

# Agenda

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## ENVIRONMENTAL SERVICES COMMISSION MEETING

450 - 110th Avenue NE (City Hall)  
Conference Room 1E-113  
Thursday 6:30PM  
February 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 * <ul style="list-style-type: none"><li>January 15, 2015 Regular Meeting Minutes</li></ul>	2 - 7	X
5. Follow-Up Questions & Answers <ul style="list-style-type: none"><li>Stormwater Requirements for Single Family Redevelopment <i>Presenter: Phyllis Varner, NPDES Manager</i></li></ul>		
6. Reports & Summaries <ul style="list-style-type: none"><li>ESC Calendar/Council Calendar *</li></ul>	8 - 11	
7. New Business <ul style="list-style-type: none"><li>NPDES 2015 Stormwater Mgmt. Program Recommendation * <i>Presented by: Phyllis Varner, NPDES Manager</i></li><li>Stream Team Update * <i>Presented by: Laurie Devereaux, Stream Team Program Coordinator</i></li><li>City Comprehensive Plan Update * <i>Presenter: Pam Maloney, Water Resources Planning Manager</i></li></ul>	12 - 15 16 17	
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  
January 15, 2015  
6:30 p.m.

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

**COMMISSIONERS PRESENT:** Vice Chair Swenson, Commissioners Howe, Mach, Wang, Morin\*<sup>1</sup>

**COMMISSIONERS ABSENT:** Chair Helland, Commissioner Pauley

**OTHERS PRESENT:** Andrew Lee, Deputy Director; Phyllis Varner, NPDES Permit Manager; Pam Maloney, Water Resources Planning Manager

**MINUTES TAKER:** Laurie Hugdahl

**1. APPROVAL OF AGENDA**

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

**2. CALL TO ORDER:**

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

**3. ORAL COMMUNICATIONS**

None

**4. APPROVAL OF MINUTES**

November 6, 2015 Regular Meeting Minutes

Commissioner Wang noted that "Councilmember" needs to be changed to "Commissioner" in the middle of page 6 and in a few other places in the minutes. Also in the motion in the middle of page 6, "Vice" needs to be added to "Chair Swenson".

**Motion made by Mach, seconded by Commissioner Wang, to approve the minutes as amended. Motion passed unanimously (4-0).**

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<sup>1</sup> Commissioner Morin arrived approximately 6:40 p.m.

Commissioner Howe commented that she did not receive a copy of the packet prior to the meeting. Deputy Director Lee indicated he would check with Katie LaFree on that.

## 5. Follow-Up Questions and Answers

- **2015 ESC Retreat**

Deputy Director Lee said he did some research on retreats and found out that other commissions and boards have them regularly. This is usually an opportunity to show appreciation for the commissioners and members. Sometimes there is an opportunity for the Mayor, Council Liaison, department director, and commissioners to have more informal conversations on topics. Some of the meetings contain team building agendas planned into the retreats. They usually review certain key topics, review the commission's activities from the previous year, and look forward or do visioning for the upcoming year.

Commissioner Wang thought it was important to have the opportunity to review the past year and discuss things coming up as well as have a more informal conversation. There was discussion about having a retreat in June or July after a new commissioner comes on board. There was consensus to have staff work with the Chair and Vice Chair to set one up.

## 6. Public Meeting

- **Draft NPDES 2015 Stormwater Management Program Plan**

NPDES Permit Manager Phyllis Varner made a presentation regarding the Draft NPDES 2015 Stormwater Management Program Plan. She gave an overview of the Western Washington Phase II Municipal Stormwater Permit, a brief review of key Program Plan efforts for 2015, and ended with Next Steps. Ms. Varner explained that the federal Clean Water Act Permit requires municipalities to implement water quality Best Management Practices (BMPs), collectively referred to as the Stormwater Management Program. The goal of the Permit is to protect water quality and fishable, swimmable uses of lakes and streams by reducing pollutants discharged from the municipal storm drainage system into surface waters.

Ms. Varner reviewed the history of the NPDES Phase II Permit, Program components and noted that the new Permit, effective August 1, 2013, continues and builds upon the 1<sup>st</sup> Permit's Program requirements. She said that Ecology issued a modified permit and Ecology Stormwater Manual in December 2014 as a result of the Pollution Control Hearings Board decisions on Permit appeals and noted that the changes are primarily technical in nature and resulted in only a few changes to the draft 2015 Stormwater Management

Program Plan. The few pages in the draft Plan that had minor edits resulting from the Permit modification were handed out to the Commission and briefly reviewed.

Ms. Varner then discussed the permit requirement to submit an Annual Report to Ecology by March 31 each year. The Annual Report contains the SWMP Plan, describing the actions the City will take in the coming year to implement the Permit, and the Compliance Report, summarizing the actions the City took in the previous calendar year to implement the Permit. Key compliance actions and dates in the Plan (on page 1-5) were the briefly highlighted. Ms. Varner reviewed the public review schedule for the Annual Report (also a handout to the Commission).

Commissioner Wang noted that the Plan indicated that the City would begin compiling illicit discharge data by January 2014. He asked for clarification since he thought the City already did that. Ms. Varner said the City does track illicit discharge response information in City databases. The primary difference in the Program, under the new Permit, is that Ecology requires permittees to complete individual incident reports with specific response information for each illicit discharge and compile and attach the individual incident reports to the annual report. This new illicit discharge documentation and reporting requirement takes significantly more time for staff to implement than the illicit discharge documentation and reporting required by the first Permit.

Ms. Varner emphasized that the SWMP Plan is only one of the ways the City is protecting lakes and streams. Other ways include stormwater capital improvements, land use regulations, environmental stewardship initiative, and regional participation efforts.

She completed the presentation by reviewing next steps for the NPDES Annual Report. She said that she will return in February to ask the Commission to convey to City Council any public comments received tonight and the Commission's recommendation on submitting the 2015 Plan to Ecology.

Vice Chair Swenson opened the public meeting at 7:21 p.m. and solicited comments. There were none.

**Motion made by Commissioner Wang, seconded by Commissioner Morin to close the hearing at 7:22 p.m. Motion passed unanimously (5-0).**

Vice Chair Swenson noted that there has been a lot of redevelopment in his neighborhood. He referred to the definition for "redevelopment" contained in Appendix A of the draft 2015 Program Plan. It defines redevelopment as a site that is already substantially developed, having 35% or more of existing

hard surface coverage. He expressed concern that most residential sites would be exempted from stormwater development requirements, including low impact development, based on the definition in the Plan on page A-5. He said he thought that this potentially represents a huge inconsistency in the system. Ms. Varner clarified that this is a Permit definition and is used to distinguish between new development and redevelopment sites because there are different triggers for how the stormwater development requirements in the Permit are applied to these sites. Both new development and redevelopment projects are subject to stormwater development requirements. She offered to look into this further. Commissioner Mach spoke in support of Low Impact Development, but commented that it is important to distinguish between a homeowner remodeling their own home and a builder demolishing and rebuilding a home. Vice Chair Swenson stated that he would like to see more information on this.

Ms. Varner summarized Vice Chair Swenson question for follow-up as:

- What triggers stormwater development requirements for single family residential redevelopment projects, particularly tear downs or substantial remodeling projects?
- What are the criteria for being exempt from stormwater development requirements on single family residential redevelopment projects?

Councilmember Robertson noted that it might be helpful to find out what land use code requires for redevelopment. She said Council passed neighborhood livability measures to prevent tear downs from building out to the edge of property, out of proportion to the neighborhood.

## 7. **REPORTS AND SUMMARIES**

- **ESC Calendar/Council Calendar**

Deputy Director Lee reviewed the 2015 ESC Calendar as contained in the packet.

Commissioner Wang referred to the September 17 meeting where the Mid-Biennial Budget will be reviewed. He asked if there should be a meeting before that to further discuss the AMI system. Deputy Director Lee stated that the 2015-16 Budget was approved with the exception of the AMI. What was proposed was to look at it again in the Mid-Biennial Review, but Deputy Director Lee did not think there would be enough new information to address it by then. Commissioner Wang expressed concern that further delaying the process will further increase the cost and lose the opportunity to have leak detection and other benefits of automation. Vice Chair Swenson commented that the Council has spoken. Councilmember Roberts clarified that her expectation by not approving it in the budget was not to delay the process. She expected that it would still be implemented at approximately the same time.

Deputy Director Lee affirmed that they are still expecting implementation in 2017. Councilmember Roberts stated that the Council didn't take an action for or against AMI. They basically ran out of time and kicked the decision down the road. Because of the implementation schedule Council didn't feel like they had to make a decision.

Commissioner Morin referred to the Solid Waste Performance Audit and Customer Service Survey discussion which is on the agenda in March. He asked about evaluating to whom the questions are asked in addition to what the questions are. He suggested broadening the survey to more than just those who have land lines in their homes. Deputy Director Lee commented that there are contractual limitations in the contract, but he will look into it to see what kind of flexibility they have.

## 8. NEW BUSINESS

- **2015-16 Budget Update**

Discussed above.

- **City Comprehensive Plan Update Status Briefing**

Water Resources Planning Manager Pam Maloney highlighted an invitation to the commissioners to a Joint Boards and Commissions Forum on February 25 to review the draft Comprehensive Plan policies. As soon as the policies are released in late February staff will forward them to the Commission electronically. She will attach a memo identifying if there are any significant departures from what the ESC recommended. Planning Commission will hold a public hearing on the draft Comprehensive Plan on March 4, but will accept comments until the end of March. As soon as the comment period closes, the Planning Commission will incorporate comments and turn the draft Plan in to the City Council for review over the summer months. Council adoption of the new Comprehensive Plan is anticipated by June 30.

Commissioner Mach requested that staff send an email to the ESC about the joint meeting so they will have all the information.

Councilmember Roberts encouraged all the commissioners to go to the joint meeting to interact with other commissioners and collaborate in this process.

- **2015 ESC Work Plan**

Handled above.

**9. COMMISSIONS REPORT**

None

**10. DIRECTOR'S OFFICE REPORT**

Deputy Director Lee gave an update on the Shoreline Master Program update process. He stated that the City Council is tentatively scheduled to review the last provisions for the Shoreline Master Program on February 9 and make a recommendation to move the document forward to the Department of Ecology. Materials are being prepared at this time and will be provided to the ESC when they are available.

**11. CONTINUED ORAL COMMUNICATIONS**

Betsy Hummer, East Bellevue Community Council Member, introduced herself and noted she has a great interest in utilities issues.

**12. ADJOURNMENT**

**Motion made by Commissioner Morin, seconded by Commissioner Howe, to adjourn the meeting at 7:50 p.m. Motion passed unanimously (5-0).**

The meeting was adjourned at 7:50 p.m.



# 2015 Environmental Services Commission Calendar

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## February

- 19** City Comprehensive Plan Update Status Briefing - Comments for Council Public Hearing (Pam Maloney)  
 NPDES 2015 Stormwater Mgmt. Program Recommendation (Phyllis Varner)  
 Stream Team Update (Laurie Devereaux)

February						
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## March

- 19** 2014 Financial Performance Review (Lucy Liu/Martin Chaw)  
 Solid Waste Contract Performance Audit & Customer Satisfaction Surveys Review (Susan Fife-Ferris/Stephanie Schwenger)

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## April

- 16** Storm System Plan - Aspirational Initiatives (Kit Paulsen/Brian Ward)  
 Water System Plan - Policies Introduced (Pam Maloney/Doug Lane)  
 Work Program within Surface Water (Don McQuilliams)

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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)

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## June

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

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## July

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

## 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)

## October

- 15** Solid Waste Contract Performance Audit & Customer Satisfaction Survey Results (Susan Fife-Ferris/Stephanie Schwenger)  
 Water System Plan - Request ESC Endorsement of Council Adoption (Pam Maloney/Doug Lane)

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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

February 15

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## February

**23** WRIA 8 Update & ILA Renewal Process (Alison Bennett/Kit Paulsen)

## March

**2** Mgmt. Brief - NPDES Municipal Stormwater Permit Annual Report (Paul Bucich/Phyllis Varner)

**9** Water System Plan Interest Statement Introduction (Paul/Pam/Doug)

**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 construction of Factoria Reservoir Coating Repair (Paul/Regan)  
 Motion to award construction of Stormwater Trenchless Repair (Paul/Regan)  
 Motion to award ECBD Trunkline Imp (Regan/Paul)  
 Motion to award Yarrow Creek W. Trib Culvert Removal (Regan/Paul)  
 Resolution authorizing execution of Professional Services Agreement for the Kelsey Creek Culvert Project (Paul/Regan)  
 Storm System Plan: Interest Statement - Introduction (Paul/Pam/Doug)

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

August 15

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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



# MEMORANDUM

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  X   Action  
      Information  
  X   Discussion

**DATE:** February 19, 2015  
**TO:** Environmental Services Commission  
**FROM:** Phyllis Varner, NPDES Municipal Stormwater Permit Manager, Utilities  
Paul A. Bucich, P.E., Assistant Director Engineering, Utilities  
**SUBJECT:** Request Recommendation on NPDES<sup>1</sup> 2015 Stormwater Management Program Plan

## Request

**Tonight, the Environmental Services Commission is asked to make a recommendation to City Council on submittal of the NPDES 2015 Stormwater Management Program Plan to the state Department of Ecology.** Staff will then draft a memorandum to City Council for Chair Helland's review conveying the Commission's recommendation along with information on the public meeting held at the Commission's January 15<sup>th</sup> meeting.

City Council will receive the Commission's recommendation along with a management brief on the NPDES Annual Report at their March 2<sup>nd</sup> meeting. The Council will be asked to take action on March 16 to authorize the City Manager to certify, sign and submit the NPDES annual report by the March 31 permit deadline.

## NPDES Background Information

A new 5-year NPDES Phase II Municipal Stormwater Permit took effect on August 1, 2013. Its requirements are phased in over the permit term and affect programs citywide. The Utilities Department provides overall permit management with oversight from a citywide Steering Committee reporting to the City Manager's Office.

This is the second Plan prepared under the new Permit. The Plan summarizes current and planned city-wide Permit implementation activities for the coming year. Briefly, in 2015, the City is implementing ongoing program requirements from the first Permit (2007-2013) and projects and actions necessary to meet new program requirements by the permit deadlines. Attachment A is a list of the new program requirements and permit deadlines.

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

The Plan is an attachment to the annual compliance report which documents the City's compliance with Permit requirements for the previous calendar year. As you may recall, the compliance report is a specific fill-in-the-blanks spreadsheet provided by Ecology which documents the City's activities for the preceding year (2014). It is completed administratively by citywide staff at the beginning of each year. The City Manager signs and certifies the annual compliance report on behalf of the City. Starting this year, annual reports will be submitted to the state Department of Ecology electronically through their new water quality web portal.

For your information, staff is finalizing the 2014 compliance report for City Council. If the Commission would like copies, these can be provided.

NPDES 2015 Stormwater Management Program  
Attachment A

The new, 2013-2018 NPDES Phase II Municipal Stormwater Permit requirements are phased in over the course of the permit term. New Permit requirements and key compliance dates are described here.

January 1, 2014 Ongoing

Illicit Discharge Detection and Elimination

- Complete an incident response report, containing permit-specified information, for each illicit discharge or connection found by or reported to the permittee. Beginning with the report due March 31, 2015, compile and submit the incident response reports for the calendar year with the annual compliance report.

March 31<sup>st</sup> Annually

Stormwater Management Program Administration

- Submit the annual report electronically using Ecology's new Water Quality Permitting Portal (WQWebPortal) beginning with the report due March 31, 2015.

August 15<sup>th</sup> Annually

Monitoring and Assessment

- Pay Bellevue's \$84,647 fee for participating in the collectively funded Regional Stormwater Monitoring Program (RSMP) to Ecology by August 15<sup>th</sup> annually.

February 2, 2016

Public Education and Outreach

- Measure the understanding and adoption of targeted behaviors from at least one target audience in one subject area and use the results to direct education and outreach resources more effectively.

December 31, 2016

Controlling Runoff from New Development, Redevelopment and Construction Sites

- Adopt new stormwater development regulations (codes and standards) specified in the Permit and the new Ecology Stormwater Management Manual, including vesting requirements and new Low Impact Development (LID) Best Management Practices (BMPs) by December 31, 2016. Implement new plan review, inspection, and escalating enforcement processes and procedures necessary to implement the program in accordance with Permit conditions by December 31, 2016.
- Conduct a review and revision process of citywide land use and development-related policies, codes, and standards or other enforceable documents to implement LID principles that minimize impervious surfaces, native vegetation loss and stormwater runoff by December 31, 2016. The range of issues outlined in *Integrating LID into Local Codes: A Guidebook for Local Governments* (Puget Sound Partnership, 2012) is to be considered.

December 31, 2016

Controlling Runoff from New Development, Redevelopment and Construction Sites

- Prepare a summary of the LID Principles review and revision process and include the summary in the Annual Report no later than March 31, 2017. The intent of the LID Principles and LID BMP requirements is to make LID the preferred and commonly-used approach to site development.

Municipal Operations and Maintenance

- Establish maintenance standards for facilities (private facilities per S5.C.4 and municipal facilities per S5.C.5) that are as protective as or more protective, of facility function than those specified in Chapter 4, of Volume V of the 2012 *Stormwater Management Manual for Western Washington*.

August 1, 2017

Municipal Operations and Maintenance

- Inspect all municipal catch basins at least once by August 1, 2017, and every two years thereafter.

December 31, 2017

Illicit Discharge Detection and Elimination

- Develop new IDDE field screening procedure and complete field screening for at least 40% of the municipal separate storm sewer system (MS4), complete 12% annually thereafter.

February 2, 2018

Illicit Discharge Detection and Elimination

- Update municipal storm drainage maps, if necessary, to meet modified permit requirements.
- Revise ordinance or regulatory mechanism to meet requirements of IDDE (Permit Section S5.C.3.b.)





# MEMORANDUM

	Action
X	Information
	Discussion

**DATE:** February 6, 2015

**TO:** Environmental Services Commission (ESC)

**From:** Laurie Devereaux, Stream Team Program Administrator  
425-452-5200 [ldevereaux@bellevuewa.gov](mailto:ldevereaux@bellevuewa.gov)

**SUBJECT:** Stream Team Update

### Action Required

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

### Background

The Stream Team provides a volunteer program as well as community education and outreach. The volunteer program involves restoration of streams and wetlands as well as monitoring fish and other biological sampling. The education and outreach efforts include a wide range of activities including working with schools and community groups, producing brochures, and creating pollution prevention campaigns.

Stream Team fulfills Utilities Strategic Plan goals, and meets National Pollution Discharge Elimination System requirements as well as Lake Washington/Cedar/Sammamish Watershed Recovery Plan recommendations. Program elements evolve and adapt over time, but the mission has remained the same: to provide information, increase community involvement and awareness, and initiate changes that will protect the quality of our water systems and fish and wildlife habitat.

Stream Team is administered by the Program Administrator, Laurie Devereaux, with some support from part time staff. The 2015 program budget is \$60,000 with an additional \$25,000 in King Conservation District grants to fund the Watershed Outreach Campaign and create new outreach for property owners to prevent pollution.

The Stream Team Volunteer Program officially started in 1988 with one of the first Public Information and Education Grants given from the Puget Sound Water Quality Authority.

Staff will provide a short presentation outlining projects and activities from 2014 at the February 19th meeting.



# MEMORANDUM

X Action  
X Information  
X Discussion

**DATE:** February 6, 2015

**TO:** Environmental Services Commission (ESC)

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

**SUBJECT:** City Comprehensive Plan Update

In late 2013 the ESC forwarded comments to the Planning Commission (PC) regarding recommended changes to the policies in the Utilities, Capital Facilities, and Environmental Elements of the city's Comprehensive Plan. During 2014, the Planning Commission considered that input, as well as information provided from other boards and commissions, the Council, the public, and other stakeholder groups.

On February 11, 2015 the Planning Commission will release the draft Comprehensive Plan for public review. The draft will be provided to ESC (electronically) as soon as it is available, with a staff summary of any significant discrepancies from your recommendations.

Opportunities for ESC discussion and input include:

- Feb 19 ESC Meeting: Discussion of draft policies; possible action—particularly if Any concerns about draft policies
- Feb 25 Open House at City Hall 5-7pm
- Feb 25 Joint Boards and Commission meeting at City Hall 7-8:30 pm City Hall 1E-108
- March 4 Planning Commission public hearing at City Hall 6:30 pm.  
Further PC deliberations on March 11, 18, and 25
- March 19 ESC Meeting: Last opportunity for possible action; very limited opportunity for PC to consider comments and convey to Council 3/25

The PC anticipates providing the draft Comprehensive Plan to Council following their March 25 meeting. City Council will review the draft in April and May, prior to adopting the final Comprehensive Plan, possibly by June 15.