

**Ronald Wastewater District and City of Shoreline  
Assumption Transition Committee of Elected Officials (CEO)  
June 5, 2014, 9:00 - 10:30 am  
Conference Room 104, Shoreline City Hall  
17500 Midvale Avenue North**

**Summary Meeting Notes**

**PRESENT:** Commissioner Atkinson, Councilmember McConnell, Commissioner Ransom, and Councilmember Roberts

**ABSENT:** None

**STAFF:** Debbie Tarry, City Manager; John Norris, Assistant City Manager; Mark Relph, Public Works Director, Dan Repp, Utilities and Operations Manager, Michael Derrick, General Manager, Mark Gregg, District Accounting Manager

**GUESTS:** Julie Ainsworth-Taylor, Assistant City Attorney, City of Shoreline

**Welcome, Introductions and Confirm Agenda**

- The meeting began with introductions and a confirmation of the agenda. As no meeting chair was prescribed, Councilmember Roberts assumed the subcommittee chair duties for the initial meeting of the group.

**Filing of the Notice of Intent with the Boundary Review Board**

- The CEO first heard from Shoreline Assistant City Attorney Julie Taylor regarding the current status of the City's Boundary Review Board filing with King and Snohomish Counties. Questions were asked of the City Attorney about the filing process and the status of the filings. One question was asked specifically about who could invoke jurisdiction in the process, and if this could be an individual rate payer. Ms. Taylor noted that individual rate payers could not invoke jurisdiction, and that it would need to be a governmental entity or some other type of entity with standing, or it could be a petitioning group of rate payers.

**Review of Draft Project Charter**

- The CEO reviewed the draft project charter that was provided in their meeting materials. The CEO was generally comfortable with the charter with some proposed amendments. These primarily included adding items to section 1.3.2 of the charter for issues for the CEO to review.
- The CEO agreed to rotate the chair duties of the subcommittee meeting in the order of last name. As Councilmember Roberts chaired this first meeting, Commissioner Atkinson agreed to chair the next meeting.

- The CEO also agreed to use less formal language when communicating with one another, and did not think it was necessary to refer to one another by their formal elected titles.
- It was agreed that the CEO meetings would be held on the 4th Thursday of the month at Shoreline City Hall, Conference Room 104 from 9:00 to 10:30 am. The CEO agreed that these meetings would be open to the public.
- It was also agreed that these meetings would be publicized on the City's and District's organizational calendars on their respective websites, that the City would create a webpage in its utility section dedicated to the CEO and assumption transition, that the meetings would be noted by the City Manager during her City Manager report, that they would be formally noticed by the City Clerk's Office, and that the District would note the meetings on their billing statements.

### **Next Steps**

- The CEO provided direction to staff to start with the issue of bond debt and other financial policy issues (Charter Section 1.3.2.h). This issue will be discussed at the next meeting along with a proposed prioritization of the issues in Section 1.3.2.
- The CEO would then like to begin focusing on Personnel Issues (Section 1.3.2.b), as it was acknowledged that this will be a significant and complex issue.
- Staff also mentioned that a timeline that incorporated the agreed upon issue priorities could be created. This would then serve as the proposed work plan for the project.
- There was also a discussion regarding how individual jurisdictional issues may affect the Transition Plan and how those types of issues should be addressed. Rate setting was brought up as an example. It seemed that there was consensus around the idea that until assumption occurs, the Board is ultimately in control of decisions they make, as is the City, as long as those decisions conform to any terms agreed to in the 2002 Interlocal Operating Agreement. However, the CEO also acknowledged that the CEO Committee Meetings would provide a good forum to discuss any issues which may have a larger impact on assumption, and that the members of the CEO should use this forum to have those discussions. It was then suggested that it may be a good idea to create a standing agenda item regarding germane issues occurring in each jurisdiction that the other members should be aware of.

The meeting adjourned at 10:30 am.