

Ronald Wastewater District and City of Shoreline Transition Team for Assumption

Project Charter

June 526, 2014

Project Charter Approval Table

Name	Title	Signature	Date
Robert Ransom	Ronald Wastewater District Commissioner		
Gretchen Atkinson	Ronald Wastewater District Commissioner		
Doris McConnell	Shoreline City Council member		
Chris Roberts	Shoreline City Council member		
Michael Derrick	General Manager, RWD		
Debbie Tarry	City Manager, City of Shoreline		

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1. Project Overview

1.1. Project Statement

The Ronald Wastewater Commissioners and City of Shoreline City Council have jointly agreed to create two subcommittees, a Committee of Elected Officials ("CEO") and a Staff Committee, to plan for the eventual assumption of the District by the City per the 2002 Inter-local Operating Agreement [\(IOA\)](#).

1.2. Project Objective Statement

The CEO shall develop, evaluate and recommend to their respective elected bodies a "Transition Plan" (Plan) for the assumption of the District by the City. This Plan shall identify and address all policy issues necessary for the assumption of the District. The CEO shall be in place until the Plan is finalized, or until some other action is taken by either elected body.

1.3. Project Scope

1. The Plan shall include a list of the issues and recommended actions to be considered necessary for the assumption of the District. Each issue shall include, but not be limited to:
 - a. Brief description of the issue
 - b. Statement as to why it is being considered
 - c. Specific policy issues needing to be addressed
 - d. Alternatives or options being considered
 - e. Recommendations for policies and/or actions
 - f. Work plan and schedule for addressing each action
2. A preliminary list of issues to consider include [\(in priority order\)](#):
 - a. [Financial Policies - debt issuance and all of the transition terms identified in Section 5.6 of the IOA \(call of bonded debt, liability and indebtedness assumption, use of cash reserves, maintenance of reserve funds, etc.\)](#)
 - b. [Communication - with the public and internal to each entity](#)
 - c. [Personnel - wages, benefits, job descriptions, policies](#)
 - d. [Budget - format, timing, forecasting, rates](#)
 - e. [Capital Improvement Program \(CIP\) - coordination, forecasting](#)
 - f. [Facilities](#)
 - g. [Financial Systems - accounting, utility billing, IT services](#)
 - h. [Asset Management - inventory, GIS](#)
 - i. [Purchasing](#)
 - j. [Equipment - fleet, tools, clothing](#)
 - k. [Utility Advisory Board – as contemplated in Section 4.7 of the IOA](#)
 - l. [Policy and Code Changes for Council and/or Board](#)
 - m. [Interim Opportunities - shared resources \(staffing, equipment, facilities, etc.\)](#)

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- ~~g. Budget – format, timing, forecasting, rates~~
- ~~h. Financial Policies – debt issuance~~
- ~~i. Capital Improvement Program (CIP) – coordination, forecasting~~
- ~~j. Communication – with the public and internal to each entity~~
- ~~k. Interim Opportunities – shared resources (staffing, equipment, facilities, etc.)~~

2. Project Plan

2.1. Project Structure and Approach

1. The CEO:
 - a. Shall be comprised of two District Commissioners and two City Council members appointed from the ir respective elected bodies.
 - b. At the completion of the Plan, the CEO shall submit a final Plan to each elected body for review and adoption.
 - c. The CEO shall rotate one member at each meeting to act as the Chair of the Committee with the responsibility to facilitate the discussion.
 - d. The CEO shall confirm and set the agenda of each meeting.
2. Staff Committee:
 - a. There shall be a staff committee ("Staff Committee") responsible for supporting the CEO, and will discuss, review, and prepare the materials for each CEO meeting. This Staff Committee will include:
 - i. City Manager
 - ii. District General Manager
 - iii. Assistant City Manager
 - iv. Public Works Director
 - v. District Accounting Manager
 - vi. Public Works Operations & Utilities Manager
 - b. The Staff Committee may invite other staff from either entity to participate as necessary.
 - c. The Staff Committee will provide policy recommendations to the CEO for their consideration and direction.
3. Project Manager:
 - a. There shall be a single Project Manager (PM), who will coordinate the activities and distribute information of the CEO and the Staff Committees.

- b. The PM shall be responsible for developing summary notes from each CEO and Staff Committee meeting.
 - i. Draft notes from each CEO meeting shall be included in the next agenda material for the following CEO meeting.
 - ii. Draft notes from each Staff Committee meeting shall be included in the next agenda material for the following Staff Committee meeting.
 - iii. The CEO shall review, modify and approve summary notes at each CEO meeting.
 - iv. The Staff Committee shall review, modify, and approve summary notes at each Staff Committee meeting.
 - c. The PM shall be responsible for preparing and maintaining a project schedule.
4. Communications Plan:
- a. The Staff Committee shall propose a Communication Plan (CP) for the CEO to review and approve.
 - i. The CP shall include a specific work plan to communicate the CEO's purpose, scope, progress and recommendations to the public.
 - ii. The CP shall address external interests as well as internal interests of both entities.
 - iii. The PM shall coordinate and distribute information to be shared for each respective web page and other external communications.
5. Meeting schedule:
- a. The CEO shall meet on the ~~1st~~4th Thursday of each month ~~at~~from 9:00 am ~~to~~10:30 am in Conference Room 104 of Shoreline City Hall, or unless modified by consensus of the CEO. The Committee meetings will be noticed as open public meetings.
 - b. The Staff Committee shall meet once a month, at least one week prior to the CEO meeting, or unless modified by either the City Manager or General Manager.

2.2. Committee Reporting

The CEO members shall periodically report to their respective elected bodies as each entity deems appropriate.

2.3. Appointments and Assignments

1. Ronald Wastewater District Elected Representatives: Robert Ransom and Gretchen Atkinson
2. Shoreline City Council Representatives: Doris McConnell and Chris Roberts
3. Project Manager: City of Shoreline Assistant City Manager

3. Revision History

Document all changes and updates to the Charter throughout the project process

<i>Date</i>	<i>Version</i>	<i>Name</i>	<i>Description Change</i>

4. Attachments

- 2002 Inter-local Operation Agreement between the City of Shoreline and the Ronald Wastewater District

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