

**Ronald Wastewater District and City of Shoreline  
Assumption Transition Committee of Elected Officials (CEO)  
April 23, 2015, 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; Patti Rader, Interim Administrative Services Director; Mark Gregg, RWD Interim General Manager and Accounting Manager; and George Dicks, RWD Maintenance Manager

ABSENT: Susana Villamarin, Senior Management Analyst

PUBLIC: Lynn Danielson, Olympic View Water & Sewer District

**Welcome and Confirm Agenda**

- The meeting began at 9:00 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 04/23/15 CEO Meeting**

- Councilmember Roberts moved to adopt the minutes, Commissioner Atkinson second.
- The summary notes from the 04/23/2015 meeting were approved unanimously.

**Jurisdictional Items/Issues to Share**

- Debbie Tarry shared copies of Senate Bill 5048, which is on its way to the Governor's Office for signature. The bill provides for a referendum whenever a City adopts a resolution or ordinance for assumption of a water or sewer district. If there is an existing contract or inter-local agreement, then it is not subject to a referendum, and there is no retroactive date included in the bill. If a City does adopt a resolution or ordinance, the effective date of that resolution or ordinance will not take effect until 90 more days after its adoption. Staff is expecting the Governor to sign the bill. There would be no impact on the RWD assumption process if the bill becomes law.
- John Norris informed the CEO that he will be providing the City Council a presentation on May 11, 2015 with all the work that has been accomplished by the CEO so the Council can review the CEO's work to date. The presentation will include the Financial Policies discussion, the Budget Policies discussion, the Personnel discussion, and the Communication Plan. All these documents have been reviewed and considered to be in

final status. John Norris will also include the Financial Systems Policy Paper and Facilities Policy Paper in the presentation, incorporating any changes discussed.

- John Norris informed the CEO that the City has hired an interim Public Works Director, Peter Hahn, who most recently was the Director of the Seattle Department of Transportation. Mr. Hahn also served as the Snohomish County Public Works Director and the City of Renton Deputy Public Works Director, among other leadership roles, and he has an incredible amount of experience. Mr. Hahn started at the City on Monday, April 20<sup>th</sup> and he will be at the City until the City Manager fills the position on a permanent basis. Mr. Hahn will be joining the CEO at future meetings.

### **Review of Draft Financial Systems (accounting, utility billing, IT services, permitting) Policy Paper**

- John Norris clarified that a lot of what is mentioned in this paper is District commitments and City Council action items pre and post assumption. This is brought to the CEO for the committee to understand the recommendations that will be presented to Council and have the Ronald Board have an opportunity to take a look at it also.
- Commissioner Atkinson suggested that in the last paragraph of the document under “Billing System Transition Recommendation” every time that the word staff is used there should be a clarification on whose staff “City staff, RWD staff or both“. John Norris said the intention was to have participation from both entities so he will add the clarification in the document to read “City and RWD staff”.

### **Review of Draft Facilities Policy Paper**

- John Norris clarified that this document is not about assets or the RWD land and buildings but about where the people, equipment and materials that are housed in those facilities will go at assumption. This document is contemplating how the City and District will physically transition people, material and equipment.
- Commissioner Atkinson asked how long before the North Maintenance Facility is ready. John Norris informed the CEO that the City will start having conversations with Council this year about which path to take. The project needs to start next year with capital planning, permitting, master planning and design work and then moving into development face. Dan Repp will be the lead on that project.
- Mark Gregg asked if there is contemplation right now to moving the Stormwater billing to the City rather than being done by King County. Debbie Tarry said that it is one thing we have talked about to consider post-assumption but no timelines have been set. John Norris said that the City wants to get RWD in place first before the City makes any other changes. The City has a lot of flexibility about when it could happen.
- Councilmember Roberts asked if the district would contemplate transitioning and moving people over prior to assumption. Mark Gregg said that since they have billing that go out every month they have been discussing if they want to move to the City side before the October 1, 2017 billing, even though they are still operating as RWD and have that taken care prior to full assumption and be ready to bill smoothly after assumption.
- John Norris said that the question needs to go back to the Ronald Board to see what they are comfortable with regarding the moving of the Administrative staff. Debbie Tarry said it would be helpful for the Ronald Board to say the timeframe that they are comfortable for the assumption so staff can put together the implementation plan with set dates. If the Ronald Board is not comfortable setting a timeframe for transition right now, that is fine, but the City does need their participation in the planning to make sure staff is meeting everybody’s needs.

The meeting adjourned at 10:27 am. The next CEO meeting will be May 28, 2015 at 9:00 am.

DRAFT