



**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
258th MEETING OF THE BOARD OF DIRECTORS**

Thursday, November 7, 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 October 3, 2019 Meeting Minutes**
- IV. **Chairman's Overview**
- V. **Committee Reports**
 1. **Environmental Quality and Operations Committee (Adam Ortiz)**
 2. **DC Retail Water and Sewer Rates Committee (Rachna Bhatt)**
 3. **Audit Committee (Floyd Holt)**
 4. **Finance and Budget Committee (Major Riddick)**
 5. **Human Resources and Labor Relations Committee (Emile Thompson)**
- VI. **Issues of General Interest**
- VII. **CEO/General Manager's Report (David Gadis)**
 - **Beehive Presentation**
- VIII. **Contract Summary (FYI)**
- IX. **Administrative Item**
 1. **Ratification of Appointment of the Executive Vice President, Legal Affairs – Resolution No. 19-69 (Recommended by the Human Resource and Labor Relations Committee 11/05/19)**
- X. **Consent Items (Joint Use)**
 1. **Approval to Exercise Option Year Three of Contract No. 16-PR-HCM-26, Connecticut General Life Insurance – Resolution No. 19-70 (Recommended by the Human Resource and Labor Relations Committee 11/05/19)**

2. [Approval to Execute Contract No. 19-PR-DPT-31, Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc. – Resolution No. 19-71](#) (Recommended by the Human Resource and Labor Relations Committee 11/05/19)
3. [Approval to Exercise Option Year One of Contract No. 16-PR-HCM-28, Delta Dental of the District of Columbia – Resolution No. 19-72](#) (Recommended by the Human Resource and Labor Relations Committee 11/05/19)
4. [Adoption of Collective Bargaining Agreement on Working Conditions between DC Water and NAGE Local R3-06 – Resolution No. 19-73](#) (Recommended by the Human Resource and Labor Relations Committee 11/05/19)

XI. Consent Items Non-Joint Use

1. [Approval to Publish Notice of Proposed Rulemaking for Proposed Amended Permit Service Fees & Charges - Resolution No. 19-74](#) (Recommended by the DC Water and Sewer Rates Committee 10/22/19)
2. [Approval to Execute a Modification and Exercise Option Year One of Contract No. 19-PR-CFO-55, Bank of America Merchant Services - Resolution No. 19-75](#) (Recommended by the Finance and Budget Committee 10/24/19)

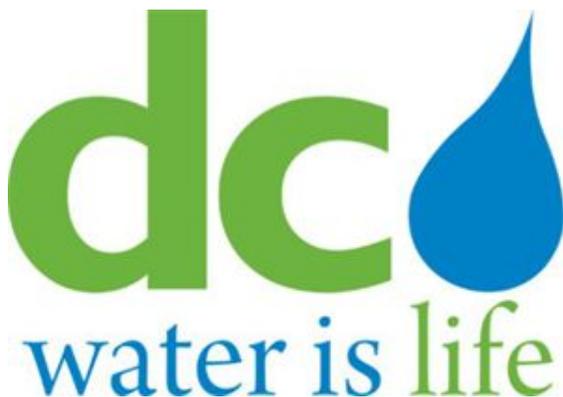
XII. Executive Session

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

- Governance Committee, Wednesday, November 13, 2019 @ 9:00 a.m.
- DC Retail Water and Sewer Rates Committee – Tuesday, November 19, 2019 @ 9:30 a.m.
- Finance and Budget Committee, Tuesday, November 19, 2019 @ 11:00 a.m.
- Environmental Quality and Operations Committee – Thursday, November 21, 2019 @ 9:30 a.m.



**District of Columbia
Water and Sewer Authority**

Board of Directors

**Environmental Quality and Operations
Meeting**

Thursday, October 17, 2019

9:34 a.m.

MEETING SUMMARY

Committee Members

Adam Ortiz, Chairperson
Howard Gibbs
Randy Bartlett
Joseph Gill (teleconference)
Steven Shofar
Ivan Frishberg

DC Water Staff Present

Leonard Benson, Chief Engineer
Gregory Hope, General Counsel
Linda Manley, Secretary to the Board
Matthew Brown, EVP Finance & Procurement

I. CALL TO ORDER

Mr. Ortiz called the meeting to order at 9:34 A.M.

II. OVERVIEW OF FY19 – FY28 CIP

Mr. Matthew Brown, EVP Finance & Procurement, DC Water, stated that the reason for this update was so newer members of the EQ&O Committee could get up to date regarding DC Water’s previously approved, 10-yr Capital Improvement Plan (CIP). He mentioned that work with the Committee on the 10-yr CIP started in February/March 2018 with the adoption of a ‘Modified’ Baseline CIP budget of \$4.9B, starting in FY21.

Mr. Len Benson, SVP and Chief Engineer, DC Water provided a briefing to the Committee regarding DC Water’s 10-year CIP lifetime budget from FY 2019 to FY 2028. He summarized the overall objectives of the \$4.9B (\$4.4B Capital Projects plus \$500M additional Capital Program) 10-year CIP plan as follows:

- Build remaining DCCR tunnels to continue to dramatically improve the health of District waterways, meet consent decree requirements and reduce flooding risk in Northeast DC
- Rehabilitate wastewater treatment facilities to ensure meeting permit requirements and protect the Potomac River and Chesapeake Bay
- Achieve 1% replacement of water lines per year, to improve water quality, maintain fire protection and help reduce number of water main breaks
- Ramp up to 1% rehabilitation of sewer pipes per year, and upgrade pump stations to

- prevent failures and service disruptions
- Maintain equipment reliability for operational facilities, large vehicles, renovations and technology software/hardware projects to ensure delivery of critical water and sewer services
- Address critical infrastructure needs at the Washington Aqueduct to continue to meet EPA safe drinking water requirements
- Replace HVACs and roofs and upgrades to Main & O sea-wall, historic restoration work and other non-process facilities
- Rehabilitate stormwater pump stations that protect low lying roadways from flooding

Mr. Benson also summarized the funding status of the approved, Modified Baseline CIP, by service area, as follows:

- DC Clean Rivers (DCCR) – fully funded
- Wastewater – fully funded
- Water –
 - Pump Stations & Storage Facilities – generally funded
 - Small Diameter Water Mains – underfunded (funded to meet 1% per year replacement level)
 - Large Diameter Water Mains – Generally funded
- Sewer –
 - Pump Stations – fully funded
 - Sewer lines < 60" diameter – underfunded (funded to ramp up to 1% per year rehabilitation level by FY23)
 - Sewer lines ≥ 60" diameter – generally funded

This Modified Baseline CIP balances financial and affordability concerns with additional investment in DC Water's assets that begin to address aging water and sewer infrastructure needs. This budget will be used to accomplish the following (by service area):

- Non-process Facilities (\$58M increase)
 - Additional facilities needs including HVAC and roof rehabilitation
- Wastewater (\$95M increase)
 - Upgrades to effluent filter, secondary and nitrification treatment processes
- Stormwater (\$35M increase)
 - Upgrading stormwater pump stations, increasing from \$1M/year to an average of \$5M/year from FY20 onwards
- Sanitary sewers (\$314M increase)
 - Condition Assessment
 - Local Sewers (<60"), from 35mi/yr to 69mi/yr (50-yr cycle to 25-yr cycle)
 - Major Sewers (≥60"), from 7mi/yr to 11mi/yr (25-yr cycle to 15-yr cycle)
 - Rehabilitation
 - Local Sewers (<60"), from 6mi/yr to 17.5mi/yr
 - Major Sewers (≥60"), funds address what we know or expect to find
 - Sewer on-going (funding for emergency repairs), increased by 32% (from \$11M/yr to \$14.5/yr)
- Water (\$154M increase)
 - Rehabilitation
 - Small Diameter Water Mains (<16"), from 8mi/yr to 11mi/yr
 - Lead Service Line Replacement, from 150 to 1000 in public space
 - Water on-going (funding for emergency repairs), increased by 45% (from \$11M/yr to \$16M/yr)

Mr. Benson next highlighted the average age and service life expectations for the Sanitary Sewer System and Water Distribution System as follows:

- Sanitary Sewer System – average age of 82 years including 541 miles of small diameter vitrified clay pipe with approximately 20 years of remaining service life
- Water Distribution System – average age of 81 years including 369 miles of unlined spun cast iron pipe with 19 years remaining service life and 331 miles of unlined pit cast iron pipe with 14 years remaining service life

Mr. Benson also presented to the Committee visual examples of typical water and sewer failures. Mr. Benson concluded by highlighting the importance and benefits of proactive investments in DC Water's infrastructure as follows:

- Proactive investment strategies minimize DC water direct cost and social and environmental (i.e., community impact) costs
- Emergency repairs on linear assets do not extend the service life of the repaired asset
- Repeated emergency repairs and associated impacts can negatively impact DC Water's reputation and customer confidence

The Committee inquired whether the rate of failure of assets in the water distribution and wastewater collection system was increasing. Mr. Benson replied in the affirmative and stated that water main breaks alone were increasing at a rate of 2% every year. The Committee requested DC Water provide an update regarding trends in sewer failures.

The Committee also inquired if, with the approved Modified Baseline CIP budget, there would be an annual increase in rates. Mr. Matthew Brown, EVP Finance & Procurement, DC Water, stated that would be the case starting in FY21 onwards. The Committee next inquired if it would be possible to visualize the effects on risk of different water main and sewer replacement scenarios (i.e., if replacement percentages are <1%, equal to 1%, > 1%..etc). Mr. Benson replied DC Water would provide such an update in a future Committee meeting.

In conclusion, the Committee stated that it expects and needs the Authority's senior management to take an increased leadership role in the effort to communicate to the District's ratepayers and their elected representatives, the necessity of this adopted 10-year Capital Improvement Program to the District and the critical role it plays for the welfare and wellbeing of its residents.

III. AWTP STATUS UPDATES

1. BPAWTP Performance

Mr. Aklile Tesfaye, Vice President, Wastewater Operations, DC Water, reported on the performance of the Blue Plains Advanced Wastewater Treatment Plant (AWWTP) (by exception). Mr. Tesfaye stated that all performance parameters were excellent and all permit requirements were met.

IV. BIOSOLIDS MANAGEMENT PROGRAM – O&M COST SAVINGS

Mr. Tesfaye also gave an update on the performance of the current Biosolids Management Program with Class A Solids Processing Facilities. This update was given as a response to the

Committee's request to provide an overall assessment of the program with respect to its operating cost versus cost savings and revenue generated.

Mr. Tesfaye described the major components of the current Class A Biosolids Processing Facilities and provided comparison to the Class B Biosolids Processing Facilities, used prior to the full commissioning of the Class A facilities in February of 2015. In addition to reducing O&M cost, he highlighted other objectives of the program including:

- Hedge against risks associated with land application of Class B biosolids;
- Increase diversity of product to create alternative beneficial use of biosolids, such as marketing Bloom as a soil amendment;
- Hedge against electricity cost uncertainty; and
- Reduce carbon footprint

Mr. Tesfaye stated that the average O&M cost saving - due to the implementation of the current Biosolids Management Program - is approximately \$14M per year based on actual cost data for fiscal years 16, 17, and 18. The cost savings are in relation to the estimated O&M cost, if the Authority had continued using Class B Solids Processing Facilities.

Mr. Tesfaye concluded his update by listing the value additions of the Biosolids Program including:

- Additional O&M cost reduction and revenue due to marketing of Bloom as a soil amendment;
- Revenue generated from sales of Renewable Energy Credits (RECs)
- Reduction in PEPCO and PJM capacity charge due to on -site generation of electrical energy;

These value additions generate savings of over \$1.5M per year per to bring the total average savings to over \$15M/year.

V. DC CLEAN RIVERS PROJECT QUARTERLY UPDATE

Mr. Carlton Ray, Director, DC Clean Rivers Project (DCCR), gave a briefing on the status of the DCCR project to the Committee (by exception). In particular, he highlighted the construction progress of the Division J Northeast Boundary Tunnel (NEBT) and shared a video by the Chesapeake Bay Magazine featuring the NEBT in their press segment. Mr. Ray also highlighted progress of other portions of the Division J projects, including, construction progress on Mt. Olivet Road, W Street, Rhode Island Ave, 4th Street, T Street, Florida Ave, R Street as well as construction progress of the Pumping Station.

VI. OTHER BUSINESS/EMERGING ISSUES

None.

VII. EXECUTIVE SESSION

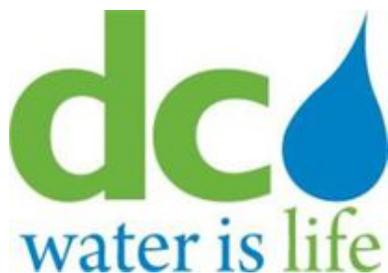
None.

VIII. ADJOURNMENT

Meeting adjourned at 11:30 a.m.

Follow-up Items

1. Senior Vice President & Chief Engineer: Provide an update regarding trends in sewer failures
2. Senior Vice President & Chief Engineer: Provide an update on the effects on risk of different water main and sewer replacement scenarios (i.e., if replacement percentages are <1%, equal to 1%, > 1%..etc).



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY
Board of Directors**

DC Retail Water and Sewer Rates Committee

Tuesday, October 22, 2019

9:30 a.m.

MEETING MINUTES

Committee Members in Attendance

Rachna Bhatt, Chairperson
Tommy Wells, Chairman
Krystal Brumfield
Howard Gibbs
David Franco
Reverend Dr. Kendrick Curry
Ivan Frishberg
Jed Ross

DC Water Staff

David L. Gadis, CEO/General Manager
Matthew Brown, CFO/EVP Finance & Procurement
Gregory Hope, Interim EVP, Office of Legal Affairs
Linda Manley, Secretary to the Board

Committee Members Via Telephone

Anthony Giancola

Call to Order

Chairperson Rachna Bhatt convened the meeting at 9:36 a.m.

Average Residential Household Consumption Trends Update (Attachment A)

Mr. Brown, CFO/EVP Finance & Procurement, greeted the Committee and stated that the first presentation would be a joint one by him and, Leonard Benson, SVP/Chief Engineer, Department of Engineering & Technical Services (DETS). He noted that DC Water had begun discussions about the FY2021 Budget with the Environmental Quality & Operations Committee (EQ&OPS) with a presentation about infrastructure needs and the capital improvement program. He said that this conversation would continue in the Retail Rates Committee meeting today and this fall with discussions about revenue assumptions and consumption trends, and affordability and rates.

Mr. Brown began the presentation about average residential household consumption trends. He provided information about volumetric charges that are billed in Centum Cubic Feet (Ccf) and fixed charges that include the Clean Rivers Impervious Area Charge (CRIAC), the Customer Metering Fee, and the Water System Replacement Fee (WSRF). He mentioned that even though there is an increase in the population of the District of Columbia and significant ongoing construction in the city, DC Water has experienced a decrease in water usage like other utilities across the country. Mr. Brown stated that DC Water assumed a one percent decline in water consumption each year in the ten-year financial plan, however, the actual decline in consumption in FY19 was more than what was projected.

The actual average residential water usage was 7.07 Ccf in FY2007 and it declined through FY2011 to 6.65 Ccf, but DC Water used 8.33 Ccf as an average household consumption during these years for the average customer bill analysis. There was an adjustment to the average consumption to 6.69 Ccf in FY2012 and that was used for FY2012 and FY2013. He further noted that DC Water started to use 6.20 Ccf as an average household consumption in FY2014, though the actual average consumption kept declining. The actual average household consumption for FY2019 was 5.42 Ccf and the average residential consumption declined by about 19% since FY2009.

Mr. Gibbs suggested that DC Water projection be as close to the actual consumption as possible. Chairman Wells inquired if there was a correlation between an increase in the number of customer accounts and a decline in average consumption. Mr. Brown explained that the average household consumption for each year is calculated by dividing the total residential consumption to the number of accounts in that year.

Mr. Franco asked about the relevance of using an average household consumption for individual customers to show the impact on their bill since each customer consumption amount differs. Mr. Brown explained that DC Water developed a rate calculator so that each customer could understand the impact of any rate change at their specific consumption level. Mr. Brown informed the Committee about the impact of the FY2018 through FY2020 bills using the average household consumption versus the actual consumption. He indicated that the actual impact on the bill for each year was less than projected using the average household consumption.

Mr. Gibbs inquired if there is adequate revenue to cover the cost of services while the actual consumption is lower. Mr. Brown answered in the affirmative, because DC Water budgets conservatively. Mr. Brown stated that the average residential consumption declined by an average of 1.8% each year since FY2010, and the decline from FY2018 to FY2019 was 2.4%. He noted that there was a decline in total consumption each year on average for all categories of customers since FY2009 was 1.4%, whereas the decline from FY2018 to FY2019 was 1.8%. Mr. Brown also stated that jurisdictions across the country are experiencing a decline in water consumption derived because of the use of low-flow plumbing fixtures, intentional conservative usage by customers, initiatives by the Federal Government to reduce water usage, and other reasons. He stated that despite less water usage, costs to provide DC Water's services continues to rise. Also, the water and sewer infrastructure continues to age. Chairman Wells inquired if DC Water is getting more fixed fees because of an increase in the number of households. Mr. Brown mentioned that about 70% of DC Water's revenue originates from variable charges and the rest from fixed charges and therefore, variable rates and changes in consumption will have a significant impact on DC Water's revenue.

Mr. Brown stated that the Board approved a capital program about a year ago to: i) continue the Clean Rivers program ii) improve the Blue Plains treatment facility iii) achieve a one percent replacement of water lines and upgrade pump stations iv) rehabilitation of one percent of sewer pipes per year v) and other additions including insuring to have all capital equipment for crews, fund Washington Aqueduct in order to meet EPA safe drinking water requirements, replace and upgrade non-process facilities and reduce the risk of roadway flooding (stormwater). Mr. Frishberg inquired if the one percent replacement of water lines has improved our watermain breaks as the infrastructure is aging. Mr. Benson explained

that DC Water started prioritizing the replacement in areas to focus on the bad ones first and to minimize the number of breaks.

Mr. Benson mentioned that there were a series of presentations to the EQ&OPS on asset management from March through September of 2018. He stated that the EQ&OPS Committee developed a workplan in March 2018 to explore investment in infrastructure. A presentation was given in April which looked at peer utilities. There was a site visit at Blue Plains in May 2018. In June 2018, DC Water identified the amount of funding necessary to meet the asset management plan and performed an analysis on a proactive investment infrastructure versus addressing issues retroactively when they arise. Mr. Benson stated that the needs of the asset management program which needed the funding requirements of \$3.8 billion for the current baseline, \$4.4 billion for modified baseline and \$5.4 billion for asset management.

Chairperson Bhatt inquired if management decided on the CIP items that could be underfunded versus generally funded based on consequence of failure. Mr. Benson replied in the affirmative. Chairperson Bhatt asked about how the investment decisions were made. Mr. Benson explained that management looked at several options, and that DC Water management and Board considered both needed infrastructure investment and the impact on rates when making its decision.

Mr. Benson provided an analysis on the average age of the water and sewer collection systems, and risks based on the likelihood and consequence of failure. He noted the benefits of proactive investment would help minimize direct social and economic costs and help prevent repeated emergency repairs and the associated impacts that can negatively impact DC Water's reputation and customer confidence.

Mr. Brown noted that the capital program is the main driver of DC Water's budget. He stated that the increase in operating budget is modest as compared to the debt service that has significantly increased in recent years. He further stated that in the current fiscal year, about \$0.28 of every dollar collected goes to debt service.

Amendment of Engineering Review and Miscellaneous Fees (Attachment B)

Mr. McDermott, Director of Permit Operations gave his presentation on the amendment of engineering review and miscellaneous fees. He stated that there are three main functions of the Permit Operations Department, which includes: i) permit review (protection) functions, ii) field QA/QC (inspection) and iii) new customer account data (collection).

Mr. McDermott informed the Committee that the department handles about 244 applications a month on average with about a 92% on-time processing performance.

He said the purpose of his presentation is to make some modifications to provide greater clarity, make corrections, add missed items and condense certain fees for clarity and include performance time. He stated that the impact on revenue due to the modifications is very minimal, which is about a \$75,000 increase in revenue. Reverend Curry inquired about how the new permit fees are determined. Mr. McDermott explained that the fees were determined by looking at the cost of resources necessary to perform each function.

Chairman Wells inquired if DC Water participates in the Velocity Program. Mr. McDermott explained that DC Water participates in the program to review the plan to ensure that there is no problem in delivering the services from DC Water. Mr. Gadis added that DC Water uses the Permit Operations as a cost recovery center unlike most of other jurisdictions that use it as a profit center. Chairperson Bhatt mentioned that there is no reason why DC Water should not consider using the Permit Operations Department as a profit center if that is the best practice and this would need to be considered during our next cost of service study.

Mr. McDermott stated that for the current year the cost recovery is estimated to be around \$4 million. He gave an explanation on the list of the new, renamed and adjusted fees listed in the presentation, which he said will be more clear to the customers.

Action Item (Attachment C)

Mr. Brown mentioned that the Committee is asked to recommend approval of Action Item 1 to the full Board for approval.

- Action Item 1 – Proposal to Amend Miscellaneous Fees & Charges Regulations

Review of Rate Structure, FY 2021 Proposed Rates and CAP Programs Update

Mr. Brown mentioned that he will give a status update of the independent review of rate structure and CAP conducted by the consultants in the November's Committee meeting. He noted that the consultants will provide a draft study for internal review by the end of October. For the benchmarking, consultants in coordination with DC Water staff, chose utilities such as Atlanta, Baltimore, Indianapolis, Philadelphia, WSSC, Seattle Cleveland and Dallas.

DC Retail Water and Sewer Rates Committee Workplan

There was no discussion on the Committee workplans.

- FY 2019 Completed DC Retail Rates Committee Workplan (Attachment D)
- FY 2020 Proposed DC Retail Rates Committee Workplan (Attachment E)

Agenda for November 19, 2019 Committee Meeting (Attachment F)

There was no discussion on the Committee workplan.

Other Business

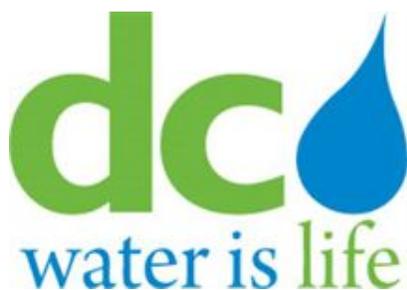
None

Adjournment

Chairperson Bhatt adjourned the meeting at 11:06 a.m.

FOLLOW-UP ITEMS – DC Retail Water and Sewer Rates Committee Meeting (October 22, 2019)

None.



DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

Board of Directors

Audit Committee

Thursday, October 24, 2019

9:30 a.m.

Meeting Minutes

COMMITTEE MEMBERS PRESENT

Floyd Holt, Committee Chairman
Anthony Giancola, Committee Vice-Chair
Ivan Frishberg, Committee Member
Howard Gibbs, Committee Member
Jed Ross, Committee Member
Steve Shofar, Committee Member (by phone)

DC WATER STAFF PRESENT

Linda Manley, Secretary to the Board
Wayne Griffith, EVP Performance
Gregory Hope, EVP Legal Affairs
Nelson Sims, Information Security Manager
Christine deBarbadillo, Director Clean Water and Technology

INTERNAL AUDIT STAFF PRESENT

Dan Whelan, RSM US LLP
Charles Barley, RSM US LLP
Jill Reyes, RSM US LLP
Sophie Tomeo, RSM US LLP
Vivian Hong, RSM US LLP
Ethan Bickford, RSM US LLP

Call to Order (Item 1)

Mr. Floyd Holt called the Audit Committee meeting to order at 9:30am.

Internal Audit Update (Item 2)

RSM Partner, Mr. Dan Whelan, presented the FY19 internal audit plan status update. He noted that all FY19 audits are now complete with the exception of Asset Management. The Asset Management fieldwork is substantially complete, but Internal Audit is finalizing additional procedures and receiving management responses to the report. The report will be issued to the Committee upon completion and presented at the next meeting.

Ms. Sophie Tomeo presented the status of prior audit findings. There are three open FY 2016 audit findings. The Training, Licensing, and Certification open finding is tied to a

Blueprint strategic plan initiative to identify training requirements by level. The Business Development Plan updates were finalized by management and will be presented to the Governance Committee before closure. The Annual Budgeting and Planning finding is tied to the new ERP system. There are 11 open audit findings from FY 2017. Only one DMS Work Order Management finding is pending testing, which will be addressed in the Asset Management audit. The three other DMS Work Order Management findings have been closed. Ms. Tomeo explained that the four open Entity Level Assessment items are in progress. One of the Fleet audit findings, to define roles and responsibilities related to accidents and incidents, has been combined with the initiative to update safety policies at the Authority. There are 6 open FY 2018 audit findings. The Payroll and Timekeeping finding is in progress by management. Internal Audit is in the process of testing the Accounts Receivables pending testing item for closure.

Ms. Tomeo then presented the semi-annual follow-up analytics, noting that of all prior audit findings from FY14 – FY18, 89% have been closed. Fifty-one (51) audit findings were closed during FY19. Mr. Giancola commended Internal Audit and management for the progress made on closing prior audit findings.

Ms. Tomeo followed with an action deferred update. Items considered “action deferred” are contingent on Union approval of policy. However, the Intellectual Property Personnel Policy is under review by management based on strategic initiatives, so this is currently in process, and not held up by the Union.

Ms. Jill Reyes introduced the Contractual Services Assessment scope. She noted that this project was a non-traditional audit in which Internal Audit took a step back from auditing specific contracts for compliance, and looked at contractual services strategy broadly across the Authority. Mr. Wayne Griffith added that DC Water has been focused on cutting costs over the past few years, particularly through reducing contractual services budgets across departments, and believes that this report is a testament to that progress. Mr. Giancola asked if management is reviewing overtime reports to understand whether additional contractors are needed to reduce overtime costs, and Mr. Griffith responded that this is something management considers.

Ms. Reyes noted that Internal Audit analyzed the Authority-wide spend by purchase order, resulting in an overview of the top nine departments with the highest dollars tied to purchase orders issued from FY16 – FY18 to inform scoping of this project. Of these nine departments, Internal Audit selected four departments for review: Maintenance Services (DMS), Information Technology (IT), Finance, and Wastewater Treatment (WWT) for the scope of this assessment. The five other departments that fell within the top nine were not selected for review for the following reasons: (1) Construction and Engineering were scoped out, but will be addressed in various audits on the proposed FY20 audit plan; (2) Office of Legal Affairs was already audited in FY19, which included a review of outsourced legal counsel; (3) The majority of contract spend in Security is for the Allied Universal

security contract, which Internal Audit has audited previously; (4) Internal Audit reviewed Fleet during an FY19 audit, and the Performance group is working closely with Fleet to determine whether Centerra, the outsourced fleet maintenance contractor, should be brought in-house. A portion of the contract (parts supply) has already been insourced; (5) Customer Service spend included large one-time CIS implementation spend that will not be recurring.

Ms. Tomeo went through future considerations highlighted for each of the four in-scope departments. She detailed that DMS's primary contractual spend is related to electrical equipment maintenance. The department has two contracts with MC Dean, one for low voltage maintenance and one for high voltage maintenance (above 600 volts). DMS has reduced the low voltage contract spend by 50% over the past three years, reducing the full-time resources provided by MC Dean from seven resources three years ago to three resources now. DMS has FTEs on staff with the knowledge to perform this low voltage work, and if DMS can increase headcount then the department can reduce reliance on the MC Dean low voltage contract to recognize cost savings. DC Water does not have FTEs on staff capable of taking over the high voltage contract responsibilities, but DMS has reduced spend by 20% for high voltage in the past three years by recognizing efficiencies in working with MC Dean. Mr. Gibbs agreed that DMS should continue focusing on bringing low voltage work in-house, and it makes sense to continue outsourcing high voltage.

Ms. Tomeo then explained that IT has three primary methods of contracting: staff augmentation, IDIQ, and RFP. For the scope of this assessment, Internal Audit focused on the IDIQ contracting process. Software development is a large driver of IT spend, and based on the need for different technical competencies project by project, it is industry best practice to continue outsourcing software development needs.

Ms. Tomeo noted that Finance has three primary drivers for contractual services: outside expertise such as rates validation and audit services, responding to peak demands such as year-end close, or backfilling staff shortages. Finance had a number of vacancies throughout FY19 that led to a reliance on staff augmentation contracts and has historically noted a long recruit to hire process. Internal Audit will be reviewing Recruiting Alignment in the FY20 audit plan, and as People & Talent gain efficiencies in their recruiting processes, Finance will reduce reliance on staff augmentation. Mr. Giancola questioned how many vacancies were in Finance as of now, and Ms. Reyes noted that the department is currently using 5 temps – 2 for year-end close, 2 for ERP implementation, and 1 for general accounting, which would be removed once a vacant position is filled. Ms. Reyes noted that in addition to this one vacancy, the Controller position is also vacant. Mr. Giancola then asked what the timeline is for recruiting and Ms. Reyes noted that will be analyzed in detail during the Recruiting Alignment Assessment.

Ms. Tomeo discussed the lab testing and research functions of Wastewater Treatment. DC Water must outsource analysis required to be performed by a certified lab, as DC Water does not currently have a NELAP certification. WWT plans to obtain a NELAP certification for some analyses to improve chemical testing flexibility and reduce risk. Students continue to be the most effective way to drive research at DC Water, and Ms. Tomeo explained the contracting process to engage them. Mr. Gibbs asked if DC Water provides students with grant funding. Ms. Christine deBarbadillo responded that the Authority occasionally partners with outside organizations to give grants to students.

Ms. Tomeo concluded the review of the Contractual Services Assessment report by noting that as Mr. Griffith explained, DC Water has shown progress over the past few years in reducing costs where possible, and each department reviewed displayed strategic, thoughtful overarching strategies in how they engaged with contractors.

Mr. Ethan Bickford provided an update on the Hotline. He informed the Board that since the last committee meeting there were seven cases open, seven calls were received in the last three months, three of which were fraud related. Seven were closed and one required corrective action while seven remain open that are under investigation.

Mr. Whelan presented an overview of the FY20 Risk Assessment approach. He detailed that the risk assessment is performed on an annual basis through interviews with various members of management and the Board. This year, Internal Audit conducted 30 interviews and distributed a survey to the full Board for input. Fourteen (14) Board members responded to the survey. Ms. Reyes reviewed the top risk themes that emerged during the risk assessment. Mr. Ross asked if ERM was considered, to which Ms. Reyes responded that it did come up during a few interviews, the Performance group is working on standing up an ERM program and determining if Internal Audit will play a role. Internal Audit continues to track progress of ERM through an outstanding FY17 open follow-up finding. Mr. Frishberg asked how Internal Audit could provide forward-looking climate resiliency data to DC Water. Ms. Reyes responded that Internal Audit has partnered with an engineering firm for their new contract and can provide benchmarking data during audits. Ms. Tomeo added that the Office of Emergency Management engages a contractor to perform Vulnerability Assessments that address resiliency risks as well.

Ms. Tomeo reviewed the proposed FY20 Internal Audit Plan that resulted from risk assessment insights. Hotline Case Management, Ongoing Remediation & Follow-up, FY21 Risk Assessment, Phase 2 Physical Security Penetration Testing, Cybersecurity Incident Response Tabletop Exercise, Oracle Embedded Risk Assurance, Facilities Maintenance, Industrial Control System Review, Engineering Planning Assessment, Engineering Change Order Assessment, Procurement Pre-Award & Selection Audit, Benefits & Compensation Audit, and Recruiting Alignment Assessment are all the projects on the proposed plan. Ms. Reyes asked the committee whether there were any topics not addressed in the plan that the Committee would wish to be addressed. Mr. Frishberg

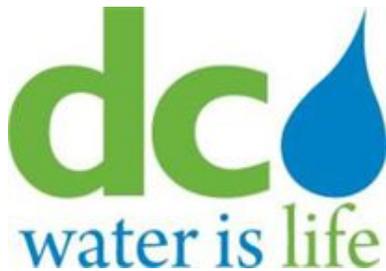
noted that Culture did not appear to be expressly addressed, and Ms. Reyes explained that it is naturally embedded into the internal audit methodology as part of understanding processes and procedures and the control environment for each project. Mr. Ross recommended that the Recruiting Alignment Assessment include an employee retention aspect as well, to further address Culture. The Committee unanimously concurred with the proposed FY20 audit plan.

Executive Session (Item 4)

There was a motion to move into Executive Session by Mr. Ross to discuss legal, confidential, and privileged matters pursuant to Section 2-575(b)(11) of the D.C. Official Code. It was so moved and seconded, and motion carried. The room was cleared of non-Executive members and all public individuals. The Audit Committee went into Executive Session at approximately 10:32 a.m., and reconvened into open session.

Adjournment (Item 5)

The Audit Committee meeting adjourned at 11:07 AM.



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

Board of Directors

Finance and Budget Committee

Thursday, October 24, 2019

11:00 a.m.

MEETING MINUTES

Committee Members

Major Riddick, Chairperson
Anthony Giancola
Adriana Hochberg

Committee Members (via conference call)

David Franco
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
Lola Oyeyemi, Director, Budget
Ivan Boykin, Director, Finance
Linda Manley, Secretary to the Board

Other Presenters and Guests

Eric Brown, Public Financial Management

Call to Order

Chairperson Major Riddick called the meeting to order at 11:16 a.m.

October 2019 Financial Report

Ms. Lola Oyeyemi, Director, Budget, provided an overview of the financial report, highlighting that DC Water ended the fiscal year with operating revenues above budget, and the operating expenditures and capital disbursements below budget. At the end of the fiscal year, total operating revenues are \$694.4 million or 104.3 percent of budget, operating expenditures are \$569.3 million 97.7 percent of budget, and capital disbursements total \$399.4 million or 90.9 percent of budget. Ms. Oyeyemi further noted that these are preliminary estimates pending the completion of the financial statement audit. She also stated that staff are preparing for the year-end close out process and participating in the development of the Proposed FY 2021 operating and ten-year budget requests which is anticipated for delivery to the Board in January 2020.

Total operating revenues were above budget mainly in the Residential, Commercial and Multi-Family, category. All quarterly payments were received from the Federal Government and Wholesale customers. Ms. Oyeyemi stated that the District Government paid \$10.8 million out of the \$12.5 million for the Fire Protection Fee with the outstanding balance anticipated during the next fiscal year. Committee member Mr. David Franco requested additional information regarding the higher receipts for the Residential, Commercial and Multi-Family customers. Mr. Matthew

Brown, CFO and EVP for Finance and Procurement, responded that the higher year-end receipts in this category are consistent with mid-year projections mainly because DC Water budgets conservatively on both revenues and expenditures. Management reviews the assumptions for consumption with the Board, and will continue to do so as next year's budget is developed.

Total operating expenditures were in line with previously reported projections with overspending in chemicals and water purchases offset by underspending in personnel, contractual services and utilities. The budget variance in personnel services was due to the elimination of vacant positions, with a 9.4% vacancy rate at the end of the fiscal year. Ms. Oyeyemi noted that the year-end overtime at \$8.2 million is lower than last years' expenditure of almost \$9 million. The underspending in the contractual services area is mainly due to reduced biosolids hauling, insourcing of the low-voltage maintenance contract, and a slight delay in the Enterprise Resource Planning (ERP) project. The projected underspending in utilities is mainly due to lower than anticipated unit prices for electricity. She further explained that the increased spending for water purchase and chemicals were consistent with expectations for the year; with increased chemical usage in the Tunnel Dewatering Pump Station.

Next Ms. Oyeyemi reported that the underspending in debt service was due to the delayed issuance of new debt. Due to the overall favorable operations and maintenance results against the budget, 100% of the Cash Financed Capital Improvements was utilized for Pay-Go financing.

The overall capital disbursements were approximately 9 percent below the revised budget. Ms. Oyeyemi reported that the underspending in the Non-Process Facilities and Wastewater Treatment areas were mainly due to delays in project closeouts, while the overspending in the Combined Sewer Overflow area was for the DC Clean Rivers project with the construction of the Northeast Boundary Tunnel progressing faster than anticipated. She stated that the underspending in the capital equipment area was mainly for the unused Authority-wide reserves and the delay in the ERP project. Detailed project performance information will be provided by the Engineering department during next month's Committee meeting.

Mr. Giancola asked for the reason why the overall capital disbursements were lower than budget. Mr. Brown responded that it is important to look at the capital program over several years to get a better indication of capital expenditures and the overall health of the program. For example, the Clean Rivers project is moving faster than anticipated when we put the budget together, however funds carry over from year to year.

Mr. Giancola inquired about the difference between the Board and Management policies for the O & M Reserve. Mr. Brown explained that the official Board policy sets the reserve at \$125 million or 120 days of expenditures and management has a target of \$140 million, and that the Board-approved financial plan maintains 250 days of cash on hand.

Merchant Card Fees Review

Mr. Ivan Boykin, Director Finance, provided an overview of the merchant card fees and requested that the Committee recommend a modification of the base year for additional funding and to exercise option year one of the contract. DC Water has various payment methods. Debit and credit card options are Interactive Voice Response (IVR), WEB, recurring credit card, and online

through Kubra; IVR. The average fee per transaction was \$3.27 per card in FY 2019, and transaction fees have increased 122% since FY 2016. Some of the growth in costs are likely due to payment aggregators that convert what would be ACH payments into credit card payments. Payment aggregators are payment facilitations such as master merchants who pass all costs along to the payee.

Committee member Ms. Adriana Hochberg inquired whether DC Water currently passes on credit card costs to customers. Mr. Brown stated that we do not, and that we also do not pass on fees incurred when customers use walk-in payment services. Mr. Boykin and his staff are reaching out to other utilities to get an idea of their charges, and if they pass them on to their customers. Mr. Franco inquired about a breakdown of how much credit card processing is being done by residential versus commercial. Mr. Boykin responded the information can be obtained from the new customer service system and will be provided at the future Committee meeting. For FY 2019, Mr. Boykin noted the merchant card processing fees for the website are high at \$5.96 per transaction and he is working on options that could reduce those costs. Mr. Franco inquired about the percentage of revenue that is being charged through these methods. Mr. Boykin responded that information would also be provided at a future meeting. Mr. Franco inquired whether DC Water had considered providing a credit or discount to customers who set-up automatic ACH payments. Mr. Brown stated that management would explore this suggestion along with other alternatives as part of ongoing discussions to guide the development of a solicitation proposal in the nearest future.

Series 2019 Bond Issuance Summary

Mr. Brown reported that the management and financing teams were currently taking orders for the Series C bond for \$100 million and anticipate closing later in the day. Mr. Eric Brown, from Public Financial Management, provided a summary of DC Water's 2019 Bond Issuance. DC Water priced \$343.1 million of Series 2019D taxable refunding bonds for debt service savings and Series 2019D refunding generates significant debt service savings for DC Water rate payers. Total present value savings of \$50.8 million and budget savings of \$77 million were achieved. The Series A/B taxable bonds were locked in at a borrowing cost of 3.02% for 30-year debt which is among the lowest average interest rate for DC Water. DC Water's ability to act quickly to take advantage of market conditions enabled millions in additional savings for ratepayers. Mr. Eric Brown noted the credit upgrading from Fitch as this was the first transaction that DC Water was able to market with new Fitch rating of AA+ on senior lien and AA+ on sub lien.

Action Items

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

- Approval for contract modification and exercise of option year 1 of the Merchant Card Services Contract

Adjournment

Hearing no further business, Chairperson Major Riddick adjourned the meeting at 12:08 p.m.

Follow-up Item

1. Provide breakdown of how much credit card processing is being done by residential versus commercial. **(Mr. Franco)**
2. Provide the percentage of revenue that is being charged through various merchant methods **(Mr. Franco)**
3. Provide the status of punch list for the HQO building. **(Mr. Giancola)**



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

BOARD OF DIRECTORS
Human Resources and Labor Relations
Committee
November 5, 2019

MEETING MINUTES

Committee Members Present

Emile C. Thompson, Chairperson
Steven Shofar, Montgomery County
Lavinia Baxter, Prince George's County
Sarah Motsch, Fairfax County
Joseph Gill, Prince George's County (via phone)

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

1. Call to Order

Committee Chairperson Emile Thompson called the meeting to order at 9:10 a.m.

2. 2020 Medical Plan Rate Renewals

Mr. Ron Lewis, Manager, Benefits, presented on 2020 medical rate increases and medical plan options available to DC Water employees. Furthermore, Mr. Lewis pointed out some of the claims experience that led to increases and recapped medical and pharmacy trends reported by Aon DC Water's consultant. Lastly, Mr. Lewis confirmed that the Delta Dental plan rates are unchanged.

Mr. Thompson asked Mr. Lewis to elaborate on who AON is and what they do. Mr. Lewis confirmed that AON provides consulting services for benefits and human resources. They have actuaries and Analyst who examine the claims experience and ensure that the proposed rates are "in-line" with expectations. Their analysis is based on information gathered from DC Water's experience and comparable businesses.

Mr. Thompson asked Mr. Lewis to explain the process of obtaining a contract with the healthcare vendors. Mr. Lewis responded by confirming that bids are obtained from various vendors to ensure that we are receiving the best healthcare rates and value for DC Water and our employees.

3. Action Items:

- A. Contract No. 16-PR-HCM-26 – Connecticut General Life Insurance Company (CIGNA) – Exercise Option Year Three**

Human Resources and Labor Relations Committee
Minutes for November 5, 2019
Page 2 of 2

- B. Contract No. 19-PR-DPT-31 – Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc.**
- C. Contract No. 16-PR-HCM-28 Delta Dental of the District of Columbia**

The Committee recommended the Action Items to the full Board.

4. Executive Session

Chairperson Thompson asked for a motion to move into Executive Session pursuant to the Open Meeting Amendment Act of 2010,)(1); contract negotiations under D.C. Official Code § 2-575(b) and to discuss personnel matters under Section 2-575(b)(10) of the D.C. Official Code. It was so moved and seconded.

Board Secretary Manley conducted the roll call vote to convene into Executive Session.

The Committee reconvened back into open session.

5. Adjournment

There being no other business, the meeting adjourned at 9:35 a.m.



CEO'S REPORT

David L. Gadis
November 2019

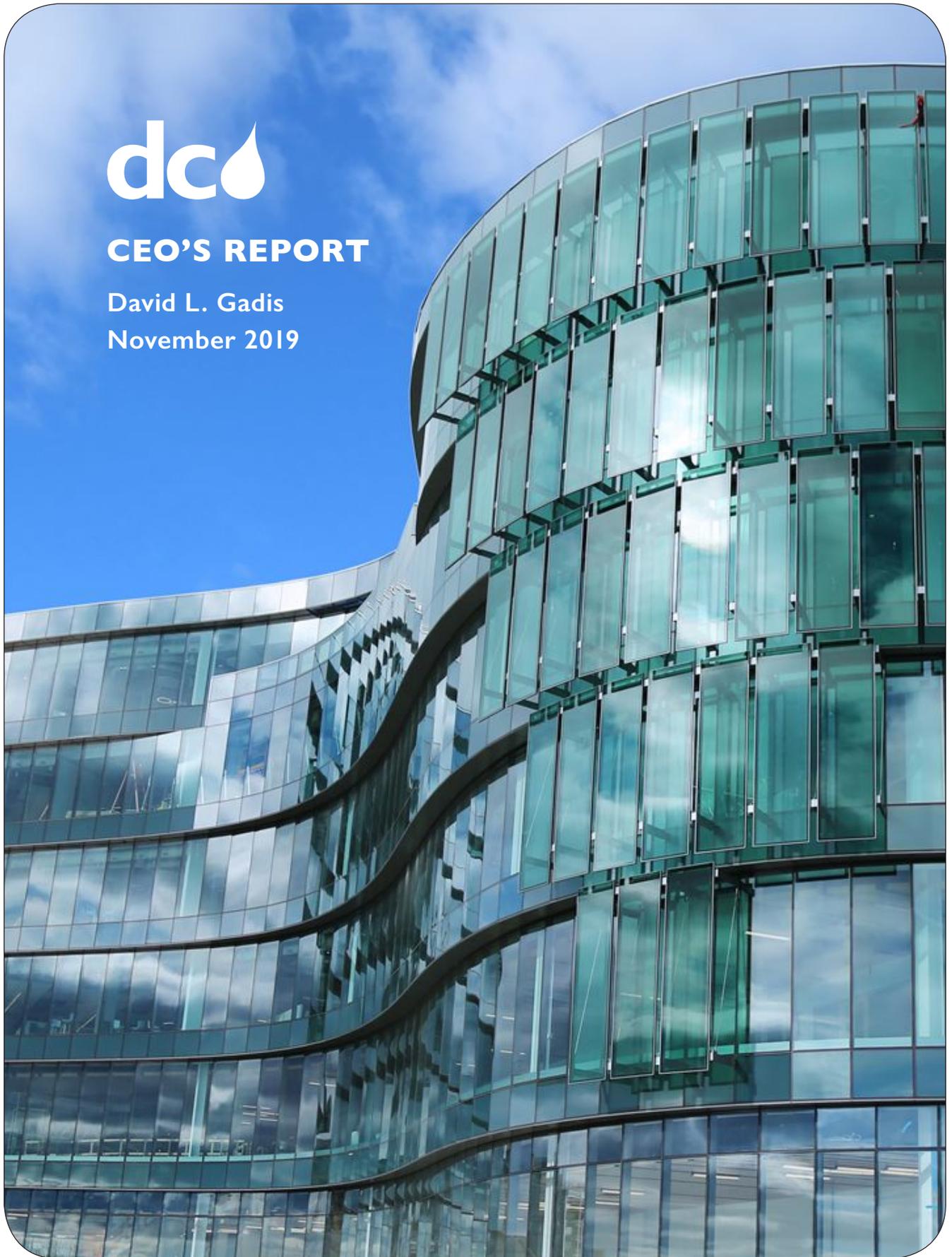


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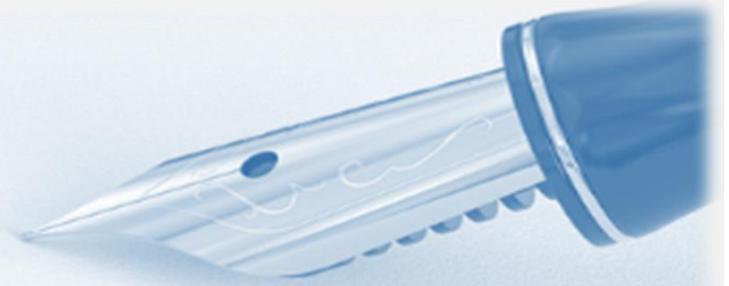
Color Key

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



November 2019

Department of Operations and Engineering

Water Operations and Water Quality & Technology

Accomplishment(s)

- The Food Service Establishments/Fats, Oils and Grease (FSE/FOG) and Backflow Prevention Assemblies (BPA) fees were applied to respective water accounts in September. **DC Water billed a total of \$120,973.20; \$41,826.10 for FSE/FOG and \$79,147.10 for BPA.**

Operational Performance - Completed Projects

- The Department responded to 94% of the emergency investigative calls within the 45-minute response time. The measured target is 90%. The team's year end averaged for emergency response time was recorded at 94.4%.
- Water main breaks per 100 miles of pipe for the water distribution system was approximately 25.72 (29) for the month of September. The FY2019 water main breaks per 100 miles of pipe was approximately 32.59 or a total of 441 water main breaks for the year. The national average of 25.00 is exceeded by many associations and utilities.
- **Total Coliform Rule** – DC Water collected 255 samples in September 2019 for compliance with the Total Coliform Rule (TCR). DC Water met the TCR standards for September with one of the samples testing positive (0.4 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 162 sample kits to customers between July and September 2019. Among the distributed kits, we received and submitted samples from 64 homes to the laboratory for analysis. Laboratory tests results are available for 56 homes and the 90 percentiles for lead were 2.3 ppb (1st draw) and 6.2 ppb (2nd draw).
- **Hydrants replaced**-DC Water Project H300 replaced 210 hydrants in FY19

Progress Report

WQ&T

- The Compliance and Enforcement Branch completed 22 site inspections for compliance with Cross-Connection Control Regulations and 88 site inspections for compliance with Fats, Oils & Grease Regulations. For FY19, 664 and 332 sites inspections were completed for Cross-Connection Control and Fats, Oils and Grease Compliance, respectively.
- 529 Backflow Prevention Assembly Annual Inspections by DC Water Approved Inspectors were received through the DC Water Third-Party Portal in September. 7,686 passed inspections were submitted through FY19 resulting in 59% of all backflow preventers tracked are compliant as of September 31st. Compliant means the backflow prevention assembly passed inspection within 365 days of September 31st.
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Water Services

- Work Order Management Internal Audit: submitted and closed Audit Finding #4: Policies and Procedures documentation prior to target date. On schedule to resolve remaining 3 findings this fiscal year.
- 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 COMPLETED the project at Locust Road, NW location and has substantially COMPLETED the 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 32 lead service lines in the month of September.



News and Events

- Revised service line pipe materials for over 70,000 homes and updated the DC Water Service line map to meet the October 1 announcement of the new District LSR Act.
- Prepared the mailing to 11,380 homes to advertise the new DC LSR Assistance Fund.

Sewer Operations

Accomplishment(s)

- On September 16, staff participated in DC Water Community Planning Exposition at Deanwood Recreation Center, NE including vehicle interactive exhibits for: the Backhoe, the Jet-Vac Combination Sewer Truck and the CCTV inspection vehicle.
- Two members of the Linear Asset Management team obtained their drone pilot licenses. The pilots will utilize their licenses conduct inspection exercises on sewer system assets.
- One member of Linear Asset Management became certified as an Associate Water Asset Manager, completing 32 hours of coursework and exams.

Operational Performance - Completed Projects and Blue Print Initiatives

- Strategic Program #4: Driving Performance (NPDES Regulatory requirement)
 - Cleaned 1938 catch basins in the Combined Service Area this month; 6301(59%) for the calendar year.
 - Cleaned 736 catch basins in the MS4 Service Area this month; 11, 660 (79%) for the calendar year.
 - Removed 20 tons of floatable debris from the Anacostia River this month. Calendar year to date 330 tons.
- Strategic Program #5: Leveraging Technology
 - Identified and performed CIPP on 5 laterals.

Progress Report

- Staff with Engineering Services has submitted structural plans to provide better support for the dry-stack stone wall (in picture) that is above the rebuilt partially collapsed bulkhead arch over our 9-foot storm sewer in Foundry Branch at Reservoir Road, NW. National Parks Service is reviewing those plans for approval.
- Still awaiting schedule for set-up application with specialty vendor regarding permanent sewer repair at Foundry Branch (Bulkhead/Leak Repair) location on the Potomac Interceptor.

Progress Report (Cont.)

- Staff worked with the Clean Rivers Operation to repair a six-inch core that was accidentally drilled through the 72-inch Potomac Force in West Potomac Park.
- 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.
- LAMB Supervised Ganntek's FY19 Root foaming project, 336000 LF was root foamed and 7000 LF was CCTV to review the programs usefulness.
- LAMB continues to monitor and upload old CCTV inspection information into Ravnar for safe storage.
- Using Trimble unity software, 40 storm sewer outfalls were inspected along various river banks for Planning purposes. LAMB trained SAM 102, using Trimble Unity equipment and software, to capture asset attributes, photos, and location using the onboard functionality of the software.

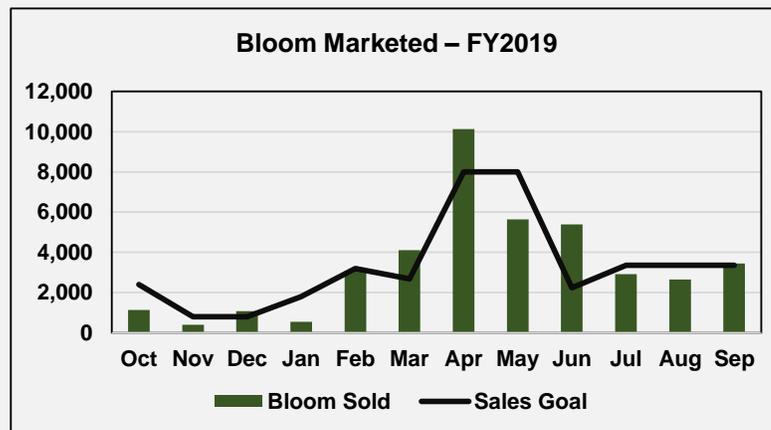
News and Events

- On September 16, 2019, as part of DC Water inaugural apprenticeship program, Sewer Operations received two Apprentice Utility Workers for development and training to perform various tasks to support the operations of the water distribution and sewer collections systems.
- Staff from Sewer Operations attended snow training workshops with the District's DPW in preparation for the upcoming winter season.

Wastewater Operations

Operational Performance

- Blue Plains Complete Treatment Performance:** Average plant performance for the month of August 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 discharged to outfall 002 was 279 MGD. There was no treated captured combined flow directed to Outfall 001 during this period.
- Wet Weather Treatment Facility (WWTF) Performance:** During the month of August, a total of 186 million gallons (MG) of wet weather flow captured in the tunnel system, was pumped, and treated using the WWTF. There was no discharge of the treated captured combined flow to Outfall 001. The treated flow was directed to the main plant to maximize complete treatment. Since the commissioning of the first section of the Anacostia River Tunnel Systems and the WWTF on March 20, 2018 and including the wet weather events that occurred in August 2019, the total volume pumped and treated through the WWTF is 6,315 MG. During the same period, 2,690 wet tons of screenings and grit (trash, debris, sediment) were removed, that would otherwise have been discharged into the Anacostia River.
- Class A Bio solids Quality:** All bio solids produced during the month of August 2019 met Class A Exceptional Quality (EQ) requirements. Fecal coliform values in daily bio solids cake samples, analyzed by DC Water Laboratory, have remained below 10 MPN/gram and well below the 1,000 MPN/gram requirement for Class A certification.
- Bloom Marketing:** During the 2019 fiscal year, the total tons of Bloom marketed was 40,658 and exceeded the 40,000 tons goal. The goal for the current fiscal year is 60,000 tons or approximately 40 percent of anticipated total Class A bio solids production.



Progress Report

- **Preventive Maintenance (PM) Optimization at Blue Plains AWWTP**

The first preventative maintenance plan was added to DC Water's computerized Maintenance Management system (CMMS), Maximo, in 2005. Since then several small optimization processes have been completed and in 2018 a comprehensive review and data clean-up was initiated. The project took approximately 8 months for 5 employees to read, review, and sort the 25,000 PMs that cover 6,000 assets. The review highlighted several inefficiencies, including duplicated work, missing PMs, incorrect frequencies, non-value tasks, incorrect labor estimates, and removed PMs on equipment that is no longer installed. To date, the review has resulted in reassignment of over 50,000 non-value-added PM labor hours on a per annum basis, through modifications to over 500 PM records and 200 job plan records, touching over 2,000 pieces of equipment.

- **Reliability Centered Maintenance at Blue Plains AWWTP**

The Wastewater Operations cluster has completed 3 Reliability Centered Maintenance (RCM) studies on selected assets. RCM is an industry best practice approach to evaluating and recommending maintenance strategies, accomplished by a cross functional team of dedicated employees from Operations, Maintenance, and Process Engineering. Data analysis helped to select three distinct asset groups where O&M performance could be improved. In the Liquids process stream, the secondary and nitrification solids collection units were studied in part due to an out of proportion amount of urgent and emergency work orders. In the solids processing system, the pressurized pre-dewatering solids screens were analyzed due to the system showing higher per unit costs for materials and labor than other areas. Plant wide actuators were also studied. In addition to O&M efficiency improvements, switching from reactive to proactive maintenance, RCM also highlights specific failure modes for assets that can be uploaded to Maximo, for future failure analysis. Implementation of the study recommendations is ongoing, and results will be closely monitored to show the success of the program.

Engineering and Technical Services

Accomplishment(s)

- Several staff participated in the recent DC Water Community Expo.
- Getachew Melsew and Gian Cossa participated in the Utility Analysis & Improvement Methodology workshop in Hillsboro, OR. Getachew led discussions on Business Case Evaluation and CIP Prioritization along with Kathleen Kharkar, Matt Ries and Gian and participated in CIP Delivery discussion.
- Chein-Chi Chang attended 2019 WEFTEC including several committee meetings such as Water Environment Federation Watershed Management Committee, Technical Program Committee, and Integrated Management Roundtable Technical Session.
- Soldier's Home Reservoir Upgrade (FA03) – The construction contract was executed and NTP issued on October 9, 2019.
- Advertised Small Diameter Water Main Replacement Project 13A on September 29, 2019.
- Conducted bid opening for Small Diameter Water Main Replacement Project 13B on October 2019. Four bids were submitted. Three of the four bids were within 10 percent of our in-house estimate.
- The Contract Award Brown Folder Optimization consists of five separate implementation phases: Construction Award (Phase 1); Construction Change Order (Phase 2); AE Agreement (Phase 3); AE Supplemental Agreement (Phase 4); and BOA Task Order (Phase 5). The Construction Change Order (CO) Phase 2 was implemented on October 1, 2019 and is currently processing two Proposed Change Orders (PCO).

Operational Performance

- Training provided to Department of Pumping Operation's staff on an updated Water Reservoir and Pressure Zone Operations & Maintenance manual. Draft documents were also submitted to the Department for review.
- Started a condition assessment collaborative partnership with Department of Sewer Services (DSS) to assist with the field activities around the inspection of Anacostia Force Main (High Points) as well as locating manholes and preliminary manhole inspections of the abandoned Anacostia Force Main Gravity Sewer (AFMGS).

Progress Report

- Fact sheet submitted to the DC Water Board of Directors for approval to execute the new Water Program Manager consultant contract (DCFA #502-WSA).
- Secondary water source study and water distribution system contaminant warning study is on-going through involvement of stakeholders. Draft screening document for the Secondary Water Source was completed.
- Started planning and pre-design for the following CIP Projects:
 - IL02 Creek bed Rehabilitation at Dumbarton Oaks
 - IM04 Creek bed Rehabilitation at Fort Dupont.

Progress Report (cont.)

- Site visit with US Army Corps of Engineer conducted for the LZ07 Rehabilitation of the Potomac Interceptor between MH31 and MH30 for the purpose of getting a Preliminary Jurisdiction Determination (PJD).
- Started the prioritization of Local Sewer Inspection Program (LSIP), using in-house Planning Branch resources, to prioritize and group local (<60") sewers for inspection.
- Continued collaboration with DDOT on various projects and review of DDOT design submittals.
- Provide on-going support to DC Water projects in securing new permits and renewal of expiring permits.
- Presented InfoMaster sewer model setup and results to water and sewer operations and solicited for input.
- Updated GIS with 11 ss-built projects and 13 design projects.
- Completed 12 requests for maps from other departments/agencies. This includes permit maps for National Park Service.
- Began coordination efforts with new GIS staff in IT.
- Potomac Interceptor Phase 1 Pipe Rehabilitation at Clara Barton Parkway (LZ03) – Held a successful meeting with NPS to discuss the Alternatives Analysis Technical Memorandum, preliminary analysis of the potential for adverse environmental impact from the considered alternatives, and details associated with project design and construction. DC Water provided additional flow information requested by NPS during the meeting.
- Potomac Interceptor Phase 6 Pipe Rehabilitation at Clara Barton Parkway and I-495 (LZ09) – Received Transition Documents from Planning Branch. Preparing Draft Scope of Work.
- Inflatable Dams Upgrade (A432) – Conducted meeting with Planning Branch, Wastewater Engineering, & DPO to address Operation's concerns regarding the Inflatable Dams.
- Submitted Small Diameter Watermain (SDWM) 14C for Prefinal Review.
- Completed field survey for Small Diameter Water Main Replacement Project15D (South Carolina Ave).
- Conducted kickoff meeting for As Built Consultant Task Order. Conducted In-house training session for staff to understand process to update the GIS. Staff started processing their initial developer As Built.
- Completed the back-check submittal of the N St PCCP (FT06). Also started pre-advertisement certification process.

Wastewater Engineering

Accomplishment(s)

- Rouben Der Minassian presented “Practice Makes Perfect. Best practices learned and implemented successfully over 10 years of design projects at DC Water’s AWTP” at WEF TEC 2019 in Chicago, IL.
- The High Priority program (HPRP) received praise from the Kennedy Center for their work on the East Rock Creek Diversion Sewer. This project addressed inadequate venting on the diversion sewer crossing along F St NW. The contractor was able to get this work completed on schedule (9/30/19) while maintaining site safety and coordination in this high traffic and visibility area.
- The Blue Plains Flood Wall project was highlighted in an article about DC Water’s adaptation and mitigation to the affects of climate change. The article was published in the Washington City Paper on September 19, 2019.
- DC Water was notified of award of a new FEMA grant for Flood Mitigation at the 12th & Maine, SW, Stormwater Pumping Station. The award is for rehabilitation of this pump station including installation of a backup power generator, to assure continued reliable performance to maintain clear passage of this critical roadway in D.C. The award allows for 75% reimbursement for costs, for an anticipated project cost of approximately \$1.1 million.

Operational Performance

- Program management consultant FY19 spending was three million dollars less than planned spending due to deliberate reduction in force and scope to minimize risk of capital spending over the fiscal target.
- Executed a subgrant for a FEMA grant award for improving communications from storm water pump stations to central computer workstations. This will improve response time for incidents at storm water pump stations.
- 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 has 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 Pump Stations. This work is being executed under the Miscellaneous Facilities Upgrades – Phase 5 project. This contract has successfully completed and invoiced for \$166,000, which is reimbursable by FEMA, during this period. The project at the 14th Street Bridge PS will be substantially complete this month.
- New pumps at 14th Street Bridge Stormwater Pump Station



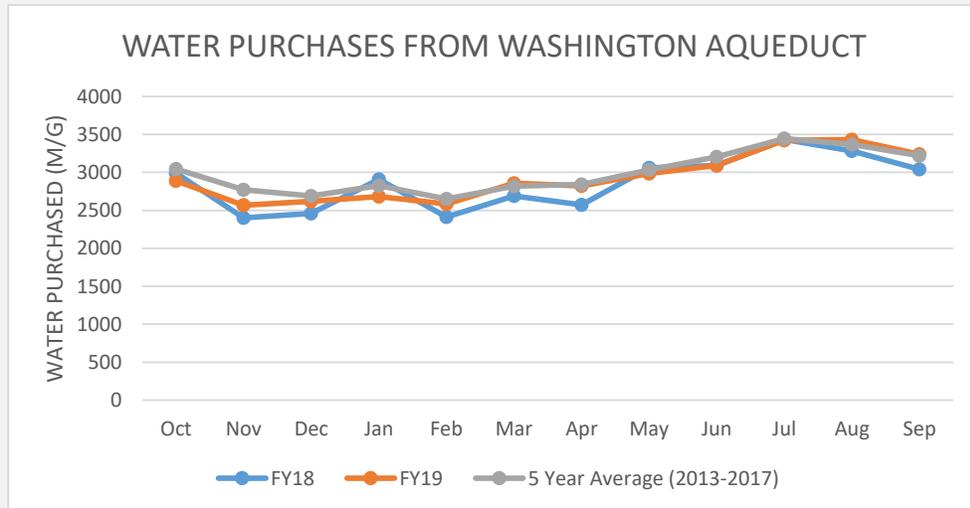
Department of Pumping Operations

Accomplishment(s)

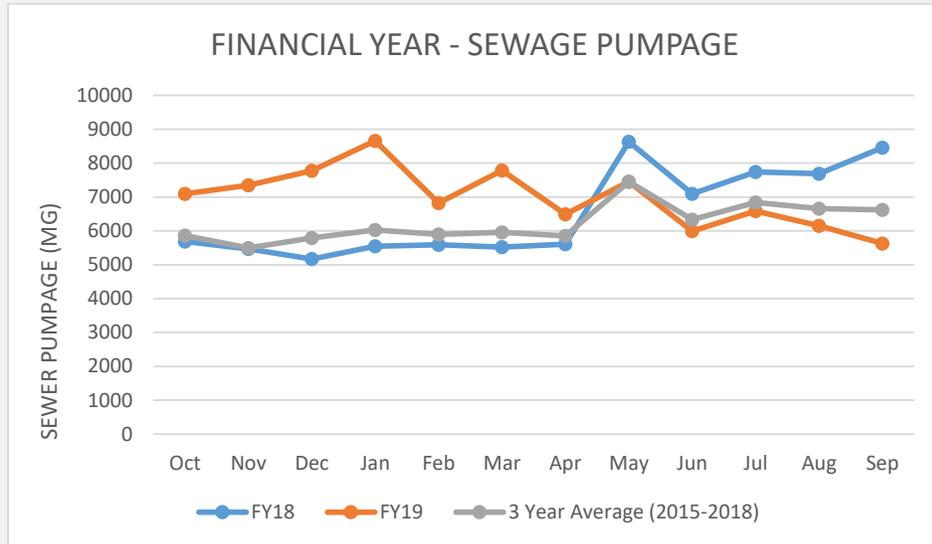
- Operations team has begun training operators at Potomac PS on operation of the Water Distribution System. All shifts are being trained
- Potomac Interceptor team has completed evaluation for PI odor control facilities and discussed the findings with maintenance crew. Agreement was reached to conduct most recommended work 'in house'
- Potomac Interceptor team has begun preparation for Manholle-10 (SSO impacted) restoration work completed, and waiting for final permit approval from NPS
- Vibration Panel for Anacostia Pumps 3 and 4 were installed and tied into SCADA
- Discharge Flow Meters were replaced for 3 pumps at Bryant Street PS. The Discharge Flow Meter at Fort Stanton has been tied into SCADA
- SCADA team completed the Sewer Overview page on SCADA screen
- Maintenance team completed Ultrasound Motor Alignment training for 16 employees for the electrical and mechanical shops
- Instrumentation Technician completed Reliability Leadership Institute training

Operational Performance - Completed Projects and Blue Print Initiatives

- The water purchases for the month of September 2019 was 3241.63 MG which is up 1% of the 5-year average. For the past 2 years, there has been a downward trend of Water Purchases from WAD.



- There has been a significant decrease in the amount of sewage pumpage over the past 2 years. This is due to the increase in rain events we've had over the past several months. This month we pumped 5629.43 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.
- SCADA Servers achieved uptime of greater than or equal to 99.99%
- SCADA completed Wonderware 2017 upgrade testing
- Maintenance is currently completing RCM study for Poplar Point PS
- Maintenance's work order backlog total is 151. See below:

Age	Count	%
< 30 Days	72	48%
30 - 60 Days	32	21%
60 - 90 Days	15	10%
> 90 Days	32	21%
Total	151	

Progress Report

- SCADA team has transitioned 50% of the SCADA clients at Main Pump Station and Potomac Pump Station to the upgraded Wonderware 2017 software.
- SCADA team has completed building the PLC panel at 9th and Madison Storm Water Pump Station. Scope of work for in-house installation finalized
- Potomac Interceptor team has reviewed post CCTV inspection for Millwood Drive connections at PI Difficult run branch
- Potomac Interceptor team has processed the permit for MH-10's restoration work
- Reconciliation of MJUF and Day Force labor hours has been completed

News and Events

- The Kando sampling work on the PI will take place between October 16th and 24th Potomac Interceptor team has PI Emergency drill scheduled for November

Permits

Accomplishment(s)

- September 2019 is the second month of DC Water Permit Operations collecting the new permit and Inspections Fees as approved by the DC Water Board significant advances in account development have been made for administrative fees that reduces the number of accounts.

Operational Performance

- Permit Operations processed 198 permit application tasks, 176 were completed on-time for a monthly KPI average of 89% (See table below)
- Permit Ops. collected approximately \$159,740 in plan review fees for a total of \$1,629,890
- Permit Ops. collected approximately \$225,809 in new SAF Fees for a total of \$1,969,345
- Permit Operations collected approximately
 - \$33,470.00 For Water Services Inspection fees and reimbursable for a total FY19 \$563,691.00
 - \$20,847 for Sewer Services inspection fees and reimbursable for a total FY19 \$346,636.00
 - \$114,000 for Construction Inspection fees and reimbursable for a total FY19 \$2,358,169.00.

 Completed Applications Summary Application Type: ALL From: 09/01/2019 To: 09/30/2019						
Month	Application Code	Application Type	# Processed	# Processed Within Time	% Processed Within Time	Avg Time to Completed (days)
September 2019						
	APR	Approved Plan Revision Request	4	4	100%	9
	HOME	Single Family Home Permit App	58	50	86%	10
	PPRL	Preliminary Plan Review - Large	28	25	89%	21
	PPRS	Preliminary Plan Review - Small	42	36	86%	15
	RAZE	Raze Permit	10	9	90%	6
	SHEET	Sheeting and Shoring Permit	5	5	100%	20
	WSAC	Water & Sewer Avail Cert	50	46	92%	17
	WSAL	Water and Sewer Avail Letter	1	1	100%	29
Totals:			198	176	89%	

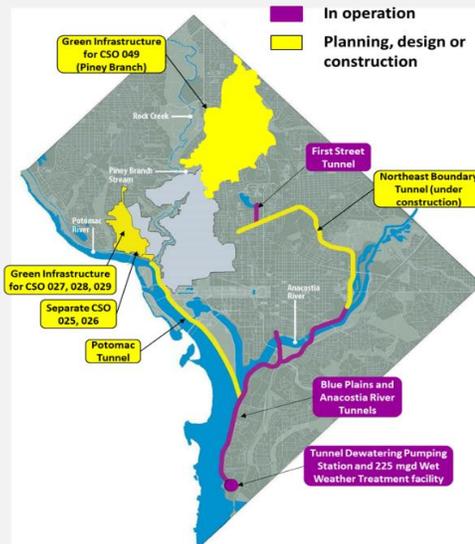
Progress Report

- Permit Operations continues to take the lead an effort to optimize the cash flow and accounting side of the inspections fee process as well as look at on-line payments and an updated online permit review processes.
- Permit Ops and AECOM held stakeholder meetings with permits and with Budget and Finance and reviewed processes surrounding the payment and accounting process.
- Permit Operations and IT are continuing to review/develop the 3PP on-line permit review and submittal program.

Department of Clean Rivers

Accomplishment(s)

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



Operational Performance - Completed Projects

- **Performance of Anacostia River Tunnel System**
 Captured over 6.4 billion gallons of combined sewer overflows and over 2,700 tons of trash, debris, and other solids (March 20, 2018—October 16, 2019) that would otherwise have overflowed to the Anacostia River.

Progress Report

- **Drain the Rain (Downspout - Disconnection) 2019 Phase**
 - Completed Final Report for 2019 Downspout Disconnection Program.
- **Northeast Boundary Tunnel Project (NEBT) – Design**
 - 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.
 - Review Field Location Survey NSS-SOE.
 - Review T Street Support of Excavation (SOE) Design RFCC.
 - Review 4th Street Maintenance of Traffic RFC.
 - Review Florida Avenue Adit SOE RFC.
 - Review Change to RFC 4th Street Maintenance of Traffic (MOT).
 - Construction Impact Assessment Reports were completed for Response Level Plan for NEBT.
 - Construction Impact Assessment Reports were completed for NEBT Tier 1B & 2X Station 258+50 to Station 276+80.
- **Northeast Boundary Tunnel Project – Construction**
 - Tunneling
 - TBM Chris mined 9,624 feet as of October 16, 2019.
 - Mount Olivet Road Construction Site
 - Completed 90 feet of shaft excavation work.
 - W Street Construction Site
 - Completed 100 feet of shaft excavation work.
 - Completed 16 retaining wall sections.
 - Rhode Island Avenue Site
 - Jet grout work for shaft bottom plug finished.
 - Utility relocation for adit jet grouting ongoing.
 - 4th Street Construction Site
 - Completed shaft excavation work.
 - Jet grout work for Near Surface Structure bottom plug ongoing.
 - Horizontal freeze pipe installation for adit ground improvement ongoing.
 - First Street Construction Site
 - Utility relocations for jet grouting ongoing
 - Florida Avenue Construction Site
 - Completed secant piles for shaft SOE.
 - Pre-trenching for Near Surface Structure SOE construction started.
 - R Street Construction Site
 - Pre-trenching for shaft slurry wall construction started.
 - Utility relocation ongoing.

- **CSO 025/026 Sewer Separation Project**
 - Geotechnical investigation has been completed and information incorporated in Data and Baseline Reports.
 - Environmental Data Report, Environmental Baseline Report, Geotechnical Data Report, and Geotechnical Baseline Report have been updated per the last PCO and DCCR/DC Water review. Documents will be submitted as part of the 90% RFP agency submittal.
 - Traffic analysis report and MOT plans have been reviewed for a second time by PCO and DC Water. Revised documents will be submitted to DDOT as part of the 90% RFP submittal.
 - Additional utility potholing investigation is underway.
 - Project procurement approach has been confirmed by DC Water Procurement. Contractor engagement outreach approach is ongoing.
 - Review of contract documents to match procurement approach is underway.

- **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 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. Eight out of thirteen candidates passed the exam.

- **Environmental Impact Bond Reporting**
 - Monthly reporting is ongoing. August report was sent to investors on October 2, 2019.

- **Public Outreach Activities**
 - Potomac River Green Infrastructure Project 1
 - Maintenance mailer sent to residents adjacent to GI facilities.
 - Rock Creek Green Infrastructure Project 1
 - Maintenance mailer sent to residents adjacent to GI facilities.
 - CSO 025/026 Sewer Separation
 - Provided updates to Ward 2 Council, ANC 2E, Georgetown Business Improvement District (BID), businesses and residents about investigations.
 - Scheduled meeting with ANC 2E Chair and Vice Chair and Georgetown BID on October 23, 2019 to present investigation results and proposed design.
 - Requested meeting with Ward 2 Councilmember's Office.
 - Requested to be placed on December 2, 2019 ANC 2E Community Meeting.
 - NEBT Business Impact Mitigation Plan
 - Rhode Island Avenue NE Main Street worked with VT Nails also near the 4th St. site for storefront refresh and improved signage.
 - North Capitol Main Street is finalizing the development of the scrim for placement on the Florida Avenue NW Construction Site fencing. Mockups were approved by OMAC. Also, scheduling meetings with the Boundary Stone restaurant owner and property owners and residents on Rhode Island Avenue who will be impacted by the T Street Construction Site work.
 - Outreach team members attended the annual meeting event and fundraiser for Rhode Island Avenue NE Main Street on October 18, 2019.
 - All Main Street directors continue to advocate on behalf of DC Water and the NEBT project with the impacted businesses under their purview.
 - NEBT Outreach
 - Drafting the second NEBT Media Buy to include continuing the on-air messaging on WHUR and WTOP radio stations and extending the buy to WAMU.
 - Worked with the five winning artists to paint their murals at the designated storm drain locations along the NEBT alignment. Preparing a summary report of the Cool Arts & Cleaner Rivers campaign.
 - Distributed notices to residents concerning the Florida Avenue NW Construction Site work for phases 4 and 6. Also notified residents about Saturday work at 4th Street NE to occur on October 12, 2019.
 - Distributed the traffic advisory and newsletter concerning the 4th Street NE Construction Site median removal on Rhode Island Avenue NE.
 - Distributed the traffic advisory concerning R Street NW Construction Site instrumentation installation work.
 - Distributed newsletter concerning First Street NW Construction Site waterline relocation work.
 - Managed the Clean Rivers table at DC Water's Community Expo for Ward 7 on September 16, 2019.
 - Attended the Rhode Island Ave NE Main Street Annual Meeting on September 18, 2019.

- NEBT Outreach (cont.)
 - Distributed Florida Avenue Construction Site secant pile traffic advisory and newsletter along with notice of upcoming water shut off for hydrant relocation work. Distributed the R Street newsletter of upcoming slurry wall work. Updated the project site with maps.
 - Prepared on-air messages for the WHUR and WTOP 60-day media buy extension.
 - participants.
 - Day, September 14, 2019 and media day on September 13, 2019; 95 participants.
 - Prepared update on the public outreach risk mitigation actions that were assigned during the Div. J Qualitative Risk Mitigation Workshop and reported in Div. J-03b – Risk Mitigation Report.

News and Events

- Developed presentation for upcoming GI presentation at Grey to Green Conference on October 29, 2019.
- Presented Clean Rivers Program to Columbia Island Yacht Club on October 16, 2019.
- Hosted group from Japan for GI Tour on October 9, 2019.
- Attended NGCIP Awards Gala on October 2, 2019.
- Hosted the first Northeast Boundary Tunnel Project Community Day on September 14, 2019
- Organized and facilitated Tunnel Forum Meetings for October 3, 2019 and October 10, 2019. Updated residents about construction work and the schedule from the Rhode Island NE Construction to the R Street NW Construction Site.

Office of Administration

News and Events

- September 20, 2019: Maureen Holman and Matt Ries provided an overview of DC Water’s sustainability initiatives and new HQO Building to members of the Urban Land Institute during their Council Day conference, which focused on “Getting to Net Zero Carbon, How Cities and Developers are Leading the Way.”
- October 9-12, 2019: Maureen Holman attended the C40 Masterclass on Climate Adaptation and the World Mayor's Summit, in Copenhagen Denmark.
- October 18, 2019: Maureen Holman presented at the Women in Construction Conference, on the panel “Infusions of Synergistic Resiliency: Creative Operational Solutions for Weathering Business Shocks & Stresses” with Melissa Deas (Climate Program Analyst, DOEE) and Donna Cooper (Pepco Region President)

Fleet

Operational Performance

- Vehicles/Equipment availability:
- Priority #1 units – 78%
- Priority #2 units – 81%
- Priority #3 units – 93%
- Accidents – See monthly reporting chart to the right

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	16	45%
10/1/2019*	10	
*Accident totals through 10/15/2019		

Progress Report

- Fleet Capital Equipment - Fleet received the following units:
 - Elgin Broom Badger Sweeper designated for HQO assigned to Department of Facilities
 - (2) Catch Basin -Stetcos issued to Sewer Operations
 - Three (3) ICB utility crew cabs trucks assigned to Departments (2) Sewer Operations (1) DDCS awaiting Certificate of Origins for DC DMV registration process
 - (3) Ford Transit cargo vans assigned to Facilities and Wastewater Operations will be issued no later than October 18th
- Recruitment Update: Fleet newly hired 1 of 2 in-house positions for Automotive Parts
 - Supervisor, Automotive Parts: James Nelson
 - Technician, Automotive Parts Supply: pending interviews
- Procurement began the process of temporary maintenance contract.
 - Projection to bring Fleet maintenance in-house transition FY2021
 - New Fleet maintenance facility projected FY2021
- Fleet continue working with Sewer Services to clean up the O Street facility for better parking and ingress/egress

Progress Report (cont.)

- 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

- Recently, DC Water received special recognition at the 2019 Greater Washington Clean Cities Coalition luncheon: Trailblazer Award -Renewable Natural Gas (David Gadis, CEO, Biju George, Executive Vice President - Operations and Engineering, Chris Peot, Director - Resource Recovery)
- WAVE Parts In-house app, bar code scan and testing and ongoing
- The Department of Fleet Management in collaboration with REG Marketing & Logistics Group, (REG) and Optimus Technologies have agreed to a Pilot Project for funding up to \$130K for B100 (neat biodiesel) for (10) units.

Facilities

Operational Performance

- Facilities continues work with Safety to develop the health and hygiene metrics for DC Water facilities baseline data collection.
- Facilities has integrated 4 new Apprentices, 2 supporting HVAC and 2 supporting Plumbing.
- Training: Facilities HVAC Shop completed Make-Up Units Training for the Raw Wastewater Pump Station #2 Department of Wastewater Engineering project.

Progress Report

- Some of the Projects completed:
 - AC Replacement Blue Plains Secondary Electrical Room
 - Installed two new 250-gallon Water Heaters in COF
 - Removed and capped off 6-inch, old water meter in O Street pumping station
 - Replaced 105 feet of hot water piping in Bryant St Meter Building ceiling
 - Painted at Bryant St: black fence around the building, pipe yard fence & meter shop floor
 - Painted O St. Main Painting Station second floor office suite
 - Painted at Blue Plains: section of effluent pipes in Solid gallery, storm drains and catch basins
 - Paint office 319 at Bryant St.
 - McMillan material storage concrete pad replacement
 - Event Support
 - Supported 9 OMAC events
 - Supported 3 Blue Drop events
 - Supported 12 COF Boardroom events

Progress Report (cont.)

Projects:

- CMF Electrical Shop Mold Remediation
- 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)

- On September 17th- 19th, DC Water provided an employee engagement opportunity and invited outside stakeholders to participate in a L984 Operational - Strike Team/Task Force Unit Leader – incident management course which demonstrated and illustrated the collaboration of frontline and operational field assignments during incident management efforts and activations. Sample feedback from 21 employees who attended Strike Team Task Force Course:
 - “This course opened my eyes to different ways and means of leadership”
 - “I benefited from everything”
 - “Increase interest in hazard mitigation”
- Enhanced communication between DC Water and external partner agencies during emergency response efforts by participating on a utility panel discussion at the DC Health & Medical Coalition—Emergency Preparedness Summit on Sept.26th.

Operational Performance

- Continued to enhance readiness, resilience, and emergency management capabilities through attending the Sept. 17, 2019 Interoperability Summit to review District and Military improvements 6 years after the Navy Yard active shooter incident. Facilitated meeting with Security to share best practices and strategize on improvement tactics.

Progress Report

- Completed the development of two online training courses – DC Water’s Emergency Management Plans and DC Water’s Emergency Information Orientation. These trainings will be uploaded and available for all staff to view and increase their engagement and training needs.
- Revised Hazard Mitigation Plan materials as request by FEMA and revisions will be incorporated into current plan.
- Submitted quarterly grant reports on five FEMA grants that are being implemented within the Authority.
- Facilitated DC Water Alerts user training as a refresher training on Oct. 1st.
-

Progress Report (cont.)

- Received America's Water Infrastructure Act gap analysis report which will drive compliance efforts in FY20 and will be prioritized through the Hazard Mitigation Taskforce efforts.

News and Events

- October 21st-22nd, two staff members from the Office of Emergency Management will participate in the AWWA Water Infrastructure Conference as speakers for two presentations and as planning conference member.
- October 30th, the Office of Emergency Management will host the annual Emergency Management Multi-Year Training and Exercise Planning Workshop for stakeholders.
- On November 4th, an Active Threat/Shooter Seminars will be held at 9am and at 10am.

Safety

Accomplishments

- Held the final ISO 45001 training for staffers and upper management during September 17-19, 2019; with the combined total of 42 employees/staffers taking the sessions.
- Staffers completed HSEMA Safety Officer Training for FEMA incident command.
- Chesapeake Regional Safety Council conducted Scaffold training for DMS.
- Reviewed Contractor Safety Prequalification Questionnaire and Evaluation Procedures with stakeholders.
- Harm Incident line meetings and decisions (202-787-4276)
 - Developed process/Procedure
 - 7a-7p automated message
 - 7p-7a security support (data entry)
 - Submitted the script
 - Management documentation and approval needed
 - Upgrade to skype needs to be completed (ITSC)

Operational Performance

- Held 8 system build sessions (Origami)
- Held team support sessions for Origami needs (DC Water)
- Special Sessions
 - Auto Incident with Fleet
 - Reviewed workflow (intake – notifications - dashboard – close)
- DOSH staffers continue to review and update the Safety and Health Policies in advance of Joint Union-Management Review.
- Met with the Facilities Department Director and Manager to discuss and plan the Health and Hygiene buildings initiative.
- At the request of Security, staffers attended and participated in the Active Shooter/Hostile Event Roundtable Discussions.
- Continued work with Clean Venture, our hazardous waste disposal vendor to identify hazardous waste throughout DC Water as well also inspected the Hazardous Waste storage areas.

Operational Performance(cont.)

- Worked with the underground storage tank (UST) removal contractor to close out the report for the UST removal at the Swirl facility. Also, performed a site visit to Bryant Street and Ft. Reno to facilitate hazardous waste removal and sign off on the waste manifests.
 - Met with the Operations Safety Manager and DOSH staff to discuss and prepare a draft safety scorecard.
 - Prepared and distributed safety statistical reports to the various departments.

Progress Report

- User Guides - Origami
 - Light User - 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
 - Contractors (ROCIP non-licensed)
 - Preparing initial overview for 10/18
 - Full user guides - Cheat sheets are being produced (3)
 - Recruitment: Ashley Wynes, new Construction Safety Specialist, came onboard in September.
 - Environmental Specialist working with Tameca to have the Waste Disposal form added to Origami (SRS)
 - Tracked completion of housekeeping inspections and informed inspectors that the inspections can and should be completed in SRS
 - Conducted new employee safety orientation for 12 new apprentices
 - Attended the leading Blue Leadership Seminar on September 19, 2019
 - Continue to revise and update the construction safety manual

Security

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
- Blue Drop
 - Supported 4 events at HQO

Progress Report

Vendor Collaboration

- Horsley Whitten Group
 - Heighten Threat Protocols – pending management review
 - Active Shooter Roundtable – pending after-actions report
 - Security Breach - finalized

Department of Performance

News and Events

Team from DC Water from Performance Management and Engineering & Technical Services participated in the Water Research Foundation's Utility Analysis and Integration Methodology workshop at Clean Water Services in Oregon September 9-12. The DC Water team led the Business Case Evaluation and CIP Prioritization focus area, developing the "as is" business model with input from utilities from the US, UK, and Canada. Future activities on this project will create the "to be" model for these processes and contribute to optimizing DC Water's processes.

DC Water, represented by Dr. Matt Ries, Director, Sustainability and Watershed Management, participated in the US Water Alliance One Water Summit in Austin Texas on September 17-18 as a member of the Chesapeake Delegation. The delegation, organized by the Chesapeake Bay Funders Network, consists of representatives of utilities, NGOs, and funders and "seeks to develop a network of leaders...open to new, integrated approaches to the management of water resources."

DC Water hosted leadership from Queensland Urban Utilities (QUU) (Australia) on September 30 at HQO and Blue Plains. QUU was represented by their CEO, GM for Treatment & Operations, and R&D Manager. The exchange focused on promoting innovation within our utilities, from driving cultural shifts and staff engagement, to specific technical exchanges on nutrient removal and resource recovery.

DC Water representatives participated in the Smart Cities Week: Washington, DC on September 30 to October 2. Dr. Matt Ries, Director, Sustainability and Watershed Management, participated in the "Resilience 3.0 – Strengthening Cities for a Sustainable Future" panel and Biju George, Executive Vice President, Engineering and Operations, participated in the "The Resilient Water Utility of the Future" panel.

ORGANIZATIONAL PERFORMANCE DASHBOARD (September 2019)

Financial Highlights

Net Operating Cash (\$tho)		Operating Revenue (\$m)		Operating Expenses (\$m)		Capital Disbursement (\$m)		Operating Cash Bal (\$m)	
Actual	133,704	Actual	694.40	Actual	569.30	Actual	399.40	Actual	169.80
Target	81,624	Target	665.70	Target	582.80	Target	439.12	Target	125.50

Core Invest Yield (%)		Short Term Invest Yield (%)		Delinquent Acct Receivables (%)		On-time Vendor Payments (%)	
Actual	2.47	Actual	1.61	Actual	1.89	Actual	96.00
Target	1.69	Target	1.84	Target	3.00	Target	97.00

Operations and Engineering Highlights

Lead Concentration (ppb)	Total Coliform Rule (%)	Biosolids Production (wet tons)	Total Nitrogen (lbs/yr mil)
		Actual 389	

Plant Influent Flow (gal mil)	Excess Flow (gal mil)	Water Main Leaks	Water Valve Leaks
	0	29	5

Fire Hydrants Insps. And Maint.	Fire Hydrants out of Service	Fire Hydrants Replaced (YTD)	Non-revenue Water (CCF Mil)
652	44	175	Purchased 13.50 Sold 10.23

Sewer Main Backups	Sewer Lateral Backups	Dry Weather CSO	Permits Processed within SLA (%)	Electricity Usage (Kwh)
5.00	96.00	0.00	89.00	18832.00

Customer Experience Highlights

Call Center Performance	Command Center Performance	First Call Resolution	Emergency Response Time
Actual 88% Target 85%	Actual 89% Target 85%	Actual 70% Target 66%	Actual 94% Target 90% (% of calls received)

Low Income Assistance Program Highlights

SPLASH Contributions (\$tho)	
Actual	81.55
Target	80.04

Customer Assist. Program (\$tho)	
Current	160.32
Previous	100.67

People and Talents Highlights

Recruitment Activity	
Filled	9
Open	35

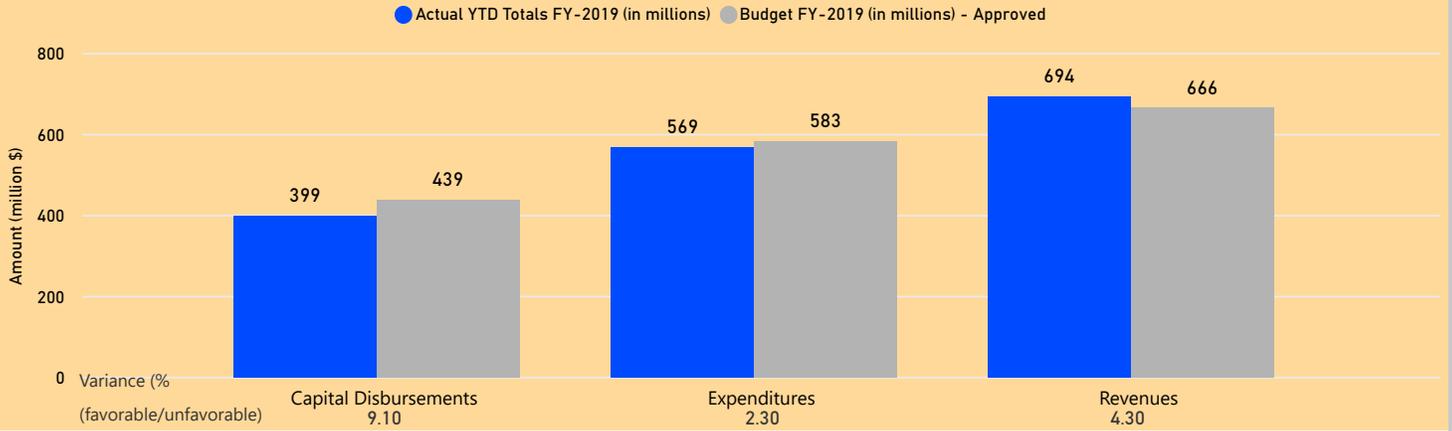
Administration Highlights

Employee Lost Time Incidence Rate	
	3.30%

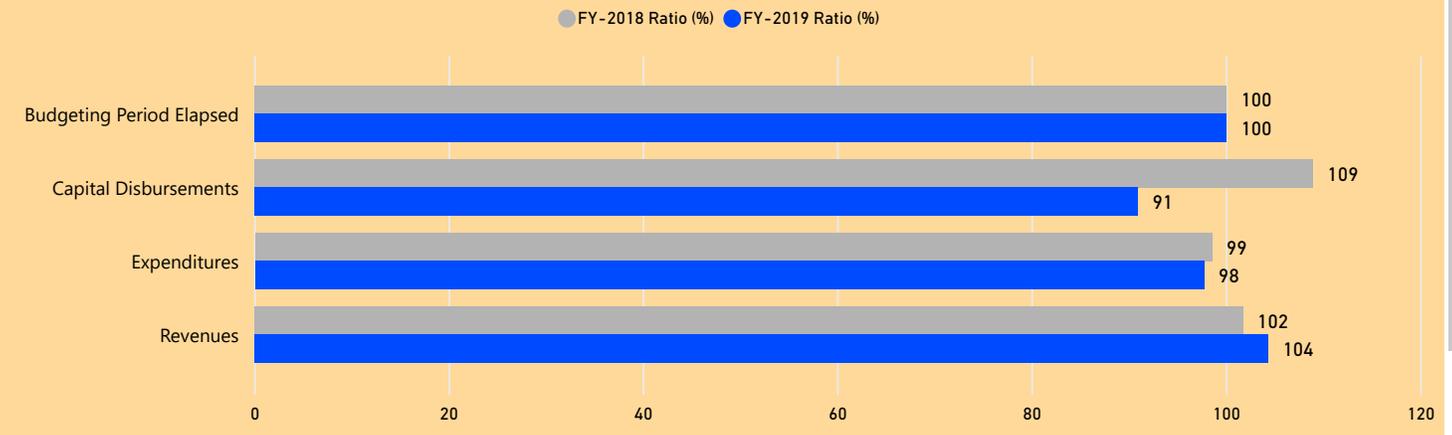
FINANCIAL HIGHLIGHTS

Financial Performance Summary

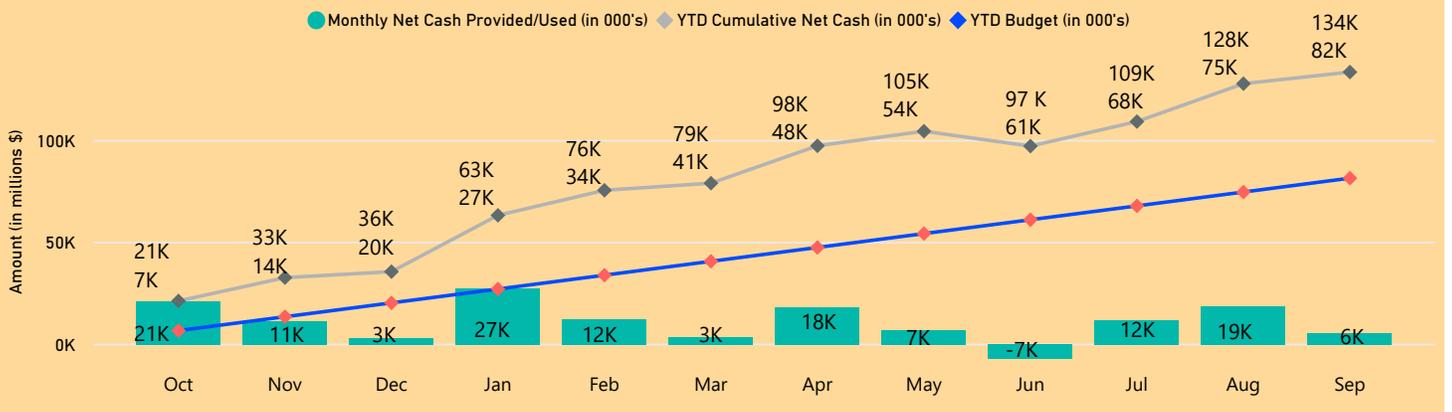
Revenue, Expenditure, and Capital Disbursement



Year to Date Analysis



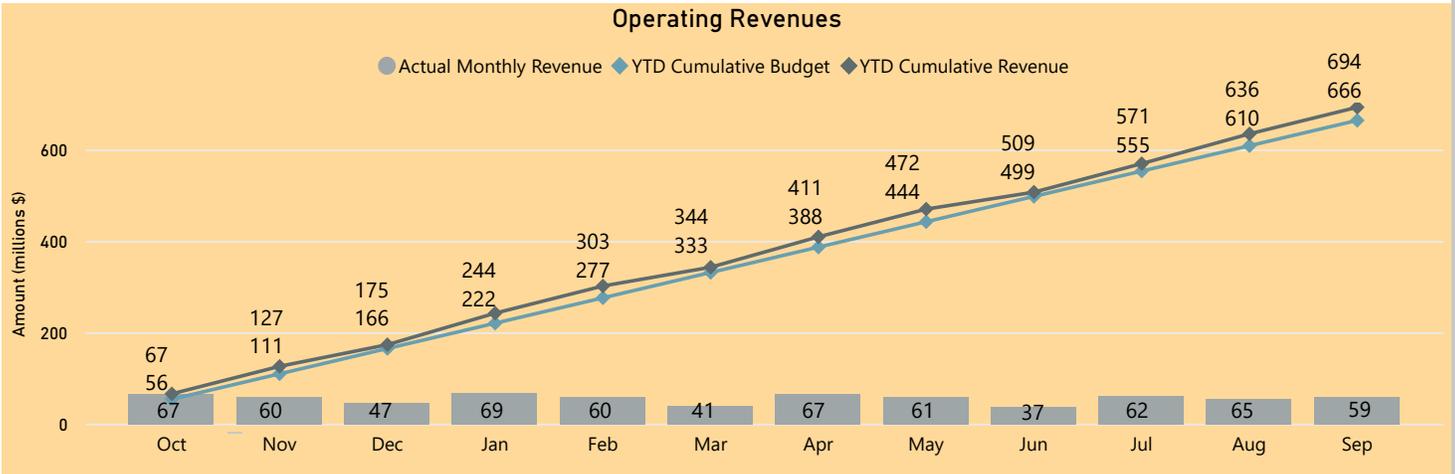
Net Operating Cash



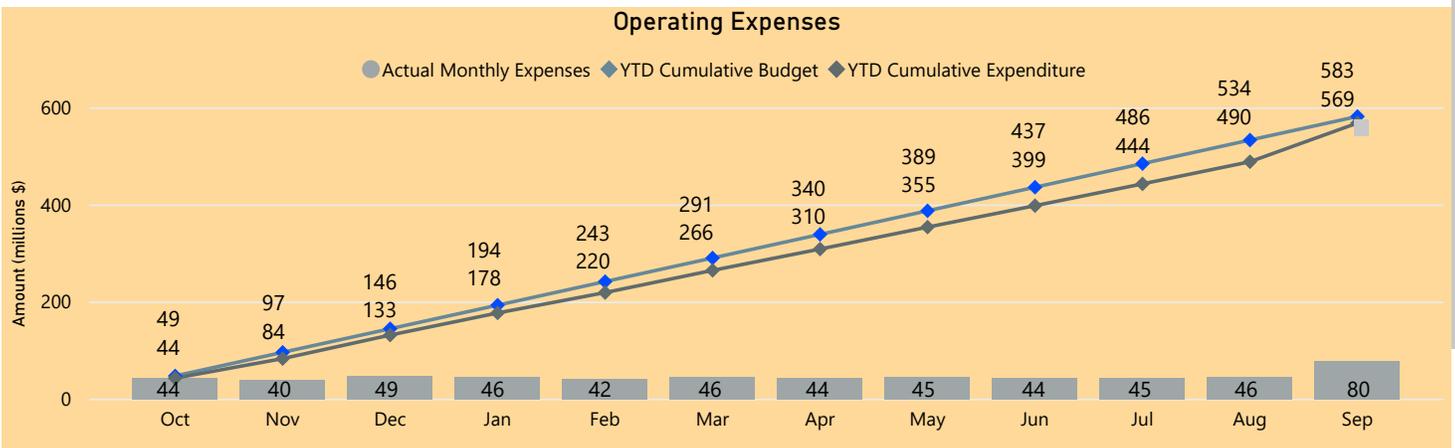
Net cash to date for September was above budget by \$52.08 Million

FINANCIAL HIGHLIGHTS

Revenues & Operating Expenses

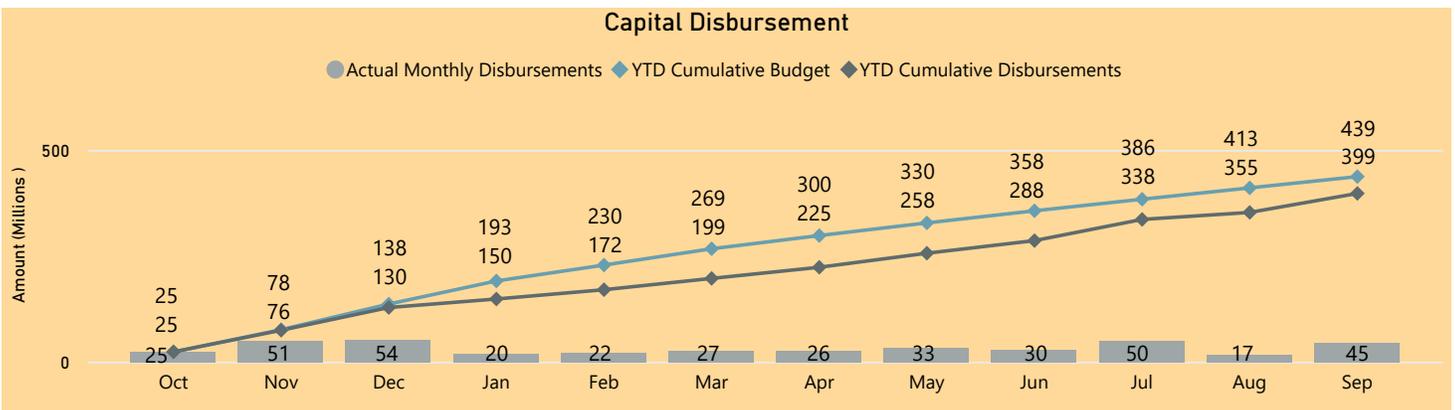


Revenue to date for September was above budget by \$29 Million



Expenditure to date for September was below budget by \$14 Million

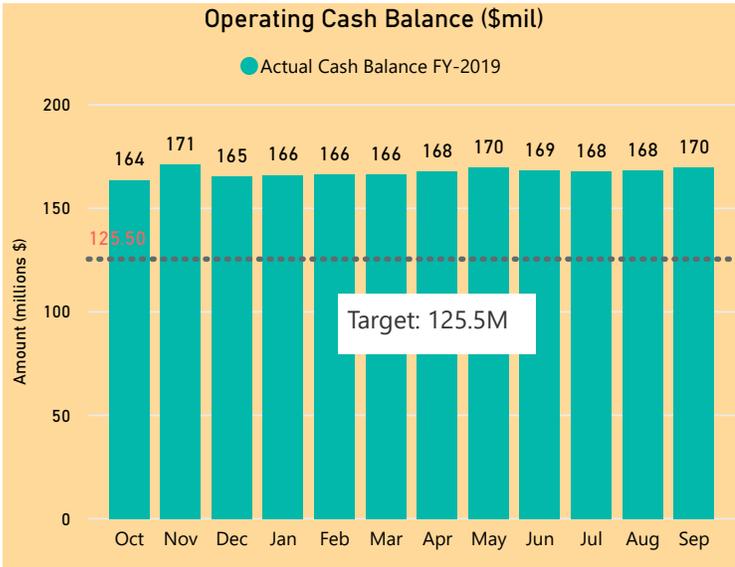
Capital Spending



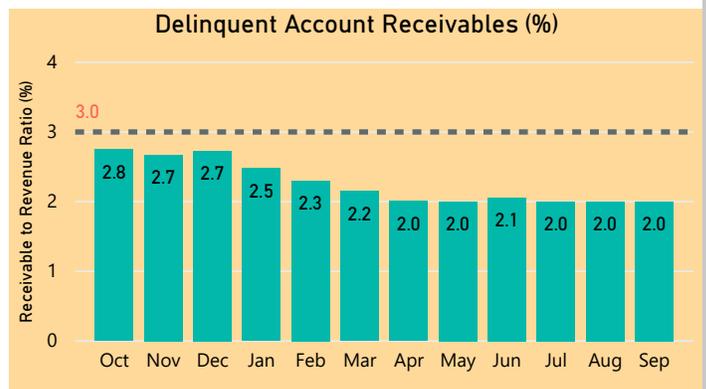
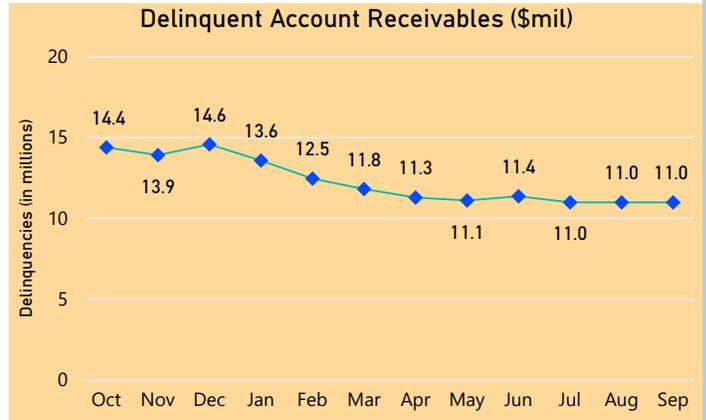
Disbursements to date for September was below budget by \$39.8 Million. YTD spending reflects comparison to the approved budget.

FINANCIAL HIGHLIGHTS

Operating Cash & Receivables

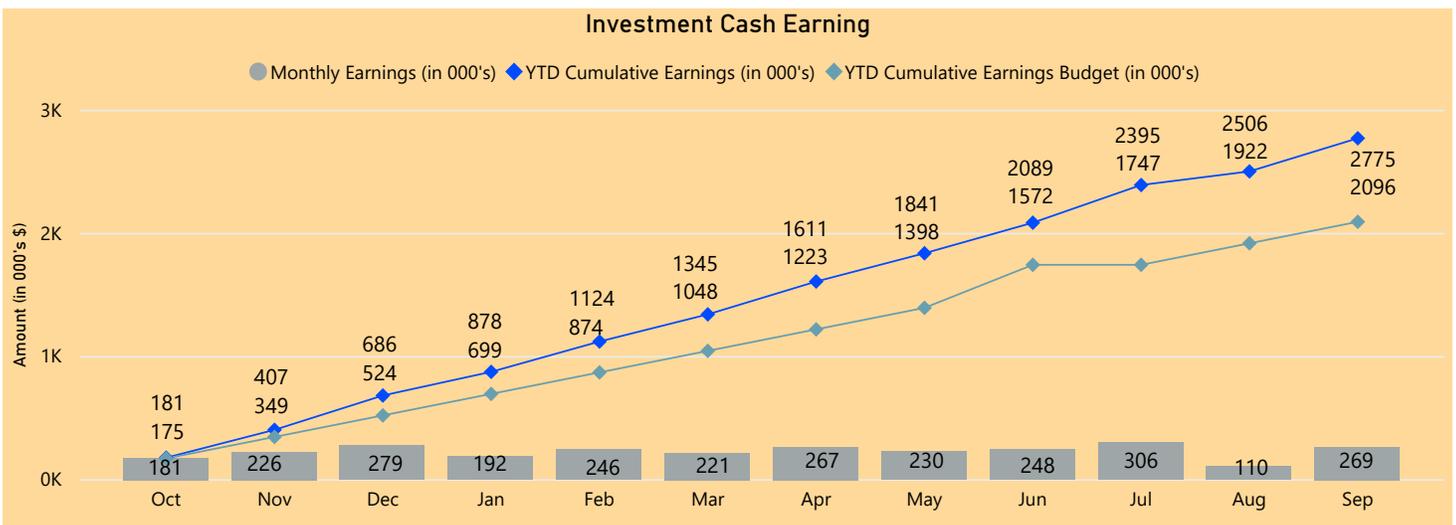


Cash Balance for September was above target by \$44.3 Million



September Receivables to Revenue Ratio is 1.89, Delinquency is 10.64 million.

Investment Earnings

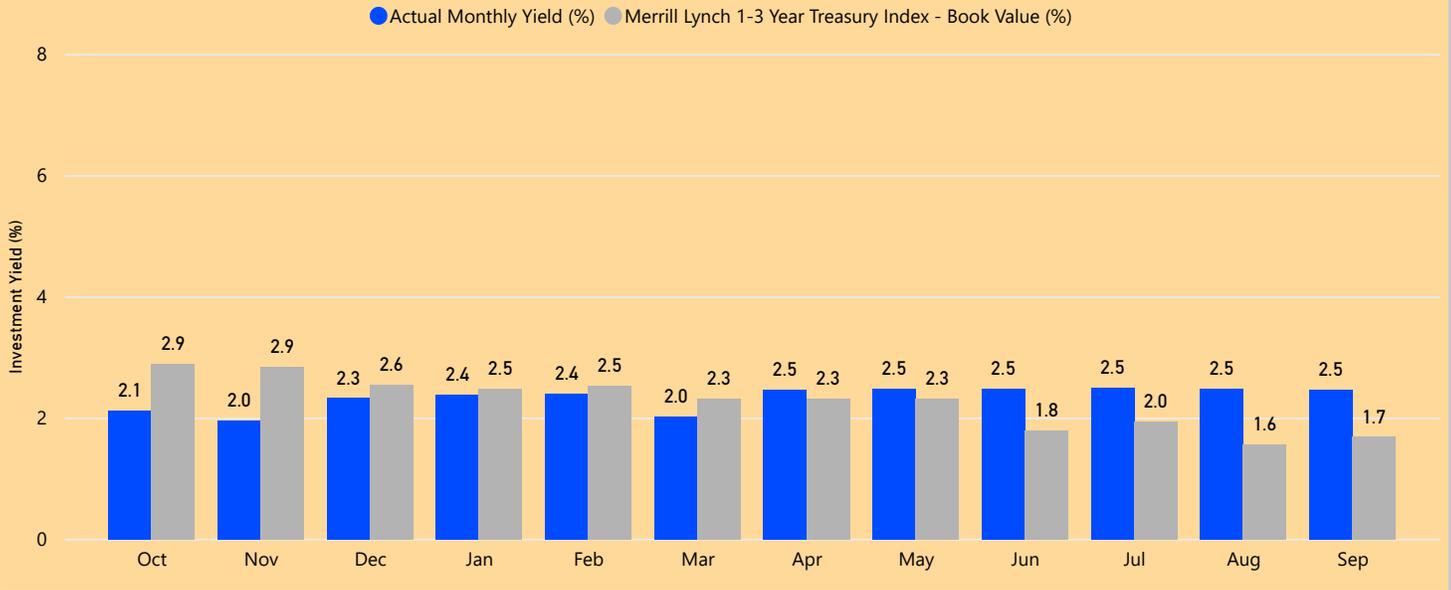


Earnings to date for September were above Projected Budget by \$678,400.

FINANCIAL HIGHLIGHTS

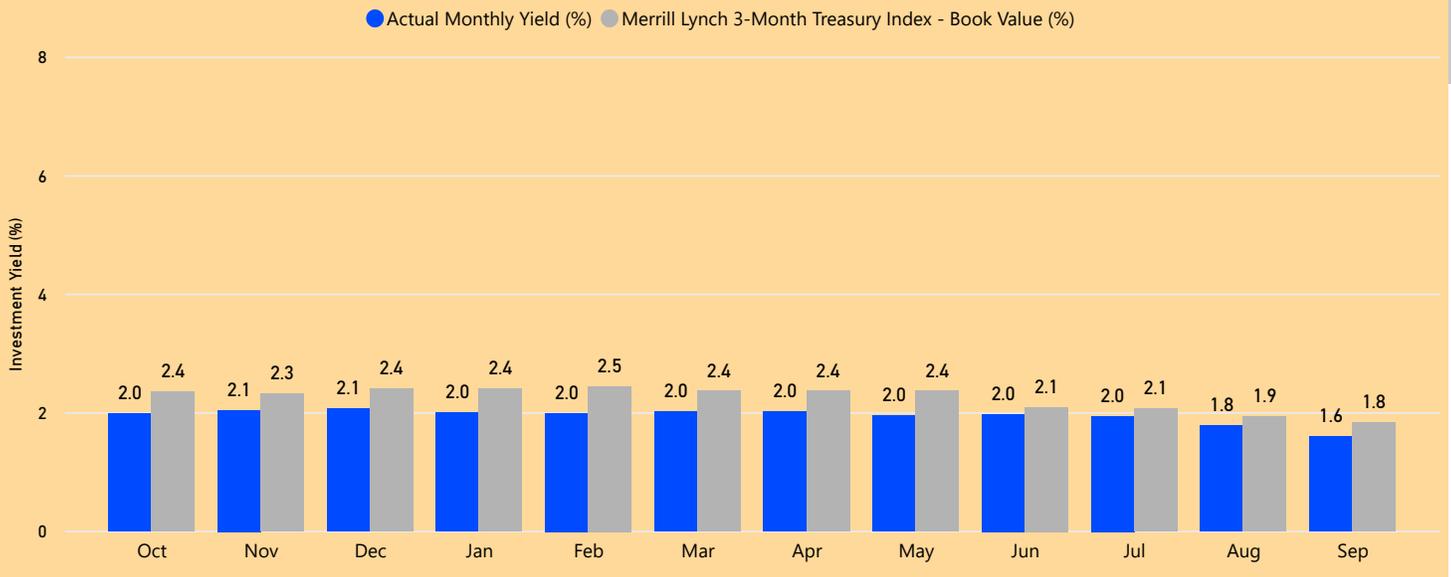
Investment Yields

Core Investment Yield



Yield for September was more than the treasury index by 0.78%

Short Term Investment Yield



Short Term Yield for September was less than the Merrill Lynch yield by 0.23%

FINANCIAL HIGHLIGHTS

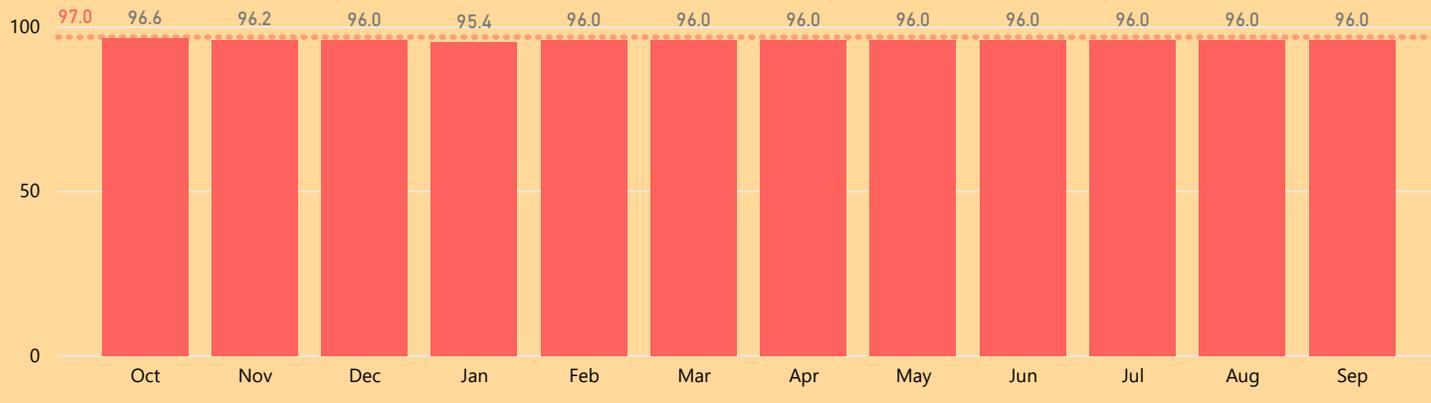
Vendor Payments

YTD Performance



Monthly Performance (%)

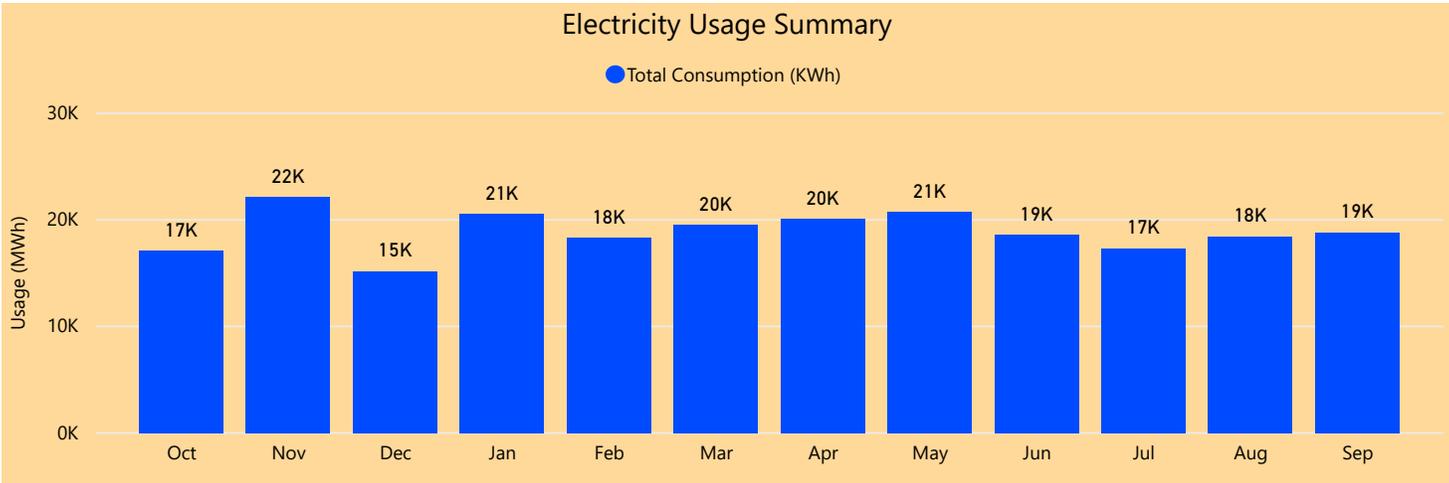
Target: 97%



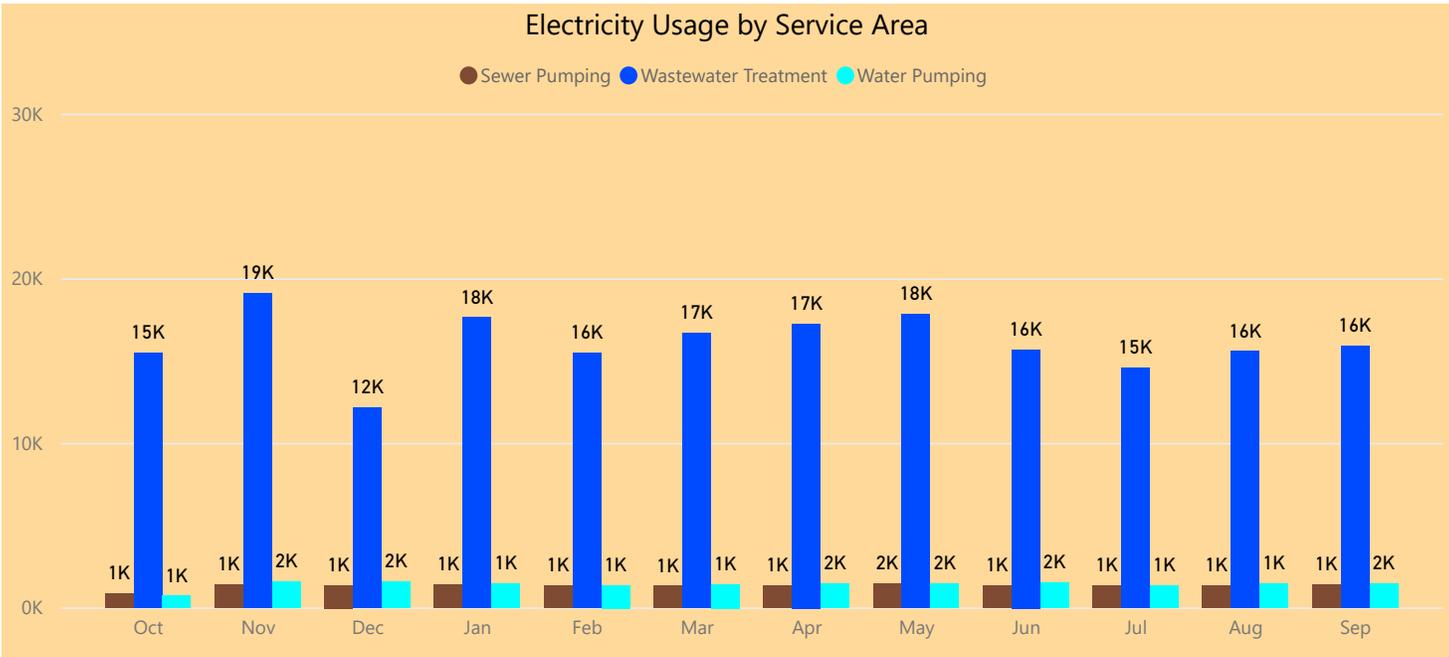
Performance for September was below the monthly target by 1%

OPERATIONS AND ENGINEERING

Energy Consumption



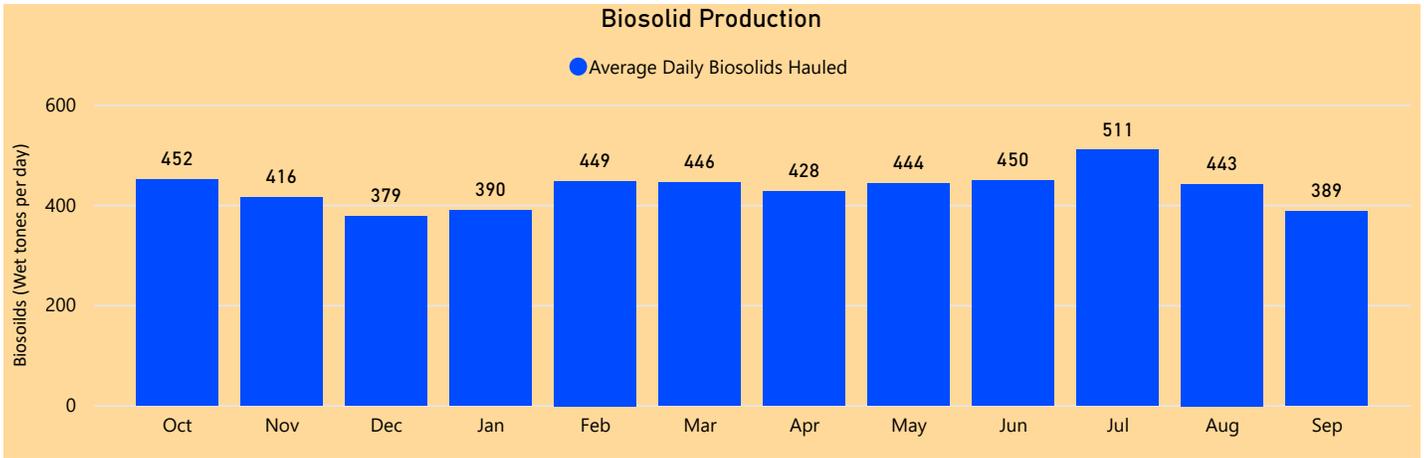
Electricity Consumption in September was 18,832 KWh



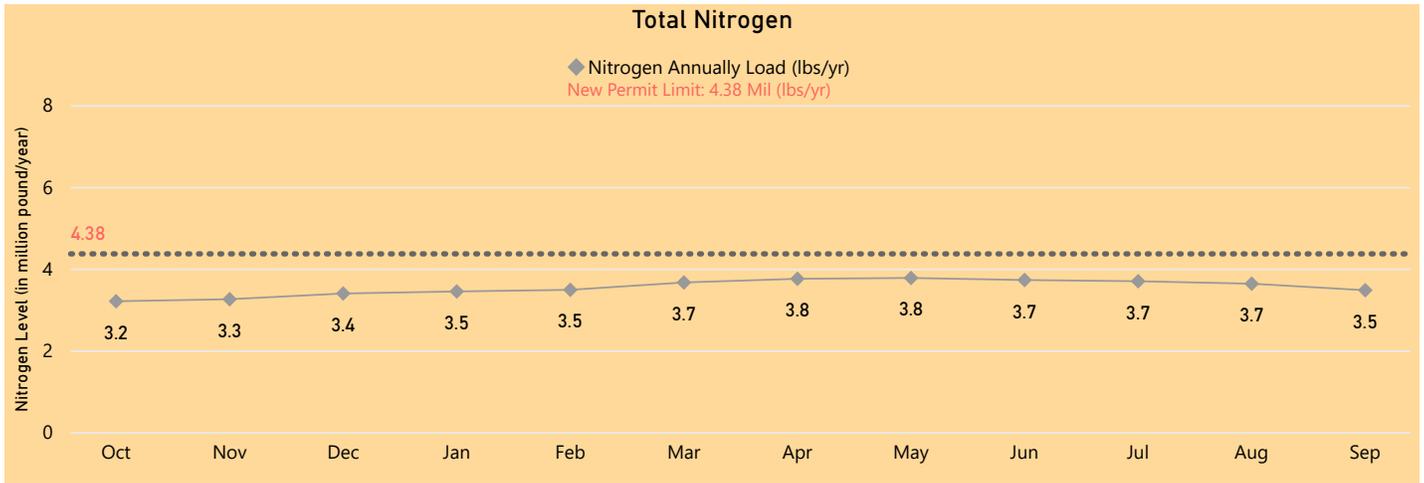
Wastewater Treatment had the highest electricity consumption in September at 15,915 KWh

OPERATIONS AND ENGINEERING

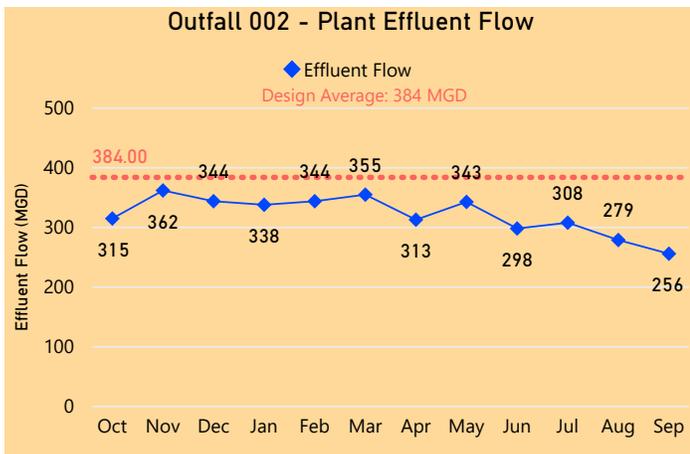
Wastewater Treatment



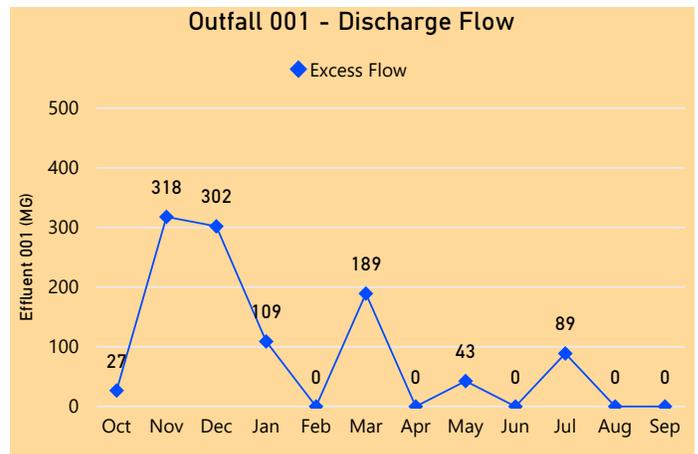
Biosolids Daily Production for September were 389 wet tons per day



Nitrogen level for September were below permit by 0.89 million lbs/yr



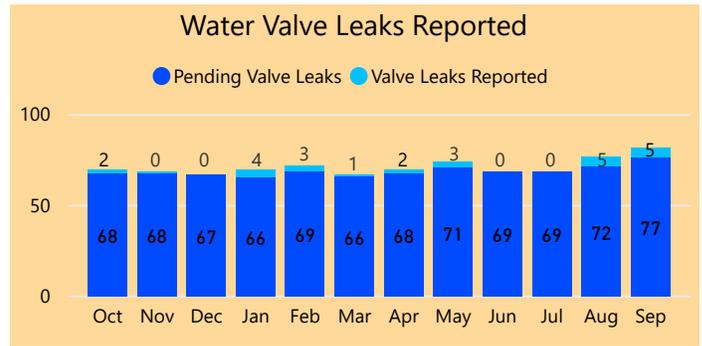
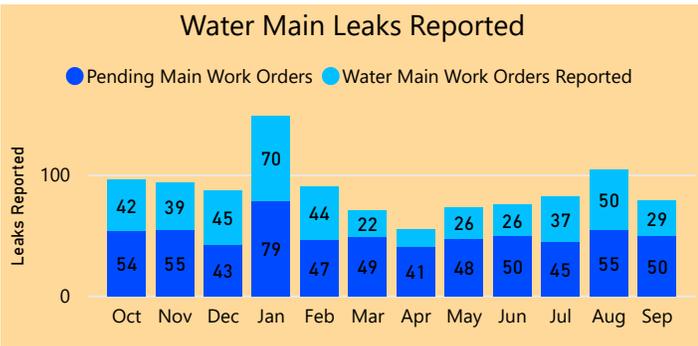
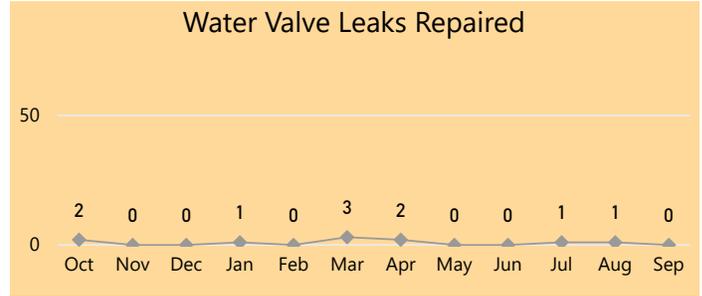
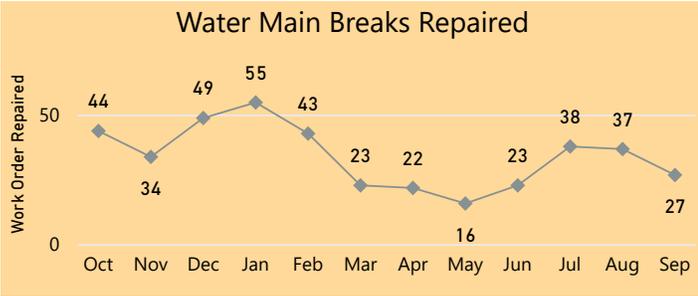
In September effluent flow was below design by 128 MGD



Excess flow events were recorded at 0 MG in September

OPERATIONS AND ENGINEERING

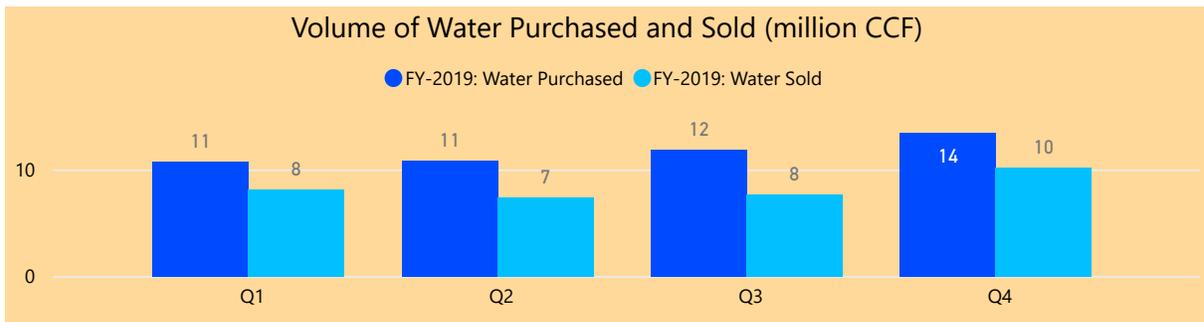
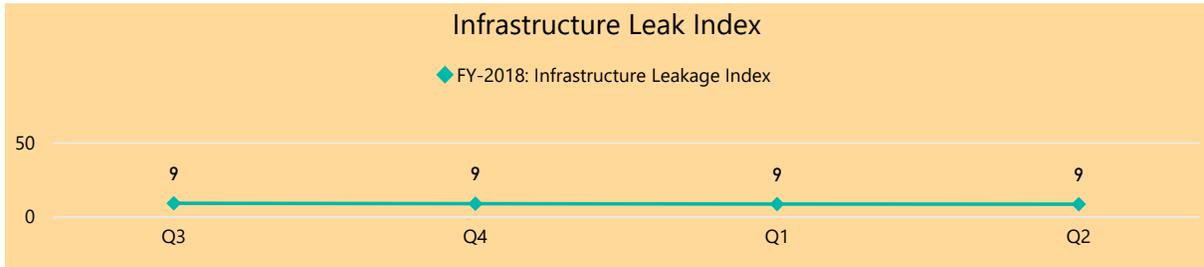
Water Distribution Operations



There were 29 Water Main Work Orders reported in September.

No leaks were resolved in September.

Water Balance



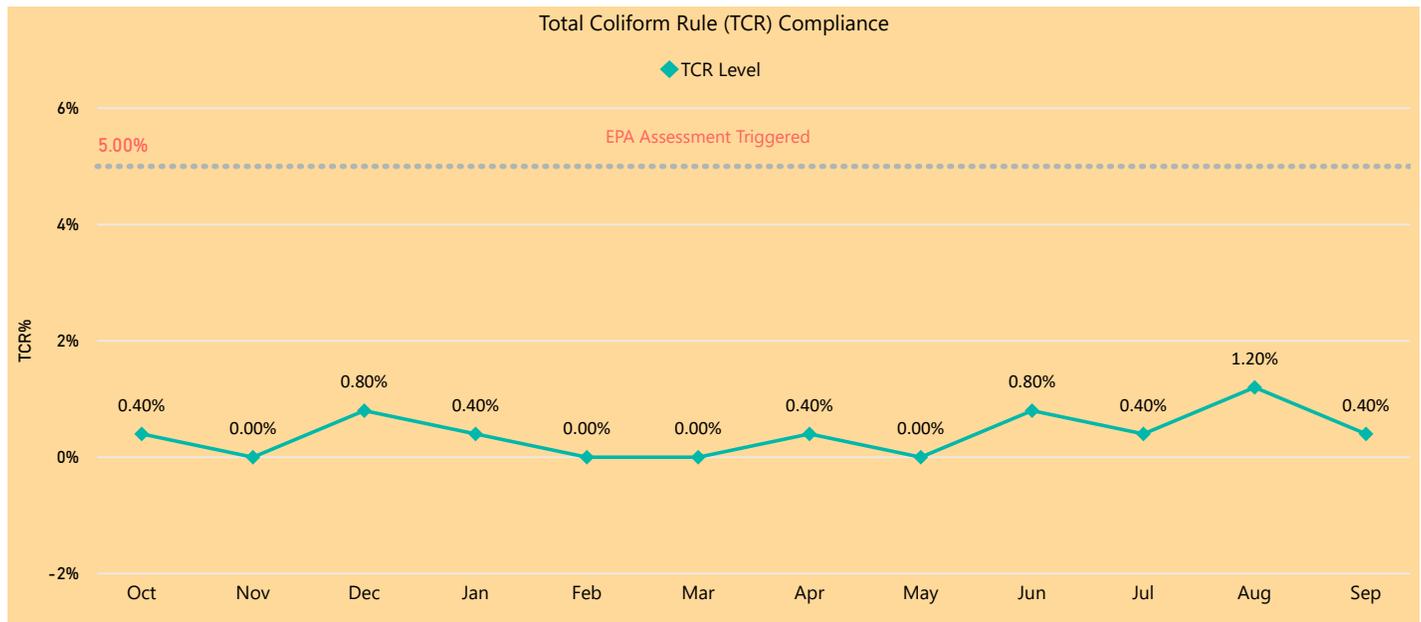
In the 4th quarter of FY2019, 10.23 out of 13.50 million cubic feet of water was sold.

OPERATIONS AND ENGINEERING

Drinking Water Quality



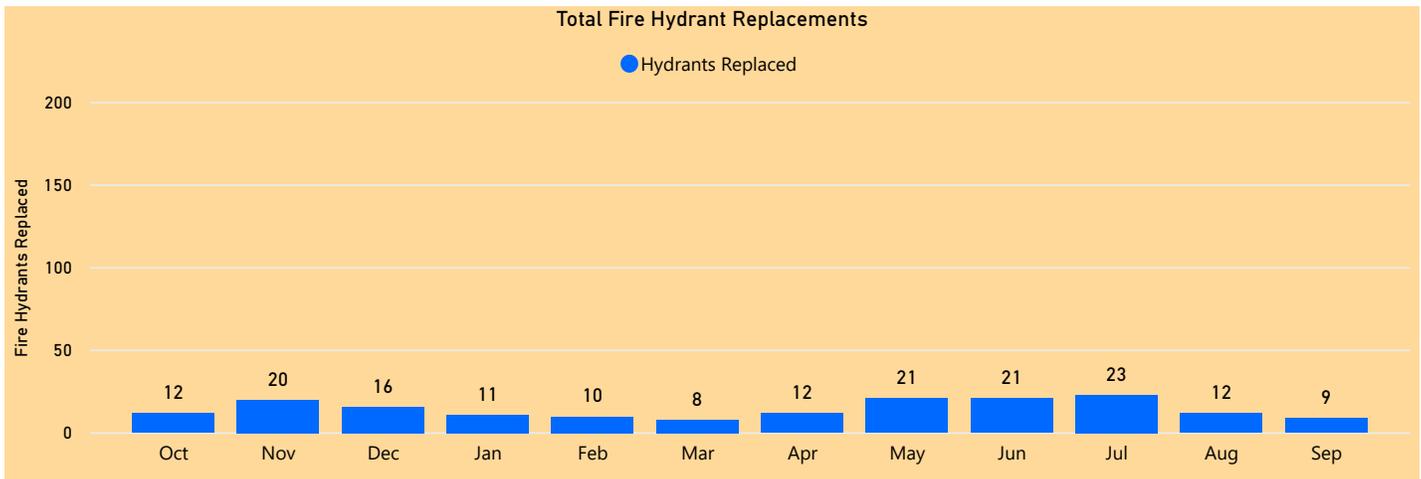
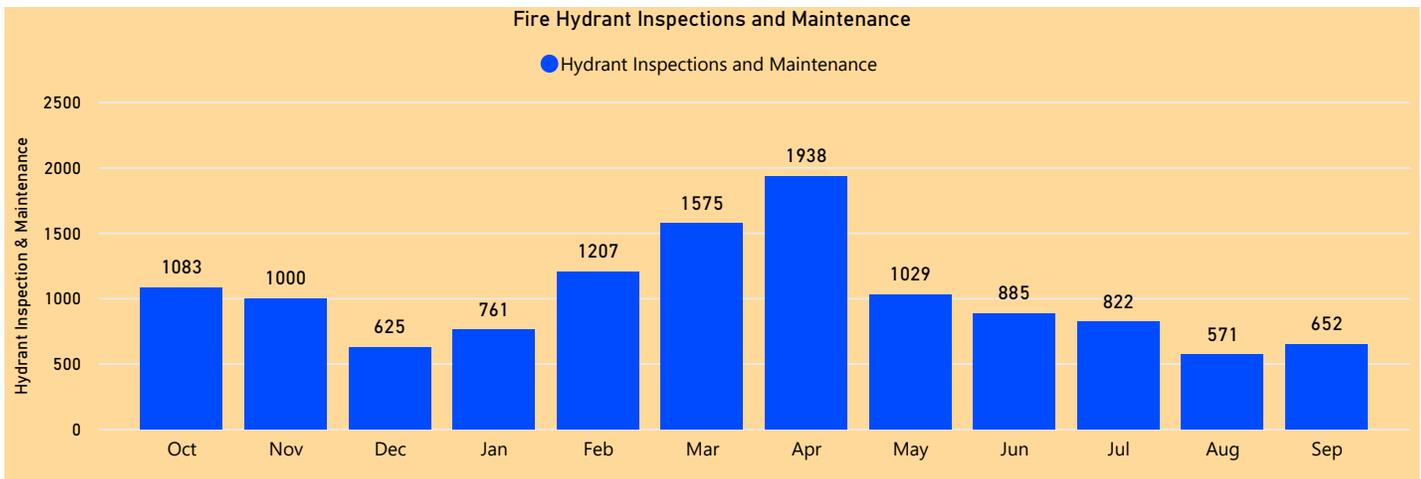
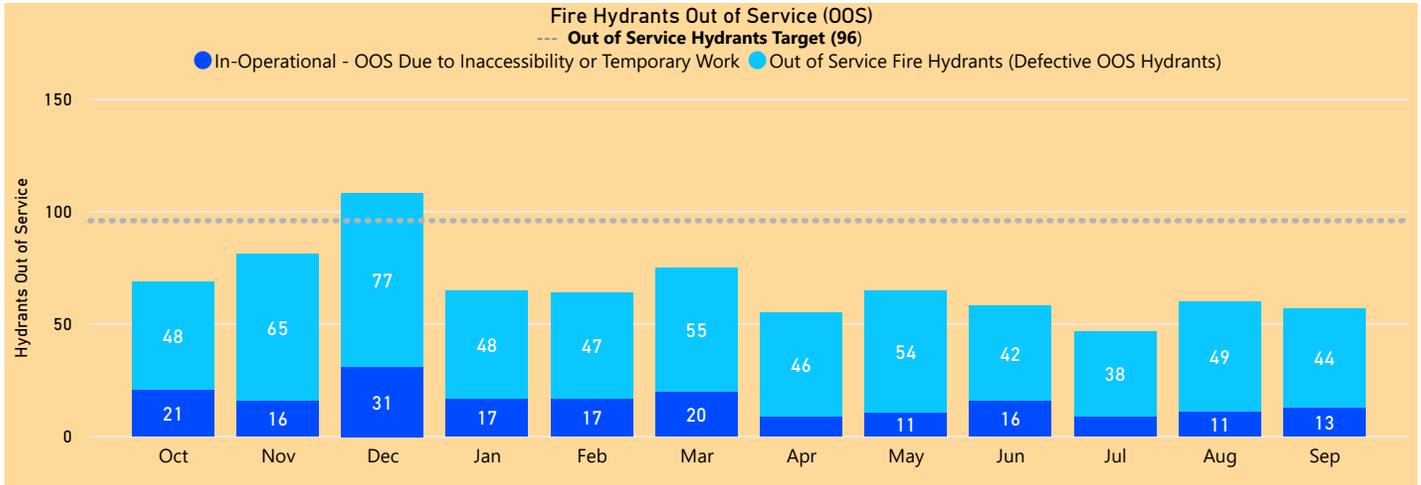
September 2019 results pending.



Coliform Positive was recorded at 0.4% in September.

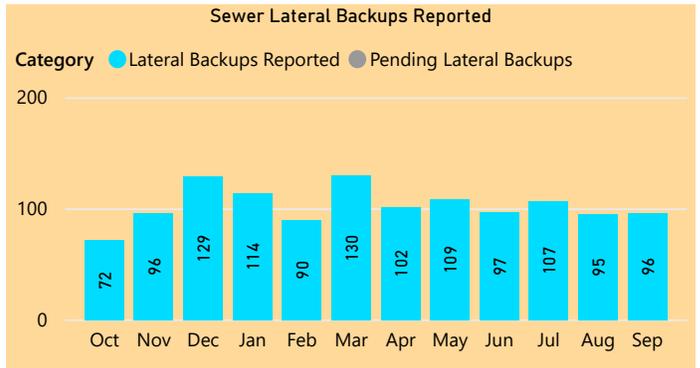
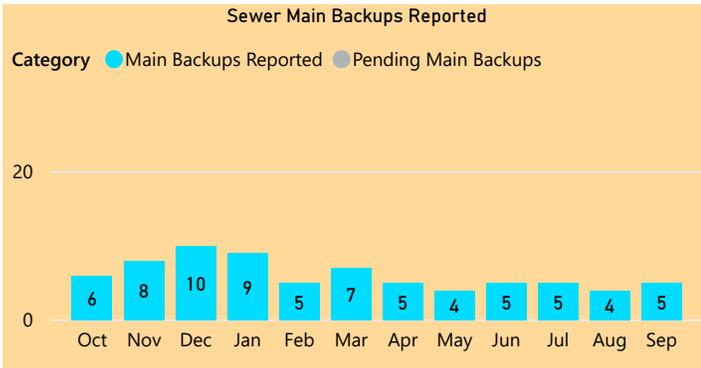
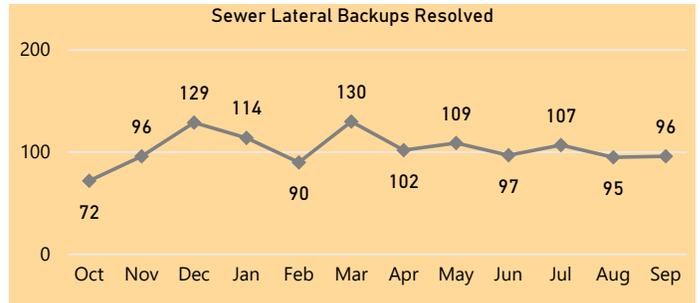
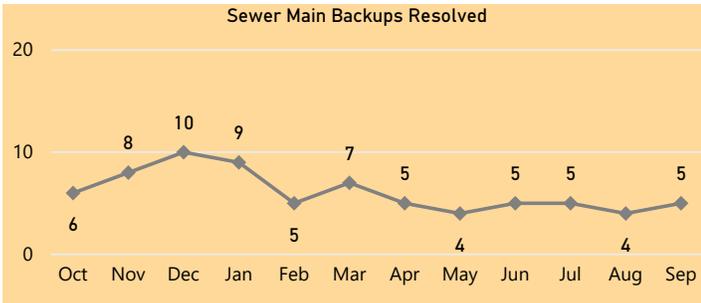
OPERATIONS AND ENGINEERING

Fire Hydrants



OPERATIONS AND ENGINEERING

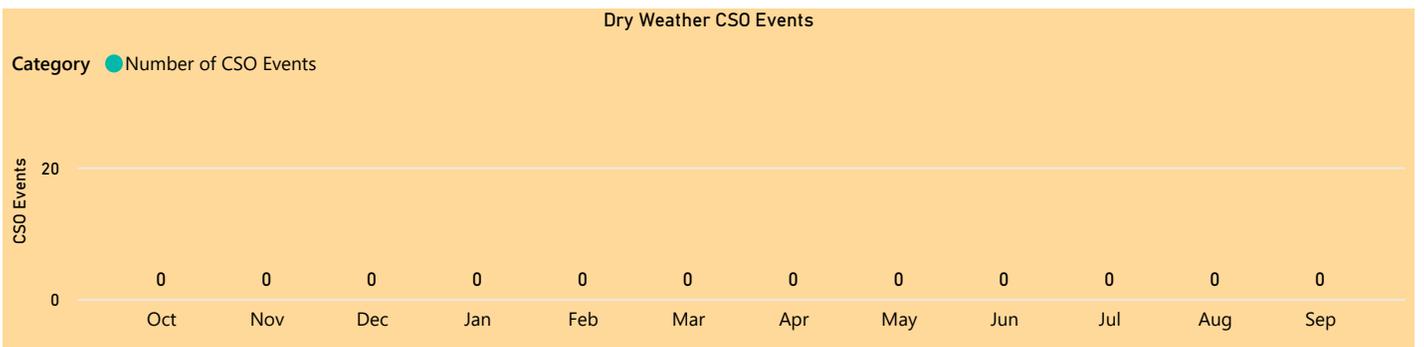
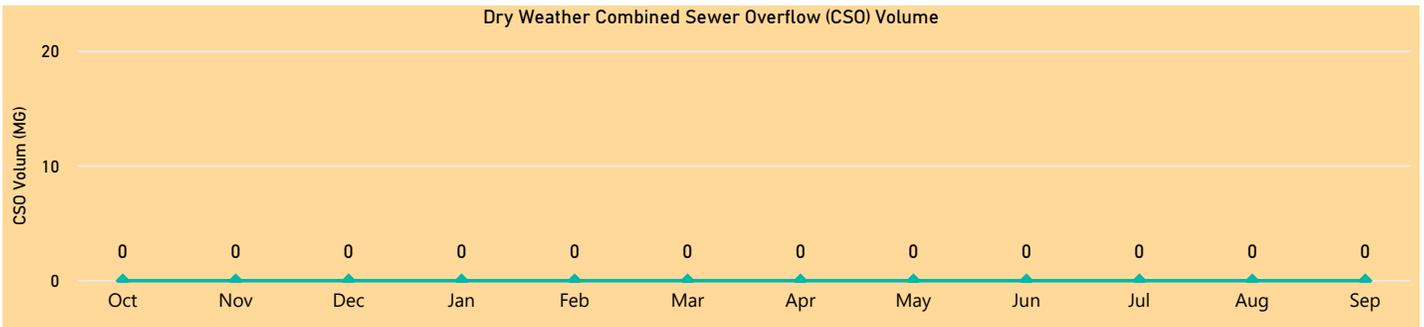
Sewer System Operations



No pending main backups reported

No pending lateral backups reported

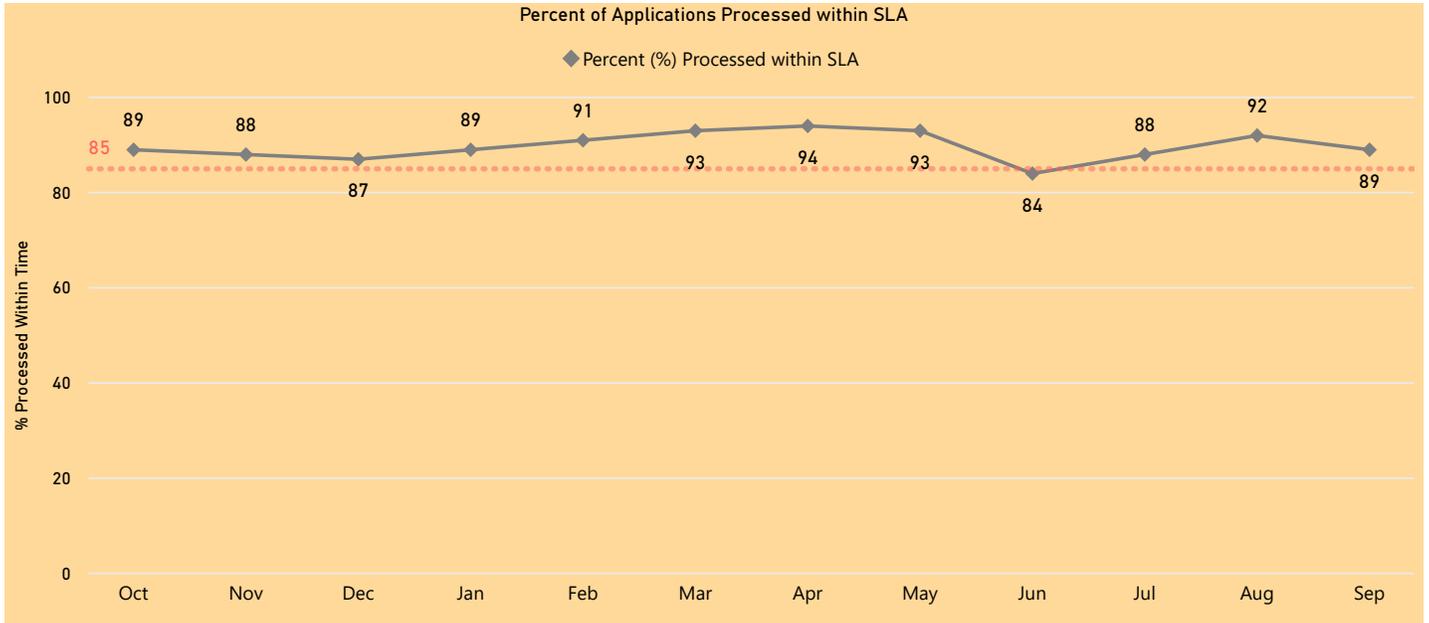
Combined Sewer System



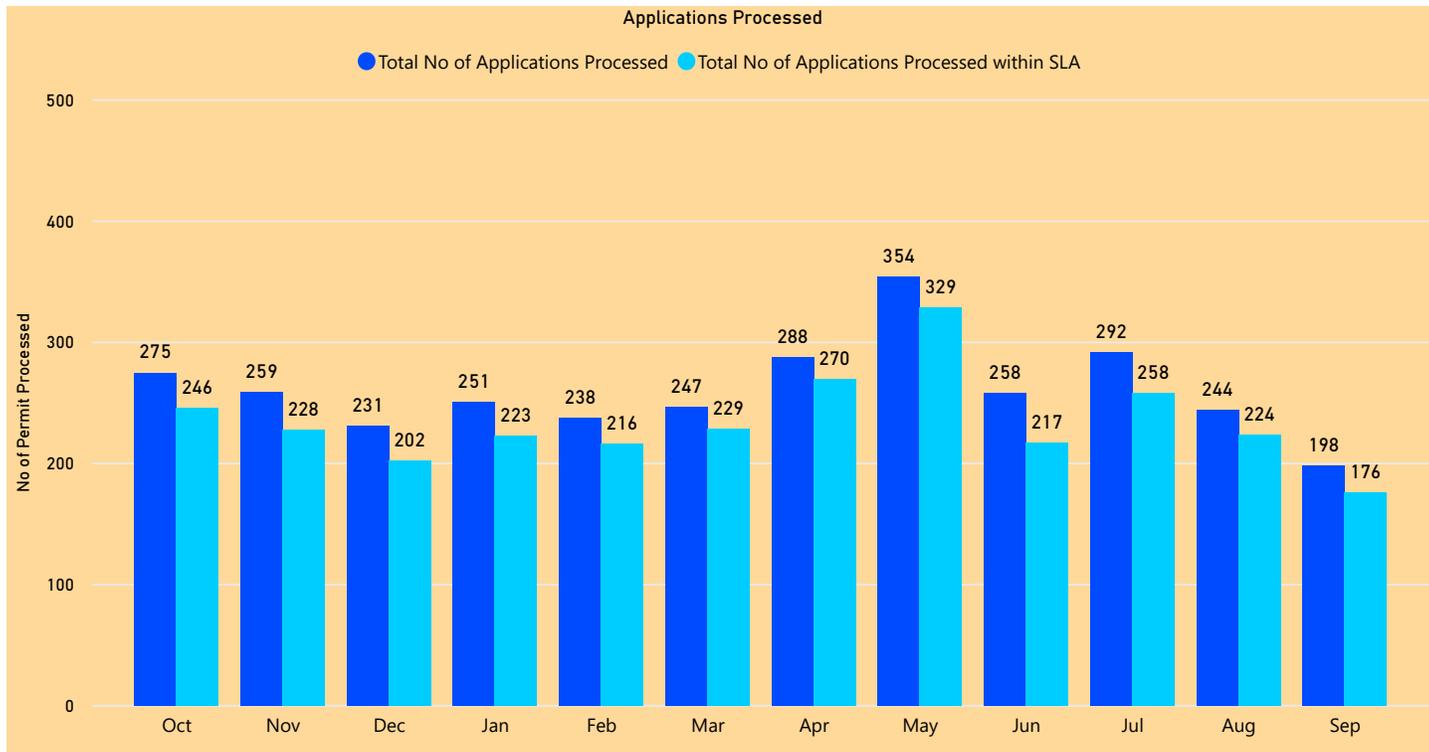
No dry weather Combined Sewer Overflow events were recorded in Sep 2019.

OPERATIONS AND ENGINEERING

Permit Processing

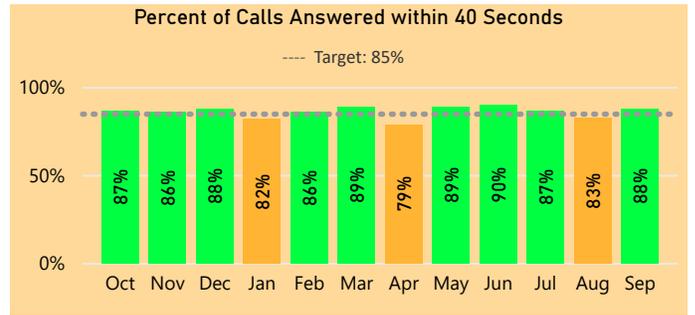
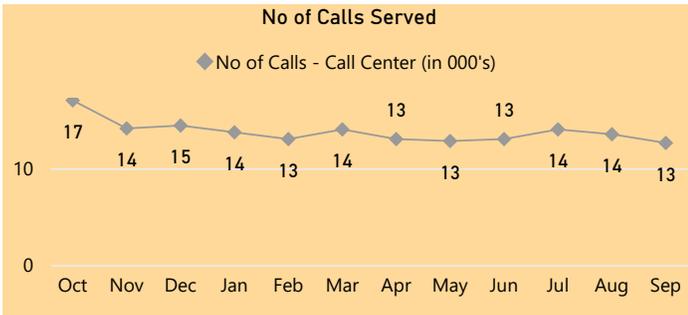


Permits processed in September were 4% above the SLA target of 85%



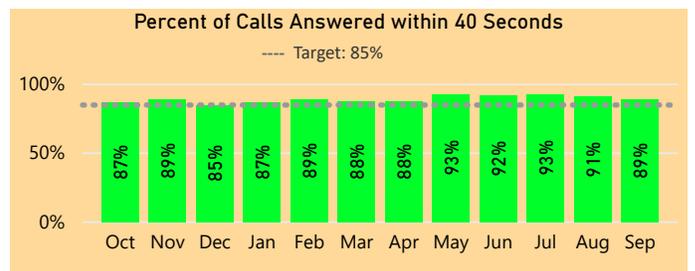
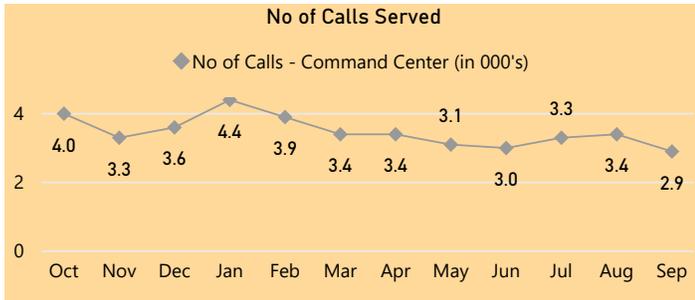
CUSTOMER EXPERIENCE

Customer Care - Call Center Performance



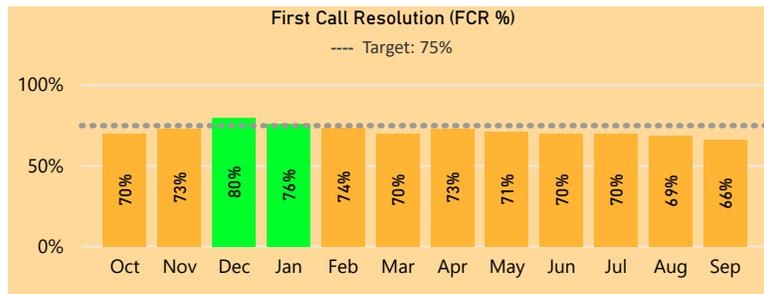
Performance for September was above target by 3%.

Customer Care - Command Center Performance



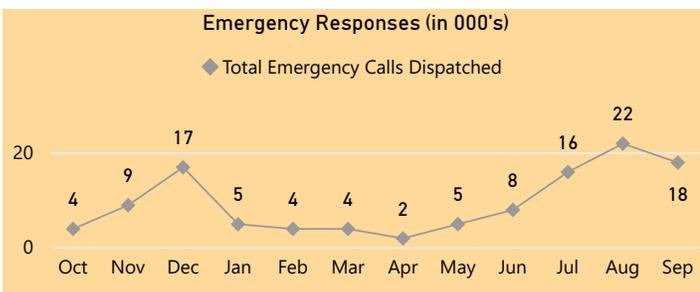
Performance for September was above target by 4%.

Customer Care - First Call Resolution



Performance for September was below target by 9%.

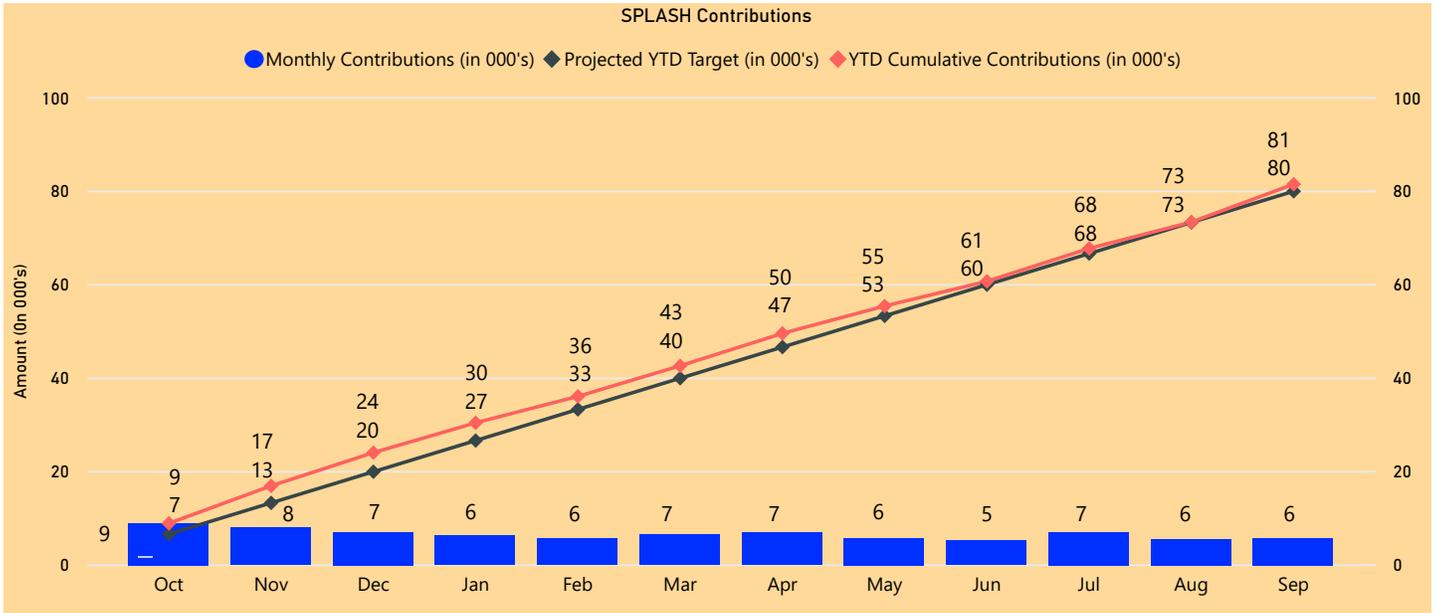
Customer Care - Emergency Response Time



Performance for September was above target by 4%

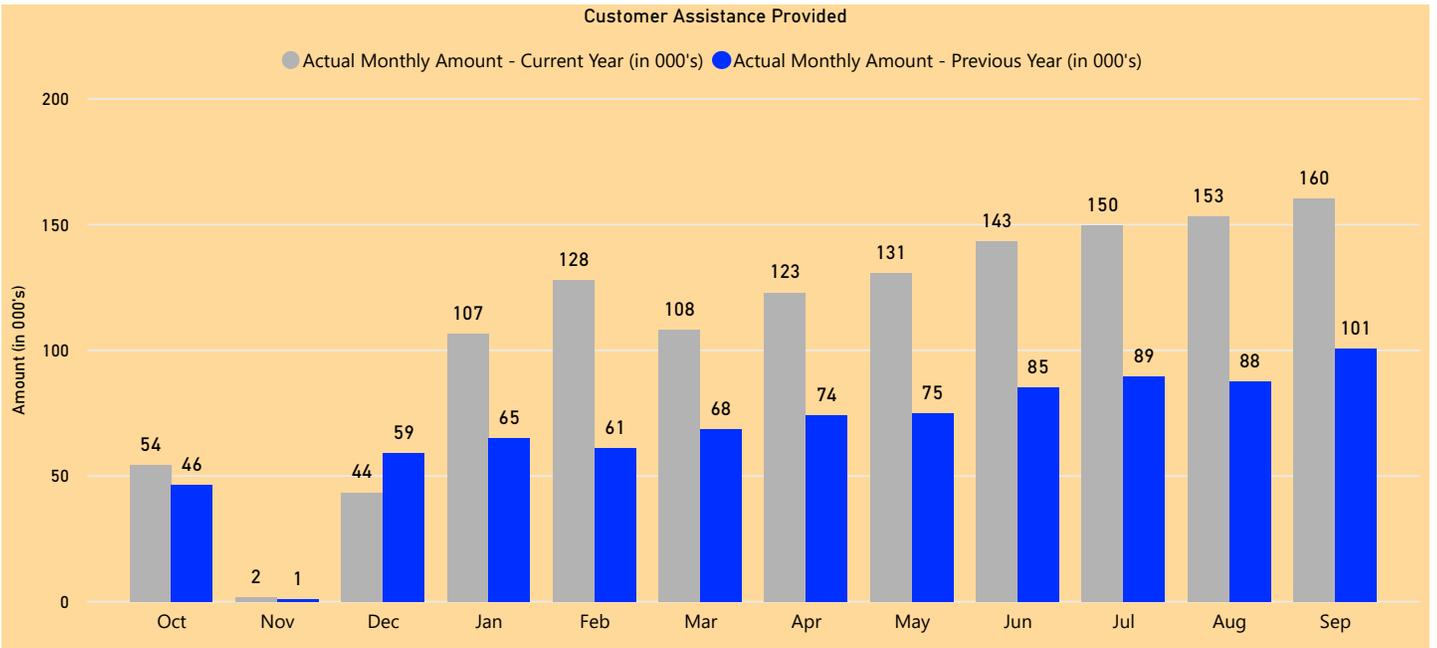
LOW INCOME ASSISTANCE PROGRAM

SPLASH Program



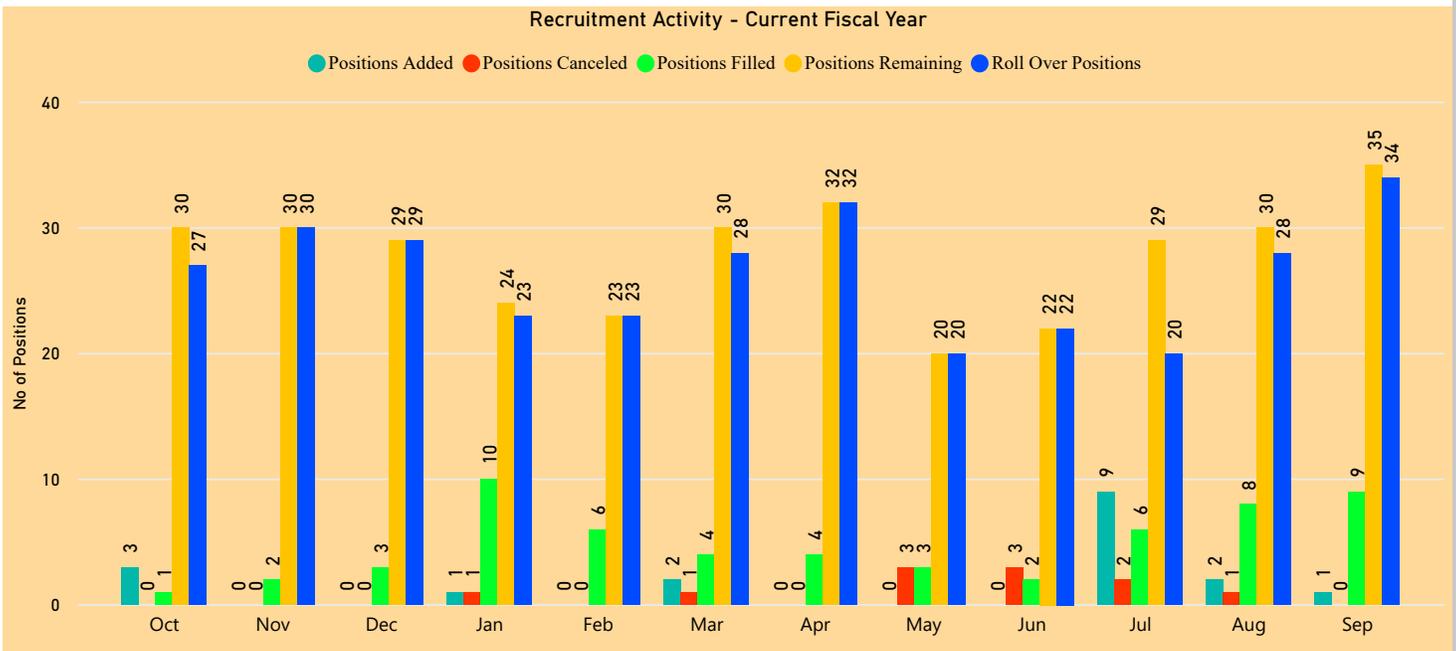
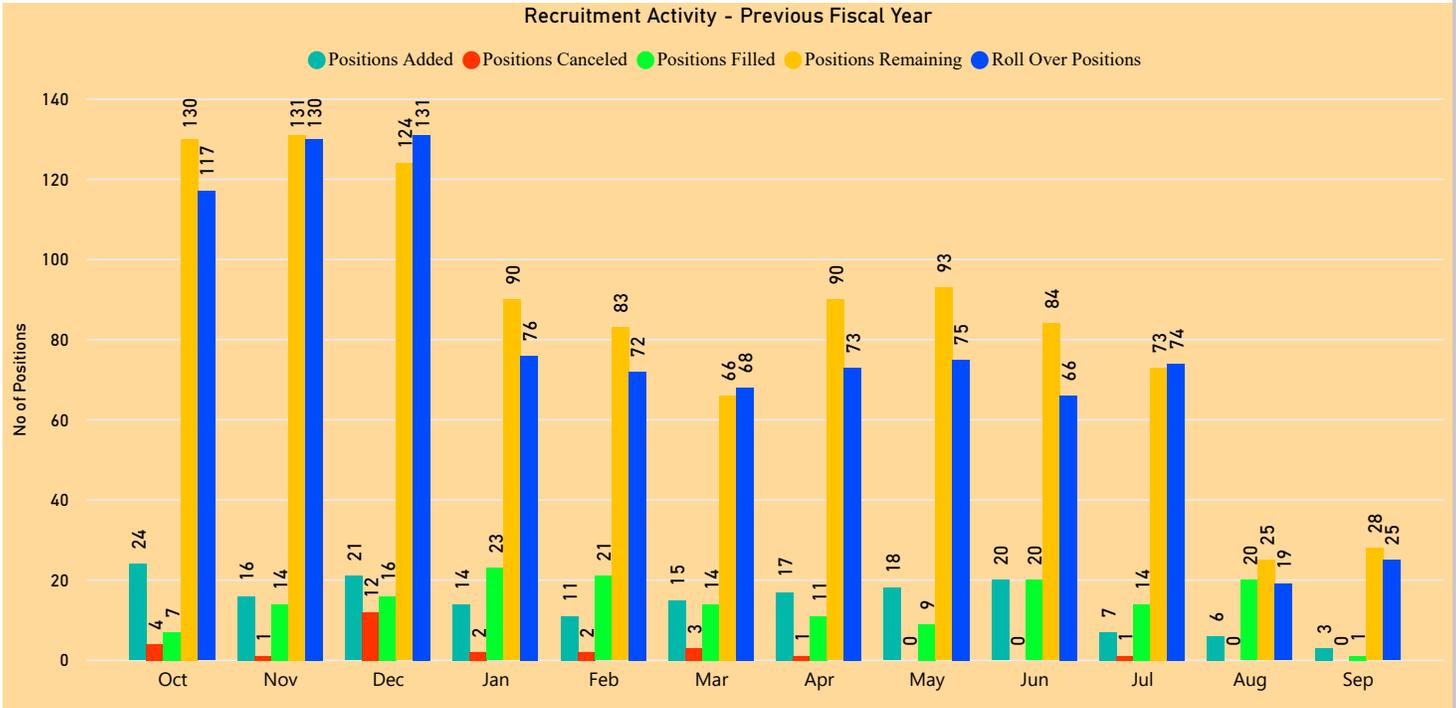
Total SPLASH Contributions to date for September was above target by \$1510.

Customer Assistance Program (CAP)



PEOPLE AND TALENT

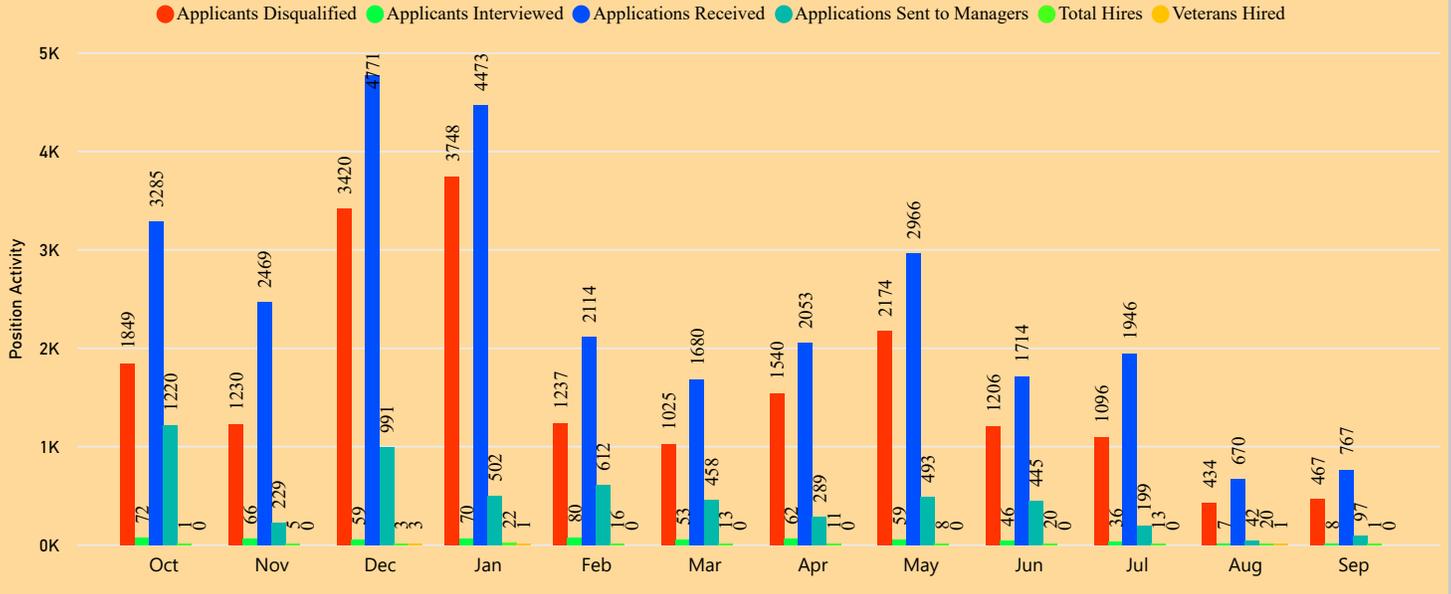
Human Resources



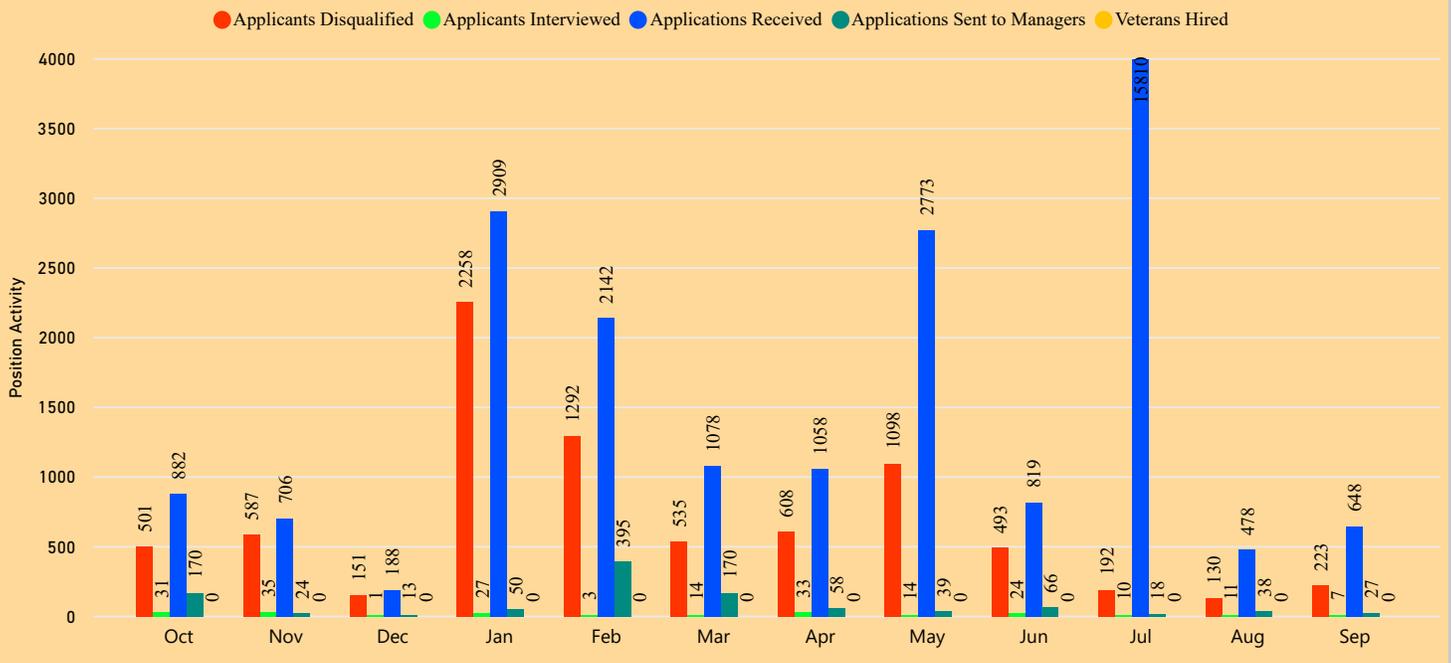
PEOPLE AND TALENT

Human Resources

Recruitment Performance Metric - Previous Fiscal Year

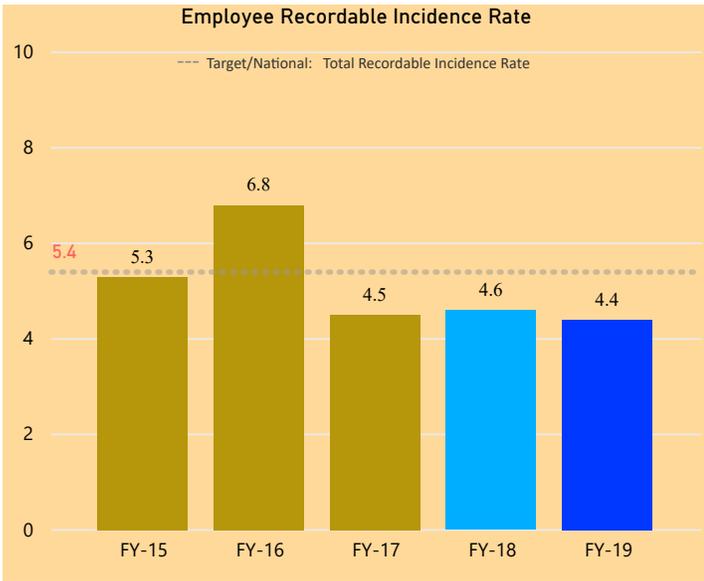


Recruitment Performance Metric - Current Fiscal Year



ADMINISTRATION

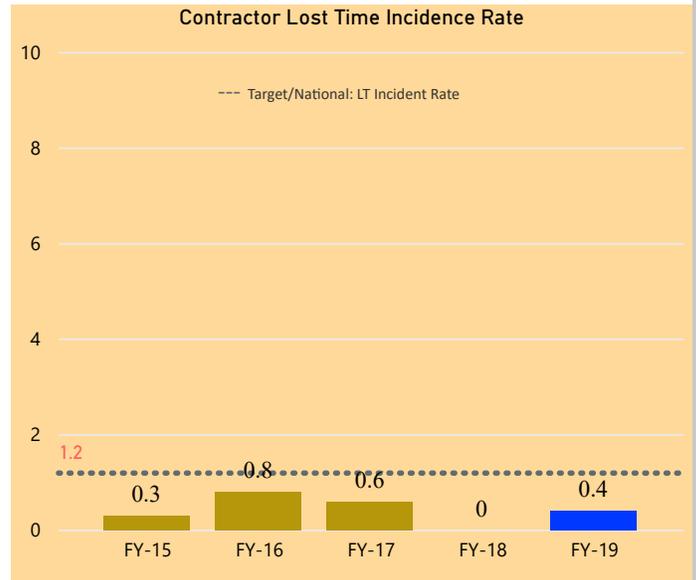
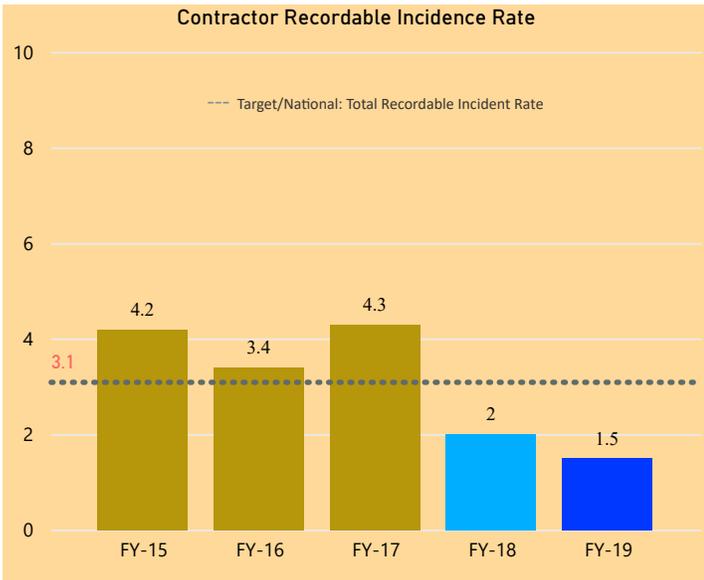
Safety



There have been 47 lost time incidents in FY 2019

ADMINISTRATION

Safety



There have been 2 lost time incidents in FY 2019

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, □)

Blue Plains Honey

To support values we share with the urban agriculture community of healthy food, soils and water, DC Water has been hosting honey bees at our Blue Plains Water Resource Recovery Facility in partnership with the DC Beekeepers Alliance since 2015.



Partnership with the DC Beekeepers Alliance

- The DC Beekeepers Alliance is a 501(c)3 educational non-profit organization.
- Members have colonies in community gardens, schools, backyards, embassies, businesses, places of worship, and an amazing variety of urban locations around DC.
- They reach more than a thousand DC households each year through outreach projects in schools, churches, rec centers, fairs and farmers markets, and in cooperation with other green organizations.
- Driving force behind the organization and our participation is Toni Burnham.



Harvesting the frames



The bee team



Uncapping the frames



Uncapped
frame



The centrifuge team



Frame in
centrifuge



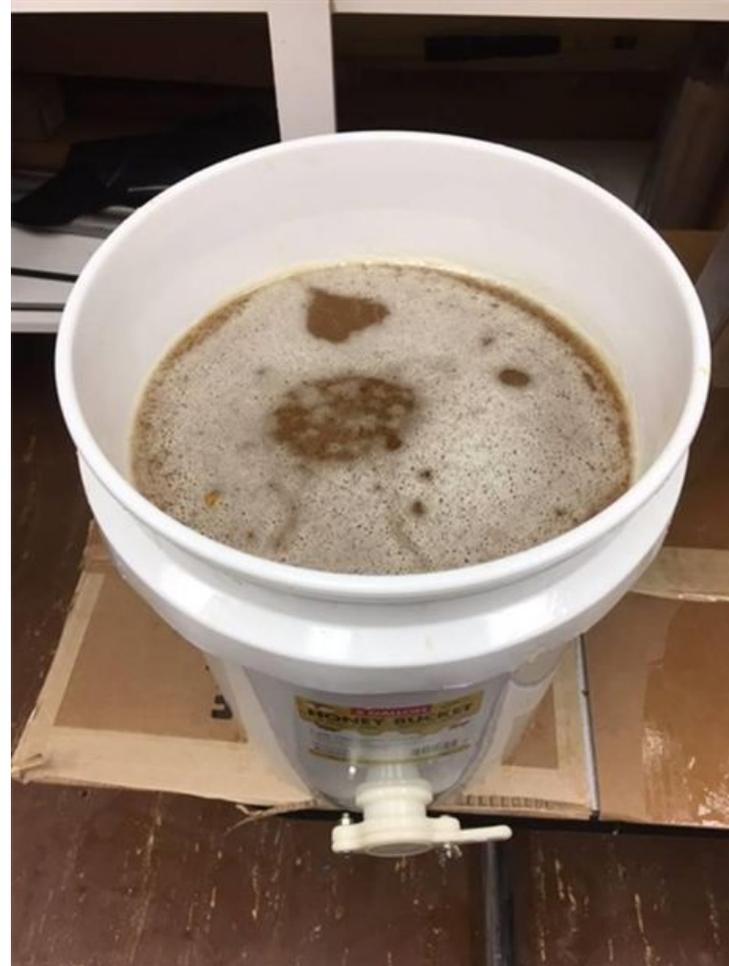
Spinning the centrifuge



Screening the honey



Bucket - O - Honey



Bees help the Bloom program build relationships



We come bearing honey



Connecting with the DC Gardening Community



An annual forum. A perennial movement.



First Annual
HOME GROWN DC FAIR

A Celebration of DC Farms and Gardens

SATURDAY, SEPTEMBER 7TH
4PM - 7PM

Old City Farm & Guild: 925 Rhode Island Ave. NW

**THE FIRST
DC ONLY FARMERS MARKET**

DC STATE FAIR VEGETABLE JUDGING CONTESTS
LIVE MUSIC, COMMUNITY AND FOOD

homegrowndc@gmail.com
www.facebook.com/homegrowndcFair

organized by:

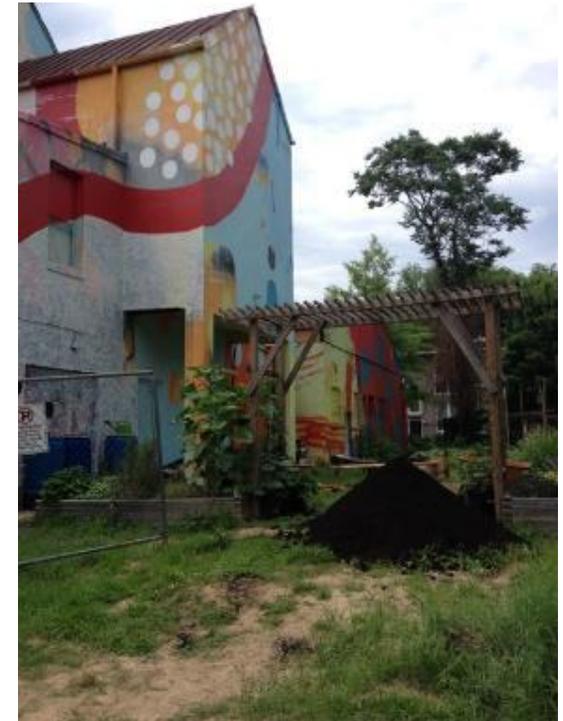
The poster features several logos at the bottom, including Neighborhood Farm Initiative, Business Good City Farm, Old City Farm & Guild, Glens Garden Market, dc water is life, and Fresh Farm Markets.



Outreach to the Urban Gardening Community

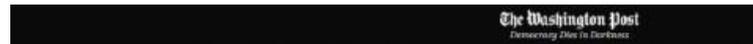


Bloom Use in Community Gardens



17

Positive Press Coverage



Transportation

Something sweet is buzzing at D.C.'s wastewater treatment plant

Correction: An earlier version of this story incorrectly said DC Water's Blue Plains treatment plant is located along the Anacostia River. It is located on the Potomac River. This version has been corrected.

By Lori Aratani July 6



Bill Brewer, program manager at D.C. Water, checks on the health of a honey bee colony on the roof of a water treatment building. The plant is thought to be the only facility of its kind that also produces and bottles honey. (Jafri Chikwendu/The Washington Post)

There is no such thing as waste, only
wasted resources.

www.bloomsoil.com

Chris Peot PE, BCEE
cpeot@dcwater.com



Consent Agenda

Summary of Contracts

258th Meeting of the DC Water Board of Directors

Thursday, November 7, 2019

Joint Use Contract

- 1. Resolution No. 19-70, Execute Option Year Three of Contract No. 16-PR-HCM-26, Connecticut General Life Insurance (CIGNA).** The purpose option is to continue providing PPO and HMO benefits to DC Water employees hired after October 1, 1987. The option amount is \$13,480,000. **(Recommended by the Human Resource and Labor Relations Committee 11/05/19)**
- 2. Resolution No. 19-71, Execute Contract No. 19-PR-DPT-31, Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc.** The purpose of the contract is to provide DC Water employees a Health Maintenance Organization plan for employees hired after October 1, 1987 or later. **(Recommended by the Human Resource and Labor Relations Committee 11/05/19)**
- 3. Resolution No. 19-72, Exercise Option Year One of Contract No. 16-PR-HCM-28, Delta Dental of the District of Columbia.** The purpose of the option is to provide Dental Preferred Organization benefits to DC Water employees hired after October 1, 1987 or later. **(Recommended by the Human Resource and Labor Relations Committee 11/05/19)**

Non-Joint Use Contract

- 1. Resolution No. 19-75, Execute a Modification to the Current Base Year and to Exercise Option Year One of Contract No. 18-PR- CFO-55, Bank of America Merchant Services.** The purpose of the modification and the option is to continue providing merchant credit/debit card processing services. The modification and option year amount is \$2,322,500. **(Recommended by the Finance and Budget Committee 11/05/19)**

Presented and Adopted: November 7, 2019

Subject: Ratification of Appointment of the Executive Vice President, Legal Affairs

**#19-69
RESOLUTION OF THE
BOARD OF DIRECTORS OF THE
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

The Board of Directors (“Board”) of the District of Columbia Water and Sewer Authority, (“DC Water”) at its meeting held on November 7, 2019, upon consideration of a joint-use matter, decided by a vote of ___ () in favor and ___ () opposed, to take the following action to ratify the Appointment of the Executive Vice President, Legal Affairs.

WHEREAS, on November 5, 2019, the Human Resources and Labor Relations (HR&LR) Committee met to consider the recruitment and evaluation process for the appointment of the Executive Vice President, Legal Affairs (EVP, Legal Affairs); and

WHEREAS, DC Water’s Department of People and Talent, Talent Acquisitions in partnership with POLIHIRE conducted a search and selection for a new EVP, Legal Affairs from December 18, 2018 to October 1, 2019; and

WHEREAS, over 100 applicants applied for the position, of which 6 were selected for interviews that resulted in identifying 2 candidates for the position who were then interviewed by a second panel of DC Water executives; and

WHEREAS, based on the results of the final interviews by DC Water executives, the CEO and General Manager selected Mr. Marc Battle for the appointment to the position of EVP, Legal Affairs, effective November 18, 2019; and

WHEREAS, on November 5, 2019, the HR&LR Committee after discussion of the recruitment and selection process, recommended to the Board the ratification of the appointment of Mr. Battle for the position of the EVP, Legal Affairs; and

WHEREAS, on November 7, 2019, upon further discussion and consideration, the Board accepted the CEO and General Manager’s appointment of Mr. Battle for the position of EVP, Legal Affairs.

NOW THEREFORE BE IT RESOLVED THAT:

The Board hereby ratifies the CEO & General Manager’s appointment of Mr. Marc Battle as the EVP, Legal Affairs for DC Water and the Chief Legal Advisor to the Board, effective November 18, 2019.

This resolution is effective immediately.

Secretary to the Board of Directors

Presented and Approved: November 7, 2019
SUBJECT: Approval to Execute Option Year Three of Contract No. 16-PR-HCM-26, Connecticut General Life Insurance (CIGNA)

#19-70
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 November 7, 2019 upon consideration of a joint use matter, decided by a vote of ___() in favor and ___() opposed to approve Option Year Three of Contract No. 16-PR-HCM-26, Connecticut General Life Insurance (CIGNA).

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Option Year Three of Contract No. 16-PR-HCM-26, Connecticut General Life Insurance (CIGNA). The purpose of the option is to continue providing PPO and HMO benefits to DC Water employees hired after October 1, 1987. The option amount is \$13,480,000.00.

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 EXERCISE OPTION YEAR

Medical Insurance Plans

(Joint Use-Indirect)

Approval to exercise option year three for Preferred Provider Organization (PPO) and Health Maintenance Organization (HMO) medical plans in the amount of \$13,480,000.00.

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME: Connecticut General Life Insurance Company (Cigna) 111 Calvert Street Baltimore, MD 21202	SUBS: Social Driver(LSBE) 1030 15 TH Street NW, Suite 1050W Washington, DC 20005	PARTICIPATION: 0.2%
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DESCRIPTION AND PURPOSE

Original Contract Value:	\$10,906,116.00
Original Contract Dates:	01-01-2017 - 12-31-2017
No. of Option Years in Contract:	4
Option Year 1 Value:	\$10,824,582.00
Option Year 1 Dates:	01-01-2018 - 12-31-2018
Option Year 1 Modification:	\$1,051,289.65
Option Year 1 Modification Dates:	11-01-2018 – 12-31-2019
Option Year 2 Value:	\$13,350,000.00
Option Year 2 Dates:	01-01-2019 - 12-31-2019
This Option Year 3 Value:	\$13,480,000.00
This Option Year 3 Dates:	01-01-2020—12-31-2020

Purpose of the Contract:

Contract to provide PPO and HMO benefits to employees hired after October 1, 1987 or later.

Contract Scope:

DC Water provides its employees with a choice of medical plan benefits. This contract will offer comprehensive medical coverage to employees and their families.

Spending Previous Year:

Cumulative Contract Value:	01-01-2017 - 12-31-2019: \$36,131,987.65
Cumulative Contract Spending:	01-01-2017 - 10-28-2019: \$32,003,122.43

Contractor's Past Performance:

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

No LBE/LSBE participation

PROCUREMENT INFORMATION

Contract Type:	Fixed Unit Price	Award Based On:	Highest Ranked Offeror
Commodity:	Services	Contract Number:	16-PR-HCM-26
Contractor Market:	Open Market with Preference for LBE and LSBE Participation		

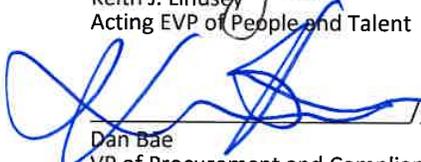
BUDGET INFORMATION

Funding:	Operating	Department:	People and Talent
Service Area:	DC Water Wide	Department Head:	Keith J. Lindsey (Acting)

ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	84.61%	\$11,405,428.00
Washington Suburban Sanitary Commission	11.11%	\$1,497,628.00
Fairfax County	2.74%	\$369,352.00
Loudoun Water	1.33%	\$179,284.00
Other (PI)	.21%	\$28,308.00
TOTAL ESTIMATED DOLLAR AMOUNT	100 %	\$13,480,000.00


 Keith J. Lindsey
 Acting EVP of People and Talent
 Date 10/30/19


 Dan Bae
 VP of Procurement and Compliance
 Date 10/30/19


 Matthew T. Brown
 CFO and EVP of Finance and Procurement
 Date 10/30/19


 David L. Gadis
 CEO AND General Manager
 Date 10/5/19

Presented and Approved: November 7, 2019
SUBJECT: Approval to Execute Contract No. 19-PR-DPT-31
Kaiser Foundation Health Plan of the Mid-Atlantic States,
Inc.

#19-71
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 November 7, 2019 upon consideration of a joint use matter, decided by a vote of ___ () in favor and ___() opposed to approve Contract No. 19-PR-DPT-31, Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Contract No. 19-PR-DPT-31, Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc. The purpose of the contract is to provide DC Water employees a Health Maintenance Organization plan for employees hired after October 1, 1987 or later. The contract amount is \$5,342,000.

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 AWARD

**Staff Model Health Maintenance Organization (HMO) Services
(Joint Use-Indirect)**

Approval to execute a new contract award for staff model health maintenance organization (HMO) medical plan services in the amount of \$5,342,000.00 for the base year.

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME: Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc. 2101 East Jefferson Street Rockville, MD 20852	SUBS: ADC Management Solutions (LSBE) 1315 Irving Street, NW Washington, DC 20010 Healing Hands Physical Therapy Services, Inc. (LSBE) 3200 12 th Street, NE Washington, DC 20017	PARTICIPATION: 0.20% 0.05%
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DESCRIPTION AND PURPOSE

Base Year Contract Value: \$5,342,000.00
 Option Years in Contract: 4
 Base Years Date: 01-01-2020 - 12-31-2020
 Proposal Closing Date: 07-30-2019
 Proposals Received: 1

Purpose of the Contract:

The purpose of this contract award is to provide DC Water’s employees a Health Maintenance Organization (HMO) plan for employees hired after October 1, 1987 or later.

Contract Scope:

The contract offers comprehensive HMO medical plan coverage to DC Water employees and their families.

Supplier Selection:

Only Kaiser submitted a proposal in response to an open-market solicitation for this contract. The proposal evaluation panel and DC Water consultant determined that the methodology, approach and pricing offered by Kaiser was of good value to DC Water. Also, employees using Kaiser are satisfied with the services.

This base year funding request is consistent with prior contract expenditures and market trends.

PROCUREMENT INFORMATION

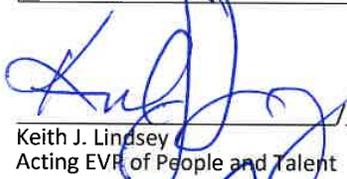
Contract Type:	Fixed Unit Price	Award Based On:	Highest Ranked Offeror
Commodity:	Services	Contract Number:	19-PR-DPT-31
Contractor Market:	Open Market with Preference Points for LBE and LSBE Participation		

BUDGET INFORMATION

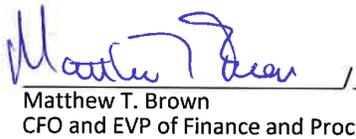
Funding:	Operating	Department:	People and Talent
Project Area:	DC Water Wide	Department Head:	Keith J. Lindsey (Acting)

ESTIMATED USER SHARE INFORMATION

User – Operating	Share %	Dollar Amount
District of Columbia	84.61%	\$4,519,866.00
Washington Suburban Sanitary Commission	11.11%	\$593,496.00
Fairfax County	2.74%	\$146,371.00
Loudoun Water	1.33%	\$71,049.00
Other (PI)	0.21%	\$11,218.00
TOTAL ESTIMATED DOLLAR AMOUNT	100.00%	\$5,342,000.00


 Keith J. Lindsey
 Acting EVP of People and Talent
 Date 10/30/19


 Dan Bae
 VP of Procurement and Compliance
 Date 10/30/19


 Matthew T. Brown
 CFO and EVP of Finance and Procurement
 Date 10/30/19


 David L. Gadis
 CEO and General Manager
 Date 11/5/19

Presented and Approved: November 7, 2019

SUBJECT: Approval to Exercise Option Year One of Contract No. 16-PR-HCM-28, Delta Dental of the District of Columbia

**#19-72
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 November 7, 2019 upon consideration of a joint use matter, decided by a vote of ___ () in favor and ___ () opposed to approve Option Year One of Contract No. 16-PR-HCM-28, Delta Dental of the District of Columbia.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Option Year One of Contract No. 16-PR-HCM-28, Delta Dental of the District of Columbia. The purpose of the option is to provide Dental Preferred Organization benefits to DC Water employees hired after October 1, 1987 or later. The option amount is \$578,000.

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 EXERCISE OPTION YEAR

Dental Insurance Plans

(Joint Use-Indirect)

Approval to exercise option year one in the amount of \$578,000.00 for a Dental Preferred Provider Organization (DPPO) plan.

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME: Delta Dental of the District of Columbia One Delta Drive Mechanicsburg, PA 17055	SUBS: N/A	PARTICIPATION: N/A
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DESCRIPTION AND PURPOSE

Original Contract Value: \$1,659,225.40
 Original Contract Dates: 01-01-2017 - 12-31-2019
 No. of Option Years in Contract: 2
This Option Year 1 Value: \$578,000.00
This Option Year 1 Dates: 01-01-2020—12-31-2020

Purpose of the Contract:

Contract to provide a Dental Preferred Provider Organization (DPPO) benefits to employees hired after October 1, 1987 or later. Dental Health Maintenance Organization (DHMO) services are provided under a separate contract.

Contract Scope:

DC Water has a continuing need to provide its employees with dental insurance benefits. This contract will offer comprehensive dental coverage to employees and their families.

Spending Previous Year:

Cumulative Contract Value: 01-01-2017 - 12-31-2019: \$1,659,225.40
 Cumulative Contract Spending: 01-01-2017 - 10-28-2019: \$1,556,521.61

Contractor's Past Performance:

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

No LBE/LSBE participation

PROCUREMENT INFORMATION

Contract Type:	Fixed Unit Price	Award Based On:	Highest Ranked Offeror
Commodity:	Services	Contract Number:	16-PR-HCM-28
Contractor Market:	Open Market with Preference for LBE and LSBE Participation		

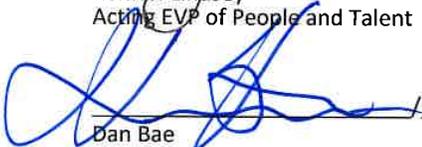
BUDGET INFORMATION

Funding:	Operating	Department:	People and Talent
Service Area:	DC Water Wide	Department Head:	Keith J. Lindsey (Acting)

ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	84.61%	\$489,045.80
Washington Suburban Sanitary Commission	11.11%	\$64,215.80
Fairfax County	2.74%	\$15,837.20
Loudoun Water	1.33%	\$7,687.40
Other (PI)	.21%	\$1,213.80
TOTAL ESTIMATED DOLLAR AMOUNT	100 %	\$578,000.00


 Keith J. Lindsey
 Acting EVP of People and Talent
 Date 10/30/19


 Dan Bae
 VP of Procurement and Compliance
 Date 10/30/19


 Matthew T. Brown
 CFO and EVP of Finance and Procurement
 Date 10/30/19


 David L. Gadis
 CEO and General Manager
 Date 11/5/19

Presented and Adopted: November 7, 2019
SUBJECT: Adoption of Collective Bargaining Agreement on Working Conditions between DC Water and NAGE Local R3-06

#19-73
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, (“Authority”) at its meeting on November 7, 2019, decided by a vote of __() in favor and __() opposed, to take the following action regarding approving the rollover of the Working Conditions Agreement between DC Water and NAGE Local R3-06.

WHEREAS, the District of Columbia Public Employee Relations Board has certified NAGE Local R3-06 as the exclusive collective bargaining agent for its bargaining unit; and

WHEREAS, representatives of the Authority and NAGE Local R3-06 have mutually agreed to rollover this agreement for a duration of four years; and

WHEREAS, the Human Resources and Labor Relations Committee met on November 5, 2019, and has recommended the Board approve the rollover of the NAGE Local R3-06 Working Condition Agreement (“Agreement”); and

WHEREAS, the Board has determined that provisions contained in the Agreement represent a joint effort by the Union and the Authority to assure fairness to employees and efficient management by the Authority.

NOW THEREFORE BE IT RESOLVED:

1. The Board approves the rollover of the Agreement between the Authority and NAGE Local R3-06.
2. The Agreement is effective, in accordance with its terms, from October 1, 2019 – September 30, 2023.
3. The Chairman of the Board and the General Manager are authorized to execute the Successor Agreements.
4. The General Manager is authorized to take all actions necessary to fully implement provisions contained in the Successor Agreement.

Secretary to the Board of Directors

Presented and Adopted: November 7, 2019

**SUBJECT: Approval to Publish Notice of Proposed Rulemaking for
Proposed Amended Permit Service Fees & Charges**

**#19-74
RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

The District members of the Board of Directors (“Board”) of the District of Columbia Water and Sewer Authority (“the Authority” or “DC Water”) at the Board meeting held on November 7, 2019 upon consideration of a non-joint use matter, decided by a vote of ___ () in favor and ___() opposed, to approve the following actions with respect to the proposed amended Permit Service Fees & Charges.

WHEREAS, sections 203(11) of the Water and Sewer Authority Establishment and Department of Public Works Reorganization Act of 1996, effective April 18, 1996 (D.C. Law 11-111, § 203(11); D.C. Code § 34-2202.03(11) (the “Enabling Legislation”) authorizes DC Water to establish, adjust and collect charges for services, facilities, or commodities furnished or supplied by DC Water; and

WHEREAS, DC Water establishes rates, fees and charges in accordance with its Rate Setting Policy (Board Resolution #11-10), including the recovery of current costs to provide service; and

WHEREAS, the DC Retail Water and Sewer Rates Committee met on October 22, 2019 to consider the recommendations from the General Manager and to make a recommendation regarding proposed amended permit service fees and charges to be effective March 2, 2020; and

WHEREAS, the DC Retail Water and Sewer Rates Committee recommended that the Board approve the publication of the Notice of Proposed Rulemaking for the proposed amended permit service fees and charges for public comment; and

WHEREAS, it is the intent of the Board to take final action on the proposed amended permit service fees and charges at the conclusion of the public notification and comment period; and

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board directs the General Manager to publish a Notice of Proposed Rulemaking in the District of Columbia Register to amend permit service fees and charges as provided in Attachment A.

2. The General Manager is authorized to take all steps necessary in his judgment and as otherwise required, to initiate the public comment process and shall provide notice of the proposed fee adjustments in the manner provided the District of Columbia's Administrative Procedures.

This resolution is effective immediately.

Secretary to the Board of Directors

Attachment A
Proposed Amendments
Permit Service Fees & Charges

21 DMCR Subsection 112.5 shall be amended as follows:

112.5 Fees for engineering reviews both standard and expedited, excessive submission, and as-builts shall be as follows:

- (a) **Small Project Plan Review Fees** shall be as provided in the table below for Small Projects, including:
- (1) Small Residential or Townhouse as defined by 12 DCMR B Residential Code Supplement with water service and meter two inches (2") or less;
 - (2) Small Non-Residential as defined by 12 DCMR A Building Code Supplement with water service and meter inches (2") or less;
 - (3) Small Hybrid means a Small Residential or Non-Residential project with a domestic water service and meter two inches (2") or less and a fire service greater than two inches (2"); or
 - (4) Projects requiring only a sewer connection six inches (6") or less in diameter or only a storm connection less than fifteen inches (15") in diameter.

Fee Name	Standard Fee	Expedited Review Fee	Standard Review Time* (Business Days)	Expedited Review Time* (Business Days)
Small Project Base Plan - 1 st Submission Administrative Fee – All Small Projects	\$140	N/A	N/A	N/A
Small Project Rejected Plan Resubmission Administrative Fee - All Small Projects	\$75	N/A	N/A	N/A
Small Project Water and Sewer Availability Letter - All Small Projects	\$125	\$215	14	7
Small Project Sheet and Shore - All Small Projects	\$1,000	\$1,750	14	7
Small Residential or Townhouse Project:				
1 to 5 metered connections	\$700 each	\$1,200 each	14	7

Fee Name	Standard Fee	Expedited Review Fee	Standard Review Time* (Business Days)	Expedited Review Time* (Business Days)
6 to 20 metered connections	\$700 each	\$1,200 each	21	11
21 to 50 metered connections	\$700 each	\$1,200 each	40	20
greater than 50 metered connections	\$700+ each up to 50; and \$350 each above 50	\$1,200+ each up to 50 and \$600 each above 50	50	25
Small Non-Residential Project:				
1 metered connection	\$3,300	\$5,800	21	11
2 metered connections	\$6,600	\$11,600	21	11
3 metered connections	\$9,900	\$17,400	21	11
4 or more metered connections	\$13,200+ Determined on a per project basis	\$23,200+ Determined on a per project basis	30	15
Small Hybrid Project:				
1 metered connection	\$5,000	\$8,700	21	11
2 metered connections	\$10,000	\$17,400	21	11
3 metered connections	\$15,000	\$26,100	21	11
4 or more metered connections	\$20,000 + Determined on a per project basis	\$34,800 + Determined on a per project basis	30	15
Small Sanitary or Combined Sewer Connection Only – 6 inch or less for Small Residential, Non-Residential or Hybrid	\$700	\$1,200	14	7
Small Storm Sewer Connection Only - less than 15 inches – All Small Projects	\$700	\$1,200	14	7
Small Residential, Non-Residential or Hybrid Raze Utility Release Letter - No Abandonment	\$330	\$580	14	7
Small Raze Permit Review and Utility Release Letter - With Abandonments	\$700	\$1,200	14	7

Fee Name	Standard Fee	Expedited Review Fee	Standard Review Time* (Business Days)	Expedited Review Time* (Business Days)
Small Water Meter Size Reduction	\$700	\$1,200	14	7
Small Temporary Water Connections	\$3,300	\$5,800	21	11
Small Project Review and Sign Off - only in DCRA ProjectDox or for DCRA Walk-In Applicants	\$100	N/A	7	N/A

***Review Times are estimated; Actual Time may vary.**

- (b) **Large Project Plan Review Fees** (large means having a domestic water service and fire service greater than two inches (2") in diameter) shall be as provided in the table below as follows:

Fee Name	Standard Fee	Expedited Review Fee	Standard Review Time* (Business Days)	Expedited Review Time* (Business Days)
Large Project Plan Submission Administrative Fee	\$140	N/A	N/A	N/A
Large Project Reject Plan Resubmission Administrative Fee	\$75	N/A	N/A	N/A
Large Plan Review Fee:				
1 metered connection	\$10,000	\$17,400	30	15
2 metered connections	\$20,000	\$34,800	30	15
3 metered connections	\$30,000	\$52,200	30	15
4 or more metered connections	\$40,000+ Determined on a per project basis	\$69,600+ Determined on a per project basis	45	23
Large Project Foundation to Grade	\$1,000	\$1,750	21	11
Large Project Approved Plan Revision (APR)	\$1,000	\$1,750	14	7
Large Project Sheeting and Shoring	\$6,500	\$11,300	30	15
Large Project Abandonment Waiver Request	\$500	\$880	14	7

Fee Name	Standard Fee	Expedited Review Fee	Standard Review Time* (Business Days)	Expedited Review Time* (Business Days)
Large Project Water and Sewer Availability Letter (Large)	\$500	\$880	30	15
Large Project Temporary Water Connections	\$3,300	\$5,800	21	11
Large Fire Service Only Greater than 2" - with no interior renovations	\$4,500	\$7,800	21	11
Large Sanitary or Combined Connection Only 8" or larger	\$4,500	\$7,800	21	11
Large Storm Connection Only 15" or larger	\$4,500	\$7,800	21	11
Large Project (no new water/sewer work) and Sign Off Only in DCRA ProjectDox	\$400	\$700	10	5
Large Water Meter Size Reduction Plan (with no other work)	\$3,300	\$5,800	21	11
Large Project Raze Utility Release Letter - No Abandonments	\$330	\$580	14	7
Large Project Raze Utility Release Letter - With Abandonments	\$700	\$1,200	14	7

***Review Times are estimated; Actual Time may vary.**

(c) **Miscellaneous Fees** shall be as provided in the table below as follows:

Fee Name	Standard Fee	Expedited Review Fee	Standard Review Time* (Business Days)	Expedited Review Time* (Business Days)
Small Residential or Townhouse Plan Excessive Submission Review (5 th review or more)	\$360	\$630	Based on No. of metered connections	Based on No. of metered connections
1 to 5 metered connections			14	7
6 to 20 metered connections			21	11

Fee Name	Standard Fee	Expedited Review Fee	Standard Review Time* (Business Days)	Expedited Review Time* (Business Days)
21 to 50 metered connections			40	20
greater than 50 metered connections			50	25
Small Non-Residential and Hybrid Plan Excessive Submission Review (5 th review or more)	\$600	\$1,050	Based on No. of metered connections	Based on No. of metered connections
1-3 metered connections			21	11
4 or more metered connections			30	15
Large Plan Excessive Submission Review (5 th review or more)	\$2,400	\$4,200		
Request for Information (RFI)	\$30	\$60	20	10
Request for As-Built Drawings	\$90	\$150	20	10
Water Meter Sizing Computation – DC Water Staff Assistance for preparing water meter sizing computations	\$90	N/A	N/A	N/A
Delayed Abandonment or Waiver from Standards Letter	\$500	\$880	14	7
Processing of Standard Easement and Covenant (Initial Document)	\$1,000	\$1,750	14	7
Processing of Non-Standard Easement and Covenant (Initial Document)	\$5,000	\$8,750	21	11

***Review Times are estimated; Actual Time may vary.**

- (d) **DC Water “Velocity” Sign-Off Program** (One Day Final Plan Review and Approval) - a DCRA permit applicant may request to participate in the DC Water “Velocity” program in accordance with the following requirements:
- (1) Participation in DC Water’s “Velocity” Sign-Off Program only applies to plans resubmitted after DC Water’s initial standard or expedited plan review.

- (2) Applicant shall pay the DC Water “Velocity” Sign-Off Program fee of \$20,000 in an addition to the applicable plan review fee and any other applicable fees.
 - (3) DC Water shall determine if the plans are eligible (complete and suitable) to participate in the program and that staff are available to perform the review requested.
 - (4) Upon acceptance into the DC Water “Velocity” Sign-Off Program, DC Water shall schedule a meeting with the Applicant to review and approve the plans, not less than one (1) week after the request to participate in the program.
 - (5) DC Water shall schedule one four-hour plan review and approval meeting, during which the applicant shall present the revised plans and responses.
 - (6) If approved, the applicant shall pay all required fees (e.g., SAF, inspection review, deposits, etc.) and DC Water shall issue the Water and Sewer Approval Certificate and approve the plans in ProjectDox.
 - (7) If DC Water issues additional comments or requirements, the applicant shall resubmit the revised plans within two (2) business days, and if all comments are acceptable, the plans shall be approved within one business day.
- (e) **Existing/Proposed As-Built Fee** shall be as provided in the table below as follows:

Fee Name	Fee
Small Residential or Townhouse	\$250 (each bldg)
Small Non-Residential	\$500 (each bldg)
Small Hybrid	\$750 (each bldg)
Large Project	\$750 (Each Connection)
Installation of New Water or Sewer Main (20 to 100 feet)	\$2,500
Each additional foot of water line	\$10/foot
Each additional foot of sewer main/line	\$5/foot
Installation of Water Line - larger than 24" in diameter	Determined on a per project basis
Installation of Sewer - larger than 60" in diameter	Determined on a per project basis

Presented and Approved: November 7, 2019

SUBJECT: Approval to Execute a Modification to the Current Base Year and to Exercise Option Year One of Contract No. 18-PR-CFO-55, Bank of America Merchant Services

**#19-75
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 November 7, 2019 upon consideration of a joint use matter, decided by a vote of ___ () in favor and ___ () opposed to approve a modification to the Current Base Year and Exercise Option Year One of Contract No. 18-PR-CFO-55, Bank of America Merchant Services.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute a modification to the Current Base Year and to execute Option Year One of Contract No. 18-PR-CFO-55, Bank of America Merchant Services. The purpose of the modification and the option is to continue providing merchant credit/debit card processing services. The modification and option year amount is \$2,322,500.

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 AND EXERCISE OPTION YEAR
MERCHANT CREDIT/DEBIT CARD PROCESSING SERVICES
(Non-Joint Use – Indirect Cost)**

Approval to execute a modification for the current base year in the amount of \$755,000.00 and exercise option year one in the amount of \$1,567,500.00 for the Merchant Credit/Debit Card Processing Services contract for a total of \$2,322,500.00.

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME: Bank of America Merchant Services 5565 Glenridge Connector, Suite 2000 Atlanta, GA 30342	SUBS: N/A	PARTICIPATION: N/A
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DESCRIPTION AND PURPOSE

Original Contract Value:	\$720,000.00
Original Contract Dates:	01-01-2019—12-31-2019
No. of Option Years in Contract:	2
Contract Modification No. 1 Value:	\$755,000.00
Contract Modification No. 1 Dates:	08-01-2019—12-31-2019
This Option Year 1 Value:	\$1,567,500.00
This Option Year 1 Dates:	01-01-2020—12-31-2020

Purpose of the Contract:

Contract to provide merchant credit/debit card processing services.

Contract Scope:

This contract includes electronic authorization, data capture and settlement services for all VISA, Mastercard and Discover credit and/or debit transactions generated by DC Water for processing of monthly residential and commercial water, sewer billings and permits.

Contract Option/Modification:

Execute a contract modification in the amount of \$755,000.00 for the current base year and exercise of option year one in the amount of \$1,567,500.00 for a total of \$2,322,500.00.

Spending Previous Year:

Cumulative Contract Value:	01-01-2019 - 12-31-2019: \$720,000.00
Cumulative Contract Spending:	01-01-2019 - 07-31-2019: \$716,863.62

Contractor's Past Performance:

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

No LBE/LSBE participation

PROCUREMENT INFORMATION

Contract Type:	Fixed Unit Price	Award Based On:	Highest Ranked Offeror
Commodity:	Services	Contract Number:	18-PR-CFO-55
Contractor Market:	Open Market with Preference for LBE and LSBE Participation		

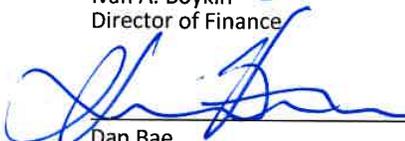
BUDGET INFORMATION

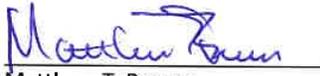
Funding:	Operating	Department:	Finance
Service Area:	DC Water Wide	Department Head:	Ivan A. Boykin

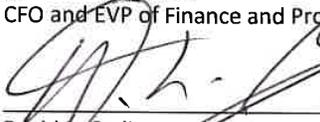
ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	100%	\$2,322,500.00
TOTAL ESTIMATED DOLLAR AMOUNT	100 %	\$2,322,500.00

 10/21/2019
 Ivan A. Boykin Date
 Director of Finance

 10/21/19
 Dan Bae Date
 VP of Procurement

 10/21/2019
 Matthew T. Brown Date
 CFO and EVP of Finance and Procurement

 10/24/19
 David L. Gadis Date
 President and CEO