



# Washington Suburban Sanitary Commission

## AGENDA COMMISSION PUBLIC MEETING WEDNESDAY, DECEMBER 15, 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 November 17, 2010</b>	Action
	<b>D. Retirees</b>	
	<b>E. WSSC Media Update</b>	
	<b>F. Comments and Intentions from Commissioners/ Public / Media</b>	
<b>2. STAFF REPORTS</b>		
9:00 AM	<b>A. General Manager's Office</b> Monthly Report	Information
9:25 AM	<b>B. Internal Audit Office</b> 1. Monthly Activity Report 2. Resolution 2011-1901-Amendment to the Code of Ethics	Discussion
<b>3. DECEMBER CONTRACT BRIEFING / ACTION ITEMS</b>		
9:45 AM	<b>A. Communications Office</b> Selection of Schools to Participate in 2011 WSSC Water Festival	Action
	<b>B. Finance</b> Approval of FY 2012 Preliminary Proposed Budget for Public Hearing Purposes	
	<b>C. Engineering &amp; Construction</b> Contract BE5061A09, Shady Grove Stand Pipe	
	<b>D. Production</b> Contract 5711 Water and Wastewater Treatment Chemicals	
	<b>E. Logistics</b> 1. Contract 5944 - Purchase of eight, 4x2, flatbed dump trucks 2. Contract 5872 - Three JCB Rubber-Tired Backhoes	
<b>4. CONSENT CALENDAR</b>		
10:30 AM	<b>Resolution 2011-1902 Approving Items Briefed November 17, 2010:</b>	
	<b>A. Engineering &amp; Construction</b> Adoption of WSSC 2011 Plumbing and Gas Code	
	<b>B. Finance Office</b> Front Foot Benefit Rates and House Connection Charges for 2011	
	<b>C. Production</b> Contract 5874, Comprehensive Energy Efficiency and Guaranteed Savings Program at Potomac Water Filtration Plant	
	<b>and Items Briefed December 15, 2010</b>	
	<b>D. Production</b> Contract 5711 for Water and Wastewater Treatment Chemicals	
	<b>E. Logistics</b> 1. Contract 5944 - Purchase of eight, 4x2, flatbed dump trucks 2. Contract 5872 - Three JCB Rubber-Tired Backhoes	
	<b>F. Engineering &amp; Construction</b> Contract BE5061A09, Shady Grove Stand Pipe	
	<b>G. Finance office</b> Approval of FY 2012 Preliminary Proposed Budget for Public Hearing Purposes	
<b>5. STRATEGIC INITIATIVES</b>		
10:40 AM	<b>A. Strategic Systems Management Office</b> Update on Key Success Measures	
	<b>B. Engineering &amp; Construction</b> Water Conservation Plan	
	<b>C. Customer Care Team</b> Consent Decree Update	
	<b>D. Acquisition Office</b> Revising the Process - Part I	

12:00 PM **LUNCH**

**6. COMMISSIONERS' ITEMS**

1:00 PM

**A. COMMISSIONERS' REPORTS**

1. Chair's Comments
2. Working Group Reports
  - a. Governance/Personnel  
Legislative Review of Draft Bills for revisions to:
    1. Section 1-102 (c) (2): Staggered Terms
    2. Section 1-102(D): Effect of Vacancy
    3. Section 1-105: Salaries of Officers
  - 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
  1. Monthly Report
  2. Demonstration of Electronic Board Book
4. Continued Business
  - a. Governance/Personnel Matters
    - i. Procedure for Commissioners' Response Under the WSSC Communications Policy
    - ii. Procedure for Commissioners' Management of Grievances Against Commissioners' Direct Reports
  - b. Institutional Processes Oversight  
Document Control Policy

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

1:45 PM

Closed pursuant to Maryland State Government Article 10, Subtitle 5, Section 10-508(a)(13) to approve the November 17, 2010 Executive Session minutes; Section 10-508(a)(1) to discuss a personnel matter involving a direct report; and closed pursuant to Section 10-508(a)(7) to obtain legal advice on current litigation.

Action  
Action

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

2:40 PM

**ADJOURNMENT**

**FUTURE MEETINGS OF NOTE**

January 5, 2011	WSSC Employee Retirement Board, 3:30 PM 14501 Sweitzer Lane, Laurel, MD 20707, Commissioners' Conf. Rm
January 12, 2011	WSSC Customer Advisory Board, 7:30 PM 14501 Sweitzer Lane, Laurel, MD 20707, RM. 6104
January 13, 2011	WSSC Board of Ethics, 2:00 PM 14501 Sweitzer Lane, Laurel, MD 20707, Gen Counsel. Conf. Rm
January 19, 2011	Personnel and Governance Committee, 8:00 AM 14501 Sweitzer Lane, Laurel, MD 20707
January 19, 2011	WSSC Monthly Commission Meeting, 8:30 AM 14501 Sweitzer Lane, Laurel, MD 20707, Auditorium