



**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY  
253<sup>rd</sup> MEETING OF THE BOARD OF DIRECTORS**

**Thursday, May 2, 2019**

**9:30 a.m.**

**Headquarters**

**125 O Street, SE**

**2<sup>nd</sup> Floor-Board Room**

**I. Call to Order (Chairman Tommy Wells)**

**II. Roll Call (Linda Manley, Board Secretary)**

**III. Approval of April 4, 2019 Meeting Minutes**

**IV. Chairman's Overview**

**V. Committee Reports**

1. [Human Resource and Labor Relations Committee \(Lavinia Baxter\)](#)
2. [Environmental Quality and Operations Committee \(Howard Gibbs\)](#)
3. [Audit Committee \(Floyd Holt\)](#)
4. [Finance and Budget Committee \(David Franco\)](#)

**VI. Issues of General Interest**

**VII. [CEO/General Manager's Report \(David Gadis\)](#)**

- **National Utility Contractors Association Award Presentation**

**VIII. [Summary of Contracts \(FYI\)](#)**

**IX. Consent Items (Joint Use)**

1. [Approval to Exercise Option Year Two of Contract No. 17-PR-DDCS-23, Nichem Company – Resolution No. 19-23](#) (Recommended by the Environmental Quality and Operations Committee 04/18/19)
2. [Adoption of the District of Columbia Water and Sewer Authority Amended and Restated 401\(a\) Plan and 457\(b\) Plan for Represented and Non-Represented Employee – Resolution No. 19-24](#) (Recommended by the Human Resource and Labor Relations Committee 04/09/19)
3. [Approval to Execute Contract No. 19-PR-DET-22, Oracle America, Inc. – Resolution No. 19-25](#) (Recommended by the Finance and Budget Committee 04/25/19)
4. [Approval to Execute Contract No. 18-PR-CFO-56, Oracle America, Inc. – Resolution No. 19-26](#) (Recommended by the Finance and Budget Committee 04/25/19)

**X. Consent Item Non-Joint Use**

1. [Approval to Publish Notice of Proposed Rulemaking to Amend the Rules and Operational Functions to Implement the Fats, Oils & Grease \(FOG\) and Cross-Connection Control-Backflow Prevention Assembly \(CCC-BPA\) Monthly Fee – Resolution No. 19-27](#) (Recommended by the Environmental Quality and Operations Committee 4/25/19)

**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); 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); 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**

- Human Resource and Labor Relations Committee – Wednesday, May 8, 2019 @ 11:00 a.m.
- Governance Committee – Tuesday, May 14, 2019 @ 9:00 a.m.
- Environmental Quality and Operations Committee – Thursday, May 16, 2019 @ 9:30 a.m.
- Finance and Budget Committee – Thursday, May 23, 2019 @ 11:00 a.m.
- DC Retail Water and Sewer Rates Committee – Tuesday, May 28, 2019 @ 9:30 a.m.



**DISTRICT OF COLUMBIA  
WATER AND SEWER AUTHORITY**

**BOARD OF DIRECTORS**  
Human Resources and Labor Relations  
Committee  
*April 09, 2019*

**MEETING MINUTES**

**Committee Members Present**

Ellen Boardman, Vice Chairperson  
Rev. Kendrick Curry  
Lavinia Baxter  
Sarah Motsch  
Jed Ross (Via Phone)  
Faribia Kassiri (Via Phone)  
Joseph Gill (Via Phone)

**DC Water Staff Present**

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

**1. Call to Order**

Vice Chairperson Ellen Boardman called the meeting to order at 11:01 a.m.

**2. DC Water 401 (a) and 457 (b) plan documents**

Mr. George Spears discussed details from previous meetings that were held with the Union Leadership on behalf of the Board. The most recent meeting was held on February 27, 2019. Mr. Spears confirmed that Union Leadership's concerns were addressed and resolved to the satisfaction of all parties. Mr. Spears reviewed the proposed changes to the District of Columbia Water and Sewer Authority 401(a) Defined Contribution Plan dated July 1, 2017. Changes were made to the Basic Contribution amount under the Contributions and Investments section of Article Four. The language was retained concerning 7% of the Participant's Compensation for that pay period. In addition, in subpart 4.2 (ii), 5% of the Participant's Compensation will be matched for that pay period. Mr. Spears further discussed details that were examined with the Union Leadership pertaining to the District of Columbia Water and Sewer Authority 457(b) Plan dated January 1, 2019. In this document, the reference to dollar limitation in section 4.2 (a) was corrected to be \$19,000. Furthermore, the contribution deadline of 45 days was retained in section 4.7. Mr. Spears noted that, consistent with its past practice, the Authority will continue to contribute Deferrals within two to three business days. Lastly, in section 9.5, the 60-day extension period was retained as requested by the Union Leadership. Mr. Spears confirmed that he spoke to Ms. Barbara Milton about the concerns that were submitted in writing on January 9, 2019 to the Committee and that those concerns had been addressed and resolved to the Union's satisfaction. Vice Chairperson Boardman thanked Mr. Spears for taking the time to address

Human Resources and Labor Relations Committee  
Minutes for April 9, 2019 Meeting  
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those changes. In response to Vice Chairperson Boardman's question, Mr. Hope confirmed that he and pension counsel have reviewed the proposed amended plan documents and all the issues have been resolved. Accordingly, the plan documents were ready for referral to the Board for approval upon recommendation of the Committee.

### **3. Certification of Action Form**

Vice Chairperson Boardman then addressed the Certification of Action Form, which was noted on the Agenda. Vice Chair Boardman raised questions with the scope of the proposed Certification Form that was presented to her on March 19, 2019, noting that it appeared to do more than simply approve the designation of a Retirement Committee. Ms. Boardman noted that she had reviewed the Plans' respective Agreements and Declaration of Trust and questioned whether the Certification as proposed broadened the authority of the Committee to take any action it deemed fit regarding the plans that may not be intended or appropriate. Ms. Boardman noted that Mr. Spears may not have received a copy of the Certification and thus could not comment at this time. Mr. Spears confirmed he had not previously read these documents. Vice Chairperson Boardman requested that Mr. Spears review the proposed Certification and confer with Acting General Counsel Hope to ensure that the Certification does not impermissibly expand the authority of the Retirement Committee beyond that which is permitted by the Trust, applicable law and the current protocols as expressed in prior Board resolutions. Mr. Spears stated that he would investigate the issues raised by Ms. Boardman, confer with AGC Hope and report back as requested.

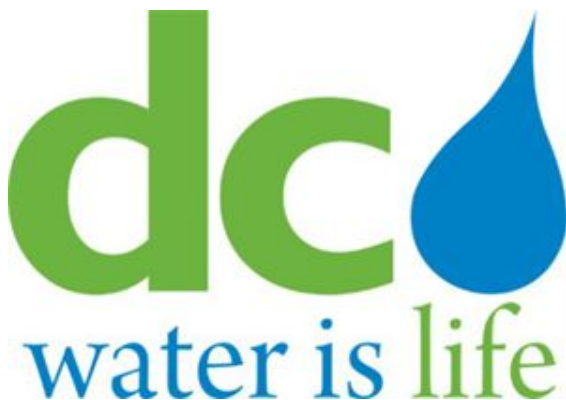
Reverend Curry asked Vice Chairperson Boardman what gave rise to the Certification of Action to the Board. Vice Chairperson Ellen Boardman provided a brief history of the communications with Mr. Brown regarding the proposed change of the roles.

Vice Chairperson Boardman asked the Committee if they would recommend that the plans be moved to the full Board for approval at the upcoming May meeting. The Committee concurred. No action will be taken at this time on the proposed Certification. Committee Member Gill underscored the need for further information on the Certification of Action form.

Committee Member Ross thanked Vice Chairperson Boardman for all the hard work she has put into reviewing the documents on behalf of the Committee and the Authority. With no other business coming before the Committee, Vice Chairperson Boardman adjourned the meeting.

### **4. Adjournment**

The meeting adjourned at 11:27 a.m.



**District of Columbia  
Water and Sewer Authority**

**Board of Directors**

**Environmental Quality and Operations  
Meeting**

*Thursday, April 18, 2019*

*9:30 a.m.*

**MEETING SUMMARY**

**Committee Members**

Howard Gibbs, Vice Chairperson  
Randy Bartlett  
Steven Shofar

**DC Water Staff Present**

David Gadis, Chief Executive Officer  
Leonard Benson, Senior VP & Chief Engineer  
Linda Manley, Secretary to the Board  
Gregory Hope, Interim Executive VP, Legal  
Affairs

**I. CALL TO ORDER**

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

**II. AWTP STATUS UPDATES**

**1. BPAWTP Performance**

Aklile Tesfaye, Vice President, Wastewater Operations, DC Water, noted that plant performance for February 2019 was excellent with all effluent parameters well below the seven day and monthly NPDES permit requirements. The monthly average influent flow to complete treatment was 344 MGD. During the month, a total of 58 MG (2 MGD averaged over a 28-day period) of combined flows captured in the tunnel system was pumped and treated through the Wet Weather Treatment Facility (WWTF). All the treated flows from the WWTF were directed to the main plant to maximize complete treatment. There were no flows directed to Outfall 001 during this period.

The Committee inquired if the upward trend in Carbonaceous Biochemical Oxygen Demand (CBOD) is a concern to DC Water. Mr. Tesfaye replied that the slight uptick is within the expected seasonal variation for effluent quality and therefore is not a concern. The Committee also inquired if there had been any CSO discharges to the Anacostia River in February 2019. Mr. Tesfaye replied that there hadn't been any discharges from CSOs connected to the tunnel system.

Mr. Tesfaye concluded his presentation by stating that Bloom sales as of March 31, 2019 totaled 10,335 tons for the fiscal year. This represents 26% of the 40,000 tons goal for FY 2019 and exceeds the 9,700 tons marketed in FY 2018.

Next, Mr. Elkin Hernandez, Director, Maintenance Services, gave a brief presentation focusing on the success of in-sourcing of maintenance, repair and instrument control equipment calibration tasks by the Process Engineering Maintenance Instrumentation team at DC Water. He mentioned that up until recently, the department relied heavily on contractors for a majority of departmental tasks because of insufficient training and process inefficiencies, addition of complex automated processes and growth of new process control assets. However, as of 2019, by revising job descriptions, providing extensive training and efficiencies in planning and scheduling, the department has been able to reduce contractor Full Time Employees (FTEs) from 10 to 2.5 while keeping in-house FTEs the same (i.e., 17), thereby reducing the total number of FTEs from 27 in 2012 to 19.5 in 2019. Mr. Hernandez introduced the team to the Committee and the Committee congratulated the team and DC Water on this success.

### **III. ACTION ITEMS**

#### **JOINT USE**

Joel Grosser, Manager, Procurement, DC Water presented the joint use action item.

1. Contract No. 17-PR-DDCS-23 – Potomac Interceptor Media Replacement (Odor Control) Services, Nichem Company

The Committee inquired if there were other companies that could provide these services if solicited in future bids. Mr. Grosser replied in the affirmative.

The Committee recommended the joint use action item to the full Board.

### **IV. FATS, OILS & GREASE (FOG) & CROSS-CONNECTION CONTROL – BACKFLOW PREVENTION ASSEMBLY (CCC-BPA) FEE IMPLEMENTATION**

Pierre Constant, Manager, Compliance Programs, DC Water, gave an update to the Committee on the Authority's efforts to implement the Cross-Connection-Backflow Prevention Assembly (CCC-BPA) fee and the Fats, Oils & Grease (FOG) facility fee. The purpose of the CCC – BPA fee and the FOG facility fee is to recover cost of service for completing inspection and oversight to ensure compliance with DC construction codes and DC Water requirements in DC Municipal Regulation Title 12. The Committee inquired as to how DC Water ensures compliance by customers. Mr. Constant replied that in addition to routine inspections, customers are required to contract with approved inspectors to inspect their backflow preventers and file annual compliance reports through the Authority's Third-Party Portal (3PP) – a web portal for approved inspectors to report installation and maintenance of backflow preventers and grease traps. Customers may report grease traps through the portal.

Mr. Constant stated that the CCC-BPA fee is \$6.70 per backflow prevention assembly and applied to residential, multi-family and non-residential units with the only exemption being fire service connections for residential customers. The FOG facility fee is \$13.70 per Food Service

Establishment (FSE). He provided the Committee the exemptions to the FOG facility fee.

Next, Mr. Constant outlined the proposed Regulation Schedule and presented the NOPR Action Item to the Committee for implementation of the CCC-BPA fee and the FOG facility fee which was recommended by the Committee.

## **II. WATER QUALITY MONITORING**

Anjuman Islam, Manager, Water Quality, gave an update regarding water quality monitoring activities including Total Coliform testing and Lead & Copper Rule (LCR) compliance. All tests showed the water distribution system to performing well.

## **III. FIRE HYDRANT UPGRADE PROGRAM**

Marlee Franzen, Manager, Water Distribution, gave an update on the status of public fire hydrants in the District of Columbia. She stated that of the approximately 9,987 public service fire hydrants, 55 were out of service as of April 1, 2019. Of the 55 that are currently not operational, 35 were operationally defective while 20 were out of service because of either nearby water main repairs, non-DC Water construction activities or other hydrant obstructions.

## **IV. OTHER BUSINESS/EMERGING ISSUES**

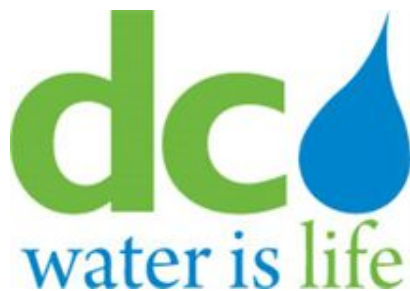
Biju George, Executive Vice President, Operations and Engineering, apprised the Committee that the District Government, OIG had completed and published an audit titled "Lead Monitoring Audit Report": The audit resulted in recommendations and proposed action items which will be fully presented to the Committee during May 2019 EQ & Ops Committee meeting.

## **V. ADJOURNMENT**

Meeting adjourned at 10:30 a.m.

### **Follow-up Items**

1. Executive Vice President, Operations and Engineering: present to the Committee the findings of the Water Quality Audit and subsequent actions taken by DC Water



## DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

### Board of Directors

*Audit Committee*

*Thursday, April 25, 2019*

*9:30 a.m.*

*Meeting Minutes*

#### **COMMITTEE MEMBERS PRESENT**

Floyd Holt, Committee Chair  
Anthony Giancola, Committee Vice-Chair  
Howard Gibbs, Committee Member  
Jed Ross, Committee Member

#### **INTERNAL AUDIT STAFF PRESENT**

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

#### **DC WATER STAFF PRESENT**

David Gadis, CEO  
Wayne Griffith, EVP Performance  
Gregory Hope, EVP Legal Affairs  
Alfonzo Stukes, Board Administrative Specialist  
George Porter, Director Occ Safety and Health  
Timothy Fitzgerald, Director Fleet Management

#### **Call to Order (Item 1)**

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

#### **Internal Audit Contract Update (Item 2)**

Mr. Wayne Griffith presented the upcoming procurement activity for audit services beginning October 1, 2019. The RFP was advertised on February 17<sup>th</sup>, 2019 after performing a crosswalk with the cross functional team of the services they requested back in 2009 and 2014 to find ways to enhance or adjust services provided. Afterwards, the RFP was released to the public on February 19<sup>th</sup>, 2019, where the procurement team conducted a solicitation outreach to about 140 different firms that they have as part of their database for firms that perform these specific internal audit services. Based on the responses from eight firms received on March 20<sup>th</sup>, 2019, the firms were evaluated on 18 requirements set by the legal, procurement, finance, and performance teams. Interviews will be conducted on May 1, 2019, for three firms that were selected based on the requirements listed in the RFP, and a final selection will occur before the end of the month. Mr. Griffith discussed enhancing the scope of services that were provided in previous



years, and in doing so DC Water has reduced its allocated hours slightly due to their internal capabilities to perform mapping of their business processes. He recommended that the new scope focused on the baseline of auditing assessment criteria that would be similar to other utilities like theirs, and leveraging the expertise the service as worked on and reestablishing a baseline on what's critical within the same industry as themselves. Lastly, Mr. Griffith wanted to request some insight on best practices to the internal fraud hotline, and to help enhance this service. Mr. Giancola asked to see the request for fraud hotline enhancements.

### **Internal Audit Update (Item 3)**

RSM Partner, Dan Whelan, presented the FY19 internal audit plan status update. He noted that we are seven months into the fiscal year, and the internal audit team has ten audits that are either completed or in progress. All outstanding audits are on track to be completed by September 30, 2019.

Ms. Sophie Tomeo presented the status of prior audit findings. There are five open FY 2016 audit findings. Progress has been made by management towards the Overtime Audit and Analysis open finding, and closure is expected by next Committee meeting. Follow-up testing for the Strategic Plan pending testing findings will begin next month. There are 15 open audit findings from FY 2017. Purchasing Card pending testing findings are incorporated into the scope of the FY19 Purchasing Card audit that is currently underway. Ms. Tomeo explained that the five open Entity Level Assessment items are related to Authority-wide strategic initiatives, such as the strategic plan, updating all policies and procedures, and an entity-wide risk assessment. There are 15 open FY 2018 audit findings. The Automated Meter Reading pending testing item is incorporated into the scope of the current FY 2019 Automated Meter Reading Audit.

Ms. Tomeo then gave a semi-annual summary of follow-up. At the start of FY18 there were 66 audit items open plus 45 new audit findings that were issued during FY18. Now at the end of Q2 FY19, only 35 open findings remain open. Overall, 82% of all audit findings from FY14 – FY18 have been closed. Ms. Tomeo thanked management for their efforts in remediating follow-up items throughout the year.

Ms. Tomeo followed with an action deferred update. Items considered “action deferred” are contingent on Union approval of policy. The comprehensive safety policies deferred item has been closed, as an updated recommendation is included in the FY19 internal audit report of Occupational Safety and Health. Scrap Metal and Personally Identifiable Information policies are also now closed. The final action deferred item is under review by management. Mr. Ross asked whether there was follow-up open related to ethics compliance, and Ms. Reyes responded that the one open item in the entity level assessment relates to the enterprise risk management council process, so that is an open process and we have been talking with the performance team regarding what best practices should look like.

Mr. Ethan Bickford presented an overview of the Occupational Safety and Health Audit. He introduced Mr. George Porter, the new Director, Occupational Safety and health. Mr. Bickford then explained the scope and objectives of the audit, which included evaluating the existence of a comprehensive safety plan, evaluating OSHA compliance and monitoring, evaluating Safety training and education, evaluating follow up procedures and corrective actions for safety violations, reviewing systems used to track Safety case management, and identifying process improvement opportunities. There were two high risk findings to report. The first finding was regarding the Comprehensive Safety Plan. The Plan was last updated in 2001. Mr. Porter and team will be updating the Plan and writing additional policies and procedures to comply with current regulatory requirements. The full updated Plan is anticipated by March 1, 2020. The second observation was regarding the Authority's safety training program. During the transactional testing of 25 employees, none had completed the full assigned safety curriculum based on their role. Going forward, the safety training program will be a part of the evaluation performance process, and the Authority will prioritize uploading and tracking the training programs in Safety's online management system. There was one moderate risk and one low risk finding also included in the report.

Ms. Jill Reyes presented an overview of the Legal Operations and Caseload Management Internal Audit. Ms. Reyes detailed the scope of the audit, which included understanding the Office of Legal Affairs' established business processes, controls, and compliance requirements; reviewing Legal/Outside Counsel expenditures for the past two years at the Authority; evaluating legal operations in accordance with best practices in the industry, and potential for process improvement. Ms. Reyes explained the Authority transitioned to a new caseload management software in October called Legal Files, which is a third party managed cloud database. During the audit, RSM performed segregation of duties, backups, and access controls testing. There was one high risk findings to report regarding Office of Legal Affairs Role Definition. The Office of Legal Affairs does not have a formal governing document around their mission and role. Ms. Reyes noted that Legal has not been proactively included in decisions that could result in litigation. The Legal team is currently working on a service level agreement to assist the departments in working more collaboratively and proactively with Legal Affairs. Mr. Hope added that discussions are already underway with executive leadership regarding how to engage departments across the Authority. There were three moderate risk findings also included in the report.

Ms. Jill Reyes then presented an overview of the Fleet Management Internal Audit. The scope included reviewing Fleet Management's operations, reviewing systems utilized, evaluating Fleet data output and use, evaluating inventory and maintenance strategy, and benchmarking with industry best practices. Ms. Reyes explained that the department uses FleetWave as the work order tracking system, which does not currently interface with any

other systems at the Authority. A high risk prior audit finding from the FY17 audit of Accident and Incidents remains open regarding a roles and responsibilities document for accidents that occur, and management is still working to complete the document. There were no high risk findings during this audit to report. Mr. Giancola asked about the status of GPS tracking in vehicles, and Mr. Fitzgerald responded that GPS tracking is now in approximately 99% of Authority vehicles.

Mr. Bickford provided an update on the Hotline. He informed the Committee that since the January 2019 Audit Committee meeting, when four cases were open, nine additional calls have been received. Six total cases have been closed since July, and seven cases remain open. Four of the seven open cases relate to a similar fraud-related matter currently under investigation.

**Executive Session (Item 4)**

There was a motion to move into Executive Session by Mr. Holt to discuss legal, confidential, and privileged matters pursuant to Section 2-575(b)(11) of the D.C. Official Code. It was so moved and seconded, and motion carried. The room was cleared of non-Executive members and all public individuals. The Audit Committee went into Executive Session at approximately 10:14 a.m., and reconvened into open session at 11:30 a.m.

Mr. Holt noted for the record that Chairman Wells is requesting a compliance assessment of DC Water's Severance Policy and DC Water's Personnel Policies and Procedures.

**Adjournment (Item 5)**

The Audit Committee meeting adjourned at 11:35 a.m.



**DISTRICT OF COLUMBIA  
WATER AND SEWER AUTHORITY**

**Board of Directors**

*Finance & Budget Committee*

*Thursday, April 25, 2019*

*11:41 a.m.*

**MEETING MINUTES**

**Committee Members**

David Franco, Vice Chairperson  
Floyd Holt, Committee Member  
Anthony Giancola, Committee Member

**DC Water Staff**

David Gadis, CEO and General Manager  
Matthew T. Brown, Chief Financial Officer &  
Executive Vice President, Finance and Procurement  
Gregory Hope, Interim EVP, Legal Affairs  
Alfonzo Kilgore Stukes, Board Administrative Specialist,  
Secretary to the Board  
Dan Bae, Vice President, Procurement & Compliance  
Francis Cooper, Director, Enterprise Program  
Management Office

**Call to Order**

Vice Chairperson David Franco called the meeting to order at 11:41 a.m.

**March 2019 Financial Report**

Mr. Matthew Brown, CFO and Executive Vice President, Finance and Procurement informed the Committee that the FY 2019 operating and capital budgets' year-end projections will be presented to the Committee in May 2019, and recommendation regarding use of surplus funds will be presented at the June 2019 meeting. Also, in May 2019, the Engineering Department will provide detailed project explanation on the progress of the Capital Improvement Program.

Mr. Brown informed the Committee that he will come to the Retail Rates Committee with a recommendation regarding extending the expanded Customer Assistance Program (CAP2), funded by \$6 million withdrawal from the rate stabilization fund, to the next fiscal year. He noted that there are approximately 66 households that have applied and accepted in this program.

Next, Mr. Brown presented the monthly financial report, noting that DC Water's revenues and expenditures are in favorable position, and in line with budgetary expectations in the second quarter of the fiscal year. With 50 percent of the fiscal year completed, total operating revenues are at \$344.3 million, or 51.7 percent of budget, operating expenditures are at \$265.9 million, or 45.6 percent of budget, and capital disbursements are at \$198.7 million, or 45.2 percent of budget. He explained that revenue is trending higher than budget due to \$6 million that DC Water received from the District Government for the CAP expansion program. He highlighted that the favorable variance in personnel services expenditures was due primarily to the hiring freeze and position elimination instituted by Mr. David Gadis, CEO and General Manager and included in the FY 2020 Budget. He also praised Mr. Pade Zuokemefa, Budget Manager, for the great work he did in negotiating price with our electricity service provider, to hedge additional 10 Megawatt power at rates aligned with our budget, before we go into the off-peak buying season.

Mr. Brown also noted that capital disbursements have a favorable variance of \$70.0 million compared to planned disbursements through this reporting period. The year-to-date capital spending is trending below budget, and he anticipates that the projected spending for the year will be near the budgeted level. A detailed capital program explanation will be provided by the Engineering Department in May.

### **New Enterprise Resource Planning (ERP) and Capital Management Software**

Mr. Brown, CFO, provided an update on the ERP system implementation. DC Water has five separate systems that are not currently integrated. Two out of the five systems, Lawson and Oracle Primavera CM have been discontinued since 2016, and are currently on extended support. In sourcing a replacement system, 24 evaluators from Procurement, Finance, People & Talent and IT Departments, selected Oracle Cloud ERP and Oracle Primavera P6 & Unifier software. AST Corporation was selected as the ERP system integrator and are currently going through the final statement of work (SOW) negotiation. The Capital Project Management integrator is expected to be selected within the next 3-4 months. The Board approved \$16.5 million in the current Capital Budget and \$2.8 million in the FY 2020 operating budget for this service. Some of the benefits of the new software includes E-procurement process, E-Signature, better auditability & compliance, and lower cost of ownership. Implementation of the new Oracle Cloud ERP and Oracle Primavera P6, will result in annual operating savings and is projected to have a 132% return on investment in six years. In response to Mr. Giancola's inquiry, Mr. Dan Bae, Vice President of Procurement & Compliance responded that we have been using our current system since 2001.

Next, Mr. Brown explained the implementation plan and noted that ERP system implementations face risks of failure. These risks can be reduced with staff training, recruitment plans that ensure that there is sufficient staff capacity, and documentation of existing and future processes. Mr. Francis Cooper, Director of Enterprise Program Management Office (EPMO), indicated that involvement of his office in the pre-implementation preparation phase would help minimize risk and provide adequate change management, training, and staff capacity. In response to Mr. Franco's inquiry, Mr. Cooper stated that in the pre-implementation phase, members from the five different systems will focus on preparing DC water for the integration. They will look at applicable business processes across all the functions that will be involved, making sure all policies and procedures are integrated in the new system.

Finally, in response to Mr. Franco's question, Mr. Brown responded that he plans to update the Board in the future regarding the ERP implementation.

### **Action Items**

The Committee members reviewed and recommended the following action items be moved to the full Board for consideration:

- ERP Software: Oracle Cloud ERP
- Capital Project Management System: Oracle Primavera P6 & Unifier

### **Adjournment**

Hearing no further business, Committee Vice Chairperson, David Franco adjourned the meeting at 12:04 p.m.



## **CEO'S REPORT**

David L. Gadis

May 2019



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**Interpretation of Charts ..... A**

**Color Key**

<b>Red</b>	<b>Did not meet Target</b>
<b>Yellow</b>	<b>Missed Target but within acceptable range</b>
<b>Green</b>	<b>Met/Exceeded Target</b>
<b>Gray</b>	<b>Budget/Target Value</b>
<b>&lt;transparent&gt;</b>	<b>Green/Yellow/Red based on comparison</b>



## MAY 2019 CEO/GM REPORT

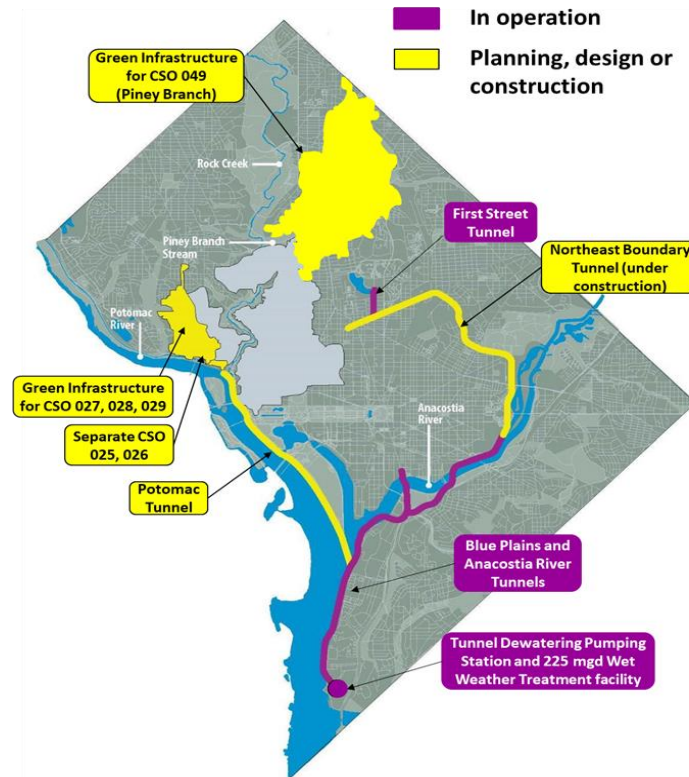
### DC Clean Rivers (DCCR)

#### Awards

- National Utility Contractors Association (NUCA) Top Flight Award for Division I Main Pumping Station Diversions

#### Performance of Anacostia River Tunnel System

- Captured approximately 5.2 billion gallons of combined sewer overflows and nearly 1,400 tons of trash, debris, and other solids (March 20, 2018—April 11, 2019) that would otherwise have overflowed to the Anacostia River.
- Achieving 90% capture rate, exceeding the projected 80% capture rate at this stage of implementation.



#### Event(s) Summary

- **Drain the Rain (Downspout Disconnection) 2019 Phase**
  - Notified ANCs 4A, 4B, 4C, and 4D of upcoming launch of 2019 Drain the Rain program.
  - Emailed flyers to all residents within the 2019 project area notifying of upcoming launch of 2019 Drain the Rain program.
  - Updated Drain the Rain program with 2019 phase information and factsheet.
- **Potomac River Green Infrastructure Project 1**
  - Delivered door hangers to residents' homes notifying them of upcoming follow-up work.
  - Held conference calls with ANC 2E01 Commissioner Kishan Putta to provide updates on punch list items in the Burleith neighborhood.
  - Met with residents to assess and coordinate repairs.
  - Notified all ANC 2E Commissioners, Ward 2 Mayor's Liaison Office, and Georgetown University of construction updates.
  - Notified ANC 3B Commissioners of follow-up work in Glover Park.
  - Presented green infrastructure (GI) program to World Bank Water Week on April 5, 2019.



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- **CSO 025/026 Sewer Separation Project:**
  - Outreach to ANC 2E, Georgetown Business Improvement District, businesses, and residents for upcoming dye testing and boring investigations.
  - Held conference calls with ANC 2E05 Commissioner Lisa Palmer to discuss dye testing and boring investigations.
  - Emailed notifications on April 4, 2019 and delivered notifications on April 5, 2019 to all properties within the project boundary notifying them of upcoming boring investigations.
  - Developed project website.
- **Northeast Boundary Tunnel (NEBT) Business Impact Mitigation Plan**
  - Rhode Island Avenue NE Main Street organization is designing the scrim cover for the 4<sup>th</sup> Street Construction Site fencing and for the boarded WMATA bus stop located on 4<sup>th</sup> Street NE.
  - Rhode Island Avenue and North Capitol Main Street organizations continue to have health assessments conducted for businesses in the construction site areas.
  - NEBT Outreach Team spoke about the project at the monthly North Capitol Main Street Business Summit on April 5, 2019.
- **Northeast Boundary Tunnel (NEBT) Outreach**
  - Distributed median removal traffic advisory and First Street Pumping Station newsletter to media and stakeholder database.
  - Organized and facilitated the NEBT Tunnel Forum, April 11, 2019, 6:30 pm at the United Planning Organization building.
  - Prepared and distributed Mount Olivet Road traffic advisory to media and stakeholder database.
  - Met with Rev. Livingston and Mt. Bethel Baptist Church Deacon Board members to discuss details concerning mobilizing at First Street Pumping Station site and access to Bryant Street Alternative Parking Area.
  - Approved the WHUR 30-second sound bites about NEBT.
  - Prepared and distributed Florida Avenue Construction Site mobilization traffic advisory and newsletter.
  - Prepared and distributed R Street Construction Site utility location traffic advisory.
  - Met with DC Water's Office of Marketing and Communication Team to update on DCCR projects.
  - Met with Commissioner Nancy Jones and principal of Inspired Teaching School to discuss meeting location for Outreach Area B Tunnel Forum in April 2019.
  - Briefed the Bloomingdale Civic Association on NEBT Project updates and impacts, March 18, 2019.
  - Attended the Shaw Main Street Annual Report Meeting as a representative of the NEBT Project, March 19, 2019.
  - Briefed ANC Ra Amin's 5B04 Single Member District Meeting on NEBT Project and information about Rhode Island Avenue NE Construction Site, March 20, 2019.
  - Planned to co-host with ANC Nancy Jones a 5E10 Single Member District Meeting to present NEBT Project updates of 4th Street NE Construction Site, March 21, 2019. Event(s) was cancelled and is being rescheduled.



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- Met with former ANC Marshall Phillips for brief on NEBT project and information on 4th Street NE Construction Site.
- Organize and facilitate the NEBT Tunnel Forum, March 14, 2019, 6:30 pm at Mt. Pleasant Baptist Church.
- Prepared and distributed the Mount Olivet Road and W Street Construction Sites Newsletters.
- Coordinated logistics for April 4, 2019 Tunnel Forum for 4th Street and Rhode Island Avenue Construction Sites area

### Legislation /Regulatory

- On March 28, 2019, DC Water submitted Nine Minimum Controls Report to EPA.

### General Accomplishments

- **Potomac River Tunnel**
  - **Environmental Assessment** – DC Water is preparing a Finding of No Significant Impact (FONSI) to conclude the National Environmental Policy Act (NEPA) compliance process.
- **CSO 025/026 Sewer Separation Project:**
  - Performed sampling for E. Coli to confirm pipes identified as storm sewers.
  - CCTV and dye testing investigation were performed through March and April.
  - Ongoing coordination with DDOT on 31<sup>st</sup> St Bridge Replacement Project.
- **Northeast Boundary Tunnel Construction**

Site	Progress
Design	<ul style="list-style-type: none"> <li>• Finalizing Florida Avenue Support of Excavation Package</li> <li>• First Street / NEBT Connection Ground Improvement</li> </ul>
Tunneling	<ul style="list-style-type: none"> <li>• TBM Chris mined 2,090 feet as of April 9, 2019</li> </ul>
Mount Olivet Road	<ul style="list-style-type: none"> <li>• Jet grout columns for future tunnel adit connection ongoing, 70% completed.</li> </ul>
W Street	<ul style="list-style-type: none"> <li>• Retaining wall construction work ongoing.</li> <li>• Shaft excavation has commenced.</li> <li>• 8-inch water main work ongoing.</li> </ul>
Rhode Island Ave	<ul style="list-style-type: none"> <li>• Slurry panel guide walls construction is complete.</li> <li>• Slurry wall construction to begin this week.</li> <li>• Instrumentation installation work completed.</li> </ul>
4th Street	<ul style="list-style-type: none"> <li>• Jet grouting shaft bottom plug completed.</li> <li>• Test coring jet grout columns ongoing</li> </ul>
Pump Station & Florida Ave.	<ul style="list-style-type: none"> <li>• Mobilization at Pump Station site has started.</li> <li>• Florida Ave.: Set up Maintenance of Traffic at 3<sup>rd</sup> St. for potholing</li> </ul>

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- **National Green Infrastructure Certification Program:**
  - Water Environment Federation (WEF) agreement executed. Purchase order generation in process.
- **Environmental Impact Bond Reporting:** Monthly reporting is ongoing. March report will be sent to investors by April 30, 2019.

### Upcoming Event(s)

- Present green infrastructure (GI) program to World Bank on April 12, 2019
- Present GI at Wet Weather Partnership on April 24-26, 2019
- Present GI at Water Environment Federation Storm Water Symposium on May 9&10, 2019.

## Engineering and Technical Services

### Completed Projects and Milestones

- Soldier's Home Reservoir Upgrade project advertised on March 31, 2019; this is a critical project needed to comply with EPA Sanitary Survey
- Soapstone Valley Sewer Rehab Final Draft Environmental Assessment Submitted to National Park Service on April 10, 2019
- The Construction Award Brown Folder optimization (Phase 1) is complete and went live on April 1, 2019; all new construction contracts will now be reviewed and approved/executed using the new SharePoint electronic workflow tool
- Utility protection package for the South Capitol Street Bridge project partially finalized
- Annual Cathodic Protection System Assessment Results finalized for water transmission mains
- Pilot remote water quality monitoring station installed as part of the Smart Infrastructure initiative

### Event(s)

- Co-sponsored training session with Water Operations on transients in pressure systems and the effect of air in water piping
- Two employees recently took the NASTT's (North American Society for Trenchless Technology) Cured-In-Place (CIPP) Good Practices Guidelines Course
- Four employees recently attended the NASSCO'S Inspector Training for Cured-In-Place-Pipe Installation and received their Certification
- Conducted Getting Things Done (GTD) Training for 15 staff (training completed by In-House Certified Trainers)

### General Accomplishments

- Completed 26 traffic control plans for data collection units; already received approval for 20 of the permits; doing this In-House allowed IT to do this work faster and without paying a consultant
- Completed base mapping for Small Diameter Water Main Replacement project 14C – 3.42 miles
- Completed 10 GIS Request for Accuracy – 87 features in various locations
- Continued work on Facilities feature GIS layer completed
- Size/diameter updated for 3,300 Sewer gravity mains



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- Fifty-two projects closed out in in GIS in March
- Continued to participate in the ERP procurement as core team members
- Continued with the following CIP tasks:
  - Reviewed the forecast spending disbursements at the Contract level with the Water & Sewer teams
  - Followed up on the plan to meet the spending forecast for FY19/20 with the planning teams
  - Project Controls continued to review and assess impacts to the CIP and held as appropriate various Task Orders, Changes and Contracts.
- Collaborated with Office of Chief Financial Officer staff on CIP presentation for new Board members and a response to question from a Board member regarding underspending
- Intensified the CM14 construction management system replacement and Primavera P6 system assessment in order to coordinate with the ERP procurement schedule; maintaining this effort in-house to save on consultant costs
- Worked with the program planning teams with the commencement of the FY20-29 budget cycle
- Provided P6 training to the Finance Capital team

### Upcoming News

- As part of the annual 10-year (FY20-29) CIP update, information collection and evaluation of identified project needs continues in April
- Evaluation of proposal for the program management contract for the Water Service Area started; award is expected late summer.
- Evaluation of qualifications statement for the progressive design build contract for the rehabilitation of a portion of the Potomac Interceptor between MHs 30 and 31 is ongoing; award is expected early Winter

### Performance - Permit Operations

- **Application Intake**

Total # Projects Received	21	60.3 (Avg)
Total Cash Review Fees Received	\$50,400	\$147,882 (Avg)
Total System Availability Fees	\$45,365	\$408,288 Tot. to date

- **Key Performance Indicator**

	Applications Processed	# Processed On Time	Monthly Average
March 2019	247	229	93%

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### Event(s)

- Working with IT on finalizing online permit application software – 3PP module
- Working with Finance on the Vertex One Upgrade
- Working with Finance and Customer Service on New Fee structure
- Working with IT, Finance and customer service on new fee workflow and processes.
- Started monthly operations coordination meetings.

### Project applications and milestones

- Met in field with Forest City to approve phased construction plans for Tingey square.
- Initiated Phase 2 of the Wharf with the approval of the two Garage SOE plans.
- Received draft of easements required for the future development of the Walter Reed campus especially at Children's National Hospital.

### Administration

- New positions approval pending: Purchase order to maintain temp contract staff exceeded, need to advertise, interview and award ASAP. Insufficient budget available to maintain current positions past mid-February.

## Division Wastewater Engineering

### Completed Projects

- Board of Directors approved a resolution to award the Miscellaneous Facilities Upgrade 6 construction contract.
- Completed Draft Technical Memorandum on new cooling water supply system for the bio solids main process train at Blue Plains.
- Completed Blue Plains Site Runoff Pump Station #3 and #5 Technical Memorandum.
- Received Concept Finalization Report for Phase 2 of Solar Project, which will install solar panels over sedimentation basins at Blue Plains.
- Advertised Wastewater Treatment Program Manager contract on April 14, 2019.

### Event(s)

- Received Subgrant Award from HSEMA for FEMA pre-disaster mitigation grant for installing SCADA monitoring and control at the storm water pump stations.
- Reviewed Statements of Qualifications/Proposals for SCADA System Integrator Services contract, recommended shortlist for interviews and selection.

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### General Accomplishments

- Performed testing of filter influent channel concrete. Analysis of data is underway.
- Design of solar panels on rooftops, ground mounts, and carports at Blue Plains is underway.
- Hydraulic modeling of process service water system at Blue Plains is underway to coordinate with pump system upgrade design.
- Draft Concept Finalization Report for Headworks Electrical Project is underway
- Detailed design for Main Pumping Station Flood Hardening is underway.
- Raw Wastewater Pump Station No. 2 Upgrades construction is ongoing. The project includes rebuild of pumps, replacement of motors and variable speed drives.
- New Headquarters Building construction is nearing completion.
- Potomac Pumping Station Seal Water System Replacement construction is ongoing. Major equipment was received, and on-site work is commencing.
- Replacement of the Solids Processing Building roof is ongoing as part of the Solar PPA.

### Upcoming Event(s)

- Execute Miscellaneous Facilities Upgrade 6 construction contract.
- Design Lock-In for Central Operations Facility Switchgear Replacement

## Performance

### Completed Projects

- **Enabling Business Improvement Change Workshop.** To strengthen our capacities to manage and deliver business improvement changes, DC Water partnered with Bently Nevada to learn the tools and techniques of GE's Change Acceleration Process. CAP is designed to help individuals understand dynamics to ensure adoption of business process improvements. Nearly two dozen team members from Across DC Water participated in the workshop, which focused on reducing the cost of small diameter water main replacements as its case study. The collaboration will continue to identify new SDWM opportunities, and the experience gained will help us drive future business process efforts across the Authority. The process, tools and approach directly enables DC Water's Driving Performance Strategic Program included in the Blueprint by building on the talent and capabilities for business process improvement under the Performance Group.

### General Accomplishments

- Matt Ries, Director, Sustainability and Watershed Management, was approved as one of two new Directors for the Anacostia Watershed Society at their March meeting.
- DC Water staff (Matt Ries, Performance; John Deignan, Marketing & Communications); Anjuman Islam (Water Quality) were invited to and participated in the Safe Drinking Water is Essential Summit convened by the National Academy of Sciences on April 3.

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### **Marketing and Communications**

#### **Completed Projects**

- OMAC launched expanded communications to boost enrollment in the CRIAC relief programs. These tactics include: a printed bill insert for all residential customers who receive a bill; a second press release focusing on 1) customers who may not realize that they qualify and 2) how to apply for the assistance; pitching to local media; paid print ads in local publications; and targeted advertising on Facebook beginning the week of April 15.
- Working with a vendor, the Office of Marketing and Communications (OMAC) completed the installation of multi-panel displays on the two large walls in the lobby of the new headquarters building. The displays on the east wall – closest to the entrance - include graphics and text describing the unique design features of the building. The south wall display walks visitors through DC Water’s water distribution, sewage collection and wastewater treatment processes.
- OMAC worked with the Secretary of the Board to streamline the orientation for new Board members and redesign the presentation materials at the request of the CEO. The first reformatted orientation session was held on April 10, with a half day of presentations from multiple DC Water departments, followed by a tour of the Main Pumping Station and the Blue Plains treatment plant.
- Our graphics team designed and created a guidebook for members of the CEO’s Stakeholder Alliance. The guidebook lays out the purpose and expectations for the Alliance, details how members are selected and for how long, and provides important logistical information about the group’s meetings.
- DC Water is continuing its outreach to members of the Bloomingdale community prior to heavy construction activities as part of the Northeast Boundary Tunnel Project construction. Noteworthy activities include temporarily removing a portion of the median (along with some trees) on Rhode Island Avenue near the intersection at First Street, NW.

#### **General Accomplishments**

- OMAC is aggressively conducting outreach to educate the public about lead service line assistance programs. As a key part of this outreach, we have recently attended meetings in ANCs 4B, 5B and 6A. Water Communications Coordinator John Deignan spoke about the identification of lead sources, lead service line replacement, and the newly passed legislation that establishes District-funded LSR assistance programs. Presentations reached about 100 residents, 30 commissioners. Notable attendees included community lead advocate Roger Green and DC Water Board Chairman Tommy Wells.
- OMAC’s 2018 disinfectant switch PSA, titled “Chlorinate Me One More Time”, a parody of the Britney Spears classic, was featured in DC publication DCist and the Washington Post’s Express newspaper racking up almost 9,800 views on YouTube. The video was created in-house to boost awareness of the annual switch from chloramine to chlorine in the water treatment process.

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- DC Water continues its regular outreach to members of the Great Falls community to keep them apprised of our investigative efforts along the Potomac Interceptor sewer pipeline from Manhole 31 to Manhole 30. In late March, we reported to the community the findings of our ongoing investigations, and next steps as we get closer to the actual construction (which is rehabilitation of this segment of pipe).

### Event(s)

- On March 16, DC Water helped judge entries in the Annual DC STEM Fair. The Authority also rewarded special prizes in categories related to wastewater treatment, drinking water quality, and resource recovery.
- In celebration of World Water Day on March 22, OMAC hosted a day of educational activities at SELA Public Charter School in NW DC.
- On March 30, DC Water officially kicked off its 'outdoor' Event(s) season with the District Wharf Phase 2 Groundbreaking Event(s). With more than 2,000 people in attendance, including Mayor Bowser, and an unseasonably warm day of near 80 degrees, DC Water and its Quench Buggy were a major hit/attraction!
- Annually in April, DC Water routinely attends and/or supports a number of events in celebration of Earth Day. This year that includes the Anacostia Watershed Society 2019 Earth Day Cleanup Event(s) (DC Water attended and provided water bottles and refreshing tap water to thirsty volunteers as they worked to collect trash from behind Robert F. Kennedy Stadium). DC Water also provided Joint Base Anacostia-Bolling with a 30-ft. roll off dumpster and recycling container for use during their Earth Day cleanup events. In addition, on Earth Day, April 22, DC Water is scheduled to host the EPA Administrator and the Japanese Ambassador for a tour of our skimmer boats working on the Anacostia River.
- On March 22, two members of the OMAC team attended the Ward 8 Senior Social hosted by Councilmember Trayon White. OMAC Staff joined a Customer Service representative to promote DC Water's expanded Customer Assistance Programs, and other DC Water initiatives.
- On April 3 during U.S. Water Week, John Deignan from OMAC, Matt Ries from OGM, and Anjuman Islam from WQ were asked to join the National Academies of Sciences, Medicines, and Engineering's "Safe Drinking Water is Essential" Summit. Attendees shared insights and expertise on a variety of drinking water issues in a moderated conversation to help the Academies develop programs and mechanisms that will help address these issues. Attendees included about 20 representatives from the local community, utilities, science education and environmental outreach programs, non-profit organizations, local & federal government.
- OMAC's Pamela Mooring, and Salil Kharkar and Biju George of Operations, hosted regional FEMA officers on April 5 for briefings and a tour of the Blue Plains Advanced Wastewater Treatment Plant with particular attention to areas of vulnerability and opportunities for additional protection of critical operations.



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- OMAC helped plan and execute a communications drill at Blue Plains on March 21 to test the Authority's ability to quickly notify employees and visitors during an emergency on a DC Water facility. The drill utilized multiple message delivery methods, including: the Everbridge notification system – which calls, emails and texts staff; Nixle, which allows visitors to sign up for emergency text messages; and the plant PA system. In addition, for the first time OMAC, IT and OEM utilized the “ez screen” system to display a test alert on every computer monitor in the Authority. The test demonstrated the value of the ez screen system, but also identified a bug that made it difficult for employees to close the message once they had read it.
- The Government Relations team continues working with DOEE and OPC staff on writing a Bill of Rights for DC Water customers. The document is required by the legislation that was approved last year and lays out all expectations for both the authority and our customers.
- Government Relations also spent time this month meeting with House and Senate staff on Clean Rivers funding. Those meetings included conversations with the Mayor's federal affairs staff and planning for ways to restore the deep cuts to Clean River funding proposed by the President. He wants to reduce the appropriation from \$8 million to zero.
- OMAC partnered with Blue Drop and the Resource Recovery team to host a Bloom marketing event at a local hardware store in Brookland. Through the new partnership with Annie's Hardware store, customers purchasing the soil conditioner before Earth Day will get a 20 percent discount. DDOT's Urban Forestry Administration – which has used Bloom soil for public street tree planting - also participated in the events.

### **Emergency Management**

#### **General Accomplishments**

- Facilitated after action reviews for 17th and D Sewer Pipe Repair Incident and 2019 Winter Weather Event(s) to identify improvement action items needed to increase emergency management capabilities and resilience.
- Launched DC Water Alerts, Community Engagement Feature to notify visitors of an emergency during their visit through the DC Water Alerts Platform.
- Conducted Blue Plains Plant Wide Communications Drill on March 21st, Incident Management Team - Size Up and Initial Incident Seminars on April 9th; and Incident Command System 200 (ICS 200) training on April 10th.
- Developed and strengthened partnerships with the District's Naval facilities and stakeholders by participating in and supporting a series of tabletop exercises and workshops which assisted the District Naval Facilities in developing Emergency Response Guides at each facility.
- Pursue proactive and coordinated efforts to maintain secure, functional, and resilient critical infrastructure by presenting in Water Sector Panel at Electric Infrastructure Security Council's Electric Subsector conference which provided educational context on water/electricity interdependence and consequences.
- Assisted in two good catches with partner programs: Randy Harris, Forman of Facilities Department, regarding hand rail caps at Handicap Ramp located at Head Quarters and Willie Williams, Foreman of Pumping Department, regarding fire within outdoor ash tray unit.

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### Upcoming News

- April 30-May 1 - Water Sector Coordinating Council meeting
- May 7 - EMAP final accreditation presentation
- May 7-8 - Planning process and IAP development training seminars on
- May 8 - NIMS 700, An Introduction to the National Incident Management System

### Safety

#### Completed Projects

- Industrial Scientific, our vendor for the gas meter program and under new contract, has come on-site to install the new docking stations at each of our 25 locations, to be used, by employees, who are working in confined spaces and in hazardous atmosphere throughout DC Water. Listed are the departments: Occupational Safety and Health, Wastewater Treatment, Maintenance Services, Process Engineering, Facilities, Information Technology, Sewer Services, Pumping Operations, Water Quality, Engineering & Technical Services and Water Services,
- Origami, the replacement system for the SRS (Safety Risk System), were onsite for two-day training sessions with the major users, which included the Safety Team, IT, Risk Management, People and Talent and Fleet Services. During their site visit, we went over the safety inspections that they were developing and provided input. The new system is expected to be implemented in June 2019.

#### General Accomplishments

- Safety Internal Audit Report – There were a total of 5 audit findings (3 high, 1 medium and 1 low). Corrective actions to address the findings are being developed along with timetable for completion.
- Our Recordable Incident Rate is unchanged from Q2 to Q3 (current) for operations. For the ROCIP we continue to have outstanding performance with no lost time incidences being reported for Q2 & Q3 currently.

### Security

#### Completed Projects

- Completed one DC Water facility vulnerabilities assessment
- 1<sup>st</sup> draft DCW Threat Level Classifications; First Draft DCW-Wide Threat Level Classifications

#### Active Projects

- Draft Guidelines are being developed for the following:
  - Foreign Nationals & Blue Plains Tours
  - Heighten Threat Protocols
  - Termination Procedures
- Fencing Upgrades Authority Wide – Pending award of contract (Procurement)
- Fire protection system upgrades – 7 buildings
- Annual fire alarm testing is underway at all facilities
- Annual emergency light and extinguisher inspections is underway all facilities

#### Upcoming News

- AECOM will conduct interviews and visit assets for Security assessment in May
- Security staff will attend OSHA First Responder Training

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### Fleet

#### **General Accomplishments**

- Fleet attended the NAFA conference in Louisville, KY
- Fleet received the (7) Kubotas and have issued them to operations
- Fleet has submitted the following proposals for Grant funding; DERA and VW Settlement
- Fleet is attending the Chevin – Fleetwave conference in New Orleans
- Fleet met with procurement and Parts Authority, as the Parts Contract is now signed and the Parts portion of the maintenance contract is now effectively in-house. A transitional plan is being finalized and Fleet is working with HCM on recruitment.
- Fleet is in continued discussions to detect and report air borne pathogens via its telematics for work areas and detection via our mobile assets.
- Fleet is recognized by Government Fleet Expo as one of the notable Fleets in North America

### Facilities

#### **Completed Projects**

- Replaced the floor in the Main Pump Station control room
- Worked with Procurement to establish the new HVAC contract for TDPS/ECF
- Worked with Procurement to establish the new Pest Control Contract for pest control
- Replaced the HVAC units in the passenger and freight elevator control rooms at COF
- Brentwood Reservoir safety rails replacement
- Williams Scotsman Trailer utilities installation and trailer compound connection
- Glass unit replacement at Solids Building
- CMF Mold remediation on TIC Center and rooftop insulation complete
- DSLF Roof Work scope modification and bidding process complete

#### **Active Projects**

- Started installing bird control measures at HQO
- Started office renovation work at Main Pump Station in support of Pumping Operations
- Started renovation design for existing Ft Reno offices and support spaces in coordination with the departments of Water Services and Water Quality & Technology

### Wastewater Operations

#### **General Accomplishments**

- Blue Plains Complete Treatment Performance: Average plant performance for the month of March was excellent with all effluent parameters well below the seven-day and monthly NPDES permit requirements. The monthly average influent flow to complete treatment was 355 MGD. Average influent flow to complete treatment has remained above 300 MGD since May 2018.
- Wet Weather Treatment Facility (WWTF) Performance: Since the commissioning of the first section of the Anacostia Tunnel System and through March 31, 2109, DC Waste received, pumped, and treated 5.3 billion gallons of wet weather flows. During the same period, 1,520 tons of screenings and grit (trash, debris, sediment) were removed, that would otherwise have been discharged into the Anacostia River;

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- Class A Biosolids Production and Bloom Marketing: In March biosolids production average 446 wet tons/day. All biosolids produced met EPA's Class A Exceptional Quality (EQ) requirements. In March, 4,116 tons of Bloom were marketed to several customers. Bloom sales, as of March 31, 2019, totaled 10,355 tons for the fiscal year. This represents 26% of the 40,000-tons goal for the current fiscal year and exceeds the 9,700 tons marketed in fiscal year 2017.

### Event(s)

- On Monday, April 22 - Earth's Day, Sewer Operations working with Office of External Communications deployed two of our skimmers with the EPA's Administrator, the Japanese Ambassador, representatives from DOEE, the Anacostia River Keepers and other guests to host the year's special Event(s) on the Anacostia Water Front near our Headquarters Building. The theme of the Event(s) focused on addressing combined sewer overflows with the associated stream debris and the broader challenge of marine cleanup on a global scale in the ocean.
- Emergency Preparedness and Response Drill: On March 13, 2019 DC Water conducted a U.S. EPA, Region 3-sponsored Supervisory Control and Data Acquisition (SCADA) drill to test emergency preparedness and response to a SCADA connectivity or control system failure. The objective based exercise allowed participants to discuss and practice targeted capabilities of response and recovery procedures and plans. Lessons learned from this drill were incorporated in improvement planning matrix that serve as a roadmap for further enhancing SCADA capabilities and outage preparedness.

### Awards

- The American Academy of Environmental Engineers and Scientists (AAEES) recognized DC Water for its leadership in Research and Development (R&D) that advances the state of the art of environmental engineering and science. Along with Hampton Roads Sanitation District, DC Water was selected as co-recipient of the Academy's Grand Prize Research Award, presented during the annual AAEES Excellence in Environmental Engineering Awards Luncheon and Conference held on April 25, 2019.

## Bloom

### General Accomplishments

- Aggressive sales goal for March were met.
- Two consecutive weeks of 100% **Bloom** sales with no tonnage going to our hauling contractors. Proving there is a robust market for the **Bloom** product.
- Currently on track to meet our sales goals for FY19, exceeding totals sold for all in FY18.

## Water Distribution

### General Accomplishments

- The following operational unionized staff completed training and certifications for Commercial Drivers Licenses (CDL's), and have been recommended to receive career ladder promotions to higher grades within the department.
  - Tavares Owens
  - Kevin Speight

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- Glenn Roberson
- Tirrell Brown
- Sidney Sogbor
- John Herring
- William Savoy
- Shantay Tyndle
- Ta’Ron Jackson
- Tywon Montgomery
- DeJuan Darby
- John Griffin
- Operational management staff signed up to participate in the District's HSEMA pilot Incident Management Team (IMT) Academy program. The IMT Academy is a year-and-half training program in which participants receive a position task book from HSEMA. The program includes the entire suite of IMT training and a Capstone exercise.
- The Distribution Maintenance Branch (DMB) launched the FY2019 Operational Small Diameter Water Main Replacement projects directed at replacing water mains in reduced amounts where neighborhoods have experienced water quality concerns. The anticipated locations for this year are as follows:
  - Locust Road NW
  - K Street Alley NE

### **Sewer Services**

#### **General Accomplishments**

On April 22, Earth Day, the U.S. Environmental Protection Agency (EPA), DC Water, the Embassy of Japan, the DC Department of Energy and Environment (DOEE) and others assembled on the Anacostia River to celebrate the success of the Clean Rivers Project, and recognize DC Water’s continued commitment to cleaner waterways.

U.S. EPA Administrator Wheeler, Japanese Ambassador Sugiyama, and DOEE Senior Deputy Director Jackson took a ride on DC Water’s newly modernized skimmer boats, and learned how these boats remove hundreds of tons of trash and floatable debris from our rivers every year.

Additionally, attendees celebrated the success of the lower Anacostia River Tunnel, which after one year in service has presented more than 5 billion gallons of combined sewage, and 1,100 tons of trash and debris from entering the Anacostia.

Remarks were made by honored guests, Biju George and Matt Ries. Attendees enjoyed a beautiful afternoon with views of the riverfront and our new headquarters. Pictures of the event can be found here:

- <https://www.flickr.com/gp/usepagov/5xo266>
- [I:\PA\020 WASA PICTURES\ 2019 DCWater photos\190422\\_eпа skimmer earthday](I:\PA\020 WASA PICTURES\ 2019 DCWater photos\190422_eпа skimmer earthday)

## ORGANIZATIONAL PERFORMANCE DASHBOARD (March 2019)

### Financial Highlights

Net Operating Cash		Operating Revenues		Operating Expenses		Capital Disbursements	
Actual	79,165	Actual	344	Actual	266	Actual	199
Target	40,812	Target	333	Target	291	Target	269
	(\$ thou)		(\$ mil)		(\$ mil)		(\$ mil)
Operating Cash Balance		Delinquent Account Receivables		Core Investments Yield		Short Term Investment Yield	
Actual	166	Actual	2	Actual	2.02	Actual	2.02
Target	126	Target	3	Target	2.32	Target	2.37
	(\$ mil)		(%)		(%)		(%)





### Customer Care and Operations Highlights

Call Center Performance		Command Center Performance		First Call Resolution		Emergency Response Time	
	Mar 89		Mar 88		Mar 70		Mar 100
85	(% of calls rec)	85	(% of calls rec)	75	(% of calls rec)	90	(% of calls rec)
Fire Hydrants out of Service		Fire Hydrant Insps. and Maint.		Fire Hydrants Replaced		Permit Processing within SLA	
	Mar 55		1575		Mar 77		93
	(count)		(count)	250	(YTD count)		(%)

### Low Income Assistance Program

Splash Contributions		Customer Assistance Program	
Actual	43	Previous	68
Target	40	Current	108
	(\$ tho)		(\$ tho)

### Operational Highlights

Lead Concentration (ppb)		Total Coliform Rule (%)		Biosolids Production		Total Nitrogen (lbs/yr mil)	
	5		0.0%		446		3.68
	(ppb)		(%)		(wet tons)		(lbs/yr mil)
Plant Effluent Flow (gal mil)		Excess Flow		Water Main Leaks		Water Valve Leaks	
	355		189		22		1
	(gal mil)		(gal mil)		(count)		(count)
Non-Revenue Water		Sewer Main Backups		Sewer Lateral Backups		Dry Weather CSO	
Sold	7.4		7		130		0
Purchased	10.8		(count)		(count)		(events)
	(CCF mil)		(count)		(count)		(events)
Recruitment Activity		Electricity Usage		Employee Lost Time Accidents		Vendor Payments	
Filled	4		19		0		Actual 96
Open	30		(MWh)		(count)		Target 97
	(count)		(MWh)		(count)		(%)



## FINANCIAL HIGHLIGHTS

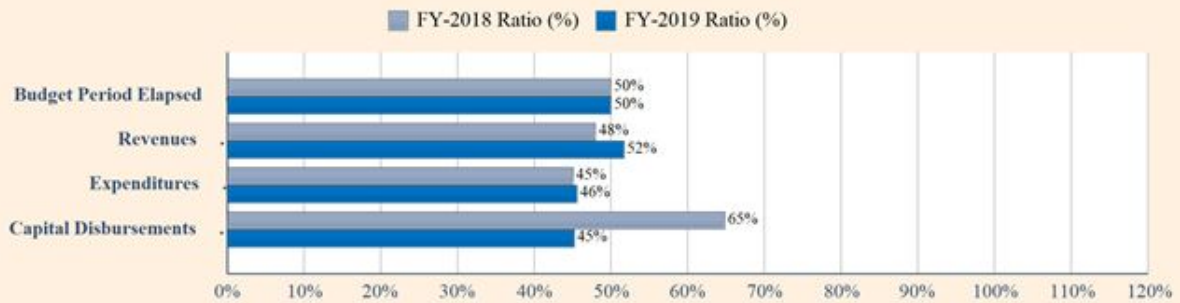
### FINANCIAL PERFORMANCE SUMMARY

#### REVENUE, EXPENDITURE, CAPITAL DISBURSEMENT

*Cumulative Revenue, Expenditure & Capital Disbursements compared to Budget*

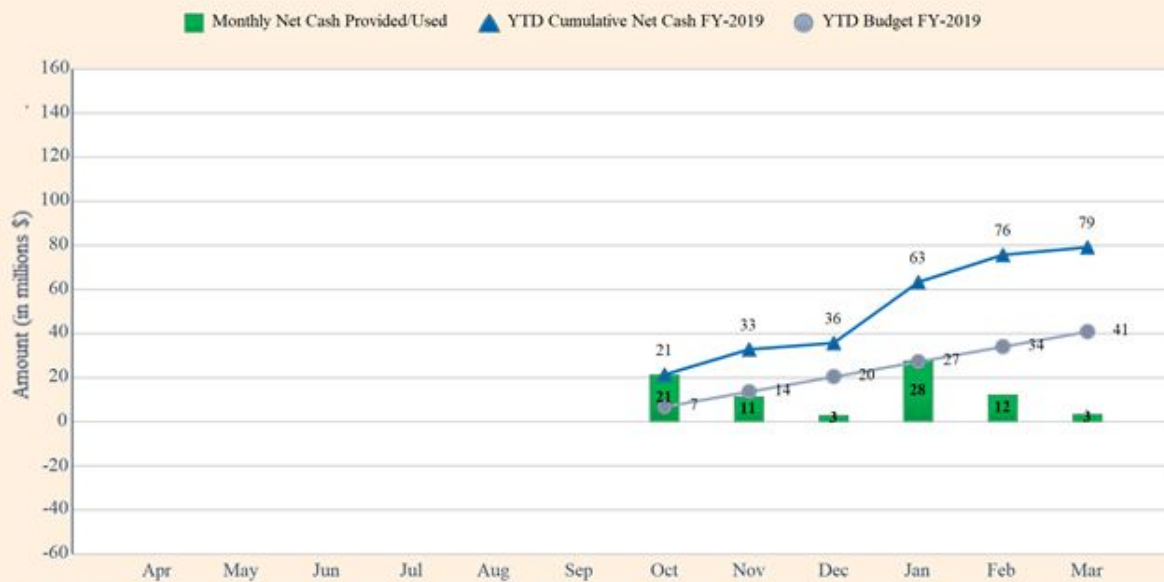


#### YEAR TO DATE ANALYSIS



#### NET OPERATING CASH

*Monthly and YTD Net Operating Cash Provided / Used compared to Budget*



*Net cash to date for March was above budget by \$38.3 Million*

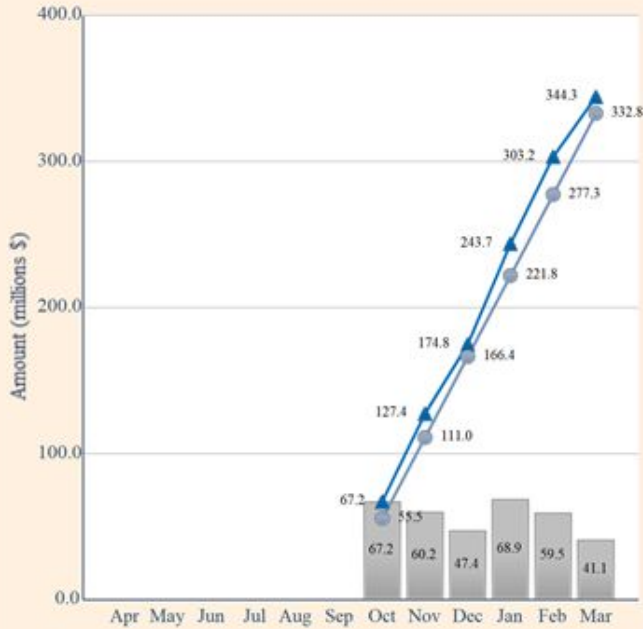
**FINANCIAL HIGHLIGHTS**

**REVENUES AND OPERATING EXPENSES**

**OPERATING REVENUES**

Monthly & Cumulative Revenue compared to YTD Budget

- Actual Monthly Revenue
- ▲ YTD Cumulative Revenue FY-2019
- YTD Cumulative Budget FY-2019

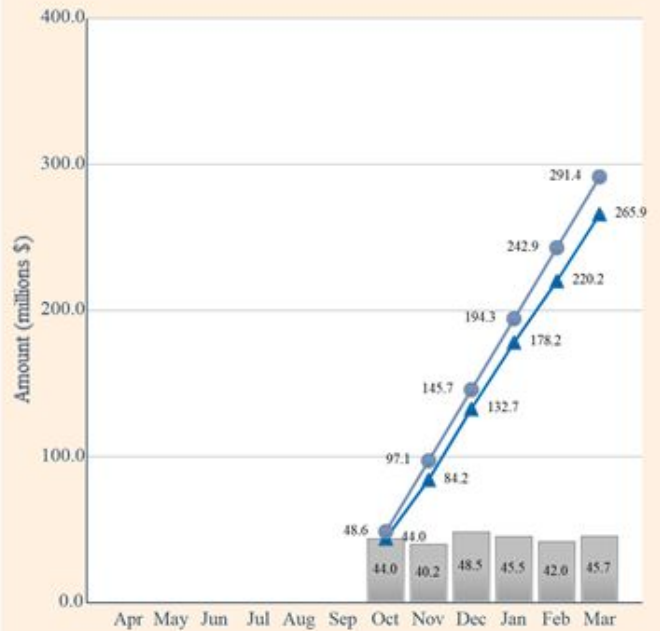


Revenue to date for March was above budget by \$11.5 Million

**OPERATING EXPENSES**

Monthly & Cumulative Expenditure compared to YTD Budget

- Actual Monthly Expenses
- ▲ YTD Cumulative Expenditure FY-2019
- YTD Cumulative Budget FY-2019



Expenditure to date for March was below budget by \$25.5 Million

**CAPITAL SPENDING**

**CAPITAL DISBURSEMENTS**

Monthly & Cumulative Disbursements compared to YTD Budget

- Actual Monthly Disbursements
- ▲ YTD Cumulative Disbursements FY-2019
- YTD Cumulative Budget FY-2019



Disbursements to date for March was below budget by \$70 Million. YTD spending reflects comparison to the approved budget.



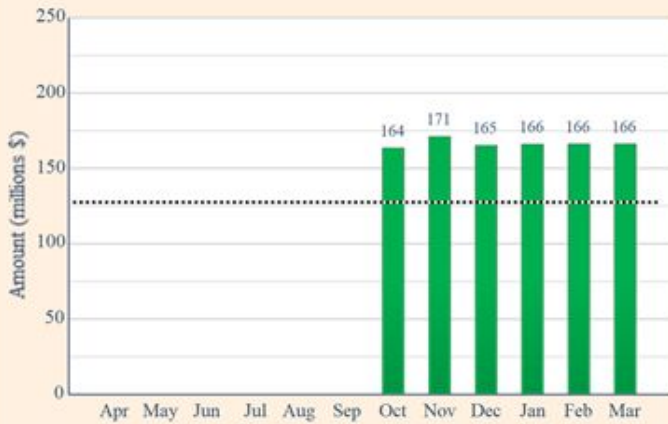
## FINANCIAL HIGHLIGHTS

### OPERATING CASH AND RECEIVABLES

#### OPERATING CASH BALANCE

*Average Daily Cash Balance compared to Operating Reserve Target*

- Actual Cash Balance FY-2019
- ... Operating Reserve Target - (125.5 Million)

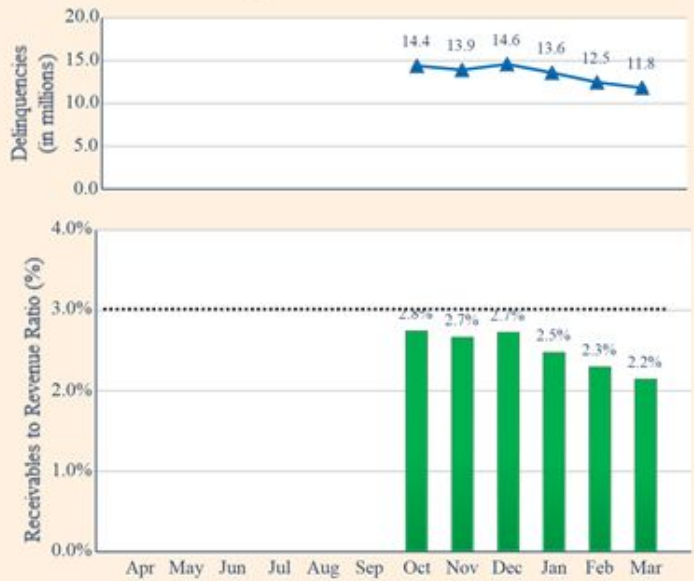


*Cash Balance for March was above target by \$40.9 million*

#### DELINQUENT ACCOUNT RECEIVABLES

*Delinquency & Receivables to Revenue Ratio compared to Target*

- Receivables to Revenue Ratio
- ▲ Delinquencies (in millions)
- ... Target: Receivables to Revenue Ratio (3%)



*March Receivables to Revenue Ratio is 2.15, Delinquency is 11.83 million.*

### INVESTMENT EARNINGS

#### INVESTMENT CASH EARNINGS

*Monthly & Cumulative Earnings compared to YTD Budget*

- Monthly Earnings
- ▲ YTD Cumulative Earnings FY-2019
- YTD Cumulative Earnings Budget FY-2018



*Earnings to date for March were above Projected Budget by \$296,510.*

**FINANCIAL HIGHLIGHTS**

**INVESTMENT YIELD**

**CORE INVESTMENTS YIELD**

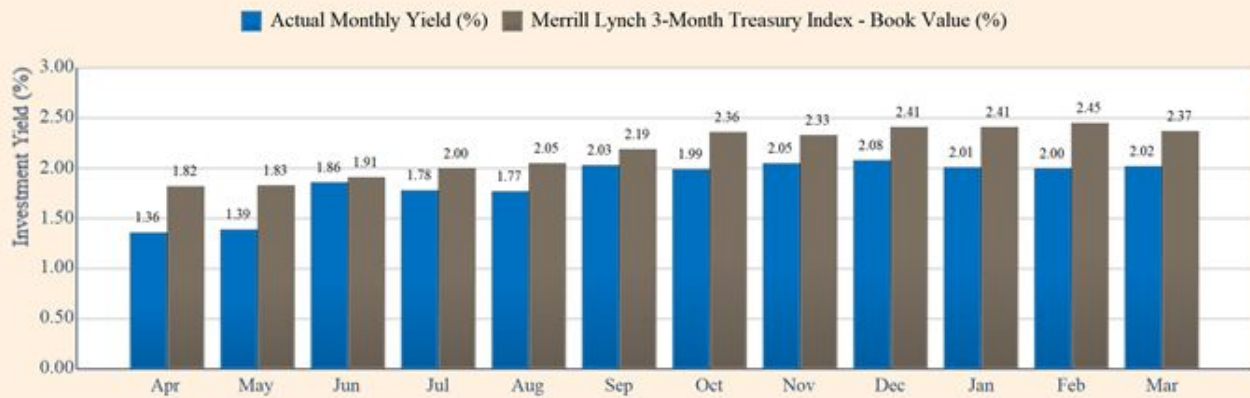
*Monthly Yield compared to Merrill Lynch Benchmark*



*Yield for March was less than the treasury index by 0.3%*

**SHORT TERM INVESTMENT YIELD**

*Short Term Yield compared to Merrill Lynch Benchmark*



*Short Term Yield for March was less than the Merrill Lynch yield by 0.35%*

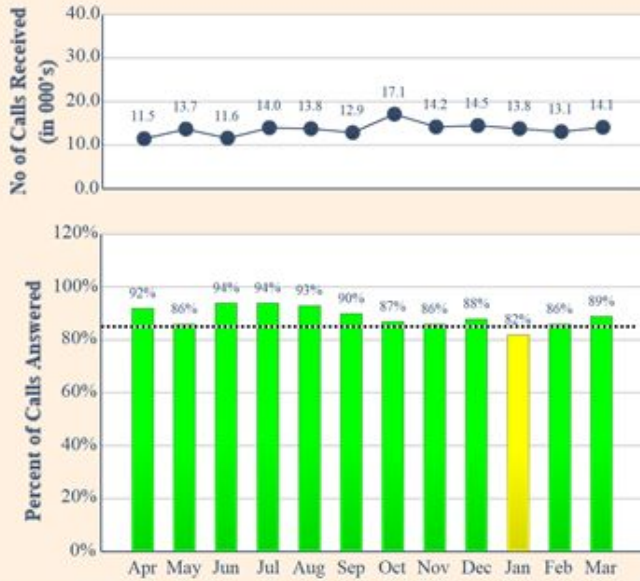
**CUSTOMER CARE AND OPERATIONS HIGHLIGHTS**

**CUSTOMER SERVICE**

**CALL CENTER PERFORMANCE**

*Calls Answered within 40 Seconds compared to Target*

- Call Center: Calls answered (%)
- No of Calls - Call Center (in 000's)
- Target - Call Center (85%)

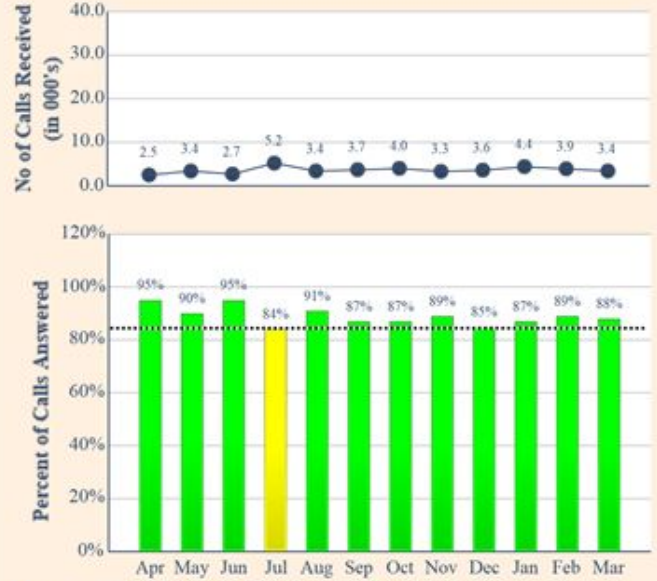


*Performance for March was above target by 4%*

**COMMAND CENTER PERFORMANCE**

*Calls Answered within 40 Seconds compared to Target*

- Command Center: Calls answered (%)
- No of Calls - Command Center (in 000's)
- Target - Command Center (85%)



*Performance for March was above target by 3%*

**FIRST CALL RESOLUTION (FCR)**

*Calls resolved on first contact compared to Target*

- FCR (%)
- FCR Target (75%)

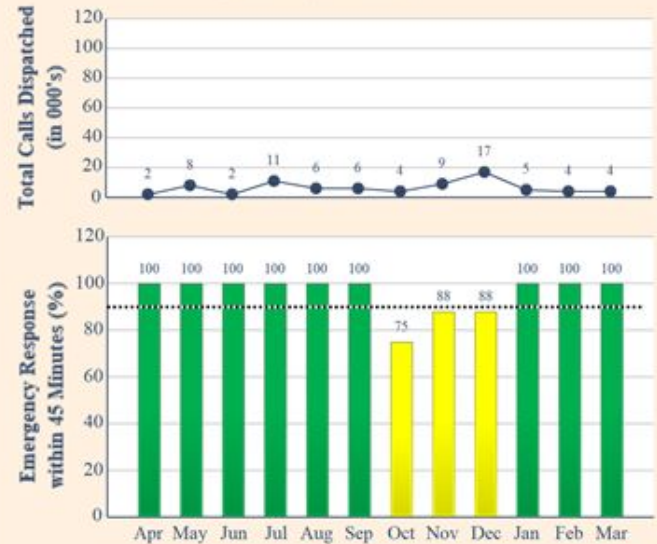


*Performance for March was below target by 5%*

**EMERGENCY RESPONSE TIME**

*Calls responded to within 45 Minutes compared to Target*

- Response (%) within Target
- Total Emergency Calls Dispatched
- Response Target (90%)



*Performance for March was above target by 10%*

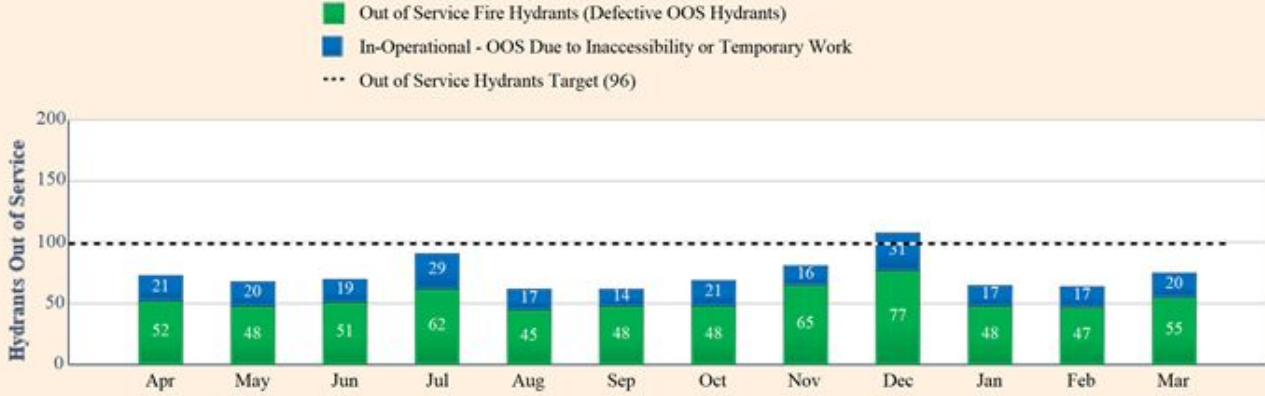


**CUSTOMER CARE AND OPERATIONS HIGHLIGHTS**

**FIRE HYDRANTS**

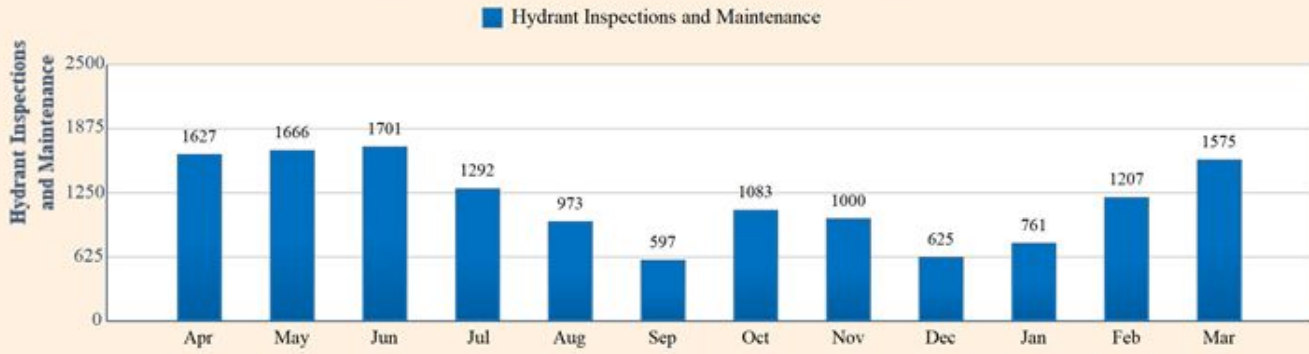
**Fire Hydrants Out of Service (OOS)**

*Total Hydrants Out of Service against Target*



**Fire Hydrant Inspections and Maintenance**

*Total Hydrant Inspection and Maintenance Work Orders Completed per Month*



**Total Hydrant Replacements Per Month**

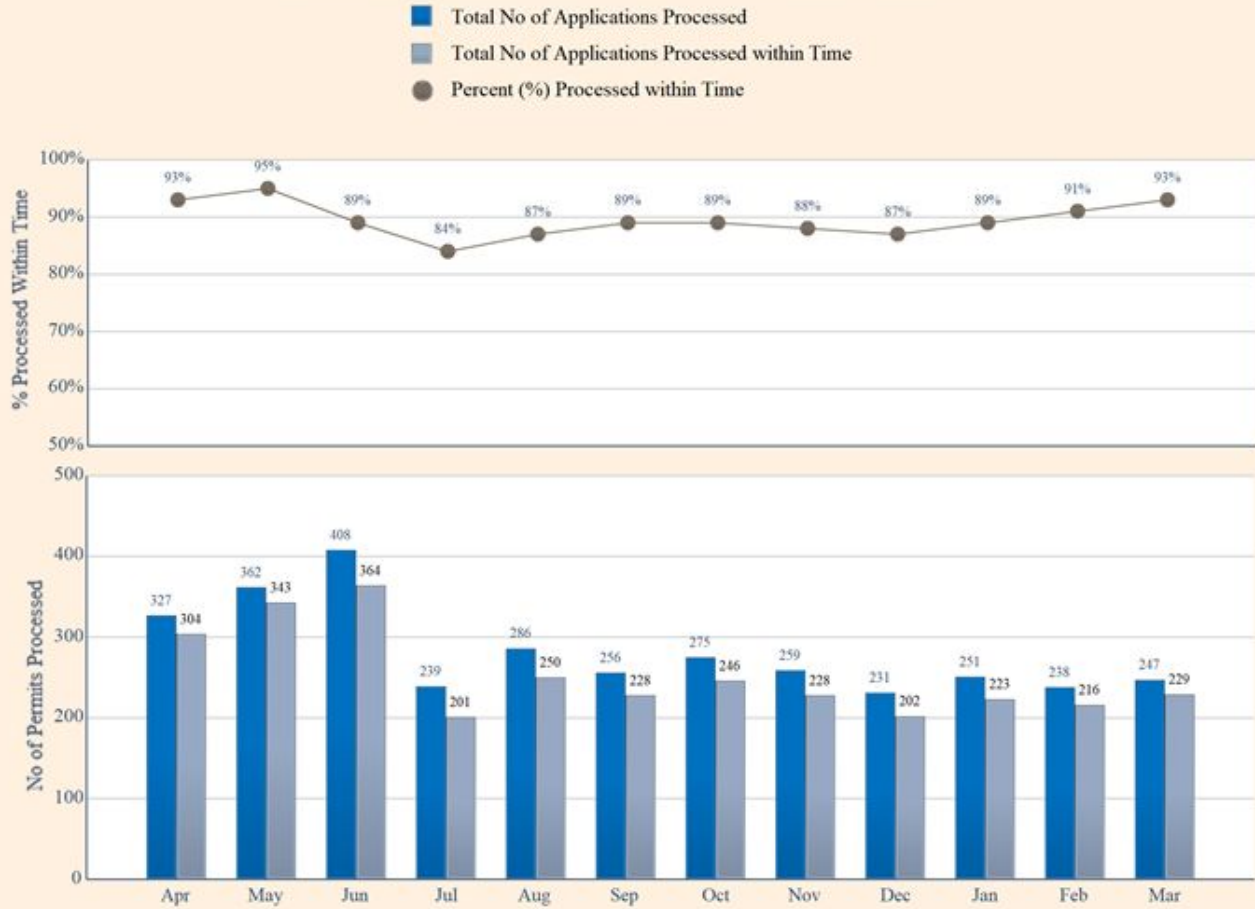
*Annual Replacement Target (250)*



CUSTOMER CARE AND OPERATIONS HIGHLIGHTS

PERMIT PROCESSING

PERCENT OF APPLICATIONS PROCESSED WITHIN SLA



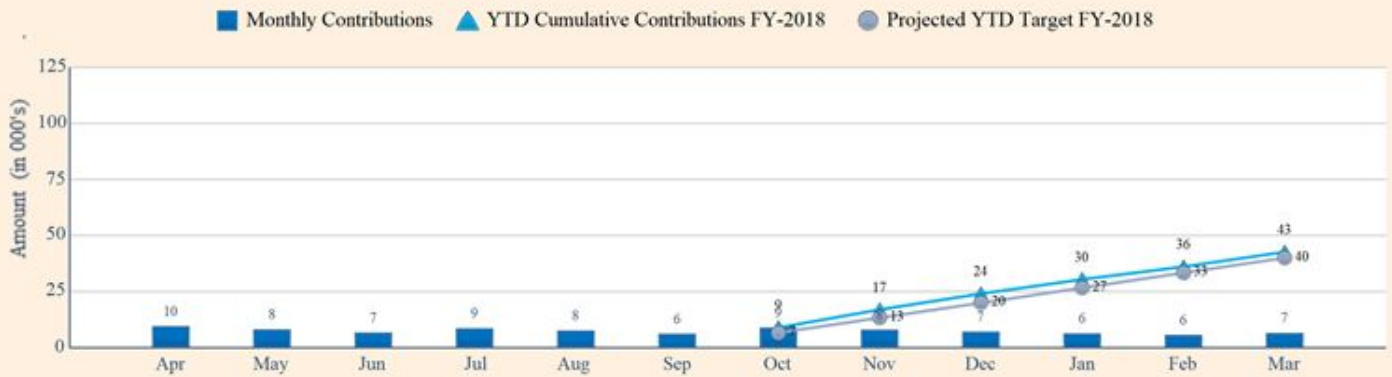
Permits processed in Mmarch were 8% above the SLA target of 85%

**LOW INCOME ASSISTANCE PROGRAM**

**SPLASH PROGRAM**

**SPLASH CONTRIBUTIONS**

*Monthly and Cumulative Contributions compared to YTD Target*

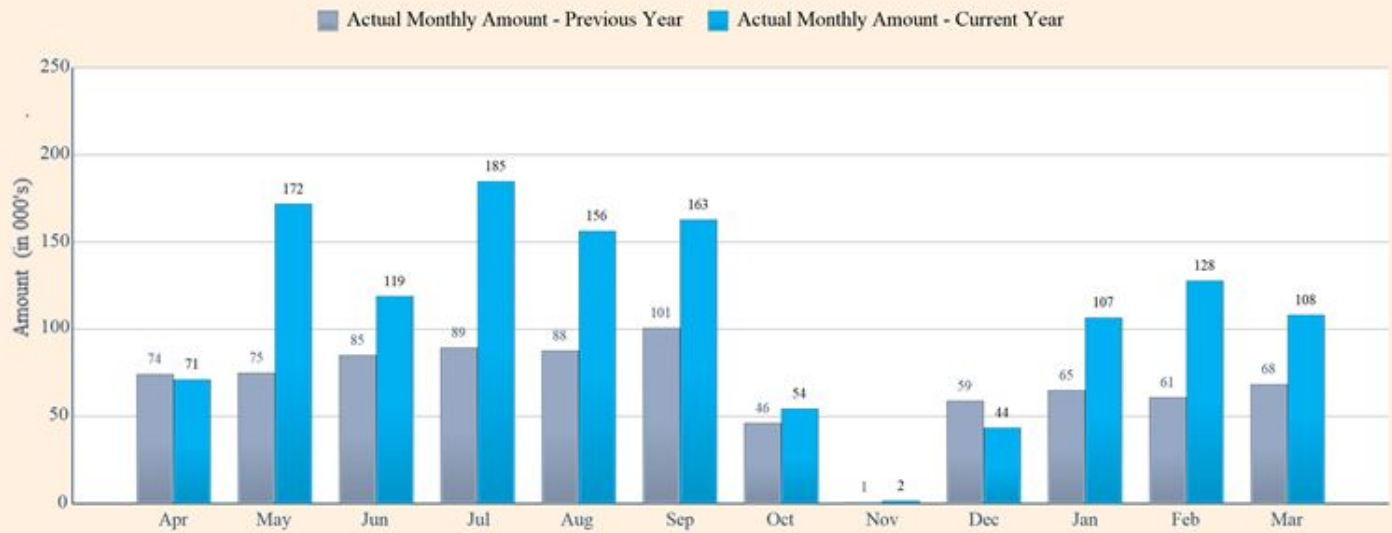


*Total SPLASH Contributions to date for March was below target by \$2660.*

**CUSTOMER ASSISTANCE PROGRAM (CAP)**

**CUSTOMER ASSISTANCE PROVIDED**

*Monthly Assistance Provided compared to corresponding Previous Year Periods*



**OPERATIONAL HIGHLIGHTS**

**DRINKING WATER QUALITY**

**LEAD AND COPPER RULE (LCR) COMPLIANCE**

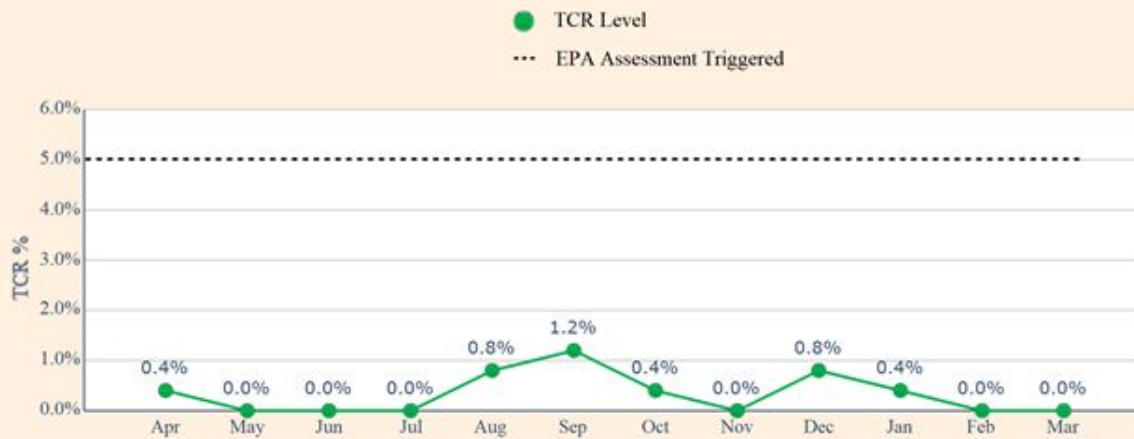
*Semi-Annual LCR Monitoring Results*



*Jan-March 2019 results to date.*

**TOTAL COLIFORM RULE (TCR) COMPLIANCE**

*Total Coliform Positives compared to EPA Maximum Contaminant Level (MCL)*



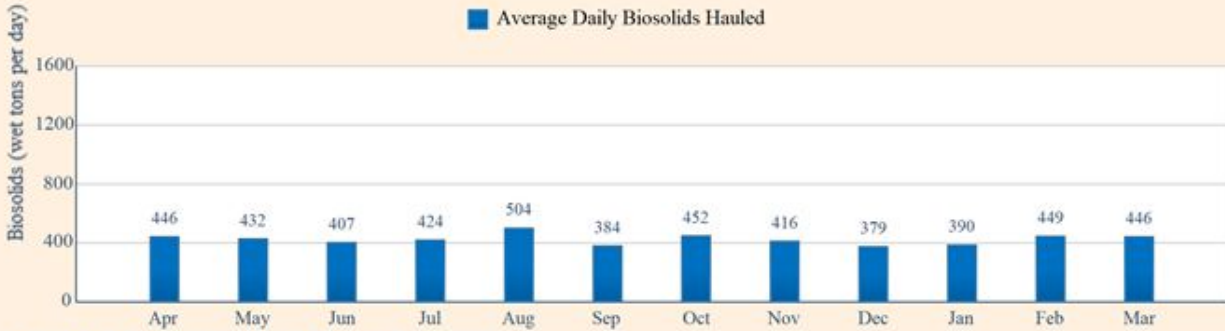
*Coliform Positive was recorded at 0.0% in March*

**OPERATIONAL HIGHLIGHTS**

**WASTEWATER TREATMENT**

**BIOSOLIDS PRODUCTION**

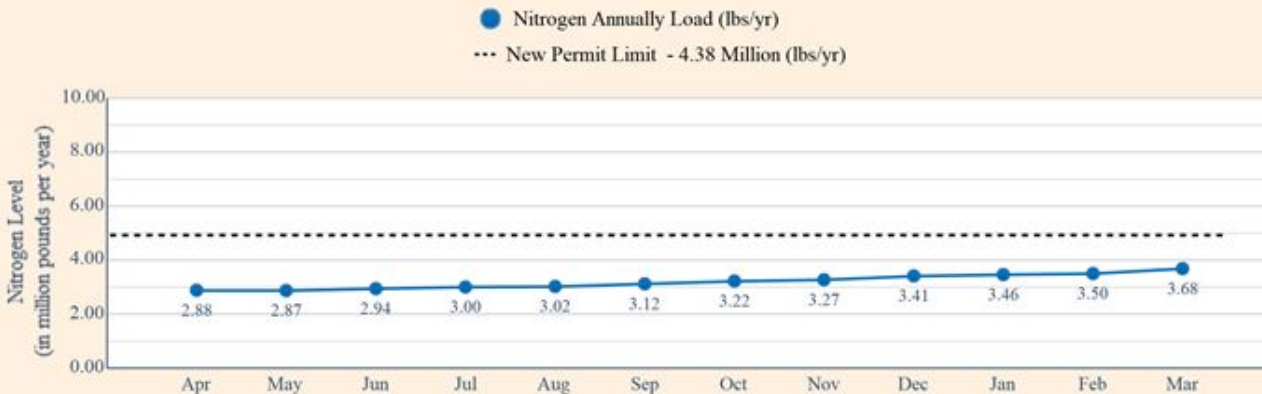
*Average Daily Biosolids Production*



*Biosolids Daily Production for March were 446 wet tons per day*

**TOTAL NITROGEN**

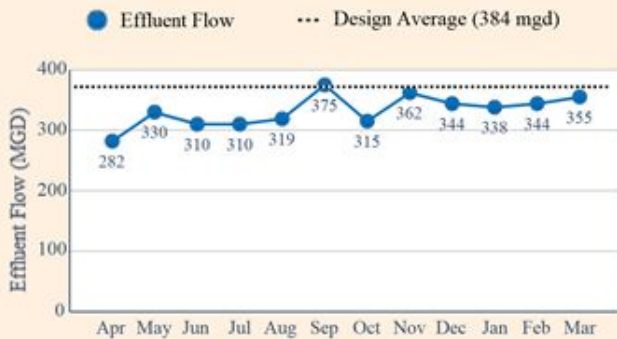
*Total Nitrogen Compared to New Permit Levels*



*Nitrogen level for March were below permit by 1.6 million lbs/yr*

**OUTFALL 002 - PLANT EFFLUENT FLOW**

*Effluent Flow compared to Plant Design Average Limit*



*In March Influent flow was below design by 29 MGD*

**OUTFALL 001 - DISCHARGE FLOW**



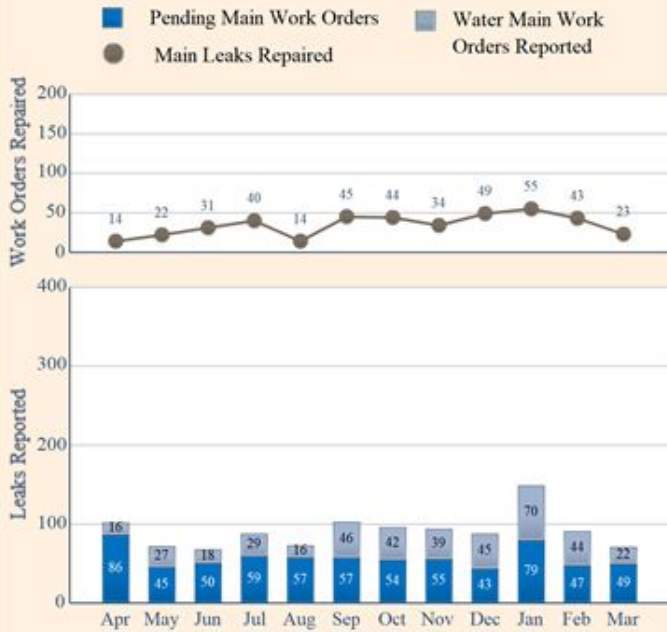
*Excess flow events were recorded at 189.28 MG in March*



**OPERATIONAL HIGHLIGHTS**

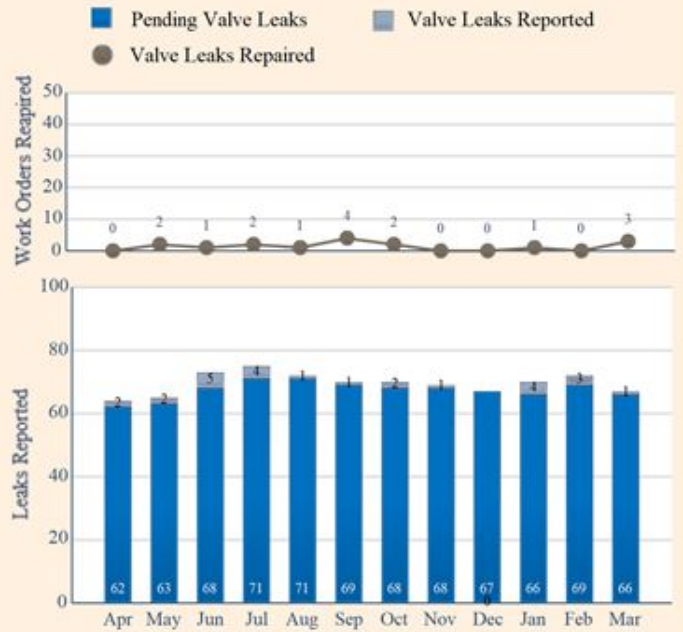
**WATER DISTRIBUTION OPERATIONS**

**WATER MAIN LEAKS**



There were 23 Water Main Work Orders reported in March.

**WATER VALVE LEAKS**

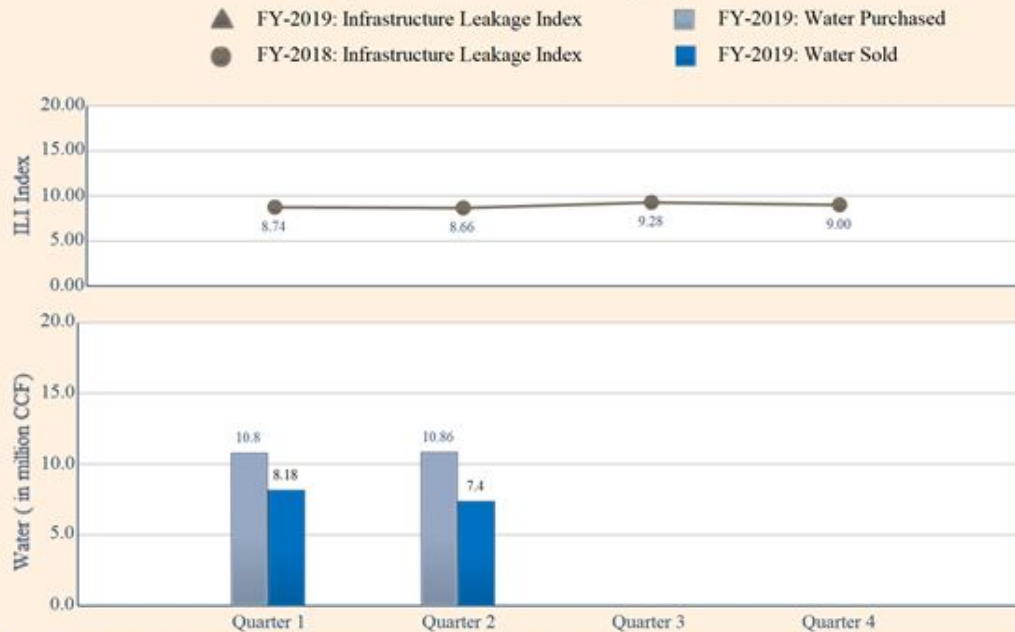


3 leaks were resolved in March.

**WATER BALANCE**

**NON-REVENUE WATER**

Volume of Water Purchased and Sold per Quarter



In the 2nd quarter of FY 2019, 7.40 out of 10.86 million cubic feet of water was sold.

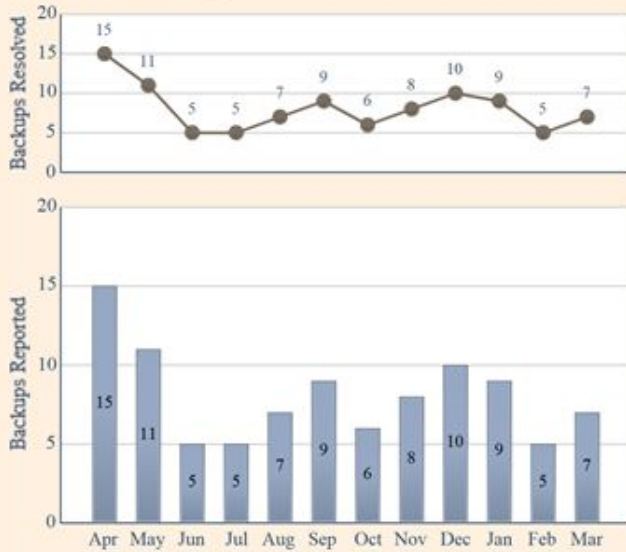
**OPERATIONAL HIGHLIGHTS**

**SEWER SYSTEM OPERATIONS**

**SEWER MAIN BACKUPS**

*Sewer Mains Backed Up and Relieved per Month*

- Pending Main Backups
- Main Backups Reported
- Main Backups Resolved

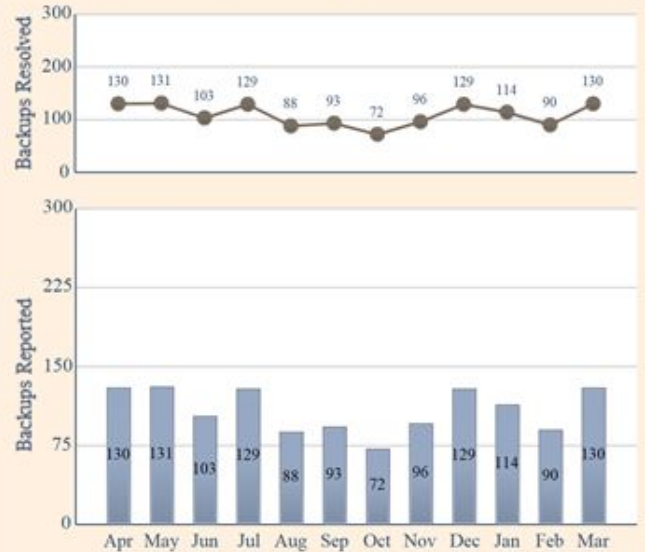


*No pending main backups reported*

**SEWER LATERAL BACKUPS**

*Sewer Laterals Backed Up and Relieved per Month*

- Pending Lateral Backups
- Lateral Backups Reported
- Lateral Backups Resolved



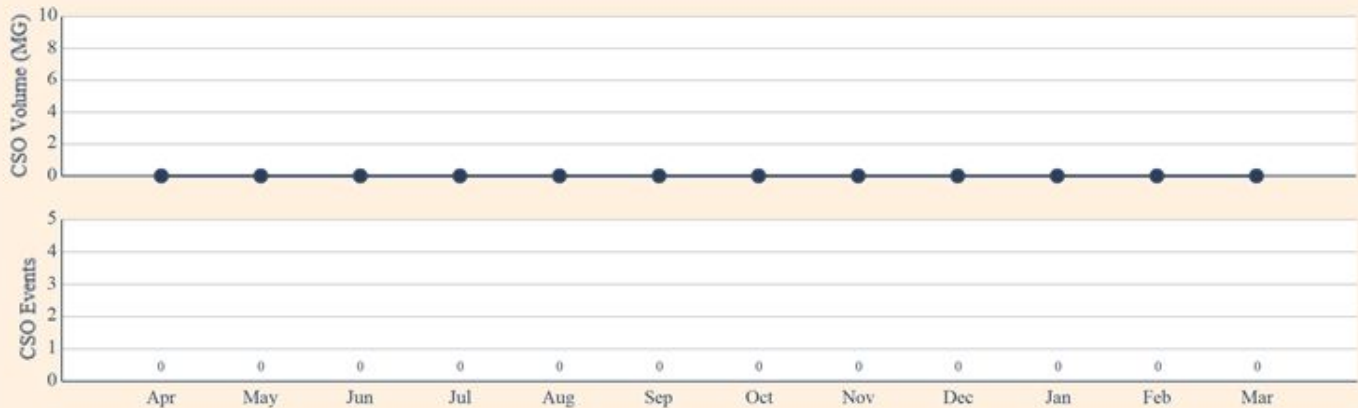
*No pending lateral backups reported*

**COMBINED SEWER SYSTEM**

**DRY WEATHER CSO EVENTS**

*Combined Sewer Overflow Volume and No of Events per Month*

- Overflow Volume (MG)
- Number of CSO Events

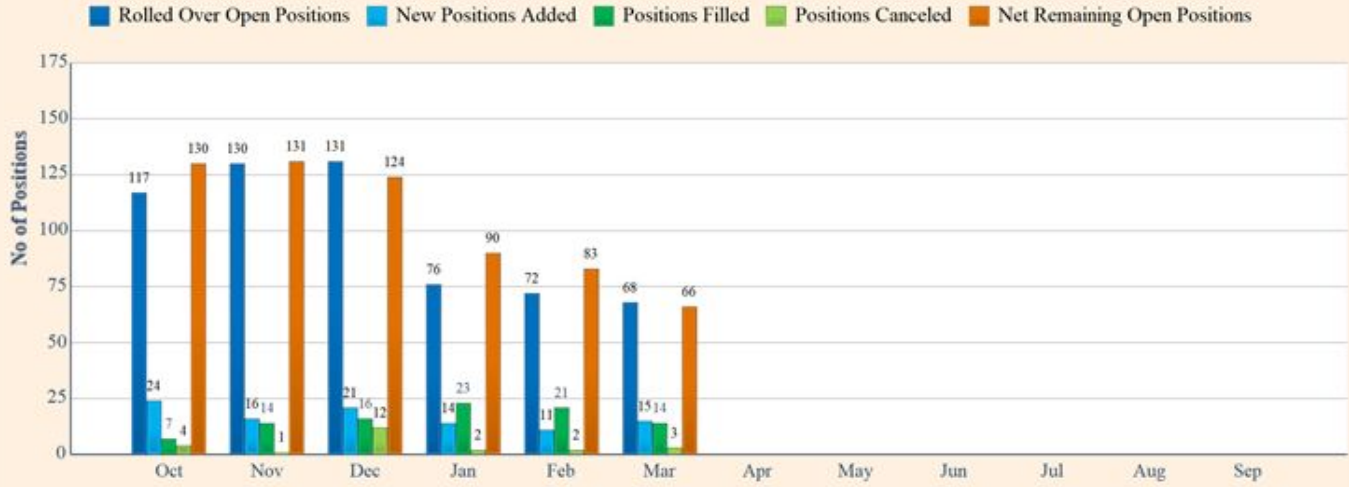


**OPERATIONAL HIGHLIGHTS**

**HUMAN RESOURCES**

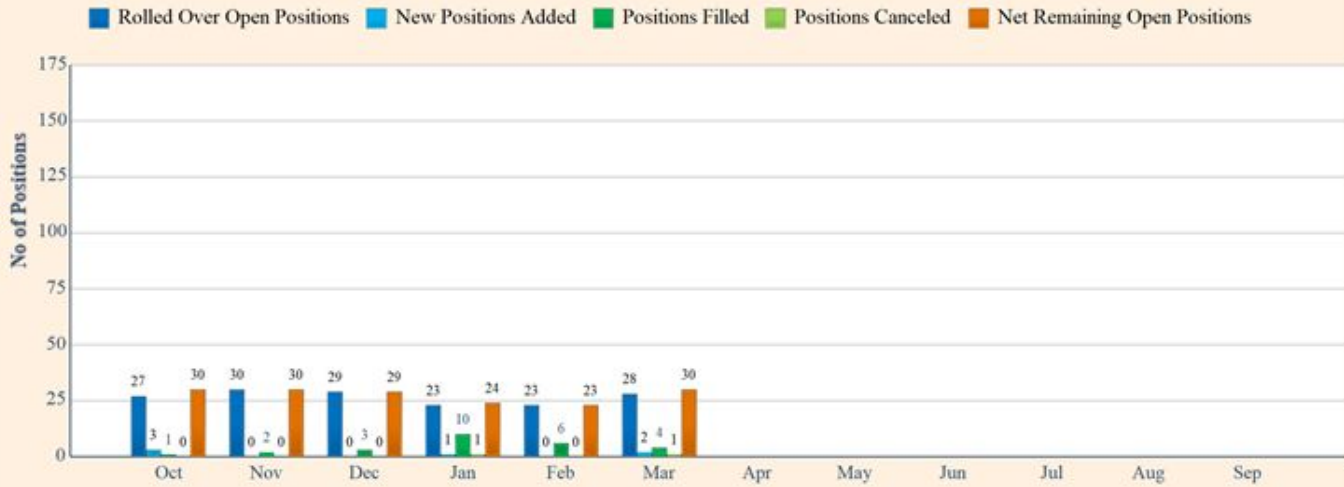
**RECRUITMENT ACTIVITY**

PREVIOUS FISCAL YEAR



**RECRUITMENT ACTIVITY**

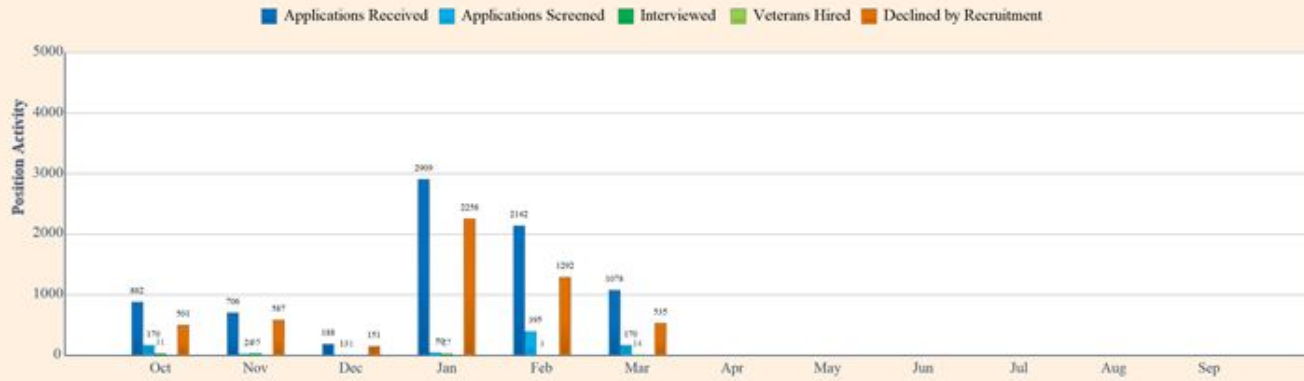
CURRENT FISCAL YEAR



RECRUITMENT PERFORMANCE METRIC  
PREVIOUS FISCAL YEAR



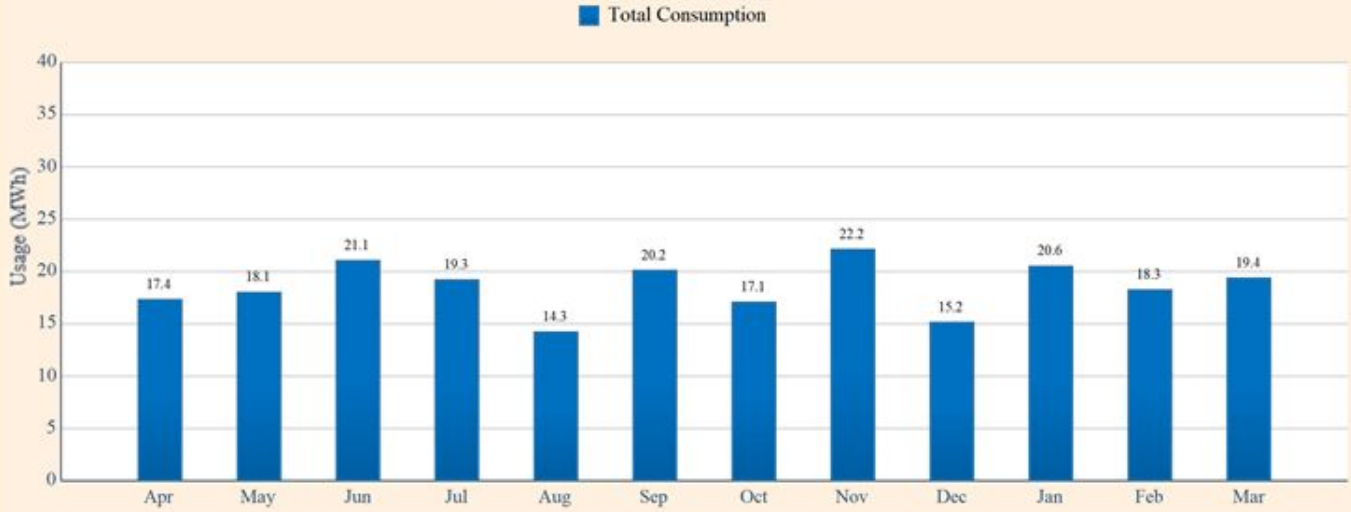
RECRUITMENT PERFORMANCE METRIC  
CURRENT FISCAL YEAR



**OPERATIONAL HIGHLIGHTS**

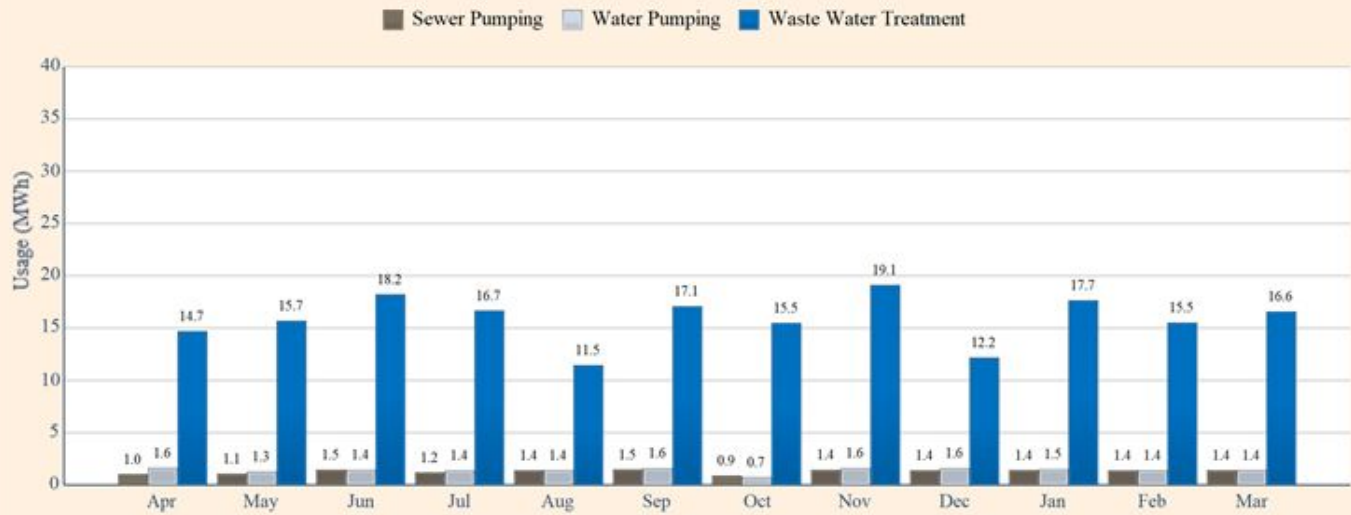
**ENERGY CONSUMPTION**

**ELECTRICITY USAGE SUMMARY**



*Electricity Consumption in March was 19,426 KWh*

**ELECTRICITY USAGE BY SERVICE AREA**



*Waste Water Treatment had the highest electricity consumption in March at 16,588 KWh*

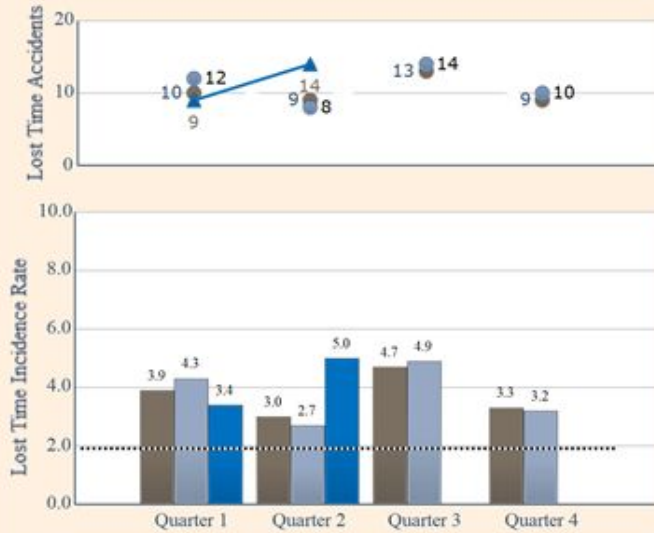


OPERATIONAL HIGHLIGHTS

SAFETY

EMPLOYEE LOST TIME INCIDENCE RATE

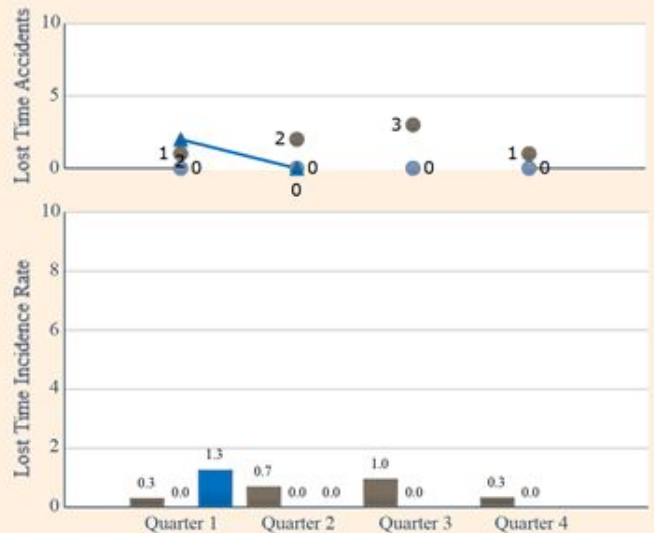
- FY-2017: No of LT Accidents
  - FY-2018: No of LT Accidents
  - ▲ FY 2019 No of LT Accidents
  - FY-2017: LT Incidence Rate
  - FY-2018: LT Incidence Rate
  - FY 2019 LT Incidence Rate
- Target/National: LT Incidence Rate



In the 2nd quarter, 5 lost time accidents were reported

CONTRACTOR LOST TIME INCIDENCE RATE

- FY-2017: No of LT Accidents
- FY-2018: No of LT Accidents
- ▲ FY 2019 No of LT Accidents
- FY-2017: LT Incidence Rate
- FY-2018: LT Incidence Rate
- FY 2019 LT Incidence Rate

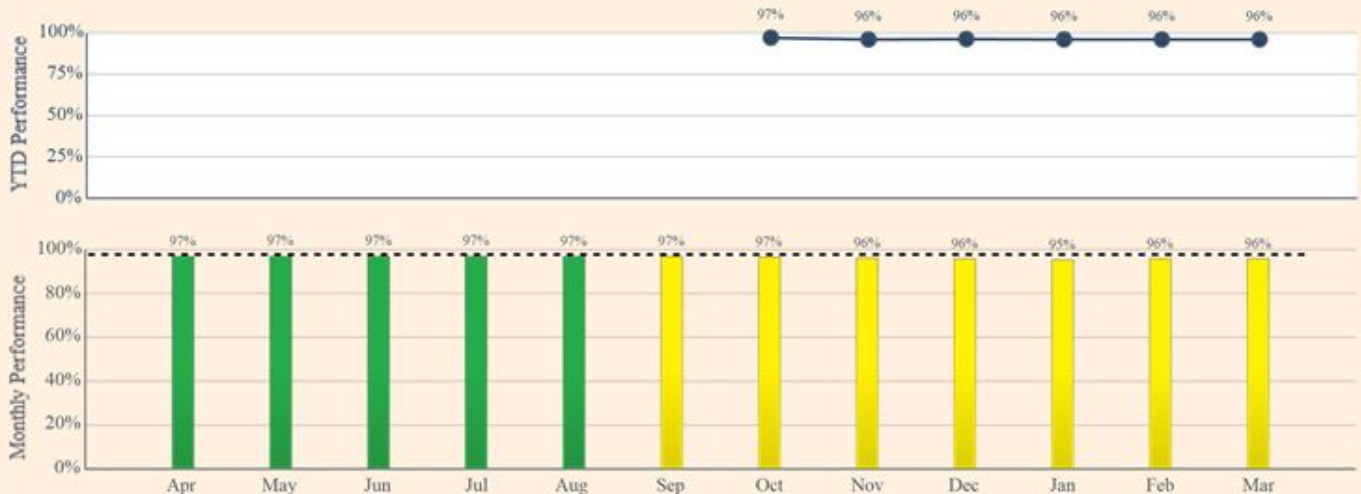


In the 2nd quarter, 0 lost time accidents were reported

VENDOR PAYMENTS

VENDOR PAYMENT PERFORMANCE

- Monthly Performance (%)
- YTD Performance (%)
- Monthly Target - (97%)



Performance for March was below the monthly target by 1%

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

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

A



**CUSTOMER CARE AND OPERATIONS HIGHLIGHTS**

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**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

**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**

- 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\*\*\*\*

**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

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

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

**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\*\*\*

**OPERATIONAL HIGHLIGHTS**

---

**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\*\*\*\*

**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

**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
- 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

Dynamic Color Coding Legend

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

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

**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

**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

**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.

**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

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

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

**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 %.

Dynamic Color Coding Legend

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

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

E



**Consent Agenda**

**Summary of Contracts**

**253<sup>rd</sup> Meeting of the DC Water Board of Directors**

**Thursday, May 2, 2019**

**Joint Use Contracts**

1. **Resolution No. 19-23, Execute Option Year Two of Contract No. 17-PR-DDCS-23, Nichem Company.** The purpose of the option is to perform the replacement of Odor Control Media at DC Water's six (6) Odor Control Facilities along the Potomac Interceptor. The option amount is \$476,489 (**Recommended by the Environmental Quality and Operations Committee 04/18/19**)
2. **Resolution No. 19-25, Execute Contract No. 19-PR-DET-22, Oracle America, Inc.** The purpose of the contract is to subscribe to the Oracle Primavera P6 and Unifier software subscription services with one 5-year option period. The contract amount is \$1,656,517.50 (**Recommended by the Finance and Budget Committee 04/25/19**)
3. **Resolution No. 19-26, Execute Contract No. 19-PR-DET-22, Oracle America, Inc.** The purpose of the contract is to subscribe to the Oracle Cloud ERP software subscription service with one 1-year base term and 4 option years. The contract amount is \$496,793.90 for the 1-year base term (**Recommended by the Finance and Budget**

**Presented and Approved: May 2, 2019**

**SUBJECT: Approval to Exercise Option Year Two of Contract No. 17-PR-DDCS-23, Nichem Company**

**#19-23  
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 May 2, 2019 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to approve Option Year Two of Contract No. 17-PR-DDCS-23, Nichem Company.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Option Year Two of Contract No. 17-PR-DDCS-23, Nichem Company. The purpose of the option is to perform the replacement of Odor Control Media at DC Water's six (6) Odor Control Facilities along the Potomac Interceptor. The option amount is \$476,489.

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**

**Potomac Interceptor Media Replacement (Odor Control) Services  
(Joint Use)**

Approval to exercise option year two (2) for the replacement of Odor Control media at the six (6) Potomac Interceptor Odor Control Facilities in the amount of \$476,489.00. Presenting to Committee because on approval, the total contract ceiling will cross above \$1 million.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Nichem Company 750 Frelinghuysen Avenue Newark, NJ 07114	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
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**DESCRIPTION AND PURPOSE**

Original Contract Value:	\$453,082.00
Original Contract Dates:	06-01-2017 – 05-31-2018
No. of Option Years in Contract:	2
Option Year 1 Value:	\$455,086.00
Option Year 1 Dates:	06-01-2018 – 05-31-2019
<b>Option Year 2 Value:</b>	<b>\$476,489.00</b>
<b>Option Year 2 Dates:</b>	<b>06-01-2019 – 05-31-2020</b>

**Purpose of the Contract:**

This contract is for the replacement of Odor Control Media at DC Water’s six (6) Odor Control Facilities (OCF) along the Potomac Interceptor. The OCFs mitigate the release of sewer gases and odors to surrounding parks and public spaces, minimizing off-site impacts and the potential for odor complaints from residents who live in the vicinity of the Potomac Interceptor. The potassium permanganate and carbon Odor Control Media used to filter out the odors must be periodically replaced (once per year) for the OCFs to perform correctly.

**Contract Scope:**

The Contractor shall provide all the materials, tools, equipment and labor necessary to remove and dispose of spent Odor Control Media and perform the replacement of new Odor Control Media at each of the six (6) DC Waters Potomac Interceptor OCFs.

**Spending Previous Year:**

Cumulative Contract Value:	06-01-2017 to 05-31-2019: \$908,168.00
Cumulative Contract Spending:	06-01-2017 to 02-28-2019: \$734,082.00

**Contractor’s Past Performance:**

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

No LSBE participation

**PROCUREMENT INFORMATION**

<b>Contract Type:</b>	Goods / Services	<b>Award Based On:</b>	Best Value
<b>Commodity:</b>	Repair/Maintenance Services	<b>Contract Number:</b>	17-PR-DDCS-23
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE participation		

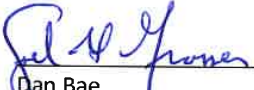
**BUDGET INFORMATION**


<b>Funding:</b>	Operating	<b>Departments:</b>	DPO
<b>Service Area:</b>	Potomac Interceptor	<b>Department Heads:</b>	Kenrick StLouis

**ESTIMATED USER SHARE INFORMATION**

User	Share %	Dollar Amount
District of Columbia	41.90%	\$199,648.89
Washington Suburban Sanitary Commission	43.10%	\$205,366.76
Fairfax County	9.59%	\$45,695.30
Loudoun Water	4.64%	\$22,109.09
Other (PI)	0.77%	\$3,668.97
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$476,489.00</b>

  
 \_\_\_\_\_ / 04/01/19  
 Akile Tesfaye Date  
 VP Wastewater Operations

  
 \_\_\_\_\_ / 04.02.2019 For Dan Bae  
 Dan Bae Date  
 VP of Procurement and Compliance

  
 \_\_\_\_\_ 4/2/2019  
 Matthew T. Brown Date  
 CFO and EVP of Finance and Procurement

  
 \_\_\_\_\_ 4/29/19  
 David L. Gadis Date  
 General Manager and CEO

**Presented and Adopted: May 2, 2019**

**SUBJECT: Adoption of the District of Columbia Water and Sewer Authority Amended and Restated 401(a) Plan and 457(b) Plan for Represented and Non-Represented Employees**

**#19-24  
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 May 2, 2019 upon consideration of a joint-use matter, decided by a vote of \_\_\_ (0) in favor and \_\_\_(0) opposed, to take the following action with respect to the Adoption of the Amended and Restated District of Columbia Water and Sewer Authority 401(a) Plan and 457(b) Plan for Represented and Non-Represented Employees.

**WHEREAS**, pursuant to Resolution #99-59, dated July 1, 1999, the Board adopted the Pension Plan Design for Defined Contribution Plan (IRS Code Section 401(a) and the Deferred Compensation Plan (IRS Code Section 457) for Non-Union Employees; and

**WHEREAS**, effective January 1, 2002, the Authority amended the District of Columbia Water and Sewer Authority 401(a) Defined Compensation Plan (“401(a) Plan”) and District of Columbia Water and Sewer Authority 457(b) Plan (“457(b) Plan”) to incorporate the provisions of the Master Agreement on Compensation between the Authority and Compensation Unit 31 and to make other revisions to conform to applicable laws; and

**WHEREAS**, pursuant to Resolution #08-20, dated January 10, 2008, the Board authorized the Chairman of the Board, Chairman of the Human Resources and Labor Relations Committee and the General Manager to execute the Compensation Agreement between the Authority and the Unions, which the Unions ratified on or about December 14, 2007; and

**WHEREAS**, effective January 15, 2009, the Authority executed the amended and restated 401(a) Defined Contribution Plan and made other conforming amendments: First Amendment, dated June 16, 2009, Second Amendment, dated September 13, 2011, and Third Amendment, dated June 8, 2012; and

**WHEREAS**, the Authority, made conforming amendments to the 457(b) Plan: First Amendment, effective June 16, 2009, and Second Amendment, effective June 8, 2012; and

**WHEREAS**, pursuant to Resolution #17-42, dated July 6, 2017, the Board authorized the General Manager to execute the Union ratified successor Master Agreement on

Compensation between the Authority and the Unions comprising Compensation Unit 31 (AFGE Locals 631, 872, and 2553; AFSCME Local 2091; and NAGE Local R3-06) for the period of Fiscal Year 2016 through 2019; and

**WHEREAS**, on July 6, 2017, the General Manager and Unions comprising Compensation Unit 31, executed the Master Agreement on Compensation, which extended the existing compensation terms and added a new Defined Contribution Plan benefit in Article 14.B.2 for represented employees wherein the “Authority shall contribute five percent (5%) of base salary or wages, as defined under the District of Columbia Defined Contribution Plan, on behalf of each employee who elects to remain in the District of Columbia Defined Contribution Plan;” and

**WHEREAS**, on January 29, 2019, the Human Resources and Labor Relations (HR&LR) Committee met to consider the amendments made to the 401(a) Plan and 457(b) Plan and the status of the issues raised by the HR&LR Committee and Union representatives; and

**WHEREAS**, on January 29, 2019, the Executive Vice President for People & Talent, presented the changes that were made to the 401(a) Plan and 457(b) Plan to bring the plans in line with Master Agreement on Compensation, recent regulatory guidelines, clarify ambiguous provisions, and align the plans to current plan administration practices; and

**WHEREAS**, on January 29, 2019, the HR&LR Committee received comments from Union representatives, and raised other issues of concern, and asked the Union representatives to prepare a list of their issues and concerns and provide them to the General Manager for consideration and resolution before consideration by the Board; and

**WHEREAS**, on April 9, 2019, the HR&LR Committee met to consider the revisions to the 401(a) Plan and 457(b) Plan and the status of the comments raised by Union representatives and the issues raised by the HR&LR Committee; and

**WHEREAS**, on April 9, 2019, the Labor Relations Manager affirmed that all the issues raised by the Union representatives and concerns raised by the HR&LR Committee had been resolved; and

**WHEREAS**, upon consideration of the resolution of the issues raised by the HR&LR Committee and the issues raised by the Union representatives, the HR&LR Committee recommended the amended and restated 401(a) Plan and 457(b) Plan for Board adoption; and

**WHEREAS**, the Board has determined that the amended and restated 401(a) Plan and 457(b) Plan shall be ratified and adopted.

**NOW THEREFORE BE IT RESOLVED:**

1. The Board approves and adopts the amended and restated District of Columbia Water and Sewer Authority 401(a) Defined Compensation Plan, effective July 1, 2017.
2. The Board approves and adopts the amended and restated District of Columbia Water and Sewer Authority 457(b) Plan, effective January 1, 2019.
3. The Board authorizes the Chief Executive Officer and General Manager to take all actions necessary to execute the 401(a) Plan and 457(b) Plan.

This resolution is effective immediately.

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Secretary to the Board of Directors

**Presented and Approved: May 2, 2019**

**SUBJECT: Approval to Execute Contract No. 19-PR-DET-22, Oracle America, Inc.**

**#19-25  
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 May 2, 2019 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to approve Contract No. 19-PR-DET-22, Oracle America, Inc.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Contract No. 19-PR-DET-22, Oracle America, Inc. The purpose of the contract is to subscribe to the Oracle Primavera P6 and Unifier software subscription services with one 5-year option period. The contract amount is \$1,656,517.50 for the 5-year base term.

This Resolution is effective immediately.

\_\_\_\_\_  
Secretary to the Board of Directors



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

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT AWARD**

**Capital Project Contract Management Software  
(Joint Use)**

Approval to execute a contract award for the subscription service of new Capital Project Contract Management Software in the amount of \$1,656,517.50 for the 5-year base term.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Oracle America, Inc. 500 Oracle Parkway Redwood Shores, CA 94065	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
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**DESCRIPTION AND PURPOSE**

Original Contract Value: \$1,656,517.50  
 Base-Term of Contract: 05-15-2019 – 05-14-2024 (5-year Base Term)  
 No. of Option Years in Contract: One 5-year option period

**Purpose of the Contract:**

The purpose of this contract is to subscribe to the Oracle Primavera P6 and Unifier software subscription service with one 5-year base term and one 5-year option period.

**Contract Scope:**

The new Oracle Primavera P6 and Unifier is a cloud-based SaaS that will completely replace our current on-premise P6 (Project Portfolio Management) and CM (Contract Management) software. CM has been discontinued by Oracle since 2016 and DC Water is currently on the extended support. The software subscription will include all updates, patches, fixes, maintenance, support, and database during the term of the contract.

**Supplier Selection:**

9 different options, including other major software such as E-Builder, Prolog, and Oracle Aconex were evaluated. Oracle P6 and Unifier is selected because it is the direct replacement of current software, offering the most natural progression from current contract management system with the least disruption with our contractors who also use the same system for DC Water projects. It is also the most native integration with new Oracle ERP (Enterprise Resource Planning) software. A significant cost saving is achieved by leveraging together with the new ERP system during the negotiation.

There is a large group of SIs (System Integrator) available in the market and the selection of SI to implement this new software is expected to be finalized in the next 4-5 months.

No LSBE participation

**PROCUREMENT INFORMATION**


<b>Contract Type:</b>	Goods / Services	<b>Award Based On:</b>	Best Value
<b>Commodity:</b>	Software	<b>Contract Number:</b>	19-PR-DET-22
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE participation		

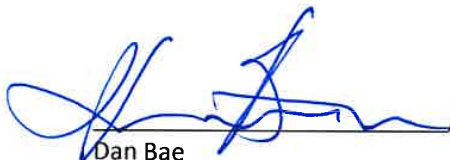
**BUDGET INFORMATION**


<b>Funding:</b>	Operating	<b>Departments:</b>	DETS
<b>Service Area:</b>	Blue Plains	<b>Department Heads:</b>	Craig Fricke

**ESTIMATED USER SHARE INFORMATION**

User	Share %	Dollar Amount
District of Columbia	83.75%	\$1,387,333.41
Washington Suburban Sanitary Commission	12.09%	\$200,272.97
Fairfax County	2.69%	\$44,560.32
Loudoun Water	1.30%	\$21,534.73
Other (PI)	0.17%	\$2,816.08
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$1,656,517.50</b>

  
 \_\_\_\_\_ / 4-18-19  
 Leonard Benson Date  
 SVP and Chief Engineer, Engineering and Technical Services

  
 \_\_\_\_\_ / 4/13/19  
 Dan Bae Date  
 VP of Procurement and Compliance

  
 \_\_\_\_\_ / 4/18/19  
 Matthew T. Brown Date  
 CFO and EVP of Finance and Procurement

  
 \_\_\_\_\_ / 4/29/19  
 David L. Gadis Date  
 General Manager and CEO

**Presented and Approved: May 2, 2019**

**SUBJECT: Approval to Execute Contract No. 18-PR-CFO-56, Oracle America, Inc.**

**#19-26  
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 May 2, 2019 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to approve Contract No. 18-PR-CFO-56, Oracle America, Inc.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Contract No. 19-PR-DET-22, Oracle America, Inc. The purpose of the contract is to subscribe to the Oracle Cloud ERP software subscription service with one 1-year base term and 4 option years. The contract amount is \$496,793.90 for the 1-year base term.

This Resolution is effective immediately.

\_\_\_\_\_  
Secretary to the Board of Directors

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

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT AWARD**

**Enterprise Resource Planning (ERP) Software  
(Joint Use)**

Approval to execute a contract award for the subscription service of new ERP Software in the amount of \$496,793.90 for the 1-year base term.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Oracle America, Inc. 500 Oracle Parkway Redwood Shores, CA 94065	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
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**DESCRIPTION AND PURPOSE**

Original Contract Value: \$496,793.90  
 Base-Term of Contract: 05-15-2019 – 05-14-2020 (1-year Base Term)  
 No. of Option Years in Contract: Four 1-year options

**Purpose of the Contract:**

The purpose of this contract is to subscribe to the Oracle Cloud ERP software subscription service with one 1-year base term and 4 option years.

**Contract Scope:**

The Oracle Cloud ERP is a cloud-based SaaS (Software-as-a-Service) software subscription service that will completely replace our current on-premise financial, procurement, and HCM software. The software subscription will include all updates, patches, fixes, maintenance, support, and database during the term of the contract. The option years will be executed after the 6-9 months of internal project team preparation activities.

**Supplier Selection:**

A Request for Proposal (RFP) was issued in September 2018 and 9 proposals with 4 different ERP solutions were received. 4 firms and 2 ERP solutions were down-selected for the negotiation rounds that included extensive product demonstrations and oral presentations. Oracle Cloud ERP was selected as the new ERP software as well as AST as the system integrator as a result of final negotiations and BAFO (best and final offer).

No LSBE participation

**PROCUREMENT INFORMATION**

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


**BUDGET INFORMATION**


<b>Funding:</b>	Operating	<b>Departments:</b>	Finance and Procurement
<b>Service Area:</b>	Blue Plains	<b>Department Heads:</b>	John Madrid

**ESTIMATED USER SHARE INFORMATION**

User	Share %	Dollar Amount
District of Columbia	83.75%	\$416,064.89
Washington Suburban Sanitary Commission	12.09%	\$60,062.38
Fairfax County	2.69%	\$13,363.76
Loudoun Water	1.30%	\$6,458.32
Other (PI)	0.17%	\$844.55
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$496,793.90</b>

 / 4/18/19  
 Keith J. Lindsey Date  
 Acting EVP of People and Talent

 / 4/18/19  
 Dan Bae Date  
 VP of Procurement and Compliance

 / 4/18/19  
 Matthew T. Brown Date  
 CFO and EVP of Finance and Procurement

 / 4/29/19  
 David L. Gadis Date  
 General Manager and CEO

**Presented and Adopted: May 2, 2019**

**SUBJECT: Approval to Publish Notice of Proposed Rulemaking to Amend the Rules and Operational Functions to Implement the Fats, Oils & Grease (FOG) and Cross-Connection Control-Backflow Prevention Assembly (CCC-BPA) Monthly Fees**

**#19-27  
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 May 2, 2019 upon consideration of a non-joint use matter, decided by a vote of \_\_\_ (0) in favor and \_\_\_(0) opposed, to take the following action to amend the rules and operational functions to implement the Fats, Oils & Grease (FOG) and Cross-Connection Control-Backflow Prevention Assembly (CCC-BPA) Monthly Fees.

**WHEREAS**, sections 203(3) 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(3); D.C. Code § 34-2202.03(3) (the “Enabling Legislation”) authorizes DC Water to make, adopt, and alter by-laws, rule, and regulations for the administration and regulation of its business and affairs; and

**WHEREAS**, section 203(11) of 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**, the Board establishes rates, fees and charges in accordance with its Rate Setting Policy (Board Resolution #11-10), including the recovery of current costs to provide water and sewer services; and

**WHEREAS**, on February 7, 2019, the Board through Resolution #19-07, approved for publication the Notice of Final Rulemaking for new and amended miscellaneous fees and charges, including the Fats, Oils & Grease (FOG) monthly fee and Cross-Connection Control-Backflow Prevention Assembly (CCC-BPA) monthly fee, which was published in the *D.C. Register* on February 22, 2019 at 66 DCR 2329; and

**WHEREAS**, on April 18, 2019, the Environmental Quality and Operations (EQ & O) Committee met to consider the recommendations from the General Manager and to make a recommendation to amend the rules and operational functions to implement the FOG monthly fee and CCC-BPA monthly fee to be effective August 1, 2019; and



**WHEREAS**, the EQ & O Committee recommended that the Board approve the publication of the proposed amendments to the rules to implement the FOG and CCC-BPA monthly fees for public comment; and

**WHEREAS**, it is the intent of the Board to take final action on the proposed amendments at the conclusion of the public comment period.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Board directs the General Manager to publish a Notice of Proposed Rulemaking in the District of Columbia Register to amend the rules and operational functions to implement the Fats, Oils & Grease (FOG) and Cross-Connection Control-Backflow Prevention Assembly (CCC-BPA) Fees to be effective August 1, 2019, as provided in Attachment A.
2. The General Manager is authorized to take all steps necessary in his judgment and as otherwise required, to initiate the public comment process and shall provide notice of the proposed amended regulations in the manner provided by the District of Columbia's Administrative Procedure Act.

This resolution is effective immediately.

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Secretary to the Board of Directors

**Attachment A**

**Section 112. FEES, Chapter 1, WATER SUPPLY, of Title 21 DCMR, WATER AND SANITATION, is amended as follows:**

**Subsection 112.12, FEES, is amended to read as follows:**

112.12 Cross-Connection/ Back Flow Prevention Fees and Turn-Off Charges

- (a) The Cross-Connection/ Back Flow Prevention Fees and Turn-Off Charges shall be as follows:

<b>Fee Name</b>	<b>Fee</b>
Cross-Connection/Back Flow Prevention Monthly Fee per Assembly	\$6.70
Cross-Connection Turn-off - 5/8" to 2"	\$200
Cross-Connection Turn-off - 3" to 5"	\$400
Cross-Connection Turn-off - 6" and larger	\$900

- (b) Except as provided below, Residential, Multi-Family and Non-Residential Customers shall be charged the Cross-Connection/Back Flow Prevention Monthly Fee for each Backflow Prevention Assembly (BPA) on the premises subject to the District of Columbia Cross-Connection Control regulation provided in 21 DCMR Chapter 54 and the District of Columbia Construction Codes Supplement.
- (c) Residential customers shall not be charged the Cross-Connection/Back Flow Prevention Monthly Fee for a BPA on fire service connections but shall be subject to the fee for other plumbing connections, including but not limited to, lawn irrigation systems, swimming pools, chillers/cooling towers, and other similar systems that have contaminants or pollutants that may contaminate the District’s potable water system.

**Section 112, FEES, is amended by adding a new subsection 112.13 to read as follows:**

**112.13** Except as provided below, Non-Residential Customers shall be charged the FOG Facility Monthly fee as provided in 21 DCMR § 112.6 for each Food Service Establishment (FSE) that operates on the premises and has the potential to discharge oil or grease laden wastewater to the District’s wastewater system in accordance with the following requirements:

- (a) Applicable Food Service Establishments (FSE) shall include, but not limited to: bakeries; bars; candy manufacturers; cafeterias, caterers; coffee shops; delicatessens; commercial kitchens operated in educational institutions, hospitals, hotels/motels, and religious institutions; grocery stores; wholesale or retail ice cream facilities; wholesale and retail marine food facilities; restaurants; and other wholesale or retail facilities that have the potential to discharge oil or grease laden wastewater to the District’s

wastewater system; and subject to: the District's Pretreatment Standards and limits provided in 21 DCMR §§ 1501.01 *et seq.* and the District of Columbia Consumer and Regulatory Affairs Food Establishment Wholesale or Retail Licensing and grease abatement requirements.

- (b) The FOG Facility Monthly fee shall not be charged as follows:
- (1) The Customer notifies General Manager that the FSE operates under an Industrial User Pretreatment Permit issued pursuant to the requirements in 21 DCMR Chapter 15, Discharges to Wastewater System;
  - (2) The Customer notifies the General Manager that the FSE does not exist or is permanently closed; or temporarily closed due to construction or renovation and notifies DC Water thirty (30) days prior the opening/operation of the FSE; or
  - (3) The Customer requests a Zero FOG Discharge Exemption that the FSE does not have the potential to discharge oil or grease laden wastewater to the District's wastewater system in accordance with the following requirements:
    - a) The Customer submits a DC Water Food Service Establishment Wastewater Questionnaire to the General Manager that demonstrates the FSE on the premises does not have the potential to discharge oil or grease laden wastewater to the District's wastewater system.
    - b) Upon receipt of the DC Water Food Service Establishment Wastewater Questionnaire the General Manager shall conduct a site inspection to confirm that the FSE on the premises does not have the potential to discharge grease laden wastewater to the District's wastewater system. Please note: During the review of the Zero FOG Discharge Exemption request, the account shall continue to be billed for the FOG Facility Monthly Fee, but shall not be subject to any penalty, or interest charge for nonpayment of the Fee.
    - c) The General Manager shall issue a written determination approving or denying the Zero FOG Discharge Exemption and if approved, shall credit the account for amount of the FOG Monthly Fee billed as of the date of the request for exemption.
- (c) The Customer may challenge the bill or the determination of the General Manager denying the Zero FOG Discharge Exemption in accordance with the procedures set forth in chapter 4 of this title.

**Section 199, DEFINITIONS, is amended by adding the following terms and definitions to read as follows:**

**Fats, Oil and Grease (FOG) Facility Monthly Fee** – fee charged to Non-Residential Customers to recover the facility inspection and oversight costs for each Food Service Establishment operating on the premises that has the potential to discharge oil or grease laden wastewater to the District’s wastewater system.

**Food Service Establishment (FSE)** – Facility that has the potential to discharge oil or grease laden wastewater to the District’s wastewater system, including but not limited to, bakeries; bars; candy manufacturers; cafeterias, caterers; coffee shops; delicatessens; commercial kitchens operated in educational institutions, hospitals, hotels/motels, and religious institutions; grocery stores; wholesale or retail ice cream facilities; wholesale and retail marine food facilities; restaurants; and other wholesale or retail facilities that have the potential to discharge oil or grease laden wastewater to the District’s wastewater system; and subject to the District’s Pretreatment Standards and limits provided in 21 DCMR §§ 1501.01 et seq. and the District of Columbia Consumer and Regulatory Affairs (DCRA) Food Establishment Wholesale or Retail Licensing requirements.

**Cross-Connection/Back Flow Prevention Monthly Fee** – fee charged to Residential, Multi-Family and Non-Residential Customers to recover the facility inspection and oversight costs for each Backflow Prevention Assembly on the premises.

**Section 400, RIGHT TO CHALLENGE GENERAL MANAGER'S DECISIONS AND BILLS, of chapter 4, CONTESTED WATER AND SEWER BILLS, of title 21, WATER AND SANITATION, of the DCMR is amended by adding a new subsection 400.7 to read as follows:**

400.7 A Non-Residential Customer may appeal a determination issued by the General Manager denying a Zero FOG Discharge Exemption issued pursuant to section 112.13 of this title by following the procedures set forth in this chapter.

**Section 401, NOTICE OF RIGHT TO CHALLENGE BILLS, AND PRACTICABILITY AND IMMINENT THREAT DETERMINATIONS, of chapter 4, CONTESTED WATER AND SEWER BILLS, of title 21, WATER AND SANITATION, of the DCMR is amended by adding a new subsection 402.10 to read as follows:**

401.4 A determination issued by the General Manager denying a Zero FOG Discharge Exemption shall contain a written statement advising the customer of the following:

- (a) The Customer may challenge the denial in accordance with the provisions in section 402;
- (b) The Customer may request a hearing in writing, within fifteen (15) days of receipt of the General Manager’s written determination, if he or she is not satisfied with the General Manager’s determination; and

- (c) The Customer shall be notified in writing of the date and time of any hearing, if requested.

**Section 402, INITIATING A CHALLENGE, of chapter 4, CONTESTED WATER AND SEWER BILLS, of title 21, WATER AND SANITATION, of the DCMR is amended by adding a new subsection 402.10 to read as follows:**

402.10 A Non-Residential Customer subject to the requirements of section 112.13 of this title, may appeal the General Manager’s determination denying a Zero FOG Discharge Exemption by filing a petition for an administrative hearing within fifteen (15) days of the date of the General Manager’s written determination in accordance with the requirements set forth in section 412 entitled “Petition for Administrative Hearing”:

**Section 410, ADMINISTRATIVE HEARINGS, of chapter 4, CONTESTED WATER AND SEWER BILLS, of title 21, WATER AND SANITATION, of the DCMR is amended as follows:**

Subsection 410.1, paragraph (h) and (i) are amended, and a new paragraph (j) is added to read as follows:

- (h) Issuance, suspension, termination, or denial of a Temporary Discharge Authorization or Waste Hauler Discharge Permit, or the terms and conditions of a Temporary Discharge Authorization or Waste Hauler Discharge Permit;
- (i) Suspension of water and sewer service due to an imminent danger to the environment or the operation or integrity of the District's wastewater system; and
- (j) The Zero FOG Discharge Exemption determination that a Food Service Establishment has the potential to discharge oil and grease laden wastewater to the District’s wastewater system.