



**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY  
235th MEETING OF THE BOARD OF DIRECTORS**

**Thursday, October 5, 2017**

**9:30 a.m.**

**5000 Overlook Avenue, SW  
Room 407**

- I. Call to Order (Chairman Tommy Wells)**
- II. Roll Call (Linda Manley, Board Secretary)**
- III. [Approval of September 7, 2017 Minutes](#)**
- IV. Chairman's Overview**
- V. Committee Reports**
  1. [Governance Committee](#) (Ellen Boardman)
  2. [Human Resources and Labor Relations Committee](#) (Bradley Frome)
  3. [Environmental Quality and Operations Committee](#) (Howard Gibbs)
  4. [DC Retail Water and Sewer Rates Committee](#) (Howard Gibbs)
  5. [Strategic Planning Committee](#) (Tommy Wells)
- VI. Issues of General Interest**
- VII. [CEO/General Manager's Report](#) (George Hawkins)**
- VIII. [Summary of Contracts](#) (FYI)**
- IX. Consent Items (Joint Use)**
  1. [Approval to Execute Contract No. 17-PR-HGM-36, CIGNA Group Ins. – Resolution No. 17-53](#) (Recommended by the Human Resources and Labor Relations Committee 09/13/17)
  2. [Approval to Execute Option Year Two of Contract No. 15-PR-DWT-02, Charmay, Inc. dbd Service Master of Alexandria – Resolution No. 17-54](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)
  3. [Approval to Execute Option Year Two of Contract No. 15-PR-DWT-21, Kuehne Chemical Co., Inc. – Resolution No. 17-55](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)
  4. [Approval to Execute a Contract with IT Software Application Development Services – Resolution No. 17-56](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)

5. [Approval to Execute Additional Funding to Option Year Four of Contract No. WAS-13-042-AA-RA, MOI, Inc. – Resolution No. 17-57](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)
6. [Approval to Execute Option Year One of Contract No. 16-PR-WWT-81, Maryland Environmental Services – Resolution No. 17-58](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)
7. [Approval to Execute Contract No. 16-PR-PRO-45, Cintas Corporation Loc. 41 – Resolution No. 17-59](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)
8. [Approval to Execute a Modification to Add Funding to Contract No. GS11T08BJD6001, Verizon – Resolution No. 17-60](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)
9. [Approval to Execute Change Order No. 1 of Contract No. 140230, Ulliman Schutte Construction, LLC – Resolution No. 17-61](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)
10. [Approval to Execute Supplemental Agreement No. 1 of Contract No. DCFA #450-WSA, Arcadis District of Columbia, PC – Resolution No., 17-62](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)
11. [Approval to Execute the Extension of Contract No, WAS-12-033-AA-RE, Centerra Integrated Services, Fleet Management Services – Resolution No. 17-63](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)
12. [Approval to Execute the Extension of Contract No. WAS-12-034-AA-RE, Centerra Integrated Services, LLC, Parts Supply for Fleet Management – Resolution No, 17-64](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)
13. [Approval to Execute a Modification to Extend Contract No. 14-PR-DIT-04, Mega-Tech – Resolution No. 17-65](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)
14. [Approval to Execute a Modification to Contract No. WAS-10-023-AA-RE, Enterprise Security Solutions – Resolution No. 07-66](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)
15. [Approval to Publish Proposed Amendments to Pretreatment Regulations for Dental Amalgam Discharge Management – Resolution No. 07-67](#) (Recommended by Environmental Quality and Operations Committee 09/21/17)

**X. Consent Items (Non-Joint Use)**

1. [Approval to Execute Contract No. 150180, Sagres Construction Corp. – Resolution No. 17-68](#) (Recommended by DC Retail Water and Sewer Rates Committee 09/21/17)
2. [Approval to Publish Amendments to Waste hauler Discharge Annual Permit Fee, Waste Hauling Disposal Fees, and High Strength Waste Fee and Associated Regulations – Resolution No. 17-69](#) (Recommended and DC Retail Water and Sewer Services Committee 09/26/17)

**XI. Executive Session** – To discuss legal, confidential and privileged matters pursuant to Section 2-575(b) of the D.C. Official Code<sup>1</sup>

**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)(1); 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 (5000 Overlook Avenue SW (Blue Plains – 4<sup>th</sup> Floor)**

- Environmental Quality and Operations Committee – Thursday, October 19<sup>th</sup> @ 9:30 a.m.
- DC Retail Water and Sewer Rates Committee – Tuesday, October 24<sup>th</sup> @ 9:30 a.m.
- Audit Committee – Thursday, October 26<sup>th</sup> @ 9:30 a.m.
- Finance and Budget Committee – Thursday, October 26<sup>th</sup> @ 11:00 a.m.



**DISTRICT OF COLUMBIA  
WATER AND SEWER AUTHORITY**

**Board of Directors**

*Governance Committee*

*Wednesday, September 13, 2017*

*9:00 a.m.*

**MEETING MINUTES**

**Committee Members**

Ellen O. Boardman, Chairperson  
Rachna Bhatt  
David Franco  
Bonnie Kirkland  
Nicholas A. Majett  
Emile C. Thompson

**D.C. Water Staff**

George Hawkins, CEO/General Manager  
Henderson J. Brown, IV, General Counsel  
Mustaafa Dozier, Chief of Staff  
Alan Heymann, Chief Marketing Officer, Blue Drop President  
Alfonzo K. Stukes, Board Administrative Specialist

**Call to Order**

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

**Blue Drop Activity Update**

Alan Heymann, DC Water's Chief Marketing Officer and President of Blue Drop, presented Agenda Item #1 – Blue Drop Activity Update.

Mr. Heymann stated that Blue Drop was created as a separate, nonprofit entity of DC Water after the DC Water Board authorized its creation at the November 3, 2017, meeting. Mr. Heymann identified current Blue Drop Board members, listed below, and stated that there is one vacant position on the Blue Drop Board:

- Chairperson - George Hawkins, General Manager (GM) and Chief Executive Officer (CEO), DC Water (Non-voting Position)
- Andrew Kricun, P.E., Executive Director and Chief Engineer, Camden County Municipal Utilities Authority



- Robert L. Mallet, former member of DC Water Board and President and Chief Executive Officer, Africare
- Willy Walker, former chair of DC Water Board, Chairman and Chief Executive Officer, Walker & Dunlop, Inc.
- David Henderson, Managing Partner, XPV Water Partners.

Mr. Heymann commented that the Board anticipates filling the vacant position by the next Blue Drop Board Meeting, which is scheduled in October, 2017.

Mr. Heymann discussed recent activities conducted at the Blue Drop Board meetings held in New Jersey and at Blue Drop's headquarters in Washington, D.C. He explained that circumstances surrounding business needs and scheduling demands of the Board members may impact how future meetings are conducted. Committee Member Franco asked for copies of the minutes from the previous Blue Drop Board meetings at the conclusion of the Governance Committee Meeting. Mr. Heymann agreed to provide them. Mr. Heymann also stated that Mr. Hawkins, as the Member Representative, will manage communications between the DC Water Board of Directors and the Blue Drop Board, adding that the next update to the DC Water Board of Directors will be provided at the January, 2018 Governance Committee meeting, unless requested sooner.

Mr. Heymann discussed three Blue Drop consulting projects with New Jersey Future, York Regional Environmental, and Capital Region Water. Mr. Heymann stated that all projects require advice on stakeholder engagement and external affairs, and added that Blue Drop is currently reviewing requests for proposals for two (2) potential clients, in the Northeast and Midwest regions of the country. Mr. Heymann explained that he performs consulting work for Blue Drop approximately 75% of the time, and his remaining time is devoted to providing advice to DC Water.

Mr. Heymann also discussed other Blue Drop projects, which include marketing and selling Bloom class-A biosolids, and developing a platform to facilitate peer-to-peer consulting services. Chairperson Boardman asked how Blue Drop would generate revenue from the platform. Mr. Heymann responded that Blue Drop will offer fee-based project management, invoicing and other client services. Mr. Hawkins noted that the working title for this project is Blue Wave. Committee Member Franco asked if there were industry tradeshow in wastewater management and other opportunities for DC Water and Blue Drop to participate and promote their products. Mr. Hawkins stated that Blue Drop and DC Water participate regularly in industry tradeshow to maximize exposure for both entities (e.g., National Association for Clean Water Agencies (NACWA)).

Chairperson Boardman asked Mr. Heymann to explain the differences in the roles of Blue Drop and DC Water in providing consulting services to customers. Mr. Heymann explained that he works in conjunction with his team and DC Water departments, including External Affairs and Emergency Management to provide additional support for Blue Drop projects (i.e. external communication, social media, guiding community

outreach and developing safety protocols). Mr. Heymann also gave examples of some of the methods used to market Blue Drop:

- 1) Trade shows, conferences and sponsorships with other utilities.
- 2) New Jersey Future received a foundation grant and engaged Blue Drop to perform work in New Jersey.
- 3) York Regional Environmental Services was introduced to Blue Drop during a tour of DC Water Blue Plains facility; follow-up discussions held during a Weftec Conference.
- 4) Capital Region Water selected Blue Drop for a competitive project, following its response to a Request for Proposal (RFP) posted on a list-serve.

Committee Member Franco asked Mr. Heymann what the value is of the Blue Drop contracts. Mr. Heymann reported that the value of existing contracts is approximately \$235,000: New Jersey Future - \$69,000; York Region Environmental Services - \$35,000; and Capital Region Water - \$131,000 (\$36,000 – subcontractor). He added that the subcontractor is an Oregon-based public research and opinion firm, hired by Blue Drop to provide a baseline assessment of utilities customers' perceptions, and to organize internal focus groups and research. He agreed to provide the Governance Committee with the figures related to proposed projects after the meeting.

Mr. Heymann then discussed other marketing activities of Blue Drop and outlined key elements in the Marketing and Sales Agreement with DC Water. He also discussed other operational activities, including: 1) vendor contracts with three (3) local trucking companies to transport Bloom to customers in DC, Maryland and Virginia; 2) accounting and bookkeeping support for Blue Drop; 3) human resources and benefits support for current and future employees of Blue Drop; and 4) plans for end-of-fiscal year audit support.

Committee Member Bhatt asked whether there were two kinds of Bloom. In response to Committee Member Bhatt's inquiry, Mr. Heymann explained that Bloom is currently offered in two forms: fresh Bloom, which is primarily used for agricultural purposes, and cured Bloom, a dried biosolid used for home gardening or commercial land application. He explained that because of the limited space at Blue Plains, Blue Drop has collaborated with local companies that can complete the curing process and provide it to the community for sale. Blue Drop's sale of Bloom has resulted in a significant savings to DC Water by avoiding the transportation costs associated with land application of the biosolid.

Committee Member Thompson asked about a prior discussion regarding the planned giveaway of Bloom. Mr. Heymann explained that potential demands for cured Bloom, Blue Drop's best product, and limited space for production, supply, and storage at Blue Plains, led to the decision to revisit the idea of holding a giveaway in Spring 2018. He added that Blue Drop currently offers cured Bloom on a trial basis to gauge the needs of

supply and demand, in comparison to the small profit obtained through the sale of fresh Bloom. Committee Member Franco asked if sales of Bloom are forecasted by category, fresh vs. cured, and how the regulations vary by state. Mr. Heymann explained that forecasting Bloom sales is challenging because of regulatory roadblocks for obtaining permits for land application space in Maryland and Virginia (*fresh* vs. *cured*). Chairperson Boardman asked if the mandate is to maximize the market to produce and sell both fresh and cured Bloom. Mr. Heymann affirmed that ultimately, the idea is to maximize the market for selling both *fresh* and *cured* Bloom, and added that the significant portion of the value Blue Drop will provide to DC Water in land applications of biosolids will supersede the revenue from consulting services.

Committee Member Franco asked several questions regarding marketing and selling of *fresh* Bloom vs. marketing and selling *cured* Bloom in the future; and the regulatory obstacles, federal and state, to obtaining permits for marketing, selling, producing, and storing Bloom. Mr. Heymann discussed the options to commercialize Bloom and the regulatory challenges, explaining that the application of biosolids regulations vary by state. He discussed North Carolina, which prohibits the use of any biosolids on crops used for food consumption, regardless of class characterization. He also commented that Bloom is characterized as a Class-A “*exceptional*” biosolid because it is cleaner, lower in odor and provides more utility as a soil amendment. Mr. Hawkins added that, while federal mandates determine qualification characteristics of biosolids, states are permitted to regulate the process for biosolids application.

Thereafter, Mr. Heymann reported on the costs associated with Blue Drop marketing activities of Bloom:

- 1) Existing land applications - \$43/ton (approximately \$7 million per year).
- 2) Marketing and Sales Agreement –\$5/ton marketing fee (price support as Blue Drop is not generating a lot of revenue for the sale of Bloom).
- 3) Trucking reimbursement - \$25/ton.

He explained that the year-to-date savings since August of diverting 6.085 tons of Bloom produced at Blue Plains is \$13/ton. Committee Member Kirkland asked Mr. Heymann to clarify the term “diverted” and asked if it differed from the normal process DC Water follows with land application. Mr. Heymann clarified that “diverted” was not like DC Water’s normal land application process, because biosolids managed through Blue Drop are not managed at the \$43/ton rate. Mr. Heymann also discussed Blue Drop’s costs related to land application, transporting materials to customers, marketing fees, sales revenue, and cost savings to DC Water. As a result, Blue Drop keeps sales revenues, while DC Water saves by diverting material from land application at DC Water. Committee Member Thompson asked how much actual tonnage of Bloom is produced annually. Mr. Heymann and Mr. Hawkins responded that Blue Drop significantly reduced the total quantity diverted and shipping costs from 1200 to 450 tons daily, adding that savings included marketing and trucking costs.

Committee Member Franco asked if DC Water pays disposal fees. Mr. Hawkins and Mr. Heymann explained that all costs are associated with full trucking services (i.e. land applications, storage, and permits) but that disposal fees are not paid.

Next, Mr. Heymann described other research and marketing efforts of Blue Drop: 1) database development and website expansion; 2) developing promotional materials (i.e. portfolio); and 3) recruiting Georgetown University Master of Business Administration (MBA) students to assist with research marketing and planning.

Chairperson Boardman asked Mr. Heymann to provide more substance about the Georgetown student activities and how that transfers into course credit. Mr. Heymann explained that the Georgetown students research potential utility clients, how to reach them and suggest potential revenue opportunities by reviewing budgets available on public utility websites. Mr. Hawkins compared this activity to the current research program DC Water provides to Ph.D. program candidates.

Mr. Heymann then discussed potential revenue sources and business planning opportunities for consulting projects. Among those opportunities are:

- 1) Offering Green Infrastructure Program Design advice to other utilities.
- 2) The Green Infrastructure Certification Program developed between DC Water and the Water Environment Federation.
- 3) Providing Utility leadership with advice on change management.
- 4) Facilitating peer-to-peer exchanges among utilities through an online portal or membership-based system – creating additional partnerships for website building and technology support.

Mr. Heymann reported that Blue Drop's current expenses are minimal compared to its current revenue of \$400,000. Committee Member Franco requested that Mr. Heymann provide the Governance Committee with a standard Profit and Loss Statement to show revenue. Following Committee Member Franco's suggestion, Mr. Heymann agreed to do so going forward, and added that he would discuss current returns on investment to DC Water during the Executive Session. Committee Member Majett asked if the return on investment figures will be provided in the end-of-fiscal year audit scheduled for October 2017. Mr. Heymann replied affirmatively.

Finally, Mr. Heymann discussed the internal organization of Blue Drop. He highlighted that five (5) DC Water employees contribute time, including himself and the following: Mr. Hawkins, Gloria Cadavid (on leave of absence thru October 2017), Saul Kinter and Sarah Neiderer. He introduced two (2) new Blue Drop employees: Kim Marshall, Director of Client Services, and Francesca Valente, Director of Operations. Mr. Heymann also discussed JustWorks, the professional employer organization (PEO), that Blue Drop hired to manage human resources, benefits administration, compliance, and payroll. In response, Committee Member Bhatt provided advice regarding her experience using a

PEO. She cautioned that using a PEO while Blue Drop is a small entity now may be a good value, and suggested that Mr. Heymann reevaluate the true costs and benefits of using a PEO as Blue Drop grows.

Mr. Heymann briefly compared the benefits package offered by Blue Drop to that offered by DC Water. He stated that Blue Drop employees vest employees more quickly, have more flexible leave options (paid time off and family/parental leave), and have a transportation/bicycle repair subsidy. He responded to Committee Member Bhatt's question regarding sick leave by stating Blue Drop complies with the DC Sick Leave Act and advised the committee that Blue Drop has already published its first personnel manual.

At the conclusion of Mr. Heymann's presentation, Committee Chairperson Boardman asked for a motion to go into Executive Session at 10:05 a.m.

The Committee reconvened the open session at 10:50 a.m., whereupon Chairperson Boardman and other Committee members praised Mr. Heymann for his current efforts and progress made by Blue Drop over a very short period of time.

### **Conclusion**

There being no further business, Chairperson Boardman adjourned the meeting at 10:50 a.m.

### **Follow-Up Items for September 2017 Governance Committee Meeting**

1. Alan Heymann to provide copies of Blue Drop Board minutes to the Secretary of the Board for dissemination to the DC Water Board of Directors.
2. Alan Heymann to provide the value of proposed projects to the Secretary of the Board for dissemination to the DC Water Board of Directors.
3. Alan Heymann to provide standard Profit and Loss Statement to show revenue to the Secretary for dissemination to the DC Water Board of Directors prior to future Governance Committee meetings.



**DISTRICT OF COLUMBIA  
WATER AND SEWER AUTHORITY**

**BOARD OF DIRECTORS**  
Human Resources and Labor Relations  
Committee  
*September 13, 2017*

**MEETING MINUTES**

**Committee Members Present**

Bradley Frome – Committee Chairman  
Ellen Boardman  
Rachna Butani  
Anthony Giancola  
Bonnie Kirkland

**DC Water Staff Present**

George Hawkins, CEO & General Manager  
Henderson Brown, General Counsel  
Mustaafa Dozier, Chief of Staff  
Alfonzo Kilgore Stukes, Board Administrative  
Specialist

**Union Presidents Present**

Barry Carey, AFSCME 2091  
Barbara Milton, AFGE 631  
Jonathan Shanks, AFGE 872  
Michelle Hunter, NAGE R3-06

**1. Call to Order**

Chairman Bradley Frome called the meeting to order at 11:07 a.m.

**2. Group Life and Disability Request for Proposal**

Otho Milbourne, Total Rewards Supervisor, gave a presentation regarding the Group Life and Disability Request for Proposal (RFP), which was issued by Procurement on May 30, 2017. Aetna Life Insurance, Cigna Life (current administrator), Dearborn Life Insurance, MetLife, Minnesota Life and Standard Life Insurance companies submitted proposals for consideration. An evaluation panel composed of Tanya Deleon, Risk Manager, Ayodele McClenney, Director, Occupational Safety and Health and Otho Milbourne, Supervisor, Total Rewards was formed to evaluate the technical components of the RFP's. The technical components were worth 80% of total scoring, while Procurement evaluated pricing, worth 20% of the total scoring. Mr. Milbourne stated that Aon Hewitt was hired to assist with an independent analysis of each proposal. Cigna received the highest technical scores from the evaluation panel because of various online capabilities, no deviations from current plan, performance guarantees and a variety of added programs at no cost to the Authority. Mr. Milbourne stated that based on all the evaluation factors and the independent analysis, it was recommended that Cigna be offered a contract for one year and four (4) option years. Anthony Giancola asked if details regarding the technical

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component can be provided. Mr. Milbourne said yes and agreed to provide details regarding the technical components. Board members agreed to the panel's recommendation.

#### **4. Union Topics**

##### **A. Civil Service Buyout Presentation**

Barbara Milton, President of AFGE Local 631 requested that the Union Presidents receive a copy of the Civil Service buy-out presentation presented in May 2016. Ms. Milton stated that the HR Committee Board Members had stated an interest in sharing a copy of the presentation, however, management has not provided the presentation. At that meeting, discussions regarding the buyout ceased, however it was noted that further discussion would be reconsidered. Ms. Milton indicated that the unions would like to review the presentation to find areas where they could be of assistance. Mustafa Dozier, Chief of Staff stated that an update was provided and that discussions went into executive session on three occasions; however, no agreement was made to provide details of the executive sessions to union members. Chairman, Bradley Frome asked if there was a reason not to provide a summarization of the presentation, which did not include confidential information from the executive session. Mr. Dozier said a summation of the sessions can be complied with the removal of any substance of concern.

##### **B. DC Water Interviewing and Hiring Practices**

Jonathan Shanks, President of AFGE Local 872 stated that the Union Presidents feel that the interviewing process is subjective and isn't comprised of knowledgeable staff members who are familiar with the work. Mr. Shanks stated that qualified internal candidates who currently do the work, are not selected based solely on poor interview performance rather than seniority and skillset. Mr. Shanks believes that vacancies should be posted internally and if no qualified candidate is selected, then recruitment should seek external candidates. He stated that when outside candidates are selected for the job, they are unfamiliar with DC Water systems and therefore have to be trained by qualified internal candidates who did not receive the job. Ellen Boardman asked if the process Mr. Shanks described was in regard to promotion and he clarified that it was. Rachna Butani stated that interviews are subjective because multiple facets are involved in giving promotions, not just a candidate's ability to do the job. Ms. Butani stated that although the Authority seeks to promote internally, it is a large organization and must concurrently search for internal and external candidates. Mr. Giancola asked Mr. Dozier what the policy was for the selection of the panel for interviews. Mr. Dozier stated the general policy for hiring is that head of every interview panel is the hiring manager, who composes the panel in consultation with Human Capital Management. For every position recruited, a lead from Talent Acquisition facilitates the position, ensures interview question uniformity and appropriate panel composition. Mr. Shanks asked if it was possible to include a union representative on the interview panel. He said historically, union officials received applications and assisted with the selection process. Ellen Boardman asked what the collective bargaining agreement articulates about filling vacancies. Mr. Dozier stated that

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every vacancy is shared with union leadership and physically posted in their work locations to ensure that union members are aware of vacancies. Mr. Dozier referenced a portion of the CBA that stated when there is equity between internal and external candidates, the internal candidate will be selected. To counteract poor interviewing skills, management instituted on demand interview training. This training provided one-on-one and group instruction for candidates who struggled with interviewing skills to prepare them for the process. Barry Carey, President of AFSCME Local 2091, stated that in the CBA, seniority is a large portion of job selection, but it appears with the new interviewing process, members are not obtaining the positions. Mr. Carey stated that poor articulation during the interview is keeping qualified internal candidates from being offered the position, and unions are seeking a middle ground that adheres to contractual language regarding an employee's seniority. Currently, unions believe the interview process overrides seniority and skillset. Chairman Frome stated that an interview is one point of multiple facets that are a part of the hiring decision. Seniority should be strongly considered, but is not the sole criteria. George Hawkins, General Manager and CEO stated that DC Water is inclined to hire from within and encourages internal employees to apply for positions. Mr. Hawkins articulated that DC Water is committed to all efforts that adequately prepare internal candidates for interviews and agrees it is something the Authority is in favor of. Barbara Milton stated there seems to be an imbalance in the interview process. Although it is subjective, it appears that the interview weighs too heavily in the final selection of a candidate. Ms. Milton recommended that DC Water consider including knowledgeable bargaining union employees during the interview process. Elizabeth Stachura, Manager, Labor Relations stated what's often lost is that promotions require a different skillset. Mrs. Stachura stated that it can also become problematic, when co-workers interview potential candidates. It could work favorably or unfavorably for a candidate because of same level competition.

**C. Denying employees their performance bonus after receiving a performance Rating of Level 2 or Level 3.**

This matter has been deferred as the Unions are in discussions with Mr. Dozier.

**D. Continued tension between labor and management at DC Water**

This matter has been deferred as the Unions are in discussions with Mr. Dozier.

**5. Executive Session**

The Committee went into closed session at 11:44 a.m., and returned to open session at 12:45 p.m. It was recommended that the full Board approve the appointment of an Acting General Manager upon the separation on December 29, 2017 of George Hawkins, General Manager.

It was further recommended by the Committee that the Chairman of the Board appoint an Ad Hoc Committee to oversee the recruitment of a new General Manager/CEO. The Committee will be comprised of members as determined by the Board Chair.



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## **6. Adjournment**

The meeting adjourned at 11:45 a.m.

### **FOLLOW-UP ITEMS:**

The Board has requested the following items:

- Details regarding the technical components of the Group Life and Disability RFP
- Revised summation of the Civil Service buyout discussion held in executive session



***District of Columbia  
Water and Sewer Authority  
Board of Directors  
Environmental Quality and Operations Meeting***

*Thursday, September 21, 2017*

*9:30 a.m.*

***MEETING SUMMARY***

**Committee Members**

Howard Gibbs, Vice Chairperson  
David Lake  
Anthony Giancola  
Ivan Frishberg  
David Franco  
Kendrick Curry

**DC Water Staff Present**

George Hawkins, CEO & General Manager  
Leonard Benson, Chief Engineer  
Linda R. Manley, Secretary to the Board  
Henderson Brown, General Counsel  
Aklile Tesfaye, AGM Wastewater Treatment

**I. Call to Order**

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

**II. AWTP STATUS UPDATES**

**1. BPAWTP Performance**

Mr. Aklile Tesfaye, Assistant General Manager for Wastewater Treatment reported on the performance of the Blue Plains Advanced Wastewater Treatment Plant (AWTP) (by exception). Mr. Tesfaye stated that all performance parameters were excellent and all permit requirements were met.

Mr. Tesfaye next briefly highlighted some performance parameters of the Combined Heat and Power (CHP) facility at Blue Plains. He stated that for August 2017, the facility generated a modest 84 MWH/day or 13% of total energy consumed at Blue Plains (634 MWH/day). Mr. Tesfaye went

on to explain that in August, the capacity of the CHP waste heat boilers or Heat Recovery Steam Generators (HRSG) to supply adequate high-pressure steam was limited. This was both as a result of the damage to the duct burners in the HRSGs as well as reduced heating capacity of the HRSGs due to scaling on their interior walls. As a result, significant amounts of digester gas, typically used to operate the Combustion Turbines (CT), was diverted to continuously operate an auxiliary boiler and supply adequate steam required to process solids through thermal hydrolysis and digestion. In addition, the air permit stipulates that only one pair of CT/HRSG can remain in operation when the auxiliary boiler is in use. DC Water has requested a change in this provision of the permit. Accompanying this request, DOEE was provided calculations documenting lower emissions if multiple CT/HRSG units are in use, with reduced gas flow through the auxiliary boiler. The request is presently under consideration.

Mr. Tesfaye also mentioned that Pepco Energy Services (PES), which is the contract operator of the CHP facility, is finalizing a repair contract with the original equipment manufacturer (OEM) of the HRSGs and duct burners to restore full steam generating capacity of the HRSGs and cease continuous operation of the auxiliary boilers. In addition, PES continues to add chemical to remove scaling from the interior walls of an online HRSG. Based on current schedule projections provided by PES, the HRSG and duct burner manufacturers will have repair technicians on site during the last week of September to conduct repairs to one of the HRSGs and a duct burner. These repairs will then be tested for a few months before they are applied on other units.

The Committee inquired if the testing and the monitoring of the repairs will affect the start date of the 'operations' phase of the design-build-operate contract. Mr. Tesfaye stated that the contract is in the operating phase that began on July 1, 2016. Mr. Tesfaye stated that he will discuss more about the nature of the contract in the dedicated presentation later on in the meeting.

## **II. CIP QUARTERLY UPDATE**

Mr. Paul Guttridge, Manager, Program Services, DC Water gave an update (by exception) on the third quarter report for fiscal year (FY) 2017 regarding DC Water's Capital Improvement Program (CIP). Current projected FY 2017 CIP disbursements through the end of September 2017 were 10% above the baseline. Of the six (6) CIP service areas, the two that are contributing to the baseline overage were the Wastewater Treatment and CSO service areas. The 6-month look ahead for large contract actions included Small Diameter Water Main Rehab (SDWMR) 12b, 13a and 13d.

## **III. COMBINED HEAT AND POWER (CHP) UPDATE**

Mr. Aklile Tesfaye, Assistant General Manager for Wastewater Treatment, gave an overview presentation regarding DC Water's service contract with PES for the operation and maintenance of the CHP as well as to discuss the provisions included in the contract to manage performance of the system. Mr. Tesfaye began his presentation by giving an overview of the CHP system by stating that the CHP produces its electricity and steam from digester gas that is produced by anaerobic digestion (AD). He highlighted the fact that the primary objective of the CHP operation is to meet steam needs of the Thermal Hydrolysis Process (THP) and the secondary objective is to generate electricity. The continuous supply of high-pressure steam is critical to sustain production of Class A biosolids, and therefore takes precedence in the operation of the CHP facility. Mr. Tesfaye also briefed the Committee on different operating scenarios of the CHP where electricity production is maximized and not maximized.

Mr. Tesfaye provided an overview of the service contract and noted that the service contract provides for general standards as it applies to PES and DC Water.

Mr. Tesfaye mentioned that the service contract between DC Water and PES contains performance guarantees to protect the Authority from non-compliance of performance standards. The guarantees define standards and requirements, exceptions, and clearly state remedies for non-compliance in the form of cost reimbursements and liquidated damages.

Mr. Tesfaye concluded the presentation by discussing potential operational and financial risks associated with nonperformance of the contract to produce the required high-pressure steam and maximize electricity generation, and mitigations measures in place to manage and minimize risks. He stated that loss of steam production will result in the interruption in Class A biosolids production and in increased O&M cost and the risk of a loss of electricity production will result in increased O&M cost but will be able to mitigate by continuing to improve reliability of critical assets.

Following Mr. Tesfaye's presentation, the committee members asked a number of questions related to contract compliance and performance of PES. Mr. Tesfaye noted that although biosolids processing was not impacted, in DC Water's opinion PES was not in contract compliance and that further discussion should not be in open session due to sensitivity of the ongoing discussion with PES.

#### **IV. ACTION ITEMS**

##### **JOINT USE**

1. Contract No. 15-PR-DWT-21 – Supply and Delivery of Sodium Hypochlorite, Kuehne Corp.
2. Contract No. 17-PR-DIT-24 – IT Software App Dev Services – (6 firms) – Critigen, LLC, EBA Engineering Inc, Johnson, Mirmiran & Thompson, Inc dba, JMT Technology Group, Stellar Services Inc, VTech Solutions Inc, Wipro Limited
3. Contract No. 15-PR-DWT-02 – Industrial Cleaning Service, Charmay Inc. dba ServiceMaster of Alexandria
4. Contract No. WAS-13-042-AA-RA – Knoll Furniture and Furnishings, MOI, Inc
5. Contract No. WAS-12-033-AA-RE – Fleet Management Services, Centerra
6. Contract No. WAS-12-035-AA-RE – Parts Supply for Fleet Management Services, Centerra
7. Contract No. 14-PR-DIT-04 – IT Professional Services, Mega Tech
8. Contract No. 16-PR-WWT-81 – Monitoring of Biosolids Disposal Site, Maryland Environmental Services
9. Contract No. WAS-10-023-AA-RE – Security Systems Integration and Management Services, Enterprise Security Solutions
10. Contract No. 16-PR-PRO-45 – Work Uniforms and Accessories, Cintas Corporation
11. Contract No. GS11T08BJD6001 – Telecommunication Services, Verizon
12. Contract No. 140230 – Miscellaneous Facilities Upgrade – Phase 4, Ulliman Schutte Construction, LLC
13. Contract No. DCFA #450-WSA – Tunnel Dewatering Station and Enhanced Clarification Facility – CM, Arcadis District of Columbia, PC

Mr. John Bosley, Chief Procurement Officer, DC Water, presented Action Items 1 to 11; Mr. Len Benson, Chief Engineer, DC Water, presented Action Items 12 to 13. The Committee decided to postpone discussion and resolution of Action Item 12 until the commencement of the executive session.

The Committee inquired if it would be possible to bring the Fleet Management Parts Supply services in-house. Mr. George Hawkins, General Manager & CEO, DC Water responded by stating DC Water will always look for opportunities to become more efficient and cost effective whenever possible especially in conjunction with the new Fleet Management facility that is being constructed.

The Committee recommended the joint use action items with the exception of Action Item 12 to the full Board.

#### **NON-JOINT USE**

1. Contract No. 150180 – Small Diameter Water Main Replacement 12b, Sagres Construction Corp.

The Committee requested a presentation on the prioritization criteria for selection of water mains to be replaced each year.

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

#### **V. HAULED WASTE FEE STRUCTURE/INDUSTRIAL HIGH STRENGTH RATES & DENTAL DISCHARGE REGULATIONS**

Ms. Elaine Wilson, Program Manager – Pretreatment, DC Water, presented on the Hauled Waste Fee structure, Industrial High Strength rates and Regulations For Dental Discharge. She stated currently, the Waste Hauler Fees that DC Water charges have not been adjusted since 2012 and are not keeping up with costs. The Industrial High Strength Waste Fees, which are used for charging industrial users discharging high strength waste, are authorized but have never been charged. In June 2017, DC Water hired an outside consultant (Raffelis Financial Consultants, Inc.) to evaluate these fees and provide recommendations. Also in June 2017, the Environmental Protection Agency (EPA) published the Final Dental Amalgam Rule and as a result, DC Water is proposing new Dental Discharge Regulations in order to comply with this rule.

In regards to Waste Hauler Fees, DC Water would like to propose a revised fee structure based on volume. Currently, there is a high cost differential with Haulers with fewer loads paying a higher cost for service than Haulers with many loads (in some cases the hauler with fewer loads may be paying more than actual cost). This proposed revision would allow the Authority to recover cost of service without overcharging Haulers with fewer loads.

Ms. Wilson next gave a comparison of Hauler Fees from 2016 based on the current fee model versus the proposed fee model. The comparison showed that, under the proposed, revised fee structure, fees would be charged based on strength and volume of the haul resulting in greater cost recovery to DC Water. Specifically, based on 2016 volumes, the revenue that DC Water could have generated based on the revised fee structure was calculated to be \$993,000; which

is an increase of approximately \$500,000 from the actual revenue collected in 2016.

Ms. Wilson also stated that implementation of the proposed revision of the fee structure would have minimal impact on current operations because the current practice of tracking haul sources and volume by manually entering the volumes and waste types from manifests will remain unchanged.

The Committee inquired if the proposed rate revisions are forward looking enough to account for higher future costs. Ms. Wilson replied these cost revisions are cost of service evaluations based on current costs. Mr. Hawkins added that the proposed costs are not rate based but are treatment based. These treatment costs are relatively static and remain constant for longer periods. The Committee recommended that that DC Water conduct these cost re-evaluations every three (3) years. Mr. Hawkins responded that DC Water will implement the recommendation.

In regards to the Industrial User (IU) High Strength Waste Fee structure, Ms. Wilson stated that currently, industries discharging High Strength Waste to the collection system are paying the same base rates as industries with Domestic Strength Waste. Under the new recommendations, a fee is proposed only for Significant Industrial Users to capture high volume dischargers. As a result, the annual, projected revenue from Industrial High Strength Waste fees is \$145,000 to \$205,000. The three affected customers and their associated fee is given below:

- Bureau of Engraving and Printing - \$40,000 to \$100,000
- Dulles International Airport - \$100,000
- Amtrak - \$5,000

In addition, Ms. Wilson provided the Committee with the Operational consideration for the implementation of the fee.

Ms. Wilson next provided the Committee with the regulatory updates to 21 DCMR – Water and Sanitation.

Ms. Wilson stated that the proposed schedule for implementation of the recommended changes starts on September 21, 2017 and ends by February 2019 for the Hauled Waste Fee restructuring and ends April 2018 for the Industrial High Strength Surcharge fee restructuring, respectively.

Next, Ms. Wilson presented on the Dental Discharge Regulations. She stated that these regulations need to be updated immediately since new source dental dischargers are already required to comply with the regulations. For this reason, DC Water must survey dental dischargers and maintain a database of dental facilities (estimated at 700) to ensure compliance with regulations. Certifications and one-time compliance reports must be submitted and maintained for all non-exempt dental facilities.

The Committee recommended the proposed changes to the Hauled Waste Fee Structure/Industrial High Strength Rates & Dental Charge Regulations to the full Board.

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

The Committee requested that the General Manager provide a future briefing on the recent Environmental Working Group report on perfluorinated chemicals in drinking water.

The Committee also requested a future update on flood vulnerability and protection of Blue Plains and other critical DC Water facilities.

Finally, the Committee requested that the General Manager of the Washington Aqueduct brief the Committee at a future meeting.

## **VII. EXECUTIVE SESSION**

The Committee convened into an executive session at 11:00 a.m., and reconvened into open session at 11:25 a.m.

The Committee recommended Action Item 12, Contract No. 140230, Ulliman Schutte Construction, LLC to the full Board.

## **VIII. ADJOURNMENT**

Meeting adjourned at 11:30 a.m.

### **Follow-up Items**

1. Program Manager, Pretreatment, DC Water: Ensure DC Water conducts cost and rate evaluations every three (3) years.
2. Chief Engineer, DC Water: Provide update on flood vulnerability and protection of Blue Plains and other critical DC Water facilities.



## **DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

### **Board of Directors**

#### *DC Retail Water and Sewer Rates Committee*

Tuesday, September 26, 2017

9:30 a.m.

### **MEETING MINUTES**

#### **Committee Members in Attendance**

Rachna Butani, Chairperson  
Tommy Wells, Chairman  
Howard Gibbs  
Ellen Boardman  
Emile Thompson  
Anthony Giancola  
David Franco

#### **DC Water Staff**

George Hawkins, General Manager  
Matthew Brown, Chief Financial Officer  
Henderson Brown, General Counsel  
Linda Manley, Secretary to the Board  
Elaine Wilson, Program Manager Pretreatment

#### **Call to Order**

Chairperson Butani convened the meeting at 9:30 a.m.

#### **Waste Hauler and Industrial High Strength Waste Fee Update (Attachment A)**

Ms. Wilson briefed the Committee on the Waste Hauler and Industrial High Strength Waste Fees. She noted that DC Water's current Hauled Waste fees allows unlimited disposal of waste sources within Blue Plains service area. The fees have not been adjusted since 2012 and are not keeping up with treatment cost. In June 2017, DC Water hired Raftelis Financial Consultants, Inc. (RFC) to evaluate these fees and to make recommendations. Ms. Wilson stated that for Industrial users discharging high strength waste, fees are authorized but never been charged as unit costs were not developed.

To a query from Ms. Boardman as to why the fees has not been adjusted since 2012, Mr. Brown replied that there is a schedule for larger fees that are reviewed every three years. However, there are some miscellaneous fees that generate smaller amounts of revenue that are reviewed on a less regular schedule. DC Water has hired a consultant to review the fees and to recommend a review cycle of the miscellaneous fees. Mr. Gibbs stated that a review cycle of every three years was suggested by the Environmental Quality and Operations Committee.

Ms. Wilson stated that currently DC Water allows unlimited disposal of waste sources within the Blue Plains service area septage receiving facility. Waste Categories include grease trap waste, septage/portable toilet waste and groundwater/surface runoff. Ms. Butani asked who is bringing in the ground/water surface runoff. Ms. Wilson responded that Pepco is a major customer who collects the groundwater from electrical vaults and city manholes around the city and brings it here at Blue Plains because they can't discharge into the separate storm sewer system. Similarly, storm runoff from the Cedarville Lagoon where our biosolid material is stored, is collected and brought to Blue Plains by Synagro.



Ms. Wilson stated that in FY 2016, DC Water received approximately 20 million gallons of hauled waste from 33 permitted waste haulers. In 2016, DC Water recovered \$473,000 from waste hauler fees. The 2017 Raftelis Cost of Service Study has projected revenue of \$993,000, an increase of approximately \$500,000. Ms. Wilson explained that the high strength waste parameters include Chemical Oxygen Demand (COD), Total Phosphorus (TP), Total Kjeldahl Nitrogen (TN), Total Suspended Solids (TSS), and Volatile Suspended Solids (VSS). She added that DC Water collects very high strength hauled waste compared to influent and obviously it cost more to treat high strength waste.

Ms. Wilson informed the Committee that one reason to restructure the current waste hauler fee and move to a volume based fee rather than a flat fee is that there is a high cost differential amongst the waste haulers. The revised structure based on the volume would allow DC Water to fully recover the cost of treatment and be equitable among the waste haulers. Ms. Butani inquired if Washington Suburban Sanitary Commission (WSSC) uses volume based fee to recover its cost of treatment. Ms. Wilson replied in the negative, WSSC has a flat fee and they are likely to move towards a volume based fee.

Ms. Wilson explained that the Raftelis study used 2016 as the test year. Their study was consistent with industry standards and practices based on allocation of operating costs (with overhead) and capital costs. Mr. Franco inquired how DC Water derived the annual total cost. Ms. Wilson stated that the annual total cost include all of the treatment, operating, capital and overhead costs to treat all influent into the plant. Mr. Franco asked about the System Availability Fee (SAF) operating and capital costs and wanted to make sure DC Water is not double counting capital cost. Mr. Jon Davis confirmed that the System Availability Fee (SAF) is strictly a capital cost based on capacity. There are some capital costs allocated to the Waste Hauler and Industrial High Strength Waste Fees but they are kept separate to avoid double counting. The remainder of the capital and operating costs would be recovered through regular rates and charges.

Ms. Wilson mentioned that the study results showed that in order to recover costs DC Water needs to charge \$70/kgal or \$0.07/gallon for High Strength Waste and a base fee rate of \$3/kgal or \$0.003/gallon for domestic and low strength waste. We also want the ability to charge custom fees for special types of waste like landfill leachate or food waste. Ms. Wilson explained the comparison of current and proposed hauler fees for low and high volume haulers. Ms. Wilson explained to the Committee waste hauler fee utilities comparison chart, impact on DC Water's revenue and operation considerations.

Ms. Wilson stated that the Industrial High Strength Waste Fee is applicable to significant industrial users discharging high strength waste to the collection system. Currently, all users are paying the same base rate no matter if they are discharging low or high strength waste. In 2012, DC Water adopted the regulations to charge high strength waste fees but never established the unit cost to charge industrial users for high strength waste. The annual projected revenue from Industrial High Strength Waste Fees ranges from \$145,000 to \$205,000. The three affected customers are the Bureau of Engraving, Dulles Airport, and Amtrak.

Ms. Wilson briefed the Committee on the high strength waste utility-comparison and proposed regulations.

#### **Action Items (Attachment B)**

Mr. Brown presented the Action Item:

1. Recommendation to Amend the Waste Hauler and High Strength Waste Fee Regulations

The committee members recommended Action Item 1 to the full Board.

#### **DC Retail Water and Sewer Rates Committee Workplan (Attachment C & D)**

Mr. Brown briefed the Committee on the 2017 and 2018 Workplan.

Mr. Brown pointed out that the proposal for retail rates for FY 2019 and FY 2020 is scheduled to be presented to the Board in November 2017. He explained that the real requirement is to get the DC Water budget included in the Mayor's proposed budget that goes to the Counsel in March. Mr. Brown said he plans to bring the proposed budget to the Board in a workshop session and Committee review either in December 2017 or January 2018. Ms. Boardman inquired if DC Water would go for another two-year rate structuring or revert to the annual process. Mr. Hawkins responded that the plan is to go for another two-year rate proposal.

#### **Agenda for October 24, 2017 Committee Meeting (Attachment E)**

There were no comments on the October agenda.

#### **Executive Session**

The committee made a motion to go into executive session at 10:30 a.m., and reconvened into open session at 10:58 a.m.

#### **Adjournment**

The meeting was adjourned at 10:59 a.m.

#### **FOLLOW-UP ITEMS – DC Retail Water and Sewer Rates Committee Meeting (September 26, 2017)**

- 1.) Review of unmetered fire service lines and their financial impact **Status:** (November 2017).
- 2.) Review of combined domestic and fire service lines and their financial impact **Status:** (November 2017).
- 3.) Present a copy of the customer bill to the Committee before the new VertexOne Customer Billing System go-live date **(Ms. Butani Chairperson)**. **Status:** (November 2017 meeting)



**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

**BOARD OF DIRECTORS  
STRATEGIC PLANNING COMMITTEE**

**MEETING MINUTES  
THURSDAY, SEPTEMBER 26, 2017  
11:00 A.M.**

**Committee Members Present**

Tommy Wells, Chairperson  
James Patteson  
Emile Thompson  
Elizabeth Feldt  
Anthony Giancola

**D.C. Water Staff**

George Hawkins, CEO/General Manager  
Sarah Neiderer, Strategic Planning Officer  
Linda Manley, Board Secretary  
Henderson Brown, General Counsel

**I. Call to Order**

Chairman Wells called the meeting to order at 11:10 a.m. He indicated that in hiring a new general manager, it is important to look at what the Board wants done and look at the candidates' qualifications necessary to accomplish it. Chairman Wells believes that all the committees have a role in determining what needs to be done to carry out the current Strategic Plan. The Strategic Planning Committee is responsible for performing the following three tasks: (1) Review where D.C. Water is, how it is doing with the current Strategic Plan; (2) Determine what still needs to be done; and (3) Ensure that the Strategic Plan is carried out.

**II. Blue Horizon 2020 Update**

Sarah Neiderer, Strategic Planning Officer, provided an update on the Blue Horizon 2020 Strategic Plan and what was important to the Board and D.C. Water back in 2013 when the Plan was first developed. Ms. Neiderer presented the vision, values, and mission, the roles and responsibilities of each party, and then spoke about what was done to report on progress and revise the plan in 2015. The current Plan consists of 9 goals, 34 objectives, 69 initiatives, and 190 milestones. The next chart referenced was entitled, Completion Status, shows that 84 percent of the total plan milestones have been completed or are ongoing, 63 percent of the plan milestones are completed and 21 percent ongoing. The ongoing milestones represent those that do not have due dates but that are done on a continuous basis. These are tracked on a fiscal year and quarterly basis.

#### Goal 1: Develop, Maintain, and Recruit a High Performing Workforce

Ms. Neiderer described Goal 1 and responded to a question about the pending or ongoing items. Under Goal 1, customer satisfaction surveys are done every two years. They changed the survey contractor to Quantum Workforce where the 2017 survey results are benchmarked against Great Place to Work organization which conducts the most extensive employee surveys. Mr. Giancola Committee member wanted to learn about D.C. Water's hiring and retention experiences were with tier two or three levels down from the top employee tier level. The top tier is very good in recruitment. Mr. Hawkins replied that D.C. Water has found that once employees come onboard, they tend to stay around. This is true on all levels. Mr. Hawkins stated that employees are receiving good leadership training which prepares them for upward mobility when opportunities arrive.

#### Goal 2: Collaborate Locally, Regionally, Nationally, and Internationally

In response to a question regarding the focus on local hiring, Mr. Hawkins stated that the key accomplishment is through D.C. Water Works which has been very effective. It is fully operational and ongoing. The Governance Committee receives monthly updates on its hiring successes. In response to a question concerning ongoing and/or pending items, it was suggested that there be further clarification. Ms. Neiderer and Mr. Hawkins stated that based on the nature of the goal, some will never be completed. For example, collaborating will continue forever and the milestones will also continue.

#### Goal 3: Increase Board Focus on Strategic Direction

There are no pending items. Mr. Hawkins stated that this is going so well that he is not sure if it will continue as a goal. It will always be ongoing.

#### Goal 4: Enhance Customer and Public Confidence, Communications, and Perception

The question was asked about how customer surveys were done. Ms. Neiderer stated that they were done by mail and by phone. Mr. Hawkins indicated that they also set up tables at Metro, attend numerous community events, and ask questions of customers on many other occasions and use other methods. He stated that the General Manager's Report contains lists of such activities.

A Committee member asked about how often surveys were done and how were results communicated to the Board. Ms. Neiderer replied that they were done every two years and reported to a Board committee. Impact is the name of the contractor for this year's survey. They should be able to benchmark against the last survey. The survey is currently being conducted and Mr. Hawkins stated that the results should be available in January 2018. Chairman Wells said that he was thinking that it would be good to see the earlier survey results prior to interviewing for the new general manager so that they have a feel for how customers see feeling about D.C. Water. Mr. Hawkins indicated that they will see if the current survey results can be made available earlier.

#### Goal 5: Promote Financial Sustainability, Integrity, and Responsible Resource Allocation

A Committee member stated that there was some confusion with pending and completed items. General Manager Hawkins stated that the goal should probably be rewritten because things have changed and it is now not as relevant as it was in past years.

Goal 6: Assure Safety and Security

A Committee member recommended that cybersecurity be focused on by itself because of what is happening these days.

Goal 7: Maximize Water Quality Treatment, Compliance, and Efficiency

No comments.

Goal 8: Optimally Manage Infrastructure

No comments

Goal 9: Enhance Operating Excellence Through Innovation, Sustainability, and Adoption of Best Practices

A Committee member wanted to know whether a change has been made since the December Board Retreat about having the Strategic Planning Committee be responsible for Blue Drop and Intellectual Property. Mr. Hawkins indicated that it was changed when the Governance Committee asked that an ad hoc committee be established to address these issues. It was felt that the Strategic Planning Committee did not meet frequently enough to be able to oversee these important issues.

Chairman Wells wanted to know how the infrastructure assessment issues could be brought to the Strategic Planning Committee so that the status and challenges for the next 2 to 5 years can be reviewed. Mr. Hawkins stated that the Asset Management Program handles the assessments and it is the responsibility of the Environmental Quality and Operations Committee which receives monthly reports on its status. The assessments are ready and can be presented to the Strategic Planning Committee when requested.

Mr. Patteson stated that in the past they spoke about tying metrics into strategic planning updates. General Manager Hawkins stated that it is still planned and that metrics will be included in the new version of the Strategic Plan which they have begun to work on. They have collected the data over the last six months, so it is available to be trended.

Chairman Wells asked about the significance of Blue Drop to the core operation of D.C. Water. General Manager Hawkins replied that it was being developed to have no impact on core operations. Blue Drop is designed to deliver revenue to D.C. Water to defray costs that would be borne only by rate payers. Chairman Wells asked about the importance of Blue Drop revenue offsetting increases in rates. He believes this should be considered while hiring a new general manager. Mr. Hawkins indicated that Blue Drop and Intellectual Property (IP) have no impact on D.C. Water. For IP, the Research Office handles it and they do not drain from the line but from the Research Office where they have flexibility to work on IP. Chairman Wells believes this should be considered and addressed before Blue Drop and IP generate larger amounts of revenue in maybe 2 to 5 years from now. Mr. Hawkins stated that there is no financial drain on D.C. Water. He reported that staff did an assessment and presented it to the Governance Committee in its last meeting and will also discuss it during their next meeting.

Ms. Neiderer highlighted the strengths and weaknesses of the plan which have been determined. Strengths included 2015 milestones have been completed, the plan is available to everyone, and there is a sense of accomplishment. This is now the period for refreshing the plan. Weaknesses include the fact that the vision is difficult to define, hard to know when it has been accomplished, easy to justify weaknesses because everything is included, everything is important, task oriented, and includes 50 initiative champions which will be expanded to include the engagement of a greater number of employees from all levels. Ms. Neiderer stated that several things have been identified as missing from the plan: a tie-in to results, specific outcomes or goals, a tie-in with the budget process, and a lack of adequate staff engagement.

Mr. Hawkins stated that he considers this plan to be a big success story in that some goals that are now being questioned were relevant in 2013. The next plan will be more refined to include true strategic initiatives. Chairman Wells and the other Committee members agreed that it was very helpful and successful and looked forward to the next version.

Ms. Feldt said that one weakness she has seen has been that it does not focus on determining how to further the culture of this being an important plan and that implementation is important. Both General Manager Hawkins and Ms. Neiderer agreed that the next version will include improvements to better educate and sell it.

### **III. Strategic Planning Next Steps**

Ms. Neiderer presented methods for refreshing the plan and moving ahead. The new plan will energize and connect better with the workforce and stakeholders; include a roadmap outlining major investments and initiatives required by D.C. Water; establish clear measures that communicate the desired impact and outcomes of strategic investments; and outline a process to sustain strategic conversations across the organization on an ongoing basis.

Changes have been made in the way D.C. Water's mission and vision are presented and described. The mission addresses why D.C. Water exists. The vision or identity answers what D.C. Water wants to be known for and how it is unique by addressing trends, abilities, and long-term goals, 3 to 5 years. The last element is D.C. Water's shared challenge which defines what is important for the next season. It addresses the initiatives, behaviors, and key measures.

Ms. Neiderer broke the plan down in four phases which consists of Phase I focusing on the vision and mission. Phase II addresses capabilities and goals (long term, 3-5 years). Phase III focuses on D.C. Water's shared challenge for the next season and presents initiatives and measures. In Phase IV the full strategy is confirmed for the challenge, initiatives, and measures. It also includes activation planning where options are reviewed to integrate the strategy into planning, budgeting, governance, communication, individual goal setting, and overall leadership efforts.

The strategic journey lasts from the strategy design in September through December 2017, to execution design from January through March 2018, and to rollout and refresh from April through December 2018. Work Execution to date has included forming teams and conducting the Executive Advisory Group Workshop, holding executive interviews focusing on trends, big bets, and challenges for the next 3 to 5 years, and conducting a senior staff survey.

Mr. Giancola wanted to know where the Committee and Board were in Phase I and when the Board would make an impact. Ms. Neiderer stated that there can be a discussion around the

level of engagement that the Board wants. In 2013 the Board had an extreme engagement and the Strategic Planning Committee developed the goals and the various committees took them and worked on them. The staff then developed initiatives and milestones. Now the staff will be more influential and engaged. Committee members expressed their judgment that Board involvement must be earlier and more important. Several members made suggestions and there was much discussion. Everyone, including General Manager Hawkins, agreed that the Board must be involved before January for many reasons, one being the need to include their input and assessments prior to interviews for a new general manager and before the Plan nears finalizing. The Executive staff has already taken a survey, so it was suggested that this might also work with the Board. Interviews with all the committees and follow-up meetings will be too time consuming.

General Manager Hawkins recommended that the Phase I, II, and III timelines be changed and that instead of January being designated for Strategic Planning Committee review and input, the timeline could be moved from January to March, thus ensuring that there is adequate time for proper Board input. Chairman Wells agreed that there is no sense of crisis and that other critical issues should be considered. Committee members agreed.

Ms. Feldt and Chairman Wells agreed that the new General Manager should not be closed out of the process but the process should include his or her input on the timeline. General Manager Hawkins agreed and stated that the new leader should feel ownership and be engaged in the development of the new Strategic Plan.

Ms. Neiderer asked if they should maintain the tasks of rewriting vision and mission. Mr. Giancola asked that this be asked of the Board in the interviews, surveys or meetings to be held to obtain their input.

#### **IV. Adjournment**

Chairman Wells asked for other comments and business. He said that D.C. Water is on the right track and using a good process. The meeting was adjourned at 12:45 p.m.



## **CEO and GENERAL MANAGER'S REPORT**

George S. Hawkins – October 2017



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### 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>

## Message from the CEO/GM

### October GM Report

Greetings to the Board. The busiest and most damaging hurricane season in US history is upon us and we both breathe a sigh of relief that we have been spared so far, and are deeply concerned by the people impacted in Texas, Louisiana, Florida, Georgia, Puerto Rico and so many other places.

### Emergency Response

DC Water has monitored the storms carefully – both to be prepared if any were to head in our direction, and to both learn from, and help with, the response in other jurisdictions. Members of our emergency management team participate in regional and national calls. DC Water is part of a network called WARN that provides assistance to and from water utilities. For Hurricane Harvey, DC Water was prepared to provide assistance – but the distances that would need to be traveled and the relatively high cost of our services meant that it was more efficient and timely to target assistance from jurisdictions closer to the problem. For Hurricane Irma, DC Water did deploy a crew to provide assistance with associated equipment and mobilized with a team from the District. However, our folks were staged well away from the stricken areas and ultimately not deployed. I suppose it says quite a bit about the nature of our industry that there were more offers for assistance from nearby utilities than were required, and that access to the places that needed assistance was limited. We were glad to be at the ready, and we certainly had a live action drill to plan, prepare and then execute an assistance plan. For Hurricane Maria, access to areas stricken – particularly on Puerto Rico – is extremely limited, and the ability to provide for the safety and needed supplies and materials for any deployed crews is unclear. Our first priority in deploying resources to help in an emergency is to ensure the safety of our own personnel. As of the date of this report, neither access to the stricken areas, nor a clear statement of need, nor the provision of safety and supplies has been provided to DC Water or other utilities that might be of service. Again, we are engaged and prepared to help if the conditions warrant.

The DC Water emergency management team will be conducting a thorough after action report on these storms once we get through the season. We will seek to learn everything we can from the challenges faced by our brethren, knowing that it is not if, but when, this type of storm hits the Washington, DC metropolitan region. We will be presenting an update on our emergency management efforts at a future meeting of the EQ and Ops Committee – and perhaps in the general briefing at a future Board meeting. This will include an update on how we are preparing to protect our facilities, and recover after a major storm event.

### Transition

The news of my departure at the end of the calendar year has triggered a thoughtful and systemic response from the Board and staff of DC Water, which is one of the great strengths of the enterprise. The Human Resources and Labor Relations Committee discussed in Executive Session several issues pertaining the transition and will be making recommendations to the Board at the upcoming October meeting. The Mayor has also announced that she has appointed Tommy Wells, the Director of the District Department of Energy and the Environment, as the new Chair of the Board – to succeed Matt Brown, whom as you know, has become the Chief Financial Officer of the enterprise. We are delighted to welcome Director Wells into the role, and he is fully engaged in the transition process and is also at this point the chair of the Strategic Planning Committee. We will be hosting a breakfast for Matt Brown to celebrate his years as Board Chair just prior to the October Board meeting.

### Strategic Planning

DC Water is gearing up for a major refresh of our strategic planning effort, building on the success of the Blue Horizon 2020 Plan – with the Strategic Planning Committee orchestrating this key task. As a first

## Message from the CEO/GM

step, DC Water personnel, with Strategic Planning Chief Sarah Neiderer in the lead, is conducting assessments on the current challenges and opportunities facing DC Water and the water industry. The Strategic Planning Committee requested that we develop a survey instrument to use with the Board, which will both summarize what we have accomplished under the Blue Horizon 2020 Plan, and seek input on the scope of challenges and directions. The general perspective is that while there are many ways that DC Water can improve, and many ways the water utility world is changing – that DC Water is a strong organization from the Board to the front line personnel, and that we are entering the next strategic planning stage from a position of strength. Please look out for a survey instrument in the weeks ahead and return it to Sarah as quickly as you can. We will be integrating what we hear from the Board to comments we have gained from the Executive Team – and will provide this overview summary of the “current state of DC Water” back to the Board. Chairman Wells wants to be sure that this document can be used to help brief candidates for the permanent CEO/GM position, and to help the search effort review and select candidates.

### Blue Drop

Bloom numbers for July (latest available)

- Tons diverted from land application: 6,580
- Revenue to Blue Drop: \$18,384
- Marketing fees to Blue Drop: \$29,299
- Net cost savings to DC Water: \$215,679

### External Affairs

Our External Communications Manager Pamela Mooring deployed to Florida with other DC Water staff as part of an emergency response team from the District. The team made it as far as Jacksonville and was prepared to assist as needed in the aftermath of Hurricane Irma. Unfortunately, they were never assigned a mission and were demobilized. Still, Pamela reported the experience was extremely beneficial and will help DC Water prepare for future mutual aid missions. The deployment came just weeks after Pamela had completed the year-long Master PIO training course at FEMA’s Emergency Management Institute in Emmitsburg, Maryland.

### Website

Session totals for the period of August 16 through September 15, 2017

- Total Sessions: 69,145
- New Sessions: 32,636

### Government Relations

- This month we continued to assist with response to the August flood event by explaining the cause and related issues to council staff. And we joined engineering at an ANC meeting in Shaw to speak with the community.
- We’ve also continued to work on the wipes issue by assisting with a letter for DC Water to send to DOEE about our efforts to strike a compromise with the wipes industry.
- In addition, we worked with DC Water staff and council staff about a requested hearing for the General Manager that will present him with a chance to talk about new rates that went into effect October 1.
- Finally, we also organized and helped lead a tour of one of our Clean River tunnels for the staff at NACWA.

## Message from the CEO/GM

### *Media Relations*

- This month we worked to set up an Q and A with a reporter at Washingtonian doing a short piece on George's announcement.
- We also worked to persuade the Washington Post to write a story in their gardening section about Bloom soil.
- We've also dealt with some media inquiries on billing issues related to the new meters.

### *Media Coverage*

- [Climate Bonds Pioneered by Goldman Lure Storm-Plagued Cities](#)  
(Bloomberg / August 16, 2017)
- [Tunnel Achievement Award Presented at Breakthroughs in Tunneling Short Course](#)  
(Tunneling Online / August 16, 2017)
- [Humans have been using their waste as fertilizers for centuries. Now it might be marketable.](#)  
(Washington Post / August 23, 2017)
- [DC Water CEO George Hawkins Steps Down](#)  
(WRC-4 / September 7, 2017)  
[Southeast Residents To Get 2 Million-Gallon Water Tank](#)  
(WAMU-FM / September 13, 2017)

### *Drinking Water Marketing and Communications*

The Office of External Affairs will participate in the U.S. Water Alliance's annual "Imagine A Day Without Water." This national event encourages the public to think about the value of water in their everyday lives. DC Water will design online lesson guidance for K-8 teachers, sponsor a technology project and host an educational assembly at Kelly Miller Middle School focused on water conservation. The morning of October 12th, External Affairs will staff an outreach table for commuters outside of the DuPont metro station featuring interactive signage, water quality information, trivia games, and giveaways. DC Water has partnered with Glen's Garden Market to offer the public discounted coffee at the local store, with the theme of "the best brew begins with DC Water."

On October 28th, the public is encouraged to safely dispose of prescription and over-the-counter medications at over 50 locations throughout metropolitan Washington, from 10:00 a.m. to 2:00 p.m. The U.S. Drug Enforcement Agency's National Prescription Drug Take Back Day is a nationwide event to promote the safe disposal of expired and unwanted medications. Proper medication disposal keeps our communities safe by preventing drug abuse, accidental ingestion and the contamination of our water supplies. The service is free and anonymous.

External Affairs has initiated conversations with the Metropolitan Police Department to make available to the public permanent medication disposal kiosks housed in District police stations. The CVS Safer Communities program has agreed to deliver and install conveniently-sized, secure medication disposal kiosks at no cost for District law enforcement agencies that provide a written letter of support from the DC Council. External Affairs staff will continue coordinating these efforts to protect public health and source water integrity.

### *Meetings/Presentations/Events*

- As part of an ongoing partnership with DC Public Library and its summer reading program, DC Water conducted a drinking water lesson to students at Takoma Park Library.
- As part of its "Let's Talk Construction" initiative, DC Water is embarking upon a series of block

## Message from the CEO/GM

meetings held at various locations across Ward 8 as a strategic way to engage clusters of residents who have not yet signed/returned an agreement permitting DC Water to install a pressure reducing valve inside their homes. The second of these block meetings took place near the intersection at Elmira Street SW and South Capitol Terrace SW.

- As a regular part of its Environmental Education program, DC Water participates in a number of Back to School events hosted by fellow agencies and organizations throughout the District. As part of these outreach activities, DC Water participated in the Benning Terrace Community Back to School Event, hosted by Mayor Muriel Bowser.
- In ongoing partnership with the DC Department of Parks and Recreation (DPR), DC Water participated in DPR's 4th annual Chuck Brown Celebration Day event. In support of this event honoring the District's late "Father of Go-Go", DC Water provided a special guest appearance by Wendy, refreshing tap water to keep all event goers hydrated, Misting Tent, information and giveaways.
- The third "Let's Talk Construction" block meeting took place near the intersection at Barnaby Street SE and Brandywine Street SE.
- The fourth "Let's Talk Construction" block meeting took place near the intersection at Valley Avenue SE and Xenia Street SE.
- In partnership with the Far Southeast Family Strengthening Collaborative, DC Water participated in the 150th Anniversary Celebration of the District's Barry Farm Community. As part of our "Let's Talk Construction" initiative, DC Water's outreach team also attended this event as an opportunity to engage customers about the Anacostia PRV Installation Project.
- The fifth "Let's Talk Construction" block meeting took place near the intersection at Pleasant Street SE and Mount View Place SE.
- In the aftermath of the widespread flooding/backup incidents which occurred on August 12, DC Water has experienced a resurgence of community interest into the probable cause(s) of these incidents and ways to mitigate them. This has been coupled with requests for DC Water to attend a series of community meetings and provide information and updates on these topics. As part of this, DC Water attended the September monthly meeting of ANC 6E.
- As part of its outreach campaign in support of the Saint Elizabeths Water Storage Tower Project, DC Water visited Saint Elizabeths Hospital (DC Department of Behavioral Health) to provide an update on the project to its full staff.
- DC Water attended the September monthly meeting of Single-Member District 4B08 to provide an update on its Green Infrastructure program.
- DC Water participated in the 39th Annual Adams Morgan Day Festival, and provided its Misting Tent, Cooling Station, information, giveaways and a special guest appearance by Wendy.
- The sixth "Let's Talk Construction" block meeting took place near the intersection at Cook Drive SE and Anderson Place SE.
- In partnership with Family Matters of Greater Washington For Our Ward 8 Seniors, DC Water participated in the 3rd Annual End of Summer Senior Cookout. As part of our "Let's Talk Construction" initiative, DC Water's outreach team also attended this event as an opportunity to engage seniors about the Anacostia PRV Installation Project.

### *Tours*

- 10 representatives from Broadbranch advisors
- 14 representatives from WMATA
- 4 members of Arlington Friends of Urban Agriculture
- 20 students from Latin American Youth Center- River Corps

## Message from the CEO/GM

- 12 DC residents
- 5 representatives from Local Initiatives Support Corporation
- 25 representatives of Carroll County government

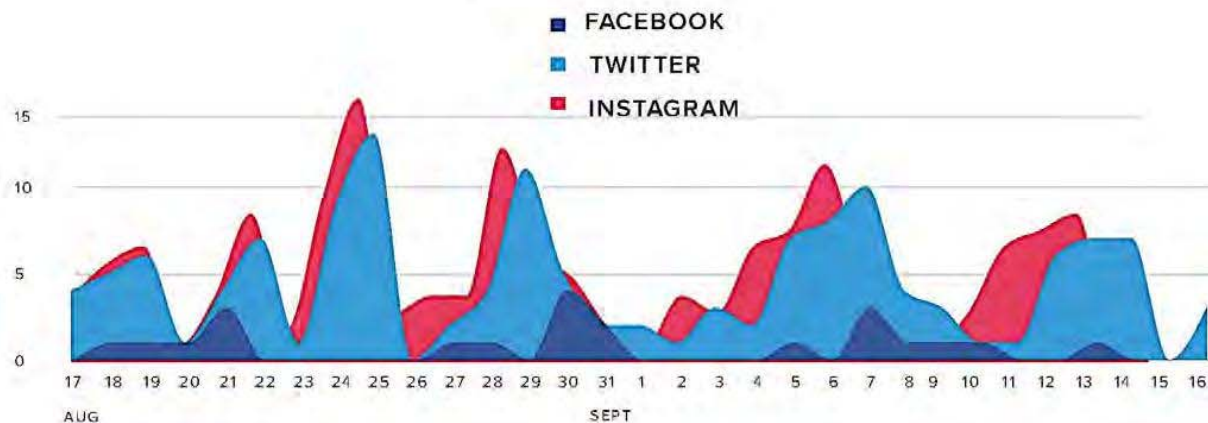
## Message from the CEO/GM

### Social Media

#### Activity Overview

 <b>226,172</b> Impressions	 <b>12,915</b> Engagements	 <b>960</b> Link Clicks
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#### Audience Growth



Audience Growth Metrics	Totals	Change
<b>Total Fans</b>	<b>19,240</b>	<b>▲ 0.8%</b>
New Facebook Fans	16	▼ 36.0%
New Twitter Followers	116	▲ 3.6%
New Instagram Followers	28	▲ 300.0%
Total Fans Gained	160	▲ 11.1%

Total fans increased by  
**▲ 0.8%**  
 since previous date range

#### Engagements

Engagement Metrics	Totals	Change
Facebook Engagements	838	▲ 101.4%
Twitter Engagements	11,835	▲ 139.6%
Instagram Engagements	242	▲ 18.0%
<b>Total Engagements</b>	<b>12,915</b>	<b>▲ 132.2%</b>

The number of engagements increased by  
**▲ 132.2%**  
 since previous date range





## ORGANIZATIONAL PERFORMANCE DASHBOARD (August 2017)

### Financial Highlights

Net Operating Cash		Operating Revenues		Operating Expenses		Capital Disbursements	
Actual	143,336	Actual	580	Actual	444	Actual	499
Target	75,768	Target	546	Target	492	Target	463
	(\$ thou)		(\$ mil)		(\$ mil)		(\$ mil)
Operating Cash Balance		Delinquent Account Receivables		Core Investments Yield		Short Term Investment Yield	
Actual	155	Actual	2	Actual	1.38	Actual	0.97
Target	126	Target	3	Target	1.32	Target	1.03
	(\$ mil)		(%)		(%)		(%)





### Customer Care and Operations Highlights

Call Center Performance		Command Center Performance		First Call Resolution		Emergency Response Time	
	Aug 78		Aug 78		Aug 84		Aug 94
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	
	Aug 36		43		Aug 244		64
96	(count)		(count)	250	(YTD count)		(%)

### Low Income Assistance Program

Splash Contributions		Customer Assistance Program	
Actual	96	Previous	96
Target	73	Current	710
	(\$ tho)		(\$ tho)

### Operational Highlights

Lead Concentration (ppb)		Total Coliform Rule (%)		Biosolids Production		Total Nitrogen (lbs/yr mil)	
	3		0.4%	459	(wet tons)		2.73
Plant Effluent Flow (gal mil)		Excess Flow		Water Main Leaks		Water Valve Leaks	
	288	22	(gal mil)	34	(count)	2	(count)
Non-Revenue Water		Sewer Main Backups		Sewer Lateral Backups		Dry Weather CSO	
Sold	8	6	(count)	144	(count)	0	(events)
Purchased	12 (CCF mil)						
Recruitment Activity		Electricity Usage		Employee Lost Time Accidents		Vendor Payments	
Filled	20	15	(MWh)	5	(count)	Actual	98
Open	57 (count)					Target	97 (%)

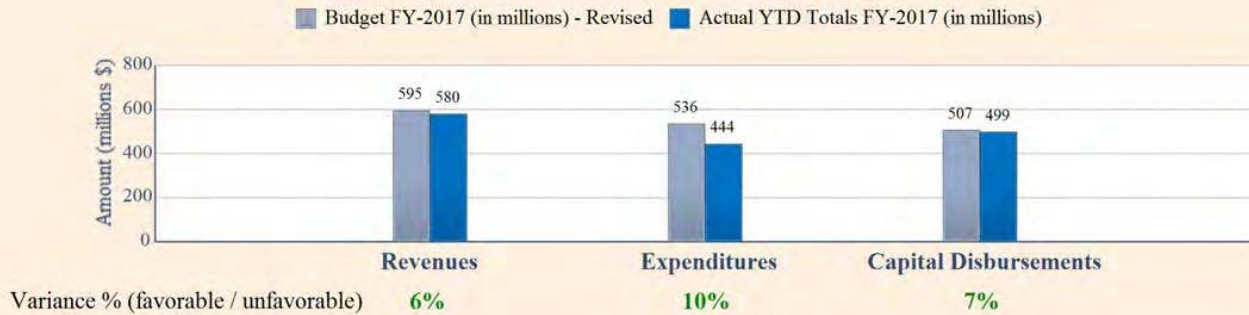


## FINANCIAL HIGHLIGHTS

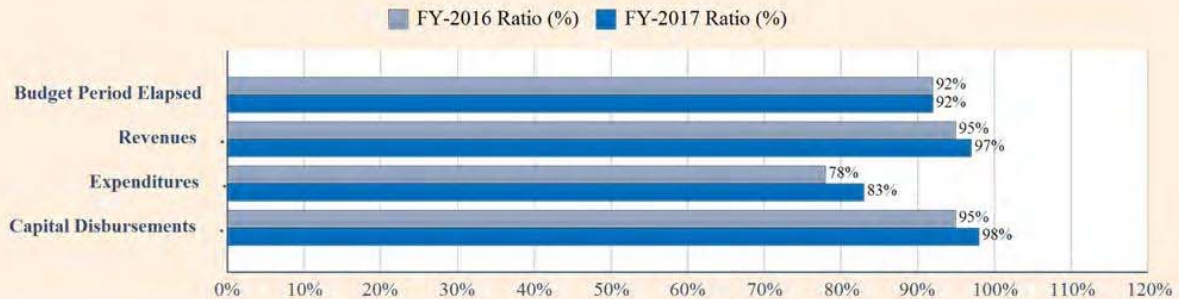
### FINANCIAL PERFORMANCE SUMMARY

#### REVENUE, EXPENDITURE, CAPITAL DISBURSEMENT

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

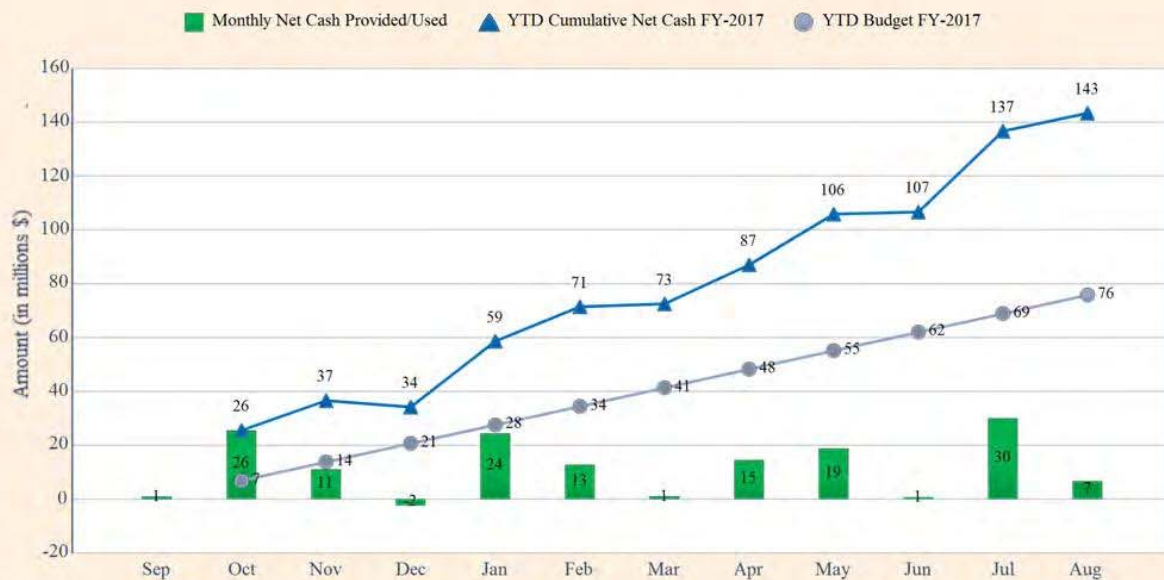


#### YEAR TO DATE ANALYSIS



#### NET OPERATING CASH

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



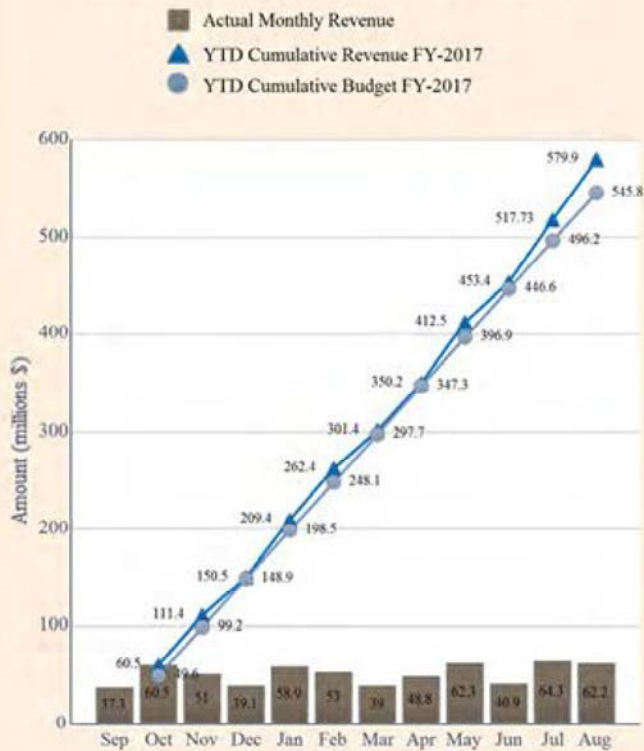
*Net cash to date for August was above budget by \$68 Million*

## FINANCIAL HIGHLIGHTS

## REVENUES AND OPERATING EXPENSES

## OPERATING REVENUES

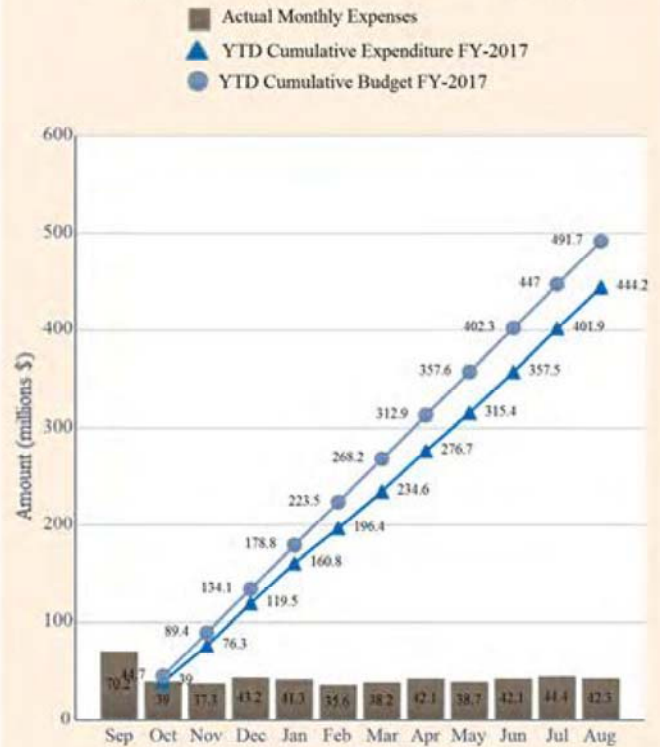
Monthly &amp; Cumulative Revenue compared to YTD Budget



Revenue to date for August was above Budget by \$34 Million

## OPERATING EXPENSES

Monthly &amp; Cumulative Expenditure compared to YTD Budget

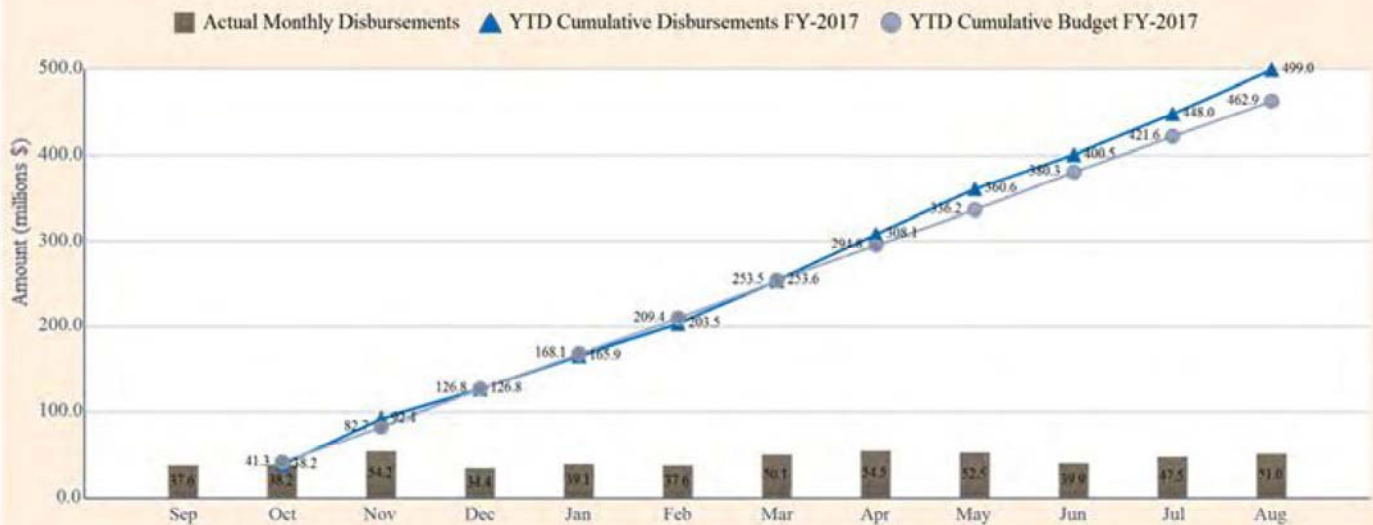


Expenditure to date for August was below budget by \$48 Million

## CAPITAL SPENDING

## CAPITAL DISBURSEMENTS

Monthly &amp; Cumulative Disbursements compared to YTD Budget



Disbursements to date for August was above budget by \$36 Million



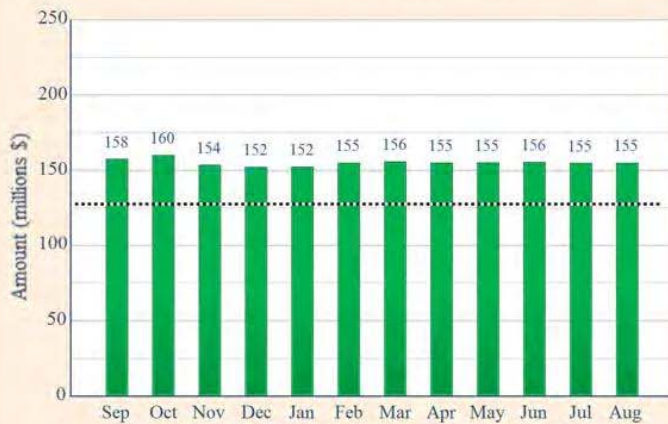
## FINANCIAL HIGHLIGHTS

## OPERATING CASH AND RECEIVABLES

## OPERATING CASH BALANCE

Average Daily Cash Balance compared to Operating Reserve Target

- Actual Cash Balance FY-2017  
 --- Operating Reserve Target - (126 Million)

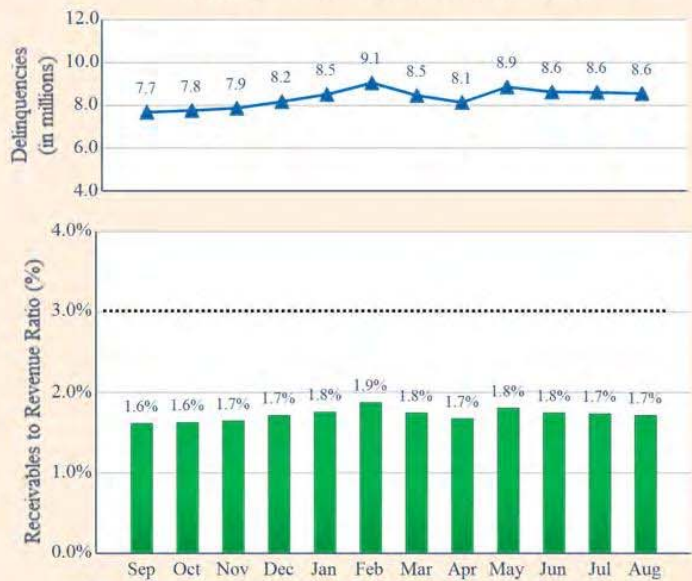


Cash Balance for August was above target by \$30 million

## DELINQUENT ACCOUNT RECEIVABLES

Delinquency &amp; Receivables to Revenue Ratio compared to Target

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



August Receivables to Revenue Ratio 1.72%, Delinquency \$8.55 Million

## INVESTMENT EARNINGS

## INVESTMENT CASH EARNINGS

Monthly &amp; Cumulative Earnings compared to YTD Budget

- Monthly Earnings ▲ YTD Cumulative Earnings FY-2017 ● YTD Cumulative Earnings Budget FY-2017



Earnings to date for August were below Projected Budget by \$247,000

## FINANCIAL HIGHLIGHTS

## INVESTMENT YIELD

## CORE INVESTMENTS YIELD

Monthly Yield compared to Merrill Lynch Benchmark



Yield for August was more than the treasury index by 0.06%

## SHORT TERM INVESTMENT YIELD

Short Term Yield compared to Merrill Lynch Benchmark



Short Term Yield for August was lower than the Merrill Lynch yield by 0.06%



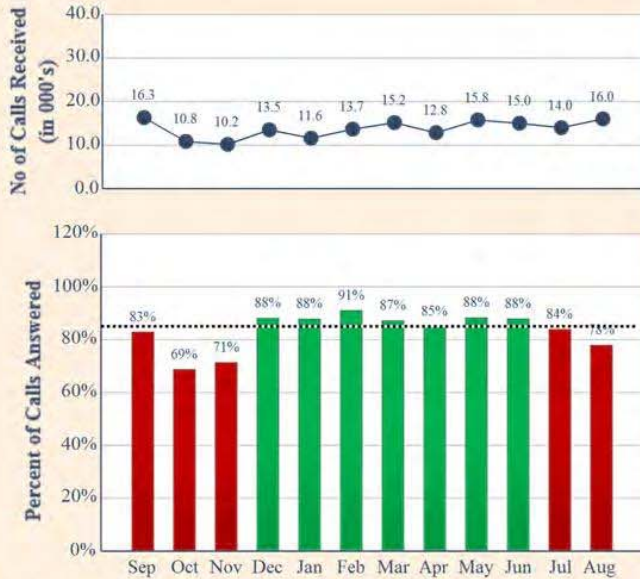
## CUSTOMER CARE AND OPERATIONS HIGHLIGHTS

### 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%)

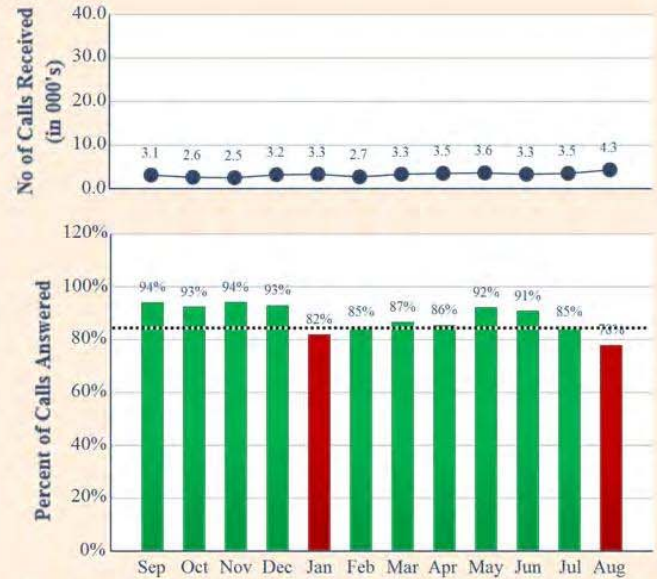


*Performance for August was below target by 7%*

#### 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%)

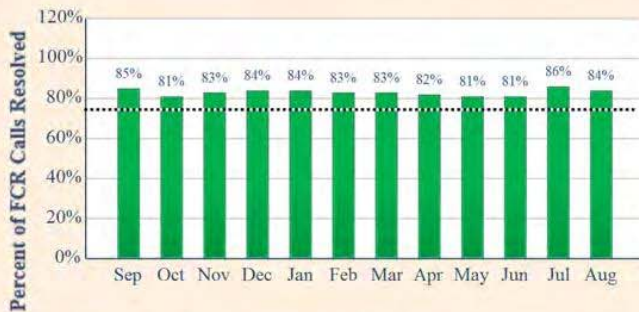


*Performance for August was below target by 7%*

#### FIRST CALL RESOLUTION (FCR)

*Calls resolved on first contact compared to Target*

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

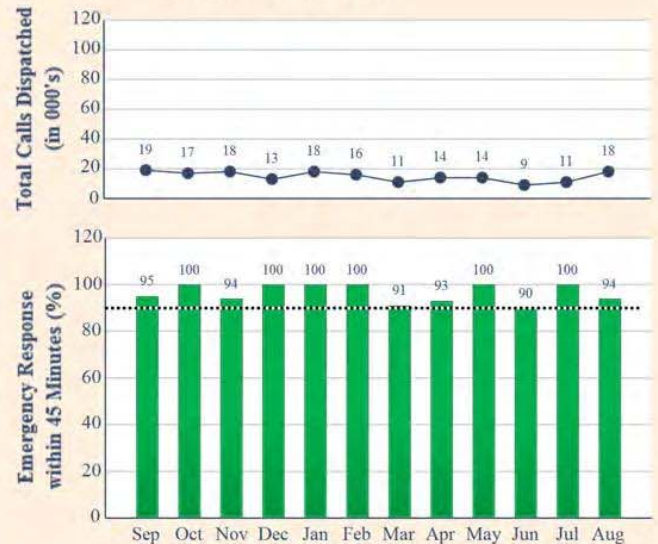


*Performance for August was above target by 9%*

#### EMERGENCY RESPONSE TIME

*Calls responded to within 45 Minutes compared to Target*

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



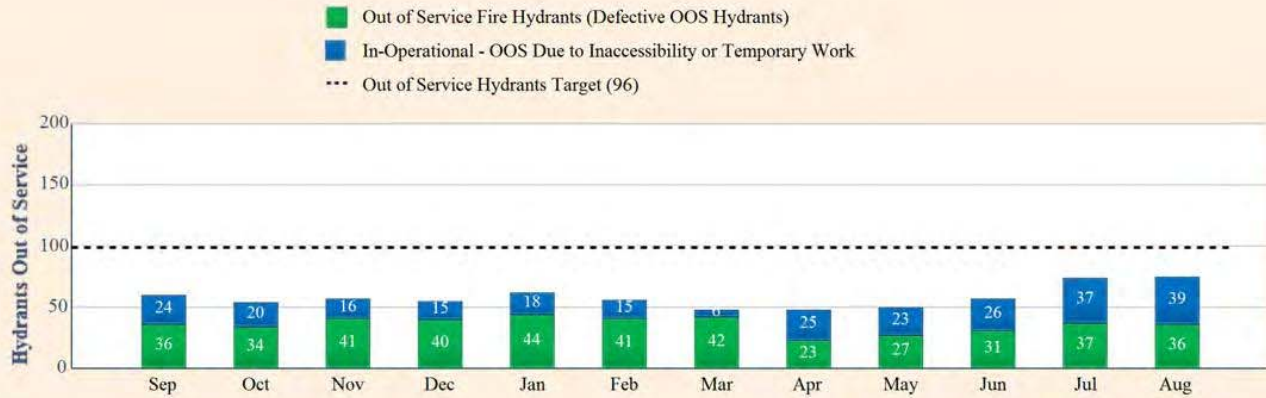
*Performance for August was above target by 4%*

## CUSTOMER CARE AND OPERATIONS HIGHLIGHTS

### FIRE HYDRANTS

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

*Total Hydrants Out of Service against Target*



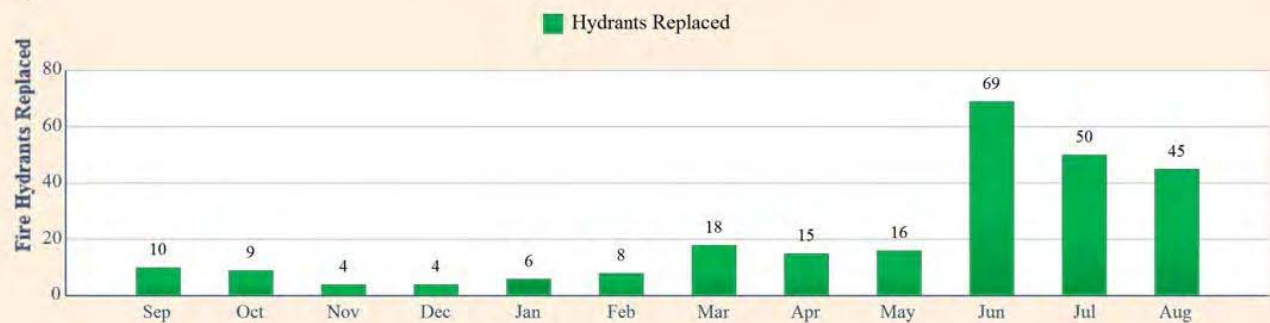
#### Fire Hydrant Inspections and Maintenance

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



#### Total Hydrant Replacements Per Month

*Annual Replacement Target (250)*

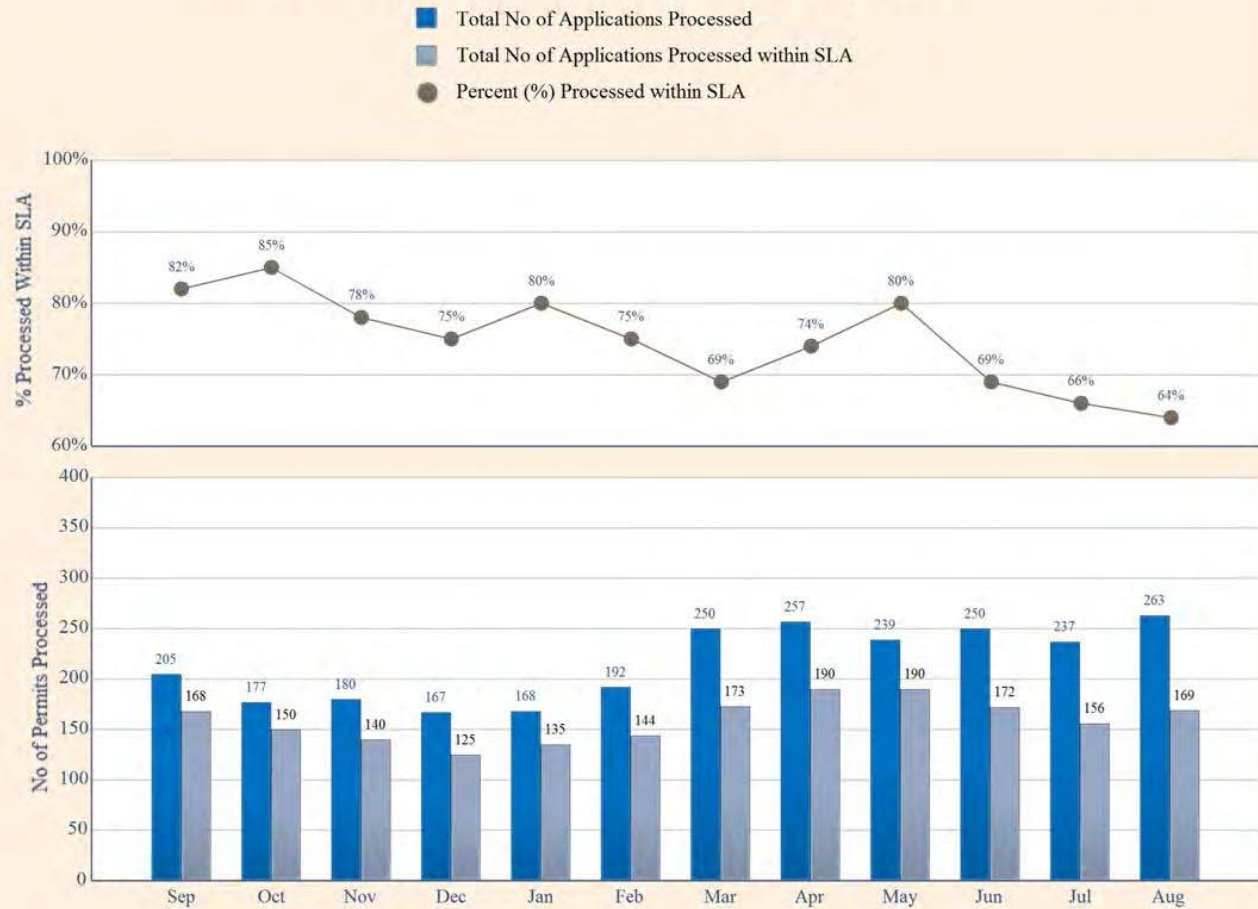


*Total replacements as of August were 244 against annual projections of 250*

## CUSTOMER CARE AND OPERATIONS HIGHLIGHTS

## PERMIT PROCESSING

## PERCENT OF APPLICATIONS PROCESSED WITHIN SLA



*Permits not processed within SLA in August were 36% Note that different SLA's range from 7 days to 45 days*



## LOW INCOME ASSISTANCE PROGRAM

### SPLASH PROGRAM

#### SPLASH CONTRIBUTIONS

Monthly and Cumulative Contributions compared to YTD Target

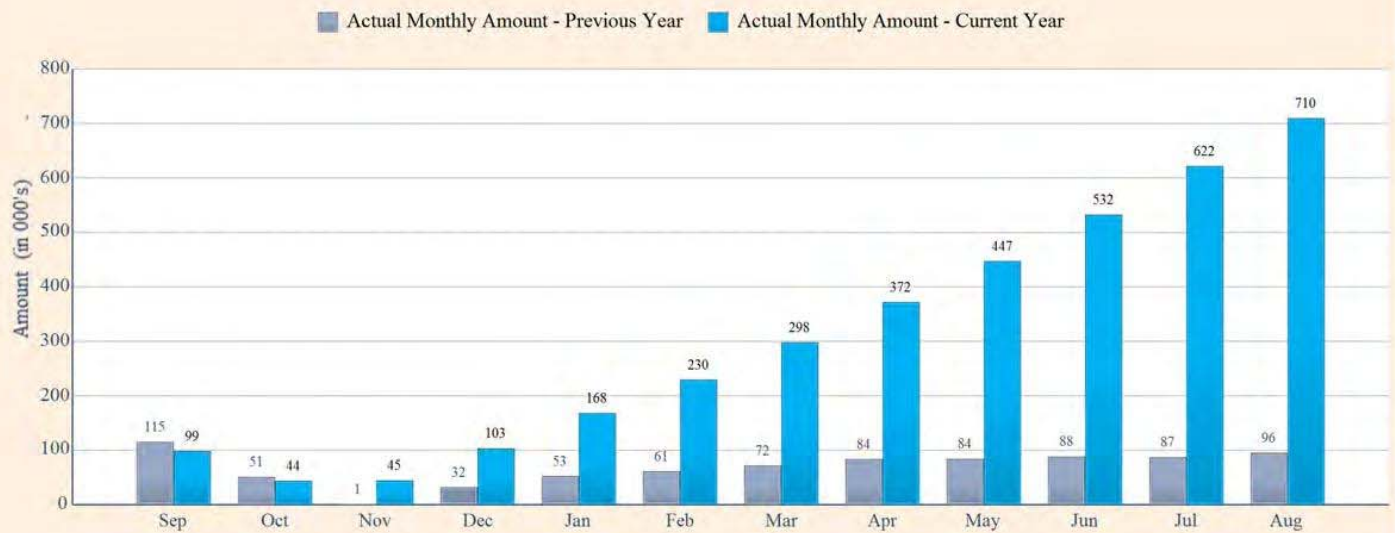


Total SPLASH Contributions to date for August were above target by \$23,000

### 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*



*Jul-Dec 2017 results to date*

#### TOTAL COLIFORM RULE (TCR) COMPLIANCE

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



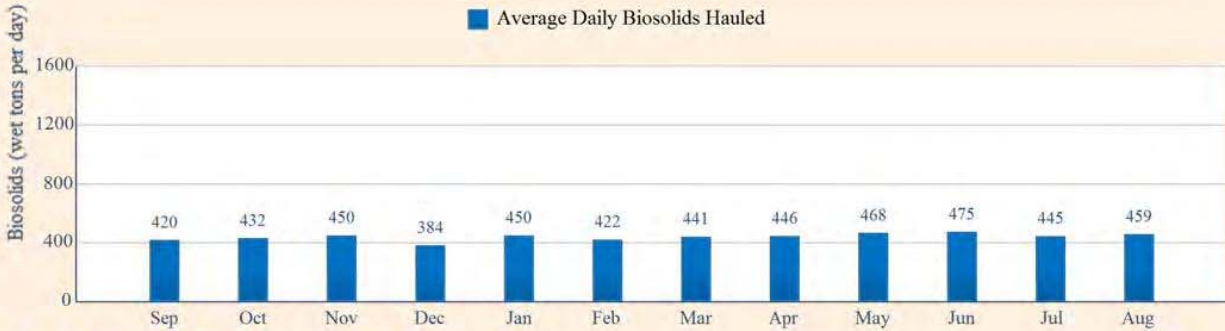
*Coliform Positive was recorded at 0.4% in August*

## OPERATIONAL HIGHLIGHTS

### WASTEWATER TREATMENT

#### BIOSOLIDS PRODUCTION, Aug - 2017

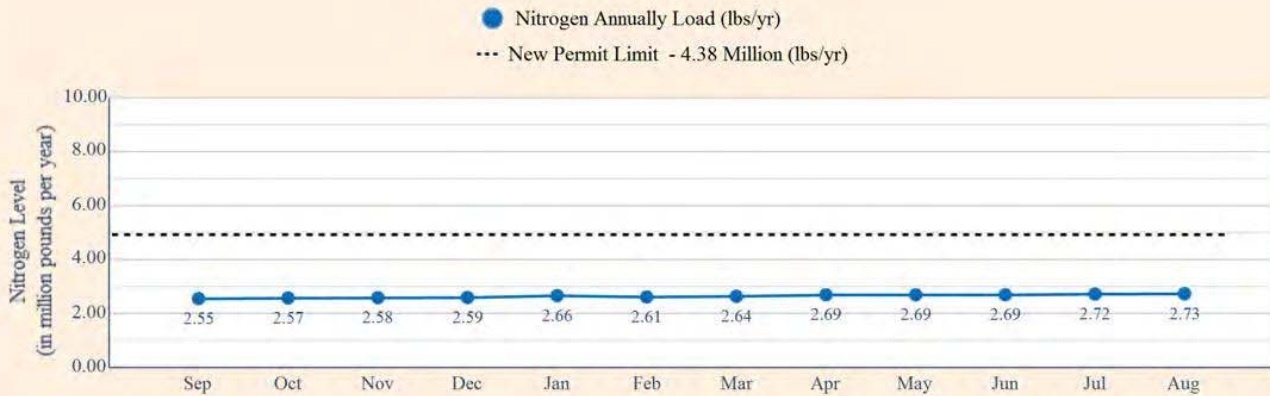
*Average Daily Biosolids Production*



*Biosolids Daily Production for August were 459 wet tons per day*

#### TOTAL NITROGEN

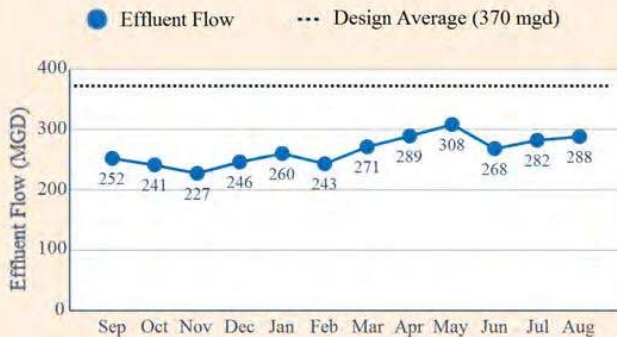
*Total Nitrogen Compared to New Permit Levels*



*Nitrogen level for August were below permit by 1.7 million lbs/yr*

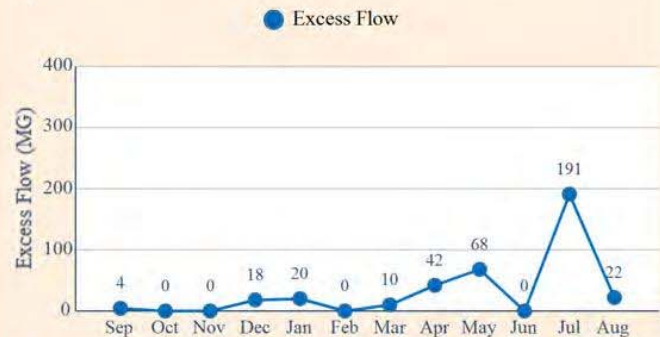
#### PLANT EFFLUENT FLOW

*Effluent Flow compared to Plant Design Average Limit*



*In August, Influent flow was below design by 96 MGD*

#### TOTAL EXCESS FLOW

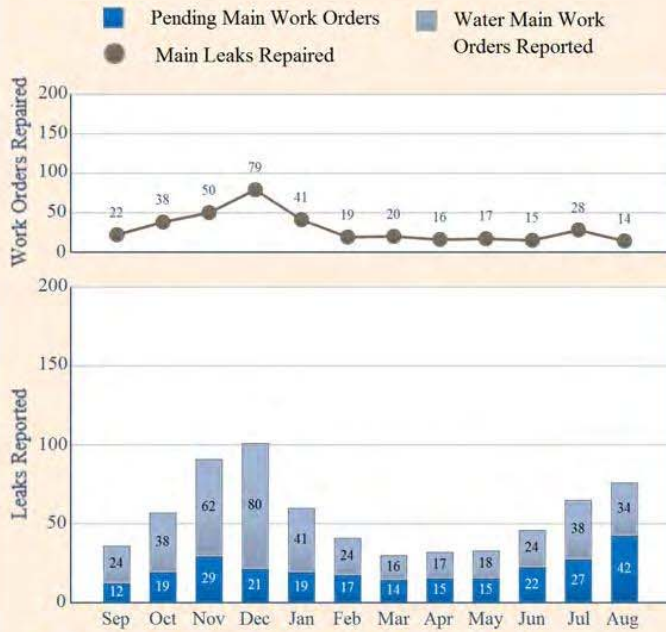


*Excess flow events were recorded at 22 MG in August 2017*

## OPERATIONAL HIGHLIGHTS

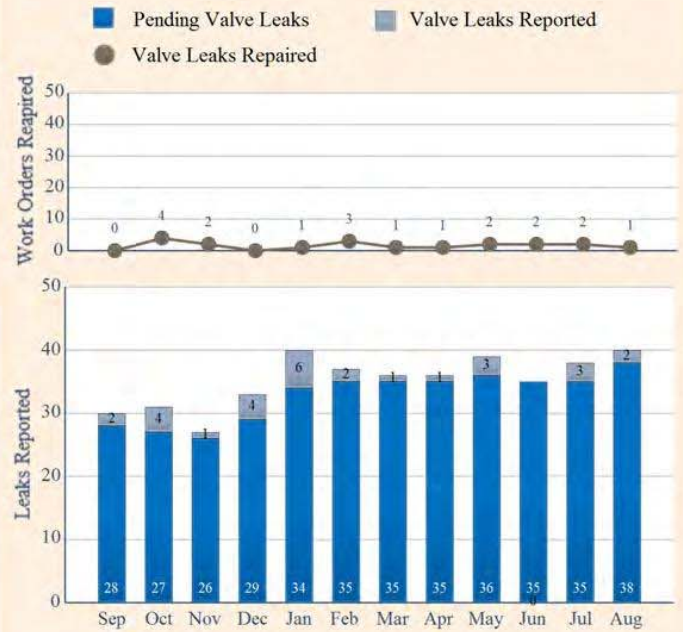
### WATER DISTRIBUTION OPERATIONS

#### WATER MAIN LEAKS



*There were 34 Water Main Work Orders reported in August*

#### WATER VALVE LEAKS

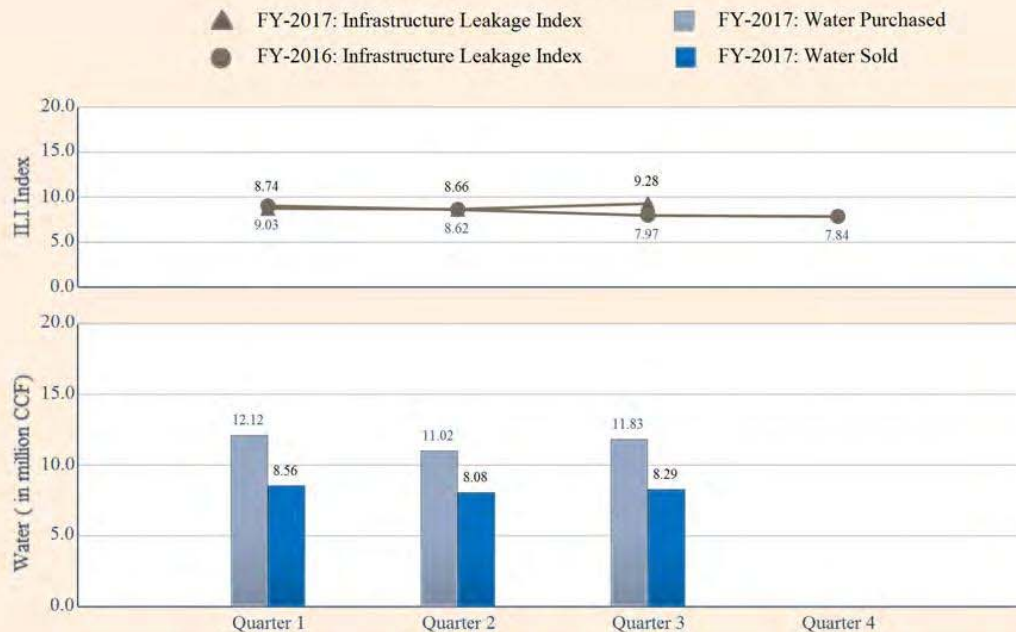


*1 leak was resolved in August*

### WATER BALANCE

#### NON-REVENUE WATER

*Volume of Water Purchased and Sold per Quarter*



*In the 3rd quarter 8.3 out of 12 million cubic feet of water was sold*



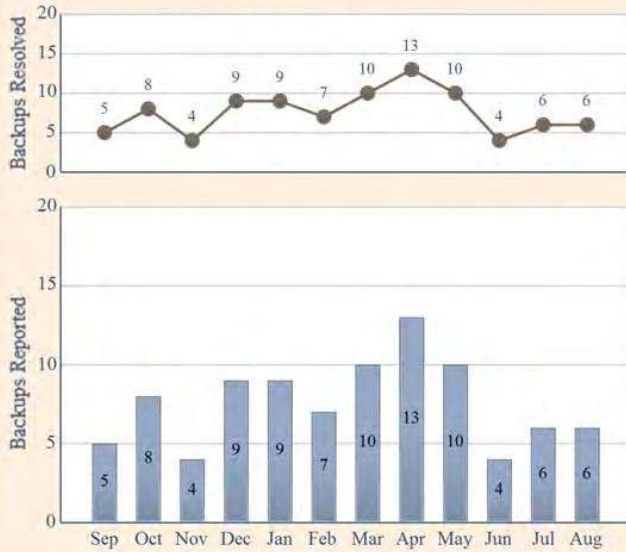
## OPERATIONAL HIGHLIGHTS

### SEWER SYSTEM OPERATIONS

#### SEWER MAIN BACKUPS

*Sewer Mains Backed Up and Relieved per Month*

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

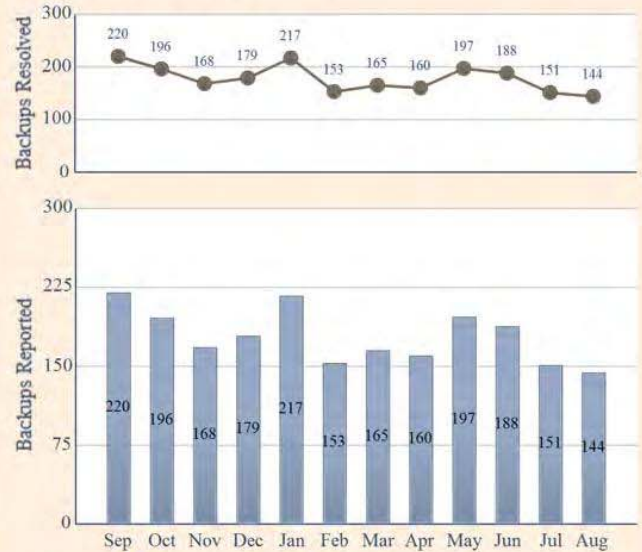


*No pending main backups reported*

#### SEWER LATERAL BACKUPS

*Sewer Laterals Backed Up and Relieved per Month*

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



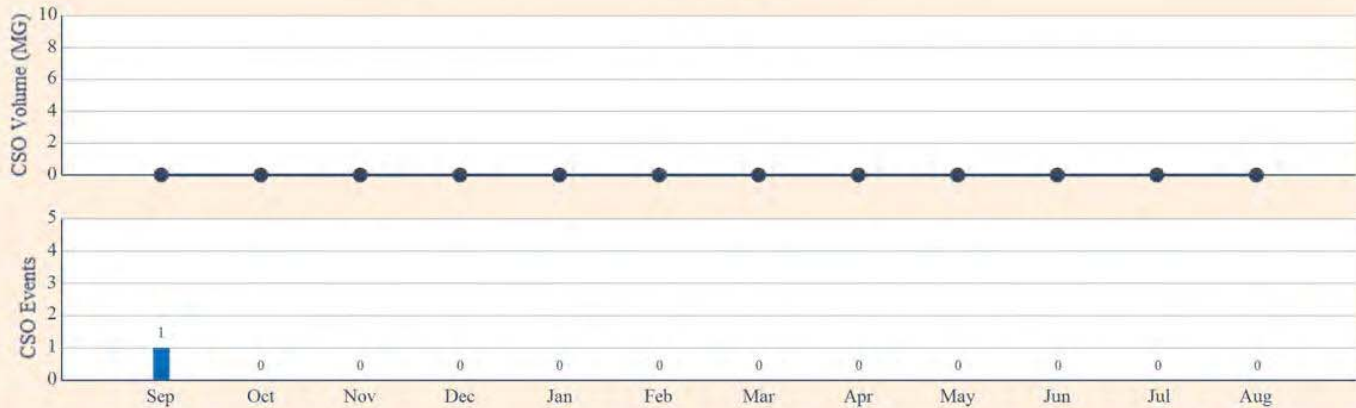
*No pending lateral backups reported*

### COMBINED SEWER SYSTEM

#### DRY WEATHER CSO EVENTS

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

- Overflow Volume (MG)
- Number of CSO Events



*No dry weather Combined Sewer Overflow event were recorded in August 2017*

## OPERATIONAL HIGHLIGHTS

### HUMAN RESOURCES

#### RECRUITMENT ACTIVITY

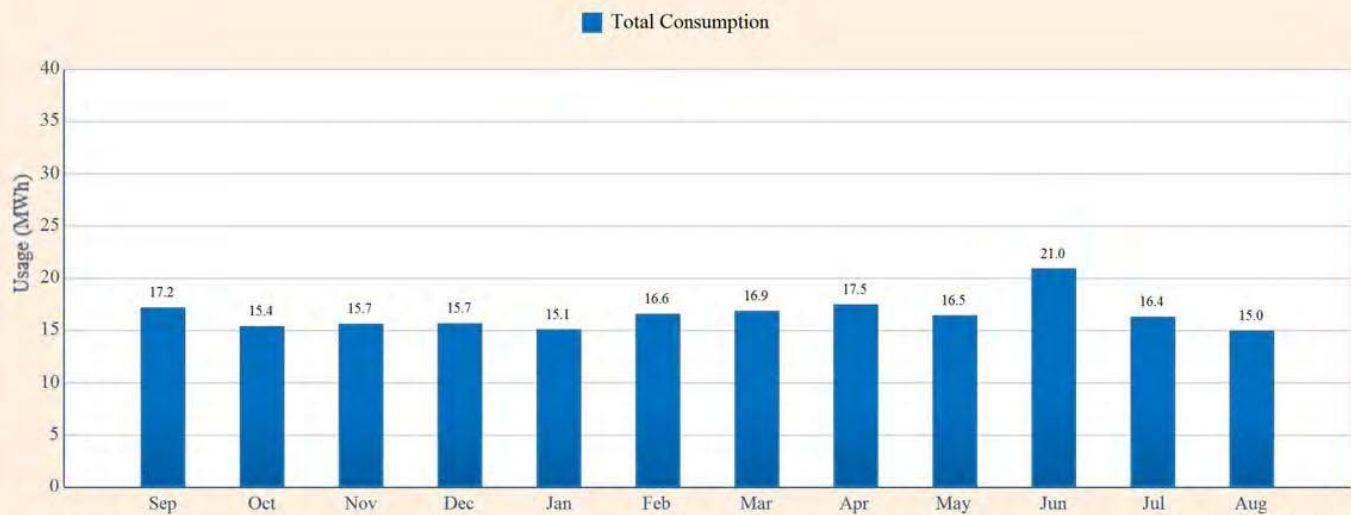


*In August we began the month with 68 positions, received 9 new positions, filled 20, 0 cancellations and ended the month with 57 positions.*

## OPERATIONAL HIGHLIGHTS

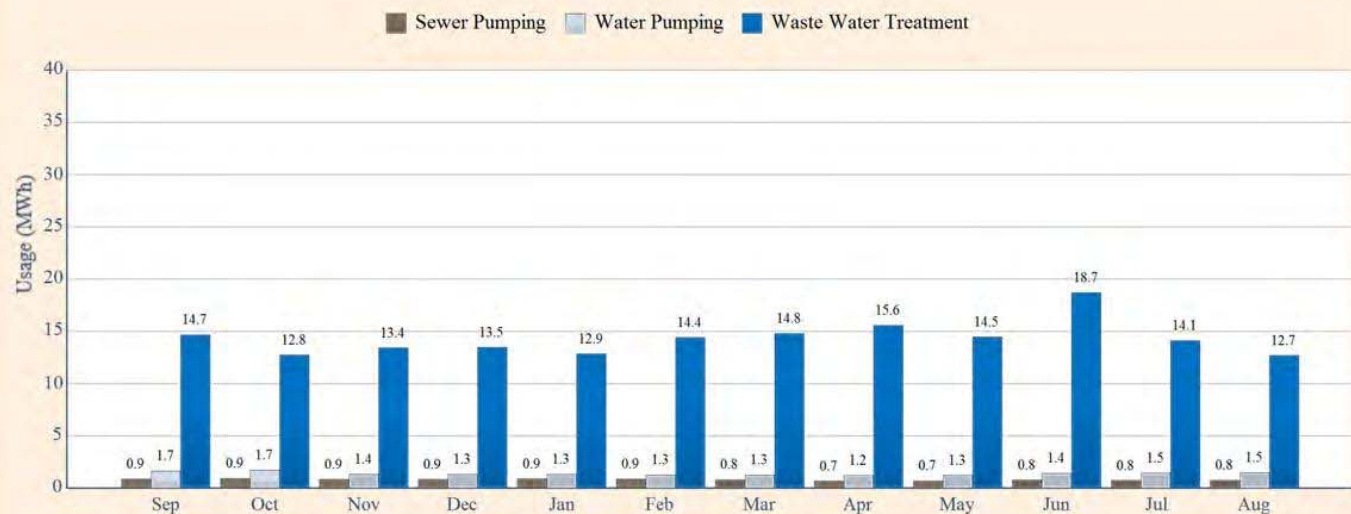
### ENERGY CONSUMPTION

#### ELECTRICITY USAGE SUMMARY



*Electricity Consumption in August was 15,006 KWh*

#### ELECTRICITY USAGE BY SERVICE AREA



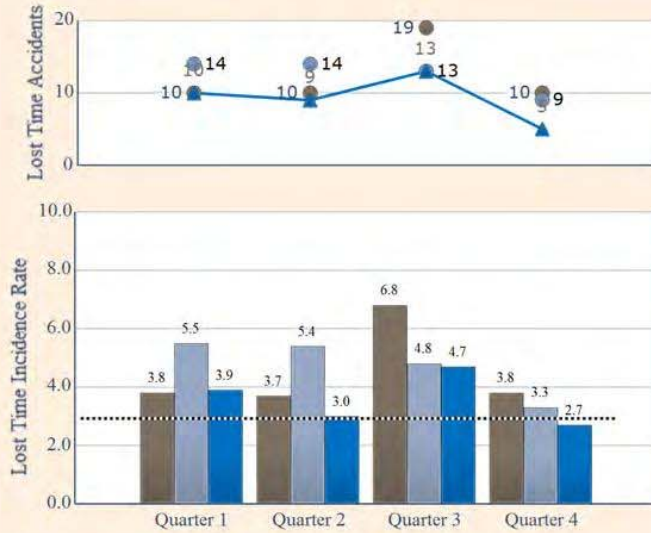
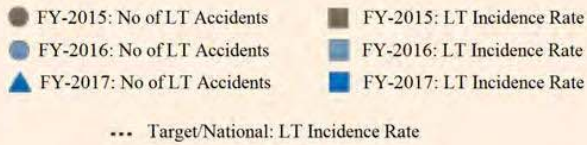
*Wastewater treatment had the highest electricity consumption in August at 12,712 KWh*



## OPERATIONAL HIGHLIGHTS

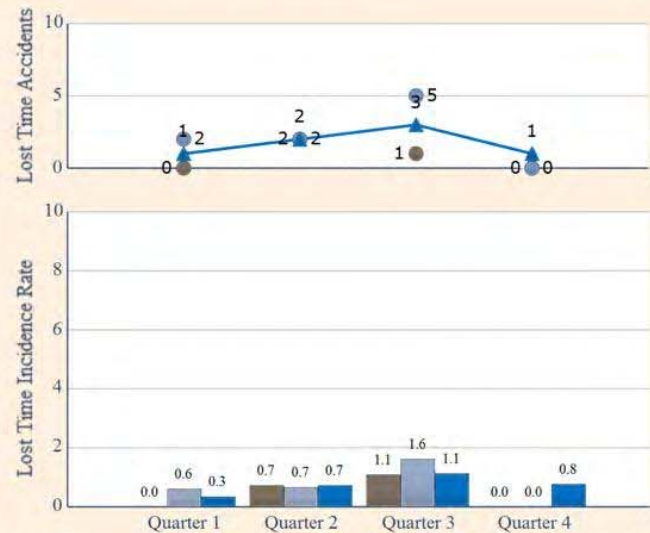
### SAFETY

#### EMPLOYEE LOST TIME INCIDENCE RATE



In the 4th quarter, 5 lost time accidents were reported

#### CONTRACTOR LOST TIME INCIDENCE RATE



In the 4th quarter, 1 lost time accident was reported

### VENDOR PAYMENTS

#### VENDOR PAYMENT PERFORMANCE



Monthly performance for August was above Budget 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

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

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

A



**CUSTOMER CARE AND OPERATIONS HIGHLIGHTS****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

***	****
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, □)

**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

***	****
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, □)

## 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

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

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

E



**Consent Agenda**

**Summary of Contracts**

**235<sup>th</sup> Meeting of the DC Water Board of Directors**

**Thursday, October 5, 2017**

**Joint Use Contracts**

1. **Resolution No. 17-53, Contract No. 17-PR-HGM-36, CIGNA Group Ins.** The purpose of the contract is to provide group life insurance services to include options for term life, dependent life and accidental death and dismemberment insurance. The contract amount is \$1,223,965. (Recommended by Human Resources and Labor Relations Committee 09/13/17)
2. **Resolution No. 17-54, Execute Option Year Two of Contract No. 15-PR-DWT-02, Charmay, Inc, dba SreviceMaster of Alexandria.** The purpose of the option is to provide a team of professional industrial cleaning crew to do thorough routine cleaning of our wastewater treatment field areas, which house the Authority's processing equipment and systems. The option amount is \$600,000. (Recommended by Environmental Quality and Operations Committee 09/21/17)
3. **Resolution No. 17-55, Extension of Option Year Two of Contract No. WAS-15-PR-DWT-21, Kuehne Chemical Co., Inc.** The purpose of the option is to continue providing sodium hypochlorite to the Blue Plains Advanced Wastewater Treatment Plant. The option amount is \$3,300,000. (Recommended by Environmental Quality and Operations Committee 09/21/17)
4. **Resolution No. 17-56, Execute Contract No. 17-PR-DIT-24, IT Software Application Development Services.** The purpose of the contract is to have on-going need for software application development services. The contract amount is \$3,000,000. (Recommended by Environmental Quality and Operations Committee 09/21/17)
5. **Resolution No. 17-57, Execute additional funding for Contract No. WAS-13-042-AA-RA, MOI, Inc.** The purpose of the contract is to continue providing furnishing needs identified by each department throughout the Authority. The additional funding

amount is \$774,186.96 (Recommended by Environmental Quality and Operations Committee 09/21/17)

6. **Resolution No. 17-58, Execute Option Year One of Contract No. 16-PR-WWT-81, Maryland Environmental Services.** The purpose of the option is to continue providing monitoring and inspection services for the land application and storage of biosolids, to monitor grit and sludge loading and transportation from the Blue Plains Advanced Wastewater Treatment Plant to approved disposal sites. The option amount is \$638,872. (Recommended by Environmental Quality and Operations Committee 09/21/17)
7. **Resolution No. 17-59, Execute Option Year One of Contract No. 16-PR-WWT-81, Maryland Environmental Services.** The purpose of the option is to continue providing monitoring and inspection services for the land application and storage of biosolids, to monitor grit and sludge loading and transportation from the Blue Plains Advanced Wastewater Treatment Plant to approved disposal sites. The option amount is \$638,872. (Recommended by Environmental Quality and Operations Committee 09/21/17)
8. **Resolution No. 17-60, Execute a modification to Contract No. GS11T08BJD6001, Verizon.** The purpose of the modification is to continue providing telecommunication services for the Supervisory Control and Data Acquisition (SCADA), Multiprotocol Label Switching (MPLS) Network, Data Network Circuits/Transport Layer Security (TLS), Analog Lines and Local Telephone Service throughout the Authority. The contract modification amount is \$1,271,591. (Recommended by Environmental Quality and Operations Committee 09/21/17)
9. **Resolution No. 17-61, Execute Change Order No. 1 of Contract No. 1402230, Ulliman Schutte Construction, LLC.** The purpose of the change order is to remove all damaged tubing for cooling heat exchangers (CHEX) and tuning heat exchangers (THEX) that provide cooling for the Biosolids Main Process Train digesters. The change order amount is \$8,800,000. (Recommended by Environmental Quality and Operations Committee 09/21/17)
10. **Resolution No. 17-62, Execute Supplemental Agreement No. 1 of Contract No. DCFA #450-WSA, Arcadis District of Columbia.** The purpose of this supplemental agreement is to provide construction management and related engineering services for the construction of a Tunnel Dewatering Pump Station and Enhanced Clarification Facility. The supplemental agreement amount is \$5,524,383. (Recommended by Environmental Quality and Operations Committee 09/21/17)
11. **Resolution No. 17-63, Execute a twelve month extension to Contract No. WAS-12-033-AA-RE, Centerra Integrated Services, LLC, Fleet Management Services.** The purpose of the extension is to allow sufficient time to conduct a feasibility study

to bring this service in-house. The contract extension amount is \$1,626,000.  
(Recommended by Environmental Quality and Operations Committee 09/21/17)

12. **Resolution No. 17-64, Execute an extension to Contract No. WAS-12-035-AA-RE, Centerra Integrated Services, LLC, Parts Supply for Fleet Management Services.** The purpose of the extension is to allow sufficient time to issue a new solicitation which will include local suppliers for parts supply for the Fleet Management Services. The contract extension amount is \$450,000. (Recommended by Environmental Quality and Operations Committee 09/21/17)
13. **Resolution No. 17-65, Execute a modification to Contract No. 14-PR-DIT-04, Mega-Tech.** The purpose of the modification is to add funding needed to complete the Customer Information project. The contract will expire June 30, 2018. The contract modification amount is \$280,000. (Recommended by Environmental Quality and Operations Committee 09/21/17)
14. **Resolution No. 17-66, Execute a modification to Contract No. WAS-10-023-AA-RE, Enterprise Security Solutions (ESS).** The purpose of the modification is to add funding for previously undefined security projects at DC Water facilities. The contract modification amount is \$1,100,000. (Recommended by Environmental Quality and Operations Committee 09/21/17)

#### **Non-Joint Use**

15. **Resolution No. 17-67, Execute Contract No. 150180, Sagres Construction Corp.** The purpose of the contract is to replace water mains that have experienced failures, or have a history of low water pressure or water quality complaints. The contract amount is \$3,676,741. (Recommended by Environmental Quality and Operations Committee 09/21/17)

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute Contract No. 17-PR-HGM-36, CIGNA Group Ins.**

**#17-53  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to execute Contract No. 17-PR-HGM-36, CIGNA Group Ins.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Contract No. 17-PR-HCM-36, CIGNA Group Ins. The purpose of the contract is to provide group life insurance services to include options for term life, dependent life and accidental death and dismemberment insurance. The contract amount is \$1,223,965.

This Resolution is effective immediately.

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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  
GROUP LIFE AND DISABILITY INSURANCE SERVICES  
(Joint Use)**

Approval to execute a contract for group life insurance services in the amount of \$1,223,965.00 with Life Insurance Company of North America (CIGNA) for the base one (1) year contract term and additional two (2) year rate guarantee.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> CIGNA Group Insurance 111 S. Calvert Street, Suite 1600 Baltimore, MD 21202	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
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**DESCRIPTION AND PURPOSE**

Base Period Contract Value:	\$1,223,965.00
Base Contract Period:	1 Year with additional 2 year rate guarantee
No. of Option Years:	4
Anticipated Contract Start Date:	01-01-2018
Anticipated Base Period Completion Date:	12-31-2018
Proposal Closing Date:	06-28-2017
Proposals Received:	6
Proposal Price Range:	\$1,135,184.00 - \$1,234,917.00

**Purpose of the Contract:**

CIGNA was selected based upon the overall ratings to provide group life Insurance Services including options for term life, dependent life and accidental death and dismemberment insurance. DC Water pays for one (1) times base salary of basic term life for employees. The Group Disability coverage is an optional benefit in which employees can enroll and pay 100% of the cost through payroll deduction.

**Contract Scope:**

The Department of Human Capital Management has an on-going need for a competent and qualified firm to provide group life and disability insurance services.

**Evaluated Companies:**

1. Cigna	4. Dearborn
2. Aetna	5. MetLife
3. Standard	6. Minnesota Life (Life Quote Only)

Note: Ranking 1 – highest score and Ranking 6 – lowest score.

No LBE/LSBE Participation

## PROCUREMENT INFORMATION

<b>Contract Type:</b>	Firm Fixed Price	<b>Award Based On:</b>	Highest Ratings
<b>Commodity:</b>	Professional Services	<b>Contract Number:</b>	17-PR-HCM-36
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE Participation		

## BUDGET INFORMATION

<b>Funding:</b>	Operating	<b>Department:</b>	Department of Human Capital Management
<b>Service Area:</b>	DC Water Wide	<b>Department Head:</b>	Roger Brown


## ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	83.65%	\$1,023,847.00
Washington Suburban Sanitary Commission	12.07%	\$147,733.00
Fairfax County	2.84%	\$34,760.00
Loudoun Water	1.25%	\$15,300.00
Other (PI)	.19%	\$2,325.00
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$1,223,965.00</b>

  
 Mustafaafa Dozier  
 Chief of Staff  
 Date 9.5.17

  
 Dan Bae  
 Director of Procurement  
 Date 9/5/17

  
 Matthew T. Brown  
 Chief Financial Officer  
 Date 9/6/17

  
 George S. Hawkins  
 General Manager  
 Date 9/28/17

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute Option Year Two of Contract No. 15-PR-DWT-02, Charmay, Inc. dba ServiceMaster of Alexandria**

**#17-54  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_() in favor and \_\_() opposed to execute Option Year Two of Contract No. 15-PR-DWT-02, Charmay, Inc. dba ServiceMaster of Alexandria.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Option Year Two of Contract No. 15-PR-DWT-02, Charmay, Inc. dba ServiceMaster of Alexandria. The purpose of the option is to provide a team of professional industrial cleaning crew to do thorough routine cleaning of the Authority's wastewater treatment field areas, which house the processing equipment and systems. The option amount is \$600,000.

This Resolution is effective immediately.

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

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

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT OPTION YEAR**

**Industrial Cleaning Service  
(Joint Use)**

Approval to execute option year 2 for Industrial Cleaning Service contract in the amount of \$600,000.00.

**CONTRACTOR/SUB/VENDOR INFORMATION**

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

Base Period Contract Value:	\$520,690.34
Original Contract Dates:	10-19-2015 – 10-18-2016
No. of Option Years in Contract:	4
Modification Value:	\$74,349.04
Modification Dates:	02-15-2016 – 10-18-2016
Option Year 1 Value:	\$612,915.87
Option Year 1 Dates:	10-19-2016 – 10-18-2017
<b>Option Year 2 Value:</b>	<b>\$600,000.00</b>
<b>Option Year 2 Dates:</b>	<b>10-19-2017 – 10-18-2018</b>

**Purpose of the Contract:**

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

**Contract Scope:**

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

**Spending Previous Year:**

Cumulative Contract Value:	10-19-2015 to 10-18-2017: \$1,207,955.25
Cumulative Contract Spending:	10-19-2015 to 08-07-2017: \$993,045.00

**Contractor's Past Performance:**

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

## PROCUREMENT INFORMATION

<b>Contract Type:</b>	Fixed Price	<b>Award Based On:</b>	Highest-Ranking Score
<b>Commodity:</b>	Services	<b>Contract Number:</b>	15-PR-DWT-02
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE Participation		

## BUDGET INFORMATION

<b>Funding:</b>	Operating	<b>Department:</b>	Wastewater Treatment
<b>Project Area:</b>	Blue Plains AWTP	<b>Department Head:</b>	Salil Kharkar

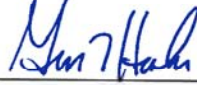
## ESTIMATED USER SHARE INFORMATION

User - Operating	Share %	Dollar Amount
District of Columbia	41.92%	\$251,520.00
Washington Suburban Sanitary Commission	43.33%	\$259,980.00
Fairfax County	9.81%	\$58,860.00
Loudoun Water	4.29%	\$25,740.00
Potomac Interceptor	0.65%	\$3,900.00
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$600,000.00</b>

 / 9/11/17  
 Akile Tesfaye  
 Assistant General Manager,  
 Blue Plains  
 Date

 / 9/13/17  
 Dan Bae  
 Director of Procurement  
 Date

 / 9/15/17  
 Matthew T. Brown  
 Chief Financial Officer  
 Date

 / 9/28/17  
 George S. Hawkins  
 General Manager  
 Date

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute Option Year Two of Contract No. 15-PR-DWT-21, Kuehne Chemical Co., Inc.**

**#17-55  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_() in favor and \_\_() opposed to execute Option Year Two of Contract No. 15-PR-DWT-21. Kuehne Chemical Co., Inc.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Option Year Two of Contract No. 15-PR-DWT-21, Kuehne Chemical Co., Inc. The purpose of the option is to continue providing sodium hypochlorite to the Blue Plains Advanced Wastewater Treatment Plant. The option amount is \$3,300,000.

This Resolution is effective immediately.

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



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

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT OPTION YEAR**

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

Approval to exercise option year 2 for the sodium hypochlorite supply and delivery contract in the amount of \$3,300,000.00.

**CONTRACTOR/SUB/VENDOR INFORMATION**

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

Original Contract Value:	\$3,696,900.00
Original Contract Dates:	10-16-2015 – 10-15-2016
No. of Option Years in Contract:	4
Option Year 1 Value:	\$3,804,300.00
Option Year 1 Dates:	10-16-2016 – 10-15-2017
<b>Option Year 2 Value:</b>	<b>\$3,300,000.00</b>
<b>Option Year 2 Dates:</b>	<b>10-16-2017 – 10-15-2018</b>

**Purpose of the Contract:**

To purchase and have delivered sodium hypochlorite.

**Contract Scope:**

DC Water has an on-going need for sodium hypochlorite. It has several applications at the Blue Plains Advanced Wastewater Treatment Facility. It is primarily used for outfall disinfection, but also to control biological growth control on multimedia filters, and for odor control in the scrubbers. Sodium hypochlorite is also used to disinfect water managed by the Department of Distribution and Conveyance Systems. Exercising option year 2 will provide uninterrupted service by the supplier.

The use of sodium hypochlorite solution in DC Water's wastewater treatment processes is required to ensure we continuously comply with the National Pollution Discharge Elimination System (NPDES) permit requirements as well as the Clean Water Act (CWA).

**Spending Previous Year:**

Cumulative Contract Value:	10-16-2015 to 10-15-2017: \$7,501,200.00
Cumulative Contract Spending:	10-16-2015 to 08-23-2017: \$6,200,365.00

**Contractor's Past Performance:**

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

No LSB/LSBE participation

## PROCUREMENT INFORMATION

<b>Contract Type:</b>	Fixed Price	<b>Award Based On:</b>	Lowest Bid
<b>Commodity:</b>	Services	<b>Contract Number:</b>	15-PR-DWT-21
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE Participation		


## BUDGET INFORMATION

<b>Funding:</b>	Operating	<b>Department:</b>	Wastewater Treatment
<b>Project Area:</b>	Blue Plains AWTP	<b>Department Head:</b>	Salil Kharkar

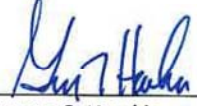
## ESTIMATED USER SHARE INFORMATION

User - Operating	Share %	Dollar Amount
District of Columbia	41.92%	\$1,383,360.00
Washington Suburban Sanitary Commission	43.33%	\$1,429,890.00
Fairfax County	9.81%	\$323,730.00
Loudoun Water	4.29%	\$141,570.00
Other (PI)	0.65%	\$21,450.00
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$3,300,000.00</b>

 / 9/11/17  
 Akile Tesfaye  
 Assistant General Manager,  
 Blue Plains  
 Date

 / 9/11/17  
 Dan Bae  
 Director of Procurement  
 Date

 / 9/15/17  
 Matthew T. Brown  
 Chief Financial Officer  
 Date

 / 9/28/17  
 George S. Hawkins  
 General Manager  
 Date

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute Contract No. 17-PR-DIT-24, IT  
Software Application Development Services**

**#17-56  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_() in favor and \_\_() opposed to execute Contract No. 17-PR-DIT-24, IT Software Application Development Services.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Contract No. 17-PR-DIT-24, IT Software Application Development Services. The purpose of the contract is to have on-going need for software application development services. The contract amount is \$3,000,000.

This Resolution is effective immediately.

---

Secretary to the Board of Directors

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

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT AWARD  
IT SOFTWARE APPLICATION DEVELOPMENT SERVICES**

**(Joint Use)**

Approval of \$3,000,000.00 budget for various IT software application development service projects with six (6) selected firms during FY2017 through FY 2020.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Critigen, LLC 7604 Technology Way, Suite 300 Denver, CO 80237	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
EBA Engineering, Inc. 6100 Chevy Chase Drive, Suite 200 Laurel, MD 20707-2917	N/A	N/A
Johnson, Mirmiran & Thompson, Inc. dba JMT Technology Group 601 New Jersey Avenue, NW, Suite 210 Washington, DC 20001	N/A	N/A
Stellar Services, Inc. 70 West 36 <sup>th</sup> Street, Suite 702 New York, NY 10018	N/A	N/A
vTech Solution, Inc.* 1100 H Street, NW, Suite 450 Washington, DC 20005	N/A	100%
Wipro Limited 2 Tower Center Boulevard, Suite 2200 East Brunswick, NJ 08816	N/A	N/A

\*LBE/LSBE

**DESCRIPTION AND PURPOSE**

Base Period Contract Value:	\$3,000,000.00
Base Contract Period:	3 Years
No. of Option Years:	0
Anticipated Contract Start Date:	11-01-2017
Anticipated Base Period Completion Date:	10-31-2020
Proposal Closing Date:	05-23-2017
Proposals Received:	18
Proposal Price Range:	\$760,707.00 - \$2,079,300.00

Firm receiving 10 Preference Points:

- vTech Solution, Inc.

NOTE: The User Share percentages in the final table are estimates based on the expected work to be performed under these contracts.

**Purpose of the Contract:**

The six firms, Critigen, EBA, JMT, Stellar, vTech and Wipro were selected based upon the overall ratings to provide Software Application Services for various projects during the contract period. The RFP contained 18 disciplines upon which each firm was evaluated. An Indefinite Delivery Indefinite Quantity Contract will be executed with each of the selected firms. There is no guaranteed spend with any of the selected vendors and DC Water reserves the right to seek proposals on individual projects independently. Therefore, for each specific project, the Department of Information Technology will select a firm(s) based on the capability, cost and availability and execute a task order to define the scope of work and total service fee. The 18 areas evaluated were as follows:

Maximo	HTML 5
GIS	Extensible Markup Language (XML)
Open Text	Biztalk
Oracle	Web-services in a Service Oriented-Architect (SOA)
Primavera	SQL experience 2008 or later
Primavera Contract Management	Operating in a VM environment (VMware)
IBM – Maximo Anywhere	Remote access technology (Netmotion etc.)
Microsoft – Silverlight and .Net	Microsoft SharePoint 2010 and 2013 (both on premise and on Office 365)
Java and Javascript	SAP Business Objects

**Contract Scope:**

The Department of Information Technology has an on-going need for software application development services.

**Evaluated Companies and Any Preference Points:**

Aquintas Solutions (Ampcus Inc.)* Chantilly, VA 20151	Total Resource Management (TRM) Alexandria, Virginia 22314
Blue Raster LLC* Arlington, VA 22201	JMT Technology Group Washington, DC 20001
Critigen, LLC Denver, CO 80237	Pro-West & Associates Walker, MN 56484
EBA Engineering, Inc. Laurel, MD 20707-2917	Segue Technologies, Inc. Arlington, VA 22201-5426
Elegant Enterprise-Wide Solutions, Inc.* Chantilly, Virginia 20152	Strategic Maintenance Solutions, Inc. (SMS) Gorham, ME 04038
EMA Services, PC St. Paul, MN 55113	Socrata Seattle, WA 98104
GeoDecisions Camp Hill, PA 17011	vTech Solution, Inc.* Washington DC 20005
Stellar Services, Inc. New York, NY 10018	WebMap Solutions Salt Lake City, UT 84121
Taoti Enterprises, Inc. (aka Taoti Creative) Washington, DC 20003	Wipro LLC East Brunswick, NJ 08816

\*Firms received preference points based upon their LBE/LSBE status. Firms are listed alphabetically as each discipline was individually scored and only proposed on disciplines for which they were capable.

**PROCUREMENT INFORMATION**

<b>Contract Type:</b>	Fixed Hourly Rate	<b>Award Based On:</b>	Highest Ratings
<b>Commodity:</b>	Professional Services	<b>Contract Number:</b>	17-PR-DIT-24
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE Participation		

**BUDGET INFORMATION**

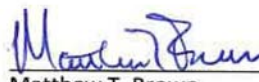
<b>Funding:</b>	Capital Equipment	<b>Department:</b>	Department of Information Technology
<b>Service Area:</b>	DC Water Wide	<b>Department Head:</b>	Thomas Kuczynski
<b>Project:</b>	EQP2115		

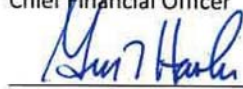
**ESTIMATED USER SHARE INFORMATION**

User	Share %	Dollar Amount
District of Columbia	68.91%	\$2,067,300.00
Washington Suburban Sanitary Commission	24.14%	\$724,200.00
Fairfax County	4.51%	\$135,300.00
Loudoun Water	2.01%	\$60,300.00
Other (PI)	0.43%	\$12,900.00
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$3,000,000.00</b>

 , 9/15/17  
 Thomas Kuczynski  
 Chief Information Officer  
 Date

 , 9/15/17  
 Dan Bae  
 Director of Procurement  
 Date

 , 9/15/17  
 Matthew T. Brown  
 Chief Financial Officer  
 Date

 , 9/28/17  
 George S. Hawkins  
 General Manager  
 Date



**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute Additional Funding to Option Year  
Four of Contract No. WAS-13-042-AA-RA, MOI, Inc.**

**#17-57  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to execute additional to funding to Option Year Four of Contract No. WAS-13-042-AA-RA, MOI, Inc.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute additional funding to Option Year Four of Contract No. WAS-13-042-AA-RA, MOI, Inc. The purpose of the contract is to continue providing furnishing needs identified by each department throughout the Authority. The additional funding amount is \$774,186.96.

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 INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ)**

**CONTRACT MODIFICATION**

**Knoll Furniture and Furnishings  
(Joint Use)**

Approval to add funding to option year four (4) of the contract in the amount of \$784,186.96.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> MOI, Inc. 2923 Lord Baltimore Drive Baltimore, MD 21244	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
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**DESCRIPTION AND PURPOSE**

Original Contract Value:	\$0.00
Original Contract Dates:	05-02-2013—05-01-2014
No. of Option Years in Contract:	4
Contract Modification Value:	\$1,507,487.90
Contract Modification Dates:	05-02-2013—09-30-2017
<b>This Contract Modification Value:</b>	<b>\$784,186.96</b>
<b>This Contract Modification Dates:</b>	<b>10-01-2017 – 05-01-2018</b>

**Purpose of the Contract:**

To contract for Knoll Furniture and Furnishings for various DC Water Departments on an indefinite delivery, indefinite quantity basis to satisfy future furniture requirements.

**Contract Scope:**

The contract provides furniture and furnishings needs identified by each department. Individual task orders are issued for each project. The rates are consistent with the rates provided to the General Services Administration (GSA). The General Manager approved a Determination and Findings that established the Knoll brand as the standard brand of furniture at DC Water.

**Reason for Change:**

This task provides new furniture for offices and cubicles for the remaining Fiscal Year 2017 projects which includes: Bryant Street Pumping Station 2<sup>nd</sup> Floor Renovation, COF Mail Room Renovation, Headquarters Sample Furniture, Risk Management & Payroll Office Renovation and CMF Maintenance Office Renovation.

**Spending Previous Year:**

Cumulative Contract Value:	05-02-2013 to 09-30-2017: \$1,507,487.90
Cumulative Contract Spending:	05-02-2013 to 08-31-2017: \$1,302,066.96

**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 and requirements.

**NOTE:** The User Share percentages in the final table are estimates based on the expected work to be performed under this contract.

## PROCUREMENT INFORMATION

<b>Contract Type:</b>	Indefinite Delivery Indefinite Quantity	<b>Award Based On:</b>	Rider Contract (GS-27F-0029W)
<b>Commodity:</b>	Services	<b>Contract Number:</b>	WAS-13-042-AA-RA
<b>Contractor Market:</b>	General Services Administration (GSA)		

## BUDGET INFORMATION

<b>Funding:</b>	Operating	<b>Department:</b>	Facilities
<b>Project Area:</b>	DC Water Wide	<b>Department Head:</b>	Johnnie Walker

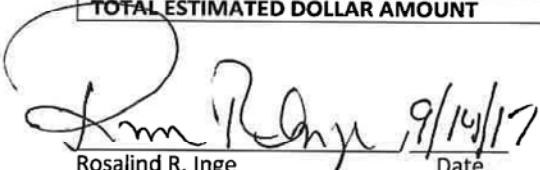
## ESTIMATED USER SHARE INFORMATION

User - Operating	Share %	Dollar Amount
District of Columbia	83.65%	\$8,365.00
Washington Suburban Sanitary Commission	12.07%	\$1,207.00
Fairfax County	2.84%	\$284.00
Loudoun Water	1.25%	\$125.00
Other (PI)	0.19%	\$19.00
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$10,000.00</b>

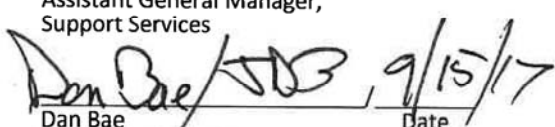
## BUDGET INFORMATION

<b>Funding:</b>	Capital Equipment	<b>Department:</b>	Facilities
<b>Project Area:</b>	DC Water Wide	<b>Department Head:</b>	Johnnie Walker
<b>Project:</b>	EQP3410		

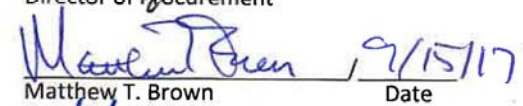
User - Capital Equipment	Share %	Dollar Amount
District of Columbia	68.91%	\$533,492.23
Washington Suburban Sanitary Commission	24.14%	\$186,888.73
Fairfax County	4.51%	\$34,915.83
Loudoun Water	2.01%	\$15,561.16
Other (PI)	0.43%	\$3,329.01
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$774,186.96</b>

  
Rosalind R. Inge  
Assistant General Manager,  
Support Services

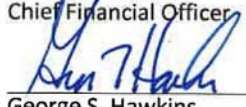
Date

  
Dan Bae  
Director of Procurement

Date

  
Matthew T. Brown  
Chief Financial Officer

Date

  
George S. Hawkins  
CEO/General Manager

Date

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute Option Year One and Approve  
Funding for all Option Years One – Four of Contract No.  
16-PR-WWT-81, Maryland Environmental Services**

**#17-58  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to execute Option Year One and Approve Funding for all Option Years One-Four of Contract No. 16-PR-WWT-81, Maryland Environmental Services.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Option Year One and Approve Funding of all Option Years One – Four of Contract No. 16-PR-WWT-81, Maryland Environmental Services. The purpose of the option is to continue providing monitoring and inspection services for the land application and storage of biosolids, to monitor grit and sludge loading and transportation from the Blue Plains Advanced Wastewater Treatment Plant to approved disposal sites. The option amount is \$638,872.

This Resolution is effective immediately.

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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**

**Monitoring of Biosolids Disposal Site  
(Joint Use)**

Approval to execute option year 1 and to approve funding for all option years (OY 1-4) in the amount of \$2,724,959.60. Actual spending will be based on four annual purchase orders, each for ¼ of the requested amount.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Maryland Environmental Services 259 Najoles Road Millersville, Maryland 21108	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
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**DESCRIPTION AND PURPOSE**

Base Period Contract Value:	\$632,368.00
Original Contract Dates:	10-13-2016 – 10-12-2017
No. of Option Years in Contract:	4
<b>Total Option Year 1-4 Value:</b>	<b>\$2,724,959.60</b>
<b>Option Year 1 Dates:</b>	<b>10-13-2017 – 10-12-2018</b>
<b>Option Year 2-4 Dates:</b>	<b>10-13-2018 – 10-12-2021</b>

**Purpose of the Contract:**

DC Water's Department of Wastewater Treatment (DWT) needs a contract to provide monitoring and inspection services for the land application and storage of biosolids, and to monitor grit and sludge loading and transportation from the Blue Plains Advanced Wastewater Treatment Plant to approved disposal sites.

**Contract Scope:**

Oversight of biosolids reuse sites to ensure discharge permit requirements are met; groundwater monitoring and reporting at biosolids reuse sites; monitor and report on the operations and conditions at biosolids reuse and storage sites; monitor and report on contractor loading and hauling of grit and sludge from Blue Plains facilities; attend relevant Farm Bureau and public information meetings.

This is a sole-source contract as approved by the DC Water Procurement Regulation 5332.4(d): MES is "another public agency, entity, or authority". The requested funding approval therefore covers all four option years, the cost of each of which is specified in the contract and totals to the requested amount.

This contract action exercises option year 1. Future option years will be exercised individually with a zero-cost extension along with a new purchase order specific to the respective option year.

**Spending Previous Year:**

Cumulative Contract Value:	10-13-2016 to 10-12-2017: \$632,368.00
Cumulative Contract Spending:	10-13-2016 to 07-07-2017: \$421,946.00

**Contractor's Past Performance:**

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

No LBE/LSBE participation.

## PROCUREMENT INFORMATION


<b>Contract Type:</b>	Fixed Price	<b>Award Based On:</b>	Sole-Source
<b>Commodity:</b>	Services	<b>Contract Number:</b>	16-PR-WWT-81
<b>Contractor Market:</b>	Sole-Source		

## BUDGET INFORMATION

<b>Funding:</b>	Operating	<b>Department:</b>	Resource Recovery
<b>Project Area:</b>	Blue Plains AWTP	<b>Department Head:</b>	Chris Peot

## ESTIMATED USER SHARE INFORMATION

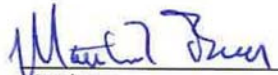
User - Operating	Share %	Dollar Amount
District of Columbia	41.92%	\$267,815.14
Washington Suburban Sanitary Commission	43.33%	\$276,828.24
Fairfax County	9.81%	\$62,673.34
Loudoun Water	4.29%	\$27,407.61
Potomac Interceptor	0.65%	\$4,152.37
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$638,872.00</b>

  
 Akile Tesfaye  
 Assistant General Manager,  
 Blue Plains


9/13/17  
 Date

  
 Dan Bae  
 Director of Procurement

9/13/17  
 Date

  
 Matthew Brown  
 Chief Financial Officer

9/15/17  
 Date

  
 George S. Hawkins  
 General Manager

9/28/17  
 Date



**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute Contract No. 16-PR-PRO-45, Cintas Corporation LOC. 041**

**#17-59  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to execute Contract No. 16-PR-PRO-45, Cintas Corporation LOC. 041.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Contract No. 16-PR-PRO-45, Cintas Corporation LOC. 041. The purpose of the contract is to provide work uniforms and accessories to DC Water employees. The contract amount is \$1,000,000.

This Resolution is effective immediately.

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

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

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT AWARD**

**Work Uniforms and Accessories**

**(Joint Use)**

Approval to fund \$3,000,000.00 for the work uniforms and accessories contract. The contract will be awarded annually, \$1,000,000.00 in the base year and in each two 1-year option years.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Cintas Corporation LOC. 041 P.O. Box 630803 Cincinnati, OH 45263  Local Address: 1769 Brightseat Rd. Landover, MD 20785	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
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**DESCRIPTION AND PURPOSE**

Base Period Contract Value:	\$1,000,000.00
Base Contract Period:	1 Year
No. of Option Years:	2
Anticipated Contract Start Date:	10-15-2017
Anticipated Base Period Completion Date:	10-14-2018
Proposal Closing Date:	05-25-2016
Proposals Received:	4
Proposal Price Range:	\$2,610,602.31 - \$4,203,645.67

**Purpose of the Contract:**

This contract is to provide work uniforms and accessories to DC Water employees. The winning proposer (Cintas) met all requirements including an online ordering portal, and lease and rental options. Under this contract, fire retardant uniforms will be rented (Cintas washes, inspects, repairs, and replaces) and most of the regular uniforms will be leased (same as Rental except DC Water employee will wash and inspect). Due to the safety reason, fire retardant uniforms will be washed and inspected by Cintas professionals. Cintas will assume all liabilities in case of any accident.

**Contract Scope:**

DC Water requires the services of a competent and qualified vendor to provide work uniforms and accessories to DC Water employees. The vendor shall provide work uniforms that meet and/or exceed all current local, state, and federal regulations related to personal protective clothing, including but not limited to those regulations issued by the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA).

**Evaluated Companies and Any Preference Points:**

There were four (4) respondents to the solicitation. Each firm provided an oral presentation and product demonstration. The responding firms are shown below:

Alpine Trading Company, Inc. 400 Overpeck Ave. Englewood, NJ 07631	Cintas Corporation PO Box 630803 Cincinnati, OH 45263	Hanover Uniform Company 3501 Marmenco Court Baltimore, MD 21203	Morgan's Inc., dba Jimmie Muscatellos 900 Rhode Island Ave, NE Washington, DC 20018 (LBE/LSBE)
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Morgan's Inc., T/A Jimmie Muscatellos is an LBE/LSBE firm and received 5 preference points but did not meet all requirements.

**Cost Savings:**

With the Cintas lease and rental programs, DC Water will save \$440,000 per year or \$1,320,000 during the entire 3 years of contract period compared to the price proposed by the current vendor

**PROCUREMENT INFORMATION**

<b>Contract Type:</b>	Fixed Unit Price Requirements Contract	<b>Award Based On:</b>	Best Value
<b>Commodity:</b>	Goods and Services	<b>Contract Number:</b>	16-PR-PRO-45
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE Participation		

**BUDGET INFORMATION**

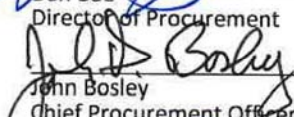
<b>Funding:</b>	Operating	<b>Department:</b>	Procurement
<b>Service Area:</b>	Authority-Wide	<b>Department Head:</b>	Dan Bae

**ESTIMATED USER SHARE INFORMATION**

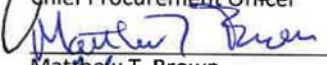
User	Share %	Dollar Amount
District of Columbia	83.65%	\$836,500.00
Washington Suburban Sanitary Commission	12.07%	\$120,700.00
Fairfax County	2.84%	\$28,400.00
Loudoun Water	1.25%	\$12,500.00
Other (PI)	0.19%	\$1,900.00
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$1,000,000.00</b>

  
 Dan Bae  
 Director of Procurement

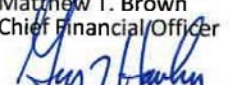
9/14/17  
 Date

  
 John Bosley  
 Chief Procurement Officer

9/14/17  
 Date

  
 Matthew T. Brown  
 Chief Financial Officer

9/14/17  
 Date

  
 George S. Hawkins  
 CEO/General Manager

9/28/17  
 Date

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute a Modification to Contract No.  
GS11T08BJD6001, Verizon**

**#17-60  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to execute a modification to Contract No. GS11T08BJD6001, Verizon.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute a modification to Contract No. GS11T08BJD6001, Verizon. The purpose of the modification is to continue providing telecommunication services for the Supervisory Control and Data Acquisition (SCADA), Multiprotocol Label Switching (MPLS) Network, Data Network Circuits/Transport Layer Security (TLS), Analog Lines and Local Telephone Service throughout the Authority. The contract modification amount is \$1,271,591.

This Resolution is effective immediately.

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Secretary to the Board of Directors

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

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT MODIFICATION**

**TELECOMMUNICATION SERVICES**

**(Joint-Use)**

Approval to execute a modification to add funding to the contract for telecommunication services in the amount of \$1,271,591.00.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Verizon 22001 Loudoun County Parkway Ashburn, Virginia 20147	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
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**DESCRIPTION AND PURPOSE**

Original Contract Value:	\$376,446.00
Original Contract Dates:	11-08-2007 — 11-07-2008
Contract Modification (#1- #5) Value:	\$6,397,812.82
Contract Modification Dates:	11-08-2008 — 11-07-2013
Contract Modification (#6 -#8) Value:	\$2,445,696.00
Contract Modification Dates:	11-08-2013 — 11-07-2015
Contract Modification (#9 -#11) Value:	\$2,513,119.00
Contract Modification Dates:	11-08-2015 — 11-07-2017
<b>Contract Modification (#12) Value:</b>	<b>\$1,271,591.00</b>
<b>Contract Modification Date:</b>	<b>11-08-2017 — 11-07-2018</b>

**Purpose of the Contract:**

To provide telecommunication services for the Supervisory Control and Data Acquisition (SCADA), Multiprotocol Label Switching (MPLS) Network, Data Network Circuits/Transport Layer Security (TLS), Analog Lines, and Local Telephone Service throughout the Authority.

DC Water is riding the General Services Administration (GSA) Schedule contract #GS11T088BJD6001.

**Reason for Change:**

The modification will allow DC Water to continue using the GSA Schedule to fulfill the telecommunication service requirements.

The increase in the annual service is due to the addition of six new buildings, upgrade of four sites and security system upgrades at six sites.

**Spending Previous Year:**

Cumulative Contract Value:	11-08-2007 to 11-07-2017: \$11,733,073.82
Cumulative Contract Spending:	11-08-2007 to 08-31-2017: \$10,480,115.65

**Contractor's Past Performance:**

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

No LBE/LSBE participation.

## PROCUREMENT INFORMATION

<b>Contract Type:</b>	Firm Fixed Price	<b>Award Based On:</b>	Not Applicable
<b>Commodity:</b>	Services	<b>Contract Number:</b>	GS11T08BJD6001
<b>Contractor Market:</b>	General Services Administration (GSA) Schedule		

## BUDGET INFORMATION

<b>Funding:</b>	Operating	<b>Department:</b>	Information Technology
<b>Project Area:</b>	DC Water Wide	<b>Department Head:</b>	Thomas Kuczynski

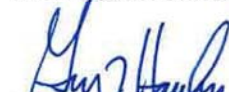
## ESTIMATED USER SHARE INFORMATION

User - Operating	Share %	Dollar Amount
District of Columbia	83.65%	\$1,063,685.87
Washington Suburban Sanitary Commission	12.07%	\$153,481.03
Fairfax County	2.84%	\$36,113.18
Loudoun Water	1.25%	\$15,894.89
Other (PI)	0.19%	\$2,416.02
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$1,271,591.00</b>

 9/14/17  
Date  
Thomas Kuczynski  
Chief Information Officer

 9/14/17  
Date  
Dan Bae  
Director of Procurement

 9/15/17  
Date  
Matthew T. Brown  
Chief Financial Officer

 9/28/17  
Date  
George S. Hawkins  
General Manager



**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute Change Order No. 1 of Contract No. 140230, Ulliman Schutte Construction, LLC**

**#17-61  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to execute Change Order No. 1 of Contract No. 140230, Ulliman Schutte Construction, LLC.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Change Order No. 1 of Contract No. 140230, Ulliman Schutte Construction, LLC. The purpose of the change order is to remove all damaged tubing for cooling heat exchangers (CHEX) and tuning heat exchangers (THEX) that provide cooling for the Biosolids Main Process Train digesters. The change order amount is \$8,800,000.

This Resolution is effective immediately.

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

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

**ACTION REQUESTED**

**CONSTRUCTION CONTRACT CHANGE ORDER:**

**Miscellaneous Facilities Upgrade – Phase 4  
(Joint Use)**

Approval to execute Change Order No.01 for \$8,800,000.00. The modification exceeds the General Manager's approval authority.

**CONTRACTORS/SUB/VENDOR INFORMATION**

<b>PRIME:</b>	<b>SUBS:</b>	<b>PARTICIPATION:</b>
Ulliman Schutte Construction, LLC 7615 Standish Place Rockville, MD 20855  <u>Headquarters</u> Miamisburg, OH 45342	No MBE contractors  No WBE contractors	0.0%  0.0%

**DESCRIPTION AND PURPOSE**

Original Contract Value:	\$ 21,310,000
Value of this Change Order:	\$ 8,800,000
Cumulative CO Value, including this CO:	\$ 8,800,000
Current Contract Value, including this CO:	\$ 30,110,000
Original Contract Time:	1600 Days (4 Years, 1 Month)
Time extension, this CO:	0 Days
Total CO contract time extension:	0 Days
Contract Start Date (NTP):	09-21-2015
Contract Completion Date:	02-06-2020
Cumulative CO % of Original Contract:	41.3%
Contract completion %:	34.0%

**Purpose of the Contract:**

Make repairs to assure continuous and effective treatment operations at the Blue Plains Advanced Wastewater Treatment Plant. Some work will correct situations and may avoid potential violations of its NPDES permit. Other work will facilitate or complement efforts included in current and future major construction projects.

**Original Contract Scope:**

- Modify Odor Control equipment at the 3<sup>rd</sup> and Constitution Ave Pumping Station
- Replacement of failing and outdated butterfly valves on return sludge piping at the Nitrification Facility
- Construct new access platforms for piping valves at the Multimedia Filtration Facility
- Specialized Services as per Task Scope.
- Time and Material work on emergency and non-emergency Task Work Orders.

**Current Change Order Scope:**

- Remove all damaged tubing for cooling heat exchangers (CHEX) and tuning heat exchangers (THEX) that provide cooling for the Biosolids Main Process Train digesters.
- Fabricate and purchase new cooling heat exchanger tubes (CHEX) and tuning heat exchanger tubes (THEX) made with Zeron 100, a high alloy stainless steel, which is highly resistant to pitting from microbial induced corrosion (MIC).

**PROCUREMENT INFORMATION**

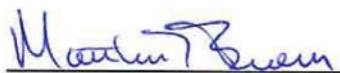
<b>Contract Type:</b>	Fixed Price	<b>Award Based On:</b>	Lowest responsive, responsible bidder
<b>Commodity:</b>	Construction	<b>Contract Number:</b>	140230
<b>Contractor Market:</b>	Open Market		


**BUDGET INFORMATION**

<b>Funding:</b>	Capital	<b>Department:</b>	Wastewater Engineering
<b>Service Area:</b>	Wastewater	<b>Department Head:</b>	Diala Dandach
<b>Project:</b>	PF, XA		

**ESTIMATED USER SHARE INFORMATION**

User	Share %	Dollar Amount
District of Columbia	41.22%	\$ 3,627,360.00
Federal Funds	0.00%	\$ 0.00
Washington Suburban Sanitary Commission	45.84%	\$ 4,033,920.00
Fairfax County	8.38%	\$ 737,440.00
Loudoun County & Potomac Interceptor	4.56%	\$ 401,280.00
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$ 8,800,000.00</b>

 9/14/17  
 Matthew T. Brown Date  
 Chief Financial Officer

 9/14/17  
 Dan Bae Date  
 Director of Procurement

 9-14-17  
 Leonard R. Benson Date  
 Chief Engineer

 9/28/17  
 George S. Hawkins Date  
 General Manager

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute Supplemental Agreement No. 1 of  
Contract No. DCFA#450-WSA, Arcadis District of  
Columbia, PC**

**#17-62  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_() in favor and \_\_() opposed to execute Supplemental Agreement No. 1 of Contract No. DCFA #450-WSA, Arcadis District of Columbia, PC.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Supplemental Agreement No. 1 of Contract No. DCFA #450-WSA, Arcadis District of Columbia. The purpose of this supplemental agreement is to provide construction management and related engineering services for the construction of a Tunnel Dewatering Pump Station and Enhanced Clarification Facility. The supplemental agreement amount is \$5,524,383.

This Resolution is effective immediately.

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

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

**ACTION REQUESTED**

**ENGINEERING SERVICES SUPPLEMENTAL AGREEMENT:**

**Tunnel Dewatering Station and Enhanced Clarification Facility - CM  
(Joint Use)**

Approval to execute Supplemental Agreement No. 1 for \$5,524,383. The modification exceeds the General Manager's approval authority.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b>	<b>SUBS:</b>	<b>PARTICIPATION:</b>
Arcadis District of Columbia, PC 7550 Teague Road Suite 210 Hanover, MD 21076	Delon Hampton & Associates Washington, DC MBE	14.1%
	HAKS Engineers, Inc. New York, NY MBE	4.9%
	Smoot Construction Washington, DC MBE	4.0%
<u>Headquarters</u> Highlands Ranch, CO 80129	Environ-Civil Engineering Columbia, MD MBE	2.8%
	Cube Root Corporation Washington, DC MBE	2.3%
	SZPM Consultants Oakton, VA WBE	3.7%
	GeoConcepts Engineering, Inc. Washington, DC WBE	0.4%
	URS (AECOM) Washington, DC	10.7%
	CWD Consulting, LLC Westminster, MD	3.2%
	Chester Engineers, Inc. Moon Township, PA	2.0%

**DESCRIPTION AND PURPOSE**

Original Contract Value:	\$20,698,656.00
Value of this Supplemental Agreement:	\$ 5,524,383.00
Cumulative SA Value, including this SA:	\$ 5,524,383.00
Current Contract Value, Including this SA:	\$26,223,039.00
Original Contract Time:	1,890 Days (5 Years, 2 Months)
Time extension, this SA:	0 Days
Total SA contract time extension:	0 Days (0 Years, 0 Months)
Contract Start Date:	08-28-2013
Contract Completion Date:	10-31-2018

**Purpose of the Contract:**

To provide onsite Construction Management Services for the Tunnel Dewatering Pump Station and Enhanced Clarification Facility (TDPS-ECF)

This work is required by Consent Decree.

**Original Contract Scope:**

- To provide construction management and related engineering services for the construction of a Tunnel Dewatering Pump Station and Enhanced Clarification Facility at the District of Columbia's Advanced Water Treatment Plant at Blue Plains.

**Current Supplemental Agreement Scope:**

- The scope remains the same as the original agreement; to provide construction management and related engineering services for the construction of a Tunnel Dewatering Pump Station and Enhanced Clarification Facility. At the time of the Agreement, the available budget could only support the required level of services through Fiscal Year 2017 and not the fully anticipated services required through the completion of the project.

**Future Supplemental Agreement Scope:**

- No future supplemental agreement is anticipated.

**PROCUREMENT INFORMATION**

<b>Contract Type:</b>	Cost Plus Fixed Fee	<b>Award Based On:</b>	Highest Ranking Score
<b>Commodity:</b>	Engineering Services	<b>Contract Number:</b>	DCFA #450-WSA
<b>Contractor Market:</b>	Open Market		

**BUDGET INFORMATION**

<b>Funding:</b>	Capital	<b>Department:</b>	Wastewater Engineering
<b>Service Area:</b>	Wastewater	<b>Department Head:</b>	Diala Dandach
<b>Project:</b>	E8, FR, CY		

**ESTIMATED USER SHARE INFORMATION****CY – Anacostia LTCP Allocation**

User	Share %	Dollar Amount
District of Columbia	92.90%	\$1,551,962.71
Federal Funds	0.00%	\$
Washington Suburban Sanitary Commission	5.54%	\$ 92,549.77
Fairfax County	1.01%	\$ 16,872.79
Loudoun County & Potomac Interceptor	0.55%	\$ 9,188.15
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$1,670,573.42</b>

**E8, FR – Wastewater Treatment Allocation**

User	Share %	Dollar Amount
District of Columbia	41.22%	\$1,588,540.31
Federal Funds	0.00%	\$
Washington Suburban Sanitary Commission	45.84%	\$1,766,586.31
Fairfax County	8.38%	\$ 322,949.24
Loudoun County & Potomac Interceptor	4.56%	\$ 175,733.72
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$3,853,809.58</b>

**Combined Allocation**

User	Share %	Dollar Amount
District of Columbia	56.85%	\$3,140,503.02
Federal Funds	0.00%	\$
Washington Suburban Sanitary Commission	33.65%	\$1,858,136.08
Fairfax County	6.15%	\$ 339,822.03
Loudoun County & Potomac Interceptor	3.35%	\$ 184,921.87
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$5,524,383.00</b>



Matthew T. Brown  
Chief Financial Officer

9/14/2017

Date



Leonard R. Benson  
Chief Engineer

9-14-17

Date



Dan Bae  
Director of Procurement

9/14/17

Date



George S. Hawkins  
General Manager

9/29/17

Date

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute a Twelve Month Extension of  
Contract No. WAS-12-033-AA-RE, Centerra Integrated  
Services, LLC, Fleet Management Services**

**#17-63  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to execute a twelve month extension of Contract No. WAS-12-033-AA-RE, Centerra Integrated Services, LLC, Fleet Management Services.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute a twelve month extension to Contract No. WAS-12-033-AA-RE, Centerra Integrated Services, LLC, Fleet Management Services. The purpose of the extension is to allow sufficient time to conduct a feasibility study to bring this service in-house. The contract extension amount is \$1,626,000.

This Resolution is effective immediately.

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Secretary to the Board of Directors



## DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

## BOARD OF DIRECTORS CONTRACTOR FACT SHEET

## ACTION REQUESTED

## GOODS AND SERVICES MODIFICATION/CONTRACT EXTENSION

## FLEET MANAGEMENT SERVICES

(Joint-Use)

Approval to extend the existing contract for 12 months for fleet vehicle maintenance services contract in the amount of \$1,626,000.00.

## CONTRACTOR/SUB/VENDOR INFORMATION

<b>PRIME:</b> Centerra Integrated Services, LLC 4800 Overton Plaza Suite 380 Ft. Worth, TX 76109	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
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## DESCRIPTION AND PURPOSE

Original Contract Value:	\$1,368,819.54
Original Contract Dates:	11-01-2012—10-31-2013
No. of Option Years in Contract:	4
Option Year 1 Value:	\$1,625,000.00
Option Year 1 Dates:	11-01-2013—10-31-2014
Modification 1 Value:	\$0.00
Modification 1 Dates:	11-01-2014—11-15-2014
Option Year 2 Value:	\$1,948,285.75
Option Year 2 Dates:	11-16-2014—11-15-2015
Option Year 3 Value:	\$1,816,900.00
Option Year 3 Dates:	11-16-2015—11-15-2016
Option Year 4 Value:	\$1,816,900.00
Option Year 4 Dates:	11-16-2016 —11-15-2017
<b>Contract Extension Value:</b>	<b>\$1,626,000.00</b>
<b>Contract Extension Dates</b>	<b>11-16-2017 — 11-15-2018</b>

**Purpose of the Contract:**

This contract is to manage the preventive/predictive maintenance, repair, towing, emergency services and other fleet operations as required by the Department of Fleet Management.

**Contract Scope:**

The contract provides for all the necessary supervision, labor, shop supplies that are needed to satisfy a wide range of services required by DC Water. The contractor also manages the fleet in an optimal state-of-repair and maintains services that are consistent with the Original Equipment Manufacturer (OEM).

**Reason for the Extension:**

This extension is to allow sufficient time to conduct a feasibility study to bring this service in-house.

**Spending Previous Year:**

Cumulative Contract Value:	11-01-2012 to 11-15-2017: \$8,575,905.29
Cumulative Contract Spending:	11-01-2012 to 09-30-2017: \$7,122,126.75

**Contractor's Past Performance:**

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

No LBE/LSBE participation.

## PROCUREMENT INFORMATION

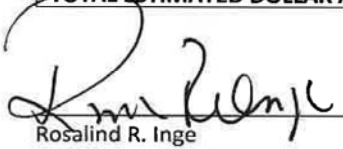
<b>Contract Type:</b>	Fixed Price	<b>Award Based On:</b>	Highest Ranked Offeror
<b>Commodity:</b>	Services	<b>Contract Numbers:</b>	WAS-12-033-AA-RE
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE Participation		

## BUDGET INFORMATION

<b>Funding:</b>	Operating	<b>Department:</b>	Fleet Management
<b>Service Area:</b>	125 O Street, NE WDC	<b>Department Head:</b>	Timothy Fitzgerald

## ESTIMATED USER SHARE INFORMATION

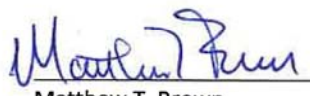
User	Share %	Dollar Amount
District of Columbia	83.65%	\$1,360,149.00
Washington Suburban Sanitary Commission	12.07%	\$196,258.20
Fairfax County	2.84%	\$46,178.40
Loudoun Water	1.25%	\$20,325.00
Other (PI)	0.19%	\$3,089.40
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$1,626,000.00</b>

  
 Rosalind R. Inge  
 Assistant General Manager  
 Support Services

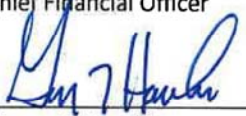
9/14/17  
 Date

  
 Dan Bae  
 Director of Procurement

9/14/17  
 Date

  
 Matthew T. Brown  
 Chief Financial Officer

9/18/17  
 Date

  
 George S. Hawkins  
 General Manager

9/28/17  
 Date

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute an Extension to Contract No. WAS-12-035-AA-RE, Centerra Integrated Services, LLC, Parts Supply for Fleet Management Services**

**#17-64  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_() in favor and \_\_() opposed to execute an extension to Contract No. WAS-12-035-AA-RE, Centerra Integrated Services, LLC, Parts Supply for Fleet Management Services.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute an extension to Contract No. WAS-12-035-AA-RE, Centerra Integrated Services, LLC, Parts Supply for Fleet Management Services. The purpose of the extension is to allow sufficient time to issue a new solicitation which will include local suppliers for parts supply for the Fleet Management Services. The contract extension amount is \$450,000.

This Resolution is effective immediately.

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

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

**ACTION REQUESTED**

**GOODS AND SERVICES MODIFICATION/CONTRACT EXTENSION**

**PARTS SUPPLY FOR FLEET MANAGEMENT SERVICES**

(Joint-Use)

Approval to extend the existing contract for 6 months for Parts Supply for Fleet Management contract in the amount of \$450,000.00.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Centerra Integrated Services, LLC 4800 Overton Plaza Suite 380 Ft. Worth, TX 76109	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
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**DESCRIPTION AND PURPOSE**

Original Contract Value:	\$660,000.00
Original Contract Dates:	11-01-2012—10-31-2013
No. of Option Years in Contract:	4
Option Year 1 Value:	\$775,000.00
Option Year 1 Dates:	11-01-2013—10-31-2014
Option Year 2 Value:	\$752,500.00
Option Year 2 Dates:	11-16-2014—11-15-2015
Option Year 3 Value:	\$850,000.00
Option Year 3 Dates:	11-16-2015—11-15-2016
Option Year 4 Value:	\$850,000.00
Option Year 4 Dates:	11-16-2016 —11-15-2017
Modification Value:	\$1,322,154.00
Modification Dates	06-01-2014 — 11-15-2015
<b>Contract Extension Value:</b>	<b>\$450,000.00</b>
<b>Contract Extension Dates</b>	<b>11-16-2017 — 05-15-2018</b>

**Purpose of the Contract:**

This contract is to manage the automotive parts supply functions as required by the Department of Fleet Management.

**Contract Scope:**

The automotive parts provided by Centerra, prevent excessive downtimes, and prevent the utilization of unsafe vehicles and equipment by vehicle users. The contractor is responsible for satisfying the basic requirement of ensuring that stock and non-stock parts and supplies meet and/or exceed the Original Equipment Manufacturer (OEM) specifications.

**Reason for the Extension:**

This extension is to allow sufficient time to issue a new solicitation which will include local suppliers.

**Spending Previous Year:**

Cumulative Contract Value:	11-01-2012 to 11-15-2017: \$5,209,654.00
Cumulative Contract Spending:	11-01-2012 to 09-30-2017: \$4,404,791.32

**Contractor's Past Performance:**

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

No LBE/LSBE participation.

## PROCUREMENT INFORMATION

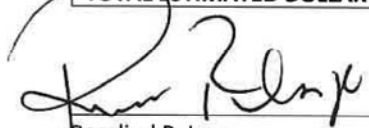
<b>Contract Type:</b>	Fixed Price	<b>Award Based On:</b>	Highest Ranked Offeror
<b>Commodity:</b>	Services	<b>Contract Numbers:</b>	WAS-12-035-AA-RE
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE Participation		

## BUDGET INFORMATION

<b>Funding:</b>	Operating	<b>Department:</b>	Fleet Management
<b>Service Area:</b>	125 O Street, NE WDC	<b>Department Head:</b>	Timothy Fitzgerald

## ESTIMATED USER SHARE INFORMATION

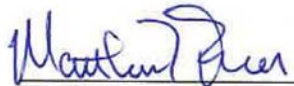
User	Share %	Dollar Amount
District of Columbia	83.65%	\$376,425.00
Washington Suburban Sanitary Commission	12.07%	\$54,315.00
Fairfax County	2.84%	\$12,780.00
Loudoun Water	1.25%	\$5,625.00
Other (PI)	0.19%	\$855.00
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$450,000.00</b>

  
 Rosalind R. Inge  
 Assistant General Manager  
 Support Services


Date

  
 Dan Bae  
 Director of Procurement

Date

  
 Matthew T. Brown  
 Chief Financial Officer

Date

  
 George S. Hawkins  
 General Manager

Date

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute a Modification to Contract  
No. 14-PR-DIT-04, Mega-Tech**

**#17-65  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to execute a modification to Contract No. 14-PR-DIT-04, Mega-Tech.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute a modification to Contract No. 14-PR-DIT-04, Mega-Tech. The purpose of the modification is to add funding needed to complete the Customer Information project. The contract will expire June 30, 2018. The contract modification amount is \$280,000.

This Resolution is effective immediately.

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Secretary to the Board of Directors

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

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT MODIFICATION**

**Information Technology Professional Services  
(Joint-Use)**

Approval to execute contract modification to extend the contract period and add funding to the information technology professional services contract in the amount of \$280,000.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Mega-Tech 701 West Broad Street, Suite 411 Falls Church, Virginia 22046 LSBE	<b>SUBS:</b>	<b>PARTICIPATION:</b> 100%
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**DESCRIPTION AND PURPOSE**

Original Contract Value:	\$480,000.00
Original Contract Dates:	02-01-2014—01-31-2015
No. of Option Years in Contract:	2
Option Year 1 Value:	\$450,000.00
Option Year 1 Dates:	02-01-2015—01-31-2016
Option Year 2 Value:	\$650,000.00
Option Year 2 Dates:	02-01-2016—01-31-2017
Modification 1 Value:	\$149,000.00
Modification 1 Dates:	10-01-2015—01-31-2017
Contract Extension Value:	\$270,662.08
Contract Extension Dates:	02-01-2017—10-31-2017
<b>This Modification Value:</b>	<b>\$280,000.00</b>
<b>This Modification Dates:</b>	<b>07-01-2017—06-30-2018</b>

**Purpose of the Contract:**

To contract for information technology professional services for the District of Columbia Water and Sewer Authority (DC Water) Department of Information Technology.

**Original Contract Scope:**

Mega Tech is providing Help Desk support and Maximo Enterprise Application professional services.

**Reason for the Change:**

This modification is to add funding needed to complete the Customer Information Systems project. The contract will expire June 30, 2018.

**Spending Previous Year:**

Cumulative Contract Value:	02-01-2014 to 10-31-2017: \$1,999,662.08
Cumulative Contract Spending:	02-01-2014 to 08-31-2017: \$1,929,575.50

**Contractor's Past Performance:**

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



## PROCUREMENT INFORMATION

<b>Contract Type:</b>	Firm Fixed Price	<b>Award Based On:</b>	Highest Ranking Score
<b>Commodity:</b>	Services	<b>Contract Number:</b>	14-PR-DIT-04
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE Participation		

## BUDGET INFORMATION

<b>Funding:</b>	Operating	<b>Department:</b>	Information Technology
<b>Service Area:</b>	DC Water wide	<b>Department Head:</b>	Thomas Kuczynski

## ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	83.65%	\$234,220.00
Washington Suburban Sanitary Commission	12.07%	\$33,796.00
Fairfax County	2.84%	\$7,952.00
Loudoun County	1.25%	\$3,500.00
Other (PI)	0.19%	\$532.00
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$280,000.00</b>

*Joseph M. Edwards (acting)* / 9/18/17  
 Thomas Kuczynski  
 Chief Information Officer  
 Date

*[Signature]* / 9/18/17  
 Dan Bae  
 Director of Procurement  
 Date

*Matthew T. Brown* / 9/18/17  
 Matthew T. Brown  
 Chief Financial Officer  
 Date

*George S. Hawkins* / 9/28/17  
 George S. Hawkins  
 General Manager  
 Date

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute a Modification to Contract  
No. WAS-10-023-AA-RE, Enterprise Security Solutions  
(ESS)**

**#17-66  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to execute a modification to Contract No. WAS-10-023-AA-RE, Enterprise Security Solutions (ESS).

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute a modification to Contract No. WAS-10-023-AA-RE, Enterprise Security Solutions (ESS). The purpose of the modification is to add funding for previously undefined security projects at DC Water facilities. The contract modification amount is \$1,100,000.

This Resolution is effective immediately.

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Secretary to the Board of Directors

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

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT MODIFICATION  
SECURITY SYSTEMS INTEGRATION AND MANAGEMENT SERVICES  
(Joint Use)**

Approval to execute a contract modification to add Fiscal Year 2018 funding in the amount of \$1,100,000.00 for previously undefined security projects at DC Water facilities.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> Enterprise Security Solutions (ESS) 40 East Henrietta Street Smithburg, MD 21783	<b>SUBS:</b> Telecommunications Development Co. (LSBE) 1919 13 <sup>th</sup> Street, NW Washington, DC 20009	<b>PARTICIPATION:</b> 30%
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**DESCRIPTION AND PURPOSE**

Original Contract Value:	\$5,943,868.00
Original Contract Dates:	10-01-2016—06-08-2018
No. of Option Years in Contract:	3
<b>This Modification Value:</b>	<b>\$1,100,000.00</b>
<b>This Modification Dates:</b>	<b>10-10-2017—06-08-2018</b>

**Purpose of the Contract Modification:**

The Department of Security has an on-going need for security systems integration and management services in support of DC Water's designation by the Department of Homeland Security as a critical infrastructure national asset in the IAW DHS National Infrastructure Protection Plan - 2013, DHS Water and Wastewater Sector Specific Plan - 2015, and in accordance with Presidential Policy Directive/PPD-21, "Critical Infrastructure Security and Resilience" - 2013.

This contract modification shall provide ongoing and new security related project installations, integration and management services for electronic security systems and devices located throughout all DC Water properties and facilities. This work is directly associated with physical security means and methods involving access control, perimeter monitoring, and monitoring of remote, isolated, and/or unmanned facilities via security technology for project not identified when the original contract was awarded such as the new headquarters facility, the MacArthur boulevard facility and the new MPT buildings that recently came on line.

- Capital Equipment (CE) services include: infrastructure connectivity, cameras, card readers, door/window/hatch sensors, fence-line detection systems, automated entry/exit data capture and other elements plus all software support.
- Operating services include: routine maintenance and repairs of all pre-existing security systems.

**Original Contract Scope:**

To provide security systems integration and management services at DC Water facilities.

**Reason for the Change:**

This change authorizes 2018 fiscal year funding for projects not originally included in the original list.

**Spending Previous Year:**

Cumulative Contract Value:	10-01-2016 to 09-30-2018: \$5,943,868.00
Cumulative Contract Spending:	10-01-2016 to 08-31-2017: \$1,968,116.30

**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.

## PROCUREMENT INFORMATION

<b>Contract Type:</b>	Fixed Hourly Rate	<b>Award Based On:</b>	Highest Ratings
<b>Commodity:</b>	Goods and Services	<b>Contract Number:</b>	WAS-10-023-AA-RE
<b>Contractor Market:</b>	Open Market with Preference Points for LBE and LSBE Participation		

## BUDGET INFORMATION

<b>Funding:</b>	Capital Equipment	<b>Department:</b>	Security
<b>Service Area:</b>	DC Water wide	<b>Department Head:</b>	Steve Caldwell
<b>Project:</b>	EQP3610		

## ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	68.91%	\$387,963.00
Washington Suburban Sanitary Commission	24.14%	\$135,908.00
Fairfax County	4.51%	\$25,391.00
Loudoun County	2.01%	\$11,317.00
Other (PI)	0.43%	\$2,421.00
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$563,000.00</b>

## BUDGET INFORMATION

<b>Funding:</b>	Operating	<b>Department:</b>	Security
<b>Service Area:</b>	DC Water wide	<b>Department Head:</b>	Steve Caldwell

## ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	83.65%	\$449,200.00
Washington Suburban Sanitary Commission	12.07%	\$64,816.00
Fairfax County	2.84%	\$15,251.00
Loudoun County	1.25%	\$6,713.00
Other (PI)	0.19%	\$1,020.00
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$537,000.00</b>

## ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	76.11%	\$837,163.00
Washington Suburban Sanitary Commission	18.25%	\$200,724.00
Fairfax County	3.69%	\$40,642.00
Loudoun County	1.64%	\$18,030.00
Other (PI)	0.31%	\$3,441.00
<b>TOTAL ESTIMATED DOLLAR AMOUNT</b>	<b>100.00%</b>	<b>\$1,100,000.00</b>

  
 Rosalind R. Inge  
 Assistant General Manager  
 Support Services

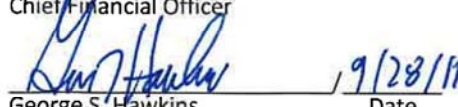
Date

  
 Dan Bae  
 Director of Procurement

Date

  
 Matthew T. Brown  
 Chief Financial Officer

Date

  
 George S. Hawkins  
 General Manager

Date

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Publish Proposed Amendments to Pretreatment Regulations for Dental Amalgam Discharge Management**

**#17-67  
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") at the Board meeting held on October 5, 2017, upon consideration of a joint use matter, decided by a vote of ( ) in favor and ( ) opposed, to approve the following action to amend the Pretreatment Regulations for Dental Amalgam Discharge Management.

**WHEREAS**, on June 14, 2017, the United States Environmental Protection Agency ("EPA") promulgated "Effluent Limitations Guidelines and Standards for the Dental Category," 82 FR 27154, effective July 14, 2017 to establish the federal Dental Office Point Source Category Regulations 40 CFR Part 441 to reduce the discharges of mercury from dental offices into municipal sewage treatment plants, such as the Blue Plains Advanced Wastewater Treatment Plant; and

**WHEREAS**, pursuant to NPDES Permit for Blue Plains, DC 0021199, effective September 30, 2010, the Authority is required to operate and implement an industrial pretreatment program in accordance with the federal Clean Water Act and the federal General Pretreatment Regulations at 40 CFR Part 403; and

**WHEREAS**, the Authority prepared proposed amendments to the Authority's Pretreatment Regulations at 21 District of Columbia Municipal Regulations (DCMR), Chapter 15, Discharges to Wastewater System to be consistent with EPA's General Pretreatment Regulations and included additional provisions to address the Authority's dental amalgam discharge management requirements; and

**WHEREAS**, the proposed amendments (Attachment A) would:

1. Require all Dental Dischargers to submit a questionnaire regarding the status of their current amalgam management activities by July 16, 2018;
2. Require Exempt Dental Dischargers to submit a One-Time Compliance Report that they do not place or remove dental amalgam, by October 12, 2020;

3. Require Existing Dental Dischargers to submit a One-Time Compliance Report that do not place or remove dental amalgam, by October 12, 2020;
4. Require New Dental Dischargers to submit a One-Time Compliance Report within 90 days of their first discharge of wastewater into the District's wastewater system; and
5. Require all non-exempt Dental Dischargers to submit an amended One-Time Compliance Report when a dental facility replaces their amalgam separator; and
6. New and Existing Dental Dischargers are required to comply with other associated requirements, such as record keeping, maintaining the manufacturers operating manual and staff training records, and other requirements.

**WHEREAS**, on July 17, 2017, the Authority submitted the proposed amendments to EPA Region III for comments; and

**WHEREAS**, on September 21, 2017, the Authority presented the proposed amendments to the Environmental Quality & Operations Committee, which recommended the amendments to the Board for approval; and

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Board directs the General Manager to amend the Authority's pretreatment regulations at 21 DCMR Chapter 15 as provided in Attachment A.
2. The General Manager is authorized to take all steps necessary in his judgment and as otherwise required, to publish a Notice of Proposed Rulemaking in the *D.C. Register* for the proposed amendments and receive public comments in the manner provided by District of Columbia Administrative Procedure Act.
3. This resolution is effective immediately.

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Secretary to the Board of Directors

**Attachment A**

**Chapter 15, DISCHARGE TO WASTEWATER SYSTEM, of Title 21, WATER AND SANITATION, of the DCMR is amended as follows:**

**Subsection 1501.10 is amended to read as follows:**

- 1501.10      An Industrial User facility that practices dentistry shall comply with the regulations in 40 CFR Part 441, the Dental Office Point Source Category, and the requirements set forth in section 1520 of this chapter, as applicable.

**Chapter 15 is amended by adding a new section 1520, DENTAL AMALGAM PRETREATMENT STANDARDS, to read as follows:**

**1520            Dental Amalgam Pretreatment Standards**

- 1520.1      Except as provided in subsections 1520.2 and .3, the requirements of this section shall not apply to the following exempt Dental Dischargers that:

- (a)      Exclusively practice one or more of the following dental specialties: Oral pathology, oral and maxillofacial radiology, oral and maxillofacial surgery, orthodontics, periodontics, or prosthodontics;
- (b)      Discharge wastewater from a mobile unit operated by a dental practitioner; or
- (c)      Do not discharge any amalgam process wastewater to the District's wastewater system, such as Dental Dischargers that collect all dental amalgam process wastewater for transfer to a Centralized Waste Treatment facility as defined in 40 CFR Part 437.

- 1520.2      All active facilities that practiced dentistry in the District of Columbia on or before July 14, 2017, shall submit a Dental Discharge Questionnaire to DC Water by July 16, 2018.

- (a)      The Dental Discharge Questionnaire, as provided by DC Water, shall include: the facility name, physical address, mailing address, contact information, name of all dental practitioners and owners, type of dental facility, current dental amalgam placement and removal information, discharge information, and signature.
- (b)      The Dental Discharge Questionnaire and all other records and documents shall be submitted to:

District of Columbia Water and Sewer Authority  
Wastewater Treatment/Pretreatment Program Manager



5000 Overlook Avenue, S.W.  
Washington, D.C. 20032

- 1520.3 Dental Dischargers that do not place dental amalgam, and do not remove amalgam except in limited emergency or unplanned, unanticipated circumstances, and submit the required One-Time Compliance Report to DC Water as required in 21 DCMR § 1520.6(c)(1) are exempt from any further requirements of this section.
- 1520.4 Any Existing Dental Discharger subject to the requirements of this section shall achieve the following pretreatment standards by July 14, 2020, except as provided in 21 DCMR §§ 1520.4(a)(1) (iii) and (v), and (2)(vi):
- (a) Removal of dental amalgam solids from all amalgam process wastewater by one of the following methods:
    - (1) Installation, operation, and maintenance of one or more amalgam separators that meet the following requirements:
      - (i) Compliant with either the American National Standards Institute (ANSI) American National Standard/American Dental Association (ADA) Specification 108 for Amalgam Separators (2009) with Technical Addendum (2011) or the International Organization for Standardization (ISO) 11143 Standard (2008) or subsequent versions so long as that version requires amalgam separators to achieve at least a 95% removal efficiency. Compliance must be assessed by an accredited testing laboratory under ANSI's accreditation program for product certification or a testing laboratory that is a signatory to the International Laboratory Accreditation Cooperation's Mutual Recognition Arrangement. The testing laboratory's scope of accreditation must include ANSI/ADA 108–2009 or ISO 11143.
      - (ii) The amalgam separator(s) must be sized to accommodate the maximum discharge rate of amalgam process wastewater.
      - (iii) A Dental Discharger that operates an amalgam separator part that was installed at a dental facility prior to June 14, 2017, satisfies the requirements of paragraphs 1520.4(a)(1)(i) and (ii) of this section until the existing separator is replaced as described in paragraph 1520.4(a)(1)(v) of this section or until June 14, 2027, whichever is sooner.
      - (iv) The amalgam separator(s) must be inspected in accordance with the manufacturer's operating manual to ensure proper operation and maintenance of the separator(s) and to confirm

that all amalgam process wastewater is flowing through the amalgam retaining portion of the amalgam separator(s).

- (v) In the event that an amalgam separator is not functioning properly, the amalgam separator must be repaired consistent with manufacturer instructions or replaced with a unit that meets the requirements of paragraphs 1520.4(a)(1)(i) and (ii) of this section as soon as possible, but no later than 10 business days after the malfunction is discovered by the Dental Discharger, or an agent or representative of the Dental Discharger.
  - (vi) The amalgam retaining units must be replaced in accordance with the manufacturer's schedule as specified in the manufacturer's operating manual or when the amalgam retaining unit has reached the maximum level, as specified by the manufacturer in the operating manual, at which the amalgam separator can perform to the specified efficiency, whichever comes first.
- (2) Installation, operation, and maintenance of one or more amalgam removal device(s) other than an amalgam separator. The amalgam removal device must meet the following requirements:
- (i) Removal efficiency of at least 95 percent of the mass of solids from all amalgam process wastewater. The removal efficiency must be calculated in grams recorded to three decimal places, on a dry weight basis. The removal efficiency must be demonstrated at the maximum water flow rate through the device as established by the device manufacturer's instructions for use;
  - (ii) The removal efficiency must be determined using the average performance of three (3) samples. The removal efficiency must be demonstrated using a test sample of dental amalgam that meets the following particle size distribution specifications: 60 percent by mass of particles that pass through a 3150  $\mu\text{m}$  sieve but which do not pass through a 500  $\mu\text{m}$  sieve, 10 percent by mass of particles that pass through a 500  $\mu\text{m}$  sieve but which do not pass through a 100  $\mu\text{m}$  sieve, and 30 percent by mass of particles that pass through a 100  $\mu\text{m}$  sieve. Each of these three specified particle size distributions must contain a representative distribution of particle sizes;

- (iii) The device(s) must be sized to accommodate the maximum discharge rate of amalgam process wastewater;
  - (iv) The device(s) must be accompanied by the manufacturer's manual providing instructions for use including the frequency for inspection and collecting container replacement such that the unit is replaced once it has reached the maximum filling level at which the device can perform to the specified efficiency;
  - (v) The device(s) must be inspected in accordance with the manufacturer's operation manual to ensure proper operation and maintenance, including confirmation that amalgam process wastewater is flowing through the amalgam separating portion of the device(s);
  - (vi) In the event that a device is not functioning properly, it must be repaired consistent with manufacturer instructions or replaced with a unit that meets the requirements of paragraphs 1520.4(a)(2)(i) through (iii) of this section as soon as possible, but no later than 10 business days after the malfunction is discovered by the Dental Discharger, or an agent or representative of the Dental Discharger;
  - (vii) The amalgam retaining unit(s) of the device(s) must be replaced as specified in the manufacturer's operating manual, or when the collecting container has reached the maximum filling level, as specified by the manufacturer in the operating manual, at which the amalgam separator can perform to the specified efficiency, whichever comes first; and.
  - (viii) The demonstration of the device(s) under paragraphs 1520.4(a)(2)(i) through (iii) of this section must be documented in the One-Time Compliance Report.
- (b) Implementation of the following best management practices (BMPs):
- (1) Waste amalgam including, but not limited to, dental amalgam from chairside traps, screens, vacuum pump filters, dental tools, cuspidors, or collection devices, must not be discharged to the District's wastewater system;
  - (2) Dental unit water lines, chair-side traps, and vacuum lines that discharge amalgam process wastewater to the District's wastewater system must not be cleaned with oxidizing or acidic cleaners,

including but not limited to bleach, chlorine, iodine and peroxide that have a pH lower than 6 or greater than 8;

- (3) Dental chairside traps, vacuum screens, and amalgam separator equipment must not be rinsed in a sink, toilet or into any other sanitary discharge connection;
- (4) Dental Discharge facility staff must be trained in the handling and disposal of mercury amalgam materials and waste. Training shall be completed within one year for new hires and all staff shall be retrained once every three (3) years; and
- (5) The storage, handling and disposal/recycling of all amalgam waste must be in accordance with District of Columbia, state and federal requirements.

1520.5 Effective July 14, 2017, any New Dental Discharger subject to the requirements of this section must comply with the requirements of 21 DCMR §§ 1520.4(a) and (b) and the reporting and recordkeeping requirements of 21 DCMR §§ 1520.6 and .7.

1520.6 Dental Dischargers subject to the requirements of this section must comply with the following reporting requirements:

- (a) One-Time Compliance Report deadlines:
  - (1) For an Existing Dental Discharger, a One-Time Compliance Report must be submitted to DC Water no later than October 12, 2020, or 90 calendar days after a transfer of ownership.
  - (2) For a New Dental Discharger, a One-Time Compliance Report must be submitted to DC Water no later than 90 calendar days following the first introduction/discharge of wastewater into the District's wastewater system.
- (b) Signature and Certification. The One-Time Compliance Report must be signed and certified by a responsible corporate officer, a general partner or proprietor if the Dental Discharger is a partnership or sole proprietorship, or a duly authorized representative as defined in 21 DCMR § 1599.
- (c) The contents of the One-Time Compliance Report shall be as follows:
  - (1) The One-Time Compliance Report, as provided by DC Water, for Dental Dischargers subject to the requirements of this section that do not place or remove dental amalgam as described at 21 DCMR § 1520.3 must include the: facility name, physical address, mailing address, contact information, name of the operator(s) (dental

practitioners) and owner(s); and a certification statement that the Dental Discharger does not place dental amalgam and does not remove amalgam except in limited circumstances.

- (2) The One-Time Compliance Report, as provided by DC Water, for Dental Dischargers subject to the requirements of this section must include:
  - (A) The facility name, physical address, mailing address, and contact information;
  - (B) Name(s) of the operator(s) (Dental practitioners) and owner(s);
  - (C) A description of the operation at the dental facility including: The total number of chairs, the total number of chairs at which dental amalgam may be present in the resulting wastewater, and a description of any existing amalgam separator(s) or equivalent device(s) currently operated to include, at a minimum, the make, model, year of installation;
  - (D) Certification that the amalgam separator(s) or equivalent device is designed and will be operated and maintained to meet the requirements specified in 21 DCMR § 1520.4(a);
  - (E) Certification that the Dental Discharger is implementing BMPs specified in 21 DCMR § 1520.4(b) and will continue to do so;
  - (F) The name of the third-party service provider that maintains the amalgam separator(s) or equivalent device(s) operated at the dental office, if applicable. Otherwise, a brief description of the practices employed by the facility to ensure proper operation and maintenance in accordance with 21 DCMR § 1520.4(a).
- (d) Replacement of amalgam separator or equivalent device. Existing and New Dental Dischargers shall submit an amended One-Time Compliance Report to DC Water no later than 90 days after replacement, if the amalgam separator or equivalent device is replaced after the submittal of the One-Time Compliance Report.
- (e) Transfer of ownership notification. If a Dental Discharger transfers ownership of the facility, the new owner must submit a new One-Time Compliance Report to DC Water no later than 90 days after the transfer.

1520.7 Dental Dischargers subject to the requirements of this section must comply with the following document retention requirements:

- (a) As long as a Dental Discharger subject to this section is in operation, or until ownership is transferred, the Dental Discharger or an agent or representative of the Dental Discharger must maintain the One-Time Compliance Report required in subsection 1520.6 of this section and make it available for inspection in either physical or electronic form.
- (b) Dental Discharger or an agent or representative of the Dental Discharger must maintain and make the following documents available for inspection in either physical or electronic form, for a minimum of three years or until updated, whichever is longer:
  - (1) Documentation of the date, person(s) conducting the inspection, and results of each inspection of the amalgam separator(s) or equivalent device(s), and a summary of follow-up actions, if needed.
  - (2) Documentation of amalgam retaining container or equivalent container replacement (including the date, as applicable).
  - (3) Documentation of all dates that collected dental amalgam is picked up or shipped for proper disposal in accordance with 40 C.F.R § 261.5(g)(3) (Special requirements for hazardous waste generated by conditionally exempt small quantity generator) and 20 DCMR § 4261.7, and the name of the permitted or licensed treatment, storage or disposal facility receiving the amalgam retaining containers.
  - (4) Documentation of any repair or replacement of an amalgam separator or equivalent device, including the date, person(s) making the repair or replacement, and a description of the repair or replacement (including make and model).
  - (5) The manufacturers operating manual for the current device.
  - (6) Documentation of staff training and retraining, including the name of the staff person and date of training.

**Section 1599, DEFINITIONS, is amended by deleting the term WASA and adding the following terms and definitions to read as follows:**

1599 **DEFINITIONS**

**Amalgam Process Wastewater** - any wastewater generated and discharged by a Dental Discharger through the practice of dentistry that may contain dental amalgam.

**Amalgam Separator** - a collection device designed to capture and remove dental amalgam from the amalgam process wastewater of a dental facility.

**DC Water or WASA – the District of Columbia Water and Sewer Authority.**

**Dental Amalgam** - an alloy of elemental mercury and other metal(s) that is used in the practice of dentistry.

**Dental Discharger** - a facility where the practice of dentistry is performed, including, but not limited to, institutions, permanent or temporary offices, clinics, home offices, and facilities owned and operated by Federal, state or local governments, that discharges wastewater to a publicly owned treatment works (POTW).

**Duly Authorized Representative** – the individual designated by the responsible corporate officer or a general partner or proprietor if the Industrial User submitting the reports section is a partnership, or sole proprietorship respectively, if:

- (a) The authorization is made in writing by the responsible corporate officer or a general partner or proprietor;
- (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates, such as the position of facility of plant manager, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
- (c) The written authorization is submitted to the DC Water.

**Existing Dental Discharger** - a Dental Discharger that is not a new source that discharged to the District's wastewater system on or before July 14, 2017.

**Mobile Unit** - a specialized mobile self-contained van, trailer, or equipment used in providing dentistry services at multiple locations.

**New Dental Discharger** - a Dental Discharger whose first discharge to the District's wastewater system occurs after July 14, 2017.



**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Execute Contract No. 150180, Sagres Construction Corp.**

**#17-68  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
D.C. WATER AND SEWER AUTHORITY**

The Board of Directors ("Board") of the District of Columbia Water and Sewer Authority ("the Authority") at its meeting on October 5, 2017 upon consideration of a non-joint use matter, decided by a vote of \_\_\_() in favor and \_\_\_() opposed to execute Contract No. 150180, Sagres Construction Corp.

**Be it resolved that:**

The Board of Directors hereby authorizes the General Manager to execute Contract No. 150180, Sagres Construction Corp. The purpose of the contract is to replace water mains that have experienced failures, or have a history of low water pressure or water quality complaints. The contract amount is \$3,676,741.

This Resolution is effective immediately.

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Secretary to the Board of Directors

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

**ACTION REQUESTED**

**CONSTRUCTION CONTRACT:**

**Small Diameter Water Main Replacement 12b  
(Non-Joint Use)**

Approval to execute a construction contract for \$3,676,741

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b>	<b>SUBS:</b>	<b>PARTICIPATION:</b>
Sagres Construction Corp. 8350 Terminal Rd. Suite A Lorton, VA 22709  (MBE)	Acorn Supply and Distributing White Marsh, Maryland	MBE 11.8%
	Crown Construction Services Inc Prince George, MD	MBE 11.3%
	RCE Construction LLC Springfield, VA	MBE 6.7%
	Kim Engineering Inc Beltsville, MD	MBE 1.6%
	Jaxson Point Inc King George, VA	MBE 0.6%
	Genesis Const. Management LLC Capitol Heights, MD	WBE 6.3%

**DESCRIPTION AND PURPOSE**

Contract Value, Not-To-Exceed:	\$ 3,676,741.50
Contract Time:	448 Days (1 Years, 3 Months)
Anticipated Contract Start Date (NTP):	12-14-2017
Anticipated Contract Completion Date:	03-27-2019
Bid Opening Date:	07-12-2017
Bids Received:	
Other Bids Received	
Fort Myer Construction Co	\$ 3,883,989.00
Capital Paving of D.C., Inc	\$ 3,913,369.00
Anchor Construction Corporation	\$ 4,881,992.00
Civil Construction LLC.	\$ 5,175,614.00
J. Fletcher Creamer & Son, Inc.	\$ 5,429,673.00

**Purpose of the Contract:**

Replace water mains that have experienced failures, or have a history of low water pressure or water quality complaints.

**Contract Scope:**

- Replacement of water mains and associated valves and appurtenances. Replace approximately 540 LF of 4", 146 LF of 6", 3,525 LF of 9", 360 LF of 12" and 10 LF of 24" water main.
- Replacement of water services 2 inch diameter and smaller in public and private space.
- Install Curb stop /curb stop box, meter box and penetration through building wall and connection to first fitting inside the building including installation of a shut-off valve and pressure reducing valve.
- Provide permanent pavement and surface restoration.

**Federal Grant Status:**

- Construction contract is funded in part by Federal grant.

## PROCUREMENT INFORMATION

<b>Contract Type:</b>	Unit Price	<b>Award Based On:</b>	Lowest responsive, responsible bidder
<b>Commodity:</b>	Construction	<b>Contract Number:</b>	150180
<b>Contractor Market:</b>	Open Market		

## BUDGET INFORMATION


<b>Funding:</b>	Capital	<b>Department:</b>	Engineering and Technical Services
<b>Service Area:</b>	Water	<b>Department Head:</b>	Craig Fricke
<b>Project:</b>	DE		

## ESTIMATED USER SHARE INFORMATION

User	Share %	Dollar Amount
District of Columbia	40.00%	\$ 1,470,696.60
Federal Funds (EPA)	60.00%	\$ 2,206,044.90
Washington Suburban Sanitary Commission	0.00%	\$
Fairfax County	0.00%	\$
Loudoun County & Potomac Interceptor	0.00%	\$
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$ 3,676,741.50</b>

 9/14/17  
 Matthew T. Brown Date  
 Chief Financial Officer

 9/14/17  
 Dan Bae Date  
 Director of Procurement

 9-14-17  
 Leonard R. Benson Date  
 Chief Engineer

 9-23-17  
 George S. Hawkins Date  
 General Manager

**Presented and Adopted: October 5, 2017**

**SUBJECT: Approval to Publish Proposed Amendments to Waste Hauler Discharge Annual Permit Fee, Waste Hauling Disposal Fees, and High Strength Waste Fees and Associated Regulations**

**#17-69  
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") at the Board meeting held on October 5, 2017 upon consideration of a non-joint use matter, decided by a vote of ( ) in favor and ( ) opposed, to approve the following action to amend the Waste Hauler Discharge Annual Permit Fee, Waste Hauling Disposal Fees, and High Strength Waste Fees and Associated Regulations.

**WHEREAS**, the Board has adopted a revised rate setting policy that calls for rates that, together with other revenue sources, yield reliable and predictable stream of revenues to pay for the Authority's projected operating and capital expenses; and

**WHEREAS**, on July, 7, 2011, the Board adopted new pretreatment fees for waste hauling to recover the annual cost of wastewater discharged at the Authority's Septage Receiving Facility, which were published in the *D.C. Register* (DCR) at 58 DCR 6945 for the Pretreatment Waste Hauling – Annual Fee per Vehicle, effective October 1, 2011; and

**WHEREAS**, on February 2, 2012, the Board adopted new pretreatment regulations, 21 DCMR Chapter 15, Discharges to Wastewater System, which were published in the *D.C. Register* at 59 DCR 1021, effective February 10, 2012, that included rules to charge fees for the discharge of high strength waste to the District's wastewater system, but did not establish the fee schedule for discharge of high strength wastes; and

**WHEREAS**, in FY 2017, the Authority conducted a cost of service assessment of the Waste Hauler Discharge Annual Permit Fee, Waste Hauling Disposal Fees, and High Strength Waste Fees to ensure that the Authority is currently recovering the full costs of providing wastewater treatment services; and

**WHEREAS**, on September 21, 2017, the Authority presented the results of the costs of service assessment to the Environmental Quality and Operations (EQ&O) Committee and the proposed amendments to the Waste Hauler Discharge Annual Permit Fee, Waste Hauling Disposal Fees, High Strength Waste Fees and associated regulations; and

**WHEREAS**, on September 21 and 26, 2017, staff reported to the EQ&O and D.C. Retail Water and Sewer Rates Committees that in 2016 the fees collected by the current Waste Hauling Discharge Annual Fee schedule were approximately \$500,000 less than the cost to treat the waste discharged at the Septage Receiving Facility; and the new High Strength Waste Fees will recover approximately \$145,000 to \$250,000 in additional revenue to treat high strength waste loads discharged in the wastewater system; and

**WHEREAS**, the proposed amendments (Attachment A) would:

1. Revise the current flat fee schedule for the Waste Hauling Annual Permit Fee from \$160-\$14,640 to \$30 per Vehicle;
2. Establish a Waste Hauling Disposal Fee schedule based on the volume and strength of the waste discharged;
3. Establish a High Strength Waste Fee schedule for significant industrial users; and
4. Revise associated regulations to implement the revised and new fee schedules.

**WHEREAS**, on September 21, 2017, the EQ&O Committee considered the proposed amendments and recommended the amendments to the Waste Hauler Discharge Annual Permit Fee, Waste Hauling Disposal Fees, High Strength Waste Fees and associated regulations to the Board of Directors for approval; and

**WHEREAS**, on September 26, 2017, the Authority presented the results of the costs of service assessment to the D.C. Retail Water and Sewer Rates Committee and the proposed amendments to the Waste Hauler Discharge Annual Permit Fee, Waste Hauling Disposal Fees, High Strength Waste Fees and associated regulations; and

**WHEREAS**, on September 26, 2017, the D.C. Retail Water and Sewer Rates Committee considered the proposed amendments and recommended the amendments to the Waste Hauler Discharge Annual Permit Fee, Waste Hauling Disposal Fees, High Strength Waste Fees and associated regulations to the Board of Directors for approval; and

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Board directs the General Manager to amend the Authority's Water Supply regulations at 21 DCMR § 112.6 and Discharges to Wastewater System regulations at 21 DCMR Chapter 15 as provided in Attachment A.
2. The General Manager is authorized to take all steps necessary in his judgment and as otherwise required, to publish a Notice of Proposed Rulemaking in the *D.C. Register* for the proposed amendments and receive public comments in the manner provided by District of Columbia Administrative Procedure Act.

This resolution is effective immediately.

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Secretary to the Board of Directors

**Attachment A**

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

**Section 112, FEES, Subsection 112.6 is amended to read as follows:**

**112 FEES**

**112.6 Pretreatment fees shall be as follows:**

Waste Hauler Discharge Annual Permit Fee per Vehicle	\$30.00
Waste Hauling Disposal Fees	
High strength grease trap waste	\$0.07 per gallon
High strength septage waste	\$0.07 per gallon
Domestic strength waste	\$0.003 per gallon
Low strength waste	\$0.003 per gallon
Industrial User Permit Fees	
Permit Initial Fee	\$2,000.00
Permit Renewal Fee	\$600.00
Industrial User Annual Compliance Fee	
Significant or Non-Significant Categorical Industrial User	
1 Outfall	\$2,500.00
2 or more Outfalls	\$3,500.00
Significant Non-Categorical Industrial User	
1 Outfall	\$2,500.00
2 or more Outfalls	\$3,500.00
Non-Significant Non-Categorical User	
1 Outfall	\$550.00
2 or more Outfalls	\$700.00
High Strength Waste Fee (Effective April 1, 2018)	
Biochemical Oxygen Demand (BOD)	\$0.135 per pound
Total Suspended Solids (TSS)	\$0.263 per pound
Total Kjeldahl Nitrogen (TKN) or Total Nitrogen (TN)	\$1.471 per pound
Total Phosphorus (TP)	\$4.524 per pound

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

**199 DEFINITIONS**

**High Strength Grease Trap Waste** – wastewater from grease traps or interceptors, excluding oil-water interceptors.

**High Strength Septage Waste** – concentrated domestic wastewater from sources, including but not limited to, portable toilets, septic tanks, and sewage ejector pumps or pits.

**Domestic Strength Waste** – domestic wastewater that does not exceed the domestic strength wastewater concentrations provided in 21 DCMR § 1511.2.

**Low Strength Waste** – non-domestic wastewater, including but not limited to, groundwater and stormwater, that does not exceed the domestic strength wastewater concentrations provided in 21 DCMR § 1511.2.

**Chapter 15, DISCHARGE TO WASTEWATER SYSTEM, of Title 21, WATER AND SANITATION, of the DCMR, is amended as follows:**

**Section 1510, HAULED WASTEWATER, is amended in its entirety to read as follows:**

**1510 HAULED WASTEWATER**

1510.1 Unless authorized by DC Water, it shall be unlawful for any User to dispose of any hauled wastewater, comprising liquid or solid and liquid wastes, removed from septic tanks, grease abatement systems, portable toilets, or wastes from any other source, anywhere in the District of Columbia except at the Septage Receiving Facility located at the wastewater treatment facility at 5000 Overlook Ave., S.W.

1510.2 Any User intending to discharge hauled wastewater in the District of Columbia, shall apply for and obtain a Waste Hauler Discharge Permit.

1510.3 The application for issuance of a Waste Hauler Discharge Permit shall be submitted to DC Water at least thirty (30) days prior to discharge for a new permit or the expiration of a current permit and shall include the following information:

- (a) Name, address, and contact information;
- (b) Vehicle information for each vehicle used to discharge waste at the DC Water Septage Receiving Facility, including:
  - (1) Make, model and year of the vehicle;
  - (2) Tag number;
  - (3) State of registration;
  - (4) Serial number;



- (5) Tank capacity;
    - (6) Garage address; and
    - (7) Insurance coverage;
  - (c) Estimated number of loads per week;
  - (d) Services provided (type of waste and service area);
  - (e) List of commercial and industrial customers (if applicable) and type of waste or waste source;
  - (f) Waste characterization data, if requested by DC Water;
  - (g) Operating permits (if applicable); and
  - (h) Certification statements (included on the application), signed by an authorized representative in accordance with § 1508.11.
- 1510.4 After evaluation of the information submitted, DC Water may:
- (a) Deny any application for a Waste Hauler Discharge Permit; or
  - (b) Issue an invoice for the applicable Waste Hauler Discharge Permit fees as provided in chapter 1 of this title, and upon payment, shall issue a Waste Hauler Discharge Permit subject to terms and conditions provided in the Waste Hauler Discharge Permit.
- 1510.5 Upon receiving a Waste Hauler Discharge Permit, the Waste Hauler shall comply with all permit conditions. Discharge of wastewater without a permit shall be prohibited, unless authorized in writing by DC Water.
- 1510.6 Waste Hauler Discharge Permits shall be effective for a period of one (1) year and may contain any or all of the following conditions:
- (a) Statement of duration;
  - (b) Statement of non-transferability;
  - (c) Load restrictions;
  - (d) Manifest requirements;
  - (e) Right of refusal;

- (f) Hours of operation, and procedures for discharging outside of the normal hours of operation; and
  - (g) Additional requirements as DC Water may determine.
- 1510.7 Waste Hauler Discharge Permits are not transferable, unless DC Water specifically authorizes in writing.
- 1510.8 The permittee shall notify DC Water immediately if their license plate or registration has changed on any of their permitted vehicles.
- 1510.9 Upon receiving notification from the permittee pursuant to 21 DCMR § 1510.8, DC Water shall issue a revised Waste Hauler Discharge Permit.
- 1510.10 The following waste may not be discharged to the Septage Receiving Facility:
  - (a) Wastes that are not compatible with the District's wastewater treatment process, including, but not limited to, wastewater or additives containing petroleum products, solvents, formaldehyde, or 1,4-dichlorobenzene shall not be discharged at the Septage Receiving Facility.
  - (b) Hazardous wastes or waste from trucks or tanks that previously contained hazardous wastes.
  - (c) Wastes from water or wastewater treatment plants or other non-domestic sources shall not be discharged at the Septage Receiving Facility unless DC Water specifically authorizes in writing. DC Water may require characterization of the discharge prior to authorization to discharge.
  - (d) Waste from water or wastewater treatment plants or other non-domestic sources, except grease trap waste, shall not be mixed with waste from domestic sources.
- 1510.11 The waste hauler shall submit a manifest form to DC Water prior to entering the Blue Plains facility which shall contain the following information on each load:
  - (a) Company name and Waste Hauler Discharge Permit number;
  - (b) Vehicle make, model, and license number;
  - (c) For each source, the customer's name, address and volume of hauled waste;

- (d) Type of waste(s) (for example grease trap, and septic tank);
- (e) Total volume of the load; and
- (f) Driver certification statement.

1510.12 Disposal into the Septage Receiving Facility shall be in accordance with the following provisions:

- (a) No waste hauler may discharge without prior written authorization by DC Water.
- (b) Unless exempted by DC Water in writing, all loads shall comply with the District's pretreatment standards as provided in 21 DCMR § 1501;
- (c) DC Water reserves the right to refuse acceptance of any load;
- (d) A waste hauler may be required to provide a waste analysis of any load prior to discharge;
- (e) A waste hauler may be required to cease unloading operations at any time;
- (f) In the case of composite loads, any part of the load that is restricted or prohibited shall make the entire load unacceptable for discharge;
- (g) Upon request, any Waste Hauler shall provide DC Water personnel with access to the wastewater contained in the vehicle for collecting samples or taking instrument readings;
- (h) All haulers shall clean up all spills resulting from their discharge activity at the Septage Receiving Facility;
- (i) Additional expenses may be charged to the hauler if DC Water has to clean up any spills or deposits, unclog the septage discharge lines, or repair damage occurring as the result of the hauler's discharge activity; and
- (j) Additional requirements as specified by DC Water in writing.

1510.13 Except as authorized by DC Water, the discharge of truck-hauled wastewater without a permit or in violation of a permit shall be punishable as provided in § 15 of the Act and as provided in 21 DCMR §§ 1513, 1516, and 1517.

- 1510.14 A Waste Hauler Discharge Permit may be suspended, terminated, or denied for good cause including, but not limited to, the following:
- (a) Information indicating that the permitted discharge poses a threat to the treatment system or DC Water personnel;
  - (b) Violation of any terms or conditions of the Waste Hauler Discharge Permit;
  - (c) Obtaining a Waste Hauler Discharge Permit by misrepresentation or failure to disclose fully, all relevant facts;
  - (d) The unauthorized discharge of wastewater from non-domestic sources;
  - (e) Denying DC Water personnel access to a vehicle or its contents for purposes of collecting a sample and/or obtaining instrument readings;
  - (f) Failure to obtain or maintain appropriate current hauling licenses or permits from Federal, State, or local agencies;
  - (g) Failure to pay fees, including late fees, or administrative penalties or fines;
  - (h) Falsification of, failure to complete, or failure to fully disclose all relevant facts in any report, manifest form, or record required by the permit or requested by DC Water;
  - (i) Failure to comply with an enforcement action issued by DC Water; and
  - (j) Failure to clean up a spill or report a blockage.
- 1510.15 Waste Hauling Disposal Fees shall be assessed monthly in accordance with the fee schedule provided in 21 DCMR § 112.6 for each load of hauled wastewater received at the Septage Receiving Facility, based on the volume and type or strength of wastewater discharged.
- 1510.16 DC Water may establish custom waste hauling disposal fees for:
- (a) Waste generated outside the Blue Plains Service Area.
  - (b) Commercial (other than grease traps or interceptors) and industrial hauled waste based on the waste characteristics and other factors

including, but not limited to, potential risk and wastestream variability.

- 1510.17 Custom waste hauler disposal fees may be revised by DC Water, at any time, based on new waste characteristic data and information.
- 1510.18 Additional fees may be assessed for hauled wastewater discharged outside of normal hours of operation, as determined by DC Water.
- 1510.19 DC Water shall determine the volume of wastewater discharged for billing based on either:
- (a) The actual volume of sewage discharged as determined by a method acceptable to DC Water; or
  - (b) The carrying capacity or a percentage of the carrying capacity of the waste hauler's vehicle, if the actual volume of sewage discharged cannot be determined by a method acceptable to DC Water.
- 1510.20 Users may petition the General Manager to reconsider the issuance, suspension, termination or denial of a Waste Hauler Discharge Permit or the terms or conditions of a Waste Hauler Discharge Permit within fifteen (15) calendar days of the effective date of the Waste Hauler Discharge Permit by submission of a Permit Appeal form. The submission of a Permit Appeal for reconsideration shall not stay compliance with Waste Hauler Discharge Permit conditions.
- 1510.21 Failure to submit a timely Permit Appeal for review shall be deemed to be a waiver of administrative appeal unless DC Water grants a time extension.
- 1510.22 In the Permit Appeal, the User shall indicate the discharge permit provisions objected to, the reasons for the objection, and the alternative condition, if any, it seeks to place in the Waste Hauler Discharge Permit.
- 1510.23 The General Manager will review and make a final decision on the Permit Appeal. The General Manager will send the User the final decision.
- 1510.24 If the Permit Appeal is denied by the General Manager or the User is not satisfied with the General Manager's final decision, the User may appeal the Permit Appeal decision as set forth in 21 DCMR § 1519 by filing a petition for an administrative hearing within fifteen (15) calendar days of the date of the General Manager's decision. The petition for an administrative hearing shall be filed in accordance with the requirements set forth in 21 DCMR § 412.

**Section 1511, HIGH-STRENGTH WASTE FEE, is amended to read as follows:**

**1511 HIGH-STRENGTH WASTE FEE**

1511.1 Permitted Significant Industrial Users discharging high strength wastewater into the District's wastewater system shall be assessed a high-strength waste fee, in addition to the normal sewer charges, which are based on the volume of wastewater discharged and average daily concentration for the high strength waste constituent.

1511.2 The high-strength waste fee shall be applied to those permitted discharges whose average daily concentration exceeds one (1) or more of the following domestic strength wastewater concentrations:

- (a) Biochemical Oxygen Demand (BOD) of three hundred milligrams per liter (300 mg/L) or Chemical Oxygen Demand (COD) of six hundred milligrams per liter (600 mg/L);
- (b) Total Suspended Solids (TSS) of three hundred milligrams per liter (300 mg/L);
- (c) Total Kjeldahl Nitrogen (TKN) or Total Nitrogen (TN) of forty-five milligrams per liter (45 mg/L); and
- (d) Total Phosphorus (TP) of six milligrams per liter (6 mg/L).

1511.3 High-strength waste fees may be applied to additional constituents for other high strength wastewater based on criteria determined by DC Water, which shall be computed in a similar manner provided in 21 DCMR § 1511.4.

1511.4 The high-strength waste fee shall be computed using the following formula for those constituents exceeding the values specified in 21 DCMR § 1511.2:

$$\text{High-strength waste fee} = V \times 8.34 \times [\text{FB} \times (\text{AB}-300 \text{ or } \frac{1}{2}(\text{AC}-600)) + \text{FS} \times (\text{AS}-300) + \text{FN} \times (\text{AN}-45) + \text{FP} \times (\text{AP}-6)]$$

Where:

V = volume of sewage in millions of gallons discharged by the Significant Industrial User during the billing period.

FB = the cost for treating BOD expressed in dollars/pound.

AB = the average daily concentration of BOD in the sewage discharged expressed in mg/L.

AC = the average daily concentration of COD in the sewage discharged expressed in mg/L.

Use the higher value of AB-300 or  $\frac{1}{2}(AC-600)$ .

FS = the cost for treating TSS expressed in dollars/pound.

AS = the average daily concentration of TSS in the sewage discharged expressed in mg/L.

FN = the cost for treating TKN or TN expressed in dollars/pound.

AN = the average daily concentration of TKN or TN in the sewage discharged expressed in mg/L.

FP = the cost for treating TP expressed in dollars/pound.

AP = the average daily concentration of TP in the sewage discharged expressed in mg/L.

- 1511.5 The cost for treating each high-strength waste constituent shall be determined by DC Water as provided in 21 DCMR § 112.6.
- 1511.6 The volume of sewage from the Significant Industrial User shall be determined based upon either:
- (a) Metered or estimated water consumption for the billing period; or
  - (b) Metered or estimated wastewater discharge entering the sewer system.
- 1511.7 If estimated flows are used, the procedure for determining the flows shall be submitted by the Significant Industrial User and approved by DC Water.
- 1511.8 If metered wastewater discharge to the sewer system is used, the Significant Industrial User shall provide and maintain at their own expense, metering facilities as required to indicate accurately, to the satisfaction of DC Water, the volume of discharge to the sewer system.
- 1511.9 Flow data shall be submitted to DC Water in a format and content acceptable to DC Water monthly or at a frequency specified by DC Water.
- 1511.10 If wastewater flow data provided by the Significant Industrial User is not submitted to DC Water by the specified date, DC Water may calculate the high-strength waste fee using the metered water consumption.
- 1511.11 The average daily concentration of each constituent shall be in a format and content specified by DC Water and submitted monthly or at a



frequency specified by DC Water.

- 1511.12 The average daily concentration shall be based on one or more of the following:
- (a) All sampling and analysis results from sampling conducted by DC Water during the assessment period.
  - (b) All sampling and analysis results from sampling conducted by the Significant Industrial User during the assessment period, or as specified by DC Water, that DC Water determines is characteristic of the overall nature of such discharge.
  - (c) Historical records for the Significant Industrial User or other Significant Industrial Users having similar discharge characteristics.
- 1511.13 A Significant Industrial User may challenge the high-strength waste fee assessment or appeal the General Managers final decision in accordance with the procedures set for in chapter 4 of this title.