

**Ronald Wastewater District and City of Shoreline  
Assumption Transition Committee of Elected Officials (CEO)  
December 18, 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

ABSENT: Mark Relph, Public Works Director; Susana Villamarin, Senior Management Analyst

OFFICIAL GUESTS: None

PUBLIC: Commissioner George Webster

**Welcome and Confirm Agenda**

- The meeting began at 9:00 am with Commissioner Ransom chairing the meeting. Commissioner Ransom asked the CEO to confirm the agenda and no changes were made.

**Adoption of Draft Summary Notes of 11/17/14 CEO Meeting**

- The summary notes from the 11/17/2014 meeting were approved unanimously.

**Review of Amended Draft Documents**

- CEO Charter
  - The latest version of the charter presented in this meeting (version 2) includes all changes suggested by Joe Bennett (RWD Attorney). John Norris said that staff reviewed the changes and they are acceptable. Commissioner Ransom said that the changes are also acceptable by the RWD Board.
  - Councilmember Roberts asked who are we defining as a 'third party' in the charter under section 4b. He wants to make sure this statement does not prevent the Council or Board from sending letters to other people. John Norris stated that a third party is any external entity that could receive communication, but he clarified that councilmembers can send letter as individuals to anybody. The charter would now state that official letters cannot be sent from the CEO without City Council and/or RWD approval.
  - Councilmember McConnell moved to accept the charter with the amendments, Commissioner Atkinson seconded. No further discussion needed. The Charter was approved unanimously.

- John Norris will send a clean copy of the Charter to all. RWD commissioners should present the document to the RWD Board for their approval. After RWD board approval then the Charter will be signed by the CEO members.
- Assumption Communication Plan
  - John Norris explained that the changes in the documents were the staff attempt to address the concerns about communicating to the RWD staff.
  - Commissioner Atkinson moved to accept the Communication Plan as presented, Councilmember McConnell seconded. No further discussion needed. The Communication Plan was approved unanimously.
  - John Norris will send a clean copy of the Communication Plan to all. RWD commissioners should present the document to the RWD Board for their approval.
- Financial Policies Issue Paper
  - John Norris explained that the changes in the documents were the staff attempt to address the RWD Board concerns.
  - Councilmember Roberts has a concern about removing the need for RWD to do a hydraulic analysis. He would like to see the suggestion of having a full hydraulic analysis done by RWD.
  - Commissioner Ransom said that the entire hydraulic analysis for the district was done in 2010. Commissioner Atkinson said that it is a very expensive analysis and that RWD will probably do a hydraulic study in areas that need it such as 145th and 185th light rail areas after they finalize the land use changes.
  - Dan Repp suggested to do a hydraulic analysis every time you update your comprehensive plan which happens to usually be every 6 years. Since RWD will not do the full analysis then the City should do a full hydraulic analysis right after assumption to provide a framework on how we are going to run the utility over time.
  - John Norris proposed the following change to the Hydraulic Analysis paragraph on page 2 " An update to RWD's hydraulic analysis may be completed by RWD prior to assumption, if appropriate, for the utility's entire service area or those areas of utility's service area that experience a major change in land use designation/zoning (i.e., light rail station subareas, etc.)."
  - Councilmember McConnell moved to accept the Financial Policies with the proposed change, Commissioner Atkinson seconded. No further discussion needed. The Financial Policies Issue Paper was approved unanimously.
  - John Norris will send a clean copy of the Financial Policies to all. RWD commissioners should present the document to the RWD Board for their approval.

**Amending IOA to Move Back Assumption Date to December 31, 2017**

- John Norris mentioned that at the last meeting there was a desired to have a little bit of an analysis of pros and cons of moving the assumption date back. John Norris will be doing the analysis due to lack of time so we are moving the discussion for the January 2015 meeting in order to get the analysis done.
- Councilmember McConnell suggested to first check to see if the change will affect any of the BRB work. If so, no need to do any other work. John Norris will follow up with the City Attorney to see about the implications of a proposed change to the assumption date.
- Debbie Tarry said that she has not heard from the City Council about this or any interest to delay the assumption.

### **Review Draft Personnel Policies Issue Paper**

- Page 2 - Leave Disposition: Commissioner Atkinson said that she feels that RWD employees should not come to the City of Shoreline with zero sick leave and that the CEO should decide how many days they should come with based on what their sick leave is now and RWD should pay the City for it.
- John Norris clarified that the issue is that the ILA needs to be amended for that. The ILA sets the sick leave policy, which was a policy choice back in 2002.
- Michael Derrick explained that employees are coming to the City with their vacation balances (up to 320 hours) and the City allows them to use their vacation as sick time in the case that they are sick and do not have sick balance. At this time, Michael Derrick recommends not to amend the ILA. RWD is working with the RWD board to allow employees to accumulate up to 320 hours of vacation in the next 3 years so they can build up this balance. Commissioner Atkinson was satisfied with the explanation.
- Page 3 - Holidays: Councilmember Roberts suggested to change the Day after Thanksgiving to the name that was officially changed by the State: "Native American Heritage Day". John Norris will explore this.
- RWD Board will review the document during their January 2015 meeting and the CEO will review Board feedback and possible final adoption during the January 22, 2015 CEO meeting.

### **Review Draft Budget/CIP Policies Issue Paper**

- John Norris summarized that City staff has worked together with Michael Derrick and Mark Gregg to put together what the coordination for the budget and CIP will look like pre-assumption and during transition into the assumption timeframe.
- Councilmember Roberts would like to include in the document a statement that says that the RWD 2016 and 2017 budget shall be presented to the CEO prior to adoption and that the RWD board may decide to present it also to the City Council prior to adoption. The CEO agreed to this addition.
- John Norris will make the change and will send a clean copy of the Budget/CIP Policies to all
- RWD Board will review the document during their January 2015 meeting and the CEO will review Board feedback and possible final adoption during the January 22, 2015 CEO meeting.

### **Jurisdictional Items/Issues to Share**

- none

The meeting adjourned at 10:40 am. The next CEO meeting will be January 22, 2015 at 9:00 am.