

# AGENDA

Tuesday, September 10, 2013

5:30:00 PM

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**Public Comment: 3 min for public; 5 min for agency rep.  
Additions or Adjustments to Agenda?**

Handouts: No Handouts This Meeting.

Minutes, Board Meeting, August 13, August 27 Final

1	Engineers Report	Report
2	Vouchers	Ratify
3	Additional Scope & Cost of Regional Utility Study	Motion to Approve
4	Adjust Location, Date, Time of 9/24 Board Meeting	Discuss/Approve

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## Legal: Resolutions; Reports; Legal Matters

Resolutions for Board of Commissioner's Approval and Signatures:

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**Personnel:**

**Maintenance Report:** August Monthly Report; Grismore Claim Update

**Commissioners' Report:**

**General Manager's Report:**

**Future Topics/City Report:**

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### MEETINGS

<b>RWD Board Meetings 5:30 p.m.</b>
Sept 10, 24 Adjust?
Oct 8, 22

<b>WASWD Board 1:00 p.m.</b>
Aug 26
Sept @ Conf
Oct 23

<b>WASWD Sec IV 7:00 p.m.</b>
Aug 19
Sept @ Conf
Oct 21

<b>MWPAAC 10:00 a.m.</b>
Aug 28

	CONFERENCES & WORKSHOPS	
1) WASWD Fall Conf	Pasco, WA	09/25-09/27/2013
2) WSRMP	San Antonio, TX	10/7-11/2013
3) WEF Util Management	Savannah, Georgia	02/25-28/2014
4) WEF Collection System	Baltimore, Maryland	03/11-14/2014

Authorized Absence:

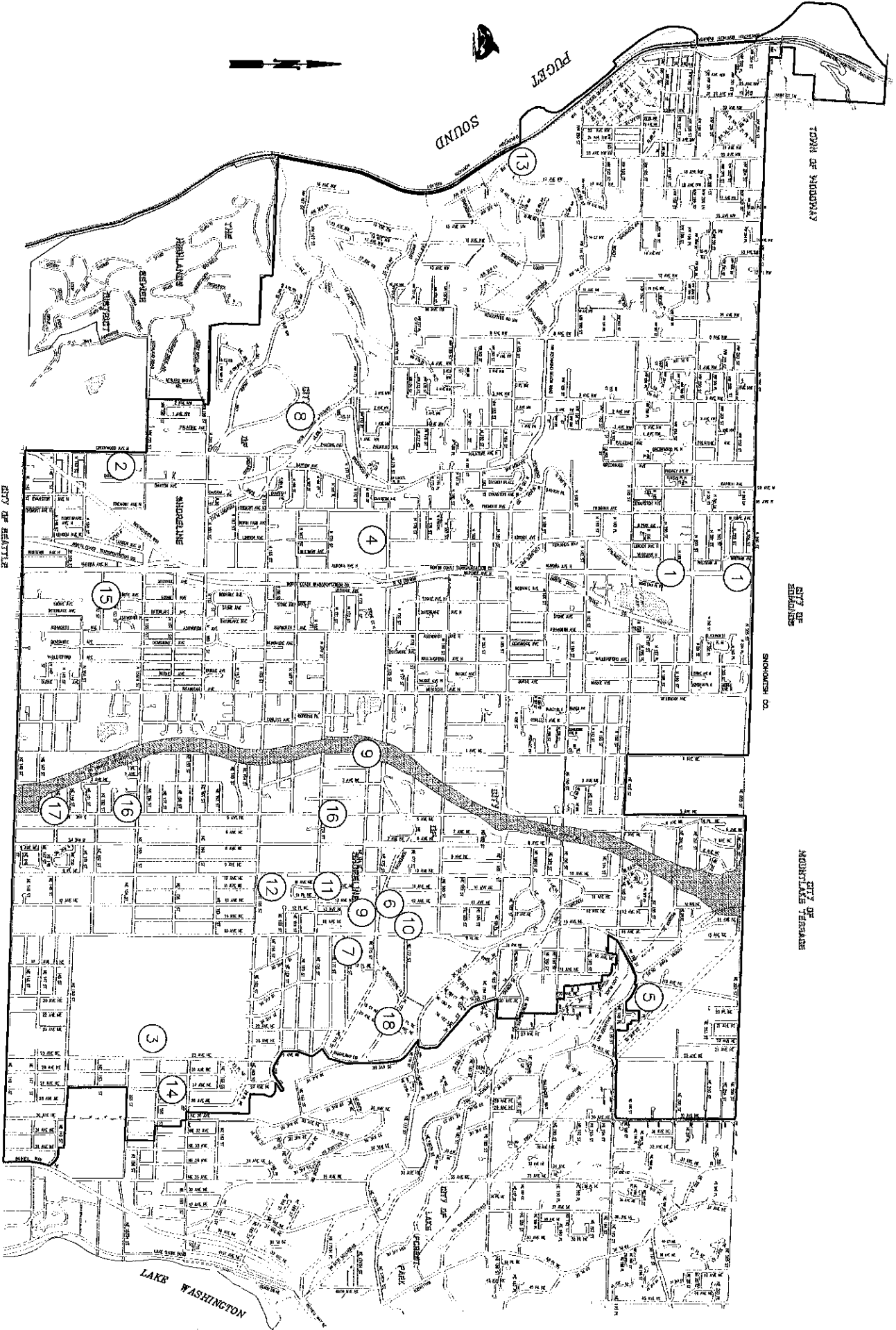
Agenda: 9/10/13

**Ronald Wastewater District Commissioners Meeting  
Engineers Report  
9/6/2013**

No.	START DATE	DATE	ITEM	STATUS	REPORT <i>See attached map for project location</i>
1.	RWD SR99 12/20/11	9/10/13	COSH Aurora Ave Project	Active	COSH Aurora Phase 3B City rejects bids – too costly. Bid again later. 192 <sup>nd</sup> to 205 <sup>th</sup> . RWD SR99 project complete. 11 <sup>th</sup> month inspection completed no problems.
2.	5/17/11	9/10/13	Highland Crest DE	Active	Pre-con 8/28/13. Construction started 9/3/13. Manhole in Greenwood completed.
3.	11/29/10	9/10/13	Shorecrest High School DE	Active No change	Project is in construction. Off site work is complete. District will inspect final side sewer connections and manholes when bldgs complete.
4.	8/23/11	9/10/13	Shorewood High School DE	Active	Project final inspection 8/28/13, minor corrections to make.
5.		9/10/13	Vision Hse /Jacob's Well DE	Active No change	Sewer construction is complete. Paving remains.
6.	10/25/12	9/10/13	North City Family Apts DE	Active No change	Construction started 12/19/12. Manhole H4113 installed. Fitment issues w/ manhole on 175 <sup>th</sup> . 165 units
7.		9/10/13	North City 2 O&M CIP	Active	11 <sup>th</sup> month inspection completed. Items to fix and project will be removed from report. 1569 NE 170 <sup>th</sup> backyard, driveway & Street.
8.		9/10/13	Carlyle Hall Road	Active No change	Project is in design hold.
9.	11/8/11	9/10/13	North City 3 O&M CIP	Active	Esmt between NE 175 <sup>th</sup> & NE 174 <sup>th</sup> : 1-5 to 4 <sup>th</sup> Ave NE, 12 <sup>th</sup> Ave NE: 175 <sup>th</sup> to NE 172 <sup>nd</sup> , 13 <sup>th</sup> Ave NE: NE 170 <sup>th</sup> to NE 171 <sup>st</sup> , 15 lots: misc locations. Construction progressing well 85% complete.
10.	11/8/11	9/10/13	North City 4 O&M CIP	Active No change	Esmt W of 15 <sup>th</sup> Ave NE: NE 180 <sup>th</sup> to NE 175 <sup>th</sup> . Most esmts have been identified; one remains to be obtained from owners.
11.	11/6/12	9/10/13	11 <sup>th</sup> Ave NE Hyd CIP 1	Active	Project is in pre-design. HWA is doing geotech report. CHS has reviewed report and returned for finalizing.

**Ronald Wastewater District Commissioners Meeting  
Engineers Report  
9/6/2013**

<b>12.</b>		9/10/13	NE 170 <sup>th</sup> Str. Hyd CIP 2	Active	Project is in pre-design. HWA is doing geotech report. CHS has reviewed report and returned for finalizing.
<b>13.</b>		9/10/13	LS 17 & Appurt	Active No change	Project is in design hold.
<b>14.</b>	8/12	9/10/13	Basin 21	Active No change	This basin has 20,000 ft of abandon line. District met with SPU on 2/4/13 and discussed ownership of line. SPU will look at their files and get back to RWD.
<b>15.</b>	2/4/13	9/10/13	152 <sup>nd</sup> St. Star Apts DE	Active	Project is ready to schedule pre-con meeting. 129 units
<b>16.</b>	3/12/13	9/10/13	Ridgecrest 1 O&M CIP	Active No change	5 <sup>th</sup> Ave NE: NE 152 <sup>nd</sup> to NE 145 <sup>th</sup> Project is in design.
<b>17.</b>	3/12/13	9/10/13	Ridgecrest 2 O&M CIP	Active No change	5 <sup>th</sup> Ave NE: NE 174 <sup>th</sup> to NE 170 <sup>th</sup> & NE 155 <sup>th</sup> to NE 152 <sup>nd</sup> . Project is in design.
<b>18.</b>	4/10/13	9/10/13	Alston Heights DE	Active	Construction started 9/4/13. Manhole set in existing sewer main.



**RONALD WASTEWATER DISTRICT**  
ENGINEERS REPORT PROJECT LOCATIONS 8-02-13

CITY OF SEATTLE

CITY OF SEATTLE

CITY OF SEATTLE

SHOENHUT CO.

CITY OF SEATTLE

LAKE WASHINGTON

PUGET SOUND

PUGET SOUND

TOWN OF SANDWAY

**Ronald Wastewater District  
MEMORANDUM**

**TO:** Board of Commissioners

**FROM:** Michael U. Derrick

**DATE:** September 5, 2013

**SUBJECT:** Voucher to be paid : September 10, 2013

**The total amount of all Vouchers to be paid is \$ 347,420.20**

	Voucher Number		Amount
	From	To	
Accounts Payable Voucher	0130704	0130735	\$307,500.25
ACH Payroll Vouchers			\$ 28,775.25
Payroll Taxes			\$ 11,144.70
St. of WA, DOR, Excise Tax (2nd PR only)			
		<b>TOTAL</b>	<b><u>\$ 347,420.20</u></b>



# Special District Voucher Approval Document

Scheduled Payment Date: 09/10/2013  
 Total Amount: \$307,500.25  
 Control Total: 32  
 Payment Method: WARRANT

District Name: Ronald Wastewater District  
 File Name: AP\_ROMNWATER\_APSUPINV\_20130904094849.csv  
 Fund #: 115250010

### CONTACT INFORMATION

Preparer's Name: Cindy James

Email Address: Finance@ronaldwastewater.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

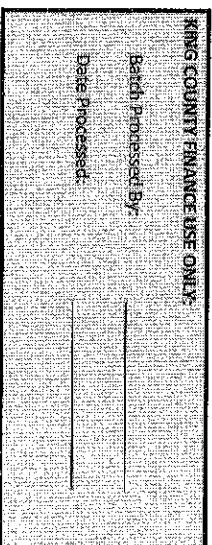
Authorized District Signatures for Payment of Claims (Auditing Officer(s) or Board Member(s)):

<i>Michael D. Swick</i>	09/05/13		
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

### SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
 Attn: Special Districts  
 401 5th Avenue, Room 323  
 Seattle, WA 98104

Email: [SpecialDist.AP@kingcounty.gov](mailto:SpecialDist.AP@kingcounty.gov)  
 Fax: (206) 263-3767





# Special District Voucher Approval Document

District Name: Ronald Wastewater District

File Name: AP\_ROMWATER\_APSUPINV\_20130904094849.CSV

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BUDGET SEWER			130704	09/10/2013	\$64,318.78	PMT #4 N CITY 3 CIP
CASCADE MACHINERY & ELECTRIC			130705	09/10/2013	\$449.72	SAFETY VALVE LS 3-PO #9810
CDW GOVERNMENT			130706	09/10/2013	\$1,002.80	WINDOWS 2011 LICENSES-PO #9804
CITY OF SEATTLE / SCL			130707	09/10/2013	\$1,349.71	07-0813 LS 5 14 15 OFFICE
CITY OF SHORELINE			130708	09/10/2013	\$196,000.00	3RD QTR 2013 INTERLOCAL AGMT
CORRECT EQUIPMENT			130709	09/10/2013	\$176.65	GRINDER PUMP-STATOR PO #9807
COSTCO RETAIL SERVICE			130710	09/10/2013	\$332.21	MISC SUPPLIES - PO #3433
FRONTIER			130711	09/10/2013	\$1,222.97	0813 OFFICE LS INTERNET
HARBORSTONE CREDIT UNION			130712	09/10/2013	\$1,280.00	0913 PR #1 DEDUCTIONS
HARRIS FORD			130713	09/10/2013	\$369.01	CLUTCH #121 TAILGATE #277-PO #9808 9813
HEALTH CARE AUTHORITY			130714	09/10/2013	\$14,960.63	0913 MEDICAL PREMIUM
HOME DEPOT			130715	09/10/2013	\$53.20	MISC SUPPLIES - PO #9814
KC RECORDS & LICENSING			130716	09/10/2013	\$2,076.00	0813 RECORDING FEES
LANE POWELL			130717	09/10/2013	\$1,178.00	WAST B & O TAX REFUND CLAIM #26
LINCOLN TOWING ENTERPRISES			130718	09/10/2013	\$180.68	TOW VEH 121 TO HARRIS FORD-PO #9812
NEW YORK TIMES			130719	09/10/2013	\$32.40	0913 NY TIMES
NEXTEL COMM			130720	09/10/2013	\$210.65	0813 CELL PHONES
NW NEW CONST & EXCAVATING			130721	09/10/2013	\$11,816.28	SIDE SWR REPAIR 19247 18 NE-PO #9805
OFFICE DEPOT CREDIT PLAN			130722	09/10/2013	\$153.57	MISC SUPPLIES - PO #3431 3435
O'REILLY AUTOMOTIVE INC.			130723	09/10/2013	\$107.10	CLUTCH SWITCH DEGREASER-PO #9811
PERSONNEL CONCEPTS			130724	09/10/2013	\$214.85	L & I POSTERS-PO #9809
PITNEY BOWES SUPPLIES			130725	09/10/2013	\$96.54	POSTAGE METER SUPPLIES-PO #3436
PROMOTIONS NOW			130726	09/10/2013	\$2,849.94	2013 CELEBRATE SHORELINE-PO #3434
RACHELE WEILER			130727	09/10/2013	\$104.94	REFUND VISA PMT
ROBERT RANSOM			130728	09/10/2013	\$117.52	0813 MILEAGE
RWD PETTY CASH			130729	09/10/2013	\$1,000.00	INCREASE BALANCE
SHARP BUSINESS SYSTEMS			130730	09/10/2013	\$36.67	0813 COPIER MAINTENANCE
SHORELINE FIRE DEPT			130731	09/10/2013	\$1,550.93	07-0813 FUEL-PO#9806
SHORELINE WATER DISTRICT			130732	09/10/2013	\$670.50	06-0713 LS 8 14 15
ST OF WA TREASURER/DEF COMP			130733	09/10/2013	\$1,563.00	0913 PR #1 DEF COMP
WASWD			130734	09/10/2013	\$1,900.00	REGISTRATION-MD RR AW AL-PO#3432
WORK CLINIC			130735	09/10/2013	\$125.00	DOT SCREENS AU JS

# Payroll

## Deduction Register - Totals Only

User: Imodaniel  
 Printed: 9/4/2013 - 8:37 AM  
 Check Date Range: All  
 Period End Range: All  
 Batch Info: Computer Batch 00010.09.2013  
 Deductions: FED, FICA, FICAR, MEDI, MEDIRTotals Only

	Amount
FED: EE - Fed Tax	4,610.52
FICA: EE - FICA	2,647.84
FICAR: ER - FICA	2,647.84
MEDI: EE - Medicare	619.25
MEDIR: ER - Medicare	619.25
Report Total:	11,144.70

### Ronald Wastewater District

### Worksheet for Federal Tax & FICA Deposits

For Month of	<u>September 2013, PR # 1</u>	Period	<u>8/16/13 - 8/31/13</u>
		Paid Date	<u>09/10/13</u>
<b>EE Deduction</b>	Fed Tax		<b>4,610.52</b>
	FICA - Social Security		2,647.84
	FICA - Medicare		619.25
			<b>3,267.09</b>
<b>ER Contribution</b>	FICA - Social Security		2,647.84
	FICA - Medicare		619.25
			<b>3,267.09</b>

For Tax Form 941 Online Transmittal & Payment:			
TIN	91-6017214		
PIN #	5802		
Type	941		
Period	3rd Qtr 2013		
Settlement Date	The date assigned by IRS	Date	<u>09/11/13</u>
Payment Amount	<b>11,144.70</b>		
Social Security Amount			6,295.68
Medicare Amount			1,238.50
Total FICA Tax	1-00-98-1010-230-20		<b>6,534.18</b>
Withholding Amount	1-00-98-1010-230-10		<b>4,610.52</b>
			11,144.70
Date transmitted	<u>05-Sep-13</u>	initial:	<i>LM</i>
EFT Number	<u>confirmation attached</u>		

**REMEMBER TO FAX A REQUEST TO TRANSFER FUNDS**



# Payroll

## ACH Check Register

User: 'Imcdaniel'  
Printed: 09/03/2013 - 4:19PM  
Batch: 10-9-2013  
Include Partial: FALSE

Check Date	Check Number	Employee No	Employee Name	Amount
09/10/2013	0	Broo01	Charles Brooks	1,611.33
09/10/2013	0	Carr01	Brian Carroll	421.12
09/10/2013	0	Chen01	Shiao-Jen Chen	1,030.59
09/10/2013	0	Chun01	Kim Chung	2,092.53
09/10/2013	0	Davi01	Richard Davies	1,616.02
09/10/2013	0	Derr01	Michael Derrick	3,211.52
09/10/2013	0	Dick01	George Dicks	2,821.70
09/10/2013	0	Foga01	Susan Fogarty	1,239.41
09/10/2013	0	Fry01	Mark Fry	2,129.15
09/10/2013	0	Jame01	Cindy James	1,559.31
09/10/2013	0	Lind01	Arnold Lind	410.10
09/10/2013	0	Matt01	Richard Matthews	421.12
09/10/2013	0	McDa01	Louise McDaniel	1,635.02
09/10/2013	0	Prof01	Brent Proffitt	1,636.06
09/10/2013	0	Putn01	Clayton Putnam	1,950.87
09/10/2013	0	Rans01	Robert Ransom	261.35
09/10/2013	0	Robi01	Sandra Robinson	605.09
09/10/2013	0	Shar01	Jason Sharpe	1,926.62
09/10/2013	0	Unge01	Allan Unger	2,015.79
09/10/2013	0	Wade01	Arthur Wadekamper	180.55
Total Employees:			20	Total: 28,775.25

# MEMO

Ronald Wastewater District

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**TO:** Board of Commissioners  
**FROM:** Michael U. Derrick  
**DATE:** Friday, September 6, 2013  
**SUBJ:** Agenda Item 3:  
Regional Study Presentation

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Commissioners:

Attached is a draft resolution approving the additional expenditure of up to \$5,207.50 for FCSGroup and CHS Engineers to prepare and present the results of the findings of the regional utility study.

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

**Resolution 13-??**

**A Resolution Approving The Costs to Prepare and Present the Findings of the Study of a Regional Water/sewer Utility for Northwest King County.**

**WHEREAS**, Shoreline Water District (SWD), as the lead agency, entered into contracts with FCS Group and CHS Engineers to conduct the study of a regional water/sewer utility in northwest King County; and

**WHEREAS**, Ronald Wastewater District ("RWD") and SWD entered into an Interlocal Agreement ("ILA") on April 9, 2013 to conduct a study at a total cost not-to-exceed \$78,000, and the project cost to date is \$73,337.94, which cost is to be equally paid for by RWD and SWD, and which leaves \$4,662.06 unspent but which did not include the costs to present the findings of the study; and

**WHEREAS**, the not-to-exceed costs to prepare and present the findings of the study, which costs are to be equally paid for by RWD and SWD, and which are presented below, are:  
FCSGroup: \$1,785 (presenation)  
CHS Eng: \$8,630 (powerpoint development and presentation); and

**WHEREAS**, FCS Group and CHS Engineers have completed the study and now are proposing to present the findings of the study at two public meetings at SWD, one meeting on September 23, 2013 at 6:30 p.m. and the other meeting on October 14, 2013 at 6:30 p.m. by means of a powerpoint presentation.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Commissioners that the District authorizes the expenditure of up to \$892.50 for presentation of the findings of the study by FCSGroup, and up to \$4,315.00 for preparation and presentation of the findings of the study by CHS Engineers, for a total cost to RWD not-to-exceed \$5,207.50.

ADOPTED by the Board of Commissioners of Ronald Wastewater District on September 10, 2013 at a regular meeting held at 5:30 p.m. at the District's office.

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Robert L. Ransom, Secretary  
Commissioner, Position 1

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Arthur L. Wadekamper, President  
Commissioner, Position 2

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Brian T. Carroll, Vice President  
Commissioner, Position 3

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Richard P. Matthews,  
Commissioner, Position 4

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Arnold H. Lind,  
Commissioner, Position 5

ATTEST:

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 13-??** of the District, duly adopted by the Board of Commissioners on September 10, 2013 at a regular meeting.

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Robert L. Ransom, Secretary  
Commissioner, Position 1

## Shoreline Water District and Ronald Wastewater District

Prepare and present at two public meetings the findings of the “Study to Compare the Costs to Provide Water and Sewer Services North of 145<sup>th</sup> Street and West of 55<sup>th</sup> Avenue NE in King County Either as a Single Regional Utility or as Separate Utilities.”

Shoreline Water District (SWD) and Ronald Wastewater District (RWD) have paid for a study to review the costs of the existing utilities versus a single regional utility for ratepayers/citizens located north of 145<sup>th</sup> Street and West of 55<sup>th</sup> Ave NE in King County. The current service providers located and serving within this area are:

1. Highlands Sewer District (HSD) - sewer
2. The Highlands Water Association - water
3. City of Lake Forest Park (CLFP) - sewer
4. Lake Forest Park Water District (LFPWD) - water
5. Northshore Utility District (NUD) – water and sewer
6. Ronald Wastewater District (RWD) - sewer
7. Seattle Public Utilities (SPU) – water
8. Shoreline Water District (SWD) – water
9. Olympic View Water and Sewer District – water and sewer

The findings of the study would be presented to the two Boards<sup>1</sup> of Commissioners, interested agencies and other members of the public at two meetings, September 23, 6:30 pm and October 14, 6:30 pm, both at the Administrative Office of Shoreline Water District.

## Schedule and Budget

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The original cost estimate was not-to-exceed \$35,200 for- FCS Group and \$42,800 for- CHS Engineers. To date, Shoreline Water District has received invoices for \$35,200 for FCS Group and \$38,137.94 for CHS Engineers.

The budget for the proposed additional work of preparing and presenting the study findings is: FCS Group: not to exceed \$1,785 for presenting at two meetings; CHS Engineers: not to exceed \$8,630 to prepare the study findings and presenting at two meetings. The study findings will be delivered as a powerpoint presentation on the above two dates.

Each firm will contract separately with Shoreline Water District for their respective not to exceed budget amounts, but will collaborate and work together on this study as noted under Study Management.

Shoreline Water District  
Phase II Budget Estimate  
Governance Alternatives Presentation Meetings  
Prepared September 3, 2013 by N.F. & S.C.

**Phase II - General Scope of Services - CHS Engineers**

	Project Manager	Engineer	Tech	Admin	Total Time	Total \$'s	Comments
Review PowerPoint slides (and add content where applicable) for Board of Commissioners meeting.	\$150.00	\$111.00	\$100.00	\$70.00			
Present study information using prepared PowerPoint slideshow at joint Board of Commissioners meeting on September 23rd, 2013.	6.00	12.00	0.00	0.00	18.00	\$ 2,292.00	Assumes marketing professional will develop graphics and appearance of slides.
Meeting with SWD/RWD managers to adjust presentation for all participants meeting. Adjust presentation per meeting requirements.	4.00	4.00	0.00	0.00	8.00	\$ 1,084.00	
Present study information using prepared PowerPoint slideshow at meeting with representatives from all utilities during October (or other selected date)	6.00	8.00	0.00	0.00	14.00	\$ 1,848.00	
<b>Project Administration, Management &amp; Communications</b>							
<b>Phase II - Total Hours :</b>	<b>26.00</b>	<b>30.00</b>	<b>0.00</b>	<b>2.00</b>	<b>58.00</b>	<b>\$ 7,630.00</b>	
<b>Phase II - Total Dollars :</b>	<b>\$ 4,160.00</b>	<b>\$ 3,330.00</b>	<b>\$ -</b>	<b>\$ 140.00</b>		<b>\$ 8,630.00</b>	*Expenses include cost to produce PowerPoint handouts for meetings.
<b>Expenses</b>							

Per Scott, on 9/6, assume 4 hours per additional meeting. Scott only, for any meetings beyond the original two. Travel cost is \$25/meeting. Therefore, each additional meeting is \$665 up to 5 additional meetings

Shoreline Water District  
Phase II Budget Estimate  
Governance Alternatives Presentation Meetings  
Prepared 9/1/2013 by DF

**Phase II - General Scope of Services - FCS Group**

	Project Manager	Total \$'s
Review PowerPoint slides (and add content where applicable) for Board of Commissioners meeting.	\$755.00	
Present study information using prepared PowerPoint slideshow at joint Board of Commissioners meeting on September 23rd, 2013.	3.00	765.00
Present study information using prepared PowerPoint slideshow at meeting with representatives from all utilities during October (or other selected date)	4.00	1,020.00
Additional meetings as necessary - 4 at 4 hours each	16.00	4,080.00
<i>Project Administration, Management &amp; Communications</i>		
	<b>23.00</b>	
Phase II - Total Hours :		
	\$ 5,865.00	\$ 5,865.00
Milage at \$18/meeting		\$ 108.00

# MEMO

Ronald Wastewater District

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**TO:** Board of Commissioners  
**FROM:** Michael U. Derrick  
**DATE:** Friday, September 6, 2013  
**SUBJ:** Agenda Item 4.  
Adjust Location, Date, and Time of 9/24 Board Meeting

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Commissioners:

Due to the WASWD Fall Conference that starts early on Wednesday, September 25, some of us will be leaving Tuesday afternoon for the conference and will not be available for Tuesday night Board meeting. The practice of the Board has been to adjust the Tuesday evening meeting so that all can be in attendance and to accommodate travel to the conference.

I recommend that the Board adjust its regular Tuesday night meeting to **Monday, September 23, 5:00 p.m., at Shoreline Water District.**

Adjusting the meeting will accomplish the following:

- It will allow for full attendance of the Board at the meeting;
- It will allow for a timely departure and arrival to participate in all WASWD Fall Conference events;
- The Commissioners of both Districts will hold a special joint meeting to view a presentation of the results of the FCSGroup / CHS study;
- Shoreline Water District will provide a tour of the new facility and provide dinner for the commissioners.

A motion approving the change in meeting date, time, and location is needed.