

# Agenda

## ENVIRONMENTAL SERVICES COMMISSION MEETING

450 - 110th Avenue NE (City Hall)  
 Conference Room 1E-113  
 Thursday 6:30PM  
 February 4, 2016  
 Regular Meeting

		<u>Page</u>	<u>Action</u>
<b>Commissioners:</b>	1. Call to Order – Keith Swenson, Chair		
<i>Keith Swenson</i> <i>Chair</i>	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.		
<i>Calvin Wang</i> <i>Vice Chair</i>			
<i>Anne Howe</i>	3. Approval of Agenda *	1	X
<i>Ticsen Mach</i>	4. Approval of Minutes *		
<i>Aaron Morin</i>	• January 21, 2016 Regular Meeting Minutes	2 - 9	X
<i>Lisa Shin</i>	5. Reports & Summaries		
<i>Diane Strom</i>	• ESC Calendar/Council Calendar *	10 – 11	
	• Conservation & Outreach Events & Volunteer Opportunities	12 - 13	
<b>City Council Liaison:</b>	6. New Business		
<i>Vandana Slatter</i> <i>Councilmember</i>	• NPDES Letter of Recommendation - Annual Report - Request for Council Approval <i>Presenter(s): Paul Bucich, Assistant Director – Engineering, Susan Fife-Ferris, Mgr., Environmental Communications &amp; Outreach, Don McQuilliams, Acting Water Quality Supervisor – Operations &amp; Maintenance Division</i>	14	X
<b>Staff Contact:</b>	• Water System Plan – Request ESC approval & recommendation for Council Adoption	15 – 27	X
<i>Andrew Lee</i> <i>425-452-7675</i>	<i>Presenter(s): Pam Maloney, P.E., Water Resources Planning Manager – Engr. Division and Doug Lane, P.E., Sr. Engineer – Engineering Division</i>		
<b>Staff Support:</b>	• Review Proposed Changes & Additions to Utility CIP	28	
<i>Katie LaFree</i> <i>425-452-4497</i>	<i>Presenter(s): Pam Maloney, P.E., Water Resources Planning Manager</i>		
	• Utilities Property Management Plan *	29	
	<i>Presenter: Andrew Lee, Deputy Director - Utilities</i>		
	7. Commission Report		
	8. Director’s Office Report		
	9. City Council Communications		
	10. Continued Oral Communications		
	11. Adjournment		

\* Materials included in packet

# Materials separate from packet



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

Thursday  
January 21, 2015  
6:30 p.m.

Conference Room 1E-112  
Bellevue City Hall  
Bellevue, Washington

**COMMISSIONERS PRESENT:** Chair Swenson; Commissioners Wang, Morin, Mach, Shin and Strom

**COMMISSIONERS ABSENT:** Anne Howe

**OTHERS PRESENT:** Andrew Lee, Deputy Director; Paul Bucich, Asst. Director, Engineering; Elaine Borjeson, Acting Solid Waste Contract Program Administrator; Susan Fife-Ferris, Manager, Environmental Communications & Outreach; Jennifer Goodhart, Environmental Program Administrator; Don McQuilliams, Acting Water Quality Supervisor; Pam Maloney, Water Resources Manager; Stephanie Schwenger, Solid Waste Contract Program Administrator

**MINUTES TAKER:** Laurie Hugdahl

**1. CALL TO ORDER:**

The meeting was called to order by Chair Swenson at 6:30 p.m.

**2. ORAL COMMUNICATIONS**

None

**3. APPROVAL OF AGENDA**

**Motion made by Commissioner Wang, seconded by Commissioner Morin to approve the agenda. Motion passed unanimously (7-0).**

**4. APPROVAL OF MINUTES**

- November 19, 2015

Commissioner Wang asked if there was ever any response to the citizens who commented under Communications at the last meeting. Deputy Director Lee explained that Paul Bucich had a conversation with them that night and notified them that the City will follow up with them. Commissioner Morin noted there was some information related to that at the bottom of page 4. Commissioner Wang thought there should be some more information included

in the minutes about that discussion. Mr. Bucich replied there will be a response to their comments in the Water System Plan. Deputy Director Lee noted that the Communications section is to record public comments, not necessarily staff's response. Deputy Director Lee indicated he would look into it.

**Motion made by Commissioner Morin, seconded by Commissioner Strom to approve the minutes. Motion passed unanimously (7-0).**

**5. PUBLIC MEETING - OPPORTUNITY FOR PUBLIC COMMENT TO COMMISSION**

• Draft NPDES 2015 Stormwater Management Program Plan

*Presenters: Paul Bucich, Engineering – Assistant Director; Susan Fife-Ferris, Manager, Environmental Communications & Outreach; and Don McQuilliams, Acting Supervisor, Water Quality*

Chair Swenson opened the public hearing at 6:38 p.m. and introduced staff. Ms. Fife-Ferris gave a PowerPoint presentation regarding the NPDES (National Pollution Discharge Elimination System) Municipal Stormwater Permit and the Draft 2016 Stormwater Management Program Plan. She explained that the NPDES Municipal Stormwater Permit is a Federal Clean Water Act mandate. Bellevue is a Phase II Permit. Bellevue implements water quality Best Management Practices (BMPs) and collectively refers to them as the Stormwater Management Program. The goals are to protect water quality and fishable, swimmable uses of lakes, streams, and wetlands by reducing pollutants discharged from the municipal storm drainage system into surface waters.

Ms. Fife-Ferris reviewed the permit history of the two NPDES Permits. She explained there is an Annual Report the City is required to submit by March 31. The first part of the report is the 2016 Stormwater Management Plan which tells what the City will do in 2016; the second part is the 2015 Compliance Report which looks back at 2015. She reviewed the process and timeline for developing the 2016 Program Plan. For the Draft 2016 SWMP Plan the City will continue implementing ongoing NPDES programs and record-keeping from the first Permit and first years of current Permit. The City will also continue to work to modify existing programs or add new programs, projects, or fees by the current Permit deadlines.

Ms. Fife-Ferris explained that the NPDES Permit is only one of the many ways the City is protecting its lakes, streams, and wetlands. Others include land use regulations, stormwater capital improvements, environmental stewardship initiative, and regional participation in efforts to reduce pollutant sources and invasive species. She explained that following this public meeting, staff would return on February 4 to hopefully get the ESC's recommendation to Council.



The Council will receive the ESC recommendation on March 7 and then the City Manager will sign and certify the annual report by March 31.

Public Comments: Chair Swenson opened the public comment portion of the public hearing at 6:48 p.m. He reviewed the procedures and solicited public comments. Seeing none, the public comments portion of the hearing was closed at 6:49 p.m.

Commissioner Comments:

Commissioner Morin referred to section 5 about illicit discharge detection and elimination and asked if Bellevue has any sort of an enforcement mechanism. Mr. McQuilliams replied there is a progressive enforcement under the city code, but the focus is on education. Commissioner Morin asked how these are detected. Mr. McQuilliams explained the stormwater crews and other staff detect these in the course of their normal work. Some are also reported by the public. He estimated that there were over a hundred call-in reports.

The public hearing was closed at 6:53 p.m.

## 6. REPORTS & SUMMARIES

- ESC Calendar/Council Calendar

Deputy Director Lee explained there is a pretty full agenda this year. This is a budget year so there are a number of meetings focused on the budget. There is also a possibility of an extra meeting or two. One of those might be in May. In response to a suggestion by the ESC at the recent retreat, there is a Bellevue Service Center (BSC) tour in June.

Commissioner Wang asked about the January 19 Council meeting where there were six contracts on the agenda. Deputy Director Lee explained that staff has been taking a close look at contracting processes. Other agencies have done large on-call or as-needed contracts where they are able to competitively procure consultants to provide a variety of services on an on-call or as-needed basis. Each of the contracts on the Council agenda is the result of this process. This will save the City about 5,000 labor hours over the course of a three-year period. He commended Paul Bucich and Regan Sidie who took the initiative to do this.

Commissioner Mach asked if the City has a requirement for minority businesses. Deputy Director Lee said it didn't, but there is a Diversity Initiative going on right now. One of the elements the Initiative will look at is contracting and procurement. Commissioner Mach commented that this is a drawback of awarding six large contracts as opposed to multiple contracts as it pretty much eliminates a lot of the smaller firms that might not have the ability to take on

these big contracts. Asst. Director Bucich commented that there are a wide range of firm sizes on the contracts. Between the six different contracts there are 73 firms of all sizes. Commissioner Mach expressed concern that the smaller firms might not be the ones who actually receive the work. Asst. Director Bucich explained that was taken into consideration as part of this process.

Commissioner Wang asked what the King County Willowmoor Project is. Deputy Director Bucich replied that this is a project he has been involved with for two years. King County is looking at an outlet for Lake Sammamish. Commissioner Wang requested a presentation on this to the ESC. Deputy Director Bucich replied he could provide the information that staff will be giving to Council.

## 7. NEW BUSINESS

- Solid Waste Contract Performance Audit & Customer Satisfaction Survey Results

*Presenter(s): Susan Fife-Ferris, Mgr., Environmental Communications & Outreach, Stephanie Schwenger, Solid Waste Contract Program Administrator and Jennifer Goodhart, Environmental Program Administrator*

Ms. Schwenger explained that the annual review has two components. The first is a review of performance on the contract. The second part is the solid waste customer surveys.

As part of the contract performance audit the City opted to look at transition and implementation activities of the new contract. Overall the transition went well; however, some challenges arose with implementation of new services. The City is actively working with Republic to resolve these challenges as detailed in the ESC memo.

Ms. Schwenger explained there are two surveys conducted – one with single-family residences and one with multi-family and commercial. Over 500 customers were surveyed for the single-family survey. The contract has a minimum contract satisfaction score which is 80% less the relevant margin of error for each of the questions. The same questions were asked on both surveys.

Commissioner Wang asked how the questions were determined. He thought some of the questions were too general to give a clear yes or no answer. Ms. Schwenger replied that the questions were developed with the consultant and in conjunction with Republic. A lot of them are similar to ones that have been asked in the past. She acknowledged that the answers are subjective. Commissioner Wang asked if the questions could be more detailed for future contracts. Ms. Fife-Ferris explained there is flexibility, but staff chose these because of the longitudinal data. These also tend to be the questions that people

have issues about. In addition there are financial limitations to the number of questions that can be asked. Deputy Director Lee noted that there are follow up questions for customers who indicate dissatisfaction. Commissioner Wang thought there should be some way to get more information in the answers regarding operations.

Commissioner Mach acknowledged the financial and time constraints related to surveys. He suggested that when staff identifies a problem area on the survey the questions should get more specific the next time around. Ms. Fife-Ferris noted that customers are free at any time to contact Republic about any concerns they might have.

Commissioner Shin asked how many people actually responded to questions 3, 4, and 5 about missed collections and new carts. Ms. Schwenger indicated she would get to that later in the presentation.

Ms. Schwenger proceeded to explain that 88% of customers indicated overall satisfaction. 81% indicated satisfaction with the collection crew. Only 63% indicated satisfaction with response time to missed collections. Per the contract the City has asked Republic to put together an action plan to improve response times to missed collections in the single-family segment. 80% indicated satisfaction with response time to cart replacement requests. Satisfaction with Call Center services showed that folks are very satisfied with 77-80% indicating satisfaction.

Commissioner Strom suggested adding questions about satisfaction with the website and the online payment system since some people will be more likely to use these than to call the Call Center.

Jennifer Goodhart explained that staff also asks about single family recycling habits and awareness. She reviewed the results of that portion of the survey. Customers' preferred mode for receiving information is mailed brochures, stickers on the cart, Republic's website, City's website, and bill inserts. Customers have a good understanding of most collection procedures, but not where to take unusual items, special pickup requirements and how to schedule a special pickup.

Commissioner Mach asked about the need for organics pickup in the winter. Ms. Goodhart explained that many people still use it for food waste. The containers also tend to get filled up with storm debris. Commissioner Wang commended the brochure regarding what goes in which container.

Ms. Goodhart explained that only 20% of people are aware of Republic's Customer Resource Center for drop-offs, and only 6% had used it in the last year. These results show that this needs to be better promoted. 46% of single-family residents used the City's recycling collection event in the past year. The

findings show that we need more education regarding non-routine pickup items. Also, there is a need for the City to collaborate with Republic to make sure that information is readily available via printed materials and easy to find on Republic's website.

#### Multifamily/Commercial Customer Satisfaction Results:

Just over 200 randomly selected Bellevue multifamily and commercial customers were surveyed by telephone. 91% were overall satisfied. 80% were satisfied with the collection crew. Only 59% were satisfied with response time to missed collection. The City is working with Republic on an action time to improve response time to missed collection to all customers. 73% were satisfied with response time to cart replacement request. 82-87% indicated satisfaction with the customer call center.

Commissioner Morin expressed concern about the high margin of error. He asked if this is an effective survey. Ms. Schwenger replied that it is. For questions that have smaller sample sizes, there is a larger margin of error. Certain questions are only asked of people who have experienced a certain circumstance. Commissioner Morin said he didn't feel comfortable with the big margin of error. She noted that the margin of error can be in either direction. Ms. Schwenger explained that the smaller sample size doesn't necessarily make the results any less reliable. Deputy Director Lee suggested following up with a conversation with the consultant, Elway Research, to see what it would take to get a smaller margin of error and to discuss surveys in general.

Chair Swenson pointed out that the swing can be positive as well as negative. He suggested that some of the questions that have smaller sample sizes could be dealt with in a different way so it doesn't show up in this peculiar margin of error.

Ms. Goodhart explained that with regard to recycling habits and awareness, 94% of respondents reported that they recycle. 62% of respondents said that they could be doing a better job of recycling at their property. The City's overall recycling target is 70%. Currently 32% of respondents reported that they have organics recycling. She pointed out that multifamily properties were nearly twice as likely to report that they recycle organics versus commercial businesses. Nearly 60% were not aware of the embedded organics service of two 96 gallon carts per garbage container. For multifamily properties, 39% were certain or likely to sign up for organic service. For commercial sector, 26% were certain or likely to sign up. As far as resources, multifamily residences show the most interest in instructions, tote bags, and caddies while commercial shows the most interest in just instructions and posters. This information will direct staff outreach in the future.

Commissioner Morin asked if the City has considered providing the bags as well as the bag dispensers. Ms. Goodhart replied that the City provides a starter set of bags. Commissioner Morin wondered if the cost of the bags was a barrier to the success of organics. Ms. Schwenger suggested that does not appear to be the case; it appears to be the location of the central organics container. There was discussion about how the City encourages people not to use their garbage disposals, but instead put the material into organics so it can be made into compost and not clog up the system.

Chair Swenson asked about the recycling rate for single family. Ms. Schwenger replied it is 67%; the regional goal is 70%. The commercial rate among those surveyed is much lower, around 20%.

Commissioner Shin asked again about the sample size for questions 3-7. Ms. Schwenger replied that for single family respondents, the sample size for 83 for question 3; 100 for question 4; and 160 for questions 5-7. For multifamily, there were 37 respondents for question 3, 33 for question 4, and 70 for questions 5-7.

Chair Swenson asked about dog waste. Ms. Fife-Ferris explained that it is considered toxic and should always go in the garbage.

Commissioner Mach requested a copy of last year's solid waste customer survey results.

- Utility CIP Update

*Presenter(s): Pam Maloney, P.E., Water Resources Planning Manager – Engr.*

Ms. Maloney introduced the Utility CIP Update. She reviewed the adopted CIP plan in the notebook distributed to the ESC. At the next meeting she will be soliciting comments regarding proposed changes to the CIP. In March the proposed changes will be summarized. In April there will be an open house before the regular ESC meeting to gather more input. Following that staff will ask the ESC to provisionally endorse the proposed CIP. She reminded the ESC that the purpose of the plan is to make clear the benefit of the investments to the customers, reduce risks, and in the long run reduce costs.

## 8. COMMISSION REPORT

## 9. DIRECTOR'S OFFICE REPORT

Deputy Director Lee had the following items:

- He gave an update on a Tolt Filtration Plant incident in which there was an operator error that caused high turbid water to clog the filters. Seattle Public

Utilities had to temporarily shut down the plant which caused a high level of turbid water for about 17 minutes.

- Next month's budget presentation will not include a full presentation on AMI, but there is one planned for March.
- The ESC meetings have been switched to the first Thursday of the month starting in February.
- The new Council Member Liaison is going to be Vandana Slatter. Her first meeting will be in March.
- Chair Swenson asked about sub-stream activity he had read about. Deputy Director Lee explained a lot of stream restoration work has been done over the past few decades. A lot has been learned in the process. Seattle Public Utilities is now doing work to replace the substrate in some of its streams. It remains to be seen how this will work.

**11. CONTINUED ORAL COMMUNICATIONS**

None

**12. ADJOURNMENT**

The meeting was adjourned at 8:35 p.m.

# Tentative Environmental Services Commission Calendar

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## March

- 3** 2017-2018 Budget Process Overview (Lucy Liu/Martin Chaw)
- AMI Feasibility Study (Andrew Lee)
- Utility CIP Update 1 Hour (Pam Maloney)
- Waterworks Financial Policies (Lucy Liu/Martin Chaw)

## November

- 3** ESC Budget/Rate Recommendations to Council (Lucy Liu/Martin Chaw)
- Public Hearing on Proposed Utilities Budget (Lucy Liu/Martin Chaw)

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## April

- 7** 2015 Year End Financial Report (Lucy Liu/Martin Chaw)
- CIP Open House 5:30PM (Pam Maloney)
- Early Outlook Forecast (Lucy Liu/Martin Chaw)

## December

- 1** Retreat

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## May

- 5** Stream Team Annual Overview (Laurie Devereaux)
- Utilities Budget Proposals (Lucy Liu/Martin Chaw)

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- 19** Tentative If Needed - Utilities Budget Proposals (Lucy Liu/Martin Chaw)

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## June

- 2** BSC Tour & location for meeting at BSC
- ESC Budget Proposal Recommendations to Results Teams (Lucy Liu/Martin Chaw)

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## July

- 7** CIP Tour

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## August

- 4** Recess

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## September

- 1** Preliminary Rates Forecast (Lucy Liu/Martin Chaw)
- Rate & Tax Relief Program Overview (Susan/Patricia)

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## October

- 6** Asset Management Update (Andrew/Andy)

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# Tentative Council Calendar

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## February

**16** SCADA MTU Upgrade  
(Andrew/Joe)

**22** Regional Issues - KC Willow-  
moor Project (Alison/Paul  
B/KC Staff)

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## March

**7** Consent - Resolution: NPDES  
Approval for CMO to sign  
(Nav/Andrew/Paul/Susan)

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# Utilities' Communications & Environmental Outreach Team Events and Volunteer Opportunities

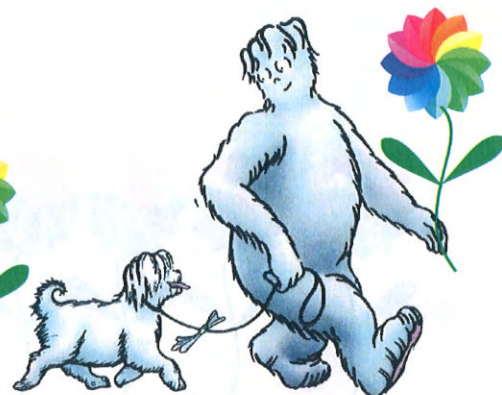
## February

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



## March

- Waterwise Garden Volunteer Work Party**  
**Location:** Bellevue Botanical Garden  
**Date:** March 2<sup>nd</sup> & 16<sup>th</sup>, 1 pm to 3 pm  
**Staff:** Patricia Burgess, x4127, pburgess@bellevuewa.gov  
Karren Gratt, x6166, kgratt@bellevuewa.gov
- Phantom Lake Science Fair**  
**Location:** Phantom Lake Elementary School  
**Date:** March 17<sup>th</sup>, 6 pm to 7:30 pm  
**Staff:** Laurie Devereaux, x5200, ldevereaux@bellevuewa.gov  
Jennifer Goodhart, x6197, jgoodhart@bellevuewa.gov
- Peamouth Patrol**  
**Location:** City Hall, Room 1E-112  
**Date:** March 22<sup>nd</sup>, 6:30 pm to 7:30 pm  
**Staff:** Laurie Devereaux, x5200, ldevereaux@bellevuewa.gov  
Karren Gratt, x6166, kgratt@bellevuewa.gov
- Sunset Elementary Science Fair**  
**Location:** Sunset Elementary School  
**Date:** March 23<sup>rd</sup>, 6 pm to 8:00 pm  
**Staff:** Laurie Devereaux, x5200, ldevereaux@bellevuewa.gov  
Jennifer Goodhart, x6197, jgoodhart@bellevuewa.gov
- Cougar Ridge Science Fair**  
**Location:** Cougar Ridge Elementary School  
**Date:** March 25<sup>th</sup>, 5 pm to 7 pm  
**Staff:** Laurie Devereaux, x5200, ldevereaux@bellevuewa.gov  
Jennifer Goodhart, x6197, jgoodhart@bellevuewa.gov





## April

- 1. Waterwise Garden Volunteer Work Party**  
**Location:** Bellevue Botanical Garden  
**Date:** April 6th & 20th, 1 pm to 3 pm  
**Staff:** Patricia Burgess, x4127, pburgess@bellevuewa.gov  
Karren Gratt, x6166, kgratt@bellevuewa.gov
- 2. Earth Day/Arbor Day**  
**Location:** Lewis Creek Park  
**Date:** April 16th, All Day  
**Staff:** Laurie Devereaux, x5200, ldevereaux@bellevuewa.gov  
Karren Gratt, x6166, kgratt@bellevuewa.gov
- 3. Bennet Science Fair**  
**Location:** Bennet Elementary School  
**Date:** April 20th, 5:30 pm to 8:00 pm  
**Staff:** Laurie Devereaux, x5200, ldevereaux@bellevuewa.gov  
Jennifer Goodhart, x6197, jgoodhart@bellevuewa.gov
- 4. Spirit Ridge Science Fair**  
**Location:** Spirit Ridge Elementary School  
**Date:** April 20th, 5:30 pm to 8:00 pm  
**Staff:** Laurie Devereaux, x5200, ldevereaux@bellevuewa.gov  
Karren Gratt, x6166, kgratt@bellevuewa.gov





# MEMORANDUM

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  X   Action  
       Information  
  X   Discussion

**DATE:** February 4, 2016

**TO:** Environmental Services Commission

**FROM:** Susan Fife-Ferris, Manager, Environmental Communications and Outreach  
Don McQuilliams, Acting Supervisor, Water Quality  
Paul A. Bucich, P.E., Assistant Director Engineering, Utilities

**SUBJECT:** Request Recommendation regarding the NPDES<sup>1</sup> 2016 Stormwater Management Program Plan

**Request**

Tonight, the Environmental Services Commission is asked to make a recommendation to the City Council regarding the submittal of the NPDES 2016 Stormwater Management Program (SWMP) Plan to the Washington State Department of Ecology.

City staff will draft a memorandum to City Council for Chair Swenson’s review conveying the Commission’s recommendation along with information on the public meeting held at the Commission’s January 21<sup>st</sup> meeting.

**Process**

The Commission’s recommendation will be transmitted to the City Council as an attachment to the Agenda Memorandum that will be submitted to Council for their March 7<sup>th</sup> meeting. The Council will be asked to take action at this meeting to authorize the City Manager to certify, sign, and submit the 2016 NPDES Annual Report by the March 31 permit deadline.

The 2016 NPDES Annual Plan consists of both the 2016 SWMP Plan and the 2015 NPDES Compliance Report, which documents the City’s compliance with Permit requirements for 2015. City staff is currently finalizing the 2015 NPDES Compliance Report for inclusion in the Annual Plan for submittal to the City Council. The City Manager signs and certifies the 2016 NPDES Annual Report on behalf of the City.

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<sup>1</sup> The National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit is a Federal Clean Water Act permit.



# MEMORANDUM

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**Action**  
 **Discussion**  
 **Information**

**DATE:** February 4, 2016  
**TO:** Environmental Services Commission  
**FROM:** Doug Lane, P.E., Water & Sewer Systems Senior Engineer  
**SUBJECT:** Water System Plan Update

### Action Required

Staff requests that the Commission recommend to City Council the adoption of the Water System Plan update (the Plan). A draft memo from the ESC will be made available at the meeting for your consideration.

### Background

Elements of the Plan were presented to ESC throughout 2015, and a Draft Plan was completed and provided to Commissioners in October. Since that time, SEPA review of the Plan has concluded, concurrent with review by adjacent jurisdictions, regional and state agencies.

Comments received from the general public, ESC, adjacent utilities and municipalities, and regulatory agencies are compiled in the attached log, for review during the February ESC meeting. Comments mostly confirm information in the Plan or are editorial in nature, resulting in no significant changes. Staff have incorporated responses to those comments as indicated in the form.

### Next Steps

Should the ESC recommend Council adoption of the Plan as presented, the Plan will be scheduled for City Council consideration in March. The Plan must be adopted by Bellevue City Council and King County Council, and then approved by the WA Department of Health, likely in the fourth quarter of 2016.





DESCRIPTION Draft Water System Plan Update

SHEET 1 of 12

Log of Public Comments Received

BY D. Lane DATE 1/21/2016 CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_

#	Name	Date	Comment	Response
1	James Bloomfield (14000 SE 45th Court)	11/2/2015	(paraphrased; see email for full comment) As a member of the Cascade Water Alliance Bellevue must insist on the development of moderate altitude reservoirs to catch seasonal rain water rather than letting it flood lands adjacent to rivers and flow uncollected to Puget Sound. Lake Keechee is fine for the Yakima basin – what about the future needs of the eastside communities? We must start doing something now to be ready when the need is upon us.	Thanks for your email. We appreciate your concerns and are working with Cascade Water Alliance on short term and long term water supply needs.  You might be interested in the proposed development of Bellevue's existing water rights for emergency wells, as backup supplies. (Inventory on pages 1-32 and 1-33; analysis in Section 4.9 / page 4-45; rights info in Appendix C; more analysis in Appendix N).
2	Diann Strom (ESC*)	11/17/2015	Page ES-8: "2000's" should be "2000s". AP style says you shouldn't have the apostrophe. That would be a change throughout the document.	Incorporated.
3	Diann Strom (ESC*)	11/17/2015	Page 4-9: Don't start sentences with numerals "70 flow tests were conducted..." Should be "Seventy flow tests were conducted..."	Incorporated, except in cases where the number is a year.
4	Diann Strom (ESC*)	11/17/2015	Page 6-20: This sentence doesn't make sense "Excessive different types of fire hydrants to maintain"	Re-worded to complete sentence, and added text to clarify the issue.
5	Diann Strom (ESC*)	11/17/2015	Page 7-17: Should "Long Term Lead and Copper Rule Revisions" font be a section header level?	Yes. Change incorporated.
6	Diann Strom (ESC*)	11/17/2015	What is an example of Bellevue's leadership in water policy and decision-making? "Take a leadership role in influencing regional water policy and decision-making, in the interests of the City and Bellevue's ratepayers"	O&M staff have been very active in crafting WA DOH guidance on main break response, and are now participating in development of rules regarding "premise isolation" backflow prevention, and how to protect customers that share a building with a "high hazard" water user (e.g. condos with a dentist office).
7	Diann Strom (ESC*)	11/17/2015	When was the last time the Emergency Management Plan was updated?	Annually





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Diann Strom 8 (ESC*)	How does the city determine whether to have an on-11/17/2015 site or portable generator at pump stations?	We don't have a formal policy or procedure; it is up to engineering judgment. The WSP recommends an evaluation of the risks associated with long-term power outage.
Diann Strom 9 (ESC*)	What's the lifespan of a PRV? I noticed some date 11/17/2015 back to 1972.	PRVs used to wear out in 10-20 years due to corrosion. When they started coating them with epoxy, lifespan increased significantly.
Diann Strom 10 (ESC*)	Why was water use so high in 2009? Drought? [graphs 11/17/2015 in Chp 3]	See Figure 3-13. Max day demand correlates well with the highest observed temperature (hottest day), which in 2009 was over 103F at Sea-Tac. Average day demand was actually slightly higher in 2006; Figure 3-14 shows 2006 and 2009 were hot summers overall, as measured by cooling degree days. Drought (lack of rain or snowpack) and hot weather aren't necessarily correlated. During a drought we would actually anticipate less water usage due to public outreach and voluntary curtailment (see 1992 data in Figure 5-1).
Diann Strom 11 (ESC*)	11/17/2015 Why is school water use so high? Fig. 3-19	Peaking factor is relative to average flow of each individual curve (not an absolute flow comparison). School peaking factors are high at lunchtime (relative to average flow at a school throughout the day) because there is almost no flow overnight or in the early morning, and kids are in class for most of the late morning and afternoon. Lunch and recess are water-intensive. If property already exists and limited distribution system improvements are needed, 2-4 years is a reasonable amount of time, depending on the size of reservoir. In our case, siting is not obvious so we would need to allow time for site selection and possibly public outreach.
Diann Strom 12 (ESC*) Lisa Tompkins (PO Box 3233, 13 98009)	How long does it take to develop a storage facility? If our need is 2034... I assume the process would start as early as 2024. I support the recommendation to explore and develop a plan to create an emergency water supply from the 11/19/2015 existing wells.	

Noted.





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SHEET 3 of 12

Log of Public Comments Received

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14	Loretta Lopez	11/19/2015	period for Pikes Peak Reservoir?	[paraphrased; verbal comment from ESC meeting: I am concerned that the SEPA period is not long enough, and there is not enough information about Pikes Peak Reservoir. Will there be another SEPA period for Pikes Peak Reservoir?	This public comment period is on the overall Water System Plan and the specific recommendations made. The Plan identifies issues associate with Pikes Peak Reservoir and potential options, but does not recommend a specific solution. A separate SEPA process regarding Pikes Peak Reservoir will occur following alternatives analysis.
15	David Plummer	11/26/2015	Chapter 1 should be revised to add a new figure and short explanatory text to show that the Water System is one of three 'systems' within the Bellevue Water Works system; a chart similar to the attached should be included.	Add an exhaustive listing of all references used to prepare, or referred to in the water system plan.	A reference list has been added. We did not add this because we feel it would be confusing. The Utilities organizational structure is mentioned in Sections 1.2, 2.7 (Waterworks Utility Financial Policies), and 6.2, and in the 2015 Utilities Business Profile (available on-line; excerpt included at the back of Chapter 10).
16	David Plummer	11/26/2015	Mains are shown being replaced in the north part of Clyde Hill in 2018. Didn't you guys replace the main on 98th from 34th to about 30th ten years ago? [Fig 4-12]		Our records indicate that these mains have not been replaced. The portions of Issaquah's system fed by wells or the BIP are isolated from Bellevue's, so significant length of transmission main would need to be added to create an intertie. Since we both purchase water from SPU's Tolt supply, we would both lose service in an outage, and Issaquah would probably need their wells to meet their own needs. We are open to opportunities though.
17	Craig Olson (City of Clyde Hill)	12/17/2015	Consider an emergency intertie with Issaquah's water system.		We are claiming the legacy rights associated with Water District #68's surface water supply in Meydenbauer Bay, to retain this as an option. Discussions with the Dept of Ecology will be ongoing. However, groundwater supplies appear to be more promising since they would not require a surface water treatment plant.
18	Calvin Wang (ESC*)	11/19/2015			Incorporated.
19	Aaron Morin (ESC*)	11/19/2015	Consider Lake Washington as a source of emergency water supply.		See ESC discussion from May 2015.
20	Diann Strom (ESC*)	11/19/2015	Add the summary of recommendations (Section 4.11) of the executive summary.		
21	Diann Strom (ESC*)	11/19/2015	What are the tradeoffs associated with increasing emergency water storage?		

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22	Dan Stroh (COB Planning Director)	10/14/2015	Land use and zoning assumptions in the Water System Plan are consistent with the City of Bellevue's adopted Comprehensive Plan and development regulations.	Noted.
23	Dan Stroh (COB Planning Director)	10/14/2015	Future growth projections in the Water System Plan are reasonably consistent with Bellevue's population and employment projections. Policies for utility service extension and provisions for new construction are both consistent with Bellevue's adopted Comprehensive Plan and development regulations.	Noted.
24	Dan Stroh (COB Planning Director)	10/14/2015	Land use and zoning assumptions in the Water System Plan are consistent with the City of Clyde Hill's adopted Comprehensive Plan and development regulations.	Noted.
25	Mitchell Wasserman (Clyde Hill)	12/16/2015	Future growth projections in the Water System Plan are consistent with Clyde Hill's population and employment projections.	Noted.
26	Mitchell Wasserman (Clyde Hill)	12/16/2015	Policies for utility service extension and provisions for new construction are both consistent with Clyde Hill's adopted Comprehensive Plan and development regulations.	Noted.
27	Mitchell Wasserman (Clyde Hill)	12/16/2015	We have not cross-referenced the draft WSP with the WD68 Agreement. If the two documents are consistent, then the draft WSP is consistent with Clyde Hill's water policy as well.	Noted.
28	Mitchell Wasserman (Clyde Hill)	12/16/2015	Bellevue's retail water service area is consistent with Hunts Point's adopted comprehensive plan and adopted development regulations and policies.	Noted.
29	S. Schroeder and M. Green (Hunts Point)	1/7/2016	The growth projections used to forecast water demand for Hunts Point are consistent with Hunts Point's adopted population and commercial growth projections.	Noted.
30	S. Schroeder and M. Green (Hunts Point)	1/7/2016		Noted.





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<p>S. Schroeder and M. Green 31 (Hunts Point)</p>	<p>Bellevue's water utility policies are consistent with Hunts Point's adopted comprehensive plan and 1/7/2016 development regulations.</p>	<p>Noted.</p>
<p>Christen Leeson (City of 32 Issaquah)</p>	<p>The zoning and land use designations are currently Single Family-Suburban (4.5 du/ac) and Multifamily-Medium (14.52 du/ac). These designations are not proposed to change within the 20-year planning period. Bellevue's plan does not include multifamily in the Lakemont area. Most of Lakemont is zoned Multifamily-Medium (12.52 du/ac).</p>	<p>I'll adjust estimated population for Lakemont in Tables 3-16, 3-17 and 3-18, assuming multi-family zoning. This will not affect projected water demands, since demands specific to this area were assumed separately, in the absence of population data (per #3 below). Population shown for Lakemont and Glacier Ridge were back-calculated based on the assumed demands and assumed zoning, but were not actually used (unique procedure used only in these areas).</p>
<p>Christen Leeson (City of 33 Issaquah)</p>	<p>Issaquah does not have population and employment projections by subarea. It is assumed by Issaquah that Montreux and Lakemont are built-out and that the population and employment numbers are not anticipated to increase in any significant manner.</p>	<p>Noted. We will use existing consumption and assume zero growth.</p>
<p>Christen Leeson (City of 34 Issaquah)</p>	<p>Bellevue's future estimation for demand is significantly higher than Issaquah's estimation. It appears Bellevue's estimation is based on maximum demand allowed in the wheeling contract with Issaquah, rather than actual built ERUs.</p>	<p>Wheeling contract limits were used for future demand projections per direction from Issaquah's Engineering staff. Allowance was also added for localized non-revenue flows and leakage. In response to your comment, we'll reduce the "low" ADD projections to the actual 2014 volumes, and reduce the "high" estimate and MDD volumes proportionately. This will reduce future demand estimates by about 40%. The reduced flow will inform our water quality modeling and upcoming chlorine evaluation, but would not appear to impact any water supply, storage or transmission projects due to the low volumes relative to Bellevue's system.</p>
<p>Joan Lieberman-Brill (City of 35 Kirkland)</p>	<p>The land use and zoning assumptions for the portion of Kirkland within Bellevue's water system service area are consistent with the City of Kirkland's adopted Plan and development regulations.</p>	<p>Noted.</p>

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Joan Lieberman- Brill (City of 36 Kirkland)	Future growth projections in the Plan are reasonably consistent with Kirkland's population projections. Employment projections are not applicable since this 11/9/2015 area is designated residential.	Noted.
Joan Lieberman- Brill (City of 37 Kirkland)	Policies for utility service extension and provisions for new construction are both consistent with Kirkland's adopted Comprehensive Plan and development regulations.	Noted.
Robert J. Grumbach 38 (Medina)	Land use and zoning assumptions in the Water System Plan are consistent with the Medina Comprehensive Plan and development regulation.	Noted.
Robert J. Grumbach 39 (Medina)	Future growth projections in the Water System Plan are reasonably consistent with Medina's population and employment projections.	Noted.
Robert J. Grumbach 40 (Medina)	The goals and policies set forth in the Water System Plan do not conflict with Medina's adopted Comprehensive Plan and development regulations.	Noted.
S. Schroeder and M. Green 41 (Yarrow Point)	Bellevue's retail water service area is consistent with Yarrow Point's adopted comprehensive plan and adopted development regulations and policies. The growth projections used to forecast water demand for Yarrow Point are consistent with Yarrow Point's adopted population and commercial growth projections.	Noted.
S. Schroeder and M. Green 42 (Yarrow Point)	Bellevue's water utility policies are consistent with Yarrow Point's adopted comprehensive plan and development regulations.	Noted.
S. Schroeder and M. Green 43 (Yarrow Point)	The Demand Projections in the Plan were prepared using a different methodology from the Cascade Transmission and Supply Plan (TSP)... The Demand Projections in the Plan are not inconsistent with the Cascade projection for Bellevue.	Noted.
Michael Gagliardo 44 (Cascade)	11/12/2016 Cascade projection for Bellevue.	Noted. We'll continue to coordinate.

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Michael Gagliardo 45 (Cascade)	Section 2-4 Service Area: Any Service Area expansions must be handled consistent the provisions of the Joint Municipal Utility Services Agreement.	Noted.
Michael Gagliardo 46 (Cascade)	Regional Policies: A general statement that The City is a Member of Cascade and participates with and coordinates all regional activities through Cascade.	
Michael Gagliardo 47 (Cascade)	Page 5-4: The Built Green and WaterSense New Homes Initiative Program provides certifications for single and multi-family homes. Approximately 2500 higher efficiency fixtures were installed in 2014 (the figure for 2015 should be available in a few weeks). Appendix R, Section 2.1 – reference should be the 2012 Joint Municipal Utility Services Agreement (section 7.3 of that Agreement is the appropriate shortage section)	The additional information has been added.
Michael Gagliardo 48 (Cascade)	Appendix R: The Block Contract was also amended in 2013 (section references are appropriate)	Clarification has been added.
Michael Gagliardo 49 (Cascade)	Please continue to coordinate Bellevue's request for a new inlet station on SPU's Tolt pipeline and potential development of existing wells with Cascade so that any changes in these areas are accomplished consistent with the Block Contract and the Joint Municipal Utility Services Agreement.	Clarification has been added.
Michael Gagliardo 50 (Cascade)	Todd and I reviewed the plan and did not find anything inaccurate and do not have any questions.	Noted. We'll continue to coordinate.
Robert Russell (Coal Creek 51 Utility District)		Noted.
Greg Neumann (City of 52 Kirkland)	Kirkland has no comments for Bellevue's draft WSP other than the potential emergency intertie at Points Dr 12/10/2015 and 96th Ave should probably be mentioned.	A new sub-section on emergency interties, including discussion of the proposed connection in Points Drive, has been added to Section 4.8.





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53	Joan Kersnar (Seattle Public Utilities)	1/6/2016	[Paraphrase] The plan recommends a new inlet from SPU's TESSL, which is bar wrapped pipe (BWP). BWP is difficult to tap, and requires specialized expertise. New taps on BWP are best avoided. SPU encourages Bellevue to locate the new inlet so it can receive flow from an existing, un-used prefabricated outlet on the pipeline, such as at SE 8th St, Main St, NE 8th St, or the cast iron 16" feeder line in Bel-Red Rd.	Bellevue intends to conduct a site alternatives evaluation that will consider these issues, along with cost, community impacts (environmental, temporary traffic control, etc), and suitability to supply the BV400 zone, where most growth is projected. Although a tap near NE 20th St appears to be ideal to feed the Bel-Red neighborhood, the suggested NE 8th and Main St locations appear to be hydraulically feasible based on preliminary evaluation, and will be included. Bellevue will coordinate with SPU and Cascade during the evaluation.
54	Joan Kersnar (Seattle Public Utilities)		The Coliform Monitoring Plan included in Appendix U is dated 2007/2008. Please provide an updated CMP for review when available.	The new CMP is currently being drafted and will be provided to SPU for review in 2016.
55	Joan Kersnar (Seattle Public Utilities)		Please include the disinfection by-product (DBP) sample locations on Figure 7-1.	The DBP sampling locations have been added.
56	Joan Kersnar (Seattle Public Utilities)		Please keep SPU apprised of the City's intended use and development of groundwater wells.	We'll coordinate as appropriate.
57	Joan Kersnar (Seattle Public Utilities)		New wholesale water sales outside of Bellevue's service area may be subject to terms and conditions in the [SPU-Cascade agreement].	Bellevue has no plans to expand water sales outside of our current service area. We will update the District's address for our records, although the effort to update agreements with this information is not warranted.
58	Bob Trimble (KCWD#1)	11/5/2015	ILA and amendments show an address that we are no longer using. [current address provided]	
59	Tom Gething (KCWD#117)	1/12/2016	We had no comments on the water system plan.	Noted.





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Consistency statements from Clyde Hill, Medina, Hunts Point and Yarrow Point are provided in Appendix E. King County's consistency is affirmed by County Council's adoption of the Plan. We have also obtained consistency statements from the Cities of Kirkland and Issaquah, because small portions of those cities receive water exclusively through Bellevue, and therefore must be considered in our water system planning. Redmond provided the growth projections used in Bellevue's WSP for their Overlake area (served through jointly-owned facilities).

Richard Rodriguez and Robert James  
60 (DOH)  
1/8/2016  
Please provide determinations of local government consistency from the following local land use entities:  
(a) Cities of Clyde Hill and Medina, (b) Towns of Hunts Point and Yarrow Point, (c) King County.

Richard Rodriguez and Robert James  
61 (DOH)  
Has your supply entity, Cascade Water Alliance, reviewed your water demand forecast?  
Yes. See Appendix Y. Cascade indicated "The Demand Projections in [Bellevue's Water System Plan] are not inconsistent with the Cascade projection for Bellevue."

Richard Rodriguez and Robert James  
62 (DOH)  
Department of Ecology provided a review and assessment of the City's water rights in a letter dated December 11, 2015.

Richard Rodriguez and Robert James  
63 (DOH)  
We acknowledge that Bellevue's Coliform Monitoring Plan is being revised and will be submitted to us for review under a separate cover when completed.  
We received the letter.

Richard Rodriguez and Robert James  
64 (DOH)  
As part of your record keeping system, are construction completion reports for distribution main extensions and main replacement projects retained on file?  
The new CMP is currently being drafted and will be provided to DOH for review.

Richard Rodriguez and Robert James  
65 (DOH)  
W5-17: The Section should be re-titled Disinfection & Flushing of Water Mains and the term disinfection should be used instead of sterilization. Please review AWWA Standard C651-14 and determine whether any changes should be made to this section.  
No. Bellevue was previously unaware of the WAC requirement. We will begin doing this in 2016.  
This section has been re-titled as indicated, and "sterilization" changed to "disinfection" globally throughout the City's Water Engineering Standards (Volume 4). This change will also be reflected in the City's 2017 Water Engineering Standards, following update in late 2016.





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Richard Rodriguez and Robert James 66 (DOH)	Provide a threshold determination for the WSP SEPA documentation.	See Appendix A.
Richard Rodriguez and Robert James 67 (DOH)	The final WSP submittal must bear the seal of a professional engineer licensed in the State of Washington.	The WSP will be P. E. stamped and signed. Numerous public meetings discussing the WSP with the City's Environmental Services Commission were held in 2015. A public open house was held, as advertised in a news release, social media, the City's website and "Neighborhood News" newsletter, and as picked up by local media (Bellevue Reporter). The entire Draft Plan has been posted to the City's website since October 2015. See Appendix A.
Richard Rodriguez and Robert James 68 (DOH)	The water system must meet the consumer input process outlined in WAC 246-290-100(8). Please include documentation of a consumer meeting discussing the WSP, prior to DOH approval of the WSP.	
Richard Rodriguez and Robert James 69 (DOH)	Prior to DOH approval, the governing body of the City must approve and adopt the WSP.	The WSP will be brought to Bellevue City Council for adoption.
Richard Rodriguez and Robert James 70 (DOH)	Please provide copies of any comments made by adjacent purveyors or other interested parties, along with the District's response to those comments.	See Appendix Y.
Sheldon Lynne (City of 71 Issaquah) Scott Thomasson (City of 72 Redmond)	[no response]  Connections shown in Table 1-2 do not account for all 1/13/2016 connections with Redmond, such as joint-use mains.	Clarification has been added.





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Scott Thomasson (City of Redmond) 73	Bellevue doesn't "supply" Redmond; we both are supplied by Cascade through joint-use facilities. "Wheeling" language doesn't capture this. See Redmond's Water System Plan for more appropriate 1/13/2016 language.	Clarification has been added. Projections are based on (1) significant population and jobs growth forecasted by Puget Sound Regional Council, and (2) revised & reduced per capita water demands based on actual recent consumption (see Table 3-12). We have also added an assumed 6% non-revenue flow to the projections.
Scott Thomasson (City of Redmond) 74	Future demand projections look high; are they consistent with Cascade's?	
Scott Thomasson (City of Redmond) 75	Redmond does not consider SPU's supply to be 2 sources (it would be difficult to get Cedar water up to Redmond), so we use 400 gal/ERU as emergency storage volume criteria for the in-town areas. Based on this criterion, Redmond's Overlake area has a storage deficiency. This is difficult to rectify with Bellevue's 200 gal/ERU storage criterion, since we share facilities in the Overlake area. This is unresolved.	Bellevue's storage criteria are consistent with DOH requirements and industry norms, were evaluated by a 3rd party engineering consultant, and have been discussed with Bellevue Fire and the Environmental Services Commission. The costs and community impacts associated with increased emergency storage do not appear to be justified.
King County Utilities Technical Review Committee 76	[Phone conversation with Steve Hirschey] You did a fine job. UTRC has no technical comments, but will comment with reminders to obtain planning consistency statements, etc. We hope to get a letter out Friday 1/22.	Noted.
Jerry Liszak, Dept of Ecology 77	[Paraphrase] KCWD97 Well 3 permit and certificate numbers, Qi and Qa are incorrect	These have been corrected.
Jerry Liszak, Dept of Ecology 78	[Paraphrase] KCWD97 Well 6 non-additive Qa is not shown.	This has been added.





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[Paraphrase] Refer to Okanogan Wilderness League, Inc. v. Town of Twisp, 133 Wn.2d 769, 781, 947 P.2d 732 (1997). Abandonment is a common law process, separate from statutory relinquishment. set forth in chapter 90.14 RCW. Although municipal water rights are exempt from statutory relinquishment laws, chapter 90.14 RCW, they may be lost by abandonment. Because the City of Bellevue does not know if the KCWD68 and WWSC wells are still in existence and the City no longer owns the properties the wells were located on, it appears to me that Bellevue may have abandoned these water rights.

We will work with Ecology to provide additional information and clarify the status of these water rights. We do not think the Twisp decision applies, because unlike Twisp, Bellevue never forgot about its wells and has maintained records. The history of wells has been mentioned in Water System Plans, and they are shown in mapping records. The City did not continually submit a Water Rights Self-Assessment because DOH did not require it, since Bellevue had adequate surface water supplies (through the City of Seattle) to meet domestic needs. Refer to Cornelius v. Washington Dept't of Ecology, 182 Wn.2d 574, 344 P.3d 199 (2015), in which legacy municipal water rights were upheld by the court.

Jerry Liszak, Dept of Ecology 79

Bellevue's surface water rights appear to have been abandoned because decades ago the site of the surface water diversion was sold and a private home built on the site. Although the diversion pipe may reportedly lie under the property owner's pier, the surface water pumping and treatment plant no longer exists.

The treatment plant site was not sold. It is still owned and maintained by the City of Bellevue Utilities Department. The pump station wet well still exists and is under a homeowner's garage on a (separate) private site. The intake piping is still in the lake. We have noted the comment and will provide additional clarification.

Jerry Liszak, Dept of Ecology 80





# MEMORANDUM

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Action  
 Discussion  
 Information

**DATE:** February 4, 2016

**TO:** Environmental Services Commission

**FROM:** Pamela Maloney, P.E. Utilities Water Resources Planning Manager  
(425) 452-4625 [pmaloney@bellevuewa.gov](mailto:pmaloney@bellevuewa.gov)

**SUBJECT:** Utility CIP Update 2017-2023

### Action Required at this Time

No action by the Commission is required at this time. The ESC's budget recommendation for the Capital Investment Program (CIP) will be included in the overall Utility budget recommendation to the City Council later this year. Staff will request ESC concurrence with specific CIP recommendations following a public meeting tentatively scheduled for April 7th.

At the February 4<sup>th</sup> Commission meeting staff will build on information that was presented in January. Specifically, staff will:

- Review changes to the ESC CIP update calendar (if any);
- Review proposed changes to the adopted CIP programs; and
- Review proposed new capital investments.

Please bring your 3-ring CIP Update binders to the meeting.



# MEMORANDUM

	Action
X	Information
X	Discussion

**DATE:** February 4, 2016  
**TO:** Environmental Services Commission  
**FROM:** Andrew Lee, Assistant Director – Utilities  
**SUBJECT:** Utilities Property Management Plan

### Action Required at this Time

No action required

### Background

In 2015, the Utilities Department developed its first Utilities Property Management Strategic Plan (Plan). The goal of the Plan was to:

*Develop a comprehensive strategy to improve, acquire and/or surplus Utilities property that takes into consideration future Utilities needs and existing Utilities-owned and City-owned land.*

The scope of the Plan development included the following tasks:

- Developing recommendations for ongoing property management and records retention
- Updating Utilities Property Inventory and identifying property ownership by fund
- Identifying current needs and issues for Utilities owned properties
- Identifying and assessing potential new property needs
- Evaluating Utilities owned properties potential for additional beneficial use
- Identifying other City or private properties potential for Utilities future needs
- Assessing Utilities owned properties for surplus opportunities
- Developing an Implementation Plan for the Property Management Strategic Plan recommendations

### Next Steps

The Plan makes a number of recommendations, both short-term and long-term, to improve Utilities' proactive management of its properties. On February 4, 2016, Utilities staff will provide the Environmental Services Commission (ESC) with an overview of the Plan recommendations, with a particular focus on the following two recommendations:

- Develop a master plan for operational yard space use at the Eastgate Yard
- Acquire new property for North end operational yard space

Both of these recommendations will also be discussed in the context of the 2017-18 budget process for the Utilities CIP.