



**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
261st MEETING OF THE BOARD OF DIRECTORS
Thursday, February 6, 2020
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 January 2, 2020 Meeting Minutes**
- IV. Chairman’s Overview**
- V. Committee Reports**
 - 1. [Governance Committee](#) (Lavinia Baxter)
 - 2. [Human Resource and Labor Relations Committee](#) (Emile Thompson)
 - 3. [Environmental Quality and Operations Committee](#) (Howard Gibbs)
 - 4. [Audit Committee](#) (Anthony Giancola)
 - 5. [Finance and Budget Committee](#) (Anthony Giancola)
 - 6. [DC Retail Water and Sewer Rates Committee](#) (Rachna Bhatt)
- VI. Issues of General Interest**
- VII. [CEO/General Manager’s Report](#) (David Gadis)**
- VIII. [Contract Summary](#) (FYI)**
- IX. Consent Items (Joint Use)**
 - 1. [Approval to Publish Notice of Proposed Rulemaking to Amend DC Water’s Personnel Regulations to add Paid Parental Leave to the Types of Un-Accrued Leave – Resolution No. 20-06](#) (Recommended by the Human Resource and Labor Relations Committee 01/10/20)
 - 2. [Approval of Appointment of the Officers of the Board – Resolution No. 20-07](#) (Recommended by the Executive Committee 01/14/20)

X. Consent Items (Non-Joint Use)

1. [Approval to Extend Option Years 1-3 of Contract No. 19-PR-DIT-10, Vertex Data Utility Services – Resolution No. 20-08](#) (Recommended by Environmental Quality and Operations Committee 01/16/20)
2. [Approval to Execute Contract No. 160021, Ft. Myer Construction Corp – Resolution No. 20-09](#) (Recommended by Environmental Quality and Operations Committee 01/16/20)
3. [Approval to Publish Notice of Final Rulemaking for Amended Permit Service Fees & Charges – Resolution No. 20-10](#) (Recommended by DC Retail Water and Sewer Rates Committee 01/28/20)

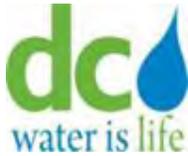
XI. Executive Session

XII. Adjournment (Chairman Tommy Wells)

1 The DC Water Board of Directors may go into executive session at this meeting pursuant to the District of Columbia Open Meetings Act of 2010, if such action is approved by a majority vote of the Board members who constitute a quorum to discuss: matters prohibited from public disclosure pursuant to a court order or law under D.C. Official Code § 2-575(b)(1); contract negotiations under D.C. Official Code § 2-575(b)(2); legal, confidential or privileged matters under D.C. Official Code § 2-575(b)(4)(A); collective bargaining negotiations under D.C. Official Code § 2-575(b)(5); facility security under D.C. Official Code § 2-575(b)(8); disciplinary matters under D.C. Official Code § 2-575(b)(9); personnel matters under D.C. Official Code § 2-575(b)(10); proprietary matters under D.C. Official Code § 2-575(b)(11); train and develop members of a public body and staff under D.C. Official Codes § 2-575(b)(12); decision in an adjudication action under D.C. Official Code § 2-575(b)(13); civil or criminal matters where disclosure to the public may harm the investigation under D.C. Official Code § 2-575(b)(14), and other matters provided in the Act.

Upcoming Committee Meetings – New Headquarters Building

- Environmental Quality and Operations Committee – Thursday, February 20, 2020 @ 9:30 a.m.
- Finance and Budget Committee (TBD)
- DC Retail Water and Sewer Rates Committee – Tuesday, February 25, 2020 @ 9:30 a.m.



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

Board of Directors

Governance Committee

Wednesday, January 8, 2020

9:00 a.m.

MEETING MINUTES

Committee Members

Ellen O. Boardman, Chairperson
Lavinia Baxter
Rachna Bhatt
David Franco (by phone)
Ivan Frishberg
Emile C. Thompson

D.C. Water Staff

David L. Gadis, CEO/General Manager
Marc Battle, Executive Vice President and
General Counsel, Office of Legal Affairs
Korey Gray, Compliance Officer
Linda Manley, Board Secretary

Call to Order

Chairperson Boardman called the meeting to order at 9:00 a.m.

Agenda Item #1 – District resident participation with DC Water

Korey Gray, DC Water’s Compliance Officer, presented Agenda Item #1 – District resident participation with DC Water.

Before Mr. Gray presented the District resident participation update, Chairperson Boardman explained that Mr. Gray was asked to respond to questions generated through hearings by City Council members, specifically Council member Mary Cheh, and by DC Water Board of Directors at the December 2019 Board of Directors’ meeting, concerning District resident participation with DC Water, both internally and externally (with contractors), and with certified business enterprise (CBE) utilization on DC Water projects.

Mr. Gray introduced Nicole Sprague, Manager, Talent and Acquisition, DC Water. Ms. Sprague reported that the percentage of new hires filled by District residents was 19.47% in FY 2018, 12.12% in FY 2019, and 23% thus far in FY 2020, which can be attributed to DC Water’s the outreach programs (i.e., apprenticeship opportunities).

Ms. Sprague also presented historical data on the percentages of District residents in the entire DC Water workforce measured over time. The percentage of District residents

employed by DC Water decreased by 11.47% in FY 2015 from 22.03% in FY 2014 to 18.73% in FY 2015. The percentage also decreased in FY 2016 to 17.47%. Ms. Sprague added that as of December 31, 2019, the percentage of District residents employed by remains consistent at 17.21%, which does not include the fourteen (14) participants in the apprenticeship program.

Next, Ms. Sprague introduced Wilfred Schouten, Analyst, Workforce Analytics. She explained that the 2005-2008 recession affected affordability in DC thus negatively impacting DC resident participation with DC Water. However, participation increased between 2009 and 2013, and remains consistent as residents began taking advantage of new opportunities to live and work in the District.

Finally, Ms. Sprague explained that she and the members of her team are committed to increase participation of District residents by: continuing to identify local qualifying residents for candidate pools; increase their participation at targeted job fairs in the District, including recruiting opportunities (i.e. Eleanor Holmes Norton job fair held annually); increase the participation of veterans working at DC Water; and continue conducting research by performing surveys of the resident population to identify specific challenges impacting the population.

Mr. Gadis explained that Ms. Sprague and her team will also need to look at the changes in residency due to logistical changes caused by the move of the Fleet and Sewer departments to Prince Georges County, Maryland. Ms. Boardman underscored that, given that DC Water serves surrounding jurisdictions as well, we should be mindful of job opportunities for those residents as well.

Committee Questions Related to residency and the DC Water workforce:

1. In response to Committee member Frishberg's inquiry, Ms. Sprague agreed to provide the committee with information by job function, and explained that the vast majority of jobs are filled in four (4) areas: water services, sewer services, customer service, and people and talent.

Chairperson Boardman thanked Ms. Sprague and her team for their work, and applauded their efforts.

Next, Mr. Gray discussed the Water Works program and construction contracts. He discussed the two program goals for which Water Works was established: 1) 51% of DC Water's total contractor workforce will be local residents, and 2) 60% of those new opportunities created through procurements and contracts would be filled by local residents.

Mr. Gray reported that as of September 30, 2019, seven thousand eight hundred and seventy-six (7,876) full-time positions were filled on eighty-six (86) new contracts, including janitorial services, temporary employees contracted through MB Staffing, and specialty construction jobs. Of these, 11.9% were filled directly by contractors. Four

thousand seventy-five (4,075) of those positions were filled by residents of the User Jurisdictions, of whom nine hundred and thirty-eight (938) are DC residents.

Mr. Gray also reported that one-hundred and sixty-six (166) labor positions were filled between FY2017 and FY2018. Of these, one-hundred and two (102) were held by District residents. Fifty-two (52) technical positions (operators and heavy machinery) were filled. Of those, sixteen (16) were held by District residents, and sixty-six (66) positions on special projects (skills training – Green Infrastructure (GI) and Facilities) were filled. Of these, sixty-two (62) were held by District residents. Twenty-nine (29) skilled positions (supervisor foremen) were filled. Of these, thirteen (13) were held by District residents.

Committee Questions Related to participation in Water Works program and construction contracts:

1. In response to Committee member Frishberg's inquiry concerning residency, Mr. Gray explained that most workers are located outside of the User Jurisdictions, and one-tenth (1/10) are located outside of Maryland, Virginia and DC.

Next, Mr. Gray reported on certified business enterprise (CBE) utilization. The program is designed to encourage the participation and support the utilization of certified firms on all Goods and Services projects, and enhance the participation, growth and development of local business enterprises (LBE), local small business enterprises (LSBE), and local disadvantaged business (LDBE) firms owned by resident business owners on such projects.

Mr. Gray added that for construction and Architecture and Engineering (A&E) projects, eligible for funding through EPA, CBE certification is not recognized, so DC Water does not target its outreach efforts to the CBE community for EPA projects.

Committee Questions Related to CBE utilization:

1. In response to Committee member Bhatt's inquiry about contracts that are considered EPA eligible, Mr. Gray explained that 99% of both construction and A&E projects that are EPA eligible use fair share objectives; however, local small businesses do not follow the fair share objectives.
2. In response to Committee member Bhatt's inquiry about DC Water's requirement that CBEs meet requirements that are not recognized by the EPA, Mr. Gray explained that the preference is given to create greater opportunities for more business enterprises.

Next, Mr. Gray reported on contract awards, by category.

In FY 2018 & FY2019, DC Water awarded a combined \$398 million in contracts, modifications and change orders. Of these, \$79.9 million (20%) were awarded to District based businesses and \$75.8 million of that was awarded to CBEs through the District Department of Transportation (DDOT). The details of these totals are:

- Large Discretionary Awards – means procurements that are \$100,000 or greater, which include Large Goods and Services, Construction (non-federally supported), and Green Infrastructure (GI) projects, with the GI projects being subject to a 50% certified business enterprises (CBE) goal.
 - There were ninety-two (92) contractors, with \$60 million, awarded in Large Goods and Services contracts. Of this number, twenty-five (25) were awarded to CBEs, totaling \$7.2 million (12%).
- EPA Fair Share Objective Awards – means contracts that receive EPA assistance.
 - There were seventy-six contractors, with \$201 million awarded in construction contracts.
 - Additionally, there were two (2) GI projects awarded, subject to MOU, totaling \$8 million, with CBE participation at \$7.2 million.
 - There was a total of 12 firms, with \$51.9 million awarded, with CBE participation at 25.8%.

Agenda Item #2 – Proposed changes to Business Development Plan

Before Mr. Gray presented the proposed changes to the Business Development Plan, Mr. Gray provided the following information about the Business Development Plan as a refresher for the Committee members

The Business Development Plan was adopted by the Board in 1999 to establish a process for CBE utilization. Like the District's program, the plan would give CBEs, specifically District-based CBEs, the opportunity to compete for construction, goods and services and Architecture and Engineering (A&E) project awards through the application of preference points. Preference points would be awarded at 10% or \$100,000 for invitation for bid and on a 100-point sliding scale for requests for proposals (RFP).

Mr. Gray noted that while the plan is to be reviewed every two (2) years, the last update occurred in 2009. A review of the Business Development Plan began as a joint effort with Procurement, Compliance, Legal Affairs, Engineering and other District agencies, after a 2017 internal audit conducted by RSM. At the time, RSM recommended creating standard operating procedures (SOP), adding an oversight and monitoring component, and conforming to changes implemented in the EPA program.

Mr. Gray also noted that in 2018 and 2019, DC Water participated in several meetings with certified firms that are not currently working with DC Water. The firms raised concerns that DC Water did not provide the disadvantaged firms enough or greater opportunities for consideration on projects because of the 28% MBE and 4% WBE utilization goals. This equates to one person working part time on one job, and primes are only considering these goals and providing firms that meet the goal targets.

Next, Mr. Gray discussed the following proposed changes to the Business Development Plan: 1) updated language or citations that are outdated; 2) proposed changes to the LSBE enterprise program, created by the Board of Directors; 3) reconciliation to EPA Fair

Share objectives program; and 4) proposed new DBE program for projects not currently funded by the EPA.

General

Chairperson Boardman made clear that, at this stage, Mr. Gray's presentation was intended to be informational only. There will be no request of the Committee to recommend the proposed revisions to the Board at this time. The Committee agreed to hold a second meeting to continue this review in the likely event that Mr. Gray does not complete the entire review at today's meeting.

First Mr. Gray explained that the eligible program participants listed will be updated for certifications for LSBEs.

Next, Mr. Gray explained that outreach to certified firms will be moved to its own section within the Business Development Plan.

Mr. Gray then explained the proposed changes to LSBE program to include:

1. Language added to encourage certified firm participation on micro purchases (under \$25,000).
2. Language added to apply preference points for simplified acquisitions (\$25,000 - \$100,000) and Procurement and Compliance would be responsible for identifying those certified firms.

Next, Mr. Gray reviewed the proposed changes to the EPA Fair Share objectives program. These include:

1. DC Water will limit the use of Fair Share language on projects that are funded by the EPA, and are listed in consideration for funding with the EPA or DOEE; the language will be excluded from those projects that will not be funded.
2. DC Water will include a full list of the EPA's good faith efforts, instead of a summary.

Mr. Gray's presentation prompted much discussion and many questions. The Committee agreed to continue the discussion at a subsequent meeting.

There being no further business, Chairperson Boardman adjourned the meeting at 10:55 a.m.



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

BOARD OF DIRECTORS
Human Resources and Labor Relations
Committee
January 08, 2020

MEETING MINUTES

Committee Members Present

Emile C. Thompson
Lavinia Baxter
Ellen O. Boardman
Anthony R. Giancola
Stephen Shofar (Via Telephone)
Sarah Motsch (Via Telephone)

DC Water Staff Present

David Gadis, CEO and General Manager
Marc Battle, EVP, Legal Affairs
Keith J. Lindsey, (Acting) EVP People and Talent
Linda R. Manley, Board Secretary
George E. Spears, Director Labor Relations
Nina Love, Succession Planning
Ron Lewis, Benefits Manager
Robin Hayes, Prog. Manager Workers Comp.

Union Presidents

Barry Carey, AFSCME 2091
Barbara Milton, AFGE 631
Calvert Wilson, AFGE 2553
Jonathan Shanks, AFGE 872

I. Call to Order

Emile C. Thompson called the meeting to order at 11:04 a.m.

II. Union Topics

A. Upgrade and Reclassify Wastewater Treatment Operators RW-09 positions

Barbara Milton addressed the Committee members with the request to reclassify the Wastewater Treatment Operator positions from a RW-09 to RW-11 grade. Ms. Daniel Jackson spoke on behalf of the Operators to further explain the purpose of the Union's request. Ms. Jackson explained the demanding schedules and hazardous conditions for the employees. Furthermore, she explained that this grade change will facilitate rising cost of living, boost morale, and increase productivity for Operators. The Board's suggestion was to continue to work with management on this matter.

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B. District of Columbia Laws for Worker's Compensation

Jonathan Shanks addressed the Committee Members with his concern regarding the Workers Compensation Program that DC Water currently has implemented for employees. Specifically, the concern is regarding the traumatic leave and sick leave offered to employees. Depending on the case scenario, there is a waiting period for claims due to a third-party investigation that takes place. Furthermore, Mr. Shanks is concerned that our current policy is not aligned with the District of Columbia's laws. In response, Jed Ross gave some insight into the District's policies and how they apply the laws relating to Workers Compensation.

Robin Hayes, Program Manager for Workers Compensation in DC Water, addressed the Committee further explained that DC Water does work with a third-party insurance company, PMA, who handles the claims. Furthermore, Mrs. Hayes described the various programs implemented by DC Water to assist employees and help them manage their sick leave while waiting for their claim to be approved or denied. Lastly, it was stated that in 2019, Workers Compensation received a total of 95 claims. Out of this total number, three were contested, two claims were approved, and one was approved in favor of the employee.

C. Open Discussion

During the open discussion, Barbara Milton addressed the Committee and presented a letter that was emailed by the Unions with comments to the Board Secretary regarding the Parental Leave Presentation that was taking place during this Committee Meeting.

III. Succession Development Presentation

The Acting Executive Vice President of People and Talent Keith J. Lindsey explained the principle focus points of the Succession Development Pilot. Ms. Nina Love further explained the overview assessments that were focused on during the sessions for critical positions and high performers across DC Water. In her breakdown, Nina provided data to further explain the tools that were utilized to enhance the program and better understand the needs of the employees and the company. Ms. Spriggs ended the presentation by giving details to the Committee regarding the second phase of this program and the strategies that will be implemented because of the first phase.

IV. Parental Leave Presentation

Ron Lewis, Manager of Benefits, presented information to the Committee regarding a new benefit for eligible employees when they add a new member to their family. During the presentation, Ron explained the importance of parental leave and how it contrasts to current FMLA laws. Furthermore, a decision process was mapped out to clarify the details of this benefit to make it an official policy for Non-Union employees. A possible different program may be up for negotiations later for Union employees.

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Mr. Thompson asked the Committee members if they recommend that the Board approve the amending personnel regulations to add paid parental leave to the types of Un-Accrued leave. The committee agreed to do so.

V. Adjournment

The meeting adjourned at 12:25 p.m.



**District of Columbia
Water and Sewer Authority**

Board of Directors

**Environmental Quality and Operations
Meeting**

Thursday, January 16, 2020

9:30 a.m.

MEETING SUMMARY

Committee Members

Howard Gibbs, Vice-Chair
Randy Bartlett
Ivan Frishberg
Joseph Gill

DC Water Staff Present

David Gadis, CEO and General Manager
Marc Battle, EVP, Legal Affairs
Matthew Brown, EVP, Finance & Procurement
Leonard Benson, Chief Engineer & Sr. VP
Linda Manley, Board Secretary

I. CALL TO ORDER

Mr. Gibbs called the meeting to order at 9:30 A.M.

II. AWTP STATUS UPDATES

1. BPAWTP Performance

Mr. Aklile Tesfaye, Vice President, Wastewater Operations, DC Water, updated the Committee on the performance of the Blue Plains Advanced Wastewater Treatment Plant. Mr. Tesfaye stated that all performance parameters were excellent, and all permit requirements were met. He stated that the performance of the Wet Weather Treatment Facility was excellent. Mr. Tesfaye also briefed the Committee on the status of Biosolids production. All Biosolids produced met Class A Exceptional Quality (EQ) requirements of the EPA. The total tons of Bloom marketed during the first quarter of fiscal year 2019 totaled approximately 5,500 tons and met the cumulative sales target for the quarter. The goal for the current fiscal year is 60,000 tons or approximately 40 percent of anticipated total Class A biosolids production.

III. FY20 – FY29 PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP)

Mr. Len Benson, Sr. VP and Chief Engineer, DC Water, provided a briefing to the Committee regarding DC Water's proposed 10-year Capital Improvement Program (CIP). He described the level of funding for the different service areas under the Proposed Baseline option.

Capital equipment projects are funded at \$333M for planned equipment spending including procurement of backhoes, jet-vacs, catch basin trucks and other replacement of aged vehicles to meet operational needs. In addition, DC Water's share of Washington Aqueduct's capital program related funds have increased by \$8.1M to a total of \$195.2M.

Mr. Benson mentioned, in the proposed 10-year CIP budget, the projected disbursements for FY20 include underspending from FY19. A ramp-up to the Modified Baseline CIP will also begin in FY21. He discussed the prioritization of spending for capital projects from higher priority to lower priority in the proposed Baseline CIP.

The Committee inquired as to why there was a significant increase in projected spending in FY25. Mr. Benson replied it was because of the scheduled Potomac Tunnel Construction.

Mr. Benson next presented the costs associated with some of the major initiatives funded in the \$4.9B Proposed CIP, by service area.

Mr. Benson gave a high-level, budget cycle schedule overview to the Committee and stated that validation and updates were conducted from March to May 2019; prioritization & updates from June to November 2019 and finalization of the CIP will take place from December 2019 to March 2020. He also mentioned that the forecasts for FY19 and subsequent fiscal years are considered 'not-to-exceed' ceilings, rather than targets.

For the Proposed FY20-FY29 budget, the overall increase to capital projects compared to the FY19-FY28 plan is \$493M.

The Committee noted there was considerably more detail given in the Authorities' presentation of the \$4.9B, 10-CIP disbursement budget as compared to the Lifetime Budget (i.e., \$11.5B) and requested DC Water provide the Committee with a detailed briefing regarding the Lifetime Budget. Mr. Benson replied that such a briefing will be scheduled as an agenda item in February's Committee meeting.

Next, Mr. Matthew Brown, EVP Finance and Procurement, DC Water, stated that the proposed 10-year CIP also included Additional Capital Programs comprised of funding for Washington Aqueduct (WAD) projects and Capital Equipment. Of WAD's total ten-year budget of \$265.4M, DC Water's share is \$195.2M or 73.6%. Some of the major projects include the Old Conduit Rehabilitation, North Clearwell replacement and Dalecarlia Backup Power Generation projects. The budget proposal for WAD does not include funding for the Federally Owned Water Mains, Travilah Quarry acquisition and outfitting, or Advanced Treatment Facilities. Mr. Brown discussed 10-year disbursements of \$333M for Capital Equipment.

The Committee requested if DC Water can update its 10-year CIP Disbursement Forecast slides, and show what the required funding levels would need to be past FY29, as well as layering in the risk and sensitivity costs, if this Proposed CIP budget is approved and implemented. Mr. Benson responded DC Water will work on the revisions.

IV. DC CLEAN RIVERS PROJECT – GREEN INFRASTRUCTURE UPDATE

Mr. Seth Charde, Manager, Green Infrastructure DC Clean Rivers (DCCR), gave a briefing on the Green Infrastructure (GI) Program. Mr. Charde began by summarizing the history of the Consent Decree and the changes that were negotiated in regards to the Green Infrastructure

program, beginning in 1998 when the Long-Term Control Plan (LTCP) went into effect, to 2005 when the Consent Decree was signed all the way to January 2016 when Consent Decree modifications were entered in federal court.

Mr. Charde stated that DC Water negotiated a practicability assessment to be included as part of the Consent Decree as a risk mitigation measure (to reduce cost and performance related risks). This is to be implemented by conducting post-construction monitoring (currently ongoing) and a practicability assessment after each of the first GI projects in the Potomac and Rock Creek sewersheds are completed. Only if the practicability assessments are favorable will construction on remaining GI projects in those sewersheds commence. If they are not deemed to be practicable then CSO controls will revert to grey solutions for those sewersheds. Mr. Charde also mentioned that DC Water targeted project sites so as to enable practicability-based decision making. As a result, sites were selected that could enable retrofitting in existing space, entailed minimal utility relocation and were representative of a typical city block in Rock Creek or Potomac GI areas.

Mr. Charde continued by mentioning some of the cost drivers to-date of the GI program:

- Initial sites are representative of large-scale GI necessary to fulfill Consent Decree requirements
- Lack of GI experience in DC Contractors
- DDOT requirements for extensive restoration of urban public spaces
- Urban vs. suburban construction
- Urban utility density and aging infrastructure
- District/DC Water local hiring/business and Green Jobs requirements and practices

Next, Mr. Charde described some cost details of the of GI projects to date that will be to inform the practicability assessment for the two sewersheds. The details are as follows:

A table summary of costs per project, expressed as a cost per acre managed was then discussed. Of note was the cost savings that were realized over time from the highest cost on Rock Creek Project A to the cost savings achieved on the subsequent projects through simplification of the specifications, standardization of alley designs, and a blanket permit approach with DOEE. Notably, a 33% cost savings was achieved from RC-A to PR-A utilizing the aforementioned approach.

The Committee inquired if these construction costs were inclusive of maintenance costs. Mr. Charde replied that these costs were typically for installation costs only, but in some cases, included maintenance costs for up to one year, post construction.

Mr. Charde spoke about experiences in similar urban GI program across the nation and concluded that cost targets varied based on prevalence of constraints, proximity to other GI systems, neighborhood and CSO reduction needs and available opportunities for cost sharing. He stated that GI construction costs ranging from \$400,000 to \$550,000 per acre are not uncommon among peer programs such as New York City and Philadelphia.

Next, Mr. Charde highlighted DC Water's strategy for cost reduction and the anticipated range of cost savings.

Mr. Charde then went on to detail scenarios and examples where the cost savings could be broadly applied to achieve a lower cumulative GI cost.

Mr. Charde stated the current estimated maintenance cost for the GI program ranges from \$12K to \$18K per year (based on less than 1 year of maintenance data to-date). He also stated that DC Water will continue to optimize maintenance processes over time by determining appropriate frequencies for inspection and maintenance activities, determining appropriate balance of in-house and contracted resources, and taking advantage of economies of scale.

Mr. Charde also gave a comparison of construction costs of Grey vs. Green Combined Sewer Overflow (CSO) control projects.

Mr. Charde concluded this portion of the presentation by highlighting the cost equivalency between anticipated future green controls and small grey controls (ex. Rock Creek storage).

Mr. Charde finished his update by highlighting that the Consent Decree Practicability Report for Rock Creek and Potomac River GI projects is due in June and September 2020, respectively.

V. ACTION ITEMS

NON-JOINT USE

1. Contract No.: 19-PR-DIT-10 (Option Years 1-3) – Customer Information System Enhancements, Vertex Data Utility Services

The Committee inquired as to why there were three option years up for approval. Mr. Grosser responded that the individual option year amounts were all less than a million dollars, which is under the General Manager's authority to approve, but that it was thought to be more efficient to compile the options in one request to the Committee.

2. Contract No.: 160021 – Small Diameter Water Main Replacement 13A, Fort Myers Construction Corporation

Mr. Joel Grosser, Director, Procurement, DC Water, presented Non-Joint Use Action Item 1. Mr. Len Benson, Chief Engineer, DC Water, presented Non-Joint Use Action 2.

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

VI. LEAD PIPE REPLACEMENT ASSISTANCE PROGRAM

Mr. Gian Cossa, Senior Management Analyst, DC Water, gave a briefing to the Committee on the Authority's ongoing Lead Pipe Replacement Assistance Program (LPRAP). He stated that DC Water has updated its inventory of lead pipes in the water system to minimize unknowns and be conservative in assuming lead and that, as of December 04, 2019, there are approximately 10,770 public and 21,952 private lead service lines.

DC Water's LPRAP, as governed by a memorandum of understanding (MOU) between DC Water and the District's Department of Energy & Environment (DOEE), has the provisions for

the following:

- Assistance Program to redress past partials
 - If lead lines are found on private property but not on public property, a new program will cover up to 50 to 100% of costs of replacement.
- CIP & Emergency Repairs
 - If any portion of private side is lead service, replacement is free
- Voluntary Replacement Program
 - If both public and private sides are lead service, but no work is planned, the customer is responsible for replacement costs incurred on private property

Mr. Cossa also highlighted DC Water's community engagement and customer outreach efforts to the Committee.

In conclusion, Mr. Cossa stated that elimination of lead service lines within the District requires building, funding and executing a long-term, sustained program with committed partnerships.

The Committee recommended DC Water consider conducting an audit of the inventory information regarding lead service lines. Mr. Kharkar replied DC Water will consider doing so.

VII. WATER DISTRIBUTION

Ms. Maureen Schmelling, Director, Water Quality, DC Water gave a brief update regarding water quality monitoring, specifically, Total Coliform and Lead and Copper Rule (LCR) testing. Ms. Schmelling stated that, overall, tests showed excellent performance of the water distribution system.

Ms. Marlee Franzen, Manager, Water Distribution, DC Water gave a brief update regarding the Fire Hydrant Upgrade Program. Ms. Franzen stated that of the approximately 9,688 public service hydrants, 54 were out of service as of December 02, 2019. Of the 54 that are currently not operational, 38 were operationally defective while 16 were out of service because of either nearby water main repairs, non-DC Water construction activities or other hydrant obstructions.

VIII. EXECUTIVE SESSION

The Committee went into Executive Session at 11:34 a.m., and reconvened into open session at 12:00 p.m.

IX. ADJOURNMENT

Regular meeting was adjourned at 12:00 p.m.

Follow-up Items

1. Sr. VP & Chief Engineer: Provide a detailed briefing on the 10-year CIP Lifetime Budget (i.e., \$11.45B) including actual spent-to-date information.
2. Sr. VP & Chief Engineer: Update the 10-year CIP Disbursement Forecast slides and show what the required funding levels would need to be, past FY29, as well as layering in the risk and sensitivity costs if this Proposed CIP budget is approved and implemented.



DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

Board of Directors

Audit Committee

Thursday, January 23, 2020

9:30 a.m.

Meeting Minutes

COMMITTEE MEMBERS PRESENT

Anthony Giancola, Acting Chairman
Steven Shofar
Jed Ross (by Phone)

INTERNAL AUDIT STAFF PRESENT

Dan Whelan, RSM US LLP
Jill Reyes, RSM US LLP
Sophie Tomeo, RSM US LLP
Ethan Bickford, RSM US LLP
David Luker, RSM US LLP

DC WATER STAFF PRESENT

David Gadis, CEO and General
Manager
Linda Manley, Secretary to the Board
Genes Malasy, Acting Controller
Wayne Griffith, EVP Performance
Matt Brown, EVP Finance &
Procurement
Marc Battle, EVP Legal Affairs
Salil Kharkar, SVP Ops & Engineering

EXTERNAL AUDIT STAFF PRESENT

Brian Grega, KPMG
Richard McLean, KPMG

Call to Order (Item 1)

Mr. Anthony Giancola called the Audit Committee meeting to order at 9:30 AM.

FY 2019 Financial Statements (Item 2)

Mr. Matt Brown thanked the Accounting staff at the Authority for all of their hard work during FY 2019. He then introduced Mr. Genes Malasy to present the Authority's FY 2019 Financial Statement results. Mr. Malasy shared that the Authority's balance sheet remains strong with a total net position of \$2.3 billion, which is an increase of \$165.3 million (7.9%) from last fiscal year. Operating revenue increased by \$20.6 million (3%), while operating expenses increased by \$21.4 million (4.9%) over the prior year.

Mr. Malasy also noted that the Authority received an unmodified ("clean") audit opinion from the external auditor, KPMG. Notably, the Authority received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 22nd consecutive year for their 2018 Comprehensive Annual

Financial Report. Another highlight shared related to DC Water receiving an upgraded credit rating to AA+ from Fitch ratings for senior lien revenue bonds.

Mr. Malasy presented that DC Water had a total of \$3.5 billion in long term debt outstanding at the end of FY 2019, which is a decrease of 1.4% since prior year. No new debt was issued during FY 2019. Mr. Malasy added that the Authority's operating revenue remains well diversified and stable. Despite operating expenditures growth, there was a decrease in expenses on personnel services as well as utilities and rent. The largest increases in operating expenditures can be attributed to chemicals, depreciation, and water purchases. The Authority's net capital assets value has reached \$7.2 billion, with an increase by \$264.3 million (3.8%) in FY 2019.

External Audit Update (Item 3)

Mr. Richard McLean gave an overview of the DC Water FY 2019 external audit results. He informed the Board that KPMG issued a clean, unmodified opinion on the Authority's FY 2019 financial statements. He stated that no material weaknesses or significant deficiencies were identified regarding internal controls over financial reporting. Mr. McLean shared that a Management Letter was issued and that this letter details any control deficiencies that were identified, however, none reached the level of a significant deficiency or material weakness. Mr. Anthony Giancola requested to see a copy of the Management Letter. Matt Brown, Finance and Procurement EVP, informed Mr. Giancola that the Management Letter would be shared with the Committee.

Mr. McLean added that significant accounting policies were described in Note 2 of the financial statements, and noted that there were no significant changes to the Authority's policies in FY 2019.

Mr. McLean summarized the new GASB standards implemented in the current period, one of which required additional disclosures related to debt, included in Notes 10 and 11. In addition, he shared a summary of future GASB standards to be implemented in the coming years. Chair Giancola requested details on the notes in the above two paragraphs since they were not included in the report provided in Diligent.

Mr. Brian Grega noted three uncorrected audit misstatements that resulted in negligible change. These three items related to overstatement of capital Accounts Payable, an adjustment to net position for meters taken out of service before the end of their useful life, as well as the overstatement of interest expense and understatement of capitalized interest related to an incorrect transfer of assets.

Mr. Richard McLean then reported on internal control related matters. Mr. McLean explained that no significant deficiencies or material weaknesses were reported. He then went through external audit required communications, with no significant matters to report. In addition, Mr. Grega reported that KPMG is currently performing the Uniform

Guidance Compliance Audit which includes testing the CFDA# 66.418 and CFDA# 66.468 programs. KPMG will update the Audit Committee with results when available.

Internal Audit Update (Item 4)

RSM Partner, Mr. Dan Whelan, presented the agenda and FY 2020 internal audit plan status update. The Asset Management report is now complete, and four audits are in progress. Ms. Jill Reyes went through the timeline for each audit and noted that Internal Audit does not currently anticipate any changes to the schedule.

Ms. Sophie Tomeo presented the status of prior audit findings. There are 20 findings open and 11 pending testing of prior to FY 2019 audits. Ms. Tomeo detailed that the Training, Licensing and Certification open finding is tied to a strategic planning initiative and is in progress. The Business Development Plan open finding is related to updating the plan, and initial edits were already shared with the Governance Committee. The final plan is expected to be presented in March. The open Entity Level findings relate to Authority-wide initiatives, such as Enterprise Risk Management (ERM). Ms. Tomeo shared that management has selected the ISO ERM framework and is in the planning phase of the program. The Payroll & Timekeeping open finding will be addressed in the FY20 Benefits and Compensation Audit. Ms. Tomeo then presented the status of FY 2019 follow-up items to the Committee for the first time. There are 3 items that are pending testing, 2 of the issues have been closed out, and 25 remain open. She noted that one of the audits is being issued today, and three were just issued in October, so many findings have not yet reached their target due dates.

Ms. Tomeo then addressed the action deferred update item that is contingent on other action occurring and are not included in the prior audit findings. The action-deferred item is related to the Intellectual Property Personnel Policy. Ms. Tomeo reported that this particular item is under review by management based on strategic initiatives. She noted that Management is in the process of selecting a vendor to assist in a new Innovation/IP program, with the hope to have this policy updated by the April 2020 Audit Committee meeting.

Mr. David Luker then presented the scope and objectives of the Asset Management Internal Audit. This project scope involved identifying improvement opportunities within the different processes related to time entry, materials management, tool management, and geographic information systems.

Mr. Ethan Bickford then shared the results of the Asset Management Internal audit, which included one high risk observation. This observation is related to accuracy of the GIS data table and map. Mr. Bickford noted that 11 of the 31 asset classes across the Authority were reviewed to identify which of the required fields were incomplete, finding that approximately 25% of them were lacking data. Mr. Giancola inquired about the lack of employee resources on the team, as well as the status of addressing this issue and

outlined concerns of the amount of data being requested. He felt that all the data fields may not be required. Mr. Salil Kharkar responded to the question by expressing that part of the management response is to develop a comprehensive plan by July 31st, 2020 to focus on fields that required to do the analytics, noting that they may not necessarily need all the fields. Mr. Kharkar stated that they will also be working on their plan for staffing and the training required to improve accuracy. Mr. Bickford noted that the team is hiring an additional GIS staff this coming month. Mr. Giancola expressed that it would be interesting to know how the GASB may affect the required GIS fields in the future. Mr. Bickford, Mr. Luker, and Mr. Kharkar all commented on the sentiment of needing to backfill the data on legacy assets, while also recognizing that is an extensive process of finding ways to use existing teams and technologies. Mr. Bickford noted that there was one low risk finding within the full audit report as well.

Mr. Bickford then went on to discuss the hotline update and its semi-annual analysis. Mr. Bickford noted that an analysis was conducted of the 118 hotline calls that have been received since FY 2016 to date. He called out that Department of Engineering and Technical Services (DETS) and Water Services have the most calls which is expected given that they are the two largest groups in the Authority. Mr. Bickford made a point to mention that there may be some overlap in terms of the data captured in the pie charts, as the hotline receives multiple calls related to the same issues. However, given the hotline is anonymous, it is difficult to conclude whether these calls are from the same caller. It was found that 17% of all calls since FY 2016 are fraud-related allegations. Mr. Bickford expressed a total of 10 items since FY 2016 have required corrective action.

Ms. Reyes continued the hotline update by explaining that this is a fraud, waste, and abuse hotline and that some items may be passed on to appropriate parties without review by Internal Audit, unless specifically request by management. Since October 2019, Internal Audit has closed 5 calls, while 3 calls related to conflicts of interest remain open. Ms. Reyes noted that Internal Audit has been working with Management to investigate and anticipate closing the matter before the April committee meeting. Mr. Giancola commented on the decrease in the number of calls received by the hotline. Ms. Reyes confirmed that the number of calls received has been declining.

Adjournment (Item 6)

The Audit Committee meeting adjourned at approximately 10:44 AM.

Follow-up Items

The Audit Committee requested the following item:

- KPMG to provide Management Letter to the Committee



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

Board of Directors

Finance and Budget Committee

Thursday, January 23, 2020

11:00 a.m.

MEETING MINUTES

Committee Members

Anthony Giancola, Acting Chairperson
Adriana Hochberg

DC Water Staff

David Gadis, CEO and General Manager

Matthew T. Brown, CFO & Executive Vice
President, Finance and Procurement

Marc Battle, EVP, Legal Affairs

Lola Oyeyemi, Director, Budget

Linda Manley, Secretary to the Board

Committee Members (via conference call)

Sarah Motsch

Call to Order

Mr. Anthony Giancola, Chairperson called the meeting to order at 11:00 a.m.

December 2019 Financial Report

Ms. Lola Oyeyemi, Director, Budget, provided an overview of the monthly financial report, noting as of the end of the first quarter of FY 2020, DC Water's expenditures and revenues are on track with budgetary expectations. With 25 percent of the fiscal year completed, revenues are trending at \$173.5 million, or 25.2 percent of budget, operating expenditures are at \$143.3 million, or 21.3 percent of budget, and capital disbursements are at \$129.3 million, or 21.8 percent of budget.

Next, Ms. Oyeyemi provided some budget highlights. She mentioned that the Proposed FY 2021 Budget was presented to the Board on January 2, 2020 and that budget briefings were held on January 9 and 10, 2020 with the Stakeholder Alliance and Wholesale Customers, respectively. She stated that management will continue to provide detailed reviews of the Proposed FY 2021 Budget with various Board Committees from January through February, and adoption by the Board on March 5, 2020.

With regard to the FY 2019 year-end closeout process, the Financial Statement audit has been completed and DC Water was issued an unmodified "clean" opinion on December 19, 2019 with details provided to the Audit Committee on January 23, 2020.

Ms. Oyeyemi informed the Committee that the DC Council Public Oversight Hearing for FY 2019 – FY 2020 has been scheduled for February 27, 2020. She also mentioned that we are currently in the implementation phase of a new Enterprise Resource Planning (ERP) system to replace the Authority's current financial system.

Ms. Oyeyemi informed the Committee that improvements were made to the financial report to reflect prior year spending trends and compare monthly budget amounts instead of the straight-line analysis used in the past. Mr. Matthew Brown, CFO & Executive Vice President, Finance and Procurement, commended Ms. Oyeyemi and her team for providing a comprehensive financial report that shows better comparison of revenue and expenditures in relation to budget, noting that this new format makes the report richer and illustrates trend in the fiscal year. Ms. Sarah Motsch also appreciated the efforts undertaken by the team and attested that it certainly made it easier to track progress.

Total operating revenues as of December 31, 2019 were \$175.1 million, which is consistent with receipts during the same period in FY 2019. Areas of higher receipts were from the residential, commercial and multi-family customers due to increased year-end billing, and other revenue resulting from the receipt of the remaining balance of the Fire Protection Service Fee from the District. Ms. Oyeyemi noted that both the Federal Government and Wholesale customers made their first quarterly payments. The area of under collection from the District Government has been resolved, with the overdue amount received in January and will be included in next month's report.

Ms. Oyeyemi stated that at same time last year, operating expenditures were at \$79 million, which is consistent with current operating expenditures. Higher spending in small equipment is consistent with purchases at this time of the fiscal year. Areas of underspending include personnel services with year-to-date vacancy rate of ten percent, contractual services which is in line with spending trends, and utilities primarily due to the price of electricity which is lower than budgeted. The Debt Service underspending is due to the refinancing of the Authority's existing debt and timing of the current year issuance.

The overall capital disbursements totaled \$92.6 million, or 21.8 percent of the FY 2020 amended budget, with underspending in capital projects due to close-out delays, slippages and invoice slippages. The underspending in capital equipment is mainly for the ERP and Meter Replacement projects. Ms. Oyeyemi stated that the overall capital disbursements are expected to increase as we progress into the fiscal year and that a detailed project performance report will be provided at next month's meeting.

Ms. Oyeyemi provided an update on cash investments which comprise of the operating reserve, including the Rate Stabilization Fund (RSF) of \$281.9 million, and the remaining balances of the unrestricted and restricted reserve accounts. She noted that the appendix contained detailed information on the operating revenues, overtime spending, accounts receivable, grants report, and FY 2019 budget to actual performance.

Mr. Giancola inquired about the increased overtime costs for Marketing and Communications department mainly for Blue Drop events and questioned why DC Water is paying overtime for Blue Drop. In response, Mr. Brown explained that DC Water Staff currently supports Blue Drop events in the areas of security, facilities, and others. Blue Drop will ultimately reimburse DC Water

but it gets reported as miscellaneous revenue and does not go back to the individual departments that incurred the expense. To alleviate this issue, as part of the Proposed FY 2021 Budget, a new cost center will be established with \$500 thousand in both expenditures and offsetting non-rate payer revenues to reimburse departments when they incur expenses related to Blue Drop activities.

Proposed FY 2021 Budget

Mr. Matthew T. Brown, Chief Financial Officer, provided an overview of the Proposed FY 2021 budget including the calendar, milestones, deliverables, major drivers, underlying assumptions and risks. He reminded the Committee that a library of all budget materials is available on the newly designated public communication page “ratemaking process” on the Authority’s website.

Mr. Brown highlighted that the Authority’s proposed ten-year capital plan doubles its investment in water and sewer infrastructure by FY 2022 to reach one percent replacement cycle, and triples the investment by FY 2027 to reach a 1.5 percent replacement cycle. He noted that capital expenditures are the biggest drivers of the operating budget because the Authority borrows funds to support much of the capital programs. Other highlights of the proposed FY 2021 budget include: fully funding the Clean Rivers program with expected completion in FY 2030; increases in personnel services which include a \$0.5 million investment in the Apprenticeship Program to support fifteen entry level positions, and addition of five new positions to support the DC Water Consumer Protection Amendment Act of 2018; and increased funding for fleet purchases by 60 percent to ensure crews have the equipment they need. He also mentioned management’s proposal to make the CAP2 program permanent and that the Authority will continue to work with the District Government to advance a LeadFreeDC. This budget also continues the capital procurement reform, adding six new positions from existing vacancies for the initiative to fully migrate procurement functions from the Department of Engineering and Technical Services to the Procurement Department. Mr. Brown commended Ms. Oyeyemi and the budget team for continuing to improve the budget process, ensuring that the Authority’s budget proposal was within the financial plan forecast. He added that the budget incorporates the low interest rates and current year debt service cost savings to deliver rate increases that were smaller than previously forecasted.

In response to Mr. Giancola’s inquiry about job functions for the five new positions recommended to support the DC Water Consumer Protection Amendment Act of 2018, Mr. Brown noted that the Act added eight positions to the Office of the Peoples Council (OPC) to advocate for customers and provide comments on the Authority’s rates. Mr. Brown further clarified that the District will fund the eight positions in OPC. He mentioned that the OPC requests continue to create additional workload for the Authority. The five new positions were proposed in the Finance, Customer Care and Legal Affairs departments areas to address retail rates concerns and administrative hearings. Mr. Giancola further inquired about the workload and suggested that the Authority consider outsourcing some of the functions for fluctuations instead of hiring full time staff. Mr. Giancola also inquired about the 60 percent increase in fleet purchases. Mr. Brown explained that it is a one-time increase over a two-year period to address current equipment backlog mainly for heavy duty equipment/vehicles. The strategy is to decrease the backlog through enhanced collaboration

between finance, procurement and fleet management to place orders at the beginning of the fiscal year.

Next, Mr. Brown provided an overview of the sources and uses of fund for the operating and ten-year Capital Improvement Program (CIP), noting significant increases in water and sewer spending. He also noted that a significant portion of the CIP will be financed from debt at \$2.4 billion, or 43 percent over the next ten years. The proposed ten year CIP is \$5.45 billion, an increase of \$0.49 billion over the previous plan. The proposed ten-year CIP disbursements budget includes \$4.92 billion for capital projects, \$333 million for capital equipment and the remainder of \$195 million for the Authority's share of Washington Aqueduct's capital projects. He provided highlights of the capital program and reminded the Committee that the details of the ten-year CIP were reviewed during the Environmental Quality & Operations Committee meeting on January 16, 2020.

The proposed FY 2021 operating expenditure budget is \$642.7 million, an increase of \$28.1 million compared to the approved FY 2020 budget. Mr. Brown explained that debt service cost is needed to advance the capital program and is the largest driver of the operating budget at 35 percent of the total operating budget. He mentioned that management has proposed a cap of 33 percent of total operating revenue in the ten-year financial plan.

CFO Brown further went on to review in detail the various increases and decreases in the FY 2021 budget proposal compared to historical trends for each expenditure category. Personnel costs increased by \$7.2 million and funds the new union agreement, Apprenticeship program, five new positions to support the DC Water Consumer Protection Amendment Act of 2018, and in-sourcing of engineering services. The proposed increase of \$6.6 million for contractual services is mainly for the Pay for Success – Social Impact Bond for the Green Infrastructure (GI) project, mandatory software maintenance and various operational requirements. It also includes \$500 thousand to establish the Non-ratepayer Expenditure Fund to be allocated to departments based on costs incurred and supported by realistic and obtainable revenues from non-ratepayer sources. Mr. Brown went over the breakdown of the contractual services, noting that the payment to investors for the Pay for Success – Social Impact Bond will be based on the success of the Green Infrastructure projects, which may or may not be needed depending on the outcome of the assessment.

The proposed budget increase of \$1.3 million in water purchases cost is based on DC Water's share, at approximately 75 percent, of the Aqueduct's budget and consistent with historical spending trends. The proposed budget increase of \$2.6 million for chemicals is due to changes in the unit prices of major chemicals needed for the treatment processes at the Plant and various pumping facilities; and \$300 thousand for the maintenance requirements for the Tunnel Dewatering Pump Station. The projected increases in utilities is for energy needed at various facilities and includes the impacts of the Clean Energy DC Omnibus Act for increased renewable portfolio standards. In response to committee member's question on onsite energy generation, Mr. Brown stated that the 6MW from the Combined Heat & Power (CHP) Facility is consistent with current trends, and that the ongoing Solar Project - Phase 1 is mainly to install solar panels over rooftops and parking lots. He noted that management is currently in the decision-making process for the Phase 2, which is more complicated as it includes solar panels over basins and

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can impact operational requirements. He stated that management is also exploring other options to purify the gas from the CHP and allow for injection into CNG which will enable the Authority to market the energy generated, but will require significant capital investment.

Mr. Brown went on to review the non-operations and maintenance budget drivers. This mainly includes the debt service cost increase of \$6.9 million for existing debt and anticipated new money issuance of \$300 million in FY 2020. He stated that the Authority will borrow approximately \$2.4 billion over the next ten years and debt service cost is projected to grow from \$205.1 million in FY 2020 to \$343.3 million by FY 2029. The proposed FY 2021 PILOT and ROW amounts are consistent with the MOUs for payments to the District. The Cash Financed Capital Improvements fund serves a dual purpose of operational contingency and PAYGO funding, and the increase in capital labor charges is for the insourcing of the engineering functions. He then went on to review the budget risks which include operational requirements for new facilities, market volatilities for prices of chemicals and energy, aggressive marketing of Bloom, unanticipated legal cases, insurance policy requirements, and the ERP project implementation.

Mr. Brown reminded the Committee that the Cost of Service Study was advanced to align with the rate proposal process. The proposed operating revenue budget includes a two-year proposed combined rate increase for average household customer of 6.6 percent in FY 2021 and 6.7 percent in FY 2022. Mr. Brown noted that these rate increases are lower than the 8.1 percent and 6.9 percent forecasted last year for FY 2021 and FY 2022 respectively. It includes the proposed water and sewer rate increase of 9.9 percent in FY 2021 and 7.8 percent in FY 2022, continues Shift of CRIAC to sewer volumetric of 28 percent and 37 percent for FY 2021 and FY 2022 respectively, and increases the Customer Metering Fee for 5/8" meters based on the independent rate review recommendation. The Water System Replacement Fee and Right-of-Way Fee will remain the same, while the PILOT Fee will increase consistent with the MOU.

Mr. Brown stated that the total operating revenue budget is \$733.7 million for FY 2021, an increase of \$39.8 million, and \$766.3 million for FY 2022, an increase of \$32.6 million for FY 2022. These increases are mainly due to the proposed rate increases, while the projected wholesale revenues are based on the flows from the respective jurisdictions and the Potomac Interceptor. He then went on to note that the projected average monthly residential customer bill will range from \$104 in FY 2020 to \$180 in FY 2029 assuming average consumption of 5.42 Ccf based on the FY 2019 consumption. He noted that management will present detailed information about the proposed retail rates, charges and fees to the Retail Rates Committee in January.

Next, Mr. Brown provided an overview of the assumptions in the ten-year financial plan and changes in financial metrics, which includes maintaining debt service percentage of total operating revenues of 33 percent or less, combined coverage of 160 percent, Rate Stabilization Fund of 10 percent of revenue, and 250 days of cash including Rate Stabilization Fund. He mentioned that the FY 2019 actual consumption declined by 1.8 percent due to efficiencies, and that the financial plan assumed 1.5 percent conservation for each of FY 2020 and FY 2021 and 1.0 percent in FY 2022 and beyond.

Mr. Brown reviewed the next steps in the budget review process and calendar that would lead to the final budget adoption by the Board anticipated on March 5, 2020. He also stated that the

Authority will be participating in town hall meetings in the various wards as well as public hearings and feedback regarding rates. He reminded the Committee member questions are welcomed anytime, and up till the time of Board adoption of the proposed FY 2021 budget.

Adjournment

Hearing no further business, Chairperson Mr. Anthony Giancola adjourned the meeting at 12:00 p.m.

Follow-up Items

- Explore cost benefit analysis of hiring full time legal staff compared to outsourcing legal services to meet OPC demand **(Chairperson Giancola)**
- Provide update on the Authority's plan, if any, to replace DC Water's fleet assets with energy efficient and electric vehicles **(Chairperson Giancola)**



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

Board of Directors

DC Retail Water and Sewer Rates Committee

Tuesday, January 28, 2020

9:30 a.m.

MEETING MINUTES

Committee Members in Attendance

Rachna Bhatt, Chairperson
Krystal Brumfield
David Franco
Howard Gibbs
Reverend Kendrick Curry
Ivan Frishberg
Anthony Giancola
Jedd Ross

DC Water Staff

David L. Gadis, CEO/General Manager
Matthew Brown, CFO/EVP Finance & Procurement
Marc Battle, EVP, Legal Affairs
Linda Manley, Secretary to the Board

Committee Member Via Teleconference

Ellen O. Boardman

Call to Order

Chairperson Rachna Bhatt convened the meeting at 9:33 a.m.

2021 Cost of Service Study Update (Attachment A)

Mr. Brown, CFO/EVP Finance and Procurement, greeted the Committee and introduced Jon Davis from Reftalis, who would present the update on the Cost of Service (COS) study. Mr. Brown recalled that DC Water adopts two-year rate proposals while the COS was done every three years. He added that DC Water has aligned the COS with the multi-year rate proposals, therefore both will be done every two years going forward.

Mr. Davis began the presentation stating that the COS consists of three components: i) revenue sufficiency analysis - to ensure that the revenues cover the costs that DC Water incurs; ii) cost of service analysis/rate equity - to ensure that the rates are equitably recovering the cost of service provided to customers; and iii) alternative rate structure analysis - to ensure that DC Water meets its priority pricing objectives. Mr. Giancola noted that Reftalis has been doing the COS study for about eight years and he inquired if this procurement has been out for a competitive re-bid. Mr. Brown explained that it was a three-year base and two-year extension option that was exercised and currently, DC Water is getting ready for proposals in spring 2020. Mr. Brown stated that an Independent Review of Rate Structure and Customer Assistance Programs has also been done with comparison to the best practices across the country. The consultant who did that study had not done work on rates in the recent past with DC Water. Chairperson Bhatt commented that DC Water should allow sufficient time while doing the next procurement so that it opens the door to as many experts to compete for the service.

Mr. Davis provided the four objectives of the COS study: i) revenue sufficiency; ii) cost of service recovery iii) simplicity; and iv) affordability. He noted that the main cost driver are increases in capital costs due to regulatory requirements and infrastructure rehabilitation. He stated that DC Water continues its efforts to lower operating and maintenance expenses to keep rates reasonable for customers. He mentioned that DC Water will employ a transfer from Rate Stabilization Fund (RSF) to mitigate rate increases in FY20 and FY21. Mr. Davis explained that the per capita consumption is continuing to decrease in the District. Mr. Giancola inquired when was the last time the RSF was used to mitigate rate increases. Mr. Brown mentioned that he will update the Committee with more information on the utilization of the RSF. Mr. Davis stated that the projected revenue based on the proposed rates for FY 2021 and FY 2022 is sufficient to fund utility cash requirements, maintain targeted reserve funds, and meet the required debt service coverage.

Mr. Davis mentioned that there are three initiatives going into the COS study: i) reallocation of some costs associated with the Clean Rivers Impervious Area Charge (CRIAC) to the Sewer Volumetric Rate; ii) reallocation of some Customer Service operating costs associated with metering, billing, and collections activities to the Metering Fee; and iii) the revenue collected from the ongoing Water System Replacement Fee (WSRF), originally designed to fund the annual costs of one percent of DC Water's water renewal and replacement program. He stated that historically, CRIAC recovered 100% of the capital costs, however, DC Water has implemented a change to allocate the cost between CRIAC and the sewer volumetric rate. He mentioned that there was an engineering study done looking at CSO and the allocation was 63% for stormwater and 37% for wastewater based on flows.

Mr. Davis stated that DC Water is now shifting additional costs to the Customer Metering Fee and away from the volumetric rates to be phased in over two years. Mr. Davis stated that cost of service for sewer is increasing faster than water services. He said that the total revenue requirement for FY 2021 is about \$732 million including \$593 million from retail and \$139 million from wholesale and other charges of the utility, whereas the total revenue requirement for FY 2022 is about \$765 million including \$621 million retail revenue and \$144 million from wholesale and other charges of the utility.

Chairperson Bhatt inquired if the District sets the amount of PILOT charge and communicates to DC Water. Mr. Brown explained that there is a Memorandum of Understanding (MOU), which stipulates that PILOT be increased by 2.0 percent every year. Mr. Franco asked if there is a decline in sewer volume in line with the water consumption. Mr. Brown explained that the sewer is billed in the same amount as water consumption.

Mr. Brown stated that DC Water has received a recommendation from Office of People's Counsel (OPC) to post the COS study on DC Water's website and DC Water has agreed and started posting the presentations and reports on the budget and rate proposal on its website.

Overview of Proposed FY 2021 & FY 2022 Rates, Charges & Fees Update (Attachment B)

Mr. Brown began his presentation on the multi-year rate proposal by explaining the benefits of DC Water's 10-year financial plan including the projection of water and sewer rates, average residential bills and 10-year capital improvement program budgeting.

He recalled that a year ago, Mr. Gibbs asked to review the Board's policy in setting rates. Mr. Brown mentioned that there is a Board Resolution #11-10 that states the Board policy of setting rates, and he reviewed that policy with the committee. Mr. Brown noted that DC Water had also received comments about the PILOT and Right-of-Way fees description on the back of the customer bill to make it more descriptive and he stated that DC Water has agreed to include more information about these fees on the new bills.

Mr. Brown noted that the combined rate increase for the average household customer was less than the 8.1% forecasted last year a 6.6% for FY 2021, and from 6.9% to 6.7% for FY 2022. He mentioned that the rate proposal includes: i) annual water and sewer increase of 9.9% for FY 2021 and 7.8% for FY 2022; ii) adjustment to the Metering Fee for FY 2021 and FY 2022 based on the recommendation from the COS study iii) Water System Replacement Fee and Right-of-Way fee remain the same while the PILOT fee increases for FY 2021 and FY 2022 by \$0.03 and \$0.02 per Ccf respectively; iv) continues the shift of CRIAC to sewer volumetric of 28% and 37% for FY 2021 and FY 2022 respectively; and v) CAP2 Program made permanent.

Mr. Brown explained the operating sources and uses of funds for FY 2021 and he noted that the largest category of fund uses is debt service which is about 30.3% of the total uses. He mentioned that the operating revenue proportions for FY 2020 and FY 2021 are comparable to the previous year other than an increase in the Customer Metering Fee because of the proposed adjustment in FY 2021. He noted that the average residential consumption continues to decline and about 54% of households use four Ccf or less per month. He stated that DC Water has developed the rate calculator on the website so that the customers can see their estimated bill amount using the proposed rates. He also discussed the benefits and potential risks of multi-year rate proposals.

Mr. Brown mentioned that there is \$13 million of current year savings, which includes \$8 million in debt service saving and the remaining \$5 million unused fund from the amount that was withdrawn from Rate Stabilization Fund for CAP2 (Customer Assistance Program Two). He stated that DC Water is proposing to put the total \$13 million savings in the RSF in FY 2020 and to apply \$2.5 million and \$10.5 million in FY 2021 and FY 2022 respectively.

Mr. Brown stated that the Independent Review of Rate Structure and Customer Assistance Programs identified that households in CAP program pay greater percentage of household income for water and sewer bills than the newer CAP2 and CAP3 expansion programs. He mentioned that DC Water is proposing to increase discount for CRIAC from 50% to 75% for CAP customers. Mr. Franco stated that his concern is the CAP program may not be targeting low income multi-family groups and DC Water may not be doing enough to address this demographic group. Mr. Brown stated that we offer the assistance programs to our customers. He added that it is difficult to provide assistance to those who do not have accounts with DC Water. Mr. Giancola inquired about how many customers are using these programs. Mr. Brown replied that FY 2019 enrollments are about three thousand for the CAP customers, 260 customers for CAP2 and 48 customers for CAP3 program. Mr. Giancola suggested to keep the CAP programs simple and adding definition of bill components on the bill itself would help attracting more customers to enroll in these programs. Mr. Frishberg commented that the proposed changes to the CAP program will be a great assistance to many customers in need. Chairperson Bhatt suggested that DC Water should encourage the Department of Energy and Environment (DOEE) to have a table during the town hall meetings with paper application forms so that the customers can apply for the assistance programs.

Mr. Brown explained the impact of a shift of Clean River costs to the volumetric sewer rate: i) gives a customer more control over the amount that they pay towards the project; ii) as a class, Multi-family and Commercial would pay more while Federal Government would pay less; iii) small volume users in every class would pay generally pay less; and iv) average residential customers would pay about the same.

Mr. Brown stated the objectives and assumptions of the 10-year financial plan. He said that the Committee will be asked in the next meeting to recommend the 10-year financial plan along with the proposed rates.

Mr. Giancola inquired if the 10-year financial plan assumes 250 days of cash while the Board policy requires 120 days of cash. Mr. Brown replied that the Board policy may need to be revisited.

Amendment of Engineering Review and Miscellaneous Fees (Attachment C)

Mr. Brown noted that an Amendment of Engineering Review and Miscellaneous Fees was brought to the Committee. He mentioned that it was published for public comment in November and the comment period was from November 23, 2019 to December 23, 2019. He stated that there were no written comments received.

Action Item (Attachment D)

Mr. Brown mentioned that the Committee is asked to recommend the Final Amendment to Regulations for Engineering Review and Miscellaneous Fees to the Full Board.

- Action Item 1 – Final Amendment to Regulations for Engineering Review and Miscellaneous Fees

FY 2020 Proposed DC Retail Water and Sewer Rates Committee Workplan (Attachment E)

There was no discussion on the Committee workplan.

Agenda for February 25, 2020 Committee Meeting (Attachment F)

There was no discussion on the agenda for the February 25, 2020 Committee meeting.

Other Business

None

Executive Session

There was no executive session.

Adjournment

Chairperson Bhatt adjourned the meeting at 10:57 a.m.

FOLLOW-UP ITEMS – DC Retail Water and Sewer Rates Committee Meeting (January 28, 2020)

1. Update Committee on the historical utilization of the Rate Stabilization Fund (Mr. Giancola)
Status: (February 2020)



CEO'S REPORT

David L. Gadis

February 2020



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From the desk of the CEO

David L. Gadis



February 2020

January Highlights:

- **Marketing and Communications:** On January 30, DC Water issued its 2019 Annual Report. A copy of the report is available here: dcwater.com/annualreport
- **Procurement:** The transformation reached several major milestones in January. The Procurement Leadership Council with senior management members representing several departments is launched to collaboratively implement the capital procurement transformation activities. In addition, Procurement has added 3 new resources and additional hiring is in the plan to complete the establishment of capital procurement team.
- **People and Talent:** Following a nationwide search, DC Water has hired a new Executive Vice President of People and Talent with an anticipated start date in late February. Lisa Stone was most recently the Vice President of Human Resources at the Federal Home Loan Mortgage Corporation, better known as Freddie Mac, which has more than 6,000 employees across the county. Prior to Freddie Mac, Lisa held leadership positions at New Media Strategies in Arlington, Time Warner in Dulles, and HSBC North America in Chicago.
- **Information Technology:** On January 20th completed the successful migration of ArcGIS and Maximo to the cloud as part of our Cloud First Strategy and upgraded both systems to the most current release. As part of the cloud migration IT also converted the underlying database architecture from an Oracle database to MS SQL Server reducing annual database maintenance costs by \$100,000.
- **Engineering and Technical Services:** Engineering and Technical Services: Two small diameter water main replacement program contracts are currently under construction, four more have recently been advertised for construction and another three will be advertised this Spring. From 2013-2016 bid prices for these projects rose sharply due in part to a sudden 10% increase in material prices. In response, DC Water implemented new standard specifications and other changes to design and construction processes that we believe have had a positive impact on overall bid prices. Since then, bid price increases appear to have stabilized, even decreasing relative to inflation. DC Water will continue to monitor bid prices as we ramp up and continue to explore ways to further reduce prices.

- Emergency Management:** In collaboration with Security, Information Technologies, and Office of Marketing and Communications, an awareness message was compiled and sent by David Gadis, CEO, on Jan. 10 to assist staff in understanding the increased efforts by DC Water departments to monitor and be vigilant with security measures during increased times of tension with foreign nations. This also included information on how staff can assist to mitigate cyber security threats and encouraged staff to be prepared at home.
- Strategy and Performance:** DC Water has selected a contractor to provide advisory services on the Innovation Program Refresh and Relaunch Strategy. This work, to be done in FY20, will define a reimagined vision, agenda, critical policies, and execution strategy that builds on our innovation capabilities and successes to date. Further details will be provided as the program proceeds. Additionally, two of the Performance business units, Business Performance Management and the Enterprise Program Management Office (EPMO), worked together to create and roll-out Phase 1 of our dashboard data collection system for the enterprise performance and executive management metrics.

Department of Operations and Engineering

Water Operations and Water Quality & Technology

Accomplishment(s)

- The table below reflects the amounts billed for Food Service Establishments/Fats, Oils and Grease (FSE/FOG) and Backflow Prevention Assemblies (BPA) fees and collected from Fire Hydrant Use Permit & Equipment Fees. Note: The Fire Hydrant Use & Equipment Fees includes prepaid fees and deposits that are not realized as revenue until equipment is returned or meter reading submitted.

• Program	•December 2019	•FY2020 (cumulative)
• Fire Hydrant Use Permit & Equipment Fees collected	• \$28,176	• \$59,584
• BPA	• \$83,790	• \$248,697
• FSE/FOG	• \$43,676	• \$129,547

Operational Performance

- The Department responded to 92% of the emergency investigative calls within the 45-minute response time in December 2019. The measured target is 90% per month.
- There were 58.66 (66) Water main breaks per 100 miles of pipe for the month of December. The accepted national average is 25 breaks per 100 miles.
- *FY2020 updated data for October and November is as follows; there were 28.44 (32) Water main breaks per 100 miles of pipe for the month of October and there were 44.44 (50) Water main breaks per 100 miles of pipe for the month of November.*
- The Department replaced 22 hydrants in December with a monthly target of 21 per month.

Progress Report

Water Quality & Technology (WQ&T)

- **Total Coliform Rule** – DC Water collected 250 samples in December 2019 for compliance with the Total Coliform Rule (TCR). DC Water met the TCR standards for December 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 194 sample kits to customers between July and December 2019. Among the distributed kits, we received and submitted samples from 108 homes to the laboratory for analysis. Sample results from one location (511 Tennessee Ave NE) was invalidated because actual stagnation time was incorrectly reported by the customer and did not meet the required minimum stagnation time. There were 107 valid 1st draw samples and 106 valid 2nd draw samples. 90 percentiles lead levels are 2 ppb (1st draw) and 6 ppb (2nd draw).
- **Cross-Connection Control Surveys**- Completed 20 site inspections for compliance with Cross-Connection Control regulations.
- **Cross-Connection Control Compliance-523 Backflow Prevention Assembly** Annual Inspections by DC Water approved inspectors were received through the DC Water Third-Party Portal in December. Approximately 61% of all backflow preventers tracked were compliant (and passed inspection) as of December 31st.
- Two illegal connections to fire hydrant investigation was completed by the compliance team.
- Fats, Oils and Grease (FOG) Inspections-completed 23 site inspections for compliance with FOG regulations

- **On December 18th**, a Compliance Specialist completed a joint inspection on the block of 3200 Bladensburg Rd NE with Sewer Services that identified a Popeyes restaurant discharging FOG into sewer main (Shown in picture below). The Compliance Program is working with General Counsel and Pretreatment to issue an illegal discharge fine to this Popeyes.



Construction Contract Management Branch (CCMB)

- CCMB managed the completion of 118 water distribution system and 50 sewer/storm collection system rehabilitations and replacements with contracted resources in the month of November.
- The Public Space Restoration team successfully completed the restoration of 93 (69 water and 24 sewer) sites in support of water and sewer system operational activities.
- The Work Control group processed 546 District Department of Transportation permits in support of operational activities on behalf of Water and Sewer Operations. Operational permits include Emergency Work Requests (EWR's), Construction Permits, and Occupancy Permits.

Lead Service Replacement (LSR)

- LSR Voluntary Program supported the replacement of 39 lead service lines in the month of December.

Sewer Operations

Accomplishment(s)

On January 15, 2020, it was announced that Anchor Construction working on a DC Water sewer rehab project won the Washington's Building Congress (WBC) "2020 Special Construction Craftsman Award" for Historic Culverts. This rehab work started in Spring 2019 and was done to rebuild and support a dry-stack stone arched culvert bulkhead that was partially collapsed over our 9-foot storm sewer in Foundry Branch at 44th Street and Reservoir Road, NW that created significant flooding problems at the location.

Operational Performance - Completed Projects and Blue Print Initiatives

- **Strategic Program #4: Driving Performance (NPDES Regulatory requirement)**
 - As of January 17, 2020, crews cleaned 1066 catch basins for the calendar year.
 - 10 tons of floatable debris has been removed from the Anacostia River for this month.
 - December 2019, crews responded and resolved 119 lateral complaints and 7 main line sewer backups.
- **Strategic Program #5: Leveraging Technology**
 - Identified and completed CIPP on 5 laterals for January 2020.

Progress Report

- Construction activity was started to backfill and restore areas disturbed near the 9-foot storm sewer in Foundry Branch at 44th and Reservoir Road, NW.
- Tentative schedule for set-up application with specialty vendor regarding permanent sewer repair at Foundry Branch (Bulkhead/Leak Repair) location on the Potomac Interceptor is the week of February 24, 2020.
- Crews started inspection on storm sewer outfalls per DDOE MS4 storm outfall inspection agreement for long term rehab planning.

News and Events

- DWE participated in an event to host high school students from HD Woodson and the SEED school for an engineering workshop. Events were facilitated by Engineering Tomorrow, and held on January 8, 15 and 21.

Wastewater Engineering

Accomplishment(s)

- Continued reductions in monthly spending for the Wastewater Treatment Program Management contract. This reduction has allowed the original 6-year contract duration to be extended by 12 months so far and up to 6 additional months are expected.
- DWE participated in an FY 2021 budget presentation to the DC Water Wholesale Customers on January 10th and presented on CIP plans for Blue Plains AWWTP and CSO/Sewer Pump Stations.

Operational Performance

- As part of the transition of services from program management consultants to in-house, DWE is engaged in documenting procedures and best practices for work tasks currently performed by the Wastewater Treatment Program Management (WTPM) consultant. Work in January included documentation of procedures for procurement and management of Miscellaneous Facilities Upgrades contracts and tasks, currently performed through the High Priority Management Program under WTPM.

Progress Report

- Board of Directors approved a resolution to execute a \$25M Agreement for professional services associated with program management for the wastewater treatment service area of the Capital Improvement Program.
- Continued preparation of detailed design of the Central Operations Facility Switchgear Upgrade project.
- Continued development of final design for the Solar Project at Blue Plains.
- Completed pre-final design for Reclaimed Final Effluent Pump Systems project.
- Continued development of Concept Finalization Report for Blue Plains Influent Structure Rehabilitation Project.
- Continued design of West Grit Effluent Channel concrete repairs, with Pre-Final Design submittal and Constructability Review completed this month. This project is critical to repair deteriorated concrete and is currently anticipated to start construction in July 2020.
- Continued work on a planning study for replacement of Variable Frequency Drives at water and sewer pumping stations. This work is being done by in-house engineering staff.
- Completed concept design for the Main Pump Station Low Area Pumps Screening and Ventilation improvements.
- Main Pump Station Influent Screen replacement project is ongoing with the first screen placed into service and the second screen installation underway.
- Tunnel Dewatering Pump Station and Enhanced Clarification Facility project is nearing completion, addressing operational issues and preparing for operational take-over and close-out.
- Gravity Thickener Upgrades project is under construction, with demolition of existing equipment underway.
- The Filter Influent Pumps project is just starting construction, the baseline schedule has been approved. Value Engineering proposals have been received from the contractor and are being evaluated.
-

- Blue Plains Influent Screens rehab is underway with two screens currently being rebuilt at the manufacturer's facility. These screens are scheduled to be shipped back to Blue Plains in February.
- Replacement of a 14" sludge line at Blue Plains is underway. This is a critical infrastructure replacement, due to aging piping.
- Raw Wastewater Pump Station No. 2 construction is ongoing. Five pumps have been rehabbed, two are currently being worked on, with two more pumps remaining to complete the project.

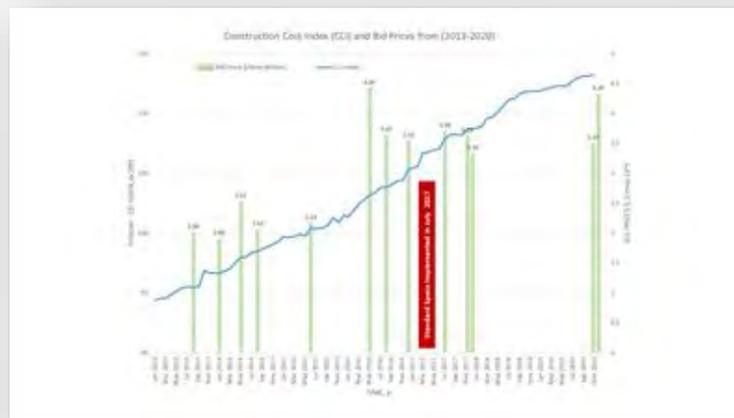
Engineering and Technical Services

Progress Report

Pro Small Diameter Water Main Replacement Program - Two contracts are currently under construction, four more have recently been advertised for construction and another three will be advertised this Spring.

From 2013-2016 bid prices for these projects rose sharply (see chart below). In response, DC Water made several changes to out design and construction processes and specifications and plans. Since then, bid price increases appear to have stabilized under the rate of inflation per the ENR Construction Cost Index.

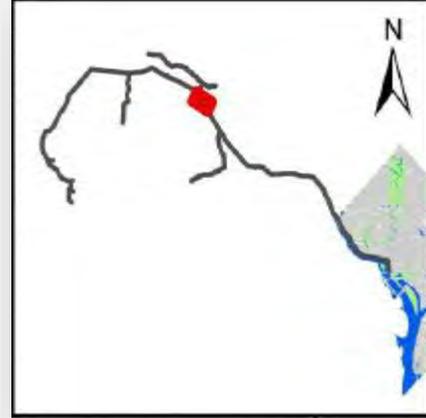
DC Water will continue to monitor bid prices as we ramp up and continue to explore ways to further reduce prices.



Rehabilitation of the Potomac Interceptor Between Manholes 31 and 30

DC Water recently awarded a project for rehabilitation of the Potomac Interceptor between manholes 31 and 30 in Virginia.

A Progressive Design Build collaborative delivery approach is being used on this project. This is a first for a DC Water pipeline project. Under this type of delivery method, a designer-contractor team is selected based on qualifications and technical capabilities. This allows the contractor to be fully engaged during the design phase of the project.



This type of collaborative delivery was considered optimal for this project due to its technical difficulty and environmental and community sensitivity.

Wastewater Operations

Accomplishment(s)

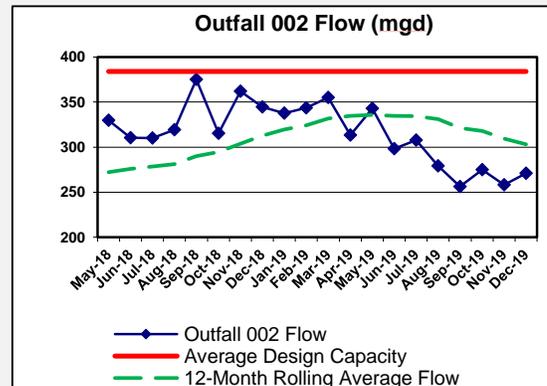
Paper Presentation - the 34th International Maintenance Conference (IMC)

- In December, staff attended the IMC and presented papers on: Benefits and Lessons Learned from DC Water's Computerized Maintenance Management System (CMMS) Mobile Computing Implementation by Kevin Butturff; Organizational Changes as a Reliability Process by Salil Kharkar; and Greasing the Wheels of Knowledge: Building on Strengths and Improving the Lubrication Program at the Blue Plains AWTP by Theresa Bruton.

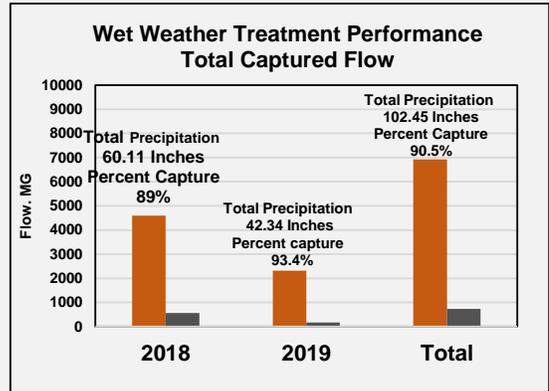
Operational Performance

Blue Plains Complete Treatment Performance:

- Average plant performance for the month of December 2019 was excellent with all effluent parameters well below the seven-day and monthly NPDES permit requirements.



- The 12-month rolling average flow ending December 2019 is 303 MGD. Plant influent flow rates have declined to levels observed prior to 2018, the wettest calendar year on record.
- **Wet Weather Treatment Facility (WWTF) Performance:** During the 2019 calendar year, 2.3 billion gallons of combined wet weather flows were captured and treated through the WWTF with 93.4 percent capture. The total volume captured since commissioning since March 2018 is approximately 6.9 billion gallons and the corresponding percent capture is 90.5, higher than the 80% anticipated for the tunnel system.
- **Class A Biosolids Quality:** All biosolids produced during the month of December 2019 met Class A Exceptional Quality (EQ) requirements. Fecal coliform values in daily biosolids cake samples, analyzed by DC Water Laboratory, have remained below 10 MPN/gram and well below the 1,000 MPN/gram requirement for Class A certification.
- **Bloom Marketing:** The total tons of Bloom marketed during the first quarter of fiscal year 2019 totaled approximately 5,500 tons and met the cumulative sales target for the quarter. The goal for the current fiscal year is 60,000 tons or approximately 40 percent of anticipated total Class A biosolids production.



Progress Report

- Employee Training
 - In December, 170 employees attended one of eight training sessions on National Fire Protection Association (NFPA)70E standard for electrical safety in the workplace. The training covered OSHA regulations, NFPA recommendations, and procedures to control arc-flash and shock hazards associated with the use of electrical equipment and devices. Each employee received a certificate of completion and 0.7 Continuing Education Unit (CEU).
 - Employees received training and trouble-shooting classes on process control devices/instruments from equipment vendors. The equipment training included assembly, testing and calibration of instruments.

Process Data Analytics

- In collaboration with IT, the Process Engineering team is in the process of launching “Seq” – a software application dedicated to process data analytics and gain actionable insights.

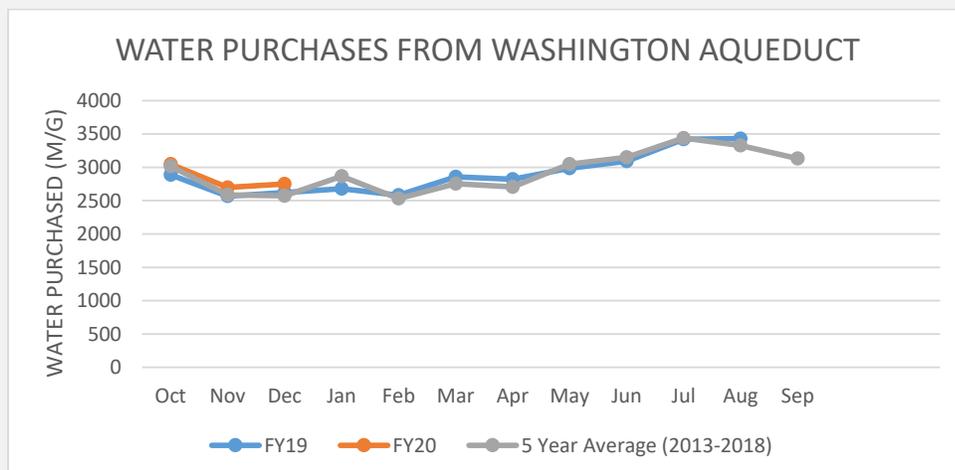
Department of Pumping Operations

Accomplishment(s)

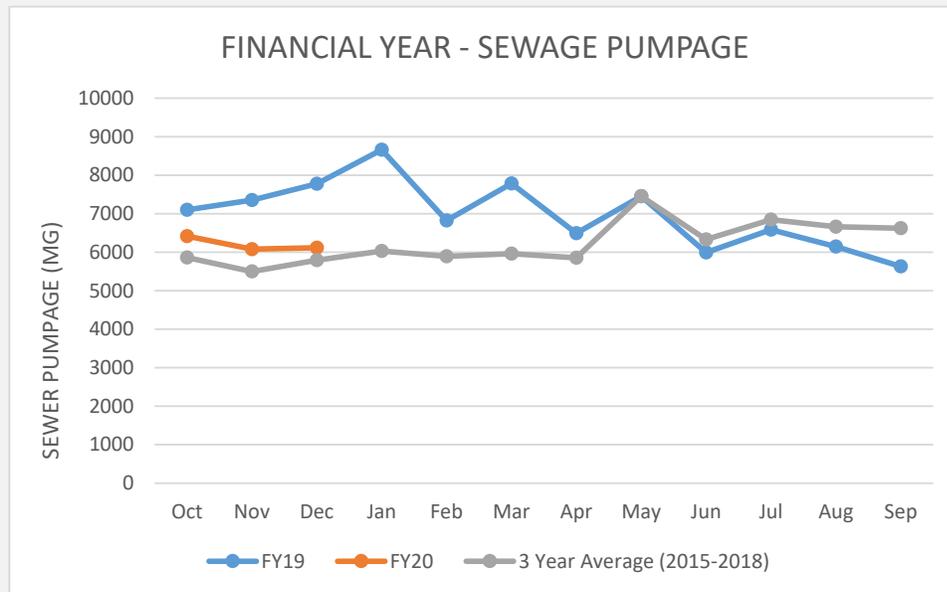
- The Operations team has begun training all wastewater operators at Potomac Pumping Station on the operation of the Water Distribution System. All shifts are being trained on the operation of the Water Distribution System
- The PI team is working on the operation of MJUF reimbursable cost for DPO and Sewer Services
- Permit and contract arrangement to fix the Potomac Interceptor exposed pipe in process
- Documentation to get air permit for tunnel VCVs compiled and submitted
- Optimization media procurement has been in process in coordination with procurement department with the intention of piloting at Site 17
- Brentwood Reservoir was cleaned and disinfected, along with the 66" WM pipe
- A cross functional team of 12 people attended the International Maintenance Conference (IMC) This team was made up of instrumentation, maintenance and operations
- During the IMC four employees became Certified Reliability Leaders as we continue the road towards world class reliability
- Certified Maintenance & Reliability Professional (CMRP) training classes were completed
- Main Pump Station Screen #1 Installed

Operational Performance

- The water purchases for the month of December 2019 was 2748.42 MG which is up 7% of the 5-year average. For the past 2 years, there has been a downward trend of Water Purchases from WAD.



- There is has been a significant decrease in the amount of sewage pumpage over the past 2 years. This is due to the decrease in rain events we've had over the past several months. This month we pumped 6111.74 MG of sewage.



- The Potomac Interceptor (PI) team has had zero odor complaints from residents at five odor control sites as well as all pump station odor control facilities.
- Potomac Interceptor Site 17 is shut off as the media has become hard, but work is in progress at this site to get it repaired as soon as possible
- WATS model development and initial calibration completed and planning for future expansion to UPI/UPIRS underway
- The Tunnel VCVs are being inspected weekly
- Structure 34 reprogramming and instrumentation replacement
- Structure 35 secondary level instrument installation
- Flume billing meter and controls replacement and integration to SCADA – 8th and Chesapeake
- Eastside Pump Station Screen #1 Integration to SCADA
- Integrated all station UPSs to SCADA
- Finalized Data Exchange IO list with Washington Aqueduct
- Maintenance’s work order backlog total is 141. See below:

Age	Count	%
< 30 Days	71	50%
30 - 60 Days	25	18%
60 - 90 Days	18	13%
> 90 Days	27	19%
Total	141	

Progress Report

- New flow meter installation plan completed, and discussed with DETS
- Odor samples have been taken at the Main and O St Pump Stations. Results indicated no significant H2S breakthroughs
- Permitting is also getting started for the FRP work to prevent SSO at MH 10 on the Potomac Interceptor
- Quarterly MDOT meetings are happening regarding the expansion project
- SCADA Audible alarm for critical alarms – 90%
- SCADA Historian Upgrades – 10%

Permits

News and Events

Medstar Georgetown Hospital

The developer for Medstar is building a new Surgical Center on the Georgetown University site that will occupy the parking lot next to the existing hospital. The new building will be constructed over the existing 96" X 108" combined sewer which will be lined, self-supported and non-load bearing on the sewer. Apart from other locations, this construction will cause DC Water to incur operations and maintenance expenses over and above standard maintenance of the sewer in the parking lot. To offset the additional maintenance, DC Water estimated a 30-year maintenance cost, and executed a MOA with Medstar that pays DC Water \$2M to cover future maintenance of the sewers.

BRIEF

MedStar Georgetown wins approval for \$567M DC hospital expansion



Credit: WJLA-TV

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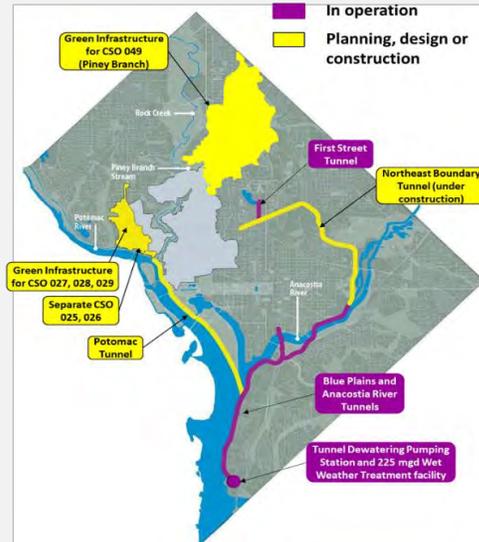
Dive Brief:

- The Washington, DC Zoning Commission has approved a \$567 million expansion of the MedStar Georgetown University Hospital, according to the *Washington Business Journal*.
- The new six-story surgical pavilion will include emergency care, two floors of operating rooms, three patient-care units, intensive care facilities, imaging services, a helipad on the roof and almost 650 underground parking spaces. The addition will increase the hospital's capacity by 123

Department of Clean Rivers

Accomplishment(s)

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



Progress Report

Drain the Rain (Downspout - Disconnection) 2019 Phase

- Continued survey and inspection phase of Downspout Disconnection Program.
- Completed inspection of 190 homes that participated in the 2017 and 2018 Downspout Disconnection Program.
- Obtained surveys from 40 residents.
- Completed repairs noted during inspection phases at six homes.

Northeast Boundary Tunnel Project (NEBT) – Design

- Reviewing Amtrak CSX preconstruction Condition Survey.
- Mt. Olivet Road - Reviewed CIP liner rebar submittals.
- Rhode Island Ave - Reviewed unwatering well results to assess shaft water-tightness.
- 4th Street – Design builder working on adit permanent liner and connection of adit to Northeast Boundary Tunnel.
- First Street – Design builder working on jet grout plan for ground conditioning required to connect First Street Tunnel to Northeast Boundary Tunnel.
- Florida Ave – Reviewing shaft excavation work plan, Design builder preparing final adit ground freeze plan.
- R Street – Construction Impact Assessment Report reviewed and approved.

Northeast Boundary Tunnel Project – Construction

- Tunneling
- TBM Chris mined 12,700 feet as of January 20, 2020.
- Mount Olivet Road Construction Site
- Shaft has been excavated, poured base slab Jan 13, 2020.
- W Street Construction Site
- Completed 120 feet of shaft excavation work.
- Continuing retaining wall backfill.
- Rhode Island Avenue Construction Site
- Jet grout work for adit continues, completed 24 out of 120 columns
- 4th Street Construction Site
- Started rebar work for shaft cast-in-place concrete liner
- Freeze pipe installation for adit ground improvement is ongoing.
- First Street Construction Site
- Utility relocations for jet grouting are complete
- Florida Avenue Construction Site
- Working on support of excavation for near surface structures.
- Jet grouting for shaft invert plug is ongoing.
- R Street Construction Site
- Constructing slurry wall panels for shaft, 9 out of 20 panels completed.

CSO 025/026 Sewer Separation Project

- Provided briefings to DC Water and DDOT on 90% RFP Submittal.
- Received comments from DC Water and DDOT reviewers on 90% RFP Submittal. Contract Documents currently being updated and responses to comments compiled to be sent to all reviewers.
- Received DC State Historic Preservation Office (SHPO) approval of archaeology assessment management summary report for the project. Unanticipated Summary Plan currently under development and will be included in Contract Documents.
- DCCR presented at ANC monthly meeting on December 2nd. Presentation included summary of overall DCCR program, location and scope of proposed CSO 025/026 project, and draft project schedule.
- Met with NPS to discuss use of paved path in Georgetown Waterfront Park for detour of bicycles during construction. National Park Service (NPS) verbally approved the approach.
- Met with Washington Gas to discuss relocation of existing gas lines prior to construction of CSO 025/026 project. Coordination is ongoing.

Potomac River Tunnel

- Coordinating review of draft Finding of No Significant Impact (FONSI) with NPS to conclude the National Environmental Policy Act (NEPA) compliance process.
- Finalizing 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 the end of 2020 Q1.

Rock Creek Project A

- Project closeout activities continue.

National Green Infrastructure Certification Program (NGICP)

- Initial scope and schedule for Spring 2020 Training is currently under review

Environmental Impact Bond Reporting

- Monthly reporting is ongoing. December 2019 report was sent to investors on January 6, 2020.

Public Outreach Activities

- Potomac River Green Infrastructure Project 1
- Thank You Package and Survey sent to residents adjacent to GI facilities on January 10, 2020.
- Notifications delivered on January 17, 2020 to ANCs and residents informing them of upcoming warranty repair work in alley.
- Rock Creek Green Infrastructure Project 1
- Thank You Package and Survey sent to residents adjacent to GI facilities on January 10, 2020.
- Green Alley Partnership
- Thank You Package and Survey sent to residents adjacent to GI facilities on January 10, 2020.
- CSO 025/026 Sewer Separation
- Provided updates to Ward 2 Councilmember, ANC 2E, Georgetown Business Improvement District (BID), businesses and residents about investigations.
- Met with Georgetown Montessori School on January 8, 2020 to present investigation results and proposed design as well impacts to access on South Street NW.
- Met with Grace Episcopal Church on January 8, 2020 to present investigation results and proposed design as well as impacts to access on South Street NW.
- Spoke with Grace Guggenheim Productions on January 8, 2020 to discuss project as well as impacts to access on South Street NW.
- Informed ANC 2E05 and delivered notification to businesses on January 17, 2020 regarding potholing work on 31st Street NW.
- Scheduled meeting with Ritz Carlton staff on January 22, 2020 to discuss project.
- NEBT Business Impact Mitigation Plan
- DCCR met with Councilmember McDuffie's staff to discuss Clean Rivers' NEBT Business Impact Mitigation Program with Washington Area Community Investment Fund's (WACIF) Executive Director on December 17, 2019, at the councilmember's request.
- DCCR participated in the follow-up meeting on January 17, 2020, with WACIF's Executive Director, McDuffie's staff, the North Capitol Main Street (NCMS) and Rhode Island Avenue Main Street (RIAMS) Executive Directors.
- The NCMS, RIAMS, and Shaw Main Streets are submitting 2019 final expenditure reports.

- The NEBT outreach team attended NCMS's monthly business summit and gave an update report on NEBT construction activities and schedule.
- DCCR and Aisha Bonds of NCMS met with Rafael's Grocery's business owner to discuss FLA construction site impacts and options to assist the grocery store.
- RIAMS posted new scrim with a winter theme on the 4th Street NE Construction Site fence.
- 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
- Facilitated the NEBT Tunnel Forum Meeting on January 16, 2020 at Mt. Bethel Baptist Church to update residents about work at the First Street Pumping Station, Florida Avenue NW, T Street NW, and R Street NW Construction Sites.
- Distributed Traffic Advisory for Rhode Island Avenue adit work to begin January 2020.
- Distributed R Street Notice of Saturday Work for December 28, 2019.
- Distributed Notice for 2nd Street NW speed hump installations for December 26, 2019. Distributed Rescheduled Date Notice for Florida Avenue speed hump installations December 30, 2019.
- Distributed R Street Notice of Saturday Work for January 4, 2019.
- excavation work.
 - W Street Construction Site
 - Completed 120 feet of shaft excavation work.
 - Completed 18 retaining wall sections.
 - Rhode Island Avenue Site
 - Jet grout work for adit ground improvement ongoing.
 - 4th Street Construction Site
 - Completed jet grouting work at Near Surface Structure.
 - Freeze pipe installation for adit ground improvement ongoing.
 - First Street Construction Site
 - Utility relocations for ground improvement ongoing.
 - Florida Avenue Construction Site
 - Secant piles works for Near Surface Structure support of excavation (SOE) ongoing.
 - Completed jet grouting for shaft invert plug.
 - R Street Construction Site
 - Slurry wall construction for shaft SOE ongoing.
- **CSO 025/026 Sewer Separation Project**
 - Conducted follow-up meeting with ANC Commissioner Palmer to discuss approach for bike detour adjacent to Structure 44 construction site.
 - Attended ANC 2E monthly meeting in Georgetown to introduce the project and provide the community with project scope and schedule on December 2.
 - 90% RFP Documents were submitted for DDOT and DC Water review on December 3; comments due December 30.
 - Conducted DDOT Briefing Presentation on December 5; DC Water Briefings on December 11 and 13.

- Field meeting with NPS on December 11 to discuss bike detours through Georgetown Waterfront Park during project construction.
- Coordination meeting December 12 with Washington Gas on required relocations prior to construction of project.
- Additional utility potholing investigation 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 in the first quarter of 2020.
- **Rock Creek Project A**
 - Maintenance of facilities continues under this contract and will be turned over to DCCR in December 2019.
 - Final punch-list items are being completed.
 - Final permit close-out is under review by DDOT.
- **National Green Infrastructure Certification Program (NGICP)**
 - Six out of eight graduates have been placed into paid internships. DC WaterWorks will continue working with graduates to place them in full time jobs.
- **Environmental Impact Bond Reporting**
 - Monthly reporting is ongoing. October's report was sent to investors on December 3, 2019.
- **Public Outreach Activities**
 - **Potomac River Green Infrastructure Project 1**
 - Developed survey and thank you package to be sent to residents adjacent to GI facilities on January 10, 2020.
 - **Rock Creek Green Infrastructure Project 1**
 - Developed survey and thank you package to be sent to residents adjacent to GI facilities on January 10, 2020.
 - **CSO 025/026 Sewer Separation**
 - Provided updates to Ward 2 Council, ANC 2E, Georgetown Business Improvement District (BID), businesses and residents.
 - Met with ANC 2E Vice Chair Palmer on November 14, 2019 to discuss bike lane on Water ST NW.
 - Presented project to Ward 2 Councilmember's Office on November 14, 2019.
 - Presented project at December 2, 2019 ANC 2E Community Meeting.
 - Spoke with Grace Episcopal Church and Georgetown Montessori School about church service and school schedules.

- **NEBT Business Impact Mitigation Plan**
 - North Capitol Main Street (NCMS) coordinated with the NEBT CM team to mount the art panels on the Florida Ave NW Construction Site fences. NCMS worked with the artist sub consultant who has worked with local art students from Howard University to develop 30 art pieces on wood panels on the theme, "Water." The art panels focus on drinking water and the Anacostia River.
 - North Capitol Main Street and Rhode Island Avenue NE Main Street have signed a 12-month Business Impact Mitigation Plan Memorandum of Agreement extension document. Awaiting signature by DCCR Director to fully execute.
 - 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**
 - Continue to respond to residents' emails concerning construction schedule and impacts.
 - Distributed Saturday work notice to residents and businesses of the 4th Street NE and Florida Avenue NW Construction Site areas.
 - Met with residents Steven Bible and Chad Hardina of the Florida Avenue NW Construction Site area to discuss their concerns with construction impacts including trucks using 4th Street NW as a haul route.
 - Met with Carlton Ray and General Manager David Gadis to prepare for the December 9 meeting with Councilmember McDuffie to discuss business mitigation strategies.
 - Organized and facilitated the T Street NW Block Meeting on November 14, 2019 to inform residents of the construction schedule and impacts and to discuss the tree box restoration plans.
 - Distributed the R Street Construction Site Saturday, November 16, 2019 Work Notice.
 - Prepared a Florida Avenue Construction Site Newsletter to include traffic calming measures update, secant pile work impacts and mitigations.
 - Prepared and sent a Florida Avenue Construction Site description letter to North Capitol Main Street at the request of Rachel Fitz of ANXO, a neighborhood restaurant.

News and Events

- Meet with Ritz Carlton staff on January 22, 2020 to discuss CSO 025/026 Sewer Separation Project.
- Present GI at WEF Stormwater Symposium on March 16-17, 2020.
- GI Survey closes on February 12, 2020.
- Organized and facilitated the T Street Block Meeting on November 14, 2019.

Office of Administration

Fleet

Operational Performance

- Vehicles/Equipment availability:
 - Priority #1 units – 73%
 - Priority #2 units – 82%
 - Priority #3 units – 91%
- Accident monthly reporting totals for all of 2019:

ACCIDENTS BY MONTH - 2019		
	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	17	55%
10/1/2019	20	18%
11/1/2019	19	-5%
12/1/2019	10	-47%

Progress Report

- Fleet collaborating with Procurement/CFO Offices in transition in the January 9th termination of Fleet maintenance contract replaced with temporary staffing effective January 10, 2020
- Continue working with managing departments CFO- Budget, People & Talent to process approved (6) FTEs in-sourcing fleet maintenance FY2020-2021 process
- Fleet submitted EPACT - Dept. of Energy & Environment report of 2019 model year of DC Water purchases (August 2018-September 2019).
- The Department of Fleet Management continues to collaborate 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.
- Fleet has begun the placement holder process for acquisition on engines for ordering heavy equipment
- Tim is guest speaker/ panelist at GeoTab Connect 2020 conference in San Diego, CA January 13-17 2020

News and Events

- The 2020 Washington DC Auto Show @ Walter E Washington Convention Center, "Series of fleet related workshops" January 21-23 2020
- National Association of Fleet Administration 2020 Conference (April 6-8) Nominations open for the Excellence in Corporate/Private Fleet and Mobility Management and Excellence in Public Fleet or Mobility Management and 100 Best Fleets recognitions
- 2020 Government Fleet Expo & Conference - nominations open Leading Fleets recognitions May 18-21, 2020.

Facilities

Operational Performance

- Facilities, in coordination with Safety has started the safety, health and hygiene observations, collecting baseline data for over 50% of DC Water regularly occupied facilities.
- Facilities is working in coordination with Procurement on a new A/E basic ordering agreement contract for program management, design and construction management services to support land use and non-process capital projects.
- Facilities is working in coordination with People & Talent to reorganize the Facilities Department, primarily using existing personnel/FTE's. The reorganization is designed to support proactive maintenance of DC Water facilities and the new land use element within the Department.

Progress Report

- **Some of the Projects completed:**
 - Supported 1 OMAC event
 - Supported 2 Blue Drop Events
 - Supported 22 Boardroom/Department events
- **Active Projects:**
 - HQ Pilot compost program
 - FT Reno Trailers (Permit pending)
 - DSLF Roof Replacement
 - Elevator car upgrades at Blue Plains Secondary Control Building
 - CMF Clean Rivers area duct cleaning
 - Upgrades to Welding Shop at O Street Campus (note, this work is a result of information obtained in the Health & Hygiene Assessment)
 - Upgrades to Fleet Building at O Street Campus (note, this work is a result of information obtained in the Health & Hygiene Assessment)
- **Upcoming Projects:**
 - Solids Building Elev 107' Roof Coating
 - Fort Reno PS Tank Roof replacement: Acquired State Historic Preservation Office approval for this work – Working with DETS for lightning protection system design
 - CMF Electrical shop basement mold remediation
 - HQ campus flag poles installation and CSO light move

Emergency Management

Accomplishment(s)

- On January 10th, provided a presentation of DC Water's winter preparation and response capabilities during DC's Homeland Security and Emergency Management Agency (HSEMA) Winter 2020 EOC Readiness Training.

Operational Performance

- On December 16, 2019, provided a Winter Preparedness meeting and skype presentation with Authority departments and the National Weather Service (NWS) to increase knowledge of emergency management, safety, and responsibilities during winter weather-related emergencies.
- In collaboration with Security, Information Technologies, and Office of Marketing and Communications, an awareness message was compiled and sent by David Gadis, CEO, on Jan. 10 to assist staff in understanding the increased efforts by DC Water departments to monitor and be vigilant with security measures during increased times of tension with foreign nations. This also included information on how staff can assist to mitigate cyber security threats and encouraged staff to be prepared at home.

Progress Report

- Completed stakeholder review and distribution of updated Incident Weather Procedure.
- Final draft of after-action report for 4th High West Boil Water Advisory was provided to executive staff.
- Reviewed HSEMA's 2020 Infrastructure Systems Core Capability Workbook for Threat and Hazard Identification and Risk Assessment (THIRA) and provided feedback to be included in relation to DC Water's capabilities.
- Enhanced communication between DC Water's departments by coordinating, compiling and imputing contacts into the 2020 calendar year "Evening, Afterhours, and Weekend Emergency Contact List".
- Participated in HSEMA's State of the Union Interoperability Communications meeting to enhance coordination and communication between DC Water OEM and National Capital Region external partners. December 17, 2019
- Submitted quarterly grant reports to HSEMA on all six FEMA grants that are being implemented within the Authority.
- Working with Security, Safety, and Facilities to address the Life Safety Inspection reports received the first week of January from DC's Fire and Emergency Medical Services (FEMS)
- Completed the creation and posting of updated evacuation maps at Blue Plains Solids Building.
- News and Events
- January 22nd, Potomac Interceptor (PI) Emergency Response Plan Seminar and Initial Planning Meeting for the PI Functional Exercise.
- January 23rd, Everbridge Alert Communications Training for DC Water programs
- February 3-7, Type 3 All-Hazards Incident Management Team (IMT) Training, 0-305 course, with DC's IMT Academy

Security

- Visitors – electronically documented
 - 1. HQO – 272
 - 2. BP Visitor Center – 1022
 - 3. Gate A - 235
 - 4. Bryant Street– 87
 - 5. Other - 50
- Security Services– 54 (incidents/accidents/support services)
- Locksmith Services – 11 service requests
- Blue Drop - 5 events
- Trainings – Armed Officers – 3 topics
 - Customer Service
 - Enhanced Report Writing
 - Supervisor Training

Safety

DOSH Director George Porter presented Lauvern Williams, Executive Assistant in Fleet Management, with a safety pin for “Teamwork” on Monday, January 6, 2020. During meetings with Fleet to discuss some of the pending issues highlighted during the health & hygiene site assessment, Lauvern emphasized her concerns regarding contractor safety in Fleet and within DCW.

Mr. Porter was extremely impressed - comments about increasing communication with contractors that we work shoulder to shoulder with shows Lauvern’s willingness & understanding about embracing safety for all here at DCW. We thank you & appreciate your effects.

Congratulations Lauvern!



Accomplishment(s)

- DOSH conducted 47 field observations for December.
- Provided guidance to union leadership regarding Respirator Protection and Hearing Conservation Policies.
- Continue collaborative efforts regarding the Health & Hygiene Initiative pertaining to Occupied / Non-occupied Spaces.
- Worked with Facilities Department to resolve several issues at Ft. Reno.
- Reviewed FY2020 proposed safety goals for Sewer Services and provided suggestions based on the Enterprise Goals for Safety.
- Coordinated with several departments as we explore using Virtual Reality (VR) Safety Training Technology.
- Collaborated with multiple departments in Operations & Engineering on several safety & health matters (ex. lift plans, reviewing & approving Safety Plans, review Activity Hazard Analysis (AHA) plans.

Operational Performance

- Provided FY2020 (YTD) data on Occupational Injuries/Illnesses reported by employees of the various departments
- Worked with Clean Venture, our Hazardous Waste/Disposal Vendor, and other departments to categorize and pickup Hazardous and Universal Waste from Blue Plains, Bryant and O Street locations.
- Performed 20 Facilities Inspections for the month of December to also include vendor trailers (AECOM, Emerson and Hatch Mott McDonald Trailers) and addressed corrective actions with Facilities and have closed out the reports.
 - Conducted Hands-on demonstration for the catch basin section employees on the proper use and benefits of a magnetic manhole cover lifter.

Progress Report

- Met with Tricia Anklan, Subject Matter Expert/Contractor, with Customer Services, to discuss the AMI Project Waste Disposal regarding the proper storage and disposal of the MTUs that are being generated by the Phase II replacement of DC Water Customer Meters. On site visit and walkthrough is scheduled for Tuesday, January 14, 2020.
- Met with the Paint Shop Foreman and Facilities Construction Contract Manager to discuss upcoming painting projects that involve walls/areas known to contain lead paint.
- Spoke with Sharon Hamilton of DOEE/ESA Underground Storage Tank Program regarding the closeout report from the SWIRL project. Closeout letter expected in January 2020.
- Safety Specialist met with Foreman of Sewer Services/employees to review the datasheet for the shoring system used by employees and the need to make them available to crews on jobsites. Also, provided a copy of the DC Water excavation inspection checklist to the Foreman and General Foreman.

- **Origami**
 - Monthly Hours uploaded into SRS/Origami completed.
 - Provided customer service extended to Safety, Worker's Compensation and Risk
 - System creations and testing
 - **Closed out Risk Console/Ventiv**
- **Origami Operation Performance**
 - 4 Build sessions with Origami, 2 internal support sessions with ITSC
 - Closed 31 system tickets/tasks/emails
 - Ongoing notification development - Utility Strike ready for testing
 - 3 adhoc requested reports
 - Major Security Access Changes - Safety Manager - Safety Managers only

News and Events

- Coordinating required OSHA 501 Training (40 hours) for staffers to be held during the week of February 10, 2020. Once training is completed staffers will be certified to conduct training.
- George Porter and Tameca Miles to attend Origami User Conference in Texas (January 13-16, 2020).
- Conducted a refresher confined space training for the Sewer Services department, 12 employees attended.

ORGANIZATIONAL PERFORMANCE DASHBOARD (December 2019)

Financial Highlights

Net Operating Cash (\$tho)		Operating Revenue (\$m)		Operating Expenses (\$m)		Capital Disbursement (\$m)		Operating Cash Bal (\$m)	
Actual	38,792.00	Actual	175.10	Actual	130.60	Actual	92.60	Actual	202.60
Target	27,949.00	Target	173.50	Target	143.30	Target	129.30	Target	180.00

Core Invest Yield (%)		Short Term Invest Yield (%)		Delinquent Acct Receivables (%)		On-time Vendor Payments (%)	
Actual	2.19	Actual	1.43	Actual	2.18	Actual	96.02
Target	1.60	Target	1.51	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 433	

Plant Influent Flow (gal mil)	Excess Flow (gal mil)	Water Main Leaks	Water Valve Leaks
	0	66	1

Fire Hydrants Insps. And Maint.	Fire Hydrants out of Service	Fire Hydrants Replaced (YTD)	Non-revenue Water (CCF Mil)	
215	33 	22 	Purchased	13.50
			Sold	10.23

Sewer Main Backups	Sewer Lateral Backups	Dry Weather CSO	Permits Processed within SLA (%)	Electricity Usage (Kwh)
7	119	0	84	19534

Customer Experience Highlights

Call Center Performance		Command Center Performance		First Call Resolution		Emergency Response Time	
Actual	85% 	Actual	88% 	Actual	70% 	Actual	92% 
Target	85%	Target	85%	Target	75%	Target	90%  (% of calls received)

Low Income Assistance Program Highlights

SPLASH Contributions (\$tho)		Customer Assist. Program (\$tho)	
Actual	18.99	Current	61.00
Target	20.01	Previous	44.00

People and Talents Highlights

Recruitment Activity

Filled	5
Open	54

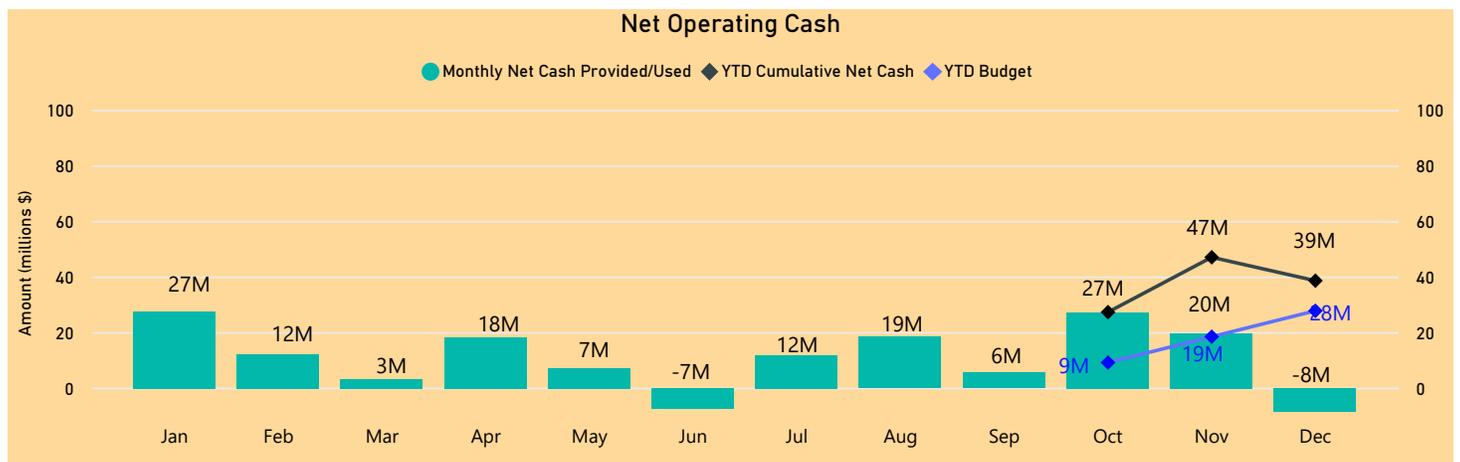
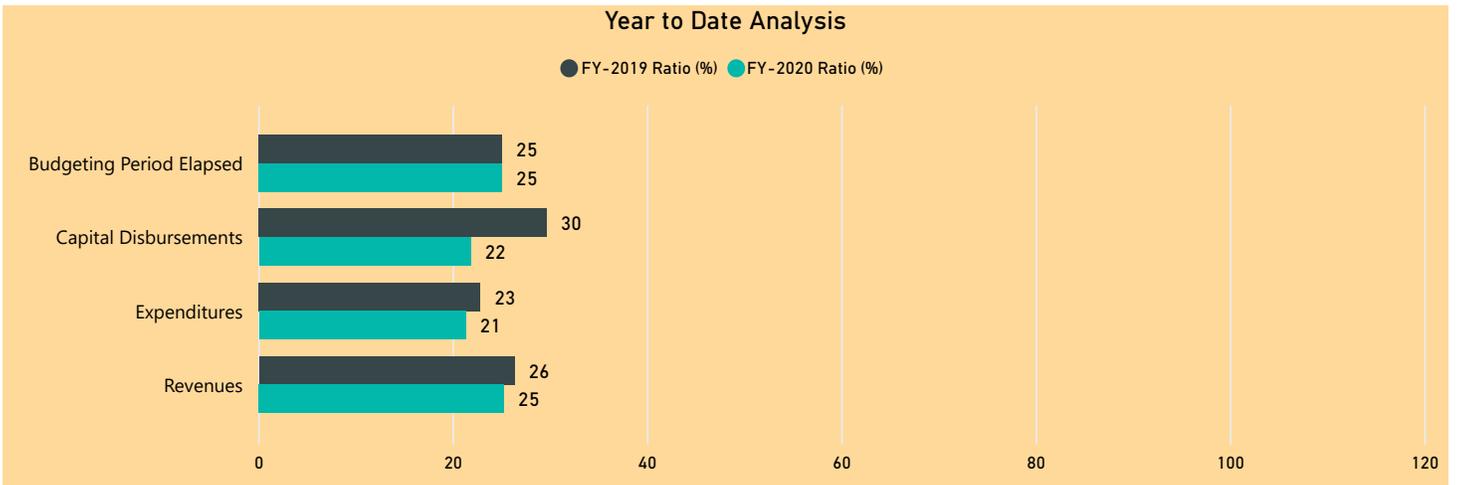
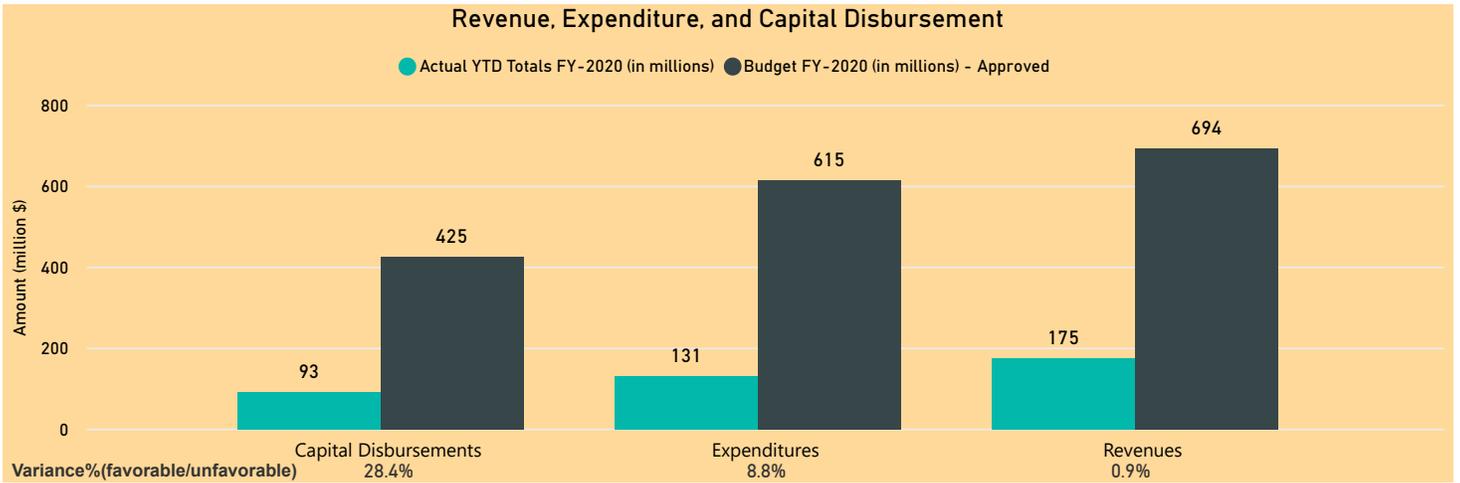
Administration Highlights

Employee Lost Time Incidence Rate

0.20%

FINANCIAL HIGHLIGHTS

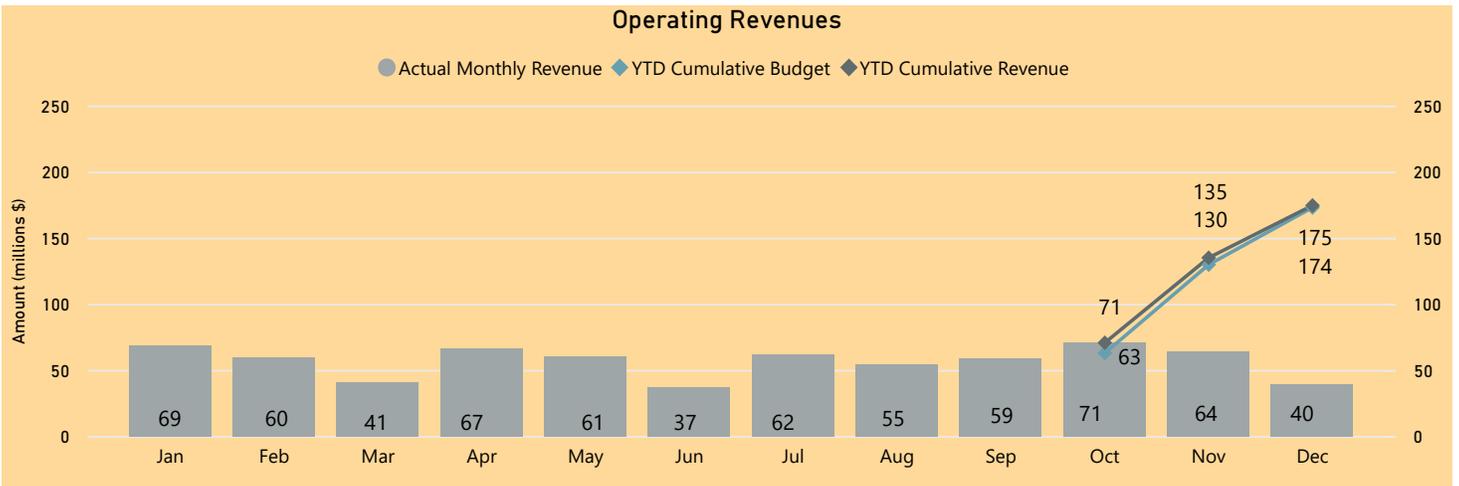
Financial Performance Summary



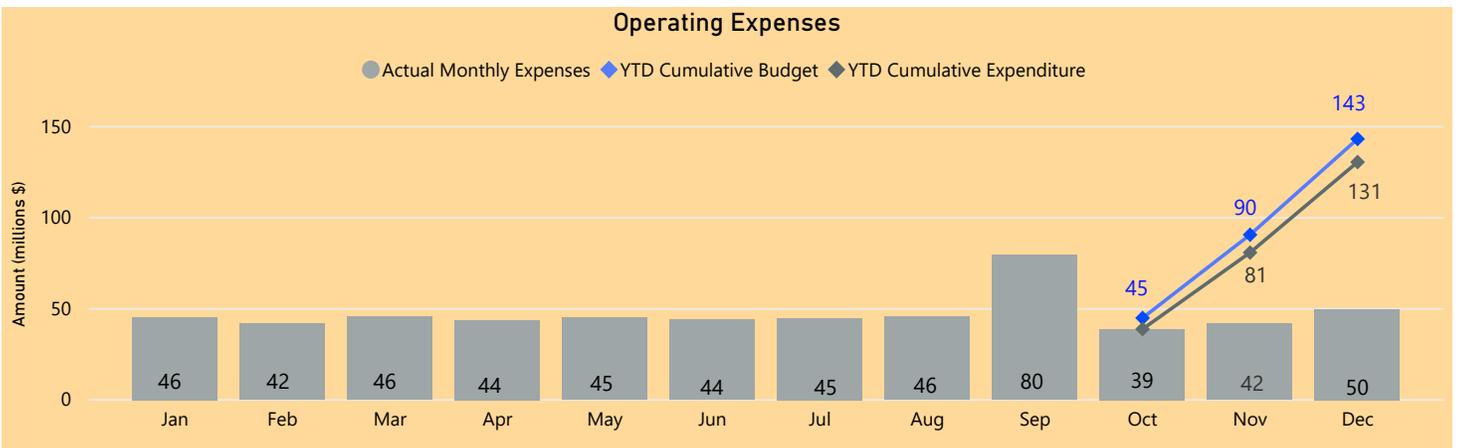
Net cash to date for December was above budget by \$10.8 Million

FINANCIAL HIGHLIGHTS

Revenues & Operating Expenses



Revenue to date for December was above budget by \$1.6 Million



Expenditure to date for December was below budget by \$12.7 Million

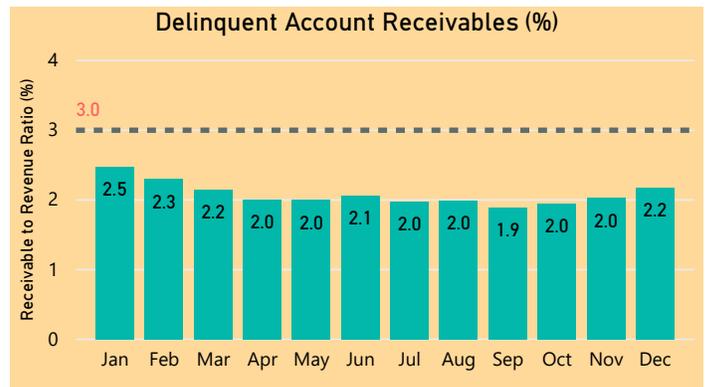
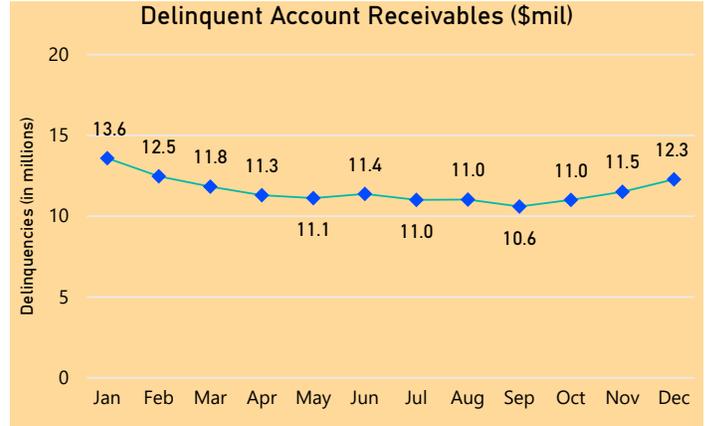
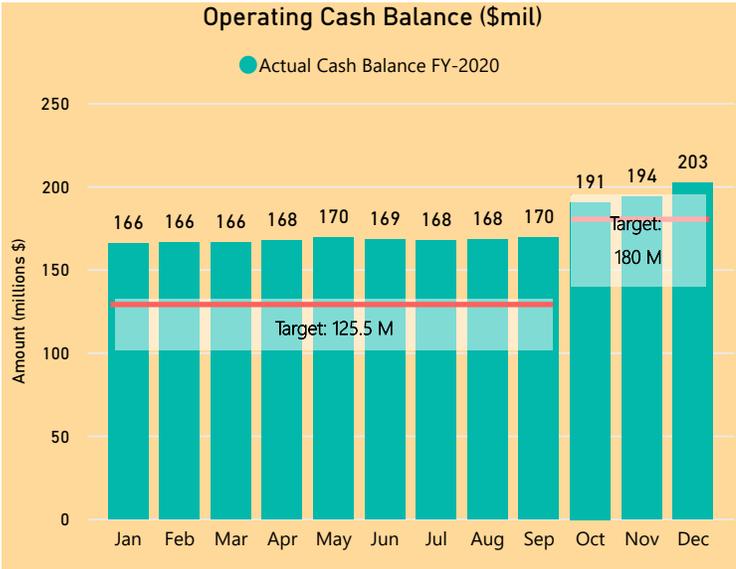
Capital Spending



Disbursements to date for December was below budget by \$36.7 Million. YTD spending reflects comparison to the revised budget.

FINANCIAL HIGHLIGHTS

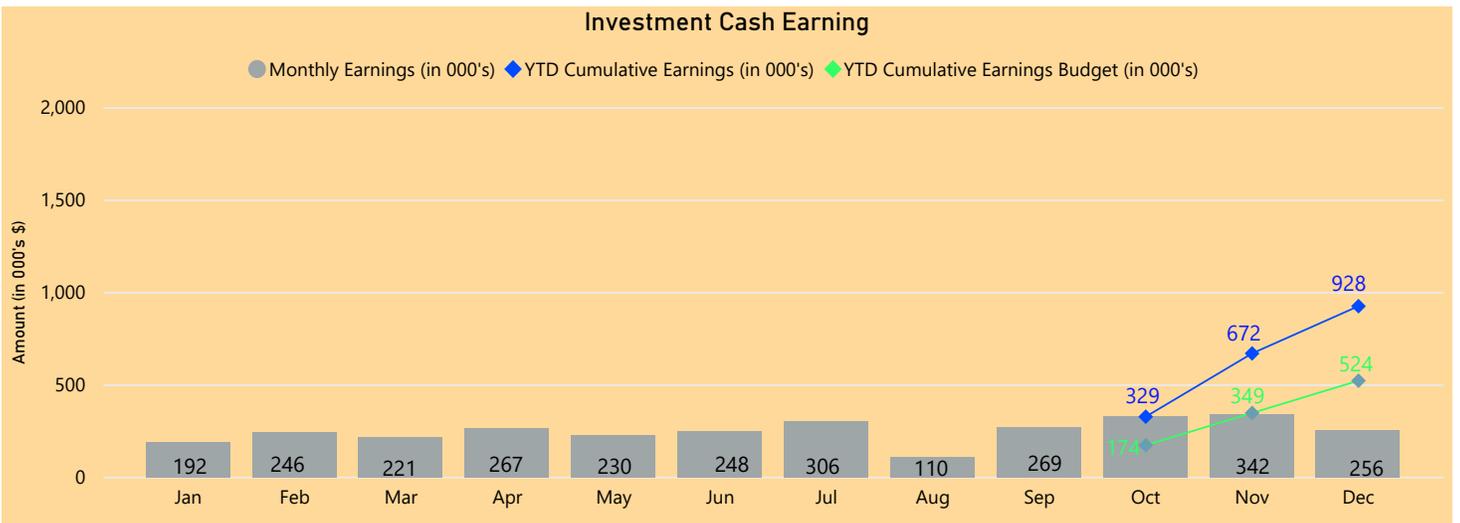
Operating Cash & Receivables



Cash Balance for December was above target by \$22.6 million

December Receivables to Revenue Ratio is 2.18, Delinquency is 12.28 million.

Investment Earnings

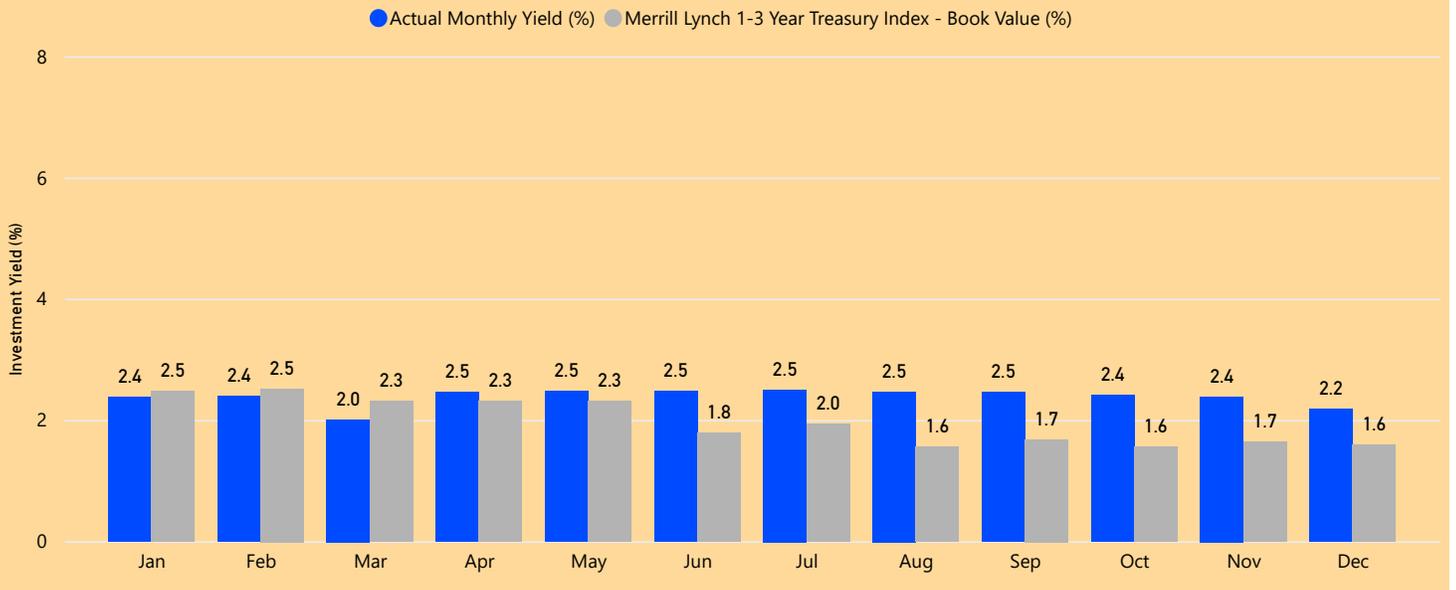


Earnings to date for December were above Projected Budget by \$403,474.

FINANCIAL HIGHLIGHTS

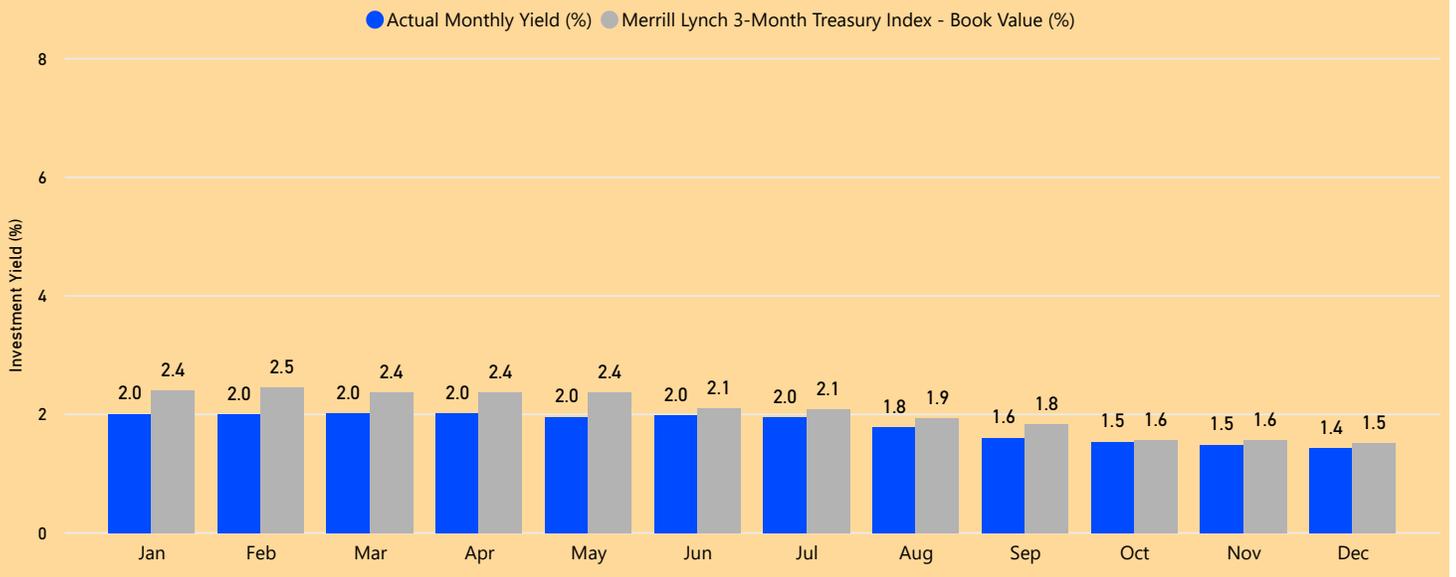
Investment Yields

Core Investment Yield



Yield for December was more than the treasury index by 0.59%

Short Term Investment Yield

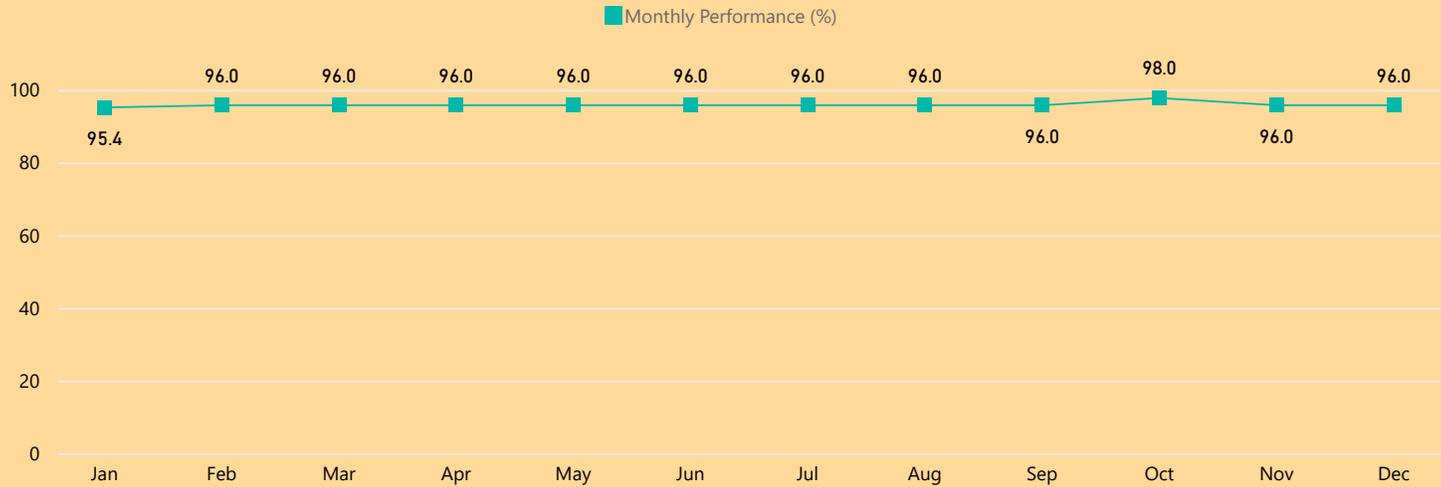


Short Term Yield for December was less than the Merrill Lynch yield by 0.08%

FINANCIAL HIGHLIGHTS

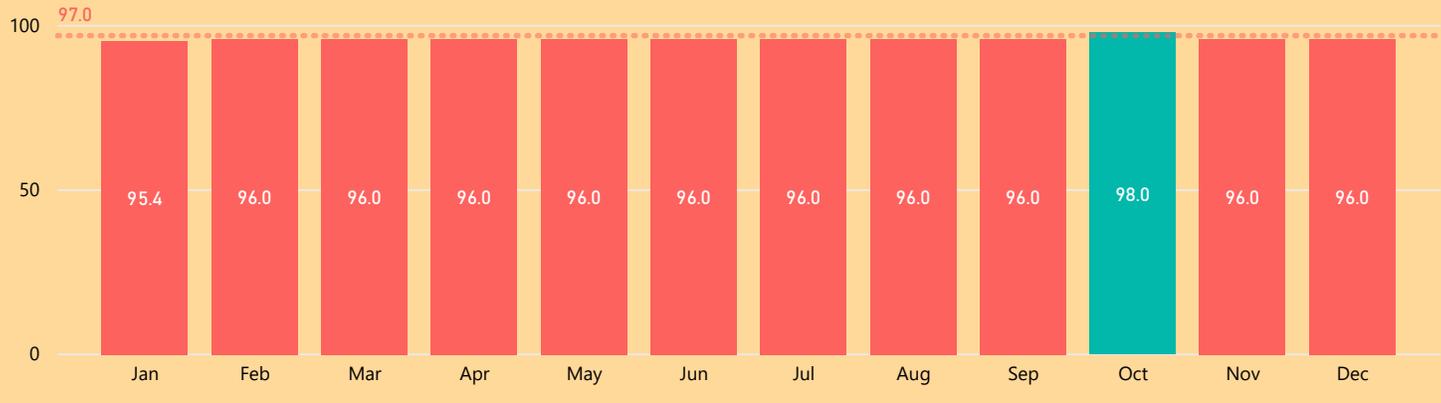
Vendor Payments

YTD Performance



Monthly Performance (%)

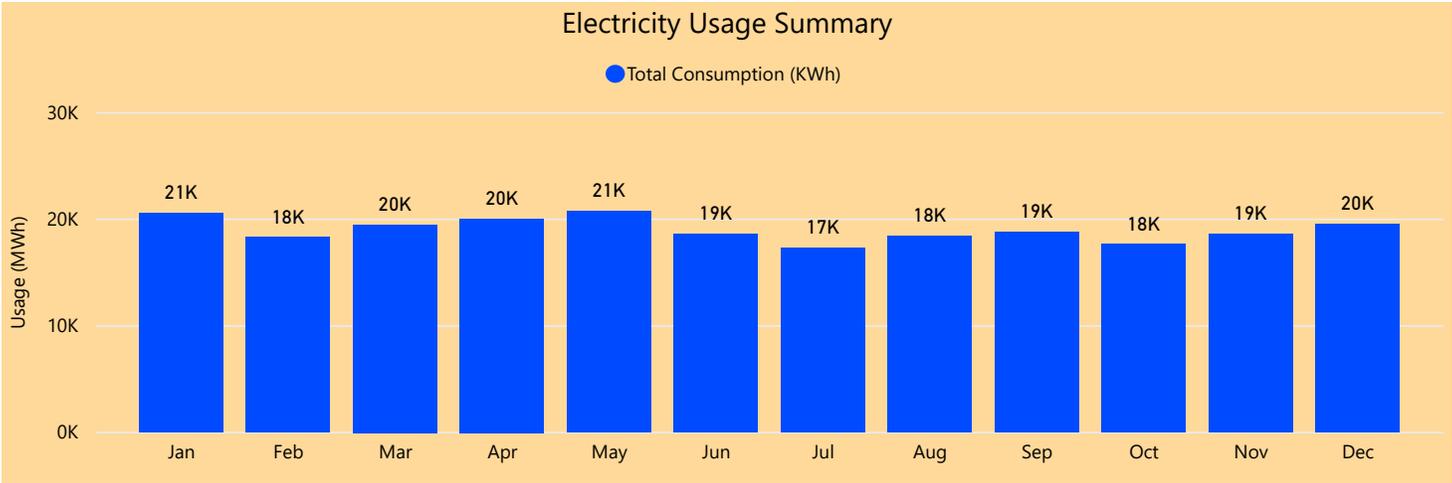
Target: 97%



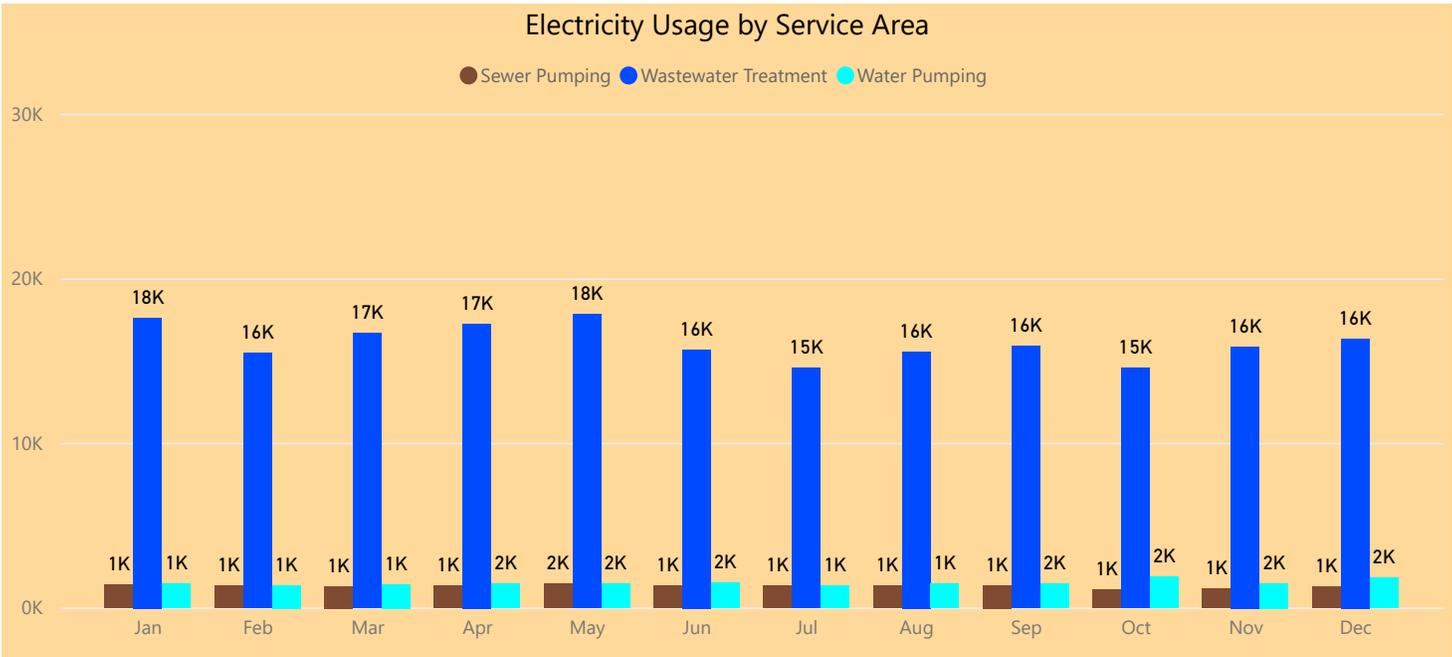
Performance for December was below the monthly target by 1%

OPERATIONS AND ENGINEERING

Energy Consumption



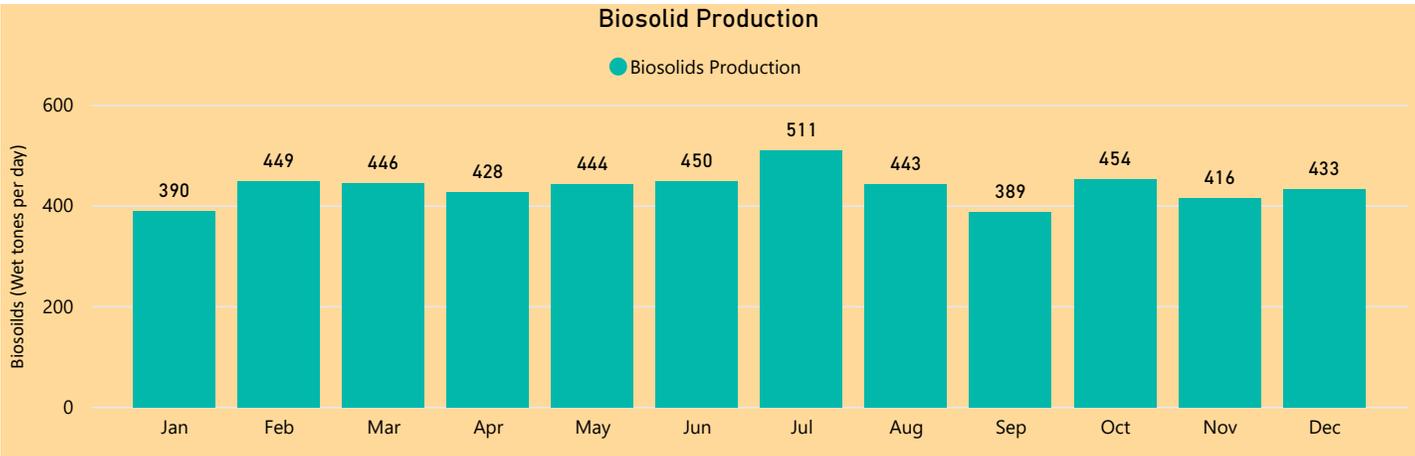
Electricity Consumption in December was 19,534 KWh



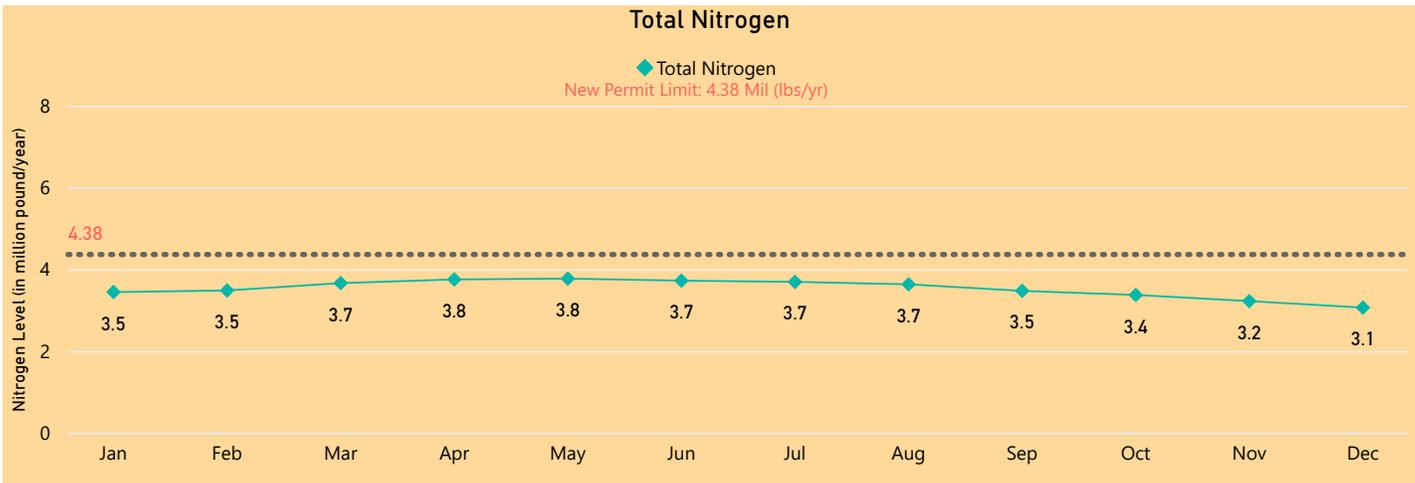
Wastewater Treatment had the highest electricity consumption in December at 16,373 KWh

OPERATIONS AND ENGINEERING

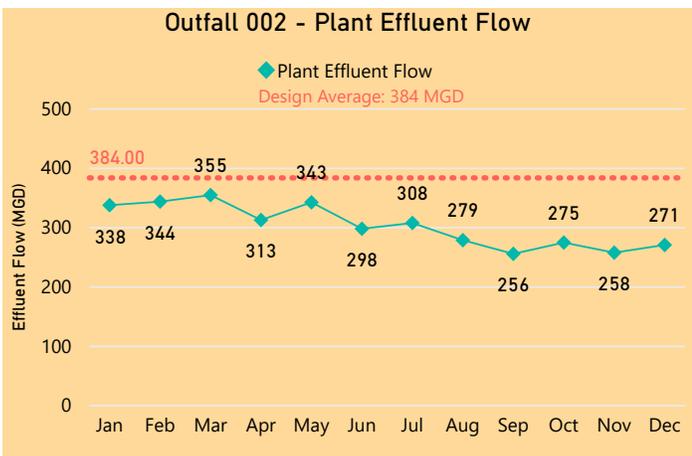
Wastewater Treatment



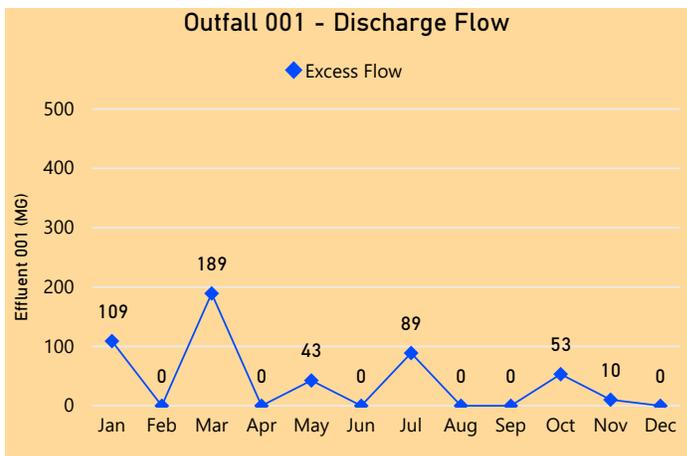
Biosolids Daily Production for December were 433 wet tons per day



Nitrogen level for December were below permit by 1.30 million lbs/yr



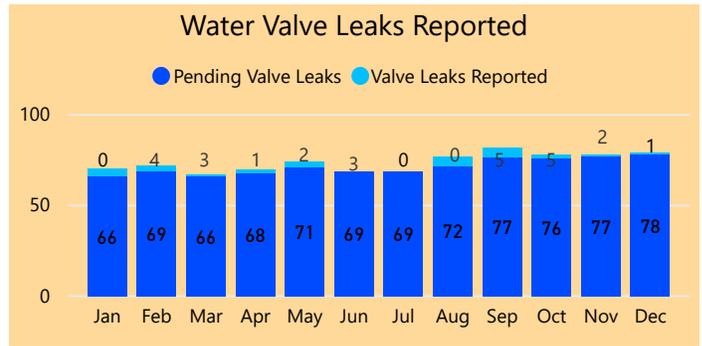
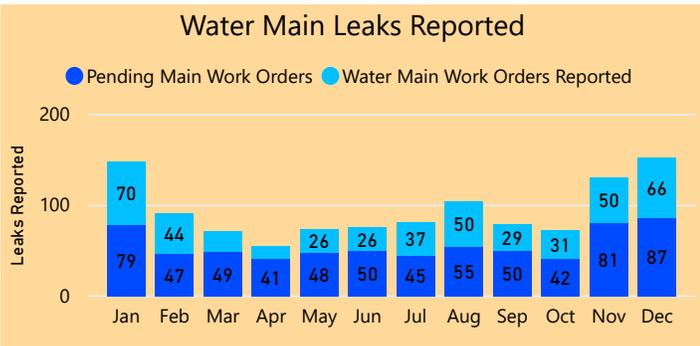
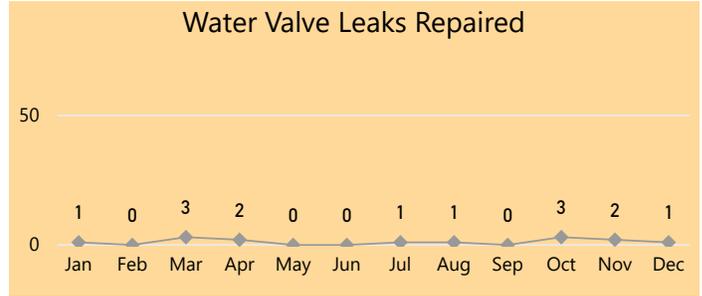
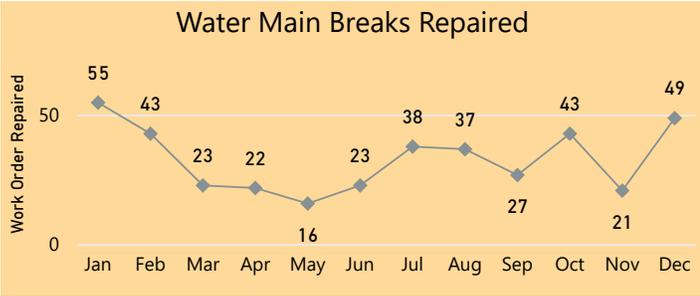
In December effluent flow was below design by 113 MGD



Excess flow events were recorded at 0 MG in December

OPERATIONS AND ENGINEERING

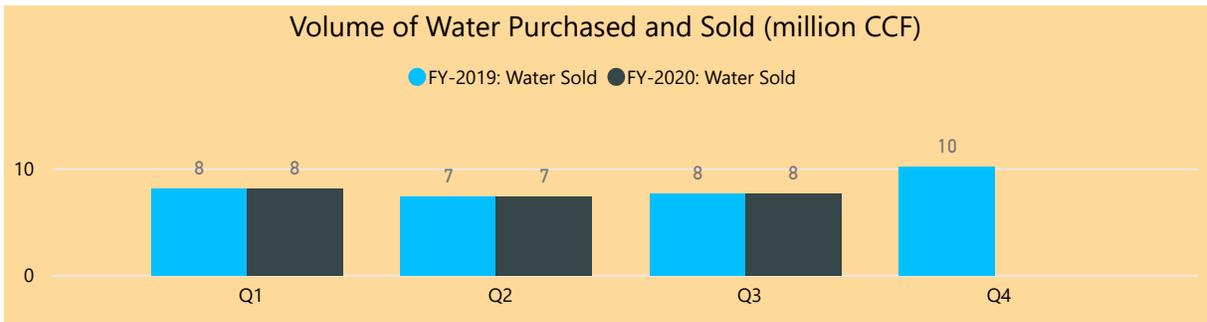
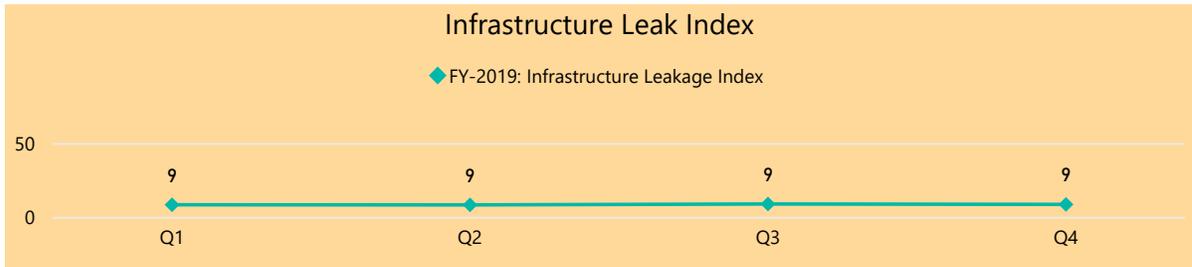
Water Distribution Operations



There were 66 Water Main Work Orders reported in December.

1 leak was resolved in December.

Water Balance



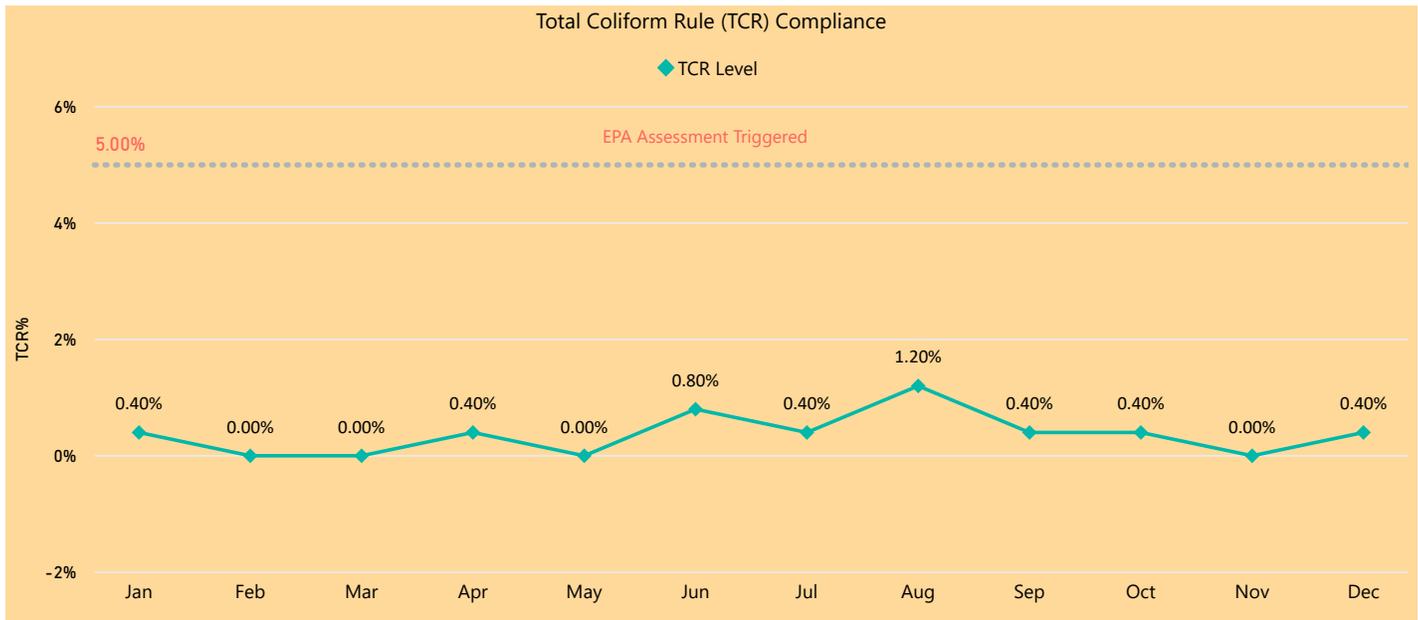
Water Balance results pending for 3rd quarter of 2019.

OPERATIONS AND ENGINEERING

Drinking Water Quality



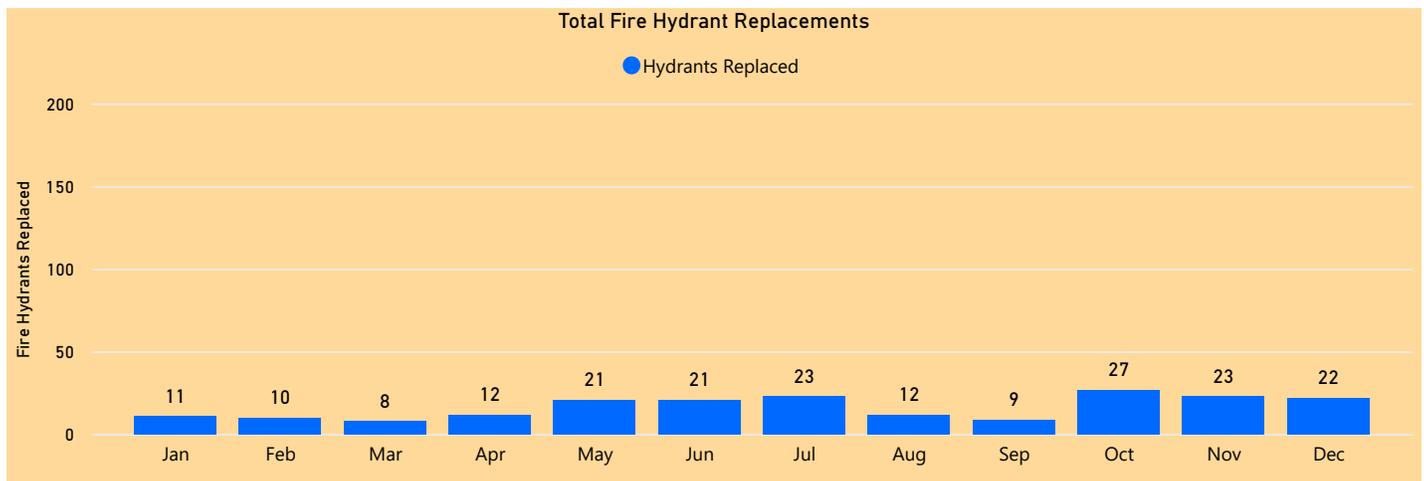
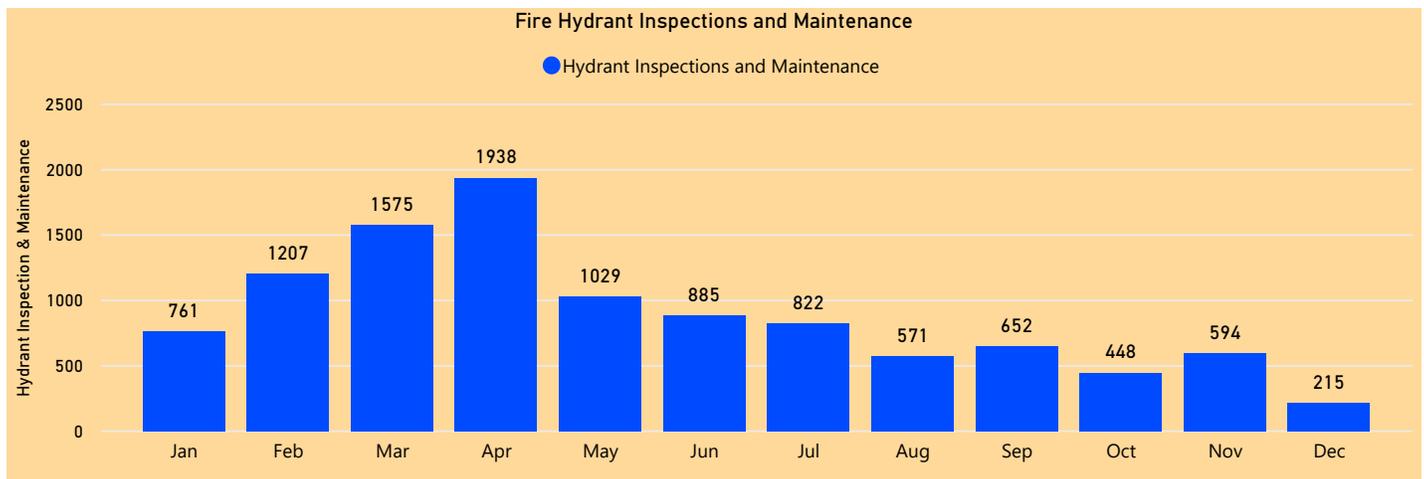
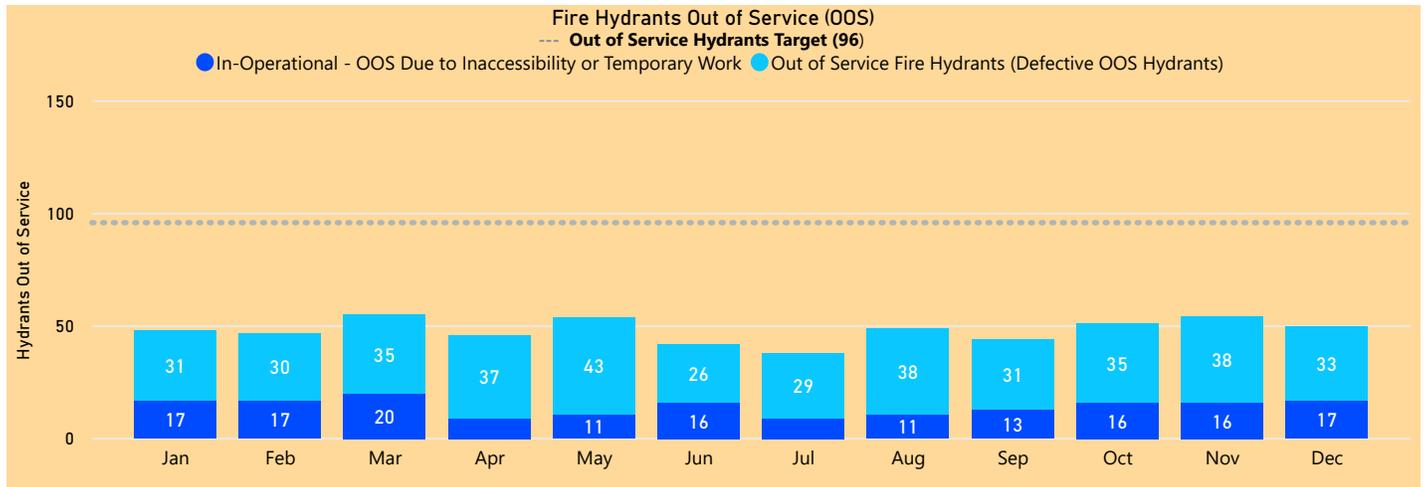
90th percentile for 2nd semester 2019 is 2 ppb



Coliform Positive was recorded at 0.4% in December

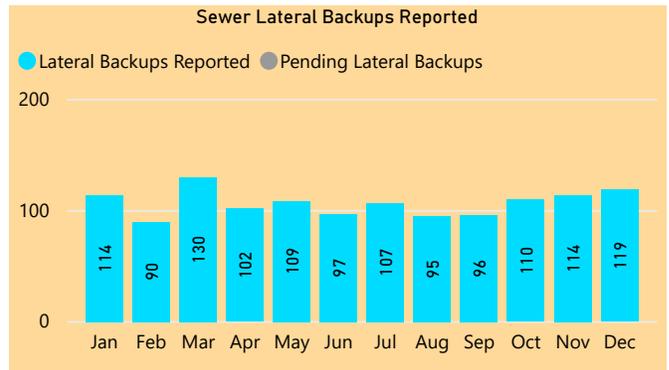
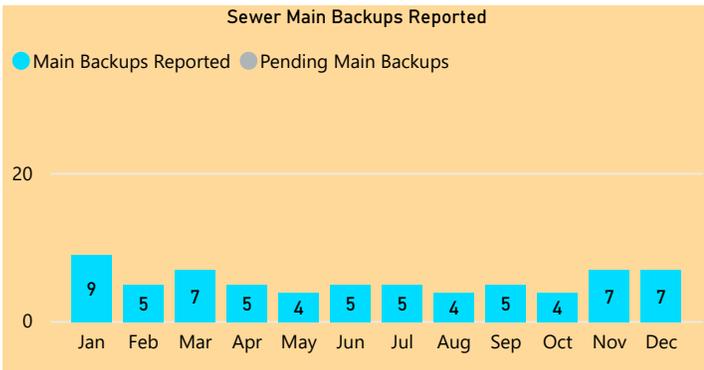
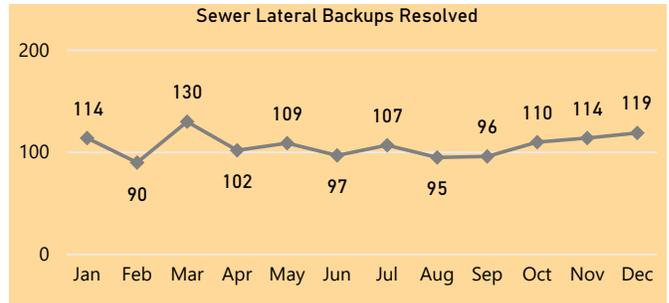
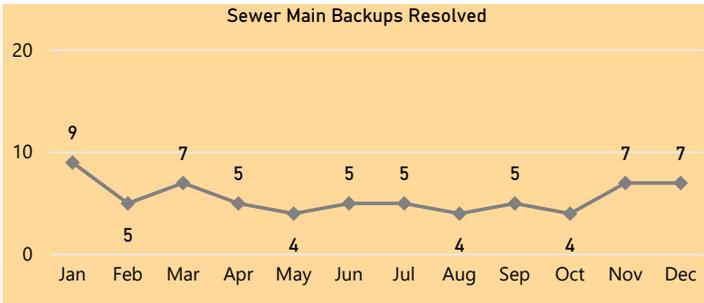
OPERATIONS AND ENGINEERING

Fire Hydrants



OPERATIONS AND ENGINEERING

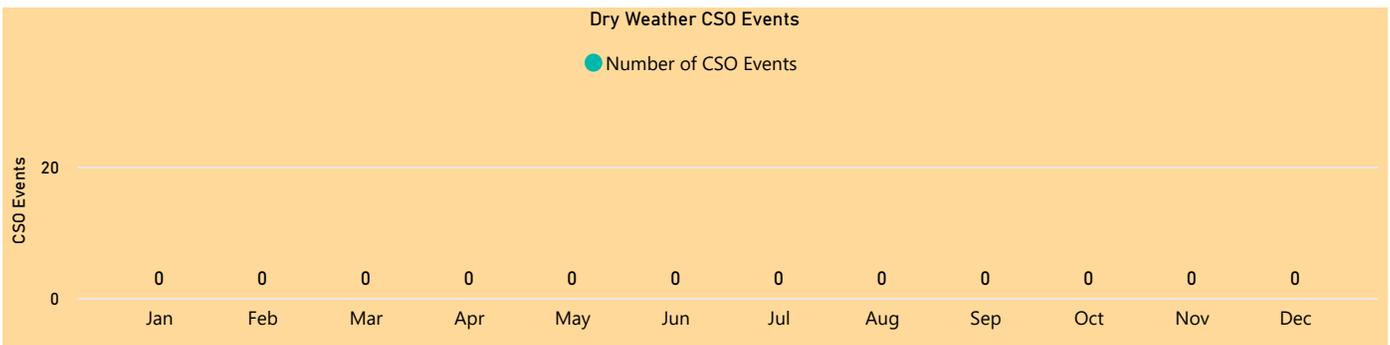
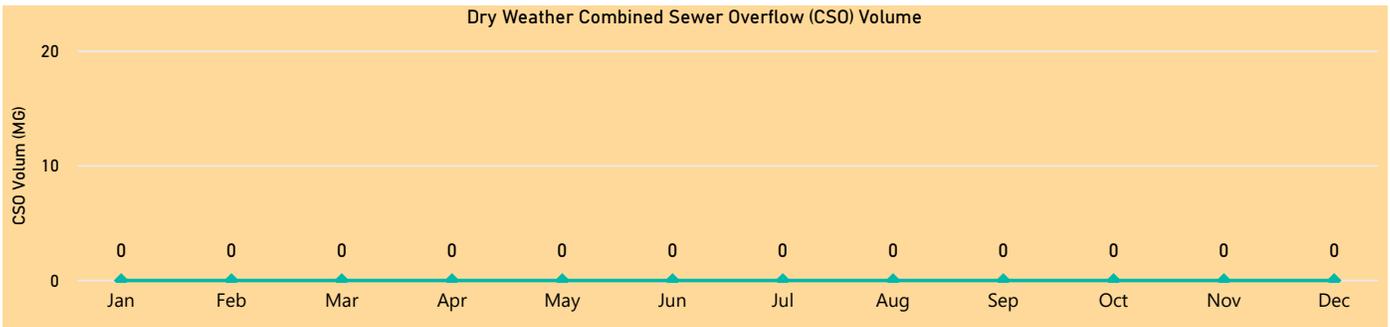
Sewer System Operations



No pending main backups reported

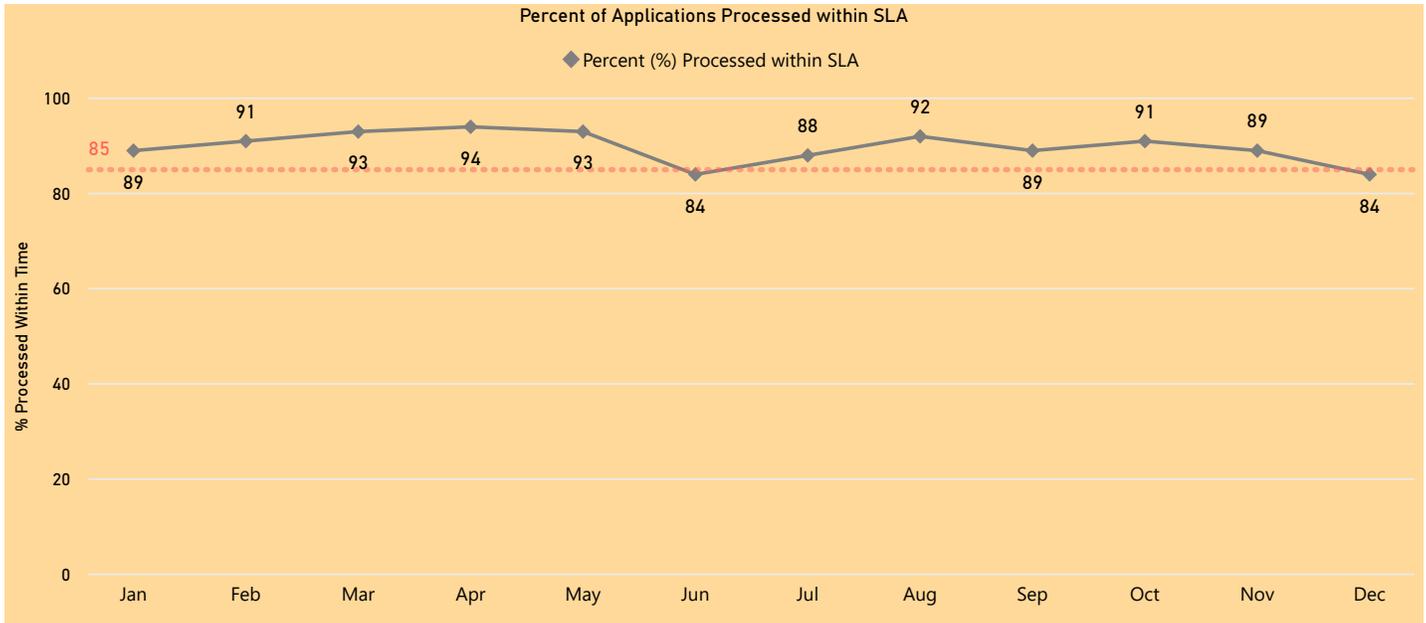
No pending lateral backups reported

Combined Sewer System

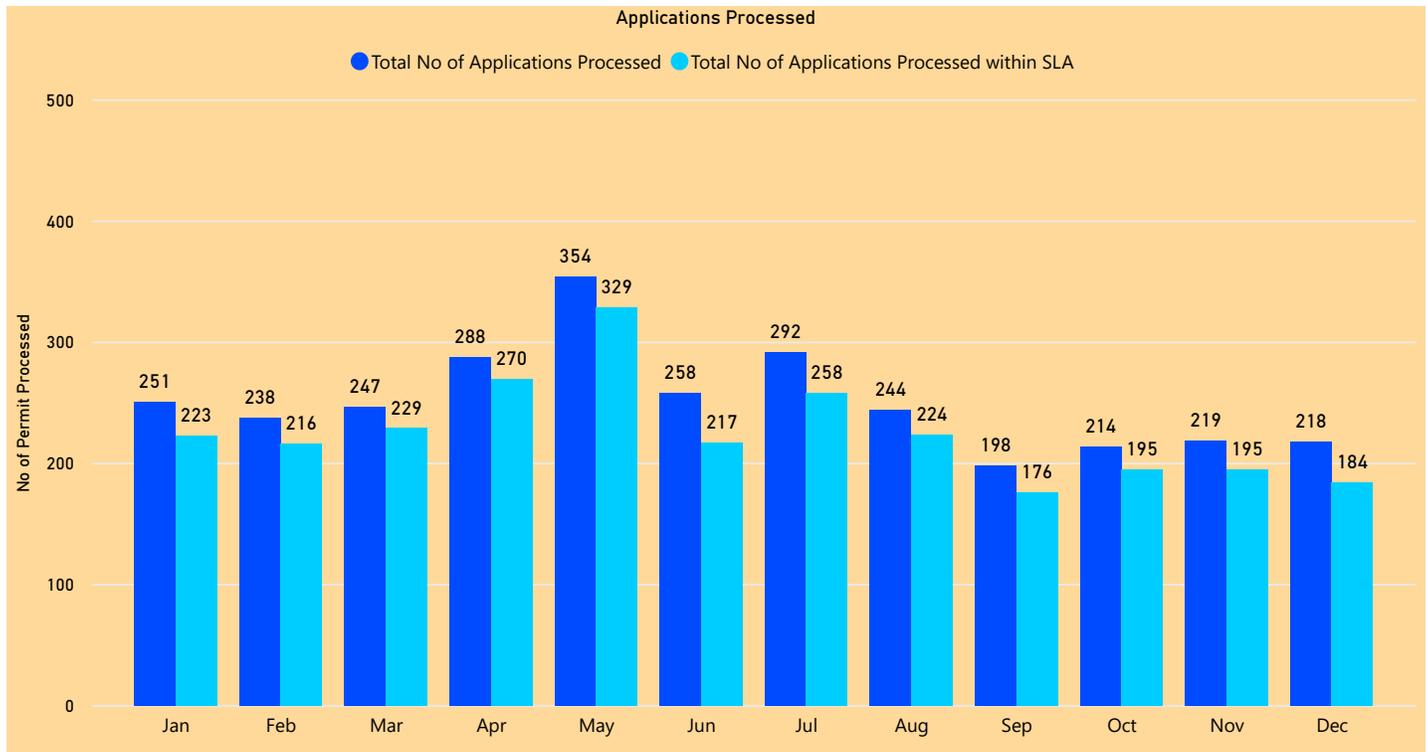


OPERATIONS AND ENGINEERING

Permit Processing

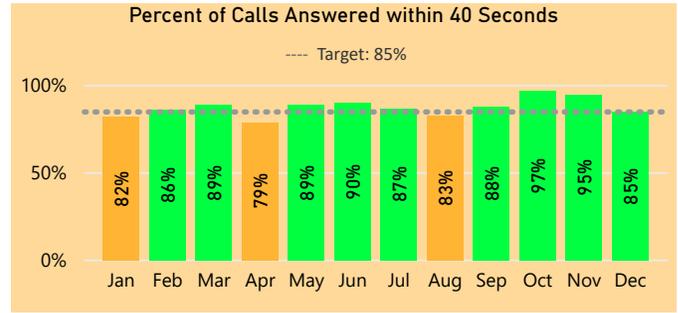
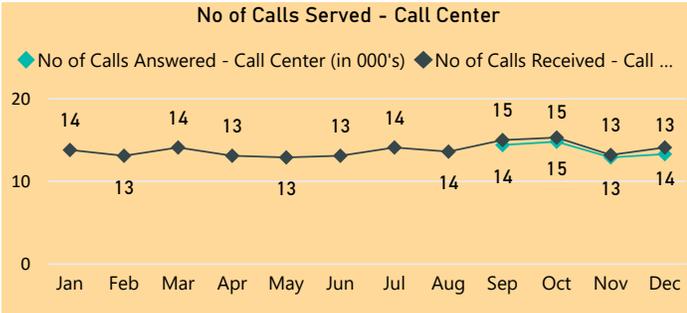


Permits processed in December were 1% below the SLA target of 85%



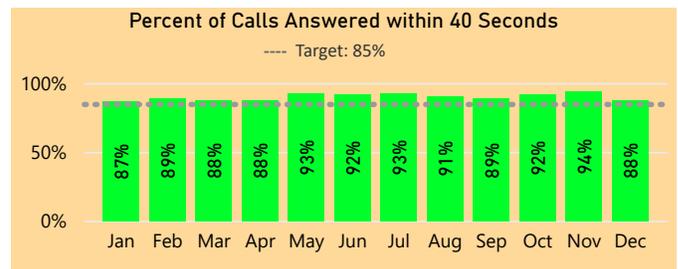
CUSTOMER EXPERIENCE

Customer Care - Call Center Performance



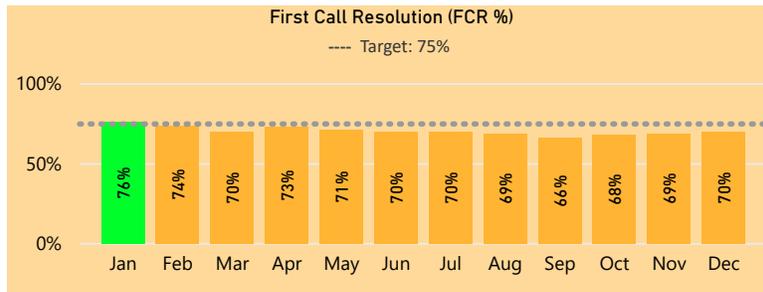
Performance for December was on target.

Customer Care - Command Center Performance



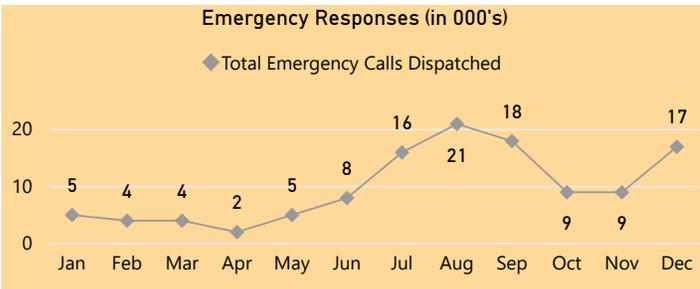
Performance for December was above target by 3%.

Customer Care - First Call Resolution



Performance for December was below target by 5%.

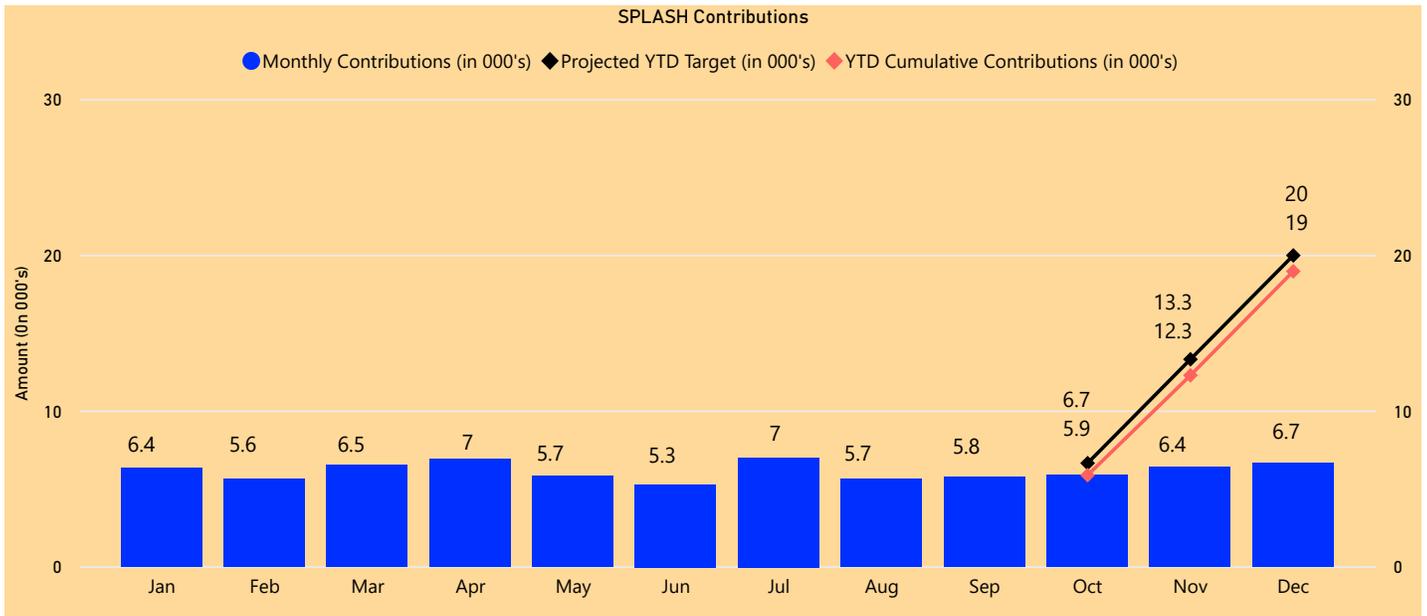
Customer Care - Emergency Response Time



Performance for December was above target by 2%

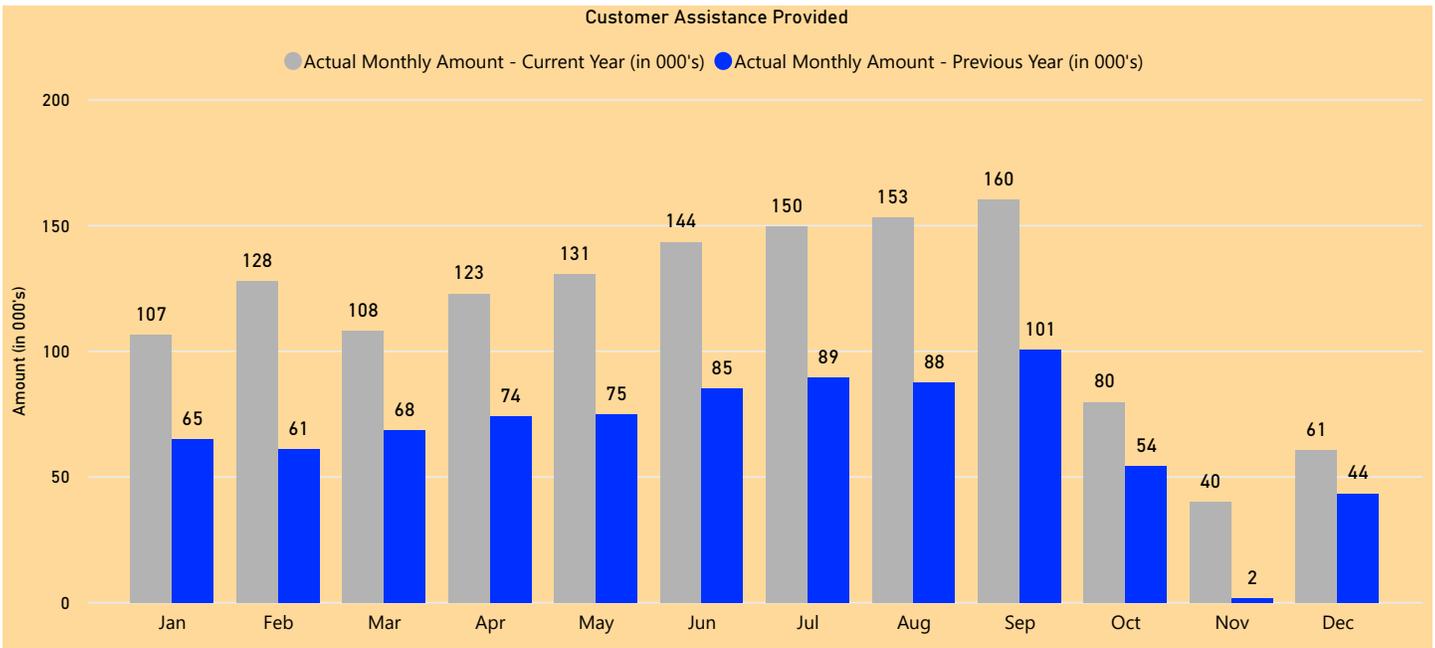
LOW INCOME ASSISTANCE PROGRAM

SPLASH Program



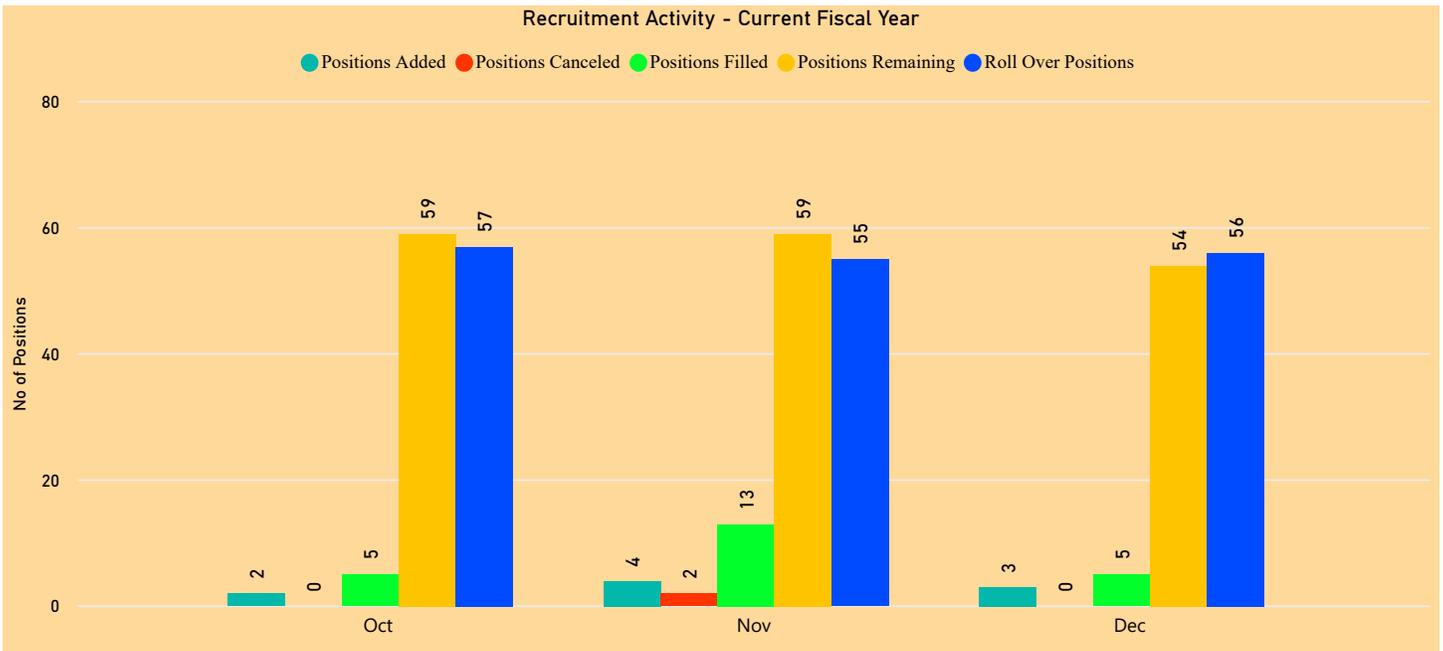
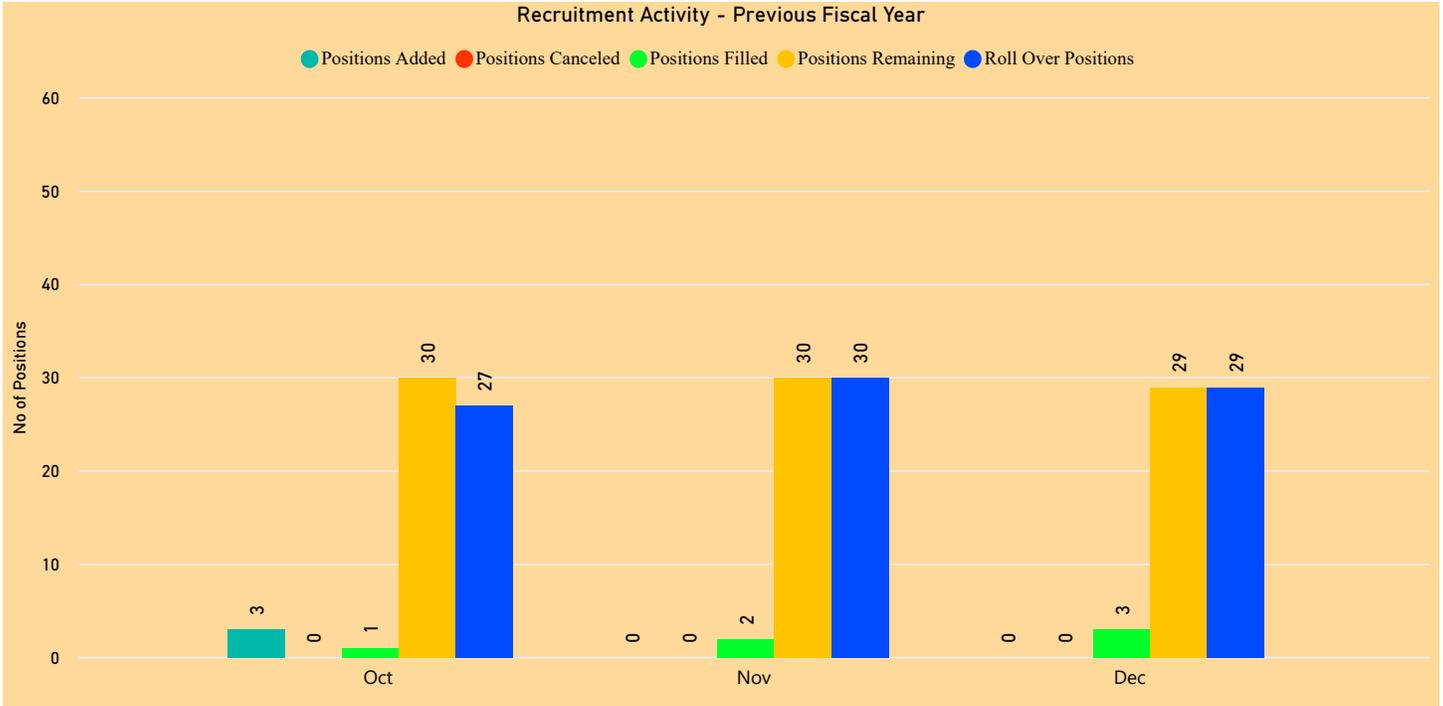
Total SPLASH Contributions to date for December was above target by 1090

Customer Assistance Program (CAP)



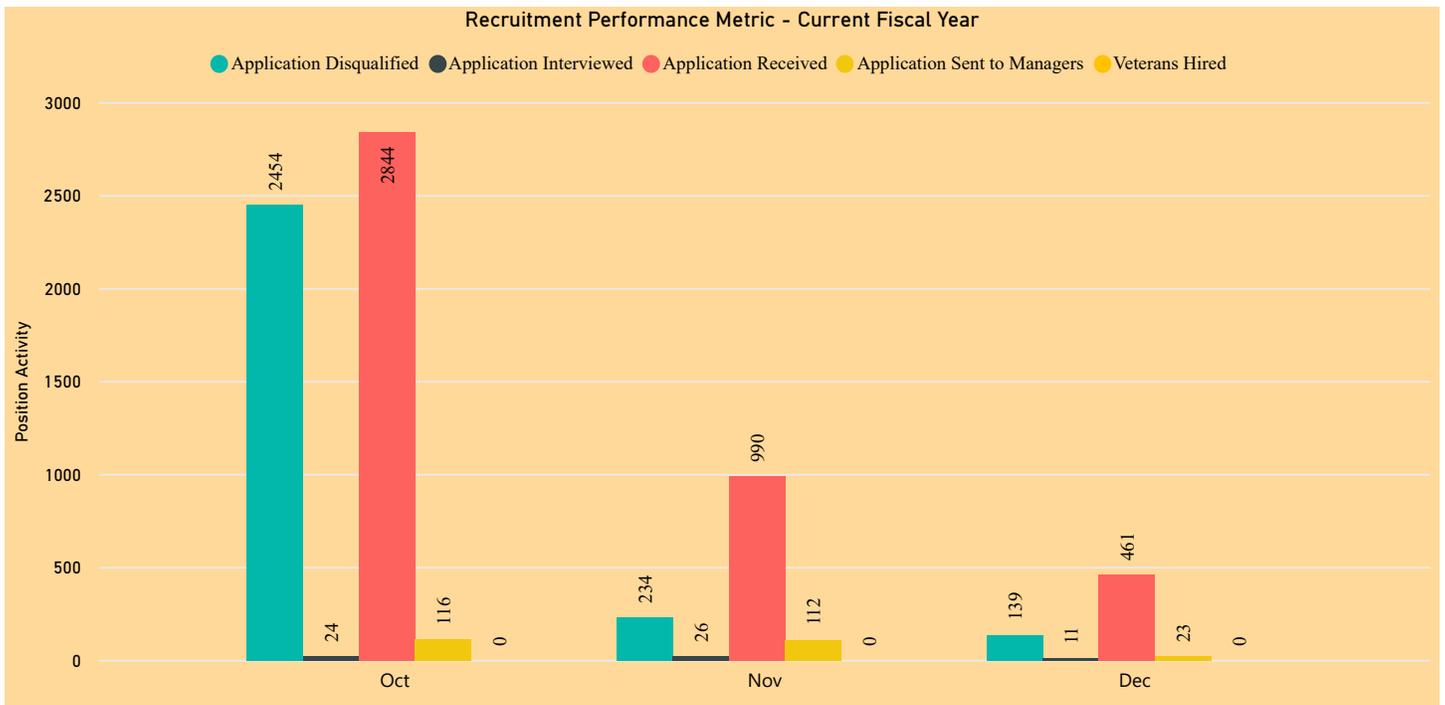
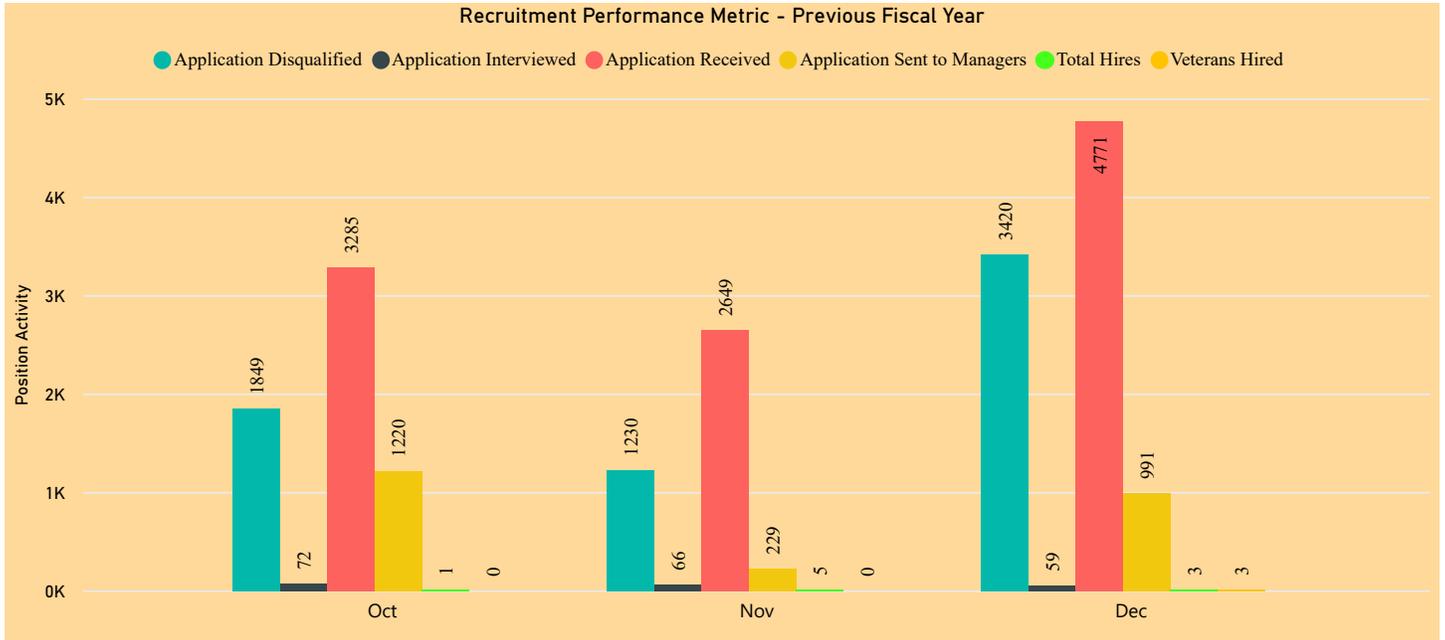
PEOPLE AND TALENT

Human Resources



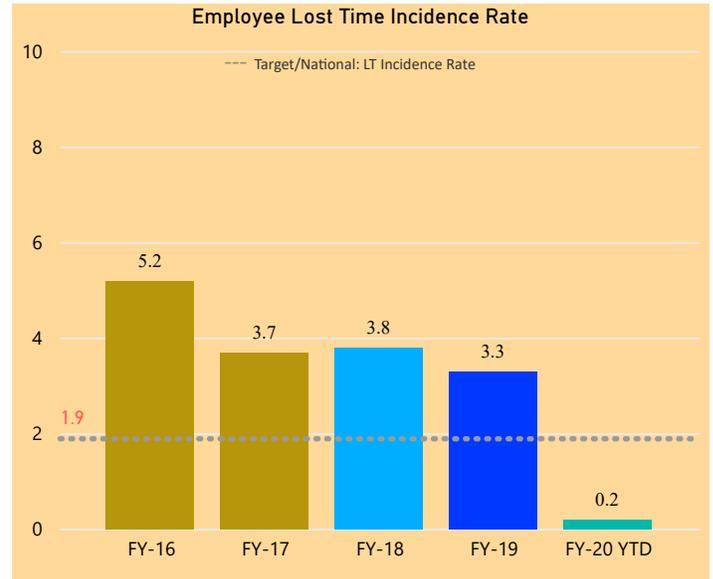
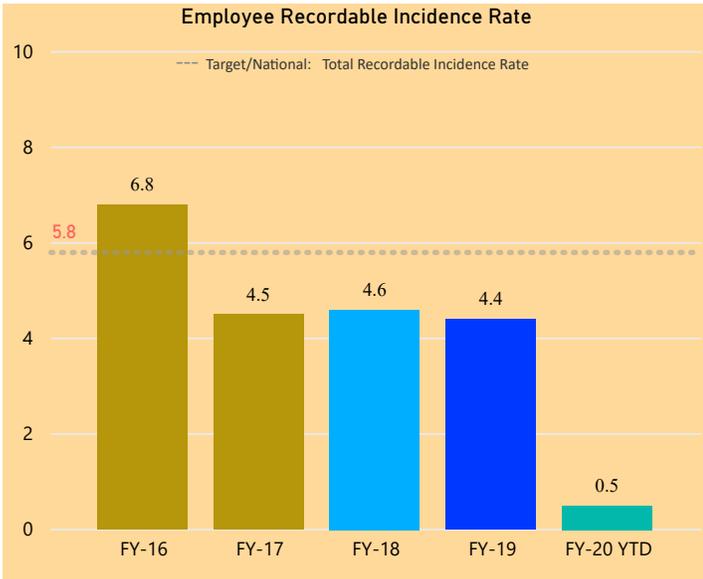
PEOPLE AND TALENT

Human Resources



ADMINISTRATION

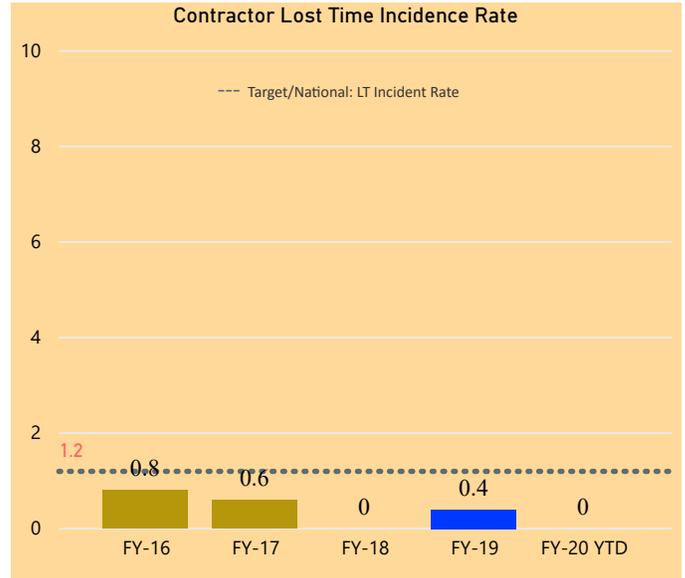
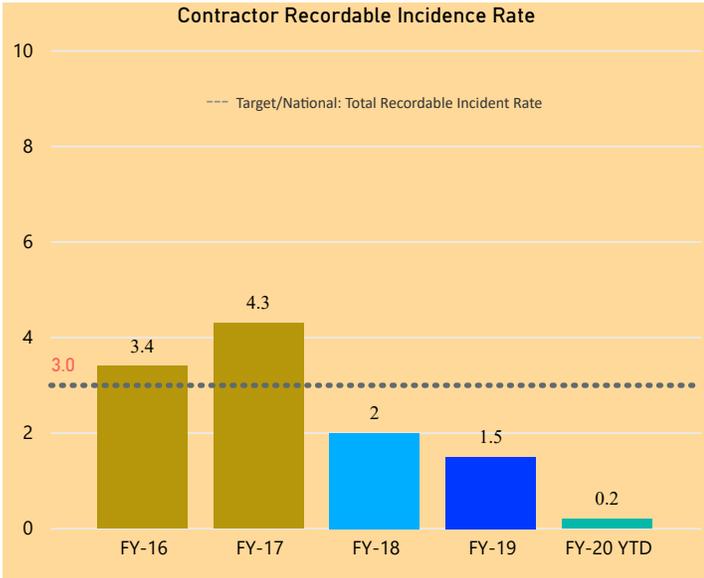
Safety



There have been 2 lost time incidents in FY 2020 YTD.

ADMINISTRATION

Safety



There have been 0 lost time incidents in FY 2020 YTD.

INTERPRETATION OF CHARTS:

FINANCIAL HIGHLIGHTS

Revenue, Expenditure, Capital Disbursement

- Bulls eye shows the variance for YTD budget against actual for revenues, expenditures and capital disbursements
- Bar graph shows **total** for the fiscal year budgeted(grey)-revenues, expenditures and capital disbursements against YTD actual(blue)
- Horizontal line graph shows a YTD progress analysis as compared to the previous year

Net Operating Cash

- Bar graph shows monthly net operating cash provided/used
- Line graph denoted by (Δ) compares YTD actual against budget (O). This element is dynamically color coded*

Operating Revenues

- Bar graph shows monthly operating revenues
- Line graph denoted by (Δ) compares YTD revenue against budget (O). This element is dynamically color coded*

Operating Expenses

- Bar graph shows monthly operating expenses
- Line graph denoted by (Δ) compares YTD expenditure against budget (O). This element is dynamically color coded**

Capital Disbursements

- Bar graph shows monthly capital disbursements
- Line graph denoted by (Δ) compares YTD disbursements against budget (O). This element is dynamically color coded**

Operating Cash Balance

- Bar graph shows monthly average cash balance compared to the target of \$125 million; indicated by grey dotted line

Delinquent Account Receivables

- Bar graph shows monthly Receivables to Revenue ratio against target of 3%; indicated by grey dotted line. This element is dynamically color coded**
- Line graph denoted by (Δ) shows delinquency in actual dollars

Investment Cash Earnings

- Bar graph shows monthly investment cash earnings
- Line graph denoted by (Δ) compares the YTD earnings against budget (O). This element is dynamically color coded*

Core Investments Yield

- Bar graph shows the monthly investment yield compared to the monthly target (grey) benchmark as set by the US Treasury Bill. This element is dynamically color coded*

Short Term Investment Yield

- Bar graph shows the monthly short term investment yield compared to the monthly short term target (grey) benchmark as set by the US Treasury Bill. This element is dynamically color coded*

Dynamic Color Coding Legend

*	**
<p>Red - when the actual is lower than 3% of budget or target</p> <p>Yellow - when the actual is within 3% of budget or target</p> <p>Green - when the actual is equal to or higher than budget or target</p>	<p>Red - when the actual is higher than 3% of budget or target</p> <p>Yellow - when the actual is within 3% of budget or target</p> <p>Green - when the actual is equal to or lower than budget or target</p>

Symbols where the color code applies- (Δ, □)

A

Vendor Payment Performance

- Bar graph shows monthly Vendor Payment Performance percentage against monthly target of 97%; indicated by grey dotted line. This element is dynamically color coded**
- Line graph denoted by (O) shows the YTD vendor payment performance %.

OPERATIONS & ENGINEERING

Electricity Usage Summary

- Bar graph shows total electricity consumption per month

Electricity Usage by Service Area

- Shows a monthly breakdown by service area of electricity usage
- Dark blue shows for Waste Water Treatment Service Area
- Light blue shows Water Pumping Service Area
- Brown shows Sewer Pumping Service Area

Biosolids Production

- Bar graph shows monthly average daily biosolids production

Total Nitrogen

- Line graph denoted by (Δ) shows monthly total nitrogen level against the current permit (dark grey) and 2015 permit (light grey) levels. This element is color coded****

Plant Effluent Flow

- Line graph denoted by (Δ) shows monthly influent flow against the plant design average limit of 370MGD. This element is color coded****

Excess Flow

- Line graph denoted by (Δ) shows monthly excess flow

Non-Revenue Water

- Bar graph shows the volume of water purchased (dark blue) and water sold (light blue) per quarter
- Line graph denoted by (Δ, O) shows the Infrastructure Leakage Index(ILI) for the current and previous year

Lead and Copper Rule (LCR) Compliance

- Line graph denoted by (Δ, O) shows semi-annual LCR monitoring results against target of 15ppb; indicated by grey dotted line. This element is color coded****

Total Coliform Rule (TCR)

- Line graph denoted by (Δ) shows total coliform positives against the EPA maximum contaminant level of 5%. This element is color coded****

Water Main Leaks

- Bar graph shows the water main leaks reported
- The bar graph is stacked (dark blue) to show the pending leaks carried over from the previous month if any; bar graph(light blue) shows new water main leaks reported for the given month

Dynamic Color Coding Legend

***	****
<p>Red- when the actual is lower than 5% of budget or target</p> <p>Yellow- when the actual is within 5% of budget or target</p> <p>Green- when the actual is equal to or higher than budget or target</p>	<p>Red- when the actual is higher than 5% of budget or target</p> <p>Yellow- when the actual is within 5% of budget or target</p> <p>Green- when the actual is equal to or lower than budget or target</p>

Symbols where the color code applies- (Δ, □)

- Line graph denoted by (O) shows the number of main leaks repaired per month

Water Valve Leaks

- Bar graph shows the water valve leaks reported
- The bar graph is stacked (dark blue) to show the pending leaks carried over from the previous month if any; bar graph(light blue) shows new water valve leaks reported for the given month
- Line graph denoted by (O) shows the number of valve leaks repaired per month

Fire Hydrants Out of Service (OOS)

- Bar graph shows total hydrants not available for use against target of 91; indicated by grey dotted line. This element is dynamically color coded****
- The bar graph is stacked (blue) to show hydrants that are inaccessible. Inaccessible hydrants are not measured against the target of 91

Fire Hydrant Inspections and Maintenance

- Bar graph shows the total number of fire hydrants repaired per month

Fire Hydrant Replacements Per Month

- Bar graph shows the total number of hydrants replaced per month against target of 21; indicated by grey dotted line. This element is dynamically color coded***

Sewer Main Backups

- Bar graph shows the sewer main backups reported
- The bar graph is stacked (dark blue) to show the pending backups carried over from the previous month if any; bar graph(light blue) shows new sewer main backups reported for the given month
- Line graph denoted by (O) shows the number of main backups resolved per month

Sewer Lateral Backups

- Bar graph shows the sewer lateral backups reported
- The bar graph is stacked (dark blue) to show the pending backups carried over from the previous month if any; bar graph(light blue) shows new sewer laterals backups reported for the given month
- Line graph denoted by (O) shows the number of lateral backups resolved per month

Combined Sewer dry weather Overflow (CSO) Events

- Bar graph shows dry weather CSO events per month
- Line graph denoted by (O) shows the volume in Million Gallons(MG) per dry weather CSO event

Total Applications Processed within Service Level Agreement (SLA)

- Bar graph shows
 - the number of permits processed per month (dark blue)
 - the number of permits processed within SLA per month (light blue)
- Line graph denoted by (O) shows the percentage of permits processed vs. processed within SLA

Dynamic Color Coding Legend

***	****
Red- when the actual is lower than 5% of budget or target Yellow- when the actual is within 5% of budget or target Green- when the actual is equal to or higher than budget or target	Red- when the actual is higher than 5% of budget or target Yellow- when the actual is within 5% of budget or target Green- when the actual is equal to or lower than budget or target

Symbols where the color code applies- (Δ, □)

CUSTOMER EXPERIENCE

CUSTOMER CARE

Call Center Performance

- Bar graph shows monthly percentage of calls answered within 40 seconds against target of 85%; indicated by grey dotted line. This element is dynamically color coded***
- Line graph denoted by (O) shows the number of calls received by the call center every month

Command Center Performance

- Bar graph shows monthly percentage of calls answered within 40 seconds against target of 85%; indicated by grey dotted line. This element is dynamically color coded***
- Line graph denoted by (O) shows the number of calls received by the command center every month

First Call Resolution (FCR)

- Bar graph shows monthly percentage of calls resolved on first contact against target of 75%; indicated by grey dotted line. This element is color dynamically coded***

Emergency Response Time

- Bar graph shows the percentage of emergency calls responded to within 45 minutes against target of 90%; indicated by grey dotted line. This element is dynamically color coded***
- Line graph denoted by (O) shows the total calls dispatched per month

LOW INCOME ASSISTANCE PROGRAM

SPLASH Contributions

- Bar graph shows monthly SPLASH contributions
- Line graph denoted by (Δ) shows the YTD contributions against target (O). This element is color coded***

Customer Assistance Program (CAP)

- Bar graph shows monthly CAP assistance
- Line graph denoted by (Δ) shows the YTD contributions against budget (O). This element is color coded***

PEOPLE AND TALENT

HUMAN RESOURCES

Open Positions

- Bar graph (dark blue) shows open positions carried over from the previous month.
- Bar graph (light blue) shows new positions added in the given month.
- Bar graph (olive green) shows positions filled in the given month.
- Bar graph (orange) shows positions cancelled in the given month.
- Bar graph (light green) shows net remaining open positions at the end of the given month.

Dynamic Color Coding Legend

***	****
Red- when the actual is lower than 5% of budget or target	Red- when the actual is higher than 5% of budget or target
Yellow- when the actual is within 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	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, □)



Summary of Contracts on Consent Agenda

261st Meeting of the DC Water Board of Directors

Thursday, February 6, 2020

Non-Joint-Use Contracts

Resolution No. 20-08 – Extend Option Year 1-3 of Contract No. 19-PR-DIT-10, Vertex Data Utility Services. The purpose of the option is to align the Professional Services Agreement with the Vertex One Master Service Agreement term. Option Years 2 and 3 are contingent upon budget approval by the Board. The option amount is \$1,955,000. (Recommended by the Environmental Quality and Operations Committee 1/16/20)

Resolution No. 20-09 – Execute Contract No. 160021, Ft. Myer Construction Corp. The purpose of the contract is to replace small diameter water mains that have experienced failures, or have a history of low water pressure, or water quality issues across various locations in the District of Columbia. The contract amount is \$5,299,202.50. (Recommended by the Environmental Quality and Operations Committee 1/16/20)

Presented and Adopted: February 6, 2020

SUBJECT: Approval to Publish Notice of Proposed Rulemaking to Amend DC Water's Personnel Regulations to Add Paid Parental Leave to the Types of Un-Accrued Leave

**#20-06
RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("DC Water") at the Board meeting held on February 6, 2020 upon consideration of a joint-use matter, decided by a vote of ___ () in favor and ___() opposed, to take the following action regarding the Approval to Publish Notice of Proposed Rulemaking to Amend DC Water's Personnel Regulations to add Paid Parental Leave to the Types of Un-Accrued Leave.

WHEREAS, pursuant to D.C. Official Code § 34-2202.05(a)(4), the Board has the duty to develop and establish a personnel system and publish rules and regulations setting forth minimum standards for all employees, including leave benefits.

WHEREAS, pursuant to D.C. Law 20-0155, effective October 1, 2014, the Council for the District of Columbia enacted a new Government Family Leave Program providing eligible District government employees up to 8 weeks of paid leave within a 12 month period for the: 1) birth of a child of the employee, 2) legal placement of a child with the employee, 3) placement with the employee of a child the employee assumed and discharges parental responsibilities, or 4) care of a family member of the employee who has a serious health condition; and

WHEREAS, pursuant to D.C. Law 21-264, effective April 7, 2017, the Council for the District of Columbia enacted the Universal Paid Leave Amendment Act of 2016, which requires applicable District employers to contribute 0.62% of the wages of each of its covered employees to the Universal Paid Leave Implementation Fund that will provide eligible covered employees up to: 1) 8 weeks of paid parental leave; 2) 6 weeks of paid family leave; or 3) 2 weeks of paid medical leave up to the maximum weekly benefit of \$1,000; and

WHEREAS, the General Counsel has advised the General Manager that DC Water and its employees are not subject to the requirements or benefits of the District's Government Family Leave Program or the Universal Paid Leave Amendment Act of 2016; and

WHEREAS, on January 8, 2020, the Human Resources and Labor Relations (HR&LR) Committee met and considered the General Manager's proposed Paid Parental Leave

Program and amendment to the personnel regulations to add and recommended it to the Board for approval; and

WHEREAS, on January 8, 2020, the General Manager presented to the HR&LR Committee its proposed Paid Parental Leave Program that will provide eligible DC Water employees up to eight (8) weeks of paid parental leave, at an employee's current salary, for the: 1) birth of a child of the employee; 2) placement of a child with the employee for adoption or foster care; or 3) placement of a child with the employee that the employee permanently assumes and discharges parental responsibility; and

WHEREAS, the General Manager noted DC Water's Personnel Regulations, 21 DCMR § 5204.4, will need to be amended to add Paid Parental Leave to the types of un-accrued leave before this new benefit can be provided to DC Water employees; and

WHEREAS, on January 8, 2020, the HR&LR Committee, after discussion and consideration, recommended to the Board the proposed Paid Parental Leave Program and amendment to DC Water's Personnel regulations to add the Paid Parental Leave to the types of un-accrued leave DC Water may grant to its employees; and

WHEREAS, the Board determined amending 21 DCMR § 5204.4 will need to be promulgated to add Paid Parental Leave to the types of un-accrued leave so that DC Water may grant Paid Parental Leave to its employees.

NOW THEREFORE BE IT RESOLVED:

1. The Board directs the General Manager to publish a notice of Proposed Rulemaking in the District of Columbia Register to receive public comments on the proposed amendment of DC Water's Personnel Regulations to add Paid Parental Leave to the types of un-accrued leave 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 in accordance with the District of Columbia's Administrative Procedures.

This resolution is effective immediately.

Secretary to the Board of Directors

Attachment A

Amend Types of Un-Accrued Leave to Include Paid Parental Leave

Chapter 52, D.C. WATER AND SEWER AUTHORITY PERSONNEL REGULATIONS, of Title 21 DCMR, WATER AND SANITATION, is amended as follows:

Section 5204, LEAVES, HOLIDAYS AND OTHER ABSENCES, Subsection 5204.4 is amended to read as follows:

5204.4 The Authority recognizes the following types of un-accrued leave that may be granted to eligible employees in qualifying circumstances:

- (a) Leave of Absence Without Pay.
- (b) Federal and District of Columbia Family and Medical Leave.
- (c) Jury Duty Leave of Absence.
- (d) Military Leave of Absence.
- (e) Administrative Leave.
- (f) Bereavement Leave.
- (g) Paid Parental Leave.
- (gh) Leave approved by the Board of Directors.

Presented and Adopted: February 6, 2020

SUBJECT: Approval of Appointment of the Officers of the Board

**#20-07
RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority" or "DC Water") at the Board meeting held on February 6, 2020 upon consideration of a joint use matter, decided by a vote of ___ () in favor and ___ () opposed, to take the following action to appoint the Officers of the Board.

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

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

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

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

WHEREAS, pursuant to sections 4.01(b) and (c) of the By-Laws, the Executive Committee shall nominate the First Vice-Chairperson and Second Vice-Chairperson and the Board members of their respective jurisdictions shall nominate the Vice-Chairperson and Alternate for their jurisdiction; and

WHEREAS, on January 14, 2020, the Executive Committee met and after consideration and discussion nominated Krystal Brumfield for First Vice-Chairperson and Fariba Kassiri for Second Vice-Chairperson; and

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

WHEREAS, the Board members of Prince George’s County nominated Major Riddick, Jr., who is automatically appointed Vice-Chairperson for Prince Georges County as Chief Administrative Officer for Prince George’s County, and Floyd Holt as the Alternate Vice-Chairperson for Prince George’s County; and

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

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

NOW THEREFORE BE IT RESOLVED THAT:

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

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

This resolution is effective immediately.

Secretary to the Board of Directors

Presented and Approved: February 6, 2020

SUBJECT: Approval to Extend Option Year 1-3 of Contract No. 19-PR-DIT-10, Vertex Data Utility Services

**#20-08
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 February 6, 2020 upon consideration of a non-joint use matter, decided by a vote of ___() in favor and ___() opposed to approve Option Year 1-3 of Contract No. 19-PR-DIT-10, Vertex Data Utility Services.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Option Year 1-3 of Contract No. 19-PR-DIT, Vertex Data Utility Services. The purpose of the option is to align the Professional Services Agreement with the Vertex One Master Services Agreement term. Option Years 2 and 3 are contingent upon budget approval by the Board. The option amount is \$1,955,000.

This Resolution is effective immediately.

Secretary to the Board of Directors

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

ACTION REQUESTED

GOODS AND SERVICES CONTRACT OPTION YEAR

Customer Information System (CIS) Enhancements

(Non-Joint Use)

Approval to extend the contract for option years 1-3 in the amount of \$1,955,000.00.

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME: Vertex Data Utility Services 501 W. President George Bush HWY Richardson, Texas, 75080	SUBS: N/A	PARTICIPATION: N/A
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DESCRIPTION AND PURPOSE

Base Period Contract Value:	\$900,000.00
Original Contract Dates:	02-19-2019 – 02-18-2020
Total Option Years 1-3 Value:	\$1,955,000.00
Option Year 1 Dates:	02-19-2020 – 02-18-2021
Option Year 2-3 Dates:	02-19-2021 – 02-18-2023

Purpose of the Contract:

DC Water's Department of Customer Experience requires ongoing enhancements to its Customer Information System (CIS) Vertex One.

Contract Scope:

The scope of the Agreement with Vertex covers both technical and functional activities, changes, and enhancements to the customer-focused systems supported by Vertex. The system was implemented in 2017 and requires on-going enhancements and support to align with changing business priorities and technological requirements. Enhancements, changes and support services encompass but are not limited to:

- Vertex One Customer Information Systems
- Payment processing
- Work Order Management
- Customer Advantage self-service (mobile and web)
- Hardware and network upgrades & enhancements
- Integration among V1 and other DC Water systems
- Data Archiving and auditing requirements
- Billing enhancements/changes

This contract action exercises Option Year 1 through 3 to align this Professional Services agreement with the Vertex One Master Services agreement term. Option Years 2 and 3 are contingent upon budget approval by the Board. Enhancement projects will be funded individually through Purchase Orders specific to the enhancement project.

Spending Previous Year:

Cumulative Contract Value:	02-19-2019 to 02-18-2020: \$900,000.00
Cumulative Contract Spending:	02-19-2019 to 12-20-2019: \$869,708.00

According to the Customer Service and IT Departments, the supplier's quality of services and timeliness of deliverables, conformance to DC Water's policies, procedures and contract terms, and invoicing; all meet expectations and requirements.

PROCUREMENT INFORMATION

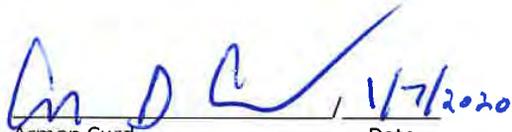
Contract Type:	Fixed Price	Award Based On:	Highest Ranking Score
Commodity:	CIS Software	Contract Number:	19-PR-DIT-10
Contractor Market:	Open Market		

Funding:	Capital Eq. & Operating	Department:	Information Technology
Project Area:	DC Water Wide	Department Head:	Thomas Kuczynski

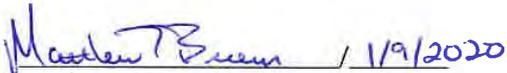
ESTIMATED USER SHARE INFORMATION

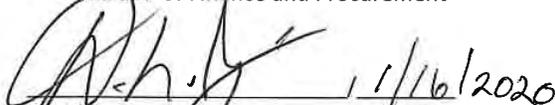
User – Capital Equipment	Share %	Dollar Amount
District of Columbia	100.00%	\$1,705,000.00
TOTAL ESTIMATED DOLLAR AMOUNT	100.00%	\$1,705,000.00

User – Operating	Share %	Dollar Amount
District of Columbia	100.00%	\$250,000.00
TOTAL ESTIMATED DOLLAR AMOUNT	100.00%	\$250,000.00


 Armon Curd Date 1/7/2020
 EVP, Customer Experience


 Dan Bae Date 1/7/2020
 VP of Procurement and Compliance


 Matthew T. Brown Date 1/9/2020
 CFO and EVP of Finance and Procurement


 David L. Gadis Date 1/16/2020
 CEO and General Manager

Presented and Approved: February 6, 2020
SUBJECT: Approval to Execute Contract No. 160021, Ft. Myer Construction Corp.

#20-09
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 February 6, 2020 upon consideration of a non-joint use matter, decided by a vote of ___() in favor and ___() opposed to approve Contract No. 160021, Ft. Myer Construction Corp.

Be it resolved that:

The Board of Directors hereby authorizes the General Manager to execute Contract No. 160021, Ft. Myer Construction Corp. The purpose of the contract is to replace small diameter water mains that have experienced failures, or have a history of low water pressure, or water quality issues across various locations in the District of Columbia. The contract amount is \$5,299,202.50.

This Resolution is effective immediately.

Secretary to the Board of Directors

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

ACTION REQUESTED

CONSTRUCTION CONTRACT:

**Small Diameter Watermain Replacement 13A
(Non-Joint Use)**

Approval to execute a construction contract for \$5,299,202.50

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME:	SUBS:	PARTICIPATION:
Ft. Myer Construction Corp. 2237 33rd Street, NE Washington, DC 20018	S&J Services Hyattsville, MD	MBE 18.8%
	Aves Construction Corporation Temple Hills, MD	MBE 13.1%
	Empower Logistics Bowie, MD	WBE 13.0%

DESCRIPTION AND PURPOSE

Contract Value, Not-To-Exceed:	\$5,299,202.50
Contract Time:	296 Days (10 Months)
Anticipated Contract Start Date (NTP):	03-12-2020
Anticipated Contract Completion Date:	01-02-2021
Bid Opening Date:	11-13-2019
Bids Received:	6
Other Bids Received	
Capitol Paving of DC, Inc.	\$5,428,400.00
Sagres Construction Corp.	\$5,430,711.00
Anchor Constructiion Corp.	\$5,699,936.00
Civil Construction, LLC	\$6,245,030.00
Garney Companies, Inc.	\$7,449,309.00

Purpose of the Contract:

Replacement of small diameter water mains that have experienced failures, or have a history of low water pressure, or water quality issues across various locations in the District of Columbia.

Contract Scope:

- Replace 1.23 miles of water mains ranging from three inch to twelve inches, associated valves and appurtenances.
- Install copper water services 2-inch and smaller in public and private space.
- Install curb stop /curb stop box, meter box and penetration through building wall and connection to first fitting inside the building including installation of a shut-off valve and pressure reducing valve.
- Install permanent pavement and surface restoration.

Federal Grant Status:

- Construction Contract is eligible for Federal grant funding assistance: inclusion in grant is pending availability of grant funds.

PROCUREMENT INFORMATION

Contract Type:	Unit Price	Award Based On:	Lowest responsive, responsible bidder
Commodity:	Construction	Contract Number:	160021
Contractor Market:	Open Market		

BUDGET INFORMATION

Funding:	Capital	Department:	Engineering and Technical Services
Service Area:	Water	Department Head:	Craig Fricke
Project:	F1, BW		

ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	20.00%	\$1,059,840.50
Federal Funds	80.00%	\$4,239,362.00
Washington Suburban Sanitary Commission	0.00%	\$0.00
Fairfax County	0.00%	\$0.00
Loudoun County & Potomac Interceptor	0.00%	\$0.00
Total Estimated Dollar Amount	100.00%	\$5,299,202.50

Leonard R. Benson January 10, 2020

Leonard R. Benson
SVP and Chief Engineer

Matthew T. Brown January 10, 2020

Matthew T. Brown
CFO and EVP
Finance and Procurement

Dan Bae January 10, 2020

Dan Bae, VP
Procurement and Compliance

David L. Gadis 1/16/2020
David L. Gadis
CEO and General Manager

Presented and Adopted: February 6, 2020
SUBJECT: Approval to Publish Notice of Final Rulemaking for
Amended Permit Service Fees & Charges

#20-10
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 approval to publishing the Notice of Final Rulemaking for 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 recommended to the Board to approve the publication of the Notice of Proposed Rulemaking to amend the permit service fees and charges, effective March 2, 2020; and

WHEREAS, on November 7, 2020, pursuant to Resolution 19-74, the Board approved the publication of the Notice of Proposed Rulemaking for the proposed amended permit service fees and charges; and

WHEREAS, on November 22, 2019, DC Water published the Notice of Proposed Rulemaking (NOPR) in the *D.C. Register* (DCR) at 66 DCR 15549 for 30-day public comment period to amend the permit service fees and charges, which, if adopted, would be effective on March 2, 2020 after publication of the Notice of Final Rulemaking; and

WHEREAS, on January 28, 2020, the DC Retail Water and Sewer Rates Committee met to consider the comments received during the public comment period for the Notice of Proposed Rulemaking and the General Manager’s recommendation; and

WHEREAS, no comments were received during the public comment period from November 22 through December 23, 2019; and

WHEREAS, clarifying revisions were made to the final amendments: 1) in 112.5(a)(1) and (2) revised the term “as defined by” to read “subject to” clarify that the terms “Small Residential or Townhouse” and “Small Non-Residential” are not explicitly defined in the 12 DCMR B Residential Code Supplement or 12 DCMR A Building Code Supplement, but these structures are subject to the referenced codes; 2) in 112.5(b) revised “Large Project Plan Submission Administrative Fee” to read “Large Project Base Plan-1st Submission Administrative Fee” to clarify that this only applies to the 1st Submission, and not Resubmission”; 3) in 112.5(e) revised “(Each Connection)” to read “(Each Connection-water and sewer)” to clarify that this fee applies to both water and sewer connections; and 4) other minor grammatical revisions; and

WHEREAS, after discussion and consideration of the recommendation of the General Manager, the DC Retail Water and Sewer Rates Committee recommended that the Board adopt the amended permit service fees and charges to recover the cost of service and approve the publication of the Notice of Final Rulemaking; and

WHEREAS, after consideration of the recommendation of the DC Retail Water and Sewer Rates Committee and the recommendation of the General Manager, the District members of the Board of Directors, upon further consideration and discussion, agreed to adopt and approve the amendments to the permit service fees and charges, effective March 2, 2020.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board directs the General Manager to publish a Notice of Final Rulemaking in the District of Columbia Register to promulgate new and amended 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 publish the Notice of Final Rulemaking in the manner provided the District of Columbia’s Administrative Procedures.

This resolution is effective immediately.

Secretary to the Board of Directors

Attachment A
DC Water's Amended Permit Service Fees & Charges

Chapter 1, WATER SUPPLY, of Title 21 DCMR, WATER AND SANITATION, is amended as follows:

Section 112, FEES, Subsection 112.5 is amended to read as follows:

112 FEES

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 subject to 12 DCMR B Residential Code Supplement with water service and meter two inches (2") or less;
 - (2) Small Non-Residential subject to 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

Fee Name	Standard Fee	Expedited Review Fee	Standard Review Time* (Business Days)	Expedited Review Time* (Business Days)
Small Residential or Townhouse Project:				
1 to 5 metered connections	\$700 each	\$1,200 each	14	7
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 Residential Approved Plan Revision (APR) per metered connection	\$250	\$500	14	7
Small Non-Residential or Hybrid APR per metered connection	\$1,000	\$1,750	21	11
Small Sanitary or Combined Sewer Connection Only – 6 inch or less for Small Residential, Non-Residential or Hybrid	\$700	\$1,200	14	7

Fee Name	Standard Fee	Expedited Review Fee	Standard Review Time* (Business Days)	Expedited Review Time* (Business Days)
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
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 Base Plan -1 st Submission Administrative Fee	\$140	N/A	N/A	N/A
Large Project Rejected 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

Fee Name	Standard Fee	Expedited Review Fee	Standard Review Time* (Business Days)	Expedited Review Time* (Business Days)
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
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
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 – water or sewer)
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