

**Ronald Wastewater District and City of Shoreline
Assumption Transition Committee of Elected Officials (CEO)
December 17, 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; Sara Lane, Administrative Services Director; Randy Witt, Public Works Director; Mark Gregg, RWD General Manager and Accounting Manager; George Dicks, RWD Maintenance Manager; and Susana Villamarin, Senior Management Analyst

ABSENT: none

PUBLIC: George Webster, RWD Commissioner; Chris Eggen, Councilmember

Welcome and Confirm Agenda

- The meeting began at 9:05 am with Councilmember Roberts calling the meeting to order.

Jurisdictional Items/Issues to Share

- Councilmember Roberts informed that the City adopted the 2016 Budget. Commissioner Atkinson informed that the District adopted the 2016 Budget. Mark Gregg said that as soon as the State audit is completed they will make their budget available. He will send a pdf copy to Debbie Tarry to share with the City Council.
- Debbie Tarry thanked the RWD participation in the North Maintenance facility review. The City is planning on doing a briefing for Council in February 2016.

Adoption of Draft Summary Notes of 09/24/15 CEO Meeting

- The summary notes from the 09/24/2015 meeting were approved unanimously.

Review of Assumption Transition Plan

- John Norris walked the CEO through every section of the transition plan draft that was distributed.
- Introduction
 - Councilmember Roberts suggested simplifying the 2nd sentence of the first paragraph “While the District has provided high quality service since its inception, when citizens incorporated the City of Shoreline in 1995, it was in large part to receive more efficient services for their tax dollars.” John Norris will make an attempt to simplify and share it with the CEO in the next draft.

- Commissioner Ransom suggested including the other City owned utilities in the introduction. The suggestion is to change the following sentence: “One way for the City to provide more efficient services includes unifying the wastewater utility with City operations” to read “One way for the City to provide more efficient services includes unifying the wastewater utility with City operations and other City operated utilities”.
- Commissioner Atkinson asked to change the meeting number noted from 18 to 17. John Norris clarified that the 18 meetings represent the meeting that we will be holding in January since the plan is dated February 2016.
- Councilmember McConnell suggested that staff change the number of meetings accordingly to the date the document is adopted. This was agreed by the CEO. Staff will be watching that in case any changes occur.
- Committee of Elected Officials (CEO)
 - Same comment an action regarding the number of meetings as in the Introduction section above.
- Value of the CEO
 - No changes
- Communication Plan
 - No changes
- Transition Plan Work Items and Policy Agreements

There was a discussion regarding the inclusion of the work plan as an addendum to this document. John Norris clarified that the work plan is a working document that is going to evolve and it will not necessarily reflect the final way that things are going to happen. The transition plan is a policy document and will not be changing. Debbie Tarry said that if we include a work plan as an addendum it will be noted as a draft.

Councilmember Roberts recommends putting together a draft work plan that can be reviewed by the CEO during the next meeting in January. At that point, the CEO can decide whether or not the plan should be included as an addendum to the transition plan. John Norris said that he will bring a draft plan to be reviewed by the January CEO meeting.

The following is a review of the sub-sections inside this section.

- Financial Policies
 - No changes
- Personnel Policies Issue Paper
 - No changes
- Budget and Capital Improvement Plan (CIP) Policies
 - No changes
- Facilities
 - No changes
- Financial Systems
 - Commissioner Atkinson mentioned concern about the fact that the City will change software prior to assumption. John Norris clarified that RWD will continue to use their own systems through assumption (bullet 3) and that the City will involve RWD staff through the configuration of the City’s system so we will be ready at the time of assumption.
 - Change bullet 8 to read “The City and District agree that the City, with District staff consultation, will implement utility billing issuance, billing

- collection, payment systems, and debt collection process based on this analysis prior to assumption.”
 - Add in bullet 7 the word “billing” before “collection” to match one of the changes made in bullet 8.
- Asset Management and Public Records policies
 - No changes
- Purchasing and Contracts Policies
 - Councilmember Roberts suggested adding a bullet about litigation consultation prior to assumption since we have not included that anywhere in the plan. John Norris will add a bullet to read “The District and the City agree to consult with each other on current, pending and forthcoming legal issues or litigation, if allowable, related to operation of the wastewater utility prior to assumption.”
 - Commissioner Atkinson suggested adding something about property and liability insurance provision. Debbie Tarry clarified that the only thing that needs to be coordinated are the claims under RWD insurance and how to transition that and what are the provisions for coverage, which is really another contract that needs to be addressed. No need to add a policy statement since it is another contract.
- Equipment, Furnishings and Fixtures Policies
 - No changes
- City Municipal Code and Utility Advisory Board
 - No changes
- Next Steps
 - Change the assumption day shown to October 23, 2017.
- John Norris will update the transition plan and will provide the CEO with an updated draft to be presented for review to the RWD Board during their January meetings.

The meeting adjourned at 10:24 am. The next CEO meeting will be the last CEO meeting and will be January 18, 2016 at 9:00 am. The CEO will officially cease after the transition plan is adopted.