



DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
265th MEETING OF THE BOARD OF DIRECTORS REVISED*
Thursday, June 4, 2020
9:30 a.m.
(via Microsoft teams)
202-753-6714 Conf. ID 227 953 039#

- I. **Call to Order (Chairman Tommy Wells)**
- II. **Roll Call (Linda Manley, Board Secretary)**
- III. **Approval of May 7, 2020 Meeting Minutes**
- IV. **Chairman's Overview**
- V. **Committee Reports**
 1. **Governance Committee** (Ellen Boardman)
 2. **Human Resource and Labor Relations Committee** (Emile Thompson)
 3. **Environmental Quality and Operations Committee** (Adam Ortiz)
 4. **Finance and Budget Committee** (David Franco)
- VI. **Issues of General Interest**
 - **Green Infrastructure Practicability Assessment and Recommendations for the CSO Controls for the Potomac and Rock Creek Sewersheds Presentation**
- VII. **CEO/General Manager's Report (David Gadis)**
- VIII. **Contract Summary (FYI)**
- IX. **Consent Items (Joint Use)**
 1. **Approval and Adoption of the Revised Business Development Plan – Resolution No. 20-42** (Recommended by the Governance Committee 05/13/20)
 2. **Approval and Adoption of the Amendments to the District of Columbia Water and Sewer Authority 401(a) Plan and 457(b) Plan for Represented and Non-Represented Employees – Resolution No. 20-43** (Recommended by the Human Resource and Labor Relations Committee 05/13/20)
 3. **Approval to Exercise Option Year Three (3) of Contract No. 16-PR-WWT-67A, Polydyne, Inc. – Resolution No. 20-44** (Recommended by the Environmental Quality and Operations Committee 05/21/20)

4. [Approval to Exercise Option Year Three \(3\) of Contract No. 16-PR-WWT-67B, Polydyne, Inc. – Resolution No. 20-45](#) (Recommended by the Environmental Quality and Operations Committee 05/21/20)
5. [Approval to Exercise Option Year Four \(4\) of Contract No. 16-PR-DWT-13A, Urban Service Systems Corporation – Resolution No. 20-46](#) (Recommended by the Environmental Quality and Operations Committee 05/21/20)
6. [Approval to Execute Supplemental Agreement No. 01 of Contract No. DCFA #483-WSA, HDR Engineering, Inc. – Resolution No. 20-47](#) (Recommended by the Environmental Quality and Operations Committee 05/21/20)
7. [Approval to Execute Contract No. 17-PR-CFO-20A,20B,20C, Alliant Insurance Services, Aon Risk Solutions, Inc. of Washington, DC, Willis of Maryland, Inc. – Resolution No. 20-48](#) (Recommended by the Finance and Budget Committee 05/28/20)
8. [Approval to Transfer \\$8 million of FY 2020 Projected Debt Service Cost Savings to the Rate Stabilization Fund – Resolution No. 20-49](#) (Recommended by the Finance and Budget Committee 05/28/20)
9. [Approval of Revised Fiscal Year 2020 Operating Budget for Projected Debt Service Cost Savings from \\$215.3 million to \\$207.3 million Due to Debt Savings – Resolution No. 20-50](#) (Recommended by the Finance and Budget Committee 05/28/20)
10. [*Approval of Green Infrastructure Practicability Assessment and Recommendations for the CSO Controls for the Potomac and Rock Creek Sewersheds – Resolution No. 20-53](#) (Recommended by the Environmental Quality and Operations Committee 05/21/20)

X. Consent Items (Non-Joint Use)

1. [Approval to Execute Contract No. 160060, Garney Companies, Inc.- Resolution No, 20-51](#) (Recommended by the Environmental Quality and Operations Committee 05/21/20)
2. [Approval to Execute Contract No. 170040, Sagres Construction Corporation – Resolution No. 20-52](#) (Recommended by the Environmental Quality and Operations Committee 05/21/20)

XI. Executive Session

XII. Adjournment (Chairman Tommy Wells)

1 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)(2); legal, confidential or privileged matters under D.C. Official Code §

2-575(b)(4)(A); 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); train and develop members of a public body and staff under D.C. Official Codes § 2-575(b)(12); 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 – (via Microsoft Teams)

- Environmental Quality and Operations Committee – Thursday, June 18, 2020 @ 9:30 a.m.
- DC Retail Water and Sewer Rates Committee – Tuesday, June 23, 2020 @ 9:30 a.m.
- Finance and Budget Committee – Thursday, June 25, 2020 @ 11:00 a.m.



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

Board of Directors

Governance Committee

Wednesday, May 13, 2020

9:00 a.m.

**MEETING MINUTES
(via Microsoft Teams)**

Committee Members

Ellen O. Boardman, Chairperson
Lavinia Baxter
Rachna Bhatt
Ivan Frishberg
Emile C. Thompson

DC Water Staff

David L. Gadis, CEO/General Manager
Marc Battle, Executive Vice President
and General Counsel, Office of Legal
Affairs
Gregory Hope, Deputy General Counsel
Kishia Powell, Chief Operating Officer
Korey Gray, Director of Compliance and
Development
Thomas Kuczynski, Vice President,
Information Technology and, Blue Drop
President
Linda R. Manley, Board Secretary

Call to Order

Chairperson Boardman called the meeting to order at 9:05 a.m. Board Secretary Linda Manley called the roll for attendance.

Before the presentations, Chairperson Boardman opened the floor to Mr. Gadis to introduce the District of Columbia Water and Sewer Authority’s (DC Water’s) recently hired Chief Operating Officer, Kishia Powell, from the Atlanta Department of Watershed Management Watershed.

Ms. Powell thanked Mr. Gadis for his introduction and briefly summarized her first week with the Authority.

Agenda Item #1 – Proposed changes to Business Development Plan

Before Mr. Gray continued his discussion on the proposed changes to the Business Development Plan, Chairperson Boardman reminded the Committee that the discussion and review of the proposed changes began at the January 8, 2020 Committee meeting and continued at the March Committee meeting. Chairperson Boardman stated that, following Mr. Gray’s overview, she would ask the Committee for consensus to move forward with a recommendation to approve the Business Development Plan with the proposed changes to the full Board at the June meeting, with an accompanying resolution.

Mr. Gray reminded the Committee that the review process began two (2) years prior as a joint effort led, with the support of the General Manager, by the Compliance Team, the Office of Legal Affairs, and the Procurement and Engineering departments.

He explained that the Business Development Plan requires a review every two (2) years to present recommendations to the Board to improve or modify the Plan. The Compliance Team recommended changes to address the 2017 RSM Internal Audit recommendations and to conform to federal regulatory changes implemented in the Environmental Protection Agency (EPA) program. Mr. Gray also reminded the Committee that the proposed changes also respond to concerns raised by certified firms that are not currently working with DC Water, specifically that DC Water did not provide the disadvantaged local and small firms enough or greater opportunities for consideration on projects.

Mr. Gray summarized for the Committee the proposed changes. First, the proposed changes to the local small businesses enterprise (LSBE) program will:

1. encourage certified firm participation on micro purchases and simplified acquisitions; and
2. apply preference points on procurements up to \$1Million.

Second, for federally financially assisted (EPA) project, DC Water will:

1. establish an outreach, education and fair share objective program designed to encourage participation of certified MBE/WBEs as prime contractors, subcontractors at all tiers, and/or joint venture partners, pursuant to EPA regulations; and
2. continue to apply, on EPA funded projects, Fair Share Objectives, which are MBE/WBE participation goals based on an availability analysis performed by DC Water and approved by EPA (noting that Fair Share Objectives will be limited to EPA and federally funded projects and not generally applied on other DC Water large projects).

In response to Chairperson Boardman’s inquiry regarding the use of the MBE and WBE nomenclature, Mr. Gray explained that DC Water will continue to use these acronyms for purposes of the EPA funded project programs, even though the programs are neither race nor gender-based. This nomenclature is permissible and consistent with EPA’s standards.

Third, Mr. Gray summarized the proposed changes regarding DC Water's new program for non-federally funded procurements over \$1M to support the Disadvantaged Business Enterprise/Women Business Enterprise (DBE/WBE) Program:

1. The elements of the proposed new program include:
 - a. recognizing the same certifications that apply to EPA-funded projects;
 - b. overall Board-approved, project specific DBE/WBE participation goals every three (3) years;
 - c. requirement that, to be recognized as certified, firms must perform a commercially useful function performance for firms to be recognized;
 - d. requirement that primes use good faith efforts to include certified firms in bids; and
 - e. robust monitoring and reporting.

2. The benefits of the proposed new program include:
 - a. development of mentor-protégé program standards;
 - b. greater clarity over the expectations of DC Water;
 - c. alignment with current standards and practices of federal and local governments
 - d. removal of barriers limiting the potential for certified firm participation, particularly, women-owned business enterprises;
 - e. greater efforts to encourage certified firm participation;
 - f. information to certified firms and business partners on DC Water contract opportunities in timely fashion; and
 - g. strengthening education and outreach component.

Mr. Gray also noted the proposed administrative change to the reporting requirement to the EPA from quarterly to annually.

In response to Chairperson Boardman's inquiry regarding the impact of the pandemic on information sharing and outreach, Mr. Gray responded that DC Water has moved to a virtual platform through MS Teams, offering email opportunities, vendor days to review the procurement process and connect bidding primes with subcontractors, and conferencing with strategic partners at virtual speaking engagements regarding the impact of COVID and best practices.

Chairperson Boardman thanked Mr. Gray and his team for their efforts and hard work.

Chairperson Boardman asked for the Office of Legal Affairs to present a resolution to the Committee in advance of the June 4, 2020 meeting of the full Board.

The Committee recommended the Business Development Plan with the proposed changes to go to the full Board for approval, pending receipt of the appropriate resolution in advance of the meeting.

Agenda Item #2 – Blue Drop Activity Update

Thomas Kuczynski, Interim President of Blue Drop, presented Agenda Item #2 – Blue Drop Activity Update

Overview

Mr. Kuczynski introduced the Blue Drop Team: Francesca Valente (Vice President of Operations), April Thompson (Director of Bloom Marketing), Victoria Alleyne (Bloom Sales Manager, focusing largely on non-agricultural sales), Holley Kiser (Agricultural Sales Representative), Lovesha Graham (Executive Assistant and Events Coordinator), and Adam Lawrence (Office Administrator).

General

Mr. Kuczynski provided a general update of Blue Drop activity, including: 1) April Thompson's celebrating one-year with Blue Drop; 2) completion of a Continuity of Operations Plan addressing the COVID-19 pandemic's impact on business operations including telework remotely; and 3) completion of a first draft of Blue Drop Business Plan.

Mr. Kuczynski agreed to provide the Committee with a copy of the Continuity of Operations Plan following the Committee meeting.

Bloom Update

Mr. Kuczynski briefed the Committee on the developments with Bloom. He explained that Blue Drop has a 60,000 ton target for Bloom sales for FY20 which is fifty percent (50%) higher than the FY19 target of 40,000 tons and was above target through Q2 by twenty percent (20%). He added that sales are slightly under target for April at 8.950 tons due to an increase in wet weather events that prevented delivery of Bloom to farmers in wet weather conditions and COVID-19 impact on landscapers and blenders.

Mr. Kuczynski explained that Blue Drop completed the following transactions:

1. Signed Bloom Marketing and Sales Agreement with DC Water, an annual agreement with three options for renewal.
2. Signed an agreement with Fasteners to market and distribute 50-lb bags, targeting landscapers and supply stores.
3. Canceled the Nutriblend land application contract estimated at \$48 per ton.
4. Signed a new agreement with Amerigreen for land application at \$37-\$39 per ton.

Mr. Kuczynski explained that Blue Drop began discussions with the Washington Suburban and Sanitary Commission (WSSC) to market a portion of its biosolids out of DC Water's Blue Plains facility,

He explained that the Bloom marketing and sales program through Blue Drop has generated nearly \$950,000 in savings to DC Water in hauling costs through April, which forecasts to \$1.2-1.4M in savings through the end of the year.

HQO events

Mr. Kuczynski discussed the events program at DC Water's new Headquarters Operations (HQO) facility. He reported 1,850 people attended eleven (11) events at HQO since October 2019; six (6) events were canceled, and six (6) events are scheduled through October, with an estimated total attendance of 1,100 guests. Blue Drop recently completed its 360 video tour of the HQO facility and website upgrade at www.hqoevents.com that includes the virtual tour.

Blue Drop has experienced a small net operating loss in revenue from events in the amount of \$16,000 year to date with \$40,000 in revenue but \$56,000 in expenses as a result of a lower than forecasted number of events due to the current pandemic and an increase in promotion and advertising costs. Mr. Kuczynski indicated that interest in HQO remains firm but no new events have been scheduled due to the current stay at home orders.

Mr. Kuczynski gave examples of positive press coverage Blue Drop has received for events. He mentioned an article published on February 4, 2020 in deist.com that promoted the facility as the newest wedding venue in the District and advertising in "Tying the Knot," a special insert in the Alexandria Times. He also mentioned Blue Drop booked its first wedding for July 25, 2020 on the roof, which has been rescheduled. Committee Member Thompson noted that he had referred this wedding party to Blue Drop and was looking forward to attending the rescheduled event.

IP Update

Mr. Kuczynski provide an update on Intellectual Property (IP) activity. He informed the Committee that approval of the request to be certified as a United States-based business is still pending with the Internal Revenue Service, which is delaying a \$395,000 payment from SUEZ.

He explained the deployment of the SMART Fountains to Flint, Michigan is on hold due to school closures and work performance restrictions caused by COVID-19.

Blue Drop conducted United Kingdom Pipe Sleuth visits between March 9 and March 13, 2020. The visits included Northumbrian Water, Yorkshire Water, Wessex Water, Thames Water, Severn Water and WRc, and Blue Drop is currently running a pilot of the software with Northumbrian Water.

Blue Drop also conducted demos and is processing test videos for Baltimore County, Maryland, the City of Houston, Texas, Vortex Services, a services provider that does

pipeline assessments for utilities, and it reopened discussions with Redzone Robotics in Pittsburgh, Pennsylvania.

Cell Tower Update

Blue Drop signed a 30-year lease for a new AT&T cell installation at Blue Plains for approximately \$40,000 per year and is working on a second lease with Sprint for Blue Plains, estimated revenue at \$40,000 per year. In April, Blue Drop collected \$40,000 in existing lease revenue. All cell tower agreements have been assigned to Blue Drop, and Blue Drop will be responsible for managing and renegotiating those agreements when they are renewed

Renewable Energy Credits Update

Blue Drop began collecting revenue for renewable energy credits from Blue Plains through April at \$800,000, with anticipated revenue for the remainder of the year at \$130,000.

Year-to-Date Position Update

Blue Drop experienced net income of \$1.35M through May 2020.

In response to Chairperson Boardman's inquiry about how much income comes from DC Water directly, Mr. Kuczynski stated about 30% of Blue Drop's income is from DC Water, which is derived from Bloom fees for hauling, marketing and sales costs. This does not include \$1.2M in anticipated direct savings to DC Water as a result of Blue Drop marketing and sales of the Bloom product. He added, if DC Water continued to dispose of the Bloom product by traditional land application through Nutriblend, DC Water would have incurred paying \$1.2M more than they are paying to Blue Drop. Blue Drop generates savings by unbundling service for hauling, disposal storage and biosolids management and repackage the services on a deal by deal basis. The average overall cost for managing the full biosolids stream out of Blue Plains for DC Water is about \$27.50 per ton compared to what we were paying Nutriblend last year at \$45 per ton and versus what they could have paid if Blue Drop signed the new contract at \$48 per ton. Blue Drop also reduced costs by renting spreading equipment from farmers at \$1.60 per ton, versus in the past paying \$7 per ton for the spreader and spreading service through the Nutriblend contract.

Several Committee members praised Mr. Kuczynski and his team for their exceptional work and effort to bring Blue Drop to its current position, including the detailed and informative financial report showing, by category, gains and losses. Chairperson Boardman thanked Mr. Gadis for his support.

Chairperson Boardman adjourned the meeting at 9:58 am.



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

BOARD OF DIRECTORS
Human Resources and Labor Relations
Committee
May 13, 2020

MEETING MINUTES

Committee Members Present

Emile C. Thompson
Lavinia Baxter
Ellen O. Boardman
Steve Shofar
Sarah Motsch
Adriana Hochberg
Reverend Kendrick Curry

DC Water Staff Present

David Gadis, General Manager & CEO
Lisa Stone, EVP People and Talent
Kishia Powell, COO
Keith Lindsey, VP Employee Experience
George E. Spears, Director of Labor Relations
Linda R. Manley, Board Secretary
Ron Lewis, Benefits Manager
Marc Battle, EVP, Legal Affairs
Gregory Hope, Deputy General Counsel

Union Presidents

Barry Carey, AFSCME 2091
Barbara Milton, AFGE 631
Calvert Wilson, AFGE 2553
Jonathan Shanks, AFGE 872

1. Call to Order

Chairperson, Emile C. Thompson called meeting to order at 11:03 a.m. The meeting was conducted via teleconference.

2. Roll Call

Board Secretary, Linda Manley conducted a roll call of the Committee members and DC Water staff for the record.

General Manager David Gadis introduced Kishia Powell, DC Water's new COO. Ms. Powell greeted everyone on the call and thanked them and expressed how she is looking forward to developing a relationship and to be back in the DMV area.

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3. Union Topics

A. Comments on steps taken by DC Water regarding COVID-19

Barbara Milton addressed the Committee Members and expressed her appreciation for the efforts put forth by DC Water's management team to protect its employees, to keep them out of the work place while allowing the workforce to do their jobs and expeditiously completing an MOU regarding COVID-19 that addressed the Union's concerns. Jonathan Shanks also expressed his gratitude in working with management and ensuring members have been kept safe. Barry Carrey also expressed his gratitude in the management team's diligence to ensure employees' safety during such a sensitive time. Ms. Milton concluded by sharing that their gratitude is a direct representation of the members of the Union and a comparison to other District agencies she interacts with that have not been as successful as it relates to COVID-19. Lastly, Ms. Milton hopes to continue to take into consideration the current working arrangements when DC Water considers reopening to ensure employee safety.

B. Leave Balance (Due to COVID-19)

Barbara Milton requested DC Water allow union employees to roll over their leave balance into the next leave year due to the COVID-19 pandemic and inability of members to take vacation. If that is not feasible, then have their annual leave converted into sick leave at the end of the leave year. Chairman Thompson indicated this is addressed in the Collective Bargaining Agreement (CBA) and the matter should be discussed with legal.

Mark Battle and George Spears both agreed to evaluate and further discuss this matter with the Union Presidents and their counsel.

Mr. Gadis confirmed that DC Water is willing to further discuss the leave request. In addition, he noted that our management team encourages employees to use any time necessary to disconnect during this difficult time. Lastly, DC Water is also considering the financial impact and margins that are being assessed.

Lisa Stone noted that this is an important time for employees to refresh, rejuvenate and unplug considering the times. This situation can be an opportunity to vacate from normal schedules and encouraged employees to spend time with family and children to deal with the current stressful times. Furthermore, staying mindful of the time off that employees may need may be essential to their engagement.

Ms. Milton responded by confirming that the rollover she refers to is for a small percentage of employees and that it should be considered.

Mr. Shanks wanted to reiterate that it is a small number of employees that are being investigated for rollover options.

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Management reiterated they understand the Union's position and if the Unions would like to bargain over this issue, they can provide a proposal and management will consider it. Management encouraged the Union Presidents to contact Labor Relations to proceed accordingly.

Chairperson Thompson suggested that the Union Presidents and DC Water management continue discussing this issue.

C. PPE and Social Distancing Measures, Now and Future

Barbara Milton expressed her concern regarding DC Water not providing N95 masks to Wastewater Operators. Ms. Milton noted that she emailed Ms. Manley this morning the CDC Guidelines. She stated that the appropriate PPE should be a protective facemask or splash shield for 21 employees who directly work with raw sewage.

Board member Ellen Boardman directed her attention to Ms. Milton and stated the CDC Guidelines that were provided does not indicate N95 masks are a requirement. Board member Boardman also asks if DC Water has provided any kind of face mask or if Ms. Milton's issue relates to the face masks should be N95. Ms. Milton responded by explaining that DC Water is providing masks, but they are not splash proof. However, there are Facilities employees who received and worked with N95 masks and she feels Wastewater Operators should be provided the same N95 masks.

Chairperson Thompson asked DC Water management to chime in and provide further information.

Mr. Gadis confirmed that DC Water is within CDC Guidelines when providing proper PPE to all employees. He further confirmed that part of the PPE being provided are face shields and tyvex suits to employees. In addition, Mr. Gadis acknowledges that N95 masks have been an ongoing topic and explained the masks require that employees are fitted, and fit testing is done as part of a protocol to issue them. Lastly, Mr. Gadis confirmed that N95 masks will be supplied to specific employees whose positions qualify to use the N95 masks.

Mr. George Spears added that management has had communication with the Union President's regarding face shields for members. Employees will receive face shields. Those that have not received face shields or have compromised PPE equipment will have them replaced and issued. In addition, employees have been allowed to bring their own N95 masks, but DC Water will not be providing them. N95 masks will only be given to employees whose job or task require an N95 mask.

Chairperson Thompson asked Ms. Milton if this discussion addresses her concerns. Ms. Milton responded saying all employees will receive face shields and she wants to ensure they receive them. In response to the N95 masks, she would still like DC Water to provide another mask equivalent to the N95 to ensure employee safety. Although the N95

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supplies might be limited, perhaps DC Water can communicate with local authorities and acquire some. Chairperson Thompson clarified that Ms. Milton's concern is that DC Water should have these masks and not necessarily hand them out to employees. Ms. Milton responded that DC Water should provide to Wastewater Operators who handle fecal matter in the Digester building.

Ms. Maureen Holman confirmed that DC Water has a full supply of face shields and tyvex suits. Chairperson Thompson suggested that DC Water and the Union Presidents continue to work through this issue.

D. Open Discussion

Jonathan Shank expressed concern over conversations regarding "reopening" DC Water and hoped that DC Water will communicate with Union Presidents before making any decisions.

Mr. Gadis confirmed that a recovery team has been put together and will be briefed on to begin to set the direction the organization will go in. The internal team will consider all jurisdictions and governmental agencies suggestion to proceed from a recovery standpoint. Lastly, he confirmed that DC Water's intention is to communicate with the Unions and proceed in the employee's interest.

Mr. Calvert Wilson thanked the Authority for the precautions they've taken to ensure his Union has been provided with necessary PPE.

4. Retirement Plan Update & Presentation

Ron Lewis, Manager of Benefits, presented changes regarding retirement plans that employees can benefit from. The first proposal, 457(b) Deferred Compensation Plan, included adding an after-tax Roth option to avoid taxing in the future. The second proposal was to amend the 401 (a) Defined Contribution Plan to allow payments via ACH instead of payroll withholding. Mr. Lewis confirmed that there was communication with the Union Presidents to address any questions. Furthermore, Mr. Lewis presented details about investment accounts updates that do not require action from the Board. The Retirement Plan Committee approved eliminating the Fidelity Balanced Fund and mapping the assets in this fund to an age appropriate retirement fund due to lower fund fees and mapping existing balances in the PIMCO Total Retirement Fund to lower costs on the PIMCO Total Return Collective Trust. Mr. Lewis concluded by confirming that the changes do not have any fiscal impacts for DC Water.

Board member Boardman addressed Mr. Lewis and wanted to confirm that Union Presidents had no further objections. Furthermore, she wanted to confirm if DC Water is taking any steps to amend the plans considering the CARES Act. The CARES Act provides additional relief and hardship withdrawals to employees.

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Mr. Lewis responded by confirming that DC Water is going to amend the plans and will apply these options on either Defined Contribution Plan up to \$100,000.00. This is the maximum allowed by the CARES Act. At this time, DC Water did not opt into the existing loan relief options but will look further into it for consideration.

The Committee recommended the action items for full board approval.

5. Executive session

There was no need for an Executive Session.

6. Adjournment

The meeting adjourned at 11:54 a.m.



**District of Columbia
Water and Sewer Authority**

Board of Directors

**Environmental Quality and Operations
Meeting**

Thursday, May 21, 2020

9:30 a.m.

MEETING SUMMARY

Committee Members

Adam Ortiz, Chairperson
Randy Bartlett
Steven Shofar
Howard Gibbs
Ivan Frishberg
David Franco
Joseph Gill
Tommy Wells, Board Chair

DC Water Staff Present

David Gadis, CEO
Kishia Powell, Chief Operating Officer
Marc Battle, EVP, Legal Affairs
Leonard Benson, SVP CIP Project Delivery
Linda Manley, Board Secretary

I. CALL TO ORDER

Mr. Ortiz called the meeting to order at 9:30 a.m. The meeting was conducted via teleconference.

II. ROLL CALL

Ms. Linda Manley, Board Secretary, DC Water, conducted a roll-call of the Committee members present for the meeting.

III. ACTION ITEMS

Mr. Joel Grosser, Director, Procurement, DC Water and Len Benson, SVP CIP Project Delivery, presented the Action Items below to the Committee.

JOINT USE

1. Contract No.: 16-PR-WWT-67A – Primary Treatment Polymer – Polydyne, Inc
2. Contract No.: 16-PR-WWT-67B – Secondary Treatment Polymer – Polydyne, Inc
3. Contract No.: 16-PR-DWT-13A – Solids Screening Facility Hauling – Urban Service Systems Cop
4. Contract No.: DCFA 483 – Grits, Screening & Primary Facilities Upgrades, HDR Engineering, Inc

NON-JOINT USE

1. Contract No.: 160060 – Small Diameter Water Main Replacement 13C, Garney Companies, Inc
2. Contract No. 170040 – Small Diameter Water Main Replacement 13D, Sagres Construction Company

The Committee recommended the Joint-Use and Non Joint-Use Action Items to the full Board.

Howard Gibbs, Committee member inquired if DC Water would give an update regarding the effort and progress made in engaging and transitioning subcontractors to take roles as prime contractors on certain jobs. Mr. Benson replied that DC Water will prepare a briefing for the next Committee meeting.

IV. OTHER BUSINESS/EMERGING ISSUES

Mr. Benson reminded the Committee that Performance Reports for: 1) Blue Plains; 2) CIP Quarterly Report; and 3) DC Clean Rivers were previously submitted to the Committee.

V. EXECUTIVE SESSION

The Committee entered into an Executive Session at 9:51 a.m. and reconvened into open session at 10:50 a.m., and recommended that the Green Infrastructure Practicability presentation be presented to the full Board at its June meeting.

VI. ADJOURNMENT

The public meeting was adjourned at 10:54 a.m.

Follow-up Items

1. Director, Procurement: Fix typo in the 'contractor/sub/vendor information' table, under the participation column in Joint Use, Fact Sheet #4 and resubmit Fact Sheet.
2. SVP CIP Project Delivery: Provide an update regarding the effort and progress made in engaging and transitioning subcontractors to take roles as prime contractors on DC Water jobs.



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

Board of Directors

Finance and Budget Committee

Thursday, May 28, 2020

11:00 a.m.

MEETING MINUTES VIA MICROSOFT TEAMS

Committee Members

David Franco, Vice Chairperson
Anthony Giancola
Adriana Hochberg
Sarah Motsch

Other Board Members

Tommy Wells, Board Chair

DC Water Staff

David Gadis, CEO and General Manager
Matthew T. Brown, CFO & Executive Vice
President, Finance and Procurement
Marc Battle, EVP, Legal Affairs
Lola Oyeyemi, Director, Budget
Ivan Boykin, Director, Finance
Paul Guttridge, Director, CIP
Infrastructure Management
Joel Grosser, Director, Procurement
Linda Manley, Secretary to the Board

Other Presenters and Guests

Joe Underwood, Albert Risk Management

Call to Order

Anthony Giancola, Committee member, in the absence of the Chair and Vice Chair called the meeting to order at 11:00 a.m. Board Secretary Linda Manley call the roll to establish attendance.

David Franco, Vice Chair, connected to the meeting and continue to Chair the meeting.

April 2020 Financial Report

Mr. Matthew T. Brown, Chief Financial Officer & Executive Vice President, Finance and Procurement, provided the monthly financial report by exception. As of the end of April 2020, with 58 percent of the fiscal year completed, revenues are slightly above budget at \$418.9 million, or 59.9 percent of budget, operating expenditures are at \$311.9 million, or 50.8 percent of budget, and capital disbursements are at \$181.9 million, or 40.2 percent of budget.

Mr. Brown informed the Committee that Phases 1 and 2 (Financials and Advanced Procurement) of the Enterprise Resource Planning (ERP) project implementation are advancing with the team leveraging the use of technology. Due to COVID-19, Phases 3 and 4 (Human Capital Management and Budgeting) of the project have been delayed. A future update will be provided to the Committee on the anticipated start date. Next, he noted that there were discussions with the DC Retail Water and Sewer Rates Committee to restrict the use of credit cards by non-residential customers due to the increased fees which are projected to be \$1.6 million for this

fiscal year. Given the COVID situation, this plan has been paused so as not to restrict the ability of customers to make payments. Management will provide future updates to the Committees when a revised plan has been developed.

Capital Improvement Program (CIP) Quarterly Report Update

Mr. Paul Guttridge, Director, CIP Infrastructure Management, provided the FY 2020 Second Quarter CIP report by exception. He stated that the Authority projects capital disbursements of \$355.4 million by the end of the fiscal year, which is below the adopted budget baseline of \$405 million for capital construction projects.

Mr. Guttridge provided an overview of the actual and projected disbursements by service area. He explained that the lower disbursements were mainly due to temporary delay of the Fleet Facility and Sewer Facility construction contracts until funding was secured from the District; contract closeouts for the Tunnel Dewatering Pump station which is now fully in operation; the result of fewer repairs and DDOT (District of Columbia Department of Transportation) permit requirement changes that have caused price proposals to exceed estimates and not be awarded; and closeout delays for the Small Diameter Water Main contracts, and contract billing delays.

Next, Mr. Guttridge reviewed the significant contract actions anticipated in the upcoming six months and stated that all three Key Performance Indicators (KPIs) for quarter one were met. However, only seven of nine KPIs for quarter two were met and explanation will be provided in the next quarterly report.

Mr. Giancola asked if contractors are having difficulties getting labor to and from the sites, and about precautions taken due to COVID-19. Mr. Guttridge explained that since construction activity is considered essential, it has not impacted the workload, and that adequate safety precautions have been taken. He also informed the Committee that the Engineering team has been working with Finance team on the impact of COVID-19 on the capital program and future update will be provided to the Environmental Quality & Operations Committee.

FY 2020 Year-End Projections

Mr. Brown provided an update on the fiscal impacts of COVID-19 and the preliminary year-end revenue and expenditure projections for FY 2020. He informed the Committee of two action items that will require recommendation to the Board. These are a proposal to reduce the FY 2020 operating budget for debt service by \$8 million and to transfer the projected debt service cost savings to the Rate Stabilization Fund (RSF). He stated that the transfer to RSF will be combined with approximately \$5.6 million in projected FY2019 unexpended CAP2 funds, and withdrawn in FY2021 and FY2022, consistent with the Board-adopted financial plan.

Mr. Brown highlighted the Authority's response to its customers' needs during the COVID-19 pandemic. These include reconnecting service to 136 customers to date, suspending disconnections for non-payment, suspending late fees, and partnering with the District to provide emergency relief funds for District residents in arrears. He stated that the overall consumption decline is about nine percent. While the consumption is up for the Residential, Multi-family and DC Housing Authority customers, there is greater decline of more than 30 percent from the Commercial category. Municipal and Federal consumption has also decreased. He also

mentioned the increase in customer delinquencies, and a decrease in permit fees, development contractors fee (water and sewer) and late fees.

DC Water remains financially strong despite these challenges. We continue to have over 250 days of cash in reserve funds including the Rate Stabilization Fund (RSF), and about 25 percent of overall revenues are fixed such as the metering fee and CRIAC (Clean Rivers Impervious Area Charge). Regarding expenditures, most of the operating expenditures are fixed and management has implemented deliberate measures to curtail spending.

Mr. Brown explained that management has adopted a “3 P’s” principle of financial guidelines in response to the pandemic: to preserve cash; provide essential services to our customers and prioritize our employees’ safety by providing additional PPEs (Personal Protective Equipment), adequate shift changes and providing remote telework access.

Next, Mr. Brown reported that the overall operating revenues are projected to have a shortfall of about \$35.2 million, while both the operating expenditure and capital disbursements are projected to be below their respective budgets by \$31.8 million and \$58.1 million, respectively. The anticipated revenue shortfall is mainly in the Commercial and Municipal revenue categories due to decline in consumption in the District. The Commercial category assumes 37 percent decline, while Municipal assumes 30 percent decline in consumption for May to September. Other areas of lower revenues include charges on late fees and delinquencies, System Availability Fee and interest income. These estimates will be adjusted as we move further into the months ahead.

The favorable variance of \$21.6 million for the operations and maintenance budget is consistent with the year-to-date financial performance with projected underspending in personnel services including overtime, contractual services, utilities, chemicals & supplies and water purchases. Mr. Brown highlighted the work done by each department to identify cost savings in response to COVID, such as less preventive maintenance work being done due to the modified A/B shift schedules, reduction in use of temporary staff and staff augmentation services for non-critical services, pause on strategic programs, lower purchase of office supplies, and suspension of DC Water sponsored employee events. The \$10.2 million underspending for debt service is mainly due to refinancing, refund and lower rates on existing debt.

Next, Mr. Brown reviewed the projected net cash position. This includes the projected revenue shortfall of \$35.2 million and lower expenses of \$22.6 million, for a forecasted net deficit of \$12.7 million. He explained that this shortfall will be accommodated by adjusting the amount of PAYGO used for capital projects and will use funds from bond proceeds previously issued.

In response to Mr. David Franco’s inquiry, Mr. Brown stated that additional review is being done on the impact of the pandemic on FY 2021 revenue, operating expenditures and capital disbursements. He expressed concern about the commercial buildings, restaurants and hotels accounts’ consumption, as they may continue to operate at lower capacity in the future due to travel and other restrictions. He added that the team is currently reviewing the revenue and expenditure forecasts as we explore every opportunity to reduce costs, including advancing critical hires only and working to reprioritize the capital program by identifying projects that could be paused if consumption declines continue.

Mr. Brown reviewed management's recommendations and two action items: to reduce and transfer \$8 million in debt service cost in the FY 2020 operating expenditure budget to the RSF, and transfer \$5.6 million in FY 2019 unexpended CAP2 to RSF.

In closing, Mr. Brown commended the collaborative efforts undertaken by the Executive Team and department heads, including the thorough analysis and reviews by the staff of the Finance department. Mr. Franco also appreciated the team and expressed great confidence that the Authority will come through during this COVID crisis without significant impact on the Authority and our customers.

Insurance Renewal Update

Mr. Ivan Boykin, Director Finance, presented the insurance renewal terms available to DC Water covering the period of July 1, 2020 to July 1, 2021. He provided background information on the renewal process, current insurance market updates and impacts of catastrophes in recent years, in property values and DC Water revenue growth. He presented management's request for the Authority's insurance renewal coverage at not-to-exceed amount of \$3.5 million, which is consistent with the budget. He noted that negotiations are still underway with terms being evaluated and final insurance results will be presented at the June 25th committee meeting.

Next, Mr. Boykin provided detailed information about the market conditions for property, liability, management lines and premium rating bases including DC Water's revenue growth. Most of the premium increases are attributable to industrywide property and liability losses, including natural catastrophes over the last many years and an uptick in large jury awards. He noted that the full effects of COVID-19 loss levels are not yet known and there are many uncertainties surrounding it. Depending on how COVID-19 develops, DC Water may see additional impacts on its insurance in upcoming renewal years.

Mr. Franco asked about the base revenue budget being used for the proposed premium. Mr. Joe Underwood, Independent Insurance Advisor from Albert Risk Management, responded that the insurance company reviews the revenue growth based on the Authority's audited financial report (CAFR). He explained that if there is a reduction in revenue it might be factored into next year's insurance renewal cycle, with no lookback provision. He further stated that the Authority benefits from a mitigating factor that it purchases its excess liability from mutual insurance companies that have not sought the level of increase as experienced by commercial insurance companies.

Action Items

The Committee members agreed to move the following action items to the full Board:

- Approval to Revise FY 2020 Operating Budget for Projected Debt Service Cost Savings
- Approval to Transfer FY 2020 Projected Debt Service Cost Savings, plus unexpended FY 2019 CAP2 funds to RSF
- Recommendation for Approval of Funding for Annual Property & Causality Insurance Renewals

Adjournment

Hearing no further business, Vice Chairperson David Franco adjourned the meeting at 11:57 a.m.



District of Columbia Water and Sewer Authority
David L. Gadis, CEO and General Manager

Briefing on:

Green Infrastructure Practicability Assessments

Briefing for:

Board of Directors

June 4, 2020



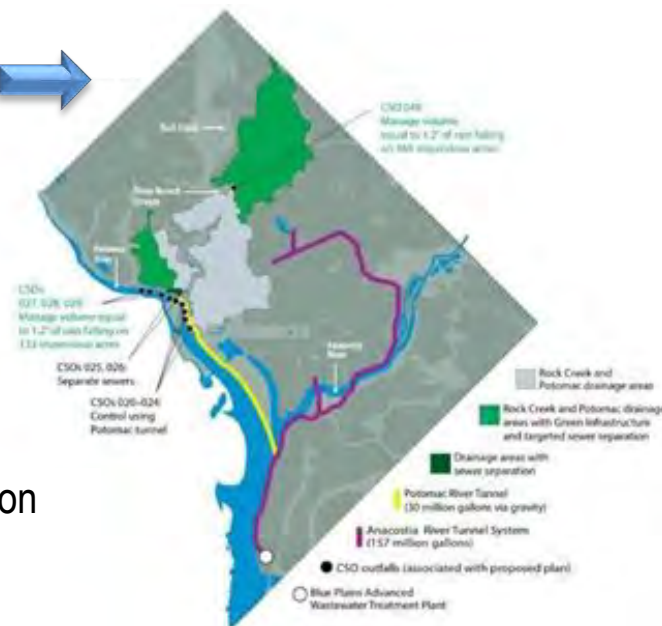
DCWATER.COM

Consent Decree Change for Green Infrastructure



Consent Decree modification entered in Federal Court January 14, 2016

- Rationale:
 - Test GI on large scale
 - GI offers Triple Bottom Line benefits:
 - Economic
 - Environmental
 - Social
 - National Green Infrastructure Certification Program for local jobs
 - Gravity tunnel eliminates deep tunnel pumping station



• Clean Rivers Project: \$2.7 Billion
 • Nitrogen Removal: \$950 Million
 • Total > \$ 3.5 Billion

One of the Highest CSO Reductions in the Country:

| Condition | Anacostia River | Potomac River | Rock Creek | Total |
|--------------------------------------|-----------------|---------------|--------------------|------------|
| Overflow Volume (mg/avg year) | | | | |
| 1996 – DC Water Formed | 2,142 | 1,063 | 49 | 3,254 |
| LTCP Complete | 54 | 79 | 5 | 138 |
| % reduction | 98% | 93% | 90% | 96% |
| CSO Frequency (#/avg yr) | | | | |
| 1996 – DC Water Formed | 82 | 74 | 30 | 82 |
| LTCP Complete | 2 | 4 | 1 / 4 ¹ | 4 |

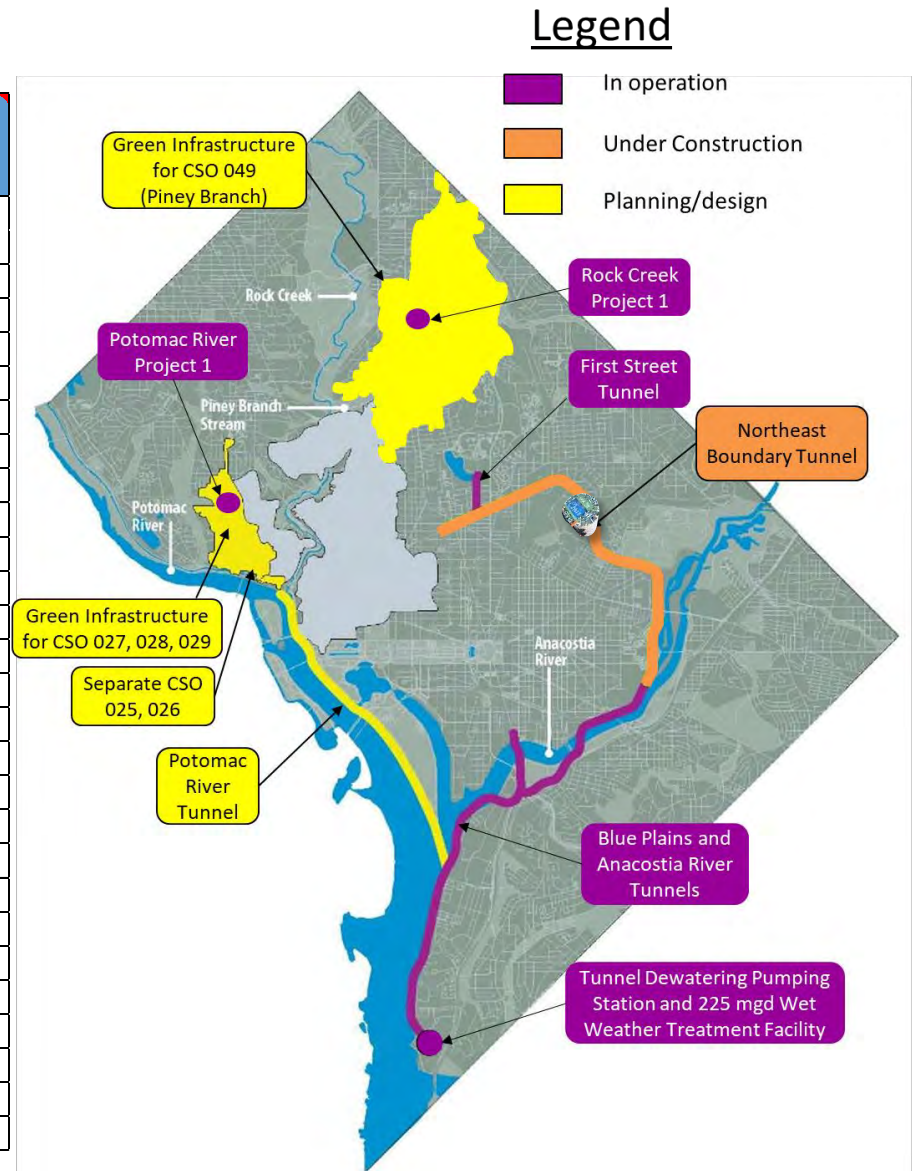
Note 1: One overflow at Piney Branch, 4 overflows at other Rock Creek CSOs



DOEE and EPA determined that LTCP meets District Water Quality Standards, subject to post construction monitoring

Current Status

| No. | Month | Rainfall, DCA Gauge (in) | Volume Captured by Tunnel (MG) | Measured Overflow (MG) | % captured | Solids Removed (tons) |
|--------------|-----------------------------|--------------------------|--------------------------------|------------------------|--------------|-----------------------|
| 1 | March 20 -31, 2018 | 1.48 | 20 | 0 | 100% | 8 |
| 2 | April 2018 | 3.59 | 249 | 10 | 96.0% | |
| 3 | May 2018 | 8.73 | 860 | 13 | 98.5% | 72 |
| 4 | June 2018 | 5.21 | 265 | 47 | 85.0% | 55 |
| 5 | July 2018 | 9.73 | 679 | 260 | 72.3% | 10 |
| 6 | August 2018 | 5.19 | 334 | 14 | 95.9% | 226 |
| 7 | September 2018 | 9.73 | 784 | 116 | 87.1% | 94 |
| 8 | October 2018 | 3.06 | 164 | 0 | 100% | 151 |
| 9 | November 2018 | 7.57 | 777 | 5 | 99.3% | 89 |
| 10 | December 2018 | 5.82 | 468 | 100 | 82.3% | 165 |
| 11 | January 2019 | 3.30 | 259 | 0 | 100% | 99 |
| 12 | February 2019 | 3.52 | 74 | 0 | 100% | 191 |
| 13 | March 2019 | 4.00 | 337 | 46 | 87.9% | 48 |
| 14 | April 2019 | 2.24 | 77 | 0.1 | 99.9% | 384 |
| 15 | May 2019 | 4.97 | 311 | 1 | 99.7% | 357 |
| 16 | June 2019 | 4.27 | 134 | 0.1 | 100% | 268 |
| 17 | July 2019 | 6.49 | 339 | 77 | 81.4% | 139 |
| 18 | August 2019 | 1.99 | 186 | 22 | 89.3% | 165 |
| 19 | September 2019 | 0.25 | 19 | 0 | 100% | 78 |
| 20 | October 2019 | 6.66 | 450 | 18 | 96.2% | 67 |
| 21 | November 2019 | 1.37 | 55 | 0 | 100% | 131 |
| 22 | December 2019 | 2.80 | 80 | 0 | 100% | 227 |
| 23 | January 2020 | 2.79 | 150 | 0 | 100% | 120 |
| 24 | February 2020 | 3.21 | 143 | 0.6 | 99.6% | 159 |
| 25 | March 2020 | 2.31 | 38 | 0 | 100.0% | 238 |
| 26 | April 2020 | 6.30 | 338 | 127 | 72.7% | 139 |
| 27 | May 2020 (DRAFT, thru 5/12) | 2.01 | 135 | 0 | 100.0% | TBD |
| Total | | 118.59 | 7723 | 859 | 90.0% | 3680 |

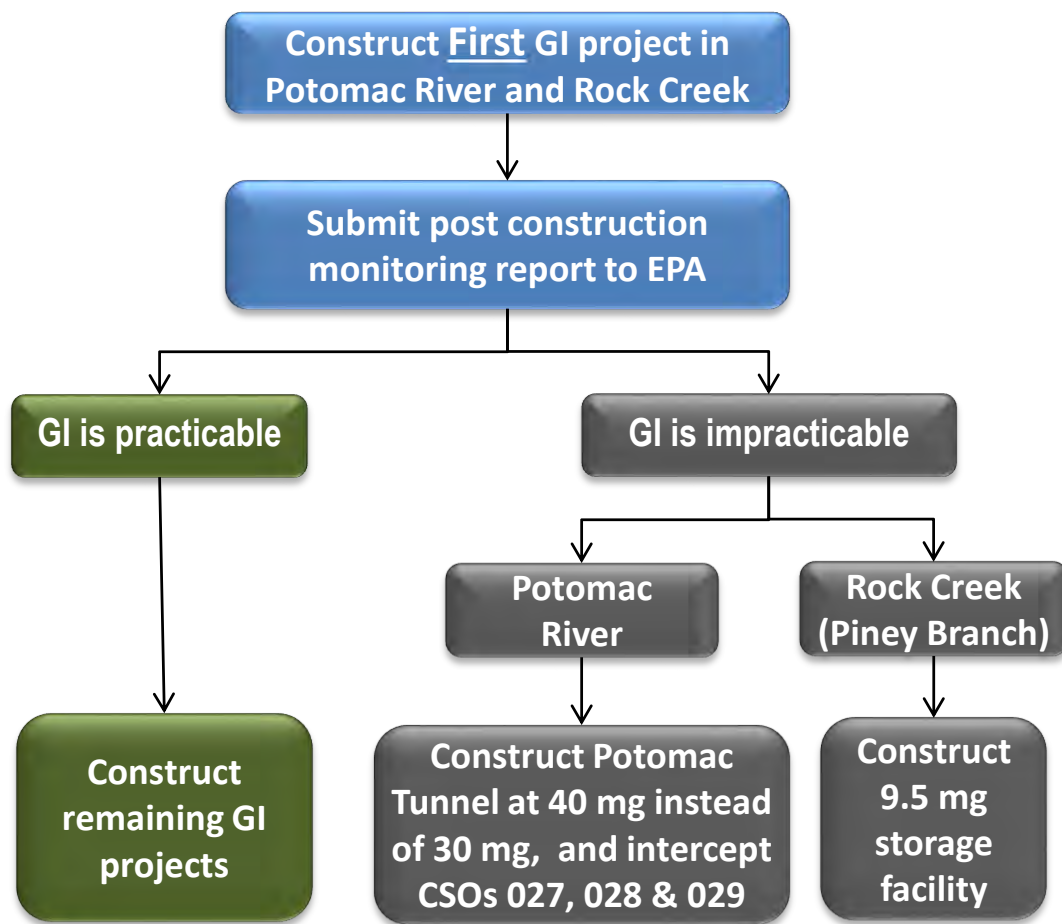


- Over 7.7 billion gallons captured to date
- Nearly **3,700 tons** of trash, debris, and other solids captured
- Exceeding predicted capture rate (80%)

GI Practicability Assessment

Rationale: GI not constructed on a large scale with high CSO reduction, documented case histories with cost and performance not available, need time to learn

| Project | Impervious Acres Managed @ 1.2" | Place in Operation Deadline |
|--|---------------------------------|-----------------------------|
| Potomac River Project 1 | 44 | 2019 |
| Practicability assessment – due Aug. 17, 2020 | | |
| Potomac River Project 2 | 46 | 2024 |
| Potomac River Project 3 | 43 | 2027 |
| Subtotal | 133 | |
| Practicability assessment – due Jun. 15, 2020 | | |
| Rock Creek Project 1 | 20 | 2019 |
| Rock Creek Project 2 | 75 | 2024 |
| Rock Creek Project 3 | 90 | 2027 |
| Rock Creek Project 4 | 90 | 2029 |
| Rock Creek Project 5 | 90 | 2030 |
| Subtotal | 365 | |
| Grand Total | 498 | |



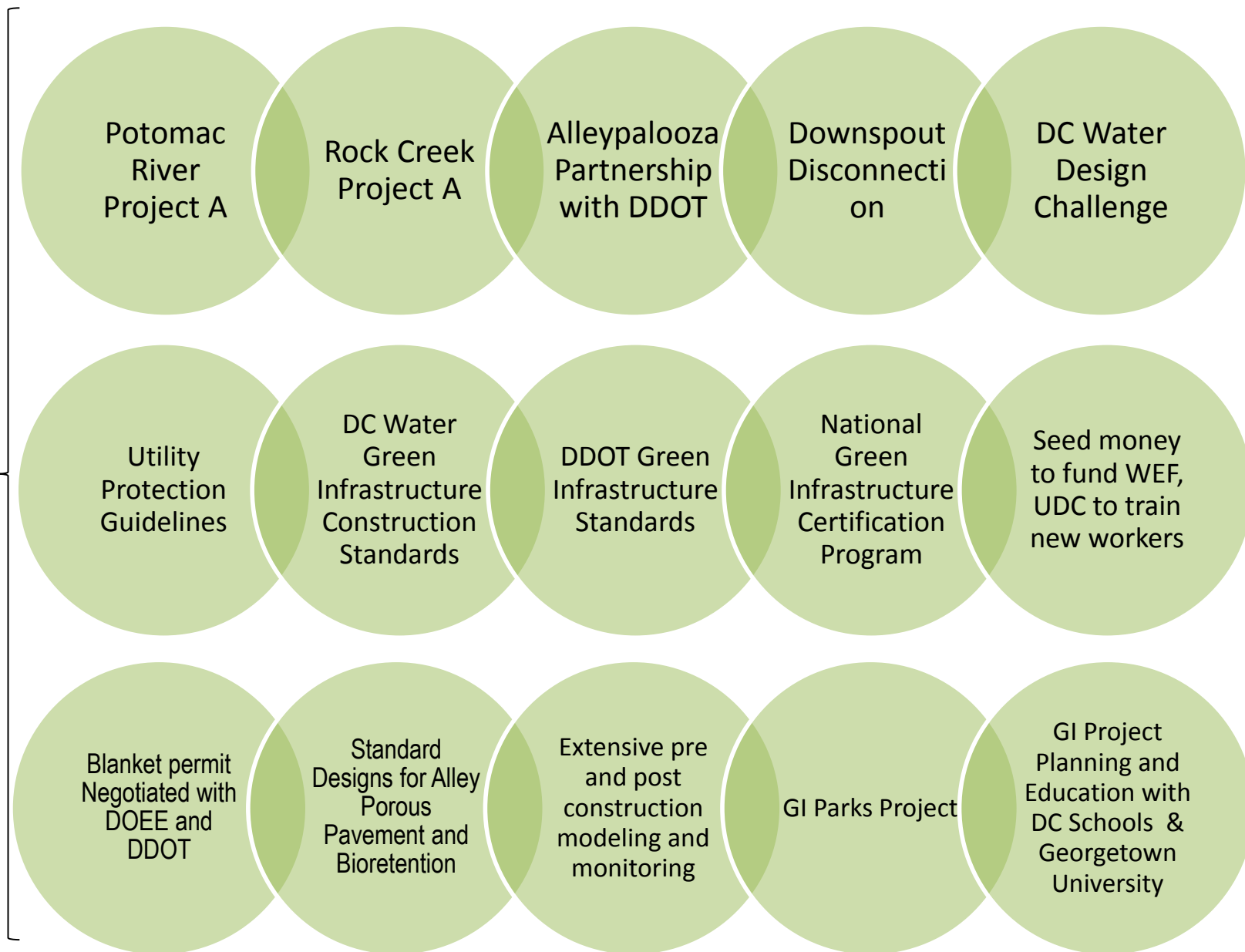
Other Considerations

- Decree requires practicability determination to consider “*constructability, operability, efficacy, public acceptability and cost per impervious acre treated*”
- EPA has 180 days to approve or disapprove DC Water’s practicability determination
- DC Water can take credit for other acres controlled pursuant to District’s Stormwater regulations provided “DC Water, the District or a private party has assumed operation and maintenance responsibilities in a legally binding document or as part of its statutory or regulatory authority”
- Regardless of the Determination decision, DC Water required to operate and maintain the GI Project 1 sites



DC Water has Spared no Effort to Make GI Successful

More than \$80 M and several hundred thousand person-hours have been spent on GI



Rock Creek Qualitative Assessment of GI

| Criteria | Assessment | Basis |
|--|------------|--|
| Constructability | Good | <ul style="list-style-type: none"> Projects are constructible with normal construction practices |
| Public Acceptance | Good | <ul style="list-style-type: none"> Survey conducted of homes in project area Survey results: 64% of residents would like more GI in their neighborhood |
| Efficacy | Good | <ul style="list-style-type: none"> Can be designed and constructed to perform as predicted Lessons learned can be applied going forward |
| Operability | Moderate | <ul style="list-style-type: none"> Maintenance is simple, but is essential to assure performance If not maintained adequately, performance can suffer |
| Cost Effectiveness <ul style="list-style-type: none"> Targeted GI | Good | <ul style="list-style-type: none"> Cost can be competitive with gray |
| Cost Effectiveness <ul style="list-style-type: none"> Retrofit Public Space | Negative | <ul style="list-style-type: none"> Costs much higher than gray |
| Other – Triple Bottom Line and Economic Benefits | Good | <ul style="list-style-type: none"> Community and economic benefits substantially higher with Green Infrastructure |
| Other – Protection of future infrastructure (GI MOU) | Moderate | <ul style="list-style-type: none"> Agreement with District not reached on GI MOU |

Rock Creek Quantitative Assessment of Alternatives

| Alt. | Description | Capital Cost (\$M) | O&M Cost (\$M/yr) | NPV 30 years (\$M) | % Over Low | |
|------|---|---|-------------------|--------------------|------------|----|
| 1 | All Gray (9.5 mg storage) | \$ 185 | \$ 0.28 | \$ 211 | +2% | |
| 2 | All Green (365 ac of GI) <ul style="list-style-type: none"> • 24 ac Project 1 • 264 new ac • <u>77 ac DC Stormwater Regs</u> 365 ac total | \$ 206 | \$ 4.3 | \$ 401 | +94% | |
| 3 | Hybrid (9.5 mg) <ul style="list-style-type: none"> • 90 ac of GI (24 ac Project 1 + 66 new ac) • Downspout disconnect • Gray storage • BMPs per DC Stormwater Regs Total | 2.9 mg 0.1 mg 4.2 mg <u>2.3 mg</u> 9.5 mg | \$ 133 | \$ 1.5 | \$ 207 | 0% |

Recommended



Hybrid alternative achieves:

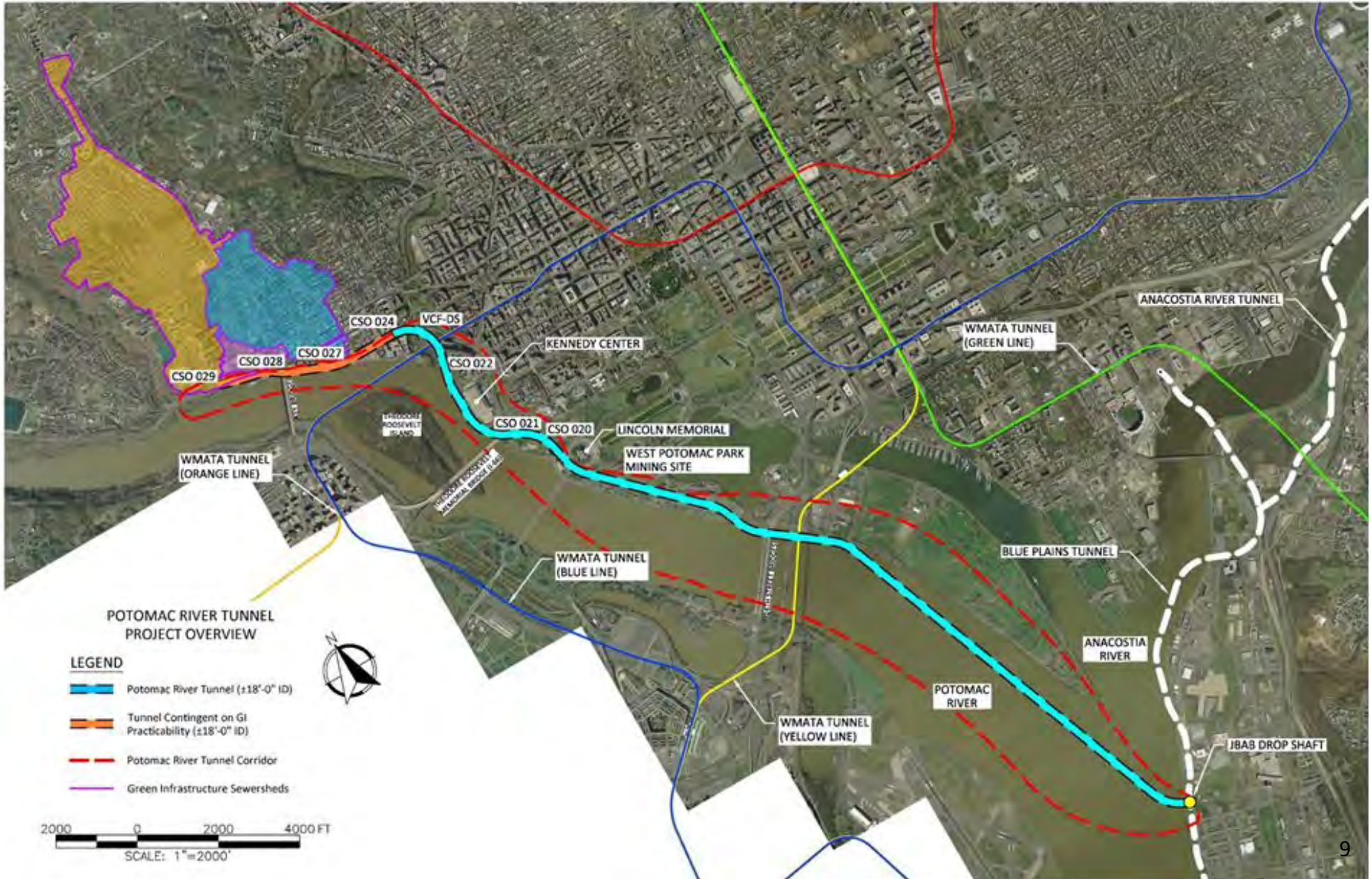
- Same level of control as LTCP
- Equivalent total storage volume (9.5 mg) with green + gray together

Recommendation:

- Most cost effective approach
- Provides CSO performance certainty
- Maintains DC Water stature being green leader utility
- Submit practicability proposing hybrid approach



Potomac GI Area Addresses Three CSO areas: CSO 027, 028 and 029



Potomac Qualitative Assessment of GI

| Criteria | Assessment | Basis |
|--|------------|---|
| Constructability | Negative | <ul style="list-style-type: none"> Limited space in Georgetown area <ul style="list-style-type: none"> GI not constructible in CSO 027 and 028 |
| Public Acceptance | Negative | <ul style="list-style-type: none"> Objections in Historic District, significant opposition from Commission of Fine Arts, Old Georgetown Board, National Capital Planning Commission, DC State Historic Preservation Office, Advisory Neighborhood Commission and residents |
| Efficacy | Good | <ul style="list-style-type: none"> Can be designed and constructed to perform as predicted |
| Operability | Moderate | <ul style="list-style-type: none"> Maintenance is simple, but is essential to assure performance If not maintained inadequately, performance can suffer |
| Cost Effectiveness | Negative | <ul style="list-style-type: none"> Extremely high costs to construct green infrastructure in historic District |
| Other – Triple Bottom Line and Economic Benefits | Negative | <ul style="list-style-type: none"> Due to lack of space, most GI would be porous pavement (not green) with little triple bottom line benefit |
| Other – Protection of future infrastructure (GI MOU) | Moderate | <ul style="list-style-type: none"> Agreement with District not reached on GI MOU |

Recommendation: submit practicability stating GI is impracticable on Potomac

Meetings Held to Review Approach

| No. | Entity | Date | Feedback |
|-----|--|-----------|--|
| 1 | DC Water EQ & Ops | 4/16/2020 | • Supports |
| 2 | Dept. of Energy and Environment ¹ | 4/21/2020 | • Supports maintaining GI leadership • Evaluating magnitude of credit for MS4 acres |
| 3 | EPA and DOJ | 4/22/2020 | • Supportive, no objections raised |
| 4 | NGO – Marchant Wentworth | 4/24/2020 | • Supportive |
| 5 | Councilmember Cheh | 5/4/2020 | • Supportive • Will submit letter of support |
| 6 | NGOs | 5/6/2020 | • No objections raised • Questions about performance of GI, CSO reduction performance, responsibility for maintenance, taking credit for District’s MS4 acres |
| 7 | National Park Service | 5/12/2020 | • Concern about need to construct facilities in Rock Creek Park • Same concern expressed in their support letter for overall LTCP in 2001/2002 |
| 8 | DC Water EQ & Ops | 5/21/2020 | • Recommended Practicability Approach to full Board |



Note:

1. DOEE indicated they have reviewed the proposed approach with the City Administrator’s office
2. Feedback based on meetings does not suggest parties will insist on material modification to Decree.

NGO Meeting (May 6, 2020) List

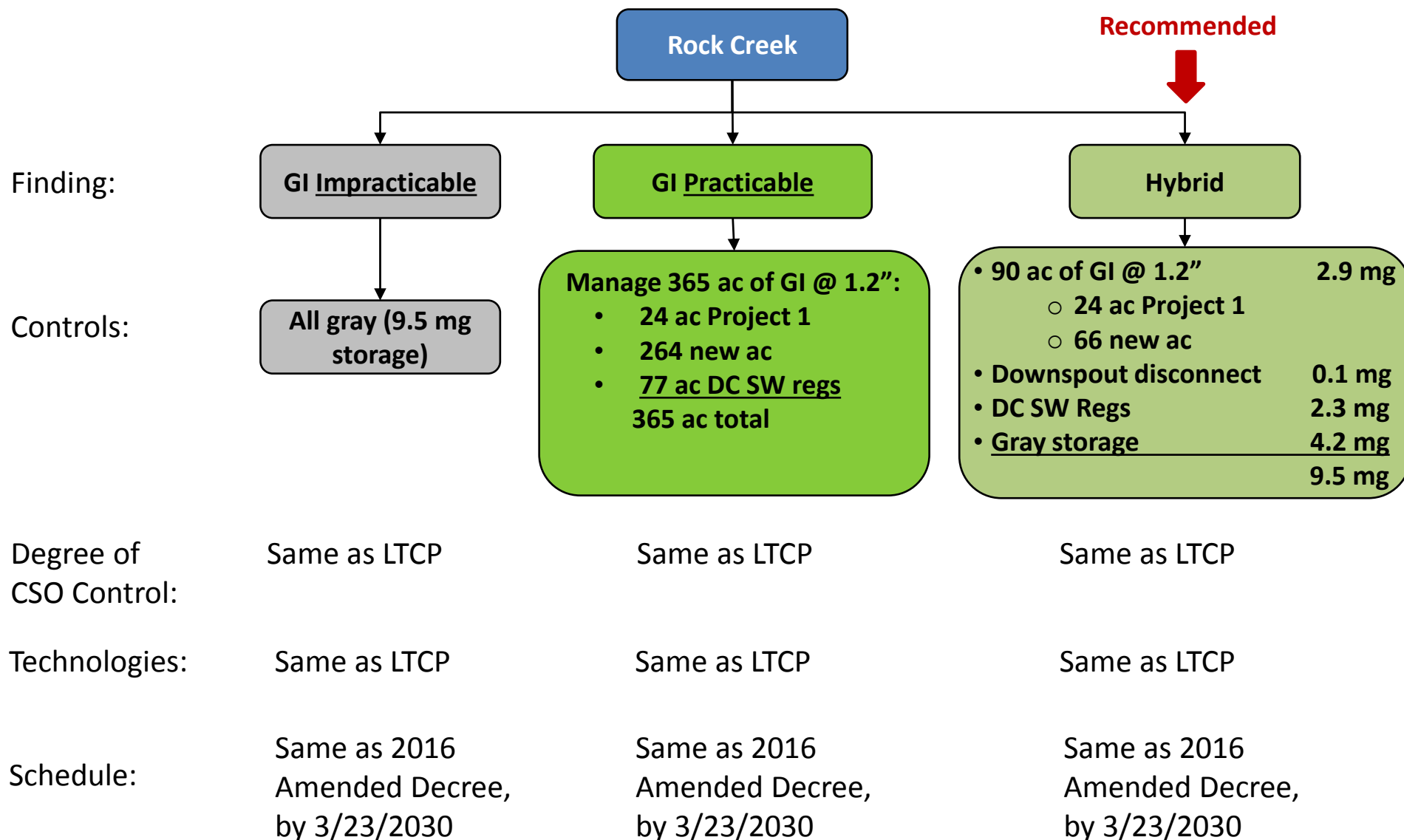
| Organization | Person |
|--|---------------------------------|
| DC Environmental Network | Chris Weiss Jennifer Chavez |
| Anacostia Riverkeeper | Trey Sherard |
| Anacostia Watershed Society ¹ | Jim Foster |
| Audubon Naturalist Society | Ari Eisenstadt |
| Casey Trees | Jessica Sanders |
| Chesapeake Bay Foundation | Lee Epstein |
| Clean Water Action | Michael Bochynski |
| DC Chapter National Audubon Society | Ryan O'Connor |
| DC Chapter Sierra Club ¹ | Larry Martin Ankita Mandelia |
| Earthjustice ¹ | David Baron Anna Sewell |
| Friends of the Earth ¹ | Marcie Keever |
| Natural Resources Defense Council | Rebecca Hammer |
| Potomac Riverkeeper Network | Nancy Stoner |
| Rock Creek Conservancy | Jeanne Braha |
| Wentworth Green Strategies | Marchant Wentworth |

Note:

1. Plaintiffs in 1999 suit that resulted in Consent Decree



Recommended Approach for Rock Creek



Next Steps

| No. | What | Target Date |
|-----|---|---------------------------|
| 1 | Webinar open to public | June 11, 2020 (tentative) |
| 2 | Submit reports | June 15, 2020 |
| 3 | Obtain EPA approval and negotiate modification of Decree (goal is non-material) | Summer/autumn 2020 |





CEO'S REPORT

David L. Gadis

June 2020



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Interpretation of Charts A

Color Key

| | |
|----------------------------|--|
| Red | Did not meet Target |
| Yellow | Missed Target but within acceptable range |
| Green | Met/Exceeded Target |
| Gray | Budget/Target Value |
| <transparent> | Green/Yellow/Red based on comparison |



From the desk of the CEO

David L. Gadis

June 2020



May Highlights:

- Critical work continues for a reliable, resilient, and sustainable DC Water.** I am opening my June highlights like last month, stating that Team Blue continues to successfully balance our critical services, even with the COVID-19-related disruptions. In fact, there is quite a bit of new and continuing activity as stated in the following pages. We continue to provide *reliable* services, meeting critical drinking water regulations, adhering to our wastewater treatment permit and managing CSOs, among other services. On some non-critical items, we may have fallen behind goals when worker safety precluded specific tasks, and we continue to evaluate levels of service from both a financial and safety perspective. The COVID-19 incident has put our Emergency Management staff and systems to the test, and we are proving that we are also a *resilient* utility. At the same time, we must keep an eye on the long game. Changes to revenue and staff impacts may seem like short-term impacts, but some of these changes may be permanent. As a *sustainable* utility, we are considering and planning for the long-term economic, environmental, and social impacts of our rapidly-evolving operating conditions and I am putting the structure in place to address and communicate our reliability, resiliency, and sustainability.
- Core Executive Team and Leveraging Internal Talent.** At the May Board meeting, I mentioned the exciting news of Kishia Powell, former Commissioner, City of Atlanta Department of Watershed Management, joining Team Blue as our new COO. Since then, many of you have met Kishia at one of our virtual committee meetings. Kishia's hire completes my Core Executive Team along with Executive Vice President (EVP) of Legal Affairs Marc Battle; CFO and EVP, Finance and Procurement, Matt Brown; EVP People and Talent, Lisa Stone; and EVP Strategy and Performance, Wayne Griffith. This Core Executive Team took another step toward alignment with two Leadership Development training sessions on May 20th and May 27th.

In other recent leadership news, I'm pleased that I was able to leverage internal talent to fill two leadership positions. In Finance, Genes Malasy was recently promoted to DC Water's Controller. In Engineering and Operations, we have consolidated our sewer workstreams, bringing together sewer services and sewer pumping under Kenrick St. Louis, Vice President of Sewer and Pumping Operations. Both fill key positions in our organization leadership team.

- COVID-19 staff impacts.** Like last month, I provided this chart on COVID-19 staff impacts. Our Incident Management Team and leaders have both created the structure and reinforced the culture to protect staff and maintain safe working conditions. The data below is accurate as of March 26 and shows that our three cases, or 0.27% of employees testing positive, is far below the general population in the District which has a rate of 1.2%.

Employees

| Incident | Closed | Open | Grand Total | % of Emp. Pop Closed | % of Emp. Pop Open | % of Emp. Total |
|---|-----------|----------|-------------|----------------------|--------------------|-----------------|
| Tested positive for COVID-19 | 2 | 1 | 3 | 0.18% | 0.09% | 0.27% |
| Close Contact with Positive COVID19 Person | 24 | 1 | 25 | 2.17% | 0.09% | 2.26% |
| Close Contact with Possible Positive COVID19 Person | 1 | 2 | 3 | 0.09% | 0.18% | 0.27% |
| Travel | 6 | 0 | 6 | 0.54% | 0.00% | 0.54% |
| Exhibiting Symptoms | 4 | 1 | 5 | 0.36% | 0.09% | 0.45% |
| Grand Total | 37 | 5 | 42 | 3.34% | 0.45% | 3.79% |

Contractors

| Incident | Closed | Open | Grand Total |
|--|----------|----------|-------------|
| Tested positive for COVID-19 | 2 | 5 | 7 |
| Close Contact with Positive COVID19 Person | 5 | 0 | 5 |
| Exhibiting Symptoms | 1 | 1 | 2 |
| Grand Total | 8 | 6 | 14 |

- Recovery Workgroup.** In April, our Incident Management Team formed a new workgroup comprised of members from Emergency Management and each of the clusters across DC Water. The mission of the DC Water Recovery Work Group is to coordinate the Authority's COVID-19 recovery efforts through facilitated discussions and data collection to develop and execute a framework. This framework will provide safe and flexible phase-based guidance to workplace re-entry and full operations. The efforts will align with relevant District, regional, and federal guidance. In the event of future outbreaks or pandemics, this flexible and phased approach will improve the Authority's resilience and allow for quick implementation between restriction levels as threats and risks are identified.

Department of Operations and Engineering

Water Operations and Water Quality & Technology

Accomplishment(s)

- The table below shows the amounts billed for Food Service Establishments/Fats, Oils and Grease (FSE/FOG) and Backflow Prevention Assemblies (BPA) fees and collected from Fire Hydrant Use Permit & Equipment Fees. Note: The Fire Hydrant Use & Equipment Fees include prepaid fees and deposits that are not realized as revenue until equipment is returned or meter reading submitted.

| Program | April 2020 | FY20 (cumulative) |
|--|--|---|
| <ul style="list-style-type: none"> Fire Hydrant Use Permit & Equipment Fees collected | <ul style="list-style-type: none"> \$40,805 | <ul style="list-style-type: none"> \$198,377 |
| <ul style="list-style-type: none"> BPA | <ul style="list-style-type: none"> \$84,849 | <ul style="list-style-type: none"> \$584,508 |
| <ul style="list-style-type: none"> FSE/FOG | <ul style="list-style-type: none"> \$43,621 | <ul style="list-style-type: none"> \$304,305 |

Operational Performance

- The department responded to 100% of the emergency investigative calls within the 45-minute response time in April 2020. The measured target is 90% per month.
- There were 9 water main breaks reported for the month of April. To date the running average for FY2020 is 29.9 breaks per 100 miles per year. The accepted national average is 25 breaks per 100 miles per year.
- The department replaced 2 hydrants in April with a monthly target of 21 per month.

Progress Report

Water Quality & Technology (WQ&T)

- Total Coliform Rule** – DC Water collected 244 samples in April 2020 for compliance with the Total Coliform Rule (TCR). DC Water met the TCR standards for April with 0 (zero) sample testing positive for total coliform. The federal regulatory trigger for further system evaluation is 5 percent positive for each month.
- Lead and Copper Rule** – DC Water distributed 102 sample kits to customers in January and February 2020. Among the distributed kits, we received and submitted samples from 59 homes to the laboratory for analysis. 90 percentiles lead levels are 2.7 ppb (1st draw) and 3.3 ppb (2nd draw).

Progress Report (Cont'd)

Construction Contract Management Branch (CCMB)

- CCMB managed the completion of 12 water distribution system and 59 sewer/storm collection system rehabilitations and replacements with contracted resources in the month of April.
- The Public Space Restoration team successfully completed the restoration of 179 (146 water and 33 sewer) sites in support of water and sewer system operational activities.
- The work control group processed 201 District Department of Transportation permits in support of operational activities on behalf of Water and Sewer Operations. Operational permits include Emergency Work Requests (EWR's), Construction Permits, and Occupancy Permits.

Construction Contract Management Branch (CCMB)

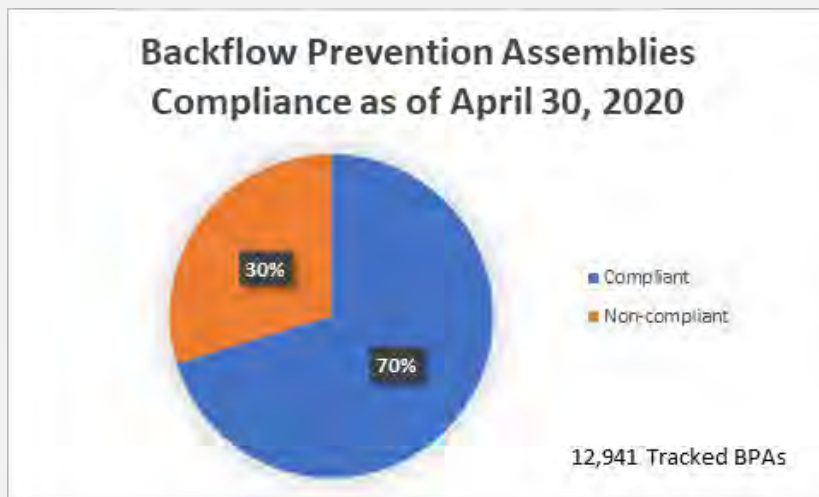
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- The Work Control group processed 201 District Department of Transportation permits in support of operational activities on behalf of Water and Sewer Operations. Operational permits include Emergency Work Requests (EWR's), Construction Permits, and Occupancy Permits.

Lead Service Replacement (LSR)

- LSR Voluntary Program supported the replacement of zero lead service lines in the month of April.

News and Events

- Cross-Connection Control Compliance-715 Backflow Prevention Assembly Annual Inspections by DC Water Approved Inspectors were received through the DC Water Third-Party On-line Portal in April 2020.



- Compliant means the backflow prevention assembly passed inspection within 365 days of April 30th.

Sewer Operations

Accomplishment(s)

- Staff participated in the third planning session with Region III EPA staff regarding continuing critical sewer operations during COVID 19.

Operational Performance

- **Strategic Program #4:** Driving Performance (NPDES Regulatory requirement)
 - The department cleaned a total of 835 catch basins in the month of April. The total cleaned so far for this calendar year is 7980 with an annual goal of 26,000.
 - Fifteen (15) tons of floatable debris was removed from the Anacostia River in April 2020 with a calendar year total of 60 tons.
 - Crews responded to and resolved 105 lateral complaints and 12 main line sewer backups.

Progress Report

SEWER ONGOING PROJECTS:

- Under our sewer emergency contract, crews continue cleaning the 9' 6" x 7' 7" concrete and brick West Rock Creek Diversion sewer on the grounds of the Georgetown Plaza Hotel at 2800 Pennsylvania Ave., NW near Rock Creek Parkway. So far, we have removed 261 tons of heavy silt and debris buildup from the sewer for the conditional pipe assessment. There is an additional 72 feet of cleaning prior to pipe inspection.
- Sewer repair at Foundry Branch (Bulkhead/Leak Repair) location on the Potomac Interceptor was completed. The abandoned UPI pipe near a walkway tunnel on Foundry Branch was filled with flowable fill and the core openings sealed to prevent any possible seepage into the unused pipe and unto the tunnel walls.
- April 21, 2020, Contractor's Surveyor (Hittite Steel) completed the layout for the base support of the roof covering for our Catch Basin and Construction piles at DPWs Benning Road Transfer Station.
- Continue ongoing sewer CCTV inspection and sewer repair work on a 15-inch sanitary sewer through Whitehaven Parkway Reservation behind 2100 Huidekoper Place, NW., to address frequent SSOs in the Park.

News and Events

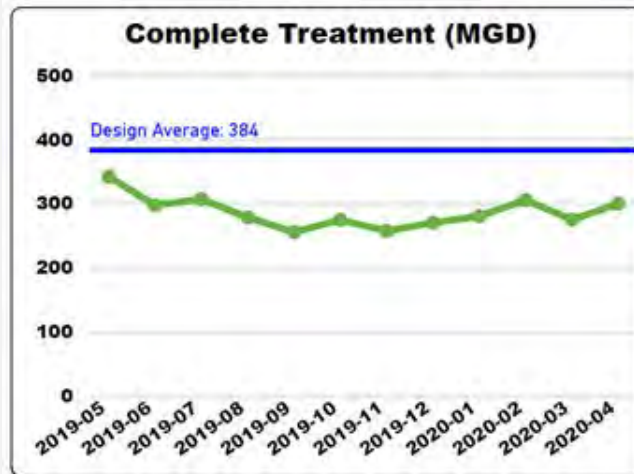
- Staff met with the developer at 1420 22nd Street, SE to resolve issues regarding their new building sewer connection and the flow problems with the public sewer on 22nd Street that discharges into the Anacostia Main Interceptor that is constantly flowing at 90% capacity at that location. We have contracted with Red Zone to inspect the 5-foot sewer to identify possible downstream restrictions that may be obstructing flow in the line.

Wastewater Operations

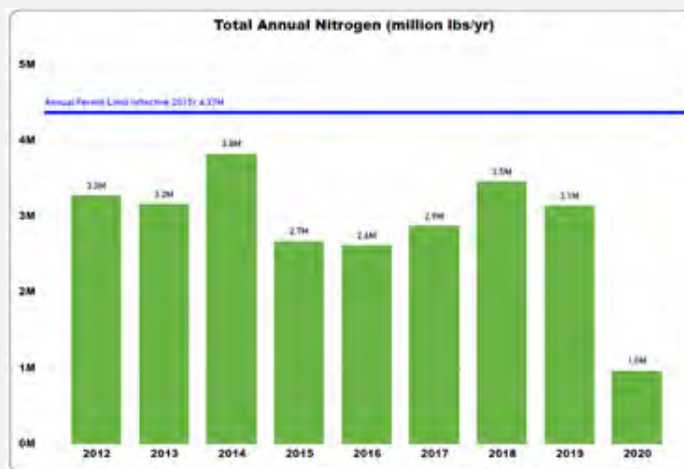
Operational Performance

Blue Plains Complete Treatment Performance

- Average plant performance for the month of April 2020 was excellent with all effluent parameters well below the seven-day and monthly NPDES permit requirements. The monthly average flow through complete treatment and discharge to Outfall 002 was 301 MGD.



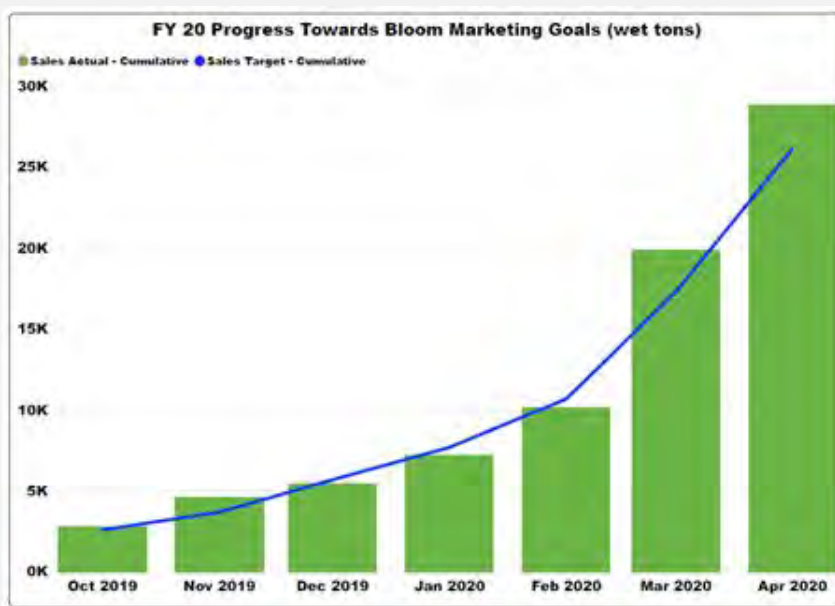
- **Total Nitrogen (TN) Removal Performance:** In April 2020, the monthly average TN concentration and total load in the complete treatment effluent were 1.61 mg/L and 236,158 lbs., respectively. The total pounds of nitrogen discharged in the complete treatment effluent during the current calendar year is 960,607 lbs and on track to remain below the NPDE permit discharge limit of 4,377,580 lbs/year.



- Wet Weather Treatment Facility (WWTF) Performance:** In April 2020, a total of 338 million gallons (MG) of combined sewer flows were captured in the tunnel system and treated through the WWTF. The measured overflow was 128 MG. The treated discharge of captured combined flows to the wet weather treatment outfall (Outfall 001) was 116 MG.

| | April 2020 | Calendar Year 2020 (Through April) |
|--|------------|------------------------------------|
| Total Precipitation, inches (DCA gauge) | 6.3 | 14.6 |
| Total Volume Captured in the Anacostia Tunnel, MG | 338 | 669 |
| Measured Overflow, MG | 128 | 129 |
| Percent Captured | 72% | 84% |

- Class A Bio-solids Quality:** All bio-solids produced during the month of April 2020 met Class A Exceptional Quality (EQ) requirements. Fecal coliform values in daily bio-solids cake samples, analyzed by DC Water Laboratory, have remained below 10 MPN/gram and well below the 1,000 MPN/gram requirement for Class A certification.
- Bloom Marketing:** During the month, a total of 8,968 tons of bloom was marketed. The total tons marketed during this fiscal year through the end of April is 28,828 wet tons or 48% of the 60,000 tons marketing goal.



Engineering and Technical Services

Accomplishment(s)

- Received a Finding of No Significant Impact from the National Park Service for the Soapstone Valley Sewer Rehabilitation Project. This is major milestone for this project and will allow the project to proceed to final design.
- Notice to Proceed was issued for Project LZ07, Rehabilitation of the Potomac Interceptor between Manhole 31 and Manhole 30. This is a Progressive Design-Build Project to rehabilitate a major section of the Potomac Interceptor in Virginia.
- Held Design Kickoff Meeting and Risk Management Workshop for LZ04 PI Phase 2 Pipe Rehabilitation at Potomac Crossing.

Operational Performance

- Continued coordination with The Department of WQ&T and equipment vendors to identify and pilot 2 mobile water contamination monitoring stations. Intent is to implement this strategic initiative using in-house resources and at lowest possible cost. Pilot stations are expected to start around September 2020.
- Progress on an initiative to develop and implement a Standard Operating Procedure to track and report on the mileage of 12-inch and smaller water mains installed each month under jobs within the Small Diameter Water Main Replacement Program. This initiative will reduce Consultant spending by bringing work in-house.
- Alternate Water Source Study: Preliminary findings briefing was held on April 1, 2020 between COG, DC Water and Black and Veatch. Results showed that Travilah quarry is the best regional water source alternative.
- Streamlined payments for permits resulting in an overall cost savings for DC Water. The change eliminated the need for up to five people to perform tasks on a single payment. This was achieved in collaboration with Procurement.

Progress Report

- Continued planning and pre-design for the following CIP Projects:
 - RD03 Oxon Run Rehabilitation
 - RC01 Rehabilitation of Rock Creek Main Interceptor & Beach Drive Sewers
 - IL02 Creek bed Rehabilitation at Dumbarton Oaks
 - IM04 Creek bed Rehabilitation at Fort Dupont
 - G204 Rehab Gate Structure 5A, 5B, 5C, & Poplar Point PS Junction
 - LZ14 PI Cabin John Repairs
- Continued updating Info Asset Planner (InfoMaster) to reflect the GIS sewer model updates and integrating all major Pipeline Assessment Certification Program (PACP) data.
- Continued working on 2020/2021 PI Pipe and manhole inspection priorities.
- Continue documentation of previous work for LZ02 PI Access Road.
- Continued updating of the Combined Sewer Operations and Maintenance Manual.

Progress Report (Cont'd)

- Continued working on Trump Hotel Basement Flooding.
- Continued flow monitoring for reactivation of Upper Potomac Interceptor in Georgetown.
- Continued the business case evaluation for 3rd St and Constitution Ave NW Pumping Station to determine the need for the PS and, if yes, upgrade needs.
- Initiated a multi-disciplinary review of AT&T's application to upgrade commercial communication equipment currently installed at the Anacostia Elevated Tank #1.
- Completed the selection of the next cohort of small diameter water mains for replacement under the annual Small Diameter Water Main Replacement Program
- Continued providing Engineering Services during Construction for the Soldiers Home Reservoir Upgrades Project (FA03).
- Progress made on the Emergency Booster Pumping task. This task supports operations with the selection of a mobile pump that can be installed on an emergency basis to boost pressure from 3rd High Zone into the 4th High Zone.
- Continued developing an Accounting Water Operating Losses Tool for the Department of Pumping Operations. This tool provides a visualization of volume of pumped water into each pressure zone, corresponding volume of water consumed in each pressure zone and volume of water spilled to other pressure zones. The tool computes this data monthly and will provide input to the operational decision making that could potentially reduce operating costs.
- Continued collaboration with DDOT projects, review of DDOT design submittals
- On-going support to DC Water projects in securing new permits and renewal of expiring permits.
- LZ09 PI Phase 6 Pipe Rehabilitation at Clara Barton Parkway and I-495 – Electronic Design Task Order Brown Folder prepared and routed for remote review and approval.
- GH01 Service Life Restoration Program (SLRP 2) - Electronic Design Task Order Brown Folder being prepared and routing for remote review and approval.
- RC07 Northeast Boundary Trunk Sewer Rehabilitation – Preparing Documents for Task Order negotiation.
- Created Bluebeam Session for QA/QC
- Completed the following task for Small Diameter Water Main Replacement (SDWMR) Project 15D Kentucky Ave SE
 - 2d base map
 - V-sheets
 - All Survey 2D Comments
 - All GIS Comments
- Completed the following tasks for SMDWR 15B Seward Square
 - Field Survey Updates PDF
 - Export New Control File including Fly Points
 - Field Survey Updates Markup
- Completed the following task for SDWMR 15B Division Ave
 - Edit and update .xml for new 2D base
 - New Point Database established
 - Updated all missing line work and Points

Progress Report (Cont'd)

- Completed Training and Works Shops for
 - Base Map Sheet Creation Standard Operating Procedures (SOP)
 - Water Service Table Workshop
- All GIS team members registered for ESRI User Conference in July (virtual)
- Collected new CIP project locations in design for existing conditions edits

Wastewater Engineering

Accomplishment(s)

- Departments of Wastewater Engineering would like to acknowledge and congratulate Chiedo Ohanyerenwa on his promotion as the Supervisor of Construction within Blue Plains Project Branch.

Operational Performance

- Continued collaboration between Departments of Wastewater Engineering, Process Engineering, Wastewater Treatment and Maintenance Services to review activities and people on-site at Blue Plains to coordinate social distancing protocols to reduce risk of COVID19 spread.
- Established technical working group with representatives of Departments of Wastewater Engineering, Process Engineering, Wastewater Treatment and Maintenance Services to update specifications and develop guidance for design based on lessons learned.
- Departments of Wastewater Engineering, Process Engineering, Wastewater Treatment and Maintenance Services met via Microsoft Teams to review construction management procedures and identified proactive measures that will be implemented moving forward to strengthen our contract administration on construction projects.
DC Water accepted several significant recommendations from the Value Engineering Study that was performed for the Headworks Influent and Effluent Structures project, which resulted in a reduced in project cost.

Progress Report

- Notice to Proceed was issued to AECOM for Wastewater Treatment Program Manager 2 contract. The contract value is \$25 million with a 3.5-year duration. Initial Purchase Order value is \$11.7 million. Scope includes capital planning and program controls, design and construction management and technical expertise.
- Completed design of Transfer Trip/Breaker Failure for Blue Plains. This is a resiliency project that will provide additional redundancy from PEPCO.
- Completed Testing, Adjusting and Balancing Report for Headworks Buildings at Blue Plains.
- Completed design of an interim Hauled Waste Receiving Facility at the East Preliminary Treatment Process at Blue Plains. This is necessary so that the West process can be taken off-line for emergency restoration of the West Grit Effluent Channel.
- Continued participation in the Capital Program Procurement Leadership Council, whose mission is to establish a smooth transition of key processes from engineering to procurement.
- Continued planning for procurement of a power monitoring and control design at Blue Plains.

Progress Report(Cont'd)

- Continued designs for Headworks Influent Structures, Reclaimed Final Effluent Pump Station Upgrade and COF Electrical Upgrade.
- Continued procurement for design of a solar-topped curing pad at Blue Plains.
- Continued design to improve data exchange between Washington Aqueduct and DC Water's SCADA systems.
- Continued procurement for Design/Build project to upgrade instruments, controls, and interface for nine storm water pump stations to the SCADA system. This is a FEMA funded resiliency improvement project.
- Continued in-house design for 12th & Maine SW Storm water Pump Station upgrades. This is also a FEMA funded resiliency improvement project.
- Continued construction at Blue Plains for the Raw Wastewater Pump Station No. 2, Gravity Thickeners Upgrades, and Filter Influent Pump Station upgrades.
- Design is continuing for the Blue Plains Floodwall Segment C.
- Solar PPA project is underway with Solar panel installs occurring at the Visitor Center and COF parking lot areas.
- TDPS construction project has achieved a Partial Deemed Acceptance of the ECF and ancillary facilities.
- High Priority project (MFU-5) has completed the Decant pipe repairs at the Filtrate Treatment facility. This has allowed for 3 previously inoperable filtrate reactors return to service.
- High Priority project (MFU-5) has completed the upgrades of the bridge drive system at all 16 traveling bridges in the Grit Chamber bldg.
- High Priority project (MFU-5) has completed the install of the new air release valves on the Wash water header at MMFF. These valves are critical to the wash water and underdrain system protection.
- The New screens for O St Pump Station are currently in production and slated to be delivered in July
- The new HVAC project for O St. Pump Station is ramping up and all supplies are currently being procured.

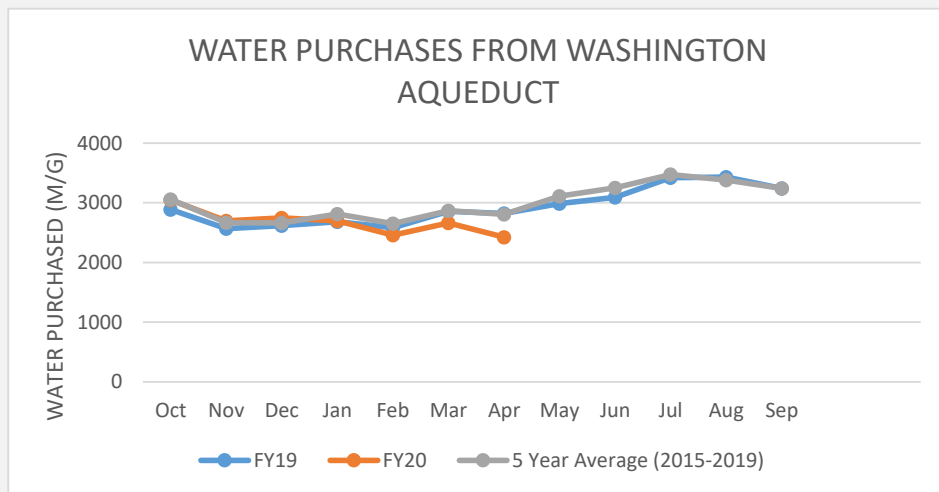
Pumping Operations

Accomplishment(s)

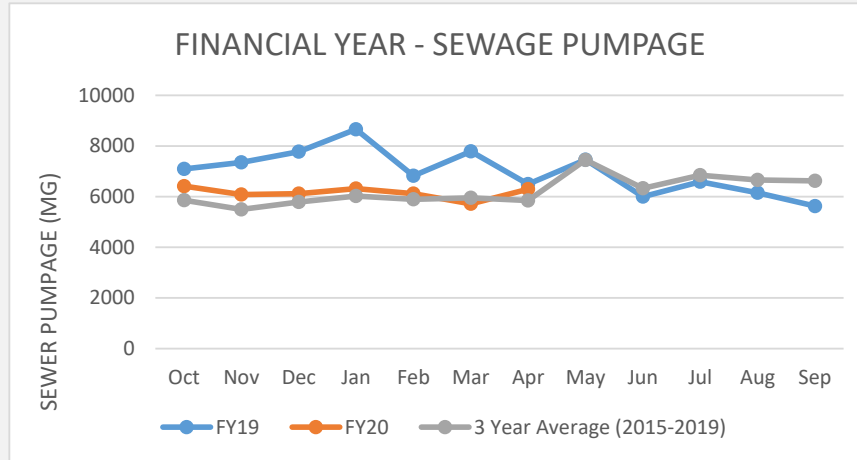
- The Department of Pumping Operations has achieved Zero accidents and incidents since January 2020.
- The Operations team has begun training all wastewater operators at Potomac Pumping Station on the operation of the Water Distribution System. All shifts are being trained on the operation of the Water Distribution System
- Screens 1 and 2 have been installed at Main Pump Station and are functional
- DPO now has 7 Certified Reliability Leaders and we are continuing the road toward world class reliability
- The Operations branch has successfully deactivated 48" water main to Soldier's Home Reservoir
- Historian Insight and Dream reports launched

Operational Performance

- The water purchases for the month of April 2020 was 2425.32 MG which is down 14% of the 5-year average. For the past 2 years, there has been a downward trend of Water Purchases from WAD.



- There has been a significant decrease in the amount of sewage pumpage over the past 2 years. This is due to the decrease in rain events we have had over the past several months. This month we pumped 6296.52 MG of sewage.



- The Potomac Interceptor team has had zero odor complaints from residents at five odor control sites as well as all pump station odor control facilities
- Pump stations, Dams, Tanks and Reservoirs are being operated properly and per RCM strategy
- IMT Operational Objectives for COVID-19 are being met daily. Operations staff are meeting social distancing and safety precautions
- All scheduled compliance related and other regular inspection work at PI-OCF, Pump Station-OCF, Water Stations, VCV and inflatable dams are completed
- Conducted Historian Insight and Dream Repots training to DPO and other stakeholders
- Provided and analyzed reports (including Alarm, Fabridam, Main PS rain events) and supported users with data requests
- Set up Operators remote access if required due to COVID19 emergency
- Maintenance’s work order backlog total is 90. See below:

| Age | Count | % |
|--------------|-----------|-----|
| < 30 Days | 44 | 49% |
| 30 - 60 Days | 17 | 19% |
| 60 - 90 Days | 13 | 14% |
| > 90 Days | 16 | 18% |
| Total | 90 | |

News and Events

- The Potomac Interceptor (PI) team was featured in the monthly focus for their work during the COVID-19 Pandemic. The PI team has numerous responsibilities ranging from managing the PI, the Ventilation Control Volt (VCV) of the Blue Plains and Anacostia Tunnel, and the inspection of Water Stations and Sewer Structures (Inflatable Dams). The PI techs are out every day to ensure the PI pipe is safe from flooding, road construction and EPA inspectors can conduct required inspections. The PI team also inspects odor control facilities in Virginia and Maryland, as well as inspecting other important stations routinely, as required by EPA.



Permits

Accomplishment(s)

- Implemented changes to adhere to Coronavirus social distancing guidelines including:
 - All staff effectively teleworking.

Operational Performance

- Permit Operations processed **216** permit application tasks, 159 were completed on-time for a monthly KPI average of 74% (See table below) **(slightly below average)**
- Permit Ops. collected approximately \$133,000 in plan review fees **(Prior Avg. of \$210,000) (63%)**
- This is steadily creeping up, new work not yet invoiced is equal to average so next month should be good.

Progress Report

| Month | Application Code | Application Type | # Processed | # Processed Within Time | % Processed Within Time | Avg Time to Completed (days) |
|-------------------|------------------|---------------------------------|-------------|-------------------------|-------------------------|------------------------------|
| April 2020 | | | | | | |
| | APR | Approved Plan Revision Request | 7 | 5 | 71% | 89 |
| | HOME | Single Family Home Permit App | 45 | 30 | 67% | 23 |
| | PPRL | Preliminary Plan Review - Large | 43 | 34 | 79% | 35 |
| | PPRS | Preliminary Plan Review - Small | 49 | 33 | 67% | 24 |
| | RAZE | Raze Permit | 8 | 5 | 62% | 26 |
| | SHEET | Sheeting and Shoring Permit | 12 | 9 | 75% | 42 |
| | WSAC | Water & Sewer Avail Cert | 52 | 43 | 83% | 28 |
| Totals: | | | 216 | 159 | 74% | |

News and Events

- Coronavirus continues to have critical impact on operations
- Permit Operations Department at 100% telework participation
- Review Production drops a bit to 74%, slightly less than the normal 90%.
- Development community starting to manage coronavirus impact. New work submitted over this past month is approx. equal to normal.

Clean Rivers

Accomplishment(s)

- Achieving 90% overall capture rate, exceeding the projected 80% capture rate at this stage of implementation.

Operational Performance

Performance of Anacostia River Tunnel System

- Captured over 7.7 billion gallons of combined sewer overflows and nearly 3,700 tons of trash, debris, and other solids (March 20, 2018—May 14, 2020) that would otherwise have overflowed to the Anacostia River



Progress Report

- **Drain the Rain (Downspout Disconnection) 2020 Phase**
- Completed first round of canvassing; 529 homes to date.
- Enrolled 8 homes to be disconnected in late-May.
- Began to call/email 176 potentially eligible residents from call/email list.
- Reviewed and coordinated submittal of contractor's invoice.
- **Northeast Boundary Tunnel Project (NEBT) – Design**
- Provided review of the following submittals:
 - NEBT Project Risk Register
 - Mt. Olivet Road Permanent Adit Liner Connection
 - Mt. Olivet Road Diversion Sewer 60% Design Package
 - 4th St. Permanent Adit Liner Released for Construction Check Set
 - First St. Support of Excavation 60% Design Package
 - T St. Permanent Adit Liner Connection 60% Design Package
 - Package 6-2 Construction Impact Assessment Report

Progress Report(Cont'd)

- NEBT Station 166+ Construction Impact Assessment Report
- Design Change No.28, R St. Support of Excavation
- Design Change No.29, Florida Avenue Support of Excavation.
- Florida Avenue Sewer Bypass work plan.
- T St. Shaft Drilled Piles work plan.
- Work plan for tunnel boring machine crossing at W St.
- **Northeast Boundary Tunnel Project – Construction**
- Tunneling
 - TBM Chris mined to Sta. 167+26.8 (Ring 2613) and completed 58.9% of the alignment as of May 14, 2020.
 - TBM Chris was fully maintained in the W Street shaft for the remainder of the drive.
- Mount Olivet Road Construction Site
 - Shaft final liner completed with tenth pour on May 1, 2020.
- W Street Construction Site
 - Maintenance on the TBM, no other work on site.
- Rhode Island Avenue Construction Site
 - Jet grout work for adit completed with 123 columns.
 - Verification coring for jet grouting completed.
- 4th Street Construction Site
 - Ground freezing for adit ongoing since March 19, 2020.
 - Near surface structure excavation is 8-ft down.
- First Street Construction Site
 - Jet grout work for First Street Connector Tunnel started on May 12, 2020; 1 of 89 completed.
- T Street Construction Site
 - Pre-trenching for secant pile shaft support finished on May 14, 2020.
- Florida Avenue Construction Site
 - Shaft excavation completed April 2, 2020.
 - Jet grout work for invert plug continues, completed 152 out of 204 columns.
- R Street Construction Site
 - Cement bentonite wall construction for near surface structure completed on May 6, 2020 (30 panels).
- **CSO 025/026 Sewer Separation Project**
- District Department of transportation (DDOT) tree removal permit approved on April 17, 2020.
- Statements of Qualifications (SOQs) were received on April 22, 2020.
- Evaluation committee members received SOQ and evaluation documents. Committee meeting scheduled for May 20, 2020.
- Shortlisted contractors to be informed on May 27, 2020.
- Preliminary design for Washington Gas relocation expected by May 15, 2020.
- **Potomac River Tunnel**
- Advancing design of diversion and shaft facilities layouts and conducting third party-coordination to obtain required permits and easements.
- Preparing Request for Proposal documents for Potomac River Tunnel construction contract and early utility relocation contract.
- Finalizing archeological and utility investigation plans and permits. Fieldwork to be conducted in July and August.

Progress Report(Cont'd)

- Geotechnical borings ongoing in the Potomac River near Joint Base Anacostia Bolling to investigate subsurface conditions along the tunnel alignment. Permits for additional land borings to be drilled in FY2020 being coordinated with National Park Service, DDOT, and Department of Energy and Environment. Drilling on land near Lincoln Memorial to commence late May.
- **Potomac River Project A**
- Final project closeout was completed on April 24, 2020.
- **National Green Infrastructure Certification Program (NGICP)**
- Preliminary discussions with University of the District of Columbia (UDC) are ongoing regarding the transition to remote learning. DC Water expects to receive a proposed plan from UDC by end of May.
- **Environmental Impact Bond Reporting**
- Monthly reporting is ongoing. March 2020 report was sent to investors on May 8, 2020.
- **Public Outreach Activities**
- Potomac River Green Infrastructure (GI) Project 1/ Rock Creek Green Infrastructure Project 1/Green Alley Partnership
 - Completed Public Acceptance Section for Practicability Report.
 - Coordinated alley replacement plan for resident of 600 Hamilton ST NW.
 - Coordinated Rolling Owner-Controlled Insurance Program claim for resident of 135 Kennedy ST NW.
- CSO 025/026 Sewer Separation
 - Continued to respond to action items developed from March 12, 2020 meeting with ANC 2E05 Commissioner Palmer and Georgetown Business Investment District (BID). Follow-up meeting to occur late-May/early-June.
- Potomac River Tunnel
 - Response to residents and contractors interested in the project.
 - Subsurface investigation meeting to occur with representatives of ANC 2E05 and Georgetown BID present in late-May/early-June
- NEBT Business Impact Mitigation Plan (BIMP)
 - As a result of General Manager Gadis' meeting with Councilmember McDuffie in March, the NEBT BIMP is being changed to allow greater flexibility to the Rhode Island Avenue Main Street NE (RIAMSNE) and the North Capitol Main Street (NCMS) directors to provide direct assistance/grants to impacted small businesses near the NEBT construction sites in their areas. The Memorandum of Agreement Amendment is awaiting signature by the GM to be fully executed.
 - RIAMSNE and NCMS have disbursed direct assistance/grants to over 25 small businesses near NEBT construction sites. A second round of disbursements is planned for 2020.
- NEBT Outreach
 - Continued to respond to residents' emails concerning NEBT construction impacts and schedule.
 - Developed and published the NEBT Photo Gallery Webpage.
 - Sent public meeting invite for May 21, 2020 Tunnel Forum to be hosted on Zoom meeting platform. The agenda is to update residents about the construction sites from the First Street Pumping Station to R Street.
 - Distributed notification for Sunday work at R Street NW construction site on May 1 and May 8, 2020.
 - Distributed update notification for median removal work at Florida Avenue NW construction site on May 1, 2020.

Progress Report(Cont'd)

- Distributed notification for median removal work and site activities at Florida Avenue NW construction site on April 23, 2020.
- Distributed notification for sewer reinforcement work and site activities at First Street Pumping Station construction site on April 16, 2020.

News and Events

- Briefing for GI Practicability Report Findings to NGOs on May 6, 2020
- Upcoming Meetings
 - NEBT Tunnel Forum on May 21, 2020, hosted on Zoom
 - Briefing for GI Practicability Report to ANC 2E on May 26, 2020

CIP Infrastructure Management

Operational Performance

- CIP Program Services continues to collaborate with Capital Procurement Director, Rudy Gonzalez, to identify roles and responsibilities for the Engineering and Procurement Departments. SOPs are being updated to reflect the current/future state capital procurement roles, responsibilities, and practices.
- CIP Program Services has implemented an interim **electronic invoice process** where all applications for payment from Consultants and Contractors are now received in PDF format. Payment application is then formatted by Program Services with digital signature blocks and routed accordingly via Microsoft Teams. The practices have enabled staff to efficiently and effectively process invoices remotely during the COVID-19 crisis.

Operational Performance (Cont'd)

- CIP Program Services has implemented an interim **electronic Contracts** (e.g., AE, Supplemental Agreement, Task Order) **review and approval/execution process** using Microsoft Teams.
- The Brown Folder optimization SharePoint initiative since going Live in February 2019 for Construction Award (CA) and October 2020 for Construction Changer Order/Work Change Directives (CO/WCD) respectively has processed 11 new Construction Award (CA) contracts (8 completed and 3 in—process), 9 Change Orders (4 completed and 5 in-process), 18 Work Change Directives (18 completed), and 35 total Proposed Change Orders (PCO).

Progress Report

- Reviewing cost estimating SOPs and draft estimating manual.
- Continued development of a financial planning model with Black and Veatch.

Progress Report(Cont'd)

- Continued leading implementation of Oracle Primavera Unifier to replace the current Construction Management Software (CM14). Consultant for see's providing integration services, continued discovery meetings with core CM14 user team. Continued to review key workflow processes with extended user group.
- Completed Oracle P6 conversion and moved P6 to the Oracle Cloud with DC Water IT team.
- Commenced the FY21 budget cycle process, issued kickoff memo and distributed P6 Validation schedules for review.
- Worked with Finance to develop the CIP plan to address near-term COVID budget impacts.
- Worked with planning to develop SDWM dashboard
- Finalizing the CIP Section of the Budget Book FY20-29 and preparing the detailed project pages for Budget Book
- Continued to participate in ERP development Sprint 2 sessions for projects, grants, and billing as well as Req. to PO procurement process
- Continued management of Technical Information Archive digitization project, involving the scanning of over 8 million records.
- The remaining 3 Brown Folder optimization modules: AE Agreements, Task Orders, and Supplemental Agreement, are pending implementation in SharePoint. It is anticipated if funding is approved to make necessary corrections that it will go Live by August 2020, which will also include version updates based on lessons learned with the Construction Award and Change Order modules currently being utilized.
- Continue to provide project information to EPA in support of WIFIA funding application.
- Began collaboration with the Procurement Department on the implementation phase of DC Water's new Business Development Plan.

Office of Administration

Fleet

Operational Performance



- Preparing for the upcoming DMW needs; registrations, licensing, CDL's, Classes, Acquisition and Disposals.
- Adhered to the guidelines set forth pertaining to reduction on the budget both Capital and Operating.
- Awaiting the arrival of several new units: Dump Trucks, Meter units, CCTV, Vac., all units and others.
- Requested that departments clean the inside of their units prior to bringing to Fleet as well as asking the drivers to start up vehicles daily to avoid dead batteries and other safety issues.
- Fleet is also asking operators to schedule their units for service to eliminate downtime, report any damage and to drive carefully.
- Stripping the cross walk at the COF, striped traffic lines on East Perimeter Rd, Installed social distancing tape in areas the following areas: Bryant Street Meter Shop, O Street F Building, HQ first floor, Visitor Center and Security Office area, CMF first floor hallway.
- National Association of Fleet Administration Conference 2020 was postponed due to COVID-19 pandemic.
- DCWater Fleet awarded #67 of 100 Best Fleets Recognition
- 2020 Government Fleet Expo & Conference scheduled for May 18-21 was postponed due to COVID-19 pandemic.

Facilities

Operational Performance

- Facilities is actively supporting the COVID-19 efforts with coordinating cleaning and disinfection of various close contact cases and potential by the enhance cleaning, sanitizer and hand washing supplies. Coordination was made with 11 departments for cleaning and disinfection of 47 locations with cleaning taken place during regular working hours as well as evenings, weekends and holidays by his staffers. Additionally, Facilities has shifted to crew rotations and telework in response to COVID-19 social distancing.
- Facilities in coordination with DOSH are preparing for safety, health and hygiene observation, collecting baseline data for all of DC Water's non-regularly occupied facilities. Phase I data for regularly occupied has been recorded and 134 work orders were generated based on issues identified during the inspection. Phase II was to begin in late March or early April; however, due to COVID-19 this process is being delayed due to social distancing related resource registrations.
- Facilities is working in coordination with People and Talent to reorganize the Facilities Department using the existing personnel/FTE's. This reorganization will support proactive maintenance of DC Water facilities and the new land use element within the Department.
- Supported the Department of Wastewater Treatment move from the CMF trailer at Blue Plains to support social distancing.
- Replaced leaking rainwater drain pipe in ceiling above Office of the General Council area of the 6th floor of HQO.

Emergency Management

Operational Performance

- Emergency Management continues to communicate and support our external partners, across the National Capital Region, throughout the response to COVID19. Weekly updates are provided to response partner agencies and several staff participate in weekly briefs held by HSEMA for District coordination and by MWCOG for regional water utility coordination.
- Requesting departments, via EVP's and Department Directors to assist with emergency plan updates and reviews over the next 5 months to ensure an annual review and compliance with America's Water Infrastructure Act (AWIA) by September 30, 2020.
- Working with Horsley Witten to develop hybrid incident command structure courses "Continuing ICS Education' Virtual Training for staff to assist with deepening the understanding of response roles during an incident management team activations.
- Created and distributed an After-Action survey to begin to capture and track response strengths and areas for improvement for COVID-19 IMT response.
- Virtual two hour ICS Refresher Courses, funded by EPA, are being offered on the afternoons of May 19, 21, 26, 28 & June 2.
- Mayor Bowser's Stay-At-Home for Coronavirus Pandemic was extended to June 8th and she now requires face covering within essential businesses.
- Assisted in obtaining 5,000 free face coverings from FEMA via EPA and the Water and Wastewater Agency Response Network.

Security

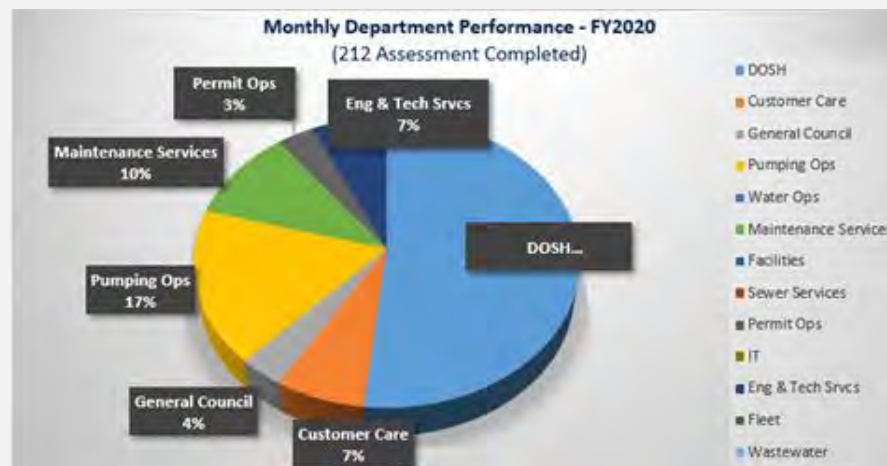
Operational Performance

| | March | April | % increase / Decrease |
|--------------------|-------|-------|-----------------------|
| Visitors: | | | |
| Bryant St | 0 | 0 | 0% |
| BPL Gate A | 734 | 398 | -46% |
| HQO Visitor Desk | 227 | 1 | -100% |
| BPL Visitor Center | 720 | 50 | -93% |
| | | | |
| Incidents | 61 | 45 | -26% |
| General Patrols | 733 | 549 | -25% |
| Fire Watch Patrols | 585 | 588 | 1% |

Occupational Safety and Health (DOSH)

Accomplishment(s)

The Monthly Department Performance for FY 2020 continues to show departments engaging in findings hazards before they can do harm to our staff. This endeavor is a part of DC Water Leading Indicator for accident & incident prevention.



Operational Performance

- DOSH continues to provide Subject Matter Expertise to all departments even during this current pandemic we are operating under. We have accomplished the following with cooperation from departments.
- DOSH met to compare the online Skill Soft EHS training catalog with the DCWater departmental Safety training matrix. Thus, the departmental safety training matrixes were revised to reflect available online training to be offered to DC Water Employees.
- DOSH staffers attended required department meetings for upcoming projects, progress meetings, and safety plans follow-up meetings for new projects, reviewed and processed (21) transmittals for Safety Plans/AHA/Lift Plans to move forward with construction.
- DOSH and Emergency Management staffers continue to support DCWater in the ongoing efforts to protect workers from COVID-19, by conducting weekly operational briefs and presentations throughout the organization with virtual meetings and emergency management plans. Additionally, Emergency Management has built out a training library for the emergency management training and exercise program which will assist with bringing training capabilities in-house by working with People and Talent to implement incident command structure training matrix for DCW staff.
- DOSH Staffers prepared and reviewed several documents, noted below and provided comments prior to dissemination:
 - DOSH has created a disinfection PPE document to assist in the ongoing COVID19 efforts.
 - Environmental Safety Specialist prepared document for Cleaning and Disinfecting of PPE
 - Cleaning and Disinfecting of PPE.
 - Dangers of Wearing Respirator and Difference b/n Respirator, Mask and face coverings
 - Home Office Ergonomics Tips.
 - Review and provided technical guidance to DMS for the Digester Motor Mixer Removal and Repair.
 - Collaborated to revise the restroom inspection checklist at the outlying sites.
 - Completed review of the proposed Facilities, Crew and Housekeeping inspection checklist for review as changes to the existing inspection and new inspection questions were proposed.
- DOSH conducted a virtual Safety orientation for 14 new employees.

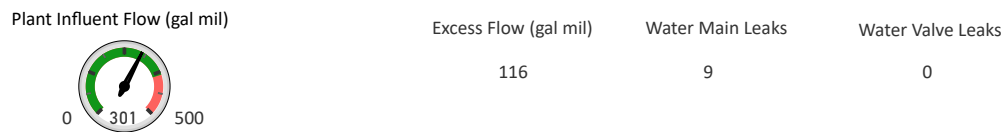
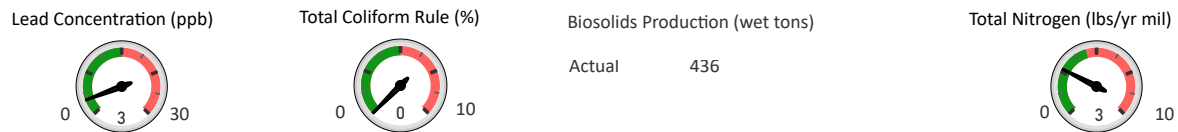
ORGANIZATIONAL PERFORMANCE DASHBOARD (April 2020)



Financial Highlights

| Net Operating Cash (\$tho) | | Operating Revenue (\$m) | | Operating Expenses (\$m) | | Capital Disbursement (\$m) | | Operating Cash Bal (\$m) | |
|----------------------------|------------|-------------------------|--------|--------------------------|--------|----------------------------|--------|--------------------------|--------|
| Actual | 110,381.00 | Actual | 418.90 | Actual | 311.90 | Actual | 181.90 | Actual | 229.20 |
| Target | 65,214.00 | Target | 413.30 | Target | 333.90 | Target | 247.70 | Target | 180.00 |

| Core Invest Yield (%) | | Short Term Invest Yield (%) | | Delinquent Acct Receivables (%) | | On-time Vendor Payments (%) | |
|-----------------------|------|-----------------------------|------|---------------------------------|------|-----------------------------|-------|
| Actual | 2.14 | Actual | 0.72 | Actual | 2.47 | Actual | 96.70 |
| Target | 0.20 | Target | 0.10 | Target | 3.00 | Target | 97.00 |





Operations and Engineering Highlights



| Fire Hydrants Insps. And Maint. | Fire Hydrants out of Service | Fire Hydrants Replaced (YTD) | Non-revenue Water (CCF Mil) |
|---------------------------------|--|---|------------------------------|
| 15 | 28  | 2  | Purchased 10.45 Sold 7.73 |

| Sewer Main Backups | Sewer Lateral Backups | Dry Weather CSO | Permits Processed within SLA (%) | Electricity Usage (kwh) |
|--------------------|-----------------------|-----------------|----------------------------------|-------------------------|
| 12 | 105 | 0 | 74 | 18261 |

Customer Experience Highlights

| Call Center Performance | Command Center Performance | First Call Resolution | Emergency Response Time |
|--|--|--|---|
| Target 85%  | Target 85%  |  | Actual 100%  Target 90% (% of calls Received) |

Low Income Assistance Program Highlights

| SPLASH Contributions (\$tho) | | Customer Assist. Program (\$tho) | |
|------------------------------|-------|----------------------------------|--------|
| Actual | 40.76 | Current | 158.45 |
| Target | 46.67 | Previous | 110.58 |

People and Talents Highlights

Recruitment Activity

| | |
|--------|----|
| Filled | 16 |
| Open | 50 |

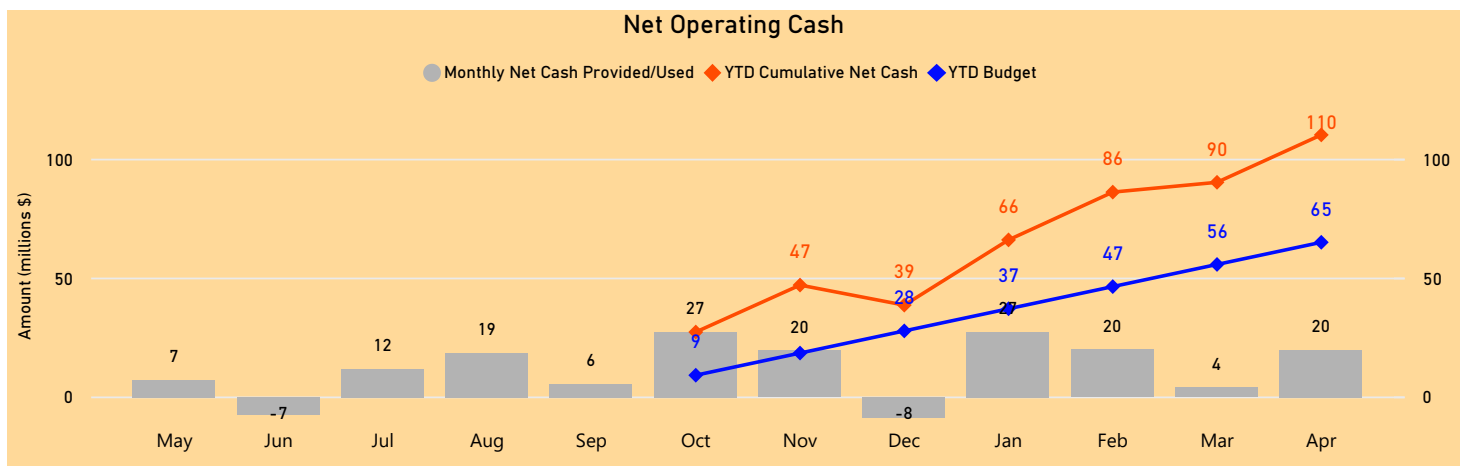
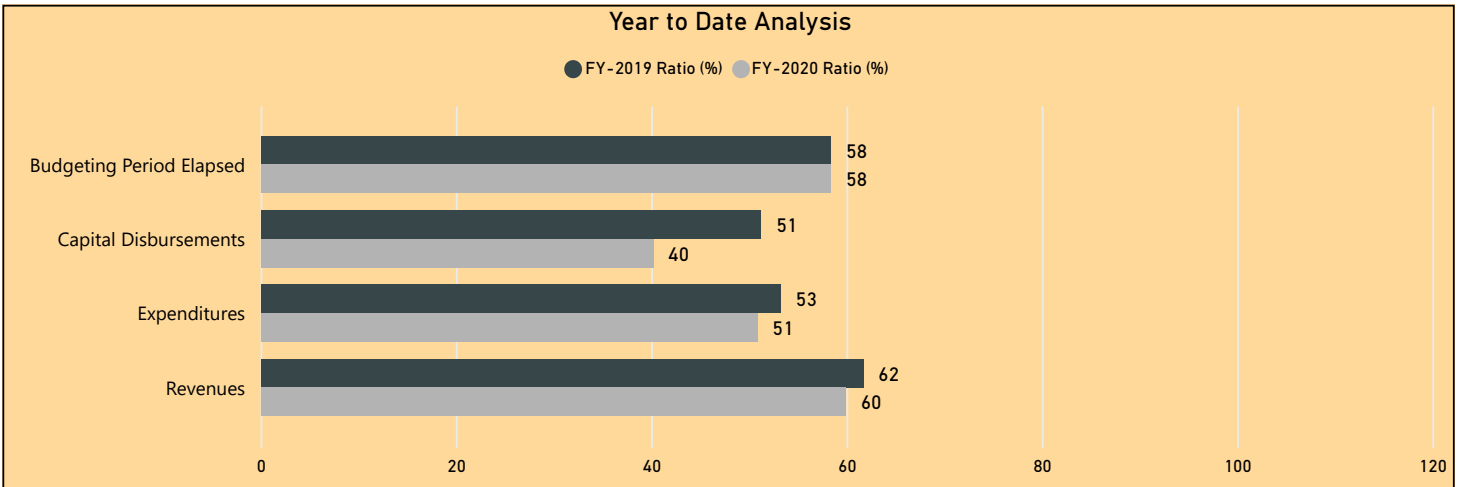
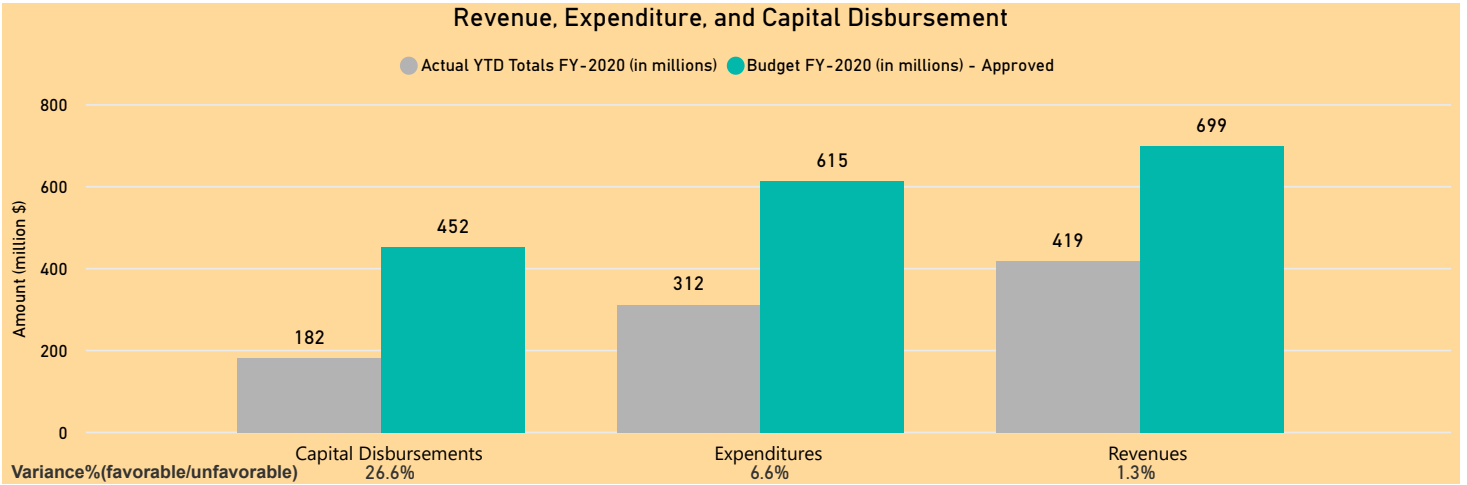
Administration Highlights

Employee Lost Time Incidence Rate

0.50%

FINANCIAL HIGHLIGHTS

Financial Performance Summary

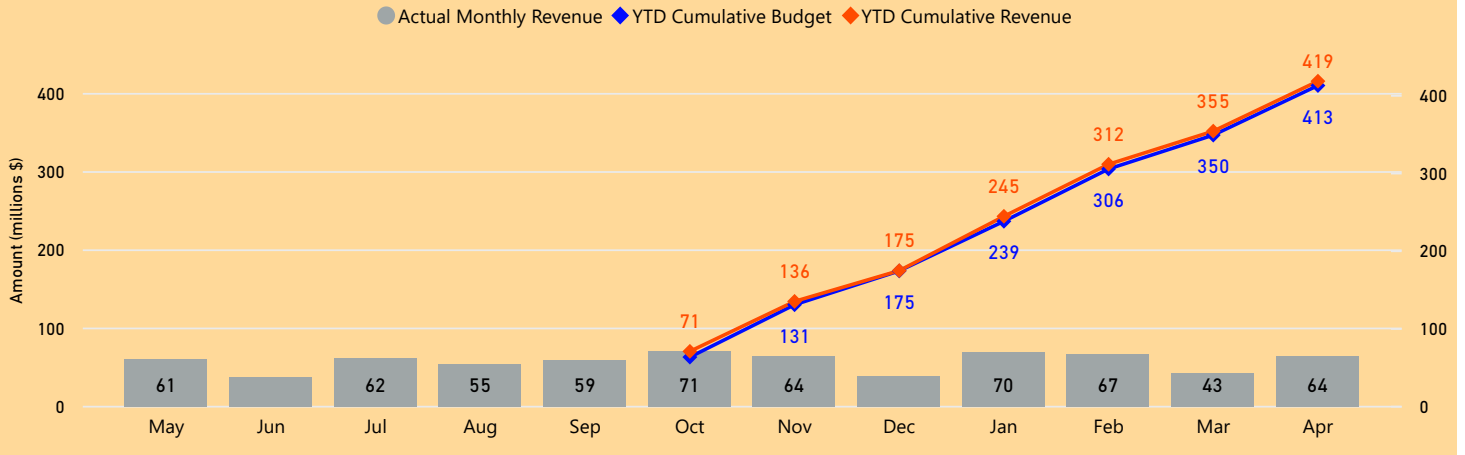


Net cash to date for April was above budget by \$45.2 Million

FINANCIAL HIGHLIGHTS

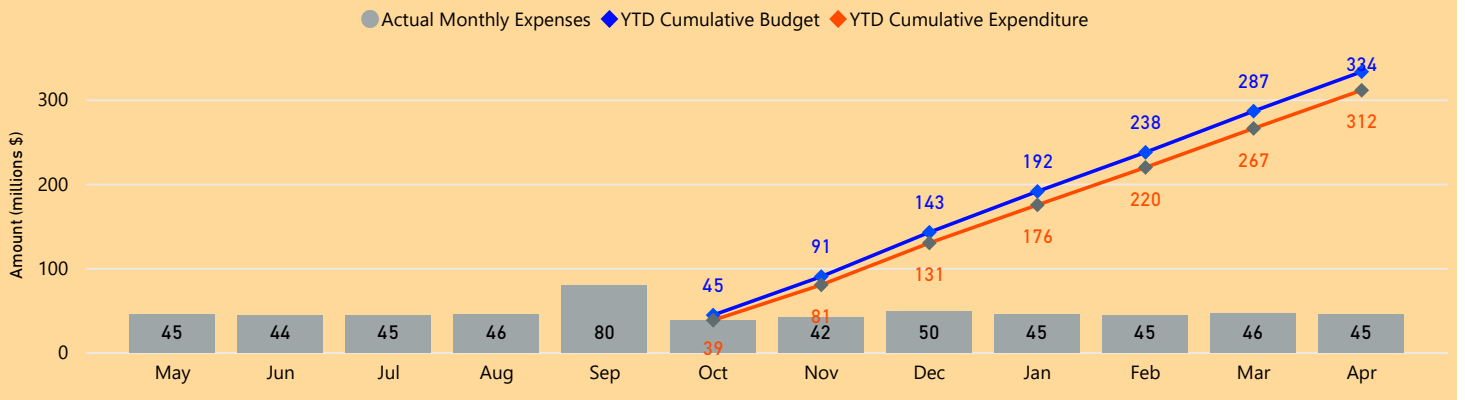
Revenues & Operating Expenses

Operating Revenues



Revenue to date for April was above budget by \$5.6 Million

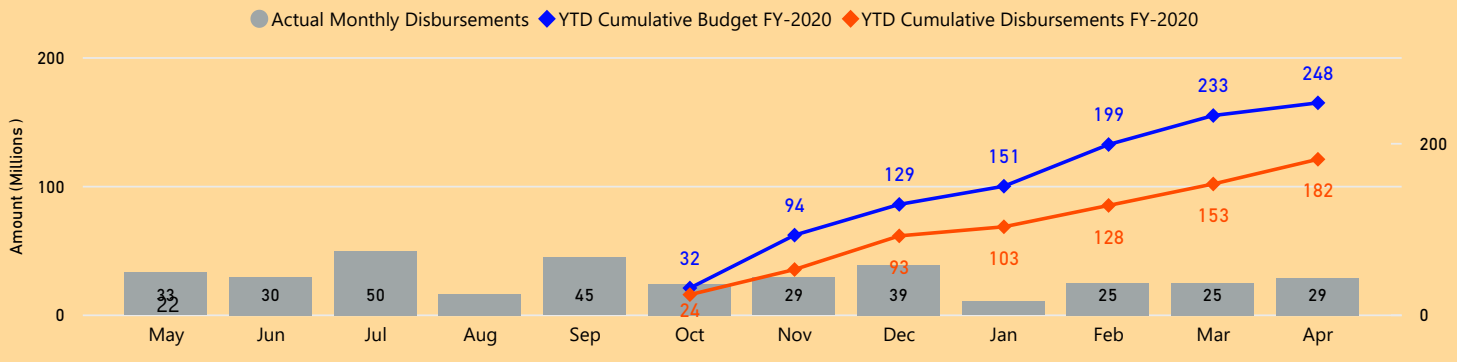
Operating Expenses



Expenditure to date for April was below budget by \$22.0 Million

Capital Spending

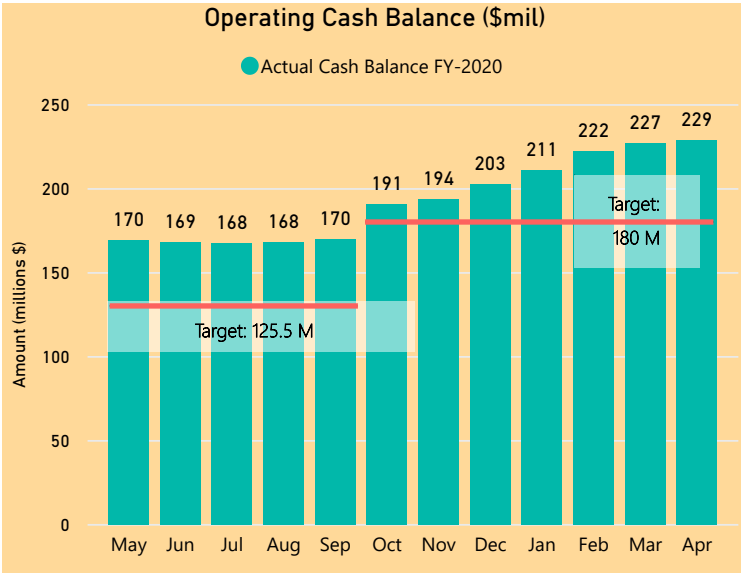
Capital Disbursement



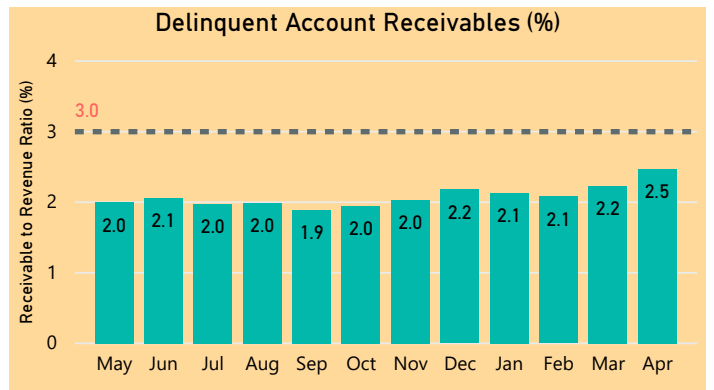
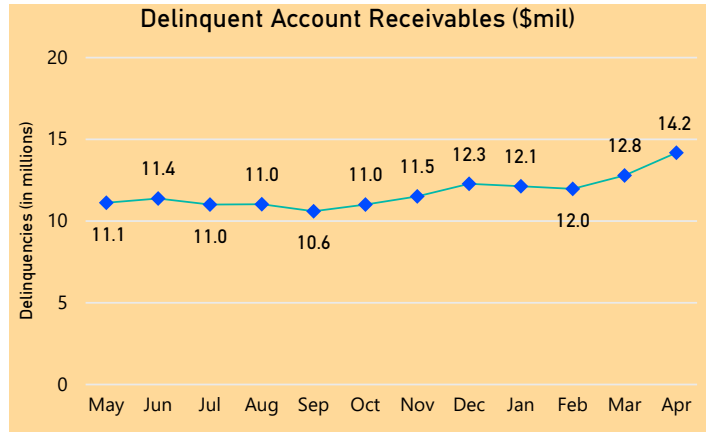
Disbursements to date for April was below budget by \$65.8 Million. YTD spending reflects comparison to the revised budget.

FINANCIAL HIGHLIGHTS

Operating Cash & Receivables

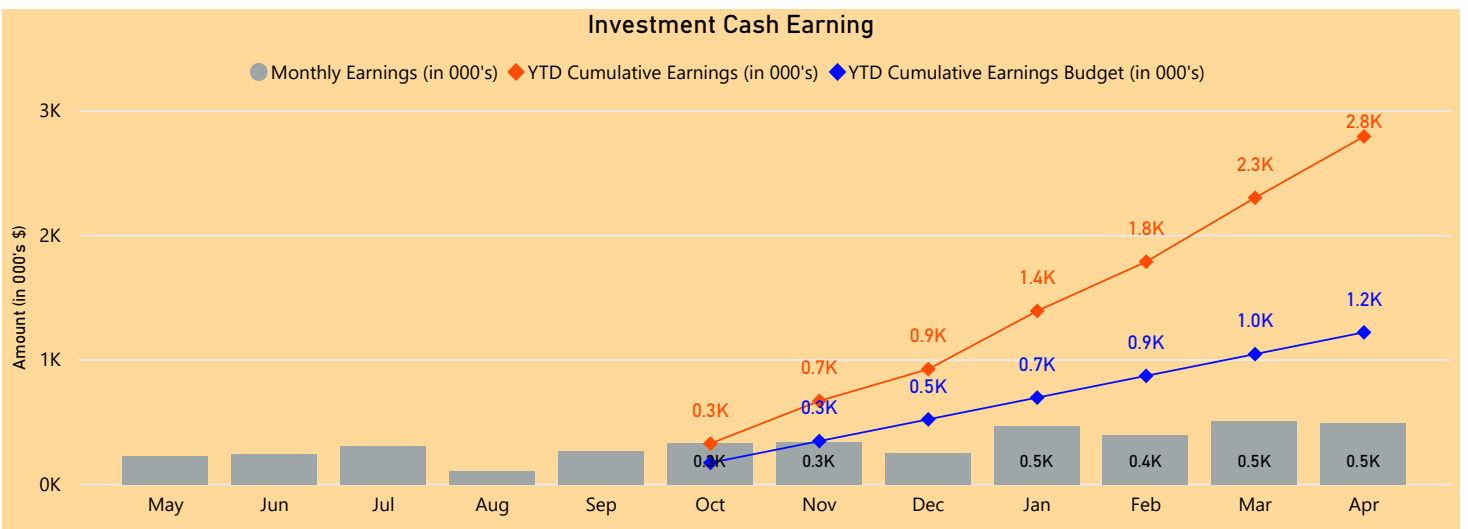


Cash Balance for April was above target by \$49.2 million



April Receivables to Revenue Ratio is 2.47, Delinquency is \$14.18 million.

Investment Earnings

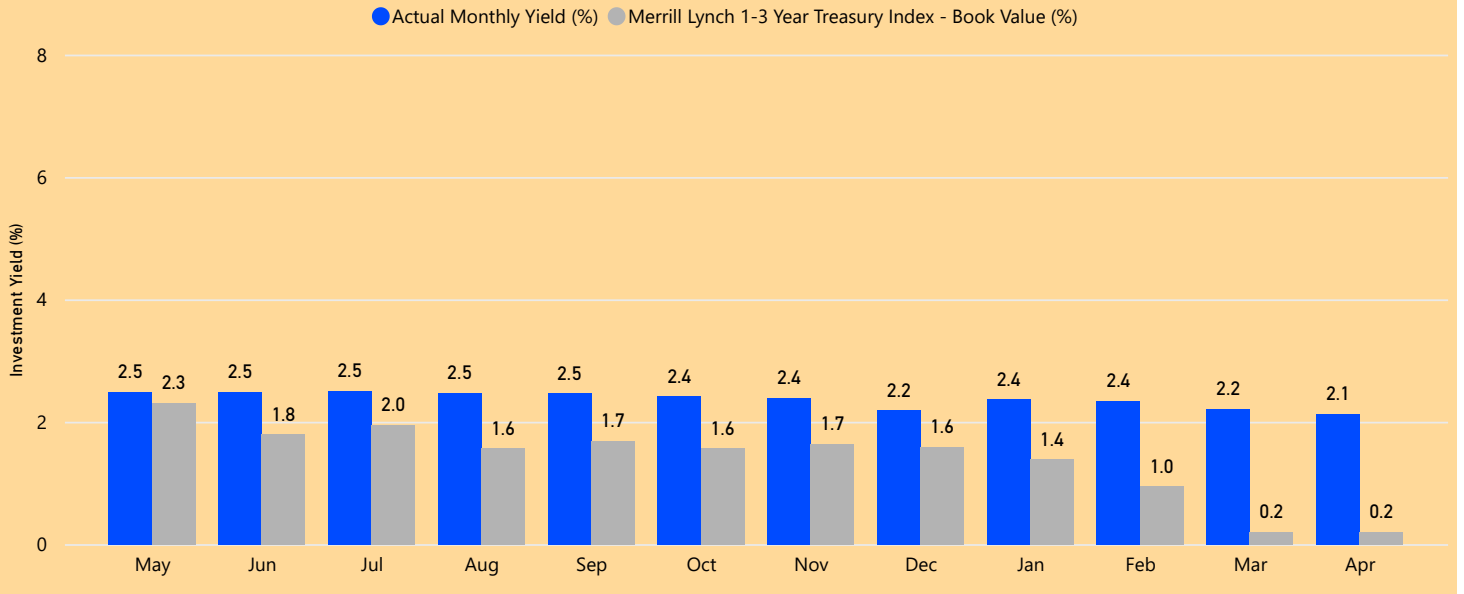


Earnings to date for April were above Projected Budget by \$1,573,719.

FINANCIAL HIGHLIGHTS

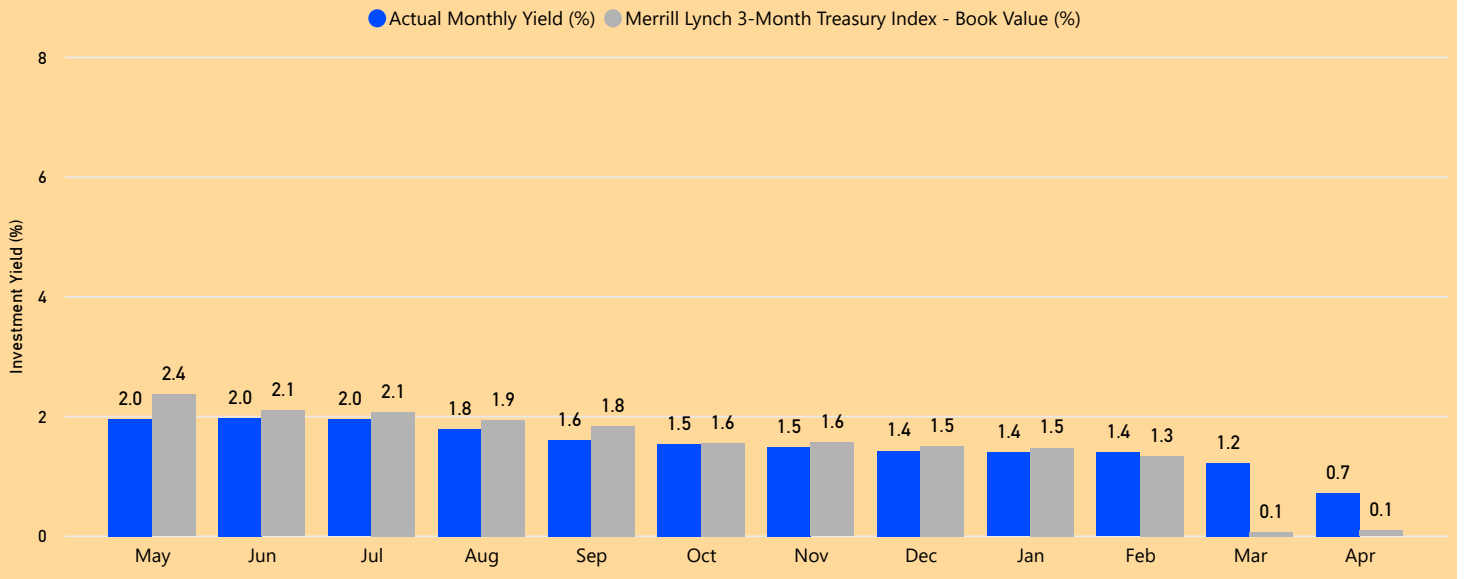
Investment Yields

Core Investment Yield



Yield for April was more than the treasury index by 1.94%

Short Term Investment Yield

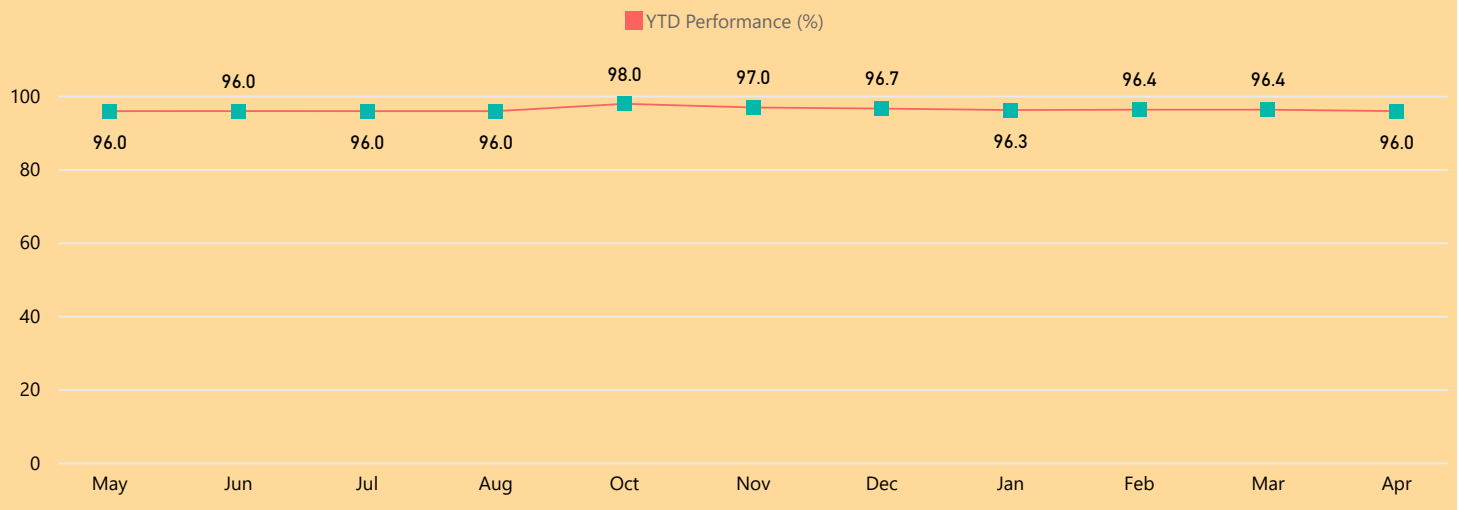


Short Term Yield for April was more than the Merrill Lynch yield by 0.62%

FINANCIAL HIGHLIGHTS

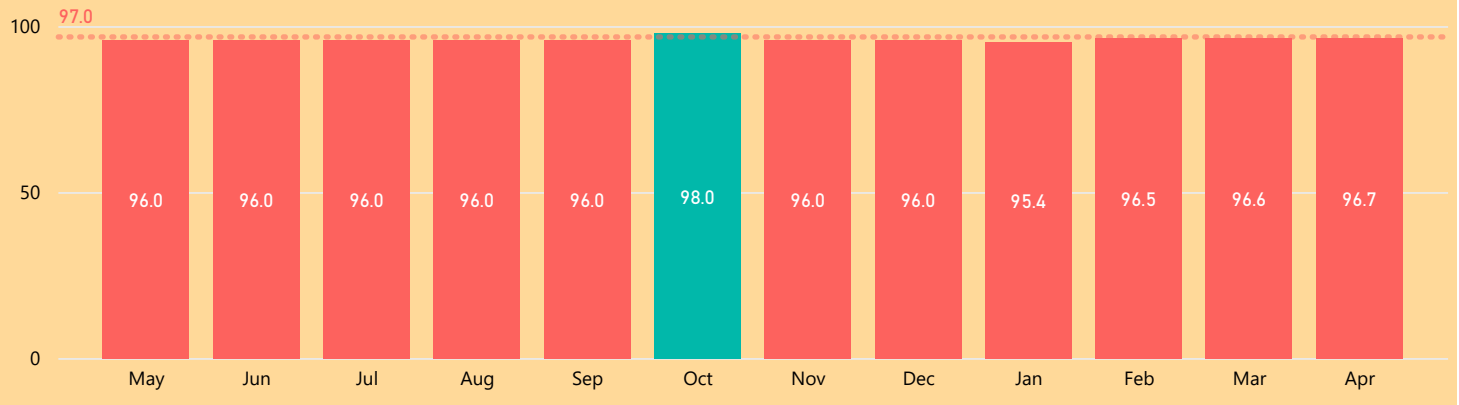
Vendor Payments

YTD Performance



Monthly Performance (%)

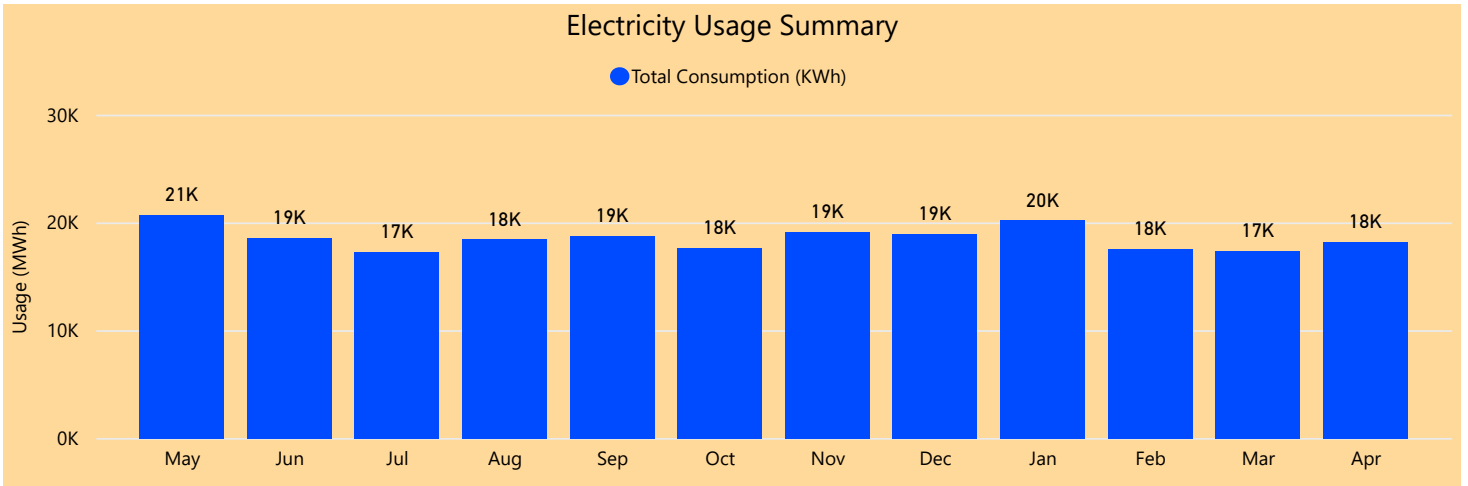
Target: 97%



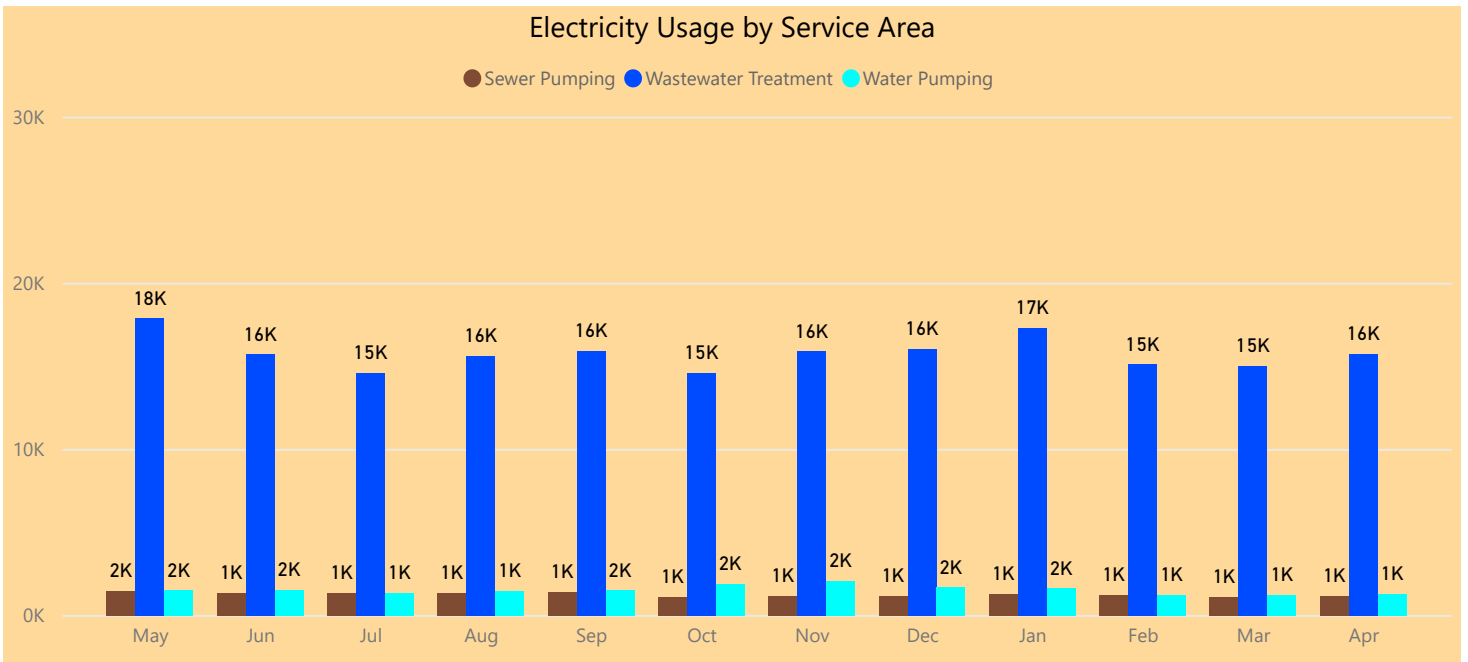
Performance for April was below the monthly target by 0.3%

OPERATIONS AND ENGINEERING

Energy Consumption



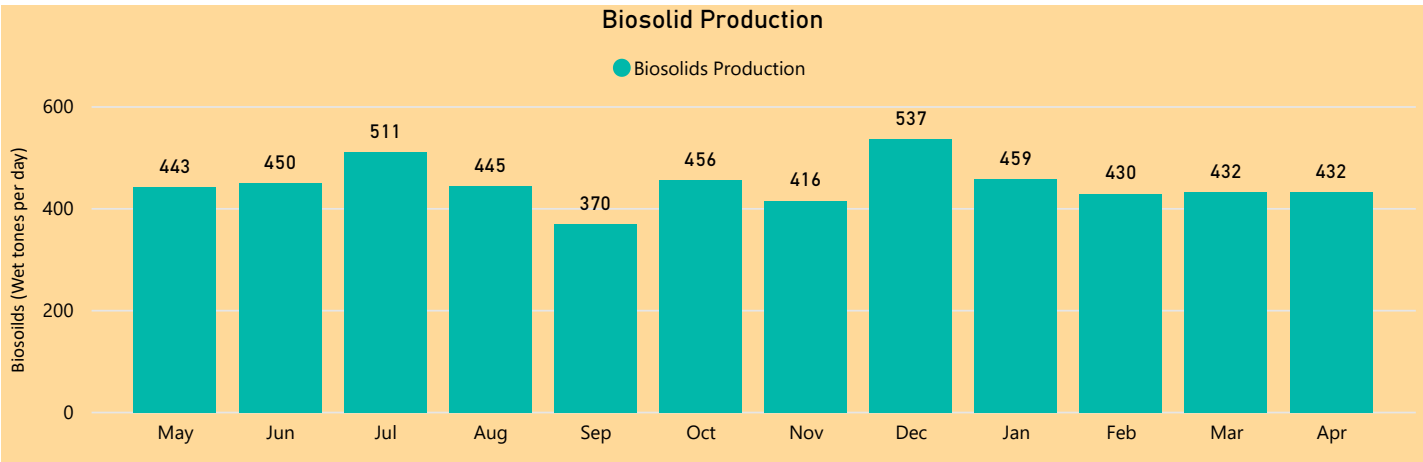
Electricity consumption in Apr 2020 was 18261 KWh.



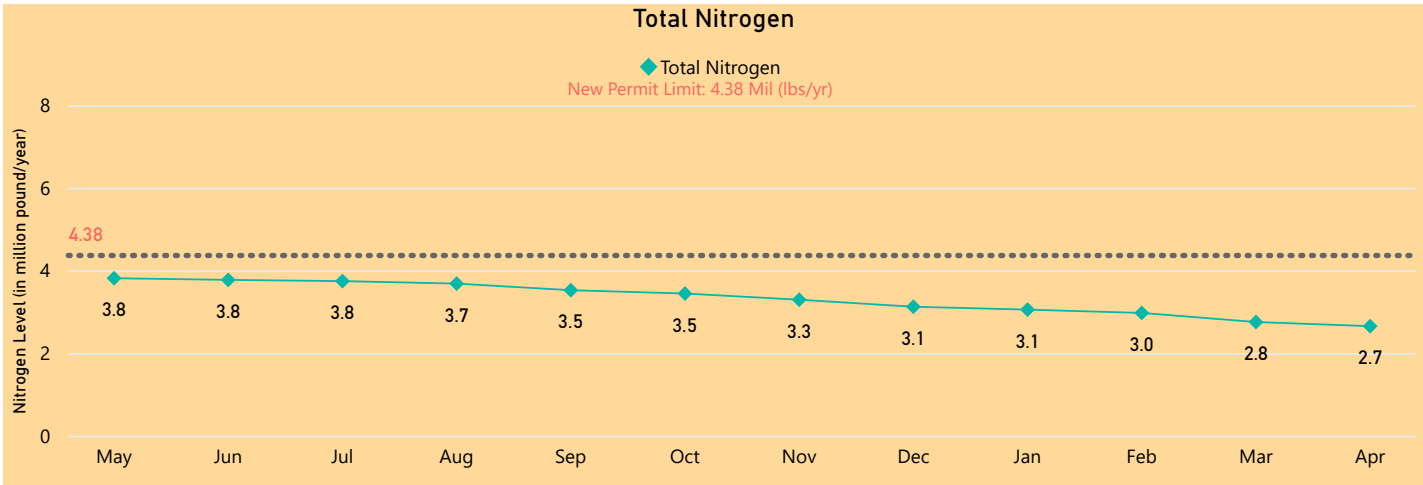
Wastewater treatment has the highest electricity consumption in Apr 2020 at 15760 KWh.

OPERATIONS AND ENGINEERING

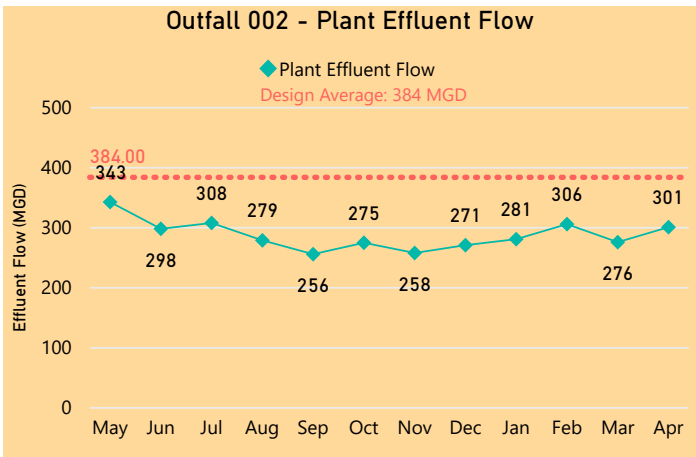
Wastewater Treatment



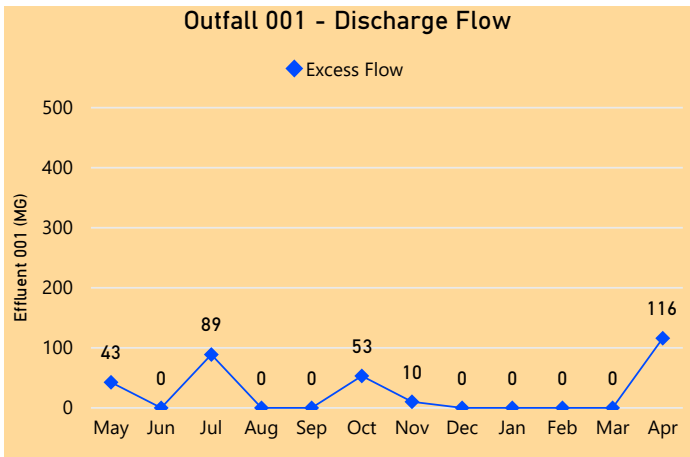
Biosolids daily production for Apr 2020 was 432 wet ton per day.



Nitrogen level for Apr 2020 was below permit by 1.71 million lbs/yr.



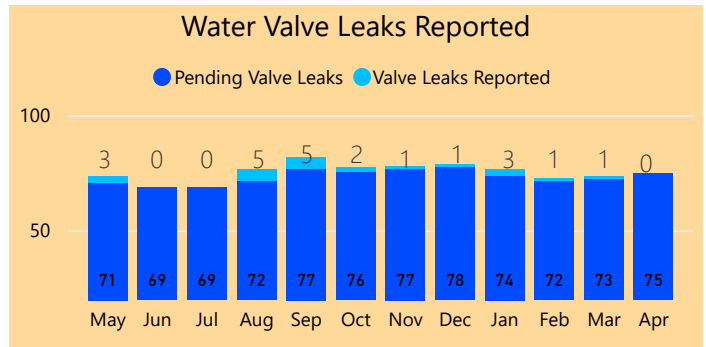
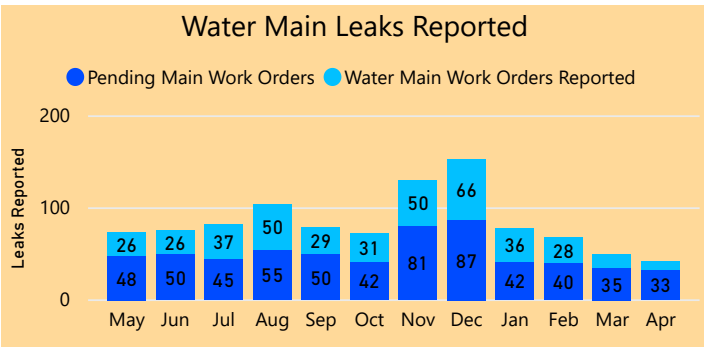
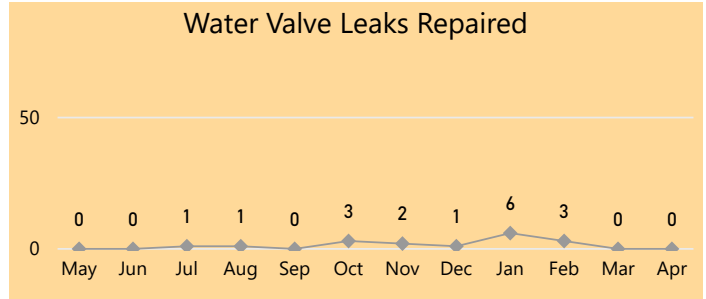
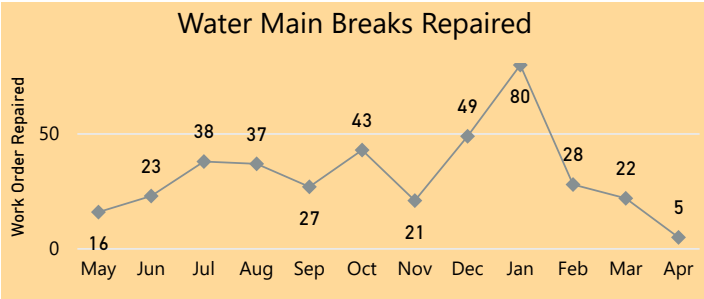
In Apr 2020 effluent flow was below permit by 83 MGD.



Excess flow events were recorded at 116 MG in Apr 2020.

OPERATIONS AND ENGINEERING

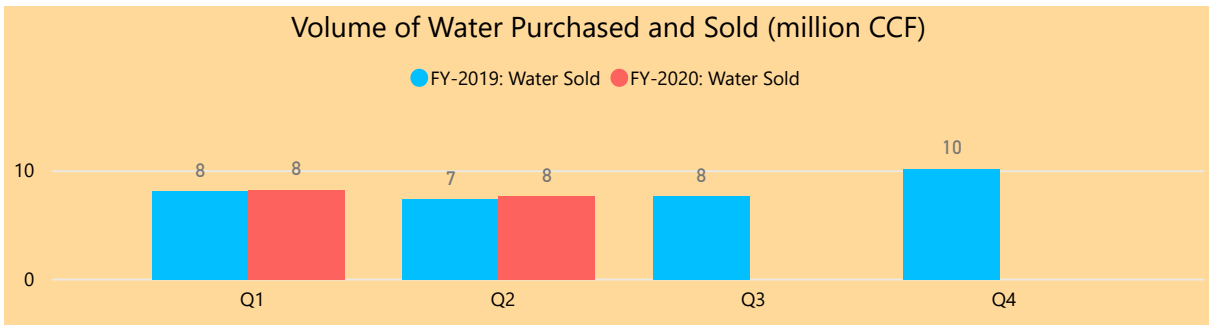
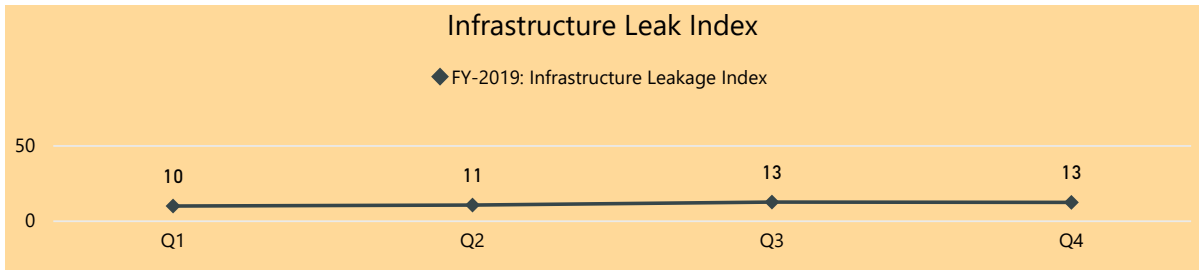
Water Distribution Operations



There were 9 Water Main Work Orders reported in April.

0 leak was resolved in April.

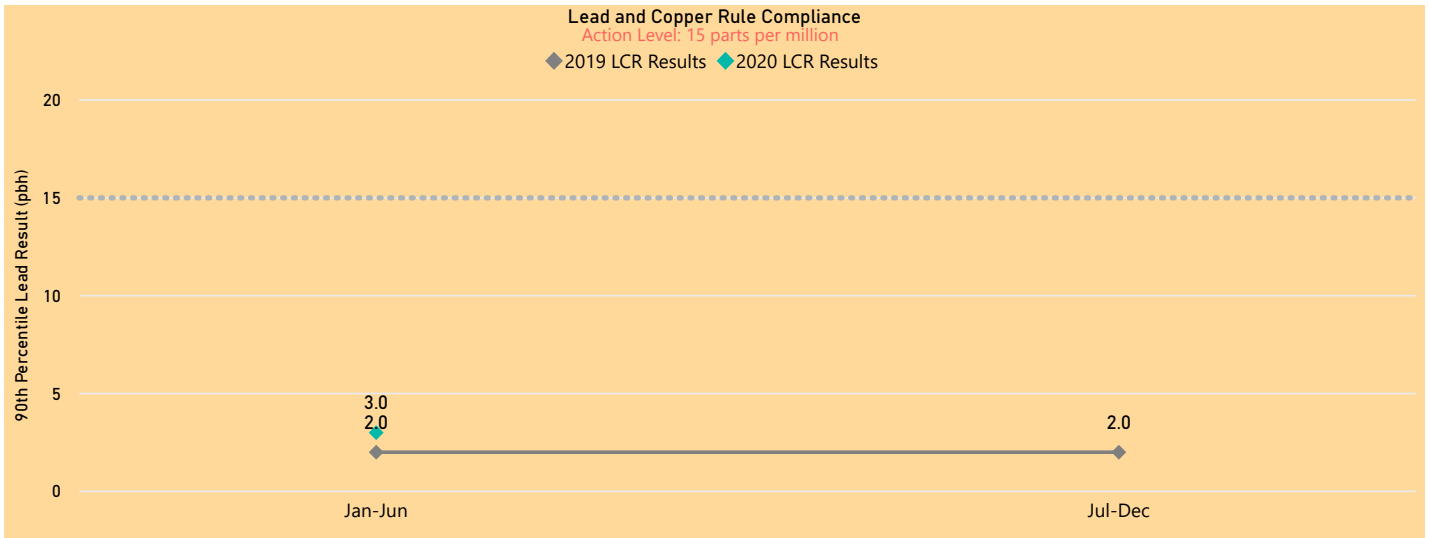
Water Balance



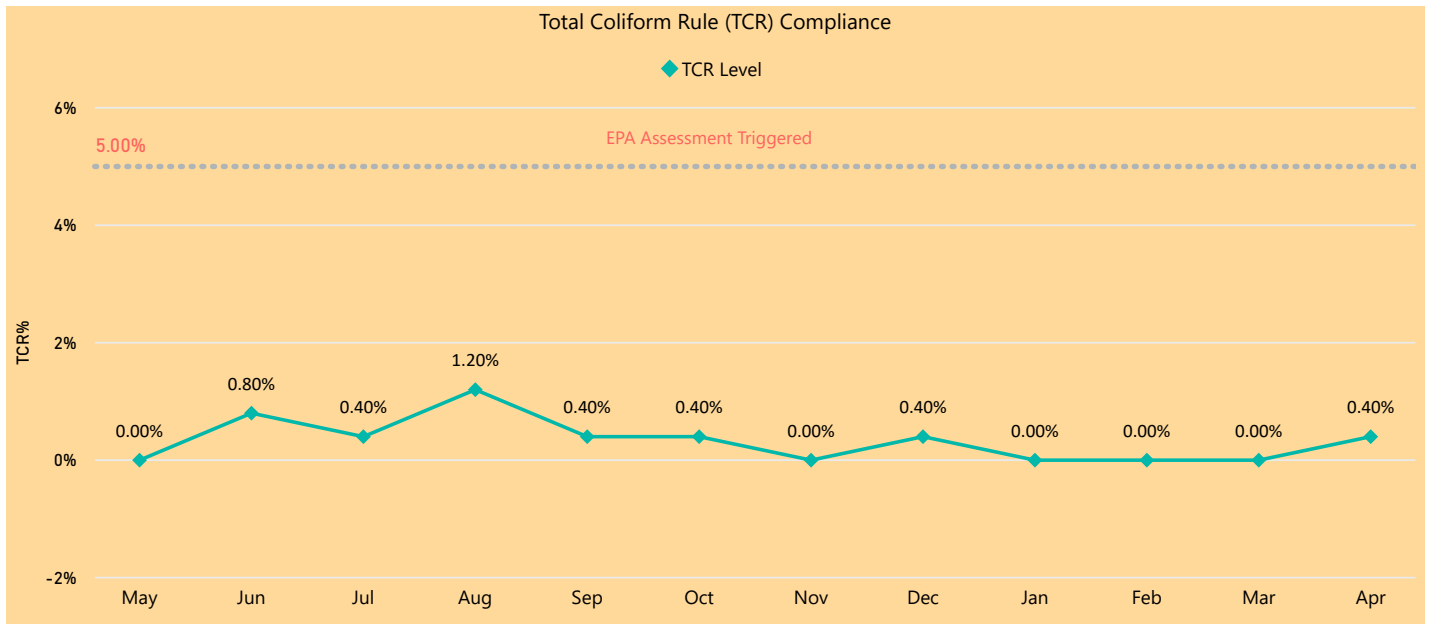
In the 2nd quarter of FY 2020, 7.73 out of 10.45 million cubic feet of water was sold

OPERATIONS AND ENGINEERING

Drinking Water Quality



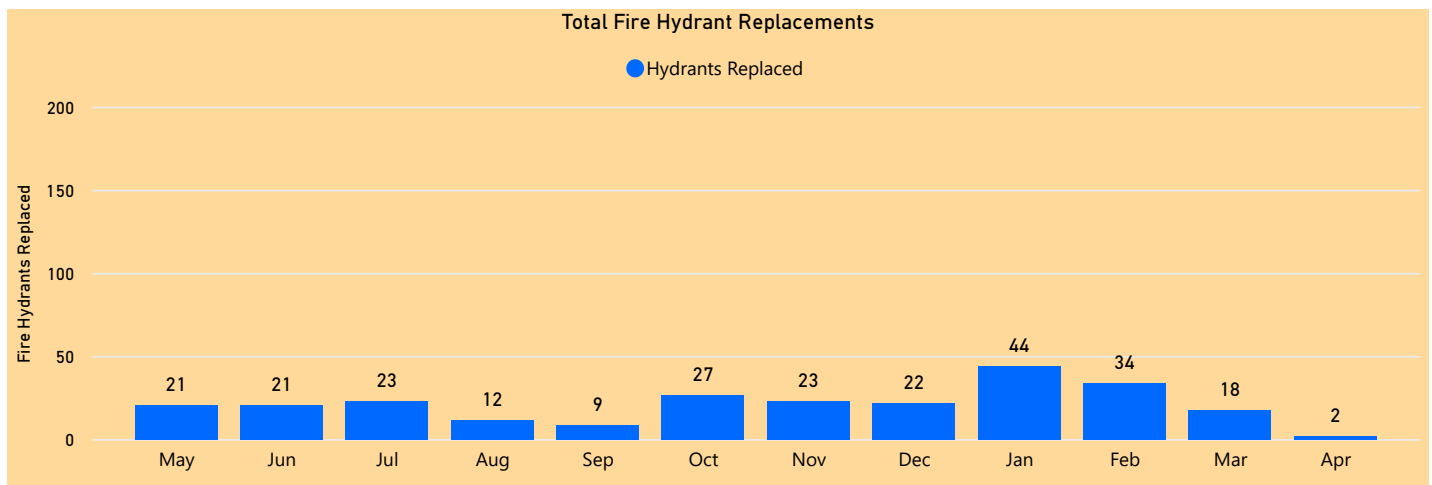
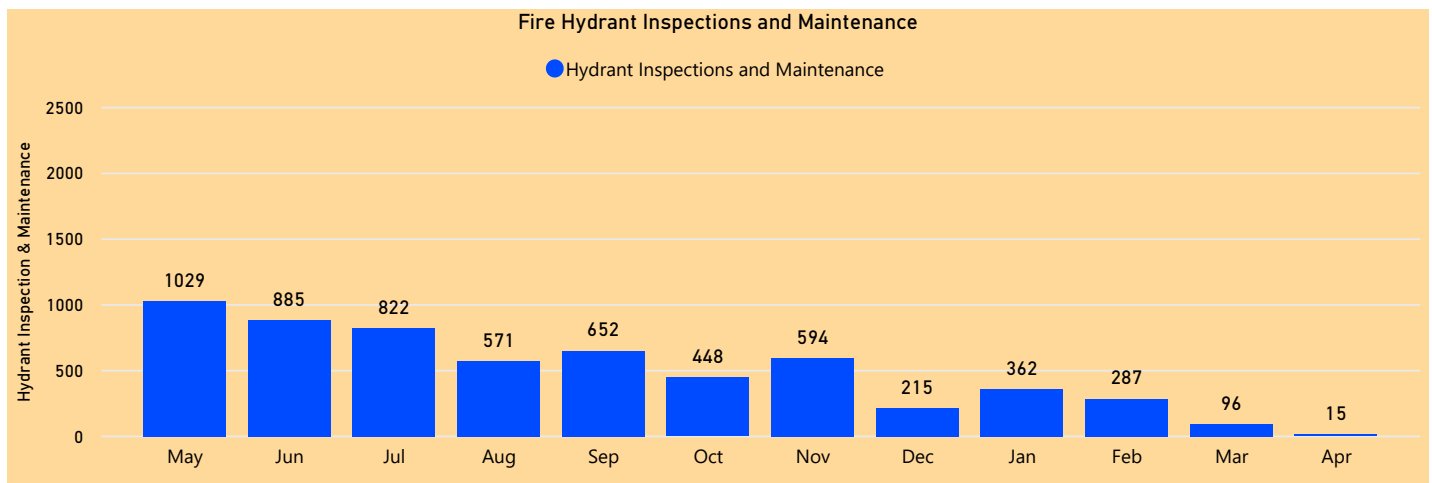
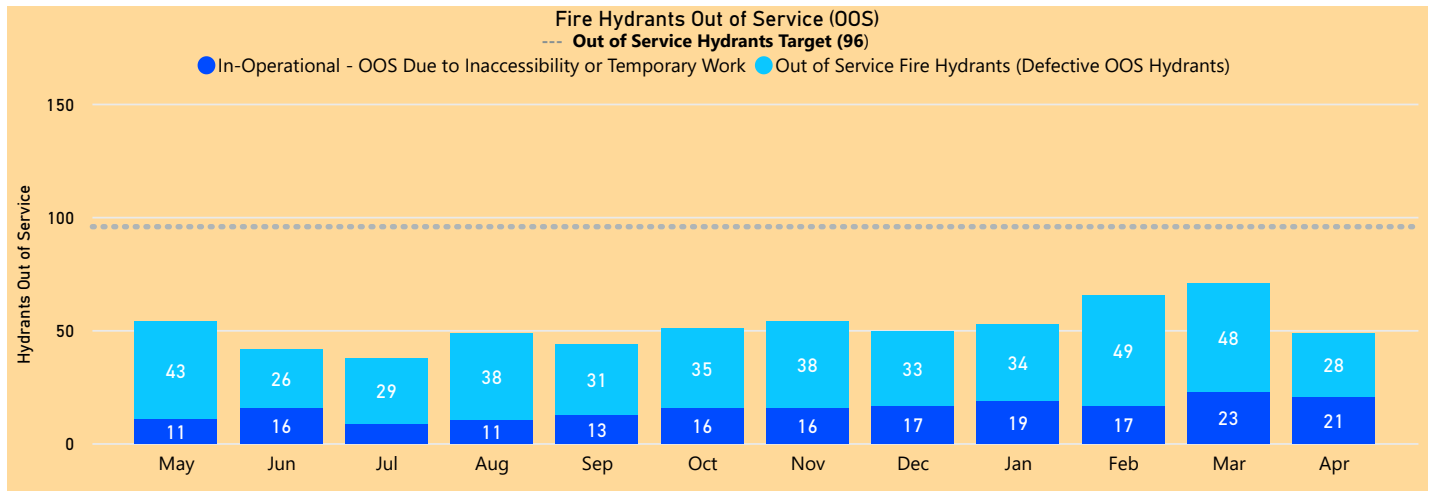
90th percentile for 1st semester 2020 is 2.7 ppb



Coliform Positive was recorded at 0.004% for Apr 2020

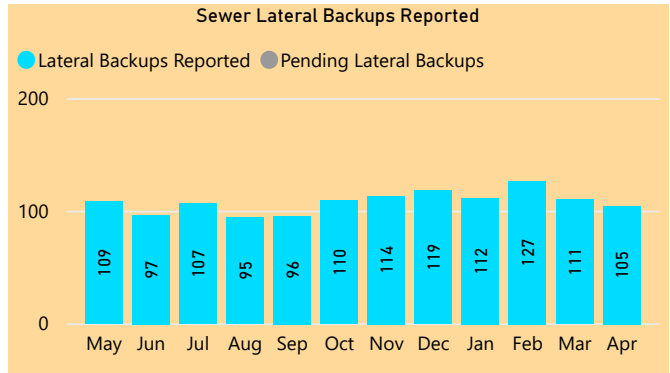
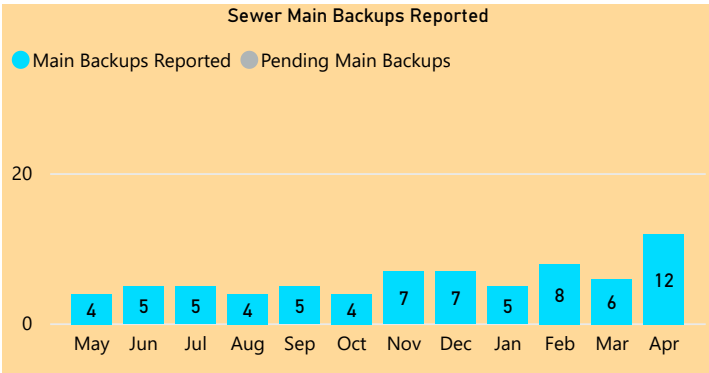
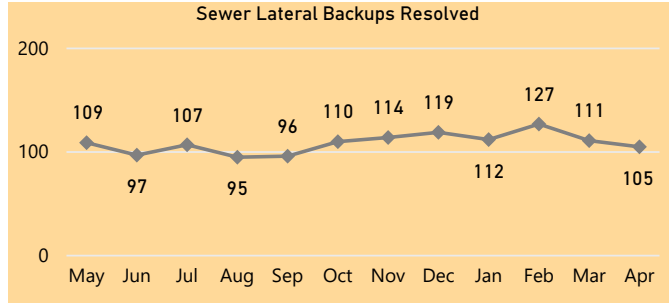
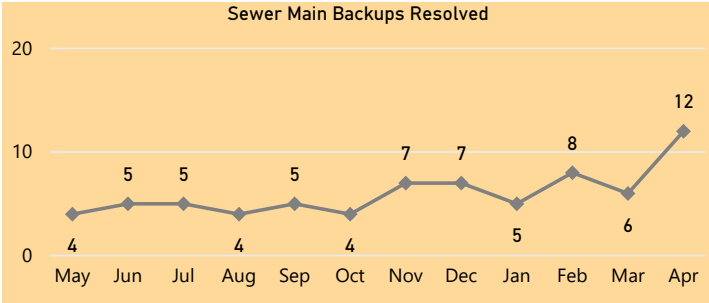
OPERATIONS AND ENGINEERING

Fire Hydrants



OPERATIONS AND ENGINEERING

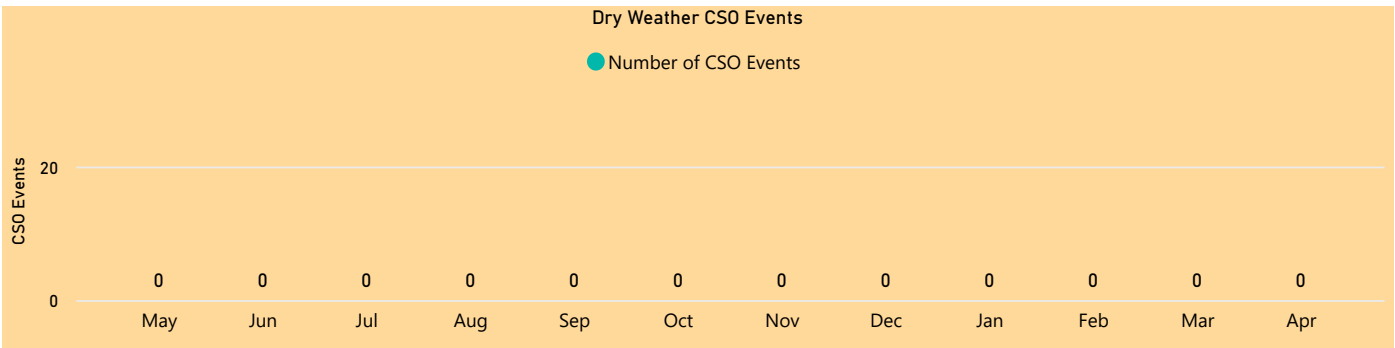
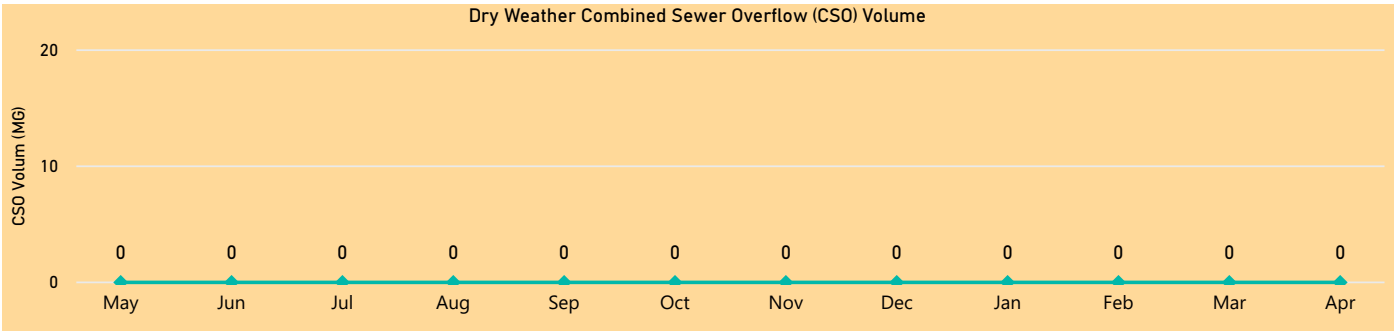
Sewer System Operations



0 pending main backup(s) reported

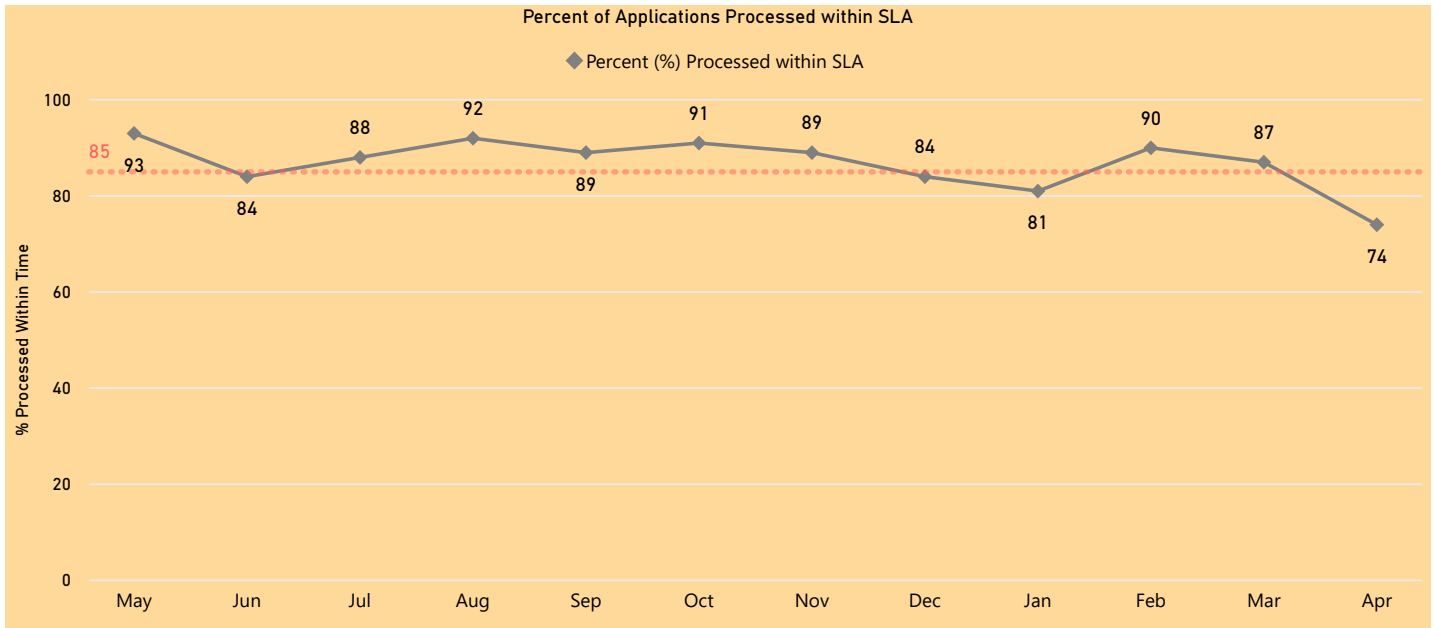
0 pending lateral backup(s) reported

Combined Sewer System

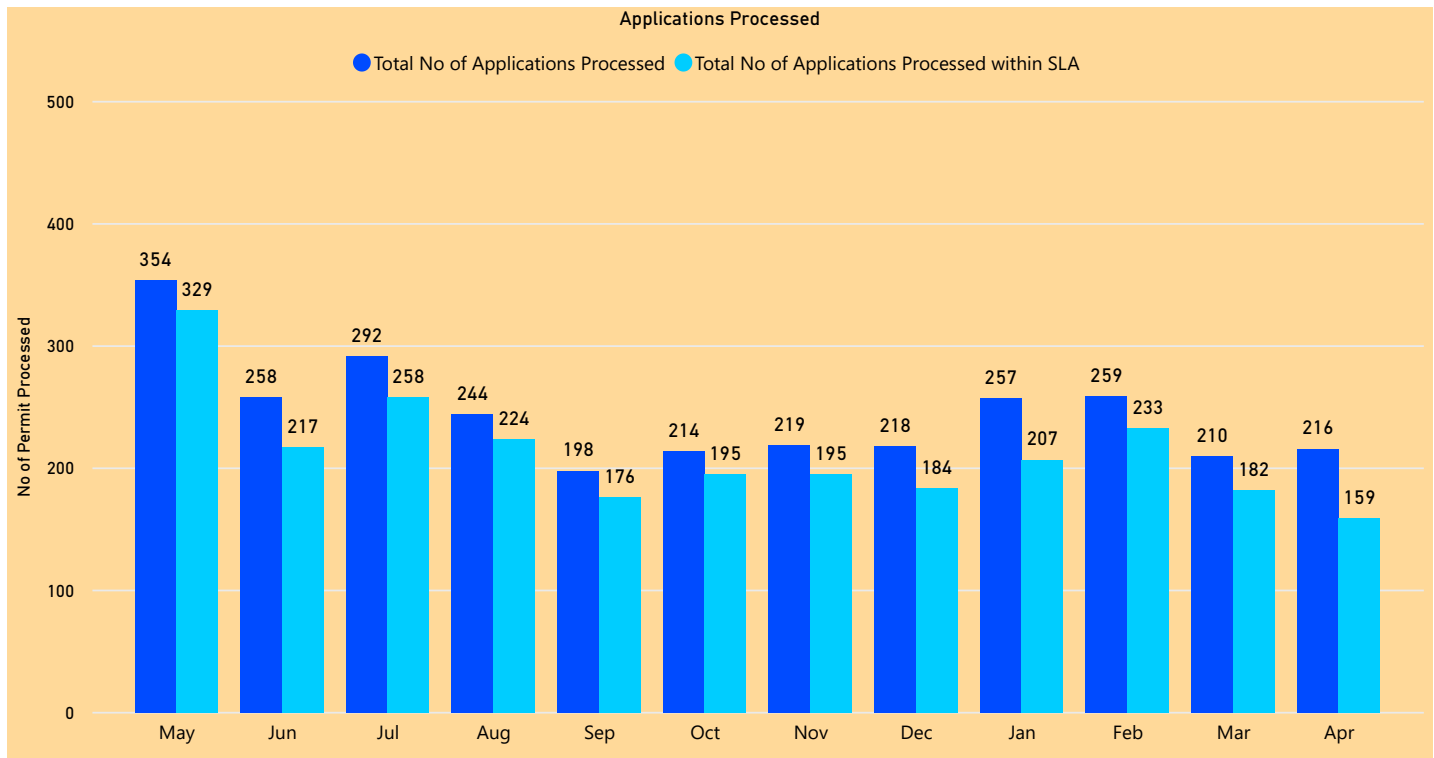


OPERATIONS AND ENGINEERING

Permit Processing

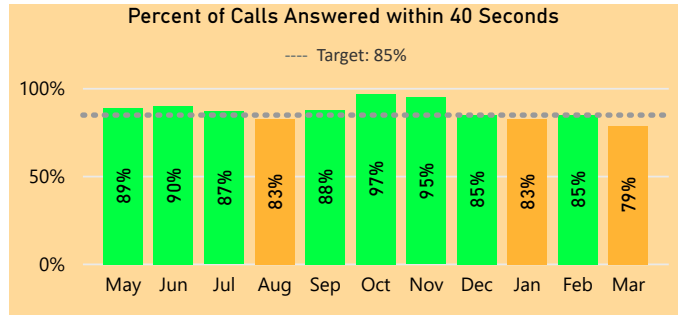
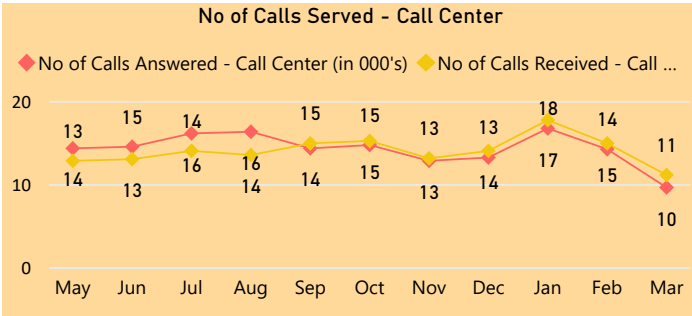


Permits processed in Apr 2020 were 11% below the SLA target 85%



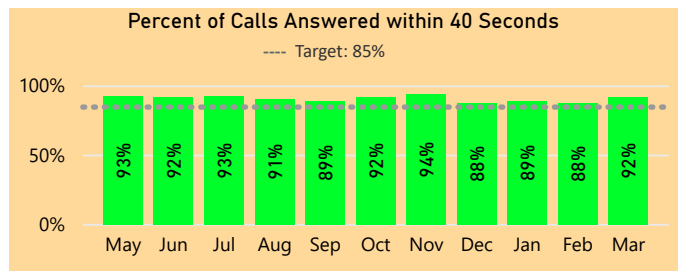
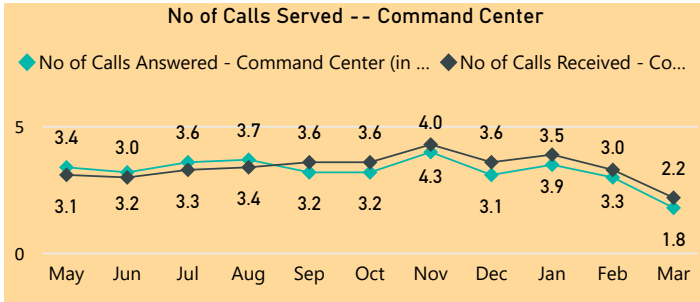
CUSTOMER EXPERIENCE

Customer Care - Call Center Performance



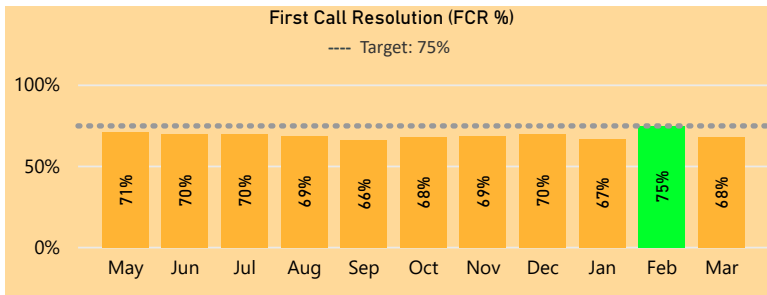
No statistical data available through current telework telephony system.

Customer Care - Command Center Performance



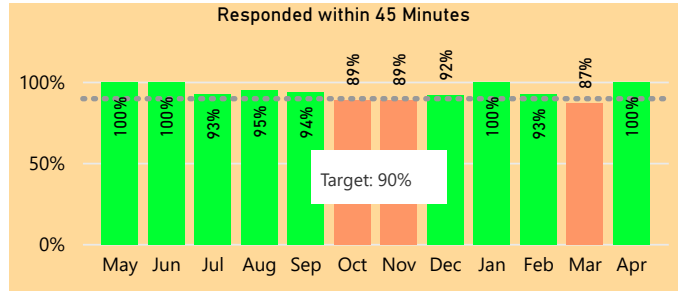
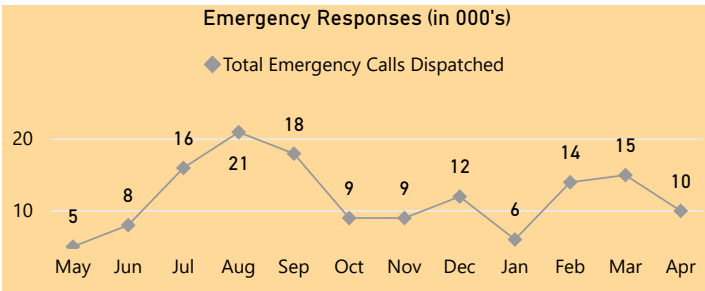
No statistical data available through current telework telephony system.

Customer Care - First Call Resolution



No statistical data available through current telework telephony system.

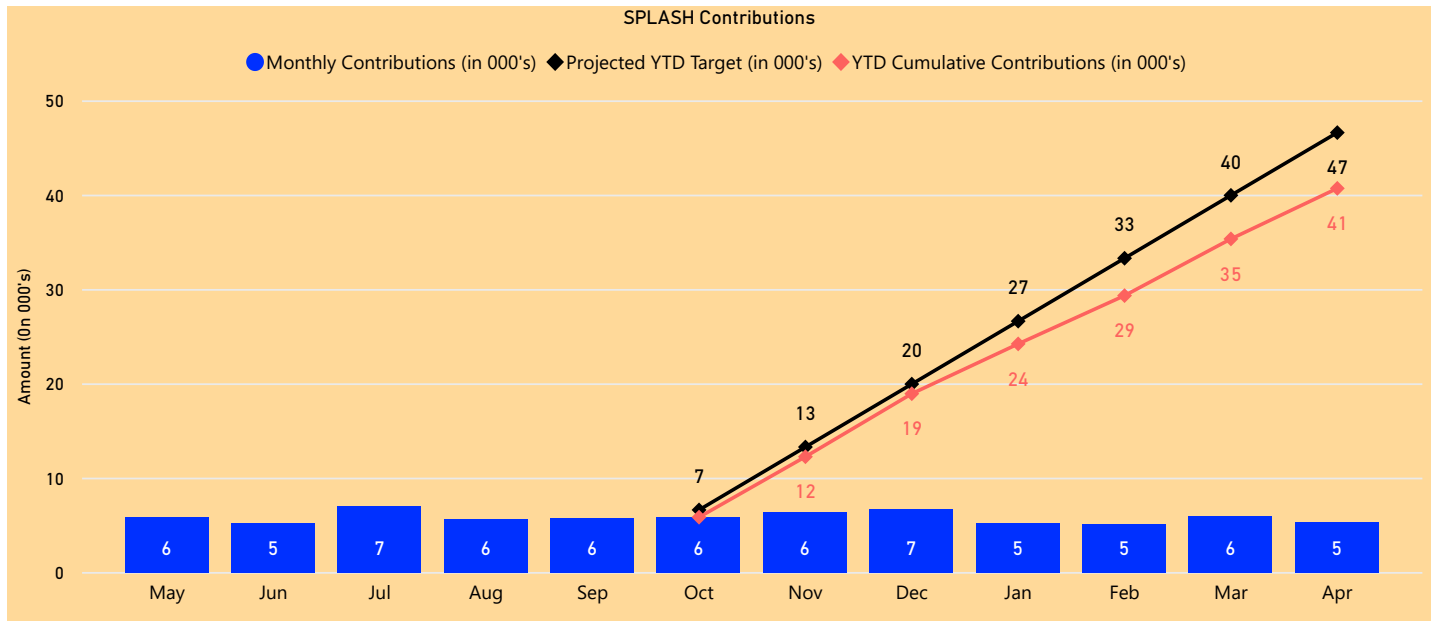
Customer Care - Emergency Response Time



Performance for Apr 2020 was above target by 10%.

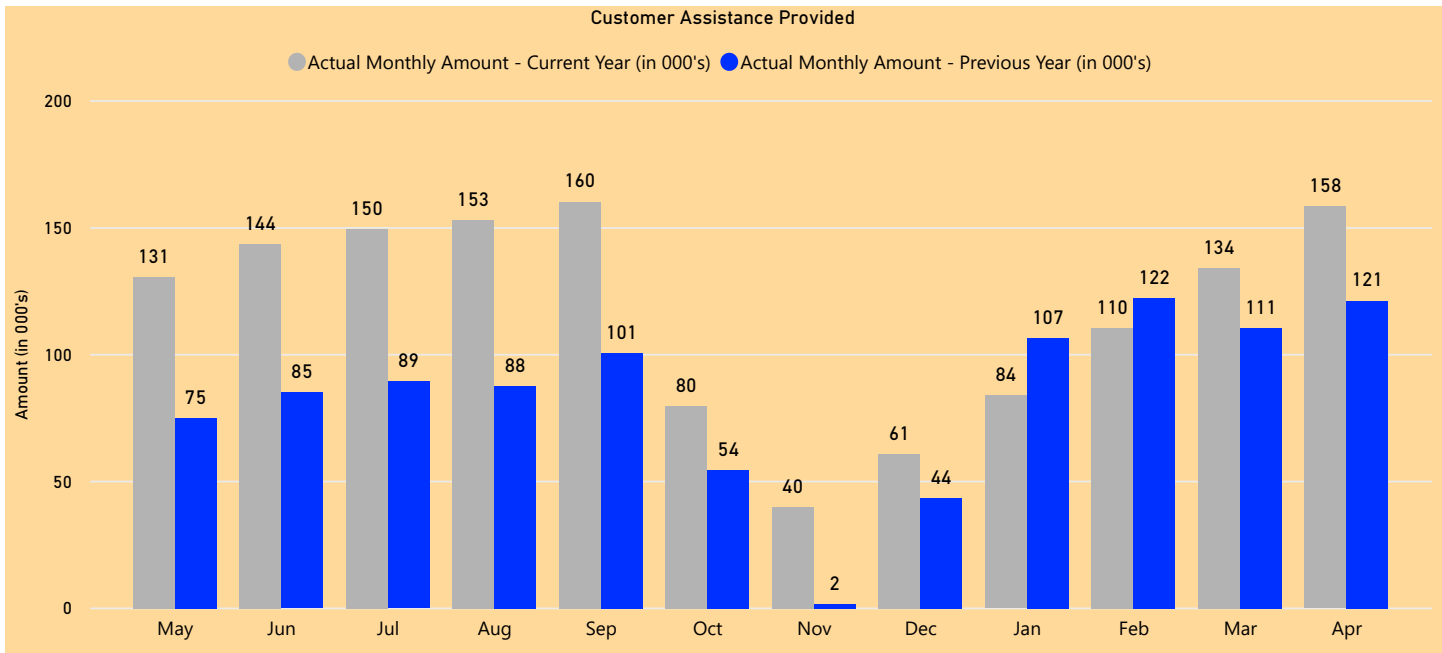
LOW INCOME ASSISTANCE PROGRAM

SPLASH Program



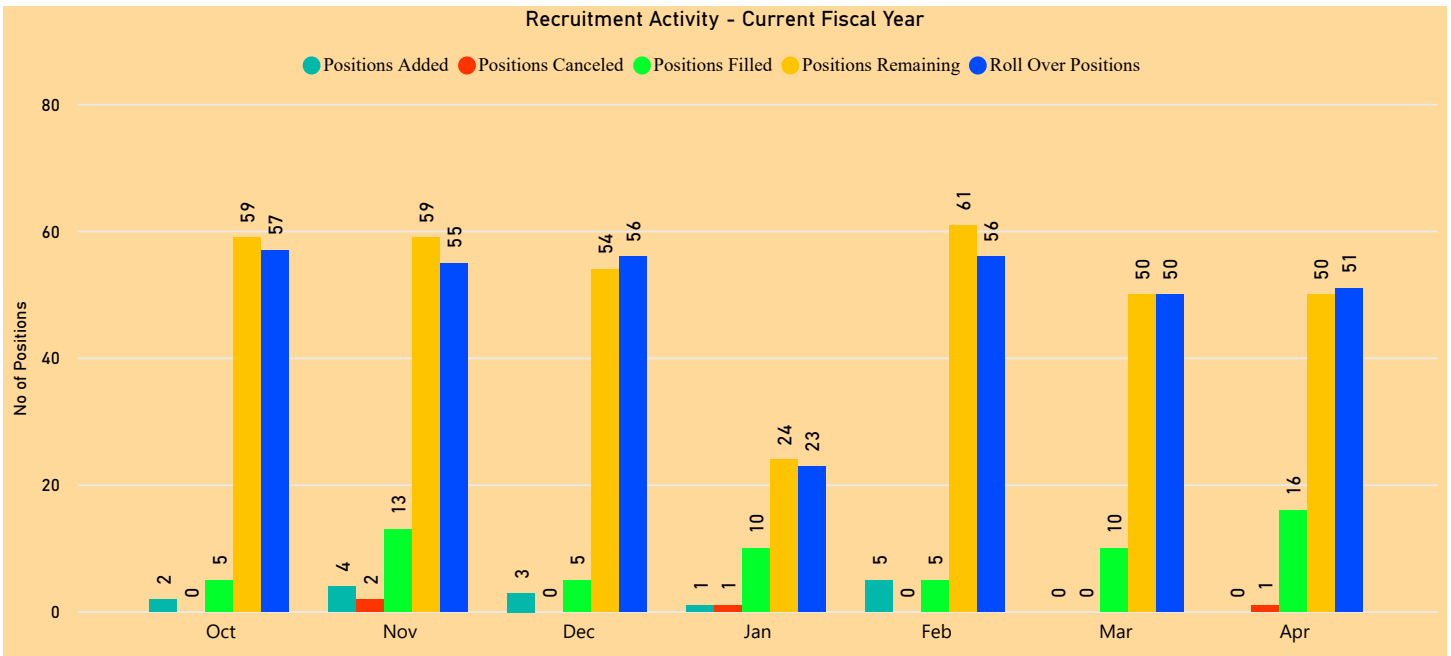
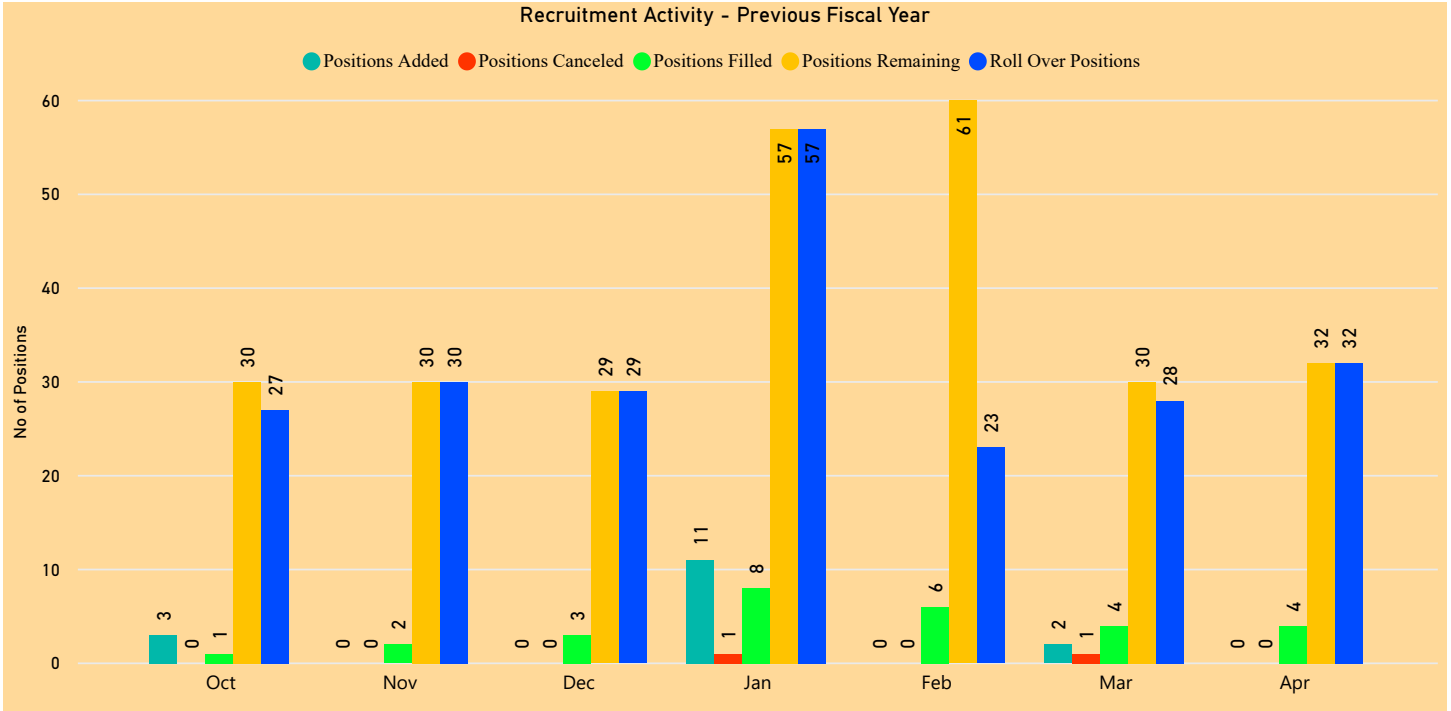
Total SPASH contribution to date for Apr 2020 was under target by \$5910.

Customer Assistance Program (CAP)



PEOPLE AND TALENT

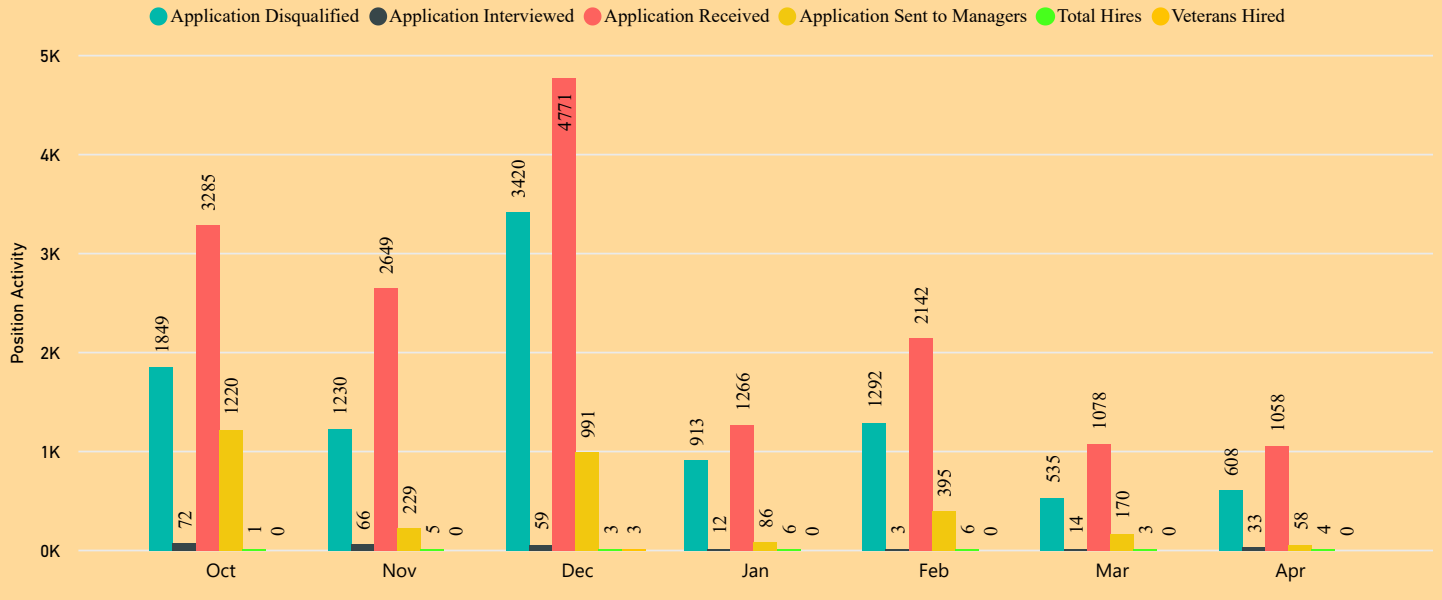
Human Resources



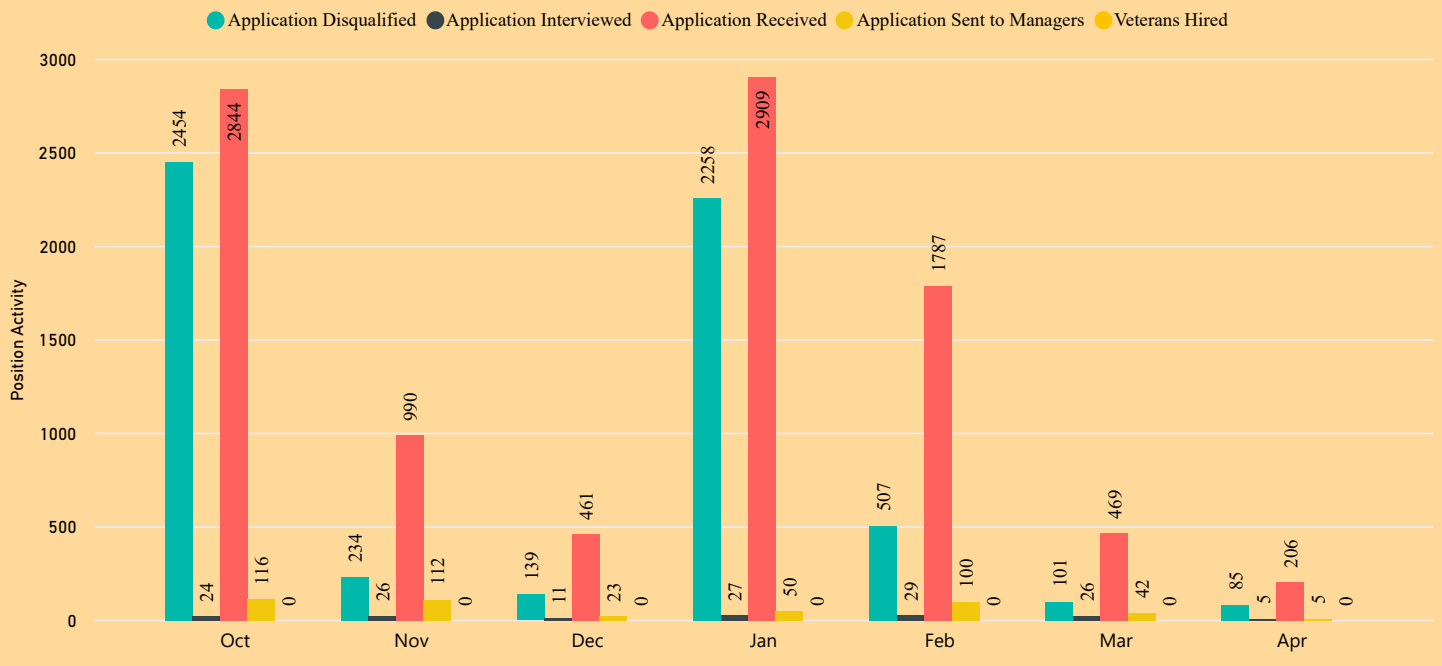
PEOPLE AND TALENT

Human Resources

Recruitment Performance Metric - Previous Fiscal Year

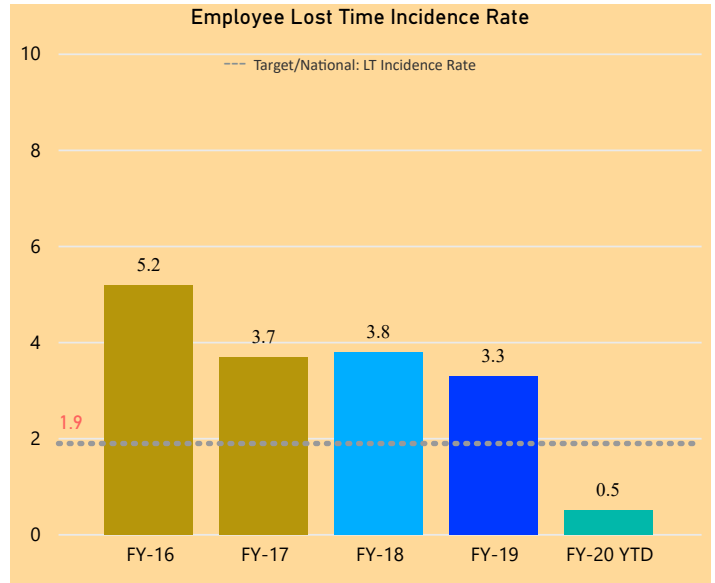
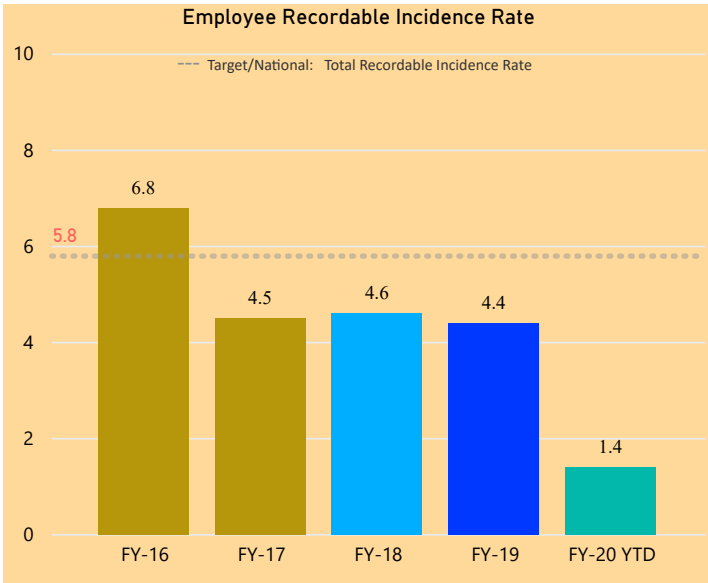


Recruitment Performance Metric - Current Fiscal Year



ADMINISTRATION

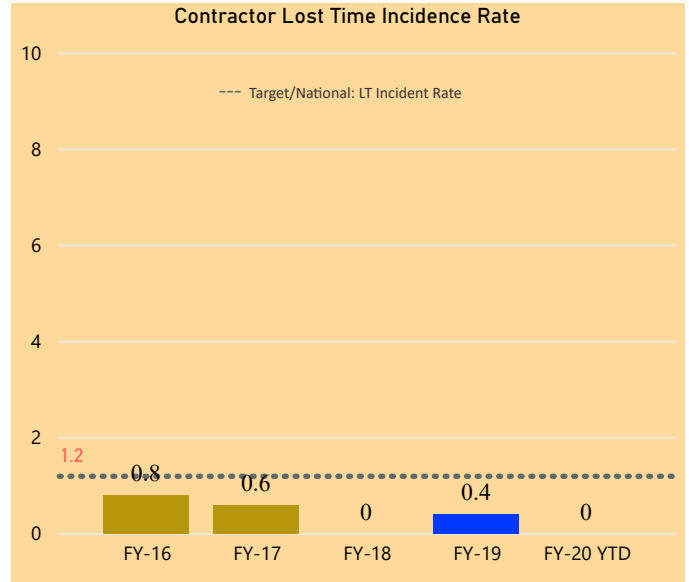
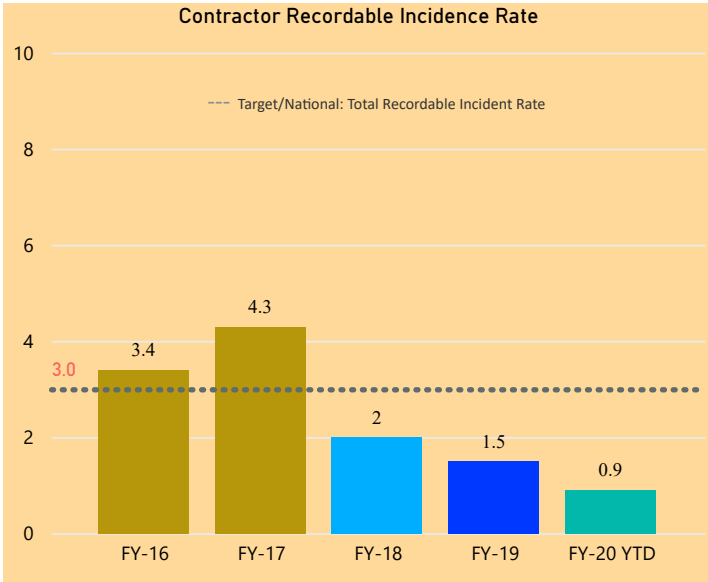
Safety



There have been 6 lost time incidents in FY 2020 YTD.

ADMINISTRATION

Safety



There have been 0 lost time incidents in FY 2020 YTD.

INTERPRETATION OF CHARTS:

FINANCIAL HIGHLIGHTS

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

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

A

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 %.

OPERATIONS & ENGINEERING

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

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

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

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****

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

Dynamic Color Coding Legend

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

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

- 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

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 Per Month

- 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***

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

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 lower than 5% of budget or target Yellow- when the actual is within 5% of budget or target Green- when the actual is equal to or higher than budget or target | Red- when the actual is higher than 5% of budget or target Yellow- when the actual is within 5% of budget or target Green- when the actual is equal to or lower than budget or target |

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

CUSTOMER EXPERIENCE

CUSTOMER CARE

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

LOW INCOME ASSISTANCE PROGRAM

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***

PEOPLE AND TALENT

HUMAN RESOURCES

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.

Dynamic Color Coding Legend

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

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

ADMINISTRATION

SAFETY

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

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



Summary of Contracts on Consent Agenda

265th Meeting of the DC Water Board of Directors

Thursday, June 4, 2020

Joint-Use Contracts

Resolution No. 20-44 – Execute Option Year Three (3) of Contract No. 16-PR-WWT-67A, Polydyne, Inc. The purpose of the option is to continue the supply and delivery of primary treatment polymer to DC Water’s Blue Plains Advanced Wastewater Treatment Facility. The option amount is \$570,000.

Resolution No. 20-45 – Execute Option Year Three (3) of Contract No. 16-PR-WWT-67B, Polydyne, Inc. The purpose of the option is to continue the supply and delivery of secondary treatment polymer to DC Water’s Blue Plains Advanced Wastewater Treatment Facility. The option amount is \$300,000.

Resolution No. 20-46 - Execute Option Year Four (4) of Contract No. 16-PR-DWT-13A, Urban Service Systems Corporation. The purpose of the option is to continue the hauling and disposal services for girt and scum collected at the Blue Plains Screenings and Grit Removal facilities and Screenings Removal facilities at the Authority’s Sewer Pumping Stations. The option amount is \$1,174,000.

Resolution No. 20-47 – Execute Supplemental Agreement No. 01 of contract No. DCFA #483-WSA, HDR Engineering, Inc. The purpose of the option is to continue providing engineering, permitting, bid services, and engineering services during construction for the electrical and ancillary improvements to Headworks Facilities located at the DC Water Blue Plains Advanced Wastewater Treatment Plant. The supplemental agreement amount is \$4,495,692.

Resolution No, 20-48 - Execute Contract No. 17-PR-CFO-20A,20B,20C, Alliant Insurance Services, Aon Risk Solutions, Inc. of Washington, D.C., and Willis of Maryland, Inc. The purpose of contract is to provide Broker DC Water property and casualty insurance premiums. The contract amount is \$3,537,025.

Non-Joint Use Contracts

Resolution No. 20-51 - Execute Contract No. 160060, Garney Companies, Inc. The purpose of the contract is to replace small diameter water mains that have experienced failures, or have a history of low water pressure, or water quality issues across various locations within the District of Columbia. The contract amount is \$8,272,225.

Resolution No. 20-52 - Execute Contract No. 170040, Sagres Construction Corporation. The purpose of the contract is to replace small diameter water mains that have experienced failures, or have a history of low water pressure, or water quality issues across various locations within the District of Columbia. The contract amount is \$7,645,775.

Presented and Adopted: June 4, 2020
SUBJECT: Approval and Adoption of the Revised Business Development Plan

#20-42
RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

The Board of Directors (“Board”) of the District of Columbia Water and Sewer Authority (“the Authority or DC Water”) at the Board meeting held on June 4, 2020, upon consideration of a joint use matter, decided, by a vote of ___ (0) in favor and ___ (0) opposed, to take the following action with respect to the Approval and Adoption of the Revised Business Development Plan.

WHEREAS, on June 3, 1999, the Board, through Resolution #99-41, approved and adopted DC Water’s Business Development Plan reflecting DC Water’s commitment to promoting economic and business development in the District of Columbia and the local region it serves and actively encouraging and supporting the participation of certified local businesses, local small business enterprises, and disadvantaged (minority and women-owned) business enterprises in its contracting and procurement activities, at all tier levels; and

WHEREAS, on June 4, 2009, the Board, through Resolution #09-75, in accordance with 21 DCMR §5370.3, approved and adopted DC Water’s Revised Business Development Plan, effective June 12, 2009, that incorporated revisions to comply with the US Environmental Protection Agency’s Disadvantaged Business Enterprise Program regulations, provided in 40 CFR Parts 30, 31, 33, 35, and 40; and

WHEREAS, on June 25, 2012, DC Water amended the Business Development Plan revising the DC Water’s logo and name in the document from DCWASA to DC Water; and

WHEREAS, the Business Development Plan must be reviewed every two (2) years to determine whether, based on performance, the Board’s objectives are being achieved; and

WHEREAS, on January 8, 2020, the Governance Committee met to consider the General Manager’s proposed revisions to the Business Development Plan; and

WHEREAS, on January 8, 2020, the General Manager presented revisions to address the Board’s requirements, the 2017 RSM Business Development Plan Internal Audit

Report findings and recommendations, existing (federal) guidance and practices, and other issues and requests by DC Water staff and contractors; and

WHEREAS, the changes to the Business Development Plan: 1) updated language or citations that are outdated; 2) proposed changes to the LSBE program, created by the Board of Directors; 3) reconciled the EPA Fair Share Objectives program; and 4) proposed a new DBE program for projects not funded by the EPA; and

WHEREAS, at the conclusion of the presentation, the Governance Committee raised additional questions regarding proposed revisions and agreed to continue the discussion at the March 2020 committee meeting; and

WHEREAS, on March 20, 2020, the Governance Committee met to continue the review of the General Manager's proposed revision to the Business Development Plan; and

WHEREAS, on March 20, 2020, the General Manager continued the presentation of the proposed revisions, providing an overview of the specific elements that include: 1) recognizing certifications under the EPA Fair Share Objectives; 2) inclusion of mandatory commercially useful function performance requirements for firms to be recognized as certified; 3) clarification of required good faith efforts, including engagement between bidding primes and certified firms; and 4) robust monitoring and reporting; and

WHEREAS, the General Manager outlined a new proposed DBE/WBE program for non-EPA funded contracts over \$1 million, whose specific elements include: 1) DC Water's setting overall DBE goals every three (3) years to be approved by DC Water's Board of Directors; and 2) DC Water's setting project specific goals; and

WHEREAS, the General Manager provided additional details regarding the revised Business Development Plan regarding the recognized certifications including: 1) any US DOT DBE certification; 2) the Small Business Administration's 8(a) certification; 3) WBE certification; and 4) the District of Columbia's local small business enterprise certification; and

WHEREAS, the General Manager also presented the specific proposed administrative changes to the outreach and capacity building elements to the Business Development Plan; and

WHEREAS, the Governance Committee determined to take additional time to review and consider the proposed revisions to the Business Development Plan and discuss any additional issues and questions at the May 2020 committee meeting; and

WHEREAS, on May 13, 2020, the Governance Committee met to consider the proposed revisions to the Business Development Plan; and

WHEREAS, the General Manager reviewed the key proposed revisions to the Business Development Plan as described above, emphasizing the numerous benefits of the Plan

including: 1) development of mentor-protégé program standards; 2) providing greater clarity for all participants of DC Water's procurement programs; 3) aligning DC Water's programs more fully with current standards and practices of federal and local governments; 4) removing barriers that limited the potential for certified firm participation; 5) strengthening capacity building efforts to encourage certified firm participation; 6) providing information to certified firms and business partners in timely fashion; and 7) strengthening education and outreach components; and

WHEREAS, on May 13, 2020, after further discussion and consideration, the Governance Committee recommended the revised Business Development Plan for Board approval and adoption and concurs with the General Manager's proposal to review the plan every two (2) years to assess and recommend improvements.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors hereby authorizes the General Manager to implement the revised Business Development Plan as set forth in Attachment A, "District of Columbia Water and Sewer Authority Business Development Plan"
2. The General Manager is directed to review the Business Development Plan every two (2) years to assess and propose recommendations for modification and improvement.

This resolution is effective immediately.

Secretary to the Board of Directors

ATTACHMENT A

**District of Columbia Water and Sewer Authority
Business Development Plan**

**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**



**Business Development Plan
Effective Date: June 12, 2009**

Amended 01/25/2012 – DC Water logo and name
[Amended 06/27/2020](#)

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DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY BUSINESS DEVELOPMENT PLAN

Policy Statement

The District of Columbia Water and Sewer Authority (DC Water) is committed to promoting economic and business development in the District of Columbia and the region it services. DC Water provides water and wastewater treatment services to one of the most diverse cities and regions in the country. In carrying out its mission, DC Water will seek to reflect this diversity in meeting its business needs. As such, DC Water will actively encourage and support the participation of certified local business enterprises (LBEs), local small business enterprises (LSBEs), disadvantaged business enterprises (DBEs), minority business enterprises (MBEs) and women-owned business enterprises (WBEs) in its contracting and procurement activities.

This Business Development Plan (BDP) provides the framework for the design and implementation of programs and activities that will promote and enhance participation of LBEs, LSBEs, DBEs, MBEs and WBEs. The Chief Executive Officer (CEO) or his/her designee is responsible for implementing and administering programs, procedures and processes, consistent with this BDP, Authority policies and applicable regulations and laws.

To this end, DC Water will employ every reasonable effort to ensure that LBEs, LSBEs, DBEs, and WBEs are afforded full and equitable opportunities to participate as vendors, prime contractors, subcontractors and joint venture partners for goods and services including construction and architectural and engineering (A/E) contracts funded by the District of Columbia and the user jurisdictions.

Pursuant to requirements established as a condition for receipt of federal grants and federal financial assistance, DC Water will also implement a Disadvantaged Business Enterprise Program to encourage and facilitate participation by MBEs/WBEs in accordance with the Federal Fair Share Objectives. This program will apply to DC Water's capital A/E and construction projects, where appropriate.

I. CERTIFIED LOCAL AND LOCAL SMALL BUSINESS ENTERPRISE PROGRAM

A. Overall Local and Small Participation Goals

The DC Water Board of Directors (the Board) may establish overall goals for participation by LBEs and LSBEs in DC Water's non-federally assisted procurement program. These goals will be reviewed every two (2) years to determine whether, based on performance, the Board's objectives are being achieved. The DC Water LBE/LSBE program is race and gender neutral.

The overall goals will apply to competitively solicited contracts for:

- (a) Goods and Services estimated at \$1,000,000 or less;
- (b) Construction estimated at \$1,000,000 or less; and
- (c) Architectural-Engineering (A/E) services estimated at \$1,000,000 or less.

The goals will be expressed as a percentage of the total eligible dollar volume of all "Open with Preference" contracts and purchase orders awarded for each category and may be achieved by LBE/LSBE participation as a vendor, prime contractor, subcontractor, or joint venture provided there is sufficient competition for various types of procurements (process described in Section I.B, "LBE/LSBE Utilization").

These goals do not apply to procurement actions identified as exceptions in the DC Water Procurement Regulations.

B. LBE/LSBE Utilization

1. Large Procurements (For procurements between \$100,000 and \$999,999)

Preference Program

To facilitate and encourage the participation and utilization of LBEs/LSBEs in the procurement process, a preference will apply to competitive solicitations for goods and services and construction and A/E. The preference will be used in the evaluation of bids and proposals.

The preference provides for the utilization of additional points in the evaluation of proposals and the utilization of a preference percentage reduction in price for bids. The preferences are as follows:

- a. Preference Points for Proposals:
 - (1) Certified Local=5 points
 - (2) Certified Local and Small=10 points

The maximum number of preference points for a proposal is ten (10) points.

- b. Preference Price Reduction for Bids (evaluation only):
 - (1) Certified Local=5%
 - (2) Certified Local and Small=10%

The maximum preference price reduction for a single bid is a total of ten percent (10%) or \$100,000, whichever is less.

Prime contractors may subcontract or joint venture with LBEs/LSBEs. Preference will be determined proportionate to the proposed LBE/LSBE participation on the contract. For example, if a prime contractor subcontracts to a certified local business (which is eligible for a 5.0% preference price reduction) for 25% of the work, the prime contractor would be eligible for 1.25% reduction in the bid price evaluation. The chart below displays how preference points are calculated:

| If the prime is a: | (and) Performs % of the work: | (and) the status of the Sub-Contractor is: | (then) The preference points are | Calculated By |
|--------------------|-------------------------------|--|----------------------------------|--|
| Certified LBE | 50% +1 | N/A | 5 | Bid receives 5% |
| Certified LSBE | 50% + 1 | N/A | 10 | Bid receives 10% |
| Certified LBE | Less than 50% | N/A | 0-5 | % of work performed by certified LBE sub(s) *5% |
| Certified LSBE | Less than 50% | N/A | 0-10 | % of work performed by certified LSBE sub(s)*10% |
| Non-Certified | N/A | Certified LBE | 0-5 | % of work performed by certified LSBE sub(s)*10% |
| Non-Certified | N/A | Certified LSBE | 0-10 | % of work performed by certified LBE sub(s) *5% |

2. Simplified Acquisitions (For small purchases, between \$25,000 and \$99,999)

Requests for quotes may be limited to LBEs/LSBEs when there are at least two (2) such businesses capable of providing the good, service or construction and can satisfy all applicable DC Water requirements and conditions. Further, to facilitate and encourage the participation of LBEs/LSBEs in the simplified acquisition process, preference will apply in the evaluation of bids and quotations as follows:

Preference Price Reduction for Bids (evaluation only):

- (1) Certified Local=5%
- (2) Certified Local and Small=10%

The maximum preference price reduction for a single bid is ten percent (10%).

3. Micro Purchases

To the extent possible, micro purchases (under \$25,000), including those made with DC Water Purchase Cards will be made with certified LBEs/LSBEs.

The Department of Procurement is responsible for identifying certified LBEs/LSBEs for consideration.

4. Waivers

The CEO shall have the authority to determine when it is in the best interest of DC Water to waive bonding and other requirements for solicitations estimated not to exceed \$250,000 if the CEO determines:

- a. A waiver will assist LBEs/LSBEs by removing requirements that may inhibit LBE/LSBE participation in DC Water contracting and procurement activities; and
- b. The interests of DC Water are not adversely affected.

C. Eligible Program Participants

To achieve the goals established by the Board, DC Water encourages the participation of local and small businesses whose primary business operations are located in the District of Columbia or one of the DC Water user jurisdictions, which comprises Fairfax County, Virginia; Loudoun County, Virginia; Montgomery County, Maryland; and Prince George's County, Maryland. Moreover, eligible program participants must have a current certification as a local or local small business enterprise by one of the following jurisdictions:

1. District of Columbia's "Certified Business Enterprise Program";
2. Montgomery County's "Minority, Female and Disabled Business Enterprise" Certification Program;
3. Montgomery County's "Local Small Business Reserve" Program;
4. Prince George's County's "County Based Business Certification" Program;
5. Virginia Department of Small Business and Supplier Diversity's "Small, Women and Minority Owned Business" Program as accepted by Fairfax and Loudoun Counties;
6. Maryland Department of Transportation's "Small and Disadvantaged Business Enterprise Certification" Programs for firms principally located in Montgomery and Prince George's Counties; and

7. Other certification programs recognized by the District of Columbia or a DC Water user jurisdiction and meets the District of Columbia's or user jurisdiction's criteria for local and local and small business enterprise.

A business desiring to take advantage of the preference points for local and small businesses for a specific solicitation must have verifiable documentation of its principal location and current certification from a certifying agency listed above prior to or on the bid opening or proposal due date.

D. Monitoring and Reporting

DC Water will implement procedures for monitoring LBE/LSBE participation as prime contractors and subcontractors in DC Water's contracting and purchasing program. An annual report will be submitted to the Board of Directors.

II. DISADVANTAGED/WOMEN BUSINESS ENTERPRISE PROGRAM FOR NON-FEDERALLY ASSISTED PROJECTS

For non-federally-assisted projects (Goods/Services, Construction and A/E) over \$1,000,000, DC Water has established a Disadvantaged/Women Business Enterprise (DBE/WBE) Program. The purpose of the program is to:

1. Ensure nondiscrimination in the award and administration of DC Water contracts;
2. Create a level playing field on which DBE/WBEs can compete fairly for DC Water contracts;
3. Ensure that the DBE/WBE Program is narrowly tailored in accordance with applicable laws and DC Water Procurement Regulations;
4. Ensure that only firms meeting the certification standards are permitted to be counted as DBEs/WBEs;
5. Assist in the removal of barriers to the participation of DBEs/WBEs on DC Water contracts; and
6. Assist in the development of firms that can compete successfully in the marketplace outside the DBE/WBE Program.

A. Quotas

DC Water will not use quotas or set-asides in any way in the administration of this DBE/WBE program.

B. DBE/WBE Program Design

DC Water's DBE/WBE Program includes the following features:

1. Tri-Annual Goals for certified DBE's and WBE's
2. Project Specific Goal Setting
3. Good Faith Efforts
4. Compliance Monitoring
5. Reporting

C. DBE/WBE Certification

DC Water's DBE/WBE Program is not race-based. For the purposes of satisfying the DBE/WBE goals, DC Water recognizes the following certifications:

Disadvantaged Business Enterprise Certification

- The United States Small Business Administration's "8(a) Business Development" Program;
- The United States Small Business Administration's "Small Disadvantaged Business (SDB)" Certification;
- Any State Department of Transportation's "Disadvantaged Business Enterprise (DBE)" Certification;
- The District of Columbia Department of Small and Local Business Development's "Local Small Business Enterprise Certification";
- Any other government or independent private organization that maintains a "Disadvantaged Business Enterprise" certification.

Women Business Enterprise Certification

- Any government or independent private organization that maintains a "Women Business Enterprise" certification.

Firms with certifications that do not match the list above cannot be used to satisfy the DBE/WBE goals.

D. DBE/WBE Goals

DC Water will establish goals for DBEs and WBEs on a triennial basis. Separate DBE and WBE goals will be established for A/E, construction, and goods and services. The goals will be submitted to the Board of Directors in three-year intervals not later than July 31st. Once established, the goals will remain in effect for three years.

In establishing the three-year goals, DC Water will consult with disadvantaged businesses, women's, and general contractor groups, community associations, and other organizations which could be expected to have information concerning the availability of disadvantaged businesses, their challenges, as well as the impact of DC Water's efforts to establish a level playing field for participation.

E. Project Specific Goal Setting

Project specific goals will be established only on those non-federally assisted contracts that have subcontracting possibilities. Goals need not be established on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs/WBEs to perform the particular type of work). The contract work items will be compared with eligible DBEs/WBEs willing to work on the project. A determination will also be made to decide which items are likely to be performed by the prime contractor and which ones are likely to be performed by the subcontractor(s). The goal will then be incorporated into the solicitation documents by no later than the 90% design.

Contract goals will be expressed as a percentage of the total amount of the eligible project costs committed to DBE/WBEs. Actual achievement of goals will be based on payments made to the DBE/WBE firms and not only on contracts awarded. DC Water will track actual spending over the life of the project.

There are several factors to consider when establishing project specific goals:

- Scope of the project
- Location of the project
- Duration of the Project
- The type of contractor who would most likely bid as prime on the project
- Subcontracting opportunities on the Engineer's Estimate
- Available DBE/WBEs for the type and area of work

- Other factors that may vary from project to project

1. Design-Build Contracts

If DC Water uses design-build contracting, DBE/WBE goals will be established for both the design phase and construction phase of the design-build project.

F. Counting DBE/WBE Participation

DC Water will count DBE/WBE participation toward overall and contract goals as provided in the project specifications for the prime contractor, subcontractor, joint venture partner, or vendor of material or supplies. Certified DBEs and WBEs can participate

Work performed will be counted as fulfilling the participation goals only when the firm is certified and:

1. A DBE/WBE performs a commercially useful function when it is responsible for the execution of the contract work and is carrying out its responsibilities by actually performing, managing and supervising the work involved. To perform a commercially useful function as a prime, the DBE/WBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering materials, and installing (where applicable) and paying for the material itself. To determine whether a DBE/WBE is performing a commercially useful function, DC Water will evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the contract is commensurate with the work to be performed, in addition to the DBE/WBE credit claimed for work performance and other relevant factors. A DBE/WBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of DBE participation.
2. If a DBE/WBE does not perform or exercise responsibility for at least 30 percent (30%) of the total cost of its contract with its own work force, or the DBE/WBE subcontracts a greater portion of the contract work than would be expected based on normal industry practice for the type of work involved, DC Water will presume that it is not performing a commercially useful function.

A certified firm which is a conduit or pass through or which is not performing a commercially useful function will not be considered toward fulfillment of contract participation goals.

G. Failure to Achieve the Goals

DC Water contractors and subcontractors cannot be penalized, or be treated as in noncompliance with this program if DBE/WBE participation falls short of the established project specific goals, unless contractors and subcontractors fail to administer the program in good faith.

H. Good Faith Efforts

Bidders are to make good faith efforts to identify and subcontract portions of the non-federally assisted contract to DBE/WBEs. DC Water treats bidders'/offerors' compliance with good faith effort requirements as a matter of responsiveness. A responsive bid/proposal is meeting all the requirements of the advertisement and solicitation.

Each solicitation for which a project specific goal has been established will require the bidders'/offerors to submit the following information:

1. The names and addresses of known DBEs/WBEs that will participate in the contract;

2. A description of the work that each DBE/WBE will perform;
3. The contract value of each DBE/WBE;
4. Signed documentation of the Prime's intent to use the DBEs/WBEs identified to participate in the contract (with DBE/WBE confirmation);
5. Evidence of good faith efforts.

I. Evidence of Good Faith Efforts

DC Water will not execute contracts to bidders unless it has been determined that the "good faith efforts" have been properly documented.

Adequate good faith efforts mean that the bidder took all necessary and reasonable steps to achieve the goal which, by their scope, intensity, and appropriateness, could reasonably be expected to obtain sufficient DBE/WBE participation. Adequate good faith efforts also mean that the bidder actively and aggressively sought DBE/WBE participation. Mere pro forma efforts are not considered good faith efforts. DC Water will consider the quality, quantity, and intensity of the different kinds of efforts a bidder has made. Listed below are examples of the types of actions a bidder will take in making a good faith effort to meet the goals and are not intended to be exclusive or exhaustive, nor is it intended to be a mandatory checklist.

1. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising, written notices, use of verifiable electronic means) the interest of all certified DBEs/WBEs who have the capability to perform the work of the contract. Whenever possible, the bidder must solicit this interest within at least 30 days prior to bid opening to allow DBEs/WBEs to respond to the solicitation. The bidder must determine with certainty if the DBEs/WBEs are interested by taking appropriate steps to follow up initial solicitations.
2. Selecting portions of the work to be performed by DBE/WBEs to increase the likelihood that the DBE and WBE goals will be achieved.
 - a. Where appropriate, break out contract work items into economically feasible units to facilitate DBE/WBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
 - b. Negotiate with subcontractors to assume part of the responsibility to meet the contract DBE/WBE goals when the work is to be sublet.
3. Providing interested DBEs/WBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
4. Negotiating in good faith with DBEs/WBEs. Such efforts will be shown by producing names, addresses, telephone numbers, and information regarding the subcontract opportunity(ies) offered to each DBE/WBE; and evidence as to why additional agreements could not be reached for DBEs/WBEs to perform the work.
 - a. A bidder would consider several factors in negotiating with subcontractors (including DBE/WBE subcontractors), and would take a firm's price and capabilities, as well as, contracting goals into consideration.

However, the fact that there may be some additional costs involved in finding and using DBEs/WBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE or WBE goals (if such costs are reasonable).

- b. The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Bidding contractors are not, however, required to accept higher quotes from DBEs/WBEs if the price difference is excessive or unreasonable.
5. Not rejecting DBEs/WBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The bidder's standing within its industry, membership in specific groups, organizations, or associations are not legitimate causes for the rejection or non-solicitation of bids in the bidder's efforts to meet the project goals.
6. Provide help to the DBEs/WBEs in overcoming bonding, financial, and insurance problems relevant to the subcontract.
7. Making efforts to assist interested DBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
8. Effectively using the services of available disadvantaged business and women community organizations; Federal, State, and local disadvantaged business/women business assistance offices to identify potential subcontractors.
9. As necessary, contact the Contract Compliance Office within 7 days from the bid opening to give notification of the bidder's inability to get DBE or WBE quotes.
10. Any other evidence that the bidder submits which demonstrates reasonable good faith efforts made to meet the DBE and WBE goals. In addition, DC Water may consider the following:
 - (a) Whether the bidder's documentation reflects a clear and realistic plan for achieving the DBE and WBE goals.
 - (b) The bidder's participation as a mentor to a certified DBE/WBE (Mentor Protégé Program).
 - (c) The bidders' past performance in meeting the DBE and WBE goals.
 - (d) The performance of other bidders in meeting the DBE and WBE goals. For example, when the apparent successful bidder fails to meet the goals, but others meet it, DC Water may reasonably raise the question of whether, with additional reasonable efforts the apparent successful bidder could have met the goals.

If the apparent successful bidder fails to meet the DBE and WBE goals, but meets or exceeds the average DBE and WBE participation obtained by other bidders, DC Water may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made a good faith effort.

If DC Water does not award the contract to the apparent lowest responsive bidder, DC Water reserves the right to award the contract to the next lowest responsive bidder that can satisfy to DC Water that the DBE and WBE goals can be met or that an adequate good faith effort has been made to meet the DBE and WBE goals.

DC Water will ensure that all information is complete, accurate and adequately documents the bidder/offeror's good faith efforts before a commitment by DC Water is made. The Vice President for

Procurement and Compliance or designee is responsible for determining whether a bidder/offeror has documented sufficient good faith efforts.

J. Substitution

Prime contractors cannot terminate a DBE or WBE subcontractor without good cause and the written consent of DC Water.

Prior to termination the contractor must notify DC Water of the intent to terminate the DBE/WBE. The DBE/WBE must respond within 10 calendar days regarding the termination. If the DBE/WBE fails to respond within the allotted time frame the termination may be authorized by DC Water.

The contractor must make a good faith effort to replace the defaulting DBE/WBE with another DBE/WBE to the extent needed to meet the contract goal. The contractor must document good faith efforts made to replace the DBE/WBE.

1. Good Faith Efforts when a DBE/WBE is Replaced on a Contract

Contractors must make good faith efforts to replace a DBE/WBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE/WBE, to the extent needed to meet the contract goal. The prime contractor is required to notify DC Water immediately of the DBE/WBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, the prime contractor will be required to obtain, prior approval from DC Water, of the substitute DBE/WBE and to provide copies of new or amended subcontracts, and documentation of good faith efforts. If the contractor fails or refuses to comply in the time specified, DC Water's Compliance Office may issue an order stopping all or part of payment until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a stop work order or termination for default proceeding.

K. Monitoring

DC Water will take the following steps to ensure compliance with this DBE/WBE Program.

1. DC Water will implement a monitoring and enforcement mechanism to verify that work committed to DBEs/WBEs at contract award is actually performed by those. This mechanism will provide for a running tally of actual DBE/WBE attainments (e.g., payments made to DBE/WBE firms), including a means of comparing these attainments to commitments. This will be accomplished by requiring prime contractors to provide information concerning payments to subcontractors. Participation in the program is credited toward overall or contract goals only when payments are made to DBE/WBE firms.
2. Any false, fraudulent, or dishonest conduct in connection with the program, will be enforced by DC Water, as allowed by the existing regulations or applicable laws.
3. DC Water will take steps to actively ensure that prime contractors and subcontractors comply with the DBE/WBE Program.

L. Reporting

DBE/WBE participation will be reported to the DC Water Board of Directors on an annual basis. These reports will reflect commitments to and payments made to DBE/WBEs on applicable DC Water contracts.

III. DISADVANTAGED BUSINESS ENTERPRISE PROGRAM FOR FEDERALLY ASSISTED PROJECTS

DC Water has established an outreach, education and fair share objective program designed to encourage participation of certified Minority Business Enterprises and Women Business Enterprises (MBE/WBE), as prime contractors, subcontractors at all tiers, and/or joint venture partners, pursuant to United States Environmental Protection Agency (EPA) regulations found at 40 CFR Section 31.36(e) for federal financially -assisted projects.

A. MBE/WBE Program Design

In accordance with EPA requirements, DC Water's Fair Share Objectives Program includes the following features:

1. Fair Share Objectives, which are Minority Business Enterprise MBE/WBE participation goals based on an availability analysis performed by DC Water and approved by EPA. These goals may be achieved by MBE/WBE firms participating as a vendor, prime contractor, subcontractor or joint venture on a federally-assisted project.

Separate MBE and WBE goals will be established for A/E and for construction. The objective will be calculated and expressed as a percentage of the eligible capital project value committed to the MBEs/WBEs. DC Water will track actual spending over the life of the project.

2. Pursuant to 40 CFR Part 33.301, six (6) Affirmative Steps (or Six (6) Positive Steps), must be undertaken by DC Water and contractors to inform MBEs/WBEs and encourage their participation. These steps include the following:
 - a. Ensure MBEs/WBEs were made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing MBEs/WBEs on solicitation lists and soliciting them whenever they are potential sources.
 - b. Make information on forthcoming opportunities available to MBEs/WBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by MBEs/WBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
 - c. Consider in the contracting process whether firms competing for large contracts could subcontract with MBEs/WBEs. This included dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by MBEs/WBEs in the competitive process.
 - d. Encourage contracting with a consortium of MBEs/WBEs when a contract was too large for one of these firms to handle individually.

- e. Use the services and assistance of the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.
- f. Require prime contractors, when subcontracts are being let, to undertake the affirmative steps a through e listed above.

B. MBE/WBE Certification

Pursuant to 40 CFR Part 33.204, for the purposes of satisfying the MBE/WBE goals, the EPA recognizes the following certifications:

- The United States Small Business Administration (SBA), under its 8(a) Business Development Program (13 CFR part 124, subpart A) or its Small Disadvantaged Business (SDB) Program, (13 CFR part 124, subpart B);
- The United States Department of Transportation (DOT), under its regulations for Participation by Disadvantaged Business Enterprises in DOT Programs (49 CFR parts 23 and 26);
- Indian Tribal Government, State Government, local Government or independent private organization in accordance with EPA's 8% or 10% statute as applicable.
 - Such certifications shall be considered acceptable for establishing MBE or WBE status, as appropriate, under EPA's DBE Program as long as the certification meets EPA's U.S. citizenship requirement under §33.202 or §33.203.

Firms with minority or women business certifications that do not match the criteria above or have different standards cannot be used to satisfy the EPA Fair Share Objective.

C. Counting MBE/WBE Participation

In accordance with 40 CFR Part 33.503, MBE/WBE participation will be counted as follows:

- (a) Only certified MBEs and WBEs are to be counted towards MBE/WBE participation.
- (b) If all project costs attributable to MBE and WBE participation are not eligible for funding under the EPA financial assistance agreement, DC Water may choose to report the percentage of MBE and WBE participation based on the total eligible and non-eligible costs of the project.
- (c) For joint ventures, MBE and WBE participation consists of the portion of the dollar amount of the joint venture attributable to the MBE or WBE. If an MBE's or WBE's risk of loss, control or management responsibilities is not commensurate with its share of the profit, DC Water may direct an adjustment in the percentage of MBE or WBE participation.
- (d) DC Water may not count expenditures to a MBE or WBE that acts merely as a broker or passive conduit of funds, without performing, managing, or supervising the work of its contract or subcontract in a manner consistent with normal business practices.
 - (1) If 50% or more of the total dollar amount of a MBE's or WBE's prime contract is subcontracted to a non-DBE, the MBE or WBE prime contractor will be presumed to be a broker, and no MBE or WBE participation may be reported.
 - (2) The MBE or WBE prime contractor may rebut this presumption by demonstrating that its actions are consistent with normal practices for prime contractors in its business and that it will actively perform, manage and supervise the work under the contract.

- (e) MBE or WBE Truckers/Haulers. DC Water may count expenditures to an MBE or WBE trucker/hauler only if the MBE or WBE trucker/hauler is performing a commercially useful function. The following factors will be used in determining whether an MBE or WBE trucker/hauler is performing a commercially useful function:
- (1) The MBE or WBE must be responsible for the management and supervision of the entire trucking/hauling operation for which it is responsible on a particular contract, and there cannot be a contrived arrangement for the purpose of meeting MBE or WBE objectives.
 - (2) The MBE or WBE must itself own and operate at least one fully licensed, insured, and operational truck used on the contract.

D. Substitution

When an MBE/WBE substitution is requested, the contractor will submit a letter explaining why substitution is needed. The letter will be forwarded to the assigned contract compliance officer for review and approval. The letter must include the names and addresses are shown, dollar values are included, and reason for the request. The impacted MBE/WBE subcontractor will also be given the opportunity to submit a written objection to the proposed substitution. If the Compliance Officer agrees to the substitution, the contractor will notify, in writing, the DBE/WBE subcontractor regarding the proposed substitution.

1. Good Faith Efforts when an MBE/WBE is Replaced on a Contract

DC Water will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The prime contractor is required to notify DC Water immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, the prime contractor will be required to obtain prior approval from DC Water of the substitute DBE and to provide copies of new or amended subcontracts, and documentation of good faith efforts. If the contractor fails or refuses to comply in the time specified, DC Water's Compliance Office may issue an order stopping all or part of payment until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a stop work order or termination for default proceeding.

E. Payments to Subcontractors

Pursuant to 40 CFR Part 33.302(a), DC Water will require prime contractors to pay subcontractors for satisfactory performance no more than 30 days from the prime contractors' receipt of payment from DC Water.

F. Reporting

DC Water will implement a procedure for monitoring contractor compliance with MBE/WBE requirements and will submit utilization reports to the EPA as required by 40 CFR Part 33.502. The CEO will submit an annual report on results to the Board of Directors.

IV. DC WATER COMPLIANCE

DC Water will monitor contractor compliance with federal standards, affirmative action and equal opportunity programs including but not limited to those administered by the U.S Department of Labor, Office of Federal Contract Compliance Programs.

DC Water will ensure that contractors fully comply with all elements of the certified firm participation plans offered by such contractors in response to DC Water solicitations. Compliance will be monitored and enforced using existing DC Water standard operating procedures.

V. DC WATER OUTREACH EFFORTS

To (1) encourage competition for all potential vendors and contractors, (2) share information that certified firms may require to compete for DC Water contracts, and (3) ensure that all potential vendors and contractors have equal opportunity to compete and participate in DC Water's contracting and procurement activities, measures will include, but not be limited to:

- a. Advertisement. In addition to the placement of advertisements as may be currently required by the Procurement Manual, DC Water, as appropriate, may advertise or announce solicitations, share procurement forecasts, etc. in media targeted towards the vendor and contracting community, including those focus on local and small businesses.
- b. Procurement Fair. DC Water will sponsor at least one procurement fair annually, at which:
 - (1) Procurement staff and end-user representatives will be available to potential vendors and contractors to discuss contracting and purchasing opportunities.
 - (2) Selected goods and services capable of being furnished by certified small businesses will be identified.
 - (3) An overview of DC Water's procurement process will be provided.
 - (4) Potential vendors and contractors may market their goods and services to DC Water, its prime contractors and vendors.
 - (5) Procurement forecast data will be shared.
- c. Project-Specific Workshops. For large and specialized projects, workshops will be held with potential prime contractors, vendors, and certified firms to provide information and identify subcontracting and supplier opportunities. In addition, certified firms may market their services to potential prime contractors and vendors.
- d. External Conferences – DC Water may participate in procurement conferences or other related events sponsored by external organizations and agencies to describe DC Water's Capital Improvement Program and history of LBEs, LSBEs, MBEs & WBEs participation.
- e. Prime Contractor Outreach. DC Water may require that similar outreach programs be implemented by prime contractors and vendors.

VI. CAPACITY BUILDING ACTIVITIES

To expand the pool of certified firms, DC Water will work with business and economic development agencies and organizations, and the prime contractor community, to implement strategies for building the

capacity of small businesses seeking to expand their performance on DC Water contracts and/or compete for and execute contracts as prime contractors with DC Water. Such efforts will include, but not be limited to:

- a. Collaborating, coordinating, and cooperating with other entities to leverage resources, share best practices and maximize the use of existing resources to assist small businesses working on DC Water contracts.
- b. Facilitating better working relationships between prime contractors and small businesses by creating networking forums and opportunities for knowledge transfer and skill development.
- c. Conducting workshops and trainings on how to do business with DC Water to encourage small firms to bid and submit proposals on DC Water opportunities.
- d. Dividing or reducing the size or scope of solicitations, when economically feasible, to afford LSBEs, DBEs, MBEs and WBEs greater opportunities to compete as prime contractors and vendors and subcontractors.

A. Mentor Protégé Program

The DC Water Mentor-Protégé program is designed to foster a more competitive environment by building a broader base of certified firms able to perform work on DC Water projects (including designing and engineering). The program encourages private-sector relationships and expands DC Water's efforts to identify and respond to the developmental needs of small and disadvantaged businesses.

The Program's immediate objective is to strengthen the long-term stability of certified firms by focusing the resources on those critical business skills and assets that contractors require to compete successfully in the open market. The Program's goals are to:

- ✓ Enhance the business skills of certified firms;
- ✓ Broaden the base of the certified firms' design, engineering and construction activity; and
- ✓ Build long-term stability of certified firms; and
- ✓ Assist in overcoming the following common barriers for certified firms:
 - Inability to accommodate size or volume of work;
 - Inability to secure adequate financing; and
 - Inability to secure adequate bonding.

Involving larger and more established firms in the development of growing certified firms is crucial to the success of the Mentor-Protégé Program. DC Water is committed to fostering a climate that allows certified firms to benefit from the knowledge and experience of the larger and more established business community.

A Mentor-Protégé relationship may be recommended to firms as part of their business development plan if it is determined through an in-depth business assessment that the firm's developmental goals would greatly benefit from the relationship.

Definitions

1. **Mentor** – Generally, a mentor is defined as an entity who guides another to a greater success. An experienced, large and more established firm willing to advise or train a small DBE firm.
2. **Protégé** – A small DBE firm that is guided and supported by a large and more experienced firm.

3. Mentor-Protégé – Two-year partnership involving existing businesses that agree to work together to address matters necessary to help enhance the Protégé’s success.

1. Roles & Responsibilities

DC Water

DC Water is the sponsor/program administrator. DC Water’s duties include:

- Advertising and promoting the program;
- Organizing related business events;
- Collecting enrollment information from potential Protégés;
- Informing and reminding Mentors and Protégés of their roles and responsibilities;
- Collecting status reports;
- Maintaining program records; and
- Evaluating the progress of the Mentors’ and Protégés’ partnership through the submission of progress reports. These reports will allow DC Water to monitor the Mentor-Protégé relationship and the achievement of the goals identified in the Mentor-Protégé Developmental Action Plans.

Mentors

The quality of the Mentor is the key to the success of any Mentor-Protégé program. Mentors will represent well-established firms, who have the knowledge and experience to help certified firms refine and implement sound operating plans.

The Mentor firm will be required to meet with the Protégé on a regular basis. Mentors should train their Protégés to accomplish the following:

- Set targets for improvement;
- Set time table for meeting those targets;
- Assist with Protégé’s business strategies;
- Assist in evaluating the outcomes;
- Assist in development of the Protégé’s Business Plan;
- Regularly review their Protégé’s business and action plans; and
- Monitor their Protégés’ key business indicators, including their cash flow, work in progress and recent bids.

PROTÉGÉ

The Protégé is a firm that has been in business a minimum of one year and has demonstrated reasonable business acumen. The Protégé’s responsibilities include, but are not limited to:

- Identify operational weaknesses;
- Attend meetings scheduled by Mentors;
- Provide Mentor with company’s business profile (accomplishments, certifications, current work-in-progress, current capacity and location);
- Make every reasonable effort to implement the business decisions that the meetings produce; and
- Take the initiative to request whatever additional assistance they may need to address significant business issues.

2. General Guidelines

- a. Prime Contractors may develop programs with eligible protégés and provide appropriate developmental assistance to enhance the capabilities of protégés to perform as contractors and/or subcontractors.
- b. Protégés may participate as subcontractors under the mentor’s contract with DC Water.

- c. Mentors and protégés are solely responsible for finding their counterpart(s). Therefore, DC Water strongly encourages firms to explore existing business relationships to establish a Mentor-Protégé relationship.
- d. Mentor-Protégé agreements with certified firms can be used to satisfy good faith effort requirements.
- e. Mentor-Protégé arrangements should be up to twenty-four months.
- f. DC Water reserves the right to perform site visits and request periodic reports where Mentor-Protégé activity is performed.

3. Mentor-Protégé Process

Firms interested in entering into a Mentor-Protégé relationship should provide written documentation of their arrangement to the DC Water. This will provide DC Water the opportunity to evaluate the nature and extent of the technical, managerial, and traditional subcontracting support involved in the Mentor-Protégé relationship.

The Mentor-Protégé arrangement should contain:

- a. Name, address, phone, and email of the mentor and protégé firms and a point of contact within both firms who will oversee the arrangement.
- b. A description of the type of developmental program that will be provided by the mentor to the protégé, including a schedule of performance, and criteria for evaluation of the protégé's developmental success.
- c. Program participation term.
- d. Other terms and conditions, as appropriate.
- e. Procedures for the mentor's voluntary withdrawal from the program including notification of the protégé and DC Water. The mentor should provide at least 30 days' written notice to DC Water before withdrawing from the program.

DC Water will review the Mentor-Protégé arrangement no later than 30 days after receipt. Following DC Water's acceptance, the mentor may implement the developmental assistance program.

4. Measurement of Program Success

If the Mentor-Protégé Program is successful, Protégés will achieve measurable success against a sound business plan. The Program expects Protégés to demonstrate continuous improvement -- from quarter to quarter and from year to year -- in the following areas:

- Capital base, including:
 - Working capital;
 - Depreciated value of equipment owned or leased;
 - Payroll;
 - Material expensed;
 - Overhead expensed;
 - Net profit;
 - Available credit;
- Bonding limits, per job and in the aggregate;
- Value of current and future work;
- Success in getting profitable work outside any government or other procurement program for small, minority, women or disadvantaged business enterprises; and
- Retention of reliable and productive employees.

VII. BUSINESS DEVELOPMENT PLAN LIAISON

The program objectives of this Business Development Plan are implemented and monitored by a contract compliance and development team, under the direction of the Director of Compliance and Development, who is also designated as the Business Development Plan Liaison.

The Liaison has direct, independent access to DC Water's CEO concerning certified firm program matters.

VIII. GLOSSARY

A. **Commercially Useful Function:** For the purposes of the DC Water DBE Program, a firm performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, a firm must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a firm is performing a commercially useful function, DC Water will evaluate:

- the amount of work subcontracted,
 - industry practices,
 - whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing, and
 - the DBE credit claimed for its performance of the work, and other relevant factors.
- (2) A firm does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE/WOSB participation (Pass-Through).
- (3) If a firm does not perform or exercise responsibility for at least thirty percent (30%) of the total cost of its contract with its own work force, or the firm subcontracts a greater portion of the work of a contract than would be expected on the basis of normal industry practice for the type of work involved, DC Water will presume that it is not performing a commercially useful function.
- (4) When a DBE/WOSB is presumed not to be performing a commercially useful function, the DBE/WOSB may present evidence to rebut this presumption.

B. Disadvantaged Business Enterprise or DBE: (40 CFR Part 33.103)

an entity owned or controlled by a socially and economically disadvantaged individual as described by Public Law 102-389 (42 U.S.C. 4370d) or an entity owned and controlled by a socially and economically disadvantaged individual as described by Title X of the Clean Air Act Amendments of 1990 (42 U.S.C. 7601 note); a Small Business Enterprise (SBE); a Small Business in a Rural Area (SBRA); or a Labor Surplus Area Firm (LSAF), a Historically Underutilized Business (HUB) Zone Small Business Concern, or a concern under a successor program.

C. **Fair Share Objective (40 CFR Part 33.103)**– For the purposes of Federally assisted projects, A fair share objective is a goal based on the capacity and availability of qualified, certified MBEs and WBEs in the relevant geographic market for the grant recipient in the procurement categories of construction, equipment, services, and supplies compared to the number of all qualified entities in the same market for the same procurement categories.

- A fair share objective is not a quota.

- A recipient cannot be penalized for not meeting its fair share objectives.
 - Once negotiated, fair share objectives remain in place for three years.
- D. **Local Business Enterprise (LBE)** – a local business enterprise as certified by the District of Columbia or a user jurisdiction.
- E. **Local Small Business Enterprise (LSBE)** - a local small business enterprise as certified by the District of Columbia or a user jurisdiction.
- F. **Minority Business Enterprise (MBE) (40 CFR Part 33.103)** – for the purpose of the federal mandated program and fair share objectives, *Minority business enterprise (MBE)* means a Disadvantaged Business Enterprise (DBE) other than a Small Business Enterprise (SBE), a Labor Surplus Area Firm (LSAF), a Small Business in Rural Areas (SBRA), or a Women's Business Enterprise (WBE).
- G. **Small Business Enterprise** – a business entity, including its affiliates, that is independently owned and operated, not dominant in the field of operations in which it is bidding on government contracts, and qualified as a small business under the criteria and size standard set forth at 13 CFR Part 121.
- H. **Small Business Enterprise** - for the purpose of the DC Water LBE and LSBE Program – a small business enterprise as certified by the District of Columbia or user jurisdiction.
- I. **Socially Disadvantaged Individual** - any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who has been subjected to racial or ethnic prejudice or cultural bias within American society because of his or her identity as a member of groups and without regard to his or her individual qualities. The social disadvantage must stem from circumstances beyond the individual's control.
- (1) Any individual who a certifying authority finds to be a socially and economically disadvantaged individual on a case-by-case basis. An individual must demonstrate that he or she has held himself or herself out, as a member of a designated group.
 - (2) Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
 - (i) "Black Americans," (ii) "Hispanic Americans," (iii) "Native Americans," which includes persons who are enrolled members of a federally or State recognized Indian tribe, Alaska Natives, or Native Hawaiians; (iv) "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), Republic of the Northern Marianas Islands, Samoa, Macao, Fiji, Tonga, Kirbati, Tuvalu, Nauru, Federated States of Micronesia, or Hong Kong; (v) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka; (vi) Women; (vii) Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.
 - (3) Being born in a particular country does not, standing alone, mean that a person is necessarily a member of one of the groups listed in this definition.

- J. **User Jurisdictions** – consist of the following:
 - District of Columbia
 - Fairfax County, Virginia
 - Loudoun County, Virginia
 - Montgomery County, Maryland
 - Prince George’s County, Maryland

- K. **Woman-Owned Business Enterprise (WBE) (40 CFR Part 33.103)** – For the purpose of the federal mandated program and fair share objectives, a business concern which is at least 51% owned or controlled by women. Determination of ownership by a married woman in a community property jurisdiction will not be affected by her husband's 50 percent interest in her share. Similarly, a business concern which is more than 50 percent owned by a married man will not become a qualified WBE by virtue of his wife's 50 percent interest in his share.

- L. **Women-Owned Small Business (WOSB)** is a small business concern that is at least 51 percent directly and unconditionally owned and controlled by one or more women who are citizens (born or naturalized) of the United States.

Presented and Adopted: June 4, 2020

SUBJECT: Approval and Adoption of the Amendments to the District of Columbia Water and Sewer Authority 401(a) Plan and 457(b) Plan for Represented and Non-Represented Employees

**#20-43
RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

The District members of the Board of Directors (“Board”) of the District of Columbia Water and Sewer Authority (“the Authority or DC Water”) at the Board meeting held on June 4, 2020 upon consideration of a joint use matter, decided by a vote of ___ (0) in favor and ___(0) opposed, to take the following action with respect to the Approval and Adoption of the Amendments to the District of Columbia Water and Sewer Authority Defined Contribution Plan (the “401(a) Defined Contribution Plan”) and the District of Columbia Water and Sewer Authority 457(b) Plan (“the 457(b) Plan”) for Represented and Non-Represented Employees.

WHEREAS, on May 2, 2019, the Board approved Resolution #19-24, Adopting DC Water’s Amended and Restated 401(a) Defined Contribution Plan and 457(b) Plan; and

WHEREAS, thereafter, the General Manager directed the Administrator, Retirement Investment Committee, to review the Amended and Restated 401(a) Defined Contribution Plan and 457(b) Plan to assess improvements to enrich employee benefits without increasing costs to employees or the Authority; and

WHEREAS, on May 13, 2020, the Human Resources and Labor Relations Committee met to consider the General Manager’s proposed amendments to DC Water’s Amended and Restated 401(a) Defined Contribution Plan and 457(b) Plan; and

WHEREAS, on May 13, 2020, the General Manager presented the proposal to amend the 401(a) Defined Contribution Plan as recommended by the Administrator, the Retirement Investment Committee, on September 18, 2019: 1) permitting matching contributions with respect to Roth elective deferrals made to the 457(b) Plan; and 2) revising the 401(a) loan repayment methods to include Automated Clearing House (“ACH”) i.e., direct billing and methods permitted by the Administrator; and

WHEREAS, on May 13, 2020, the General Manager presented the proposal to amend the 457(b) Plan as recommended by the Administrator, Retirement Investment Committee, on September 18, 2019, permitting Roth elective deferrals and in-plan designated Roth rollovers, and defining the term “Roth Elective Deferral;” and

WHEREAS, in April 2020, the General Manager conferred with the Union Presidents comprising Compensation Unit 31 (AFGE Locals 631, 872, and 2553, AFSCME Local 2091, and NAGE Local R3-06) and satisfactorily addressed their questions and concerns regarding the proposed amendments to DC Water's Amended and Restated 401(a) Defined Contribution Plan and 457(b) Plan; and

WHEREAS, on May 13, 2020, upon further discussion and consideration, the Human Resources and Labor Relations Committee, recommended Board approval of the proposed amendments to DC Water's Amended and Restated 401(a) Defined Contribution Plan and 457(b) Plan, effective July 1, 2020; and

WHEREAS, on June 4, 2020, upon consideration of the proposed amendments and the recommendation of the Human Resources and Labor Relations Committee, the Board determined that the amendments to the Amended and Restated 401(a) Defined Contribution Plan and 457(b) Plan shall be approved.

NOW THEREFORE BE IT RESOLVED:

1. The Board approves and adopts the amended District of Columbia Water and Sewer Authority Amended and Restated 401(a) Defined Contribution Plan and 457(b) Plan, effective July 1, 2020.
2. The Board authorizes the Chief Executive Officer and General Manager to take all actions necessary to execute Amendment No. 1 to the 401(a) Defined Contribution Plan and Amendment No. 1 to the 457(b) Plan as provided in Attachment A and B.

This resolution is effective immediately.

Secretary to the Board of Directors

ATTACHMENT A
AMENDMENT NO. 1
TO THE
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
DEFINED CONTRIBUTION PLAN

On June 4, 2020, the District of Columbia Water and Sewer Authority Board of Directors approved Resolution #20-XX adopting revisions to the District of Columbia Water and Sewer Authority Defined Contribution Plan (the "401(a) Plan"), as amended and restated effective July 1, 2017. Pursuant to the powers of amendment reserved under Section 8.1 of the 401(a) Plan, the 401(a) Plan shall be and is amended by the District of Columbia Water and Sewer Authority as follows:

1. The opening phrase in Section 4.2(a) is amended in its entirety to read as follows:

"(a) Subject to the provisions of Article 2, a Matching Contribution shall be made by the Authority to the Matching Contribution Account of each Participant who makes salary deferrals (including Roth elective deferrals) to the District of Columbia Water and Sewer Authority 457(b) Plan, in the following manner:"

2. The first sentence of Section 10.8 REPAYMENT is amended in its entirety to read as follows, effective for 401(a) Plan loans approved on or after July 1, 2020:

"REPAYMENT. Except as provided in regulations or other formal guidance issued by the Secretary of the Treasury or by the Department of Labor, loans approved on or as soon as administratively possible after July 1, 2020 may be repaid by direct billing or in any method permitted by the Administrator in its discretion."

The District of Columbia Water and Sewer Authority has caused this 401(a) Plan Amendment NO. 1 to be executed by a duly authorized officer on this _____ day of _____, 20__.

DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

By: _____

Print Name: David L. Gadis

Title: CEO and General Manager

ATTACHMENT B
AMENDMENT NO. 1
TO THE
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY 457(b) PLAN

On June 4, 2020, the District of Columbia Water and Sewer Authority Board of Directors approved Resolution #20-XX adopting revisions to the District of Columbia Water and Sewer Authority 457(b) Plan (the "457(b) Plan"), as amended and restated effective January 1, 2019. Pursuant to the powers of amendment reserved under Section 10.1 of the 457(b) Plan, the 457(b) Plan shall be and is amended by the District of Columbia Water and Sewer Authority as follows:

1. The following term is added to Section 2.1 DEFINITIONS, in the appropriate alphabetical location:

"ROTH ELECTIVE DEFERRAL means an elective deferral that is:

(a) designated irrevocably by the Participant at the time of the cash or deferred election as a Roth elective deferral that is being made in lieu of all or a portion of the pre-tax Deferral the Participant is otherwise eligible to make under the Plan; and

(b) treated by the Employer as includible in the Participant's income at the time the Participant would have received that amount in cash if the Participant had not made a Deferral election."

2. A new Article 4A shall be inserted after Article 4 to read as follows:

"ARTICLE 4A
ROTH ELECTIVE DEFERRALS

4A.1 GENERAL APPLICATION.

(a) This Article will apply to contributions beginning July 1, 2020.

(b) As of the effective date under Section 4A.1(a), the Plan will accept Roth Elective Deferrals made on behalf of Participants. A Participant's Roth Elective Deferrals will be allocated to a separate account for such deferrals as described in Section 4A.2.

(c) Unless specifically stated otherwise, Roth Elective Deferrals will be treated as Deferrals for all purposes under the Plan.

4A.2 SEPARATE ACCOUNTING.

(a) Contributions and withdrawals of Roth Elective Deferrals will be credited and debited to the Roth Elective Deferral Account maintained for each Participant.

(b) The Plan will maintain a record of the amount of Roth Elective Deferrals in each Participant's Plan Account.

(c) Gains, losses, and other credits or charges must be separately allocated on a reasonable and consistent basis to each Participant's Roth Elective Deferral Account and the other accounts comprising the Participant's Plan Account.

(d) No contributions other than Roth Elective Deferrals and properly attributable earnings will be credited to each Participant's Roth Elective Deferral Account.

4A.3 DIRECT ROLLOVERS.

(a) A direct rollover of a distribution from a Roth Elective Deferral Account under the Plan will only be made to another Roth elective deferral account under an applicable retirement plan described in Code §402A(e)(1) or to a Roth IRA described in Code §408A, and only to the extent the rollover is permitted under the rules of Code §402(c).

(b) The Plan will accept a Rollover Contribution to a Roth Elective Deferral Account only if it is a direct rollover from another Roth elective deferral account under an applicable retirement plan described in Code §402A(e)(1) and only to the extent the rollover is permitted under the rules of Code §402(c)."

3. A new Article 4B shall be inserted after Article 4A to read as follows:

"ARTICLE 4B IN-PLAN ROLLOVERS TO DESIGNATED ROTH ACCOUNTS

This Article 4B permits rollovers within the Plan to designated Roth accounts in the Plan ("in-plan Roth rollovers") effective July 1, 2020. This Article relates to the expansion of these rollovers under new Code §402A(c)(4)(E). This Article also includes provisions that apply to all in-plan Roth rollovers described in Code §402A(c)(4).

Code §402A(c)(4) permits a plan that includes a qualified Roth contribution program to allow employees to roll over amounts from their accounts other than designated Roth accounts to their designated Roth accounts in the plan. To be eligible for an in-plan Roth rollover, the amount had to satisfy the rules for distribution under the Code (an "otherwise distributable amount") and had to be an eligible rollover distribution as defined in Code §402(c)(4). Code §402A(c)(4)(E) provides that the in-plan Roth rollover of these additional amounts ("otherwise nondistributable amounts") will not be treated as violating the statutory distribution restrictions applicable to elective deferrals (or to annual deferrals in the case of governmental section 457(b) plans). Code §402A(c)(4)(E) is effective for in-plan Roth rollovers made after December 31, 2012.

Code §402A(c)(4)(E) provides that a plan with a designated Roth account can permit an in-plan Roth rollover of an amount not otherwise distributable under the plan. Thus, Deferrals (and earnings thereon) may now be rolled over to a designated Roth account in the Plan, without regard to whether the amounts satisfy the conditions for distribution.

If an amount is rolled over to a designated Roth account pursuant to Code §402A(c)(4)(E), then the amount rolled over and applicable earnings remain subject to the distribution restrictions that were applicable to the amount before the in-plan Roth rollover.

An in-plan Roth rollover of an otherwise nondistributable amount is treated as an eligible rollover distribution for purposes of Code §405, and because an in-plan Roth rollover of an otherwise nondistributable amount must be made by a direct rollover, no withholding under Code §3405 applies. Also, because this amount is not distributable (other than for purposes of making an in-plan Roth rollover), no part of the rollover may be withheld for voluntary withholding under Code §3402(p). An employee making an in-plan Roth rollover may need to increase his or her withholding or make estimated tax payments to avoid an underpayment penalty.

If an in-plan Roth rollover is the first contribution made to an employee's designated Roth account, the 5-taxable-year period of participation that is required under Code §402A(d)(2) for a qualified distribution begins on the first day of the first taxable year in which the employee makes the in-plan Roth rollover.

If an employee rolls over into a designated Roth account all of his or her funds from other accounts in the same plan and all or a portion of the rollover is later determined to be an Excess Deferral, then the Excess Deferral will be subject to the requirements of Section 4.10, even if the amount was an otherwise nondistributable amount at the time of the in-plan Roth rollover."

The District of Columbia Water and Sewer Authority has caused this 457(b) Amendment No. 1 to be executed by a duly authorized officer on this _____ day of _____, 20__.

DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

By: _____

Print Name: David L. Gadis

Title: CEO and General Manager

Presented and Approved: June 4, 2020

**SUBJECT: Approval to Exercise Option Year Three (3) of Contract
No. 16-PR-WWT-67A, Polydyne, Inc.**

**#20-44
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 June 4, 2020 upon consideration of a joint use matter, decided by a vote of ___() in favor and ___() opposed to approve Option Year Three (3) of Contract No. 16-PR-WWT-67A, Polydyne, Inc.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Option Year Three (3) of Contract No. 16-PR-WWT-67A, Polydyne, Inc. The purpose of the option is to continue the supply and delivery of primary treatment polymer to DC Water's Blue Plains Advanced Wastewater Treatment Facility. The option amount is \$570,000.

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 AWARD YEAR

PRIMARY TREATMENT POLYMER

(Joint Use)

This contract action is to exercise option year 3 in the amount of \$570,000.00

CONTRACTOR/SUB/VENDOR INFORMATION

| | | |
|--|---------------------|------------------------------|
| PRIME: Polydyme, Inc. One Chemical Plant Road Riceboro, GA 31323 | SUBS: N/A | PARTICIPATION: N/A |
|--|---------------------|------------------------------|

DESCRIPTION AND PURPOSE

| | |
|----------------------------------|-------------------------|
| Base Year Contract Value: | \$181,000.00 |
| Base Year Contract Dates: | 04-01-2017 – 03-31-2018 |
| No. of Option Years in Contract: | 3 |
| Option Year 1 Value: | \$180,000.00 |
| Option Year 1 Date: | 04-01-2018 – 03-31-2019 |
| Option Year 2 Value: | \$370,000.00 |
| Option Year 2 Date: | 04-01-2019 – 03-31-2020 |
| Prior Modifications Value: | \$265,000.00 |
| Prior Modifications Date: | 01-09-2018 – 06-30-2020 |
| Option Year 3 Value: | \$570,000.00 |
| Option Year 3 Dates: | 07-01-2020 – 06-30-2021 |

Purpose of the Contract and Scope:

This contract is to supply and deliver primary treatment polymer to DC Water's Blue Plains Advanced Wastewater Treatment Facility. This polymer is used to help remove suspended solids from water to comply with DC Water's environmental permit.

Wastewater entering Blue Plains contains suspended solids, and the concentration of solids must be reduced to meet DC Water's permits. Polymers are added to these processes to interact with the solids (and in primary and secondary clarification, with ferric chloride as well) to help remove them.

Spending Previous Year:

| | |
|-------------------------------|--|
| Cumulative Contract Value: | 04-01-2017 to 06-30-2020: \$996,000.00 |
| Cumulative Contract Spending: | 04-01-2017 to 03-31-2020: \$987,240.00 |

Contractor's Past Performance:

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

No LBE/LSBE participation

PROCUREMENT INFORMATION

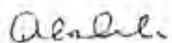
| | | | |
|---------------------------|---|-------------------------|---------------|
| Contract Type: | Good and Services | Award Based On: | Best Value |
| Commodity: | Polymer | Contract Number: | 16-PR-WWT-67A |
| Contractor Market: | Open Market with Preference Points for LBE and LSBE Participation | | |

BUDGET INFORMATION

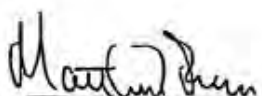
| | | | |
|----------------------|-------------|-------------------------|----------------------|
| Funding: | Operating | Department: | Wastewater Treatment |
| Project Area: | Blue Plains | Department Head: | Akile Tesfaye |

ESTIMATED USER SHARE INFORMATION

| User - Operating | Share % | Dollar Amount |
|---|----------------|---------------------|
| District of Columbia | 45.15% | \$257,355.00 |
| Washington Suburban Sanitary Commission | 39.61% | \$225,777.00 |
| Fairfax County | 9.76% | \$55,632.00 |
| Loudoun Water | 4.74% | \$27,018.00 |
| Other (PI) | 0.74% | \$4,218.00 |
| TOTAL ESTIMATED DOLLAR AMOUNT | 100.00% | \$570,000.00 |

 / 5/14/20
 Akile Tesfaye Date
 VP of Wastewater Operations


Digitally signed by Dan Bae
 DN: CN=, E=dan.bae@dcwater.com
 O=District of Columbia Water and Sewer Authority, OU=VP of Procurement & Compliance, OU=Dan Bae
 Date: 2020.05.11 15:51:15-0400
 Dan Bae Date
 VP of Procurement and compliance

 / 5/14/2020
 Matthew T. Brown Date
 CFO and EVP of Finance and Procurement

David
 Gadis /
Digitally signed by David L. Gadis
 DN: CN=, E=david.gadis@dcwater.com
 O=District of Columbia Water and Sewer Authority, OU=CEO and General Manager
 David L. Gadis Date
 CEO and General Manager

Presented and Approved: June 4, 2020

**SUBJECT: Approval to Exercise Option Year Three (3) of Contract
No. 16-PR-WWT-67B, Polydyne, Inc.**

**#20-45
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 June 4, 2020 upon consideration of a joint use matter, decided by a vote of ___() in favor and ___() opposed to approve Option Year Three (3) of Contract No. 16-PR-WWT-67B, Polydyne, Inc.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Option Year Three (3) of Contract No. 16-PR-WWT-67B, Polydyne, Inc. The purpose of the option is to continue the supply and delivery of secondary treatment polymer to DC Water's Blue Plains Advanced Wastewater Treatment Facility. The option amount is \$300,000.

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 AWARD YEAR
SECONDARY TREATMENT POLYMER
(Joint Use)**

This contract action is to exercise option year 3 in the amount of \$300,000.00

CONTRACTOR/SUB/VENDOR INFORMATION

| | | |
|--|---------------------|------------------------------|
| PRIME: Polydyne, Inc. One Chemical Plant Road Riceboro, GA 31323 | SUBS: N/A | PARTICIPATION: N/A |
|--|---------------------|------------------------------|

DESCRIPTION AND PURPOSE

| | |
|----------------------------------|-------------------------|
| Base Year Contract Value: | \$277,000.00 |
| Base Year Contract Dates: | 04-01-2017 – 03-31-2018 |
| No. of Option Years in Contract: | 3 |
| Option Year 1 Value: | \$250,000.00 |
| Option Year 1 Date: | 04-01-2018 – 03-31-2019 |
| Option Year 2 Value: | \$280,000.00 |
| Option Year 2 Date: | 04-01-2019 – 03-31-2020 |
| Prior Modifications Value: | \$180,000.00 |
| Prior Modifications Date: | 04-01-2020 – 06-30-2020 |
| Option Year 3 Value: | \$300,000.00 |
| Option Year 3 Dates: | 07-01-2020 – 06-30-2021 |

Purpose of the Contract and Scope:

This contract is to supply and deliver secondary treatment polymer to DC Water’s Blue Plains Advanced Wastewater Treatment Facility. This polymer is used to help remove suspended solids from water to comply with DC Water’s environmental permit.

Wastewater entering Blue Plains contains suspended solids, and the concentration of solids must be reduced to meet DC Water’s permits. Polymers are added to these processes to interact with the solids (and in primary and secondary clarification, with ferric chloride as well) to help remove them.

Spending Previous Year:

| | |
|-------------------------------|--|
| Cumulative Contract Value: | 04-01-2017 to 06-30-2020: \$987,000.00 |
| Cumulative Contract Spending: | 04-01-2017 to 03-31-2020: \$806,992.00 |

Contractor’s Past Performance:

According to the COTR, the Contractor’s quality of product and services, timeliness of deliverables; conformance to DC Water’s policies, procedures and contract terms; and invoicing all meet expectations and requirements.

No LBE/LSBE participation

Presented and Approved: June 4, 2020

SUBJECT: Approval to Exercise Option Year Four (4) of Contract No. 16-PR-DWT-13A, Urban Service Systems Corporation

**#20-46
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 June 4, 2020 upon consideration of a joint use matter, decided by a vote of __() in favor and __() opposed to approve Option Year Four (4) of Contract No. 16-PR-DWT-13A, Urban Service Systems Corporation.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Option Year Four (4) of Contract No. 16-PR-DWT-13A, Urban Service Systems Corporation. The purpose of the option is to continue the hauling and disposal services for grit and scum collected at the Blue Plains Screenings and Grit Removal facilities and Screenings Removal facilities at the Authority's Sewer Pumping Stations. The option amount is \$1,174,000.

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 OPTION YEAR

**Solids Screening Facility Hauling
(Joint Use)**

Approval to exercise option year 4 for the hauling of grit and scum from the solids screening facility in the amount of \$1,174,000.00.

CONTRACTOR/SUB/VENDOR INFORMATION

| | | |
|---|---------------------|------------------------------|
| PRIME: Urban Service Systems Corporation 212 Van Buren St., NW Washington, D.C. 20012 | SUBS: N/A | PARTICIPATION: N/A |
|---|---------------------|------------------------------|

DESCRIPTION AND PURPOSE

| | |
|----------------------------------|--------------------------------|
| Original Contract Value: | \$900,000.00 |
| Original Contract Dates: | 04-18-2016 – 04-17-2017 |
| No. of Option Years in Contract: | 4 |
| Option Year 1 Value: | \$850,000.00 |
| Option Year 1 Dates: | 06-19-2017 – 06-18-2018 |
| Option Year 2 Value: | \$1,018,000.00 |
| Option Year 2 Dates: | 06-19-2018 – 06-18-2019 |
| Option Year 3 Value: | \$1,002,000.00 |
| Option Year 3 Dates: | 06-19-2019 – 06-18-2020 |
| Prior Modification Value: | \$860,352.06 |
| Prior Modification Dates: | 04-18-2017 – 06-18-2020 |
| Option Year 4 Value: | \$1,174,000.00 |
| Option Year 4 Dates | 06-19-2020 – 06-18-2021 |

Purpose of the Contract:

This contract provides DC Water's Department of Wastewater Treatment (DWT) and Department of Pumping Operations (DPO) with hauling and disposal services for grit and scum collected at the Blue Plains Screenings and Grit Removal Facilities and from Screenings Removal Facilities at the Authority's Sewer Pumping Stations.

Contract Scope:

The Contractor provides all necessary labor, supervision, equipment, materials, tools, insurance and personnel for the hauling of grit, screenings and scum from the above-mentioned areas. Urban Service Systems Corporation (Urban) staff are on site during the day and on call 24/7 to monitor trailers that are being filled. Urban's trailers collect the screenings and grit material then weighs the trailers and hauls the collected material to permitted disposal facilities.

Spending Previous Year:

| | |
|-------------------------------|--|
| Cumulative Contract Value: | 04-18-2016 to 06-18-2020: \$4,630,352.06 |
| Cumulative Contract Spending: | 04-18-2016 to 04-01-2020: \$4,238,907.33 |

Contractor's Past Performance:

According to the COTR, the Contractor's quality of workmanship; timeliness of deliverables; conformance to DC Water's policies, procedures and contract terms; and invoicing all meet expectations.

No LBE/LSBE participation

PROCUREMENT INFORMATION

| | | | |
|---------------------------|---|-------------------------|---------------|
| Contract Type: | Fixed Price | Award Based On: | Best Value |
| Commodity: | Hauling | Contract Number: | 16-PR-DWT-13A |
| Contractor Market: | Open Market with Preference Points for LBE and L5BE participation | | |

BUDGET INFORMATION

| | | | |
|----------------------|-------------|-------------------------|---------------|
| Funding: | Operating | Department: | DWT |
| Service Area: | Blue Plains | Department Head: | Akile Testaye |

ESTIMATED USER SHARE INFORMATION

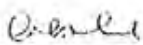
| User | Share % | Dollar Amount |
|---|---------------|-----------------------|
| District of Columbia | 45.15% | \$496,650.00 |
| Washington Suburban Sanitary Commission | 39.61% | \$435,710.00 |
| Fairfax County | 9.76% | \$107,360.00 |
| Loudoun Water | 4.74% | \$52,140.00 |
| Other (PI) | 0.74% | \$8,140.00 |
| TOTAL ESTIMATED DOLLAR AMOUNT | 100.00 | \$1,100,000.00 |

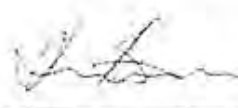
BUDGET INFORMATION

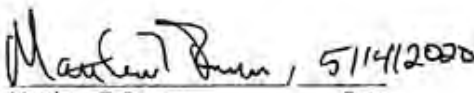
| | | | |
|----------------------|----------------------|-------------------------|-------------------|
| Funding: | Operating | Department: | DPO |
| Service Area: | District of Columbia | Department Head: | Kenrick St. Louis |

ESTIMATED USER SHARE INFORMATION

| User | Share % | Dollar Amount |
|---|----------------|--------------------|
| District of Columbia | 100.00% | \$74,000.00 |
| Washington Suburban Sanitary Commission | 0.00% | \$0.00 |
| Fairfax County | 0.00% | \$0.00 |
| Loudoun Water | 0.00% | \$0.00 |
| Other (PI) | 0.00% | \$0.00 |
| TOTAL ESTIMATED DOLLAR AMOUNT | 100.00% | \$74,000.00 |

 / 5/11/20
 Akile Testaye
 VP of Wastewater Operations
 Date


 Dan Bae
 VP of Procurement and Compliance
 Date
Digitally signed by Dan Bae
 DN: cn=US, email=Dan.bae@dowater.com,
 o=District of Columbia Water and Sewer
 Authority, OU=VP of Procurement &
 Compliance, CN=Dan Bae
 Date: 2020.05.11 15:54:02 -0400

 / 5/14/2020
 Matthew T. Brown
 CFO and EVP of Finance and Procurement
 Date


 David L. Gadis
 CEO and General Manager
 Date
Digitally signed by David Gadis
 DN: cn=David Gadis, o=District of Columbia Water and Sewer
 Authority, email=David.Gadis@dowater.com,
 cn=US
 Date: 2020.05.11 11:17:10 -0400

Presented and Approved: June 4, 2020

**SUBJECT: Approval to Execute Supplemental Agreement No. 01 of
Contract No. DCFA #483-WSA, HDR Engineering, Inc.**

**#20-47
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 June 4, 2020 upon consideration of a joint use matter, decided by a vote of __() in favor and __() opposed to approve Supplemental Agreement No. 01 of Contract No. DCFA #483-WSA, HDR Engineering, Inc.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Supplemental Agreement No. 01 of contract No. DCFA #483-WSA, HDR Engineering, Inc. The purpose of the option is to continue providing engineering, permitting, bid services, and engineering services during construction for the electrical and ancillary improvements to Headworks Facilities located at the DC Water Blue Plains Advanced Wastewater Treatment Plant. The supplemental agreement amount is \$4,495,692.

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:

Grit, Screening, & Primary Facilities Upgrades(Joint Use)

Approval to execute Supplemental Agreement No. 01 for \$4,495,692. The modification exceeds the General Manager's approval authority.

CONTRACTOR/SUB/VENDOR INFORMATION

| PRIME: | SUBS: | PARTICIPATION: |
|---|--|-----------------------|
| HDR Engineering, Inc. 11820 Fountain Way, Suite204 Newport News, Va. 23606 <u>Headquarters</u> Omaha, Nebraska 68114 | Milhouse Engineering and Construction, Inc. Gaithersburg, Md. MBE PDH Associates, Inc. Potomac, Md. WBE | 30.8% 10.7% |

DESCRIPTION AND PURPOSE

| | |
|--|--------------------------------|
| Original Contract Value: | \$1,000,000 |
| Value of this Supplemental Agreement: | \$4,495,692 |
| Cumulative SA Value, including this SA: | \$4,495,692 |
| Current Contract Value, Including this SA: | \$5,495,692 |
| Original Contract Time: | 240 Days (0 Years, 8 Months) |
| Time extension, this SA: | 1,244 Days |
| Total SA contract time extension: | 1,244 Days (3 Years, 6 Months) |
| Contract Start Date: | 06-22-2018 |
| Contract Completion Date: | 07-15-2022 |

Purpose of the Contract:

Provide engineering, permitting, bid services, and engineering services during construction for the electrical and ancillary improvements to Headworks Facilities located at the DC Water Blue Plains Advanced Wastewater Treatment Plant (AWTP).

Original Contract Scope:

Provide engineering services for the development of a Concept Finalization/Preliminary Design Report (CF/PDR), participation in Value Engineering Study, and provide design lock-in documentation for work identified through a condition assessment.

Current Supplemental Agreement Scope:

The Headworks Facilities located within Blue Plains AWTP have experienced accelerated deterioration due to a corrosive environment caused by hydrogen sulfide gases. This Supplemental Agreement serves to provide engineering services for the design of the identified/recommended improvements that, once implemented, will allow continued reliable service of the Headworks Facilities for another 20 years. The scope of work includes:

- Detail design and development of Contract Bid Documents
- Permitting
- Assistance during Bidding Phase
- Development of Conformed Contract documents
- Provide on-call engineering assistance for emergency replacements or upgrades required in the area of work for the duration of the design and construction period, including electrical re-connections of Screens as they are refurbished and reinstalled

Future Supplemental Agreement Scope:

A Future Supplemental Agreement will follow once the design and construction bid phase has been completed. The future Supplemental Agreement will include Operation and Maintenance Manual development and Engineering Services during Construction

PROCUREMENT INFORMATION

| | | | |
|---------------------------|--------------------------------|-------------------------|-----------------------|
| Contract Type: | Lump Sum & Cost-Plus Fixed Fee | Award Based On: | Highest Ranking Score |
| Commodity: | Engineering Design Services | Contract Number: | DCFA #483-WSA |
| Contractor Market: | Open Market | | |

BUDGET INFORMATION

| | | | |
|----------------------|----------------------|-------------------------|--------------------------------------|
| Funding: | Capital | Department: | Department of Wastewater Engineering |
| Service Area: | Wastewater Treatment | Department Head: | David Parker |
| Project: | BQ | | |

ESTIMATED USER SHARE INFORMATION

| User | Share % | Dollar Amount |
|---|----------------|-----------------------|
| District of Columbia | 41.22% | \$1,853,124.24 |
| Washington Suburban Sanitary Commission | 45.84% | \$2,060,825.21 |
| Fairfax County | 8.38% | \$ 376,739.99 |
| Loudoun County & Potomac Interceptor | 4.56% | \$ 205,004.56 |
| Total Estimated Dollar Amount | 100.00% | \$4,495,692.00 |

Leonard Benson

Digitally signed by Leonard Benson
DN: cn=Leonard Benson, o=DC
Water, ou=
email=leonard.benson@dcwater.com, c=US
Date: 2020.05.14 17:06:00 -0400

Leonard R. Benson Date
SVP, CIP Project Delivery



Digitally signed by Dan Bae
DN: cn=Dan Bae, o=District of Columbia Water and Sewer
Authority, ou=VP of Procurement &
Compliance, email=Dan.Bae@dcwa
Date: 2020.05.15 11:18:11 -0400

Dan Bae Date
VP, Procurement and Compliance

Matthew T. Brown

Digitally signed by Matthew T Brown
Date: 2020.05.15 12:44:33
-04'00'

Matthew T. Brown Date
CFO and EVP
Finance and Procurement

David Gadis

Digitally signed by David Gadis
DN: cn=David Gadis, o=DC
email=David.Gadis@dcwater.com, c=US
Date: 2020.05.29 11:16:01 -0400

David L. Gadis Date
CEO and General Manager

Presented and Approved: June 4, 2020

SUBJECT: Approval to Execute Contract No. 17-PR-CFO-20A,20B,20C, Alliant Insurance Services, Aon Risk Solutions, Inc. of Washington, D.C., and Willis of Maryland, Inc.

**#20-48
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 June 4, 2020 upon consideration of a joint use matter, decided by a vote of ___() in favor and ___() opposed to approve Contract No. 17-PR-CFO-20A,20B,20C, Alliant Insurance Services, Aon Risk Solutions, Inc. of Washington, D.C., and Willis of Maryland, Inc.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Contract No. 17-PR-CFO-20A,20B,20C, Alliant Insurance Services, Aon Risk Solutions, Inc. of Washington, D.C., and Willis of Maryland, Inc. The purpose of contract is to provide Broker DC Water property and casualty insurance premiums. The contract amount is \$3,537,025.

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
Property and Casualty Insurance Premiums (Joint
Use-Indirect)**

Approval to pay property and casualty insurance premiums through DC Water's brokers of record in the total amount not to exceed \$3,537,025.00.

CONTRACTOR/SUB/VENDOR INFORMATION

| PRIME: | SUBS: | PARTICIPATION: |
|---|--------------|-----------------------|
| Alliant Insurance Services 100 Pine Street, 11 th Floor San Francisco, CA 94111 | N/A | N/A |
| Aon Risk Solutions, Inc., of Washington, DC 1120 20 th Street, NW Washington, DC 20036 | N/A | N/A |
| Willis of Maryland, Inc. 12505 Park Potomac Avenue, Suite 300 Potomac, MD 20854 | N/A | N/A |

DESCRIPTION AND PURPOSE

| | |
|---|--------------------------------|
| Year 1 Premium Values: | \$2,906,599.00 |
| Year 1 Premium Dates: | 07-01-2017 - 06-30-2018 |
| Year 2 Premium Values: | \$3,220,000.00 |
| Year 2 Premium Dates: | 07-01-2018 - 06-30-2019 |
| Year 3 Premium Values: | \$3,303,841.00 |
| Year 3 Premium Dates: | 07-01-2019 - 06-30-2020 |
| One Year Extension Premium Values: | \$3,537,025.00 |
| One Year Extension Premium Dates: | 07-01-2020 - 06-30-2021 |

Purpose of the Contract:

Broker DC Water property and casualty insurance premiums.

Scope of Broker Services:

Three commercial insurance brokers were selected through a competitive Request for Proposals (RFP) process to provide various types of insurance brokerage services for DC Water. Services include securing on DC Water's behalf Property, Flood, Cyber, Pollution, Excess Liability, Excess Worker's Compensation, Employment Practices, Public Officials, Crime and Fidelity and Fiduciary insurance. These 3 brokers market/negotiate DC Water's insurance coverages and periodically compete with each other to bring DC Water the best insurance coverages and premiums. The requested premium amount will be distributed among the 3 brokers depending on which is successful in presenting the best coverage and lowest premium in each of the 10 categories. Their annual broker fees are shown below if selected in all the categories, however, fees are only paid to the placing broker:

| Insurance Brokerage Firms | Annual Fee (if awarded all coverages) |
|---------------------------|---------------------------------------|
| Alliant | \$131,920.00 |
| Aon | \$142,163.00 |
| Willis Towers Watson | \$144,500.00 |

Spending Previous Year:

Cumulative Premium Values: 07-01-2017 -05-30-2020: \$9,430,440.00
 Cumulative Premium Spending: 07-01-2017 -05-12-2020: \$8,871,779.81

Contractor's Past Performance:

According to the COTR, the Contractor's quality of services, timeliness of responses, conformance to DC Water's policies, procedures and contract terms, and invoicing all meet expectations.

No LBI/LSBE participation.

PROCUREMENT INFORMATION


| | | | |
|---------------------------|--|-------------------------|-------------------------|
| Contract Type: | Fixed Unit Price | Award Based On: | Highest Ranked Offerors |
| Commodity: | Services | Contract Number: | 17-PR-CFO-20A, 20B, 20C |
| Contractor Market: | Open Market with Preference for LBE and LSBE Participation | | |

BUDGET INFORMATION

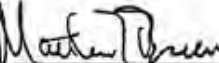
| | | | |
|----------------------|---------------|-------------------------|-------------|
| Funding: | Operating | Department: | Finance |
| Service Area: | DC Water Wide | Department Head: | Ivan Boykin |

ESTIMATED USER SHARE INFORMATION

| User | Share % | Dollar Amount |
|---|--------------|-----------------------|
| District of Columbia | 84.61% | \$2,992,677.00 |
| Washington Suburban Sanitary Commission | 11.11% | \$392,964.00 |
| Fairfax County | 2.74% | \$96,914.00 |
| Loudoun Water | 1.33% | \$47,042.00 |
| Other (PI) | .21% | \$7,428.00 |
| TOTAL ESTIMATED DOLLAR AMOUNT | 100 % | \$3,537,025.00 |


Digitaly signed by Ivan Boykin
 DN: cn=Ivan Boykin, o=DC Water, email=Ivan.Boykin@dcwater.com, c=US
 Date: 2020.05.28 10:41:41 AM
 Ivan Boykin _____ Date
 Director of Finance


Digitaly signed by Dan Bae
 DN: cn=Dan Bae, o=DC Water, email=Dan.Bae@dcwater.com, c=US
 Date: 2020.05.28 10:41:41 AM
 Dan Bae _____ Date
 VP of Procurement and Compliance


 Matthew T. Brown _____ 5/22/2020 Date
 CFO and EVP of Finance and Procurement


Digitaly signed by David Gadis
 DN: cn=David Gadis, o=DC Water, email=David.Gadis@dcwater.com, c=US
 Date: 2020.05.28 11:05:15 AM
 David L. Gadis _____ Date
 CEO AND General Manager

Presented and Adopted: June 4, 2020

SUBJECT: Approval to Transfer \$8 million of FY 2020 Projected Debt Service Cost Savings to the Rate Stabilization Fund

#20-49

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

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at the Board meeting held on June 4, 2020, upon consideration of a joint-use matter decided by a vote of ___() in favor and ____ () opposed, to approve the following action with respect to transfer of \$8 million of FY 2020 Projected Debt Service Cost Savings to the Rate Stabilization Fund.

WHEREAS, on December 4, 1997, the Board, in Resolution #97-121, established the Financial Policies for the Authority, which was subsequently amended in Resolutions #98-08, and #04-30 to establish strong levels of cash reserves and strong debt service coverage; and

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

WHEREAS, on July 1, 2010, the Board, in Resolution, #10-76, approved revisions to the Rate Stabilization Fund Policy establishing deadlines for the General Manager to analyze the Authority's financial performance and make recommendations to the Finance and Budget Committee not later than that committee's regularly scheduled meeting in July; and

WHEREAS, on January 6, 2011, the Board, in Resolution #11-10, approved a revised Rate Setting Policy, which states "to the extent annual revenues exceed costs, the Boards policy will continue to utilize all available options to mitigate future customer impacts and annual rate increases, including transferring some or all excess funds to the Rate Stabilization Fund"; and

WHEREAS, on April 14, 2019, the Board adopted Resolution #19-19 Approval of Proposed Fiscal Year 2020 Operating Budget that totaled \$614,523,000, which projected the FY 2020 Debt Service at approximately \$215.34 million; and

WHEREAS, On July 11, 2019, the Board, in Resolution 19-44, approved the continuation of the expanded CAP programs through FY 2020 and carrying over any remaining CAP2 Funds, which were calculated to be approximately \$5.76 million; and

WHEREAS, the Board, in Resolution #19-44, also directed the General Manager to “transfer any remaining CAP2 Funds to the Rate Stabilization Fund that are unexpended before October 1, 2020;” and

WHEREAS, on March 5, 2020, the Board, in Resolution #20-16, upon recommendation of the DC Water Retail Water and Sewer Rates Committee, adopted the Fiscal Year 2020-2029 Ten-Year Financial Plan that allocated \$13 million of funds from projected FY 2020 debt service cost savings (\$8 million) and unexpended CAP2 Funds (approximately \$5 million) to the Rate Stabilization Fund that would be withdrawn and applied to mitigate the impact of rates on customers in FY 2021 and FY 2022; and

WHEREAS, on May 28, 2020 the Finance and Budget Committee met and the General Manager presented DC Water’s revised FY 2020 budget projections to include lower debt service costs, which results in cost savings; and

WHEREAS, on May 28, 2020, the General Manager presented DC Water’s revised FY 2020 budget projections include a reduction in Debt Service costs of \$10.2 million from \$215.3 million to \$205.1 million: cost savings of \$1.4 million due to lower actual variable rate costs than the planned variable rate costs for 2014B; cost savings of \$5.1 million due to lower actual debt service for 2019A, B & C Series than planned debt service in the last financial plan; and cost savings of \$3.7 million due to refunding of Series 2013A vs new debt Series 2019D; and

WHEREAS, on May 28, 2020, the Finance and Budget Committee met to consider the proposed use of the FY 2020 projected debt service cost savings and FY 2019 unexpended CAP2 Funds for the Rate Stabilization Fund; and

WHEREAS, on May 28, 2020, the General Manager projected debt service cost savings and recommended the transfer of \$8 million of the \$10.2 million projected Debt Service cost savings to the Rate Stabilization Fund; and

WHEREAS, on May 28, 2020, the General Manager reported that DC Water will reserve the remaining \$2.2 million projected Debt Service costs savings; and

WHEREAS, on May 28, 2020, the General Manager also reported any CAP2 Funds remaining unexpended before October 1, 2020, approximately \$5.599 million, will also be transferred to the Rate Stabilization Fund in accordance with Resolution #19-44; and

WHEREAS, on May 28, 2020, upon further discussion and consideration of the General Manager’s recommendation, the Finance and Budget Committee recommended to the Board the transfer of \$8 million from the Authority’s projected debt service cost savings for FY 2020 to the Rate Stabilization Fund.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board approves the transfer of \$8.0 million of projected debt service cost savings to the Rate Stabilization Fund no later than September 30, 2020. This will bring the total balance in the Rate Stabilization Fund to \$75.049 million, which includes approximately \$5.599 million of unexpended CAP2 Funds.
2. This resolution is effective immediately.

Secretary to the Board of Directors

Presented and Adopted: June 4, 2020

Subject: Approval of Revised Fiscal Year 2020 Operating Budget for Projected Debt Service Cost Savings from \$215.3 million to \$207.3 million Due to Debt Savings

**#20-50
RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

The Board of Directors (“Board”) of the District of Columbia Water and Sewer Authority, (“DC Water”) at its meeting on June 4, 2020, upon consideration of a joint-use matter, decided by a vote of ___ () in favor and ___ () opposed, to take the following action to approve the revised Fiscal Year 2020 Operating Budget for Projected Debt Service Cost from \$215.3 million to \$207 million due to debt savings.

WHEREAS, on February 7, 2019, the Chief Executive Officer and General Manager, Chief Financial Officer and Chief Engineer at the budget workshop briefed Board members on the Proposed FY 2020 Operating Budget that totaled \$614,523,000; and

WHEREAS, on February 28, 2019, the Finance and Budget Committee and the DC Retail Water and Sewer Rates Committee, in a joint meeting, reviewed the budget proposals and discussed in detail the budget drivers, strategic budget decisions, budget assumptions, risks and customer impact; and

WHEREAS, on March 28, 2019, the Finance and Budget Committee further reviewed the budget proposals and discussed in detail the budget drivers, strategic budget decisions, budget assumptions and risks, and recommended that the Board adopt the FY 2020 Operating Budget that totals \$614,523,000 including \$253,000 for representation, official meetings, employment events, and engagement, of which \$143,000 is for refreshments; and

WHEREAS, on April 14, 2019, the Board adopted Resolution #19-19 Approval of Proposed Fiscal Year 2020 Operating Budget that totaled \$614,523,000, which projected the FY 2020 Debt Service at approximately \$215.34 million; and

WHEREAS, on May 28, 2020 the Finance and Budget Committee met and the General Manager presented DC Water’s revised FY 2020 budget projections to include lower debt service costs, which results in cost savings; and

WHEREAS, on May 28, 2020, the General Manager presented DC Water’s revised FY 2020 budget projections include a reduction in debt service costs of \$10.2 million: cost savings of \$1.4 million due to lower actual variable rate costs than the planned variable

rate costs for 2014B; cost savings of \$5.1 million due to lower actual debt service for 2019A, B & C Series than planned debt service in the last financial plan; and cost savings of \$3.7 million due to refunding of Series 2013A vs new debt Series 2019D; and

WHEREAS, on May 28, 2020, the General Manager projected debt service cost savings and recommended the transfer of \$8 million of the \$10.2 million projected Debt Service cost savings to the Rate Stabilization Fund; and

WHEREAS, on May 28, 2020, the General Manager reported that DC Water will reserve the remaining \$2.2 million projected Debt Service costs savings; and

WHEREAS, on May 28, 2020, upon further discussion and consideration of the General Manager's projections, the Finance and Budget Committee recommended to the Board the DC Water's revised FY 2020 budget projections to include lower debt service costs, which results in cost savings.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board hereby approves and adopts DC Water's revised FY 2020 budget projections to include lower debt service costs, which results in cost savings of \$8 million from \$215.3 million to \$207.3 million.
2. The General Manager is authorized to take all steps necessary in his judgment and as otherwise required in accordance with the District of Columbia's Administrative Procedure Act.

This resolution is effective immediately.

Secretary to the Board of Directors

Presented and Adopted: June 4, 2020

Subject: Approval of Green Infrastructure Practicability Assessment and Recommendations for the CSO Controls for the Potomac and Rock Creek Sewersheds

**#20-53
RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority, ("DC Water") at its meeting on June 4, 2020, upon consideration of a joint-use matter, decided by a vote of ___ () in favor and ___ () opposed, to take the following action to approve the Green Infrastructure Practicability Assessment and recommendations for the CSO Controls for the Potomac and Rock Creek sewersheds.

WHEREAS, on December 16, 2014, the Board through Resolution #14-85, Authorized the General Manager to execute the First Amendment to the Long Term Control Plan ("LTCP") Consent Decree (Consolidated Civil Action No. 1:CV00183TFH) to incorporate DC Water's Total Nitrogen Removal/Wet Weather Plan ("TN/Wet Weather Plan") for the Anacostia River sewershed and substitute the selected CSO Controls and modifications to the CSO Controls and revise the schedules for the Potomac River and Rock Creek sewersheds that provide the degree of control equivalent to the Gray Controls in the original LTCP; and

WHEREAS, on January 14, 2016, the U.S. District Court for the District of Columbia entered the First Amendment to the LTCP Consent Decree ("1st Amended LTCP CD"), adopting the ("TN/Wet Weather Plan") for the Anacostia River sewershed and substitution of the CSO Control requirements and schedules for the Potomac River and Rock Creek sewersheds as provided in Appendix E and F of the 1st Amended LTCP CD; and

WHEREAS, the 1st Amended LTCP CD, substituted Green/Gray CSO Controls for the Gray Potomac Tunnel CSO Controls in the Potomac sewershed and Green CSO Controls for the Gray Piney Branch Storage Tunnel CSO Control in the Rock Creek sewershed as proposed in the original LTCP; and

WHEREAS, Appendix F of the 1st Amended LTCP CD requires DC Water to implement Green Infrastructure (GI) Project No. 1 for the Potomac sewershed to construct 44 acres of GI infrastructure, conduct post construction monitoring, and within 15 months of completing the GI work (by August 17, 2020) submit a report of the post construction monitoring results and DC Water's determination of the practicability of controlling the

remaining required acres for a total of 133 acres by the deadlines for Project Nos. 2 and 3 based on the experience with implementing Project No. 1; and

WHEREAS, Appendix F requires DC Water to implement GI Project No. 1 for the Rock Creek sewershed to construct 20 acres of GI in the Rock Creek sewershed; conduct post construction monitoring, and submit a report by June 15, 2020 of the post construction monitoring results and DC Water's determination of the practicability of controlling the remaining required all acres for a total of 365 acres by the deadlines for Project Nos. 2-5 based on the experience with implementing Project No. 1; and

WHEREAS, Appendix F requires the practicability determination to consider the constructability, operability, efficacy, public acceptability and cost per impervious acre treated of controls; and

WHEREAS, Appendix F provides, if DC Water determines that it is not practicable to complete the remaining GI Projects in the Potomac sewershed, DC Water is required to implement the Gray CSO Controls constructing a minimum 40 million gallon Potomac River Storage/Conveyance Tunnel; and

WHEREAS, Appendix F provides, if DC Water determines that it is not practicable to complete the remaining GI Projects in the Rock Creek sewershed, DC Water is required to implement the Gray CSO Controls constructing a minimum 9.5 million gallon Rock Creek Storage Facility; and

WHEREAS, on April 16, 2020, the Environmental Quality and Operations Committee (EQ&Ops) met to discuss the Potomac and Rock Creek Project No. 1 post construction monitoring results and determination of practicability and next steps; and

WHEREAS, the General Manager reported completing 44 acres of GI in the Potomac sewershed and 24 acres of GI in the Rock Creek GI for Project Nos. 1 on May 17, 2019 and March 15, 2019, respectively, completing the post construction monitoring and practicability determinations, and presented the proposed recommendations and next steps that would be taken before submitting the report to EPA on or before June 15, 2020; and Triple Bottom Line benefits: Economic, Environmental, and Social; and

WHEREAS, based on the results of the practicability assessment, including the economic, environmental and social benefits for the Potomac GI Project No. 1, the General Manager determined that it was not practicable to control at least 133 acres of GI in the Potomac sewershed and recommended constructing the 40 mg Potomac Tunnel instead of the 30 mg tunnel and intercept CSOs 027, 028 & 029; and

WHEREAS, based on the results of the practicability assessment, including the economic, environmental and social benefits for the Rock Creek Project No. 1, the General Manager determined that it was not practicable to control at least 365 acres of GI in the Rock Creek sewershed and proposed constructing hybrid Green/Gray CSO Controls instead of the Gray CSO Controls that would include a 4 mg storage facility,

maintaining the 24 acres of GI and constructing 66 acres of additional GI CSO Controls (total GI equivalent to equivalent to 2.9 mg), 0.1 mg of downspout disconnections, and use 77 acres of stormwater control credits equal to 2.5 mg to achieve an equivalent CSO Control of 9.5 mg as required in the LTCP CD; and

WHEREAS, the General Manager informed the EQ&Ops Committee that a final recommendation would be presented at the May 2020 EQ&Ops Committee meeting after presenting the findings and proposed recommendation to the District Department of Energy and Environment (DOEE), the U.S. Environmental Protection Agency (EPA) Region III, U.S. Department of Justice, environmental NGO representatives, The Office of Councilmember Mary Cheh, and the National Park Service; and

WHEREAS, on May 21, 2020, the EQ&Ops Committee met to consider and discuss the results of the meetings with regulatory and NGO representatives and the General Managers final recommendation regarding the GI Practicability Assessment; and

WHEREAS, the General reported receiving positive responses to the proposed recommended CSO Controls for the Potomac and Rock Creek sewersheds from DOEE, EPA Region III, U.S. Department of Justice, representatives from 15 environmental NGOs, The Office of Councilmember Mary Cheh, and the National Park Service and the proposed recommendations for the Potomac and Rock Creek sewersheds; and

WHEREAS, the General Manager presented a final proposed recommendation for the CSO Controls for the Potomac sewershed as provided in the 1st Amended LTCP CD, constructing a 40 mg Potomac Tunnel that would also capture CSO flows from CSOs 027, 028 & 029; and

WHEREAS, , the General Manager presented a final proposed recommendation for the CSO Controls for the Rock Creek sewershed revising the original hybrid Green/Gray CSO Controls proposal to construct a 4.2 mg storage facility, maintaining the 24 acres of GI and constructing 66 acres of additional GI CSO Controls (total GI equivalent to 2.9 mg), 0.1 mg of downspout disconnections, and use 77 acres of private stormwater control credits (equivalent to 2.3 mg); and

WHEREAS, the General Manager reported that the hybrid Green/Gray CSO Controls: 1) would achieve an equivalent level of CSO control of 9.5 mg are required in the LTCP, 2) can be completed within the same scheduled time, 3) is the most cost effective alternative with a lower capital cost compared to the Green or Gray alternatives, and 4) maintains DC Water's green leadership stature by continuing our commitment to GI; and

WHEREAS, the EQ&Ops Committee commended the General Manager on the quality of the analysis and outreach activities, and recommended the proposed Gray CSO Controls for the Potomac sewershed and the hybrid Green/Gray CSO Controls for the Rock Creek sewershed for Board approval.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board hereby approves the Green Infrastructure Practicability Assessment and recommendations for the Gray CSO Control for the Potomac sewershed and the hybrid Green/Gray CSO Controls for the Rock Creek sewershed.
2. The General Manager is authorized to take all steps necessary in his judgment to submit the Green Infrastructure Practicability Assessment to EPA and commence action to modify the 1st Amended LTCP Consent Decree to substitute the hybrid Green/Gray CSO Controls for the Green or Gray CSO Controls in the Rock Creek sewershed.

This resolution is effective immediately.

Secretary to the Board of Directors

Presented and Approved: June 4, 2020
SUBJECT: Approval to Execute Contract No. 160060, Garney Companies, Inc.

**#20-51
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 June 4, 2020 upon consideration of a non-joint use matter, decided by a vote of ___() in favor and ___() opposed to approve Contract No. 160060, Garney Companies, Inc,

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Contract No. 160060, Garney Companies, Inc. The purpose of the contract is to replace small diameter water mains that have experienced failures, or have a history of low water pressure, or water quality issues across various locations within the District of Columbia. The contract amount is \$8,272,225.

Secretary to the Board of Directors

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

ACTION REQUESTED

CONSTRUCTION CONTRACT:

**Small Diameter Water Main Replacement 13C
(Non-Joint Use)**

Approval to execute a construction contract for \$8,272,225.00

CONTRACTOR/SUB/VENDOR INFORMATION

| PRIME: | SUBS: | PARTICIPATION: |
|---|--|-----------------------|
| Garney Companies, Inc. 4515 Daly Drive Suite K Chantilly, VA 20151 | Aves Construction Corporation Temple Hills, MD | MBE 20.5% |
| <u>Headquarters</u> Kansas City, MO 64118 | Asphalt General Beltsville, MD | MBE 11.5% |
| | Acorn Supply & Distributing, Inc. White Marsh, MD | WBE 4.2% |
| | Sandras Supplies, LLC. Bowie, MD | WBE 1.8% |

DESCRIPTION AND PURPOSE

| | |
|--|-----------------------|
| Contract Value, Not-To-Exceed: | \$8,272,225.00 |
| Contract Time: | 357 Days (11 Months) |
| Anticipated Contract Start Date (NTP): | 08-13-2020 |
| Anticipated Contract Completion Date: | 08-05-2021 |
| Bid Opening Date: | 03-11-2020 |
| Bids Received: | 7 |
| Other Bids Received | |
| Anchor Construction | \$8,314,796.00 |
| Metro Paving Corporation | \$8,379,589.00 |
| Capitol Paving of DC, Inc. | \$8,453,954.00 |
| Sagres Construction | \$8,487,141.00 |
| J. Fletcher Creamer & Son | \$9,096,153.00 |
| Fort Myer Construction | \$9,432,253.00 |

Purpose of the Contract:

Replacement of small diameter water mains that have experienced failures, or have a history of low water pressure, or water quality issues across various locations within the District of Columbia.

Contract Scope:

- Replace 2.5 miles of water main ranging from four inch to twelve inches and associated valves and appurtenances.
- Replace copper water services two inch diameter and smaller in public and private space.
- Replace curb stop / curb stop box, meter box and provide penetration through building wall and connection to first fitting inside the building including installation of a shut-off valve and pressure reducing valve.
- Provide permanent pavement and surface restoration.

Federal Grant Status:

- Construction Contract is eligible for Federal grant funding assistance: inclusion in grant is pending availability of grant funds.

PROCUREMENT INFORMATION

| | | | |
|---------------------------|--------------|-------------------------|---------------------------------------|
| Contract Type: | Unit Price | Award Based On: | Lowest responsive, responsible bidder |
| Commodity: | Construction | Contract Number: | 160060 |
| Contractor Market: | Open Market | | |

BUDGET INFORMATION

| | | | |
|----------------------|---------|-------------------------|------------------------------------|
| Funding: | Capital | Department: | Engineering and Technical Services |
| Service Area: | Water | Department Head: | Craig Fricke |
| Project: | F1 BW | | |

ESTIMATED USER SHARE INFORMATION

| User | Share % | Dollar Amount |
|---|----------------|-----------------------|
| District of Columbia | 100.00% | \$8,272,225.00 |
| 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 |
| Total Estimated Dollar Amount | 100.00% | \$8,272,225.00 |

Craig Fricke _____
 May 11, 2020
 Date
 for Leonard R. Benson
 SVP, CIP Project Delivery

Dan Bae _____
 May 15, 2020
 Date
 Dan Bae, VP
 Procurement and Compliance

Matthew T. Brown _____
 May 15, 2020
 Date
 Matthew T. Brown
 CFO and EVP
 Finance and Procurement

David Gadis _____
 Date
 David L. Gadis
 CEO and General Manager

Originally signed by David Gadis
 DN: cn=David Gadis, o, ou,
 email=David.Gadis@dcwater.com, c=US
 Date: 2020.05.28 11:16:24 -0400

170040 Small Diameter Water Main Replacement 130 - Fact Sheet

Prepared: May 1, 2020

160060 Small Diameter Water Main Replacement 130 - Fact Sheet

Prepared: May 11, 2020

Presented and Approved: June 4, 2020
SUBJECT: Approval to Execute Contract No. 170040, Sagres Construction Corporation

#20-52
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 June 4, 2020 upon consideration of a non-joint use matter, decided by a vote of ___() in favor and ___() opposed to approve Contract No. 170040, Sagres Construction Corporation.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Contract No. 170040, Sagres Construction Corporation. The purpose of the contract is to replace small diameter water mains that have experienced failures, or have a history of low water pressure, or water quality issues across various locations within the District of Columbia. The contract amount is \$7,645,775.

Secretary to the Board of Directors

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

ACTION REQUESTED

CONSTRUCTION CONTRACT:

**Small Diameter Water Main Replacement 13D
(Non-Joint Use)**

Approval to execute a construction contract for \$7,645,775.00

CONTRACTOR/SUB/VENDOR INFORMATION

| PRIME: | SUBS: | PARTICIPATION: |
|--|--|-----------------------|
| Sagres Construction Corporation 3600 Wheeler Ave Suite 300 Alexandria, VA 22304 | Phoenix Constructions Capitol Heights, MD | MBE 23.5% |
| | Acorn Supply & Distributing White Marsh, MD | MBE 6.7% |
| | Solis Inc Capitol Heights, MD | MBE 0.8% |
| | Monumental Maintenance Services Inc Boonsboro, MD | MBE 0.4% |
| | Kim Engineering Beltsville, MD | MBE 0.3% |
| | Deetec Engineers & Surveyors LLC Germantown, MD | MBE 0.2% |
| | Keys Materials & Utilities, Inc Germantown, MD | WBE 6.0% |

DESCRIPTION AND PURPOSE

| | |
|--|----------------------------|
| Contract Value, Not-To-Exceed: | \$7,645,775.00 |
| Contract Time: | 540 Days (1 Year 6 Months) |
| Anticipated Contract Start Date (NTP): | 07-27-2020 |
| Anticipated Contract Completion Date: | 01-18-2022 |
| Bid Opening Date: | 01-29-2020 |
| Bids Received: | 7 |
| Other Bids Received | |
| Anchor Construction Corporation | \$7,791,710.00 |
| Garney Companies Inc | \$7,865,865.00 |
| Fort Myer Construction Corporation | \$7,992,140.25 |
| Capitol Paving of D.C. Inc | \$9,388,642.00 |
| Metro Paving Corporation | \$9,512,514.70 |
| J. Fletcher Creamer & Son Inc | \$9,657,897.00 |

Purpose of the Contract:

Replacement of small diameter water mains that have experienced failures, or have a history of low water pressure, or water quality issues across various locations within the District of Columbia.

Contract Scope:

- Replace 2.3 miles of water mains ranging from three inch to twelve inches, fire hydrants, associated valves, and appurtenances.
- Install copper water services 2-inch and smaller in public and private space.

- Install curb stop /curb stop box, meter box and penetration through building wall and connection to first fitting inside the building including installation of a shut-off valve and pressure reducing valve
- Install permanent pavement and surface restoration

Federal Grant Status:

- Construction contract is funded in part by Federal grant

| PROCUREMENT INFORMATION | | | |
|-------------------------|--------------|------------------|---------------------------------------|
| Contract Type: | Unit Price | Award Based On: | Lowest responsive, responsible bidder |
| Commodity: | Construction | Contract Number: | 170040 |
| Contractor Market: | Open Market | | |

| BUDGET INFORMATION | | | |
|--------------------|---------|------------------|------------------------------------|
| Funding: | Capital | Department: | Engineering and Technical Services |
| Service Area: | Water | Department Head: | Craig Fricke |
| Project: | F1. BW | | |

| ESTIMATED USER SHARE INFORMATION | | |
|---|----------------|-----------------------|
| User | Share % | Dollar Amount |
| District of Columbia | 20.00% | \$1,529,155.00 |
| Federal Funds | 80.00% | \$6,116,620.00 |
| Washington Suburban Sanitary Commission | 0.00% | \$0.00 |
| Fairfax County | 0.00% | \$0.00 |
| Loudoun County & Potomac Interceptor | 0.00% | \$0.00 |
| Total Estimated Dollar Amount | 100.00% | \$7,645,775.00 |

Craig Fricke _____ May 11, 2020
 for Leonard R. Benson _____ Date
 SVP, CIP Project Delivery

Dan Bae _____ May 15, 2020
 Dan Bae, VP _____ Date
 Procurement and Compliance

Matthew T. Brown _____ May 15, 2020
 Matthew T. Brown _____ Date
 CFO and EVP
 Finance and Procurement

David Gadis _____
Digitally signed by David Gadis
 DN: cn=David Gadis, o=DC, email=David.Gadis@wvwater.com, c=US
 Date: 2020.05.18 11:10:49 -0400
 David L. Gadis _____ Date
 CEO and General Manager