



District of Columbia Water and Sewer Authority Board of Directors

Human Resources and Labor Relations Committee May 7, 2025 / 9:30am (with Union Presidents)

Microsoft Teams meeting

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Meeting ID: 271 375 619 423 Passcode: RH9Uy2Fj

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Phone Conference ID: 839235467#

I. Call to Order..... Jed Ross, Chairperson

II. Roll CallMichelle Rhodd, Board Secretary

III. Union Topics Union Presidents

Kevin Poge, AFSCME 2091

Michelle Hunter, NAGE, R3-06

Jermaine Quattlebaum, AFGE 631

Jonathan Shanks, AFGE 872

Ray Huffman, AFGE 2553

1. Discussion on Toshiko Jackson not returning employees' phone calls
2. DC Water has refused to bargain with the unions over cuts and restrictions (affecting bargaining unit employees) being implemented as a result of the budget shortfalls
3. Letter from Shawn Brown saying only a union presidents can communicate with the DC Water Board
4. Management's interference with our ability to represent our members
5. Discussion on Oracle not paying the correct overtime pay rate for union employees
6. Sick Leave Coding
7. Contracting Out Union Work and Eliminating Union Positions
8. Reclassification of WWT Operators

IV. HR Report UpdateAmber Jackson

V. Executive Session*Jed Ross

VI. AdjournmentJed Ross

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov.

1The 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 certain matters, including but not limited to: matters prohibited from public disclosure pursuant to a court order or law under D.C. Official Code § 2-575(b)(1); terms for negotiating a contract, including an employment contract, under D.C. Official Code § 2-575(b)(2); obtain legal advice and preserve attorney-client privilege or settlement terms under D.C. Official Code § 2-575(b)(4)(A); collective bargaining negotiations under D.C. Official Code § 2-575(b)(5); facility security matters 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); third-party proprietary matters under D.C. Official Code § 2-575(b)(11); train and develop Board members and staff under D.C. Official Codes § 2- 575(b)(12); adjudication action under D.C. Official Code § 2-575(b)(13); civil or criminal matters or violations of laws or regulations where disclosure to the public may harm the investigation under D.C. Official Code § 2-575(b)(14); and other matters provided under the Act.

Union Agenda for the DC Water Board's HR Committee Meeting on May 7, 2025

1. Discussion on Toshiko Jackson not returning employees' phone calls.

It has been a longstanding problem that employees and union representatives can't reach Ms. Jackson by phone, teams or email. She will not return phone calls, emails or other written messages in a timely manner. Her position is critical to employees who have requested ADA, FMLA and other benefits under her jurisdiction that affect the employee or the employee's family health and well-being.

2. DC Water has refused to bargain with the unions over cuts and restrictions (affecting bargaining unit employees) being implemented as a result of the budget shortfall.

On March 17, 2025, David Gadis, CEO and General Manager of DC Water, sent an email to all employees outlining a significant budget shortfall. He explained that DC Water was impacted by the Congressional elimination of \$1.1 billion from the District of Columbia's FY 2025 budget.

Following that communication, Shawn Brown met with union leadership but provided vague and inaccurate information regarding the budget shortfall and potential budget cuts at DC Water. He was unable to answer our questions and stated he would follow up with responses. To date, Mr. Brown has not provided any of the requested information or followed up with the union as promised.

Through a confidential source, the union learned that on or about March 24, 2025, DC Water's Executive Team decided on specific budget cuts and restrictions to achieve \$51 million in savings in the FY 2025 budget. We were also informed that a memo or email was sent to all Vice Presidents outlining these cuts and restrictions.

The union promptly submitted a formal request to bargain over these budget cuts and restrictions. We also requested that Mr. Brown provide a copy of the correspondence sent to management describing the approved cuts and restrictions by no later than April 4, 2025. Mr. Brown refused to provide this documentation and failed to disclose any relevant details. He gave unfounded and unlawful reasons for why he could not bargain over these changes that clearly affect bargaining unit employees.

On April 16, 2025, Mr. Brown informed the unions that he would not engage in bargaining on this matter. His refusal constitutes a direct interference with the union's rights and ability to represent our members. No lawful justification was provided for his refusal to bargain. While Mr. Brown claims to respect the unions, his actions reflect otherwise, demonstrating a disregard for our rights and engaging in unfair labor practices.

Despite repeated union communications between March 17–21, 2025—from Ms. Hunter, Mr. Shanks, Mr. Quattlebaum, and Ms. Milton, Mr. Brown failed to respond or provide the requested information. Additionally, he did not comply with our request to begin

bargaining and share the internal memo/email detailing the Executive Team's budget cuts decisions.

We are attaching the following documents for your review:

- Mr. Gadis' March 17, 2025 email to employees
- Two emails (dated March 24, 2025, and March 25, 2025) from managers to bargaining unit employees regarding budget cuts
- The union's March 27, 2025 request to bargain
- Mr. Brown's March 28, 2025 response to that request
- The union's March 31, 2025 follow-up to Mr. Brown's March 28, 2025 email
- Mr. Brown's April 16, 2025 email refusing to bargain
- The union's emails dated March 17–21, 2025, from Ms. Hunter, Mr. Shanks, Mr. Quattlebaum, and Ms. Milton to Mr. Brown, all of which went unanswered

The union stands firm in its demand to bargain over any cuts and restrictions impacting our members and we ask that the Board look into this matter.

3. Letter from Shawn Brown saying only a union presidents can communicate with the DC Water Board

Shawn Brown, Vice President of Labor Relations, has expressed opposition to Barbara Milton's continued involvement in union matters at DC Water, in light of her retirement as a DC Water employee. Ms. Milton has long served as a representative and advocate for AFGE Local 631 and other unions and, for over 18 years, has regularly communicated with the DC Water Board of Directors and its committees on behalf of unions and its members.

In an apparent effort to prevent Ms. Milton from continuing this role, Mr. Brown solicited Board Chair Dr. Unique Morris-Hughs to issue a letter to the union presidents and Ms. Milton. The letter, dated March 28, 2025, claimed that only current union presidents are permitted to communicate with the Board and its committees, citing this as a matter of Board protocol. However, what Mr. Brown presented in his letter is not an established protocol of the Board. Moreover, it has never been the practice of the DC Water Board of Directors to have management staff communicate directives to union leadership on the Board's behalf. Historically, the Board has communicated directly with union leadership and their designated representatives, including Ms. Milton.

It is apparent that Mr. Brown is using his prior working relationship with Dr. Morris-Hughs to further his personal agenda against Ms. Milton. As Chair of the Board, Dr. Morris-Hughs should have consulted with fellow Board members before unilaterally altering the longstanding practice of direct communication between the Board and union representatives. Relying solely on Mr. Brown, who has only been with the Authority for approximately two years, was improper and undermines the integrity of Board-union relations.

Furthermore, Mr. Brown's March 28, 2025 letter violates the Board's established rules, which allow any party to communicate with the Board through the Board Secretary, currently Ms. Michelle Rhodd. There is no restriction in Board policy preventing Ms. Milton, or any union representative, from submitting correspondence through this official channel.

The unions reject the assertions made in Mr. Brown's letter and will not adhere to its contents. We request that the Board thoroughly investigate this matter and reaffirm its communication policies in accordance with past practice.

We have attached the following documents for your review:

- Mr. Brown's March 28, 2025 letter to the union presidents and Ms. Milton
- The union's March 31, 2025 response to Mr. Brown
- Mr. Brown's April 17, 2025 email stating that he wrote the March 28, 2025 letter at the request of Board Chair Dr. Morris-Hughs

We urge the Board to uphold its tradition of open and direct communication with union leadership and its representatives and to prevent further interference by management in union affairs.

4. Management's interference with our ability to represent our members:

The Office of Labor Relations, including Shawn Brown, has communicated to President Shank an unwillingness to recognize AFGE Local 872's designated consultant and union representative, Kevin Jenkins, because he is no longer an employee at DC Water. We must emphasize that DC Water does not have the authority to dictate or interfere with the internal governance of our union, including the selection of our representatives. The decision to retain Mr. Jenkins is a matter of internal union business, made in accordance with the rights and autonomy afforded to us under federal and DC labor laws. We demand that Mr. Jenkins be recognized in his full capacity as our consultant and representative without further obstruction from management. We ask the Board to look into this matter.

5. Discussion on Oracle is not paying the correct overtime pay rate for union employees (i.e., meaning time and one half for all hours worked over the regular shift schedule). Employees are still not being paid correctly, including their overtime pay.

6. Sick Leave Coding:

A change from "unscheduled code" to "union code" for sick leave remains unresolved since August 22, 2024. Each Union Presidents sent Mr. Brown the name of an employee to participate in the test to change the sick leave code but no date has been scheduled and this issue is being unnecessarily delayed.

7. Contracting Out Union Work and Eliminating Union Positions:

DC Water is contracting out union employee's work, without complying with our CBA and prior notification to the union leadership. DC Water is also not backfilling union positions once they become vacant. Are union employees going to lose their jobs due to contracting out? This issue was discussed with HR Committee Chairman Jed Ross and his committee at our January 22, 2025 meeting. He asked us to provide the name of the abolished positions. Several Local unions did provide the information to Mr. Ross. We want to know why union vacant positions are being abolished and not backfilled.

8. Reclassification of WWT Operators:

AFGE Local 631 has been advocating for almost six (6) years to reclassify Wastewater Treatment (WWT) Operators to a higher grade 10 or 11, for the reasons we have stated in our prior oral and written presentations. Despite repeated presentations, this issue remains unresolved.

9. Open discussion

Submitted by: Barbara J. Milton, Consultant
AFGE Local 631 and on Behalf of
all unions that represent employees
at DC Water

**DAVID GADIS, MARCH 17, 2025 ANNOUNCEMENT OF DC
WATER'S BUDGET SHORTFALL AND IMPENDING CUTS AND
RESTRICTIONS, SENT TO ALL EMPLOYEES**

WITHOUT ADVANCE NOTICE TO THE UNION PRESIDENTS

3/31/25, 1:22 PM

AOL Mail - Re: Important Update on Budget Challenges and Our Path Forward

Re: Important Update on Budget Challenges and Our Path Forward

From: Milton (bjm1277@aol.com)

To: bjm1277@aol.com

Date: Monday, March 31, 2025 at 01:22 PM EDT

From: Office of the CEO <oceo@dcwater.com>

Sent: Monday, March 17, 2025 8:45 AM

To: Mail-Employees <mail-employees@dcwater.com>

Subject: Important Update on Budget Challenges and Our Path Forward



Dear Team Blue,

I want to take a moment to address the recent congressional developments that may impact DC Water and, most importantly, our employees. Many of you have heard about the proposed changes that would revert the District of Columbia's Budget to 2024 levels, which also affects DC Water. While we are a ratepayer-funded entity, this decision would require \$51 million in immediate cuts, presenting significant challenges.

Since this announcement, my team, and our partners—working in alignment with Mayor Bowser and the District—have been advocating tirelessly to educate Congress on what these cuts would mean. If these changes proceed, the potential impacts include:

- **Job Cuts** – Reducing essential personnel who provide critical water and sewer services, protect public health and safety, and support fire protection.
- **Maintenance Cuts** – Scaling back necessary maintenance, affecting safe, reliable drinking water delivery to District residents, millions of visitors, and 2.5 million customers in Virginia and Maryland.
- **Disrupting Critical Services** – Delays in vital public health projects, such as lead service line removals and aging water and sewer system upgrades.

3/31/25, 1:22 PM

AOL Mail - Re: Important Update on Budget Challenges and Our Path Forward

These cuts would not only affect DC Water and the District but could also have serious implications for national security, public health, and the regional economy.

While we remain hopeful that the House will reconsider these changes, until a final decision is reached, we remain in a period of uncertainty. We must continue to plan responsibly to ensure we are prepared for all possible outcomes, including taking immediate steps to ensure we continue delivering essential services.

Although DC Water is fiscally strong, this unanticipated federal action places significant financial strain on the Authority, requiring us to make adjustments mid-fiscal year.

We recognize that conversations around budget constraints and potential workforce impacts are never easy. Please know that every decision we make is focused on minimizing disruption, protecting jobs wherever possible, and ensuring that our employees are supported.

The challenges posed by the evolving federal landscape will not be resolved in the coming weeks, and even if congressional actions support DC Water, we will still face economic pressures. We are closely monitoring water consumption in the District, as federal job cuts could result in fewer people in the city, potentially leading to a decline in revenue. Additionally, the District's latest revenue forecast predicts slower economic activity, which may also impact us.

To that end, the Senior Executive Team is meeting today to discuss our plan of action. Some of the immediate cost-saving measures under review include freezes on hiring, training and travel, reductions in contractual services and temporary staff, overtime restrictions and even personnel and project reductions, all done to ensure alignment with our financial realities and service commitments.

What This Means for You

- **DC Water remains committed to our core mission.** Despite these challenges, our focus remains on delivering safe, reliable water and wastewater services.
- **We will continue to provide updates.** Transparency is our priority, and we will keep you informed as we navigate these changes.
- **Your dedication is valued.** We understand that uncertainty can be stressful, but we deeply appreciate your commitment and resilience. Your work is essential to our success.

With appreciation,



David L. Gadis
CEO and General Manager

**MARCH 24, 2024 EMAIL TO EMPLOYEES FROM MS. OKPECHI
REGARDING CUTS AND RESTRICTIONS BEING MADE DUE TO
THE DC WATER'S BUDGET SHORTFALL**

WITHOUT NOTICE TO THE UNION PRESIDENTS

**MARCH 25, 2024 EMAIL TO EMPLOYEES FROM MR.
GUTTRIDGE REGARDING CUTS AND RESTRICTIONS BEING
MADE DUE TO THE DC WATER'S BUDGET SHORTFALL**

WITHOUT NOTICE TO THE UNION PRESIDENTS

3/30/25, 11:38 AM

AOL Mail - Fw: Budget Challenges - FY24 Expenditure Reductions

Fw: Budget Challenges - FY24 Expenditure Reductions

From: Milton (bjm1277@aol.com)

To: bjm1277@aol.com

Date: Sunday, March 30, 2025 at 11:38 AM EDT

From: Ogechi Okpechi <Ogechi.Okpechi@dcwater.com>

Sent: Monday, March 24, 2025 3:46 PM

To: Permit Operations Employees <Permitoperationsemployees@dcwater.com>; Erik M. Hicks <Erik.Hicks@dcwater.com>; Mark Landry <Mark.Landry@dcwater.com>; Michael B. Collins <Michael.Collins2@dcwater.com>; Michael Drayer <Michael.Drayer@dcwater.com>; Mohammad Khan <Mohammad.Khan@dcwater.com>; Ray Beattie <Ray.Beattie@dcwater.com>; Melaku Hailegebreal <Melaku.Hailegebreal@dcwater.com>; Debesay Y. Abraha <Debesay.Abraha@dcwater.com>; Jermaine Quattlebaum <Jermaine.Quattlebaum@dcwater.com>; Francis Adu-Gyamfi <Francis.Adu-Gyamfi@dcwater.com>; Christopher Spargo <Christopher.Spargo@dcwater.com>; Alvin Harmon <Alvin.Harmon@dcwater.com>; Henry Bascom <Henry.Bascom@dcwater.com>; Richard Delaney <Richard.Delaney@dcwater.com>; Patricia Carter <Patricia.Carter@dcwater.com>; Alex M. Yoda <Alex.Yoda@dcwater.com>; Melvin M. Thomas <Melvin.Thomas@dcwater.com>; Warren Turner <Warren.Turner@dcwater.com>

Cc: Moussa Wone <Moussa.Wone@dcwater.com>

Subject: Budget Challenges - FY24 Expenditure Reductions

Good afternoon Team,

Due to budget constraints, effective immediately, all training, travel, and conferences are suspended.

Additionally, there are new restrictions on overtime. If you need to work overtime, please inform me so I can seek approval from the Vice President of Engineering and Clean Rivers.

If you have any questions, please feel free to reach out. Thank you.

Best Regards,



Ogechi Okpechi, PE, Assoc DBIA, PMP | Director, Permit Operations | DC Water

1385 Canal St SE | Washington, DC 20003 | (202) 787-2510 | ogechi.okpechi@dcwater.com

From: Paul Guttridge Paul.Guttridge@dcwater.com
Subject: Immediate Spending Restrictions Due to Budget Reduction
Date: March 25, 2025 at 5:02 PM
To: Abdulhameed Kutubi Abdulhameed.Kutubi@dcwater.com, Andre Bolton Andre.Bolton@dcwater.com, Brian Wilson Brian.Wilson@dcwater.com, Chandra Vavilala Chandra.Vavilala@dcwater.com, Christopher C. Eaton Christopher.Eaton@dcwater.com, Chukwuemeka Anyatonwu Chukwuemeka.Anyatonwu@dcwater.com, Churchill Okonkwo Churchill.Okonkwo@dcwater.com, Clemence J. Atase Clemence.Atase@dcwater.com, Crystal S. Bell-Black Crystal.Bell-Black@dcwater.com, Deidre A Saunders Deidre.Saunders@dcwater.com, Dexter Holmes Dexter.Holmes@dcwater.com, Ermon Green Ermon.Green@dcwater.com, Fikru Bogale fikru.bogale@dcwater.com, Francis Peters Francis.Peters@dcwater.com, Gavin Dawson Gavin.Dawson@dcwater.com, Howard Giles Howard.Giles@dcwater.com, Jeanetta Nelson Jeanetta.Nelson@dcwater.com, Jeffrey L. Wilson Jeffrey.Wilson@dcwater.com, Jessica Shiao Jessica.Shiao@dcwater.com, Jonathan Lucas Jonathan.Lucas@dcwater.com, Kevin Richmond Kevin.Richmond@dcwater.com, LaShema Burrell LaShema.Burrell@dcwater.com, Leon Collister Leon.Collister@dcwater.com, Loanna Matthews Loanna.Matthews@dcwater.com, Louis Arguello Louis.Arguello@dcwater.com, Mariama Jallow Mariama.Jallow@dcwater.com, Mary Vandersommers Mary.Vandersommers@dcwater.com, Michael Barnes Michael.Barnes@dcwater.com, Michelle Pickeral Michelle.Pickeral@dcwater.com, Nathan Mensah Nathan.Mensah@dcwater.com, Patrick Heaney Patrick.Heaney@dcwater.com, Paul Laban Paul.Laban@dcwater.com, Paul Scipio Paul.Scipio@dcwater.com, Qi He Qi.He@dcwater.com, Rena Martin Rena.Martin@dcwater.com, Renni Zhao Renni.Zhao@dcwater.com, Rupert Bryan Rupert.Bryan@dcwater.com, Satish Soni Satish.Soni@dcwater.com, Senail Manley Senail.Manley@dcwater.com, Shane I. Bogan Shane.Bogan@dcwater.com, Shenica A. Knowles Shenica.Knowles@dcwater.com, Snehalata Masih Snehalata.Masih@dcwater.com, Stanley Henry Stanley.Henry@dcwater.com, Steve Bian Shikui.Bian@dcwater.com, Tahir Qureshi Muhammad.Qureshi@dcwater.com, Thomas Wilson Thomas.Wilson@dcwater.com, Tim Jennings Timothy.Jennings@dcwater.com, Timothy Vaneman Timothy.Vaneman@dcwater.com, William Myers William.Myers@dcwater.com, Zed Tura Zed.Tura@dcwater.com, Zelalem Hailu Zelalem.Hailu@dcwater.com



Good afternoon Shared Services Team.

Last week DC Water started to take action to comply with the "Full-Year Continuing Appropriations and Extensions Act, 2025," which President Trump signed into law on March 15, 2025. This law mandates a reduction in DC Water's FY2025 Board-Approved Budget to FY2024 levels. This results in a \$51 million cut to the Operating Budget that has been in place since October 1, 2024.

Among several actions being taken the following affect the department immediately:

- **Training, Travel, and Conferences Freeze** – All new training, travel, and conference expenses are suspended. Executive Vice Presidents may approve exceptions.
- **Overtime Restrictions** – Only essential overtime may be incurred. Vice Presidents must approve all unscheduled overtime. (We have currently requested approval for overtime by our contract inspection teams)

Please let me know if you have any questions.

Paul

Paul Guttridge, PMP, Assoc. DBIA | Director, Shared Services & Asset Management |
 District of Columbia Water and Sewer Authority | 5000 Overlook Avenue, SW |
 Washington, DC 20032 | (202) 787-2691 | (202) 803-1537 (cell) |
pguttridge@dcwater.com

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**Union Request to Bargain over the DC Water's Budget
Shortfall Cuts and Restrictions Affecting Bargaining Unit
Employees**

Unions Representing Employees at DC Water

March 27, 2025

Shawn Brown, VP Labor Relations
1385 Canal Street SE
Washington, DC 20003

RE: Request to Bargain Over Budget Cuts Affecting Union Employees

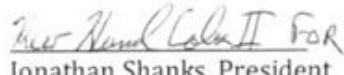
Dear Mr. Brown:

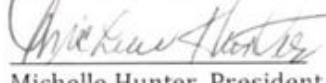
The unions hereby request to bargain over budget cuts and changes being made at DC Water which will affect union employees' terms and conditions of employment. We are requesting to bargain to the extent permitted by law. We request that no changes are made that affect union employees until our bargaining is completed. We are available to begin bargaining the first week in April 2025. Please provide us with your available dates.

We will appreciate your prompt attention to this matter. We look forward to your response.

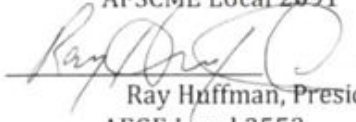
Regards,


Jermaine Quattlebaum, President
AFGE Local 631


Jonathan Shanks, President
AFGE Local 872


Michelle Hunter, President
NAGE Local R3-05


Kevin Poge, President
AFSCME Local 2091


Ray Huffman, President
AFGE Local 2553

**SHAWN BROWN'S MARCH 28, 2025, DISINGENUOUS EMAIL
RESPONSE TO THE UNIONS' REQUEST TO BARGAIN OVER
BUDGET SHORTFALL CUTS AND RESTRICTIONS AFFECTING
BARGAINING UNIT EMPLOYEE**

3/31/25, 1:10 PM

AOL Mail - Re: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

Re: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

From: Shawn A. Brown (shawn.brown@dcwater.com)

To: jermaine.quattlebaum@dcwater.com; mylocal872@gmail.com; michelle.hunter@dcwater.com;
kevin.poge@dcwater.com; ray.huffman@dcwater.com

Cc: bjm1277@aol.com; fredrick.pasour@dcwater.com

Date: Friday, March 28, 2025 at 06:24 PM EDT

Dear All,

Good evening. We have received your request to bargain but are unclear about which cuts and changes you are referencing. Without such information we cannot properly evaluate your request. Please resubmit your request identifying the specific cuts and changes you would like to bargain over. Thank you and have a great weekend.

Shawn Allen Brown, Esq. | Vice President of Employment, Labor and HR Compliance | DC Water
1385 Canal Street SE | Washington, DC 20003 | (202) 787-2583 (desk) | (202) 255-9824 (mobile) |
shawn.brown@dcwater.com

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From: Milton <bjm1277@aol.com>

Sent: Thursday, March 27, 2025 4:05 PM

To: Shawn A. Brown <Shawn.Brown@dcwater.com>

Cc: Jermaine Quattlebaum <jqafge631@gmail.com>; Troy Coates <troy.coates@hotmail.com>; David Paige <David.Paige@dcwater.com>; Ray Huffman <utilatec01@yahoo.com>; Jonathan Shanks <mylocal872@gmail.com>; Howard Coles <howardcoles780@gmail.com>; Michelle Hunter <Michelle.Hunter@dcwater.com>; kpoge1@gmail.com <kpoge1@gmail.com>; Amber Jackson <Amber.Jackson@dcwater.com>; David L. Gadis <David.Gadis@dcwater.com>; Jeffrey F. Thompson <Jeffrey.Thompson@dcwater.com>; Wayne Griffith <Wayne.Griffith@dcwater.com>; Kirsten B. Williams <Kirsten.Williams@dcwater.com>; Moussa Wone <Moussa.Wone@dcwater.com>; Chris M. Collier <Chris.Collier@dcwater.com>; Ogechi Okpechi <Ogechi.Okpechi@dcwater.com>; Meisha D. Thomas <Meisha.Thomas@dcwater.com>

Subject: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

3/31/25, 1:10 PM

AOL Mail - Re: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

EXTERNAL EMAIL: This email was NOT sent by a DC Water Team Member. Use **CAUTION** before **CLICKING** a link or **OPENING** any attachment in this email. For additional analysis of this email message by the Cyber Team, please click the "Report Message" icon found in the upper right-hand corner of this message.

Shawn Brown:

Please see the attached bargaining request letter signed by all five (5) presidents who represent employees at DC Water. We look forward to your prompt response.

Regards,

Barbara J. Milton, Consultant
AFGE Local 631 and on Behalf of
All Unions that Represent Employees
at DC Water

WHILE NOT REQUIRED, ON MARCH 31, 2025, THE UNIONS WROTE SHAWN BROWN LETTING HIM KNOW SOME OF THE BUDGET CUTS AND RESTRICTIONS WE WERE AWARE OF AND ATTACHED THE EMAILS FROM TWO MANAGERS DESCRIBING THE CUTS AND RESTRICTIONS TO EMPLOYEES

IN ADDITION, ON MARCH 31, 2025, THE UNIONS RESPONDED TO THE ALLEGED BOARD PROTOCOL SAYING ONLY UNION PRESIDENTS CAN SEND COMMUNICATION TO THE BOARD OR ITS COMMITTEE.

PLEASE NOTE: THERE HAS NEVER BEEN ANY SUCH BOARD PROTOCOL

THE UNIONS' RESPONSE TO THE MARCH 28, 2025 EMAIL FROM SHAWN BROWN ABOUT THE ALLEGED BOARD PROTOCOL WILL BE IN ANOTHER SECTIONS OF THIS AGENDA SUBMISSION

4/25/25, 9:46 AM

AOL Mail - Re: Unions' Response to Shawn Brown's March 28, 2025 Emails about Board Protocol and Bargaining Request

Re: Unions' Response to Shawn Brown's March 28, 2025 Emails about Board Protocol and Bargaining Request

From: Milton (bjm1277@aol.com)

To: shawn.brown@dcwater.com

Cc: jqafge631@gmail.com; troy.coates@hotmail.com; david.paige@dcwater.com; mylocal872@gmail.com; utillatec01@yahoo.com; howardcoles780@gmail.com; kpoge1@gmail.com; michelle.hunter@dcwater.com; jed.ross@dc.gov; unique.morris-hughes2@dc.gov; michelle.rhodd@dcwater.com; amber.jackson@dcwater.com; david.gadis@dcwater.com

Bcc: marquelle.owens@gmail.com; lisa.barton@dcwater.com

Date: Monday, March 31, 2025 at 02:10 PM EDT

Dear Shawn Brown:

See the attached union response to your emails regarding protocol for the DC Water Board of Directors and your response to the unions' request to bargain over budget cuts and changes affecting union employees.

Attached are the following documents:

1. March 31, 2025, Letter to Shawn Brown signed by the union presidents who represent employees at DC Water
2. Email from Director Ogechi Okpechi dated March 24, 2025 at 3:46 pm to union employees with the subject: **Budget Challenges-FY24 Expenditure Reduction**
3. Email from Director Paul Guttridge dated March 25, 2025 at 5:02 pm to union employees with the subject: **Immediate Spending Restrictions Due to Budget Reductions**
4. David Gadis email to all employees dated March 17, 2025 at 8:45 am, subject: **Important Update on Budget Challenges and our Path Forward**
5. Letter to Shawn Brown signed by union presidents who represent employees at DC Water, requesting to bargain over budget cuts and changes affecting union employees
6. Email response from Shawn Brown dated March 28, 2025 at 6:24 pm to all union presidents, subject: **DC Water Unions Request to Bargain over Budget Shortfall Cuts and Changes**

In light of the information provided and/or your obligation under the law and the unions CBAs, we expect you to provide us with dates to begin bargaining over the budget cuts and changes currently being made by DC Water. We are available to begin bargaining the first week of April, excluding April 4, 2025.

Our attached letter regarding the Board protocol speaks for itself. We request that you cease any interference with the unions and refrain from imposing any further restraints.

Regards,

4/25/25, 9:46 AM

AOL Mail - Re: Unions' Response to Shawn Brown's March 28, 2025 Emails about Board Protocol and Bargaining Request

Barbara J. Milton, Consultant
AFGE Local 631 and on Behalf of
All union presidents that represent
Employees at DC Water

On Friday, March 28, 2025 at 06:12:11 PM EDT, Shawn A. Brown <shawn.brown@dcwater.com> wrote:

Dear Union Presidents,

Good afternoon. Please find attached DC Water's response to your recent email concerning the projected budget shortfall. Please contact me with questions. Have a great weekend. Thank you.

Shawn Allen Brown, Esq. | Vice President of Employment, Labor and HR Compliance | DC Water
1385 Canal Street SE | Washington, DC 20003 | (202) 787-2583 (desk) | (202) 255-9824 (mobile) |
shawn.brown@dcwater.com

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From: Michelle Rhodd <Michelle.Rhodd@dcwater.com>
Sent: Tuesday, March 25, 2025 8:57 AM
To: Milton <bjm1277@aol.com>
Cc: Jermaine Quattlebaum <jqafge631@gmail.com>; Troy Coates <troy.coates@hotmail.com>; David Paige <David.Paige@dcwater.com>; Jonathan Shanks <mylocal872@gmail.com>; Ray Huffman <utillatec01@yahoo.com>; Howard Coles <howardcoles780@gmail.com>; kpoge1@gmail.com <kpoge1@gmail.com>; Michelle Hunter <Michelle.Hunter@dcwater.com>; Jed Ross <jed.ross@dc.gov>; Morris-Hughes, Unique (DOES) <Unique.Morris-Hughes2@dc.gov>; Shawn A. Brown <Shawn.Brown@dcwater.com>
Subject: Re: Emails and Letters to David Gadis and Shawn Brown Regarding DC Water's Announced Budget Shortage

Good morning Ms. Milton,

Your email was shared with Board Chair, Dr. Unique Morris-Hughes. Dr. Morris-Hughes asked that your be shared message with Shawn Brown. Mr. Brown will respond to you.

Kind regards,
Michelle

**APRIL 16, 2025, EMAIL FROM SHAWN BROWN TO THE UNION
PRESIDENTS SAYING HE WAS NOT GOING TO BARGAIN WITH
THE UNIONS OVER BUDGET SHORT FALL CUTS AND
RESTRICTIONS**

THERE WAS NO LEGAL BASIS FOR THIS REFUSAL TO BARGAIN

4/25/25, 9:41 AM

AOL Mail - Re: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

Re: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

From: Shawn A. Brown (shawn.brown@dcwater.com)

To: jermaine.quattlebaum@dcwater.com; mylocal872@gmail.com; michelle.hunter@dcwater.com;
kevin.poge@dcwater.com; ray.huffman@dcwater.com

Cc: fredrick.pasour@dcwater.com; bjm1277@aol.com

Date: Wednesday, April 16, 2025 at 06:36 PM EDT

Dear All,

I hope this message finds you well. On March 28, 2025, I sent you an email asking you to clarify which cuts and changes you were seeking to bargain over. As of the date of this email, we have not received information sufficiently specific to clarify your request.

For the foregoing reason, your request to bargain is hereby denied.

Generally, it is our position that bargaining is not an appropriate response to whatever reasonable actions the Authority will take in response to this emergent situation. However, we will objectively evaluate any bargaining request you submit. **We ask you to remember that any such actions are intended to save the jobs of DC Water employees, including your members.** Please contact me with questions. We look forward to your partnership during this challenging time. Thank you.

Shawn Allen Brown, Esq. | Vice President of Employment, Labor and HR Compliance | DC Water
1385 Canal Street SE | Washington, DC 20003 | (202) 787-2583 (desk) | (202) 255-9824 (mobile) |
shawn.brown@dcwater.com

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From: Shawn A. Brown

Sent: Friday, March 28, 2025 6:24 PM

To: Jermaine Quattlebaum; Jonathan Shanks; Michelle Hunter; Kevin D. Poge; Ray Huffman

Cc: Milton; Fredrick Pasour

Subject: Re: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

**APRIL 21, 2025, EMAIL RESPONSE TO SHAWN BROWN
REGARDING HIS REFUSAL TO BARGAIN FROM BARBARA
MILTON, CONSULTANT, AFGE LOCAL 631**

**APRIL 18, 2025, EMAIL RESPONSE TO SHAWN BROWN
REGARDING HIS REFUSAL TO BARGAIN FROM JONATHAN
SHANKS, PRESIDENT, AFGE LOCAL 872**

**APRIL 17, 2025, EMAIL RESPONSE TO SHAWN BROWN
REGARDING HIS REFUSAL TO BARGAIN FROM JERMAINE
QUATTLEBAUM, PRESIDENT, AFGE LOCAL 631**

**APRIL 17, 2025, EMAIL RESPONSE TO SHAWN BROWN
REGARDING HIS REFUSAL TO BARGAIN FROM MICHELLE
HUNTER, PRESIDENT, NAGE R3-06**

4/27/25, 4:24 PM

AOL Mail - Fw: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

Fw: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

From: Milton (bjm1277@aol.com)

To: shawn.brown@dcwater.com

Cc: amber.jackson@dcwater.com; jqafge631@gmail.com; troy.coates@hotmail.com; mylocal872@gmail.com; howardcoles780@gmail.com; utillatec01@yahoo.com; kpoge1@gmail.com; michelle.hunter@dcwater.com; drpaige1@verizon.net

Bcc: mykingdomheart51@yahoo.com; david.paige@dcwater.com

Date: Monday, April 21, 2025 at 11:47 AM EDT

Shawn Brown:

In your April 16, 2025 email below, you state that you are refusing to bargain over changes being made by DC Water in response to a budget shortfall. Your actions are an unfair labor practice in violation of the CMPA and our CBA. Pursuant to our CBA on working conditions, Article 4, Section B(2), DC Water is obligated to give advance notice to the union presidents about changes affecting the terms and conditions of employment for bargaining unit employees and your obligation to bargain, once we make a request. Even if you believe this issue is a management right, you are still obligated to bargain pursuant to Article 4, Section B(1). DC Water has not complied with these obligations. There are no *precursors* to our right to bargain over this matter as you have illegally portrayed.

In addition, your refusal to provide information requested by the unions is also a violation of the CMPA and our CBA. In your April 21, 2025 vague and misleading response to the unions' RFI, at response #5, you identified some categories that will be cut but contrary to your assertion that no cuts have been made, union employees have been notified of immediate changes in the restriction of overtime and training, affecting their employment.

We are requesting again to immediately begin bargaining over the changes being made by DC Water as a result of the budget shortfall. We demand that you provide us with a date to begin bargaining and your response to our March 31, 2025 supplemental (*additional*) information request, no later than Friday, April 25, 2025. Failure to do so, will be viewed as an unfair labor practice and a violation of our CBA.

Regards,

Barbara Milton, Consultant
AFGE Local 631 and on Behalf
of all Unions that Represent
Employees at DC Water

From: Jonathan Shanks <mylocal872@gmail.com>

Sent: Friday, April 18, 2025 8:31:48 AM

To: Shawn A. Brown <Shawn.Brown@dcwater.com>

Cc: Michelle Hunter <Michelle.Hunter@dcwater.com>; Kevin D. Poge <Kevin.Poge@dcwater.com>; Ray Huffman <Ray.Huffman@dcwater.com>; Fredrick Pasour <Fredrick.Pasour@dcwater.com>; Milton <bjm1277@aol.com>; howardcoles780@gmail.com <howardcoles780@gmail.com>; troy.coates@hotmail.com <troy.coates@hotmail.com>; David Paige <David.Paige@dcwater.com>; Jermaine Quattlebaum

4/27/25, 4:24 PM

AOL Mail - Fw: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

<Jermaine.Quattlebaum@dcwater.com>

Subject: Re: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

EXTERNAL EMAIL: This email was NOT sent by a DC Water Team Member. Use CAUTION before CLICKING a link or OPENING any attachment in this email. For additional analysis of this email message by the Cyber Team, please click the "Report Message" icon found in the upper right-hand corner of this message.

Good morning all,

Dear Mr. Brown

In reference to our last labor management meeting, held on April 15, 2025, regarding the discussion on the Authority's budget shortfall and budget cuts, we, AFGE Local 872, reserve the rights to bargain over any initiatives that may impact the terms and employment conditions of the union members of AFGE Local 872.

Respectfully ,

Jonathan Shanks, President
AFGE Local 872

On Thu, Apr 17, 2025 at 12:47 PM Jermaine Quattlebaum <Jermaine.Quattlebaum@dcwater.com> wrote:
Shawn,

During the Labor Management meeting on April 15, 2025 @10am, I gave you 3 examples of cuts and changes related to the budget that are occurring within DC Waters Engineering / Clean Rivers Department. You said you were unaware of this information. I provided you names of a VP and 2 Directors. AFGE Local 631 wasn't made aware of these cuts that are now in affect or any other proposed cuts that are currently affecting our members. During one of the meetings I attended, it was shared with the room that these cuts came from the CFO, so it appears to me that you aren't being made aware because changes are clearly happening to travel, training, overtime and hiring.

Regards,
Jermaine Quattlebaum, President
AFGE Local 631

From: Michelle Hunter <Michelle.Hunter@dcwater.com>

Sent: Thursday, April 17, 2025 8:02 AM

To: Shawn A. Brown <Shawn.Brown@dcwater.com>; Jermaine Quattlebaum <Jermaine.Quattlebaum@dcwater.com>; Jonathan Shanks <mylocal872@gmail.com>; Kevin D. Poge <Kevin.Poge@dcwater.com>; Ray Huffman <Ray.Huffman@dcwater.com>

Cc: Fredrick Pasour <Fredrick.Pasour@dcwater.com>; Milton <bjm1277@aol.com>; 'howardcoles780@gmail.com' <howardcoles780@gmail.com>

Subject: RE: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

Shawn,

On behalf of NAGE Local R3-06, we respectfully respond to your email below. The Authority to date has not met with NAGE to discuss the changes that may or may not occur through the budget shortfall

4/27/25, 4:24 PM

AOL Mail - Fw: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes

cuts and changes. There was no formal discussion with NAGE to discuss how this matter may or may not affect the terms and conditions of employment for our members.

Whenever Management decides the direction to take on this matter, NAGE does not want to waive it's legally right by law to bargain over the changes.

This request to bargain is if NAGE members are impacted by the future changes that are occurring on this matter, as we learned about in our last L/M meeting.

Clearly, it is NAGE position to bargain in good faith to save the jobs of DC Water employees, including NAGE members.

Shawn, respectfully, you cannot deny NAGE the right to bargain over the changes that may occur pertaining to this matter. My signature represents that once the Authority identifies its direction to handle this challenge, NAGE wants to bargain over it.

Michelle Hunter
President of NAGE R3-06

From: Shawn A. Brown <Shawn.Brown@dcwater.com>
Sent: Wednesday, April 16, 2025 6:36 PM
To: Jermaine Quattlebaum <Jermaine.Quattlebaum@dcwater.com>; Jonathan Shanks <mylocal872@gmail.com>; Michelle Hunter <Michelle.Hunter@dcwater.com>; Kevin D. Poge <Kevin.Poge@dcwater.com>; Ray Huffman <Ray.Huffman@dcwater.com>
Cc: Fredrick Pasour <Fredrick.Pasour@dcwater.com>; Milton <bjm1277@aol.com>
Subject: Re: DC Water Unions Request to Bargain Over Budget Shortfall Cuts and Changes
Importance: High

Dear All,

I hope this message finds you well. On March 28, 2025, I sent you an email asking you to clarify which cuts and changes you were seeking to bargain over. As of the date of this email, we have not received information sufficiently specific to clarify your request.

For the foregoing reason, your request to bargain is hereby denied.

Generally, it is our position that bargaining is not an appropriate response to whatever reasonable actions the Authority will take in response to this emergent situation. However, we will objectively evaluate any bargaining request you submit. **We ask you to remember that any such actions are intended to save the jobs of DC Water employees, including your members.** Please contact me with questions. We look forward to your partnership during this challenging time. Thank you.

Shawn Allen Brown, Esq. | Vice President of Employment, Labor and HR Compliance IDC Water
[1385 Canal Street SE | Washington, DC 20003](https://www.dwater.com) | (202) 787-2583 (desk) | (202) 255-9824 (mobile) | shawn.brown@dcwater.com

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MARCH 28, 2025, LETTER FROM SHAWN BROWN TO THE UNION PRESIDENTS AND COPIED TO BARBARA MILTON, WHERE IN HE STATES THAT ONLY A CURRENT UNION PRESIDENT CAN SEND UNION COMMUNICATIONS TO THE BOARD OF DIRECTORS AND ITS COMMITTEES

MR. BROWN STATED THIS WAS A PRIOR BOARD PROTOCOL

PLEASE NOTE: THERE HAS NEVER BEEN ANY SUCH BOARD PROTOCOL



David L. Gadis, Chief Executive Officer

DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY | 1385 CANAL STREET, SE | WASHINGTON, DC 20003

March 28, 2025

VIA EMAIL

Ray Huffman
President, AFGE Local 2553
ray.huffman@dcwater.com

Jermaine Quattlebaum
President, AFGE Local 631
jermaine.quattlebaum@dcwater.com

Michelle Hunter
President, NAGE Local R3-05
michelle.hunter@dcwater.com

Johnathan Shanks
President, AFGE Local 872
mylocal872@gmail.com

Kevin Poge
President, AFSCME 2091
kevin.poge@dcwater.com

RE: Board Communication Protocol
Response to Recent Union Communication

Dear Union Presidents:

With this letter I am clarifying the protocol concerning Union communications with the DC Water Board (Board). Effective immediately, all Union communications to the Board must come directly from a current Union President. This requirement includes communication with the full Board and any of its committees. Further, at the election of the Board Chair, DC Water Management may be tasked with providing a substantive response to any such communications.

In addition, I would like to provide a brief response to the email sent to the Board by Barbara Milton on March 20, 2025. Going forward such communications must be made by a Union President; however, we want to provide you this response as a courtesy.

It is the prerogative of the CEO to communicate with the DC Water community about important issues. This is not direct dealing. Direct dealing occurs when Management works with represented employees to make decisions, or take action, without including the Union. Alternatively, direct dealing may occur when Management informs represented employees about decisions or changes that affect them, without providing the Union advanced notice. Mr. Gadis' email of March 17, 2025 simply informed employees of an impending problem and its potential ramifications. He did not work with them to develop changes, nor did he inform them of any changes which had already been made.

In my meeting with you on March 17, 2025, I informed you that Congressional changes would require DC Government to revert to 2024 budget levels. Such a change significantly impacts DC Water by preventing it from accessing \$51,000,000 in funds. These budgetary constraints,

coupled with a recent decrease in revenue, threaten severe consequences for DC Water. This explanation was an accurate description of the economic challenges the Authority is facing. You were informed that leadership remains committed to protecting jobs and would seek to minimize job loss by limiting other expenditures. You were not informed of more specific plans because DC Water had taken no substantive decisions or actions at that time.

DC Water has the best interest of its employees and the rate payers in mind. We are also committed to transparency as we work through this challenging time together. You can expect to receive advance notice as decisions affecting your members are made. Should you have questions, please feel free to contact me at 202-255-9824, or via email at shawn.brown@dcwater.com. Thank you for your attention to this important matter.

Sincerely,

Shawn Brown

Shawn A. Brown,
Vice President, Employment, Labor and HR Compliance

CC: Barbara Milton

**MARCH 31, 2025 LETTER RESPONSE FROM ALL FIVE (5) UNION
PRESIDENTS TO MR. BROWN REGARDING HIS BOARD PROTOCOL LETTER
AND WHO HE ALLEGE CAN COMMUNICATE WITH THE BOARD**

Unions Representing Employees at DC Water

March 31, 2025

Shawn Brown, VP Labor Relations
1385 Canal Street SE
Washington, DC 20003

RE: Union Response to Shawn Brown's March 28, 2025 Emails

Dear Mr. Brown:

We acknowledge receipt of your emails and strongly disagree with your position, particularly regarding the communication with the DC Water Board of Directors. Employees, both union and non-union, as well as the public, have the right to communicate directly with the DC Water Board through Ms. Rhodd, the Board's Secretary. These rights are guaranteed by law and in accordance with the Board's protocol.

Your proposed changes would prevent the public and union members from directly expressing their concerns to the Board and its committees about DC Water operations, including labor matters. This unilateral change is not only inappropriate but could potentially be illegal, as it infringes on the rights of the public and our members to communicate directly with the governing body of DC Water on issues related to union and labor relations. Restricting access in such a manner undermines established laws, rights, and practices and could hinder the transparent dialogue necessary for addressing critical issues that impact the public, our unions, and our members. Your actions appear to be an attempt to interfere with these fundamental rights.

Additionally, we believe your actions are an attempt to prevent Barbara Milton from representing the unions at DC Water. This conduct is inappropriate. It is the Board, not Labor Relations, that sets the protocol. By overstepping your jurisdiction, you are attempting to prevent union representatives, union employees, and even public citizens from bringing concerns about labor and union matters directly to the DC Water Board of Directors. Should you pursue this course, we will be forced to file an unfair labor practice complaint and/or grievance.

Regarding the issue of "Direct Dealing," we maintain that DC Water has engaged in such conduct. DC Water management made decisions about budget cuts, on or around March 24, 2025, and on this date a communication was sent to all DC Water managers at the Director level and above, instructing them to notify employees—including union members—about these cuts and restrictions. However, the unions' leadership were not notified in of these budget cut decisions. This constitutes a clear example of "Direct Dealing," and DC Water continues to engage in this unlawful conduct.


Furthermore, on March 27, 2025, we formally requested to bargain over the budget cuts and restrictions. In response, you inquired about "*what cuts we seek to bargain over*," even though it is clear that DC Water has not informed the unions of the decisions made on March 24, 2025, regarding cuts to programs, training, travel, overtime, contractor activities, and other restrictions. *Attached are*


two emails from management to union employees and the unions' request to bargain. We expect full disclosure regarding the alleged budget shortfall and the cuts and restrictions that have been imposed. Additionally, we expect DC Water to engage in good faith bargaining over these matters and not send us a bogus response to our bargaining request. Please provide us with dates to begin bargaining.


We will appreciate your prompt attention to this matter. We look forward to your response.

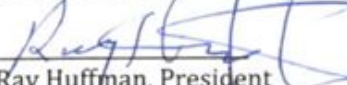
Regards,


Jermaine Quattlebaum, President
AFGE Local 631


Jonathan Shanks, President
AFGE Local 872


Michelle Hunter, President
NAGE Local R3-05


Kevin Poge, President
AFSCME Local 2091


Ray Huffman, President
AFGE Local 2553

**APRIL 17, 2025, EMAIL RESPONSE TO THE UNION PRESIDENTS FROM
SHAWN BROWN SAYING IT WAS THE BOARD CHAIR DR. MORRIS-
HUGHS WHO TOLD HIM TO WRITE THE UNION PRESIDENTS ABOUT
THE BOARD COMMUNITION PROTOCOL**

4/25/25, 9:07 AM

AOL Mail - Fwd: FW: Union Communication to the Board

Fwd: FW: Union Communication to the Board

From:

To: bjm1277@aol.com

Date: Friday, April 25, 2025 at 08:51 AM EDT

----- Forwarded message -----

From:

Date: Fri, Apr 25, 2025 at 8:49 AM

Subject: FW: Union Communication to the Board

To:

From: Shawn A. Brown <Shawn.Brown@dcwater.com>

Sent: Thursday, April 17, 2025 5:15 PM

To: Local 872 <mylocal872@gmail.com>; Kevin D. Poge <Kevin.Poge@dcwater.com>; Jermaine Quattlebaum <Jermaine.Quattlebaum@dcwater.com>; Ray Huffman <Ray.Huffman@dcwater.com>; Michelle Hunter <Michelle.Hunter@dcwater.com>

Cc: Fredrick Pasour <Fredrick.Pasour@dcwater.com>

Subject: Union Communication to the Board

Dear All,

Good afternoon. I have read your response to my letter of March 28, 2025, wherein I informed you of the Board's protocol for Union communication. There appears to be some confusion concerning the origin of that protocol. This has been the protocol of the Board for some time, and the Board Chair prefers that protocol be followed going forward. I do not have authority to dictate protocol to the Board. However, as Secretary Rhodd indicated in her email of March 25, 2025, it was simply my duty to convey that information to you. As always, please feel free to contact me if you would like to discuss this matter further. Thank you.

Shawn Allen Brown, Esq. | Vice President of Employment, Labor and HR Compliance | DC Water

[1385 Canal Street SE](https://www.dcwater.com/1385-Canal-Street-SE) | [Washington, DC 20003](https://www.dcwater.com/Washington-DC-20003) | (202) 787-2583 (desk) | (202) 255-9824 (mobile) | shawn.brown@dcwater.com

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District of Columbia Water and Sewer Authority Board of Directors

Human Resources and Labor Relations Committee Meeting – Executive Summary May 7, 2025 / 9:30am

Human Resources Update

I. Wellness Report

DC Water is committed to promoting employee wellness and engagement, as evidenced by recent initiatives and participation metrics. In February, we successfully launched our first challenge of the year, which saw enthusiastic participation from 60 employees. Notably, 15 of these participants either met or exceeded the goal number of points set for the challenge, reflecting a commendable commitment to their wellness. During the same month, we recorded a cumulative participation average of 7% across all wellness events, indicating a steady interest in our programming.

Moving into March, we expanded our offerings by introducing workout classes twice a week, designed to accommodate various fitness levels and encourage more employees to engage in physical activity. Additionally, we began hosting our once-a-month financial wellness webinars, in collaboration with Fidelity, to support employees in managing their financial health. However, in March, our cumulative participation average for wellness events dipped to 4%. We will analyze this trend further to identify opportunities to boost engagement moving forward.

In April, we saw a positive shift, with our cumulative participation increasing to 8% across all wellness events. This uptick suggests that our recent initiatives are beginning to resonate with employees, and we remain committed to fostering a culture of wellness within our organization.

This May, in celebration of Mental Health Awareness Month, we are excited to host a series of engaging sessions aimed at promoting mental well-being. Our programs features topics such as positive psychology, yoga, meditation, and understanding stress. These sessions are designed to provide valuable insights, practical tools, and supportive practices to enhance mental health and foster resilience. By prioritizing mental wellness, we have the ability to create a healthier, more supportive community.

We will be hosting a Screening Day on July 9th at HQO in the boardroom from 10 am – 2 pm. This event is part of our broader wellness strategy to promote preventive care and early detection of health issues. Encouraging regular screenings is a proven way to identify potential health concerns early, support overall wellbeing, and reduce long-term healthcare costs. This event also serves as a reminder for employees to schedule their annual physicals, further reinforcing a culture of proactive health management. We will have the following opportunities available: biometric screenings, vision tests, hearing tests, and spinal compression evaluations.

II. 2025 DC Water Summer Internship Program

The DC Water Summer Internship Program will welcome a talented cohort of 15 emerging professionals across two divisions: 14 interns will join the Operations division working with Clean Water Technology, while 1 intern will support the Department of Debt and Treasury Management within the Finance, Procurement, and Compliance division. This year's participants bring impressive academic credentials, ranging from undergraduate sophomores to graduate students. They represent an array of educational backgrounds from institutions across the United States and abroad, studying disciplines relevant to our operations and business needs.

Managed by the Learning & Development team, the 12-week program will run from Monday, May 19 to Friday, August 8, 2026. Interns will gain hands-on experience in the water utility industry while developing professional skills through structured development opportunities, networking events, and meaningful projects aligned with the Authority's BluePrint 2.0 strategic plan. This comprehensive approach ensures that participants receive both industry-specific knowledge and broadly applicable professional competencies.

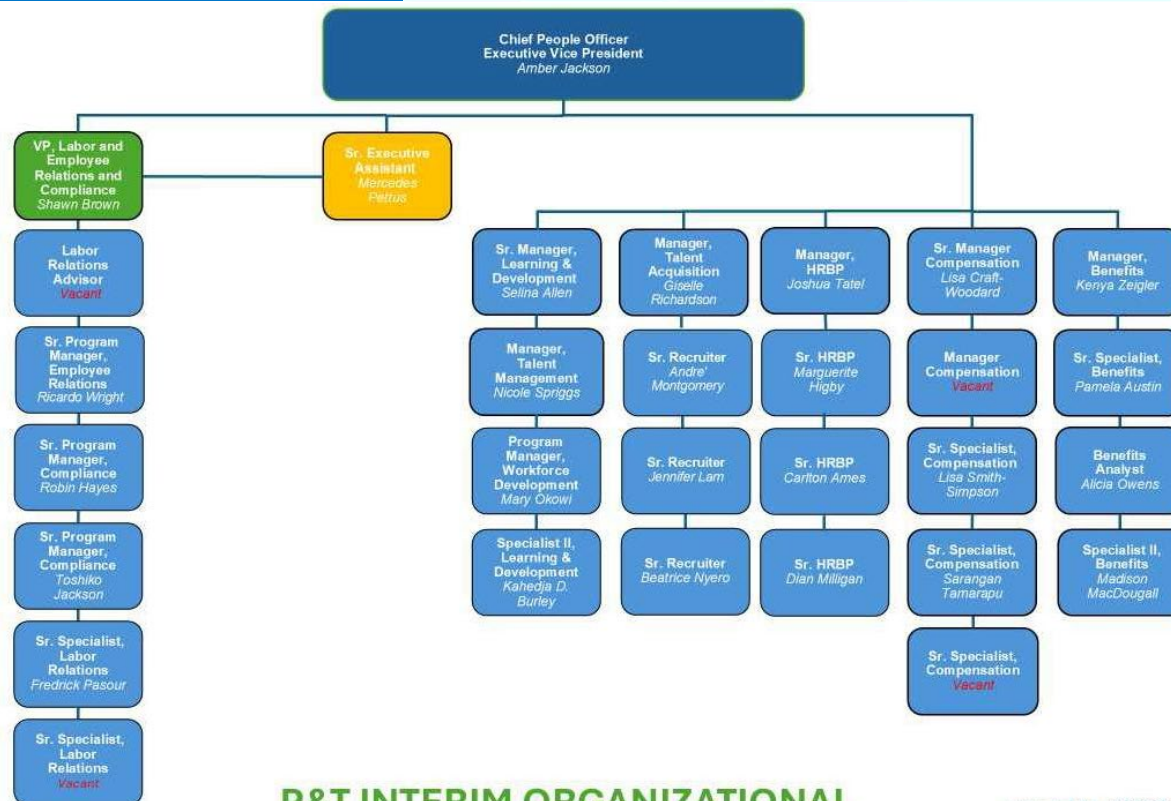
Through our partnership with Dr. Unique Morris-Hughes and the Department of Employment Services (DOES), we are exploring opportunities to enhance our support for District resident interns. While conversations are ongoing, this collaboration represents an exciting opportunity to strengthen local workforce development and deepen community engagement. As we look ahead, we are committed to expanding our educational partnerships and creating pathways for talented students to contribute to and potentially join our organization, ensuring a sustainable pipeline of skilled professionals for the future of DC Water.

III. People and Talent Orientation

People and Talent has developed the attached orientation presentation. This presentation was created to clearly communicate the roles, functions, and responsibilities of the following teams within People and Talent: Labor Relations & Compliance, Employee Relations, Learning & Development, Talent Acquisition, Human Resources Business Partners, Compensation, and Benefits. This orientation aims to foster better communication, collaboration, and alignment across various departments.

Following the orientation, People and Talent will launch a Publicity Series and organize a Road Show aimed at engaging internal customers. These initiatives will help showcase the strengths and capabilities of each branch to our internal stakeholders, further enhancing our organization's reputation and customer relationships.





P&T INTERIM ORGANIZATIONAL CHART

Updated As of 03/05/25



Amber Jackson, Esq.

Chief People Officer and Executive
Vice President of People & Talent



Amber.Jackson@dcwater.com

(202) 787-2334 (w)

(202) 316-4198 (c)



Leadership Team Support

Mercedes Pettus, Senior Executive Assistant

- 📧 Mercedes.Pettus@dcwater.com
- 📞 (202) 787-2586



Administrative Functions

Senior Executive Assistant to Amber Jackson, EVP, People and Talent

- Point of contact for general communications and scheduling
- Coordinate and schedule meetings, calls, and appointments
- Compile reports, summaries, and presentations for committee meetings
- Track and manage expenses

General P&T Tasks

- CEO weekly report out
- CEO monthly report out
- Coordinate Bi-Weekly Leadership meeting
- Coordinate Monthly meetings with Leadership



Budget for P&T

- Annual budget preparation and execution
- Review individual/team budget requests



Procurement for P&T

- Submit requisitions
- Update/modify Purchase Orders
- Assist in submitting invoices



Labor Relations & Compliance

Labor Relations & Compliance

LRCP@dcwater.com



Shawn A. Brown, Esq., VP, Employment, Labor, & HR Compliance

📧 Shawn.Brown@dcwater.com

☎ (202) 787-2583

Ricardo Wright, Senior Program Manager, Employee Relations

📧 Ricardo.Wright@dcwater.com

☎ (202) 787-2618

Fredrick Pasour, Senior Specialist, Labor Relations

📧 Frederick.Pasour@dcwater.com

☎ (202) 787-7088

Robin Hayes, Senior Program Manager, Compliance Programs

📧 Robin.Hayes@dcwater.com

☎ (202) 787-2064

Toshiko Jackson, Senior Program Manager, Compliance Programs

📧 Toshiko.Jackson@dcwater.com

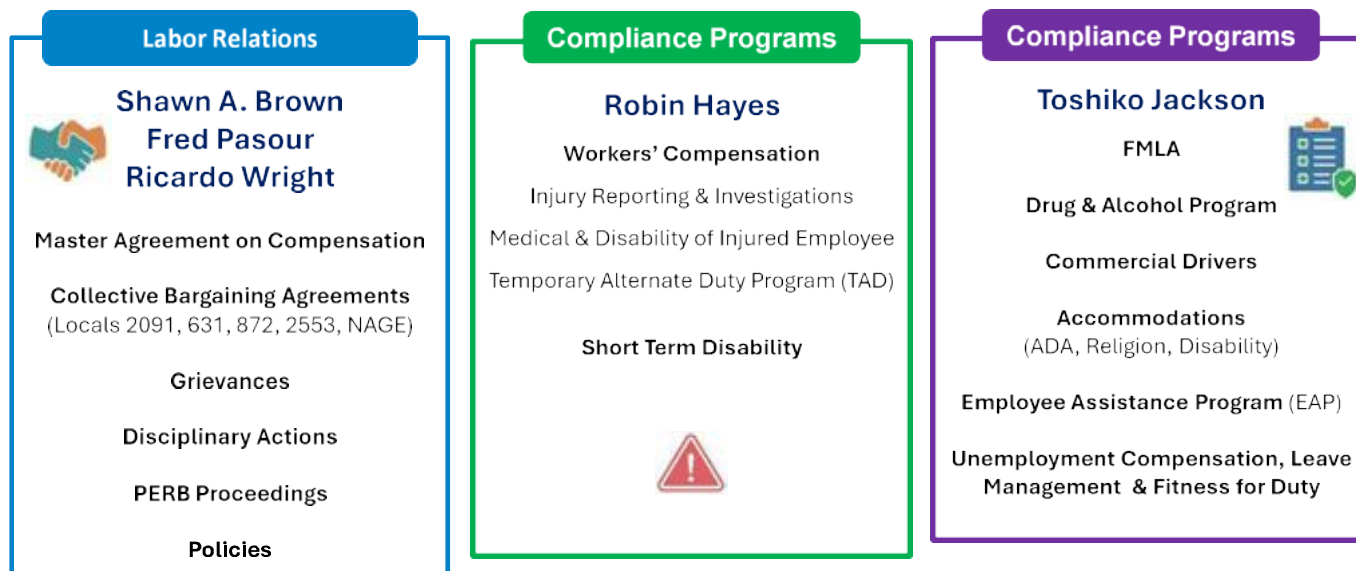
☎ (202) 787-2779



Labor Relations & Compliance

Overview:

Labor Relations and Compliance Programs play a critical role in managing DC Water's employee and labor relations programs. The Labor Relations and Compliance Programs team delivers sound counsel to our management team; enhances the prompt and appropriate resolution of labor relations and compliance matters; and promotes compliance with applicable collective bargaining agreements, DC Water policies, local and federal laws and regulations.





Employee Relations

Overview:

The Senior Program Manager, Employee Relations is responsible for managing all aspects of employee relations programs for non-union DC Water employees:

- Legal Compliance
- Conflict Resolution
- Risk Management and Mitigation
- Support, Guide, Advise, Coach and Counsel
- Policy Development & Interpretation
- Case Management
- Workplace Investigations
- Employee Engagement
- Grievance and Disciplinary Actions

Partners:

- People & Talent (Labor Relations & HRBPs)
- OGLA, Internal Audit, Security & Outside Counsel





Learning & Development



Learning & Development Group Emails

learning&development@dcwater.com
performance.management@dcwater.com
intern.program@dcwater.com

Selina Allen, Senior Manager, Learning & Development

• Selina.Allen@dcwater.com
• (202) 787-2459

Nicole Spriggs, Manager, Talent Management

• Nicole.Spriggs@dcwater.com
• (202) 787-2401

Mary Okowi, Program Manager, Workforce Development

• Mary.Okowi@dcwater.com
• (202) 787-2413

Kahedja Burley, Specialist II, Learning & Development

• Kahedja.Burley@dcwater.com
• (202) 787-2476



Learning & Development

Overview:

Learning & Development (L&D) aims to foster a culture of continuous learning and professional development. This involves equipping employees with the necessary skills to perform their current roles effectively while also preparing them for future challenges and opportunities within the Authority.

Areas of Focus:

- Succession Planning
- Advancing Blue (Performance Management)
- Internship Program
- New Hire Orientation
- Job Rotational Program – "Walk In My Shoes"
- Leadership Development Programs
- Tuition Assistance & Reimbursement Program (TARP)
- Training





Talent Acquisition



Talent Acquisition Group Email

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Talent Acquisition

Overview:

Talent Acquisition (TA) aims to provide a strategic approach to build a strong talent pipeline and identify and hire qualified candidates with a diverse set of skills, knowledge, and experience.

Talent Acquisition Functions:

Employer Branding

Sourcing

Candidate Screening

Interviewing

Offers

Pre-employment / Onboarding





Talent Acquisition Business Units

**Giselle
Richardson**

Office of the CEO
Chief of Staff
Chief Operating Officer
Board Secretary
Marketing & Comm
People & Talent

Beatrice Nyero

Customer Care
Finance & Procurement
Govt & Legal Affairs
Emergency Management
Marketing & Comm
Performance
Permit Operations
People & Talent
Security
Safety

**Andre'
Montgomery**

Facilities
Fleet Management
Marketing & Comm
People & Talent
Pumping
Sewer Services
Water Services
Water Quality

Jennifer Lam

CIP
Clean Rivers
Clean Water & Tech
Engineering & Tech Serv.
Information Tech
Maintenance Services
People & Talent
Process Engineering
Resource Recovery
Wastewater Engineering
Wastewater Treatment



Human Resources Business Partners



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Dian Milligan, Senior, HR Business Partner

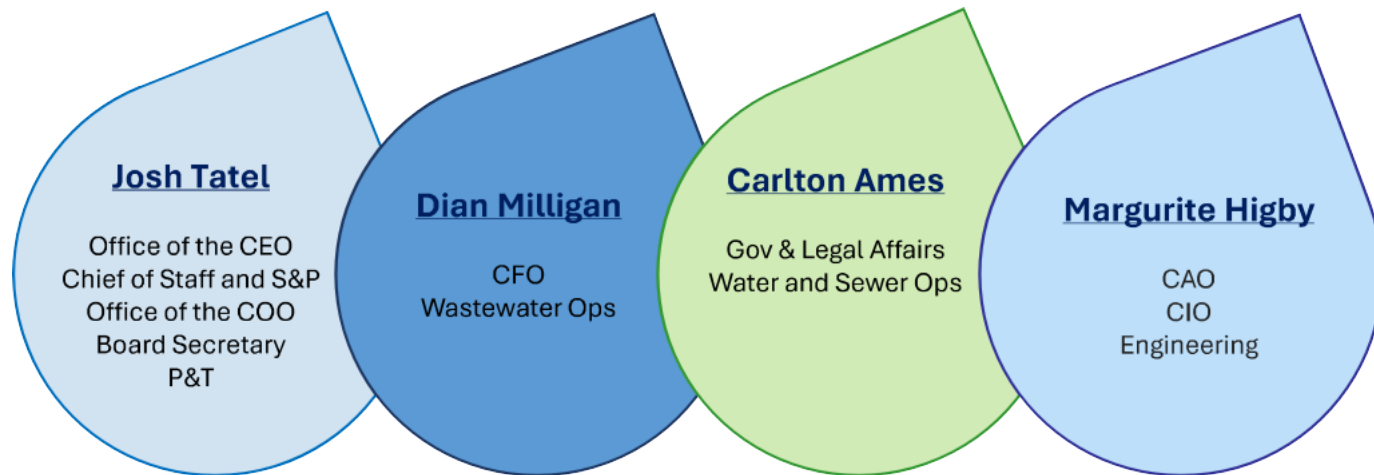
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HR Business Partners

Overview:

The HR Business Partner team serves as a strategic partner to the departments by connecting them with the resources and expertise of the entire HR function in support of the departments' business objectives. HR Business Partners coach, consult, and facilitate the implementation of key people processes and initiatives to foster a positive and productive work environment.





HR Business Partners Functions

Business Consultant:

- Leads programs and initiatives and ensures effective implementation across the Authority.
- Collaborates with P&T and business units to proactively identify opportunities to enhance organizational performance and engagement.

Workforce Planning & Talent Development:

Provides guidance and input on business unit restructures, workforce planning, and succession planning (*Position Request Forms, Employee Change Forms*)

Employee Engagement:

- Supports efforts and programs that create a culture of engagement (*Employee Engagement Survey*).
- Provides day-to-day performance management guidance to operational line management (*coaching, counseling, career development*)
- Conducts Exit Interviews to gather feedback and determine any trends in voluntary turnover.





Compensation



Compensation Group Email

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• (202) 787-2133



Compensation

Overview:

The Compensation Team is responsible for overseeing all facets of employee compensation, compensation databases, job descriptions, benchmark compensation, and annual merit and bonus linked to performance reviews. The team plans, develops, and implements new and revised compensation programs, policies, and procedures to align with DC Water's compensation goals.

Compensation & Classification Activities:

- Reclassification Analysis
- Reorganization Analysis
- Salary Offers (new hires, promotions, transfers)
- Position Inventory (PCNs)
- Position Requisition Forms (PRFs)
- Position Action Requests (PARS)
- Job Requisitions
- Job Descriptions
- Union Salary Schedule updates
- Non-Union Salary Schedule Updates
- Union Step Increases
- Career Ladder Progression
- Non-Union Merit & Bonus (Performance-based Pay)
- Union Bonus



Benefits



Benefits Group Email

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Benefits



Overview:

Benefits plays a vital role in ensuring that DC Water employees are supported through comprehensive benefits packages that promote well-being, job satisfaction, and retention.

Kenya Zeigler

Manages and Maintains
Health & Welfare Benefits



Pamela Austin

- Benefits Administration
- Commuter Benefits
- Retirement
- Disability

Madison MacDougall

- Benefits Administration
- Life Insurance
- Wellness

Alicia Owens

- Benefit Administration
- Audits
- Compliance
- COBRA



Next Steps

***Publicity Series**

****Road Show – External Customers**

Thank You!