

Agenda

ENVIRONMENTAL SERVICES COMMISSION MEETING

450 - 110th Avenue NE (City Hall)
Conference Room 1E-113
Thursday 6:30PM
March 19, 2015
Regular Meeting

| | <u>Page No.</u> | <u>Action</u> |
|--|--------------------------|---------------|
| 1. Call to Order – Brad Helland, Chair | | |
| 2. Oral Communications Note: Three-minute limit per person, maximum of three persons for each side of topic. Additional comments may be heard at Agenda Item 10. | | |
| 3. Approval of Agenda * | 1 | X |
| 4. Approval of Minutes * • February 19, 2015 Regular Meeting Minutes | | X |
| 5. Follow-Up Questions & Answers • Cascade Water Alliance projects <i>Andrew Lee, Deputy Director - Utilities</i> | 2 - 11 | |
| 6. Reports & Summaries • ESC Calendar/Council Calendar * • Conservation & Outreach Events & Volunteer Opportunities * • ESC Comment Letter to the Planning Commission re: the Comprehensive Plan Update * | 12 – 15 16 - 17 18 | |
| 7. New Business • Stormwater Detention Ponds Legacy Loading Project(s) * <i>Don McQuilliams, Storm & Surface Water Superintendent- O&M</i> • 2014 Year-End Fiscal Reports for Water, Sewer, and Storm & Surface Water Utilities * <i>Lucy Liu, Assistant Director – Resource Mgmt. & Customer Svc.</i> <i>Martin Chaw, Fiscal Manager – Resource Mgmt. & Customer Svc.</i> | 19 20 - 27 | |
| 8. Commission Report | | |
| 9. Director's Office Report | | |
| 10. Continued Oral Communications | | |
| 11. Adjournment | | |

* Materials included in packet

Materials separate from packet

Wheelchair accessible. American Sign Language (ASL) interpretation available upon request by calling (425) 452-6466 (v) at least 48 hours in advance. Assistance for the hearing-impaired: Dial 711.

**CITY OF BELLEVUE
ENVIRONMENTAL SERVICES COMMISSION
MEETING MINUTES**

Thursday
February 19, 2015
6:30p.m.

Conference Room 1E-113
Bellevue City Hall
Bellevue, Washington

COMMISSIONERS PRESENT: Chair Helland, Vice Chair Swenson, Commissioners Morin, Mach, and Wang

COMMISSIONERS ABSENT: Howe, Pauley

OTHERS PRESENT: Andrew Lee, Deputy Director; Phyllis Varner, NPDES Manager; Laurie Devereaux, Stream Team Program Coordinator; Pam Maloney, Water Resources Planning Manager; Paul Bucich, Asst. Director Engineering

MINUTES TAKER: Laurie Hugdahl

1. CALL TO ORDER:

The meeting was called to order by Chair Helland at 6:32 p.m.

2. ORAL COMMUNICATIONS

None

3. APPROVAL OF AGENDA

Motion made by Commissioner Morin, seconded by Commissioner Mach, to approve the agenda as presented. Motion passed unanimously (5-0).

4. APPROVAL OF MINUTES

January 15, 2015 Regular Meeting Minutes

Commissioner Wang noted that items 1 and 2 on the January 15 agenda should be switched so that the meeting is called to order first before any action is taken.

He then referred to the bottom of page 5 and bottom of page 6 and noted that Councilmember Roberts should be corrected to Councilmember Robertson.

Motion made by Morin, seconded by Commissioner Wang, to approve the minutes as corrected. Motion passed unanimously (5-0).

5. FOLLOW-UP QUESTIONS AND ANSWERS

- Stormwater Requirements for Single Family Redevelopment

Phyllis Varner, NPDES Manager, reviewed information regarding Vice Chair Swenson's question at the last meeting about the application of stormwater development requirements to single-family residential redevelopment projects, particularly tear downs or substantial remodeling projects. He had asked when stormwater requirements are triggered for these projects and what stormwater requirements apply. Ms. Varner explained that it depends on the specific project conditions. There is an Ecology flowchart that shows how stormwater requirements are to be applied to redevelopment projects. Any single-family redevelopment project which adds new or replaces 2000 square feet or more of impervious surfaces or does land-disturbing activities totaling 7000 square feet or more is required to use onsite stormwater management BMPs (Best Management Practices) where feasible to retain runoff onsite. This requirement applies to the runoff that originates from the new or replaced impervious surface of a land-disturbed areas. The onsite stormwater BMPs include roof downspout infiltration or dispersion, rain gardens, pervious pavement or recycling. If the site conditions don't support the use of onsite BMPs then the property owner determines if a piped connection to the City's drainage system can be made. If it cannot, then drainage is directed to a dispersion trench. Under the redevelopment flow chart, a larger project is defined as one that is adding 5000 square feet of new impervious surfaces. Then the project could potentially be subject to additional stormwater requirements for water quality treatment and/or stormwater detention facilities. On the larger single family redevelopment projects, detention is required when 10,000 square feet of new and/or replaced impervious surfaces are created. Ms. Varner distributed a copy of Single Family Residential Stormwater Management Guidelines that are used including a flow chart for redevelopment projects.

Vice Chair Swenson said he was still concerned about the definition of redevelopment on page A5 which says "has 35% or more existing hard surface." It appears to him that the current definition essentially causes an exemption to a single family redevelopment for anything that has less than 35% coverage. Vice Chair Swenson also expressed concern about what appear to be differing regulations for specific homes that have been redeveloped near his home. Paul Bucich, Asst. Director Engineering, suggested that Vice Chair Swenson could come in to talk with the Site Review Specialist to get an explanation about how the rules are applied, especially in regards to the specific homes that have been redeveloped near his home. Vice Chair Swenson accepted this offer.

6. REPORTS AND SUMMARIES

- ESC Calendar/Council Calendar

Deputy Director Lee reviewed the upcoming calendars. Regarding the possibility of having a retreat in August, he noted that he would work with Chair Helland to work out the details.

7. NEW BUSINESS

- NPDES 2015 Stormwater Management Program Recommendation

Phyllis Varner, NPDES Manager, asked the Commission to make a recommendation to the City Council on submittal of the NPDES 2015 Stormwater Management Program Plan to Washington State Department of Ecology. As noted at the January Commission meeting, the City plans to continue implementation of the ongoing Program requirements and continue phased implementation of new requirements in 2015. The Commission's recommendation on the submittal of the NPDES 2015 Plan to Ecology will be attached to a management brief on the NPDES Annual Report which goes to City Council on March 2. She distributed a draft of the Commission's memorandum to Council and solicited comments.

Motion made by Commissioner Wang, seconded by Vice Chair Swenson to recommend the NPDES 2015 Stormwater Management Program Plan to City Council for approval. Motion passed unanimously.

She explained that the City Council will be asked to take action on March 16 and authorize the City Manager to sign the NPDES Annual Report and submit it to Ecology by the March 31 deadline. Additionally, she noted that the 2014 Compliance Report is completed and will be posted on the City's website.

- Stream Team Update

Laurie Devereaux, Stream Team Program Coordinator, gave an update on Bellevue's Stream Team. She noted that there are 158 volunteers working 392 volunteer hours. There were 626 field visits, 131 citizen contacts, and 422 plants planted in 2014. The dollar value of volunteer time was \$10,474.24.

Commissioner Wang commented that in the past Ms. Devereaux has distributed a calendar of events. He stated that he would appreciate notice of upcoming events. Chair Helland suggested that the Commission could receive email notifications. Commissioner Wang said he would prefer a piece of paper in the Commission packet.

Ms. Devereaux then reviewed Earth Day activities at Kelsey Creek/Glendale where volunteers did a stabilization project on the bank of Kelsey Creek. She reviewed monitoring activities by volunteers including salmon watching, Peamouth Patrol, electrofishing, and macroinvertebrate collections. She gave a description of electrofishing and how this research has shown that all sizes of fish are eating the New Zealand Mud Snails whose population has increased and is displacing the native snails.

Ms. Devereaux discussed public outreach and education efforts which consist of awareness and behavior change. Over 2400 residents have attended 48 classes or events. These include science fairs, salmon cycles and wetland field trips, high school AP environmental science classes, Parks Master Naturalists, Natural Resources Week, and Well Kept Kids. She reviewed vehicle leak sheets and educational materials.

Ms. Devereaux explained that the City also does a fundraising car wash outreach. There is a consultant who goes out to businesses that have held car washes to make sure the site has the necessary equipment and knows how to properly use the equipment. The consultants go to 14 businesses two times per season and to 10 schools two times per season (fall and spring). The consultants also go to neighborhood associations, PTSA's and visit 14 onsite car washes. This is an example of something that needs ongoing educational efforts. Kits are available from several locations that are willing to host car washes and are available at City Hall. There is an outreach to business owners in the community so hosters of car washes know that a car wash kit is required. Puget Sound Starts Here is a regional effort where many jurisdictions pool together to post advertisements on buses.

Commissioner Morin asked about including notification in utility bills about car washes. Deputy Director Lee noted that it has been included. Ms. Devereaux added that the City uses many different avenues to try to educate people.

Vice Chair Swenson asked if the educational efforts appear to be changing behavior. Ms. Devereaux replied that behaviors do seem to be changing, but slowly. She noted that it is time to do another survey to assess behaviors and attitudes. Commissioner Morin applauded her for all of her outreach efforts.

- City Comprehensive Plan Update

Pam Maloney, Water Resources Planning Manager, stated that the Planning Commission released a draft Comprehensive Plan last week which was sent to the Commissioners along with a copy of the ESC's letter and comments to the Planning Commission. She said she would share a staff summary of any significant discrepancies from those recommendations tonight. She stated that there will be a joint board and commission meeting at City Hall on February

25 regarding the Comprehensive Plan Update. Brad Helland, Keith Swenson, Keith Swenson, Ticson Mach, and Calvin Wang indicated they would be attending. Commissioner Morin said he would not be able to attend.

Chair Helland asked about an analysis of the Update. Ms. Maloney stated that almost all of the ESC's recommendations were included as the ESC had recommended, with a few minor exceptions. The Planning Commission also incorporated input from other stakeholders. A summary of significant topics from other stakeholders was described in Ms. Maloney's memorandum to the ESC dated February 12.

Chair Helland requested more information about undergrounding power. Ms. Maloney offered to put him in touch with a staff member from Development Services or Right-of-Way management who would know more about that topic.

Commissioner Wang referred to Energize Eastside and asked if the City really has the right to consider the location of the existing and proposed non-city utilities. Ms. Maloney replied that the City has some oversight of private utilities through right-of-way use and franchise agreements, but the city's authority is limited by state law. Commissioner Wang asked if the Utility Department has any concerns about PSE proposed alignments. Deputy Director Lee stated that Utilities does not have a permitting role, but the City does and many departments are actively looking at the project. Additionally, the City is partnering with a number of other cities to have their own consultant involved in the SEPA process as well. There are multiple approaches to influence this project. Ms. Maloney added that the City has monthly or quarterly meetings with private utilities, public utilities, and the transportation department to coordinate activities.

Ms. Maloney then reviewed discrepancies between what the ESC recommended and what the Planning Commission actually included:

- UT 7 – The ESC/Utilities asked the Planning Commission to add language to clarify that sometimes a subarea policy modifies the general policies; the Planning Commission declined to do that and said subarea policies don't really modify the general policies; they are additive.
- UT 8 – The ESC/Utilities asked that the Planning Commission relocate a policy about cost recovery thinking it fit better in a different section; the Planning Commission thought it made more sense where it was.
- UT 22 – The ESC/Utilities asked that the policy be separated into two policies; the Planning Commission left it as one, but they included all of the same language.
- UT 25 – The ESC/Utilities asked the Planning Commission to update the policy to recognize the need for specific water quality education

- about pollution prevention and aquatic habitat; the Planning Commission declined and opted to retain the broader language.
- EN 33 and EN 36 – The ESC/Utilities asked for specific terminology; the Planning Commission opted to leave the language the way it was so it would be more understandable.

Ms. Maloney noted that the ESC could make comments to the Planning Commission about any of these changes. She reviewed avenues for input available to the ESC.

Commissioner Morin referred to page 6 of Environment section of the narrative portion where it talks about the B-IBI (Benthic Index of Biotic Integrity) and asked how Bellevue currently rates. He wonders if that rating should be included in the narrative. Deputy Director Lee noted that it is a stream-by-stream measurement and varies throughout the City. Ms. Maloney said she would have staff look at the language and give context and framework. Deputy Director Lee pointed out a graph on page 5 showing B-IBI scores for three major Bellevue creeks over time.

Ms. Maloney explained that staff prepared the narrative, but it has not been reviewed by the Planning Commission in the way the policies were. Utility staff had input, but has not had time to review it since it has been published. Staff is reviewing the narrative now to assure it provides appropriate context for the policies and is accurate. Chair Helland asked if Utilities staff is generally supportive of what is in the narrative. Ms. Maloney replied that staff is generally supportive, but reinforced that the policies are the part that the Planning Commission focused on. The narrative provides context, but doesn't set policy.

Vice Chair Swenson referred to the EN 1 chart and noted that some of the streams appear to be losing ground. Staff concurred. Vice Chair Swenson said that this is a major concern. Commissioner Morin suggested including a goal or policy to strengthen the stormwater mission. Ms. Maloney indicated that this is what staff has been trying to do. Commissioner Morin was concerned that the language is so soft and ambiguous as to be almost meaningless.

Commissioner Wang referred to the photos and noted they are not identified as to the relevancy to the narrative. Ms. Maloney replied that the staff has focused much more on the narrative than the photos or the captions. Commissioner Wang stated if the photos are included they should be relevant to the subject matter.

Commissioner Morin referred to page 7 of Environment section of the narrative where it talks about Non-Point Source Pollution. He thinks this is language that most people would not understand. He recommended that it be clarified, especially if the Planning Commission is trying to get rid of

technical language. Chair Helland pointed out that this is what the ESC was trying to get across with their request which the Planning Commission denied.

Deputy Director Lee stressed that the policies are more consequential and lasting than the narrative. Ms. Maloney agreed to incorporate commission discussion about the narrative into staff comments to Planning Department staff.

There was discussion about how to handle the ESC comments. Chair Helland suggested making a motion tonight to send a letter with additional comments to the Planning Commission. Then over the next week or so the Planning Commission can compile comments.

Vice Chair Swenson noted that the recommendations of staff have been by and large accepted. He asked if that was true of all departments' recommendations. Ms. Maloney's impression was that most recommendations for subject areas where she was present for the review were accepted. Vice Chair Swenson expressed concern about whether there is an agenda with its seeds at the national political level that has found its way down into this plan. Ms. Maloney replied that the Environment policies seem aligned with the City's Environmental Stewardship Initiative. Vice Chair Swenson was concerned about the amount of narrative that is accompanying the policies. He cautioned that the larger the document is and the more powerful the community, the easier it is to defeat in court. He commented that as long as staff's impression is that the City is headed in a positive direction and that this addresses most of their concerns he is satisfied. Ms. Maloney said that is her impression, but she acknowledged that there are likely some stakeholders who feel this goes too far and other stakeholders who feel this doesn't go far enough, for environmental policies.

Deputy Director Lee commented that there is more time to deal with the narrative section prior to Council adoption. He recommended focusing on the policies due to time constraints.

Chair Helland noted he would be submitting some comments as an individual citizen because they pertain to topics outside the scope of the ESC. He suggested writing a letter regarding the policies and then circulating it to get commissioner comments.

Vice Chair Swenson commented that sometimes it's better to let sleeping dogs lie, referring to document style, amount of narrative, and photo relevance. Chair Helland concurred. Ms. Maloney suggested the Commission could comment on the many things the Planning Commission *did* include.

Commissioner Morin stated his comments were mainly around the narrative, not the policies. Vice Chair Swenson and Commissioner Mach did not have anything further to add regarding the policies.

Chair Helland suggested that any comments be provided to Pam Maloney regarding the policies by February 27. He suggested he and staff could draft the letter and send it out to the Planning Commission. If there are any objections or concerns then he won't send it. Deputy Director Lee indicated he would check on protocol for this, to assure the process doesn't invoke public meeting rules

Vice Chair Swenson referred to Commissioner Wang's concerns about the pictures and stated that the pictures make the document more attractive. He thinks there is value in having the document be attractive. He would not add captions because it would make it more cumbersome to read. Commissioner Wang thought the pictures should be related to the content somehow.

Motion made by Commissioner Morin, seconded by Vice Chair Swenson, to have Chair Helland draft a letter to the Planning Commission acknowledging action they have taken and including additional commissioner comments/concerns to be sent to Pam Maloney no later than next February 27.

Commissioner Wang abstained. He feels that the commenting period has passed, and it is too late to make comments.

Motion passed unanimously (4-0).

Deputy Director Lee noted that Paul Ingraham had requested that the chairs of the various boards and commissions come prepared to talk on February 25 with key messages about their particular element. He stated that Pam Maloney would develop a slide and speaking points for Chair Helland for the joint board and commission meeting regarding highlights of the Utilities Element and ESC review.

8. COMMISSION REPORT

Commissioner Wang referred to a picture of Lake Tapps he saw in the paper. He asked staff to inquire what is happening there. Deputy Director Lee said that staff can summarize the improvements that are happening there at the next meeting.

9. DIRECTOR'S OFFICE REPORT

Deputy Director Lee stated there was an email that went out about the Shoreline Master Plan. Staff expected to see a draft of that, but has not seen it yet and is not

sure what the status of that is. As soon as staff hears back about that they will let the ESC know.

City Council had a retreat last weekend which was primarily a teambuilding session. One thing the Council is trying to do is standardize the legislation regarding all the boards and commissions.

The City Council put together a long-term vision for Bellevue last year. He recommended that the ESC look for this online.

He also highlighted some of Utilities' big priorities for 2015:

1. Look at process improvement opportunities for the budget process
2. Asset management program assessment
3. Mobile workforce initiative
4. Project management improvement initiative
5. Internal professional development
6. IT strategic plan

Chair Helland asked about the reason for the focus on project management improvement. Deputy Director Lee stated that the department's capital budget has been increasing pretty steadily over the last five years (from about \$7 million to \$16 million) without a similar increase in staff. It is scheduled to continue growing to about \$25-30 million annually. With increasing scope and budget, the need to improve how the department manages projects is more critical.

Commissioner Wang asked if it really takes many people to manage projects since the design is done by consultants. Deputy Director Lee stated that each project manager has about 7-8 projects right now. Project managers manage consultant projects, but they also manage a team, communications, the contracting process, etc. Regarding design, the City made a decision in 2007 to start outsourcing all design work. Deputy Director Lee stated he thinks it would be a good idea to look at this policy again.

Commissioner Wang referred to the walkway near the culvert at the Coal Creek Parkway. He commented that the heavy railing is useless and blocks the view of kids to see into the water. It would have been better to install Plexiglas so people can actually see into the stream. He then noted that there is a drain under the walkway, but there is no water there. On the other end there is no drain, but there is an accumulation of water. Those are the kind of things he thinks a project manager should review and catch. He offered to bring pictures to show staff.

10. CONTINUED ORAL COMMUNICATIONS

None

11. **ADJOURNMENT**

Motion made by Commissioner Swenson, seconded by Commissioner Mach, to adjourn the meeting at 8:48 p.m. Motion passed unanimously (5-0).

The meeting was adjourned at 8:48 p.m.

2015 Environmental Services Commission

March 15

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April

- 16** Solid Waste Contract Performance Audit & Customer Satisfaction Surveys Review (Susan Fife-Ferris/Stephanie Schwenger)
 Storm System Plan - Aspirational Initiatives (Kit Paulsen/Brian Ward)
 Water System Plan - Policies Introduced (Pam Maloney/Doug Lane)

October

- 15** Stephanie Schwenger)
 Water System Plan - Request ESC Endorsement of Council Adoption (Pam Maloney/Doug Lane)

September 15

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April 15

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May

- 21** Low Impact Development-LID Principles Project (Phyllis Varner/Catherine Drews)
 Storm System Plan - Aspirational Initiatives: Request ESC endorsement (Kit Paulsen/Brian Ward)
 Water System Plan - Policies Continued (Pam Maloney/Doug Lane)

October 15

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May 15

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June

- 18** Water System Plan - System Analysis Approach & Results (Pam Maloney/Doug Lane)

November 15

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July

- 16** CIP Tour - Scott Taylor
 Water System Plan - Plan Findings & Recommendations (Pam Maloney/Doug Lane)

December 15

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August

- 20** RECESS

September

- 17** 2015 Mid-Bi Budet (Lucy Liu)
 Asset Management Annual Report (Pam Maloney)
 Utilities Rate & Tax Relief Programs (Susan Fife-Ferris/Patricia Burgess)
 Water System Plan - Review Draft Plan (Pam Maloney/Doug Lane)

January 16

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October

- 15** Solid Waste Contract Performance Audit & Customer Satisfaction Survey Results (Susan Fife-Ferris/

February 16

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2015 Pending – ESC:

Status Reports on the following issue will be made when there are significant development:

- Bellevue Diversity Initiative Presentation – (Camron Parker – Parks)
- Asset Management Program annual report (new asset manager)

Katie/2015 Calendars/Pending ESC Calendar

Updated 1/6/15

2015 Council Calendar

March 15

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April 15

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August 15

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March

16 Consent: Resolution authorizing CM signature/certification of NPDES Municipal SW Permit Annual Rpt (Paul B/Phyllis V.)

23 Water System Plan: Interest Statement - Action (Paul/Pam/Doug)

April

6 Motion to award ECBD Trunk-line Imp (Regan/Paul)
Motion to award Yarrow Creek W. Trib Culvert Removal (Regan/Paul)
Storm System Plan: Interest Statement - Introduction (Paul/Pam/Doug)

13 Storm System Plan: Interest Statement - Action (Paul/Pam/Doug)

May

4 Motion to award AC Water-main Replacement (2015) - Phase 2 Project (Paul/Regan)

18 Motion to award construction of Factoria Reservoir Coating Repair (Paul/Regan)
Motion to award construction of Stormwater Trenchless Repair (Paul/Regan)
Motion to award Newport Fish Passage Project (Paul/Regan)
Resolution authorizing execution of Professional Services Agreement for the Kelsey Creek Culvert Project (Paul/Regan)

September 15

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November 15

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December 15

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January 16

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February 16

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| 30 | 31 | | | | | |

Key:

Agenda item description – **Consent:** Waste Reduction & Recycling Grant

Assistant Director's Name or designated staff that will

be available to attend Mayor's meeting

Staff Name – material content expert

2015 Pending Council

1st Qtr – NPDES LID Principles Opportunity Analysis & Work Plan – Catherine Drews/Paul Bucich/Phyllis Varner

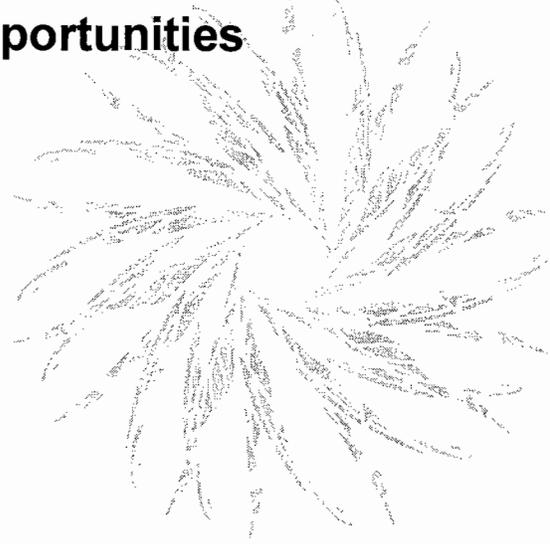
Katie/2015 Calendars/Pending Council Calendar

Updated 1/15

Utilities' Communications & Environmental Outreach Team Events and Volunteer Opportunities

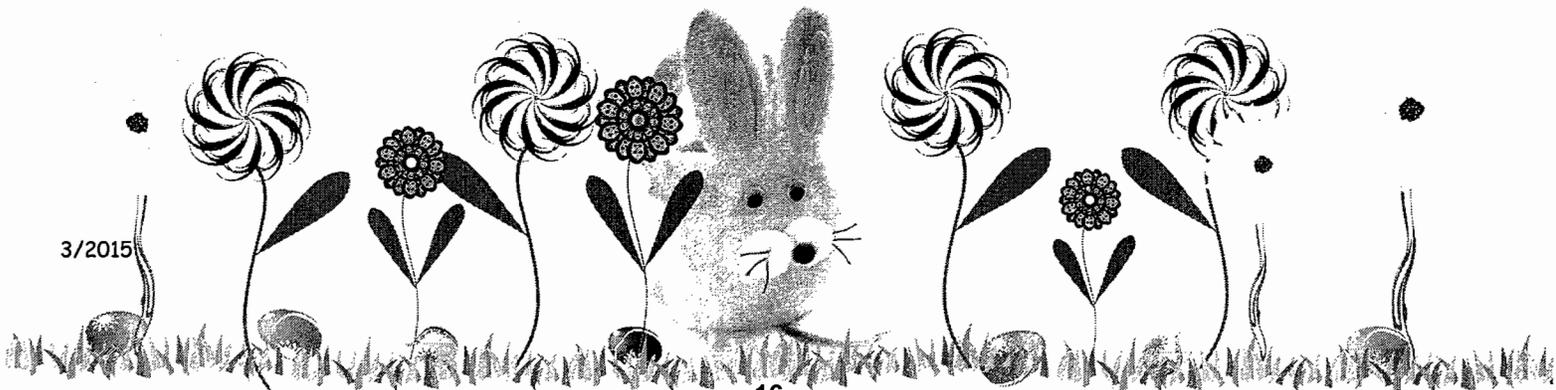
March

- 1. Sunset Science Fair**
Location: Sunset Elementary School
Date: March 23 & 24, 6 pm to 7:30 pm
Staff: Laurie Devereaux, ldevereaux@bellevuewa.gov
Jennifer Goodhart, jgoodhart@bellevuewa.gov
Karren Gratt, kgratt@bellevuewa.gov
- 2. Newport Heights Science Fair**
Location: Newport Heights Elementary School
Date: March 26, 6pm to 7:30 pm
Staff: Laurie Devereaux, x5200, ldevereaux@bellevuewa.gov
Jennifer Goodhart, x6197, jgoodhart@bellevuewa.gov
Karren Gratt, x6166, kgratt@bellevuewa.gov



April

- 1. Waterwise Garden Volunteer Work Party**
Location: Bellevue Botanical Garden
Date: April 1 & 15, 1 pm to 3 pm
Staff: Patricia Burgess, x4127, pburgess@bellevuewa.gov
Karren Gratt, x6166, kgratt@bellevuewa.gov
- 2. Green Cleaning Workshops**
Location: Lake Hills Library, Bellevue City Hall Council Chambers, Newport Way Library
Date: April 6, 13 (Bellevue Employees Only) & 23, 7:00 to 8 pm
Staff: Jennifer Goodhart, x6197, jgoodhart@bellevuewa.gov
- 3. Peamouth Patrol**
Location: Bellevue City Hall
Date: April 2, 6:00 pm to 7.30 pm
Staff: Laurie Devereaux, x5200, ldevereaux@bellevuewa.gov
Karren Gratt, x6166, kgratt@bellevuewa.gov
- 4. Phantom Lake Science Fair**
Location: Phantom Lake Elementary School
Date: April 16, 6:00 pm to 8:00 pm
Staff: Laurie Devereaux x5200, ldevereaux@bellevuewa.gov
Jennifer Goodhart, x6197, jgoodhart@bellevuewa.gov
Karren Gratt, x6166, kgratt@bellevuewa.gov



5. **Bennett Science Fair**
Location: Bennett Elementary School
Date: April 22, 5:30 pm to 8:00 pm
Staff: Laurie Devereaux, x5200, ldevereaux@bellevuewa.gov
Jennifer Goodhart, x6197, jgoodhart@bellevuewa.gov



May

1. **Spring Special Recycling Event**
Location: Crossroads Bible Church, 15815 SE 27th St.
Date: May 2nd, 9 am to 3 pm
Staff: Stephanie Schwenger, x7103, sschwenger@bellevuewa.gov
2. **Green Cleaning Workshops**
Location: Bellevue City Hall Council Chambers
Date: May 5 7:00 pm – 8:00 pm
Staff: Jennifer Goodhart, x6197, jgoodhart@bellevuewa.gov
3. **Waterwise Garden Volunteer Work Party**
Location: Bellevue Botanical Garden
Date: May 6th & 20th, 1 pm to 3 pm
Staff: Patricia Burgess, x4127, pburgess@bellevuewa.gov
Karren Gratt, x6166, kgratt@bellevuewa.gov
4. **Woodridge Science Fair**
Location: Woodridge Elementary School
Date: May 8, 6:30 pm to 8:00 pm
Staff: Laurie Devereaux, x5200, ldevereaux@bellevuewa.gov
Karren Gratt, 6166, kgratt@bellevuewa.gov

June

1. **Waterwise Garden Volunteer Work Party**
Location: Bellevue Botanical Garden
Date: June 3rd & 17th, 1 pm to 3 pm
Staff: Patricia Burgess, x4127, pburgess@bellevuewa.gov
Karren Gratt, x6166, kgratt@bellevuewa.gov





Post Office Box 90012 • Bellevue, Washington • 98009 9012

March 11, 2015

Planning Commission
c/o Paul Inghram, Comprehensive Planning Manager
Planning and Community Development Department
PO Box 90012
Bellevue, WA 98009-9012

Dear Chair Laing:

Thank you for inviting comments from the Environmental Services Commission (ESC) regarding the City's Draft Comprehensive Plan (CP) dated February 11, 2015. We recognize that CP policies are instrumental in achieving the future the community and City Council envision.

The ESC reviewed the Utilities, Environment, and Capital Facilities elements at our February 19, 2015 meeting. Several commissioners also attended the February 25 Joint Boards and Commissions Meeting focused on the Comprehensive Plan where we had opportunity to discuss CP policy implications across traditional commission roles.

With respect to ESC responsibilities, we support the above-mentioned elements of the draft CP, both in substance and in format and presentation. We know you received input from a great number of stakeholder groups and the public. Looking to the future, well-managed utilities will continue to be foundational to Bellevue's strong economy, safe community, and healthy environment. We believe the policies present a balanced approach to:

- Managing utilities from a holistic perspective that recognizes the whole life cycle of assets, and determines capital investment and maintenance activities based on appropriate customer service levels and reasonable risk;
- Complying with the evolving requirements of Bellevue's Municipal Stormwater Permit;
- Supporting emerging technologies that can improve delivery of utility services; and
- Strengthen the connections between the CP, functional system plans, and the city's Capital Investment Program.

The ESC also encourages the efforts to make the document more readable and usable in electronic format to reduce printing.

Thank you for coordinating this significant effort over the past year.

Sincerely,

Brad Helland
Chair, Environmental Services Commission

CC: Jennifer Robertson, Bellevue City Council



MEMORANDUM

| | |
|----------|-------------|
| | Action |
| <u>X</u> | Information |
| | Discussion |

DATE: March 19, 2015

TO: Environmental Services Commission (ESC)

From: Don McQuilliams, Storm & Surface Water Superintendent
425-452-7865 dmcquilliams@bellevuewa.gov

SUBJECT: Stormwater detention ponds legacy loading project(s)

Action Required

No action by the Commission is required at this time. This is an informational briefing.

Background

The Storm & Surface Water section of Operations and Maintenance Division provides maintenance and repair of the Storm drainage system. This includes the maintenance of the pipes, catch basins, water treatment and flow control facilities.

Detention ponds serve as both water quality and flow control within the system and provide a layer of defense against flooding and pollutants entering the waterways. There are 77 detention ponds maintained by the Storm & Surface Water section within the City. Historically these ponds were maintained by removal of sediment as needed near the inlet/outlet to insure the ponds functionality.

In 2010, inspection of the pond sites indicated that they needed a lot lot of work to get them back to their original designed capacity, a new National Pollution Discharge Elimination System requirement, and a program was introduced to begin rehabilitating the ponds.

Staff will provide a short presentation that speaks to the development of the 'legacy loading' project and the success and lessons learned since it began in 2012.



 Action
 X Information
 Discussion

DATE: March 12, 2015

TO: Environmental Services Commission (ESC)

FROM: Nav OtaI, Utilities Director
425-452-2041 notal@bellevuewa.gov

Lucy Liu, Assistant Director – Resource Management and Customer Service
425-452-4445 lliu@bellevuewa.gov

Martin Chaw, Fiscal Manager - Resource Management and Customer Service
425-452-7199 mchaw@bellevuewa.gov

SUBJECT: 2014 Year-End Fiscal Reports for Water, Sewer, and Storm & Surface Water Utilities

Action Required

No action by the Commission is required at this time. This is an informational briefing.

Background

Summary of 2014 Utility Funds Financial Performance and Impact on 2015

The Water, Sewer, and Storm & Surface Water Utility Funds ended 2014 with greater ending fund balances than budgeted largely due to favorable water sales and cost savings. The 2014 ending fund balances are within expectations of the recently approved 2015-2016 biennial budget.

Utilities Financial Policies

City Council established financial policies to guide Utilities business. These policies direct Utilities to maintain operating reserves to ensure uninterrupted service through normal fluctuations within the billing cycle, adverse financial performance, or significant failure of a Utilities system. Also, these policies provide guidance on the treatment of one-time revenues and fund balances greater than anticipated. Specifically, these policies require one-time revenues to be transferred to the Replacement and Renewal (R&R) Account within each fund until the projected R&R funds are adequate to meet long-term infrastructure replacement needs. Only then, could one-time revenues be used for rate relief. Fund balances greater than anticipated are treated similarly at the end of each budget cycle. Consistent with these financial policies, the 2014 ending fund balances greater than budgeted levels will be transferred to the R&R accounts for future infrastructure renewal and replacement needs.

Next Steps

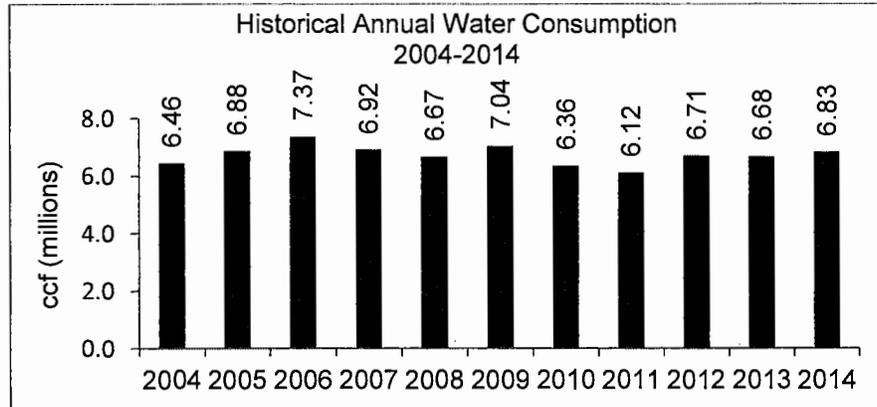
The adopted 2015-2016 budget does not restore any of the cost-containment efforts put into place during the 2013-2014 biennial budget. Utilities will continue to actively pursue process improvement analysis and other alternatives to seek operational efficiencies and otherwise reduce costs. Monthly budget monitoring continues into 2015 to ensure fiscal objectives are met.

Individual Fund Financial Performance

On the following pages you will find a more detailed evaluation of the financial performance of each utility and the recommended transfer to the R&R account, consistent with the aforementioned financial policies.

Water Fund

The Utilities Water Fund finished 2014 with \$8.5 million above the budgeted ending fund balance largely due to warm summers and increased development resulting in higher water sales in 2013 and 2014.



Source: Utility billing records.

Fund financial highlights include:

- Beginning fund balance was \$3.6 million higher than budgeted due primarily to higher than anticipated water service revenues in 2013.
- Service revenues were \$5.1 million or 12.2% above budgeted levels reflecting a warm summer and an increase in development activity.
- Regional capital facilities charge (RCFC) revenues were \$1.4 million above budget and are offset by corresponding RCFC payments to the Cascade Water Alliance. There is no net impact from this item.
- The 2014 budget included \$2.6 million in budgeted revenue from the R&R program and an offsetting expenditure to the CIP for the Eastlink Utility relocation project. The planned transfer for this project did not occur in 2014 and the project has been re-budgeted to 2015 as part of the adopted 2015-2016 budget.
- Other expenses were \$344,000 above budget and reflect higher than budgeted expenses for water wholesale costs, taxes and other operating expenses.

2014 Year End Transfer to R&R Account

Consistent with Utility financial policies, the portion of ending fund balance above budget, in the amount of \$5.7 million, will be transferred into the R&R account for future infrastructure renewal and replacement needs, consistent with the adopted 2015-2016 budget. Due to concerns about low water sales in 2010 and 2011, cost containment measures were instituted R&R reserves were used to support portions of the CIP. The recommended year-end transfer will replenish R&R reserves from these previous corrective actions.

Management Actions Taken

Cost containment efforts continue to be in place for the water utility as budget reductions instituted in previous years remain in effect.

**Water Utility Fund
2014 Year End Results (\$000)**

| | Budget | Year End Actual | Variance Dollars | Variance Percent |
|---|---------------|------------------------|-------------------------|-------------------------|
| Beginning Fund Balance | 9,430 | 12,988 | 3,558 | 37.7% |
| Revenues | | | | |
| Water Service | 41,846 | 46,947 | 5,101 | 12.2% |
| Developer | 641 | 581 | (59) | -9.2% |
| Fire Flow | 2,252 | 2,252 | - | 0.0% |
| RCFCs | 1,038 | 2,405 | 1,367 | 131.7% |
| East Link – Transfer in from R&R | 2,630 | - | (2,630) | -100.0% |
| Other | 1,274 | 1,552 | 279 | 21.9% |
| Total | 49,681 | 53,739 | 4,058 | 8.2% |
| Expenses | | | | |
| Wholesale | 18,209 | 18,354 | 145 | 0.8% |
| Personnel | 7,182 | 6,954 | (228) | -3.2% |
| CIP | 9,315 | 9,315 | - | 0.0% |
| R&R | - | - | - | 0.0% |
| Taxes | 6,358 | 6,585 | 227 | 3.6% |
| RCFCs | 1,038 | 2,405 | 1,367 | 131.6% |
| Interfunds | 2,856 | 2,821 | (35) | -1.2% |
| East Link – Transfer out to CIP | 2,630 | - | (2,630) | -100.0% |
| M&O | 3,411 | 3,646 | 235 | 6.9% |
| Total | 50,999 | 50,080 | (919) | -1.8% |
| Ending Fund Balance | 8,112 | 16,647 | 8,535 | 105.2% |
| Less: Carryforwards to 2015 and reserve for equipment replacement | | (2,375) | | |
| Net remaining | | 14,272 | | |
| Recommended transfer to R&R | | (5,666) | | |
| Net Available after R&R transfer | | 8,606 | | |
| Budgeted 2015 beginning fund balance | | 8,606 | | |

*Year End actuals as of 3/10/2015.

Sewer Fund

The Utilities Sewer Fund finished 2014 with \$1.8 million above the budgeted ending fund balance.

Fund financial highlights include:

- Beginning fund balance ended \$202,000 above budgeted levels due to strong water sales in 2013.
- Service revenues were \$980,000 or 1.9% above budgeted levels, reflecting strong water sales in 2014.
- The 2014 budget included \$1.9 million in budgeted revenue from the R&R program and an offsetting expenditure to the CIP for the Eastlink Utility relocation project. The planned transfer for this project did not occur in 2014 and the project has been re-budgeted to 2015 as part of the adopted 2015-2016 budget.
- Other expenses were \$270,000 below budget and is the result of higher than budgeted King County wastewater treatment payments and offsetting general operating savings in taxes, the CIP transfer, and maintenance and operation expenses.

2014 Year End Transfer to R&R Account

Consistent with Utility financial policies, the portion of ending fund balance above budget, in the amount of \$2.0 million, will be transferred into the R&R account for future infrastructure renewal and replacement needs, consistent with the adopted 2015-2016 budget.

The 2013-2014 budget included the use of R&R reserves to support portions of the CIP. The recommended year-end transfer will begin to replenish R&R reserves from these previous corrective actions.

Management Actions Taken

Cost containment efforts continue to be in place for the sewer utility as budget reductions instituted in previous years remain in effect.

**Sewer Utility Fund
2014 Year End Results (\$000)**

| | Budget | Year End Actual | Variance Dollars | Variance Percent |
|---|---------------|------------------------|-------------------------|-------------------------|
| Beginning Fund Balance | 7,330 | 7,532 | 202 | 2.7% |
| Revenues | | | | |
| Wastewater Service | 51,664 | 52,643 | 980 | 1.9% |
| Developer | 364 | 313 | (51) | -14.1% |
| East Link – Transfer in from R&R | 1,925 | - | (1,925) | -100.0% |
| Other | 1,765 | 2,152 | 387 | 21.9% |
| Total | 55,718 | 55,108 | (610) | -1.1% |
| Expenses | | | | |
| Wholesale | 30,012 | 30,890 | 879 | 2.9% |
| Personnel | 5,704 | 5,763 | 59 | 1.0% |
| CIP | 10,695 | 10,250 | (445) | -4.2% |
| R&R | - | - | - | 0.0% |
| Taxes | 3,514 | 3,101 | (413) | -11.8% |
| Interfunds | 2,098 | 2,048 | (50) | -2.4% |
| East Link – Transfer out to CIP | 1,925 | - | (1,925) | -100.0% |
| M&O | 1,764 | 1,464 | (300) | -17.0% |
| Total | 55,711 | 53,516 | (2,195) | -3.9% |
| Ending Fund Balance | 7,337 | 9,124 | 1,787 | 24.4% |
| Less: Carryforwards to 2015 and reserve for equipment replacement | | (2,369) | | |
| Net remaining | | 6,755 | | |
| Recommended transfer to R&R | | (2,022) | | |
| Net Available after R&R transfer | | 4,733 | | |
| Budgeted 2015 beginning fund balance | | 4,733 | | |

*Year End actuals as of 3/10/2015

Storm and Surface Water Fund

The Utilities Storm and Surface Water Fund finished 2014 with \$2.1 million above the budgeted ending fund balance.

Fund financial highlights include:

- Beginning fund balance ended \$511,000 above budgeted levels, reflecting higher revenues and lower operating expenses in 2013.
- Storm and surface water service revenues were \$80,000 or 0.4% below budgeted levels.
- The 2014 budget included \$3.1 million in budgeted revenue from the R&R program and an offsetting expenditure to the CIP for the Eastlink Utility relocation project. The planned transfer for this project did not occur in 2014 and the project has been re-budgeted to 2015 as part of the adopted 2015-2016 budget.
- Other expenses were \$1.3 million below budget and reflect general operating savings in personnel, the CIP transfer, taxes and maintenance and operation expenses.

2014 Year End Transfer to R&R Account

Consistent with Utility financial policies, the portion of ending fund balance above budget, in the amount of \$1.1 million, will be transferred into the R&R account for future infrastructure renewal and replacement needs, consistent with the adopted 2015-2016 budget.

Management Actions Taken

Cost containment efforts continue to be in place for the storm and surface water utility as budget reductions instituted in previous years remain in effect.

**Storm and Surface Water Utility Fund
2014 Year End Results (\$000)**

| | Budget | Year End Actual | Variance Dollars | Variance Percent |
|---|---------------|------------------------|-------------------------|-------------------------|
| Beginning Fund Balance | 3,794 | 4,305 | 511 | 13.5% |
| Revenues | | | | |
| Storm and Surface Water Service | 19,715 | 19,635 | (80) | -0.4% |
| Developer | 266 | 473 | 207 | 77.8% |
| East Link – Transfer in from R&R | 3,145 | - | (3,145) | -100.0% |
| Other | 979 | 1,063 | 83 | 8.5% |
| Total | 24,105 | 21,170 | (2,935) | -12.2% |
| Expenses | | | | |
| Personnel | 5,666 | 5,347 | (319) | -5.6% |
| CIP | 6,315 | 6,070 | (245) | -3.9% |
| R&R | 3,118 | 3,118 | - | 0.0% |
| Taxes | 1,396 | 949 | (447) | -32.0% |
| Interfunds | 2,353 | 2,329 | (24) | -1.0% |
| East Link – Transfer out to CIP | 3,145 | - | (3,145) | -100.0% |
| M&O | 2,583 | 2,286 | (297) | -11.5% |
| Total | 24,575 | 20,099 | (4,477) | -18.2% |
| Ending Fund Balance | 3,323 | 5,376 | 2,053 | 61.8% |
| Less: Carryforwards to 2015 and reserve for equipment replacement | | (2,710) | | |
| Net remaining | | 2,666 | | |
| Recommended transfer to R&R | | (1,112) | | |
| Net Available after R&R transfer | | 1,554 | | |
| Budgeted 2015 beginning fund balance | | 1,554 | | |

*Year End actuals as of 3/10/2015