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EP9628
701 Ninth Street NW
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January 15, 2021

Ms. Brinda Westbrook-Sedgwick
Commission Secretary
Public Service Commission
of the District of Columbia
1325 G Street, N.W., Suite 800
Washington DC, 20005

Re: Formal Case Nos. 1145 and 1159

Dear Ms. Westbrook-Sedgwick:

Enclosed, please find the District Department of Transportation and Potomac Electric Power Company's Thirty-Day Report on the Semi-Annual Meeting, held on December 15, 2020.

Please feel free to contact me if you have any questions regarding this matter.

Sincerely,

/s/ Andrea H. Harper

Andrea H. Harper

Enclosures

cc: All Parties of Record

**BEFORE THE
PUBLIC SERVICE COMMISSION
OF THE DISTRICT OF COLUMBIA**

IN THE MATTER OF

APPLICATIONS FOR APPROVAL OF)	
BIENNIAL UNDERGROUND)	
INFRASTRUCTURE IMPROVEMENT)	
PROJECTS PLANS)	

Formal Case Nos. 1145 and 1159

**THIRTY-DAY REPORT ON THE DECEMBER 15, 2020 SEMI-ANNUAL
MEETING TO REVIEW PROGRESS AND DISCUSS DESIGN ALTERNATIVES**

Pursuant to the Joint Stipulation of the Office of the People’s Counsel (“OPC”), Potomac Electric Power Company (“Pepco”) and the District Department of Transportation (“DDOT”),¹ as approved in Public Service Commission of the District of Columbia (“Commission”) Order No. 17697² as clarified in Order No. 17770³ and as reiterated in Order No. 19167,⁴ Pepco and DDOT (collectively, “Joint Applicants”) hereby submit this Thirty-Day Report on the December 15, 2020 Semi-Annual Meeting to Review Progress and Discuss Design Alternatives (“Report”) as part of the District of Columbia Power Line Undergrounding (“DC PLUG”) initiative.

I. BACKGROUND

On September 15, 2014, Pepco, OPC and DDOT filed a Joint Stipulation with the Commission in which the parties agreed to hold a semi-annual meeting to review the progress of

¹ *Joint Stipulation of the Office of the People’s Counsel, Potomac Electric Power Company and the District Department of Transportation*, Formal Case No. 1116, (Sept. 15, 2014) (“Joint Stipulation”).

² *In the Matter of the Application for Approval of Triennial Underground Infrastructure Improvement Projects Plan*, Formal Case No. 1116, Order No. 17697 (Nov. 12, 2014) (“Order No. 17697”).

³ *In the Matter of the Application for Approval of Triennial Underground Infrastructure Improvement Projects Plan*, Formal Case No. 1116, Order No. 17770 (Jan. 22, 2015) (“Order No. 17770”).

⁴ *In the Matter of the Applications for Approval of Biennial Underground Infrastructure Improvement Projects Plans and Financing Orders*, Formal Case No. 1145, Order No. 19167 (Nov. 9, 2017) (“Order No. 19167”).

the DC PLUG initiative and discuss design alternatives (“Semi-Annual Meeting”). Additionally, the Joint Applicants committed to “file with the Commission a report summarizing each semi-annual meeting within thirty (30) days after the meeting is held.”⁵ In Order No. 17697, the Commission approved the Joint Stipulation, as clarified by Order No. 17770. In accordance with the Joint Stipulation and in compliance with Order Nos. 17697 and 17770, Pepco files this Report on behalf of the Joint Applicants.

II. MEETING SUMMARY

On December 15, 2020, the Joint Applicants conducted the second Semi-Annual Meeting of 2020 by webinar from 2:00 PM to 3:00 PM. Meeting attendees included representatives from Commission Staff, Pepco, DDOT, OPC, and Washington Gas & Light. Presenters at the Semi-Annual Meeting included representatives from Pepco and DDOT. Detailed minutes of the Semi-Annual Meeting are included in Attachment B to this Report.

To begin the meeting, Pepco’s Manager of Project Management offered the welcome and introduction to the first DC PLUG semi-annual meeting of 2020 and provided an overview of the day’s agenda. The agenda included a Project Review and Current Status of DC PLUG, updates on Feeder 308 and Opportunity Projects, the Status of Designs for Remaining Feeders in the First Biennial Plan, Status of the Second Biennial Plan Feeders, an update on the deployment of Distribution Automation associated with DC PLUG, an update on the Benning Area Reliability Plan construction work and reliability performance, and an update on District-Based Engagement. The meeting closed with a Question and Answer session.

⁵

Joint Stipulation at 3.

III. MEETING DOCUMENTATION

Attachment A contains the attendees at the semi-annual meeting. Attachment B contains the meeting minutes. Attachment C contains the presentations for each agenda topic discussed at the meeting.

ATTACHMENT A:

Semi-Annual Meeting Attendee List

Attachment A**DC PLUG Semi-Annual Meeting Attendance****MEETING DATE AND TIME: 12/15/2020, 2-3 PM****MEETING LOCATION: Microsoft Teams**

Attendees		
Ade Akinbode - Pepco	Kenneth Gottman - Pepco	David Olchowski - Pepco
Joseph Atmore	Andrea Harper - Pepco	Tom O'Reilly – PSC Contractor
Marcus Beal - Pepco	Brian Henning - PSC	Jim Payne - Construction Mgr.
Jaclyn Cantler - PHI	John Howley - PSC	Stephen Pepe - Pepco
Brian Caldwell - DC Gov - OAG	Rhodena Jefferson - Pepco	Gary Pulliam - PSC
Kevin Conoscenti - OPC	Jerrell Johnson – TBA Connects	Poorani Ramachandran - PSC
Donna Cooper - Pepco	Ernest Jolly - DC Water	Michelle Roberts
Travis Culpepper - Pepco	Sarah Kamins - DDOT	Deidre Saunders – DC Water
Jason Cumberbatch - OPC	Ibukunoluwa Kemiki - Pepco	Bill Sharp - OCP
Karen DaSilva - Pepco	Yemane Kidane - Pepco	Raymond Sheng - Pepco
Daniel Del Alcazar Teixeira - Pepco	Edward Kovar - PHI	William Sharp - DDOT
Ryan Dlesk - Washgas	Jose Leon - Construction Engineer	Aaron Smith - Pepco
Laisha Dougherty - Pepco	Vernice Lewis - Exelon BSC	Anthony Soriano - DDOT
Denise Edwards – DC Water	Kevin Mara - OPC	Christopher Sweeney - Pepco
Keith Foxx - DDOT	Kevin McGowan - Pepco	Markos Tadesse - Pepco
James Gittens - Delon Hampton		Ronald Williams - DDOT

ATTACHMENT B:

Semi-Annual Meeting Minutes

Attachment B

DC PLUG Semi-Annual Meeting Minutes

MEETING DATE AND TIME: 12/15/2020, 2-3 PM

MEETING LOCATION: Microsoft Teams

Meeting Minutes

Welcome	
1	Attendance Taken COVID-19 Safety Moment Ronald Williams (DDOT) and Aaron Smith (Pepco - PM) welcoming remarks and Agenda.

Project Review and Current Status	
2	Anthony Soriano (DDOT) and Yemane Kidane (PM Pepco) presented Project Review and Current Status Presented Background Slide - Yemane discussed the program background and timeline, the Budget, and purpose of the project. Presented Timeline Slide -Yemane discussed construction of feeders, construction completion, and Civil Engineering for feeders (See Slide).

Feeder 308	
3	Feeder 308 - Anthony Soriano and Yemane Kidane provided status update on Feeder 308. Feeder 308 Map Slide -Yemane discussed the Feeder 308 overlay map slide. The map showed American University Park and Friendship Heights area. Feeder 308 Current Status and Timeline Slide - Yemane reviewed Civil construction June 2019 start and completion in May 2020, the equipment installed, The November 2020 energization date, and OH work to de-energize expected complete in Q1 2021.

Feeder 14900	
4	Feeder 14900 - Ward Map Slide - Anthony discussed the Feeder 14900 overlay map slide. The map showed Ward 4 Feeder 14900 - Ward 4 Status and Timeline Slide – Anthony discussed the background, status and timeline of the 14900 feeder, which is an opportunity project. <ul style="list-style-type: none">• He reviewed key dates including civil construction start in December 2019 and expected completion in Q4 2021.• Part of DDOT Oregon Avenue reconstruction project. 14900 is 70% complete to date, civil work expected complete Q4 2021.

Attachment B

DC PLUG Semi-Annual Meeting Minutes

MEETING DATE AND TIME: 12/15/2020, 2-3 PM

MEETING LOCATION: Microsoft Teams

Status of Designs for Remaining Feeders in First Biennial Plan	
5	<p>Civil and Electrical Engineering Slide</p> <ul style="list-style-type: none">Anthony Soriano (DDOT) discussed the status of civil and Electrical engineering for remaining feeders in First Biennial Plan. <p>Remaining 4 Feeders in First Biennial Plan Slide</p> <ul style="list-style-type: none">Anthony Soriano (DDOT) discussed an overview of project footprint overlay maps.Feeder 368 is in active design approaching 100%, 14007 in Ward 5 has an NTP expected by January 2021, 15900 NTP expected by January 2021 too, and 14758 under active design approaching 65%.

Status of Designs for Second Biennial Plan Feeders	
6	<p>Civil and Electrical Engineering Slide</p> <ul style="list-style-type: none">Anthony Soriano (DDOT) discussed the status of civil and Electrical engineering for Second Biennial Plan feeders.All Second Biennial Plan feeders are in procurement phase for civil design. Qualifications received and evaluations completed.Technical evaluations of proposals complete and in negotiation for NTP for next designs for Second Biennial Plan feeders.Invitation to bid follows completion of design, and then electrical engineering will follow civil design completion.

Outreach	
7	<p>Outreach Slide</p> <ul style="list-style-type: none">Laisha Dougherty (Pepco), Community Relations Coordinator, discussed public engagement and community outreach to stakeholders from June 2020 to December 2020. (See Slide)Laisha reviewed high-level activities since June 2020 including ANC 3E (feeder 00308), ANC 7B (Feeder 00368), ANC 7E (Feeder 00368), .Pepco will attend ANC 8D (Feeder 14758).Pepco met with City Council Member Gray and City Council Member White. Laisha discussed planned website overview which is a redesign to better store information and make it more user friendly.Will add user-friendly map to view layers including ongoing work, planned work, and other important.Laisha discussed planned outreach, including door hangers, outbound phone calls, and the Nextdoor platform. The platform is a social media platform allowing residents to see ANC updates.Held virtual open house for Feeder 00368 in December 2020.

Attachment B

DC PLUG Semi-Annual Meeting Minutes

MEETING DATE AND TIME: 12/15/2020, 2-3 PM

MEETING LOCATION: Microsoft Teams

Distribution Automation Update – Non DC PLUG	
8	<p>Current Status Slide</p> <ul style="list-style-type: none">• Aaron Smith (Pepco), Manager of Project Management, reviewed status of underground technology enhancement program. Discussed status of DA projects including 4 non-DC Plug feeders• Feeder 14722 - Two underground interrupter switches were placed in-service one in 2018. One in NW, DC and the other in NE, DC.• Feeder 15703 - Two interrupter switches are in field testing. Final field testing expected in January 2021. They will be installed in NE, DC.• Feeder 14733 - Installation and testing expected Q2 2021.• After testing is complete, the DC PLUG team will make the final determination which switch to implement on DC PLUG program.

Benning Area Reliability Plan Progress Report – Non- DC PLUG	
9	<p>Current Status Slide</p> <ul style="list-style-type: none">• David Olchowski (Pepco), Manager of Reliability Programs, reviewed status of the Benning Area Reliability Plan (not part of the DC PLUG initiative).• David discussed background of the plan.• Discussed project by phase 1, phase 2, and phase 3.<ul style="list-style-type: none">○ Phase 1 and phase 2 are complete.○ Phase 3 work is in final stages.

Questions	
10	<p>Question and Answer Session</p> <ol style="list-style-type: none">1) Question: Poorani Ramachandran (Commission) asked if Pepco has done analysis on improvement from Benning Area Plan. Has there been a difference CI and CMI values?<ul style="list-style-type: none">• Response: Automated devices minimize customer impact from a sectionalization perspective. Next year that analysis can be done when the work is complete.2) Question: Gary Pulliam (Commission) asked for the final date on Phase 3 completion of the Benning Area Plan.<ul style="list-style-type: none">• Response: Completion is expected in 2020. Load transfers pending.3) Question: Kevin Mara (OPC) asked if the construction for Benning Area Plan Phase 3 is complete and programming of ASR schemes will be completed in 2021.<ul style="list-style-type: none">• Response: Construction is done with load transfer pending. Pepco needs to confirm with DA team that will be complete in 2020.4) Question: Kevin Mara (OPC) asked if new feeder from Walker Mills substation in Maryland serves any Maryland customers.

Attachment B

DC PLUG Semi-Annual Meeting Minutes

MEETING DATE AND TIME: 12/15/2020, 2-3 PM

MEETING LOCATION: Microsoft Teams

	<ul style="list-style-type: none">• Response: It is an express feeder to the District. <p>5) Question: Tom O'Reilly (KTM) asked if Benning energized feeders have distribution automation on them now.</p> <ul style="list-style-type: none">• Response: Pepco believes it is done. <p>6) Question: Tom O'Reilly (KTM) asked if Benning feeders will have DA schemes programmed based on Benning data.</p> <ul style="list-style-type: none">• Response: The Benning feeders are energized. The automation team works to make sure the automation devices are point-to-point tested and operating correctly. <p>7) Question: Gary Pulliam (Commission) asked about the DA Underground Interrupter witch ratings, types, and manufacturers.</p> <ul style="list-style-type: none">• There are two different manufacturers and provided ratings. Switches are similar in characteristics. <p>8) Question: Kevin Mara (OPC) asked If in-service DA switches are operating and if communication will be installed to test monitoring and remote-control capability.</p> <ul style="list-style-type: none">• Response: Point-to-point testing is complete on installed switches. <p>9) Question: Brian Henning (Commission) asked if test cases for existing feeders will be retrofitted to current projects?</p> <ul style="list-style-type: none">• Response: This is separate initiative to test switches before deploying to DC PLUG feeders. Feeders can be retrofitted. <p>10) Question: Kevin Mara (OPC) asked DDOT to clarify colors on maps on Remaining 4 Feeders in First Biennial Plan Slide 17. Also, asked if 368 was network feeder.</p> <ul style="list-style-type: none">• Maps show proposed route: Blue is primary, and red is lateral. 368 is network feeder. <p>11) Question: Kevin Mara (OPC) asked about community reaction to removing top of remaining poles.</p> <ul style="list-style-type: none">• Response: Pepco educated community about plan how lines at the top of poles would be removed. Pepco has not received negative feedback. <p>12) Question: When will 14900 feeder work begin?</p> <ul style="list-style-type: none">• Response: Civil construction for 14900 is 70% complete. Construction is completed in phases. Phase 3 is being worked on now.
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ATTACHMENT C:

Semi-Annual Meeting Presentation



DC PLUG Semi-Annual Meeting

Pepco and the District Department of Transportation
(DDOT)

December 15, 2020
www.dcpluginfo.com



Introduction and Welcome

Ronald Williams, DDOT

Aaron Smith, Pepco



Agenda

1. Project Review and Current Status

Anthony Soriano, DDOT
Yemane Kidane, Pepco

2. Feeder 308

Anthony Soriano, DDOT
Yemane Kidane, Pepco

3. Opportunity Projects

Anthony Soriano, DDOT

4. Status of Designs for Remaining Feeders in the First Biennial Plan

Anthony Soriano, DDOT

5. Status of Second Biennial Plan Feeders

Anthony Soriano, DDOT
Yemane Kidane, Pepco

6. District-Based Engagement / Outreach

Laisha Dougherty, Pepco

7. Distribution Automation

Aaron Smith, Pepco

8. Benning Area Reliability Plan Update

Dave Olchowski , Pepco

Project Review and Current Status

Anthony Soriano, DDOT
Yemane Kidane, Pepco



Background



Background & Timeline

Aug 2012

The Mayor's Power Line Undergrounding Task Force establishment

May 2013

The Task Force recommended a partnership between Pepco and the District of Columbia

May 2014

The Electric Company Infrastructure Improvement Financing Act became law

May 2017

Council of the District of Columbia amended the law

Nov 2017

Approval from Public Service Commission of the District of Columbia on the First Biennial Plan

Jan 2020

Approval from Public Service Commission of the District of Columbia on the Second Biennial Plan



Budget

Pepco Portion

\$250 Million

* Recovered through Pepco Underground Project Charge

District Portion

\$187.5 Million

* Recovered through Underground Rider

DDOT

up to \$62.5 Million
DDOT Capital Improvement Funding



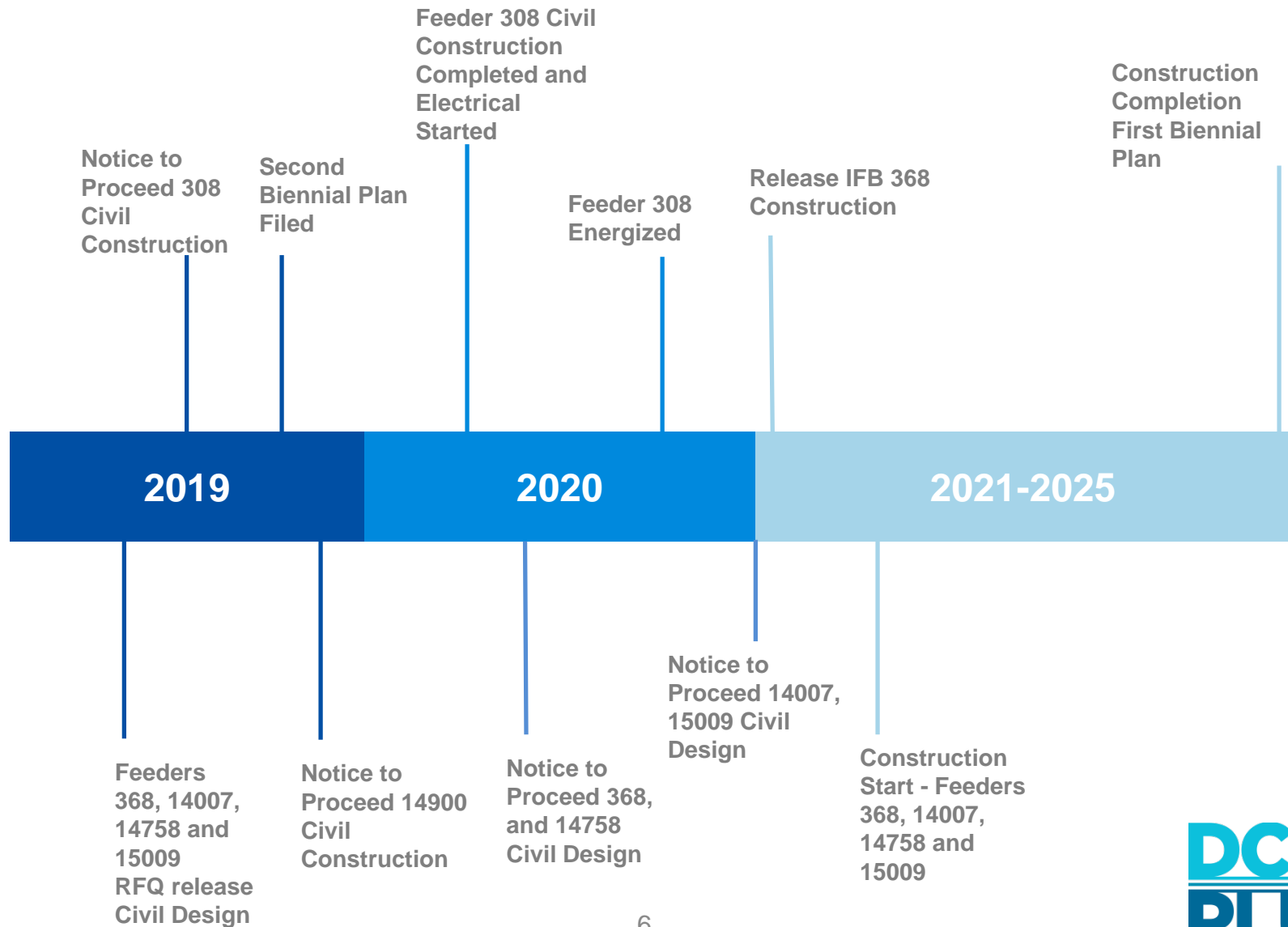
DC PLUG will provide resiliency against major storms and improve the reliability of the electric system



Multi-year program to underground up to 30 of the most vulnerable overhead distribution lines, spanning over 6-8 years with work beginning in early 2019



Timeline



Feeder 308

American University Park & Friendship Heights

Anthony Soriano, DDOT

Yemane Kidane, Pepco



Feeder 308 – Ward 3 Map



Feeder 308 Current Status and Timeline

- Civil construction began in June 2019, completed in May 2020
- Included installation of over 20,000 LF of conduit, 63 line manholes, 18 tap holes, and 44 transformer enclosures
- Feeder 308 was energized in November 2020, and serving load.
- Overhead work to de-energize and take down equipment is scheduled for completion in Q1 2021

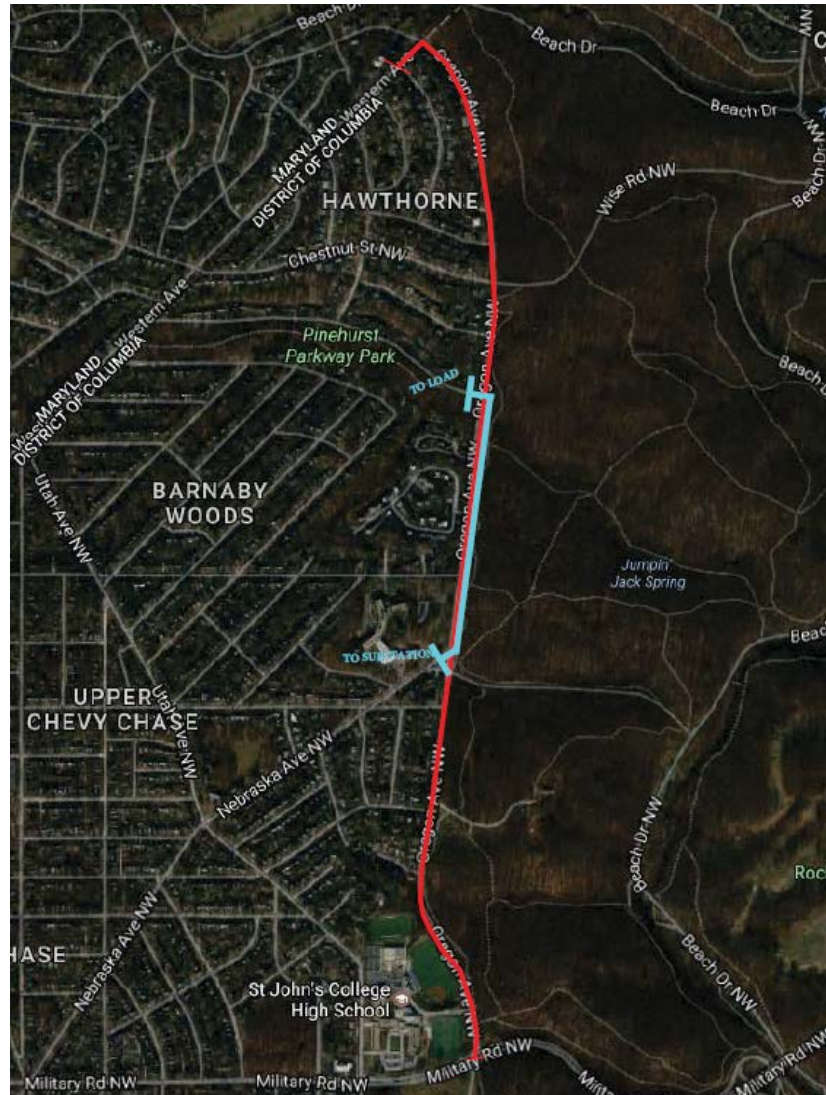
Feeder 14900 Opportunity Project

Hawthorne, Barnaby Woods,
Chevy Chase & Friendship Heights

Anthony Soriano, DDOT



Feeder 14900 – Ward 4 Map



Feeder 14900 – Ward 4 Status and Timeline

- Federally-funded project, and the DDOT Infrastructure Project Management released the IFB in January of 2019. Bids were received in March of 2019
- Notice to Proceed for the Oregon Avenue DDOT Reconstruction project, which encompasses the Feeder 14900 Opportunity Project, was issued to a District CBE (Capitol Paving of D.C., Inc.) in December 2019
- Civil Construction began in December 2019 and is expected to be completed in Q4 of 2021
- Electrical Engineering completed in August 2020.
- Electrical Construction is expected to start in Q3 2021
- The feeder is expected in-service by Q4 2022

Status of Designs for Remaining Feeders in First Biennial Plan

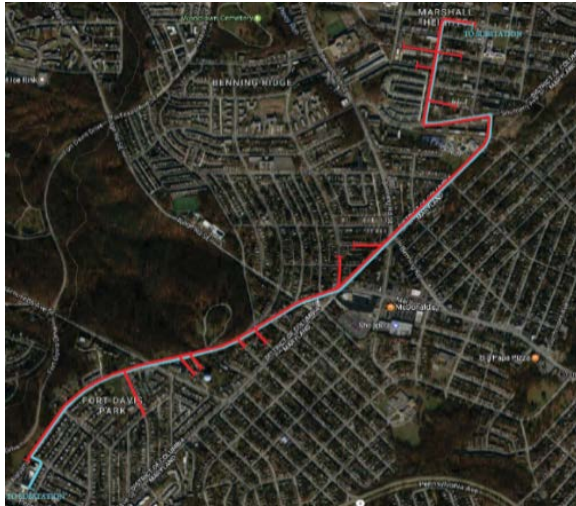
Anthony Soriano, DDOT



Civil and Electrical Engineering

Feeder Number	Procurement Release	Civil Design Status	Electrical Design Status
00368 – Ward 7	May 2019	100% design	Will follow civil design completion
14007 – Ward 5		NTP pending	
14758 – Ward 8		65% design	
15009 – Ward 4		NTP pending	

Remaining 4 Feeders in First Biennial Plan



Feeder 368 - Ward 7



Feeder 14007 - Ward 5



Feeder 14758 - Ward 8



Feeder 15009 - Ward 4

Status of Designs for Second Biennial Plan Feeders

Anthony Soriano, DDOT



Engineering Procurement

- All 10 second biennial feeders are in the procurement phase

Feeder Number	Procurement
14008 – Ward 5	<ul style="list-style-type: none">• Civil design procurement active.• Technical evaluations complete and negotiations ongoing.• The civil construction invitations for bids for all Second Biennial Plan Feeders would follow completion of their civil designs.• Electrical engineering will follow completion of civil design.
15166 – Ward 8	
15001 – Ward 4	
14702 – Ward 7	
118 – Ward 7	
14093 – Ward 5	
15171 – Ward 8	
15021 – Ward 4	
467 – Ward 3	
14767 – Ward 3	

**<http://projects.ddotsites.com/>*

District of Columbia Engagement

Laisha Dougherty, Pepco



Community Outreach

- **In June 2020, the following outreach was performed:**
 - ANC 3E Virtual Meeting
 - Website Overview
 - Ongoing notifications for Feeder 308
- **In July 2020, the following outreach was performed:**
 - Website Overview
 - Ongoing notifications for Feeder 308
- **In August 2020, the following outreach was performed:**
 - Ongoing notifications for Feeder 368
- **In September 2020, the following outreach was performed:**
 - ANC 3E Virtual Meeting
 - Briefing for Councilmember Gray
 - Briefing for Councilmember T. White
 - Ongoing notifications for Feeder 368
- **In October 2020, the following outreach was performed:**
 - ANC 7B Virtual Meeting
 - Feeder 308 Scheduled Electrical Outage Event
 - Website Overview

- **In November 2020, the following outreach was performed:**
 - Feeder 308 Scheduled Electrical Outage Event
 - Website Overview
- **In December 2020, the following outreach was performed:**
 - Feeder 308 Scheduled Electrical Outage Event
 - ANC 7E Virtual Meeting
 - Feeder 368 Virtual Open House
 - Website Overview



VIRTUAL MEETING NOTICE

ALABAMA ST 4100

PLEASE JOIN US FOR A VIRTUAL MEETING

The DC PLUG Project invites you to attend a virtual public meeting on **Thursday, December 10, 2020** where an overview of the DC PLUG initiative with an emphasis on Feeder 368 located in Ward 7 will be provided.

DATE: Thursday, December 10, 2020
TIME: 6:30 p.m. – 8:00 p.m.

To view the virtual presentation:
<https://tinyurl.com/DCPLUGFeeder368Dec10>

Dial-in option (audio only): 1-202-860-2110
Access code: 180 497 1936#

The Webex system will prompt you for an Attendee ID, this is not required. Press the # key to join the meeting.

Do you need assistance to participate?
If you need special accommodations, please contact Cesar Barreto at 202-671-2629 or Cesar.Barreto@dc.gov five days in advance of the meeting. If you need language assistance services (translation or interpretation), please contact Karen Randolph at 202-671-2620 or Karen.Randolph@dc.gov five days in advance of the meeting. These services will be provided free of charge.

Need more information? For additional information about the DC Plug initiative, please email questions@DCPLUGinfo.com, visit DCPLUGinfo.com, or call 1-844-758-4146.

Distribution Automation

Aaron Smith, Pepco



An Exelon Company

Current Status

- Feeder 14722
 - 16th Street & Newton Street NW
 - In-Service October 2018
- Feeder 15703
 - Bladensburg Road NE at Morse Street NE
 - Final Field Testing tentatively planned for January
- Feeder 14786
 - 5th Street NE at I Street NE
 - In-Service December 2018
- Feeder 14733 (Formerly Planned for 14786)
 - Kalorama Road NW at 20th Street NW (Formerly 3rd Street NW at Massachusetts Avenue NW)
 - Shop testing scheduled for late January
 - Tentatively scheduled to install & testing Q2 2021



Benning Area Reliability Plan Progress Report

Dave Olchowski, Pepco



An Exelon Company

Benning Area Reliability Plan

System Reconfiguration Work

Phase 1 (14717, 15705, 15711) Extend Feeder 15711 out of Benning substation, currently serving Pepco facilities

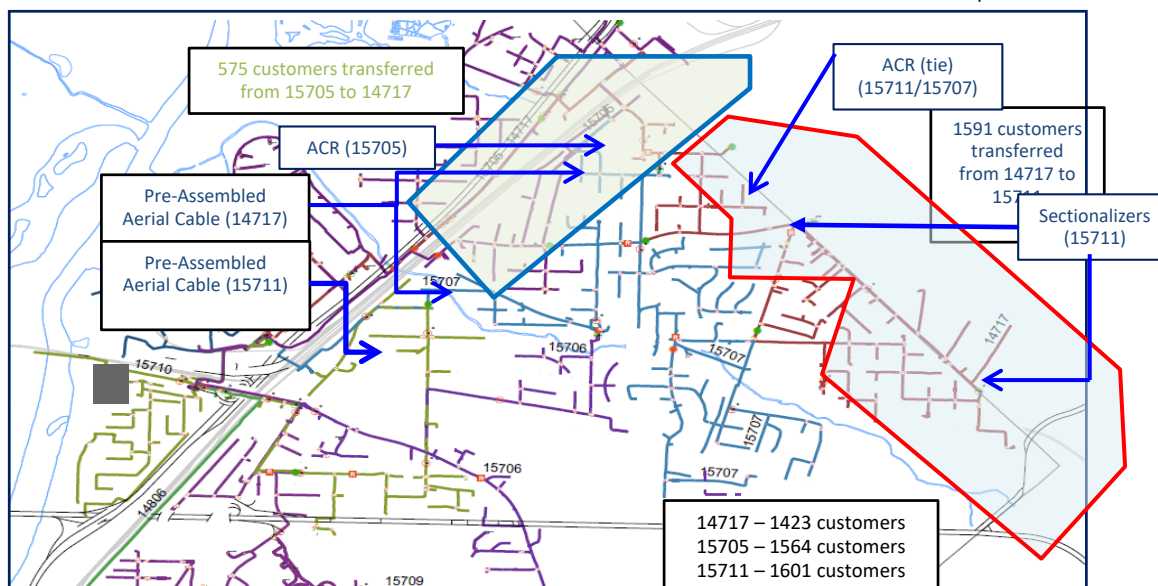
- Using existing UG switch to bring 15711 out of station and use existing 5" PVC conduit under 295
- Install Pre-Assembled Aerial cable (PAC) on feeder 14717
- Install automation devices on feeders – 4 in total under BARP Phase 1
- Reprogram/create ASR schemes to improve sectionalization capabilities
- Redistribute customers from feeders 14717, 15705, 15711 thereby reducing the number of customers on each feeder to reduce the number of customers impacted

Phase 2 (15707, 15706, 15247)

- Extend new feeder from Walker Mill Sub (15247)
- Install automation devices and reprogram/create ASR schemes to improve sectionalization capabilities
- Redistribute customers from feeders 15706, 15707 to feeder 15247 and reduce customer counts.

Phase 3 (14806, 15709, 15710)

- Extend feeder 14806 and redistribute customers from feeders 15709 and 15710 to feeder 14806.
- Install automation devices and reprogram/create ASR schemes to improve sectionalization capabilities



* Phase 1 improvement work

Feeder Improvement Work

- Reliability work targeting getaway and mainline sections
- VLF testing all UG cable, visual inspections of poles, crossarms, conductors, etc. and bringing all equipment up to standard
- Vegetation and tree trimming performed along at risk sections
- Installing fault indicators

Phase 2

15707 – 2007 customers
15706 – 1655 customers
15247 – 723 customers

Phase 3

14806 – 1680 customers
15709 – 1867 customers
15710 – 1240 customers

Final stage: Installing new poles and running wire on Minnesota Ave. and finishing up pulling wire on for phase on B Street. This work is in progress and is projected to be completed in the third quarter of 2020.



An Exelon Company

Contact Us

Questions?



www.dcplugininfo.com



questions@dcplugininfo.com



1-844-758-4146



[@pepcoconnect](#) #DCPLUG
[@ddotdc](#) #DCPLUG

CERTIFICATE OF SERVICE

I hereby certify that a copy of the District Department of Transportation and Potomac Electric Power Company's Thirty-Day Report on the Semi-Annual Meeting was sent to the recipients listed below on January 15, 2021 by electronic mail.

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/s/ Andrea H. Harper
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