

**Ronald Wastewater District and City of Shoreline  
Assumption Transition Committee of Elected Officials (CEO)  
February 12, 2016, 1:30 – 3:00 pm  
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; Lance Newkirk, Utilities and Operations Manager; 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, RWD Commissioner

**Welcome and Confirm Agenda**

- The meeting began at 1:35 pm with Commissioner Atkinson calling the meeting to order.

**Adoption of Draft Summary Notes of 12/17/15 CEO Meeting**

- The summary notes from the 12/17/15 meeting were approved unanimously.

**Jurisdictional Items/Issues to Share**

- Debbie Tarry announced the changes in the City of Shoreline Council. The new elected Mayor is Chris Roberts and the Deputy Mayor is Shari Winstead. Also, there is a new councilmember, Keith Scully, whom replaced councilmember Chris Eggen.
- Commissioner Atkinson announced the new RWD Commissioner, Chris Eggen and also added that the RWD Board elected her as the Chair of the Board.
- John Norris introduced the new Operations and Utility Manager, Lance Newkirk.

**Review of Assumption Transition Plan Amendments**

- John Norris distributed the Ronald Wastewater Assumption Transition Plan amended by the RWD Board. John Norris said that the changes proposed in pages 2, 4,5, 6 and 7 of the Assumption Transition Plan looked OK and suggested that instead of crossing out Dan Repp's name on page 2 to replace it with Lance Newkirk, the new Operations and Utility Manager. Councilmember McConnell suggested leaving Dan Repp's name in the document since he was part of the process during the transition plan development, this document has acknowledgements to the participants and no names should be changed.

- John Norris suggested to either keep it current, therefore changing all the names of positions that changed, or leave it with who was here during the development of the plan. There was a unanimous decision to not remove the name or change any names. All other changes through page 7 of the Assumption Transition Plan were unanimously approved by the CEO.
- John Norris walked the CEO through the major changes on page 20 of the Plan where it was proposed that the City Municipal Code and Utility Advisory Board section be amended to reflect that the City will draft a new Wastewater Code in consultation with the District and that the Board will review the final draft before adoption by the City Council.
- The second proposed change is that there will be a Wastewater Utility Advisory Board and that current District Commissioners could serve on the Board if they are willing to serve without compensation. The City right now has three standing Boards (Park Board, Library Board and Planning Commission) and does not compensate the commissioners on these boards.
- Commissioner Ransom asked if Board members will be reimbursed for attending special meetings. Debbie Tarry clarified that if it is requested by Council or City staff that a Board member attend an outside meeting, then the City will reimburse for mileage and other expenses. It was also stated that it would be very unusual for Board members to have to attend these types of meetings, as City staff would likely attend and present the information gathered to the Advisory Board.
- Councilmember McConnell made a motion to approve the amended Assumption Transition Plan with the suggested changes. Mayor Roberts second the motion, and the Motion passed unanimously.
- Mayor Roberts made a motion for the CEO to make a recommendation to the City Council and the RWD Board to approve the Assumption Transition Plan as amended. Councilmember McConnell second the motion. Motion passed unanimously.
- John Norris will be sending the CEO members a clean copy of the amended Assumption Transition Plan to share.
- Mayor Roberts offered to go to a RWD Board meeting, if the board desires, to talk about what the CEO did and the City's commitment to the assumption process. Debbie Tarry said that since the City is going to be actively working with RWD staff during the transition, the RWD General Manager will be able to provide frequent updates to the RWD Board. John Norris and Debbie Tarry will be happy to come periodically to provide an update to the RWD Board if the Board invites them if that is helpful.

#### **Review of Assumption Transition Work Plan**

- The CEO also quickly reviewed the Assumption Transition Work Plan.
- Commissioner Atkinson suggested to date-stamp the document so they can all keep track of the latest version.

The meeting was adjourned at 2:38 pm. This was the last scheduled CEO meeting. Meetings will be scheduled in the future if the need arises.