



District of Columbia Water and Sewer Authority Board of Directors

Special Meeting of the Governance Committee

June 29, 2026 / 9:30 am

Microsoft Teams meeting

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Meeting ID: 262 949 109 299 514 Passcode: SQ2jM9oP

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1. **Call to Order** _____ Howard Gibbs, Chairperson
2. **Roll Call** _____ Debra Mathis, Acting Board Secretary
3. **[Discussion of the Draft Resolution on Procurement Procedures](#)** _____ [Howard Gibbs](#)
[Christopher Herrington](#)
4. **Executive Session*** _____ Howard Gibbs
5. **Adjournment** _____ Howard Gibbs

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.

Presented and Adopted: *Board approval date*
**Subject: *DRAFT* Approval of Revised Procurement
Procedures and Direction to the General Manager**

**#26-XX
DRAFT
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 the Board meeting held on *Board approval date*, upon consideration of a joint-use matter, decided by a vote of ___ () in favor and ___ () opposed, to take the following action with respect to the revised procurement procedures and direction to the General Manager.

WHEREAS, pursuant to Sections 203 and 205 of the Water and Sewer Authority Establishment and Department of Public Works Reorganization Act of 1996, effective April 18, 1996 (“Act”), the Council of the District of Columbia (“Council”) granted powers to the Authority and duties to the Board of Directors to carry out its functions; and

WHEREAS, pursuant to Section 206(a) of the Act, the General Manager is the “chief administrative officer of the Authority” who serves at the pleasure of the Board and required to “perform duties as determined by the Board;” and

WHEREAS, through multiple resolutions including Resolution #97-89 and #97-91 #25-15, the Board delegated contracting authority to the General Manager that had been granted to the Board pursuant to D.C. Official Code § 34-2202.03(10); and

WHEREAS, on June 18, 2026, the Environmental Quality and Operations Committee met to discuss procurement procedure revisions and related direction to the General Manager, and provided recommendations to the Governance Committee; and

WHEREAS, on June 25, 2026, the Budget and Finance Committee met to discuss procurement procedure revisions and related direction to the General Manager, and provided recommendations to the Governance Committee; and

WHEREAS, on June 29, 2026, the Governance Committee met to discuss procurement procedure revisions and related direction to the General Manager, consider the recommendations from the Environmental Quality and Operations Committee, consider the recommendations from the Budget and Finance Committee, and now recommends Board approval of revised procurement procedures and direction to the General

Manager.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board of Directors (Board) directs the General Manager to notify the full Board in writing when a contract or agreement or renewal authorized by the Board is not executed within 45 days of the date when the Board approved the General Manager to execute, or negotiate and execute, that contract or agreement. The notification must include the associated contract or agreement fact sheet presented to the Board, explain why the contract or agreement has not been executed or negotiations have not been completed, identify the corrective action to be taken, and provide a timeline for the corrective action to be taken.
2. The Board directs the General Manager to prepare and maintain a list of contracts and agreements approved by the Board for execution, or negotiation and execution, that describes the date of Board approval, the status of the contract or agreement action, and the date on which the contract or agreement was executed. The list of approved contracts and agreements must include all contracts or agreements approved by the Board since January 1, 2026, and be maintained on an on-going basis. The list of contracts and agreements shall be presented at least once every three months to the Budget and Finance Committee.
3. The Board directs the General Manager to require a legal sufficiency review of all contract fact sheets and associated contract or agreement documents. This legal sufficiency review must be conducted prior to presentation by staff of any fact sheet for recommendation by any Board Committee. The legal sufficiency review must be documented on the contract or agreement fact sheet presented to the Board to identify the qualified attorney who approved legal sufficiency for the contracting action. The legal sufficiency review must also document on the fact sheet, or be communicated to the Board in Closed Session, any legal issues or material risks associated with the proposed contracting action. The legal sufficiency review must be performed for all contract or agreement fact sheets beginning July 2, 2026.
4. The Board directs the General Manager to develop and utilize a standardized set of descriptive text to consistently appear on all contract or agreement fact sheets being presented to the Board for recommendation or approval. The standardized descriptions must identify the authorization being provided to the General Manager including clearly identifying if the requested Board approval is to award, fund, negotiate, or execute the contract or agreement. The standardized set of descriptive text must be used consistently on all fact sheets beginning July 2, 2026.
5. This resolution shall be effective immediately.

Secretary to the Board of Directors