

AGENDA

Tuesday, March 06, 2012

5:30:00 PM

Meeting Sign in
Public Forum

Administrative

Additions/Adjustments to Agenda?

Handouts None

Minutes, Board Meeting, None

- | | | |
|---|--------------------------------------|-----------------|
| 1 | Engineers Report | Report |
| 2 | Vouchers | Ratify |
| 3 | District Goals, Mission, and Message | Discuss/Approve |
| 4 | 2008-2011 Revenue & Expense Analysis | Discussion |
-

Legal: Resolutions; Reports; Legal Matters

Resolutions for Board of Commissioner's Approval and Signatures:

Res 12-06; HRA/VEBA Contribution

Approve/Sign

Personnel:

Maintenance Report: February Report

Commissioners' Report:

General Manager's Report:

Public Comments:

Future Topics/City Report:

MEETINGS

RWD Board Meetings 5:30 p.m.
Feb 7, 21
Mar 6, 20
Apr 10, 25 (Wed)

WASWD Board 1:00 p.m.
Feb 27
Mar 26
Apr 23

MWPAAC 10:00 a.m.
Feb 22, 29? Bellevue City Hall
Mar 28 Bellevue City Hall
Apr 25 Bellevue City Hall

WASWD Sec IV 7:00 p.m.
Feb 20 -- Skyway
Mar 19 -- Shoreline WD
Apr 16 -- Yakima Conf.

	<u>CONFERENCES & WORKSHOPS</u>	
WASWD	Yakima, WA	4/11/2012 - 4/13/2012
WEF	St. Louis, MO	6/03/2012 - 6/06/2012
WASWD	Spokane, WA	9/19/2012 - 9/21/2012

Authorized Absence:

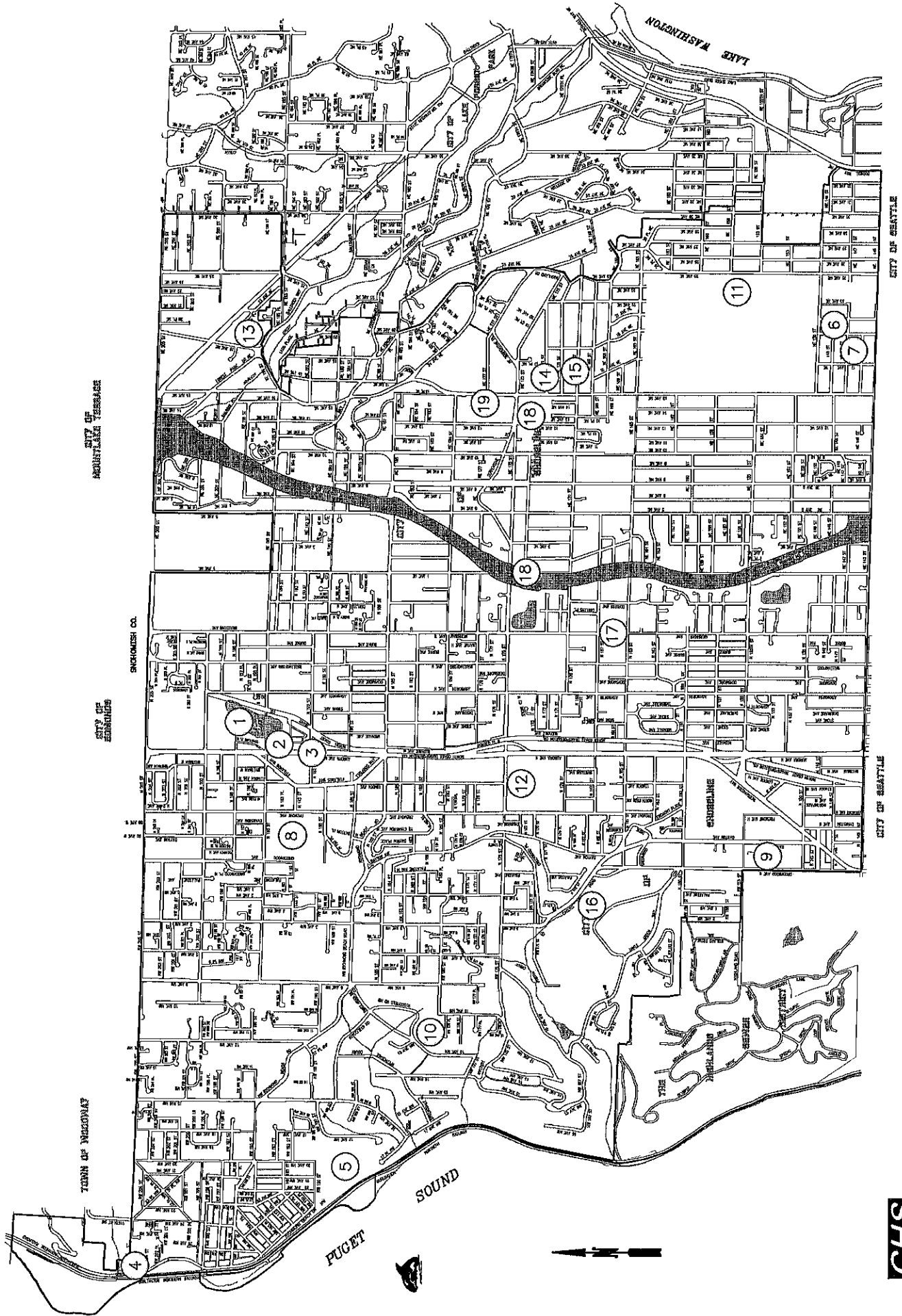
Agenda: 3/6/12

**Ronald Wastewater District Commissioners Meeting
Engineers Report
3/1/2012**

No.	START DATE	DATE	ITEM	STATUS	REPORT <i>See attached map for project location</i>
1.		3/6/12	Echo Lake Trunk	Active	Project is complete. 11 th month inspection due 3/1/12 is complete, no issues.
2.		3/6/12	Echo Lake Infiltration/ Inflow Study	Active No change	Interim report reviewed by staff. Final report will be completed after the next rainy season. Storm data required.
3.		3/6/12	COSH Aurora Ave Project	Active No change	Aurora phase 3A in construction up to 192 nd . Phase 3B is at 90% design, scheduled for construction summer 2012. District is proceeding with design of sewer.
4.		3/6/12	King Co. Portal 5 and 19	Active No change	King Co's contractor is using LS 13 to transfer flow to KCWW facilities.
5.		3/6/12	Saltwater Park LS 16	Active No change	Construction is complete. O&M manual is complete. 11 th month inspection due 10/21/12.
6.		3/6/12	Briarcrest 1 O&M CIP	Active No change	Project is complete. 11 th month inspection due 5/23/12. Locations: NE 148 th & 20 th Ave NE, 22 nd & 23 rd Ave & NE 150 th & NE 147 th
7.		3/6/12	Briarcrest 2 O&M CIP	Active No change	Project is complete. 11 th month inspection due 7/15/12. Locations: NE 147 th & 146 th & 145 th @ 17 th Ave NE.
8.	4/11/11	3/6/12	Kings School DE	Active No change	Plans approved, waiting for Pre-Con.
9.	5/17/11	3/6/12	Highland Crest DE	Active No change	Plans approved, waiting for Pre-Con.
10.		3/6/12	Westside Analysis	Active No change	Letter presented to Christie True, King County Executive Director of Dept of Natural Resources and Parks (9/21/11).
11.	11/29/10	3/6/12	Shorecrest High School DE	Active No Change	Pre-con was held 6/22/11. Project is in construction. Off site work is complete. District will inspect final side sewer connections when bldgs complete.

**Ronald Wastewater District Commissioners Meeting
Engineers Report
3/1/2012**

12.	8/23/11	3/6/12	Shorewood High School DE	Active	Night construction of side sewer in 175 th is done, no problems. No schedule for MH connection.
13.		3/6/12	Vision Hse /Jacob's Well DE	Active No change	Sewer construction is complete. Paving remains.
14.		3/6/12	North City 1 O&M CIP	Active	Construction started 11/28/11. Good progress. NE 172 :15 th Ave to 19 th Ave NE, NE 170 th :18 th Ave to 20 th Ave NE.
15.		3/6/12	North City 2 O&M CIP	Active	Construction started 2/20/12. NE 171 st :15 th Ave to 18 th Ave NE, NE 170 th :15 th Ave to 18 th Ave NE.
16.		3/6/12	Carlye Hall Road	Active No change	Project is in design phase. This project was submitted to 2012-Infrastructure-call for projects.
17.	8/9/11	3/6/12	166 th and Meridian Sewer Service	Active No change	Survey is complete. Pre-design report to follow. King County has estimated easement cost and District has responded.
18.	11/8/11	3/6/12	North City 3 O&M CIP	Active No change	In design. Esmt between NE 175 th & NE 174 th :I-5 to 4 th Ave NE, NE 175 th : 12 th to 15 th Ave NE.
19.	11/8/11	3/6/12	North City 4 O&M CIP	Active	In design. Esmt W of 15 th Ave NE: NE 180 th to NE 175 th . Contacting owners.



RONALD WASTEWATER DISTRICT

Government Unit: Ronald Wastewater District

Auditing Officer Certification (if board approves via meeting minutes): I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit and that I am authorized to authenticate and certify to said claim.

Signature *[Handwritten Signature]* Title _____ Date _____

Board of Commissioner's Approval: We the undersigned Board of Commissioners of Ronald Wastewater District to hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment.

Commissioners: (1) _____ (2) _____ (3) _____

Line	Claimant	Voucher No.	Amount	Description
1	ALL PHASE COMMUNICATION	0120160	2,272.13	SET UP NEW PHONE SERVICE-PO #95
2	APWA	0120161	159.00	2012 MEMBERSHIP MD
3	BIN LI	0120162	279.46	REFUND ACCT #020061
4	BUDGET SEWER	0120163	5,355.04	PMT #3 NORTH CITY 1
5	CITY OF EDMONDS	0120164	295.80	0212 ETP PROJECTS
6	CITY OF SEATTLE / SCL	0120165	392.04	0112-0212 LS 5 15
7	CITY OF SHORELINE	0120166	190,250.00	1ST QTR 2012 INTERLOCAL AGMT
8	CORELOGIC INC	0120167	144.73	0112 REAL ESTATE REPORTS
9	EASTSIDE PUBLIC SAFETY	0120168	338.03	0212 RADIO ACCESS FEE
10	FED EX	0120169	21.19	PWTF CKS TO OLYMPIA
11	FRONTIER	0120170	954.03	0212 PHONES SVC CALL INTERNET
12	HEALTH CARE AUTHORITY	0120171	15,041.88	0312 MEDICAL PREMIUM
13	KC FINANCE - SOLID WASTE	0120172	20.00	.15 TON DEBRIS - PO #9561
14	KC RECORDS & LICENSING	0120173	4,323.00	0212 RECORDING FEES
15	LANE POWELL	0120174	6,757.50	WA B & O TAX REFUND CLAIM #12
16	MANN'S WELDING	0120175	162.88	REMOVE BOX SUPPORTS-PO #9559
17	MYLES ARMSTRONG	0120176	314.77	REFUND ACCT #007870
18	NEXTEL COMM	0120177	434.31	0212 CELL PHONES
19	PREVAIL CREDIT UNION	0120178	1,455.00	0312 PR #1 DEDUCTIONS
20	PUGET SOUND ENERGY	0120179	153.64	0212 NATURAL GAS

Page Total: \$229,124.43

Government Unit: Ronald Wastewater District

Auditing Officer Certification (if board approves via meeting minutes): I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit and that I am authorized to authenticate and certify to said claim.

Signature  Title _____ Date _____

Board of Commissioner's Approval: We the undersigned Board of Commissioners of Ronald Wastewater District to hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment.

Commissioners: (1) _____ (2) _____ (3) _____

Line	Claimant	Voucher No.	Amount	Description
21	ROBERT RANSOM	0120180	116.00	0212 MILEAGE
22	SHARP BUSINESS SYSTEMS	0120181	52.10	0212 COPIER MAINTENANCE
23	SHORELINE WATER DISTRICT	0120182	194.90	1211-0112 LS 8 14 15
24	ST OF WA TREASURER/DEF CO	0120183	1,577.00	0312 PR #1 DEF COMP
25	TIGER DIRECT	0120184	507.08	LAPTOP COMPUTER-PO #9555
26	WATER ENVIRONMENT FED.	0120185	123.00	2012 MEMBERSHIP MD

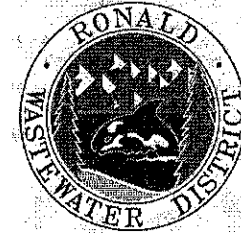
Page Total: \$2,570.08

Grand Total: \$231,694.51

Payroll

ACH Check Register

User: Louise
Printed: 03/01/2012 - 3:08 PM
Batch: 9-3-2012
Include Partial: No



Check Date	Check Number	Employee Name	Amount
03/09/2012	0	Charles Brooks	1,429.11
03/09/2012	0	Brian Carroll	98.12
03/09/2012	0	Shiao-Jen Chen	995.75
03/09/2012	0	Kim Chung	1,883.44
03/09/2012	0	Richard Davies	1,558.83
03/09/2012	0	Michael Derrick	3,228.37
03/09/2012	0	George Dicks	2,999.88
03/09/2012	0	Susan Fogarty	1,148.34
03/09/2012	0	Mark Fry	1,867.41
03/09/2012	0	Cindy James	1,449.15
03/09/2012	0	Doreen Lee	1,162.82
03/09/2012	0	Louise McDaniel	1,386.76
03/09/2012	0	Brent Proffitt	1,507.69
03/09/2012	0	Clayton Putnam	1,876.49
03/09/2012	0	Robert Ransom	188.15
03/09/2012	0	Jason Sharpe	1,323.23
03/09/2012	0	Allan Unger	1,715.75
03/09/2012	0	Arthur Wadekamper	68.12
		Total Employees: 18	Total: 25,887.41

Payroll

Payroll Deduction Register - Totals



User: Louise
 Printed: 03/06/2012 - 9:08 AM
 Check Date: None
 Period End: None
 Deductions: FED,FICA,FICAR,MEDI,MEDIR
 Batch 009-03-2012
 Check Type: Computer

		Amount
FED	EE - Fed Tax	3,909.69
FICA	EE - FICA	1,583.94
FICAR	ER - FICA	2,338.22
MEDI	EE - Medicare	546.86
MEDIR	ER - Medicare	546.86

Report Total: 8,925.57

Ronald Wastewater District Worksheet for Federal Tax & FICA Deposits

For Month of MARCH 2012, PR #1 Period 02/16/12 - 02/29/12
 Paid Date 03/09/12

EE Deduction	Fed Tax	3,909.69
	FICA - Social Security	1,583.94
	FICA - Medicare	546.86
		2,130.80
ER Contribution	FICA - Social Security	2,338.22
	FICA - Medicare	546.86
		2,885.08

For Tax Form 941 Online Transmittal & Payment:

TIN 91-6017214
 PIN # 5802
 Type 941
 Period 1st Qtr 2012
 Settlement Date The date assigned by IRS Date 03/12/12
 Payment Amount **8,925.57**

Social Security Amount	3,922.16
Medicare Amount	1,093.72
Total FICA Tax	5,015.88
Withholding Amount	3,909.69
	8,925.57

Date transmitted 06-Mar-12 initial: *HM*
 EFT Number confirmation attached

REMEMBER TO FAX KC REQUEST TO THE WASTEWATER FUNDS

RONALD WASTEWATER DISTRICT
Special Purpose District Formed Pursuant to RCW Title 57

Resolution No. 10-16

A Resolution of the Board of Commissioners of Ronald Wastewater District
Amending its Official Statement of the Missions, Values and Goals.

WHEREAS, the Board of Commissioners determined that it is appropriate for the Board to formally establish a statement setting forth the Mission of the District and the Values and Goals under which the District and its elected officials, staff and consultants will operate, and it did so with Resolution 04-23; and

WHEREAS, the Board of Commissioners at its Board Retreat of June 29, 2010, did amend the Mission Statement in order to more clearly focus on the District's sixty years of environmental stewardship and the amended Mission Statement is attached to this resolution and by this reference is incorporated herein.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Ronald Wastewater District that it hereby adopts the amended "Ronald Wastewater District Official Statement of Values and Goals" a copy of which is attached to this Resolution and by this reference is incorporated herein as if fully set forth in the body of this Resolution.

BE IT FURTHER RESOLVED by this Board of Commissioners that the "Ronald Wastewater District Official Statement of Values and Goals" shall be effective immediately upon the adoption of this Resolution

ADOPTED by the Board of Commissioners of Ronald Wastewater District this 20th day of July 2010.



President and Commissioner



Vice-President and Commissioner



Secretary and Commissioner

THE MISSION of Ronald Wastewater District is to provide safe, efficient, and reliable wastewater collection services.

WE VALUE:

- Our ratepayers and the responsibility they have entrusted to us.
- Providing a forum for our ratepayers.
- The environment and will apply good environmental stewardship and best management practices to protect and enhance the environment.
- The District's assets and will manage, protect, and maintain them for our ratepayers.
- A safe and healthy working environment for employees and the public.
- High ethical standards in all our dealings with the general public, staff, governmental agencies, consultants, and contractors.

GOALS:

- To listen and respond to our ratepayers with empathy.
- To maintain and operate the wastewater collection system effectively and efficiently through an ongoing preventive maintenance program using modern technologies.
- To achieve equitable rates by developing prudent fiscal policies.
- To provide education, training, and development for employees that will foster teamwork, creativity, and professionalism.
- To work cooperatively with local, state, regional, and federal agencies.
- To respond rapidly to emergencies, concerns, and problems.

RONALD WASTEWATER DISTRICT
A Special Purpose District Formed Pursuant to RCW Title 57

Resolution 12-06

**A Resolution of the Board of Commissioners of Ronald Wastewater District
Amending Section X, Benefits, of the Personnel Policy of Ronald Wastewater
District.**

WHEREAS, on February 14, 2006 at a regular meeting, the Board of Commissioners established by adopting Resolution 12-06 an "Health Reimbursement Account/Voluntary Employee Benefits Association" (HRA/VEBA) for the District's non-represented employees and Commissioners; and

WHEREAS, on December 20, 2011 Ronald Wastewater District adopted Resolution 2011-20, its Personnel Policy, in which the benefits offered by the District to employees and Commissioners are set forth in Section X, Benefits attached as Exhibit "A"; and

WHEREAS, all full-time regular employees have voted to have \$25.00 each month of their salary contributed to their HRA/VEBA account which would be an additional benefit offered to District employees. Now, Therefore,

BE IT RESOLVED, by the Board of Commissioners of Ronald Wastewater District that Section X, Benefits of the District's Personnel Policy shall be changed as shown in Attachment "A" and is hereby approved and adopted to show the addition of a \$25.00 per month contribution for District full-time regular employees.

ADOPTED by the Board of Commissioners of Ronald Wastewater District on February 21, 2012.

ATTEST

President/Commissioner

Secretary/Commissioner

Vice-President/Commissioner

I, the undersigned Secretary of the Board of Commissioners of Ronald Wastewater District, a municipal corporation of King County, Washington, CERTIFY that the preceding document is a true and correct copy of Resolution 12-06 duly adopted on February 21, 2012 at its regular meeting.

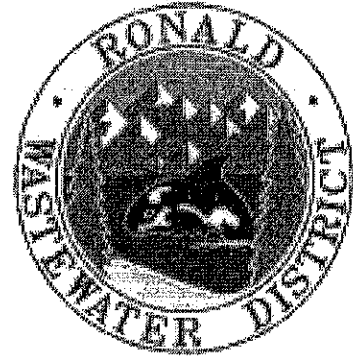
Secretary/Commissioner

Exhibit "A"

Health Reimbursement Arrangements/Voluntary Employees' Beneficiary Association (HRA/VEBA).

- 10.10 Contributions in Lieu of Medical Coverage. The District will allow HRA/VEBA eligible employees to opt out of the District's medical coverage. Any portion of the monthly medical premium allowance, as established by the Board, that is not used to pay monthly medical premiums shall be deposited, monthly, into the regular, full-time employee's HRA/VEBA account.
- 10.11 Excess Medical Premium Dollars. Any portion of the monthly medical premium allowance, as established by the Board, that is not used to pay monthly medical premiums shall be deposited, monthly, into the regular, full-time employee's HRA/VEBA account.
- 10.12 Contribution of Yearly Medical/Prescription Deductible is \$250 annually.
- 10.13 Mandatory employee contributions (no individual elections permitted). The Employer shall change the group's compensation package such that eligible employees shall receive additional benefits in the form of HRA/VEBA Plan contributions equal to \$25.00 each month which shall be calculated and contributed on a monthly basis and the employees' salary shall be reduced in an equal amount. Such contributions shall be made on behalf of all group employees defined as eligible and shall be considered and referred to as "Employer contributions."

MEMORANDUM



Date: March 2, 2012

To: Board of Commissioners
Mike Derrick, General Manager

From: George Dicks, Maintenance Manager

Subject: Maintenance Report - February 2012

Maintenance Section is providing the monthly report for your review. The monthly report shows work accomplishments done during February and the March planned maintenance. February information includes the District flows to the Edmond's Treatment Plant, the weather station information, and the February FOG report.

February Tasks

<u>Maintenance</u>	<u>February Work Units</u>	<u>YTD Work Units Through February</u>	<u>YTD Planned Through February</u>
Manhole Inspection	330 Ea.	673	688
TV Inspection	12,971 Lin.Ft.	16,902	14,586
Pipeline Cleaning			
* General	37,147 Lin.Ft.	76,169	45,074
* Problem Lines - General	7,608 Lin Ft.	7,608	10,349
Pump Stations/Grinder Pumps			
* Pump Station Inspection	64 Ea.	121	126
* Pump Station - Maintenance	5 Hrs.	36	62
* Pump Station - Grounds	0 Hrs.	21	26
Physical Plant Maintenance			
* Vehicle Maintenance	39 Hrs.	92	72
* Building Maintenance	70 Hrs.	207	138
* Landscape Maintenance	5 Hrs.	33	50
Other Work			
* MMIS Data Entry	18 Hrs.	70	98
* Utility Locates	156 Ea.	264	354
* Billing Help	18 Hrs.	43	46
* Side Sewer - Rodding	4 Ea.	5	4
* Side Sewer - Clean Out Install	2 Ea.	3	3
* FOG Administration	38 Ea.	53	52
* Rodent Control	15 Ea.	85	91

Highlights

1. Utility locates, general pipeline cleaning, general problem line cleaning, TV inspection, pump station maintenance and general building maintenance comprised the majority of the work this month.
2. Crews installed two (2) clean outs and rodded the side sewers to clear roots. One root problem was in the District stub, the other was private problem.
3. Maintenance personnel used 79 hours of vacation & sick leave this month.

<u>Planning and Development</u>	<u>February Work Units</u>	<u>YTD Work Units Through February</u>	<u>YTD Planned Through February</u>
Customer Service	30 Ea	57	66
Programming	15 Hrs	30	28
IT Office Support	41 Hrs	81	90
Data Control	0 Hrs	48	106
Permit Inspection	9 Ea	16	22
Field Checks	3 Ea	6	8
Misc. Admin Errand	6 Hrs	17	20
GIS	14 Hrs	72	126
Meeting	13 Hrs	25	14
Map Work	25 Hrs	64	66
Permit Issuance	15 Ea	19	22
Misc. Document Creation	7 Ea	16	22
General Research	9 Hrs	19	44
Training	0 Hrs	0	10

Highlights

- Fifteen (15) sewer permits were issued in February.
- Nine (9) installations/repairs were completed and inspected.
- Eleven (11) Certificates of Sewer Availability were issued this month.

March Work

<u>Maintenance</u>	<u>Unit of Measure</u>	<u>Labor Hours</u>
Manhole Inspection	299 Ea.	48
TV Inspection	6,300 Lin.Ft.	72
Pipeline Cleaning		
* Problem Line Cleaning - General	12,000 Lin.Ft.	72
* Problem Line Cleaning - Grease	7,800 Lin Ft.	36
* General	10,500 Lin Ft	64

March Planned Work (cont.)

<u>Maintenance</u>	<u>Unit of Measure</u>	<u>Labor Hours</u>
Pump Stations/Grinder Pumps		
* Pump Stations- Inspection	67 Ea	48
* Pump Stations - Maintenance	12 Hr.	12
Physical Plant Maintenance		
* Grounds Maintenance	21 Hrs.	21
* Building Maintenance	34 Hrs.	34
* Vehicle Maintenance	16 Hrs.	16
Other Work		
* MMIS Data Entry	26 Hrs.	26
* Utility Locates	129 Ea.	80
* Billing Help	30 Hrs.	30

<u>Planning & Development</u>	<u>Unit of Measure</u>	<u>Labor Hours</u>
Customer Service	33 Ea	46
Programming	13 Hrs	13
IT Office Support	32 Hrs	32
Data Control	45 Hrs	45
Permit Inspection	53 Ea	32
Field Checks	4 Ea	4
Misc. Admin Errand	10 Hrs	10
GIS	37 Hrs	37
Meeting	7 Hrs	7
Mapping	33 Hrs	33
Permit Issuance	11 Ea	12
Misc. Document Creation	11 Ea	13
General Research	22 Hrs	22
Training	5 Hrs	5

RONALD WASTEWATER DISTRICT

Fog Program Report

February 2012

Day	Inspections	New Account	Notice of Defect (Install Req'd)	1st Violation	2nd Violation (\$250.00)	3rd Violation (\$500.00)	In Compliance
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15	6			1			5
16	9			2			7
17	9			3			6
18							
19							
20							
21							
22							
23	8			2			6
24	6						6
25							
26							
27							
28							
29							
TOTAL	38			8			30