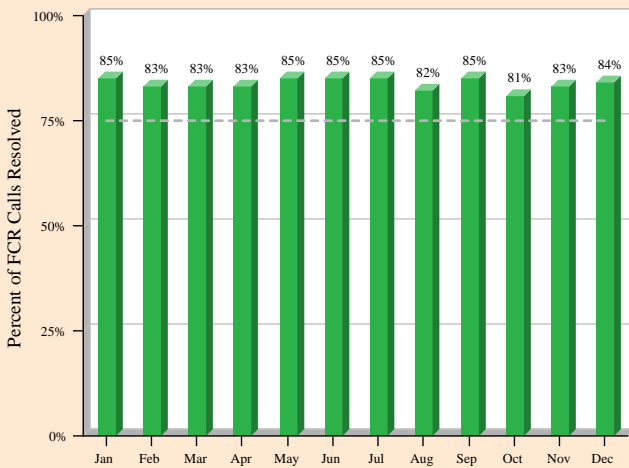
□ Command Center: Calls answered (%)  
● No of Calls - Command Center (in 000's)  
--- Target -Command Center (85%)



Performance for December was above target by 8%

**FIRST CALL RESOLUTION (FCR)**  
Calls resolved on first contact compared to Target

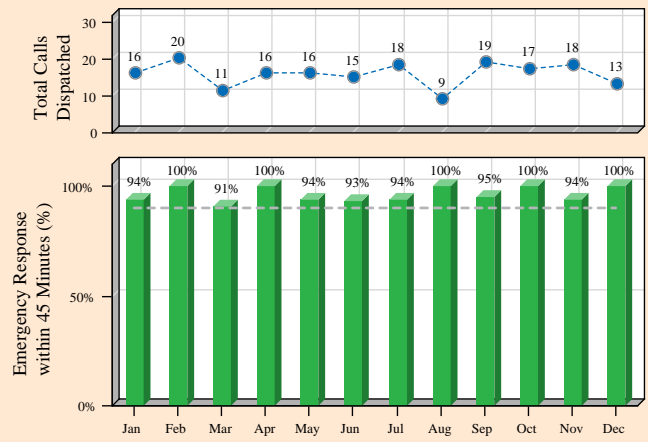
□ FCR (%)  
--- FCR Target (75%)



Performance for December was above target by 9%

**EMERGENCY RESPONSE TIME**  
Calls responded to within 45 Minutes compared to Target

□ Response (%) within Target  
● Total Emergency Calls Dispatched  
--- Response Target (90%)



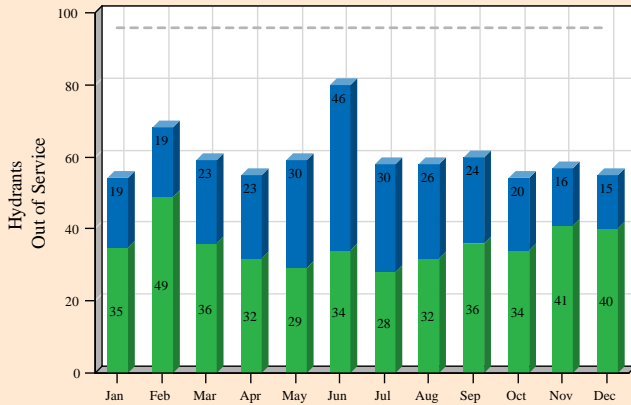
Performance for December was above target by 10%

**CUSTOMER CARE AND OPERATIONS HIGHLIGHTS**

**FIRE HYDRANTS**

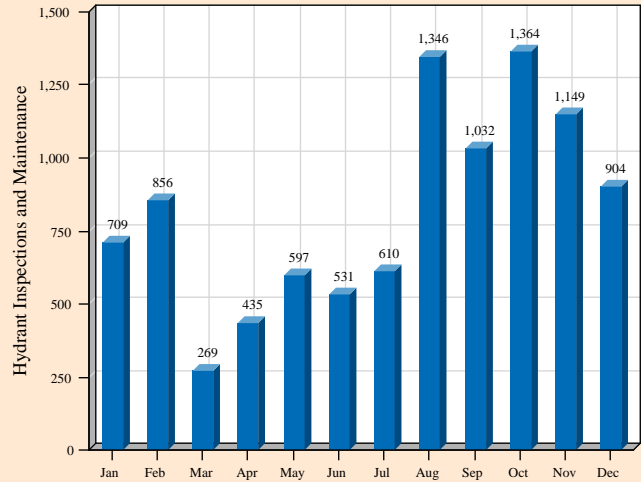
**FIRE HYDRANTS OUT OF SERVICE (OOS)**  
Total Hydrants Out of Service against Target

- Out of Service Fire Hydrants (Defective OOS Hydrants)
- In-Operational - OOS Due to Inaccessibility or Temporary Work
- Out of Service Hydrants Target (96)



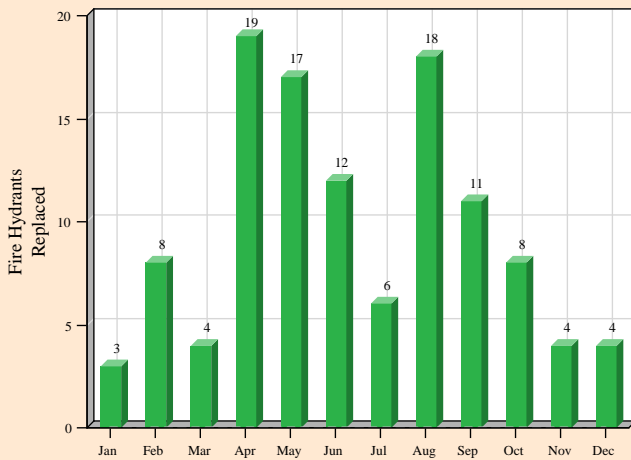
**Fire Hydrant Inspections and Maintenance**  
Total Hydrant Inspection and Maintenance Work Orders Completed per Month

- Hydrant Inspections and Maintenance



**FIRE HYDRANT REPLACEMENTS**  
Total Hydrants Replaced per Month

- Hydrants Replaced
- Annual Replacement Target (250)

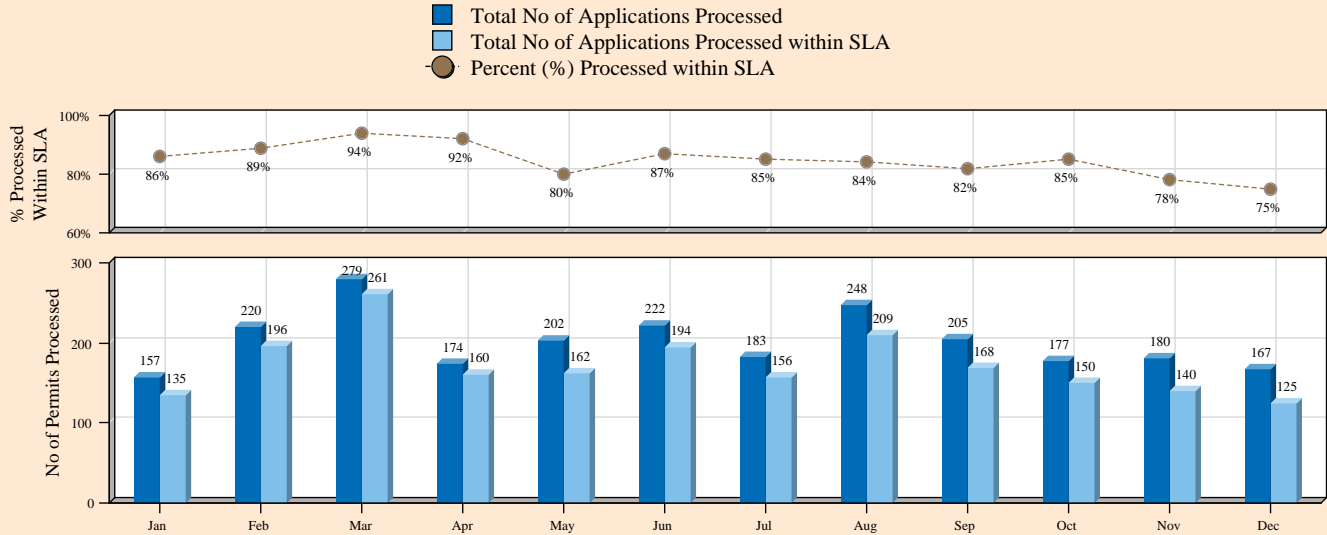


Total replacements as of December were 16 against annual projections of 250

**CUSTOMER CARE AND OPERATIONS HIGHLIGHTS**

**PERMIT PROCESSING**

**TOTAL APPLICATIONS PROCESSED WITHIN SERVICE LEVEL AGREEMENT (SLA)**



SLA Examples: Raze Permit - 14days, Sheeting and Shoring - 14 days, Preliminary Plan Review - 45 days

*Permits not processed within SLA in December were 25% Note that different SLA's range from 7 days to 45 days*

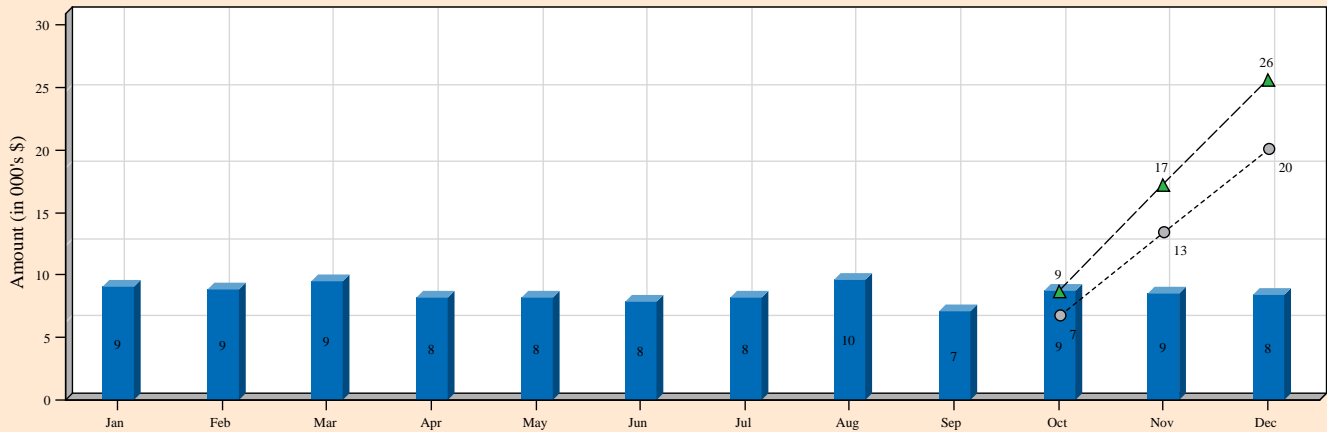
**LOW INCOME ASSISTANCE PROGRAM**

**SPLASH PROGRAM**

**SPLASH CONTRIBUTIONS**

Monthly and Cumulative Contributions compared to YTD Target

- Monthly Contributions (in 000's)
- △ YTD Cumulative Contributions FY-2017 (in 000's)
- Projected YTD Target FY-2017 (in 000's)



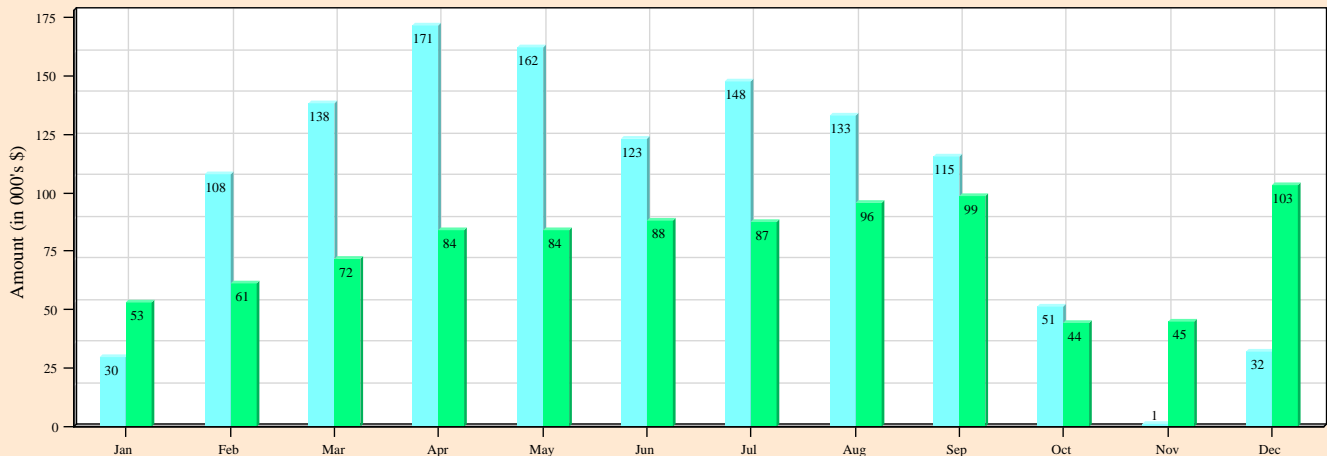
Total SPLASH Contributions to date for December were above target by \$ 6,000

**CUSTOMER ASSISTANCE PROGRAM (CAP)**

**CUSTOMER ASSISTANCE PROVIDED**

Monthly Assistance Provided compared to corresponding Previous Year Periods

- Actual Monthly Amount - Previous Year (in 000's)
- Actual Monthly Amount - Current Year (in 000's)



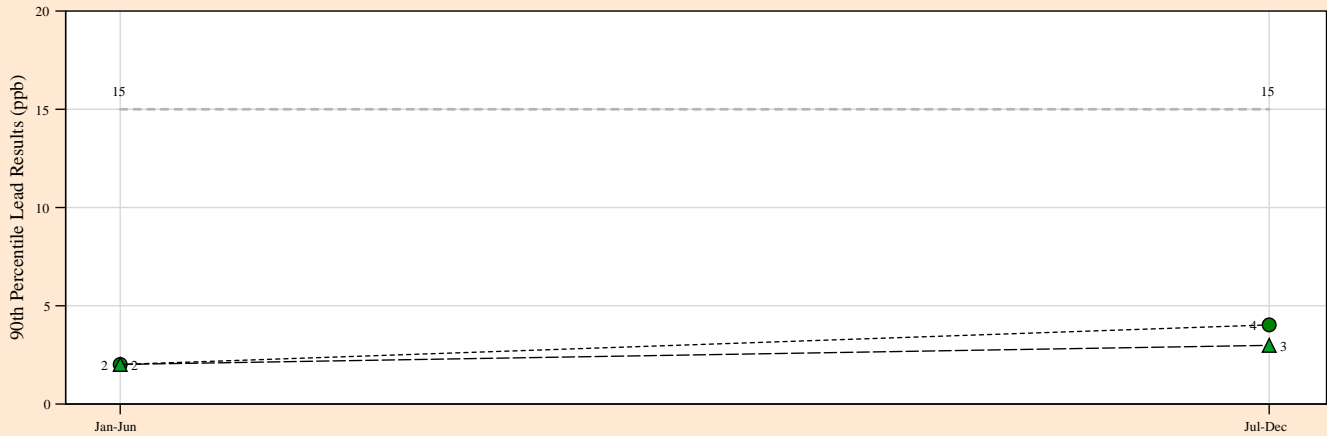


**OPERATIONAL HIGHLIGHTS**

**DRINKING WATER QUALITY**

**LEAD AND COPPER RULE (LCR) COMPLIANCE**  
*Semi-Annual LCR Monitoring Results*

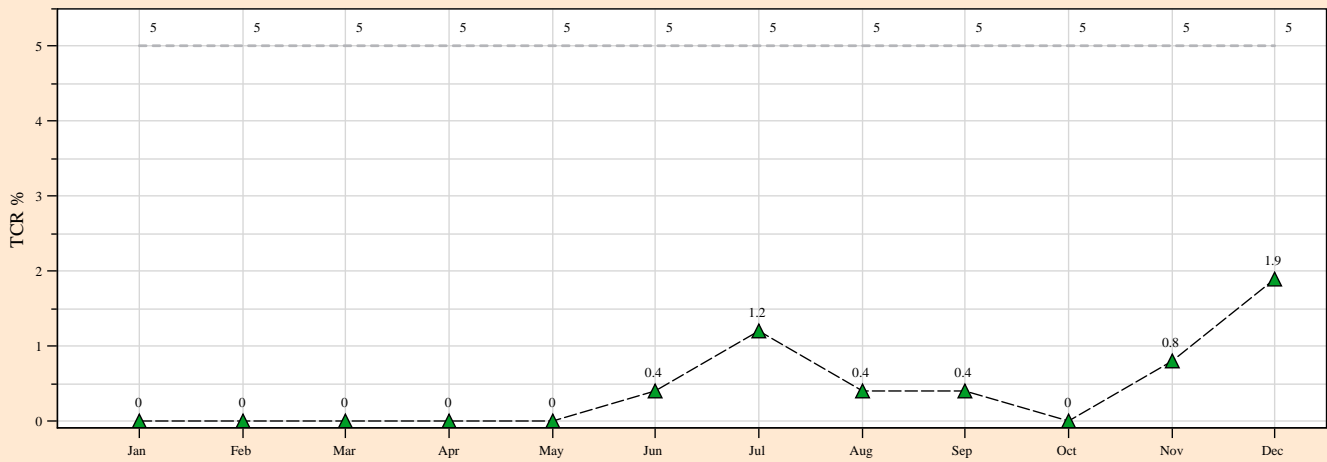
- 2015 LCR Results
- △ 2016 LCR Results
- Action Level : 15 parts per billion (ppb)



*Jul-Dec 2016 results to date*

**TOTAL COLIFORM RULE (TCR)**  
*Total Coliform Positives compared to EPA Maximum Contaminant Level (MCL)*

- △ TCR Level
- EPA Maximum Contaminant Level (5%)



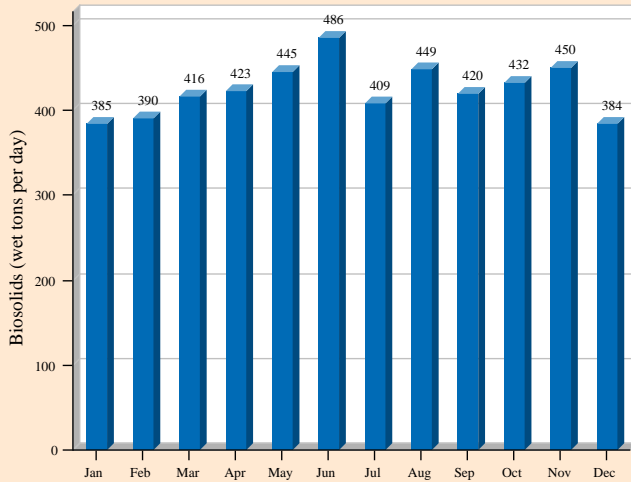
*Coliform Positives were recorded in December at 1.9%*

**OPERATIONAL HIGHLIGHTS**

**WASTEWATER TREATMENT**

**BIOSOLIDS PRODUCTION**  
Average Daily Biosolids Production

■ Average Daily Biosolids Hauled

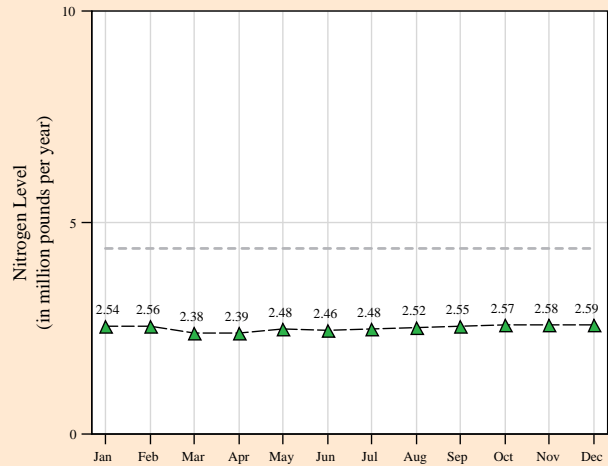


*Biosolids Average Daily Production for December was 384 wet tons per day*

**TOTAL NITROGEN**

Total Nitrogen compared to New Permit Levels

△ Nitrogen Annually Load (lbs/yr)  
--- New Permit Limit - 4.38 Million (lbs/yr)

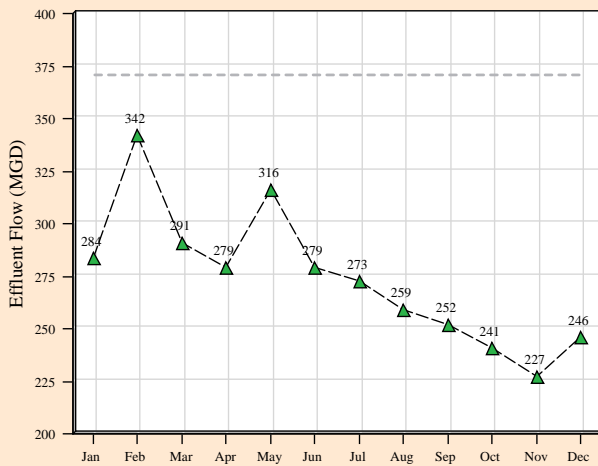


*Nitrogen level for December was below permit by 1.8 million lbs/yr*

**PLANT EFFLUENT FLOW**

Effluent Flow compared to Plant Design Average Limit

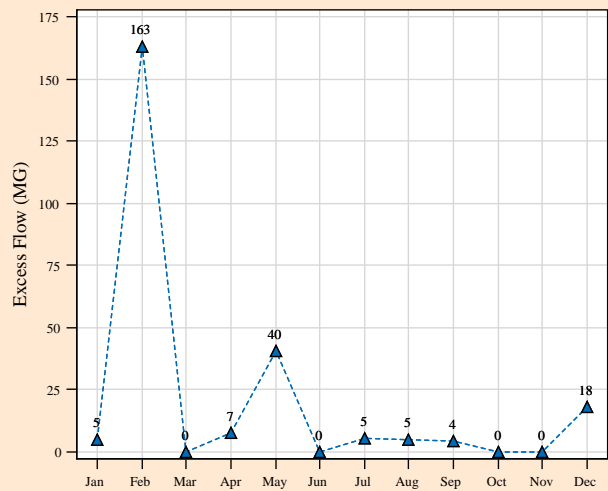
△ Effluent Flow  
--- Design Average (370 mgd)



*In December, Effluent flow was below design by 124 MGD*

**EXCESS FLOW**

△ Excess Flow



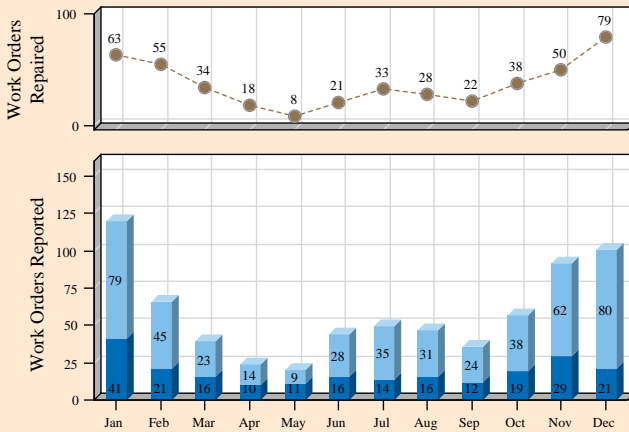
*Excess flow events were recorded at 18 MG in December 2016*

**OPERATIONAL HIGHLIGHTS**

**WATER DISTRIBUTION OPERATIONS**

**WATER MAIN WORK ORDERS**

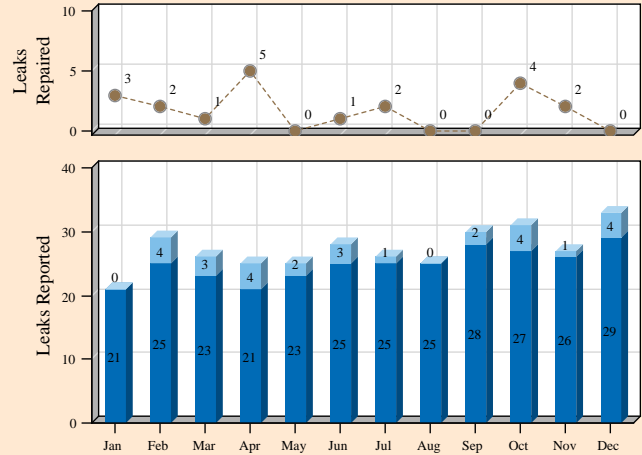
- Pending Main Work Orders
- Water Main Work Orders Reported
- Water Main Work Orders Repaired



*There were 80 Water Main Work Orders reported in December*

**WATER VALVE LEAKS**

- Pending Valve Leaks
- Valve Leaks Reported
- Valve Leaks Repaired



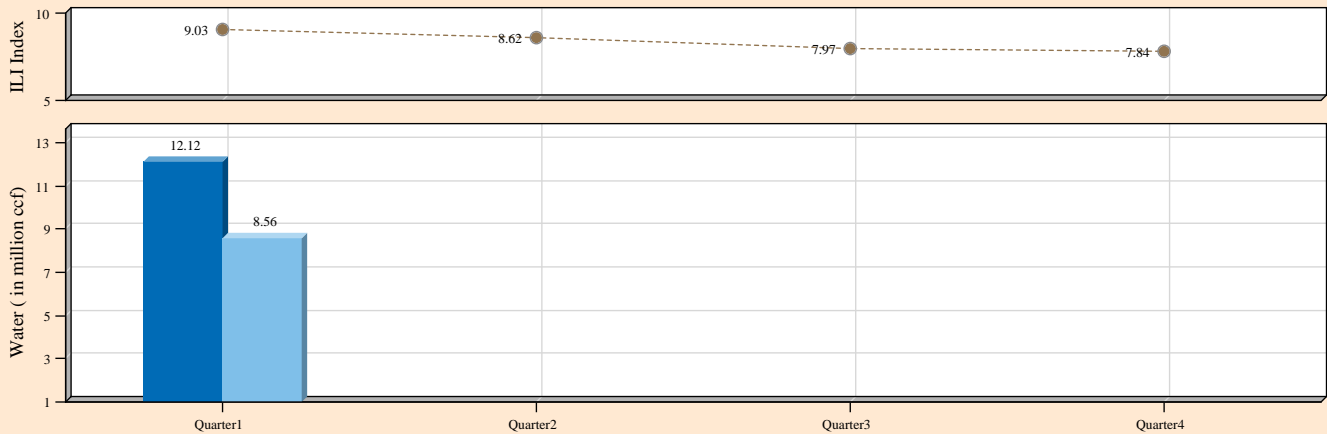
*No leaks were resolved in December*

**WATER BALANCE**

**NON-REVENUE WATER**

Volume of Water Purchased and Sold per Quarter

- FY-2017: Water Purchased
- FY-2017: Water Sold
- FY-2016: Infrastructure Leakage Index
- ▲ FY-2017: Infrastructure Leakage Index



*In the 1st quarter 8.6 out of 12.1 million cubic feet of water was sold*

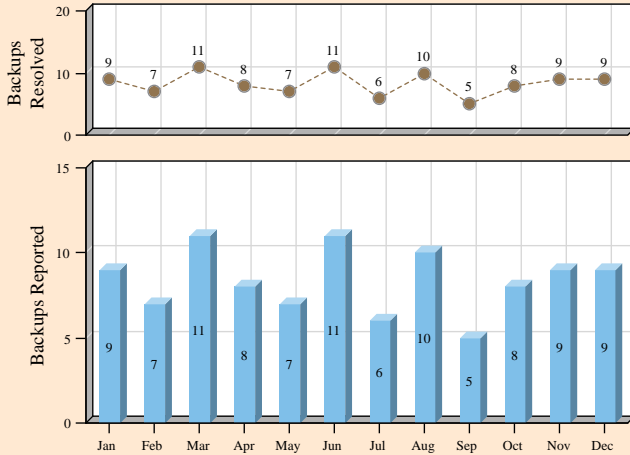
**OPERATIONAL HIGHLIGHTS**

**SEWER SYSTEM OPERATIONS**

**SEWER MAIN BACKUPS**

*Sewer Mains Backed Up and Relieved per Month*

- Pending Main Backups
- Main Backups Reported
- Main Backups Resolved

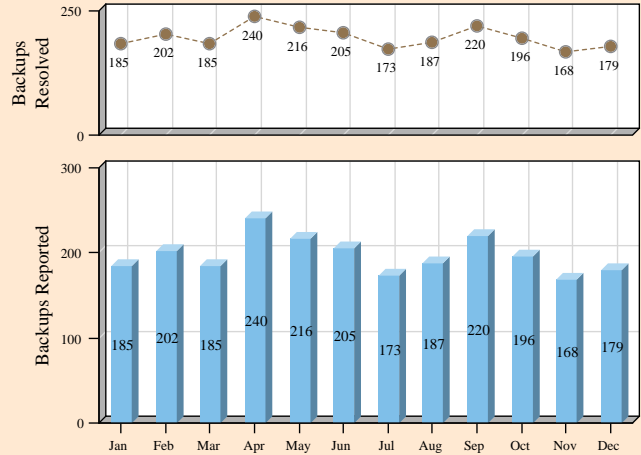


*No pending main backups reported*

**SEWER LATERAL BACKUPS**

*Sewer Laterals Backed Up and Relieved per Month*

- Pending Lateral Backups
- Lateral Backups Reported
- Lateral Backups Resolved



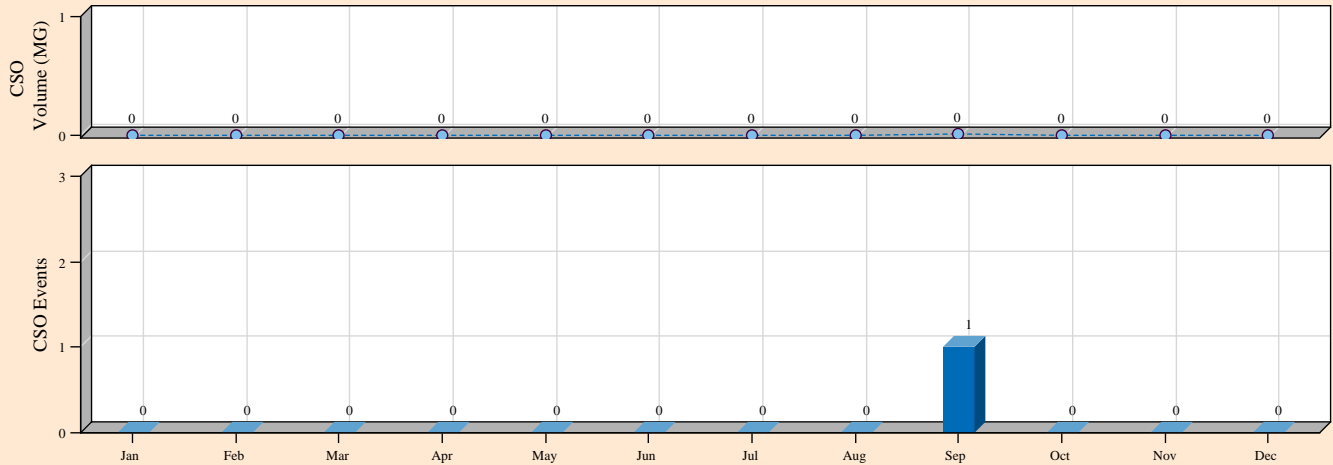
*No pending lateral backups reported*

**COMBINED SEWER SYSTEM**

**DRY WEATHER CSO EVENTS**

*Combined Sewer Overflow Volume and No of Events per Month*

- Number of CSO Events
- Overflow Volume (MG)

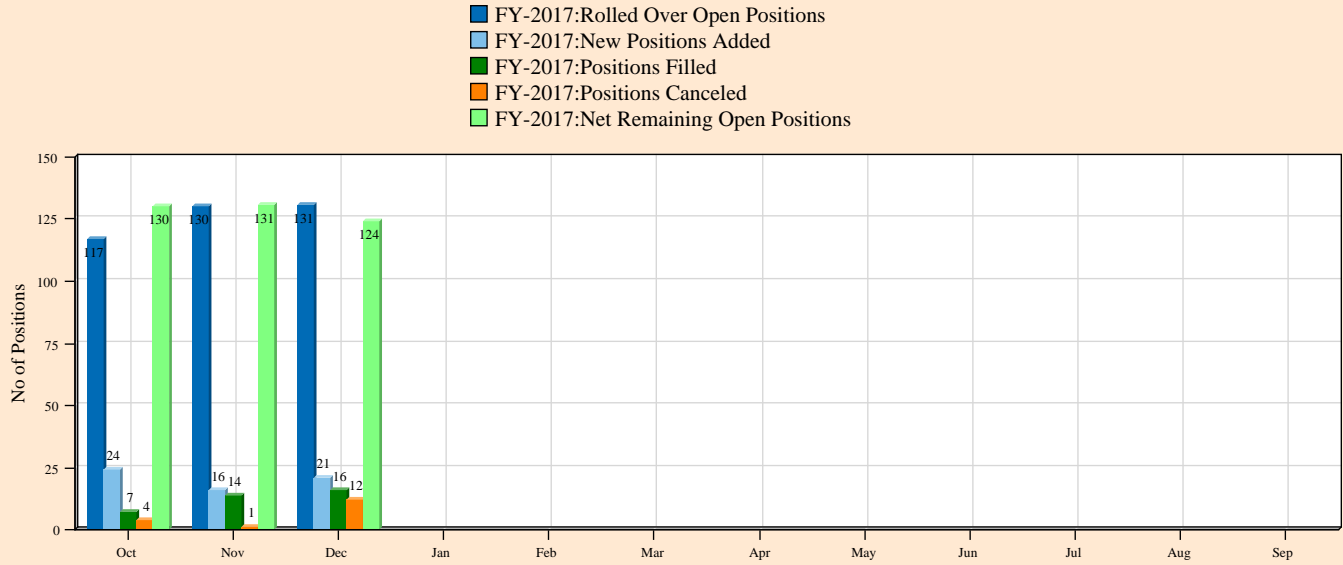


*No dry weather Combined Sewer Overflow event was recorded in December 2016*

**OPERATIONAL HIGHLIGHTS**

**HUMAN RESOURCES**

**RECRUITMENT ACTIVITY**



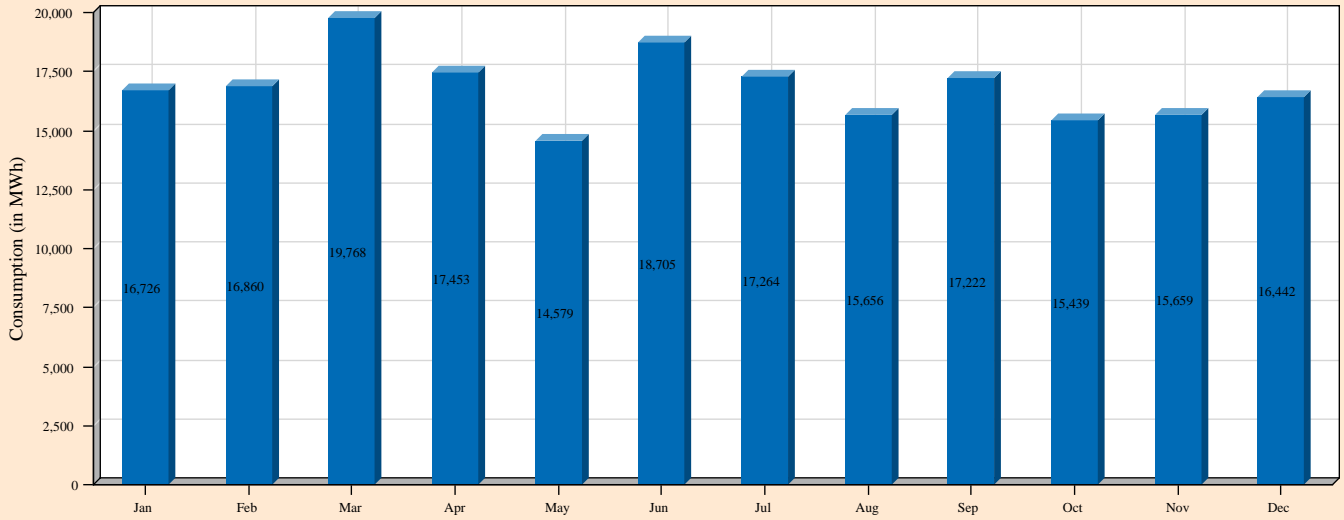
*In December we began the month with 131 positions, received 21 new positions, filled 16, 12 cancellations and ended the month with 124 positions*

**OPERATIONAL HIGHLIGHTS**

**ENERGY**

**ELECTRICITY USAGE SUMMARY**

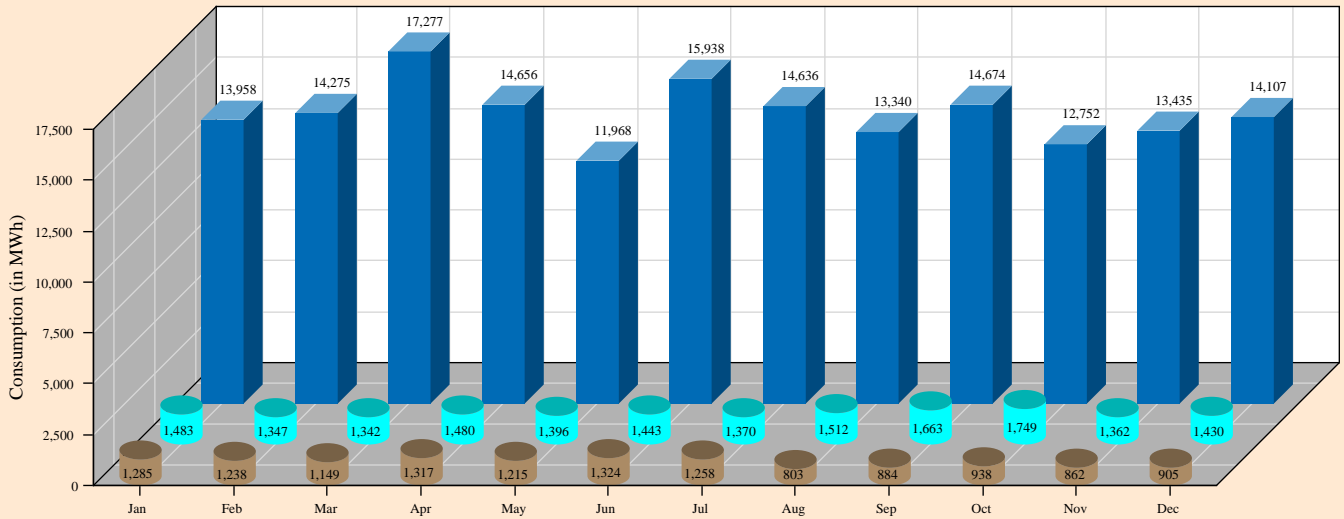
■ Total Consumption (MWh)



*Electricity Consumption in December was 16,442 MWh*

**ELECTRICITY USAGE BY SERVICE AREA**

■ Sewer Pumping ■ Water Pumping ■ Waste Water Treatment



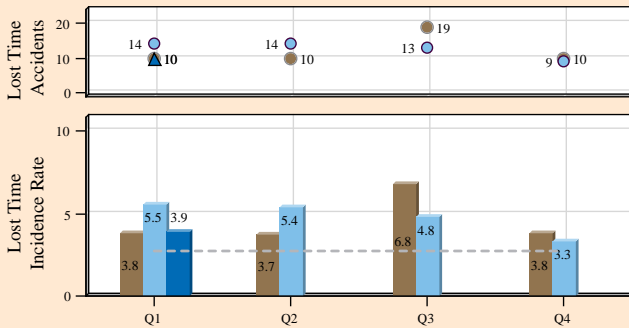
*Wastewater treatment had the highest electricity consumption in December at 14,107 MWh*

**OPERATIONAL HIGHLIGHTS**

**SAFETY**

**EMPLOYEE LOST TIME INCIDENCE RATE**

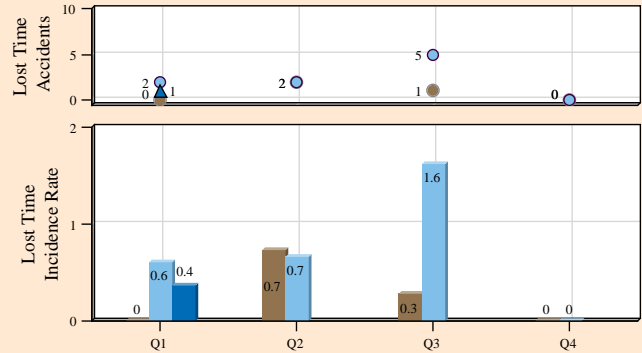
- FY-2015: LT Incidence Rate
- FY-2016: LT Incidence Rate
- FY-2017: LT Incidence Rate
- FY-2015: No of LT Accidents
- FY-2016: No of LT Accidents
- ▲ FY-2017: No of LT Accidents
- Target/National: LT Incidence Rate



*In the 1st quarter, 10 lost time accidents were reported*

**CONTRACTOR LOST TIME INCIDENCE RATE**

- FY-2015: LT Incidence Rate
- FY-2016: LT Incidence Rate
- FY-2017: LT Incidence Rate
- FY-2015: No of LT Accidents
- FY-2016: No of LT Accidents
- ▲ FY-2017: No of LT Accidents

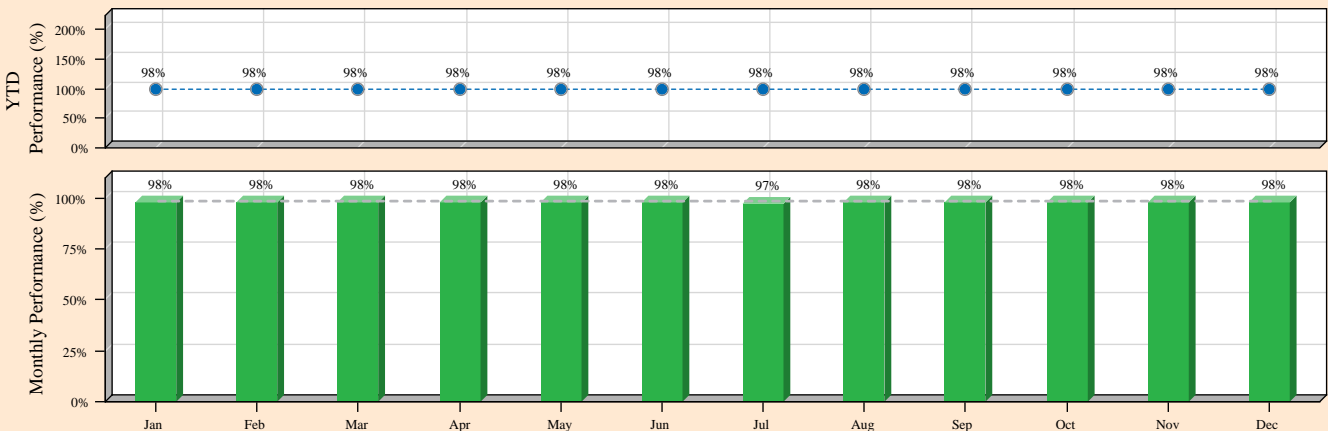


*In the 1st quarter, 1 lost time accident was reported*

**VENDOR PAYMENTS**

**VENDOR PAYMENT PERFORMANCE**  
Percentage of Invoices Paid within 30 days

- Monthly Performance (%)
- YTD Performance (%)
- Monthly Target - (97%)



*Monthly performance for December was above Budget by 1%*

**INTERPRETATION OF CHARTS:**

**FINANCIAL HIGHLIGHTS**

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**Revenue, Expenditure, Capital Disbursement**

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

**Net Operating Cash**

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

**Operating Revenues**

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

**Operating Expenses**

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

**Capital Disbursements**

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

**Operating Cash Balance**

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

**Delinquent Account Receivables**

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

**Investment Cash Earnings**

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

**Core Investments Yield**

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

**Short Term Investment Yield**

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

Dynamic Color Coding Legend

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

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

A



**CUSTOMER CARE AND OPERATIONS HIGHLIGHTS**

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**Call Center Performance**

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

**Command Center Performance**

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

**First Call Resolution (FCR)**

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

**Emergency Response Time**

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

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

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

**Fire Hydrant Inspections and Maintenance**

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

**Fire Hydrant Replacements**

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

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

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

Dynamic Color Coding Legend

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

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

**LOW INCOME ASSISTANCE PROGRAM**

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**SPLASH Contributions**

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

**Customer Assistance Program (CAP)**

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

**OPERATIONAL HIGHLIGHTS**

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

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

**Total Coliform Rule (TCR)**

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

**Biosolids Production**

- Bar graph shows monthly average daily biosolids production

**Total Nitrogen**

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

**Plant Effluent Flow**

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

**Excess Flow**

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

**Water Main Leaks**

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

**Water Valve Leaks**

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

Dynamic Color Coding Legend

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

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

**Non Revenue Water**

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

**Sewer Main Backups**

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

**Sewer Lateral Backups**

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

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

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

**Open Positions**

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

**Electricity Usage Summary**

- Bar graph shows total electricity consumption per month

**Electricity Usage by Service Area**

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

**Employee Lost Time Incidence Rate**

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

**Contractor Lost Time Incidence Rate**

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

Dynamic Color Coding Legend

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

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

**Vendor Payment Performance**

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

Dynamic Color Coding Legend

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

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

E



**Summary of Contracts on Consent Agenda**  
**228th Meeting of the DC Water Board of Directors**  
**Thursday, February 2, 2017**

**Joint-Use Contracts**

Resolution No. 17-12 – Execute a Contract Modification to Contract No. 14-PR\_DIT-07, Network for Future, Inc. The purpose of the contract modification is to provide information technology professional services for the District of Columbia Water and Sewer Authority (DCWater) Department of Information Technology. The contract modification amount is \$225,000.

Resolution No. 17-13 – Execute Supplemental Agreement No. 9 of Contract No. DCFA #379, Arcadis District of Columbia, PC. The purpose of the supplemental agreement is to enhance engineering services during construction for Raw Wastewater Pump Station No. 2. The supplemental agreement amount is \$1,703,000.

**Non-Joint Use Contract**

Resolution No. 17-14 – Execute Change Order No. 1 of Contract No. 140080, Capitol Paving of DC, Inc. The purpose of the change order is to replace public space in conjunction with DC Water’s operational activities. The change order amount is not-to-exceed \$6,500,000.

**Presented and Adopted: February 2, 2017**

**Subject: Approval of Amendments to the By-Laws of the District Columbia Water and Sewer Authority to Consolidate the Environmental Quality and Sewerage Services Committee and the Water Quality and Water Services Committee into a new Environmental Quality and Operations Committee**

**#17-11  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

The Board of Directors (“the Board”) of the District of Columbia Water and Sewer Authority (“the Authority”) at its meeting on February 2, 2017, upon consideration of a joint use matter decided by a vote of \_\_\_() in favor and \_\_\_() opposed, to take the following action with respect to amending the By-Laws of the Authority’s Board of Directors to consolidate the Environmental Quality and Sewerage Services Committee and the Water Quality and Water Services Committee into a new Environmental Quality and Operations Committee.

**WHEREAS**, during the December 2016 Board retreat, the Board of Directors and DC Water staff discussed the consolidation of the Environmental Quality and Sewerage Services Committee and the Water Quality and Water Services Committee; and

**WHEREAS**, the Chairpersons of both committees and the Chairman of the Board have expressed support for the proposed consolidation; and

**WHEREAS**, the Governance Committee, at its January 11, 2017 meeting, evaluated the merits of consolidating the aforementioned committees and determined that consolidation would promote greater efficiency in the manner in which the Board conducts its business; and

**WHEREAS**, the Governance Committee has recommended that the aforementioned committees be consolidated by adoption of amendments to the Board’s By-Laws as presented in Attachment 1 to this Resolution; and

**WHEREAS**, the Board of Directors, having thoroughly reviewed the matter and having concluded that consolidation of the aforementioned committees is appropriate for the purpose of promoting efficiency in the manner in which the Board conducts its business.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Environmental Quality and Sewerage Services Committee and the Water Quality and Water Services Committee are hereby combined into a new committee which shall be entitled the “Environmental Quality and Operations Committee.”
2. The By-Laws of the Authority’s Board of Directors are hereby amended as set forth in Attachment 1 of this Resolution.
3. The General Manager is authorized to take all steps necessary to implement the intentions expressed in this Resolution.

This Resolution shall be effective immediately.

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Secretary to the Board of Directors

**ATTACHMENT 1**

**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 08-87  
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 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 water distribution, and sewage and stormwater collection, treatment, and disposal systems; groundwater flow management; and customer services issues, including but not limited to customer education initiatives and customer assistance programs.
- (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) Strategic Planning Committee: Shall make recommendations to the Board regarding both long and short term strategic planning.

## **§ 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 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.

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Secretary, Board of Directors

**Presented and Adopted: February 2, 2017**

**SUBJECT: Approval to Execute a Contract Modification to Contract No. 14-PR-DIT-07, Network for Future, Inc.**

**#17-12  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on February 2, 2017 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to execute a Contract Modification to Contract No. 14-PR-DIT-07, Network for Future, Inc.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute a Contract Modification to Contract No. 14-PR-DIT-07, Network for Future, Inc. The purpose of the contract modification is to provide information technology professional services for the District of Columbia Water and Sewer Authority (DCWater) Department of Information Technology. The contract modification amount is \$225,000.

This Resolution is effective immediately.

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

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

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT MODIFICATION**

**Information Technology Professional Services  
(Joint – Use)**

Approval to execute contract modification for Information technology professional services to extend the period of performance and add funding in the amount of \$225,000.00.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Network for Future, Inc. 1023 15 <sup>th</sup> Street, NW, Suite 500 Washington, DC 20005 LSBE	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
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**DESCRIPTION AND PURPOSE**

Original Contract Value:	\$689,874.24
Original Contract Dates:	02-01-2014—01-31-2015
No. of Option Years in Contract:	2
Option Year 1 Value:	\$790,000.00
Option Year 1 Dates:	02-01-2015—01-31-2016
Option Year 2 Value:	\$400,000.00
Option Year 2 Dates:	02-01-2016—01-31-2017
Modification Value:	\$100,000.00
Modification Dates:	02-01-2015—01-31-2016
<b>This Modification Value:</b>	<b>\$225,000.00</b>
<b>This Modification Dates:</b>	<b>02-01-2017—04-30-2017</b>

**Purpose of the Contract:**

To contract for information technology professional services for the District of Columbia Water and Sewer Authority (DC Water) Department of Information Technology.

**Original Contract Scope:**

Network for Future is providing the following information technology professional services to date:

- Sharepoint and Oracle Support;
- Help Desk Support; and
- Project Management Support (Cisco Wireless Installation, 3<sup>rd</sup> Party Portal, AMR project).

**Reason for the Change:**

The reason for the change is to extend the period of performance to April 30, 2017 to allow sufficient time to evaluate the 42 proposals received as a result of Request for Proposal #17-PR-DIT-09 that was issued on November 4, 2016 with a closing date of December 5, 2016.

**Spending Previous Year:**

Cumulative Contract Value:	02-01-2014 to 01-31-2017: \$1,979,874.24
Cumulative Contract Spending:	02-01-2014 to 12-31-2016: \$1,866,599.27

**Contractor's Past Performance:**

According to the COTR, the Contractor's quality of products and services, timeliness of deliverables, conformance to DC Water's policies, procedures and contract terms, invoicing and all expectations and requirements were met.



**PROCUREMENT INFORMATION**

<b>Contract Type:</b>	Firm Fixed Labor Rates	<b>Award Based On:</b>	Highest Ranking Score
<b>Commodity:</b>	Services	<b>Contract Number:</b>	14-PR-DIT-07
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE Participation		

**BUDGET INFORMATION**

<b>Funding:</b>	Operating and Capital	<b>Department:</b>	Information Technology
<b>Service Area:</b>	DC Water Wide	<b>Department Head:</b>	Thomas Kuczynski

**ESTIMATED USER SHARE INFORMATION**

User (Operating)	Share %	Dollar Amount
District of Columbia	83.65%	\$156,425.50
Washington Suburban Sanitary Commission	12.07%	\$22,570.90
Fairfax County	2.84%	\$5,310.80
Loudoun County	1.25%	\$2,337.50
Other (PI)	0.19%	\$355.30
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$187,000.00</b>

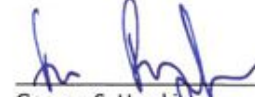
User (Capital) – EQP461002101	Share %	Dollar Amount
District of Columbia	68.91%	\$13,092.90
Washington Suburban Sanitary Commission	24.14%	\$4,586.60
Fairfax County	4.51%	\$856.90
Loudoun County	2.01%	\$381.90
Other (PI)	0.43%	\$81.70
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$19,000.00</b>

User (Capital) – IV44201-GIBP	Share %	Dollar Amount
District of Columbia	41.22%	\$7,831.80
Washington Suburban Sanitary Commission	45.84%	\$8,709.60
Fairfax County	8.38%	\$1,592.20
Loudoun County	3.73%	\$708.70
Other (PI)	0.83%	\$157.70
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$19,000.00</b>

  
 Thomas Kuczynski  
 Chief Information Officer  
 Date 1/12/17

  
 Mark Kim  
 Chief Financial Officer  
 Date 1/12/17

  
 Dan Bae  
 Director of Procurement  
 Date 1/12/17

  
 George S. Hawkins  
 General Manager  
 Date 1/24/17

**Presented and Adopted: February 2, 2017**

**SUBJECT: Approval to Execute Supplemental Agreement No. 9 of  
Contract No. DCFA #379, Arcadis District of Columbia, PC**

**#17-13  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on February 2, 2017 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to execute Supplemental Agreement No. 9 of Contract No. DCFA #379, Arcadis District of Columbia, PC.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Supplemental Agreement No.9 of Contract No. DCFA #379, Arcadis District of Columbia, PC. The purpose of the supplemental agreement is to enhance engineering services during construction for Raw Wastewater Pump Station No. 2. The supplemental agreement amount is \$1,703,000.

This Resolution is effective immediately.

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

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

**ACTION REQUESTED**

**ENGINEERING SERVICES SUPPLEMENTAL AGREEMENT:**

**Raw Wastewater Pump Stations 1 and 2 Upgrades  
(Joint Use)**

Approval to execute Supplemental Agreement No. 9 for \$1,703,000. The modification exceeds the General Manager's approval authority.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b>	<b>SUBS:</b>	<b>PARTICIPATION:</b>
Arcadis District of Columbia, PC 2101 L Street NW Suite 200 Washington, DC 20037	Milhouse Engineering & Const., Inc. Gaithersburg, MD MBE	28.4%
	PDH Associates, Inc. Potomac, MD WBE	5.8%

**DESCRIPTION AND PURPOSE**

Original Contract Value:	\$ 365,111.00
Value of this Supplemental Agreement:	\$1,703,000.00
Cumulative SA Value, including this SA:	\$7,288,689.00
Current Contract Value, Including this SA:	\$7,653,800.00
Original Contract Time:	180 Days (0 Year, 6 Months)
Time extension, this SA:	450 Days
Total SA contract time extension:	6,098 (16 Years, 8 Months)
Contract Start Date:	05-08-2002
Contract Completion Date:	07-16-2019

**Purpose of the Contract:**

- Provide engineering services for the development of upgrades to Raw Wastewater Pump Stations 1 and 2.

**Original Contract Scope:**

- Provide design services for improvements to Raw Wastewater Pump Sta. No. 1 and Raw Wastewater Pump Sta. No. 2.

**Previous Supplemental Agreement Scope:**

- Final design and construction phase professional engineering services for the Raw Wastewater Pump Station No. 1.
- Development of a concept design report for capital improvements to the Raw Wastewater Pump Station No. 2.
- Final design and construction phase professional engineering services for the Raw Wastewater Pump Station No. 2.

**Current Supplemental Agreement Scope:**

- Enhanced engineering services during construction for Raw Wastewater Pump Station No. 2.
- Provided in Attachment 1 are the background, timeline and rationale for Supplemental Agreement No 9.

**Future Supplemental Agreement Scope:**

- Future Supplemental Agreement is not anticipated for this project.

**PROCUREMENT INFORMATION**

<b>Contract Type:</b>	Lump Sum & Cost plus Fixed Fee	<b>Award Based On:</b>	Highest Ranking Score
<b>Commodity:</b>	Engineering Design Services	<b>Contract Number:</b>	DCFA #379
<b>Contractor Market:</b>	Open Market		


**BUDGET INFORMATION**


<b>Funding:</b>	Capital	<b>Department:</b>	Wastewater Engineering
<b>Service Area:</b>	Wastewater Treatment	<b>Department Head:</b>	Diala Dandach
<b>Project:</b>	BV		

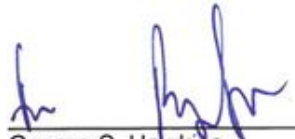
**ESTIMATED USER SHARE INFORMATION**

User	Share %	Dollar Amount
District of Columbia	41.22%	\$ 701,977.00
Washington Suburban Sanitary Commission	45.84%	\$ 780,655.00
Fairfax County	8.38%	\$ 142,711.00
Loudoun County & Potomac Interceptor	4.56%	\$ 77,657.00
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$1,703,000.00</b>

  
 \_\_\_\_\_, 11/12/17  
 Mark Kim Date  
 Chief Financial Officer

  
 \_\_\_\_\_, 11/12/17  
 Dan Bae Date  
 Director of Procurement

  
 \_\_\_\_\_, 11/11/17  
 Leonard R. Benson Date  
 Chief Engineer

  
 \_\_\_\_\_, 1/24/17  
 George S. Hawkins Date  
 General Manager

Attachment 1  
Raw Wastewater Pump Stations 1 and 2 Upgrades  
Background, Timeline and Rationale for Supplemental Agreement No 9  
January 18, 2017

Engineering Agreement DCFA 379, when originally developed and executed, contemplated the upgrade of both RWWPS No. 1 and No. 2. All work associated with RWWPS1 and 2 improvements since the inception and award of DCFA 379 has been performed by Arcadis District of Columbia, PC. Supplemental Agreement No. 8 for BV01, Design Services for RWWPS2 Upgrades, was awarded to Arcadis District of Columbia, PC in 2013. Supplemental Agreement (SA) No. 9 is a continuation of this work effort.

**Background to the Contract**

- a) The original Agreement for Engineering Services with Malcolm Pirnie (now referred to legally as Arcadis District of Columbia, PC) contemplated that capital improvements to both Pump Station 1 and Pump Station 2 would be designed by Arcadis as two separate projects under the terms of the Agreement. Appendix A of the original Agreement, Section 1-General; Subsection 1.1-General Requirements, specifically states, *"The Consultant shall provide engineering services required to upgrade the existing Raw Wastewater Pump Stations (RWWPS) 1 and 2 at the Advanced Wastewater Treatment Facility at Blue Plains. Engineering services related to RWWPS 2 will be authorized at a later date when WASA determines the required pumping capacity for this pump station."* At the time of the development of the original Agreement (2002), ultimate pumping capacity for RWWPS 2 was undetermined pending the ultimate outcome of a "to be developed and approved" Wet Weather Plan for Blue Plains.
  
- b) Timeline of the TN/WW plan:
  - 1- In July 2002, DC Water's Long Term Control Plan requirements were completed.
  - 2- In late 2004, DC Water began a strategic process engineering study in recognition that wet weather treatment and nitrogen removal should be viewed on a holistic basis, given the limitations of the existing Blue Plains AWTP. One of the major topics of these workshops was the difficulty that DC Water had in maintaining consistent TN removal while treating peak storm flows up to 740 mgd, which were identified in the LTCP.
  - 3- On April 5, 2007, the USEPA issued new TN effluent limits for the Blue Plains AWTP through a modification to the National Pollutant Discharge Elimination System (NPDES) Permit.
  - 4- The new lower TN limit combined with NPDES permit requirements for the treatment of wet weather flows dictated the need to supplement the LTCP in 2007. The Total Nitrogen Removal Wet Weather Treatment Plan (LTCP Supplement No. 1) completed and approved by the District Department of the Environment (DDOE) and USEPA in October 2007, recommended the best alternative based on predicted water quality performance, cost effectiveness, reliability, and capability to meet CSO control requirements which also reduced the peak flow from 740 mgd to 555 mgd.
  - 5- On August 30, 2010, USEPA issued the Blue Plains NPDES permit to discharge effective September 30, 2010.
  - 6- On November 29, 2012 Arcadis was provided with the notice to proceed with a concept finalization / preliminary design report for improvements to Raw Wastewater Pump Station No. 2.

**Background to SA#9**

- a) Arcadis was assigned and authorized, within the previous SA No. 8, to complete limited Services during Construction while RWWPS2 construction improvements are completed. The budget included in the estimate of SA#8 assumed a subsequent supplemental agreement to fully detail the services during construction effort once the design was completed.
- b) As Design Engineer of Record, Arcadis is in the best position to provide Services during Construction. Arcadis will continue to utilize the same project manager, technical staff, and sub-consultants that prepared the RWWPS2 Upgrades design. This Project Team is familiar with the facility and all of the key individuals that will be involved in the construction management of this project for DC Water. This familiarity with the site, individuals, and specific DC Water requirements (both administrative and management) is a positive factor in considering utilizing Arcadis to provide Services during Construction.
- c) Services during Construction encompasses a direct relationship and flow of information between Construction Manager (CM) and Project Design Engineer. Under this format, the PDE has the ability to provide detailed assistance to the CM thereby allowing the DC Water Construction Management Group to self-perform their functions.

**Contractual History for Design Engineering Services:**

**1- SAs related to RWWPS1**

**a. Original Engineering Agreement**

- Execution date - May 8, 2002
- Scope of Work – develop a project work plan, perform a technical review, obtain site data, and evaluate existing conditions of the RWWPS1 in order to develop a concept finalization / preliminary design report for the rehabilitation of RWWPS1.
- Agreement time period – 175 calendar days.
- Agreement amount - \$365,111 (Lump Sum)

**b. Supplemental Agreement No. 1**

- Execution date – March 24, 2004
- Scope of Work – provide final design and bid phase services for the development of improvements to RWWPS1 so as to provide 20 years of future reliable service from the pump station.
- Agreement time period – 308 calendar days for design and 120 calendar days for bid phase services.
- Agreement amount - \$725,000 (Lump Sum)

**c. Supplemental Agreement No. 2**

- Execution date – December 23, 2005
- Scope of Work – provide additional electrical design engineering services and design associated with the upgrades of discharge piping, and perform engineering services during construction (SDC).
- Agreement time period – 90 calendar days for additional design services, and perform SDC through April 1, 2008.

- Agreement amount - \$160,476 (Lump Sum) for additional design services; \$33,000 cost plus fixed fee (CPFF) for SDC.

**d. Supplemental Agreement No. 3**

- Execution date – February 2, 2007
- Scope of Work – provide additional design services associated with site development, structural drawings, and permitting assistance. Provide additional SDC.
- Agreement time period – 60 calendar days for additional design work. 730 calendar days from date of contractor notice to proceed for additional SDC.
- Agreement amount - \$24,810 (Lump Sum) for additional design; and, \$17,000 (CPFF) for additional SDC.

**e. Supplemental Agreement No. 4**

- Execution date – January 16, 2008
- Scope of Work – perform additional services during construction (SDC).
- Agreement time period – 730 calendar days from date of contractor notice to proceed.
- Agreement amount - \$50,000 (CPFF)

**f. Supplemental Agreement No. 5**

- Execution date – July 17, 2008
- Scope of Work – perform additional services during construction (SDC).
- Agreement time period – 730 calendar days from date of contractor notice to proceed.
- Agreement amount - \$130,000 (CPFF)

**g. Supplemental Agreement No. 6 (separate High Priority contract)**

- Execution date – November 22, 2011
- Scope of Work – develop design enhancements / modifications to the vacuum priming system within RWWPS1.
- Agreement time period – 120 calendar days.
- Agreement amount - \$79,403 (Lump Sum)

**2- SAs related to RWWPS2**

**a. Supplemental Agreement No. 7**

- Execution date – November 29, 2012
- Scope of Work – develop a concept finalization / preliminary design report for improvements to Raw Wastewater Pump Station No. 2.
- Agreement time period – 180 calendar days.
- Agreement amount - \$594,000 (Lump Sum) plus Project Support Allowance of \$50,000 (CPFF).

**b. Supplemental Agreement No. 8**

- Execution date – February 10, 2014
- Scope of Work – provide a detailed design of approved improvements to RWWPS2, perform services during construction, and develop an O&M Manual.
- Agreement time period – 768 calendar days for design; 973 calendar days from contractor issued notice to proceed.
- Agreement amount - \$2,595,000 (Lump Sum) for design; \$200,000 (CPFF) design allowance; \$377,000 (CPFF) for O&M Manual; \$550,000 (CPFF) for SDC.

**c. Supplemental Agreement No. 9**

- Execution date - Pending
- Scope of Work – provide enhanced services during construction for RWWPS2 Upgrades.
- Agreement time period – 973 calendar days from contractor issued notice to proceed.
- Agreement amount - \$1,703,000 (CPFF)

**Summary of the projects:**

**RWWPS1:**

Construction cost: \$10,968,093 (actual)

Schedule: 04/2007 to 03/2009 (actual)

**Modification to priming system for RWWPS1:**

Construction cost: \$68,000 (actual)

Schedule: July-August 2013

**RWWPS2:**

Construction cost: \$18,732,000 (bid amount)

Schedule: 09/2016 to 05/2019 (current)



**Presented and Adopted: February 2, 2017**

**SUBJECT: Approval to Execute Change Order No. 1 of Contract No. 140080, Capitol Paving of DC, Inc.**

**#17-14  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on February 2, 2017 upon consideration of a non-joint use matter, decided by a vote of \_\_() in favor and \_\_() opposed to execute Change Order No. 1 of Contract No. 140080, Capitol Paving of DC, Inc.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Change Order No. 1 of Contract No. 140080, Capitol Paving of DC, Inc. The purpose of the change order is to restore public space in conjunction with DC Water's operational activities. The change order amount is not-to-exceed \$6,500,000.

This Resolution is effective immediately.

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

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

**ACTION REQUESTED**

**CONSTRUCTION CONTRACT CHANGE ORDER:**

**Public Space Restoration Contract FY15 – FY17  
(Non-Joint Use)**

Approval to execute Change Order No. 01 not to exceed \$6,500,000. The modification will exceed the General Manager's approval authority.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b>	<b>SUBS:</b>	<b>PARTICIPATION:</b>
Capitol Paving of DC, Inc. 2211 Channing Street, NE Washington, DC 20018		

**DESCRIPTION AND PURPOSE**

Original Contract Value:		\$ 19,692,300.00
Value of this Change Order, Not To Exceed:		\$ 6,500,000.00
Cumulative CO Value, including this CO:		\$ 6,500,000.00
Current Contract Value, including this CO:		\$ 26,192,300.00
Contract Time:	1095 Days	(3 Years, 0 Months)
Time Extension, this CO:	0 Days	
Total CO Contract Time Extension:	0 Days	(0 Years, 0 Months)
Contract Start Date (NTP):	04-09-2015	
Contract Completion Date:	04-08-2018	
Cumulative CO % of Original Contract:	33%	
Contract Completion %:	86%	

**Purpose of the Contract:**

Permanent restoration of paved and non-paved surfaces in public space after the completion of repair and replacement activities by the Department of Water Services and the Department of Sewer Services.

**Contract Scope:**

- Repair and/or replacement of asphalt and concrete roadways, brick and concrete sidewalks, landscaped areas, and other miscellaneous repairs that result from excavations performed in public space.

**Current Change Order Scope:**

- This contract has exhausted 80% of its budget over the past 18 months for this three-year contract. A change order is required to provide additional funding in order to restore public space in conjunction with our operational activities.
- The contract is used to undertake restoration of the public space associated with repair activities of DC Water's existing underground assets. Over the last two years there has been a marked increase in spending in order to restore public space resulting from infrastructure failure in the water distribution and collection system and lead service line replacements. Numerous large main breaks resulting in extensive roadway reconstruction have significantly increased the restoration expenses. Some examples include roadway reconstruction at the 5200 Block of Loughboro Road, NW (total cost \$359,834) and the 3400 Block of Pennsylvania Avenue, SE (total cost \$192,719).
- Another factor contributing to increased restoration quantities is the increased scope of restoration for street cuts required by DDOT practices. DDOT is requiring the resurfacing of

moratorium streets curb to curb for even small cuts. Currently, we are experiencing increases in contract quantities associated with mill-and-overlay and PCC base installations of 242% and 229% respectively over the original Engineer's Estimate.

**PROCUREMENT INFORMATION**

<b>Contract Type:</b>	Fixed Price	<b>Award Based On:</b>	Lowest responsive, responsible bidder
<b>Commodity:</b>	Construction	<b>Contract Number:</b>	140080
<b>Contractor Market:</b>	Open Market		

**BUDGET INFORMATION**

<b>Funding:</b>	Capital	<b>Department:</b>	Water Services
<b>Service Area:</b>	Water, Sanitary	<b>Department Head:</b>	Jason Hughes
<b>Project:</b>	DG, DY, FK, BW, GS, H6		

**ESTIMATED USER SHARE INFORMATION**

User	Share %	Dollar Amount
District of Columbia	100.0%	\$ 6,500,000.00
Federal Funds	0.00%	\$ 0.00
Washington Suburban Sanitary Commission	0.00%	\$ 0.00
Fairfax County	0.00%	\$ 0.00
Loudoun County & Potomac Interceptor	0.00%	\$ 0.00
<b>Total Estimated Dollar Amount</b>	<b>100.0%</b>	<b>\$ 6,500,000.00</b>

 \_\_\_\_\_, 11/12/17  
 Mark Kim Date  
 Chief Financial Officer

 \_\_\_\_\_, 11/12/17  
 Dan Bae Date  
 Director of Procurement

 \_\_\_\_\_, 11/9/17  
 Charles Kiely Date  
 Assistant General Manager  
 Customer Care & Operations

 \_\_\_\_\_, \_\_\_\_\_  
 George S. Hawkins Date  
 General Manager