



***DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY***

***BOARD OF DIRECTORS
Human Resources and Labor Relations
Committee***

November 8, 2010

MEETING MINUTES

Committee Members Present

Anthony H. Griffin, Chair
Kathleen Boucher
Howard Croft

Board Members

David J. Bardin
Howard C. Gibbs (via phone)
Pavi E. Spoon
Howard Croft

Senior Staff Present

George S. Hawkins, General Manager
Christopher J. Carew, Chief of Staff
Randy E. Hayman, General Counsel
Katrina J. Wiggins, AGM, Support Services

Anthony H. Griffin, Chairman, called the meeting to order at 10:00 a.m. and immediately moved to agenda item 5, the General Manager's workplan and annual evaluation. He noted changes to the evaluation form and reminded the committee that the actual evaluation would be given in executive session at a later date, to the full board. Mr. Griffin then moved to the beginning of the agenda.

Safety

Katrina Wiggins, Assistant General Manager, Support Services, introduced the new Director of Safety and Security, Taylor Benton. Ms. Benton provided an overview of her background and her vision for the department. She stated she had met with the union leadership, visited most facilities, and reviewed policies and procedures. Ms. Benton identified the need for site-specific emergency response plans and plans to incorporate

union-sponsored training in the enterprise's comprehensive safety training program. She firmly believes that a collaborative effort with the unions to increase the number of safety inspections is critical to creating a safety-focused culture.

Gary Owens, Security Manager provided an overview of security and focused primarily on the Bryant Street Facility. He provided an update on the security vulnerability assessment and follow-on recommendations that had been completed by Wivenhoe Management Group. David Bardin, board member asked if any of the recommendations had been implemented. Mr. Griffin requested staff to perform a threat and vulnerability study with DC Water engineers and the Army Corp of Engineers at the Aqueduct, prior to developing an implementation plan.

George Hawkins, General Manager discussed the value of evaluating the risk and cost of the effort. The authority's intent was to give the board a full view of the assessment. He also emphasized that nothing would be done until the enterprise has researched what is going on at other large utilities.

Jonathan Reeves, Emergency Preparedness Response Specialist, provided an update on the emergency response plan which included discussion on the fire alarm system and coordination with DC Fire and Emergency Medical System (DCEMS). Mr. Griffin asked about agreements with the Naval Research Laboratory and Bolling Air Force Base in the event of an emergency and encouraged the enterprise to pursue a memorandum of understanding with the facilities for planning purposes. Staff was requested to provide the law or code that prevents DC Water from making direct contact with the fire department.

Aklile Tesfaye, Director, Wastewater Treatment, provided an update on the methanol spill and investigation by AECOM. A final report identified the cause as an overflow from the underground storage tanks due to a faulty control panel, no oversight by an operator and a cut-off valve set in manual mode. Corrective actions have been identified and initiated. Risk to DC Water employees and other plant personnel was low but the incident potential was high. The potential fire hazard was controlled with water.

Sorin Swartz, Environmental Safety Specialist provided statistics for lost work days for FY 09 and FY 10. The committee requested a trend analysis, on lost work days, indicating two years of information is insufficient to draw any conclusions.

Tanya Deleon, Risk Management Manager provided an update on risk management and workers compensation activities as part of the safety presentation. She provided

data for three years and indicated that accident repeaters account for a disproportionate number of claims.

Mr. Griffin had to leave for another appointment and Ms. Boucher, Vice Chairperson of the Committee chaired the remainder of the meeting.

Michelle Buckmire, Human Resources Benefits Manager provided an update on the health benefit renewals. Paivi Spoon, board member, requested that enrollment data for the various health plans be provided to the board. The committee agreed to forward the renewal recommendations to the board for approval.

Having no further business, the meeting was adjourned at 12:35 p.m.