

Notes from the Lake Ballinger/McAleer Creek Forum Meeting

August 26th, 2008

Shoreline Fire Headquarters – Station 61

Training and Support Facility

17525 Aurora Avenue North

Shoreline, WA 98133

Attendance:

Don Fiene, Lake Forest Park Councilmember
Aaron Halverson, Lake Forest Park Staff
Jerry Smith, Mayor of Mountlake Terrace
John Caulfield, Mountlake Terrace City Manager
Noel Miller, City of Edmonds Public Works Director
DJ Wilson, City of Edmonds Councilmember
Janet Way, City of Shoreline Councilmember
Chris Eggen, City of Shoreline Councilmember
Rika Cecil, City of Shoreline Staff
Doug Wood, Department of Ecology Staff
Gene Williams, Snohomish County Staff
Snohomish County Council Staff Representative

No one attended from City of Lynnwood

1. Agenda approval:

The agenda was approved unanimously.

2. Approval of Minutes from July:

Approved with minor revisions.

3. Staff memo regarding consultant selection:

Mike Shaw from Mountlake Terrace prepared the staff memo but was unable to attend. As a result Aaron Halverson was the only official staff committee member in attendance and was asked to present the staff memo regarding the consultant. Halverson explain the selection process describing the criteria of the RFQ and that three statements of qualifications (SOQ) were received. The SOQ's came from Brown and Caldwell, Otak, Inc. and Herrera. Halverson stated that after review of the SOQ's and a meeting of the staff committee it was agreed that each of the consultants would be interviewed on week later. Following the interview and extensive discussion by the staff committee, Otak, Inc was selected for recommendation to the Forum.

4. Draft scope of work:

Wood presented the draft scope of work for Otak. He explained each task identified in the scope. Halverson and Noel Miller explained that the many of the steps in the scope of work would be undertaken concurrently to ensure the strategic action plan would be prepared within the required timeframe. The Forum requested a better schedule of work and questioned the public involvement

portion of the scope. The Forum unanimously approved the City of Edmonds to enter into a professional services agreement for the creation of a strategic action plan for the Lake Ballinger/McAleer Creek Basin.

5. Structure of technical committee and interaction with the forum:

This issue was on the agenda because there was confusion regarding a staff committee lead and forum members contacting staff outside of their jurisdiction. DJ Wilson discussed the creation of a staff and forum hybrid/leadership group that could meet to discuss agendas and other Forum business. He explained that this group would consist of DJ, Don Fiene, Mike Shaw and Jerry Shuster. There was significant resistance to this from John Caulfield, Mountlake Terrace City Manager. After some discussion and repeated clarification it was agreed that the staff committee lead would be the staff committee member of the host city. For instance, the next meeting is at Lynnwood City Hall so the lead of the staff committee will be Jared Bond. The Forum also agreed that formation of a group not identified in the ILA would be inappropriate. In addition, agenda creation and distribution was discussed. The forum and staff committee member agreed to the following procedure:

From the previous forum meeting:

4 weeks: technical committee to suggest agenda items for Forum

5 weeks: "Packet" distributed by email

6 weeks: forum meeting held.

Adjournment: 3:20 p.m.