# Lead Service Line Planning Task Force

# Meeting Minutes

August 4, 2022

Meeting Called to Order at 2:00 p.m. by Kenley Farmer, appointed Chair.

1. Roll Call of Task Force Members

* Kenley Farmer, designee for Department of Energy and Environment (DOEE)
* Matthew Nestopoulos, designee for Department of Consumer and Regulatory Affairs (DCRA)
* Randy Speck, public representative appointed by Council
* Valerie Baron, public representative appointed by Council
* Maureen Schmelling, designee for DC Water and Sewer Authority (DC Water)

**Guest Panelists**

* Apera Nwora, DC Water
* John Deignan, DC Water
* Matthew Marcou, DDOT

1. Adoption of Meeting Agenda and Meeting Minutes

The meeting agenda was adopted and meeting minutes from the 7/21/2022 meeting can be adopted.

1. Timeline Review of Council’s Independent Cost Assessment

Michael Porcello:

* DC Water is reviewing the report from the contractor, as the report is in a final draft stage
* August 12th is the deadline for DC water to review and provide final comments on the draft report
* Council staff estimates completing a final report from the contractor that will be shared for the public and task force well ahead of the September 27th hearing

1. Discussion of Report Revision Logistics

Maureen Schmelling/Suggestions:

* Decide if a SharePoint file will be shared to distribute documents amongst the task force
* Obtain comments on portions of the report that have not been vetted at DC Water previously
* DOEE can provide a test run of the box.com file sharing platform that the task force can easily access to work from
* **Q**: Is there any ideas on what the volume of changes to the report will be from DC Water’s standpoint?
* **A**: There will not be many changes from the previous approach to the draft report we still have, although there are empty sections that we need to revise and provide comment on (outreach section)
* **Q**: Who will be the owner of the working task force file, are there resources at DOEE that can compile edits from various people?
* **A**: One resource we can try to test for file sharing is box.com each task force member has access to that will meet the needs of the task force
* **Q**: Are we working from the clean version or redline version?
* **A**: We will be working from the clean version.
* **Q**: How will we get the link to the document that we are marking up?
* **A**: Arlene Carter from DOEE will send a test file through box.com to see if this works for the task force’s purposes

1. Discussion of Listening Sessions and Additional Changes to Draft Report

* Q: Will it be appropriate and useful to have an introduction and historical section showing how lead has become a problem in the district?
* A: The council didn’t have any objections to this suggestion but would not want this to subtract from the substance of the report. Part of the record for the roundtable is that the report is going to live on Council staff’s legislative information system.

Suggestions:

* Add a sentence or two at the beginning of the report stating that “a lot of history has gone on before this, for a description of this history please see here (insert link)”
* If there is any background or information that lead action for the district would like to provide, they could do so via external comments and the task force can discuss if they want all public comments to be included in an appendix so that they are made available to the public
* Add a link to DOEE’s website where all public comments are held and provide a separate document that is easily accessible to the public, so that if someone from the public is searching, they may easily access who, what, and why regarding the task force
* Reach out to the Department of Health contacts to incorporate them into the process of removing lead in the district
* Ensure that the language regarding filters on page 41 of the report is addressed and included in the final report
* Focus on finalizing the last section of the draft report that has not been vetted by DC Water regarding the need for more communication with residents about lead service lines

1. Outreach and Partnership Opportunities

Randy Speck:

* Sent the draft report and all information pertaining to the task force to the 300 ANC commissioners across the district in hopes that they will spread the word regarding lead in the district

1. Question and Answer Session

* Q: How do we deliver our red line comments on the draft report?
* A: We will test out the box.com suggestion to see how that integrates with Microsoft word
* Q: Is the link to the draft report on DOEE’s website the single worked product that we are expected to send to the council?
* A: Yes, that is correct
* Q: Do we want to set a timetable for receiving comments on the redlines of the draft report?
* A: We will focus next week on getting red line comments back from each task force member and hopefully get them by next Wednesday
* Q: Is there a version of the document that allows mark-ups?
* A: The PDF version is what’s been provided to the public and the word version will be in the box file that task force members will have access to

1. Action Items and Future Agenda Items

Action Items

* + Task Force will:
    - Conduct a test run of box.com to evaluate if the platform is conducive to all task force members edits and comments on the draft report
    - Figure out what the language will look like in reference to adding background and history of lead in the district
    - Reach out to the Department of Health contacts to incorporate them into the process of removing lead in the district
* Focus on finalizing the last section of the draft report that has not been vetted by DC Water regarding the need for more communication with residents about lead service lines
* Matthew Nestopoulos:
* Reach out to contacts in Deputy Mayor Baber’s office to receive feedback and input to assist the task force in reaching their objective
* DC Water will:
  + - Implement a new program management team in November that will be tasked with the full program structure, planning, and full communications
    - The program management team will come up with solutions to key factors like the GEO Map and other aspects to support the process of removal of lead by 2030
    - Make edits, adjustments, and changes to the GEO Map to accurately depict facts and history, and if that entails adding a new IT system that’s conducive to the public

**Proposed Agenda for 8/11/22**

1. Roll Call of Task Force Members
2. Adoption of Meeting Minutes and Meeting Agenda
3. Review of Red-Lines of Documents
4. Discuss Outreach and Partnership Opportunities
5. Question and Answer Session
6. Action Items and Future Agenda Items