

Sumas City Council Meeting

Sumas City Hall, 433 Cherry Street, Sumas, WA 98295
Monday, March 11, 2024 at 7:00 PM

Agenda

1. Opening Meeting - Pledge of Allegiance

2. Review/Correct and/or Approve Minutes

a. February 26, 2024 Draft Minutes

3. Citizen Input

4. Old Business

5. New Business

a. Presentation from Whatcom County Health and Community Services, Erika Lautenbach, MPH, Director

b. Engagement of Legal Services from Law Office of Thomas M Pors

c. Memo Proposed Changes for Delinquent Utility Accounts

d. Notice of Request for Qualifications, for Grants Portal Management of FEMA Disaster

6. Staff Reports

Chief of Police

Public Works Director

Finance Director

City Clerk

1. Request for a Public Hearing, Flood Variance Permit & Conditional Use Permit at 110 Morton Street - March 25, 2024 at 7:00 PM

Mayor

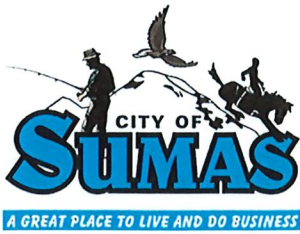
City Attorney

7. Voucher Approvals

8. Executive Session

- a. Executive Session with legal counsel about current or potential litigation RCW 42.30.110(1)(i)

9. Adjournment



Sumas City Council Meeting
Sumas City Hall, 433 Cherry Street, Sumas, WA 98295
Monday, February 26, 2024, at 7:00 PM

Minutes

PRESENT

Mayor Bruce Bosch
Council Member Jesse Clawson
Council Member Josh Clawson
Council Member Richard Postma
Council Member Todd Daniels
Council Member Jessica Koehler

- 1. Opening Meeting - Pledge of Allegiance**
- 2. Review/Correct and/or Approve Minutes**

- a. February 12, 2024, Draft Minutes

Councilmember Daniels made a motion to approve February 12, 2024, Minutes, Councilmember Postma seconded; all were in favor the motion carried.

- 3. New Business**

- a. Interlocal Agreement with Whatcom County Flood Control Zone for Acquisition of Property

Jim Wright, City Attorney, would like to consider this agreement after the executive session. Jim Wright, City Attorney, explained the city has revised the contract regarding the acquisition of the parcel property for hazard mitigation. Councilmember Jesse Clawson made a motion to authorize the Mayor to sign the Interlocal Agreement with Whatcom County Flood Zone for Acquisition of Property, Councilmember Josh Clawson seconded; all were in favor the motion carried.

- b. Letter of Agreement for Sale of Flood Response Property

Mollie Bost, Finance Director, went over the letter of agreement for the equipment the county purchased with a grant from Washington Department of Commerce. The equipment was purchased to aid in flood response to be transferred to the city to maintain for the useful life of equipment for a minimum of 10 years. Included equipment are a Cargo Mate Utility trailer, Megga Bagger and Wanco Metro Matrix message sign. This agreement with Whatcom County will transfer ownership of the equipment to the City. Councilmember Daniels made a motion to authorize the Mayor to sign the Agreement for Sale of Flood Response Property, Councilmember Postma seconded; all were in favor the motion carried.

4. Voucher Approvals

The bills were presented for approval and payment. Check numbers 43112 through 43129 for \$113,706.84; EFTs in the amount \$128,824.75. Councilmember Postma made a motion to pay the bills, Councilmember Daniels seconded; all were in favor the motion carried.

5. Executive Session

- a. Discussion with legal counsel about current or potential litigation RCW42.30.110(1)(i)

Mayor Bosch opened the executive session with counsel about current or potential litigation and to be back in session by 7:25 pm.

6. Adjournment

Councilmember Jesse Clawson made a motion to adjourn the meeting, Councilmember Josh Clawson seconded; all were in favor the motion carried.

_____, Mayor

ATTEST:

_____, City Clerk

Community Services Update to Sumas City Council

Erika Lautenbach, Director

March 11, 2024



WHATCOM COUNTY
**HEALTH AND
COMMUNITY
SERVICES**



Department Overview



Item a.

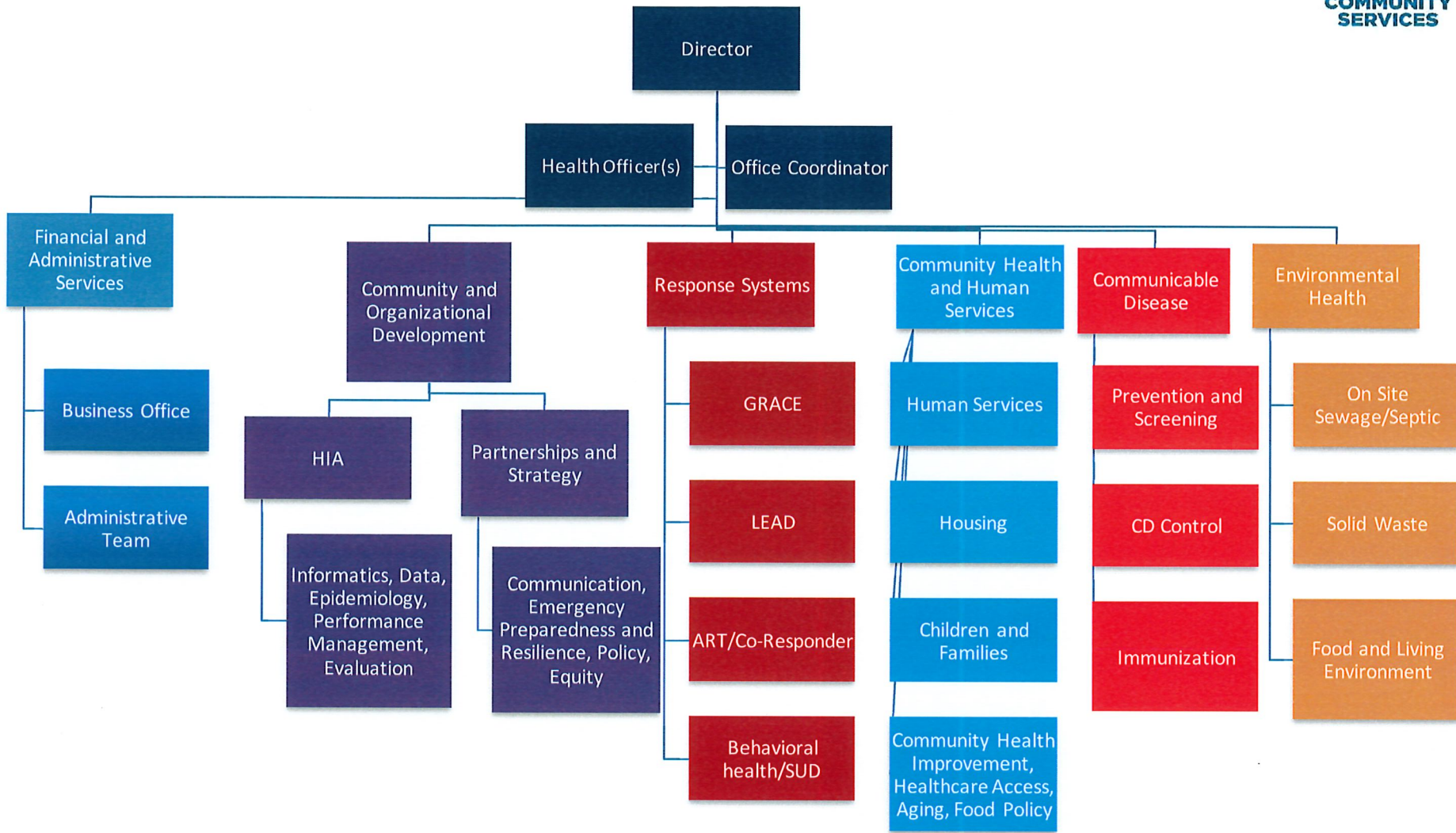
- Community and Organizational Development
- Community Health and Human Services
- Communicable Disease
- Environmental Health
- Financial Services
- Response Systems

- Leadership and Administration

Department Overview



Item a.

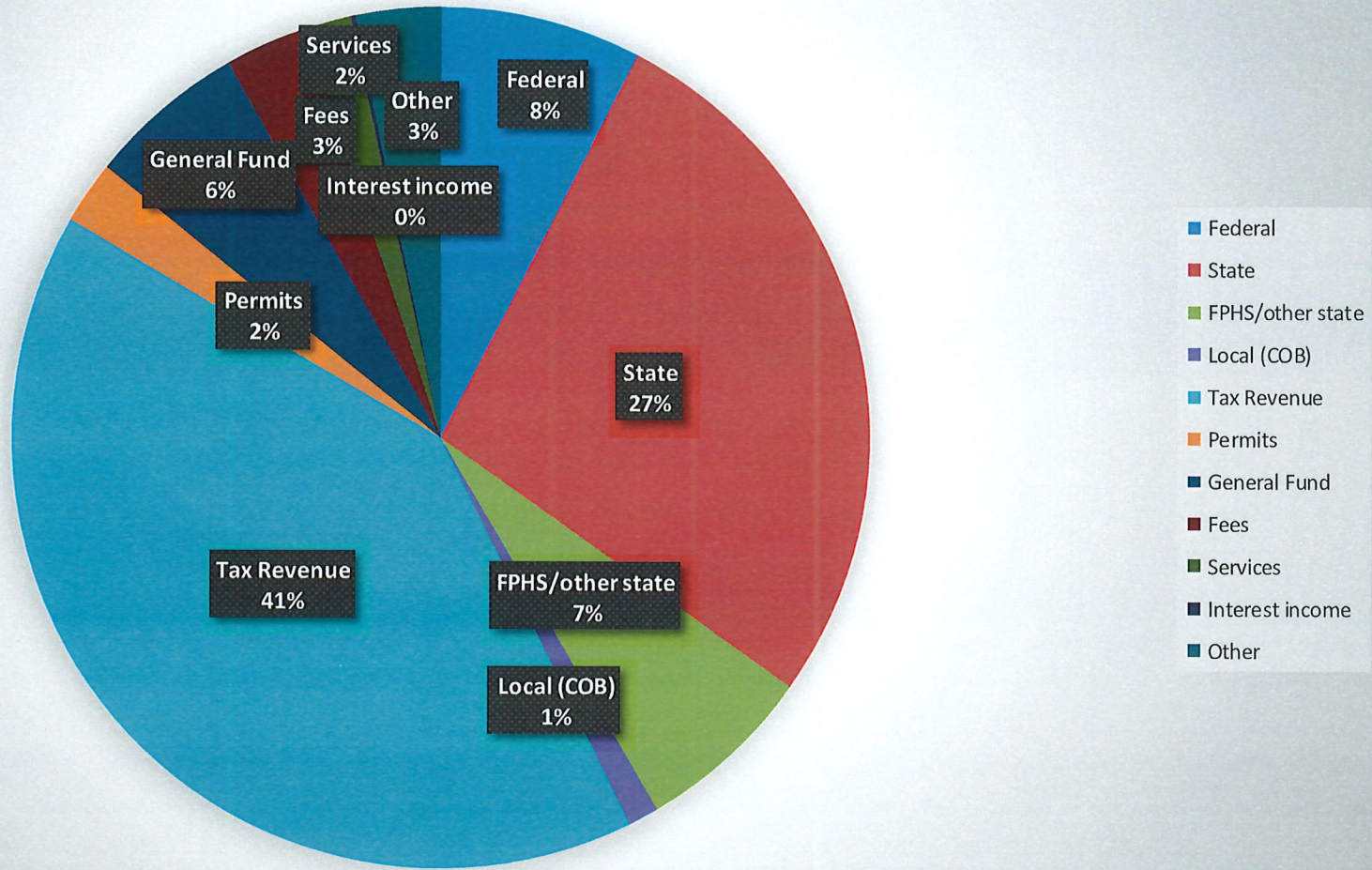


Budget



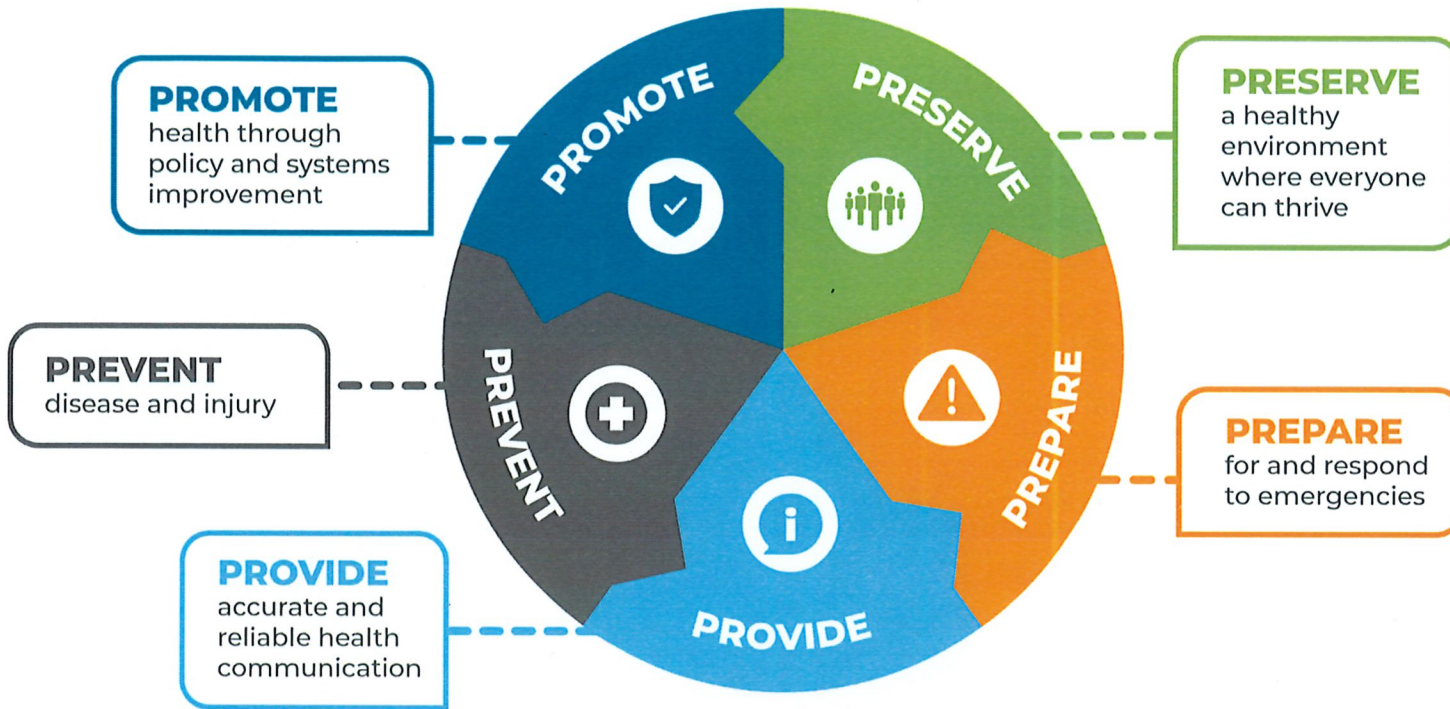
Item a.

2024 HCS Revenue



Strategic Plan

OUR PURPOSE: We serve Whatcom County by
ADVANCING EQUITY & **PARTNERING WITH OUR COMMUNITY** to:



Strategic Plan



Item a.

OUR STRATEGIC PRIORITIES:

These four strategic priorities will strengthen Whatcom County Health Department's capacity to fulfill its purpose and positively impact Whatcom County's community health programs, services and systems.

Community Partnerships & Engagement

Partner collaboratively to find community-based solutions that advance health and health equity.

Organizational Infrastructure

Effectively manage finances, resources, and staffing to support a culture of ethical practice, decision-making and governance.

Workforce Development

Build and support a diverse, skilled health and human services workforce while ensuring an organizational culture and work environment that is supportive of staff.

Quality Management

Use program data to drive decision-making, inform ongoing improvements and foster a culture of transparency and accountability.

2023 - Highlights



Item a.

- Alternative Response Team
- Co-Responder Program
- Street Medicine Program
- Behavioral Health Fund Investment in Schools
- ARPA Childcare investments
- Healthy Children's Fund implementation plan and selection of priority projects
- Overdose prevention website with data updated monthly
- Fentanyl Multi-Agency Coordination group

What's Ahead in 2024



Item a.

Whatcom Community Health Insights

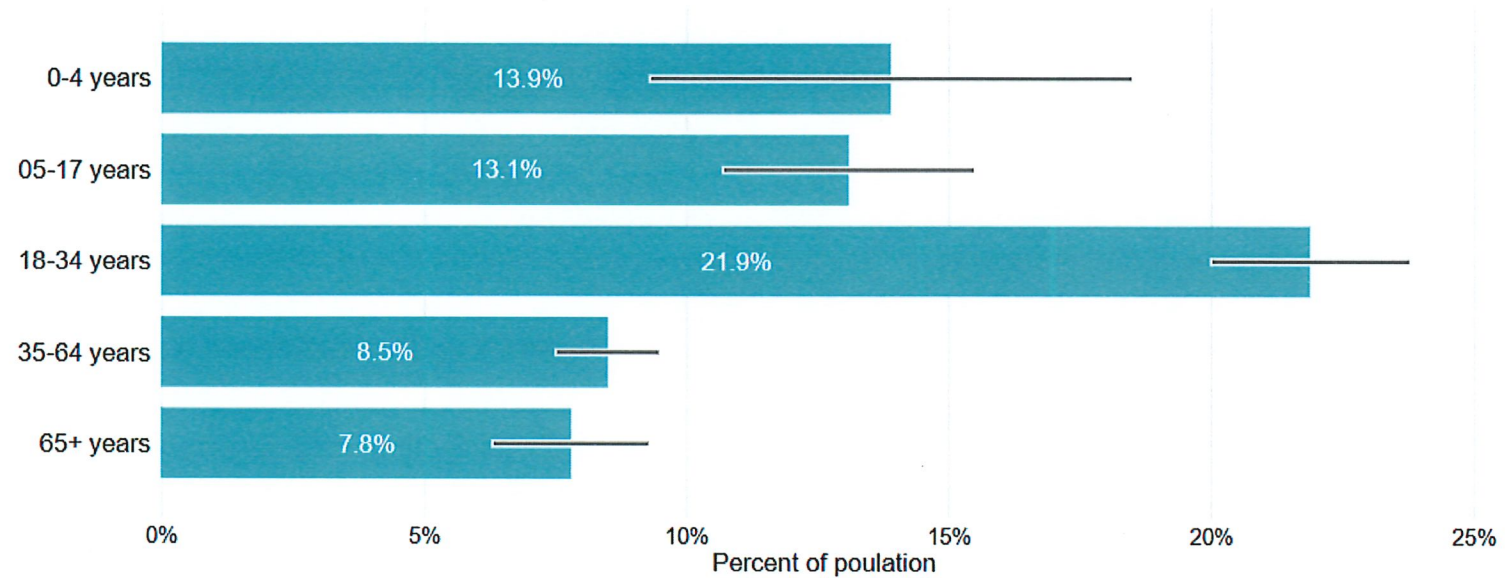
A public health data center for Whatcom County

- Trend
- Race & Sex
- Age
- Age Trend
- Data Notes

Population living in poverty in Whatcom County (2018-2022)

Percent of the population living below 100% of the federal poverty level

Age Group



Confidence Intervals

78%

Microsoft Power BI

< 3 of 5 >



What's Ahead in 2024



Item a.



What's Ahead in 2024

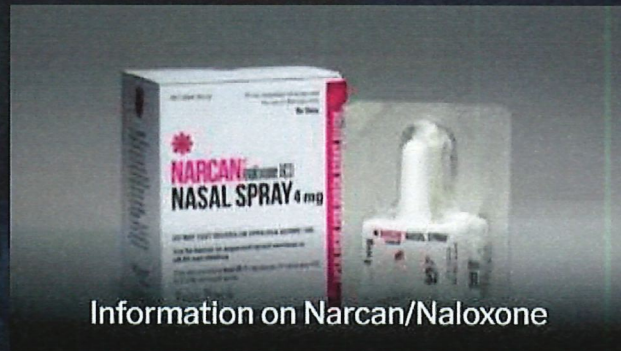
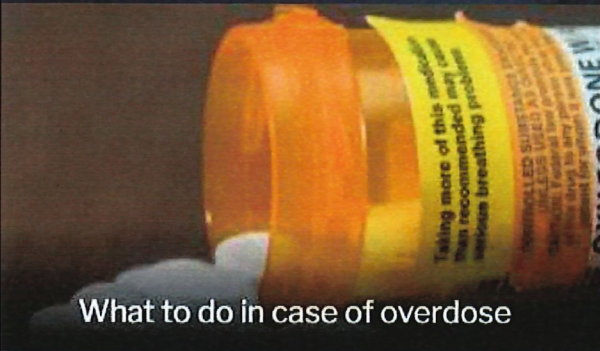


Item a.



What's Ahead in 2024

Whatcom Overdose Prevention



What's Ahead in 2024



Item a.

CLIMATE VULNERABILITY ASSESSMENT

Identifying resilience strategies for the Comprehensive Plan






WHATCOM COUNTY JUSTICE PROJECT NEEDS ASSESSMENT

Stakeholder Advisory Committee
for the Public Health, Safety,
and Justice Facility Needs Assessment

January 2023



Questions?



Item a.

Erika Lautenbach, MPH
elautenb@co.Whatcom.wa.us

Law Office of Thomas M. Pors

March 6, 2024
File no. 24208/Sumas

City of Sumas
433 Cherry Street
Sumas, WA 98295

Re: Engagement of Legal Services Relating to Nooksack River Adjudication

This engagement letter follows up my conversation with City Attorney Jim Wright on Thursday, March 7, 2024. He requested that I send this engagement letter to represent the City of Sumas in the upcoming Nooksack River (WRIA 1) water rights adjudication, which will be filed by the Department of Ecology in Whatcom County Superior Court in the coming months. The current boundary selected by the Department of Ecology for this adjudication includes the Sumas River basin, which is not tributary to the Nooksack.

By signing this letter below, the City is agreeing to retain my professional services to represent the City in the Nooksack adjudication. I agree not to represent another party in the adjudication which would result in a conflict of interest with the City, and to seek approval from the City for any new representation that has a potential for conflict.

My billing rate for this matter is \$390.00 per hour, which includes a discount for municipal clients. Invoices unpaid after 30 days incur interest charges at a rate of 0.75% per month. In addition to my hourly rate, I charge reimbursement for actual costs incurred, including but not limited to travel expense, if any, messenger and delivery fees, and \$0.10 per page for copies and facsimiles.

This representation may be terminated by either party, subject to court rules relating to the substitution of counsel. I will retain records pertaining to this representation for only four years from the date of termination, after which they will be destroyed at my discretion. You may request that a copy of the records be sent to you at your expense. If you ever have any questions concerning billings or the work performed in this matter, please do not hesitate to call me. Please sign a copy of this letter below where indicated and return it to me, indicating your acceptance of the terms of this engagement. Thank you again for retaining my services.

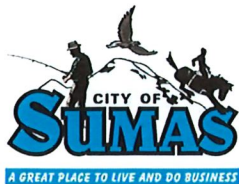
Yours very truly,

Thomas M. Pors
Owner

Cc: Jim Wright, City Attorney

1700 Seventh Avenue
Suite 2100
Seattle, WA 98101

Phone: (206) 357-8570
Fax: (866) 342-9646
Email: tompors@comcast.net



CITY OF SUMAS

433 Cherry Street/PO Box 9, Sumas, WA 98295

P: (360) 988-5711 F: (360) 988-8855

MEMO: Proposed change for delinquent utility accounts.

Proposed changes:

1. Eliminate the hang-tag 24 hour notice that power will be shut-off due to delinquent payment. Instead, give written notice only with the mailed Utility Reminder Notice.
2. Require payment by 11:00 am instead of 12:30 pm on the last working day of the month to avoid a \$5 penalty.
3. Require payment by 11:00 am instead of 12:30 pm on shut-off days in order to avoid shut-off.

Reason for proposed changes:

1. Delivering hang tags is a time-consuming monthly task for Public Works.
2. Requiring payment by 11am to avoid a penalty ensures consistency for our customers, since 11 am will also be the time payment is due to avoid shut-off.
3. Starting shut-offs at 11 am instead of 12:30 pm will allow our Public Works crew to shut-off electricity earlier in the day. This will then give customers more time to pay their bills and call City Hall to have electricity turned back on during normal working hours.

Background information – Current utility billing cycle structure:

1. Bills are issued the first week of the month, due on the 25th of the month.
2. If payment is not received by 12:30 pm on the 26th, a Utility Reminder Notice is sent out. (no penalty associated with the notice)
 - a. The notice says: Our records indicate you have a balance due. Please check your records to see if you have missed a payment. If payment is not received before the shut off date, you will receive a disconnection notice. Shut off will occur 24 hours later. The balance due plus a \$30.00 reconnect fee must be paid prior to reconnection of services. Please call 988-5711 with any questions.
3. If payment is not received before 12:30pm on the shut off date listed on the Notice, a \$5 penalty is added to the account, and a hang tag is hung on the door.
4. If payment is then not received before 12:30pm 24 hours after the hang tag is hung on the door, service is discontinued.

Proposed Updated utility billing cycle structure:

1. Bills issued the first week of the month, due on the 25th of the month (no change)
2. If payment is not received by 11:00am on the 26th, a Utility Reminder Notice will be sent out. (No penalty associated with the notice)
 - a. The notice would be changed to say: Our records indicate you have a balance due. Please check your records to see if you have missed a payment. If payment is not received before 11:00 am on the last working day of this month, a \$5 penalty will be added to this account. Shut off will occur on the second working Tuesday of next month. This is the only disconnection notice you will receive. The balance due plus a \$30.00 reconnect fee must be paid prior to reconnection of services. Please call 360-988-5711 with any questions.

12.08.050 Delinquent accounts.

If any residential consumer's account is not paid in full on or before the due date, and the consumer has not called to make arrangements to pay by the last working day of the month in which the payment was due by eleven a.m., the utility billing clerk shall add a five dollar penalty to the amount of the bill, and notify the consumer by written notice.

If any commercial or industrial consumer's account is not paid in full on the last date due, the utility billing clerk shall add a five dollar penalty to the amount of the bill, and notify the consumer by written notice.

The utility billing clerk shall have discretion regarding crediting accounts for mischarged penalties.

Twenty-four hours after the penalty date, the utility billing clerk shall furnish the names of all delinquent accounts to the electrical linemen and service shall be discontinued immediately. Service shall not be reconnected until the delinquent account, the penalty, and the reconnection charge are paid in full.

Any person having a delinquent account shall not receive service at any subsequent location, nor shall they receive service through use of the name of another until such delinquent account is paid in full. (Ord. 1618 § 2, 2013; Ord. 1604 § 2, 2012; Ord. 1310 § 2, 2000; Ord. 1284 § 1, 1999; Ord. 758 § 1, 1978; Ord. 556 § 5, 1956)

CITY OF SUMAS

ORDINANCE NO. 1813

AN ORDINANCE OF THE CITY OF SUMAS, WHATCOM COUNTY, WASHINGTON, AMENDING SECTION 12.08.050 OF THE SUMAS MUNICIPAL CODE REGARDING DELINQUENT ACCOUNTS

WHEREAS, the City of Sumas owns and operates its own electrical utility for the distribution and furnishing of electric energy within the City; and

WHEREAS, the City regularly reviews the operation of its electrical utility; and

WHEREAS, the City of Sumas has established certain procedures related to the operation of its electrical utility; and

WHEREAS, the City periodically reviews, updates and clarifies the procedures it has established; and

WHEREAS, the City Council has determined that the procedures set forth in section 12.08.050 of the Sumas Municipal Code regarding delinquent accounts of electrical utility consumers should be updated and improved as set forth in this ordinance; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF SUMAS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section – 1. Section 12.08.050 of the Sumas Municipal Code is amended to read in its entirety as follows:

12.08.050 Delinquent Accounts.

If any residential consumer’s account is not paid in full on or before the due date, the utility billing clerk shall notify the consumer by written notice that a five dollar penalty will be added to the amount of the bill at eleven a.m. on the last business day of the month in which the payment was due, and that if payment in full of the past due balance including the penalty, is still not received by the second Tuesday after the penalty date, by eleven a.m., the electrical service shall be discontinued. Service shall not be reconnected until the delinquent account, the penalty, and the reconnection charge are paid in full. If the consumer has not called to make arrangements to pay by eleven a.m. on the last business day of the month in which the payment was due, the utility billing clerk shall add the five dollar penalty to the amount of the bill.

If any commercial or industrial consumer’s account is not paid in full on or before the due date, the utility billing clerk shall notify the consumer by written notice that a five dollar penalty will be added to the bill at eleven a.m. on the last business day of the month that the payment was due. The utility billing clerk will then add a five dollar penalty to the amount of the bill on the last day of the month that the bill was due if the delinquent amount has not been paid.

The utility billing clerk shall have discretion regarding crediting accounts for mischarged penalties.

If the account past due balance is not paid in full by the second Tuesday after the penalty date, at eleven a.m., the utility billing clerk shall furnish the names of all delinquent accounts to the electrical linemen and service shall be discontinued immediately. Service shall not be reconnected until the delinquent account, the penalty, and the reconnection charge are paid in full.

Any person having a delinquent account shall not receive service at any subsequent location, nor shall they receive service through use of the name of another until such delinquent account is paid in full.

Section - 2 – Savings Clause. The amendment of existing Section 12.08.050 of the Sumas Municipal Code does not affect any pending or existing litigation and does not operate as an abatement or bar an action or proceeding under or by virtue of the amended code section.

Section – 3 – Severability Clause. Should any provision of this Ordinance or its application to any person or circumstances be held invalid, the remainder of the Ordinance or the application of provisions to other persons or circumstances are not affected.

Section – 4 – Effective Date. This Ordinance shall take affect from and after the 5th date after the date of its publication.

PASSED by the City Council and approved by the Mayor of the City of Sumas, Washington, this ____ day of March, 2024.

CITY OF SUMAS, WASHINGTON

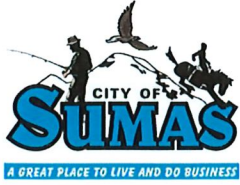
Bruce Bosch, Mayor

Attested/Authenticated:

Michelle Quinn, City Clerk

Approved as to Form:

James J. Wright, City Attorney



CITY OF SUMAS

433 Cherry Street/PO Box 9, Sumas, WA 98295
P: (360) 988-5711 F: (360) 988-8855

Item d.

NOTICE OF REQUEST FOR QUALIFICATIONS

City of Sumas is accepting Statement of Qualifications for environmental permitting and GrantsPortal management for FEMA disaster recovery projects. At this time the City of Sumas reserves the right to select more than one consultant for part of the projects or all phases of the projects. Statement of Qualification shall be received no later than 3:00pm on March 11, 2024. Statement of Qualifications information will be available on our website www.cityofsumas.com. Please email your statements to mquinn@cityofsumas.com. Minority, Women-owned and Veteran-owned firms are encouraged to apply and will be given equal considerations with all other firms submitting a Statement of Qualifications. For any questions, please contact Sunny Aulakh, Public Works Director at 360-988-5711.

Sunny Aulakh
City of Sumas
433 Cherry St
P.O. Box 9
Sumas, WA 98295

March 11, 2024

**FEMA Grants Portal Management and Environmental Permitting of
Federally Funded Projects**

Dear Sunny,

Widener and Associates (W&A) greatly appreciates the opportunity to submit this statement of qualifications. We believe our firm offers the following key attributes that make our firm the most qualified choice.

Qualified and Experienced Staff:

Jordan Widener and Ross Widener provides a practical approach to implementing environmental commitments in a way that supports a productive and safe working environment. The Widener's have established a trusted and productive working relationship with FEMA and EMD staff. Jordan has been responsible for the day-to-day Grants Portal support and implementation of the technical environmental permit requirements for each project. The services range from initial disaster declarations to final close out of the project and collecting the 5% management fee.

Quality of Service:

Not only do we believe that our exceptional service is timely and responsive to the unique needs of the City but we also offer the following EMD references from recent work to verify our work history with FEMA funded projects which include Gary Urbis, Jonathan Homes and Diane Woodard.

Innovation Service:

As a small women owned business, we are able to keep our rates particularly competitive due to our lower overhead which allows us to include travel and supply expenses in our base rates. In addition to this our over 40 years of collective federal experience we are able to provide creative solution such as the alternative project process for the W Second St Culvert & Headwall project as well as assisting FEMA in covering the additional costs occurred by the City for the individual sewer repair projects. In addition, our firm has work with all of Washington's recognized and treaty tribes through the AOP program which has led to a trusted relationship with the tribes in the Whatcom area and help facilitated coordination through the federal permitting process which has made my firm a trusted liaison between FEMA and the tribes.

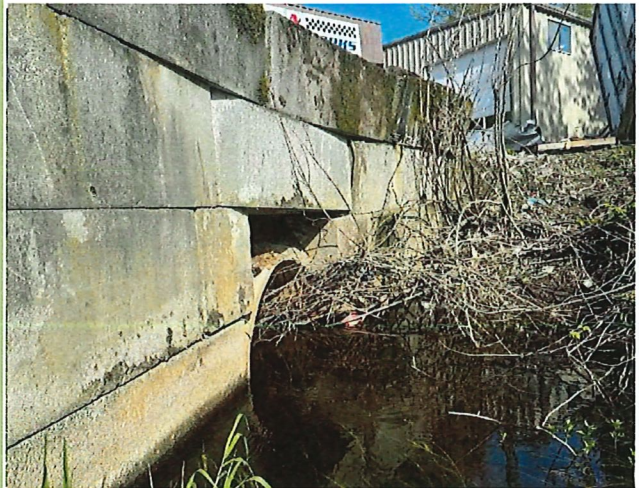
Please do not hesitate to call me should you have any questions and once again thank you for this opportunity.

Sincerely,



Jordan Widener
Widener & Associates

RFQ: FEMA Grants Portal Management and Environmental Permitting of Federally Funded Projects



Cowling & Company LLC
dba
Widener & Associates

Current Office:

1902 120th Place SE Suite 202
Everett, WA 98208
Phone: 510-725-2291

Federal Tax ID # 81-4539538
U.B.I. 603-348-384
DBE Certified: D2F0026333
Professional Liability Insurance
Policy Number: EEH591907501

Personnel

Principle-In-Charge/Project Manager: Jordan Widener
Project Manager: Ross L Widener
Administration: Jeanette Cowling Widener
Senior Biologist: Cynthia Petraccaro
Staffing level: 8

Email: jordancw@widener-enviro.com
Email: ross@widener-enviro.com
Email: jeanettecw@widener-enviro.com
Email: cynthia@widener-enviro.com

Subconsultant – Archaeologist: Garth Baldwin

Email: garth@draytonarchaeology.com

Statement of Qualifications

Cowling & Co DBA Widener & Associates is a multidisciplinary transportation, infrastructure, management and environmental planning firm. We are working into our 6th year of business with employee experience of having permitted and managed over 800 projects. The firm is comprised of six Biologists, one archaeologist (sub-consultant) and one engineer that specialize in the development and permitting of federally funded bridge and road projects in Washington. Widener & Associates is committed to providing cost effective environmental services such as Section 106 of the National Historic Preservation Act consultations, Section 7 permitting, Biological Assessments and NEPA/SEPA documents along with FEMA management and project strategizing. Widener & Associates will provide a continuous commitment to ensure the implementation of the project is timely and unencumbered by delays in the environmental process.

Key Personnel

Jordan Widener | President | Project Manager
Cowling & Company L.L.C.
DBA Widener & Associates
Total years of experience: 8
Education:
BS, Natural Resources Society & Environment
University of California Berkeley, June 2015
Wetland Delineation & Wetland Training Institute, August 2015
CESCL Certification 2016
HazWop Certification 2016
Traffic Noise Fundamentals and Traffic Noise Modeling 2023



Ms. Widener has eight years of working experience and successfully finalized and received approval for several NEPA Environmental Classification Summaries, Area of Potential Effect letters as well as having completed inspection wetland monitoring reporting, SWPPP inspections and completed NPDES Discharge Monitoring Reports for the duration of multiple roadway and bridge projects. Ms. Widener has also managed over 35 FEMA projects, completing the documentation needed in GrantsPortal to move the projects to obligation. She received a 2016 Environmental Excellence Award for “efforts benefitting fish, water quality, habitat, and habitat connectivity and doing great work under challenging circumstances from WSDOT Rail, Freight and Ports Division and BNSF Railway as well as a 2018 APWA award for Emergency Construction/Repair with the successful replacement of a malfunctioning outfall in the Guemes Channel.

Ross Widener | Project Manager
Cowling & Company L.L.C.
DBA Widener & Associates
Total years of experience: 37
Education:
BS, Civil Engineering University of Idaho 1986
FHWA Training Program 1986-1991
CESCL Certification 2012



Mr. Widener has over thirty-three years of experience, including ten years with the Western Federal Lands Highway Division (WFLHD) of the Federal Highway Administration (FHWA) in Vancouver, Washington and three years as the FHWA manager for transportation planning and environmental affairs in the South Carolina Division Office. For the last eighteen years, Mr. Widener has been the Vice President and Project Manager for DGK Inc. During his time with WFLHD, Mr. Widener’s work focused on the major environmental issues within the state of Washington, such as endangered species coordination, habitat conservation, wetland mitigation, and the development of National Environmental Policy Act (NEPA) documentation. Mr. Widener has managed the development of five Environmental Impact Statements (EIS) and twenty-five Environmental Assessments and over three hundred Categorical Exclusions for or on behalf of FHWA. These projects involved assessing impacts within environmentally sensitive areas such as streams, wetlands, historic districts, and archeological sites. Mr. Widener has also assisted with project location and design involving new bridge and highway alignments. He continues to successfully consult with public agencies, interested citizens and other stakeholders while managing the completion of combination NEPA/SEPA documents, Section 404 and 401 permit applications, and Biological Assessments (BA) under ESA, Wetland Mitigations and Delineations for projects throughout the state of Washington.

Jeanette Widener | CFO | Biologist

Cowling & Company L.L.C.

DBA Widener & Associates

Total years of experience: 40

Education:

BS, Marine Biology University of Arizona 1979

MBA, University of Phoenix 1989



Ms. Widener specializes in the field of business planning and management. This involves the management, analysis, coordination, and set up of business systems. Ms. Widener has over thirty-five years of experience in finance, accounting, and management. She set up and maintains the accounting system, overhead calculations, contract management, marketing and financial analysis for Widener and Associates. Her experience also includes preparation of environmental documentation including biological assessments, permit applications, and memorandums of agreement and project management. She also provides construction compliance support for BNSF Otter Creek Restoration from July 2016 – October 2016 working with the contractor and tribal biologist to ensure permitting compliance. She also provided compliance for the Anacortes Outfall Repair and the Port of Port Townsend Point Hudson Breakwater Replacement Project. This work included performing an onsite inspection of the site work to assess compliance with all federal requirements as the materials were removed from the wetlands and critical areas. Ms. Widener completed the reporting requirements and close out reporting.

Cynthia Petraccaro

Cowling & Company L.L.C.

DBA Widener & Associates

Total years of experience: 3

Education:

BS, University of Washington Bothell 2022

ArcGIS Pro



Ms. Petraccaro has 12 months of full-time work experience preparing environmental documentation to secure funding and permitting for a variety of transportation projects throughout Washington State. She has worked diligently on behalf of a variety of clients, including cities, counties, agricultural water boards, indigenous tribes, and state and federal agencies, to secure approval for their proposed public infrastructure projects. M. Petraccaro has been responsible for preparing numerous reports and documents as part of the funding and permitting process including, but not limited to, State Environmental Policy Act (SEPA) and National Environmental Policy Act (NEPA) documentation, Cultural Resources Assessments, Hazmat reports, Environmental Justice evaluations, terrestrial and aquatic noise analyses, Biological Assessments(BA), Shoreline permitting packages, Joint Aquatic Resources Permit Applications (JARPA), Hydraulic Permit Approvals (HPA), Conservation Credit Purchase Proposals, project and A&E Cost Estimates, Maintenance memorandums, Project Narratives, Fish Exclusion Protocols (FEP), Compliance

memorandums, 401 Water Quality Certifications (WQC), Visual Quality Assessments, Habitat Mitigation Plans, Wetland Mitigation Plans, and Critical Areas Reports (CAR). In addition, she has performed site visits, ordinary high-water delineations, wetland determinations, and compliance monitoring in the field for several projects. Throughout her tasks, she has leveraged her skills in geographic information systems (GIS) to convey information accurately and efficiently to permitting municipalities, counties, the state of Washington, and federal services, agencies, and administrations.

Jessica Ngo | Project Biologist
Cowling & Company L.L.C.
DBA Widener & Associates
Total years of experience: 1
Education:
BS, University of Seattle WA 2023
ArcGIS Pro



Ms. Ngo received her Bachelor of Science degree from the University of Washington in Environmental Science and Terrestrial Resource Management with a concentration in Natural and Environmental Resource Management. During which she gained experience working in an elementary physiology lab as a peer facilitator, and in the UW Plant Ecophysiology and Modeling Lab as a research student. After graduation, Ms. Ngo began her role as a Project Biologist with Widener & Associates in late October 2023 and has successfully finalized and received approval for various APE letters, JARPA documents, compliance memos, and water quality monitoring reports.

Employee Project Experience Summary

Item d.



	Section 401 and Section 404 Permits	NEPA	Section 106 Cultural Resources	Wetland Delineation/Wetland Report	SEPA	Section 7 Consultations	Natural Resource Studies	Environmental Justice/Public Outreach	FEMA Obligation	FEMA Grant Portal Management
CURRENT PROJECTS										
Riverside Park – City of Everson	X	X	X	X	X	X	X	X	X	X
DR-4635 SWID Lower Sumas Water Control Facilities Damaged (A&E Only) - Sumas WID	X	X	X	X	X	X	X	X	X	X
Marina Dock B Replacement A&E – City of Pasco	X	X	X		X	X	X		X	X
Hovel Road Culverts (A&E Only) – City of Sumas	X	X	X		X	X	X	X	X	X
City Well Access Bridge (A & E Only) – City of Sumas	X	X	X	X	X	X	X		X	X
Stormwater Lines Outfall (A&E Only) – City of Everson	X	X	X	X	X	X	X	X	X	X
Port of Tacoma Road Phase 2 – City of Fife	X	X	X	X	X	X	X	X		
East West Corridor – Yakima County	X	X	X	X	X	X	X	X		
COMPLETED PROJECTS										
Anacortes Wastewater Treatment Effluent Outfall – City of Anacortes	X	X	X	X	X		X	X	X	X
Yakima Grade Separation – City of Yakima		X	X		X	X	X	X		
Port of Tacoma Road Phase 1 – City of Fife	X	X	X	X	X	X	X	X		
I-82 Interchange – Yakima County	X	X	X	X	X	X	X	X		

Federal Permitting Strategies

The City of Sumas has multiple FEMA PA projects which will require environmental permit strategies to efficiently go through the federal consultation and permitting processes. These projects can be separated into four categories, culvert/bridge repairs to fish passage standards, roadway repair to local and federal standards, and utility repairs to local and federal standards. For the projects within water work prior to preliminary designs Widener & Associates will reach out to the local Tribes, USFW and NOAA to discuss repair and replacement options which work with the FEMA PA program and that the agencies will support through the Section 106 and Section 7 consultation processes. FEMA will then be contacted to ensure agency comments can be addressed for each project and the design team can move forward on the 40% design plans. Once 40% design plans are completed (as required by FEMA), Widener & Associates will begin on the proper analysis and applications needed for each project to submit to the USACE, DOE, USFW, NOAA, WDFW and the local Tribes. For the Guemes Channel Trail project we expect the following studies and permit applications:

- JARPA
- Biological Assessment
- HPA Application
- Mitigation and Monitoring Plan
- Cultural Resource Report

FEMA Project Management

The City of Sumas has multiple roadways, culverts, bridges and utility repair to current codes and standards projects whose current function and value need to be restored. Widener & Associates will assist the City in working through the FEMA PA process to become obligated not only for A&E funding (phase 0) but also construction funding (phase 1). This will include tracking invoices and documenting changes during construction per FEMA requirements.

The City of Sumas also has the W Second St Culvert & Headwall project which has the potential to be submitted as Alternate Project through the FEMA PA program. Meaning once a fixed-cost estimate for the project is completed, FEMA will transmit the estimate as a fixed-cost offer to the Applicant for consideration. When the Applicant accepts a fixed cost offer FEMA considers it an Alternative Procedures Project and the Applicant is able to purchase capital equipment that has a useful life of at least 1 year and is equal to, or greater than \$5,000 per unit. Widener & Associates will work with the City and FEMA to ensure the City receives the best fixed cost price for the alternate projects and will document this process in GrantsPortal through the EEI and Scope Survey questions.

References

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