

Agenda

ENVIRONMENTAL SERVICES COMMISSION MEETING
 450 110th Ave. NE (City Hall)
 Conference Room 1E-113
 Thursday 6:30PM
 March 1, 2018 Regular Meeting

| | <u>Page</u> | <u>Action</u> |
|---|-------------|---------------|
| Commissioners: | | |
| <i>Diann Strom</i> <i>Chair</i> | | |
| <i>Sanjay Kumar</i> <i>Vice Chair</i> | | |
| <i>Anne Howe</i> | | |
| <i>Vanja Knezevic</i> | | |
| <i>Aaron Morin</i> | | |
| <i>Lisa Schreiner</i> | | |
| <i>Gregg Takamura</i> | | |
| City Council Liaison: | | |
| <i>Jared Nieuwenhuis</i> | | |
| Staff Contact: <i>Andrew Lee</i> 425-452-7675 | | |
| Staff Support: <i>Katie LaFree</i> 425-452-4497 | | |
| 1. Call to Order – Diann Strom, Chair | | |
| 2. Approval of Agenda * | 1 | X |
| 3. Oral and Written Communications Note: Three-minute limit per person, maximum of three persons for each side of topic. Additional comments may be heard at Agenda Item 11. | | |
| 4. Communication from City Council, community council, Boards and Commissions | | |
| 5. Staff Reports | | |
| 6. Approval of Minutes • February 1, 2018 Regular Meeting Minutes * | 2 - 8 | X |
| 7. Reports & Summaries • Conservation & Outreach Events & Volunteer Opportunities # | | |
| 8. Unfinished Business | | |
| 9. New Business • Emergency Planning Response Program * <i>Presenter(s):</i> Don McQuilliams, Operations Manager Regulatory Compliance <i>Presenter(s):</i> Joe Harbour, O&M Assistant Director | 9 | |
| • Utilities Finances 101 * <i>Presenter(s):</i> Lucy Liu, Assistant Director - Resource Management & Customer Service Martin Chaw, Fiscal Manager * | 10 | |
| • CIP Update 2019-2025: Review Proposed Changes & Additions to the CIP * <i>Presenter(s):</i> Martin Chaw, Utilities Fiscal Manager Paul Bucich, P.E. – Water Resources & Planning Manager | 11 | |
| 10. Continued Oral & Written Communications | | |
| 11. Review of ESC Calendar/Council Calendar * | 12 - 13 | |
| 12. Adjournment | | |

*Materials included in packet

Materials separate from packet

Environmental Services Commission meetings are wheelchair accessible. Captioning, American Sign Language (ASL), or language interpreters are available upon request. Please phone at least 48 hours in advance 425-452-5379 (Voice). If you are deaf or hard of hearing dial 711 (TR). Assisted listening devices are available upon request. Room 1E-113 is equipped with hearing loop system.

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

Thursday
February 1, 2018
6:30 p.m.

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

COMMISSIONERS PRESENT: Diann Strom (Chair), Sanjay Kumar (Vice Chair),
Vanja Knezevic, Aaron Morin,

COMMISSIONERS ABSENT: Anne Howe, Lisa Schreiner, Gregg Takamura,

OTHERS PRESENT: Lucy Liu, Assistant Director – Resource Mgmt. & Customer
Service; Martin Chaw, Utilities Fiscal Manager; Kit Paulsen, Sr. Environmental Scientist;
Don McQuilliams, Regulatory Compliance Manager

MINUTES TAKER: Laurie Hugdahl

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA

**Motion made by Commissioner Kumar, seconded by Commissioner Morin,
to approve the agenda as presented. Motion passed unanimously (4-0).**

**3. PUBLIC MEETING ON THE 2018 DRAFT STORM WATER
MANAGEMENT PROGRAM**

Presenter: Don McQuilliams, Regulatory Compliance Manager

The public meeting was called to order at 6:33 p.m. and public comments were solicited. There were none.

Mr. McQuilliams gave an overview of and background on the Stormwater Management Plan. The Plan is a requirement of the Clean Water Act with the intent to minimize water pollution from the City. The NPDES Permit was first issued to Bellevue in 2007. Bellevue is a Phase II Permittee as determined by the 1990 census. The Stormwater Management Plan is administered by the DOE. Permit conditions are phased in over a five-year permit term. The current permit term is from August 2013 to July 2019. It was extended one year by Ecology. The next revision will be in August of 2019. Mr. McQuilliams then reviewed key dates of the 2013-2019 Permit Implementation timeline.

Public Comments were solicited again. There were none. The public hearing was closed at 6:44 p.m.

4. **ORAL AND WRITTEN COMMUNICATIONS**

None

5. **COMMUNICATIONS FROM CITY COUNCIL, COMMUNITY COUNCIL, BOARDS AND COMMISSIONS**

None

6. **STAFF REPORTS**

It was announced that Councilmember Jared Nieuwenhuis will be the official Council Liaison.

Councilmember John Stokes has been appointed as Bellevue's representative to Cascade Water Alliance and will also serve as Chair. Councilmember Nieuwenhuis will serve as Councilmember Stokes' backup.

7. **APPROVAL OF MINUTES**

January 4, 2018 Regular Meeting Minutes

There was a question from Commissioner Knezevic about whether or not Commissioner Takamura had been in attendance at the January 4 meeting.

Motion made by Commissioner Morin, seconded by Commissioner Strom, to approve the minutes as presented. Motion passed unanimously (4-0).

8. **REPORTS & SUMMARIES**

- ESC Calendar/Council Calendar

Asst. Director Lucy Liu reviewed the ESC Calendar and pointed out that in March there will be an update on the AMI program. Joe will be speaking on the Emergency Management. Changes to the CIP will also be presented. She will be presenting a Finance 101 presentation. In April staff will continue with the year-end financial report, rates forecast, and a summary of the online CIP open house and public comments.

Asst. Director Liu then reviewed the Council Calendar. She noted that the Tentative Lower Coal Creek/Newport Shores KCFD Agreement will actually go to the Council on February 20 meeting instead of February 5.

Commissioner Morin asked about the Bortko Easement West Lake Sammamish Parkway SE Sewer Pump Station item. Ms. Liu explained she was not sure, but could find out.

Chair Strom asked about the status of AMI negotiations. Ms. Liu explained that the City is still in the midst of contract negotiations.

- Conservation & Outreach Events & Volunteer Opportunities

Asst. Director Liu reviewed this item and noted that all items are open to the community.

9. UNFINISHED BUSINESS

None

10. NEW BUSINESS

- Storm & Surface Water Plan Implementation
Presenter: Kit Paulsen, Sr. Environmental Scientist

Ms. Paulsen gave an update on the Storm & Surface Water Plan implementation. There were five categories of Operational Recommendations including: asset management; outreach education; capital projects; regulatory drivers; and basin issues/needs.

Asset Management tasks included visually inspecting pipes, identifying and inventorying each asset, determining lifecycle costs, developing short/long term resource needs, and developing demand forecasts. She reported that staff has completed 95 miles of pipe inspections. Staff completed two strategic asset management plans in 2018. It was discovered that only 25% of pipes have ages associated with them. Staff is using other methods to determine their age and their expected longevity. The information on the age of pipes can also be used with the strategic initiatives. Stream Team Coordinator Laurie Devereaux has educated about 1000 students about stormwater and storm drains each year. Over 2000 citizens have been informed by public displays and presentations. Over 100 volunteers donated more than 200 hours of time annually for monitoring and field work. Ms. Devereaux has also created a number of interpretive signs, school curriculum projects, storm drain marking, and other outreach activities.

The capital projects recommendations included continuing flood reduction, fish passage improvement, stream channel modification, and conveyance rehabilitation programs. There was also a recommendation to invest in water quality improvement, where cost effective. Progress includes 1200 linear feet of conveyance improvements with 2600 feet in process. There have been a number of flood reduction projects and fish passage improvement projects. There has some progress towards water quality retrofit in the Kelsey Basin, but it has been challenging to find a site for water quality facilities.

Regulatory drivers recommendations included examining emerging issues, regional monitoring, and water quality retrofit. An emphasis on Low Impact Development (LID) and infiltration was implemented for new development. The City completed a Feasibility for Infiltration Map using data from geotechnical reports. This has helped to expedite permitting of some permits and has been a help to the development community. Staff gave a training to help others understand this process. In the last two years over 200 new or reconstructed single-family homes went through the LID process which seems to be working well.

Regional monitoring is done via the NPDES permit. Working regionally and putting resources together helps everyone to have a better understanding of stormwater impacts. The regional monitoring program is analyzing the first sampling period results and making recommendations for the next permit period.

Basin Issues/Needs – The West Tributary basin study has been completed. Goff Creek basin study will also be completed this year. Other basin studies will be postponed until the stream assessment strategic initiative is completed to make sure the issues and sequencing addresses the most pressing issues .

Operational strategic initiatives include: Property Management and Primary Conveyance (Public/Private). The City is starting a pilot regional detention facility at 148th and will be making a plan for this property. One the outcomes for the property management plans will be an understanding of whether there are opportunities for improvements through off-site mitigation. An assessment of major conveyance through private pipes will be done to evaluate the risks of failure of those systems.

Aspirational strategic initiatives look to the future and include Watershed Planning, Open Streams, and Water Quality. A citywide assessment will be done via a GIS process and some field investigations to look at current levels of water quality treatment throughout the City. This will allow a better understanding of the risks and the best approach to improving runoff from roads and commercial areas. . The City is also exploring other partnerships to gather information. The Open Streams Assessment will explore over 81 miles of streams which have not been walked for over 15 years. A thorough assessment of all 81 miles of stream is expected to be completed by 2022. That information will be used to identify problems and opportunities for enhancements. This will begin in Coal Creek this year. Basin reports will be done based on the information found in the field.

Commissioner Kumar asked if the City has considered using drones. Ms. Paulsen explained that it has been considered, but there isn't space in a lot of areas to use drones.

Commissioner Morin asked about using cameras to inspect storm pipes during high flow events. Ms. Paulsen commented that in high flow events it is possible to tell where there are issues because of flooding. Cameras cannot be used in flowing water. Ms. Paulsen explained that the City looks at flood risk, water quality, and habitat to evaluate the system.

- 2019-2020 Budget Planning Process Overview

Presenter(s): Lucy Liu, Assistant Director – Resource Mgmt. & Customer Service and Martin Chaw, Utilities Fiscal Manager

Mr. Chaw gave an overview of the development process for the next budget, the role of the ESC in the budget process and the overall budget review schedule. At this time, the City's 2019-2020 budget timeline is still being developed. He explained that the Utilities Department budget is developed with guidelines as established within adopted comprehensive financial management principles including compliance with comprehensive financial management policies, investments needed to sustain current service levels, new investments needed to enhance customer service and/or create efficiencies, and rate affordability.

Staff is expecting that the budget will be developed as a series of budget proposals. These are categorized into capital and operating expenses.

The role of the ESC in budget review will include briefings relating to the Budget One overview, financial policies, 2017 year-end financial results, and the 2019-2024 Early Outlook Rates Forecast. The ESC will then review proposed CIP programs and projects, review operating and capital budget proposals, and preliminary rate impacts; hold a public hearing, and provide a budget and rates recommendation to City Council in late fall of 2018. Mr. Chaw reviewed the tentative ESC 2019-2020 budget review schedule including key milestones. Staff will be seeking final budget proposal comments from the ESC in June. In October the ESC will hold a public hearing on the proposed Utilities 2019-2020 budget. In November the chair of the ESC will present the Commission's recommendations on the Utilities 2019-2020 budget to the City Council. The City Council is scheduled to approve the budget in December. Staff will return to brief the ESC in January on any changes resulting from the final approved budget.

- Waterworks Financial Policies Overview

Presenter(s): Lucy Liu, Assistant Director – Resource Mgmt. & Customer Service and Martin Chaw, Utilities Fiscal Manager

Bellevue's Utilities Financial Policies were reviewed by Mr. Chaw. Categories of policies include rates, reserves, and capital investments. Rate policies govern how the City sets and manages utility rates. These policies govern periodic cost-of-service studies to ensure the rates for each customer class cover the respective costs to service that class. Reserves

policies govern how large the reserves should be, how they should be maintained, and under what circumstances the reserves should be drawn.

Commissioner Kumar referred to the rates and asked if businesses help to subsidize residential. Mr. Chaw replied that in 2014 the City conducted a cost of service study for the water utility. As part of that study the City evaluated the costs that it takes to serve each customer class – multifamily, single family, and commercial. Based on an allocation of those costs, rates were developed to recover those costs equitably from each class of customers. Currently the City is the process of conducting a cost of service study for sewer and stormwater utilities. The ESC will receive an update on those studies in July.

Commissioner Knezevic asked about the largest cost centers for utilities. Asst. Director Liu explained it is a combination of wholesale costs and the capital program. There was some discussion about the relationship between wholesale costs and rates. Commissioner Kumar commented that there is a fixed amount Utilities needs to get from rates so if consumption goes down then rates must go up. Ms. Liu summarized that managing consumption helps to keep the rates down in the long run because it means the City can delay increasing capacity. Commissioner Morin asked what a city like Bellevue could do in order for costs to stay flat. Ms. Liu explained that the costs are largely driven by wholesale cost increases and the cost to maintain/replace aging utility infrastructure. She stated that generally one could expect about a 4% combined rate increase per year to maintain current service levels.

Mr. Chaw continued to speak regarding rate management policies. He explained that rates and rate levels should be sufficient to meet current and future expenses. The changes should be gradual and uniform to provide predictability. Wholesale cost increases are passed through to the customer so local programs are not degraded. There are also policies relating to the use of savings and one-time revenues. These are used to support one-time expenses, not ongoing expenses. Rates are adjusted with each budget. The rates are designed to cover the costs of service. The goal is an attempt to make sure rates are equitable within each customer class and applied uniformly to each customer. A utility rate relief program is offered to those who need help paying utility bills. About 1,300 accounts out of the 40,000 accounts utilize the rate assistance program. Accounts are reassessed annually and documents are required for verification.

Types of reserves are also covered in financial policies. Operating reserves are for working capital, operating contingency and plant emergency. They are established at a minimum and target level. The purpose of operating reserves is to provide rate stability and to maintain existing services and programs. Commissioner Morin asked why one-time revenues or savings aren't used to help fund reserves. Mr. Chaw explained that one-time revenues or savings can be used to replenish reserve levels.

Capital Investment policies govern how the City takes care of infrastructure resources. Aging infrastructure is a future liability so staff tries to plan ahead for the long-term and anticipate costs. The 75-year renewal and replacement funding model helps to levelize contribution from rates with intergenerational equity. The intent is to prevent rate spikes and fluctuations. Periods of over collection serve to build up reserves for future large investments. Mr. Chaw then concluded his presentation by reviewing 2018 Budget Year-End Reserves.

11. CONTINUED ORAL AND WRITTEN COMMUNICATIONS

None

12. REVIEW OF ESC CALENDAR/COUNCIL CALENDAR

Asst. Director Liu responded to Commissioner Morin's earlier question about the Bortko easement. She explained it is a renewal of an easement on private property.

13. ADJOURNMENT

Motion made by Commissioner Morin, seconded by Commissioner Strom, to adjourn the meeting at 8:15 p.m. Motion passed unanimously (4-0).

The meeting was adjourned at 8:15 p.m.



MEMORANDUM

- Action
 Discussion
 Information

DATE: March 1, 2018

TO: Environmental Services Commission

FROM: Don McQuilliams, Utilities Operations Manager – Regulatory Compliance
Joe Harbour, Utilities O&M Assistant Director

SUBJECT: Utilities Emergency Planning and Response Program Elements

Action Required

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

Background

Historically, Utilities has operated under an Emergency Management Plan (AKA 'Redbook') that identifies how to respond to major events – both anticipated and unplanned. The development of the Emergency Planning and Response Program (EPRP) expands on the Emergency Management Plan and includes additional aspects of City coordination, training, communication, the Utilities Emergency Management Team and mutual aid agreements.

Staff will provide an overview of the Utilities Emergency Planning and Response Program (EPRP) elements currently under development. This will be followed by a discussion to answer questions and gather feedback from the Environmental Services Commission.



MEMORANDUM

- Action
 Discussion
 Information

DATE: March 1, 2018

TO: Environmental Services Commission

FROM: Lucy Liu, Assistant Director, RMCS Division
Martin Chaw, Fiscal Manager

SUBJECT: Utilities Finances 101

Action Required at this Time

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

Background

Staff will present a foundational overview of Utilities finances to help prepare the Commission for upcoming discussions and review of the proposed 2019-2020 Utilities budget.



- Action
- Discussion
- Information

DATE: March 1, 2018

TO: Environmental Services Commission

FROM: Paul Bucich, P.E., Water Resources & Planning Manager
Martin Chaw, Fiscal Manager

SUBJECT: Utilities CIP Update 2019-2025: Review proposed changes and additions to the CIP

Action Required at this Time

No action by the Commission is required at this time. This is an informational briefing to review the proposed 2019-2025 Utilities CIP.

Fiscal Impact

The Utilities CIP represents a significant investment of utility resources for the next seven years. The proposed 2019-2025 Utilities CIP will be used to develop the overall Utilities Department 2019-2020 budget and rates.

Background

As discussed with the Commission at the January 4th meeting, staff will conduct a series of CIP discussions with the Commission. Over the next several months, staff will:

| | |
|--------------------|--|
| March 1 | <ul style="list-style-type: none"> • Explain proposed significant changes to existing programs and projects • Identify new project proposals • Identify and discuss policy issues for ESC consideration • Summarize the proposed changes |
| March 15 – April 1 | <ul style="list-style-type: none"> • Host an On-Line CIP Open House |
| April 5 | <ul style="list-style-type: none"> • Open House immediately prior to the April 5th ESC Meeting to share the proposed CIP with the public |
| June 7 | <ul style="list-style-type: none"> • Request Commission comments on the proposed CIP |
| July | <ul style="list-style-type: none"> • Conduct a tour of CIP project sites |

Over the next several meetings staff will respond to questions, seek your comments, and request your concurrence with the proposed Utilities 2019-2025 CIP.

2018 Tentative Environmental Services Commission Calendar

Updated 2/22/18

January

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JANUARY 4

Introduce 2019-2025 CIP Update & CIP Review & Updating Process (Paul/Martin)

FEBRUARY 1

2018 Draft Storm Water — Mgmt. Program (Don McQ)
Storm & Surface Water Plan — Implementation (Paul/Kit)
2019-2010 Budget Planning Process — Overview (Lucy/Martin)
Waterworks Financial Policies — Overview (Lucy/Martin)

MARCH 1

Emergency Management (Joe)
Review Proposed Changes & Additions to Utilities CIP (Paul/Martin)
Utilities Finance 101 (Lucy/Martin)

APRIL 5

2017 Year-end Financial Report & Early outlook 2019-2025 Rates forecast (Lucy/Martin)
Online CIP Open House (Linda)
Summarize CIP Public Comments & Request ESC CIP Concurrence (Paul/Martin)

MAY 3

CWA and SPU Rpt of Wtr Resiliency (SPU & CWA)
Review Preliminary Utilities CIP & Operating Budget Proposals (Lucy/Martin)

MAY 17

Tentative – Additional Mtg to Review Prelim Util CIP & Operating Budget Proposals (Lucy/Martin)

JUNE 7

Election of Chair & Vice Chair (Andrew)
AMI Program Update (Brian)
Final ESC Comments & recommendations on budget proposals (Lucy/Martin)
O&M Yard Space Master Plan (Joe)

JULY 5

Sewer/Storm Cost of Service Studies (Lucy/Martin)
CIP Tour

AUGUST 2

Recess

SEPTEMBER 6

AMI Program Update (Brian)
Budget Follow-Up (Lucy/Martin)
Wastewater System Plan (Doug)

OCTOBER 4

Preliminary Rates Forecast; Public Hearing on proposed Utilities Budget (Lucy/Martin)
Water System Seismic Resiliency Plan (Doug)

NOVEMBER 1

Budget/Rate Recommendation to Council (Lucy/Martin)

DECEMBER 6

Retreat

Pending:

AMI Program Update (Brian)

July

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2018 Tentative Council Calendar

Updated 2/22/18

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FEBRUARY 26

WRIA Salmon Recovery Plan
Update (Kit/Sarah)

2018 Tentative

- 4/16 Motion to award LCCFHR G2 (Debbie)

MARCH 5

Resolution authorizing
Amendment #2 Kaye Smith
Printing & Mailing Utility Bills
(Alex/Virginia)

Lower Coal Creek/Newport
Shores KCFD Agrmt
(Paul/Jerry)

KC WW Grants Acceptance
(Kit/Paul)

MARCH 19

Motion to award Const. of AC
Watermain 2017, Phase 3
(Linda/Jim)

Motion to award wastewater
pump replacement
(Linda/Debbie)

Tentative WRIA 8 Endorsement
Resolution (Kit/Sarah)

MARCH 26

APRIL

MAY

JUNE

JULY

AUGUST

Recess

SEPTEMBER

OCTOBER

NOVEMBER

Tentative SW Comp Plan (TBD)

DECEMBER

| July | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |