

**CITY OF BELLEVUE  
ENVIRONMENTAL SERVICES COMMISSION  
MINUTES**

Thursday, October 4, 2007  
6:30 P.M. Regular Meeting

Bellevue City Hall  
450 110<sup>th</sup> Ave. NE  
Conference Room 1E-112

**PRESENT:** Commissioners Carter, Helland, Larrivee, Mahon, and Roberts

**ABSENT:** Commissioners Rogers and Kovoor

**STAFF:** Nav Otal, Patricia Burgess, Jennifer Rodgers, Anne Weigle, Wes Jorgenson, Bob Brooks

**OTHERS:** Mike Brent, Cascade Water Alliance, Kelly O'Rourke, Water Resources Planner, HDR, and Virginia Garcia, transcriber

**1. CALL TO ORDER**

Vice Chair Helland called the meeting to order at 6:37 PM.

**2. ORAL COMMUNICATIONS – None**

**3. APPROVAL OF AGENDA**

Commissioner Roberts moved approval of the agenda. Commissioner Larrivee seconded. Motion passed unanimously.

**4. WATER CONSERVATION GOALS PUBLIC HEARING**

Patricia Burgess introduced the topic, Mike Brent from the Cascade Water Alliance, and Kelly O'Rourke, Water Resource Planner, HDR. Ms. O'Rourke gave a PowerPoint presentation on Bellevue's Proposed Water Conservation Goals. She stated that the purpose of the meeting was to provide an opportunity for Bellevue's customers and the public to comment on Bellevue's proposed water conservation goal. Bellevue must set the water conservation goal by January 22, 2008, per Washington State's new Water Use Efficiency Rule, which the ESC has previously been briefed on. The City must establish the Goal through a public process. The ESC is the venue the City is using for that public process. Bellevue provided a Public Briefing Document to support this process. Ms. O'Rourke stated that her presentation would cover the following:

- An overview of Water Sales and Sources of Supply,
- Bellevue's Water Conservation History,
- Proposed Water Conservation Goal,

- Proposed 2008-2013 Water Conservation Program that supports the Goal.
- A comparison of Current savings and Proposed savings and
- Next Steps; what happens after the meeting.

Ms. O'Rourke provided an overview of Bellevue's Water Sales. She said the City serves approximately 60,000 households and 2,000 businesses. It sells 14 million gallons per day. As shown in a pie chart Ms. O'Rourke reviewed, single-family customers receive over half of the water sold in Bellevue. Multi-family customers get about a fifth, 20 percent, and commercial customers use about a quarter, 24 percent. Ms. O'Rourke also reviewed a graph that shows how water sales vary throughout the year. There is a big peak in the summer, which she explained is due primarily to irrigation.

Ms. O'Rourke discussed where Bellevue's water comes from. Bellevue receives water from Cascade Water Alliance. Cascade is an association of eight cities and water districts in King County. Cascade receives its water from the Tolt and Cedar Rivers via Seattle Public Utilities.

The need to set a water conservation goal is a new requirement of the state, but conservation is not new to Bellevue. Bellevue began its water conservation program in 1987. It is comprised of regional and local programs. Local programs are those administered by local staff for the Bellevue service area. Since 2004, the Cascade Water Alliance has administered the regional programs. Since 2004, that program has averaged approximately 24,000 gallons per day (gpd) of new savings each year. The current program is very comprehensive, and includes 15 conservation measures, which are actions that save water. The program targets all the sectors, including single-family, multi-family, and industrial, commercial, and institutional (ICI) and includes education component. The program targets both indoor and outdoor savings.

The actual Proposed Water Conservation Goal for Bellevue is as follows:

"The City of Bellevue's Goal is to save 355,000 gallons per day at full implementation of the six year conservation program between January 1, 2008, and December 31, 2013."

Ms. O'Rourke discussed a graph showing how water conservation grows over the six-year program. In the first year, there is about 60,000 gpd worth of savings and each year it increases because more people participate in the program. By the end of 2013, the City will achieve the 355,000 gpd of savings. The graph also shows how much savings is coming from hardware vs. behavior. A big portion is coming from hardware, such as from installing low flow showerhead fixtures. Behavior savings would come from taking shorter showers as an example.

The proposed program is comprised of regional and local programs. It is comprehensive and targets all the sectors and targets both indoor and outdoor

savings. The foundation for the conservation program is Cascade Water Alliance's 2005 Water Conservation Potential Assessment (CPA), which is an analysis of each of its members of the different conservation measures, including their savings and costs. Based on the CPA, the Cascade Water Alliance developed its 2008-2013 water conservation program and Bellevue represents a large portion of that program. Bellevue's program will cost \$315,000 annually.

Bellevue's 2008-2013 Conservation Program includes four categories and covers 18 measures:

- 1) Indoor Hardware includes rebates to help customers use more efficient hardware fixtures such as clothes washers, toilets, urinals, showerheads, faucets, ice machines.
- 2) Outdoor Hardware includes irrigation audits, irrigation controllers, and rain sensors.
- 3) Behavioral Component involves getting people to use toilet leak detection devices, decreased shower use, decreased partial laundry loads, and voluntary dormant lawns.
- 4) Education and Outreach involves a public awareness campaign, Waterwise Garden and volunteer programs as well as a myriad of other programs to educate the public.

Ms. O'Rourke compared the savings under the current program with the proposed program. The current program saves 24,000 gallons per day (gpd). The proposed program is estimated to save 59,000 gpd. The increase is due to two factors: 1) added emphasis on hardware measures, and 2) added tracking of behavior measures.

Ms. O'Rourke stated that the next step is to take Public Comments tonight on the proposed Water Conservation Goal. The comments will be reviewed and considered by the Bellevue City Council. The City Council will need to adopt the Goal by January 22, 2008.

Ms. O'Rourke entertained commissioner questions:

Commissioner Helland asked how the 24,000 gpd was calculated. Ms. O'Rourke replied that Cascade staff estimated those savings for programs prior to 2007.

Commissioner Roberts clarified that the question was, how were the savings calculated. Mr. Brent replied that Cascade uses industry standards for hardware conservation measures. Staff also used the American Water Works Association (AWWA) and the Water Conservation Handbook.

Commissioner Roberts asked that staff suppose there are 10,000 free showerheads. He said you have no idea how many were installed unless you look at water bills to determine if they decreased. Commissioner Roberts asked if the Goal was based on what staff think is happening or actual experience of water decreases. Commissioner Roberts said that anyone who requested a showerhead also got one. Mr. Brent said the showerhead program is currently for single-family resident only. Mr. Brent said the 24,000 gpd savings for the 2004-2006 programs was based on hardware measures, such as clothes washer rebates and toilet replacements, (industry data not specific measurements of consumers in Bellevue).

Kelly O'Rourke stated that the Goal was conservative. She said having the new rule, adopting the goal via a public process, then requiring every utility to report it to the state and its customers meant that they selected a goal that was achievable. The City built in conservative participation rates.

Commissioner Larrivee asked if staff anticipated changes in water sales based on customer type over the next 10-20 years in light of commercial development. Ms. Burgess stated that the Goal took into consideration the City's demand forecast to 2013. Commissioner Larrivee asked why the estimated savings were so linear in the chart. Ms. O'Rourke said because of budget. She said they estimated how many people will participate each year and then evened out the budget over that time. She said if the actual annual savings numbers the City reports on the new annual report are not linear that is not going to be problem as long as the City is progressing towards the goal. Commissioner Larrivee asked if it makes sense to budget a more immediate impact up front as there is a low hanging fruit opportunity to get water conservation in the minds of people, then once it's in the culture it feeds upon itself. He said it might be worth being more strategic about how they budget. Ms. O'Rourke said there are many measures and it does not mean that each would be implemented each year. She stated that conservation is an ongoing long-term endeavor. It involves working with customers and trying to get them to be more efficient over time.

Commissioner Larrivee asked if expected savings had been tied to specific programs so that there are more specific goals. Ms. O'Rourke replied yes. also asked what are the consequences of not achieving the goals.

Ms. Burgess replied that if the City is not achieving its goal it must either change the measures or change the goal. If the City changes the goal then it has to have another public process. In terms of penalties for not making the goal, DOH has not communicated its compliance strategy. Ms. O'Rourke stated that DOH has a wide array of compliance options ranging from informal suggestions to changing the operating permit status.

Commissioner Larrivee asked if the bar was set high, in terms of the Goal, can the City expect more forgiveness if it does not achieve the Goal. Ms. Burgess stated

that jurisdictions are setting them in a manner which they believe they can achieve. She said the City has opportunities to change the Goal if it is not working out.

Commissioner Helland asked if there were any requirements on how to set the Goal. Ms. O'Rourke replied that the Rule states that each utility is allowed to determine their own goal. However, the Rule specifies that the Goal has to be quantitative and connected to production or sales. DOH recognized that utilities have a varied history regarding conservation. Some, like Bellevue, have been very aggressive and have been doing it for a long time.

Commissioner Helland asked in the interest of transparency if the cost of each line item of the program were available. Ms. Burgess said they would provide the ESC with those numbers.

Commissioner Helland asked where he could find how the Goal was calculated. Ms. O'Rourke replied that the information is in one of the briefing documents and have been posted also with the Cascade Conservation Potential Assessment.

Commissioner Roberts asked if the City could, through its code, require toilets that are more efficient than the national standard of 1.6 gallons per flush. This would be useful in light of the new multi-family development and condos that are being built in the City. He said that it should be in the City code. Ms. Ota agreed to check whether the City could make this requirement.

Ms. O'Rourke said the Federal Energy Act of 1992 that was adopted in the State in 1994 set maximum water usage for certain fixtures. For toilets it's 1.6 gallons. The previous generation is 3.5-gallon toilets. The City will offer rebates for 1.6 toilets, which will accelerate these code-related savings by encouraging people to replace older toilets faster than they would have without a rebate program.. She said the City looks at demographics and the age of the home to estimate how many pre-code toilets exist.

Commissioner Helland asked what is the cost per unit on the low flow toilet rebate. Mike Brent stated that it was \$80.00.

Commissioner Helland asked how the evaluation would work. Ms. O'Rourke stated that the goal is based on planned levels of implementation. Therefore, the tracking will compare actual implementation levels compared to planned implementation levels. Ms. O'Rourke stated that this tracking and evaluation is very straightforward for hardware measures, but that it is more difficult with behavior measures. There are more opportunities to do more evaluation but it is a budget issue.

Commissioner Larrivee asked if conservation should be based on per capita. Ms. O'Rourke said many utilities have done that in the past, typically tracking

decreases in per capita or per household use. However, Ms. O'Rourke pointed out that many other factors, aside from the conservation program, influence per capita use. Examples of those factors include code, weather, development patterns, and rates. Ms. O'Rourke stated that it is more accurate, and less risky, to state the conservation goal in terms of the absolute amount of water expected to be saved.

Commissioner Larrivee asked if the City would see an absolute reduction in water usage. Ms. O'Rourke said it depends how much growth there is in comparison to the amount of conservation the City is achieving.

## **PUBLIC HEARING**

**Call to Order:** Commissioner Helland called the Public Hearing to Order on October 4, 2007 at 7:18 PM.

**Roll Call:** Commissioners Present: Helland, Larrivee, Roberts, Mahon, and Carter.

Commissioner Helland asked the audience if there was anyone wishing to speak. He said the Commissioners already heard the presentation. He asked that the presenters be included into the record. They included: Nav Otal, Patricia Burgess, Mike Brent, and Kelly O'Rourke. Ms. Otal stated that Commissioners could provide public comment as private citizens.

Commissioners provided the following public comments:

Jim Roberts, 13853 SE 62<sup>nd</sup> St. Bellevue, 98006, stated that he believed that the toilet rebate should be extended to include single-family homes because that is where the majority of where the older type fixtures are.

Brad Helland, 1015 158<sup>th</sup> Place SE, Bellevue, 98008, stated that he has a concern that the tracking is highly uncertain. He does not know if there is anything we (the City) can do to improve that or whether it is in the budget or not. He would like to have that considered and would like to hear the ESC's thoughts on that.

François Larrivee, 12132 SE 10<sup>th</sup> Bellevue 98005, stated that as a citizen (of Bellevue) he wanted to commend the City for setting the goals and taking a chance on conservation and moving in this direction. He said, thank you very much.

Hearing no further comments, Commissioner Helland declared the Public Hearing closed at 7:22 PM.

## **5. APPROVAL OF 9/6/07 MINUTES**

Commissioner Roberts moved and Commissioner Carter seconded approval of the 9/6/07 ESC meeting minutes as presented. Motion passed unanimously.

### **a. Follow-up**

Commissioner Larrivee asked why the garbage tonnage didn't go down because of the food waste program. Commissioner Roberts replied that it may have had to do with the City going from bi-weekly to weekly yard waste pick-up.

## **6. REPORTS & SUMMARIES**

### **a. ESC Calendar/Council Calendar**

Ms. Otal reviewed the ESC Calendar and potential changes including moving the November Stormwater Utility Review to 2008 because the Bel-Red Policy Discussion will be lengthy.

Commissioners inquired about Long Range Financial Planning on the Council's Calendar. Ms. Otal stated that any changes to the Utilities long range financial planning would be brought to the Council. She said this discussion was focusing on long term maintenance and operation needs. She said they have identified a need for increases in FTEs. She said it is not part of the budget, but when they are proposed as part of the budget the request will come before the ESC for review. This is a plan that the Council requested. She said staff could provide the information they are going to present to the Council on the Utilities to the ESC in November. Ms. Otal agreed to prepare a memorandum summarizing what they will present to the Council.

Commissioner Helland asked what is the Waste Reduction and Recycling Grant. Ms. Otal stated that she would let them know.

Commissioner Helland asked about the Barge Jetting Project. Ms. Otal stated that it is related to wastewater operations. She said that there are certain areas of the Lake Line that cannot be approached from a street so the City was going to rent a barge for access.

### **b. Desk Packet Materials**

#### **Conversation & Outreach Events & Volunteer Opportunities**

Commissioner Larrivee asked when the salmon watch would occur. Ms. Otal replied October 16<sup>th</sup> or October 10<sup>th</sup>. Ms. Otal indicated that ESC members could RSVP to her if they planned to attend.

c. Accreditation Self Assessment Results

Jennifer Rogers, Program Administrator, stated that the Utilities Department is currently seeking re-accreditation from American Public Works Association (APWA). This is a joint effort with the Transportation Department to get accredited as a traditional public works department. APWA has developed internationally recognized "Best Practices" for public works agencies. Accreditation involves comparing the City's business and operational practices with those internationally recognized best practice to make sure the Department is in line. The Utilities Department was accredited by APWA in 2004. To maintain accredited status the Department must go through this process every four years. There are four phases to the process. The first and second phase is a self assessment and improvement phase of over 400 business and operational practices to make sure they are in line with the "best practices." If not in line, then the improvement phase requires bringing up the practice in line with the best practices. The assessment was completed in August and the improvement phase was completed in September. The third phase is peer review which is scheduled November 3-7, 2007. APWA will send five utility and transportation professionals to review and validate the departments' findings. The peer review team will make a recommendation to the APWA Board of Directors, who will vote to reaccredit or not in the 1<sup>st</sup> quarter 2008.

This is Transportation's first effort at accreditation. The departments will have an opportunity to correct deficiencies identified in the peer review prior to the vote. The Utility considers themselves 100 percent compliant.

Commissioner Helland asked how many areas were identified as needing improvement. Ms. Rodgers said that in a couple of areas the process was already in place but the department needed Standard Operating Procedures to document the process. Bellevue prides itself in all operational departments being accredited.

d. Utility Billing On-Line Billing Payment Project Update Memo

Anne Weigle referred commissioners to the memorandum in the ESC packets and asked if they had questions. Commissioner Roberts asked what happens if someone who uses a credit card goes bankrupt. Ms. Weigle responded that the City is protected by the credit card. Commissioner Larrivee asked when it would be rolled out to public. Ms. Weigle replied that it would be rolled out gradually over the City's eight billing cycles beginning in January 2008. It will be available to ESC members to pilot and test in mid-December.

e. Rates 101

Bob Brooks gave a PowerPoint Presentation on the ratemaking process. He said there was no action required of the ESC. The presentation addressed: Utility Rates

as a funding source, the Ratemaking process, the City of Bellevue Utility Rate Structures and issues the Utilities Department will need to address in the future.

The Utility gets no net revenues from taxes because utility taxes are passed on to the taxing authority. Rate revenues provide 93% of the total funding for Utilities in 2007-2008. The remaining seven percent is from late fees, interest income and miscellaneous. No funds will be taken from reserves. There are no revenues from taxes. The utility tax goes to the General Fund. It is an expense to the Utility.

Mr. Brooks discussed where the money goes to. For every dollar collected,

- 39% goes to operations and maintenance costs,
- 28% goes to Metro for sewage treatment,
- 15% goes to Cascade for wholesale water purchases,
- 18% goes to system repair and replacement.

Mr. Brooks provided an overview of the ratemaking process. He said there is generally accepted criteria for a sound rate structure which includes:

- simple understandable acceptable, feasible rates,
- provides adequate and stable revenue source,
- provides rate that are relatively stable,
- rate equity or fair apportionment of costs among customers,
- encourage conservation and efficient use of resources such as water.

Mr. Brooks reviewed the three steps of the ratemaking process, including:

- developing revenue requirements,
- cost allocation or the cost of service by each class,
- taking these two elements and the City's adopted policies to design a rate.

The cost of service analysis is not done every year, because it does not change every year. The last study was done in 2004. It will probably be done again in 2009.

Next year the City will do the revenue analysis and then go directly to Rate Design. In rate design staff will determine the rate structure and then apply numbers to the rate structure.

Mr. Brooks highlighted the different type of rate options available. He said even though rates are done every other year, staff does not review rate structure every year because of the customer impacts. However, the structure is assessed to determine if it is achieving objectives. Using water as an example he reviewed rate options, including:

- Fixed Charge
- Volumetric Charges, including:
  - Flat Rate: same rate for all volumes

Declining Block Rates: 1st block at highest rate; subsequent blocks at lower rates

Inverted Block Rates: 1st block at lowest rate; subsequent blocks at increasingly higher rates (promotes conservation)

U-Shaped Block Rates: declining block, then inverted

--Meter Charge

Commissioner Helland asked if ccfs could be changed to gallons on water bills to be more transparent to the average customer. He asked how much would it cost. Ms. Otal indicated that she would look into it. She indicated that if they made the change it would not occur until they do the cost of service study. Commissioner Larrivee suggested providing both ccfs and gallons.

--Demand Charge.

The City of Bellevue Water Rates are based on volume charges and meter charges.

Mr. Brooks stated that the rate making process includes a bill comparison with different consumption patterns and looks at the rates of neighboring jurisdictions.

Sewer Utility Rates

The City's Sewer rates include a base Metro charge that is passed through to Bellevue customers and a volume charge. The volume charge helps the City address equity issues. Multi-family customers have a similar structure, but it includes a base consumption in the base charge. For certain industrial customers there is an industrial cost recovery charge for customers that discharge significant pollutants.

Storm Utility

The Storm Water Utility has a small billing charge and a rate based on square footage that varies with the intensity of development. Heavily developed area is charged more.

Utility Rates Future Outlook

Mr. Brooks discussed some of the issues associated with rates including:

- cost escalation; many costs are going up higher than inflation,
  - increasing wholesale costs, Cascade, Metro
  - increasing O&M costs – higher than inflation and
  - increasing capital costs that are also going up higher than inflation.
- revisiting infrastructure replacement costs
- need to reevaluate cost of service and rate structures
- need to address mixed use development billing and rates.

f. Stormwater Utility Review

Wes Jorgenson continued the Stormwater Utility Review presentation. To recap he said that previously staff brief the ESC on:

- Community Vision
- History of the Utility
- Mission and
- Overview of the System.

Mr. Jorgenson stated that today's presentation would cover Policies and Roles & Regional Perspective. Mr. Jorgenson reviewed the rules that govern what the Stormwater Utility does and why. He referred to information in the Storm Utility binder that contains information about case law related to Stormwater. He said there are four primary principles:

- 1) upstream property owners have the right to develop their property, but it must be in accordance with the zoning, engineering, and other requirements
- 2) development property must discharge in a manner and location that existed prior to development
- 3) downstream owners are obligated to receive and convey surface waters; and
- 4) as a reasonable use rule, government may act to protect their property in the same manner as any private land owner.

Mr. Jorgenson discussed the Level of Service goal for the Stormwater Utility. He stated that the City has only defined one goal establishing flood level goals. This goal is outlined in a memorandum to the ESC dated March 25, 1977 and can be found in the Stormwater binder. The other elements of level of service are regulatory requirements. The latest one is the NPDES permit.

Mr. Jorgenson reviewed the policy development process. Proposed policies are presented to the ESC. Then the ESC makes recommendations to the Council. All policies are adopted by Council. Council is the only body that can set policy. There are five locations that contain policies directly related to Stormwater, including:

- Storm and Surface Water Code
- Clear and Grade Code
- Comprehensive Drainage Plan
- City's Comprehensive Plan
- Utility Financial Policies.

Commissioner Helland requested copies of relevant land use code.

Mr. Jorgenson noted that there are competing policies such as Growth Management Act and the City's economic development policies affecting the Stormwater Utility.

Mr. Jorgenson reviewed the role of the public, City, local, State and Federal agencies in Stormwater. The public is responsible for:

- managing surface water on private property,
- not discharging pollutants into surface water,
- assisting the City in monitoring and maintaining surface water.

Commissioner Larrivee asked how the public's responsibility is communicated to them. Ms. Otal replied primary in "It's Your City." She stated that there is public confusion about this. She stated that staff needs to look at more public education on this.

Ms. Otal indicated that City Council sets general policies of the City, adopts codes and budgets, and works on intergovernmental issues. City Council adopts policy. The City Manager administers policies and also proposes policies. The ESC is advisory; it reviews and recommends policies and City Council adopts them.

The role of the Stormwater Utility is to:

- prevent property damage,
- maintain a hydraulic balance and control erosion
- protect water quality
- it does not manage groundwater nor does it resolve civil disputes between property owners or water rights. It offers suggestions, advice, but does not take an active role in resolving disputes.

Mr. Jorgenson review the City's, Local and State roles in Stormwater. City departments with a role include: Planning and Community Development, Parks, and Transportation. Local roles include developers, King County and adjacent cities. State roles includes WSDOT and regulatory agencies including: Washington State Department of Fish & Wildlife, Washington State Department of Ecology, and Department of Natural Resources.

Federal roles include:

- Army Corps of Engineers
- National Oceanic and Atmospheric Administration Fisheries Service
- Environmental Protection Agency
- Federal Emergency Management Agency and
- Tribes, specifically Muckleshoot.

Regulatory Framework and Regional Response

The Stormwater Utility is regulated by:

--Federal Clean Water Act through EPA, but delegated authority to State DOE, NPDES permitting, and surface water quality standards and compliance issues.  
--Federal Endangered Species Act is regulated through NOAA Fisheries or U.S. Fish and Wildlife depending on the species. Steelhead and Kokanee have not been listed yet but may be. The City's response to ESA is to develop a Regional Salmon Recovery Plan. This is achieved through WRIA 8 local level planning group and the Shared Strategy for Salmon Recovery which are the representatives from WIRA. Councilmember Davidson is the City's representations in these forums.

Ms. Otal stated that State initiatives the Stormwater Utility is regulated by include the Stormwater Manual which is issued by DOE. It provides guidance to local government on best practices. These standards are more stringent than those enforced at the federal level.

In 2007, legislation was passed in the State that implements a Puget Sound Partnership. This was a Governor's Initiative that said "we will clean up Puget Sound." The charge is to develop a Recovery Plan and Action Plan by September 2008. The goal is to restore health to Puget Sound by 2020.

Commissioner Larrivee asked about the public process. Ms. Otal said she is sure there will be one, but it is still in the development stage.

Ms. Otal stated that in the next presentation staff would be delving into more details. The presentation will resume in February, 2008.

g. Sound Transit Status Report

Commissioner Larrivee provided an update on Sound Transit Best Practices Committee. He said not a lot has happened on the Best Practices Committee. The first meeting was a meet and greet and they established their mandate. In August, City staff identified a consultant to work with the community and committee in identifying best practices. In September, there was an open house, where citizen feedback was solicited over the summer. This feedback was used to identify areas of study for best practice. The meeting at the end of September went through an introduction of the consultant, a presentation by Sound Transit and a review of the proposed areas of best practice. The committee reached an agreement on the best practice areas, including: community and neighborhood, connecting people to light rail, protecting and enhancing property values, station security, land use, integrate transit nodes, street design and operation, elevated, at grade and tunnel integration, construction impacts and mitigation of neighborhoods. These were areas that emerged from citizens. Surrey Downs was particularly concerned on impact in neighborhood. Downtown neighborhood interested in seeing high capacity transit coming through. More action is forthcoming in the next few months.

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

**9. DIRECTOR'S OFFICE REPORT**

Ms. Otal indicated that she would be absent in November and that Wes Jorgensen will be her substitute. She distributed packets for the Bel-Red meeting and reviewed their contents. The kickoff meeting will be on October 10, 2007. She said there are five boards and commissions involved including Planning, Transportation, the Parks Board, ESC, Arts and Human Services. Commissioners Roberts, Mahon, Carter, Larrivee and Helland indicated they will attend.

**10. CONTINUED ORAL COMMUNICATIONS**

**11. EXECUTIVE SESSION**

**12. ADJOURNMENT**

Commissioner Roberts moved to adjourn the meeting 9:10 PM. Commissioner Mahon seconded. Motion passed unanimously.