

**Ronald Wastewater District and City of Shoreline
Assumption Transition Committee of Elected Officials (CEO)
November 17, 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; Councilmember Roberts

ABSENT: None

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Dan Repp, Utilities and Operations Manager; Michael Derrick, District General Manager; Mark Gregg, District Accounting Manager; Susana Villamarin, Senior Management Analyst

ABSENT: Mark Relph, Public Works Director;

OFFICIAL GUESTS: None

PUBLIC: Commissioner George Webster

Welcome and Confirm Agenda

- The meeting began at 9:06 am with Councilmember McConnell chairing the meeting. Councilmember McConnell asked the CEO to confirm the agenda and no changes were made.

Adoption of Draft Summary Notes of 10-23-14 CEO Meeting

- The summary notes from the 10/23/2014 meeting were approved unanimously.

RWD Resolution Discussion

- RWD Resolution 14-24 adopted during the 11/10/2014 RWD Board meeting. Commissioner Ransom explained that this resolution came as a suggestion of the RWD district's attorney, Joe Bennett, to change some language in the CEO's Charter. The resolution was passed unanimously by the district recommending amending the CEO's Charter.
- Councilmember McConnell suggested for the RWD members of the CEO to explain the changes proposed. Commissioner Ransom said that Joe Bennett has discussed the changes with the City's assistant City Attorney, (Julie Ainsworth-Taylor) and sent her all the changes.
- Debbie Tarry said she is not aware of any discussions or materials received and that she will follow up with Julie Ainsworth-Taylor to make sure she received the changes and she will bring them up to the next meeting for discussion and/or approval. If no changes were received, the City will be in touch with the Commissioners to request the material to be sent to the City.

- The basic change requested will be to make sure the Charter states that the CEO is an advisory and not a decision making committee and that all final documents need to be authorized by the full Board.
- John Norris requested the RWD Board give the CEO the specific edits to the charter stating what to amend and where to add it within the charter and for the RWD members of the CEO to bring it forward to the next meeting so the entire CEO can look at it. The CEO does not want to make assumptions on what RWD Board wants to amend.

Check in on Final Draft Documents

- Assumption Communication Plan - Final Draft
 - Commissioner Atkinson suggested to change under Page 1 - Section 2b - Transition Phase, the date to December 31, 2017 in order to make it easier for Ronald Employees understanding that would require an amendment to the ILA.
 - Councilmember Roberts suggested to bring this issue as a work item for next meeting with pros and cons since the issue is not about communication but about changing the assumption date. The City will put together some information to reflect what will it take to change the date and bring it back to the next meeting
 - It was agreed by the CEO that the date will not be changed in the Communication plan and that this issue will be discussed during the next meeting.
 - Commissioner Atkinson suggested to delete Section 5.a.i.2 in Page 2. She said that majority of the RWD board does not agree to send anything out to the RWD employees from the City. RWD Board believes that it is premature to send it now since they will be their own entity for 2 more years.
 - Councilmember Roberts suggested to add a timeline such as “this letter will be sent a year prior to assumption”. Commissioner Atkinson said that she does not believe that will be OK with the Board since they are objecting that communications come from the City or the CEO.
 - Councilmember Roberts would like to know if the RWD board is interested in letting the employees know that the City is going through a compensation classification plan in 2015.
 - Debbie Tarry said that the City would like to combine the process but if the RWD Board is not comfortable with the City meeting with RWD employees the City will still include the RWD classification but not meet with RWD employees.
 - Michael Derrick said that the RWD employees want the City to know what they do but it is up to the board to allow them to do it.
 - Councilmember McConnell suggested that the RWD board needs to be presented with the work that needs to be done and how important it is to have their involvement.
 - Councilmember Roberts suggested if the board agrees to involve their employees in the process then it would make sense to send a letter in advance.
 - Debbie Tarry shared that we are in the RFP process and do not have a consultant chosen yet so it would make sense to wait until we are closer to the process.
 - Michael Derrick suggested removing the word FINAL from the Final Draft. John Norris agreed.
 - Page 3 – b.i.1 – Gretchen said there was an objection from the Board. John Norris will amend the paragraph to add the members of the CEO (City manager, General Manager, and members of the CEO). Amendment was agreed.

- Financial Policies Issue Paper - Final Draft
 - Page 2 Assumption Costs – Commissioner Ransom said that RWD opposes to the utility paying for the cost of the assumption. John Norris suggested amending the entire paragraph to read “Prior to any of these direct costs being incurred, these costs will be recommended by the CEO.” They agreed to the amendment. John Norris will bring the changes to the next meeting.
 - Page 1 - Comprehensive Plan – After discussing the concern that the RWD board had about the hydraulic analysis, it was suggested to postpone the discussion of the hydraulic analysis until the land use for 185th and 145th is finalized. John Norris will note that this issue will be revisited.

- Initial Employee Communication Letter - Final Draft
 - Councilmember Atkinson suggested changing the beginning of the second paragraph to start All instead of We. John Norris will make the change.

Review Draft Personnel Policies Issue Paper

- Tabled for next meeting due to lack of time

Jurisdictional Items/Issues to Share

- City Council CEO Work Presentation Update
 - John Norris gave an update of the Council presentation on the update of the CEO. Council had no real concerns and said to proceed forward with the meetings.
- FINAL DRAFT Stamp
 - John Norris clarified that all documents worked within this committee are a draft until they get included in the transition plan that will be adopted by both entities. Everything will remain draft until it is approved by the CEO and they will become Final Draft. They are living documents and even Final Drafts can be amended with suggested changes from both parties.
 - John Norris also informed the committee that all the documents uploaded to the website have now a draft or final draft watermark so any member of the public will not be confused and will know that this documents are drafts.

The meeting adjourned at 10:30 am. The next CEO meeting will be December 18 at 9:00 am.