



# Washington Suburban Sanitary Commission

## AGENDA COMMISSION PUBLIC MEETING WEDNESDAY, OCTOBER 20, 2010

| Time                                      | Item  | Anticipated Action                   |
|---|---|--------------------------------------|
| <b>1. OPEN SESSION AUDITORIUM</b>         |   |                                      |
| 8:30 AM                                   | <b>A. Approval of Agenda</b>  | Action                               |
|   | <b>B. Pledge of Allegiance (Staff, Honoree)</b>   |                                      |
|   | <b>C. Administrative Matters: Approval of Minutes for September 15 and 29, 2010</b>   | Action                               |
|   | <b>D. Retirees</b>  |                                      |
|   | <b>E. WSSC Employee at Work Video: Hyattstown Infiltration/Inflow</b>   |                                      |
|   | <b>F. Comments and Intentions from Commissioners/ Public / Media</b>  |                                      |
| <b>2. STAFF REPORTS</b>                   |   |                                      |
| 8:50 AM                                   | <b>A. General Manager's Office</b><br>1. Monthly Report<br>2. AWWA Awards   | Information                          |
| 9:35 AM                                   | <b>B. Internal Audit Office</b><br>Monthly Activity Report  | Discussion                           |
| <b>3. OCTOBER BRIEFING / ACTION ITEMS</b> |   |                                      |
| 9:55 AM                                   | <b>A. Customer Care Team</b><br>1. Contract PM0015A08, Change Order 1- Staff Augmentation Service Basic Ordering Agreement (BOA)<br>2. Contract 76702309 A & B – Wastewater Engineering Service Basic Order Agreement (BOA)<br>3. PO74297, Option - Sewer Line Chemical Root Control Application<br>4. Water Resources Engineering Basic Ordering Agreements, Change Order 1, for each of the following:<br>a. Contract M2848000<br>b. Contract M2826000<br>c. Contract M2363000<br>5. Resolution 2011-1897 Standard Procedure CUS 99-02 Billing and Collection of Water/Sewer Charges and Related Fees   | Action<br>Action<br>Action<br>Action |
| <b>4. CONSENT CALENDAR</b>                |   |                                      |
| 10:40 AM                                  | <b>Resolution 2011-1896 Approving Items Briefed September 15, 2010:</b><br><b>A. Engineering and Construction</b><br>1. Contract BM4620A07, Power Reliability/Arc Flash Study<br>2. Contract RC4957A09, Option for Area Lateral Renewal Construction<br><br><b>and Items Briefed October 20, 2010</b><br><b>B. Customer Care</b><br>1. Contract 1079, Option Year for Valve and Fire Hydrant Exercising Program<br>2. Contract PM0015A08, Change Order 1- Staff Augmentation Service Basic Ordering Agreement (BOA)<br>3. Contract 76702309 A & B - Wastewater Engineering Service Basic Order Agreement (BOA)<br>4. PO74297, Option - Sewer Line Chemical Root Control Application<br>5. Water Resources Engineering Basic Ordering Agreements, Change Order 1, for each of the following:<br>a. Contract M2848000<br>b. Contract M2826000<br>c. Contract M2363000 | Action                               |

**5. DEPARTMENT BRIEFINGS**

10:50 AM

**A Engineering and Construction**

- 1. Amendment 1, Contract CD4643B07 Parkway Wastewater Treatment Plant Biosolids Handling Facility Improvements
- 2. Change Order 3, Contract BF1582H91 Patuxent Water Filtration Plant Phase II Expansion and Ultraviolet Disinfection Facilities

**B. Logistics**

- 1. Contract 5783 - Front End Loader Purchase
- 2. Contract 5797 - Truck Purchase
- 3. Contract 5856 - Truck Purchase
- 4. Contract 5509 - Ductile Iron Pipe and Accessories, Exercise second option year.
- 5. Contract 5872 - Backhoe Purchase

**6. COMMISSIONERS' ITEMS**

11:35 AM

**A. COMMISSIONERS' REPORTS**

- 1. Chair's Comments
  - Strategic Initiatives - Splash Demonstration
- 2. Working Group Reports
  - a. Governance/Personnel:
  - b. Ad Hoc Reports
  - c. Institutional Processes Oversight
    - i. Report of the WSSC Employees' Retirement Board of Trustee Meeting
  - d. Infrastructure Funding & Fiscal Budget
    - i. Meeting Notes
    - ii. Upcoming Meeting Dates
- 3. Corporate Secretary
  - Monthly Report
- 4. Continued Business
  - a. Governance/Personnel Matters
    - i. Procedure for Paying for Legal Fees of Commissioners
    - ii. Procedure for Commissioners' Response Under the WSSC Communications Policy
    - iii. Procedure for Commissioners' Management of Grievances Against Commissioners' Direct Reports
  - b. Institutional Processes Oversight
    - Document Control Policy

12:00 PM

**LUNCH**

**7. EXECUTIVE SESSION COMMISSIONERS' CONFERENCE ROOM**

1:00 PM

Closed pursuant to Maryland State Government Article 10, Subtitle 5, Section 10-508(a)(13) to approve the September 15, 2010 Executive Session minutes; and closed pursuant to Section 10-508(a)(13) to obtain legal advice on current litigation.

Action  
Action

**8. OPEN SESSION - RESUMED COMMISSIONERS' CONFERENCE ROOM**

1:30 PM

**ADJOURNMENT**

**FUTURE MEETINGS OF NOTE**

- October 27, 2010 WSSC Employee Retirement Board, 3:30 PM  
14501 Sweitzer Lane, Laurel, MD 20707, Commissioners' Conf. Rm
- November 10, 2010 WSSC Customer Advisory Board, 7:30 PM  
14501 Sweitzer Lane, Laurel, MD 20707, RM. 6104
- November 4, 2010 WSSC Board of Ethics, 2:00 PM  
14501 Sweitzer Lane, Laurel, MD 20707, Gen Counsel. Conf. Rm
- November 17, 2010 Personnel and Governance Committee, 8:00 AM  
14501 Sweitzer Lane, Laurel, MD 20707
- November 17, 2010 WSSC Monthly Commission Meeting, 8:30 AM  
14501 Sweitzer Lane, Laurel, MD 20707, Auditorium