

1 **LAKE BALLINGER FORUM**
2 **July 15, 2008**
3 **Lake Forest Park City Hall**
4
5
6

7 DJ Wilson, Edmonds City Council
8 Jerry Smith, Mayor, City of Mountlake Terrace
9 John Caulfield, City Manager, City of Mountlake Terrace
10 Mike Shaw, Manager-Stormwater Program, Mountlake Terrace
11 Doug Wood, Water Resource Specialist, Department of Ecology
12 Jerry Shuster, Stormwater Manager, City of Shoreline
13 Janet Way, Shoreline City Council
14 Chris Eggen, Shoreline City Council
15 Marcia Isenberg, Chief of Staff, Snohomish County Council
16 Gene Williams, Snohomish Council Director of Public Works
17 William Franz, Public Works Director, City of Lynnwood
18 Jared Bond, Environmental Program Manager, City of Lynnwood
19 Don Fiene, Lake Forest Park City Council
20 Aaron Halverson, Engineering/Stormwater Technician, Lake Forest Park
21 David Cline, City Administrator, Lake Forest Park
22 David Hutchinson, Mayor, City of Lake Forest Park
23 Jesus Sanchez, Public Works Operations Manager, City of Shoreline
24 Noel Miller, Public Works Director, City of Edmonds
25 Alex Wallace, GIS Intern, City of Lake Forest Park

26
27 Also in attendance: Mark Phillips, Mamie Bolender, Jim Halliday, Stephen Plusch, Jerry
28 Thorson, Tony Ross
29

30 **I. Welcome and Introductions**
31

32 Edmonds City Councilmember DJ Wilson called the meeting of the Forum to order at 2:05 p.m.
33 in the Lake Forest Park City Council Chambers.
34

35 Lake Forest Park Mayor David Hutchinson welcomed the Forum members and noted the City's
36 long-time interest in environmental issues. He discussed the City's experience with flooding and
37 storm incidents, noting the December 3, 2007 flooding event, and the impact of the City's
38 downstream location. He thanked the Lake Forest Park City Council for its support for the
39 formation of the Forum by approval of the interlocal agreement and expressed his interest in a
40 further agreement for the Lyon Creek Basin.
41

42 Wilson reviewed various documents including the meeting agenda, the draft request for
43 qualifications (RFQ), and the outline prepared by the Department of Ecology.
44

45 In response to a question from Shoreline Councilmember Janet Way, Wilson noted that staffing
46 would be discussed under VI: Housekeeping on the meeting agenda.

1
2
3 **II. Forum Organization**

4 a. Officers and Rules

5
6 *Hutchinson moved* to appoint Edmonds Councilmember DJ Wilson as Chair and Lake Forest
7 Park Councilmember Don Fiene as Vice Chair of the Lake Ballinger Watershed Forum. *Janet*
8 *Way seconded. The motion carried unanimously.*

9
10 There was no objection to Wilson’s suggestion that Forum meetings could loosely follow
11 Robert’s Rules of Order.

12
13 b. Reiteration and/or reconsideration of vision and goals for Forum

14
15 Hutchinson said the vision should include developing an understanding of the impact of
16 flooding. He noted the costs associated with the most recent incident on December 3, 2007 are
17 estimated at \$3.4 million and many homes were damaged. He noted the city’s interest in
18 developing an interlocal agreement to address similar issues related to Lyon Creek.

19
20 Caulfield said that he echoed Lake Forest Park concerns, and he noted that roads were closed
21 during the recent flooding event. He said that political and engineering solutions are needed. He
22 noted that strategic action plans could be developed and the potential for nothing to be done with
23 them. He said that it is important that cities make a commitment to follow through with the work
24 and the funding that will be required.

25
26 Way noted that the Shoreline City Council has approved the interlocal agreement at its recent
27 meeting. She discussed issues related to basin planning and noted that the City of Shoreline
28 includes two other watershed areas.

29
30 Sanchez said the focus should include water quality. He noted that a goal of the strategic action
31 plan is to develop an understanding of water quality and water quantity, and he said that Echo
32 Lake has limits in terms of stormwater storage.

33
34 Snohomish County Council Chief of Staff Isenberg expressed support for cities dealing with
35 stormwater issues.

36
37
38 **III. Update on ILA**

39
40 Wilson noted that most jurisdictions have approved the Watershed Forum interlocal agreement,
41 and it is scheduled for approval for the remaining jurisdictions. Discussion followed regarding
42 the process and the questions raised by citizens and elected officials.

43
44 Chris Eggen reported that some city engineers had met to discuss a process for identifying issues
45 and planning resources. He recommended that this group be kept informed and involved in
46 planning and implementing solutions.

1
2 Wilson discussed the need to align projects with the budget timelines for various jurisdictions.
3

4 **IV. Review RFQ**

- 5 a. Mike Shaw to update on Staff work to date
6 b. Considerations regarding timeline
7 c. Approve RFQ for publication
8

9 Mountlake Terrace Stormwater Program Manager Mike Shaw noted that Lake Forest Park
10 Engineering/Stormwater Technician Aaron Halverson had taken the lead in drafting the Request
11 for Qualifications (RFQ). Halverson presented some of the key sections of the RFQ. Discussion
12 followed regarding various issues including the project timeline, delivery date, and public/private
13 partnerships and other options for solutions.
14

15 Department of Ecology Water Resource Specialist Doug Wood referred to the overview
16 document and noted that the Ecology 2009 budget includes funds for the Lake Ballinger
17 watershed study. He noted budget requirements and described the work product as a watershed
18 characterization study.
19

20 Shuster suggested that the RFQ does not define a scope of work and that some aspects of the
21 scope might be finalized in discussions with the consultant following the selection process.
22

23 Fiene discussed possible steps following completion of the study and the role of the forum
24 members.
25

26 Forum members discussed and approved several minor amendments to the draft RFQ.
27 Halverson stated he would incorporate the amendments.
28

29 Shaw said that he hoped that the RFQ would be approved quickly and noted the importance of
30 moving forward with that part of the process. He also noted that the City of Edmonds has
31 offered to take the lead on the advertising process.
32

33 Caulfield suggested that the proposed timeline might be added to the RFQ to inform potential
34 consultants regarding the work outlined to follow completion of the study.
35

36 **Smith moved** approval of the draft request for qualifications and authorization to proceed with
37 solicitation for statements of qualifications. **Fiene seconded.**
38

39 Following a brief discussion, **Fiene moved to amend** the draft request for qualifications on Page
40 1 at lines 28-29, 42, and 26. **The motion to amend carried unanimously.**
41

42
43 **William Franz moved to amend** the draft RFQ as follows:
44

45 Page 1, line 37: "...project is ~~funded~~ funding is provided by"
46

1 Way seconded. The motion to amend carried unanimously.

2
3 Following additional discussion Way moved to direct staff to prepare a draft timeline for the
4 scope of work for presentation to the Forum no later than September 26, 2008. Hutchinson
5 seconded. The motion carried unanimously.

6
7 Discussion followed regarding the importance of the completed study to the development of
8 solutions and the project planning phase. Wood said that this is a significant watershed, and its
9 ability to handle stormwater has been reduced over time. Lake Forest Park City Administrator
10 Cline noted that discussions regarding financing the projects required to solve the stormwater
11 problems would be necessary following the completion of the study.

12
13 The motion to approve the draft request for qualifications as amended carried unanimously.

14
15 **V. Next Steps: Development of Timeline/Work Plan**

- 16 a. We're under way. Now what?
17 b. FY 2009 budget processes: What is our role?

18
19 Wilson noted the importance of keeping the political momentum going and moving forwarding
20 with the Forum's work plan.

21
22 Discussion followed regarding the importance of educating the represented cities to increase
23 understanding of the issues affecting the watershed and the need for solutions. Caulfield noted
24 that state and federal funding as well as local support would be important to complete projects
25 necessary to resolve the watershed problems.

26
27 In summary Wilson said it is important that the Forum is clear in defining the projects; that the
28 Forum develop effective communication strategies about issues affecting the watershed with the
29 represented jurisdictions and the potential funding agencies; and that the represented
30 jurisdictions collaborate to implement the solutions required to address the watershed problems.

31
32 Forum members discussed preparation of a presentation to the councils regarding the work of the
33 watershed forum.

34
35
36 **VI. Housekeeping**

- 37 a. Role of Staff Committee & relationship with Forum

38
39 The role of the administrative staff of the various jurisdictions was discussed. Caulfield
40 suggested that questions from forum members should be directed to that forum member's staff
41 committee member who can then collaborate within the staff committee.

- 42
43 b. Future meetings: Frequency & agenda development

44
45 Following discussion, Forum members that meetings would be scheduled regularly on the fourth
46 Tuesday of each month at 2 p.m.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

VII. Public Comment

No comments were offered by guests in attendance when Wilson opened the meeting to public comment.

VIII. Adjournment

There being no objection, the July 15, 2008 Lake Ballinger Watershed Forum meeting was adjourned at 3:35 p.m.

Submitted by:

Susan Stine
City Clerk
City of Lake Forest Park