



**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
257th MEETING OF THE BOARD OF DIRECTORS**

Thursday, October 3, 2019

9:30 a.m.

Headquarters

1385 Canal Street, SE

2nd Floor-Board Room

- I. **Call to Order (Chairman Tommy Wells)**
- II. **Roll Call (Linda Manley, Board Secretary)**
- III. **Approval of September 5, 2019 Meeting Minutes and September 27, 2019 – 18th Special Meeting Minutes**
- IV. **Remarks – Mayor Muriel Bowser**
- V. **Chairman’s Overview**
- VI. **Committee Reports**
 1. **Governance Committee (Ellen Boardman)**
 2. **Human Resource and Labor Relations Committee (Emile Thompson)**
 3. **Environmental Quality and Operations Committee (Ivan Frishberg)**
 4. **Joint Meeting of the Environmental Quality and Operations and Finance and Budget Committees (Major Riddick)**
 5. **Finance and Budget Committee (Major Riddick)**
- VII. **Issues of General Interest**
- VIII. **CEO/General Manager’s Report (David Gadis)**
- IX. **Summary of Contracts (FYI)**
- X. **Consent Items (Joint Use)**
 1. **Approval of Appointment of the Officer’s of the Board - Resolution No. 19-59**
 2. **Approval to Execute Additional Funds for Option Year Three (3) and Execute Option Year Four (4) of Contract No. 15-PR-DWT-21, Kuehne Chemical Co., Inc. – Resolution No. 19-60 (Recommended by the Environmental Quality and Operations Committee 09/19/19)**
 3. **Approval to Execute Additional Funds to Option Year One (1) of Contract No. 17-PR-BLOOM-01, Blue Drop – Resolution No. 19-61 (Recommended by the Environmental Quality and Operations Committee 09/19/19)**

4. [Approval to Execute Option Year Four \(4\) of Contract No. 15-PR-DWT-02, Charmay, Inc. dba Service Master of Alexandria - Resolution No. 19-62](#) (Recommended by the Environmental Quality and Operations Committee 09/19/19)
5. [Approval to Execute Additional Funding to Option Year Two and Exercise Option Year Three \(3\) of Contract No. 16PRHCM44AC/AD, MB Staffing Services LLC – Resolution No. 19-63](#) (Recommended by the Environmental Quality and Operations Committee 09/19/19)
6. [Approval to Execute Contract No. 18-PR-CFO-56, Application Software Technology, LLC – Resolution No. 19-64](#) (Recommended by the Environmental Quality and Operations Committee 09/19/19)
7. [Approval for Additional Transfer to Pay-Go Financing for the AMI Project and the Remaining Cash for Carry-over to FY 2020– Resolution No. 19-65](#) (Recommended by the Finance and Budget Committee 09/26/19)

XI. Consent Items Non-Joint Use

1. [Approval to Execute Contract No. DCFA #502-WSA, Mott MacDonald North America – Resolution No. 19-66](#) (Recommended by the Environmental Quality and Operations Committee 09/19/19)
2. [Approval to Execute Contract No. 19-PR-CCO-44, Utility Metering Solutions \(UMS\) – Resolution No. 19-67](#) (Recommended by the Joint Meeting of Environmental Quality and Operations and Finance and Budget Committee 09/26/19)

XII. Executive Session

XIII. 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 – New Headquarters Building

- Environmental Quality and Operations Committee – Thursday, October 17, 2019 @ 9:30 a.m.
- DC Retail Water and Sewer Rates Committee – Tuesday, October 22, 2019 @ 9:30 a.m.
- Audit Committee – Thursday, October 24, 2019 @ 9:30 a.m.
- Finance and Budget Committee – Thursday, October 24, 2019 @ 11:00 a.m.



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

Board of Directors

Governance Committee

Wednesday, September 11, 2019

9:00 a.m.

MEETING MINUTES

Committee Members

Ellen O. Boardman, Chairperson
Lavinia A. Baxter
David Franco (by phone)
Emile C. Thompson

DC Water Staff

David L. Gadis, CEO/General Manager (by phone)
Gregory Hope, Interim Executive Vice President, Office of Legal Affairs
Linda Manley, Board Secretary

Call to Order

Chairperson Boardman called the meeting to order at 9:01 a.m.

Agenda Item #1 – Blue Drop Activity Update

Alan Heymann, President of Blue Drop, presented Agenda Item #1 - Blue Drop Activity Update

Blue Drop Staffing Update

Before Mr. Heymann presented the Blue Drop Activity update, Mr. Gadis announced Mr. Heymann’s resignation from his position as President of Blue Drop.

Chairperson Boardman thanked Mr. Heymann for his service and applauded his efforts, ability and great work as President of Blue Drop.

Mr. Heymann appreciated the thanks and extended them to the Blue Drop team, whom he then re-introduced:

1. Alan Heymann, President
2. Kim Marshall, Vice President – Primarily responsible for the events program and monetizing Intellectual Property (IP) coming out of DC Water. Ms. Marshall is

currently studying for a Master of Business Administration (MBA) at the University of Maryland.

3. Francesca Valente, Vice President – Primarily responsible for the finances and operations of the organization.
4. April Thompson, Director of Bloom Marketing -- has an extensive background in marketing, holds an MBA and recently graduated from the Miller Hyman's strategic selling program.

Mr. Heymann also introduced Michelle Thomas with *Your Part-time Controller*, a company specializing in bookkeeping and accounting for nonprofits. Ms. Thomas provides the monthly reporting of Blue Drop's finances. Finally, Mr. Heymann introduced Saul Kinter, who is a DC Water employee with Waste Water Treatment. Mr. Kinter has been instrumental in bagging the Bloom product and most of the outreach work and marketing to local farms.

Mr. Heymann added that Blue Drop is currently recruiting a Director or Manager of Sales for Bloom and a Director or Manager of Business Development to manage the Pipe Sleuth product.

Mr. Heymann advised that Blue Drop moved into its new home at the new DC Water administrative headquarters, located at 1385 Canal Street, SE, at the end of August.

Mr. Heymann reminded the Committee of Blue Drop's priority and commitment to become self-sustaining by the end of Blue Drop's three-year start-up period (September 30, 2019). He noted that Blue Drop will not require any new capital from DC Water, either cash or in-kind, to continue its operations beyond FY 19.

Refresher on Governance Structure

Mr. Heymann provided the following information about Blue Drop as a refresher for the Committee members.

Blue Drop was created as a separate, nonprofit entity of DC Water after the DC Water Board authorized its creation at the November 3, 2016, meeting. The key aspects of Blue Drop's governing structure are that: 1) Blue Drop has an independent Board of Directors; 2) the Chief Executive Officer/General Manager of DC Water sits as the Chairperson of the Blue Drop Board and Member Representative of DC Water; and 3) Blue Drop is a single member non-profit Limited Liability Corporation (LLC) with DC Water as the sole member.

The DC Water Board appoints the Chairperson and Member Representative, by resolution; and the Chairperson appoints by letter the President and Board of Directors, with the option to have up to nine (9) members. Mr. Heymann added that the Blue Drop Board is responsible for evaluating the performance of the manager, making recommendations to the Board Chair and approving the budget.

Mr. Heymann briefly discussed the makeup of Blue Drop's Board of Directors, which consists of seven (7) members, and stated that currently there are (2) vacant positions on the Blue Drop Board, with one (1) additional potential vacancy that will occur at the end of Debra Silimeo's term if Ms. Silimeo's appointment is not renewed. The Board of Directors are:

- Cathy Bailey, Chief Executive Officer, Greater Cincinnati Water Works
- Anne Barnes, Co-owner, Park at 14th, an event space in DC
- Lavinia Baxter, DC Water Board member, replacing Rachna Bhatt
- Scott Glass, Chief Executive Officer, Lean Construction
- Robert Mallet, former member of DC Water Board and DC City Administrator, and President and Chief Executive Officer, Africare
- Georgia Ravitz, partner at a law firm in DC, who also runs a small farm in VA
- Ms. Silimeo, Chief Executive Officer of a small communications consulting firm specializing in government clients.

He noted that while the Board is not at capacity, it is functional at the current level of membership. He added that Ms. Barnes has special expertise in Event Planning.

Committee Questions Related to Governing Structure:

1. In response to Chairperson Boardman's inquiry, Mr. Heymann explained that each member serves a two (2) year term, with the option to remain in their position beyond that time.

In response to Chairperson Boardman's inquiry as to the direction that Blue Drop gets from the Board, Mr. Heymann explained the Board serves to review and approve the annual budget, and to evaluate the President's performance. He added that while the Board has not started an evaluation of Mr. Heymann's performance from last year, the Board is developing the process to perform the President's evaluation. Blue Drop's Board is currently in discussions with the DC Water Board to add a vice chair position. The Board meets twice per year, and does other business by conference call as needed; the next meeting is scheduled for Thursday, October 10, 2019 at the DC Water administrative building.

Activity Update

Next, Mr. Heymann and his team discussed Blue Drop's new business lines and revenue streams, which include: 1) administration and collection of payments on DC Water's existing Intellectual Property (IP) contracts; 2) marketing DC Water Headquarters for event rentals; and 3) tours of DC Water's Blue Plains facility to key industry groups, including Maryland Builder's Association, who provides landscaping along highways, and the Landscape Architect Association.

HQO Event Rentals

Ms. Marshall explained that Blue Drop successfully booked two (2) events for FY 2019, and eight (8) for FY 2020, with four (4) deposits paid. The first event, The Inaugural Joint Congressional Black Caucus, hosted by the National Forum for Black Public Administrators (NFBPA), will take place on Wednesday, September 11, 2019 from 6:00 p.m. – 10:00 p.m. Blue Drop set a goal of fifty (50) events booked for FY 2020.

Committee Questions Related to Headquarter Event rentals:

1. In response to Chairperson Boardman's inquiry regarding DC Water operations, Mr. Gadis explained that DC Water is largely employee free after 3:00 p.m., and extra security measures were considered, to keep the operations of DC Water and the event separate. He noted that Mr. Mallet and Major Riddick would be honored at the event for their work with the organization.
2. Committee Member Thompson asked about the extra staffing costs for the event hosted at the headquarters facility on September 11th. Ms. Marshall explained that the cost of the event was minimal, as the NFBPA is a non-profit organization. They were only required to pay for security and set-up and clean-up would be completed by the NFBPA's production team. Further, the building was donated as part of the community engagement initiative that DC Water agreed to with the installation of the DC Water administrative headquarters facility. Mr. Heymann explained that while the primary objective of the events program is to make money, steps are taken to ensure that DC Water's operations are not disrupted.
3. In response to Committee Member Thompson's inquiry, Ms. Marshall explained that charging for future events will depend on the type of event and organization planning the event. Because the headquarters facility is a public space for use as a community amenity, it is provided at cost for non-profit groups and organizations. The cost to individuals is \$750 per hour, and a modest wedding would cost around \$12,000 for six (6) hours.
4. In response to Committee Member Baxter, Ms. Marshall explained that Blue Drop markets the facility itself, as the nature of the facility would be difficult for third-party marketing firms to manage.
5. In response to Chairperson Boardman, Ms. Marshall added that weddings can be booked year-round. She explained an average event space for a DC wedding accommodates 120 guests, and the board room can hold up to 160 people with a dance floor. She added that there are two (2) kitchens on the rooftop and 2nd floor, and Blue Drop is currently working with Korey Gray's group to compile a preferred catering list and to schedule tastings. In response to Committee Member Baxter, Blue Drop does not currently have any weddings booked.

Intellectual Property

Ms. Marshall then discussed the IP monetization to Blue Drop's business lines. She highlighted the project, Pipe Sleuth, which is a technology co-invented by DC Water's Information Technology (T) and Engineering departments and WIPRO, a commercial company in the United Kingdom (UK). Pipe Sleuth entered a water company competition for its use with AI technology.

Committee Questions Related to Pipe Sleuths:

1. In response to Committee Member Baxter, Ms. Marshall explained that Blue Drop is recruiting to hire a sales person within Blue Drop to work exclusively on Pipe Sleuth, to help with marketing in the United States (US).

Bloom

Mr. Heymann explained that in FY 2020, there will be a greater focus on the sale of Bloom as a value-added product to maximize the amount of revenue Blue Drop can generate, for cured, bagged and blended Bloom. He stated that while Blue Drop set a diversion target of 40,000 tons of Bloom by the end of FY 2019, it currently is at 38,500.

Ms. Valente stated DC Water will pay 2.5 salaries of the Blue Drop employees who solely work on the Bloom program.

Mr. Heymann explained that by category, the bulk of Bloom is going to farm application in Maryland and retail has been small in terms of consumption at hardware stores.

Committee Questions Related to Bloom:

1. In response to Chairperson Boardman's inquiry, Mr. Heymann explained that he and Ms. Thompson are currently managing the sales for Bloom, with some assistance from members of DC Water's Resource Recovery team, the same individuals who managed the production, regulation and quality control side of CAMBI. He added that while the Resource Recovery team has completed the majority of the outreach efforts and some of the Bloom sales to local farms, DC Water is not paid for this work.
2. In response to Chairperson Boardman, Mr. Heymann affirmed that the lower target was likely caused by the suspension of the marketing of Bloom for two (2) weeks in the Spring, because of the issue with fecal coliform counts in DC Water's internal testing. Ms. Valente explained that if production was not suspended, a conservative estimate of the diversion level is between 1,000-2,000 more tons.
3. In response to Chairperson Boardman, Mr. Heymann explained that Denison is the business partner that Bloom works with to cure the material, to sell it in bulk

and to bag it. He added that Blue Drop does have a DC Water employee customer base for the Bloom product, as it is easier to market the material to someone who works at DC Water. In response to Chairperson Boardman's inquiry regarding the salaries paid to Blue Drop employees for their work on the Bloom program, Ms. Valente explained that the marketing fee of \$5/ton will be eliminated because Blue Drop will have a marketing and sales firm.

Other Activities

Other activities include event sponsorships, a tree growing project with Urban Forestry, monthly email newsletter, point of sale collateral to explain what Bloom is and how to apply it, training for retailers, and a revamped website.

Financial Update

Mr. Heymann explained that at the recommendation of the Committee, Blue Drop is working with Matthew Brown, DC Water's Chief Financial Officer (CFO), and his team on financial reporting and how Blue Drop accounts for its lines of revenue, and how the money interacts with DC Water and Blue Drop.

He stated that while the finances are separated, Blue Drop is audited within DC Water's audit schedule in mid-October through the end of November, by a separate Certified Public Accountant (CPA). He noted that Blue Drop's audit has been clean for the past two (2) years.

Committee Questions Related to Finances:

1. In response to Chairperson Boardman's inquiry regarding the amount of revenue returned to DC Water, Mr. Heymann affirmed that although the rate of return to DC Water differs, DC Water will receive \$649,000 from Blue Drop.
2. In response to Committee Member Thompson, Mr. Heymann explained that the amount DC Water contributes to Blue Drop varies. Blue Drop's makes a request of DC Water based on an established budget that is approved by the Board.
3. Committee Member Thompson asked if the amount that DC Water collected last year, is the same for the products and IP that Blue Drop is now controlling from DC Water. Mr. Heymann responded that DC Water experienced an increase caused by the collection efforts, including an international project where the work and customer were in different countries.
4. Chairperson Boardman asked Mr. Heymann to explain the expectation for support by DC Water beginning October 1 and what contributed to the increase in terms of program services.

Mr. Heymann explained that based on feedback received, Blue Drop still has work to do on FY 2020 projections and he anticipates that Blue Drop will not require or request a cash contribution from DC Water to fund operations in FY 2020.

5. Committee Member Franco asked if DC Water does not contribute funds in FY 2020, where does the additional \$600,000 in revenue come from. Mr. Heymann stated from the lines of business and revenue streams, including event rentals, administration of contracts, Pipe Sleuth, products and IP.

In a follow-up question from Committee Member Thompson, Mr. Heymann confirmed his expectation that Blue Drop will generate an additional \$780,000 without DC Water's support, through the event rentals, Pipe Sleuth, products and IP.

Mr. Heymann explained that Blue Drop will work to maximize the use of all DC Water assets through the existing and new lines of business.

Adjournment

There being no further business, the meeting was adjourned at approximately 10:06 a.m.



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

BOARD OF DIRECTORS
Human Resources and Labor Relations
Committee
September 11, 2019

MEETING MINUTES

Committee Members Present

Emile Thompson, Chairperson
Steven Shofar, Montgomery County
Lavinia Baxter, Prince George's County
Jed Ross, District of Columbia

DC Water Staff Present

David Gadis CEO & General Manager
Gregory Hope, Interim EVP, Legal Affairs
Keith J. Lindsey, Interim EVP People and Talent
Linda R. Manley, Secretary to the Board
George E. Spears, Director Labor Relations

Committee Members via Telephone

Adriana Hochberg, Montgomery County
Kendrick Curry, District of Columbia

Union Presidents

Barry Carey, AFSCME 2091
Calvert Wilson, AFGE 2553
Michelle Hunter, NAGE R3-06

1. Call to Order

Committee Chairperson Emile Thompson called the meeting to order at 11:03 a.m.

2. Executive Session

There was a motion to move into Executive Session to discuss legal, confidential or privileged matters and the motion was seconded.

The committee reconvened into open session.

3. Performance Metrics Presentation

Keith J. Lindsey, Acting Executive Vice-President of People and Talent presented performance metrics based on the feedback from employees through engagement surveys, managerial conversations and road shows with Mr. David Gadis. Throughout the presentation, Mr. Lindsey shared the tools and training programs that have been established in the past year to align with the organizational strategic initiatives.

Furthermore, Mr. Lindsey discussed the development and implementation of Performance Management sources such as Advancing Blue, Leaders Teaching Leaders, Leading Blue, and Line of Sight for Supervisors and Managers. In addition, Mr. Lindsey elaborated on the Succession Plan Pilot and its successful launch with critical positions and high performers.

Mr. Lindsey elaborated on the importance of driving performance through educational sources and the importance of adding value to our capacity as a company by increasing tuition for rising leaders and assessing compensation and benefits packages. Lastly, Mr. Lindsey shared the wellness and engagement programs being implemented for employees.

At the conclusion of Mr. Lindsey's presentation, he elaborated on the focus that People and Talent has moving forward by being progressive, collaborative, strategically aligned and sustainable.

Mr. Gadis applauded Mr. Lindsey and his team in moving from the transactional to establish strategic guidelines. He further commends the department on their hands-on approach towards the employees.

4. Union Discussions

Chairperson Thompson acknowledged the Union Presidents that attended the committee meeting and although they had no agenda items, he welcomed them to share any comments or any issues that they would like the committee to address.

Calvert Wilson, President of AFGE 2553, addressed the Committee and Executive Staff and thanked them for the partnership that has been established.

Barry Carey, President of AFSCME 2091, addressed the Committee and spoke of his appreciation for the communication lines that have been established between the Unions and the Executive Staff. Mr. Carey further explains his suggestion on a Labor Management Partnership to further boost morale.

Michelle Hunter, President of NAGE R3-06, briefly spoke on her experience as a Union President and being part of the important processes within the Authority.

Chairperson Thompson thanked the Union Presidents for their words and for speaking to the Board.

Mr. Gadis added that he appreciates that the team and himself appreciate the relationship that has been built with the Union Presidents to communicate effectively and resolve matters in a collaborative fashion.

Mr. Wilson added that he was appreciative of the hard work that was put forth recently from the Labor Relations Director, George Spears, and the negotiators to complete the Collective Agreement in a timely manner.

5. Adjournment

The meeting adjourned at 11:53 a.m.



**District of Columbia
Water and Sewer Authority**

Board of Directors

**Environmental Quality and Operations
Meeting**

Thursday, September 19, 2019

9:30 a.m.

MEETING SUMMARY

Committee Members

Ivan Frishberg, Chairperson
Randy Bartlett
Steven Shofar

DC Water Staff Present

David Gadis, CEO (teleconference)
Leonard Benson, Chief Engineer
Gregory Hope, General Counsel
Linda Manley, Secretary to the Board
Matthew T Brown, EVP for Finance and
Procurement and CFO

I. CALL TO ORDER

Mr. Frishberg called the meeting to order at 9:30 A.M. Mr. Frishberg recommended that the scheduled Executive Session be moved to the top of the meeting agenda. The Committee agreed and the Executive Session was called.

II. EXECUTIVE SESSION

The Committee went into executive session and reconvened into open session.

III. AWTP STATUS UPDATES

1. BPAWTP Performance

Mr. Aklile Tesfaye, Vice President, Wastewater Operations, DC Water, updated the Committee on the performance of the Blue Plains Advanced Wastewater Treatment Plant (by exception). Mr. Tesfaye highlighted the following items:

- The performance of the Plant was excellent with all effluent quality requirements well below NPDES permit limits;
- Since commissioning and through August 2019, the total volume pumped and treated through the Wet Weather Treatment Facility is 6,300 million gallons. The volume equates to 89% capture and higher than the 80% predicted for the tunnel systems in operation;

- All biosolids produced in August 2019 met Class A Exceptional Quality requirements, including fecal coliform values.
- Since May 7, 2019, fecal coliform values in daily biosolids cake samples, have remained below 10 MPN/gram and well below the 1,000 MPN/gram requirement for Class A certification;
- Extensive root cause analysis was undertaken to determine the origin for elevated levels of Fecal Coliform in the Class A Biosolids that occurred in March and April 2019;
- With orders entered in September 2019, the total tons of Bloom marketed exceeded the 40,000 goal for the current fiscal year (will have exact numbers at the end of September)

Next, Ms. Christine De Barbadillo, Director of Clean Water and Technology, DC Water, provided further details to the Committee on the results following the investigation of elevated Fecal Coliform levels detected in the Biosolids in March and April 2019. Multiple Root Cause Analyses of the issue conducted across the entire system suggested that Digester 1 was the source of the problem. Isolation of Digester 1 in the aftermath of the findings led to immediate reduction of Fecal Coliform levels to normal quantities from May 7, 2019 onwards.

Further investigation into Digester 1 showed that there weren't any leaks or system deficiencies. However, there were multiple, disruptive Biosolids system shutdowns from November 2018 through March 2019 to replace some of the Heat Exchangers (HEX) for Digester 1. Although unlikely, contamination of Digester 1 from HEX installation cannot be ruled out as a root cause. The following actions were taken to reduce future risk and improve quality:

- Guidelines for normal operations and solids outages were enhanced
- Additional sampling and analytical work were conducted
- Minor piping modifications were conducted for additional, future isolations

In conclusion, Ms. De Barbadillo stated DC Water plans to:

- Prepare Digester 1 for service by treating contents using temperature-phased digestion (i.e., thermophilic – mesophilic)
- Monitor all 4 digesters, cooling water and Process Service Water (PSW) to demonstrate integrity of process streams and provide early warning of potential issues
- Enhance inspection and process monitoring plan for solids system outages

IV. CIP QUARTERLY UPDATE

Mr. Paul Guttridge, Manager, Program Controls, DC Water, briefly updated the Committee on the third quarter report for fiscal year (FY) 2019 regarding DC Water's Capital Improvement Program (CIP). The current projected fiscal year 2019 CIP disbursements are \$376,403,000 through the end of September 2019. The disbursement to date through the 3rd quarter is \$59,451,000 under the baseline forecast; however, the majority of the remaining spending is on committed construction projects, most of which are anticipated to be on track within the fiscal year. Out of seventeen (17) Key Performance Indicators (KPIs) due in 2019, eight (8) have been completed to date and six (6) KPIs are expected to be completed outside the ninety (90)-day threshold. Mr. Guttridge stated detail discussions as to why these KPIs could not be met will be discussed in the upcoming end-of-year quarterly meeting.

V. BIOSOLIDS CURING PAD

Due to time constraints, the Committee postponed this presentation to a future meeting.

VI. ACTION ITEMS

Mr. Dan Bae, VP, Procurement & Compliance, DC Water, presented Joint Use Action Items 1 through 4. Mr. Len Benson, Chief Engineer, DC Water, presented Non-Joint Use Actions Items 1 and 2. Action Item 1 was deferred to a future meeting.

JOINT USE

1. Contract No.: 15-PR-DWT-21 – Supply and Delivery of Sodium Hypochlorite, Kuehne Chemical Co. Inc.,
2. Contract No.: 15-PR-DWT-02 – Industrial Cleaning Services, Charmay, Inc., dba ServiceMasters of Alexandria
3. Contract No.: 17-PR-BLOOM-01 – Marketing Services for Bloom Product, Blue Drop
4. Contract No.: 16-PR-HCM-AC – For Temporary Staffing Services, MB Staffing and Premier Staffing

The Committee recommended the joint use Action Items one through four to the full Board.

NON-JOINT USE

1. Contract No.: 19-PR-DET-28 – Heavy Duty fleet vehicle lifts for new Fleet Maintenance Facility, Alan Tye & Associates, LLC - deferred
2. Contract No. DCFA-502-WSA – Water Program Management (Engineering Services), Mott MacDonald North America

The Committee recommended non-joint use Action Item 2 to the full Board.

VII. OTHER BUSINESS/EMERGING ISSUES

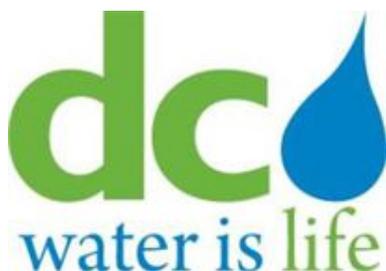
None.

VIII. ADJOURNMENT

Meeting adjourned at 11:23 a.m.

Follow-up Items

1. Manager, Program Controls: Conduct briefing on KPIs that have not met the 90-day threshold in FY2019.



**DISTRICT OF COLUMBIA
WATER AND SEWER
AUTHORITY**

Board of Directors

Joint Environmental Quality and Operations and
Finance and Budget Committee

Thursday, September 26, 2019

10:03 a.m.

MEETING MINUTES

**Environmental Quality & Operations
Committee Members**

Howard Gibbs, Vice Chairperson

**Finance and Budget Committee
Members**

Major Riddick, Chairperson
Anthony Giancola
Sarah Motsch **(via conference call)**
Krystal Brumfield

DC Water Staff

David Gadis, CEO and General Manager
Matthew T. Brown, CFO & Executive Vice President,
Finance and Procurement
Gregory Hope, Interim EVP, Legal Affairs
Armon Curd, Executive Vice President,
Customer Experience **(via conference call)**
Carolyn Mackool, Director, Customer Care
Sheena Robinson, Manager, Revenue Assurance
Joel Grosser, Director, Procurement,
Goods and Services
Linda Manley, Secretary to the Board

Call to Order

Chairperson Howard Gibbs called the meeting to order at 10:03 a.m. Chairperson for Finance and Budget Committee Major Riddick arrived shortly after the start of the meeting.

Advanced Metering Infrastructure (AMI) Project Update

Ms. Sheena Robinson, Manager of Revenue Assurance, provided an update on the AMI replacement project. Ms. Robinson stated that the first phase of the replacement program was closed out in July 2019 and she is here today to give an update on the remaining meters installation and to seek the joint committee's recommendation on the vendor selection and allocation of additional funding for the project. She provided an update on Phase I results, which installed 85,534 meters and meter transmission units (MTUs), increased the AMI transmission rate from 70 percent to 92.4 percent, reduced the number of estimated bills, and improved transmission and redundancy efforts through 90 upgraded data collection units.

Next, Ms. Robinson reported that the next phase will replace 11,000 meters and MTUs using both internal and external resources, and is scheduled for between September 2019 and April 2020. The project will accelerate installation in advance of the peak water main break season. The project goal is to increase the meter transmission rate to 98%, consistent with industry benchmarks for small meters and reduce the volume of manual reads and estimated billings. Ms.

Robinson stated this project will minimize unplanned costs from manual meter reading (at a current rate of \$38K per month). Mr. Gibbs asked what prevented Phase I not to meet the original installation schedule. Ms. Carolyn Mackool, Director, Customer Care, responded that DC Water tried to continue the process for a year with the previous vendor used for installation and had to separate when the vendor was unable to close the gap. Mr. Giancola questioned if a maintenance plan and systematic replacement of meters is within the future system, Ms. Mackool confirmed that DC Water created a routine replacement plan for small and large meters and the project team is creating a systematic category to measure risk and target the replacements tactically.

Ms. Robinson continued with the installation scope and informed the committee that two teams will be installing the meters simultaneously. DC Water internal staff will be installing 2,782 meters for all indoor meters, and some outdoor meters at restricted buildings as opposed to the vendor, who will be installing 7,884 outdoor meters for commercial, residential, multifamily customers. Ms. Robinson provided an overview and results of the vendor selection process. She reiterated that Utility Metering Solutions was selected based on the vendor's ability to mobilize experienced technicians, industry credentials, and commitment to the timeline with additional mobilization and incentivized pricing before the upcoming winter peak season.

Throughout the installation process, DC Water will track and report key metrics for estimated bills and the percent transmitting for small meters. Mr. Giancola requested staff to provide a status update to the Environmental Quality & Operations Committee on the progress of meter installation to ensure we remain on track.

Next, Ms. Robinson explained breakdown of the budget request of \$2.9 million for the project. This will cover the estimated costs for the meter installation by the selected vendor (\$1.92 million), remaining contract value for program management (\$0.68 million), and incremental costs for the meter installation by internal DC Water crews (\$0.28 million).

In closing, Ms. Robinson requested the Joint Committee's recommendation for the \$1.92 million contract award to the selected vendor. Mr. Matthew Brown, CFO & EVP, Finance and Procurement, explained that the Finance & Budget Committee will be asked to allocate the \$2.9 million from the FY 2019 projected cash to complete the AMI Project in FY 2020. He noted that the fact sheet for the contract award will be signed upon recommendation of the action item by the F&B Committee immediately following the adjournment of the Joint Committee meeting today.

Action Items

The Joint Committee recommended the following action item to the full Board for consideration:

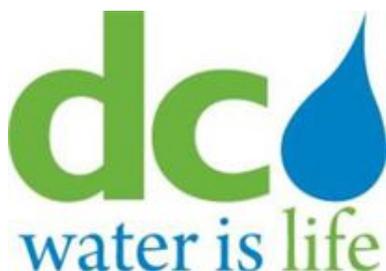
1. Approval for Meter and AMI Installation Services in the amount of \$1.92 million.

Adjournment

Hearing no further business, Chairperson Major Riddick adjourned the meeting at 10:24 a.m.

Follow-up Item

1. Provide periodic progress reports for meter installation to ensure timely installations consistent with the projected timeline. **(Mr. Giancola)**



**DISTRICT OF COLUMBIA
WATER AND SEWER
AUTHORITY**

Board of Directors

Finance and Budget Committee

Thursday, September 26, 2019

11:00 a.m.

MEETING MINUTES

Committee Members

Major Riddick, Chairperson
Anthony Giancola
Krystal Brumfield
Sarah Motsch (via of conference call)

Other Board Member

Howard Gibbs

DC Water Staff

David Gadis, CEO and General Manager
Matthew T. Brown, CFO & Executive Vice
President, Finance and Procurement

Gregory Hope, Interim EVP, Legal Affairs

Lola Oyeyemi, Director, Budget
Paul Guttridge, Manager, Program Services
Dan Bae, Vice President,
Procurement and Compliance
Thomas Kuczynski, Vice President,
Information Technology
Linda Manley, Secretary to the Board

Other Presenters and Guests

Dan Hartman, Public Financial Management

Call to Order

Chairperson Major Riddick called the meeting to order at 11:00 a.m.

September 2019 Financial Report

Ms. Lola Oyeyemi, Director, Budget, provided an overview of the monthly financial report, noting that DC Water’s expenditures and revenues are on track and consistent with trends. With approximately 92 percent of the fiscal year completed, total operating revenues are \$636.2 million, or 95.6 percent of budget, operating expenditures at \$489.6 million or 84 percent of budget and capital disbursements are \$354.6 million, or 80.8 percent of budget.

Total operating revenues includes the Federal Government and Wholesale customers who made their fourth quarter payments in August. Operating Expenditures are below budget primarily in personnel due to the elimination of vacant positions with a 9.1% vacancy rate, and the CEO’s continued work with the departments to only fill vacant positions deemed necessary to the Authority. Mr. Giancola inquired about what was being done to reduce the vacancy rate; both Ms. Oyeyemi and Mr. Gadis stated there was a process that required departments to provide justification to fill any vacant position. Ms. Oyeyemi further explained that the higher spending in chemicals was due to increased usage in the tunnel dewatering process and higher prices of

major chemicals, and higher spending for water purchases is due to higher consumption during the summer months.

Capital disbursements are slightly below budget in almost all project categories. She explained that the lower than budgeted disbursements for capital equipment was attributable to the unused Authority-wide reserves, and that three quarters of payments have been made to the Washington Aqueduct.

Regarding cash investments, Ms. Oyeyemi informed the Committee that the operating reserve accounts balance was \$173.8 million as compared to the operating reserve level of \$140.0 million for FY 2019.

Ms. Oyeyemi provided several highlights noting that there is ongoing development of the Proposed FY 2021 operating and ten-year budget requests. She apprised the Committee that the Budget Workshop and the Committee reviews of the FY 2021 budget is planned for early calendar year 2020, with Board adoption in March of 2020. Staff is preparing for the FY 2019 year-end closeout and financial audit activities.

Capital Improvement Program Quarterly Update

Mr. Paul Guttridge, Manager, Program Controls, briefly updated the Committee on the third quarter report for FY 2019 regarding DC Water's Capital Improvement Program (CIP). The FY 2019 year-end expenditure forecast for capital projects is \$376.4 million, lower than the approved baseline of \$371.7 million. Next, Mr. Guttridge reviewed the significant contract actions anticipated in the upcoming six months and Key Performance Indicators (KPIs). Out of seventeen (17) KPIs due in 2019, eight have been completed to date and six KPIs are expected to be completed outside the ninety (90)-day threshold. Mr. Guttridge provided a detailed explanation as to why the six KPIs were missed.

Enterprise Resource Planning (ERP) Project update

Mr. Dan Bae, Vice President of Procurement and Compliance, provided an update on the ERP project, which included request for recommendation for approval of a System Integration (SI) contract award to the Board. He stated that the current ERP project consists of three systems; Financial, Procurement, and HCM and the current financial software is on extended support. Additionally, he noted that both KPMG and RSM have recommended that DC Water invest in a new software that would include new technology and improved controls. Mr. Bae stated that the 10-year (FY 2019 - FY 2028) capital budget is \$16.6 million. Mr. Bae also stated that an additional \$2.75 million was allocated in the FY 2020 operating budget for software subscription, staff augmentation, training, and data conversion needs.

Regarding the vendor selection process for the ERP project, Mr. Bae stated that it was a group effort from Finance, Procurement, IT, and HCM. The team chose Oracle Cloud ERP because it was user friendly and provided the best functionality for DC Water. Oracle is also a true single cloud solution and does not require managed service, which should result in lower annual cost for DC Water. Additionally, Mr. Bae informed the Committee that AST Corporation was selected as the System Integrator. AST Corporation provided complete scope of services, a robust change

management proposal, specializes in Oracle system integration, and had extensive private, public, and utility experience.

Next, Mr. Bae spoke about the benefits of the Oracle Cloud ERP system. He stated that Oracle Cloud is one integrated system with information stored in one central database, which will help break down silos. In response to Major Riddick's question to having increased WIFI access being a cloud-based solution; Mr. Bae stated that they incorporated increased band-width usage in the scope of work.

Mr. Giancola inquired about security and protection against hacks in the Cloud based system. In response, Mr. Bae stated that the Cloud ERP was extremely secure. Mr. Tom Kuczynski, Vice President, Information Technology, added that DC Water's customer information system, payroll software, document management (also known as open text) are on the Cloud, noting that this migration was the last to move onto the Cloud based system. Mr. Kuczynski also mentioned that the Authority's current Maximo and GIS systems were also being converted to the Cloud, noting that Cloud based providers' platforms have increased security capabilities, and are more difficult to compromise.

Major Riddick asked about the security of DC Water systems and cyber security insurance. Mr. Kuczynski stated that DC Water is insured and has been covered for at least two years.

Mr. Bae resumed his presentation by informing the Committee on the ERP Project schedule. He stated that the implementation process will be 18-months with extended 6-months support through first fiscal year-end closeout. This support includes extended configuration support and 3-month sustainability support for all phases of the implementation project.

Mr. Bae also reviewed the statement of work process with the Committee members. The process included reviews by the Executive Steering Committee, Project Steering Committee, Enterprise Program Management Office and all impacted department users. Additionally, DC Water project team and AST, the SI, conducted a thorough review of the scope and business needs. Mr. Bae also provided highlights on key changes made to the original statement of work mainly to improve business process, reduce potential high implementation risks, and other items that were not included in the original bid. Some of the key additions are automation of the development and publication of the CAFR and third party solution for Treasury (Sympro).

Next, Mr. Bae informed the Committee of the current cost estimates, noting that the total ten-year ownership cost of the current system is estimated at \$17.4 million. Committee member Howard Gibbs asked about the lifecycle of the ERP, to which Mr. Bae responded that the estimated lifecycle will be 10-15 years. Mr. Bae stated that the ten-year operating cost of the new system is estimated to be \$10.3 million, and the capital cost (for system integration) is estimated at \$9.7 million. In response to Mr. Giancola's question regarding the low budget for employee training, Mr. Bae stated that the training was for additional users and power users, and that was not the only training budget. The goal is to have power users provide training for all system users. Mr. Bae also mentioned that additional 4,000 hours was included in the cost for risks such as scope creep and possible change orders during implementation.

Mr. Bae explained that the initial estimate of \$8 million reported earlier was negotiated down from the original bid of \$8.6 million. He further stated that the \$9.7 million for the SI contract includes negotiated adjustments for business process improvements, risk mitigation, new items not in the original bid and post implementation configuration support.

Next, Mr. Bae stated that \$4.3 million is allocated for other project-related requirements including 3rd party software implementation, Independent Verification & Validation Services (IV&V), Capital Labor (DC Water Employees - Project Team), IT Support (program management, network, quality assurance analyst, system administration, etc.) and HCM Datamart Development to access employee information from the legacy system.

In closing, he reviewed the appropriate protocols, such as approvals by the Executive and Project Steering Committees, that will be implemented to help mitigate any potential risks. Mr. Giancola requested that the Committee be given a 6-month update on the ERP implementation progress.

Additional Allocation of FY 2019 Projected Net Cash Position

Mr. Matthew Brown, CFO and EVP for Finance and Procurement, gave a presentation to the Committee requesting approval for the use of projected cash surplus of \$2.9 million for the Automated Metering Infrastructure (AMI) project. He stated that a briefing of the AMI project was provided to the Joint Environmental Operations & Finance & Budget Committee that recommended the contract award subject to F&B's allocation of projected cash surplus.

Mr. Brown stated that the projected FY 2019 net cash position of approximately \$17 million was forecasted during the mid-year review process. He informed the Committee that there was a transfer of \$6 million to the Rate Stabilization Fund approved by the Board. The Board also allocated an additional \$2 million to the ERP project. After the allocation of \$2.9 million for the AMI project, the remaining FY 2019 cash available for carry over to FY 2020 will be \$6.1 million from the projected net cash position.

Committee member Giancola requested for a briefing on identified levels and utilization of the Rate Stabilization Fund in future Finance and Budget Committee meeting.

Series 2019D Refunding Transaction and Market Update

Mr. Dan Hartman of Public Financial Management provided the Committee updates on possible refunding opportunities. In August and early September 2019, taxable and tax-exempt rates dropped to historic lows, thereby allowing DC Water to pursue a taxable advance refunding of \$300 million of callable Series 2013A bonds. If market conditions hold, this could provide DC Water a gross savings of \$80 million and an annualized savings of \$3 million (approximately 10% of net present value savings). In response to Major Riddick's inquiry about the savings impact to the Capital Improvement Project, Mr. Brown stated the annualized savings will be considered in the upcoming budget cycle.

Mr. Hartman ended his presentation by requesting approval from the Committee on the following: 26th supplemental indenture, revised preliminary official statement incorporating series 2019D, and escrow agreement for series 2019D.

Action Items

The Committee recommended the following action items to the full Board for consideration:

- Approval for System Integration service for new ERP software
- Approval for additional allocation of \$2.9 million from the FY 2019 projected net cash
- 2019 A, B, & D Bond Resolution and related documents
 1. 2019A, B & D Preliminary Official Statement
 2. Authorizing Resolution for Series 2019D
 3. 26th Supplement Indenture (Series 2019D)
 4. Bond purchase Agreement for 2019D
 5. Escrow Agreement

Adjournment

Hearing no further business, Chairperson Major Riddick adjourned the meeting at 12:11 p.m.

Follow-up Item

1. Provide the Committee a 6-month update on the ERP implementation progress. **(Mr. Giancola)**
2. Provide briefing on identified levels and utilization of the Rate Stabilization Fund in future Finance and Budget Committee meeting. **(Mr. Giancola)**



CEO'S REPORT

David L. Gadis

October 2019



Table of Contents

Message from the CEO/GM.....I

Organizational Performance Dashboardi

Financial Highlights1

 Financial Performance Summary 1

 Revenues and Operating Expenses 2

 Capital Spending..... 2

 Operating Cash and Receivables 3

 Delinquent Account Receivables..... 3

 Investment Yields 4

 Vendor Payments 5

Operations & Engineering6

 Electricity Usage Summary..... 6

 Electricity Usage by Service Area 6

 Waste Water Treatment 7

 Water Distribution Operations..... 8

 Water Balance 8

 Drinking Water Quality..... 9

 Fire Hydrants.....10

 Sewer System Operations11

 Combined Sewer System.....11

 Permit Processing.....12

Customer Experience13

 Customer Care.....13

Low Income Assistance Program.....14

 SPLASH Program.....14

 Customer Assistance Program(CAP)14

People & Talent15

 Human Resources15

 Recruitment Activity.....15

 Recruitment Performance Metrics.....16

Administration.....17

 Safety17

 Employee Lost Time Incident Rate17

 Contractor Lost Time Incident Rate18

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



October 2019

Department of Operations and Engineering
Water Operations and Water Quality & Technology

Accomplishment(s)

- Representatives from the Compliance and Enforcement Branch and Department of Wastewater met with representatives from the District of Columbia Department of Public Works to discuss food waste disposal. Attendees agreed to revise DC Municipal Regulations and DC Plumbing Code to detail installation requirements and disposal specifications for food waste grinders and on-site organic processing systems, such as bio-digesters and liquefiers.

Operational Performance

- The Department responded to 86% of the emergency investigative calls within the 45-minute response time. The measured target is 90%.
- Water main breaks per 100 miles of pipe for the water distribution system was approximately 44.34 (50) for the month of August. The national average of 25.00 is exceeded by many associations and utilities.
- **Total Coliform Rule** – DC Water collected 251 samples in August 2019 for compliance with the Total Coliform Rule (TCR). DC Water met the TCR standards for August with three of the samples testing positive (1.2 percent) 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 110 sample kits to customers between July and August 2019. Among the distributed kits, we received and submitted samples from 57 homes to the laboratory for analysis. Laboratory tests results are available for 28 homes and the 90 percentiles for lead were 2 ppb (1st draw) and 6 ppb (2nd draw).

Progress Report

WQ&T

- The Compliance and Enforcement Branch completed 63 site inspections for compliance with Cross-Connection Control Regulations and 54 site inspections for compliance with Fats, Oils & Grease Regulations. So far, 642 and 244 sites inspections were completed for Cross-Connection Control and Fats, Oils and Grease Compliance, respectively.
- 566 Backflow Prevention Assembly Annual Inspections by DC Water Approved Inspectors were received through the DC Water Third-Party Portal in July. 7,481 passed inspections were submitted this fiscal year resulting in 60% of all backflow preventers tracked are compliant as of August 31st. Compliant means the backflow preventer passed inspection within 365 days of August 31st.

Water Services

- GPS coordinate points for about 900 houses in the 4th High Alaska Pressure Zone has been collected to integrate the data in to enterprise database. Trimble GPS and Unity technology was employed by Linear Asset Management team to collect the data. This effort will assist repair crews to accurately locate service lines and laterals during normal operations and emergencies.
- Distribution Maintenance Branch (DMB) continued the construction activities associated with the FY2019 Operational Small Diameter Water Main Replacement projects directed at replacing water mains in reduced amounts where neighborhoods have experienced water quality concerns. The team has substantial COMPLETED the project at Locust Road, NW location and construction activities have continued for water main replacements at the Unit Block of Franklin Street, NE. Community engagement has continued including lead service replacement notifications.
- LSR Voluntary Program for Full Replacement supported the replacement of 39 lead service lines in the month of August.



News and Events

- **Update:** The FOG and BPA fees are schedule to start September 1st. The Regulations for fee implementation became effective August 16th. The Maximo team created fee charge file for upload into SAP Billing System.
- DC Water and DOEE representatives began meeting to discuss details and rulemaking activities in support of the new Lead Service Replacement bill with funding scheduled for October 2019.

Sewer Operations

Accomplishment(s)

- On August 14, various staff members from our Repair crews attended a day long interactive Trenchless Technology Seminar to keep abreast of current developing technology in that area.

Operational Performance

- **Strategic Program #4: Driving Performance (NPDES Regulatory requirement)**
 - Cleaned 477 catch basins in the Combined Service Area this month; 4362 (41%) for the calendar year.
 - Cleaned 1699 catch basins in the MS4 Service Area this month; 10,930 (74%) for the calendar year.
 - Removed 40 tons of floatable debris from the Anacostia River this month. Calendar year to date 310 tons.
- **Strategic Program #5: Leveraging Technology**
 - Identified and performed CIPP on 5 laterals.

Progress Report

- With structural review assistance from Engineering Services, repair work was completed to rebuild a partially collapsed bulkhead of a stone-arch bridge support over our 9-foot storm sewer in Foundry Branch at Reservoir Road, NW. This work will relieve persistent flooding in Glover Archbold Park at the Reservoir Road crossing and remedy structural deficiencies in the 1907 bridge span and protect our 9-foot storm sewer.
- Accepted proposal for set-up application with specialty vendor regarding permanent sewer repair at Foundry Branch (Bulkhead/Leak Repair) location on the Potomac Interceptor.
- Continue uploading GIS mapping components into the Pipe Logix for DSS CCTV crews.
- The Asset Management group is reviewing several FOG Hotspot locations with DETS Planning group to determine possible permanent remedial solutions.



News and Events

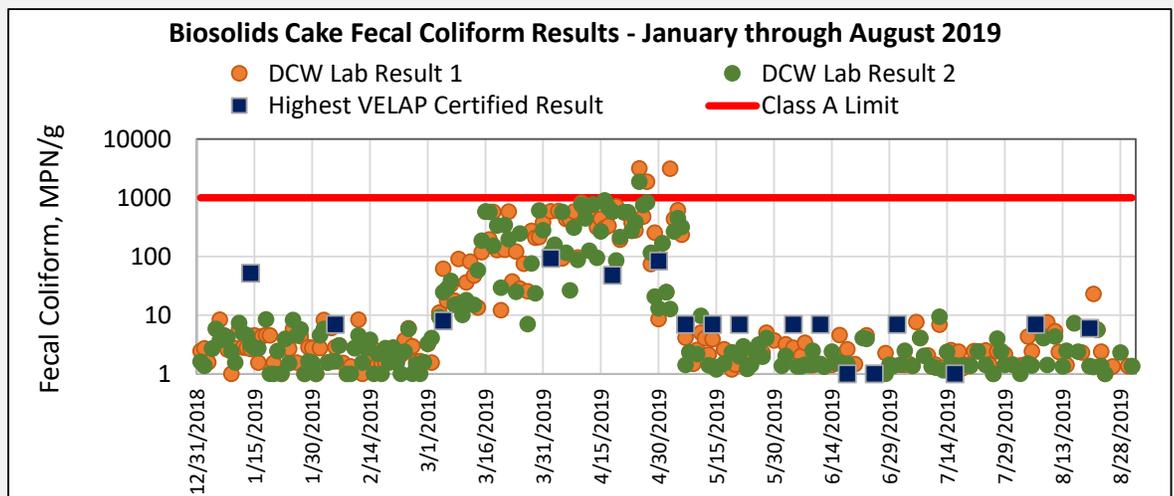
- The operation of the Floatable Debris Program was highlighted in an excellent article by David Kidd of Governing Magazine. He shared his observations from behind the lens – “Cleaning up the Anacostia River one boat at a time”.
- Staff from Sewer Operations and the General Manager’s Office attended a community walk-through event with DDOT and representatives of Ward #2 City Council’s Office and the neighbors of Snows Court, NW 7F02 to address resident’s concerns with vibration issues and vehicle access as on-going sewer rehabilitation work is performed in their block.

Wastewater Operations

Accomplishment(s)

- **Bloom Marketing:** Bloom marketing resumed on May 21, 2019 after two weeks of non-detect results observed beginning May 7, 2019. With orders entered in September 2019, we have exceeded the 40,000 tons marketing goal for the current fiscal year (will have exact numbers at the end of September.)
- **Blue Plains Complete Treatment Performance:** Average plant performance for the month of July 2019 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 308 MGD. There was 89 million gallons of treated, captured combined flows directed to Outfall 001 during this period. The following figures compare the plant performance with the corresponding NPDES permit limits.
- **Wet Weather Treatment Performance:** During the month of July, a total of 339 million gallons (MG) of combined flow captured in the tunnel system, was pumped, and treated using the Enhanced Clarification Facility (ECF). A portion of the treated flow or 250 MG was directed to the main plant to maximize complete treatment. The flow or 89 MG was disinfected, dechlorinated and discharge through Outfall 001. The quality of the effluent discharged was within anticipated ranges. Since the commissioning of the first section of the Anacostia River Tunnel Systems and the Wet Weather Treatment Facility (WWTF) on March 20, 2018 and including the wet weather events that occurred in July 2019, the total volume pumped and treated through the WWTF is 6,129 MG. During the same period, 2,509 wet tons of screenings and grit (trash, debris, sediment) were removed, that would otherwise have been discharged into the Anacostia River.

- Class A Biosolids Quality:** Since May 7, 2019, fecal coliform values in daily biosolids 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. The results of all compliance samples collected and analyzed by a Virginia Environmental Laboratory Accreditation Program (VELAP) certified commercial laboratory have never exceeded the Class A limit. In addition, all solids produced and processed through the Thermal Hydrolysis Process (THP) met the time and temperature regimes required to reduce pathogenic organisms.
- Root Cause Analysis (RCA):** DC Water has determined the root cause for the elevated levels of fecal coliform in March, April and during the first week of May was associated with Digester 1, one of the four Anaerobic Digesters. The digester was isolated on May 6, 2019. DC Water made a systematic and thorough evaluation of process systems, O&M procedures, and sampling and analyses protocols to determine the root cause and develop and implement controls. Three RCA efforts were performed and documented by staff from operations, process engineering, maintenance and lab/research. In addition, two reviewers, outside of operations, were involved for fresh perspectives and additional troubleshooting analyses. Multiple tests, including pressure and vacuum tests on Heat Exchanger (HEX) piping associated with Digester 1 were performed. The RCAs did not reveal deficiencies in systems, O&M procedures, sampling and analytical methods to result in elevated levels of fecal coliform in bio solids cakes. However, many system shutdowns that occurred from November 2018 through March 2019, to replace heat exchangers and valves were not ruled out as the cause for the observed elevated levels. To reduce risks and improve reliability, numerous actions were taken, including: implementing enhanced guidelines for operations during solids systems outages and implementing revised sampling and analytical protocols to improve operations ability to identify quality deviations early. In addition, minor piping modifications were made for additional isolation of sources of contamination.



- VELAP: Virginia Environmental Laboratory Accreditation Program

Engineering and Technical Services

Accomplishment(s)

- Gian Cossa was elected Vice President of the Chesapeake Water Environment Association with automatic succession to President in 2021. He also served as Tri-Association Conference Chair and lead that effort to successful 2019 conference with record attendance and revenue.
- Several DC Water Papers were presented at the Tri-Association Conference:
 - Big Data, Big Analytics and Big Decisions – Gian Cossa
 - When a Sprint Becomes the Hurdles: Design of the Kenilworth Avenue Storm Water Pumping Station – Sema Essien
 - Hey, Wait a Minute – Before You Go Can We Write That Down ...Creating a SOP Program – Ella Garcia
 - Real-Time Hydraulic Modeling at DC Water – Rizwan Elahi
 - DC Water's Next Top Model – Hydraulic Model Calibration – Rizwan Elahi
 - Sewer Sleuthing of the Oxon Run Interceptor to Remediate a Significant Overflow – Srinivasa Gadiparthi
 - A Tiered Criticality Approach – Developing a Rehabilitation Plan Using InfoMaster – Gert van der Walt
 - Pipeline Resiliency to Survive LID – An Endurance Test by Design? – Steve Bian, Mark Babbitt, Brian McDermott & Tahir Qureshi
 - Reaching Across the Aisle to Address Basement Backups & Street Flooding in our Nation's Capital – Sri Gadiparthi
 - Cranking Up the Pressure in DC – Lessons Learned from Starting Up a new Pressure Zone in DC – Deidre Saunders

Operational Performance

Continued work on two initiatives for the Blueprint: A DC Water Strategic Plan. These initiatives are part of the Resilience, Readiness and Enterprise Risk Management Strategic Program:

- **Initiative #1:** Establish an early warning notification system of contamination threat to drinking water.
- **Initiative #2:** Identify secondary source water.

Progress Report

- Completed installation of 101 individual water meter vaults and meters for the Danbury Station development.
- Soldiers Home Reservoir Upgrade contract was approved by the Board on September 5.
- Small Diameter Water Main Replacement 13B contract Pre-Bid meeting was held on September 10.
- Replaced nearly 900-feet of water main at 965 Florida Avenue in coordination with development of Whole Foods store at that location.

Progress Report (Cont.)

- Completed several Small Diameter Water Main Replacement (SDWMR) program activities:
 - Field survey completed for SDWMR 15D and 15B
 - Base mapping completed for SDWMR 15A & 15B
 - Prefinal plans completed for SDWMR 14C
 - Preliminary Design completed for SDWMR 15A
 - Traffic Control Plan completed for SDWMR13C Hayes & Jay Streets
 - First DDOT submittal completed for SDWM 14C Traffic Control Plan
 - Completed selection workshop for SDWMR 16 pipes
- Continued to achieve major reductions in spending on Water Program Management (over 40%) and Sewer Program Management (almost 50%) consultants due to reduced FY2019 CIP spending and bringing work in house.
- Completed the conceptual design for job FA08, Upgrades to Anacostia Elevated Tank #1 and Anacostia Elevated Tank #2, and transitioned it into the design phase.
- DC Water pipes and Potomac river water collected and transported to the EPA's Water Security Test Bed facility for raw water testing.
- Finalized and approved the Sewer Program Management Contract Year 3 work plan.
- Contract Award Brown Folder Optimization initiative – Phase 2 Construction Change Order will “Go-Live” on October 1, 2019. User briefing and training were provided to all key construction stakeholders in the Operations and Engineering Cluster in July 2019 with follow-up refresher scheduled in last-September 2019. Phase 1 Construction Award was implement in February 2019 and is currently processing 5 construction contract for execution. The objectives of the Phase 2 CO SharePoint optimization are as follow:
 - Apply a standard and effective process/workflow for the review and approval of construction change orders (CO) and work change directives (WCD);
 - Standardize the use of forms/templates to auto generate documents (e.g., Determination and Findings, Fact Sheet, Memorandums, Letters, and Contract Action Report);
 - Prepare a review, approve, and escalation protocol to establish timely review expectations and workflow momentum;
 - Enable stakeholders to review and approve the CO/WCD remotely using approved Smartphones/devices;
 - Establish standard Performance Goals for each type of CO and WCD in real-time, which are reported on a central Dashboard in SharePoint and can be viewed by DC Water staff;
 - Generate a performance report to establish a baseline for continuous improvement; and
 - Establish clear roles and responsibility for responsible stakeholders.

Progress Report (Cont.)

- Closed out Grant 27-49 for \$8.1M for the Enhanced Nutrient Removal-North project at Bleu Plains.
- Annual EPA Advanced Monitoring Report for a Grant Funded Project was completed by EPA on 8/7/19 and there were no adverse findings. The EPA reviewed that equipment is in service and performing as expected, there are sufficient funds to complete the project, and all programmatic terms and conditions and statutory and regulatory requirements are being met.
- Provided briefing to finance and budget and Director EPMO on CIP development for FY20-29
- Presented an overview of Potomac Interceptor projects cost shares and corresponding forecast of spending to the IMA partners at a IMA Technical Committee meeting at COG. Provided draft of the overall CIP forecast to IMA partners.

News and Events

- Engineering and Technical Services staff are participating in the DC Water Community Expo at the Deanwood Recreation Center on September 16.

Wastewater Engineering

Accomplishment(s)

- DWE has successfully assigned David Parker as Acting Director of Wastewater Engineering, Aaron Montgomery as Acting Construction Manager and Lisa Jardeleza as Acting Construction Supervisor within the department. These interim assignments have filled voids due to the recent departure of the previous DWE Construction Manager, who was Acting Director.
- As part of a Water Research Foundation project, staff from the Departments of Wastewater Engineering, Performance Management, and Engineering and Technical Services presented process work flow for business case evaluation and capital project prioritization to the Utility.
- Steve Bian co-authored and presented two papers: Chesapeake Water Environment Association Tri-Association Conference on August 28, Pipeline Resiliency Considerations for Low Impact Development; and ASCE Pipelines Conference on July 21, Optimal Risk Management of Construction Close to Buried Linear Assets.

Operational Performance

- Capital project spending for projects managed by the department of Wastewater Engineering totaled less than the established ceiling for spending during fiscal year 2019.

Operational Performance(Cont.)

- DC Water was previously awarded FEMA grant funding (75% reimbursement for \$1.7 Mil project budget) to perform flood mitigation at Main P.S. This work is being executed under the Miscellaneous Facilities Upgrades – Phase 6 project. This contract was successfully completed and invoiced for \$830,000, which is reimbursable by FEMA, during this period.
- DC Water was previously awarded FEMA grant funding (75% reimbursement for \$1.65 Mil project budget) to perform various upgrades to DC Water Storm & Sewer P.S. This work is being executed under the Miscellaneous Facilities Upgrades – Phase 5 project. This contract was successfully completed and invoiced for \$166,000, which is reimbursable by FEMA, during this period.
- DC Water Structural Engineering group successfully led the assessment and design for repair of a deteriorating historic brick bulkhead for a 15-ft span culvert at Reservoir Road which was built in 1902. The repair included lining the entire 15-ft span under the road, adding steel rods and end plates to retain shifted stones, and restoring the brick arch and bulkhead to its original look.



Progress Report

- Executed construction contract for Gravity Thickener Phase 2 project, which will extend the useful life of the gravity thickeners and improve all biosolids treatment processes.
- The Preconstruction Meeting for Gravity Thickener Upgrades – phase II was successfully conducted on 9/12/2019. This project is valued at \$60,390,000 and is anticipated to be completed in 1500 calendar days.
- Final Payment for Combined Heat and Power (CHP) project was released to the contractor (Pepco) on 9/6/2019. This project can now be officially closed out.
- Director approved design lock-in for Headworks Electrical Upgrade project and scope for detailed design.
- 8/16/2019 Received a power purchase agreement proposal to design, build, operate and maintain solar photovoltaic arrays over the sedimentation tanks at Blue Plains.
- 8/28/2019 Received proposals for design-build project for Floodwall Segment C at Blue Plains. This project is part of the plan to protect that wastewater treatment plant against a 500-year storm.

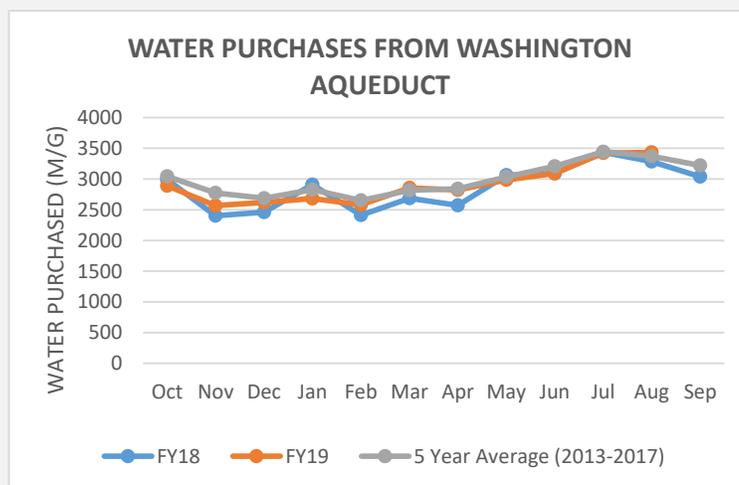
Department of Pumping Operations

Accomplishment(s)

- Operations and Maintenance teams completed After Actions Meetings for power outages at 16th & Alaska and Bryant Street Water Pumping Stations.
- Operations team completed operations cross training with WSSC Water.
- Potomac Interceptor team conducted liquid phase treatment pilot by dosing Accell at Manhole-40.
- Potomac Interceptor team completed the post construction final inspection of the Dulles Metrorail crossings of the Potomac Interceptor at eight locations.
- Eyasu Yilma presented “Long-Term Corrosion Prevention Program” at the 10th Annual Tri-Association Conference in Ocean City, MD.
- Monique Mirabeau presented “Flow by Night: Keep a SCADA Outage from Shutting Down Your System” at the 10th Annual Tri-Association Conference in Ocean City, MD.
- Greg Stephens presented “The RCM Road to Salvation” at the 10th Annual Tri-Association Conference in Ocean City, MD.
- Maintenance team completed Ultrasound Certification Training for 15 employees in the electrical and mechanical shops. Maintenance team is also participating in on-going Poplar Point Pumping Station training.

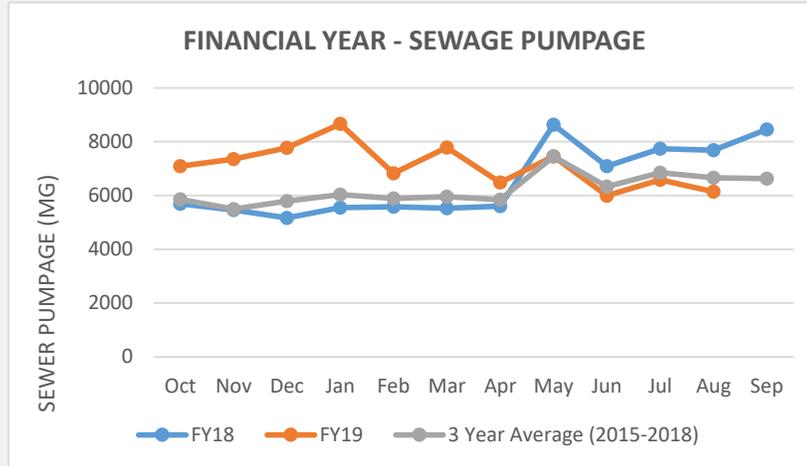
Operational Performance

- The water purchases for the month of August 2019 was 3431.43 MG which is up 2% of the 5-year average. For the past 2 years, there has been a downward trend of Water Purchases from WAD.



Operational Performance(Cont.)

- There is has been a significant increase on the amount of sewage pumpage over the past 2 years. This is due to the increase in rain events we've had over the past several months. This month we pumped 6146.94 MG of sewage.



- The Potomac Interceptor (PI) team has had zero odor complaints from residents at six odor control sites as well as all pump station odor control facilities.
- The WATS model development and initial calibration has been completed.
- The Draft Emergency Response Plans for two Potomac Interceptor sites has been completed.
- RCM Study for Bryant Street Pumping Station Electrical Generator has been completed.
- The number of completed Work Orders without labor hours: 2

Progress Report

- The Potomac Interceptor team completed the LZ06 site visit.
- There is an ongoing project to take frequent odor samples and an odor survey from all the odor control facilities to measure the saturation of the media.
- Potomac Interceptor flow meter and media replacement quotes are in the process of being reviewed.
- Maintenance, SCADA, Operations and Potomac Interceptor teams completed a meeting with DC Water Internal Audit about CMMS Maximo usage.
- Quarterly Business Meeting with EMC at Headquarters.

News and Events

- Purchase Order issued for Motor Alignment training in September for Maintenance Electrical and Mechanical Shops.

Permits

Accomplishment(s)

- Mark Babbitt presented a paper at the Water Environment Federation - Tri-Con conference in Ocean City, MD with Steve Bian detailing the impact of GI infiltration on existing infrastructure.
- Brian McDermott presented a paper with Steve Bian at the UESI Pipeline conference in Nashville TN, detailing the construction impact zones associated with large diameter brick sewers.

Operational Performance

- Permit Operations processed 244 permit application tasks, 222 were completed on-time for a monthly KPI average of 92%
- Permit Ops. collected approximately \$168,900 in plan review fees, FY 2019 TTD = \$1,486,650.
- Permit Ops. collected approximately \$190,590 in SAF Fees, FY2019 TTD = \$1,911,502.
- Permit Operations collected approximately

Fee type	Monthly Totals	Year to Date
Permit Review Fees	\$ 168,900	\$ 1,486,650
SAF Fees	\$ 190,590	\$ 1,911,502
Inspection Flat Fees	\$ 71,336	\$ 861,168
Reimbursable Inspection	\$ 146,877	\$ 3,427,694
Deposit Against Damage	\$ 306,880	\$ 6,150,699
Water Meter Deposits	\$ 20,000	\$ 880,000
Hydrant Flow Test	\$ 10,275	\$ 93,030
Hydrant Use Deposits	\$ 9,800	\$ 162,254
Year to date		\$ 14,972,818

Progress Report

- Permit Operations has initiated contracting with AECOM to review and assist in the process development for permit review fees and deposit management. The system will also allow our customers to submit online in addition to allow for DC Water to take fees online.
- Permit Operations and IT are continuing to review/develop the 3PP on-line permit review and submittal program.

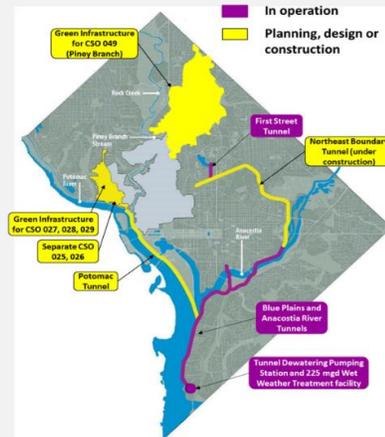
News and Events

- New permit review fees assessment has begun as of August 12, 2019.

Department of Clean Rivers

Accomplishment(s)

- Achieved 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 6.3 billion gallons of combined sewer overflows and over 2,500 tons of trash, debris, and other solids (March 20, 2018—September 12, 2019) that would otherwise have overflowed to the Anacostia River.

Progress Report

- **Drain the Rain (Downspout - Disconnection) 2019 Phase**
 - Continued canvassing and enrolling homes.
 - Completed 33 downspout disconnections and 17 rain barrel installations.
 - Completed downspout disconnection information video with DC Water’s Office of External Affairs.
- **Northeast Boundary Tunnel Project (NEBT) – Design**
 - Worked with SIH on a presentation to WMATA to explain anticipated impacts of tunneling beneath the Red Line aerial structure and associated contingency plans.
 - Construction Impact Assessment Reports were completed for the R Street drop shaft site, DDOT North Capitol Street underpass and for the first two Tier 1A PCCP water mains near Mount Olivet Road.
- **Northeast Boundary Tunnel Project – Construction**
 - Tunneling
 - TBM Chris mined 7,806 feet as of September 12, 2019.
 - Mount Olivet Road Construction Site
 - Completed 30 feet of shaft excavation work
 - Dewatering fully established.
 - W Street Construction Site
 - Completed 100 feet of shaft excavation work
 - Retaining wall construction ongoing.
 - Completed cement bentonite wall construction for Near Surface structure SOE.

Progress Report (Cont.)

- Rhode Island Avenue Site
 - Jet grout work for shaft bottom plug finished.
- 4th Street Construction Site
 - Completed 90 feet of shaft excavation work.
 - Jet grout work for Near Surface bottom plug ongoing.
 - Horizontal freeze pipe installation for adit ground improvement ongoing.
- First Street Construction Site
 - Mobilized to site and started utility relocations
- Florida Avenue Construction Site
 - Completed 18 secant piles for shaft SOE.
- R Street Construction Site
 - Mobilized to site and started setup for slurry wall construction.

- **CSO 025/026 Sewer Separation Project**
 - Additional borings have been identified to better define rock extents along proposed pipe layout. Field work will commence the week of September 15 - 21.
 - Revised draft of EDR and GDR were reviewed by PCO and DC Water. Comments to be provided to AECOM to update and finalize documents.
 - Traffic analysis report and preliminary MOT plans have been reviewed by PCO and DC Water. Revised draft to be provided by JMT to on September 17.
 - Additional utility potholing investigation to begin week of September 22.
 - Meeting with DC Water Procurement to confirm project procurement approach to be performed on September 16.
 - Draft RFQ to be provided for internal PCO and DC Water review

- **Potomac River Tunnel**
 - Coordinating review of draft Finding of No Significant Impact (FONSI) with National Park Service (NPS) to conclude the National Environmental Policy Act (NEPA) compliance process.
 - Negotiating terms of draft Programmatic Agreement with NPS and DC SHPO to resolve impacts from the project in accordance with the National Historic Preservation Act Section 106 compliance process.
 - Conducting geotechnical borings to investigate subsurface conditions along the tunnel alignment.

- **Potomac River Project A**
 - Final project close-out is ongoing and expected to be completed by end of fiscal year.

- **National Green Infrastructure Certification Program (NGICP)**
 - Summer NGICP Training by University of the District of Columbia began in July is complete. Trainees sat for the exam August 20th. Results are expected by the end of September 2019.

Progress Report (Cont.)

- **Environmental Impact Bond Reporting**
 - Monthly reporting is ongoing. July report was sent to investors on September 5, 2019.

- **Public Outreach Activities**
 - **Potomac River Green Infrastructure Project 1**
 - Developed maintenance mailer and obtained printing/ mailing quotes to be distributed to residents by end of September.
 - **Rock Creek Green Infrastructure Project 1**
 - Developed maintenance mailer and obtained printing/ mailing quotes to be distributed to residents by end of September.
 - **CSO 025/026 Sewer Separation**
 - Provided updates to Ward 2 Council, ANC 2E, Georgetown Business Improvement District, businesses and residents about utility potholing, boring, and building drainage investigations.
 - Provided notification of utility and geotechnical investigation to begin September 16, 2019.
 - **NEBT Business Impact Mitigation Plan**
 - Rhode Island Avenue NE Main Street and North Capitol Main Street organizations continue to have “health assessments” conducted for businesses in the construction site areas to establish pre-construction baselines.
 - Rhode Island Avenue NE Main Street has completed installation of "scrim" wrapping on the 4th St. construction site. Now engaging a local artist to keep “refreshing” the scrim periodically.
 - Rhode Island Avenue NE Main Street continues to look at a storefront refresh/improved signage for VT Nails also near the 4th St. site
 - Met with North Capitol Main Street at the Florida Ave. site to discuss enhanced scrim development. Staff followed up with supplying them with good base plans to further develop the scrim. Mockups were sent to OMAC for review. Also, met onsite to discuss MOT/SOE design and impacts near the Boundary Stone restaurant. They will begin alerting them that this work is imminent, and coordination meetings will be scheduled.
 - Shaw Main Street organization has initiated a 2 phase health checks process for businesses near the R Street NW Construction Site. First phase are visits, form distribution, gauge willingness to participate; 2nd phase is to prioritize improvements. Also, starting to consider scrim for construction fence. He is also assisting with getting meeting space for local resident meeting. and on possible pavement removal at AM Auto.
 - All Main Street directors continue to advocate on behalf of DC Water and the NEBT project with the impacted businesses under their purview.

Progress Report (Cont.)

- **NEBT Outreach**
 - Met with Alex Padro of Shaw Main Street to discuss status and plans for activities with area businesses. Agreed to plan an R Street community meeting during week of September 23, 2019, to discuss construction scheduled and impacts.
 - Requested five checks of \$500 each for the winners of storm drain mural contest. Purchased paint materials for artists and scheduling dates for artists to paint their murals. Artists begin painting murals in mid-September 2019.
 - Finalized approval process to extend the current media buy for 60 days.
 - Organized and participated in monthly meeting with Office of Marketing and Communications (OMAC) to provide project updates, August 28, 2019.
 - Forwarded North Capitol Main Street's scrim design to OMAC to approve for display on the Florida Avenue Construction Site fence.
 - Continued to respond to emails from residents concerning construction impacts.
 - Visited all NEBT construction sites and followed up with concerns of two businesses at the Florida Avenue site. Visited home of resident at 249 Florida Avenue with Gabe Illingworth to experience construction site noise, August 19, 2019.
 - Continued preparations for the NEBT Community Day scheduled for September 14, 2019.
 - Distributed updated email to Florida Avenue NW Construction Site area concerning date change of sidewalk removal.

News and Events

- Participated in Planning Meeting for DC Water's Community Expo scheduled for September 16, 2019
- Northeast Boundary Tunnel Project Community Day scheduled for September 14, 2019

Office of Administration

All departments within the cluster have completed their draft FY2020 Enterprise Performance Plans, and are awaiting final approval and feedback from the Performance group. Departments are also working with the budget office in the development of the FY21 budget to ensure that strategic priorities are being resourced appropriately.

Security

Accomplishment(s)

- Training: Fire Extinguisher Training at 3 locations (BS, BP, HQO) with a total of 20 persons trained

Operational Performance / Department Collaboration

- Occupational Health and Safety
 - Security is going to provide support with Incident Line Calls. A dedicated phone line will be installed in Security that will allow employees to call in for Safety Incidents. Security will then proceed to document via the SRS system
- Emergency Management
 - Met with HSEMA to partner up on an Infrastructure Targeting initiative.
- Blue Drop Support and Coordination
 - First event Sept. 11th
 - Second event Sept. 20th

News and Events

- Security Enhancements
 - HQO Pedestrian Gate to be modified within next 2 weeks to allow for easier entry/exit access. Notification pending being sent out

Fleet

Operational Performance

- Vehicles/Equipment availability:
 - Priority #1 units – 73%
 - Priority #2 units – 84%
 - Priority #3 units – 93%
- Accidents by month (see chart)

ACCIDENTS BY MONTH		
	Total # of Accidents	Percentage Change from prior month
1/1/2019	28	n/a
2/1/2019	20	-29%
3/1/2019	23	15%
4/1/2019	24	4%
5/1/2019	19	-21%
6/1/2019	19	0%
7/1/2019	17	-11%
8/1/2019	11	-35%
9/1/2019*	6	
*Accident totals through 9/15/2019		

Progress Report

- Fleet Capital Equipment Procurement Activity
 - (3) Ford Edge vehicles assigned to Water Quality
 - Fleet received Elgin Broom Badger Sweeper
 - Fleet accepted and approved the delivery of three (3) ICB utility crew cabs trucks assigned to Sewer Services (2) and Pumping Operations (1) - delivery schedule prior to September 30th
 - July 30th Acquisitions (Subaru/Toyota/Chevrolet) Received 30 Vehicles/Small Pickups of which 28-30 are in-fleeted and DC DMV process completed with new vehicle registrations/ license plates distributed to the following Departments: DETS, Facilities, Sewer Operations, Water Operations, Water Quality (Ft Reno), Wastewater Operations, and Authority-wide "Rideshare"
 - Fleet procured (3) additional cargo vans
 - HCM forward eligible candidate resumes for the (2) in-house positions for Automotive Parts, expect to complete recruitment in 1stQ FY2020
 - Fleet continues to provide transportation requests for Blue Plains group tours, all departments activities and DC Water employees' request for a Rideshare loaner vehicle

News and Events

- Conducted DC Water-wide "Fleet 101" workshops for all employees on Monday, September 9, 2019. Fleet Management staff provided information about the vehicle-buying process, budget limitations, resources for fleet data management, and ongoing coordination with public safety/DOSH. Approximately 50 employees took advantage of the workshops at Blue Plains and O Street – F Building to learn more about the process and how to best coordinate work. Additional information will be put on a new Pipeline page dedicated to Fleet Management.
- WAVE mobile app forms portal implementation expected to begin fall 2019
- WAVE Parts In-house app, bar code scan and testing and ongoing

Facilities

Operational Performance

- Facilities will be working with Safety to develop the health and hygiene metrics for DC Water facilities baseline data collection.
- Facilities participated in the selection process for the new Apprenticeship Program, supporting the HVAC and Plumbing positions.
- Training: Facilities HVAC Shop completed Variable Frequency Drive training with certification.
- Training: Facilities Foremen, Carpentry and Paint Shops completed Mold Supervisor/Worker Remediation training and certification.
- Training: Facilities Buildings & Grounds shop completed Safe Lift Training in response to back injuries over the past year.

Progress Report

- **Some of the Projects completed:**
 - Repainted the Boathouse at the dock facility
 - AC Replacement at: North East Office of Nitrification Blower Building, West Secondary Electrical Room, and Blue Plains Main Substation
 - AC Chiller Motors Replacement Denitrification Electrical Building
 - Fort Reno PS Tank Structural Supports
 - Bryant Street Main PS Gutters over Room 302 Bay Replacement
 - Supported 5 community outreach events
 - Supported 1st Blue Drop event at HQ on September 11, 2019
- **Active Projects:**
 - CMF Electrical Shop Mold Remediation
 - McMillan Material Storage Concrete replacement
 - O St PS drainage improvements
 - FT Reno Trailers (Permit pending)
- **Upcoming Projects:**
 - DSLF Roof Replacement
 - Solids Building Elev 107' Roof Coating
 - Fort Reno PS Tank Roof replacement

Emergency Management

Accomplishment(s)

- Facilitated an Emergency Management Partner Appreciation Event on Sept. 4th to kick off September as National Preparedness Month and to celebrate DC Water's EMAP accreditation. The event featured several speakers: David Gadis – CEO of DC Water, Kim Kadesch - Director of Office of National Capital Region Coordination FEMA, Steven Harris – Deputy Assistant Director of Infrastructure Security DHS CISA, and Chris Rodriguez – Director DC Homeland Security and Emergency Management Agency. During the event participants were encouraged to network, exchange business cards, plan for the future, and tour DC Water's emergency response vehicles and new headquarters building. A sincere Thank You to fellow DC Water departments (OMAC, Facilities, Security, Fleet, Safety, and IT) for their support and assistance in providing a professional and memorable event.

Operational Performance

- In support of incident management capabilities and employee engagement, Amy Hsu attended the Planning Section Chief Course at DC-HSEMA from Aug.19-23
- Facilitated employee engagement seminar on Active Shooter Awareness on September 9th

Progress Report

- Completed the development of and announced OEM SharePoint landing page on Pipeline
- Updated the Water Public Notification Plan, All-Hazards Initial Response Action Plan, and updated Boil Water Advisory templates in accordance with Authority's Realignment Crosswalk document.
- Developed message flow for Distribution Control Branch, Water Services test shut and construction shut electronic notifications. Trained and presented on this data and method for the DCB Staff.
- Hosted partner water utility – Kari Duncan, City of Lake Oswego, OR on Aug.28. Discussed critical infrastructure protection best practices and implementation ideas for community preparedness for water outages and emergency management efforts.
- Received review and approval from DC Fire and Emergency Medical Services on Emergency Planning and Preparedness Fire Safety Evacuation Plans for new Headquarters building.

News and Events

- On September 17th- 19th, DC Water is providing an employee engagement opportunity and invited outside stakeholders to participate in a L984 Operational - Strike Team/Task Force Unit Leader course which demonstrates and illustrates the collaboration of frontline and operational field assignments during incident management efforts.

Safety

Accomplishment(s)

- Pre-launch training for Origami (new safety risk system) for all 150 licensed users, DOSH staff continue to participate in the test of the Origami Implementation procedure
 - Reviewed Contractor Safety Prequalification Questionnaire and Evaluation Procedures with stakeholders
 - Prepared and presented safety presentation for flood wall-pre-bid meetings
 - Completed interviews for Construction Safety Specialist and have selected a candidate.
 - Another month without an OSHA recordable or lost time accident from the Contractors
 - Collaboration with the WWT Department of Maintenance Services (DMS) to develop a Job Safety Analysis for the Belt Filter Presses
 - PMA provided a training course to the Building and Grounds crew in regards to safe lifting and preventing sprains and strains
 - Collaboration with DMS and Department of Wastewater Engineering to find a solution to pump access issues before we take over the TDPS Facility

Operational Performance

- DOSH staffers met to review initial batch of 16 safety policies and procedures
- Coordinated the second ISO 45001 course, to be held September 17-19, 2019, for staffers, upper management and union officials
- Staffers participated in the CEO's Roadshow in providing the "Safety Moment"
- Conducted annual inspection and maintenance of Automated External Defibrillators (AEDs) through DC Water
- Sorin Schwartz, Operation Manger, completed the DOT Hazardous Waste refresher training course in order that he can continue signing Hazardous Waste Manifests.

Progress Report – Origami Implementation

- **User Guides**
 - Finalizing test guide based on feedback provided during pre-launch and surveys for the light users.
 - Preparing instruction sheets for distribution based on workflow feedback for general users.
 - Cheat Sheets will be produced in response to challenges when necessary for Full Users.
- **Launch Priorities**
 - Finalize critical and high priority open items for October launch
 - Establish core dashboard for SRS for quick checks
 - Finalize user guides to support user engagement
 - Create a communication plan for Q1
- **SRS IT Support (Gabriel and Yunusa) for Origami (SRS) Implementation**
 - Excel Scorecard draft created for review
 - Beginning SOP drafts for system business processes
 - Completed all login issues on the spot during training sessions and the few reported afterward

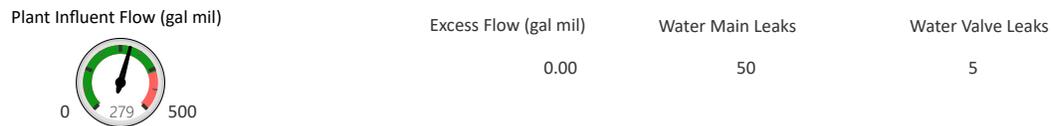
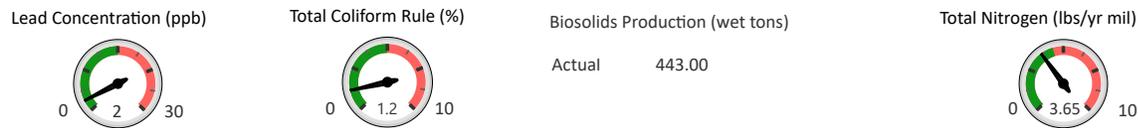
Organizational Performance Dashboard (August 2019)

Financial Highlights

Net Operating Cash (\$tho)		Operating Revenue (\$m)		Operating Expenses (\$m)		Capital Disbursement (\$m)		Operating Cash Bal (\$m)	
Actual	128,004	Actual	636.20	Actual	489.60	Actual	354.56	Actual	168.30
Target	74,822	Target	610.20	Target	534.30	Target	412.51	Target	125.50

Core Invest Yield (%)		Short Term Invest Yield (%)		Delinquent Acct Receivables (%)		On-time Vendor Payments (%)	
Actual	2.48	Actual	1.79	Actual	1.99	Actual	96.00
Target	1.57	Target	1.94	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)
571	49	166	Purchased 11.89 Sold 7.70

Sewer Main Backups	Sewer Lateral Backups	Dry Weather CSO	Permits Processed within SLA (%)	Electricity Usage (Kwh)
4	95	0	92	17720.00

Customer Experience Highlights

Call Center Performance	Command Center Performance	First Call Resolution	Emergency Response Time
Actual 83% Target 85%	Actual 91% Target 85%	Actual 70% Target 75%	Actual 95% Target 90% (% of calls received)

Low Income Assistance Programs

SPLASH Contributions (\$tho)		Customer Assist. Program (\$tho)	
Actual	73.45	Current	153.16
Target	73.37	Previous	87.74

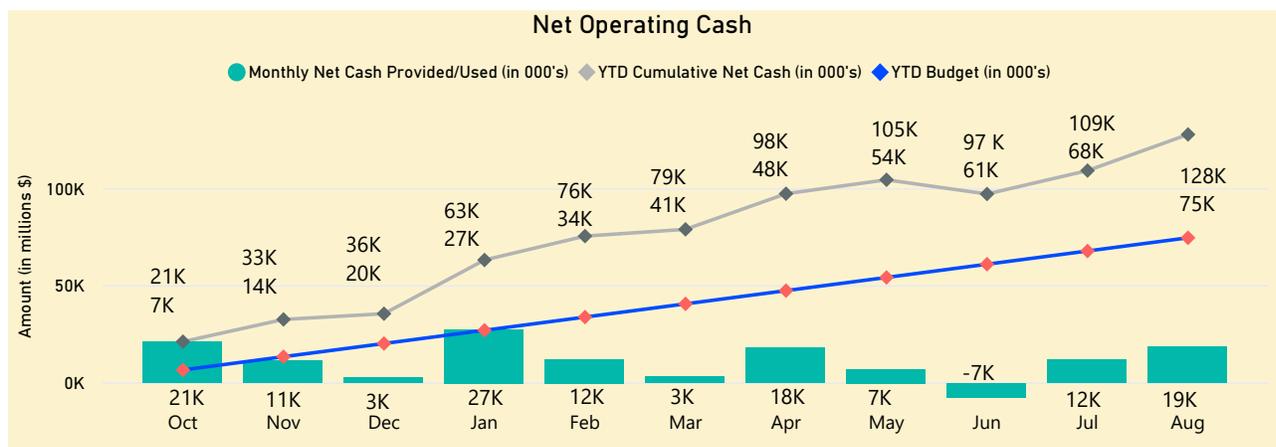
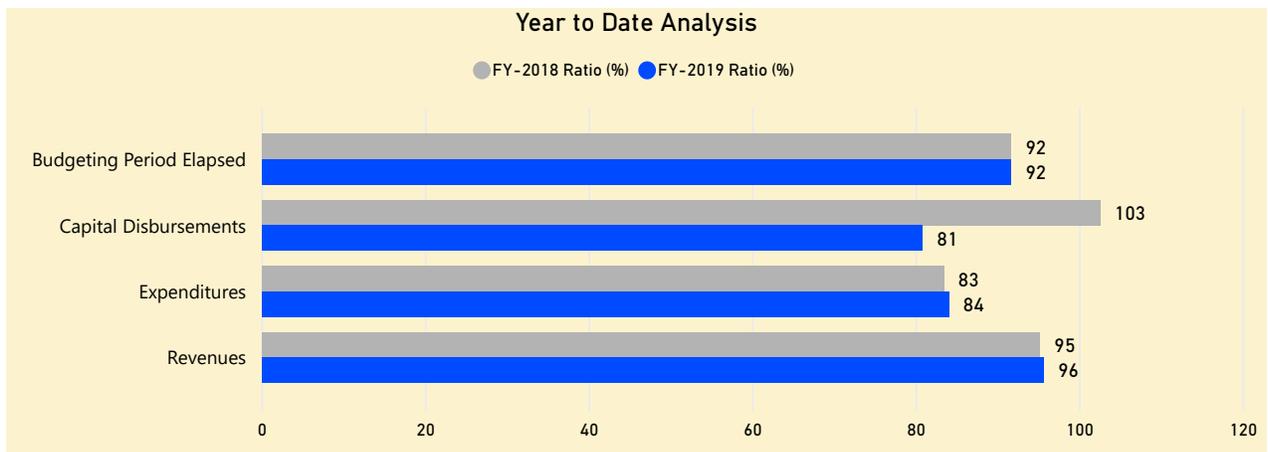
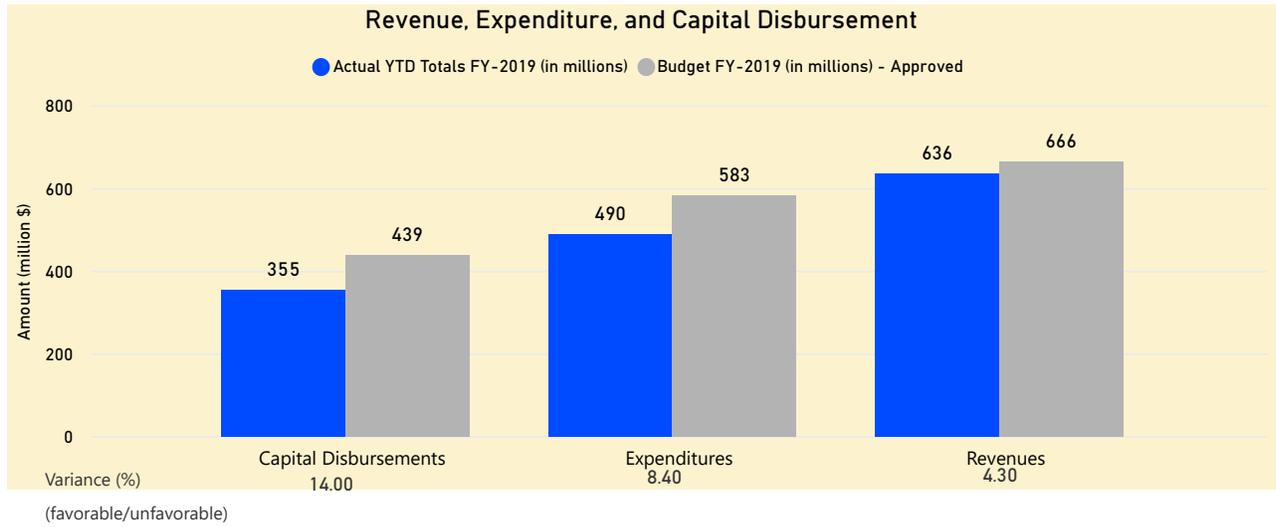
People and Talents Highlights

Recruitment Activity	
Filled	8
Open	30

Administration Highlights

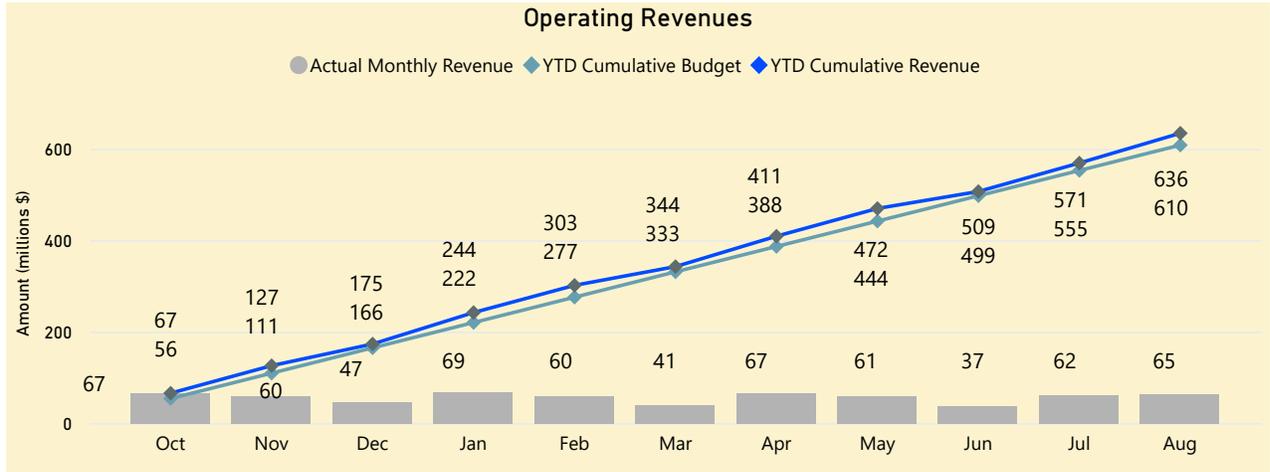
Employee Lost Time Incidence Rate
3.20%

FINANCIAL HIGHLIGHTS - FINANCIAL PERFORMANCE SUMMARY

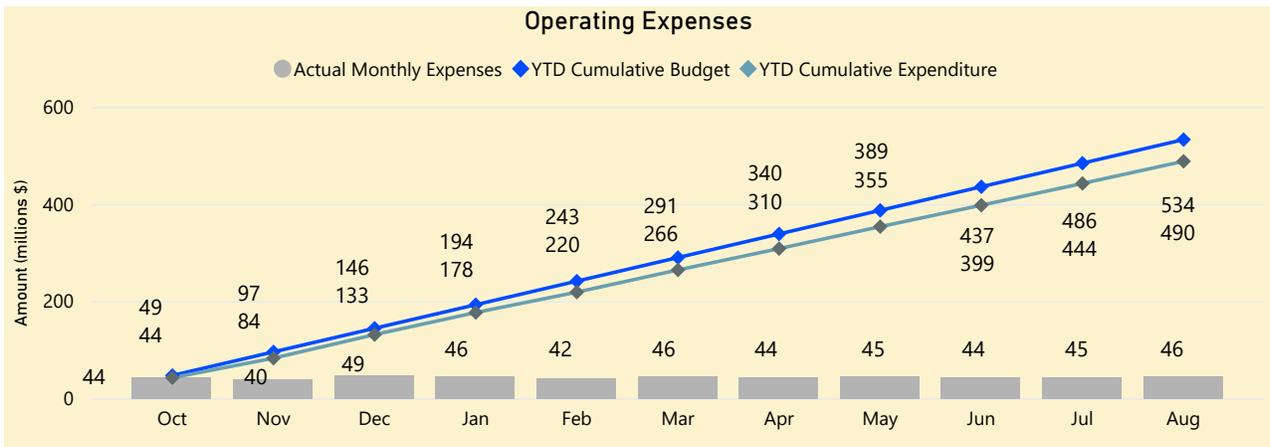


Net cash to date for August was above budget by \$53.2 Million

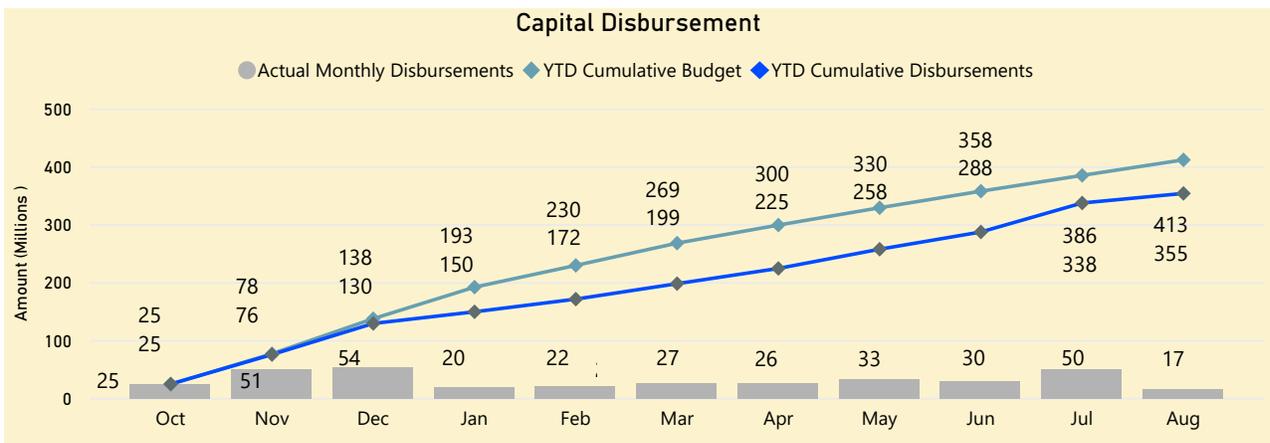
FINANCIAL HIGHLIGHTS - REVENUES, EXPENDITURE AND CAPITAL DISBURSEMENT



Revenue to date for August was above budget by \$26 Million

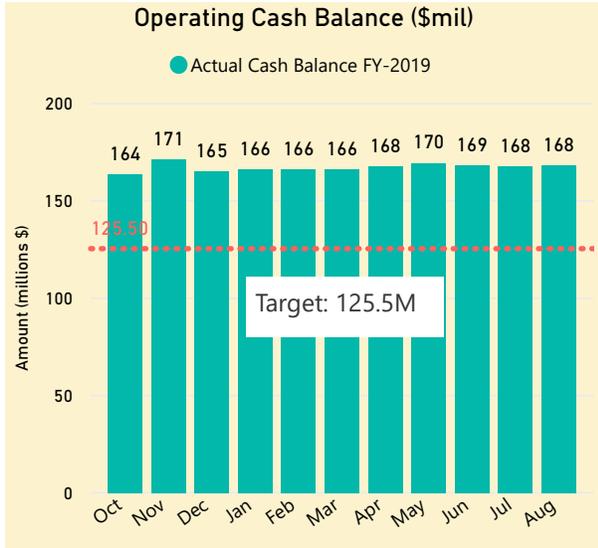


Expenditure to date for August was below budget by \$44.7 Million

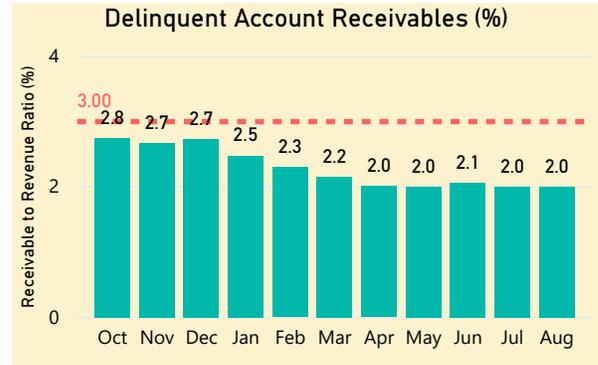
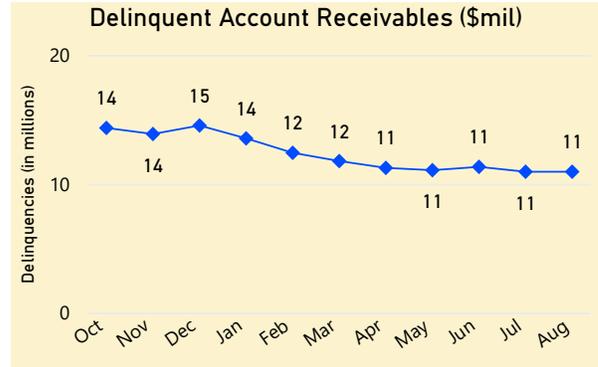


Disbursements to date for August was below budget by \$58 Million. YTD spending reflects comparison to the approved budget.

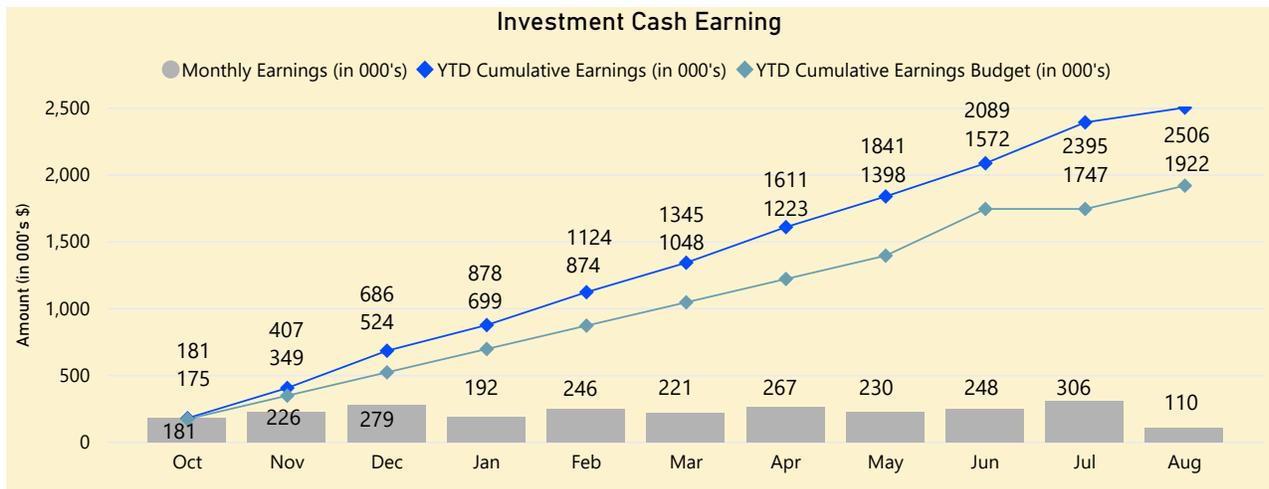
FINANCIAL HIGHLIGHTS - OPERATING CASH AND RECEIVABLES



Cash Balance for August was above target by \$42.8 million

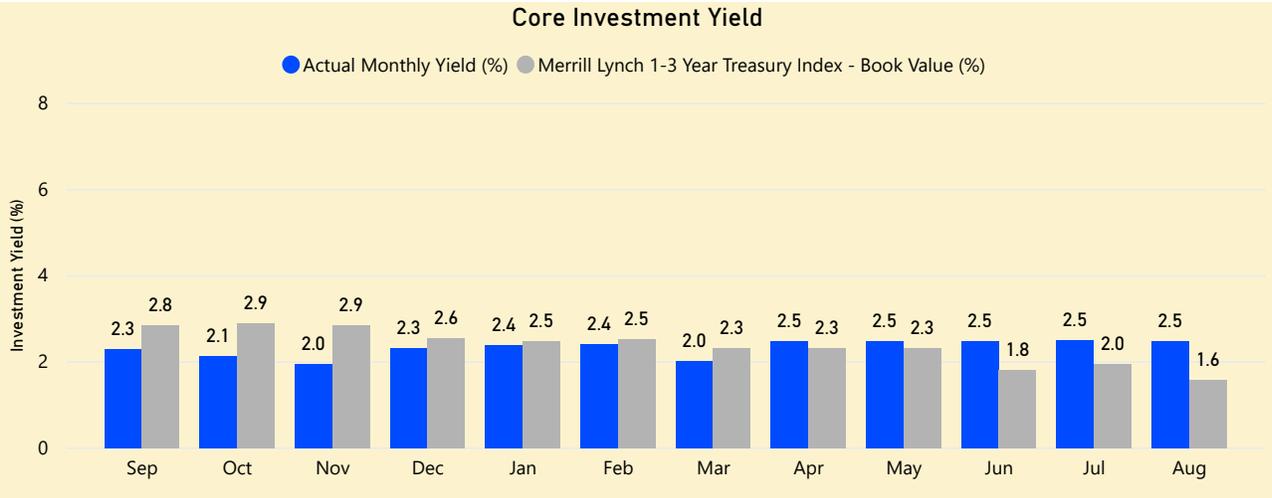


August Receivables to Revenue Ratio is 1.99, Delinquency is 11.03 million.

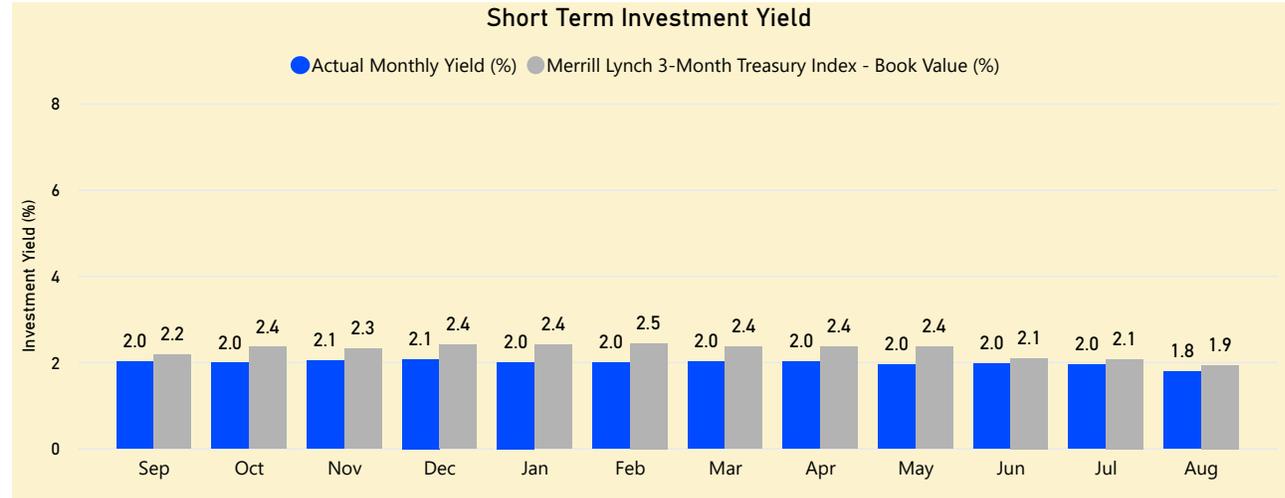


Earnings to date for August were above Projected Budget by \$583,900.

FINANCIAL HIGHLIGHTS - INVESTMENT YIELD



Yield for August was more than the treasury index by 0.91%



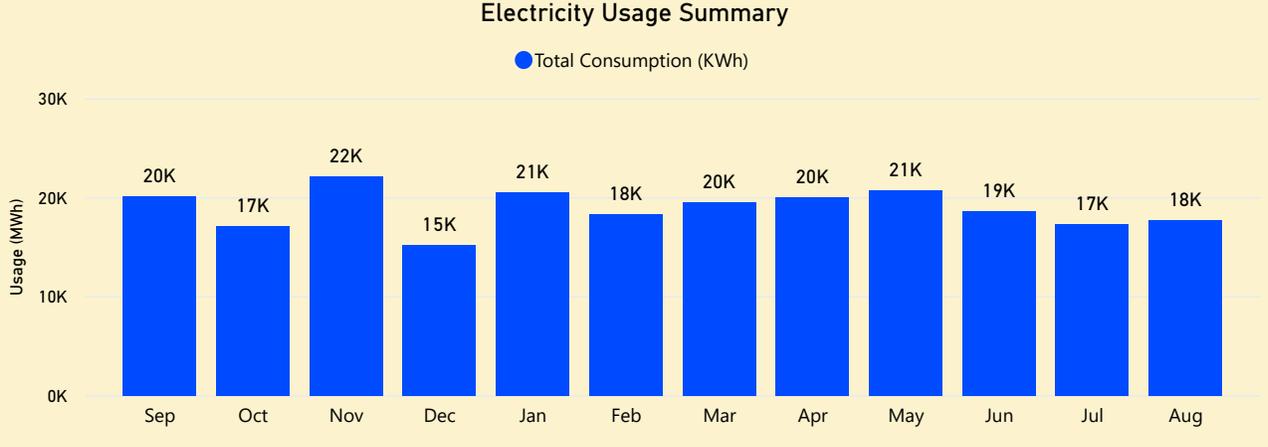
Short Term Yield for August was less than the Merrill Lynch yield by 0.15%

FINANCIAL HIGHLIGHTS - VENDOR PAYMENTS

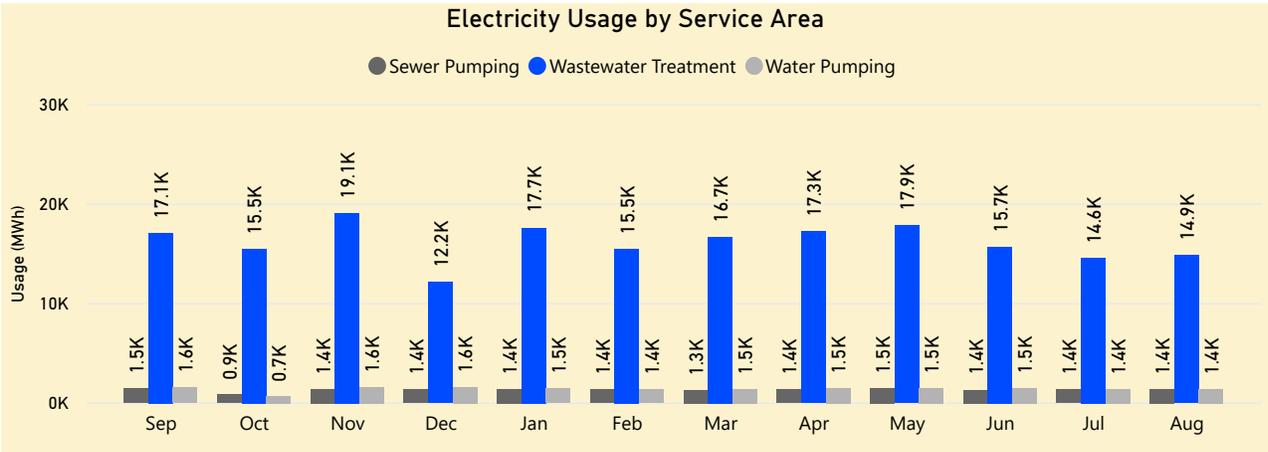


Performance for August was below the monthly target by 1%

OPERATIONS AND ENGINEERING- ENERGY CONSUMPTION

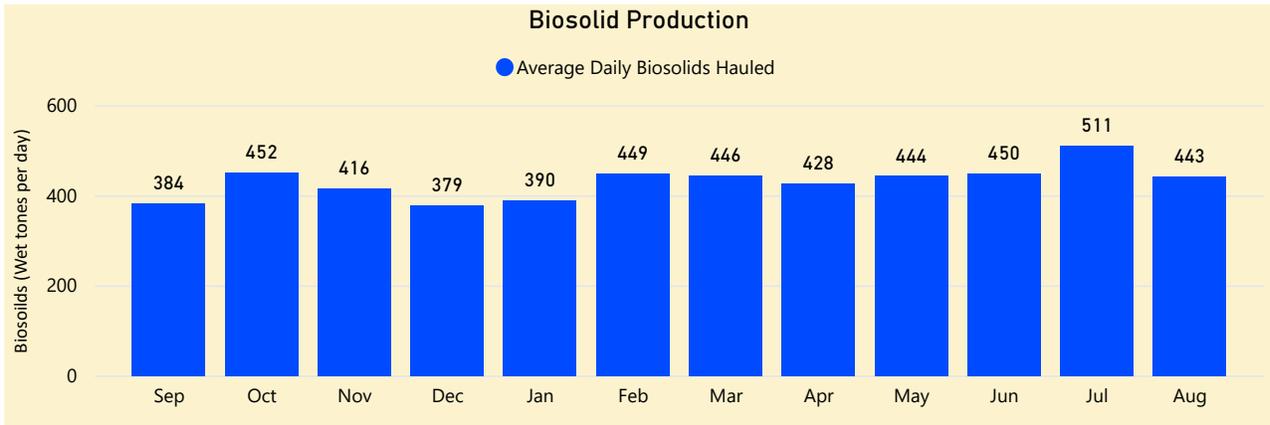


Electricity Consumption in August was 17,720 KWh

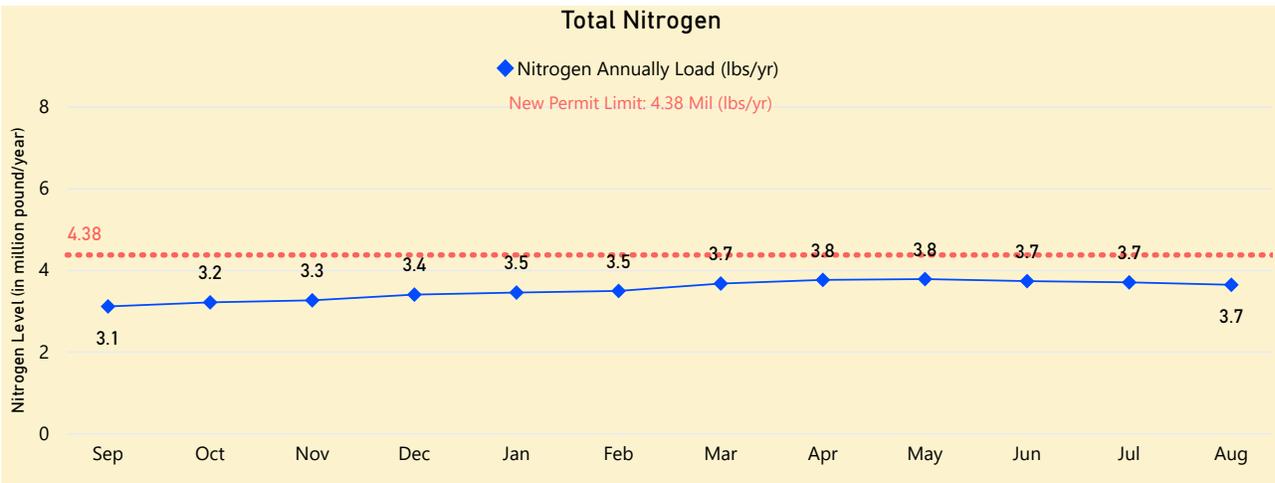


Wastewater Treatment had the highest electricity consumption in August at 14,886 KWh

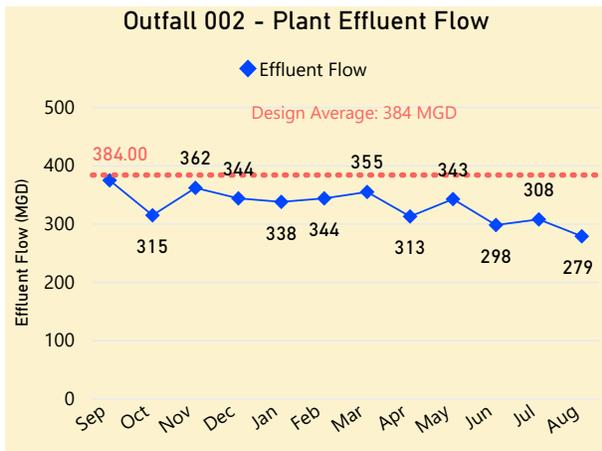
OPERATIONS AND ENGINEERING - WASTE WATER TREATMENT



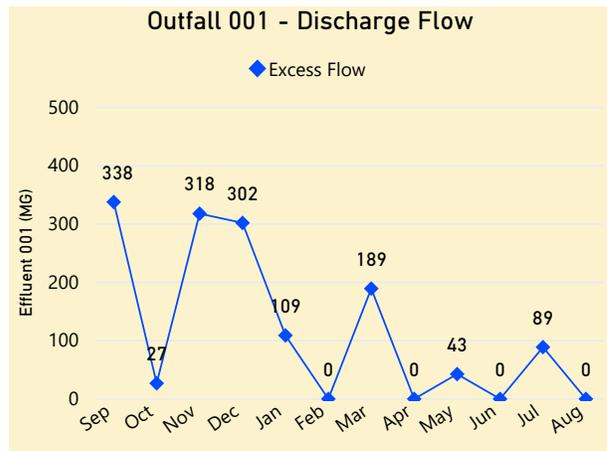
Biosolids Daily Production for August were 443 wet tons per day



Nitrogen level for August were below permit by 0.73 million lbs/...

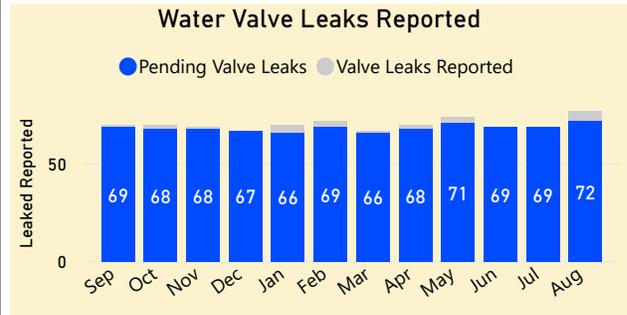
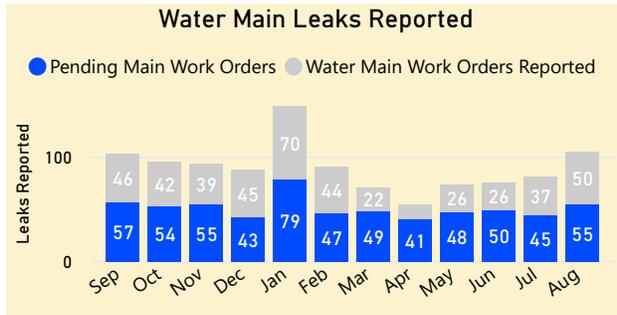
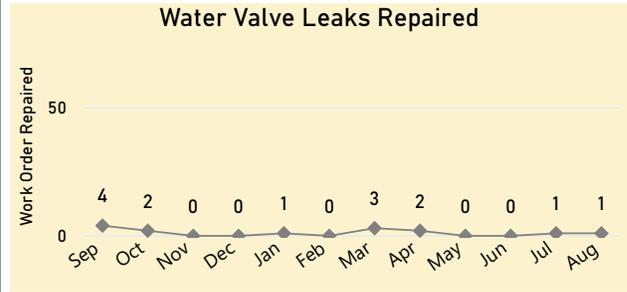
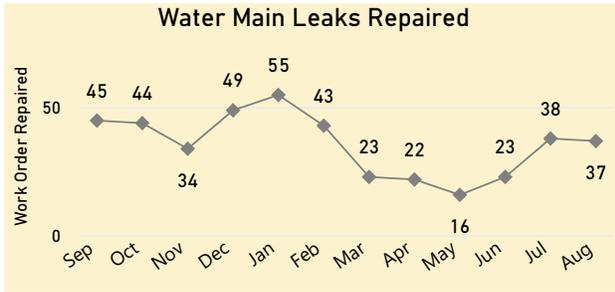


In August effluent flow was below design by 105 MGD



Excess flow events were recorded at 0 MG in August

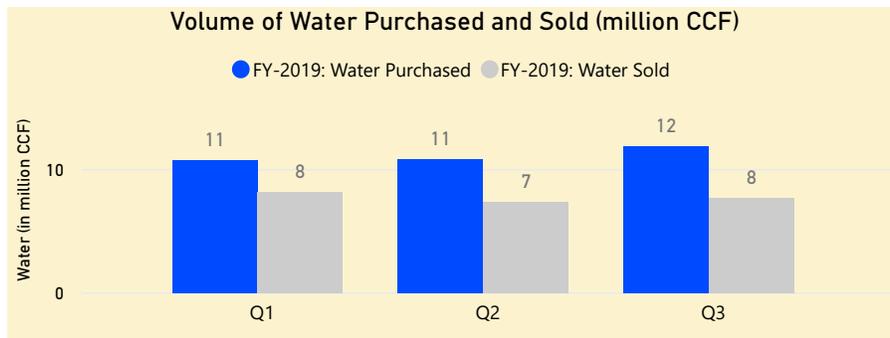
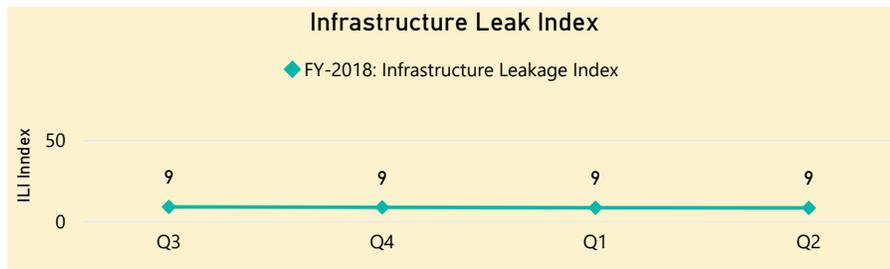
OPERATIONS AND ENGINEERING - WATER DISTRIBUTION OPERATIONS



There were 50 Water Main Work Orders reported in August.

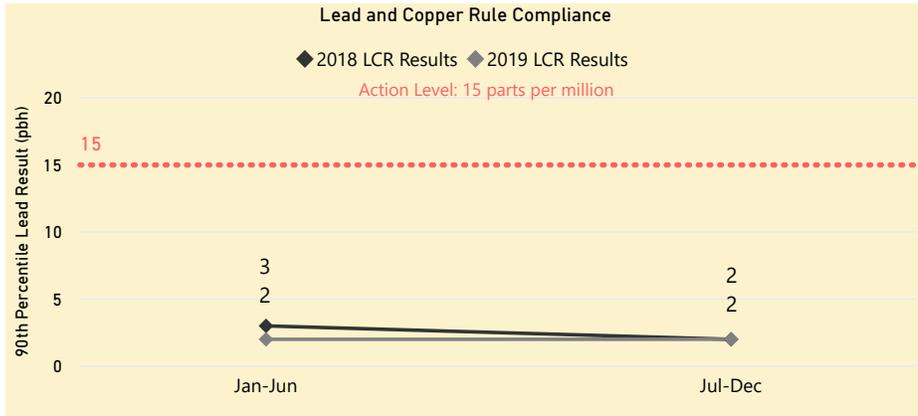
1 leak was resolved in August.

OPERATIONS AND ENGINEERING - WATER BALANCE

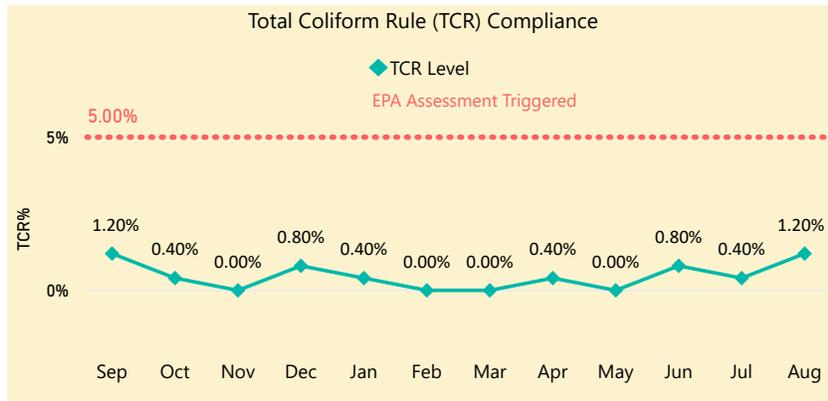


Water Balance results pending for 3rd quarter of 2019.

OPERATIONS AND ENGINEERING - DRINKING WATER QUALITY

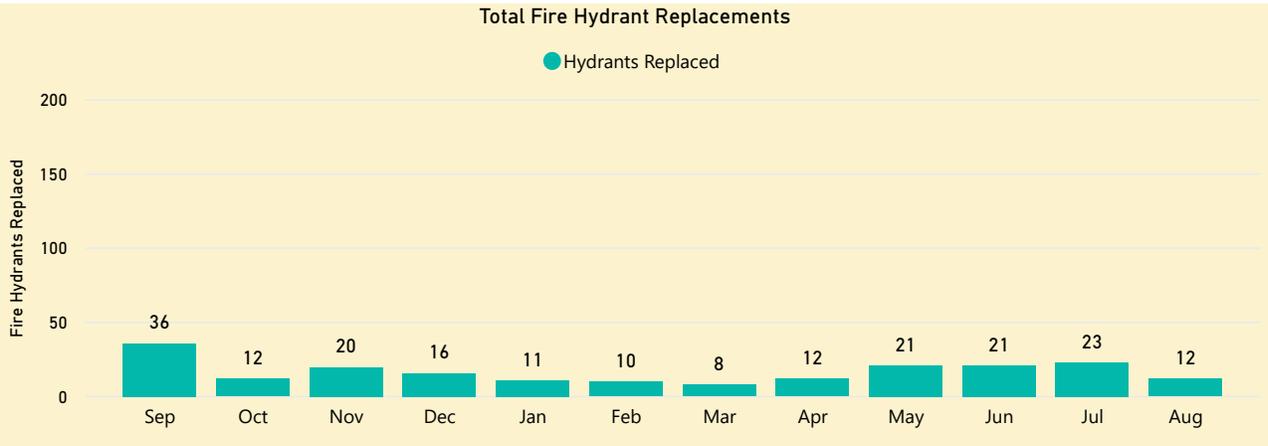
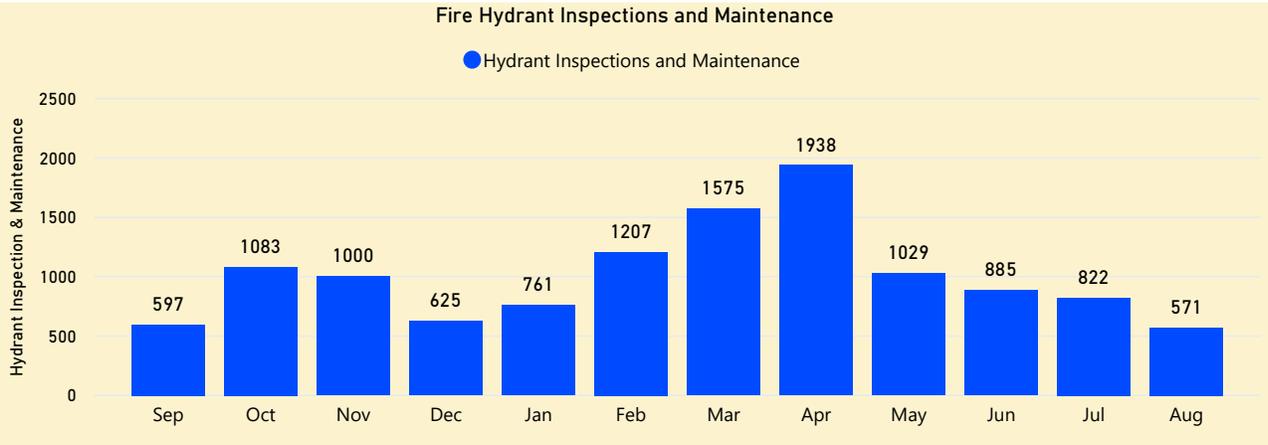
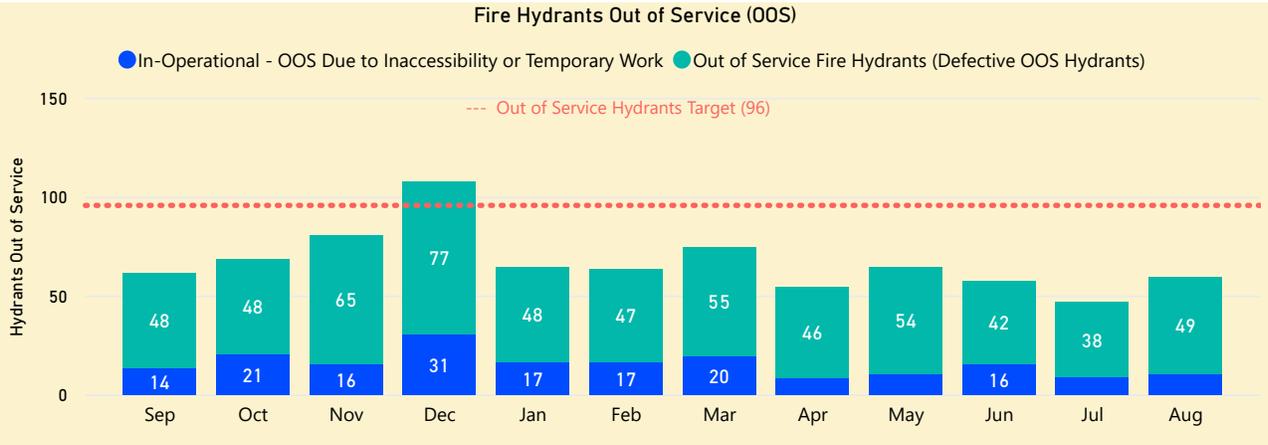


August 2019 results pending.



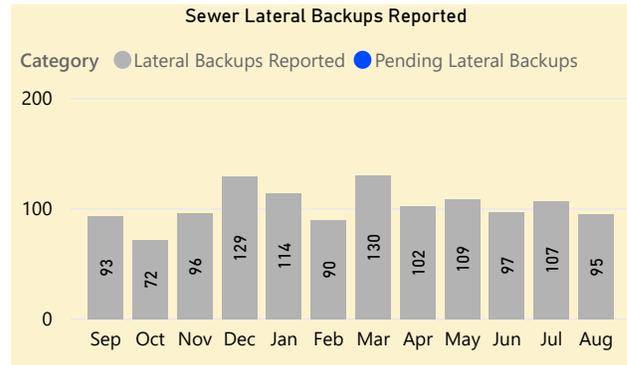
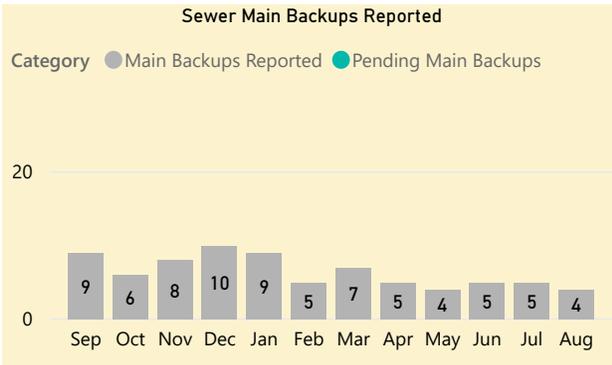
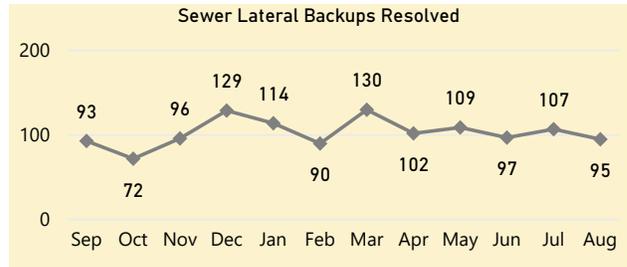
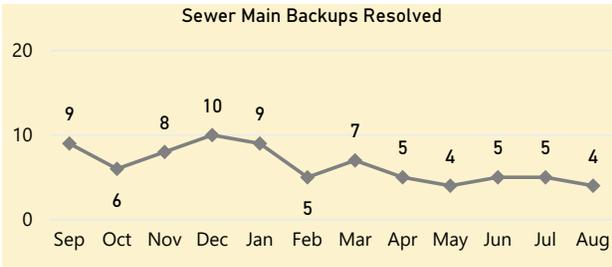
Coliform Positive was recorded at 1.2% in August.

OPERATIONS AND ENGINEERING - FIRE HYDRANTS



OPERATIONS AND ENGINEERING

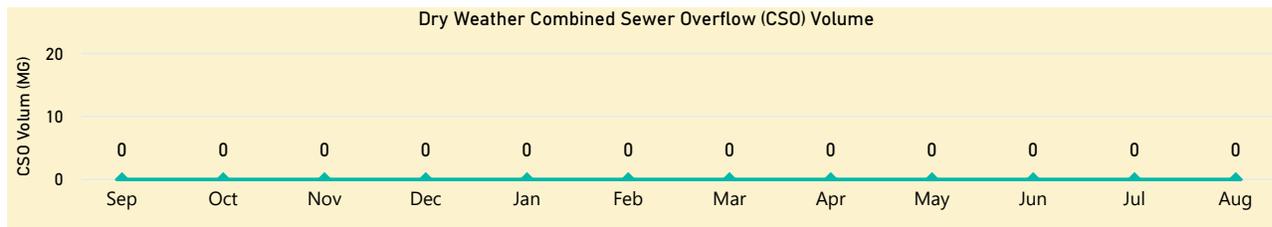
SEWER SYSTEM OPERATIONS



No pending main backups reported

No pending lateral backups reported

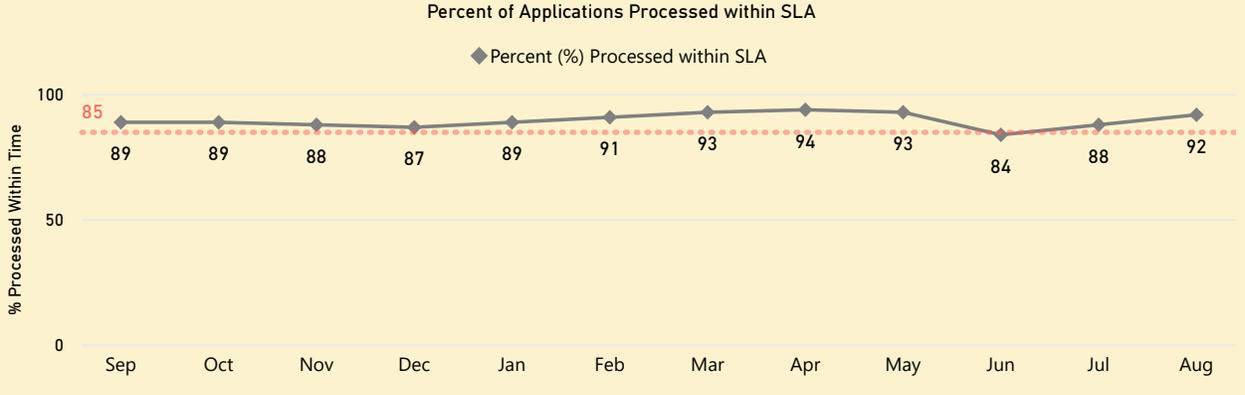
OPERATIONS AND ENGINEERING- COMBINED SEWER SYSTEM



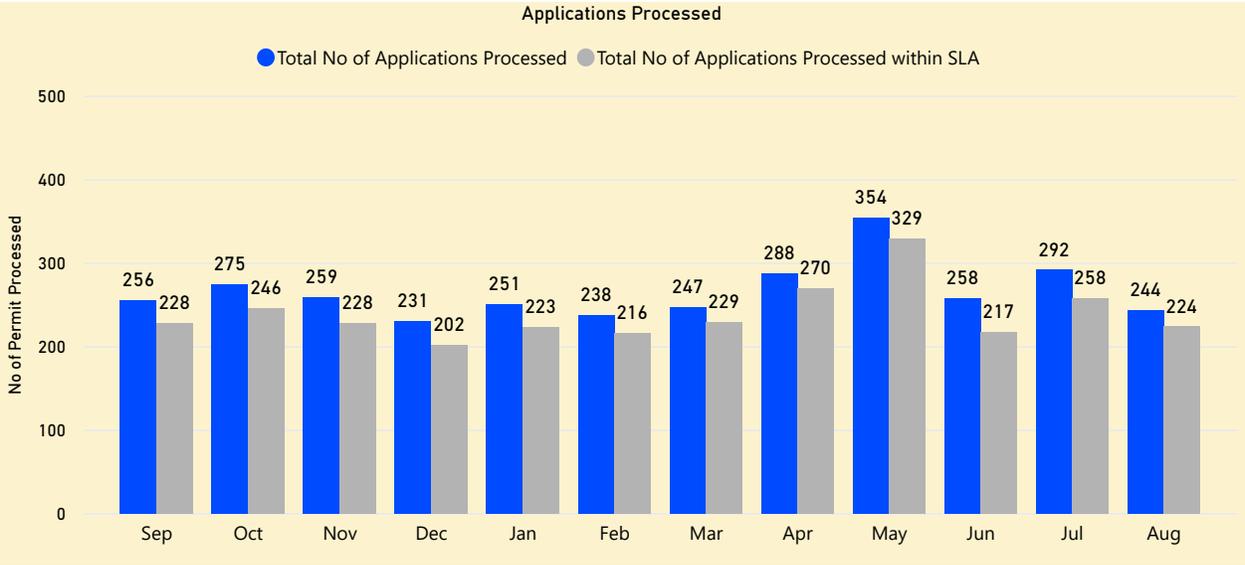
No dry weather Combined Sewer Overflow events were recorded in Aug 2019.

OPERATIONS AND ENGINEERING

PERMIT PROCESSING

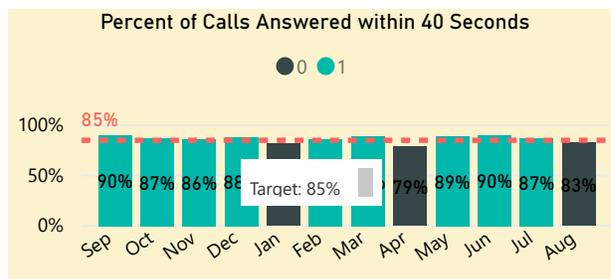
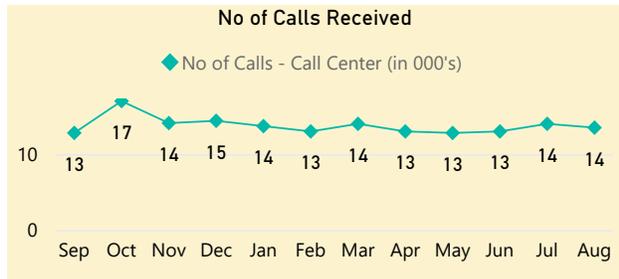


Permits processed in August were 7% above the SLA target of 85%



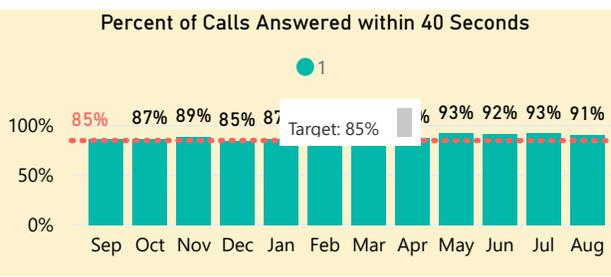
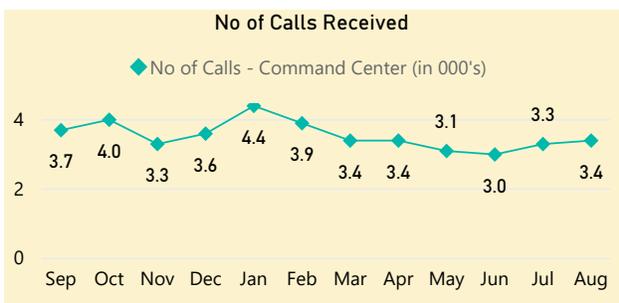
CUSTOMER EXPERIENCE - CUSTOMER CARE

Call Center Performance



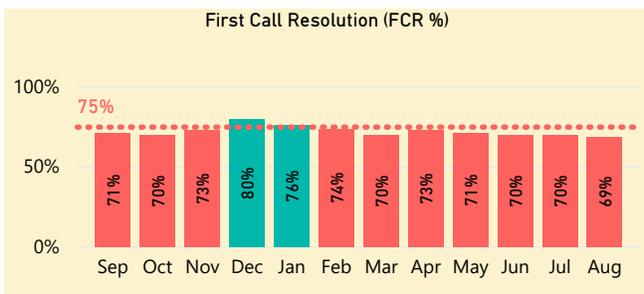
Performance for August was below target by 2%.

Command Center Performance



Performance for August was above target by 6%.

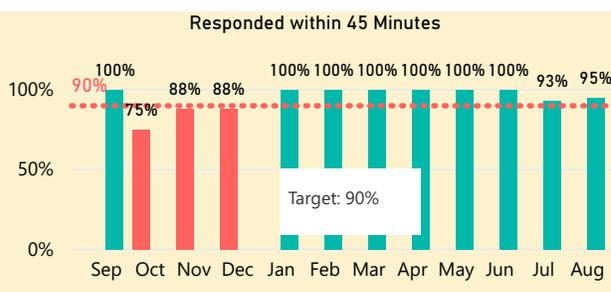
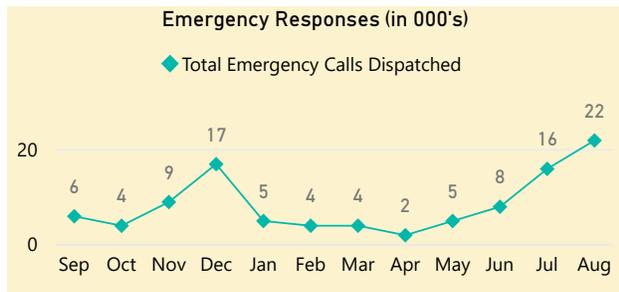
First Call Resolution



Target: 75%

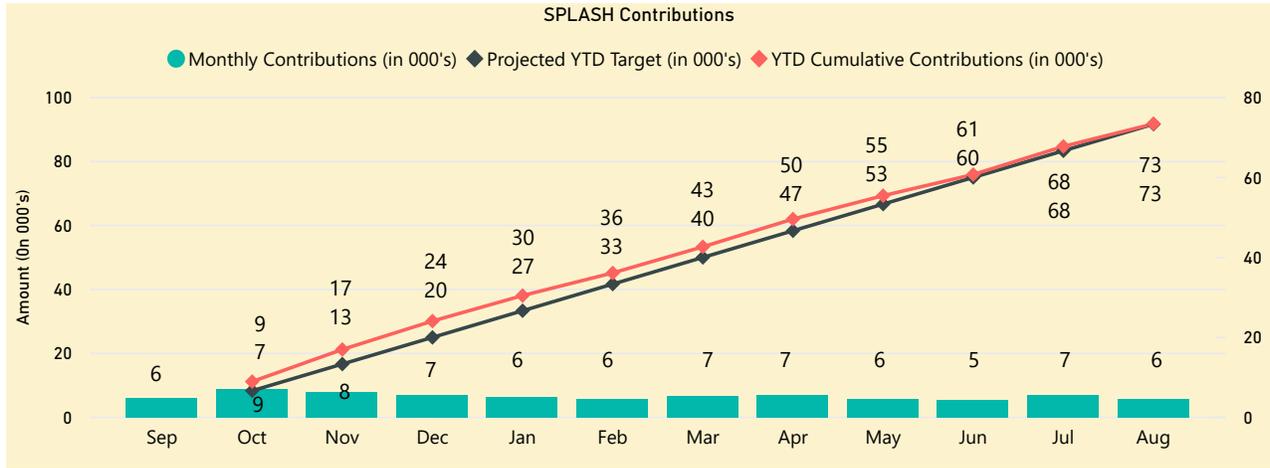
Performance for August was below target by 6%.

Emergency Response Time



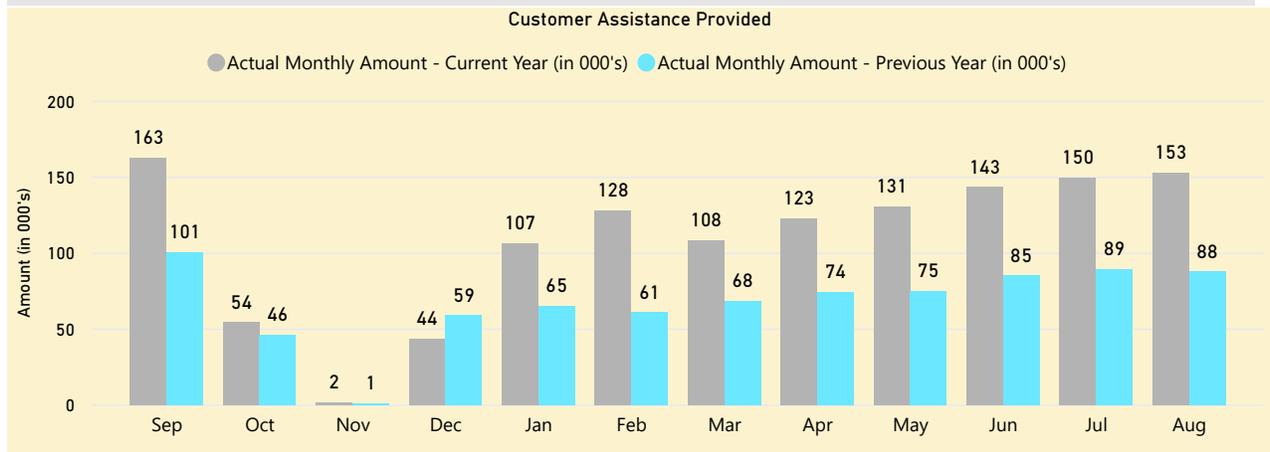
Performance for August was above target by 5%

LOW INCOME ASSISTANCE PROGRAM

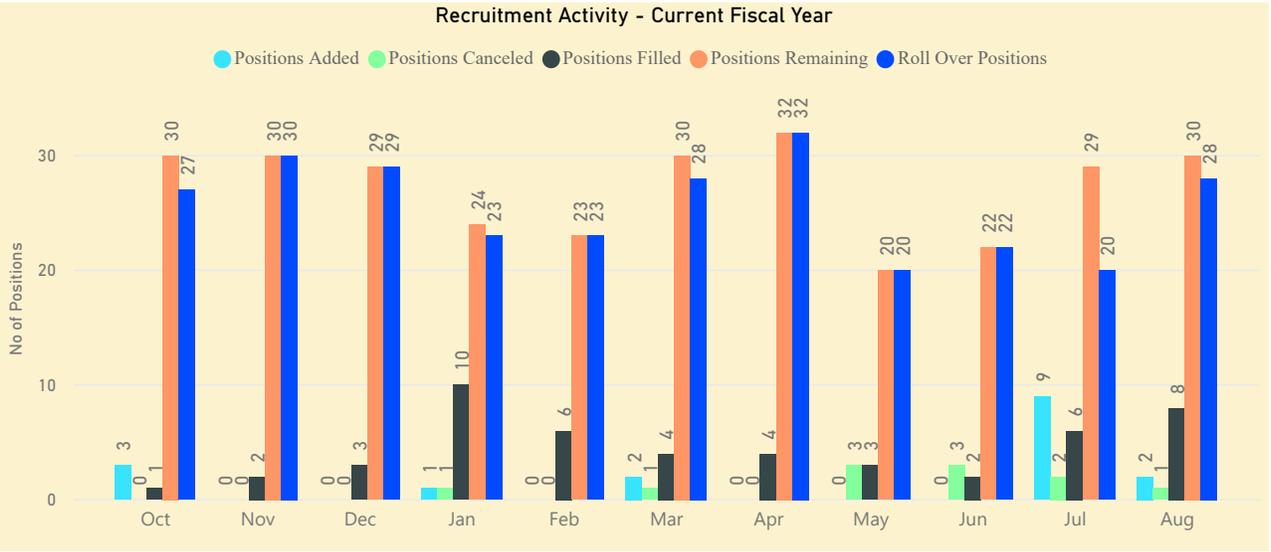
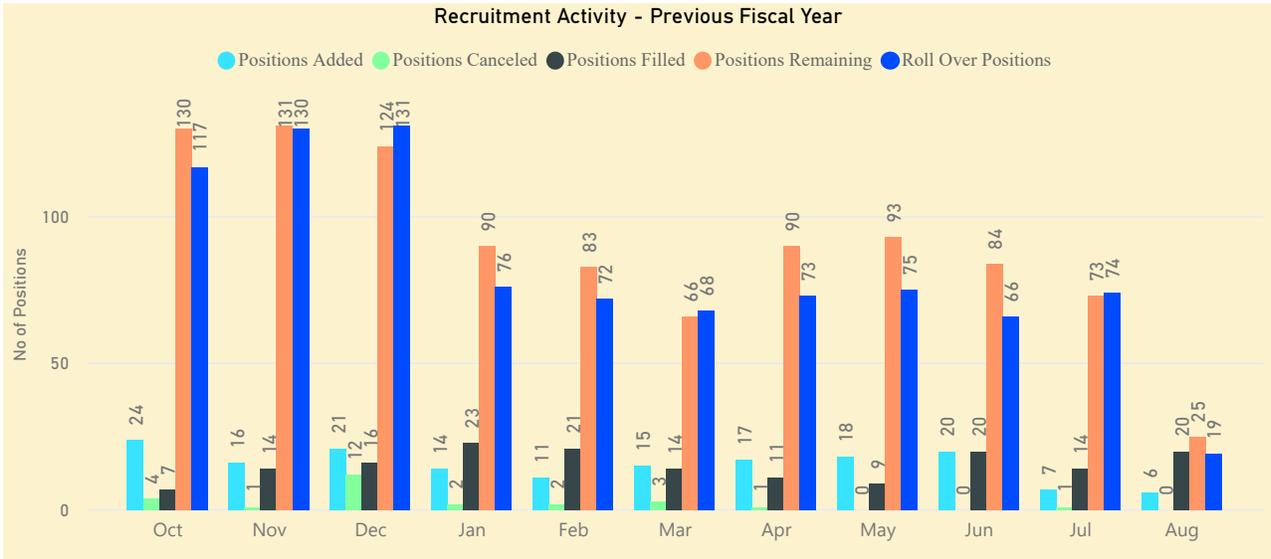


Total SPLASH Contributions to date for August was above target by \$80.

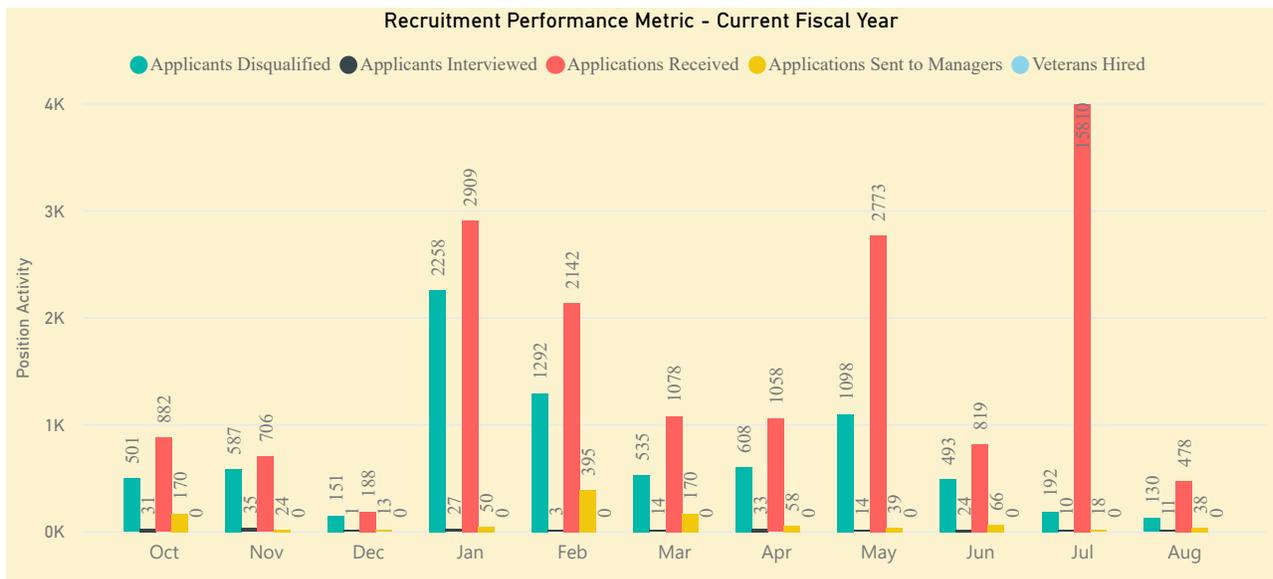
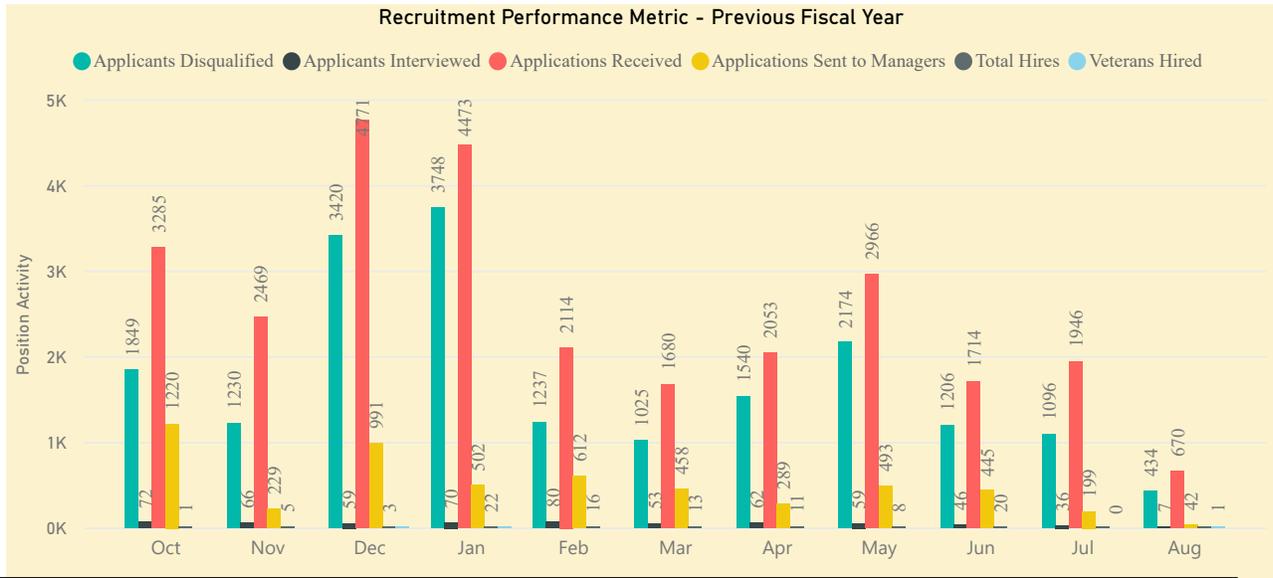
CUSTOMER ASSISTANCE PROGRAM (CAP)



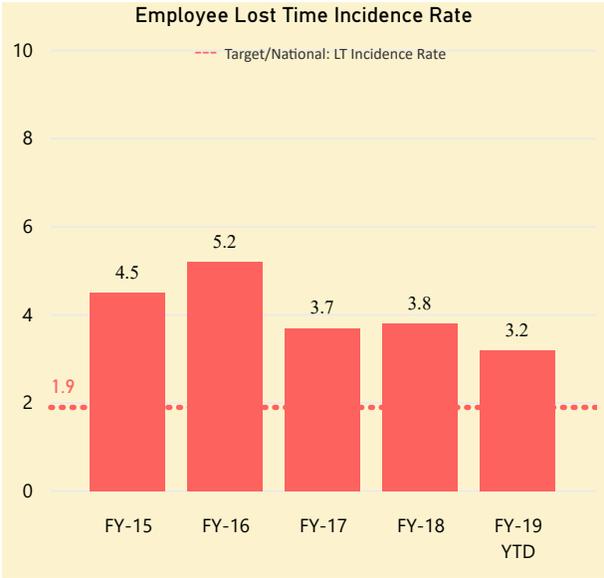
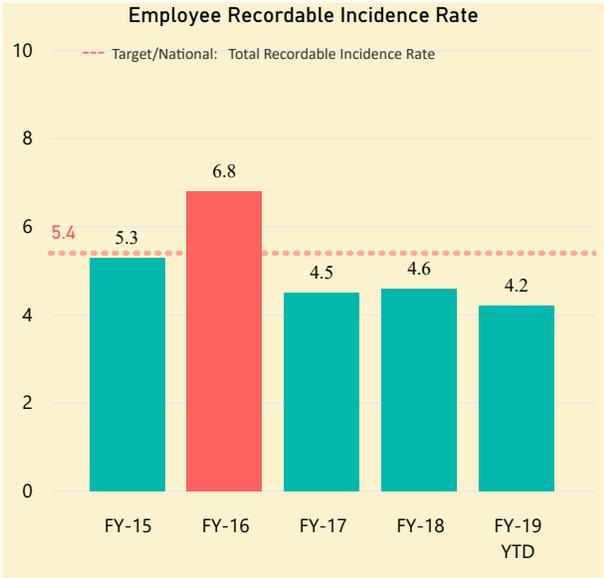
OPERATIONAL HIGHLIGHTS - PEOPLE AND TALENT



OPERATIONAL HIGHLIGHTS - PEOPLE AND TALENT

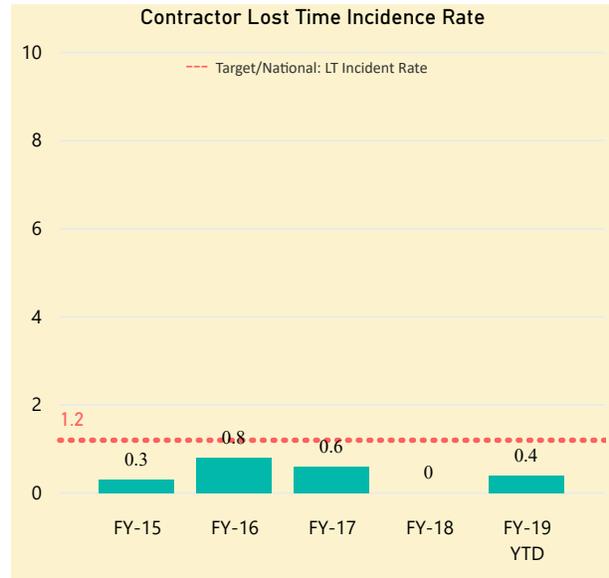
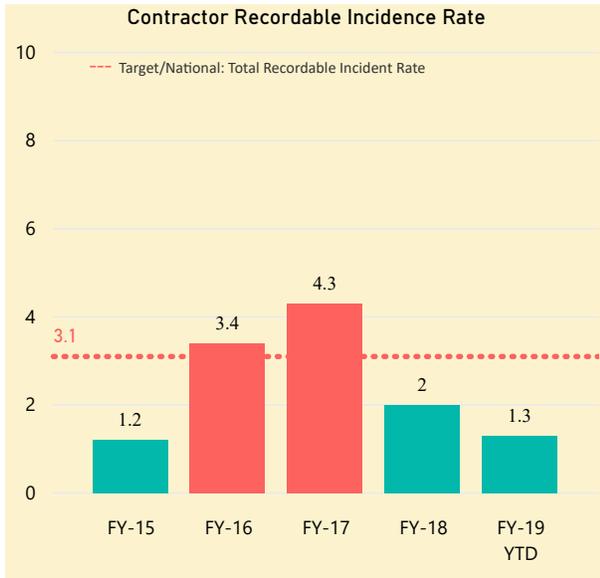


OPERATIONAL HIGHLIGHTS - SAFETY



There have been 34 lost time incidents in FY 2019 YTD

OPERATIONAL HIGHLIGHTS - SAFETY



There have been 2 lost time incidents in FY 2019 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 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, □)

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, □)



Consent Agenda

Summary of Contracts

257th Meeting of the DC Water Board of Directors

Thursday, October 3, 2019

Joint Use Contract

- 1. Resolution No. 19-60, Execute Additional Funds for Option Year Three (3) and Exercise Option Year Four (4) of Contract No. 15-PR-DWT-21, Kuehne Chemical Co., Inc.** The purpose is to add funds in the amount of \$200,000 for Option Year Three and to exercise Option Year Four (4) in the amount of \$3,720,000 for the supply of Sodium Hypochlorite. The total amount is \$3,920,000. **(Recommended by the Environmental Quality and Operations Committee 09/19/19)**

- 2. Resolution No. 19-61, Execute Additional Funds for Option Year One of Contract No. 17-PR-BLOOM-01, Blue Drop.** The purpose of the additional funds is to continue providing sales and marketing service including arranging for trucking, invoicing and tracking sales for the Bloom sales team. The option amount is \$225,000 **(Recommended by the Environmental Quality and Operations Committee 09/19/19)**

- 3. Resolution No. 19-62, Execute Option Year Four (4) of Contract No. 15-PR-DWT-02, Charmay, Inc. dba ServiceMaster of Alexandria.** The purpose of the option is to continue providing a team of professional industrial cleaning crew to thorough clean the wastewater field areas, which houses the processing equipment and systems. The option amount is \$550,000. **(Recommended by the Environmental Quality and Operations Committee 09/19/19)**

- 4. Resolution No. 19-63, Execute Additional Funds to Option Year Two (2) and Exercise Option Year Three (3) of Contract No. 16-PR-HCM-44AC/AD, MB Staffing Services LLC.** The purpose is to execute additional funds in the amount of \$200,000 for Option Year Two (2) and exercise Option Year Three (3) in the amount of \$1,170,026.16 for temporary staffing services. The total amount is \$1,370,026.16. **(Recommended by the Environmental Quality and Operations Committee 09/19/19)**

5. Resolution No. 19-64, Execute Contract No. 18-PR-CFO-56, Applications Software Technology LLC. The purpose of the contract is to purchase a system integration service for the new Oracle Cloud Enterprise Resource Planning software for the duration of implementation and subsequent configuration support period. The contract amount is not-to-exceed \$9,698,930 for the 2 year and 1-month term. **(Recommended by the Environmental Quality and Operations Committee 09/19/19)**

Non-Joint Use Contracts

- 1. Resolution No. 19-66, Execute Contract No. DCFA #502-WSA, Mott MacDonald I&E, LLC.** The purpose of the contract is to provide program management of the water service area Capital Improvements Program (CIP); provide technical support, staff augmentation and support operations of the water service area. The contract amount is \$20,000,000. **(Recommended by the Environmental Quality and Operations Committee 09/19/19)**
- 2. Resolution No. 19-67, Execute Contract No. 19-PR-CCO-44, Utility Metering Solutions (UMS).** The purpose of the contract is to obtain installation services to complete the Water Meter Rehabilitation Program. The contract amount is \$1,919,597.79. **(Recommended by the Environmental Quality and Operations Committee 09/19/19)**

Presented and Adopted: October 3, 2019

SUBJECT: Approval of Appointment of the Officers of the Board

**#19-59
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 October 3, 2019 upon consideration of a joint use matter, decided by a vote of ___ (0) in favor and ___(0) opposed, to take the following action to appoint the Officers of the Board.

WHEREAS, on September 5, 2019, the Board through Resolution #19-47, adopted amendments to the Board of Directors By-Laws, revising the positions of the Officers of the Board to include: Chairperson, First Vice-Chairperson, Second Vice-Chairperson, and Vice Chairpersons for each of the participating jurisdictions of Fairfax County, VA, Montgomery and Prince Georges Counties; and

WHEREAS, pursuant to Section 4.02(c) of the By-Laws, the Alternate Vice-Chairperson for each jurisdiction shall fulfil the duties of their Vice-Chairperson if the Vice-Chairperson is absent or unavailable; and

WHEREAS, pursuant to Section 4.03 of the By-Laws, except for the Chairperson, the Officers of the Board shall serve a one (1) year term commencing upon approval of the Board and terminating on December 31st of each calendar year or until a successor assumed office, unless the Officer resigns or is removed; and

WHEREAS, the Chairperson is selected by the Mayor in the manner required by the Authority’s enabling legislation at D.C. Official Code § 34-2202.04; and

WHEREAS, pursuant to sections 4.01(b) and (c) of the By-Laws, the initial appointment of the First Vice-Chairperson and Second Vice-Chairperson shall be nominated by the Chairperson and the Vice-Chairpersons and Alternates for each participating jurisdiction shall be nominated by the members of their respective jurisdictions; and

WHEREAS, the Board Chairperson has nominated Krystal Brumfield for First Vice-Chairperson and Fariba Kassiri for Second Vice-Chairperson; and

WHEREAS, the Board members of Fairfax County, VA nominate Randy Bartlett for Vice-Chairperson and Sarah Motsch as the Alternate Vice-Chairperson for Fairfax County; and

WHEREAS, the Board members of Prince Georges County nominate Major Riddick, Jr., who is automatically appointed Vice-Chairperson for Prince George’s County as Acting

Chief Administrative Officer for Prince Georges County and Floyd Holt as the Alternate Vice-Chairperson for Prince George's County; and

WHEREAS, the Board members of Montgomery County nominate Fariba Kassiri as the Vice Chairperson and Adam Ortiz as the Alternate Vice-Chairperson for Montgomery County; and

WHEREAS, after consideration of the nominations offered by the Chairperson and the Board members of the respective participating jurisdictions, the Board approves the appointments of the Officers of the Board.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board approves the nominees offered by Chairman Wells and the Board members of the participating jurisdictions as follows:

First Vice-Chairperson:	Krystal Brumfield
Second Vice-Chairperson	Fariba Kassiri
Vice-Chairperson Prince Georges County	Major Riddick, Jr.
Alternate Vice-Chairperson Prince Georges County	Floyd Holt
Vice-Chairperson Montgomery County	Fariba Kassiri
Alternate Vice-Chairperson Montgomery County	Adam Ortiz
Vice-Chairperson Fairfax County	Randy Bartlett
Alternate Vice-Chairperson Fairfax County	Sarah Motsch

This resolution is effective immediately.

Secretary to the Board of Directors

Presented and Approved: October 3, 2019

SUBJECT: Approval to Execute Additional Funds for Option Year Three (3) and Exercise Option Year Four (4) of Contract No. 15-PR-DWT-21, Kuehne Chemical Co., Inc.

**#19-60
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 October 3, 2019 upon consideration of a joint use matter, decided by a vote of ___() in favor and ___() opposed to approve additional funds for Option Year Three (3) and exercise Option Year Four (4) of Contract No. 15-PR-DWT-21, Kuehne Chemical Co., Inc.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute additional funds in the amount of \$200,000 for Option Year Three and to exercise Option Year Four (4) in the amount of \$3,720,000 of Contract No. 15-PR-DWT-21, Kuehne Chemical Co., Inc. Option Year Three funding will be depleted sooner than anticipated due to DC Water's sodium hypochlorite consumption has been above projected plan because of increased volume in incoming plant flow. Option Year Four is to continue the supply of Sodium Hypochlorite. The total amount is \$3,920,000.

This Resolution is effective immediately.

Secretary to the Board of Directors

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

ACTION REQUESTED

GOODS AND SERVICES CONTRACT OPTION YEAR

**Supply and Delivery of Sodium Hypochlorite
(Joint Use)**

This contract action is to add \$200,000.00 in funds to option year 3, and exercise option year 4 in the amount of \$3,720,000.00. These actions total \$3,920,000.00.

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME: Kuehne Chemical Co. Inc. 86 N. Hackensack Ave. S. Kearny, NJ 07032	SUBS: N/A	PARTICIPATION: N/A
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DESCRIPTION AND PURPOSE

Original Contract Value:	\$3,656,900.00
Original Contract Dates:	10-16-2015 – 10-15-2016
No. of Option Years in Contract:	4
Option Year 1 Value:	\$3,804,300.00
Option Year 1 Dates:	10-16-2016 – 10-15-2017
Option Year 2 Value:	\$3,300,000.00
Option Year 2 Dates:	10-16-2017 – 10-15-2018
Option Year 3 Value:	\$3,600,000.00
Option Year 3 Dates:	10-16-2018 – 10-15-2019
Option Year 3 Modification Value:	\$200,000.00
Option Year 3 Modification Dates:	08-01-2019 – 10-15-2019
Option Year 4 Value:	\$3,720,000.00
Option Year 4 Dates:	10-16-2019 – 10-15-2020

Purpose of the Contract:

To supply and deliver sodium hypochlorite. The sodium hypochlorite is used as disinfection and odor control.

Contract Scope:

DC Water has an on-going need for sodium hypochlorite. At the Blue Plains Advanced Wastewater Treatment Facility, it is primarily used for outfall disinfection, but also to control biological growth on multimedia filters, and for odor control in the scrubbers.

Option year 3 funding will be depleted sooner than anticipated for our sodium hypochlorite consumption has been above projected plan due to increased volume in incoming plant flow from heavy rain and activities from ECF/TDPS.

This is the last option year for the contract, DC Water will initiate new sodium hypochlorite solicitation to replace the current contract.

Spending Previous Year:

Cumulative Contract Value:	10-16-2015 to 10-15-2019: \$14,361,200.00
Cumulative Contract Spending:	10-16-2015 to 08-01-2019: \$13,805,867.00

Contractor's Past Performance:

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

No LSB/LSBE participation

PROCUREMENT INFORMATION

Contract Type:	Goods and Services	Award Based On:	Lowest Bid
Commodity:	Chemical	Contract Number:	15-PR-DWT-21
Contractor Market:	Open Market with Preference Points for LBE and LSBE Participation		

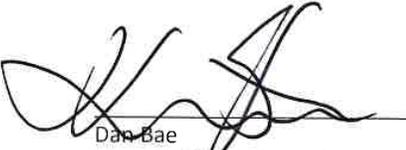
BUDGET INFORMATION

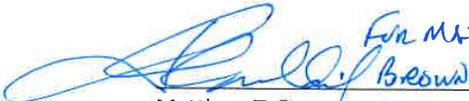
Funding:	Operating	Department:	Wastewater Treatment
Project Area:	Blue Plains AWTP	Department Head:	Aklile Tesfaye

ESTIMATED USER SHARE INFORMATION

User - Operating	Share %	Dollar Amount
District of Columbia	45.15%	\$1,769,880.00
Washington Suburban Sanitary Commission	39.61%	\$1,552,712.00
Fairfax County	9.76%	\$382,592.00
Loudoun Water	4.74%	\$185,808.00
Other (PI)	0.74%	\$29,008.00
TOTAL ESTIMATED DOLLAR AMOUNT	100.00%	\$3,920,000.00

 / 8/29/19
 Aklile Tesfaye Date
 VP of Wastewater Operations

 / 9/5/19
 Dan Bae Date
 VP of Procurement and Compliance

 For Matt Brown / 9/12/19
 Matthew T. Brown Date
 CFO and EVP of Finance and Procurement

 / 9/26/19
 David L. Gadis Date
 CEO and General Manager

Presented and Approved: October 3, 2019

**SUBJECT: Approval to Execute Additional Funds for Option Year
One of Contract No. 17-PR-BLOOM-01, Blue Drop**

**#19-61
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 October 3, 2019 upon consideration of a joint use matter, decided by a vote of ___() in favor and ___() opposed to approve additional funds for Option Year One (1) of Contract No. 17-PR-BLOOM-01, Blue Drop.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute additional for Option Year One of Contract No. 17-PR-BLOOM-01, Blue Drop. The purpose of the additional funds is to continue providing sales and marketing service including arranging for trucking, invoicing and tracking sales for the Bloom sales team. The option amount is \$225,000.

This Resolution is effective immediately.

Secretary to the Board of Directors

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

ACTION REQUESTED

GOODS AND SERVICES CONTRACT OPTION YEAR

**Marketing Services for Bloom Product
(Joint Use)**

This contract action is to add funds into option year 1 in the amount of \$225,000.

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME: Blue Drop 1385 Canal Street, SE Washington, DC 20003	SUBS: N/A	PARTICIPATION: N/A
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DESCRIPTION AND PURPOSE

Base Period Contract Value:	\$300,000.00
Original Contract Dates:	03-13-2017 – 09-30-2018
No. of Option Years in Contract:	1
Option Year 1 Value:	\$400,000.00
Option Year 1 Dates:	10-01-2018 – 09-30-2019
Prior Modification Value	\$250,000.00
Prior Modification Date	05-01-2019 – 09-30-2019
Option Year 1 Add Funds Value:	\$225,000.00
Option Year 1 Add Funds Dates:	08-01-2019 – 09-30-2019

Purpose of the Contract:

To provides sales and marketing services including arranging for trucking, invoicing and tracking sales for the Bloom sales team.

Contract Scope:

DC Water generates approximately 165,000 wet tons per year of biosolids from its Blue Plains Advanced Water Resource Recovery Facility. Our Class A exceptional quality biosolids is trade named Bloom.

DC Water has historically contracted out the hauling and disposition management of Bloom. Blue Drop's engagement decreases these management costs and generates revenue for DC Water. Blue Drop provides marketing, invoicing, and collection services for the Bloom sales team. This is the final year of a three-year agreement.

Spending Previous Year:

Cumulative Contract Value:	03-13-2017 to 09-30-2019: \$950,000.00
Cumulative Contract Spending:	03-13-2017 to 08-08-2019: \$690,737.00

Contractor's Past Performance:

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

No LSB/LSBE participation

PROCUREMENT INFORMATION

Contract Type:	Goods and Services	Award Based On:	Sole Source
Commodity:	Biosolids	Contract Number:	17-PR-BLOOM-01
Contractor Market:	Closed Market		

BUDGET INFORMATION

Funding:	Operating	Department:	Wastewater Treatment
Project Area:	Blue Plains AWTP	Department Head:	Chris Peot

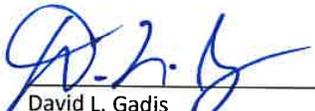
ESTIMATED USER SHARE INFORMATION

User - Operating	Share %	Dollar Amount
District of Columbia	45.15%	\$64,113.00
Washington Suburban Sanitary Commission	39.61%	\$56,246.20
Fairfax County	9.76%	\$13,859.20
Loudoun Water	4.74%	\$6,730.80
Potomac Interceptor	0.74%	\$1,050.80
TOTAL ESTIMATED DOLLAR AMOUNT	100.00%	\$142,000.00


 Akile Tesfaye
 VP of Wastewater Operations
 Date: 9/5/19


 Dan Bae
 VP of Procurement and Compliance
 Date: 9/5/19


 Matthew T. Brown
 CFO and EVP of Finance and Procurement
 Date: 9/12/19


 David L. Gadis
 CEO and General Manager
 Date: 9/26/19

Presented and Approved: October 3, 2019

SUBJECT: Approval to Execute Option Year Four (4) of Contract No. 15-PR-DWT-02, Charmay, Inc. dba ServiceMaster of Alexandria

**#19-62
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 October 3, 2019 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. 15-PR-DWT-02, Charmay, Inc. dba ServiceMaster of Alexandria.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Option Year Four (4) of Contract No. 15-PR-DWT-02, Charmay, Inc. dba ServiceMaster of Alexandria. The purpose of the option is to continue providing a team of professional industrial cleaning crew to thorough clean the wastewater field areas, which houses the processing equipment and systems. The option amount is \$550,000.

This Resolution is effective immediately.

Secretary to the Board of Directors

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

ACTION REQUESTED

GOODS AND SERVICES CONTRACT OPTION YEAR

**Industrial Cleaning Service
(Joint Use)**

Approval to exercise option year 4 for the Industrial Cleaning Service contract for Blue Plains waste water treatment processing equipment areas in the amount of \$550,000.00.

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME: Charmay, Inc. dba ServiceMaster of Alexandria 7551 Fordson Road Alexandria, VA 22306 (LSBE)	SUBS: N/A	PARTICIPATION: 100%
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DESCRIPTION AND PURPOSE

Base Period Contract Value:	\$520,690.34
Original Contract Dates:	10-19-2015 – 10-18-2016
No. of Option Years in Contract:	4
Option Year 1 Value:	\$612,915.87
Option Year 1 Dates:	10-19-2016 – 10-18-2017
Option Year 2 Value:	\$600,000.00
Option Year 2 Dates:	10-19-2017 – 10-18-2018
Option Year 3 Value:	\$100,000.00
Option Year 3 Dates:	10-19-2018 – 10-18-2019
Prior Modification Value:	\$574,349.04
Prior Modification Dates:	02-15-2016 – 10-18-2019
Option Year 4 Value:	\$550,000.00
Option Year 4 Dates:	10-19-2019 – 10-18-2020

Purpose of the Contract:

To provide a team of professional industrial cleaning crew to do thorough routine cleaning of our wastewater treatment field areas, which house our processing equipment and systems.

Contract Scope:

The areas of Industrial Cleaning Service are above and below ground. It covers many different areas of process stations, galleries, labeled piping systems, pumps and associated equipment, conveyance systems and stairwells throughout Blue Plains Wastewater Treatment. If these areas are not serviced, the performance of the process units at Blue Plains will be impacted significantly and could result in equipment damage and disruption of the wastewater treatment process.

This is the final year of the contract and Department of Wastewater Treatment (DWT) and Department of Procurement will review and finalize its new statement of work (SOW) and issue a formal solicitation for the industrial cleaning services.

Spending Previous Year:

Cumulative Contract Value:	10-19-2015 to 10-18-2019: \$2,407,955.25
Cumulative Contract Spending:	10-19-2015 to 08-07-2019: \$2,328,697.78

Contractor's Past Performance:

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

PROCUREMENT INFORMATION

Contract Type:	Goods and Services	Award Based On:	Highest-Ranking Score
Commodity:	Cleaning Services	Contract Number:	15-PR-DWT-02
Contractor Market:	Open Market with Preference Points for LBE and LSBE Participation		

BUDGET INFORMATION

Funding:	Operating	Department:	Wastewater Treatment
Project Area:	Blue Plains AWTP	Department Head:	Aklile Tesfaye

ESTIMATED USER SHARE INFORMATION

User - Operating	Share %	Dollar Amount
District of Columbia	45.15%	\$248,325.00
Washington Suburban Sanitary Commission	39.61%	\$217,855.00
Fairfax County	9.76%	\$53,680.00
Loudoun Water	4.74%	\$26,070.00
Potomac Interceptor	0.74%	\$4,070.00
TOTAL ESTIMATED DOLLAR AMOUNT	100.00%	\$550,000.00

 / 9/15/19
 Aklile Tesfaye Date
 VP of Wastewater Operations

 / 9/15/19
 Dan Bae Date
 VP of Procurement and Compliance

 for Matt / 9/12/19
 Matthew T. Brown Date
 CFO and EVP of Finance and Procurement

 / 9/26/19
 David L. Gadis Date
 CEO and General Manager

Presented and Approved: October 3, 2019

SUBJECT: Approval to Execute Additional Funds to Option Year Two (2) and Exercise Option Year Three (3) of Contract No. 16-PR-HCM-44AC/AD, MB Staffing Services LLC

**#19-63
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 October 3, 2019 upon consideration of a joint use matter, decided by a vote of ___() in favor and ___() opposed to approve additional funds to Option Year Two (2) and exercise Option Year Three (3) of Contract No. 16-PR-HCM-44AC/AD, MB Staffing Services LLC.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute additional funds in the amount of \$200,000 for Option Year Two (2) and exercise Option Year Three (3) in the amount of \$1,170,026.16 of Contract No. 16-PR-HCM-44AC/AD, MB Staffing Services LLC. The purpose of the additional funds and the option year is to continue providing temporary staffing Services for DC Water. The total amount is \$1,370,026.16.

This Resolution is effective immediately.

Secretary to the Board of Directors

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

ACTION REQUESTED

GOODS AND SERVICES CONTRACT MODIFICATION

For Temporary Staffing Services

(Joint Use)

This contract action is to add \$200,000.00 in funds to option year 2, and exercise option year 3 in the amount of \$1,170,026.16. These actions total \$1,370,026.16.

CONTRACTOR/SUB/VENDOR INFORMATION		
PRIME: MB Staffing Services LLC 819 7 th St. Suite 311 Washington, DC 20001 LSBE	SUBS: N/A	PARTICIPATION: 100%
Premier Staffing Source Inc. 4640 Forbes Boulevard, Suite # 200A Lanham, MD 20706 LBE	N/A	100%

DESCRIPTION AND PURPOSE

	<u>MB Staffing</u>	<u>Premier Staffing</u>
Original Contracts Value:	\$200,000.00	\$200,000.00
Original Contracts Dates:	11-01-2016 – 10-31-2017	11-01-2016 – 10-31-2017
No. of Option Years in the contract:	4	4
Contract Modification, Base Year's Value:	\$319,912.31	\$0.00
Contract Modification, Base Year's Dates:	04-01-2017 – 10-31-2017	
Option Year No.1 Value:	\$1,299,689.60	\$100,000.00
Option Year No.1 Dates:	11-01-2017 – 10-31-2018	11-01-2017 – 10-31-2018
Option Year No. 2 Value:	\$2,030,300.00	\$648,862.00
Option Year No. 2 Dates:	11-01-2018 – 10-31-2019	11-01-2018 – 10-31-2019
Option Year 2 Modification Value:	\$187,200.00	\$12,800.00
Option Year 2 Modification Dates:	10-01-2019 – 10-31-2019	10-01-2019 – 10-31-2019
Option Year No. 3 Value:	\$1,009,026.16	\$161,000.00
Option Year No. 3 Dates:	11-01-2019 – 10-31-2020	11-01-2019 – 10-31-2020

Purpose of the Contract:

To supply Temporary Staffing Services for DC Water. The different departments submit individual requests for temporary staffing services as their need arises.

Contract Modification:

This action modifies the current Temporary Staffing contracts by adding funds to Option Year 2 and by exercising Option Year 3. This will incur an additional cost of \$632,833.00 for Operations and \$737,143.16 for Capital Expense, for a total of \$1,370,026.16.

The Option Year 3 amount currently exceeds the budget available for this contract, and the anticipated cost reductions in other line items will be used as needed.

Department-Unit	Budget
Engineering	\$737,143.16
Fleet	\$100,000.00
Customer Svc	\$102,000.00
Dept. Pumping Ops	\$100,000.00
Risk Mgmt.	\$93,683.00
Water Ops	\$92,000.00
General Counsel	\$65,200.00
Waste-Water Treatment	\$60,000.00
Permit Ops	\$20,000.00
TOTAL	\$1,370,026.16

Spending Previous Year:

Cumulative Contracts' Value: 11-01-2016 to 10-31-2019: \$ 4,798,763.91
 Cumulative Contracts' Spending: 11-01-2016 to 09-03-2019: \$ 4,294,151.47

Contractor's Past Performance:

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

PROCUREMENT INFORMATION

Contract Type:	Fixed Hourly Rate	Award Based On:	Highest Ratings
Commodity:	Good and Services	Contract Number:	16PRHCM44AC/AD
Contractor Market:	Open Market with Preference Points for LBE and LSBE Participation		

BUDGET INFORMATION

Funding:	Operating	Department:	HCM
Project Area:	DC Water Wide	Department Head:	Keith Lindsey

ESTIMATED USER SHARE INFORMATION

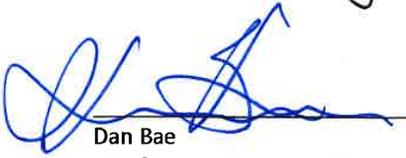
User – Operating	Share %	Dollar Amount
District of Columbia	84.61%	\$535,482.31
Washington Suburban Sanitary Commission	11.11%	\$70,313.30
Fairfax County	2.74%	\$17,340.99
Loudoun Water	1.33%	\$8,417.34
Other (PI)	0.21%	\$1,329.05
TOTAL ESTIMATED DOLLAR AMOUNT	100.00%	\$632,883.00

BUDGET INFORMATION

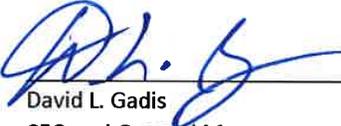
Funding:	Capital	Department:	Waste Water Engineering
Project Area:	Waste Water Engineering	Department Head:	Algyon Collymore

User - FQ44021-CAPM0040-CW44055-GIBP0040-GR13320-GR13320	Share %	Dollar Amount
District of Columbia	41.22%	\$303,850.41
Washington Suburban Sanitary Commission	45.84%	\$337,906.42
Fairfax County	8.38%	\$61,772.60
Loudoun Water	3.73%	\$27,495.44
Other (PI)	0.83%	\$6,118.29
TOTAL ESTIMATED DOLLAR AMOUNT	100.00%	\$737,143.16

 9/6/2019
Date
Keith Lindsay
EVP Human Capital Management (Acting)

 9/6/19
Date
Dan Bae
VP of Procurement and Compliance

For Matt Brown
 9/13/19
Date
Matthew T. Brown
CFO and EVP of Finance and Procurement

 9/26/19
Date
David L. Gadis
CEO and General Manager

Presented and Approved: October 3, 2019
SUBJECT: Approval to Execute Contract No. 18-PR-CFO-56,
Applications Software Technology LLC

#19-64
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 October 3, 2019 upon consideration of a joint use matter, decided by a vote of ___() in favor and ___() opposed to approve Contract No. 18-PR-CFO-56, Applications Software Technology LLC.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Contract No. 18-PR-CFO-56, Applications Software Technology LLC. The purpose of the contract is to purchase a system integration service for the new Oracle Cloud Enterprise Resource Planning software for the duration of implementation and subsequent configuration support period. The contract amount is not-to-exceed \$9,698,930 for the 2 year and 1-month base term.

This Resolution is effective immediately.

Secretary to the Board of Directors

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

ACTION REQUESTED

GOODS AND SERVICES CONTRACT AWARD

**System Integration Service for new Enterprise Resource Planning (ERP) Software
(Joint Use)**

Approval to execute a contract award for the system integration service of new ERP Software in the amount of not-to-exceed \$9,698,930.00 for the 2-year and 1-month base term.

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME: Applications Software Technology LLC 4343 Commerce Court, Suite 701, Lisle, Illinois 60532	SUBS: N/A	PARTICIPATION: N/A
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DESCRIPTION AND PURPOSE

Original Contract Value: \$9,698,930.00
 Base-Term of Contract: 10-03-2019 – 10-30-2021 (2-year and 1-month Base Term)
 No. of Option Years in Contract: 0 option

Purpose of the Contract:

The purpose of this contract is to purchase a system integration service for the new Oracle Cloud ERP software for the duration of implementation and subsequent configuration support period.

Contract Scope:

DC Water selected and purchased the Oracle Cloud ERP software service for its future financial, HCM, and Procurement system. Applications Software Technology LLC will provide the system integration service to design, configure, test, and launch the software as well as providing the configuration support service until the end of FY21 to assist DC Water with the first year-end closure process with the new ERP software. The contract value includes \$496,000.00 (4,000 hours) of allowance for any change orders resulting from possible scope changes during the project.

Supplier Selection:

A Request for Proposal (RFP) was issued in September 2018 and 9 proposals were received. 4 firms were down-selected for the negotiation rounds that included extensive product demonstrations and oral presentations. DC Water selected in March 2019 Oracle Cloud ERP as the new ERP software and Applications Software Technology LLC as the system integrator after extensive rounds of reviews and negotiations.

No LSBE participation

PROCUREMENT INFORMATION

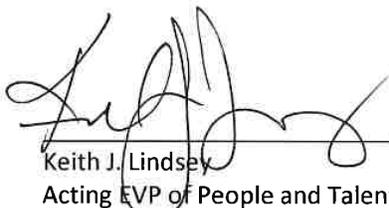
Contract Type:	Goods / Services	Award Based On:	Best Value
Commodity:	Software	Contract Number:	18-PR-CFO-56
Contractor Market:	Open Market with Preference Points for LBE and LSBE participation		

BUDGET INFORMATION

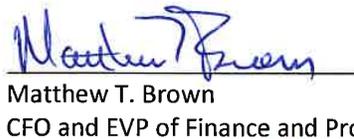
Funding:	Capital	Departments:	Finance, Procurement and People & Talent
Service Area:	DC Water-wide	Department Heads:	Matthew Brown and Keith Lindsey

ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	78.67%	\$7,630,148.23
Washington Suburban Sanitary Commission	16.18%	\$1,569,286.87
Fairfax County	3.30%	\$320,064.69
Loudoun Water	1.56%	\$151,303.31
Other (PI)	0.29%	\$28,126.90
TOTAL ESTIMATED DOLLAR AMOUNT	100.00%	\$9,698,930.00

 , 9/10/19
 Keith J. Lindsey Date
 Acting EVP of People and Talent

 , 9/18/19
 Dan Baj Date
 VP of Procurement and Compliance

 , 9/19/2019
 Matthew T. Brown Date
 CFO and EVP of Finance and Procurement

 , 9/26/19
 David L. Gadis Date
 General Manager and CEO

Presented and Adopted: October 3, 2019

SUBJECT: Approval for Additional Transfer to Pay-Go Financing for the AMI Project and the Remaining Cash for Carry-over to FY 2020.

#19-65
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 October 3, 2019, upon consideration of a joint-use matter decided by a vote of ___() in favor and ___() opposed, to approve the following action with respect to an additional transfer of eight million nine hundred fifty-three thousand dollars (\$8,953,000) to Pay-Go Financing as follows: two million nine hundred thousand dollars (\$2,900,000) for the AMI Project and the total remaining cash of six million fifty-three thousand dollars (\$6,053,000) for carry over to Fiscal Year 2020.

WHEREAS, the Board at its meeting December 4, 1997 approved Resolution #97-121, establishing 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 February 3, 2011, the Board, in Resolution #11-22, approved specific guidance on the critical decision making for financing and use of excess cash for the capital program(Pay-Go) with approval of the "Pay-As-You-Go" Capital Financing Policy; and

WHEREAS, on May 23, 2019, the Finance and Budget Committee met and the General Manager presented the FY 2019 Operating and Capital Budget Year-End Projections, which projected a FY 2019 net cash surplus of \$16.953 million; and

WHEREAS, on June 27, 2019, the Finance and Budget Committee met to consider the proposed use for the FY 2019 projected net cash surplus to the Rate Stabilization Fund and the remaining balance to PAYGO; and

WHEREAS, on June 27, 2019, the General Manager projected the FY 2019 net cash surplus of sixteen million nine hundred fifty-three thousand dollars (\$16,953,000) and recommended the transfer of six million dollars (\$6,000,000) of the net projected cash surplus to the Rate Stabilization Fund and remainder ten million nine hundred fifty-three thousand dollars (\$10,953,000) to Pay-Go financing as follows: two million three hundred sixteen thousand dollars (\$2,316,000) for biosolids curing pad, two million dollars (\$2,000,000) for ERP and six million six hundred thirty-seven thousand dollars (\$6,637,000) for Clean Rivers; and

WHEREAS, on June 27, 2019, upon further discussion and consideration of the General Manager's recommendation, the Finance and Budget Committee recommended the transfer of six million dollars (\$6,000,000) from the Authority's projected net cash surplus for FY 2019 to the Rate Stabilization Fund, two million dollars (\$2,000,000) to Pay-Go financing for ERP, and the remaining balance of approximately eight million nine hundred fifty-three thousand dollars (\$8,953,000) in cash to be carried over to the next Fiscal Year until the Board decides its allocation; and

WHEREAS, on June 27, 2019, upon further discussion and consideration of the Manager's recommendation, the Finance and Budget Committee decided to defer the recommendation of the FY 2019 additional transfer to Pay-Go Financing for the AMI Project and the remaining cash for carry-over to FY 2020 and that the Committee and the Board would provide direction regarding these proposals in the future; and

WHEREAS, on September 26, 2019, the Finance and Budget Committee met to consider the proposed use for the FY 2019 additional transfer to Pay-Go financing for the AMI Project and the remaining cash for carry-over to FY 2020; and

WHEREAS, on September 26, 2019, the General Manager projected the additional transfer to Pay-Go financing and the remaining cash for carry-over to FY 2020 of eight million nine hundred fifty-three thousand dollars (\$8,953,000) as follows: two million nine hundred thousand dollars (\$2,900,000) for the AMI Project and the total remaining cash of six million fifty-three thousand dollars (\$6,053,000) for carry over to FY 2020; and

WHEREAS, on September 26, 2019, upon further discussion and consideration of the General Manager's recommendation, the Finance and Budget Committee recommended the transfer of the remaining cash for carry-over to FY 2020 of eight million nine hundred fifty-three thousand dollars (\$8,953,000) as follows: two million nine hundred thousand dollars (\$2,900,000) for the AMI Project and the total remaining cash of six million fifty-three thousand dollars (\$6,053,000) for carry over to FY 2020.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board approves the transfer of the remaining balance of approximately eight million nine hundred fifty-three thousand dollars (\$8,953,000) to Pay-Go financing as follows: two million nine hundred thousand dollars (\$2,900,000) for the AMI Project and the total remaining cash of six million fifty-three thousand dollars (\$6,053,000) for carry over to FY 2020.
2. This resolution is effective immediately.

Secretary to the Board of Directors

Presented and Approved: October 3, 2019

SUBJECT: Approval to Execute Contract No. DCFA #502-WSA, Mott MacDonald I&E, LLC

**#19-66
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 October 3, 2019 upon consideration of a non-joint use matter, decided by a vote of ___() in favor and ___() opposed to approve Contract No. DCFA #502-WSA, Mott MacDonald I&E, LLC.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Contract No. DCFA #502-WSA, Mott MacDonald I&E, LLC. The purpose of the contract is to provide program management of the water services area Capital Improvements Program (CIP); provide technical support, staff augmentation and support operations of the water service area. The contract amount is \$20,000,000.

This Resolution is effective immediately.

Secretary to the Board of Directors

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

ACTION REQUESTED

ENGINEERING SERVICES:

**Engineering Program Management Consultant 2F
(Non-Joint Use)**

Approval to execute an architectural and engineering services contract for \$20,000,000.

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME:	SUBS:	PARTICIPATION:
Mott MacDonald I&E, LLC The Nature Conservancy Building 4245 N. Fairfax Drive Suite 800 Arlington, VA 22203	McKissack & McKissack Washington, DC	MBE 18.0%
	DM Enterprises of Baltimore Baltimore, MD	MBE 5.0%
	C.C. Johnson & Malhotra, P.C. Washington, DC	MBE 5.0%
	Creative Pages Sterling, VA	WBE 2.0%
	SZ PM Consultants, Inc. Washington, DC	WBE 2.0%

DESCRIPTION AND PURPOSE

Contract Value: \$20,000,000
 Contract Time: 1,825 Days (5 Years, 0 Months)
 Anticipated Contract Start Date: 01-01-2020
 Anticipated Contract Completion Date: 12-31-2024

Other firms submitting proposals/qualification statements: None*

*This contract was public noticed for 60 days in four advertisements and we received only one qualified proposal.

Purpose of the Contract:

To provide program management of the water service area Capital Improvements Program (CIP); provide technical support, staff augmentation and support operations of the water service area.

Contract Scope:

- Program management of the water service area CIP, including but not limited to;
 - Annual updates to the water CIP
 - Develop distribution system Master Planning documents
 - Develop programs for pipeline assessment, rehabilitation and/or replacement
 - Identify system facilities and distribution requirements
 - Manage overall planning of projects within the CIP
- Provide technical support to the water service area, including but not limited to;
 - Conduct review of third party submittals
 - Conduct tri-annual inspection of reservoirs and elevated tanks
 - Maintain water distribution system hydraulic model and provide GIS management support
- Augment DC Water staff with experienced & qualified technical resources and Project Managers
- Support operational departments
 - Provide technical expertise pertaining to existing or proposed assets and facilities
 - Provide technical support for development of SOPs, Job Plans, O&M Manuals and other guidance documents.

PROCUREMENT INFORMATION

Contract Type:	Cost Plus Fixed Fee	Award Based On:	Highest Ranking Score
Commodity:	Engineering Services	Contract Number:	DCFA# 502-WSA
Contractor Market:	Open Market		

BUDGET INFORMATION

Funding:	Capital	Department:	Engineering and Technical Services
Service Area:	Water	Department Head:	Craig Fricke
Project:	AY, FA, FT, KV, MQ, QF		

ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	100.00%	\$20,000,000.00
Federal Funds	0.00%	\$
Washington Suburban Sanitary Commission	0.00%	\$
Fairfax County	0.00%	\$
Loudoun County & Potomac Interceptor	0.00%	\$
Total Estimated Dollar Amount	100.00%	\$20,000,000.00

 _____, 9.6.19
 Leonard R. Benson Date
 Senior Vice President, Chief Engineer

 _____, 9.10.19
 Dan Bae Date
 VP of Procurement and Compliance

FOR DAN BAE

 _____, 9/12/19
 Matthew T. Brown Date
 CFO and EVP of Finance and Procurement

 _____, 9/26/19
 David L. Gadis Date
 CEO and General Manager

Presented and Approved: October 3, 2019
SUBJECT: Approval to Execute Contract No. 19-PR-CCO-44, Utility Metering Solutions (UMS)

#19-67
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 October 3, 2019 upon consideration of a non-joint use matter, decided by a vote of ___() in favor and ___() opposed to approve Contract No. 19-PR-CCO-44, Utility Metering Solutions (UMS).

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Contract No. 19-PR-CCO-44, Utility Metering Solutions (UMS). The purpose of the contract is to obtain installation services to complete the Water Meter Rehabilitation Program. The contract amount is \$1,919,597.79.

This Resolution is effective immediately.

Secretary to the Board of Directors

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

ACTION REQUESTED

GOODS AND SERVICES CONTRACT AWARD

**METER AND ADVANCED METERING INFRASTRUCTURE (AMI) INSTALLATION SERVICES
(Non - Joint Use)**

Approval to execute contract award for Meter and Advanced Metering Infrastructure (AMI) Installation services in the amount of \$1,919,597.79.

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME: Utility Metering Solutions (UMS) 7200 Falls of Neuse Road Suite 100 Raleigh, NC 27615	SUBS: S&J Service, Inc. 5133 Frolich Lane Hyattsville, MD 20781	PARTICIPATION: 0.04%
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DESCRIPTION AND PURPOSE

Original Contract Value:	\$1,919,597.79
No. of Option Years:	0
Anticipated Contract Start Date:	10-14-2019
Anticipated Base Period Completion	04-30-2020
Proposals Received:	3
Proposal Price Range:	\$1,114,101.00 - \$2,253,640.00
Preference Points Received:	0

Purpose of the Contract:

The purpose of this contract is to obtain installation services to complete the Water Meter Rehabilitation Program. The goal is to mitigate manual reading and estimation of customer accounts and complete a high volume of replacement prior to the winter season. The proposed awardee, Utility Metering Solutions (UMS), would install meters, meter transmission units (MTUs), and pit lids for select outdoor accounts.

Contract Scope:

The awardee will provide services including, but not limited to:

- Small meter installation (5/8"-2") – amounting 7,884 accounts
- MTU installation and programming – amounting 7,884 accounts
- Subcontract plumbing repairs and manage repair schedules
- Survey and repair of atypical scenarios (e.g., collapsed pits)
- Scheduling and managing customer appointments

Supplier Selection:

Three firms submitted proposals in response to the solicitation. The firms met DC Water’s technical requirements including: field deployment methodology, quality assurance, staffing and recruiting, approach to challenging installations, and relevant experience.

UMS submitted the highest technically rated proposal based on the ability to meet the schedule with the necessary experienced resources. UMS offered a fixed fee contract of \$1,594,155.00 in their proposal. 70% of meters are anticipated to be replaced under the fixed fee arrangement. With the additions of plumbing repairs (with a 15% markup), a meter survey fee for installations returned to utility, time and materials remediation on 30% of meters, the e-waste disposal fee, and a performance bonus for installations completed prior to December 1st, 2019, DC Water estimates the total UMS contract value at \$1,919,597.79. These estimates are based on industry benchmarks and the RTU results from the previous meter and MTU installation projects. The lowest price vendor could only commit 9 resources to the project supplemented with overtime hours and could not commit to the project mobilization requirement of mid-October. UMS committed to 18 project resources with the ability to add more and mobilization by mid-October.

Savings:

UMS’s original price submitted in the amount of \$2,253,540.00. Through negotiations, UMS decreased its price by \$334,042.21

LSBE participation – plumbing repairs as required

PROCUREMENT INFORMATION

Contract Type:	Fixed Price with Time and Materials	Award Based On:	Highest Rated Proposal
Commodity:	Goods and Services	Contract Number:	19-PR-CCO-44
Contractor Market:	Limited Competition with Preference Points for LBE and LSBE participation		

BUDGET INFORMATION

Funding:	Capital Equipment / Pay-Go	Department:	Customer Care
Service Area:	DC Water	Department Head:	Armon Curd

ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	100.00%	\$1,919,597.79
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%	\$0.00

 _____, 9/19/19
 Armon Curd Date
 EVP Customer Experience

 _____, 9/19/19
 Dan Bae Date
 VP of Procurement and Compliance

 _____, 9/26/19
 Matthew T. Brown Date
 CFO and EVP of Finance and Procurement

 _____, 9/26/19
 David L. Gadis Date
 CEO and General Manager