



**TOWN COUNCIL MEETING
Island County Hearing Room
March 10, 2026
6:00 pm**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

- Regular Meeting of February 24, 2026
- Special Park & Rec Workshop on March 5, 2026

MAYOR'S REPORT

AUDIENCE INPUT- See NOTE

NEW BUSINESS

1. Approve Resolution 26-02, Countywide Planning Policies
2. Approve On-call Engineering Contract with Facet Engineering
3. Approve On-call Engineering Contract with Wilson Engineering
4. Approve On-call Archeology Contract with PSOMAS
5. Approve February 2026 Payroll and AP Transactions

STAFF REPORTS

COUNCIL REPORTS

DISCUSSION – Possible MOA Amendments

ADJOURNMENT

NOTE: The public will be able to access the meetings in real time, by phone.

As a reminder: This is time set aside for members of the public to speak to the Council about subjects of concern or interest, or items not already set aside for a public hearing. Audience input is limited to 3 minutes per person. Input requiring more lengthy comment is best submitted in writing. Audience input should not be used to support a candidate or ballot measure, as this is prohibited by law.

To join the meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/TownOfCoupeville/coupeville-town-council-meeting>

In the event of technical issues, the virtual attendance option is not guaranteed.

To access the Town Council meeting remotely, by phone dial 571-317-3122 and use access code 707-347-805.

TOWN OF COUPEVILLE
Regular Council Meeting
February 24, 2026
6:00pm

CALL TO ORDER

At 6:00pm, Mayor Hughes called the meeting to order and led the Council in reciting the Pledge of Allegiance.

PRESENT

Mayor Molly Hughes, Councilmembers Jenny Bright, Rick Walti, Kristo Allred, Evan Henrich, and Jackie Henderson

STAFF PRESENT

Deputy Clerk Chris Jolly and Public Works Director Joe Grogan

APPROVAL OF AGENDA

The agenda of the February 24, 2026 Regular Meeting was approved as submitted.

APPROVAL OF MINUTES

The minutes of the February 10, 2026 Regular Meeting were approved as submitted.

MAYOR'S REPORT

- Mayor Hughes reported that 58 of the 60 Community Garden plots have been rented for 2026. Hughes thanked Deputy Clerk Jolly for his work managing the garden.
- Mayor Hughes has been working with Scott Price and the Price Sculpture Forest on their strategic planning process. The park is looking for more sustainable funding sources. The Town is looking at possibly connecting the Parker Road pedestrian path to the park.
- Mayor Hughes reported that the Port of Coupeville has completed its new boat dock, which was a much-needed improvement. The new boat dock is made of steel mesh, which allows sunlight to reach the eel grass and marine life below. Mayor Hughes commended the Port on all their work to repair and improve the Coupeville Wharf.
- Mayor Hughes reported that the Town has hired a new Utility Clerk, Robyn Sutton. The new Utility Clerk has been working hard to get up to speed and learn our utility billing software. Mayor Hughes and Public Works Director Grogan will be interviewing candidates for two openings on the public works team later in the week.
- Mayor Hughes reported that public works has begun maintenance on the Parker Road pedestrian path. They are already receiving a lot of 'thank you's' as they work.
- Mayor Hughes, Public Works Director Grogan, and Assistant Planner Lisa Walsh have been working on materials for the Parks & Recreation Council Workshop scheduled for March 5, 2026.
- Mayor Hughes reminded the Council that MusselFest is almost here and tickets are still on sale for all of the weekend's events.

PRESENTATION

Mark Madison of Jacobs Engineering presented the findings of the Water Reuse Feasibility Study. The presentation laid out multiple scenarios for water reuse.

AUDIENCE INPUT

Marshall English, and irrigation management expert, addressed the Council about the Water Reuse Feasibility Study. English said it opens up a great opportunity for the farmers on the prairie, and could save the viability of farming in our community. He commented that water reuse reduces risk and provides flexibility for farmers to try new crops. Mr. English also recommended seeking USDA grant funding for the design and implementation.

NEW BUSINESS**Navy Right of Entry Agreement**

Action: A motion was made by Councilmember Henderson, seconded by Councilmember Walti, to authorize the Mayor to sign the Right of Entry Agreement with the Navy for parcel #R13114-250-4610, our water plant property at 434 Wanamaker Rd, Coupeville WA. The motion passed unanimously.

COUNCIL REPORTS**Councilmember Henrich**

Councilmember Henrich reported that there will be a public meeting on March 7, 2026 at 9:30am, in the Island County Board of Commissioners Hearing Room, to discuss a new location for the Island County Jail.

DISCUSSION**T-Mobile Cell Tower**

Mayor Hughes discussed possible plans for an addition to the T-Mobile Cell Tower located at 205 N. Main St. The plan is to add more equipment to the upper 12 feet of the tower and enclose it with a metal sheath. Under this plan, the tower would not be any taller than the current tower. Most of the Council did not take issue with the plan, however Councilmember Bright expressed distaste for the new design.

America250 Revolutionary War Reenactment

Councilmember Henrich read a statement expressing concerns about a proposed battle reenactment in the Town Green in celebration of America250. Lynn Hyde with Historic Whidbey answered questions and addressed Councilmember's concerns about the event.

ADJOURNMENT

At 7:45pm, Mayor Hughes adjourned the meeting.

Respectfully submitted,

MAYOR

Deputy Clerk Chris Jolly

Molly Hughes

DRAFT

TOWN OF COUPEVILLE
Special Council Workshop
Parks and Recreation Priorities and Planning
March 5, 2026
6:00pm

CALL TO ORDER

At 6:04pm, Mayor Hughes called the meeting to order.

PRESENT

Mayor Molly Hughes, Councilmembers Jenny Bright, Kristo Allred, Evan Henrich, and Jackie Henderson

STAFF PRESENT

Public Works Director Joe Grogan and Assistant Planner Lisa Walsh

DISCUSSION

The Council and Staff discussed Parks and Recreation priorities and planning based on the public survey that was completed in 2025 and the work done by the Parks and Recreation Committee. No action was taken.

ADJOURNMENT

At 8:14pm, Mayor Hughes adjourned the meeting.

Respectfully submitted,

MAYOR

Deputy Clerk Chris Jolly

Molly Hughes

TOWN OF COUPEVILLE MEMORANDUM

COMMUNITY PLANNING DIRECTOR STAFF REPORT

DATE: March 6, 2026
TO: Mayor Hughes & Members of Town Council
FROM: Josh Pitts, Community Planning Director
RE: Resolution NO. 26-02 – Adoption of Revised Island County Countywide Planning Policies

Countywide Planning Policies

The Washington State Growth Management Act requires counties to adopt Countywide Planning Policies (CPPs) to guide coordinated planning among jurisdictions and ensure consistency with comprehensive plans. Island County originally adopted its CPPs in 1992, with several updates since that time. The most recent updates were developed collaboratively through a Countywide Planning Group consisting of representatives from Island County, the Cities of Oak Harbor and Langley, the Town of Coupeville, and Naval Air Station Whidbey Island. Following a public hearing, the Island County Board of Commissioners adopted the updated CPPs in March 2024, and they were subsequently approved by the participating cities and towns.

In 2025, additional revisions were made to clarify responsibilities related to population and housing allocations and to support a proposal by the City of Oak Harbor to expand its Urban Growth Area. Through the reassessment process outlined in state law, the County adjusted certain allocation methodologies. While the revisions did not change Coupeville's total population allocation, the Town's share of countywide growth increased from 4.02 percent to 4.88 percent.

The revised CPPs were adopted by the Island County Board of Commissioners on December 16, 2025, and will take effect once approved by a majority of the participating jurisdictions. Adoption of Resolution NO. 26-02 would formally approve the revised CPPs and ensure continued coordination and consistency with countywide planning efforts.

Recommended Motion:

Move to approve Resolution NO. 26-02 adopting the revised Island County Countywide Planning Policies.

Attachments

1. Planning Commission Findings and Facts
2. Resolution NO. 26-02

BEFORE THE PLANNING COMMISSION
OF THE TOWN OF COUPEVILLE, WASHINGTON

FINDINGS OF FACT IN THE MATTER OF
ADOPTING REVISED COUNTYWIDE
PLANNING POLICIES AFTER
REASSESSMENT FOR THE 2025
COMPREHENSIVE PLAN UPDATE

Summary

The Washington State Growth Management Act (GMA) requires cities and counties to adopt comprehensive plans. The GMA further requires counties to adopt Countywide Planning Policies (CPPs) pursuant to RCW 36.70A.210 and WAC 365-196-305 to guide and coordinate planning on issues of regional significance. CPPs are intended to direct intergovernmental planning efforts, implement the planning goals of the GMA, and ensure consistency and coordination among the actions of governmental jurisdictions.

Island County originally adopted CPPs in 1992, with subsequent revisions in 1998, 1999, 2015, 2017, and 2024. The revised CPPs were developed to address changes in state law, respond to issues identified during prior planning efforts, and support coordinated countywide comprehensive planning.

The revision of the CPPs was undertaken as a collaborative effort through a Countywide Planning Group (CPG) consisting of representatives from the planning departments of the Cities of Oak Harbor, Coupeville, and Langley; Island County; and Naval Air Station Whidbey Island (NASWI). In accordance with RCW 36.70A.110, local tribes were invited to participate in the planning process. Approximately fifteen CPG meetings were held between May 2023 and December 2023 to review and revise the CPPs, establish a uniform buildable lands analysis methodology, and develop a new housing methodology consistent with House Bill 1220 (2021). General consensus on the proposed revisions was reached in November 2023, after which the CPG forwarded the revised CPPs to the respective planning commissions and legislative bodies for review.

The Island County Planning Commission recommended approval of the revised CPPs following a public hearing on February 2, 2024. The Island County Board of County Commissioners subsequently adopted the CPPs on March 26, 2024, by Ordinance C-08-24. The Town of Coupeville approved the CPPs by Resolution 24-04, and the Cities of Oak Harbor and Langley also adopted the CPPs.

Following the adoption of the CPPs, each jurisdiction conducted independent land capacity analyses. Jurisdictions are required to coordinate with Island County on any proposed changes to Urban Growth Areas (UGAs), as Island County retains authority for approving UGA expansions pursuant to WAC 365-196-310(3)(d).

The Planning Commission has reviewed the revised CPPs and makes the following findings and recommendations.

Findings of Fact

1. The Town of Coupeville conducts planning activities pursuant to Chapter 36.70 RCW, the Planning Enabling Act.
2. Planning activities undertaken by the Town of Coupeville, Island County, and other municipalities within Island County are further governed by Chapter 36.70A RCW, the Growth Management Act (GMA).
3. The GMA requires counties subject to its provisions to adopt Countywide Planning Policies and mandates that such policies be developed in cooperation with the cities and towns within the county, pursuant to RCW 36.70A.210(2).
4. Countywide Planning Policies establish a countywide framework from which county and municipal comprehensive plans are developed and adopted to ensure consistency among plans, as required by RCW 36.70A.100 and RCW 36.70A.210(1).
5. Island County and its jurisdictions adopted initial Countywide Planning Policies in 1992, with subsequent revisions occurring in 1998, 1999, 2015, 2017, and 2024.
6. While the GMA does not explicitly prescribe procedures for amending Countywide Planning Policies, Island County's CPPs include population projections and allocations applicable to the Town of Coupeville and other jurisdictions. Periodic updates to the CPPs are necessary to reflect current population and housing allocations, address countywide planning issues, and ensure compliance with applicable legal requirements.
7. The CPPs provide that amendments may be approved by the Island County Board of County Commissioners and become effective upon adoption by a majority of the cities and towns within Island County.
8. The revised CPPs were developed by the Countywide Planning Group, which included representatives from the planning departments of Coupeville, Oak Harbor, Langley, Island County, and Naval Air Station Whidbey Island. In accordance with RCW 36.70A.110, local tribes were invited to participate, and the Swinomish Tribe participated in two meetings.

9. The revised Countywide Planning Policies were adopted by the Island County Board of County Commissioners on December 16, 2025, by Ordinance C-51-25.
10. The Town Council has independently reviewed the revised Countywide Planning Policies and finds them to be consistent with the interests of the Town of Coupeville and with countywide planning objectives.

Conclusion

Based on the foregoing findings, the Town of Coupeville Planning Commission recommends that the Town Council approve, by resolution, the amended and updated Countywide Planning Policies, Resolution 26-02.

Respectfully submitted through the Town of Coupeville Community Planning Department to the Town Council, pursuant to RCW 36.70.430, this 3rd day of March 2026 by,



Michelle Cook

Chair, Town of Coupeville Planning Commission

RESOLUTION NO. 26-02

A RESOLUTION OF THE TOWN OF COUPEVILLE, ISLAND COUNTY, WASHINGTON, APPROVING AND ADOPTING THE REVISED ISLAND COUNTY COUNTYWIDE PLANNING POLICIES AS AMENDED AND ADOPTED BY THE ISLAND COUNTY BOARD OF COUNTY COMMISSIONERS

WHEREAS, Chapter 36.70A RCW, the Washington State Growth Management Act (GMA), requires counties planning under the GMA to adopt Countywide Planning Policies (CPPs) to establish a countywide policy framework from which the comprehensive plans of the county and its cities and town are developed and to ensure consistency among such plans; and

WHEREAS, it is in the interest of Island County, its municipalities, and their residents to promote coordinated and consistent long-range land use, housing, and service planning among and between jurisdictions; and

WHEREAS, Island County, in collaboration with its cities and the Town of Coupeville, originally adopted Countywide Planning Policies in 1992, which were subsequently revised in 1998, 1999, 2015, 2017, and 2024; and

WHEREAS, in 2025, Island County consulted with staff from the Town of Coupeville and the Cities of Oak Harbor and Langley regarding proposed amendments to certain provisions of the Countywide Planning Policies, which were made available for public review; and

WHEREAS, on December 16, 2025, the Island County Board of County Commissioners adopted the Countywide Planning Policies, as amended, by Ordinance No. C-51-25; and

WHEREAS, pursuant to RCW 36.70A.210, the Countywide Planning Policies and amendments thereto become effective only upon approval by a majority of the legislative bodies representing Island County and its cities and town; and

WHEREAS, the Town Council of the Town of Coupeville has reviewed the amended Countywide Planning Policies as adopted by the Board of County Commissioners and finds them acceptable and consistent with the interests of the Town and Island County as a whole;

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby approves and adopts, for planning purposes, the revised *Island County Countywide Planning Policies* as amended and adopted by the Island County Board of County Commissioners on December 16, 2025, by Ordinance No. C-51-25.

PASSED by the Town Council of the Town of Coupeville and **APPROVED** by the Mayor this _____ day of _____, 2026.

TOWN OF COUPEVILLE

By _____

Molly Hughes, Mayor

ATTEST

By _____

Chris Jolly, Deputy Clerk

TOWN OF COUPEVILLE

From the Desk of Mayor Molly Hughes

MEMORANDUM

March 6, 2026

TO: Town Council
RE: On Call Engineering Contracts

Council,

As you know, the Town has contracted with outside engineering firms for all engineering needs. Being such a small town, we cannot hire enough people that would be experts in water, wastewater, stormwater, and transportation engineering. These on-call contracts have been working well for us. Having several specialized engineers allows us to work on more than one project at a time.

We went out to bid for new proposals in January, proposals were due on March 2. We received four proposals. Joe and I evaluated the proposals, and we are recommending the following two firms.

We recommend we renew our contract with Facet. Engineer, Jeff Tasoff knows every detail of our water plant and system. He also works with most of the private systems within our water service area and we are asked, more and more often, about the possibility of Coupeville providing water. We are currently doing a feasibility study with Sarkisian Springs. His knowledge of the aquifers on Whidbey Island is invaluable.

In the next couple of years, we will need to update our sewer plan, and we are hoping to extend sewer service up Parker Road and add stormwater infrastructure there and other places in town. We might be doing some street work also. Wilson Engineering has engineers who have extensive experience in all of these areas. Their proposal identified different project teams for stormwater, transportation and wastewater. They are based in Bellingham.

I have included their proposals if you care to look at them. The attached contracts are our standard Professional Services Contract, updated and approved by our town attorney

Thank you.

Motion: Move to authorize the Mayor to sign an on-call contract with Facet Engineering for engineering service through December 31, 2027.

Motion: Move to authorize the Mayor to sign an on-call contract with Wilson Engineering for engineering services through December 31, 2027.

**MASTER ON-CALL PROFESSIONAL SERVICES AGREEMENT
BETWEEN TOWN OF COUPEVILLE AND
FACET ENGINEERING
FOR ENGINEERING CONSULTANT SERVICES**

THIS AGREEMENT (“Agreement”) is made and entered into by and between the Town of Coupeville, a Washington State municipal corporation (“Town”) and Facet Engineering, a Limited Liability Corporation (“Consultant”), licensed to do business in the State of Washington.

This agreement is made pursuant to and in compliance with RCW 39.80 entitled “Contracts for Architectural and Engineering Services” following a Request for Qualifications awarded on March 10, 2026.

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the Town with consultant services regarding **on-call Engineering services** as described in Article II. The general terms and conditions of the relationship between the Town and the Consultant are specified in this Agreement. The specific projects will be implemented by a Supplemental Agreement to this Master Professional Services Agreement as set forth in **Exhibit A** and **Exhibit B**.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit “A”** and incorporated herein by this reference (“Scope of Services”). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant’s profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the Town when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The Town may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the Town. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the Town, and upon completion of

the work shall become the property of the Town, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the Town.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the Town. Upon request, the Consultant shall tender the work product and summary to the Town. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the Town.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence on March 10, 2026, and shall terminate at midnight, December 31, 2027. The parties may extend the term of this Agreement by written mutual consent.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the Town.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the Town, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

_____ No employees supplying work have ever been retired from a Washington state retirement system.

_____ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the Town is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to

save, indemnify, defend and hold Town harmless from and against all expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide Town with all information required by Town to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the Town, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Town.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Town, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. The provisions of this section shall survive the expiration or termination of this agreement.

e. Public Records Requests.

In addition to Paragraph IV.3 b, when the Town provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the Town its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultant's violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

III.7 INSURANCE.

a. Insurance Term

The Consultant shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein

b. No Limitation

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Town's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01
- (2). Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Town shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Town using an additional insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**

Consultant shall maintain the following insurance limits:

- (1) Comprehensive General Liability. Insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

(4) Professional Liability/Consultant's Errors and Omissions Liability. \$2,000,000 per claim and \$2,000,000 as an annual aggregate.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the Town.

f. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the Town with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the Town with proof of insurance upon request by the Town.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the Town. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Town. Any Insurance, self-insurance, or self-insured pool coverage maintained by the Town shall be excess of the Consultant's insurance and shall not contribute with it.

j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Town may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Town on demand, or at the sole discretion of the Town, offset against funds due the Consultant from the Town.

k. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public

Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

I. Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Town is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the Town, and further that the Consultant will be barred from performing any services for the Town now or in the future, unless a showing is made satisfactory to the Town that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any Town project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified-and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the Town understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under

this Agreement. The Consultant shall make no claim of Town employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the Town is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The Town may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the Town of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the Town prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the Town determines in its sole discretion that a conflict is irreconcilable, the Town reserves the right to terminate this Agreement.

III.13 TOWN CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the Town in each instance, the confidences of the Town or any information regarding the Town or services provided to the Town.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant is responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit Exhibit No.:

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the Town.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE TOWN

IV.1 PAYMENTS.

a. The Consultant shall be paid by the Town for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$100,000 per calendar year without the written agreement of the Consultant and the Town. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the Town elects to expand the scope of services from that set forth in Exhibit A, the Town shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the Town for services performed in the previous calendar month in a format acceptable to the Cities. The Consultant shall maintain time and expense records and provide them to the Cities upon request.

IV.2 TOWN APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the Town, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and Town requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the Town and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the Town and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the Town with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. Public Records

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices by the Town to Consultant and by the Consultant to the Town shall be sent to the following address:

Town of Coupeville
Attn: Molly Hughes, Mayor
4 NE 7th
Coupeville, WA 98239

Facet Engineering
Attn: Jeff Tasoff
1796 E Main St. Suite 105
Freeland, WA 98249

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the Town to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the Town for its convenience, the Town shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section VI.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 SEVERABILITY

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____, 20_____.

TOWN OF COUPEVILLE

Harmsen LLC

By: _____
Molly Hughes, Mayor

By: _____
Jeff Tasoff, Principal Civil Engineer

**EXHIBIT A
SCOPE OF SERVICES
ON CALL ENGINEERING SERVICES**

The purpose of this contract is for the selected firm to supplement services performed by the Town's staff. The consultant will be responsible for the contract administration, management, inspection and coordination of all sub-consultant's work. The consultant will be required to sign and seal any documents that are developed as part of this contract.

Services provided under this contract may include but are not limited to the following:

- Civil and highway engineering
- Structural engineering
- Construction plans and construction estimates
- Bid documents Project management
- Contract Administration and Compliance
- Plan Review
- Inspections
- Grant application

On-call services will be performed through Professional Services Agreement Supplemental Agreements and charged according to the attached rate sheet.

Project Specific Professional Services Agreement Supplemental Agreements for On-call Engineering Services
(Exhibit B Project Specific Professional Services Agreement Supplemental Agreement).
The specific services for projects awarded under the Master PSA will be provided in Supplemental Agreement for specific projects with a scope of work and cost estimate including but not limited to:

- a. Project Name
- b. Technical approach to the task (if necessary)
- c. Specific deliverables
- d. Schedule with milestones and deliverables
- e. Cost/hour estimate
- f. Due date of work

Exhibit B
Project Specific - Professional Services Supplemental Agreement

SUPPLEMENTAL AGREEMENT NO. _____
TO
PROFESSIONAL SERVICES AGREEMENT
FOR
TOWN OF COUPEVILLE

This Supplemental Agreement No. _____ is made and entered into on the ____ day of _____, _____, between the Town of Coupeville, hereinafter called the "Town" and _____, hereinafter called the "Consultant."

This agreement is made pursuant to and in compliance with the Master Professional Services Agreement for On-Call Surveying Services dated _____ and RCW 39.80 entitled "Contracts for Architectural and Engineering Services" following a Request for Qualifications awarded on _____, 20____.

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for [insert description of project], hereinafter called the "Project," said Agreement being dated _____, _____; and

WHEREAS, both parties desire to supplement said Agreement, by expanding the Scope of Services to provide for _____ and to amend the total amount payable for this Agreement,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Each and every provision of the Original Agreement for Professional Services dated _____, shall remain in full force and effect, except as modified in the following sections:

1. Article II of the Original Agreement, "SCOPE OF SERVICES", shall be supplemented to include the Scope of Services as described in **Exhibit A1**, attached hereto and by this reference made part of this Supplemental Agreement No. ____.

2. Article IV of the Original Agreement, "OBLIGATIONS OF THE TOWN", Paragraph VI.1 Payments, Section (a),

Provides that the Consultant shall be paid by the Town for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$_____ per calendar year without the written agreement of the Consultant and the Town. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the Town elects to expand the scope of services from that set forth in Exhibit A, the Town shall pay Consultant a mutually agreed amount. The costs for this Supplemental Agreement No. ____ are not to exceed \$_____ as set forth in **Exhibit A 1** attached.

The Total Amount payable to the Consultant is summarized as follows:

Original Agreement Authorized Amount not to exceed per year	\$ _____
Supplemental Agreement No.1	\$ _____
Supplemental Agreement No.2	\$ _____
Supplemental Agreement No.3	\$ _____
Grand Total	\$ _____

3. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight _____, _____.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. ____ as of the day and year first above written.

TOWN OF COUPEVILLE _____

By: _____

Molly Hughes, Mayor

By: _____

Its _____

ATTEST/AUTHENTICATED:

Town Clerk

Exhibit A 1

- a. Project Name
- b. Technical approach to the task (if necessary)
- c. Specific deliverables
- d. Schedule with milestones and deliverables
- e. Cost/hour estimate
- f. Due date of work

**MASTER ON-CALL PROFESSIONAL SERVICES AGREEMENT
BETWEEN TOWN OF COUPEVILLE AND
WILSON ENGINEERING
FOR ENGINEERING CONSULTANT SERVICES**

THIS AGREEMENT (“Agreement”) is made and entered into by and between the Town of Coupeville, a Washington State municipal corporation (“Town”) and Wilson Engineering, a Limited Liability Corporation (“Consultant”), licensed to do business in the State of Washington.

This agreement is made pursuant to and in compliance with RCW 39.80 entitled “Contracts for Architectural and Engineering Services” following a Request for Qualifications awarded on March 10, 2026.

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the Town with consultant services regarding on-call Engineering services as described in Article II. The general terms and conditions of the relationship between the Town and the Consultant are specified in this Agreement. The specific projects will be implemented by a Supplemental Agreement to this Master Professional Services Agreement as set forth in **Exhibit A** and **Exhibit B**.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit “A”** and incorporated herein by this reference (“Scope of Services”). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant’s profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the Town when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The Town may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the Town. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the Town, and upon completion of

the work shall become the property of the Town, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the Town.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the Town. Upon request, the Consultant shall tender the work product and summary to the Town. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the Town.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence on March 10, 2026, and shall terminate at midnight, December 31, 2027. The parties may extend the term of this Agreement by written mutual consent.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the Town.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the Town, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

_____ No employees supplying work have ever been retired from a Washington state retirement system.

_____ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the Town is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to

save, indemnify, defend and hold Town harmless from and against all expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide Town with all information required by Town to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the Town, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Town.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Town, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. The provisions of this section shall survive the expiration or termination of this agreement.

e. Public Records Requests.

In addition to Paragraph IV.3 b, when the Town provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the Town its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultant's violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

III.7 INSURANCE.

a. **Insurance Term**

The Consultant shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein

b. **No Limitation**

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Town's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01
- (2). Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Town shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Town using an additional insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**

Consultant shall maintain the following insurance limits:

- (1) Comprehensive General Liability. Insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

(4) Professional Liability/Consultant's Errors and Omissions Liability. \$2,000,000 per claim and \$2,000,000 as an annual aggregate.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the Town.

f. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the Town with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the Town with proof of insurance upon request by the Town.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the Town. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Town. Any Insurance, self-insurance, or self-insured pool coverage maintained by the Town shall be excess of the Consultant's insurance and shall not contribute with it.

j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Town may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Town on demand, or at the sole discretion of the Town, offset against funds due the Consultant from the Town.

k. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public

Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

I. Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Town is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the Town, and further that the Consultant will be barred from performing any services for the Town now or in the future, unless a showing is made satisfactory to the Town that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any Town project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified-and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the Town understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under

this Agreement. The Consultant shall make no claim of Town employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the Town is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The Town may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the Town of any potential conflicts of interest in Consultant’s client base and shall obtain written permission from the Town prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the Town determines in its sole discretion that a conflict is irreconcilable, the Town reserves the right to terminate this Agreement.

III.13 TOWN CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the Town in each instance, the confidences of the Town or any information regarding the Town or services provided to the Town.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant is responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit Exhibit No.:

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the Town.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE TOWN

IV.1 PAYMENTS.

a. The Consultant shall be paid by the Town for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$100,000 per calendar year without the written agreement of the Consultant and the Town. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the Town elects to expand the scope of services from that set forth in Exhibit A, the Town shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the Town for services performed in the previous calendar month in a format acceptable to the Cities. The Consultant shall maintain time and expense records and provide them to the Cities upon request.

IV.2 TOWN APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the Town, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and Town requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the Town and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the Town and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the Town with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. Public Records

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices by the Town to Consultant and by the Consultant to the Town shall be sent to the following address:

Town of Coupeville
Attn: Molly Hughes, Mayor
4 NE 7th
Coupeville, WA 98239

Wilson Engineering
Attn: Andrew Law, President
805 Dupont Street, Suite 7
Bellingham, WA 98225

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the Town to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the Town for its convenience, the Town shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section VI.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 SEVERABILITY

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____, 20_____.

TOWN OF COUPEVILLE

Harmsen LLC

By: _____
Molly Hughes, Mayor

By: _____
Andrew Law, President and Principal Engineer

EXHIBIT A
SCOPE OF SERVICES
ON CALL ENGINEERING SERVICES

The purpose of this contract is for the selected firm to supplement services performed by the Town's staff. The consultant will be responsible for the contract administration, management, inspection and coordination of all sub-consultant's work. The consultant will be required to sign and seal any documents that are developed as part of this contract.

Services provided under this contract may include but are not limited to the following:

- Civil and highway engineering
- Structural engineering
- Plan review and grant applications
- Project Management and Bid documents
- Survey and Inspections
- Construction plans and construction estimates
- Contract Administration and Compliance

On-call services will be performed through Professional Services Agreement Supplemental Agreements and charged according to the attached rate sheet.

Project Specific Professional Services Agreement Supplemental Agreements for On-call Engineering Services

(Exhibit B Project Specific Professional Services Agreement Supplemental Agreement).

The specific services for projects awarded under the Master PSA will be provided in Supplemental Agreement for specific projects with a scope of work and cost estimate including but not limited to:

- a. Project Name
- b. Technical approach to the task (if necessary)
- c. Specific deliverables
- d. Schedule with milestones and deliverables
- e. Cost/hour estimate
- f. Due date of work

Exhibit B
Project Specific - Professional Services Supplemental Agreement

SUPPLEMENTAL AGREEMENT NO. ____
TO
PROFESSIONAL SERVICES AGREEMENT
FOR
TOWN OF COUPEVILLE

This Supplemental Agreement No. ____ is made and entered into on the ____ day of _____, _____, between the Town of Coupeville, hereinafter called the "Town" and _____, hereinafter called the "Consultant."

This agreement is made pursuant to and in compliance with the Master Professional Services Agreement for On-Call Surveying Services dated _____ and RCW 39.80 entitled "Contracts for Architectural and Engineering Services" following a Request for Qualifications awarded on _____, 20____.

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for [insert description of project], hereinafter called the "Project," said Agreement being dated _____, _____; and

WHEREAS, both parties desire to supplement said Agreement, by expanding the Scope of Services to provide for _____ and to amend the total amount payable for this Agreement,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Each and every provision of the Original Agreement for Professional Services dated _____, shall remain in full force and effect, except as modified in the following sections:

1. Article II of the Original Agreement, "SCOPE OF SERVICES", shall be supplemented to include the Scope of Services as described in **Exhibit A1**, attached hereto and by this reference made part of this Supplemental Agreement No. ____.

2. Article IV of the Original Agreement, "OBLIGATIONS OF THE TOWN", Paragraph VI.1 Payments, Section (a),

Provides that the Consultant shall be paid by the Town for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$_____ per calendar year without the written agreement of the Consultant and the Town. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the Town elects to expand the scope of services from that set forth in Exhibit A, the Town shall pay Consultant a mutually agreed amount. The costs for this Supplemental Agreement No. ____ are not to exceed \$_____ as set forth in **Exhibit A 1** attached.

The Total Amount payable to the Consultant is summarized as follows:

Original Agreement Authorized Amount not to exceed per year	\$_____
Supplemental Agreement No.1	\$_____
Supplemental Agreement No.2	\$_____
Supplemental Agreement No.3	\$_____
Grand Total	\$_____

3. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight _____, _____.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. ____ as of the day and year first above written.

TOWN OF COUPEVILLE

Wilson Engineering

By: _____

By: _____

Molly Hughes, Mayor

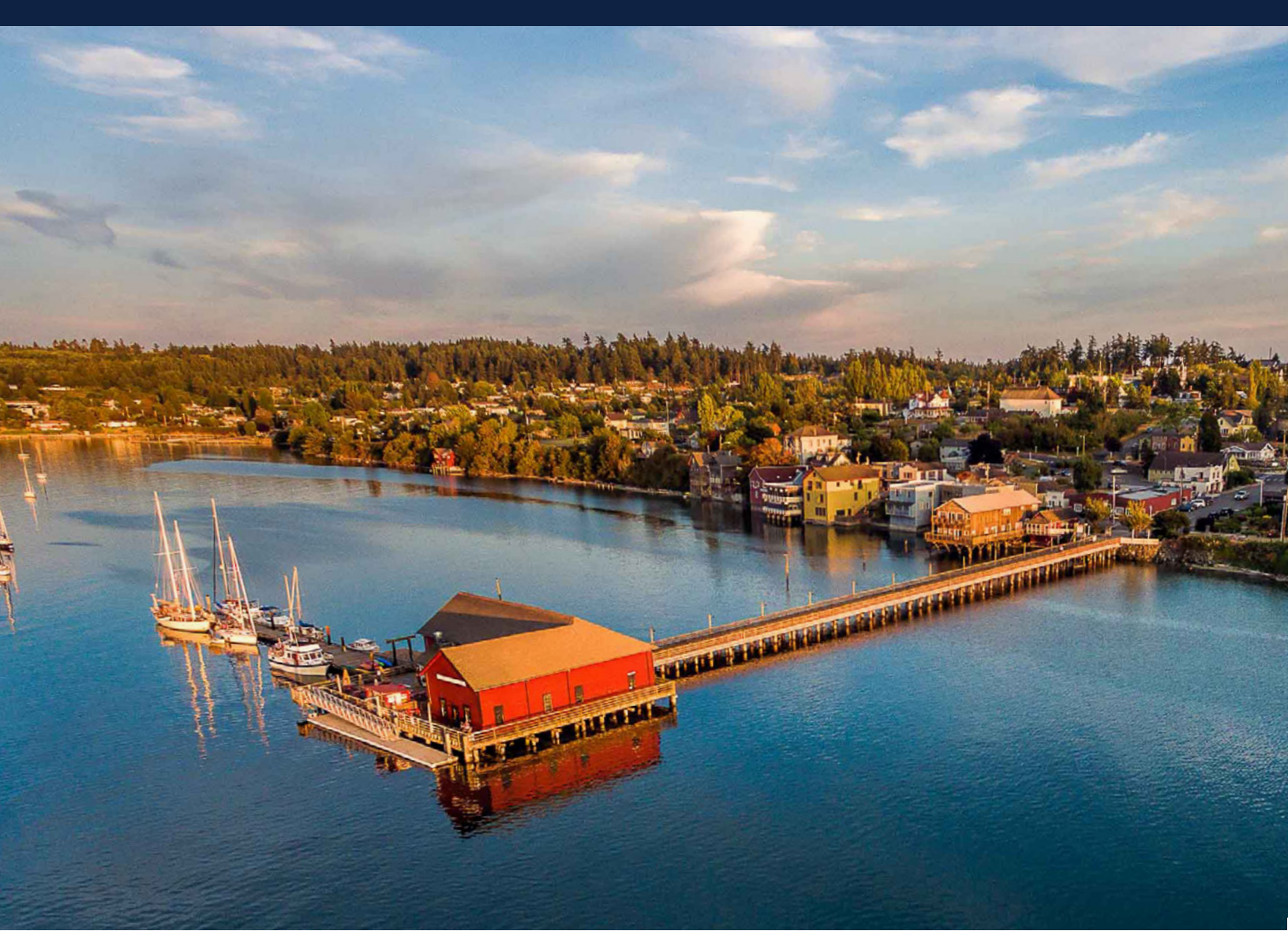
Andrew Law, President & Principal Engineer

ATTEST/AUTHENTICATED:

Town Clerk

Exhibit A 1

- a. Project Name
- b. Technical approach to the task (if necessary)
- c. Specific deliverables
- d. Schedule with milestones and deliverables
- e. Cost/hour estimate
- f. Due date of work



Statement of Qualifications for

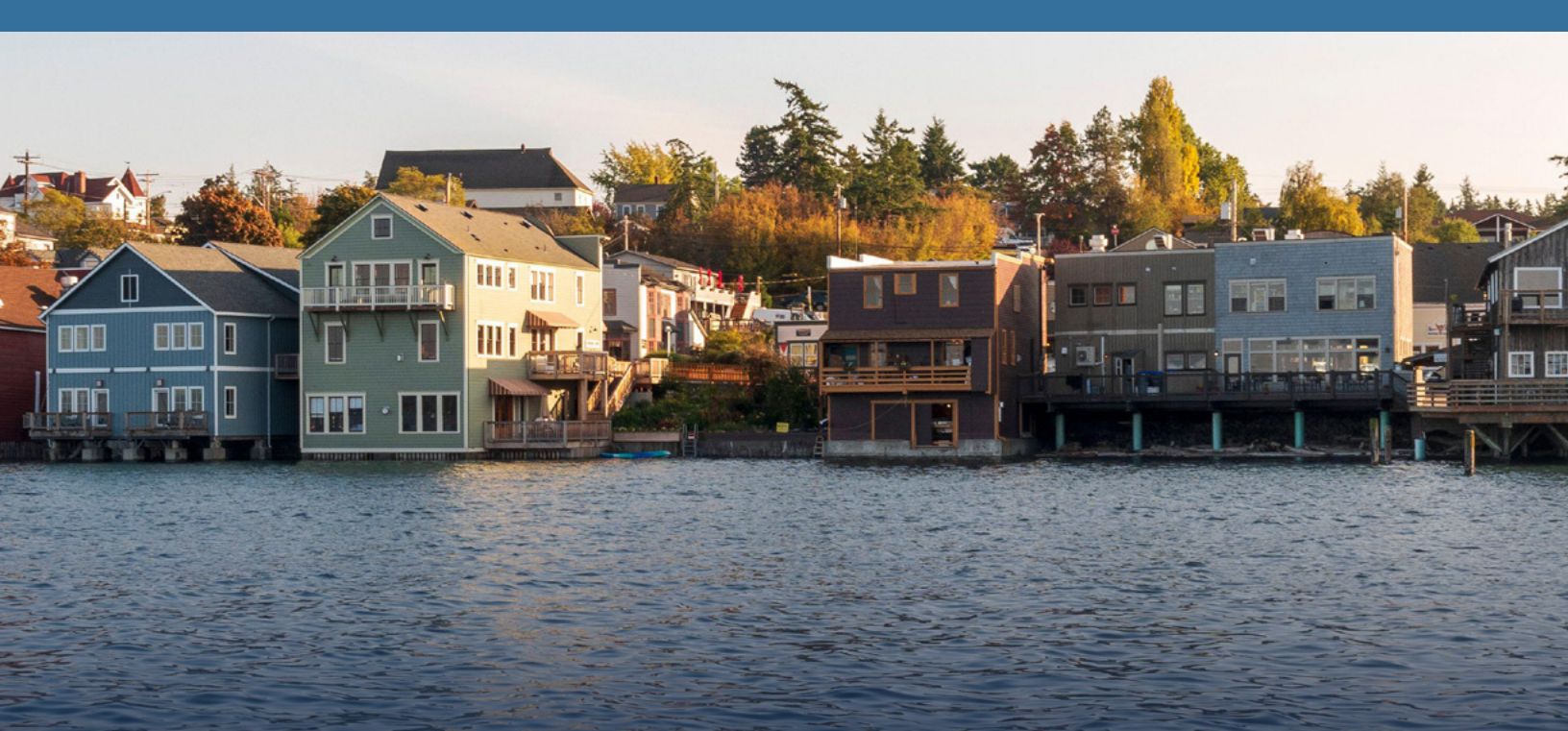


On-Call Engineering Consultant

March 2, 2026



FREELAND | SEATTLE | KIRKLAND | BURLINGTON | FEDERAL WAY | SPOKANE



1

Name of Proposer and principal contact person, including office location, address, telephone number and e-mail address.

Jeff Tasoff, PE / Principal Civil Engineer
1796 E Main St, Suite 105, Freeland, WA 98249
(360) 331-4131 x 203 / jtasoff@facetnw.com

2

Brief description and history of the firm.

Facet integrates science, design, and engineering to support public infrastructure, utilities, and civic projects throughout the Pacific Northwest. Built on more than four decades of combined practice as Davido Consulting Group and The Watershed Company, our team brings long-standing experience in municipal engineering, environmental planning, and shoreline and open space design across the Pacific Northwest.

Our interdisciplinary staff provides civil, structural, marine and coastal engineering; environmental planning and permitting; landscape architecture; and restoration design. We routinely support municipalities with water, wastewater,

stormwater, transportation, system planning, grant support, plan review, inspections, and construction-phase services.

We provide on-call engineering services to the Town of Coupeville, including PFAS treatment coordination and FEMA-funded waterline improvements. Our team supports the Town through planning, design, permitting, funding coordination, and construction-phase services for capital infrastructure projects. In parallel, we are assisting with the Comprehensive Plan update and Climate Element, ensuring alignment between long-range planning and infrastructure implementation.

3

Description of the team assigned to handle the proposed assignments, including the role of each member and location they will be working or commuting from.

Meet the Team

Resumes can be found in Exhibit A



Jeff Tasoff, PE / Project Manager / Principal-in-Charge / Freeland

Jeff has more than 30 years of experience in potable water system design, treatment, and regulatory coordination for municipal and public water systems throughout Washington. He currently supports the Town of Coupeville through on-call engineering services, including PFAS treatment support, new source development, waterline improvements, and Water System Plan updates.



Quin Clements, PE / Civil Transportation Lead / Freeland

Quin brings nearly 30 years of municipal engineering experience, including roadway reconstruction, pedestrian and bicycle improvements, connector roads, and right-of-way coordination. With prior experience as a City Engineer, he understands local agency standards, funding constraints, and public process.



Jordan Janicki, PE, SE / Principal Structural Engineer / Burlington

Jordan brings 20 years of structural engineering experience supporting municipal and public infrastructure projects across Washington. His work includes fire stations, civic facilities, bridges, boardwalks, and structural retrofits, with experience navigating floodplain constraints and multi-agency permitting.



Danny Ochoa, PE / Principal Civil Engineer / Burlington

Danny has 21 years of experience working on municipal stormwater, drainage systems, and utility design projects on and off Whidbey Island that include roadways, sidewalks, parking lots, and outfalls, among other project types. He works with local and state permitting agencies and provides project bid and construction documentation and management.



Kelly Evans, PE / Principal Civil Engineer / Burlington

Kelly brings over a decade of experience in drinking water and wastewater system planning, design, and construction administration. A certified water/wastewater operator, he combines technical engineering expertise with hands-on operational insight to develop practical, maintainable treatment solutions.

Meet the Team (cont.)



Carly McArdle, PE / Civil Engineer / Freeland

Carly has 18 years of experience delivering municipal water, wastewater, and stormwater infrastructure projects from planning through construction. She has led utility design, permitting coordination, cost estimating, and construction-phase services for the Town of Coupeville and other public agencies, including FEMA-funded water system improvements and PFAS treatment support.



Selina Stanley, PE / Civil Engineer / Burlington

Selina has over ten years of experience supporting municipal roadway, drainage, and utility improvement projects. Her work includes stormwater modeling, site grading, outfall design, and rigid pavement design. She has supported transportation corridor improvements, maintenance facility expansions, and on-call drainage projects for local agencies.



Ian Dahl, PE / Civil Engineer / Freeland

Ian has eight years of experience delivering transportation, utility, and site development projects for municipal and federal clients. His work includes municipal roadway and pedestrian facility design, water system rehabilitation, stormwater management, and permitting for environmentally sensitive sites.



Mykie Read / Water System Engineering / Burlington

Mykie supports drinking water and wastewater projects through hydraulic modeling, system analysis, and design calculations. With a background in fluid dynamics, they assist with capacity evaluations, pump and tank sizing, coordination with regulatory agencies, and development of small water system management plans.



Alwin Sandhu / Civil Engineering / Burlington

Alwin brings more than 26 years of experience in civil drafting and construction document production. He supports on-call assignments through preparation of detailed plan sets, quantity calculations, and coordination with project engineers to ensure accurate, buildable documents for water, drainage, and site improvement projects.



Chris Bicket, PE / Transportation Engineering / TENW / Kirkland

Chris brings more than 30 years of experience in transportation analysis, roadway design, and construction support. He has supported public and private clients throughout Washington in site access evaluation, intersection and circulation design, traffic control planning, and cost estimating.



Elyse Stemmler, PE / Transportation Engineering / TENW / Kirkland

Elyse has over 15 years of experience in roadway and intersection design, including frontage improvements, traffic signals, roundabouts, street lighting, channelization, and multimodal facilities. Elyse provides detailed design coordination, cost estimating, and construction-phase support for transportation projects.



4

Indicate date you would be available to begin work.

Our team is available to start work upon signing a contract to proceed.

5

Provide as exhibits, listings of your proposed team's experience involving similar project work for municipalities.

Listings of the proposed team's experience involving similar municipal project work are provided in **Exhibit B**.

6

Please provide two municipal or governmental references.

Culley Lehman

General Manager, Cascadia Water
(360) 661-7781 / culley@cascadiawater.com

Randi Perry

City of Langley Directory of Public Works
(360) 221-4246 / publicworks@langleywa.org



EXHIBIT A:

Resumes of Key Personnel



Jeff Tasoff, PE

PRINCIPAL CIVIL ENGINEER

Jeff is a regional expert in water system design and drinking water treatment for utilities in Western Washington. With experience in both private practice and the Island County Health Department, he brings strong expertise in chemistry, process optimization, and regulatory compliance at the county, state, and federal levels. Jeff focuses on treatment system design, capacity improvements, and water system planning, and provides pump system design, waterline layout, hydraulic analysis, pilot testing, permitting support, and construction-phase services tailored to each system's water quality and operational needs.

Role:

Project Manager /
Principal-in-Charge

Office:

Freeland

Education:

B.S., Chemical
Engineering, Washington
State University

M.S., Biochemistry,
Duke University

Registrations & Licenses:

Professional Engineer
State of Washington
License No. 41424

Professional Engineer
State of Oregon
License No. 91652PE

Professional Engineer
State of California
License No. C85906

PROJECT EXPERIENCE:

On-Call Engineering Services, Town of Coupeville. Jeff is providing on-call services to support system needs. Projects include the PFAS GAC Treatment Support, new source development, waterline replacement and expansions, water system plan update, telemetry upgrade support, manganese treatment design, installation and operational support, development of a rate structure increase to support future capital projects, and capacity expansion.

Shangri-La Shores, Inc. Water Systems, Coupeville, WA. Jeff worked with the water system to identify a preferred location for an additional off-site well to mitigate seawater intrusion concerns and provide additional system capacity and redundancy. Location was selected to minimize installation costs and optimize system configuration for future operations. Jeff worked with the system to obtain access for use of the new well site and provided installation support for the well drilling and hydrogeological coordination for pump testing and water right modifications.

On-Call Services, Cascadia Water Systems, Freeland, WA. Jeff is providing on-call services to support system needs. Projects completed include a capacity increase, water system plan update, treatment design, needs analysis with costing, pump house designs, emergency generator sizing, system consolidation, and waterline installations.

On-Call Services, Sierra County Club, Coupeville, WA. Jeff is providing on-call services to support system needs. Projects completed include development of new sources to increase capacity and reduce sea water intrusion concerns, replacement of an iron and manganese treatment system, corrosion control optimization, piping and booster pump upgrades, and water system plan creation.

North Bluff Water System Improvements, Greenbank, WA. Served as Facet's project manager on the project providing needed water system improvements. Provided support for United States Department of Agriculture Rural Development Grant and Loan application, permit support, hydraulic analysis, waterline, reservoir, and booster pump design, projects specifications, bid support, construction oversight, and project management services.



Quin Clements, PE

PRINCIPAL CIVIL ENGINEER

Quin has direct experience with municipal roadway and capital improvement programs. He brings nearly three decades of design engineering experience, including transportation planning and design, roadway reconstruction, pedestrian and bicycle improvements, ferry-area circulation, connector roads, and right-of-way coordination. Quin is experienced in all phases of project delivery, from early planning and funding strategy through permitting and construction and provides senior oversight for multidisciplinary projects.

Role:

Transportation Lead

Office:

Freeland

Education:

B.S., Civil Engineering,
Washington State
University

**Registrations &
Licenses:**

Professional Engineer
State of Washington
License No. 37356

Professional Engineer
State of Oregon
License No. 93399

Professional Engineer
State of Idaho License
No. 17518

Professional Engineer,
State of Nevada, License
No. 025518

PROJECT EXPERIENCE:

Island Transit Base Expansion, Coupeville, WA. As principal engineer, Quin led the civil engineering design team for Island Transit's new \$18 million bus maintenance and administrative facility.

Anthes Avenue Pedestrian Improvements Project, City of Langley. Quin was the principal engineer for the civil engineering services for the completion of roadway, drainage, water, and pedestrian facility improvements.

Downtown Waterfront Phase I, City of Mukilteo. Quin served as principal engineer for the master planning of a revitalized downtown waterfront, including relocation of the ferry terminal and loading areas, enhanced pedestrian mobility, bicycle paths, and shoreline promenade improvements.

Japanese Gulch Creek Daylighting and Culvert Replacement, City of Mukilteo. Quin managed design of a new 15-foot-wide open-bottom arch culvert beneath 1st Street, coordinating roadway and utility improvements in conjunction with shoreline and estuary park development.

SR 20 Township Street to Fruitdale Road Lane Widening and Sidewalk Project, City of Sedro-Woolley. Quin provided principal oversight for roadway widening and sidewalk improvements along a state highway corridor, including coordination with WSDOT and construction-phase services.

Fairgrounds Road Connector, City of Langley. Quin served as principal engineer for the design of an approximately 1,800-foot public connector road, including roadway layout, right-of-way coordination, low-impact stormwater controls, guardrail layout, and retaining wall design.

American Camp Road Rehabilitation, National Park Service, San Juan Island, WA. Quin served as principal engineer for rehabilitation of approximately 1.5 miles of roadway, including shoulder widening and safety improvements to enhance pedestrian and bicycle access through the park.



Jordan Janicki, PE, SE

PRINCIPAL STRUCTURAL ENGINEER

Jordan opened the Mount Vernon (now Burlington) office of Facet in 2013 and believes that client communication is the key to success. He has experience in site grading, surveying, and bridge construction and installation. Jordan focuses on the structural design and construction methodology of wood, steel, masonry, tilt-up, and post-tensioned concrete structures in the commercial, industrial, and residential sectors.

Role:

Structural
Engineering Lead

Office:

Burlington

Education:

B.S., Civil Engineering,
Gonzaga University

Registrations & Licenses:

Professional Engineer,
Structural Engineer
State of Washington
License No. 46132

Professional Engineer
State of California
License No. 74300

Professional Structural
Engineer
State of Washington
License No. 46132

ATC – 20-1 California
Washington

ATC – 45 California
Washington

PROJECT EXPERIENCE:

Central Whidbey Fire and Rescue, New Station and Maintenance Facility, Town of Coupeville. Jordan was the principal engineer for a new 14,000-sf fire station. This new station includes offices; gym; community\training room, and sleeper rooms. This station includes a maintenance service bay. The bay can service up to 2 apparatus at a time, and the apparatus bay has room for up to 6 additional apparatus in the drive through bays.

South Whidbey Fire and EMS Seismic Evaluation, Carletti Architects, Whidbey Island. Jordan was the principal engineer for the inspection and analysis of three active stations. The site inspection and evaluations were completed in accordance with ASCE 41-13 Tier 1 evaluations: reviewing construction documents, photos, site inspection, and the interview with facility managers. The final report was used to assist the department in CIP budgeting and to understand the life safety issues with the current station.

Veterans Picnic Pavilion, Skagit County Parks, Sedro-Woolley. Jordan was the principal structural engineer for the first phase of the new county park. Facet worked with Skagit County Parks to provide a structure that matched with other county parks shelters but meet the current building codes. Facet was proud to be a partner in honoring veterans from all branches of the armed services.

Knoblich Board Walk, Whidbey Island, WA. Jordan was the principal structural engineer for boardwalk and trail replacement. The project included new boardwalks over existing wetlands, bridging over existing outfall, and the creation of a removable beach stair, landing, and access. The project included construction documents, bidding assistance and construction administration.

Cairnspring Mill Granary, Port of Skagit. Jordan was the principal engineer for Phase I, a 14,000-sf elevated manufacturing facility completed in 2016. The design incorporated office space, cover loading docks, and the ability to expand an additional 60,000-sf for an anticipated Phase II expansion. The project also included design for specialized malting foundations, elevated 50-ft tall hopper/feeder tower and foundation and 85-ton 64-ft diameter silo floors and foundations. The project included construction documents and construction administration phases.



Kelly Evans, PE

PRINCIPAL CIVIL ENGINEER

Kelly has over a decade of experience planning and designing drinking water and wastewater systems. His work includes project management, preparation of plans and specifications, construction observation, contract administration, and assistance with grant and loan funding. Kelly brings practical, operations-focused insight to his designs, emphasizing systems that are reliable, maintainable, and sustainable.

Role:

Water Systems Lead

Office:

Burlington

Education:

B.S., Civil Engineering,
University of Iowa

Registrations &

Licenses:

Professional Engineer
State of Washington
License No. 22007999

Professional Engineer
State of Iowa
License No. P23465

Professional Engineer
State of Minnesota
License No. 61617

Professional Engineer
State of Indiana
License No. PE12300734

Professional Engineer
State of Wisconsin
License No. 102284-6

Professional Engineer
State of Utah
License No.
14234821-2202

Professional Water &
Wastewater Operator
State of Iowa

PROJECT EXPERIENCE:

Water and Wastewater System Improvements, Willamette Egg Farm, Moses Lake, WA. Kelly led the design of a new well, distribution system upgrades, storage reservoir rehabilitation, and a separate non-potable water system to reduce groundwater demand. He also designed a land application wastewater system to replace direct discharge, supporting reliable facility operations.

Water System Alternatives Analysis, Blakely Island Maintenance Commission, San Juan County. Kelly led an alternatives analysis comparing continued surface water treatment with conversion to groundwater supply. He coordinated well drilling, evaluated water quality and capacity, and provided a recommendation that guided the community's long-term system decision.

Water Treatment Improvements, Sunset West Homeowners Association, Island County. Kelly designed and implemented an oxidation and filtration treatment system using potassium permanganate in lieu of chlorine to restore potable water quality. The system was piloted, redesigned per owner request, permitted, and constructed to meet aggressive timelines.

Rolling Hills–Glencairn Water Treatment Improvements, Island County. Kelly designed Washington State's first biological ammonia removal system for a 428-connection water system experiencing DBP, iron, manganese, and arsenic exceedances. He supported Department of Health permitting and operator training, resulting in significant water quality improvements.

Water System Planning and Operator Support, Multiple Communities. Kelly has provided water system planning, final design, construction administration, and grant/loan support for small to mid-sized water systems, drawing on his direct experience as a certified water/wastewater operator to prioritize practical, maintainable solutions.



Carly McArdle, PE

CIVIL ENGINEER

Carly has design and project management experience working on a wide range of private and public projects. Her focus has been primarily on utility design and grading for park, campus, and public infrastructure projects, seeing designs through all stages including master planning and construction administration. She enjoys collaborating with a variety of clients and disciplines. Carly has been involved in multiple projects for the Town of Coupeville and surrounding municipalities.

Role:

Civil Engineer

Office:

Freeland

Education:

B.S., Civil Engineering,
University of Washington

Registrations &**Licenses:**

Professional Engineer
State of Washington

License No. 56834

Professional Engineer
State of California

License No. 80856

PROJECT EXPERIENCE:

FEMA Waterline Replacement, Town of Coupeville. Carly served as project manager for a critical waterline replacement serving Camp Casey, Fort Casey State Park, and the Washington State Ferry terminal. She coordinated permitting, stakeholder communication, schedule and budget oversight, and led the design of the waterline alignment and service connections. Carly supported the project through construction, including submittal review, site visits, and closeout.

Utility Improvements, City of Langley. Carly served as co-project manager for a \$9M infrastructure program comprising fifteen utility-focused subprojects. She led stormwater and sanitary sewer improvements, as well as two pedestrian pathway projects, coordinating closely with the City, property owners, and permitting agencies. Her work included design, plan production, cost estimating, and preparation of specifications.

Per- and Polyfluoroalkyl (PFAS) Substances Water Treatment Plant Operation and Maintenance, Town of Coupeville Carly is the civil engineering project manager supporting the Town in their efforts with the sampling and maintenance of the granular activated carbon (GAC) treatment system which aims to remove PFAS from the primary drinking water supply wells. In addition to analyzing quarterly sampling results, Carly has prepared the Sampling Analysis Plan (SAP) updates when necessary and the annual operations and maintenance manuals.

Campground Preliminary Septic System Design, South Whidbey Parks. Carly was the civil engineer for the preliminary design of a septic system which will support proposed campground facilities. Carly analyzed the daily wastewater flows and strength, and prepared preliminary plans for the tanks and drainfield design. Both local and state level design requirements for on-site septic systems were reviewed.

Wastewater, Stormwater, and Pool Backwash Water Disposal Feasibility, South Whidbey Parks Aquatic Foundation. Carly was the civil engineer for feasibility study to analyze the water management for a potential community pool facility. Carly assessed the stormwater requirements, ran preliminary modeling to support a conceptual design for flow control and water quality.



Selina Stanley, PE

CIVIL ENGINEER

Selina has over ten years of experience working on private developments and public improvement projects. She has designed commercial sites, residential developments, industrial buildings, and outfall systems in multiple jurisdictions. Within these projects, Selina has performed computer modeling of outfalls, site grading, stormwater management systems, and culverts.

Role:

Civil Engineer

Office:

Burlington

Education:

B.S., Civil Engineering
South Dakota
State University

Registrations & Licenses:

Professional Engineer
State of Washington
License No. 56253

PROJECT EXPERIENCE:

SR 20 Township Street to Fruitdale Road Lane Widening and Sidewalk Project, City of Sedro-Woolley. Selina was the Civil Engineer for the project which involved approximately 1,100-LF of lane widening and approximately 4,300-LF of new 8-ft-wide sidewalk. Selina's responsibilities included quality assurance reviewing plan sets, putting together the engineering estimate, writing project specifications, and close coordination during design and bidding phases.

Maintenance Facility, Solid Waste and Equipment, Sedro-Woolley, WA. Selina served as design engineer for the Solid Waste and Equipment Maintenance Facility expansion. She led conceptual feasibility evaluation for low impact development and completed hydrologic and hydraulic modeling to meet stormwater requirements. She supported sewer and water layout design, coordinated with City staff and consultants, and prepared the civil construction estimate totaling more than \$2 million.

Curtis Wharf Entrance Redevelopment Design, Port of Anacortes . Selina served as Project Manager for redevelopment of the Curtis Wharf access and surfacing improvements. The project included earthwork, stormwater design, security gates, and asphalt paving on an overwater structure. She prepared cost estimates and specifications and coordinated closely with the Port through design and bidding.

On-Call Drainage Consultant, Island County Public Works. Selina worked as a Design Engineer on multiple on-call drainage consultant contracts for Island County Public Works while at Facet. These services involved the stormwater outfalls including pipes installed down bluffs throughout the Island County area.

Scenic Heights Outfall Project, Oak Harbor, WA. Selina served as Project Engineer for replacement of a marine outfall system. She completed drainage basin modeling to size the new system, modeled proposed improvements, and designed a custom anchoring system. She also prepared an alternatives analysis evaluating cost, access, maintenance, longevity, and safety.



Ian Dahl, PE

CIVIL ENGINEER

Ian has worked as a civil engineer in the private, municipal, and federal sectors, delivering a wide range of infrastructure solutions to a diverse set of projects. At Facet, his role as a Design Engineer/Project Manager for the Parks Group has led to a number of projects on unique and historic federal sites. His design experience with transportation facilities, utilities, stormwater, and site development support the multidisciplinary nature of these parks and recreation facilities.

Role:

Civil Engineer

Office:

Freeland

Education:

B.S. Civil & Environmental Engineering, University of Washington

Registrations &**Licenses:**

Professional Engineer, State of Washington, License #23006925

PROJECT EXPERIENCE:

Wish Poosh & Kachess Campground Improvements, US Forest Service.

Ian is leading the design and project management of this ongoing campground improvement project for the Forest Service near Cle Elum, WA. Upgrades to the aging facilities will include replacing mechanical equipment at two wells and pumphouses, installation of 9,500 LF of new water distribution piping and hydrants, installation of new vault toilets, and addition of new electrical infrastructure. The estimated construction cost for both sites is roughly \$7.4 million.

Sunrise Water System Rehabilitation, National Park Service, Mt. Rainier.

The Facet team was tasked with considering rehabilitation alternatives for a failing 6" water main providing potable water from Frozen Lake at 6,725 ft elevation to Sunrise Lodge and surrounding buildings roughly 300 feet below. Challenges included a historic concrete dam built in 1930, steep and unstable slopes, existing piping within the protected Mt Rainier Wilderness, as well as protection of endangered White Bark Pine trees. Working closely with NPS staff, Ian and the Facet team were able to identify a viable route for a new 10" water main.

Yellowstone Trails Project, Private Development. Snoqualmie Pass.

Ian was a project manager and design engineer for the design and permitting of a 27-lot plat at Snoqualmie Pass, WA. Sensitive critical areas were present on the site, including two forks of Coal Creek which contain threatened bull trout, four wetland areas, and steep slopes. New infrastructure includes 1,700 LF of new roadway and utilities, as well as bioretention stormwater cells, two arch culvert bridges, and two 14-foot retaining walls.



Mykie Read

CIVIL ENGINEERING

Mykie's passion for water system process and design is based on an educational background in Fluid Dynamics/Thermodynamics and a drive to provide clean and safe drinking water for all. Mykie has previous experience in project coordination and system design from their time as a Fire Protection Design Engineer. Their current project work includes drinking water system design, analysis, modeling, and wastewater treatment.

Role:

Water System
Engineering

Office:

Burlington

Education:

B.S., Mechanical
Engineering, South
Dakota School of Mines
and Technology

PROJECT EXPERIENCE:

Capacity Analysis & Small Water System Management Plan (SWSMP), Tillicum Beach Water Association, Island County. Facet completed the capacity analysis for the system and identified system needs based on findings. Mykie collaborated with hydrogeologists to test existing wells and work towards finding a location for a future additional well for the system. Using the findings from the capacity analysis Facet updated the small water system management program for the Washington DOH.

Transient Non-Community (TNC) Design Report & SWSMP, Ryan's House, Island County. Facet developed a SWSMP and TNC design report for Ryan's House for Youth, a Group A Transient Non-Community water system. Mykie coordinated with the Washington DOH, Island County Public Health, the system operator, and Client to grant emergency source approval for a new well and the full approval of the water system and SWSMP to grant permits for expansion on the system.

Chlorination System Design, Agate West, Jefferson County. Facet oversaw the development of Agate West's chlorination system from design to construction. Mykie and Facet collaborated with the DOH and the system operator to gain approval for the design of the new chlorination system. Facet spearheaded the construction bids and were present throughout the entire the construction phase and testing before final sign off the system.

Group B Water System Design, Stonebridge Environment Inc. Stoneridge #1 is a new Group B Water System on Whidbey Island. Mykie was part of the team at Facet that put together the design for this water system. They worked with Island County, the Department of Health, and the property owner to complete the design. This included calculations, hydraulic modeling, design of pumps, tanks, and piping for the entire system.

Hydraulic Modeling, Shangri-La Shores. Mykie designed and developed a hydraulic model for a booster pump and pressure tank to supply water from an existing reservoir to two new service meters. This project included selecting and sizing the booster pump and pressure tank and modeling the system to collect data for the pressure, flow, and total dynamic head.



Alwin Sandhu

CIVIL ENGINEERING

Alwin Sandhu is a civil engineering technician with more than 26 years of civil design and drafting experience across a range of infrastructure projects. His work focuses on preparation of detailed construction drawings, quantity takeoffs, and plan production in support of water system improvements, site development, and utility projects. Alwin works closely with project engineers to translate design intent into clear, accurate construction documents, supporting projects from schematic design through final plan sets.

Role:

Civil Engineering

Office:

Burlington

Education:

Education

Registrations &

Licenses:

Licenses

PROJECT EXPERIENCE:

Water Source Improvements, Prestage Foods of Iowa, Eagle Grove, Iowa. Alwin has been a member of a large project team assisting our client. His main duties on this project are to produce construction drawings as per project Engineer instructions and project requirement. He is also involved in quantity calculation for the project.

Water System Improvements, South Whidbey Parks, Langley, WA. Alwin has been a member of the project team assisting our client, South Whidbey Parks. His main duties on this project are to produce construction drawings as per project Engineer instructions and project requirement.

Satrum Farms Layer & Pullet Site Improvements, Willamette Farms LLC, Canby, Oregon. Alwin has been a member of a large project team assisting our client, Willamette Farms for producing construction drawings as per project engineer instructions and project requirement. He is also involved in quantity calculation for the project.

Water Schematic Design, National Park Service, Limantour – Laguna, California. Alwin has been a member of this project team assisting our client. His main duties on this project are to produce construction drawings as per project Engineer instructions and project requirement. He is also involved in quantity calculation for the project.

System Improvements, Willamette Egg Farm LLC, Moses Lake, WA. Alwin has been a member of a large project team assisting our client. His main duties on this project are to produce construction drawings as per project Engineer instructions and project requirement. He is also involved in quantity calculation for the project.



Chris Bicket, PE

PRINCIPAL

Chris is a transportation engineer with more than 30 years of experience in transportation analysis, design, and construction management. As a Principal at TENW, he supports public and private clients from early planning and cost estimating through final design and construction. His experience includes site access and circulation analysis, property impacts, expert testimony, and preparation of traffic control plans and construction support services throughout Washington State.

Role:

Transportation Engineer

Office:

Kirkland

Education:

B.S., Civil Engineering,
University of Washington

Registrations &**Licenses:**

Professional Engineer,
State of Washington,
License No. 35635

PROJECT EXPERIENCE:

- Sprague Avenue Improvements, City of Spokane Valley
- Community Transit BRT, Transportation Planning, Analysis, and Design Swift, Snohomish County
- Snohomish School District Transportation Consulting and Site Access Evaluation, Snohomish, WA
- Electrification Charging Stations, King County Metro, Bellevue, WA
- Infrastructure Planning and Design, Multiple Projects, City of Quincy
- Transportation Consulting, Prologis, Multiple locations, WA
- 228th Street SE Intersection Improvements, City of Bothell
- Pedestrian Trail/Cycletrack and Traffic Signal Design, Lake Washington Loop Trail, City of Renton
- Traffic Signal, Channelization, and Illumination Design, Issaquah High School Improvements, Issaquah, WA
- Traffic Signal and Illumination Design, NE Woodinville-Duvall Rd, City of Woodinville
- Roundabout and Illumination Design, NE 171st Street Improvements, City of Woodinville



Elyse Stemmler, PE

PRINCIPAL

Elyse is a principal with more than 15 years of experience in transportation and site development. She has led the design and construction of roadway and intersection improvements, including frontage improvements, traffic signals, roundabouts, street lighting, channelization, and nonmotorized facilities throughout Washington and Oregon. Elyse supports projects from pre-design through construction, with experience in multi-jurisdictional coordination, multimodal design, cost estimating, sight distance evaluations, design variances, and construction administration.

Role:

Transportation Engineer

Office:

Kirkland

Education:

B.S., Civil Engineering,
University of Washington

M.S., Civil Engineering,
University of Washington

Registrations &**Licenses:**

Professional Engineer,
State of Washington,
License No. 52125

PROJECT EXPERIENCE:

- Sprague Avenue Improvements, City of Spokane Valley
- Community Transit BRT, Transportation Planning, Analysis, and Design Swift, Snohomish County
- Transportation Consulting, Site Access Evaluation, Lake Washington School District
- Electrification Charging Stations, King County Metro, Bellevue, Washington
- Infrastructure Planning and Design, Multiple Projects, City of Quincy
- High-Intensity Activated CrossWalk(HAWK) Signals, City of Bellingham
- 228th Street SE Intersection Improvements, City of Bothell
- Pedestrian Trail/Cycletrack and Traffic Signal Design, Lake Washington Loop Trail, City of Renton
- Traffic Signal and Trail Lighting Design, Redmond Central Connector, Redmond, Washington
- Roundabout and Illumination Design, NE 171st Street Improvements, City of Woodinville



EXHIBIT B:

Experience Involving Similar Project Work for Municipalities



FEMA Waterline Replacement

On-Call Engineering Services

TOWN OF COUPEVILLE

FEMA Waterline Replacement

Facet designed and provided construction administration for a 1-mile water main replacement serving Camp Casey, Fort Casey State Park, and the Washington State Ferry terminal. Work occurred within Island County and WSDOT rights of way and included installation of an 8-inch water main, service reconnections, hydrants, and associated appurtenances. Facet prepared plans, specifications, and cost estimates; managed schedule and budget; coordinated environmental and archaeological subconsultants; and secured traffic control and permitting approvals. The project was partially funded through a FEMA pre-disaster mitigation grant and required compliance with federal funding requirements.

Water and Sewer Improvements

Facet led the design and construction-phase engineering for improvements to water and sewer infrastructure in the Perkins Street and Kinney Street area. The project included approximately 1,700 lineal feet of sanitary sewer gravity collection lines, approximately 1,000 lineal feet of 8-inch water main distribution lines, and associated appurtenances and roadway restoration. Facet also provided construction-phase engineering and oversight to ensure the project was constructed, tested, and placed into service in accordance with the contract documents.

PFAS Water Treatment Plant Operation and Maintenance

Facet supported the Town of Coupeville in the operation, performance monitoring, and regulatory coordination of its granular activated carbon (GAC) treatment system designed to remove PFAS from primary drinking water supply wells. Under an cooperative agreement with the Department of the Navy, Facet prepared and updated Sampling and Analysis Plans (SAPs) in accordance with federal quality assurance guidance to ensure consistent and scientifically sound monitoring. The team reviewed and analyzed quarterly sampling data to verify treatment effectiveness, supported compliance documentation aligned with the Town's Water System Plan, and prepared annual operations and maintenance reporting.



PFAS Water Treatment Plant

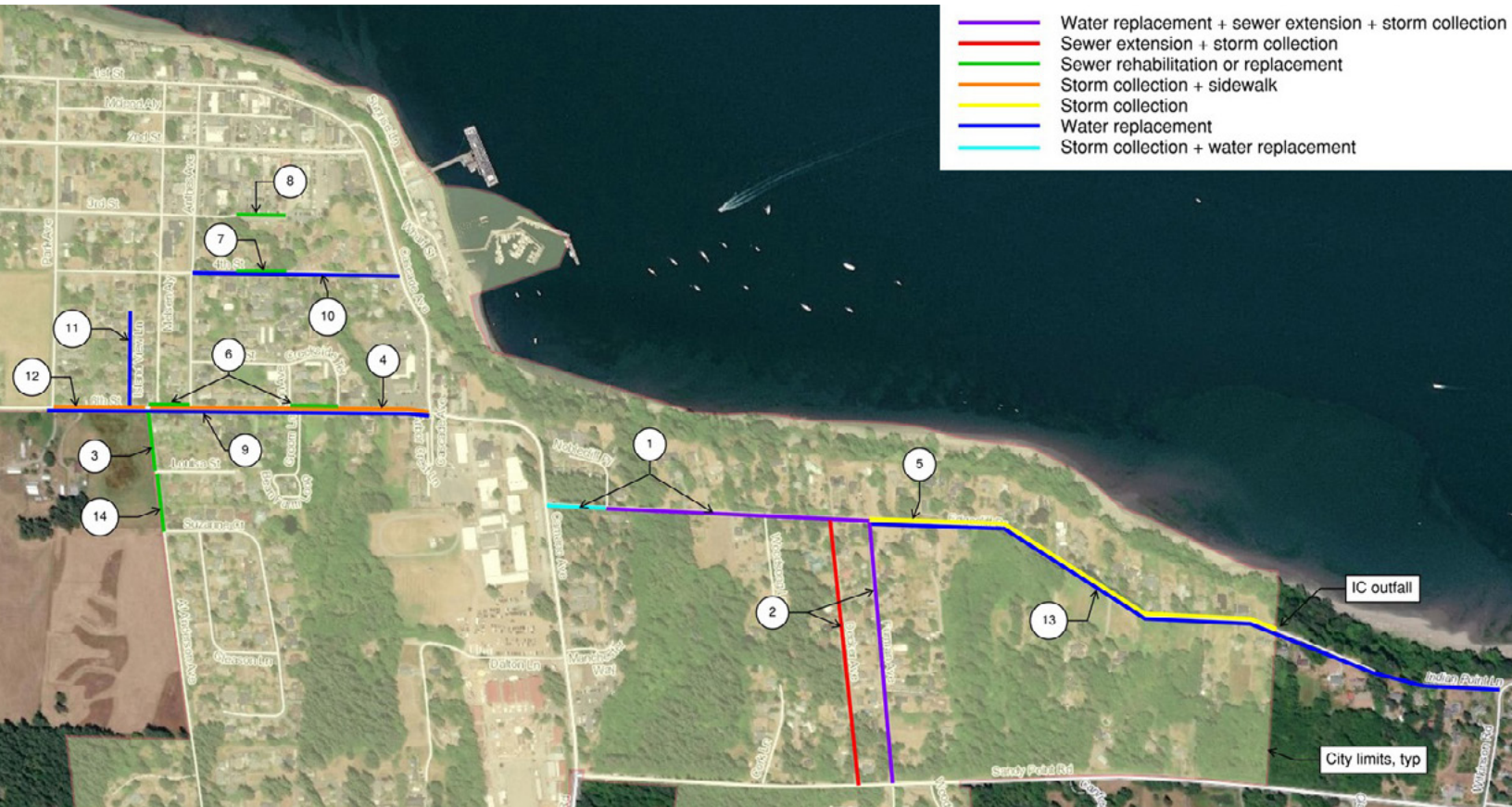
Parker Road Sewer Extension

Residents along Parker Road in Coupeville, WA used septic systems & leach fields for their wastewater disposal. However, to protect shellfish and other aquatic life, Coupeville elected to extend their sanitary sewer approximately 400 feet further along Parker Road to Moore Place. The sewer extension was designed by Facet in 2023 and included a future connection manhole, with connection extensions, near Moore Place. This manhole would allow the homeowners to connect to the City sewer system without having to cross the road each time a resident was prepared to connect. This design allowed for each resident to connect when they were ready without significant impact on existing infrastructure and reduce cost to each homeowner.

Community Green

This project replaced and upgraded the dirt and gravel parking lot located next to the library in Coupeville. Facet also worked with a local architect to convert an on-site barn into a location for restroom facilities. Civil improvements designed grading to allow for the proper collection and treatment of stormwater. Facet's civil and structural staff worked with the architect and the Town of Coupeville to ensure the site met current and future community needs.

Similar Municipal Experience



Utility Improvements

CITY OF LANGLELEY

Facet led design for an \$9 million infrastructure improvement program comprising fourteen subprojects with utility and site restoration upgrades. The work includes segments of a new shared-use pathway along 6th Street within the right of way adjacent to private properties and wetlands, including a stream crossing and connections to existing pedestrian facilities. Facet managed site investigations, contract document preparation, permitting, and coordination with City staff, property owners, and regulatory agencies. The team prepared wetland mitigation plans in compliance with Nationwide Permit 14 and continues to support the City through bidding and construction.



Additional Project Experience

Road Lane Widening Sidewalk Project: SR 20 Township Street to Fruitdale

CITY OF SEDRO-WOOLLEY

Facet designed a right-of-way improvement project including approximately 1,100 linear feet of lane widening along State Route 20 and 4,300 linear feet of new 8-foot-wide sidewalk between Township Street and Fruitdale Road. Services included utility coordination, topographic survey and base mapping, and preparation of 30, 60, 90, and 100 percent plans, specifications, and cost estimates. Facet coordinated closely with WSDOT, including agency review, preparation of channelization and traffic control plans, and construction scheduling to align with a planned WSDOT overlay.

Coordinated Water System Plan

CASCADIA WATER, ISLAND COUNTY

Facet created a coordinated Water System Plan (WSP) for the 11 systems owned and operated by Cascadia Water located on Whidbey Island. The WSP identified current usage to determine existing and projected future demands. Legal and physical capacity for each system was analyzed and future system needs were identified and prioritized, with projected costs. The development of the plan included development of company standard detail and specifications. Additional services included the organization of existing system documentation.



Road Lane Widening - SR 20 Township Street to Fruitdale

STATEMENT OF QUALIFICATIONS PRESENTED TO TOWN OF COUPEVILLE

ON-CALL ENGINEERING AND CONSULTANT SERVICES





Wilson Engineering, LLC
805 Dupont Street, Suite 7, Bellingham, WA 98225
T. 360.733.6100
wilsonengineering.com

March 2, 2026

Town of Coupeville
Attn: Mayor Molly Hughes
4 NE 7th Street
Coupeville, WA 98239

RE: On-Call Engineering and Consultant Services

Dear Mayor Hughes:

Thank you for the opportunity to provide our statement of qualifications for On-Call Engineering and Consultant Services for the Town of Coupeville. As specialists in utility engineering—spanning water, wastewater, stormwater, and general civil projects—we are committed to delivering exceptional results and fostering strong partnerships with public agencies.

Who We Are: Our firm specializes in supporting municipalities in building and revitalizing essential public infrastructure. With a proactive problem-solving approach and a collaborative work environment, we deliver innovative solutions tailored to community needs. Our flexibility and commitment to responsiveness ensure we can effectively address the unique requirements of the Coupeville community.

Project Team: We have an experienced team ready to assist the Town with engineering projects. For sewer projects—including treatment, pump stations, or collection systems—either Jeff Christner or Scott Wilson will lead the efforts. Our expertise is in the planning, design, and construction management of wastewater treatment, pump stations, and sewer collection systems. Curt Schoenfelder or Brian Smith will oversee water-related projects, drawing on their extensive experience in water system engineering. Brian Ziesmer will handle electrical, SCADA, and controls design as needed. For stormwater and transportation projects—either Michael Matthes or Rhett Winter will lead them. We can begin work in April.

Services and Experience: We regularly provide on-call engineering services for similar municipalities such as Sequim, Lynnwood, Ferndale, and Bellingham. Our comprehensive expertise encompasses all aspects of water, civil, transportation, and wastewater engineering systems including planning, permitting, funding acquisition, design, operations, and construction management. By working closely with clients, we ensure seamless integration of improvements into existing systems and alignment with your team's knowledge.

Thank you for the opportunity to submit our qualifications. We are excited about the prospect of working with you and establishing a partnership with the Town of Coupeville.

Sincerely,

Andrew Law, PE
President & Principal Engineer
alaw@wilsonengineering.com
360.312.3050

FIRM PROFILE

Wilson Engineering is a Bellingham, Washington civil engineering and surveying firm serving municipal and private clients in the Pacific Northwest for nearly 60 years. Wilson Engineering's (Wilson) primary mission is to deliver high-quality engineering and surveying to help public works agencies provide outstanding service to their communities and manage all their infrastructure needs—from transportation, stormwater, water, and wastewater to campuses, parks, roadways, and treatment plants.

Wilson's civil engineering staff can address projects involving utility planning and construction, roadways, site development, LEED and LID designs, engineering studies, water quality improvement, ADA improvements, and multimodal transportation. Our engineers are very experienced at working collaboratively with clients on projects from project planning through construction.

Wilson's surveyors are well known for preparing accurate and thorough surveys using the latest technology. Whether our clients' projects require land or aquatic surveying, right-of-way acquisition, or boundary resolution, our survey teams are equipped to handle the unique circumstances of each project.

RESPONSIVENESS

Wilson Engineering's office is located in Bellingham, approximately 63 miles from the Town of Coupeville which is typically less than a 1.5-hour drive. Wilson's response time to critical project matters can be within a day. Our intimate knowledge of Island County, cultivated through years of active involvement in local projects, such as our ongoing on-call contract with Island County Public Works, and the Small Water System Management Plan and Water Main Replacements for Camano Water Association, positions us as a highly responsive and effective partner. Our familiarity with the local regulatory environment, community stakeholders, and logistical considerations enables us to anticipate and address potential challenges quickly and efficiently. Our nearby location makes our firm physically accessible to Town staff and projects. We also leverage technology as much as possible to bring our team members and Town staff together in the most efficient manner possible. Wilson offers all the latest capabilities for sharing and integrating information. We utilize dynamic online systems, such as Zoom and Bluebeam Revu Studio, allowing virtual meetings and real-time collaboration. We prioritize responsiveness and always aim to respond to inquiries within the same day. We rely on regular email and phone communication.



Lynnwood LS#4 Conceptual Rendering

ON-CALL CIVIL ENGINEERING

Wilson Engineering has provided civil engineering services in Washington state since 1967. We have accumulated the expertise the Town of Coupeville will need through all phases of a project, including: permitting, funding assistance, comprehensive planning, evaluation of design alternatives, stormwater planning, site development design, construction management, construction inspection, and O&M support. A few of our clients for civil engineering services include:

- Island County Public Works
- City of Port Townsend
- City of Mount Vernon
- City of Marysville
- Port of Bellingham
- Port of Skagit
- Upper Skagit Indian Tribe
- City of Bellingham
- City of Ferndale
- Skagit County Public Works
- City of Sedro-Woolley
- Camano Water Association
- City of Anacortes
- City of Burlington

STORMWATER AND TRANSPORTATION

Members of the Wilson Engineering team have successfully completed numerous street, sidewalk, and stormwater projects around the state. We are familiar with WSDOT and APWA design standards and standard specifications; AASHTO, MUTCD, and PROWAG Guidelines, and the majority of project tasks will be performed by key staff members.



McArdle Raingarden, Bellingham Technical College, WA

WASTEWATER

Wilson Engineering has extensive experience providing comprehensive wastewater system engineering services, including the design and rehabilitation of collection systems, sewer modeling, system planning, pump stations, and wastewater treatment. Our expertise includes inflow and infiltration studies, sewer modeling, pump station design, gravity and pressure sewer systems, regulatory compliance assistance, master planning, asset management, and treatment plant upgrades to meet evolving environmental and operational requirements. With a deep understanding of municipal and industrial wastewater challenges, Wilson Engineering delivers innovative, cost-effective solutions that ensure long-term system performance and reliability. Our team has completed over 17 Comprehensive Sewer Plans and has evaluated and designed over 100 new or rehabilitated sewer pump stations. The project team will work closely with regulatory authorities, including Island County and the Department of Ecology, to obtain the necessary permits and ensure compliance with applicable regulations.

WATER

Our nearly 60 years of engineering services to public water systems includes feasibility studies, system capacity analyses, Water System Plans, distribution system hydraulic modeling, Capital Improvement Plans, funding applications, permitting, and design and construction management for system improvements. We are committed to understanding the overall operation of each water system, working closely with system operators, and addressing the unique customer needs of your water system. Wilson Engineering is quite familiar with the federal and state requirements, regulations, and laws that govern water systems.

Water Distribution System Infrastructure Experience

We offer the advantages of a local firm with a depth of internal resources to provide robust yet cost-effective design solutions and construction management services for water distribution system infrastructure projects such as water main replacements, water reservoirs, pump stations, and pressure reducing valve vaults. These project scopes typically include hydraulic modeling and permit acquisition (SEPA, HPA, Shorelines, Conditional Use, Variance and Building permits). We have assisted several water systems in preparation of Water Use Efficiency reports including conducting water usage analyses and assisting with developing conservation goals. We have experience in reclaimed water pumping and distribution systems that facilitate the reuse of treated water.

Water Treatment Experience

Wilson Engineering provides a full range of engineering services for drinking water quality and potable treatment projects. We represent clients through all phases of planning, design, and construction of new or upgraded water facilities. As regulations and technologies change rapidly, we investigate what is new and innovate where appropriate.

LAND SURVEYING

Wilson Engineering provides a full range of construction and property surveying services in support of in-house design projects. Much of our in-house property survey work focuses on the main expertise of our engineers: potable water, storm and sanitary sewer lines and facilities, and transportation improvements. Establishing rights-of-way, including WSDOT compliant plans, researching and interpreting easements and deeds, and recovering and protecting monuments are many of the tasks that our surveyors typically perform. Working closely with our engineers has helped us develop project specific level of effort protocols which translate into increased efficiency. Our surveyors are particularly adept at preparing complex DNR aquatics lease maps and legal descriptions. Wilson also has experience preparing legal exhibits and descriptions for cleanup project under the Model Toxics Act.

Wilson's survey department has a proven track record of quality performance. This is evidenced by numerous surveys performed in the Northwest for the Port of Skagit, Port of Bellingham, Whatcom County, Skagit County, and many cities including Sequim, Bellingham, Mount Vernon, and Anacortes in just the past five years. Many of these agencies have welcomed our services for decades. Our clients also include other design firms. We have worked on multiple projects, successfully providing surveying for environmental cleanups, site development, and improved pedestrian access. Wilson's ability to meet performance schedules is driven by an experienced staff of professionals who live, work, and play in Washington State. We are dedicated to this place that we are so fortunate to live in and consistently surpass expectations because we take pride in improving the environment we all share.



Water Treatment, City of Ferndale, WA

APPROACH TO MANAGING AND COMPLETING PROJECTS

Typically, we will plan the resources needed to meet the budget constraints, attempt to identify potential concerns early on, and proactively communicate with Town staff. In this way, we can work collaboratively to head off potential overruns. Project Managers will communicate and coordinate with staff on a regular basis, oversee the individual efforts of each team member, ensure that internal schedules are met, ensure quality assurance/quality control, track the budget and overall schedule, continuously ensure that we are meeting expectations, and ultimately be accountable for delivery of a successful project. Quality control is provided by regular check-ins with principal level staff and comprehensive review by technical experts in conjunction with each design development submittal. We will work with the Town to develop a detailed project scope which establishes the tasks, the budget, and the schedule for completing the work. The Project Manager is responsible for managing the work and tracking the work progress against the schedule and budget. Each task will be reviewed monthly, in conjunction with our billing cycle, and monthly progress reports will be submitted with the project invoice. The design team will communicate closely with Town staff to ensure the project is well conceived at the project beginning and that it is implemented in accordance with the project goals, objectives, and outlined tasks.

PROJECT CONTROLS

Wilson Engineering has a long track record of completing projects without major cost escalations, change orders, or overruns. We pride ourselves on having thorough and complete plans and specifications, which result in close bids and few change orders. For the Lake Whatcom Water and Sewer District's AC Mains Replacement project, the difference between low bids was only \$5,500 (out of \$1.7M), and the change orders were limited to less than 4% (not including the added scope to replace an additional 300-feet of AC pipe found during construction). Other examples are listed below.

FUNDING AND PERMITTING EXPERTISE

We routinely assist our clients with procuring permits and funding through the Department of Ecology, CDBG, US Department of Housing and Urban Development, USDA-Rural Development, EPA, Recreation Conservation Office funding, Department of Health, and Public Works Trust funding.

In the last 5 years, we have procured over \$59 million dollars in grants and loans for our clients.

[Sunset-Thomas Water Main Replacement, Blanchard Edison Water Association, Bow, WA](#)

Project was 10% under budget due to value engineering after bidding. Substantial completion on schedule.

[Water System Improvements, Northwood Park Water Association, Whatcom County, WA](#)

Project was completed within the allotted budget and 32 days early.

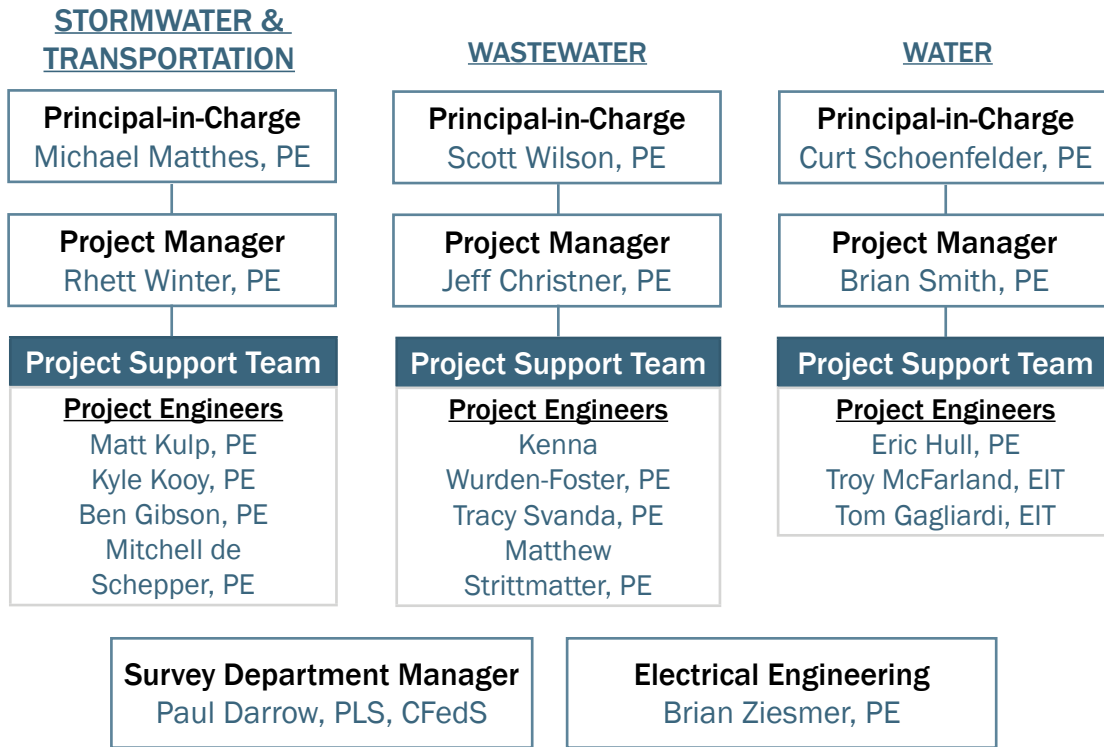
[Water 327 Booster Station Improvement, Town of Friday Harbor, WA](#)

Project was 3% over budget due to Town-initiated extra paving after contract was awarded and additional equipment added for future use. Project was completed on schedule after long-lead equipment arrived.

Our familiarity with the local regulatory environment, community stakeholders, and logistical considerations enables us to anticipate and address potential challenges quickly and efficiently. Our team has the capacity to assist the Town on an as-needed basis with civil engineering and design projects. We have a robust support system in place, with additional staff on standby to provide immediate assistance should the scope of work expand or require urgent attention. Specializing in Public Works projects, we are very familiar with WSDOT specifications, standard plans, and design manuals. Along with this comes familiarity with FHWA standards, guidelines, and funding programs.

PROJECT TEAM

The personnel assigned to this project team are shown below. Additional staff and capabilities are available as needed to support the scope of work, including expertise in land surveying, construction inspection, GIS and CAD, and hydraulic modeling.



KEY PERSONNEL

Michael Matthes, PE, is a professional engineer with over 35 years of experience, with the last 20 years being in project management for public infrastructure and site development planning, design, and construction. He has extensive experience in roadway planning and design, utility planning and design, drainage studies, site development/redevelopment, infrastructure master planning and phasing, construction administration, and multi-discipline management. He is exceptionally adept at project organization and communication on projects with multiple disciplines, components, and coordination requirements. *Office location: Bellingham, WA*

Rhett Winter, PE, LEED AP, will be the project manager and serve as a technical resource. He has been a project manager for nearly 20 years. Rhett is one of our stormwater experts and will be responsible for ensuring the goals of any project are met and will see to it that a sound technical design is developed for the project. He has designed numerous stormwater installations of all sizes from regional deep infiltration facilities to small pervious concrete parking areas. Rhett has also provided construction administration and oversight for many new and retrofit stormwater installations. *Office location: Bellingham, WA*

Scott Wilson, PE, is one of our experts in sewer planning, design, funding, permitting, operations, and construction management. He has completed numerous sewer projects during his 16 years with Wilson Engineering. He is an expert in all aspects of pump station and sewer design, including headworks, process design, disinfection, biosolids, and system operations. He has also completed several wastewater conveyance projects and general sewer and facilities plans. *Office location: Bellingham, WA*

Jeff Christner, PE, is a professional engineer with over 29 years of experience in project management and design for sewer planning, design, and construction. He has extensive experience in facility planning, funding acquisition, permitting, and capital planning. He is exceptionally adept at project organization and communication on projects with multiple disciplines, components, and coordination requirements. He is an expert in construction management, and operation and maintenance. His extensive experience with dozens of major wastewater projects ensures that he is highly qualified to provide wastewater design expertise. *Office location: Bellingham, WA*

Curt Schoenfelder, PE, will provide his expertise in water system planning and engineering. He has been instrumental in completing numerous drinking water projects and water system plans during his 19 years with Wilson Engineering. He is an expert in all aspects of distribution system design and computer modeling, including water mains, booster pumps, fire flow, storage, and disinfection. He has also completed several wastewater conveyance projects and comprehensive/general sewer plans, including the initial and continued development of wastewater collection system computer models. *Office location: Bellingham, WA*

Brian Smith, PE, has over 14 years of experience with municipal water resources engineering projects, including design of facilities and infrastructure for drinking water. Specific experience includes water system analysis, hydraulic modeling, design of water treatment plants, pump stations, water distribution mains, wells, conveyance infrastructure, alternatives analysis, cost estimation, preparation of plans and specifications, submittal review, construction inspection, contract administration, and plant operations, maintenance, and reporting. *Office location: Bellingham, WA*

Paul Darrow, PLS, is the manager of our Survey Department at Wilson Engineering with over 25 years of survey experience. Paul will be the surveying lead for the Town's construction and property survey projects. Before coming to Wilson, Paul served as the Chief of Parties for the First Hill Streetcar project in Seattle and for the Point Thomson project in Alaska where he managed all the field crews and coordinated construction staking and field engineering calculations. He also has extensive experience working on short and long plats, binding site plans, and ALTA surveys. *Office location: Bellingham, WA*

Brian Ziesmer, PE, is Wilson Engineering's electrical engineer, specializing in electrical, SCADA, and controls design for water and wastewater projects. He has over 30 years of experience and is an expert in the operations and controls for pump stations and treatment plants. *Office location: Wentachee, WA*

RESUMES OF KEY PERSONNEL ARE AVAILABLE TO VIEW AT THE END OF THIS DOCUMENT AS EXHIBITS. THE TEAM CAN BEGIN WORK IN APRIL.

Michael Matthes, Curt Schoenfelder, Scott Wilson, Jeff Christner, and Brian Ziesmer are partners at Wilson Engineering and are dedicated to providing the Town of Coupeville with quality service!



Town of Coupeville - On-Call Engineering and Consultant Services - Wilson Engineering, LLC

WASTEWATER

WASTEWATER PLANNING AND DESIGN

City of Ferndale, WA



KEY STAFF

Jeff Christner, PE, Principal Engineer
Scott Wilson, PE, Senior Project Engineer:
Curt Schoenfelder, PE, Project Engineer
Kenna Wurden-Foster, PE, Project Engineer
Brian Ziesmer, PE, Electrical Engineer

PROJECT HIGHLIGHTS

Sewer Pump Station #2 and #3 (2016-2017): Rebuild of two, triplex sewer pump stations including pump and generator replacement, rehabilitation of existing wet wells and brick buildings, new HVAC and non-potable water systems, bypass pumping, stormwater improvements, and miscellaneous site access and site security Professional service included development of temporary bypass pumping plans, permitting assistance (including shoreline permit), engineering, bid support, surveying and construction administration.

Wastewater Treatment Plant Improvements (2018-2022): Designed and prepared bid document for the new Ferndale WWTP to be completed in 2021. New treatment units include grit removal, mechanical fine screening (3 mm), two aeration basins, six positive displacement blowers, two 85-ft diameter clarifiers, high-intensity ultraviolet disinfection, effluent pump, 30-MGD

REFERENCE

Mike Olinger
Chief Operator
City of Ferndale Public Works
360.384.4607

WASTEWATER

WASTEWATER PLANNING AND DESIGN

Eastsound Sewer and Water District, Orcas Island, WA



KEY STAFF

Scott Wilson, PE, Project Manager
Jeff Christner, PE, Principal-in-Charge
Kenna Wurden-Foster, PE, Project Engineer

TIME FRAME

Ongoing - Construction Phase

PROJECT HIGHLIGHTS

Over 37 years assisting the District with wastewater treatment plant upgrades, planning reports, permitting, and funding.

Wastewater Treatment Plant Facility Planning and Design (2018-2020): Most recently, we prepared a Comprehensive Sewer Plan, WWTP Facility Plan, and design for an expansion to their WWTP. Plant upgrades include the addition of nutrient removal to meet future DOE requirements, as well as fine-bubble aeration, secondary clarifiers, headworks improvements, disinfection, digester and FKC Screw Press. Acquired grants and loans.

Wastewater Treatment Plant Outfall (2015)
Class "A" Biosolids Dewatering Facility (2016)

REFERENCE

Jason Bradshaw
General Manager
620.441.4006

WASTEWATER

LIFT STATION #4 #10, and #14

City of Lynnwood, WA

KEY STAFF

Scott Wilson, PE, Project Manager
Paige Hammerl, PE, Project Engineer
Jeff Christner, PE, Project Engineer

STATUS

LS4: Under Construction
LS10: Preliminary Design
LS14: Preliminary Design

PROJECT HIGHLIGHTS

We have completed multiple lift station projects for the City of Lynnwood. The LS#4 project consisted of design and construction management for the relocation of Lift Station #4 approximately 200 ft north of the existing lift station. Project elements included a triplex chopper pump station with operations building housing electrical panels, odor control, bathroom, storage and maintenance areas. The project also included pigging and bypass ports, flow meter, 200-LF of sewer force main, and odor control.

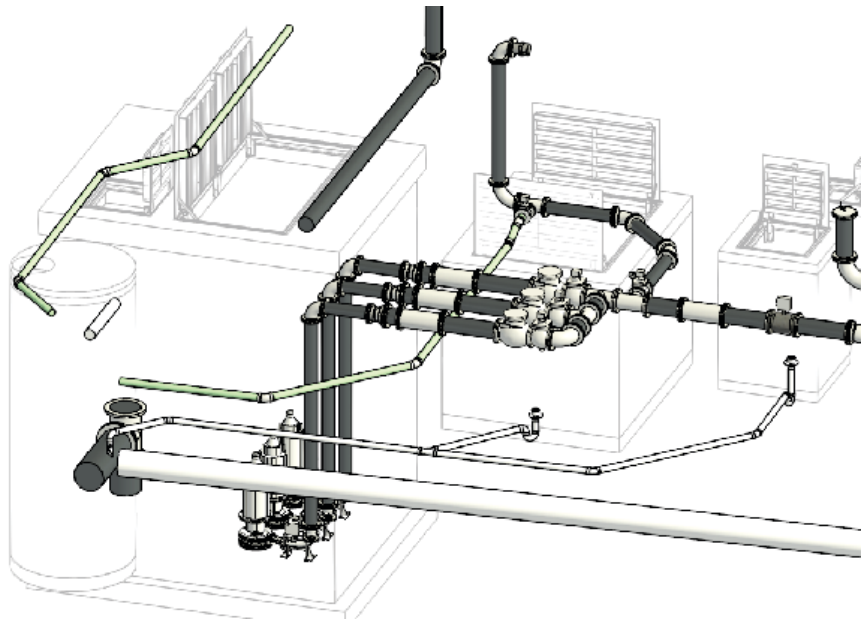
We have also completed lift station evaluations for LS#10 and LS#14, evaluating pump capacity and performance, performing sewer modeling to determine pump station sizing, and stormwater evaluation to reduce flooding at LS#14.

LS4 design was very successful and construction is proceeding as expected. This project included challenges with odor control, site security, and permitting related to disturbance of a nearby stream. The City also had specific maintenance access requests. To accommodate this, renderings and flythrough videos were generated and reviewed with the City to ensure the pump station was configured to their satisfaction.

REFERENCE

Erin Duleba, EIT
City Engineer
City of Lynnwood
425.670.5227
eduleba@lynnwoodwa.gov

Bob Williams
Operator
City of Lynnwood
bwilliams@lynnwoodwa.gov



WASTEWATER

WASTEWATER PLANNING AND DESIGN

Town of Friday Harbor, WA



KEY STAFF

Scott Wilson, PE, Project Manager for WWTP
Jeff Christner, PE, Principal-in-Charge
Curt Schoenfelder, PE, Project Manager
Brian Ziesmer, PE, Electrical Engineer

TIME FRAME

Ongoing - Design Phase

PROJECT HIGHLIGHTS

General Sewer Plan (2019): This Plan included facilities inventory and assessments, GIS mapping, hydraulic modeling, capacity analysis, financial analysis, and a capital improvement program for future projects.

Facility Plan (2018-2019): Facility Plan included an extensive review of the existing treatment facility units and of upgrades using various treatment technologies.

WWTP Upgrades (2017-2024): Completed projects include: design and construction management for a new 1.44 MGD effluent filter and new headworks with grit removal, dual mechanical screens, improved flow monitoring, SCADA controls, and decant facility. Projects in design or construction include: expansion of the existing SBR treatment plant to meet future flows and nutrient removal, upgrading the biosolids handling system, upgrading the UV disinfection, and other miscellaneous site improvements. Acquired SRF and USDA Grant and Loan Funding.

REFERENCE

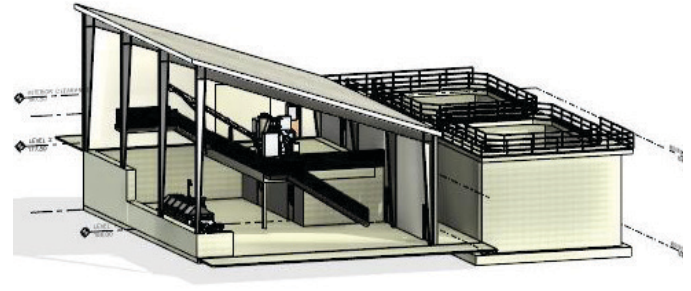
Don Reitan
Wastewater Superintendent
360.378.5400

Town of Coupeville - On-Call Engineering and Consultant Services - Wilson Engineering, LLC

WASTEWATER

BIOSOLIDS HANDLING IMPROVEMENTS

City of Orting, WA



KEY STAFF

Jeff Christner, PE, Principal-in-Charge
Scott Wilson, PE, Senior Project Manager
Paige Hammerl, PE, Project Engineer

TIME FRAME

Ongoing - Design Phase

PROJECT HIGHLIGHTS

Planning and design of biosolids handling improvements at the Orting WWTP. Project included new digesters to meet Class B biosolids, sludge pump station, FKC Screw Press, a Paddle Dryer to meet Class A biosolids, new plant drain pump station, biosolids building, and headworks upgrades. Biosolids building included a new lab, mechanical blower room, offices, electrical room and storage. Digester included two basins with aeration, decanting, and mixing. Headworks improvements included the addition of a second fine screen and bypass channel.

REFERENCE

Steven Daskam
Plant Operator
253.263.3205

WASTEWATER

INFLUENT LIFT STATION REHABILITATION

City of Port Townsend, WA



KEY STAFF

Paige Hammerl, PE, Project Manager
Scott Wilson, PE, Principal Engineer

TIME FRAME

Ongoing

PROJECT HIGHLIGHTS

Design of a pump station, including structural, mechanical, and electrical improvements to influent pump station at the City's WWTP. Project includes developing bypass pumping plan, sequence of construction, structural rehabilitation including coating system, odor control system improvements, and electrical and mechanical equipment replacement. The project also includes management of multidisciplinary engineering team and development of project plans and specifications.

REFERENCE

Andre Harper
aharper@cityofpt.us

STORMWATER & TRANSPORTATION

EAST CAMANO ROAD FISH PASSAGE

Island County, WA



KEY STAFF

Michael Matthes, PE, Project Manager
Rhett Winter, PE, Project Engineer
Tom Brewster, PLS, Survey Division Manager

TIME FRAME

Completed: 2024

PROJECT HIGHLIGHTS

Right-of-way survey, civil engineering design plans, specifications, and permitting for the replacement of non-fish passable culverts with a 6' x 14' box culvert. Project included coordination with subconsultants and county consultants.

Construction was completed under budget and with no change orders.

REFERENCE

Nick Tuttle
Island County Public Works
360.240.5557

STORMWATER & TRANSPORTATION

THIRD AVENUE ROAD AND STORMWATER RETROFIT

City of Ferndale, WA



KEY STAFF

Michael Matthes, PE, Project Manager
Liz Sterling, PE, Senior Project Engineer
Curt Schoenfelder, PE, Project Engineer
Rhett Winter, PE, LEED AP, Project Engineer
Tom Brewster, PLS, Survey Manager

TIME FRAME

Completed: 2017

PROJECT HIGHLIGHTS

Survey, design, permitting, and construction administration for the reconstruction of one block of 3rd Avenue in the City of Ferndale downtown. Project included LID stormwater treatment retrofit, pervious pavement, contaminated soils remediation, water and sewer main replacement.

REFERENCE

Kevin Renz
Public Works Director
City of Ferndale
360.685.2376

STORMWATER & TRANSPORTATION

HELMICK ROAD RECONSTRUCTION SURVEY AND DESIGN

Upper Skagit Indian Tribe, Skagit County, WA



KEY STAFF

Michael Matthes, PE, Project Manager
Rhett Winter, PE, LEED AP, Project Engineer
Tom Brewster, PLS, Survey Manager

TIME FRAME

2013-Ongoing

PROJECT HIGHLIGHTS

Survey, mapping, ROW coordination, full PS&E for roadway and utility design, and permitting for the full reconstruction of about 2,600 LF of Helmick Road to Skagit County standards and a regional infiltration facility. Project includes a regional LID, infiltration basin, culvert replacement and extension, sewer forcemain, water main, communications ductwork, and extensive retaining walls.

REFERENCE

Lauren Rich/Dan Toliver
Upper Skagit Indian Tribe
360.854.7006

WATER

WATER PLANNING AND DESIGN

City of Ferndale, WA



KEY STAFF

Curt Schoenfelder, PE, Principal Engineer
Andy Law, PE, Principal Engineer
Jeff Christner, PE, Principal Engineer
Brian Smith, PE, Senior Project Engineer
Kenna Wurden-Foster, PE, Project Engineer
Eric Hull, PE, Project Engineer

REFERENCE

Mike Olinger
Chief Operator
City of Ferndale Public Works
360.384.4607

Kevin Renz
Public Works Director
Phone: 360.384.2736

TIME FRAME

2003-Present

PROJECT HIGHLIGHTS

Water System Emergency Intertie: Performed design, bid, and construction phase services for a new water system emergency intertie between the City of Bellingham and the City of Ferndale water systems. Design included hydraulic analysis, equipment and pipe sizing. Infrastructure included a pressure reducing valve, flow metering, backflow prevention, and approximately 3,300 feet of 16" HDPE water main.

Water Supply Planning - Multi-Year: This is a multi-year project for strategic water supply planning services. Services include environmental site assessment work, exploration well design and construction phase services, evaluating the City's ground water rights with respect to a potential change/transfer; and wellhead protection zone assessment for all City wells.

Municipal Water Supply and Treatment Upgrades: Design and construction of new municipal water supply well, analysis of water quality of new well, alternatives analysis for treatment and transmission of new supply, pilot testing Reverse Osmosis treatment, design of facility modifications. Included well pump and well house design, transmission pipe design, and water treatment modifications including addition of RO units, remineralization, and corrosion control treatment.

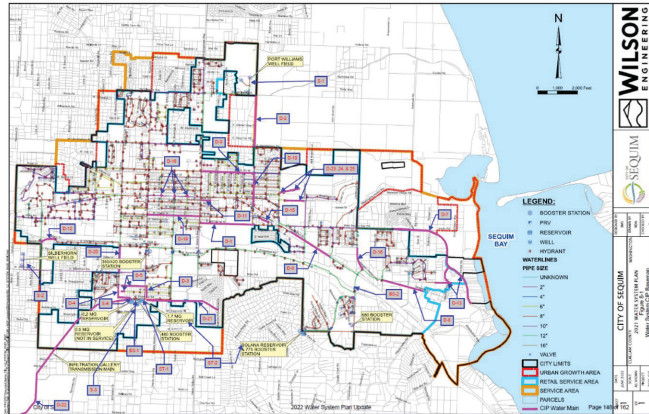
Municipal Water Treatment - Reverse Osmosis: The City's drinking water hardness, salinity and disinfection byproducts were at unacceptable levels following reactivation of two City wells. Wilson Engineering performed a thorough evaluation of water chemistry and water supply needs. Prepared a feasibility study and an engineering report, which identified two cost and performance feasible options: sodium free ion exchange and low pressure reverse osmosis. Selected reverse osmosis (capacity 1,500 GPM) as the best alternative. Designed improvements, prepared bid documents and managed construction.

Water Plan Update (2025): Prepared Water System Plan for 7,500 ERU system with 92 miles of water mains. Plan includes computer modeling with InfoWater; capacity analysis; evaluation of storage, booster stations, water supply, and treatment; capital improvement program; financial plan; and other plan elements.

WATER

GENERAL AND ON-CALL ENGINEERING SERVICES

City of Sequim, WA



KEY STAFF

Andrew Law, PE, Principal Engineer
Melanie Mankamy, PE, Senior Project Engineer
Jeff Christner, PE, Senior Project Engineer
Scott Wilson, PE, Senior Project Engineer
Brian Smith, PE, Project Manager and Engineer
Tom Brewster, PLS, Survey Manager

TIME FRAME

2020-PRESENT

PROJECT HIGHLIGHTS

We have been providing on-call and project-specific engineering services for the City's potable water, sewer collection, and stormwater utility systems since 2020. Work so far has included: Water System Plan update, sewer pump station analyses and upgrades, developer extension reviews (large subdivisions, commercial), storage reservoir recoating, stormwater design, unidirectional flushing program development, and a large project to drill a new water production well and design improvements to deliver the water to the system. We recently submitted the City's Water System Plan update to the Washington State Department of Health and Department of Ecology for review and approval. This included analysis of existing water system infrastructure and system capacity, service area updates, mapping, hydraulic modeling to determine upgrade needs, capital improvement planning, supporting wellhead protection and water use efficiency efforts, and water rights assessment. We have provided sewer pump station analysis and are currently underway on a project to upgrade an existing sewer pump station in a cost effective and strategic manner appropriate for the circumstances that will utilize the existing wet well. We have been providing review of developer plans for numerous proposed developments, ranging from a single commercial property to multi-year phased developments of up to 215 single-family residential lots. Reviews have included analysis of water availability and sewer capacity, water pressure zone and storage capacity analysis, fire flow availability, review for conformance with City standards, and review with respect to forward compatibility for future plans and buildout in the specific areas of interest. We developed a bid package for fully removing and recoating the exterior of the City's 1.7 Million Gallon welded steel water reservoir as well as overcoating the City's 1.0 Million gallon welded steel water reservoir. We assisted the City with bid phase and construction administration for this important City project to continue to maintain its critical water assets. We are beginning a project to drill a new water production well for the City with the long-term vision of improving water quantity, quality, reliability, and resiliency. We assisted the City with information that contributed to the successful securement of Public Works Board funding for the entire project, and are in the preparation stages for drilling a new deep well, anticipated to be about 600 ft deep. The project includes assistance with water rights logistics and will also include upgrades to treatment and controls for the whole associated wellfield.

REFERENCE

Nick Dostie, P.E., City Engineer, City of Sequim Public Works
360.582.2474
ndostie@sequimwa.gov

WATER

WATER PLANNING AND DESIGN

Lake Whatcom Water and Sewer District, Whatcom County, WA - 1989-Present



KEY STAFF

Curt Schoenfelder, PE, Project Engineer
Brian Smith, PE, Pre-Design/Funding Project Engineer
Eric Hull, EIT, Design Engineer
Matt Kulp, PE, Design Engineer
Paul Darrow, PLS, Lead Survey

PROJECT HIGHLIGHTS

District consulting engineer for over 35 years: on-call support for water and wastewater utilities including hydraulic analyses; Water rights transfers and water right permit renewals, Water Use Efficiency Rule compliance;

comprehensive planning; emergency/wet weather response planning; Administrative Code revisions; boundary and easement support; developer extension reviews and construction management.

Water and Sewer Comprehensive Plan

Preparation of sewer and water capital improvement plans as part of an overall comprehensive plan. Work included modeling and GIS mapping for assessment of present demands and capacities, planning for future growth patterns and preparation of amendments and regular updates to the plan. Includes detailed Capital Improvement Plan identifying facility replacement and upgrade projects.

Division 7 Water Storage Reservoir Replacement

The District owns and operates the 1,000,000 gallon Division 7 welded steel water reservoir (originally constructed in the 1970s), which has multiple documented seismic, structural, and corrosion/coatings deficiencies. The Wilson team worked with the District to apply for FEMA funding, through the Hazard Mitigation Assistance Grants program, to fund replacement of the reservoir. Project work included pre-design for the reservoir replacement, alternatives analysis of the repair vs. replace with concrete reservoirs vs. replace with welded steel reservoirs as well as cost estimates as part of the alternatives analysis. Wilson-provided technical memoranda also addressed technical aspects of the grant application, such as the expected duration of a reservoir outage in case of a seismic event, analysis of the impacted population, and sizing of the replacement reservoirs.

Design of new tanks including seismic resiliency features, ShakeAlert warning system motor actuated valve for emergency storage retention. DOH and County permitting approvals, specifications and cost estimates, funding assistance, public outreach, bidding phase and construction phase assistance.

REFERENCE

Justin Clary, PE
General Manager
360.734.9224

WATER

GENEVA AC MAINS REPLACEMENT

Lake Whatcom Water and Sewer District, Whatcom County, WA



KEY STAFF

Melanie Mankamy, PE, Project Manager
Curt Schoenfelder, PE, Design Engineer
Brian Smith, PE, Field Representative
Tom Brewster, PLS, Survey Manager

TIME FRAME

Completed: 2015

PROJECT HIGHLIGHTS

Provided design and construction phase services for replacing 12,000 feet of asbestos concrete (AC) water mains in residential areas with ductile iron and HDPE pipe. Project included evaluating replacement pipe materials and methods (open trench vs. pipe bursting vs. directional drilling.) Project included new fire hydrants and service line replacements. About 800-feet was replaced using pipe bursting due to site constraints and proximity to other utilities. Directional drilling was used in two other locations on private property and adjacent to large trees. Work included topographic survey and base mapping, hydraulic analyses, permits, construction inspection and administration.

REFERENCE

Justin Clary, PE
General Manager
360.734.9224

WATER

BONNIE LN AND MONTICELLO DR WATER MAIN REPLACEMENTS

Camano Water Association, WA



KEY STAFF

Curt Schoenfelder, PE, Project Manager

TIME FRAME

Completed: Ongoing

PROJECT HIGHLIGHTS

Preliminary hydraulic analysis evaluating sizing and water age/cycling evaluation, and design for water system upgrades including water service rebuilds and 6,500 feet of water main and transmission main replacements. Work included topographic survey and base mapping, permits (Island County ROW-Utility and Environmental (wetland) permitting).

REFERENCE

Dan Peterson, Operations Mgr.
Camano Water Association
360.387.9136
dan@camanowater.com

DRINKING WATER

WATER 327 BOOSTER STATION IMPROVEMENTS

Town of Friday Harbor, San Juan Island, WA



KEY STAFF

Curt Schoenfelder, PE, Project Manager
Melanie Mankamy, PE, Principal Engineer
Charles Waugh, PE, SE, Senior Structural Engineer

TIME FRAME

Completed: 2019

PROJECT HIGHLIGHTS

Performed alternatives analysis for system improvements to address air entrainment and low pressure issues. Design of new pump and controls package pump station including new pump house building, permanent generator, and other appurtenances. Including Plans, Specifications, and Estimates as well as bid and construction phase support.

REFERENCE

Wayne Haefele, PE
Public Works Director
Town of Friday Harbor
360.378.2154
wayneh@fridayharbor.org

DRINKING WATER

WATER SYSTEM PLAN

Eastsound Sewer and Water District,
Orcas Island, WA



KEY STAFF

Melanie Mankamy, PE, Principal in Charge
Brian Smith, PE, Project Manager
Ben Gibson, PE, LEED AP, Project Engineer

TIME FRAME

Ongoing

PROJECT HIGHLIGHTS

Prepared Water System Plan including water use demand and capacity analysis, hydraulic model creation and analysis (InfoWater for ArcGIS software), and source, storage, and pumping analyses for future scenarios including fire flow analyses, capital improvement plan, GIS mapping, and review of design standards.

REFERENCE

Dan Burke
General Manager
360.622.3343



MICHAEL MATTHES, PE

PRINCIPAL & PARTNER

About Michael

Civil Engineering and Project Management for Public Works improvements and Site Development, stormwater management, site grading, site utilities, sewer, water, reclaimed water, drainage, roadway and pedestrian analysis, and design. Over 30 years of experience in site feasibility, comprehensive utility plans, drainage studies, infrastructure evaluations, site redevelopment, infrastructure master planning and phasing, and multi discipline management.

Education

Civil Engineering Technology, Camosun College Victoria, BC, 1988

Professional Licenses

PE, Washington; PE, California

Industry Experience

36 years

Years With Firm

17 years

SELECT PROJECT EXPERIENCE

Fidalgo Avenue Culvert Replacement, City of Anacortes, WA

Principle-in-Charge for Topographic survey and design for replacement of about 600-feet of failed 36-inch culvert underneath Fidalgo Avenue and Longview Drive. Project included investigation into the feasibility of various trenchless technologies, and hydrological analysis of 200 +/- acre upstream drainage basin. A unique challenge of this project was that the pipe had portions that were 45-feet deep, did not have intermittent manholes, and grade breaks.

Winnie Houser Park, City of Sedro-Woolley, WA

Project Manager for survey and civil design for the re development of a 8-acre City park with parking, restrooms, and sports fields. The project included a sewer lift station, civil plans, and stormwater management.

Helmick Road Reconstruction, Upper Skagit Indian Tribe, Skagit County, WA

Project Manager for survey, mapping, ROW coordination, full PS&E for roadway and utility design, and permitting for full reconstruction of about 2,600 LF of Helmick Road to Skagit County Standards and a regional infiltration facility. Project included LID stormwater management, culvert replacement and extension, sewer force main, water main, communications ductwork, and extensive retaining walls.

Water System Seismic Retrofits, Upper Skagit Indian Tribe, Sedro-Woolley, WA

Project Manager for the construction administration of seismic retrofits for select water system components, including replacement of thin-wall PVC pipe with seismically resistant TR-XTREME ductile Iron pipe and an expansion/contraction/rotation joint. Also included horizontal directional drilling, and water reservoir overflow modifications to include air gap and automatic dechlorination.

Olmstead Park, City of Sedro-Woolley, WA

Project Manager for survey and civil design for a new 8-acre City park with parking, sports courts, caretaker residence, restrooms, and picnic shelters. The project included vehicle path analysis, civil plans, and stormwater management.



RHETT WINTER, PE, LEED AP **PROJECT MANAGER**

About Rhett

Rhett has over 22 years of civil engineering and project management experience in municipal, residential, commercial, roads, parking, site grading and site utilities projects. Experienced with stormwater, sewer, water, and roadway analysis and design. Proficient in permitting, stormwater master plans, stormwater studies, infrastructure evaluations, site redevelopment, and Architect/MEP coordination.

Education

BS Civil Engineering, Oregon Institute of Technology, Klamath Falls, OR

Professional Licenses

PE, Washington; PE, California

Industry Experience

24 years

Years With Firm

15 years

SELECT PROJECT EXPERIENCE

Combined Sewer Separation Feasibility Study, City of Mount Vernon, WA

Project manager for feasibility study to determine approach to removing up to 5 MGD of stormwater from the combined sewer system. Preliminary design, cost estimating, and planning for new storm drain system to serve 250 acres of existing development. Preliminary design of regional stormwater treatment facilities and pump stations for outfall to the Skagit River. Modeling for combined sewer and stormwater systems using Info Sewer and PC SWMM.

Whatcom Community College Campus Wide Stormwater Master Planning, Whatcom Community College, Bellingham, WA

Researching, negotiating, and modeling various existing and future stormwater scenarios to work with existing facilities and meet City requirements. Evaluated stormwater treatment, conveyance, and flow control plans and phasing for integration of future development into existing systems.

Post Point Wastewater Treatment Plant, City of Bellingham, WA

Temporary Erosion and Sediment Control Plan and SWPPP design, stormwater modeling, low-impact development, stormwater design, retaining wall design, and plan preparation of stormwater improvements.

Padden Creek Estuary, City of Bellingham, WA

Stormwater treatment design of a large-scale, proprietary, bioretention facility. This included; stormwater modeling, conveyance and infiltration design, and evaluation of constraints based on permit requirements, existing utilities, neighborhood, transportation, and environmental issues. Wrote custom operation and maintenance manual for use by City Operations staff.

C Street Terminal Redevelopment, Port of Bellingham, WA

Stormwater modeling and treatment design that required evaluation of tidal and Combine Sewer Overflow (CSO) influences that would backwater the storm drain system. Extra precautions were incorporated in the design, construction SWPPP, and construction sequencing to account for contaminated soils.

Bayview Business Park and Skagit Regional Airport Comprehensive Stormwater Plan, Skagit County, WA

Develop comprehensive stormwater plan to accommodate future growth on 80-acres of parcels scattered across a larger area.



MATT KULP, PE

PROJECT ENGINEER

About Matt

Civil and Environmental Engineer with site development experience, including LID stormwater design, water and sewer system design, grading plans, and project management. Experienced with construction drawing preparation, technical analysis and report writing, permitting, and architect coordination.

Education

B.S. Environmental Engineering, Messiah College, PA, 2014

Professional Licenses

PE, Washington, 2019

Industry Experience

11 years

Years With Firm

3 years

SELECT PROJECT EXPERIENCE

Sedro Woolley Library, Sedro Woolley, WA

Project Engineer designing site for public library in Sedro Woolley which showcased LID Stormwater facilities. Work included pervious concrete pavement, bioretention, water, sewer, and street frontage improvements.

Cherry and Fairhaven Intersection Improvements, Burlington, WA

Project Engineer designing civil improvements to Burlington intersection which incorporated LID stormwater features. Work included grading and bioretention design for stormwater treatment.

Division Street Sidewalk Improvements, Mt Vernon, WA

Project Engineer designing the sidewalk curb ramps along one mile of Division Street were prioritized for retrofit to meet ADA requirements. Improvements were ranked based on severity of deficiency, location, and cost. Construction documents will be prepared for the highest priority curb ramps and will include roadway transitions, drainage considerations, and coordination with utilities including Puget Sound Energy to correct conflicts.

Skagit Valley College Commons Building, Mt Vernon, WA

Project Engineer for development project for a new library on Skagit Valley College's campus. Work included civil site design, including parking lot expansion, emergency vehicle access, grading, stormwater management, and water/sewer utility relocations. The stormwater management included a detention vault for flow control and a treatment vault for water quality. The sewer design included a grinder pump station.

Beach Avenue Landslide Repair, Lummi Island, WA

Project Manager for roadway improvement project to repair damage due to landslide. Work included evaluating multiple retaining wall, rock buttress, and alignment shift options to mitigate the damaged roadway and unstable soils. Site constraints included a creek that ran under and alongside the road, surrounding steep slopes, and shallow bedrock. An off-site drainage analysis was prepared to estimate stormwater runoff from a large 300-acre forested hillside. The substandard stormwater infrastructure was replaced and upgraded for increased flow capacity and outfall protection.

Forest and Laurel Affordable Housing Project, Bellingham, WA

Project Manager for civil site design for multi-family apartment and childcare facility in downtown Bellingham. Work included street frontage improvements, site grading, stormwater, water, and sewer.



KYLE KOOY, PE

PROJECT ENGINEER

About Kyle

Transportation Engineering: Roadway geometry, intersection design, vehicle tracking, traffic Counts, parking lot design and layout, roundabout grading, channelization, pedestrian facilities, sign schedules, traffic control plans.

Drainage Analysis and Design: Compile Stormwater Site Plans, Drainage Reports, Computer modeling (WWHM and SSA), Hydraulic Analysis, various stormwater facilities including the design of biofiltration and sedimentation plans, conveyance, backwater analysis

Education

B.S. Environmental Engineering, Washington State University, 2010

Professional Licenses

PE, Washington, 2019

Industry Experience

11 years

Years With Firm

1 year

SELECT PROJECT EXPERIENCE

7th Street Rehabilitation, City of Lynden, WA - 2020 APWA Project of the Year

Provided design, permitting, plans and specifications, and construction management services for this project, which involved improvements of approximately 800 linear feet of 7th Street between Judson St. and Grover St. Improvements included roadway reconstruction, curb, gutter, sidewalk, curb ramps and other pedestrian facilities, driveways, and the installation of a storm drain infiltration facility. Other work included water main improvements, sanitary sewer replacement, and the reconstruction of approximately 250 linear feet of existing alley between 6th Street and 7th Street as well as the reconstruction and restriping of the public parking lot adjacent to 7th Street.

Downtown Flood Protection, Phase 3A & 3B, Mount Vernon, WA

These phases of Mount Vernon's Downtown Flood Protection Project included levee construction and improvements to enhance flood protection at the City's Wastewater Treatment Plant. Project elements included new levee construction, placement of fill on existing levee, access ramp construction, removal and replacement of chain link fence, demolition of three structures, and landscaping. Responsible for design, permitting, and construction management.

Gateway Regional Stormwater Facility, City of Blaine, WA

Provided design, permitting, plans, specifications, countless exhibits, and construction management services for this project. Designed a stormwater facility to mitigate for current and future development of approx. 31 acres of the Gateway Properties, formerly the Blaine Municipal Airport. Design consists of a large pond for detention with the bottom of a stormwater constructed wetland for treatment. The volume at the riser's head totaled approx. 12.08 acre-ft which triggered Dam Safety Requirements. Worked with the DSO on various calculations and permitting requirements as well as the development of maintenance and operation plans and safe operation and inspection during construction. A walking trail was added to the top of the berm and connected to existing pedestrian facilities. Unusually wet summer conditions lead to challenging construction. Alternative erosion control methods were implemented to winter over the project until more suitable weather was available the following spring.



SCOTT WILSON, PE

PRINCIPAL ENGINEER & PARTNER

About Scott

Civil Engineering and Project Management for water and wastewater treatment facilities including treatment plant design, cost estimating, funding assistance, permitting, construction management, inspection, and plant operations and maintenance. Wastewater expertise also includes sewer pump stations, MBR and activated sludge technologies, headworks upgrades, UV disinfection, biosolids handling, and tertiary treatment. Additional expertise includes permitting, facility planning, and funding assistance.

Education

BS, Civil Engineering,
Washington State University

Professional Licenses

PE, Washington, 2011

Industry Experience

18 years

Years With Firm

16 years

Skills

- Project Management
- WWTP Design
- Pump Station Design

SELECT PROJECT EXPERIENCE

Wastewater Treatment Plant, City of Ferndale, WA

Project engineer providing the City of Ferndale with planning, design, permitting, funding assistance, operations, and construction phase services for a 4.1 MGD, 14.1 MGD PHF municipal wastewater treatment plant. Design consisted of a new duplex fine screen headworks facility with aerated grit chambers, extended aeration lagoons supplied with four 60 Hp blowers, 6-pump 30 MGD mixed liquor pump station, two 85' RAS suction style clarifiers, UV disinfection, two flow splitters, long term biosolids digestion basin, lab operations building, UV maintenance building, plant water system, site stormwater management, two plant drain pump stations, plus miscellaneous on-site improvements. Additional work consisted of preparation of a Facility Plan, permitting, funding, construction management, and O&M manual.

General Sewer Plan / Facilities Plan, La Conner, WA

Project Manager for the development of a combined General Sewer Plan / Facilities Plan. The project consisted of evaluating the existing plant for capacity, performance, redundancy, and nutrient removal. The project included evaluation of the plants existing Oxidation Ditch and biosolids handling system.

Biosolids Handling Improvements, City of Orting, WA

Project manager for the planning and design of biosolids handling improvements at the Orting WWTP. Project included new digesters to meet Class B biosolids, sludge pump station, FKC Screw Press, a Paddle Dryer to meet Class A biosolids, new plant drain pump station, biosolids building, and headworks upgrades.

Wastewater Treatment Plant, Town of Friday Harbor, WA

Project manager for various projects consisting of design, construction management, permitting, funding, and facility planning. Projects include a new grit removal and fine screen headworks, tertiary treatment effluent filter system, biosolids handling improvements, UV disinfection upgrades, influent pump station upgrades, multiple process pump stations, maintenance shop, office expansion, new sewer outfall, Town sewer collection and pump station improvements, and major treatment upgrade to replace and expand their Sequencing Batch Reactor (SBR) system.

Lift Station #4, City of Lynnwood, WA

Project manager for the lift station #4 relocation project. The project consists of design and permitting to relocate the new pump station approximately 200-ft from the existing. The pump station will consist of a triplex chopper pump system, directional drilling, operations building, and misc. site improvements.



JEFF CHRISTNER, PE *PRINCIPAL ENGINEER & PARTNER*

About Jeff

Civil Engineering and Project Management in water/wastewater facilities, including feasibility studies, final design, construction phase services for new WWTPs; design, construction management of water mains, sanitary sewers, pump stations, storm sewers, and road improvement; WWTP upgrades with denitrification and rapid infiltration; biosolids handling facilities and beneficial use permitting; advanced treatment MBR WWTP design.

Education

BS, Civil Engineering, Texas A&M University, 1995

Professional Licenses

PE, Washington, 2000; PE, Oregon, 2015

Industry Experience

29 years

Years With Firm

27 years

Skills

- Project Management
- Communication
- Collaboration

SELECT PROJECT EXPERIENCE

WWTP Expansion and Facilities Planning, City of Ferndale, WA

Project Manager for the design of the new 4.1 MGD (max month flow) extended aeration, activated sludge Wastewater Treatment Facility. Treatment design target = less than (or equal to) 30 mg/L TSS, 25 mg/L BOD, 8 mg/L TN, and 28 fcu/100mL. Design included two aerated grit removal basins, two 3 mm rotary drum style fine screens, two aerations basins with fine bubble diffusers, two 85' diameter x 15' SWD clarifiers, UV disinfection, and conversion of an existing lagoon to a long term biosolids storage basin.

Project also included a new Lab/Administration Building, a new UV/Maintenance Building, and conversion of the existing Chemical Building into a Blower Building. Obtained funding for both design and construction through Ecology's low interest SRF loans. Responsible for coordinating bid phase services, plus construction management and operations support.

Planning phases included facilities plan, cost effectiveness analysis, and environmental permit coordination for the evaluation and proposed improvements to the City's wastewater treatment plant.

Membrane Bioreactor WWTP, Port Gamble (Kitsap PUD), WA

Project Manager for conceptual design, and final design of the new 100,000 gpd MBR Wastewater Treatment Facility. Treatment design target = Class A Reclaimed Water. Responsible for preparing final cost estimate, plans, specifications, and associated bid documents, coordinating bid phase services for multiple contract packages, including the membrane treatment equipment, mechanical screening equipment, generator equipment, facility site work, construction phase services, including reviewing construction submittals, responding to RFI's, and negotiating contract change orders.

WWTP Upgrades, Eastsound, WA

Project Manager for various projects consisting of permitting, funding, planning, and design services. Projects include an 80,000-GPD expansion to the existing 0.16-MGD treatment plant, new flow splitter, plant pump stations, biosolids handling, digester, added nutrient removal, new third clarifier expansion, improved disinfection system. Project included extensive permitting and funding assistance.

Sand Dunes WWTP Upgrade, City of Moses Lake, WA

Project Engineer: Provided Facility planning, conceptual design, and final design of the new 5.76 MGD Dunes WWTP (serving the south side of the City of Moses Lake, WA). Responsible for preparing final Wastewater Treatment Facility cost estimate, plans, specifications, and associated bid documents; coordinating bid phase services; and for construction phase services, including supervision of field inspection crews, reviewing construction submittals, responding to RFI's, and negotiating contract change orders.



KENNA WURDEN-FOSTER, PE

PROJECT ENGINEER

About Kenna

Kenna has experience with civil engineering for water and wastewater projects, including the design of wastewater treatment plants, drinking water treatment facilities, well pumps and well houses. Kenna has specific experience with membrane bioreactors, wastewater treatment with nitrification and denitrification, and wastewater treatment with biological and chemical phosphorus removal.

Education

University of Washington.
M.S. Civil and Environmental Engineering, 2014;
University of WA, B.S.
Civil and Environmental Engineering , 2013

Professional Licenses

PE, Washington, 2018

Industry Experience

11 years

Years With Firm

7 years

SELECT PROJECT EXPERIENCE

Wastewater Treatment Plant Upgrade, City of Ferndale, WA

Assistance with design, drawings, specifications, and construction management for the wastewater treatment plant upgrade project. Upgrades include a new headworks facility, extended aeration lagoons, clarifiers, UV disinfection, a biosolids storage lagoon, and various new buildings for operations and maintenance. Permitting support included obtaining land disturbance, construction stormwater, and building permits. Provided construction inspection and on-site engineering services, including reviewing submittals, fielding requests for information, and reviewing Contractor pay applications.

WWTP Upgrade, Headworks Replacement, and Biosolids Handling, Town of Friday Harbor, WA

Design to upgrade existing WWTP from a sequencing batch reactor (SBR) to a treatment system with increased capacity and nitrogen removal. Assisted with the design of the UV disinfection system and the upgraded biosolids handling building. Provided inspection services for construction of grit chambers, headworks channels and buildings, decant facility drying pad and shelter, and associated piping. Daily inspection reports and monitoring construction quality assurance. Reviewed equipment proposals for sludge conveyors, including belt, shafted screw, and shaftless screw conveyors. Assisted the writing of engineering report.

WWTP Improvement Engineering Report, Eastsound, WA

Provided assistance in writing engineering report, including addressing comments from Ecology. Helped analyze and discuss options to upgrade the facility's existing extended aeration facility, including adding a third extended aeration cell, converting the facility to a membrane bioreactor (MBR) process, adding an MBR process in addition to the existing facility, and adding integrated fixed film activated sludge) (IFAS) modules to the existing basins.

WWTP Engineering Report, Roche Harbor Resort, WA

Project Engineer for the development of an Engineering Report to evaluate WWTP upgrades. Described and evaluated the existing facility in terms of process flow, existing equipment, and treatment capacity. The report evaluated options to upgrade the facility's existing extended aeration facility, including converting the facility to a membrane bioreactor (MBR) process, and making minor upgrades to the existing equipment and processes.



CURT SCHOENFELDER, PE *PRINCIPAL ENGINEER & PARTNER*

About Curt

Experience with a wide variety of water, wastewater, and stormwater engineering projects in the Pacific Northwest since 2006.

Education

BS, Civil Engineering, University of Minnesota;
MS, Civil Engineering, South Dakota SM&T

Professional Licenses

PE, Washington, 2010

Industry Experience

19 years

Years With Firm

19 years

Skills

- Analysis and Design
- Project Management

SELECT PROJECT EXPERIENCE

Whatcom County PUD No. 1, Consolidation Feasibility Analysis, Ferndale/Whatcom County, WA

System analysis of the PUD's Grandview-Northgate potable system and feasibility study for consolidating two mobile home parks with water quality issues. Study builds off of efforts performed in recently completed WSP including hydraulic modeling (InfoWater for ArcGIS software); system capacity analysis, asset condition and budgeting, construction cost estimates, and reporting.

Water Main Replacements—Preliminary Engineering Phase, Del Mar Community Service, Skagit County, WA

Preliminary assessment, analysis, cost estimating, and technical memorandum identifying findings and recommendations for the replacement of 10,000 LF of water main. Analysis includes GIS mapping and hydraulic modeling analysis, evaluation of pipe materials, installation method options, and project phasing.

Sewer Comprehensive Plan, City of Ferndale, WA

Sanitary sewer model development and hydraulic analysis (MWHSoft InfoSewer software) to evaluate capacity as part of the Comprehensive Plan and identify project recommendations. Model development and calibration included sewer flow monitoring and data collection and key locations in the conveyance system and pump stations.

North Shore Consolidation Feasibility Study, Lake Whatcom Water and Sewer District, Whatcom County, WA

Hydraulic modeling and analysis of consolidation of three Group A water systems, two Group B water systems, and several hundred individual homes along the north shore of Lake Whatcom; analysis and preliminary sizing design of treatment, storage, pumping, and distribution improvements required; cost estimating.

Water Booster Station Upgrade, Town of Friday Harbor, WA

Pressure zone system and alternatives analysis to determine improvements to better serve the area and address issues; hydraulic modeling analysis, pumping system preliminary design and project report preparation.

PUD No. 1 North Whatcom County, Regional Water System Feasibility Analysis, Whatcom County, WA

System hydraulic modeling (InfoWater for ArcGIS software); analysis of combining five existing separate water systems through multiple scenarios and identifying/recommending source, pumping, and distribution improvement requirements for existing and future demands.



BRIAN SMITH, PE

SENIOR PROJECT ENGINEER

About Brian

Experience with municipal water resources civil engineering, including design of facilities and infrastructure for drinking water and wastewater.

Education

MS, Environmental Engineering, Minor, Water Resources Engineering, 2013, Oregon State University, Corvallis, OR;
BS, Civil Engineering, 2011, Gonzaga University, Spokane, WA

Professional Licenses

PE, Washington, 2016

Industry Experience

13 years

Years With Firm

11 years

Skills

- Public Works Contracts
- Project Management
- Asset Management
- Capital Improvement Planning and Budgeting
- GIS Mapping and Data Collection
- SCADA Networks and Cybersecurity
- Design
- Hydraulic Modeling

SELECT PROJECT EXPERIENCE

Division 7 Water Storage Reservoir Replacement - Pre-Design, Lake Whatcom Water and Sewer District, Bellingham, WA

Developed and analyzed alternatives to either rehabilitate or replace the 1 million gallon welded steel reservoir. Reservoir has multiple documented seismic, structural, and corrosion/coatings deficiencies, in addition to being significantly oversized for build-out of the water system. Replacement alternatives included replacement with either concrete or welded steel reservoirs. Also included technical assistance for FEMA funding, through the Hazard Mitigation Assistance Grants program.

Agate Heights Water Treatment Replacement, Lake Whatcom Water and Sewer District, Bellingham, WA

Designed iron and manganese removal water treatment system and pumping systems to replace an existing system that was at the end of its useful life. Project included pilot testing, a Project Report submitted to WADOH, and construction plans and specifications, as well as bid and construction phase services.

Water System Seismic Upgrades on Coyote Dr and Community Plaza Way, Upper Skagit Indian Tribe, Sedro-Woolley, WA

Performed design, bid, and construction phase services for this project that included seismic upgrades via replacement of approximately 1400 feet of 6-inch and 8-inch water mains with HDPE pipe. Project also included installation of a dedicated fill line to provide transmission of source water to a future water reservoir for segments of pipe that could share a trench.

Water System Intertie, Upper Skagit Indian Tribe, Sedro-Woolley, WA

Performed pre-design phase services for a new water system intertie between Skagit PUD and the Upper Skagit Indian Tribe's water system. Included hydraulic modeling of three alternative routes and means of making the intertie.

New Well Source Project, Town of Twisp, WA

Prepared bid documents and administered contract for drilling a new water production well. Designed infrastructure to connect the new well to the Town's existing water system, and prepared Project Report and Construction documents to WADOH for approval. Project is ongoing.

Tacoma Water, City of Tacoma, WA

Supported the design, project and construction management, startup, operation, maintenance, troubleshooting, and optimization of the municipality's water treatment facilities.

C Street Terminal Water Services, Port of Bellingham, WA

Designed water service infrastructure for a commercial marine terminal. Included design of appropriate backflow prevention and freeze protection measures.



ERIC HULL, PE

PROJECT ENGINEER

About Eric

Civil Engineering and Project Management, with experience in water and wastewater treatment plant design, water system design and analysis, and construction administration.

Education

BS, Environmental Engineering, Montana Technological University, 2016; MS, Environmental Engineering, Montana Technological University, 2017

Professional Licenses

PE, Washington, 2024

Industry Experience

6 years

Years With Firm

6 years

SELECT PROJECT EXPERIENCE

Town of Friday Harbor WWTP Upgrades, Friday Harbor, WA

Project Engineer: Design and draft updates to the waste water treatment plant.

Town of Friday Harbor WWTP Outfall Replacement, Friday Harbor, WA

Project Engineer: provide engineering support during the construction of the offshore outfall.

Lake Whatcom Water and Sewer District Exposed Sewer Mains, Bellingham, WA

Project Engineer: Rapidly deployed temporary design to stabilize stream bed around exposed sewer mains. Collaborated with fluvial geomorphologist and surveyors to design permanent remediation and eliminate risk of an uncontrolled sewerage release.

City of Sequim, Water System Plan Update, Sequim, WA

Conducted on-site hydrant flow tests to calibrate an existing water model. Updated the model based on as-builts and ran a system analysis to identify any system deficiencies and possible capital improvement projects.

Bakerview Terrace Community Club, Water System Analysis, Camano Island, WA

Capacity analysis of the BTCC water system to determine feasibility of additional connections.

Lake Whatcom Water and Sewer District, Water Use Efficiency Plan, Bellingham, WA

Analysis of water consumption data and preparation of Water Use Efficiency report.

Lake Whatcom Water and Sewer District, Division 7 Reservoir Upgrade, Bellingham, WA

Stormwater tracing simulations to determine water age and source influence on the distribution system. Dialed in demand allocation using GIS tools and customer database of addresses.

Lake Whatcom Water and Sewer District, North Point Pump Station Retrofit, Bellingham, WA

Developed water model to evaluate the downstream effects of a non in-kind pump replacement on the other pump stations and gravity mains that contribute to a sanitary sewer force main.



PAUL DARROW, PLS, CFEDS

SURVEY MANAGER

About Paul

Paul Darrow began surveying in Montana over 25 years ago and has since traveled the West from Oregon to Alaska having the great pleasure on providing field and office support to transportation and facility projects of all sizes. For the last 10 years at Wilson Engineering, LLC, he has primarily managed public infrastructure related mapping projects helping improve water quality, pedestrian safety, transportation, and natural habitats throughout the Puget Sound Region.

Education

University of Minnesota, BA, English Literature, 1998

Professional Licenses

Professional Land Surveyor, WA

Industry Experience

25 years

Years With Firm

11 years

SELECT PROJECT EXPERIENCE

C Street Outfall, City of Bellingham, WA

Topographic mapping to determine the elevations of storm drains that outfall to Bellingham Bay to determine possible sources of contamination. The 8' diameter outfall was installed over 100 years ago and a 3-D scanner was inverted into the manholes to verify as-built plans and analyze elevations and pipe crossings.

Fort Casey Inner Harbor Repair & Replacement, Whidbey Island, WA

Topographic surveying and construction for beach restoration project near the Fort Casey ferry terminal. Project included pre-construction, post-construction, and progress surveys of the site and staking for new floats.

Rosario Roundabout, Skagit County, WA

Topographic mapping for road safety improvements at the Marine Drive Wye on Rosario Road near Anacortes. Contracting was held up, but Wilson was still able to meet the schedule for deliverables. Conflicting surveys and competing interpretations were analyzed to determine the right-of-way.

West Cemetery Creek, City of Bellingham, WA

Topographic survey, stream transects, and right-of-way determination for design to replace two failing outfalls with new 12 and 18-inch pipes. The site was spread out over multiple areas.

I&J Waterway Sediment Cleanup, Port of Bellingham, WA

Upland survey to complement hydrographic data for design to retrofit and replace portions of an existing wharf adjacent to the I&J waterway in Bellingham. Topographic mapping extended to 0' MLLW and included the nearby fish processing facility.

Wharf Trestle Seismic Retrofit, Whatcom County, WA

Seismic Retrofit for 2,000' of causeway for P-66 loading. Construction staking of pile locations in deck and overwater piles, pile caps, channel beams, and curb. Project was designed from 1970's as-builts and Wilson was relied upon to establish a project centerline for the causeway and produce as-built versus plan locations for piles and pile caps.

ADDITIONAL PROJECT EXPERIENCE

- Bay to Baker Trail Squalicum Creek Segment
- Sedro-Woolley Swift Park
- Birch Bay Community Party Master Plan



BRIAN ZIESMER, PE *PRINCIPAL & PARTNER*

About Brian

Brian is a Partner and Principal Engineer at Wilson Engineering. He has more than 30 years of electrical and controls system engineering design experience, including power distribution systems, interior and exterior lighting, motor control, and control system design system and programming.

Education

BSEE, Washington State University, 1991

Professional Licenses

Electrical Engineer, WA, OR, ID, CA, AZ, TX, TN, HI
Control Systems Engineer, WA, OR, ID

Industry Experience

30+ years

Skills

- Commercial, Industrial and Municipal Industries

SELECT PROJECT EXPERIENCE

Well Pump Station Improvements and New Water Reservoir, City of Kahlotus, WA

This project included the replacement of the City's domestic water reservoir with a new 40' diameter x 24' high above ground steel water reservoir. The reservoir included a level transducer and float switches for level control from a new wireless radio telemetry control system from two submersible well pumps. Improvements were constructed at both wells for the well controls, and the addition of manual transfer switches and a portable diesel generator.

Well System Upgrades, City of Mattawa, WA

Brian designed the electrical and control system for the City of Mattawa water system. The project included updating 3 existing 100 HP or larger vertical turbine well pumps with new reduced voltage starter panels, as well as constructing a new reservoir. A new radio telemetry and control system was designed utilizing spread spectrum radio modems and Allen Bradley SLC PLC's to Control 3 well pumps and 2 water reservoirs. Brian developed the SCADA application using Rockwell RSView32.

Well System Upgrade, Sun Cove Water District, Orondo, WA

Design of electrical and control system upgrades for the addition of a new submersible well pump for the community's domestic water system. The electrical included 75 HP VFD's for the new well, and the existing well. A new Allen Bradley PLC and Panelview operator interface provided local monitoring and control at the pump station. The reservoir level is monitored by a submersible level transducer, and redundant float system, and transmitted over a Banner wireless telemetry system to the pump building. Developed the control logic, communication system, and all control system programming, commissioning, documentation and training services.

Methow Steelhead Kelt Facility, Winthrop National Fish Hatchery, Yakama Nation, WA

Designed the electrical and lighting systems for the new kelt tank facility, contracted by Sea Springs Company. The electrical design components included a new electrical service from the existing hatchery panel, power to the UV treatment system, sump pumps, tank recirculation pumps, office, and general power distribution. New lighting systems were specified including multi-channel dimming control in the tank room. Flow and level alarm signals were connected to the hatchery alarm system for alarm notification.

Water Reuse Facility, Chiwawa Rearing Ponds, Chelan PUD, WA

Designed the electrical and control systems for the water re-use facility at the Chiwawa trapping facility and rearing ponds. This project also included construction of a metal building enclosing the water re-use systems and equipment. Electrical design included a new 480V electrical service, power distribution, lighting, GCFI receptacles, and alarm monitoring to the central hatchery facility.

TOWN OF COUPEVILLE

From the Desk of Mayor Molly Hughes

MEMORANDUM

March 6, 2026

TO: Town Council
RE: On-call Archaeology Contract

Council,

It is time for a new on-call Archaeology contract. A Request for Proposal was sent out the end of January, and proposals were due March 3. We received four proposals. Public Works Director, Joe Grogan, and I evaluated them.

We are recommending a contract with PSOMAS. This firm is in Seattle and has a full staff, qualified to handle all of our archaeological needs. I have discovered most firms have few staff and sub-contract out most of their work. Adding another layer to the work can increase time and cost.

I spoke to Alicia Valentino, the Manager of our team and she is excited to work with the Town. They work with several municipalities. She is well aware of the many native resource areas in Coupeville. I have included their proposal for your reading pleasure!

Thank you.

Motion: Move to authorize the Mayor to sign an On-call Contract with PSOMAS for archaeology services through December 31, 2027.

**MASTER ON-CALL PROFESSIONAL SERVICES AGREEMENT
BETWEEN TOWN OF COUPEVILLE AND
PSOMAS FOR
ARCHAEOLOGY CONSULTANT SERVICES**

THIS AGREEMENT (“Agreement”) is made and entered into by and between the Town of Coupeville, a Washington State municipal corporation (“Town”) and PSOMAS, a Washington Limited Liability Company, (“Consultant”), licensed to do business in the State of Washington.

This agreement is made pursuant to and in compliance with RCW 39.80 entitled “Contracts for Architectural and Engineering Services” following a Request for Qualifications awarded on March 10, 2026.

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the Town with consultant services regarding on-call Archaeology services as described in Article II. The general terms and conditions of the relationship between the Town and the Consultant are specified in this Agreement. The specific projects will be implemented by a Supplemental Agreement to this Master Professional Services Agreement as set forth in **Exhibit A** and **Exhibit B**.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit “A”** and incorporated herein by this reference (“Scope of Services”). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant’s profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the Town when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The Town may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the Town. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the Town, and upon completion of

the work shall become the property of the Town, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the Town.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the Town. Upon request, the Consultant shall tender the work product and summary to the Town. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the Town.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence on March 10, 2026, and shall terminate at midnight, December 31, 2027. The parties may extend the term of this Agreement by written mutual consent.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the Town.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the Town, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

_____ No employees supplying work have ever been retired from a Washington state retirement system.

_____ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the Town is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to

save, indemnify, defend and hold Town harmless from and against all expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide Town with all information required by Town to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the Town, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Town.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Town, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. The provisions of this section shall survive the expiration or termination of this agreement.

e. **Public Records Requests.**

In addition to Paragraph IV.3 b, when the Town provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the Town its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultant's violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

III.7 INSURANCE.

a. **Insurance Term**

The Consultant shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein

b. **No Limitation**

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Town's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01
- (2). Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Town shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Town using an additional insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**

Consultant shall maintain the following insurance limits:

- (1) Comprehensive General Liability. Insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

(4) Professional Liability/Consultant's Errors and Omissions Liability. \$2,000,000 per claim and \$2,000,000 as an annual aggregate.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the Town.

f. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the Town with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the Town with proof of insurance upon request by the Town.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the Town. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Town. Any Insurance, self-insurance, or self-insured pool coverage maintained by the Town shall be excess of the Consultant's insurance and shall not contribute with it.

j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Town may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Town on demand, or at the sole discretion of the Town, offset against funds due the Consultant from the Town.

k. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public

Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

I. Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Town is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the Town, and further that the Consultant will be barred from performing any services for the Town now or in the future, unless a showing is made satisfactory to the Town that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any Town project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified-and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the Town understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under

this Agreement. The Consultant shall make no claim of Town employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the Town is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The Town may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the Town.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the Town of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the Town prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the Town determines in its sole discretion that a conflict is irreconcilable, the Town reserves the right to terminate this Agreement.

III.13 TOWN CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the Town in each instance, the confidences of the Town or any information regarding the Town or services provided to the Town.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall is responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit Exhibit No.:

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the Town.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE TOWN

IV.1 PAYMENTS.

a. The Consultant shall be paid by the Town for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$50,000 per calendar year without the written agreement of the Consultant and the Town. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the Town elects to expand the scope of services from that set forth in Exhibit A, the Town shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the Town for services performed in the previous calendar month in a format acceptable to the Cities. The Consultant shall maintain time and expense records and provide them to the Cities upon request.

IV.2 **TOWN APPROVAL.** Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the Town, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and Town requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the Town and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the Town and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the Town with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. **Public Records**

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices by the Town to Consultant and by the Consultant to the Town shall be sent to the following address:

Town of Coupeville
Attn: Molly Hughes
4 NE 7th Street
Coupeville, WA 98239

PSOMAS
Attn: Alicia Valentino
3131 Elliott Avenue, Suite 400
Seattle, WA 98121

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the Town to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the Town for its convenience, the Town shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section VI.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 SEVERABILITY

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____, 20_____.

TOWN OF COUPEVILLE

PSOMAS

By: _____
Molly Hughes, Mayor

By: _____
Alicia Valentino, Contract and
Cultural Resources Manager

**EXHIBIT A
SCOPE OF SERVICES
ON CALL ARCHAEOLOGY SERVICES**

The purpose of this contract is for the selected firm to supplement services performed by the Town's Public Works Department. The consultant will be responsible for the contract administration, management, inspection and coordination of all sub-consultant's work. The consultant will be required to sign and seal any documents that are developed as part of this contract.

Services provided under this contract may include but are not limited to the following:

- Archaeological and Historic Resource Research
- Resource Recovery and Data Recovery
- Report Preparation and Mitigation
- Site Testing and Construction Monitoring
- Artifact Cataloging
- Permitting

On-call services will be performed through Professional Services Agreement Supplemental Agreements.

Project Specific Professional Services Agreement Supplemental Agreements for On-call Survey Services

(Exhibit B Project Specific Professional Services Agreement Supplemental Agreement).

The specific services for projects awarded under the Master PSA will be provided in Supplemental Agreement for specific projects with a scope of work and cost estimate including but not limited to:

- a. Project Name
- b. Technical approach to the task (if necessary)
- c. Specific deliverables
- d. Schedule with milestones and deliverables
- e. Cost/hour estimate
- f. Due date of work

Exhibit B
Project Specific - Professional Services Supplemental Agreement

SUPPLEMENTAL AGREEMENT NO. _____

TO

PROFESSIONAL SERVICES AGREEMENT

FOR

TOWN OF COUPEVILLE

_____ This Supplemental Agreement No. _____ is made and entered into on the _____ day of _____, _____, between the Town of Coupeville, hereinafter called the "Town" and _____, hereinafter called the "Consultant."

This agreement is made pursuant to and in compliance with the Master Professional Services Agreement for On-Call Archaeology Services dated _____ and RCW 39.80 entitled "Contracts for Architectural and Engineering Services" following a Request for Qualifications awarded on _____, 20____.

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for [insert description of project], hereinafter called the "Project," said Agreement being dated _____, _____; and

WHEREAS, both parties desire to supplement said Agreement, by expanding the Scope of Services to provide for _____ and to amend the total amount payable for this Agreement,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Each and every provision of the Original Agreement for Professional Services dated _____, shall remain in full force and effect, except as modified in the following sections:

1. Article II of the Original Agreement, "SCOPE OF SERVICES", shall be supplemented to include the Scope of Services as described in **Exhibit A1**, attached hereto and by this reference made part of this Supplemental Agreement No. _____.

2. Article IV of the Original Agreement, "OBLIGATIONS OF THE TOWN", Paragraph VI.1 Payments, Section (a),

Provides that the Consultant shall be paid by the Town for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$ _____ per calendar year without the written agreement of the Consultant and the Town. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the Town elects to expand the scope of services from that set forth in Exhibit A, the Town shall pay Consultant a mutually agreed amount. The costs for this Supplemental Agreement No. ____ are not to exceed \$ _____ as set forth in **Exhibit A 1** attached.

The Total Amount payable to the Consultant is summarized as follows:

Original Agreement Authorized Amount not to exceed per year	\$ _____
Supplemental Agreement No.1	\$ _____
Supplemental Agreement No.2	\$ _____
Supplemental Agreement No.3	\$ _____
Grand Total	\$ _____

3. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight _____, _____.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. _____ as of the day and year first above written.

TOWN OF COUPEVILLE

PSOMAS

By: _____

By: _____

Molly Hughes, Mayor

Alicia Valentino, Contract and
Cultural Resource Manager

ATTEST:

Chris Jolly, Town Clerk

Exhibit A 1

- a. Project Name
- b. Technical approach to the task (if necessary)
- c. Specific deliverables
- d. Schedule with milestones and deliverables
- e. Cost/hour estimate
- f. Due date of work



Archaeology On-Call Services

March 2nd, 2026

Balancing the Natural and Built Environment

March 2nd, 2026

mayor@townofcoupeville.org

Subject: Archaeology On-Call Services

Dear Ms. Hughes,

The Town of Coupeville is seeking a qualified consultant to enter into an on-call agreement for archaeological services. The Town is focused on maintaining essential infrastructure, protecting natural resources, and addressing complex challenges within the community. With Ebey’s Landing National Historic Reserve, a unique national resource, Coupeville requires a partner capable of providing clear guidance and responsive service throughout these efforts.

Description and History of the Firm: Established in 1946, Psomas is an employee-owned regional firm offering services in engineering, cultural resources, environmental permitting, surveying, and construction. With a team of over 790 professionals across 16 offices in Washington, California, Arizona, and Utah, Psomas has extensive experience in cultural resource management and provides a full range of services required for this On-Call Contract—from preparing archaeological excavation permits, performing archaeological and historic research, completing site testing and data recovery, doing artifact processing and curation, and delivering reports and site mitigation. In Washington State, Psomas has offices in Wenatchee and Tacoma, but our closest office to the Town of Coupeville is in Seattle, 57 miles away.

Secretary of the Interior’s qualifications: Our lead archaeologists meet the Secretary of the Interior’s Professional Qualification Standards and have worked in the Puget Sound region for more than 60 years combined. They are familiar with managing tight deadlines and construction related pressures, helping projects stay on schedule while maintaining compliance and quality.

FEMA and TIB projects: Our team has experience completing projects involving the Federal Emergency Management Agency (FEMA) and the Transportation Improvement Board (TIB).

Collaboration: We maintain strong relationship with local Tribes, communicating and collaborating with them on project activities, concerns, and challenges. We have well-established relationships with Tribal cultural resources staff, particularly the Tulalip Tribes and Stillaguamish Tribe of Indians.

Municipal projects: Municipal clients include the City of Firdale, City of Lakewood, City of Stanwood, Snohomish County Public Works, City of Ferndale, and the City of Port Townsend. Psomas has consistently held on-call contracts with local municipalities including Island, Kittitas, Pierce, and Thurston Counties, the City of Poulsbo, and the Lakehaven Water & Sewer District.

Based on our experience with similar agreements and familiarity with the Town’s needs, we submit this Statement of Qualifications for your consideration. The enclosed materials illustrate how Psomas can contribute to Coupeville’s efforts to serve the community.

Thank you for the opportunity. We welcome further discussion of our proposal and look forward to supporting the Town’s ongoing work.

Sincerely,

P S O M A S

Alicia Valentino, Ph.D, RPA
Contact Person and Cultural Resources Manager
206.267.1051
alicia.valentino@psomas.com

Closest Office to Coupeville:

3131 Elliott Avenue,
Suite 400
Seattle, WA 98121

Tel 206.286.1640
www.Psomas.com

Qualifications of Team Members

Ability to Respond to Projects in a Timely Manner

Our project management approach begins with the ability to provide Coupeville with timely responses across a broad range of on-call projects. Psomas values strong communication and reliable collaboration. Town staff can rely on our team to remain flexible and available to support both their needs and the requirements of each project.

Our readiness to serve clients is reflected in our long-standing relationships and history of repeat work. Responsiveness is also demonstrated through having the staffing and resources to complete tasks, anticipating challenges, and working together on solutions. We communicate these developments with the Town team to help prepare for changes or unexpected conditions.

Psomas' cultural resources team has experience working within fast-paced schedules and adapting to evolving project designs. We coordinate closely with clients to align our efforts with project timelines, helping to reduce the likelihood of construction delays. For projects with increased cultural sensitivity, we include contingency tasks in our scopes to allow for efficient response in the event of a discovery. This approach helps address potential cost and schedule impacts early, offering clarity and reducing risk.

Key Team Member Qualifications



**ALICIA
VALENTINO,**
PHD, RPG

**Cultural Resources
Manager**

Alicia brings more than 20 years of cultural resources experience, including 18 years conducting archaeological projects throughout Washington State. She has a proven track record of managing projects from initiation through completion, guiding clients through federal, state, and local regulatory requirements with efficiency and skill. She is highly skilled at navigating the regulatory frameworks that govern both federal – and state-level preservation compliance. Alicia has managed cultural resource assessments in both urban and rural settings, and has worked collaboratively with tribal representatives, state and federal agencies, and private clients to support responsible and respectful treatment of cultural resources. Her approach balances technical rigor with thoughtful consultation, making her a trusted lead on complex projects throughout the region. She meets the U.S. Secretary of the Interior's Professional Qualifications Standards for both prehistoric and historic archaeology.

Experience

Des Moines Marina Steps – Des Moines, WA: Alicia is the Cultural Resources Project Manager for a multifaceted pedestrian connectivity project linking Overlook Park I on Cliff Avenue S to the Des Moines waterfront. In this role, Alicia manages compliance with Washington Governor's Executive Order 21-02 and Section 106 of the National Historic Preservation Act (NHPA), coordinating with four regulatory agencies and six Tribes across all project phases. She prepared a Washington State Site Alteration and Excavation Permit for a National Register-eligible site within the Project Area and developed an Archaeological Resources Management Plan and Inadvertent Discovery Plan (ARMP/IDP). Archaeological monitoring is ongoing.

Alameda Avenue West Sidewalk Improvements – Fircrest, WA: Alicia led all cultural resources requirements for a Transportation Improvement Board (TIB)-funded sidewalk extension project, making it subject to Washington State Governor's Executive Order (GEO) 21-02. Her work included background research, assessment of project impacts to cultural resources, development of project recommendations, and preparation of an Inadvertent Discovery Plan.

FEMA Pre-Disaster Mitigation Grant – Ocean Shores, WA: Alicia prepared a cultural resources assessment in support of a vertical evacuation tower in Ocean Shores. Her work encompassed background research using the DAHP WISAARD information, review of geological and soils data, and field survey to evaluate potential project impacts prior to construction.

EMILY PARKER,

PHD, RPA

Cultural Resources Project Manager



Emily brings 27 years of cultural resources experience, including over 10 years in Washington. A skilled project manager with a strong record of delivering projects on time and within budget, Emily guides clients through compliance with Section 106 of the NHPA, SEPA, and Governor's Executive Order 21-02. Emily has led work encompassing archaeological monitoring, shovel probe and pedestrian survey, site identification and recording, site testing, and data recovery throughout Western Washington. She maintains strong relationships with Washington Native American Tribes, some of whom are repeat clients, as well as permitting agencies including DAHP. Emily meets the U.S. Secretary of the Interior's Professional Qualifications Standards for prehistoric and historic archaeology.

Experience

Port Gamble Stormwater Outfall – Port Gamble, WA:

Emily conducted fieldwork, including pedestrian survey, shovel probes, and photo-documentation, for a cultural resources assessment supporting a stormwater infrastructure project in the community of Port Gamble. The project, which required a USACE permit, was subject to Section 106 of the NHPA and included beach outfall features designed to restore nearshore ecological function and improve public access to the Hood Canal shoreline.

40th Avenue NE and 172nd Street NE Intersection Improvements – Arlington, WA:

Emily managed all cultural resources compliance for the City of Arlington's TIB-funded intersection improvement project, including completing a cultural resources assessment, preparing Tribal consultation materials, coordinating with DAHP and Tribes, and supporting timely report delivery. The project was subject to GEO 21-02.

Seattle Public Utilities Drainage and Wastewater Operations Center – Seattle, WA:

Emily supported a multi-phase cultural resources effort for an SPU facility renovation in a project area on the Duwamish river and subject to City of Seattle Director's Rule 2-98. Additionally, she monitored geotechnical borings, identified and documented a lithic isolate, and authored a letter report submitted to DAHP. For subsequent project elements she monitored underground fuel tank removal and prepared an addendum report documenting methods and results.

JACK JOHNSON,

PHD, RPA

Cultural Resources Project Manager



Jack has over 14 years of cultural resources consulting experience in Washington, supporting clients across all aspects of archaeological investigation. He has completed a wide range of projects in compliance with Sections 106 and 110 of the NHPA, SEPA, and Governor's Executive Order 21-02. Jack meets the U.S. Secretary of the Interior's Professional Qualifications Standards for prehistoric and historic archaeology.

Experience

Tokul Road Undergrounding Project Archaeological Monitoring – Snoqualmie/King County, WA:

Jack led a multi-month archaeological monitoring effort for Puget Sound Energy's replacement of overhead utility lines with buried conduit along approximately two miles of roadway near Snoqualmie. The work area was near recorded archaeological sites and areas sacred to the Snoqualmie Indian Tribe. He coordinated with construction personnel and Tribal monitors, supervised the monitoring team, and confirmed compliance with the established Monitoring and Inadvertent Discovery Plan. Jack also recorded an archaeological site and prepared weekly progress reports.

SR-16 Culvert Replacement Cultural Resources Assessment – Kitsap County, WA:

Jack conducted a cultural resources assessment for WSDOT's fish passage culvert replacement project along SR-16 near Port Orchard, funded by FHWA and subject to Section 106 of the NHPA. He performed background research, directed extensive fieldwork in coordination with WSDOT, landowners, and consulting Tribes, and identified and recorded one new archaeological site. His report presented findings and recommended strategies for identifying and avoiding potentially significant cultural resources within the area of potential effect.

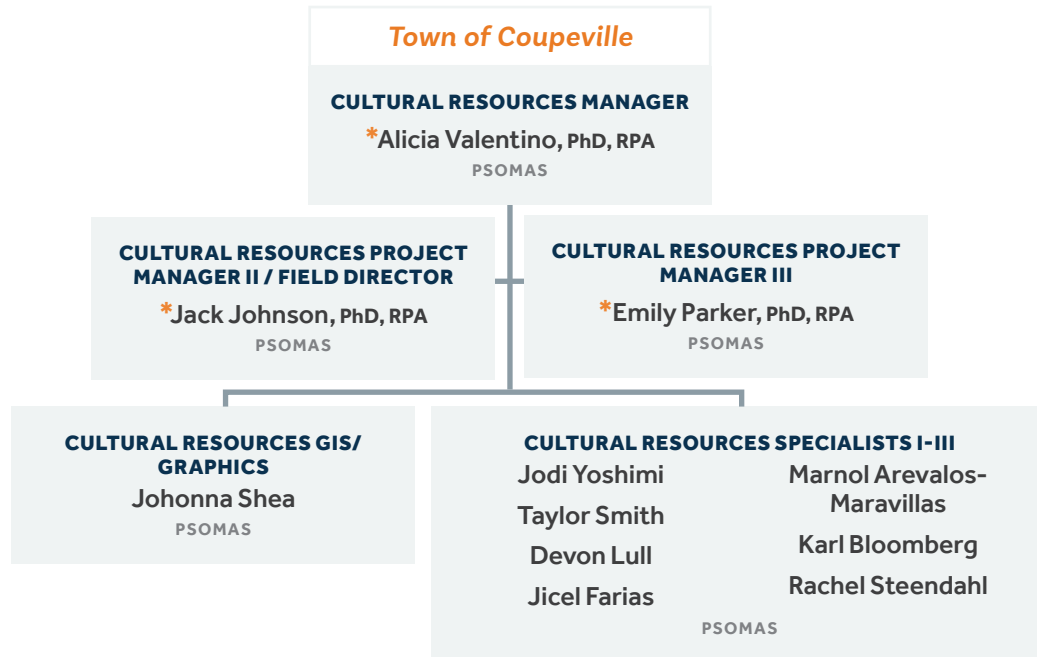
3 Forks Natural Area, Norman Creek, and Cherry Creek Restoration Cultural Resources Assessment – King County, WA:

Jack completed a cultural resources assessment for the Snoqualmie Indian Tribe's USFWS-funded habitat restoration effort at multiple riparian and prairie locations near Snoqualmie, North Bend, and Duvall. Working closely with Tribal staff, he conducted background research and led fieldwork across culturally sensitive areas, producing a report supporting NHPA Section 106 compliance review by the USFWS.

Organizational Chart

The below Organizational Chart identifies Psomas' committed team for this contract.

Key Staff = *



Example Projects and References

Demonstrated Capability on Similar or Related Projects

Our team’s broad background and staffing depth enables us to support multiple projects simultaneously, even when working within limited budgets and tight timelines. This capability is reflected in the longevity and consistency of our client relationships, as well as the number of clients who continue to engage us for additional work.

Millerdale Avenue Irrigation Canal Bridge

Wenatchee, WA | City of Wenatchee

Alicia conducted a cultural resources assessment and prepared a Historic Property Inventory (HPI) form for the Highline Canal as part of a Washington State Department of Transportation (WSDOT) project subject to Section 106 of the National Historic Preservation Act (NHPA). The project consisted of the removal of the existing bridge, replacement with a three-sided precast concrete box culvert, and widening of the roadway at the location of the structure to provide for pedestrian improvements. Alicia’s work involved detailed background research, evaluation of historic significance, and coordination with WSDOT, local agencies, and consulting parties. Findings were documented in a formal inventory that supported project planning and compliance with federal and state cultural resource requirements.



REFERENCE

Hari Sharma
Project Engineer
509.888.3204
hsharma@wenatcheewa.gov

PROJECT DATES

October 2023 - Ongoing

Fort Steilacoom Park H-Barn Renovation Project

Lakewood, WA | City of Lakewood Parks

Psomas performed a cultural resources survey in advance of a restoration project within Fort Steilacoom Park, a National Register Historic District. Alicia led the assessment, which resulted in the identification of an archaeological site and the documentation of a previously unrecorded historic property. She anticipated the presence of the archaeological site prior to fieldwork, communicating concerns to the client with potential outcomes. She coordinated closely with the City of Lakewood to maintain compliance with applicable regulations and to develop and implement appropriate mitigation measures prior to the start of construction. The Project is subject to the Washington State Environmental Policy Act (SEPA) and is potentially receiving funding from the Washington State Department of Commerce, making it subject to Washington State Governor's Executive Order 21-02. The project was completed on time, under budget, and without issue.



REFERENCE

David de la Cruz
Parks Development Project
Manager
City of Lakewood
253.983.7854
ddelacruz@cityoflakewood.us

PROJECT DATES

June - August 2025



CHECK REGISTER

Town of Coupeville

Time: 10:31:49 Date: 03/05/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
334	02/05/2026	Payroll	1	EFT		1,875.72	February 5th, 2026
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336	02/05/2026	Payroll	1	EFT		1,906.77	February 5th, 2026
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340	02/05/2026	Payroll	1	EFT		2,097.25	February 5th, 2026
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359	02/05/2026	Payroll	1	EFT	EFTPS	13,145.84	941 Deposit for Pay Cycle(s) 02/05/2026 - 02/05/2026
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511	02/20/2026	Payroll	1	EFT		1,911.36	February 20, 2026
512	02/20/2026	Payroll	1	EFT		2,815.86	February 20, 2026
513	02/20/2026	Payroll	1	EFT		2,379.01	February 20, 2026
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546	02/26/2026	Payroll	1	EFT	Dept of Retirement Systems	2,673.98	Pay Cycle(s) 02/20/2026 To 02/20/2026 - DC; Pay Cycle(s) 02/20/2026 To 02/20/2026 - Roth DC; Pay Cycle(s) 02/20/2026 To 02/20/2026 - Roth DC - No Match
547	02/11/2026	Payroll	1	EFT	Dept of Retirement Systems	5,926.32	Pay Cycle(s) 01/20/2026 To 02/05/2026 - DC; Pay Cycle(s) 01/20/2026 To 02/05/2026 - Roth DC; Pay Cycle(s) 02/05/2026 To 02/05/2026 - Roth DC - No Match
672	02/05/2026	Payroll	1	EFT	Dept of Retirement Systems	9,178.40	Pay Cycle(s) 01/20/2026 To 02/05/2026 - PERS2
674	02/11/2026	Payroll	1	EFT	Dept of Retirement Systems	3,729.48	Pay Cycle(s) 01/20/2026 To 02/05/2026 - PERS3
675	02/05/2026	Payroll	1	EFT	Vimly Benefit Solutions Inc. c/o AWC Emp	17,840.68	Pay Cycle(s) 01/20/2026 To 01/20/2026 - Medical - AWC 250; Pay Cycle(s) 01/20/2026 To 01/20/2026 - Medical - Kaiser 500; Pay Cycle(s) 01/20/2026 To 01/20/2026 - Medical - Kaiser PPO; Pay Cycle(s) 01/2

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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		101 Street Fund				6,177.91	
		410 Water Utility				32,180.93	
		420 Utilities Sewer				24,419.86	
		430 Storm Water Utility				8,373.49	
						<u>137,421.84</u>	
						137,421.84 Payroll:	137,421.84

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Town of Coupeville

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439	02/15/2026	Claims	1	EFT	VISA	1,076.53	Inv. 8035 January 2026
440	02/15/2026	Claims	1	EFT	VISA	547.62	Inv. 8212 January 2026
481	02/10/2026	Claims	1	EFT	Navia Benefit Solutions	156.26	02.10.2026 FSA Disbursement-Stiltner
482	02/17/2026	Claims	1	EFT	James G Murphy Company	11,524.35	INV. 124448 YANMAR TANDEM ROLLER AND 2015 F350 Paid via Wire transfer
486	02/17/2026	Claims	1	EFT	Navia Benefit Solutions	61.56	Inv. 2.17.2026 FSA Distribution Stiltner
491	02/18/2026	Claims	1	EFT	WA State Dept Of Revenue	18.37	Inv. 01.2026 Excise Tax
592	02/28/2026	Claims	1	EFT	Puget Sound Energy	17,326.61	Inv. 02.2026 Acct#300000650022
676	02/26/2026	Claims	1	EFT	Navia Benefit Solutions	461.25	02.2026 FSA Disbursement - Stiltner
441	02/15/2026	Claims	1	11633	Captain Clean Pro Wash	435.20	Inv. 4427 Window Cleaning Town Hall and Rec Hall
442	02/15/2026	Claims	1	11634	Central Whidbey Island Fire & Rescue	1,464.00	Inv. 2025-Q4 Fire Inspections
443	02/15/2026	Claims	1	11635	Comcast (CA)	1,172.90	Inv. 02152026 Acct#8498300990009140 Parent Account
444	02/15/2026	Claims	1	11636	Comcast Business (PA)	763.43	Inv. 001003339115 Act# 708843107; Inv. 001003339116 Act# 708843108
445	02/15/2026	Claims	1	11637	Eurofins Drinking Water and Wastewater W	374.40	Inv. 1100004924 PSNGP
446	02/15/2026	Claims	1	11638	Ferguson Waterworks	5,751.03	Inv. 0107207 Sewer Parts; Inv. 0109642 Sensus Software Annual Renewal
447	02/15/2026	Claims	1	11639	Builders Alliance Frontier Building Supply	900.82	Inv. 1404962 Parks Supplies; Inv. 1404973 Parks Supplies; Inv. 1404966 Parks Supplies
448	02/15/2026	Claims	1	11640	GreatAmerica Financial Services	266.29	Inv. 41188353 Konica
449	02/15/2026	Claims	1	11641	Harmsen, Inc.	92.50	Inv. CHRМ-0003 Boardwalk- non grant
450	02/15/2026	Claims	1	11642	Island County Prosecuting Attorney	4,114.60	Inv. Q4.2025 Interlocal Agreement for Misdemeanor Prosecution Services
451	02/15/2026	Claims	1	11643	Island County Solid Waste	3,303.00	Inv. 01.2026 Biosolid Disposal
452	02/15/2026	Claims	1	11644	Avis Mitchell	150.00	02.2026 Rec Hall Refund
453	02/15/2026	Claims	1	11645	NCL Of Wisconsin, Inc.	204.13	Inv. 531447 Navy O&M Parts probe for waterplant
454	02/15/2026	Claims	1	11646	Napa	262.71	Inv. 070394 Shop Supplies
455	02/15/2026	Claims	1	11647	Navia Benefit Solutions	100.00	Inv. 11061963 Monthly Minimum
456	02/15/2026	Claims	1	11648	Prairie Center	122.46	Inv. 001000420928 Sewer Supplies
457	02/15/2026	Claims	1	11649	SPEX CertiPrep LLC	76.00	Inv. 556413 Sewer/ Pro-Serv
458	02/15/2026	Claims	1	11650	Secur-Serv	882.61	Inv. 80142081 Switch and labor
459	02/15/2026	Claims	1	11651	Skagit Farmers Supply	70.85	Inv. 102899 Propane Tank Rental Town Hall
460	02/15/2026	Claims	1	11652	Staples Advantage	529.28	Inv. 6054481398 Supplies; Inv. 6054481399 Supplies
461	02/15/2026	Claims	1	11653	Surety Pest Control	87.66	Inv. 279400614 Pest Control Well 108
462	02/15/2026	Claims	1	11654	Town Of Coupeville	150.00	Inv. 2729 Fire Inspection WWTP

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Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
463	02/15/2026	Claims	1	11655	Toyer Strategic Advisors, Inc.	2,600.00	Inv. 2026-001 Summers Shoreline Variance
464	02/15/2026	Claims	1	11656	USA Blue Book	607.60	Inv. INV00946127 Sewer Parts
465	02/15/2026	Claims	1	11657	Utilities Underground Location Center	25.65	Inv. 6010740 Excavation Notices January
466	02/15/2026	Claims	1	11658	Ziply Fiber	236.57	Inv. 02.2026 022608-5
467	02/15/2026	Claims	1	11659	Ziply Fiber	216.35	Inv.02.2026 120115-5
593	02/28/2026	Claims	1	11660	Comcast Business (PA)	4.53	Inv. 262939811 Acct# 963239633
594	02/28/2026	Claims	1	11661	Coupeville Chamber of Commerce	1,608.70	Inv. 01.2026 2% REIMBURSEMENT
595	02/28/2026	Claims	1	11662	Eurofins Drinking Water and Wastewater W	177.00	Inv. 1500006194 Sewer Pro Serv
596	02/28/2026	Claims	1	11663	Facet	9,197.50	Inv. 0070535 Navy Task 3; Inv. 0070466 Coupeville 6th st Waterline
597	02/28/2026	Claims	1	11664	FedEx	192.80	Inv. 9-168-22653 Navy Task 3 Pro Serv
598	02/28/2026	Claims	1	11665	Builders Alliance Frontier Building Supply	376.04	Inv. 1411635 Story Pole Supplies
599	02/28/2026	Claims	1	11666	Greenbank Concrete & Aggregates	1,310.18	Inv. 47202 Aggregate for trails
600	02/28/2026	Claims	1	11667	Island County Planning & Community Devel	276.35	Inv. 2025-4 Historic Preservation Commission Meeting Publications
601	02/28/2026	Claims	1	11668	Corine K Jackson	479.95	Inv. REIMB 01.2026 Springbrook Confrence Mileage/ Spokane-Jackson
602	02/28/2026	Claims	1	11669	Napa	128.26	Inv. 071808 Sewer equipment supplies
603	02/28/2026	Claims	1	11670	O'Reilly Auto Parts	437.67	Inv. 2532-133631 Sewer Supplies; Inv. 2532-137123 Sewer equipment supplies; Inv. 2532-137316 Shop supplies; Inv. 2532-137308 Sewer equipment supplies
604	02/28/2026	Claims	1	11671	Secur-Serv	8,912.14	Inv. 80144354 Equipment upgrade for renewal per quote; Inv. 80143997 Febuary Managed Service Agreement all sites
605	02/28/2026	Claims	1	11672	Skagit River Steel &	709.59	Inv. 149669 Event no parking sign
606	02/28/2026	Claims	1	11673	St. Mary's Catholic Church	1,500.00	Inv. 02.2026 03.2026 Rent for Feb and March
607	02/28/2026	Claims	1	11674	Tuff Cleaning	700.00	Inv. January 2026 Cleaning Services
608	02/28/2026	Claims	1	11675	Vac-Tank Western Services	2,285.65	Inv. 2642 Biosolids Disposal
609	02/28/2026	Claims	1	11676	Verizon	901.19	Inv. 6134691538
610	02/28/2026	Claims	1	11677	WA ST Dept Of Ecology	1,109.00	Inv. 26-WA0029378B-1 Fiscal Year 2026
611	02/28/2026	Claims	1	11678	WA ST Dept Of Health	2,551.38	Inv. 15550 9 2026 Operating Permit
612	02/28/2026	Claims	1	11679	Jimmy R Wadlington	159.99	Inv. REIMB 02.2026 Boots-Wadlington
613	02/28/2026	Claims	1	11680	Duncan L Wagner	120.00	Inv. REIMB 02.2026 Pesticide Class- Wagner

001 General Fund	26,868.43
101 Street Fund	7,040.56
104 Hotel/motel Tax Fund	1,608.70
410 Water Utility	27,106.17

CHECK REGISTER

Town of Coupeville

Time: 10:32:14 Date: 03/05/2026

02/01/2026 To: 02/28/2026

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		420 Utilities Sewer				23,129.96	
		430 Storm Water Utility				3,501.52	
		632 Custodial Report on Fund				679.07	
						<hr/>	Claims: 89,934.41
		* Transaction Has Mixed Revenue And Expense Accounts				89,934.41	



STAFF REPORT

Date: March 3, 2026

To: Mayor Hughes and Town Council

From: Marshal Miller

Re: Month of February 2026

Town Calls For Service

In February, calls for service totaled 88, led by 11 Public Assistance complaints, and 10 Traffic complaints. Call volume was low overall compared to the past few months, and call types remain within a normal range. Commercial alarms doubled over last month, however, only 1 was a repeat alarm, and they were on separate dates and different buildings. We had 3 reported vehicle prowls and I'm aware of one other that was not reported to law enforcement.

Coupeville is a Safe and Friendly Town

In late February, we were reminded again that there are those out there who will take advantage of anyone who leaves their guard down. There were 3 vehicle prowls in very close proximity to each other, all of which could have probably been thwarted by locked vehicle doors. Another vehicle prowls was mentioned on social media but went unreported and an unlocked vehicle door was mentioned in the post. We in Coupeville pride our town for the safe and friendly environment we live and play in. I think this sometimes results in complacency which ultimately results in disappointment. Bottom line: LOCK YOUR DOORS, WINDOWS AND VEHICLES whenever you are home or away. Don't make a thief's job easy!

Enjoy the Warm Weather!

We really have had a mild winter, and it looks like the warmer weather is here to stay. With the warmer weather comes more outdoor activity on and around the town's roadways. As you drive around town, keeping a good lookout for pedestrians and especially children playing is imperative to keep our citizens safe.

Musselfest

Musselfest is right around the corner, and we certainly want everyone to have a good time. The weekend will see a significant increase in traffic both vehicular and pedestrian in town, and bicycles will be out in abundance this weekend as well. Driver's need to be extra vigilant during this event, and this includes having a designated driver if you plan to imbibe in the many spirits available.

Happy Spring!

STAFF REPORT

DATE: March 6, 2026

TO: Mayor Molly Hughes and Members of the Town Council

FROM: Joseph Grogan, Public Works Director

RE: Public Works Summary Report

In parks: The Forms for the art installation have been created and inspected by our local deer. We hope to start pouring concrete in early March, weather dependent.

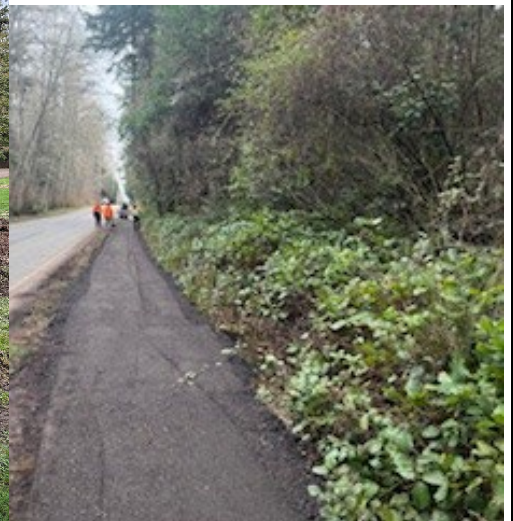
In water: The New well drilling is complete and awaiting approval from Department of Health, although there is still work that needs to be done, connecting to the raw water main and electrical service.

In sewer: The crew did an outstanding job repairing two return activated sludge pumps that were damaged when one pump sucked the others power cord and cable into its intake. The crew pulled the pumps repaired the damaged parts and had them back online without incident.

In Streets: The crew were able to take advantage of the dry weather repairing the trail, starting at the muddiest section on Parker near town limits.

The water treatment plant treated just over 6,219,000 gallons in February. This is a little below the average of just under 6,500,000 gallons.

The wastewater treatment plant treated 4.59 million gallons in February, the 24-hour flows were low for this time of year, from a high of 352,000 gallons to a low of 129,000.



TOWN OF COUPEVILLE MEMORANDUM

COMMUNITY PLANNING AND BUILDING DEPARTMENT REPORT

DATE: March 6, 2026
TO: Mayor Hughes & Members of Town Council
FROM: Josh Pitts, Community Planning Director

COMMUNITY PLANNING

This memo summarizes Community Planning activities completed in February and provides an overview of key work items anticipated for March and April. The department continues to advance the Comprehensive Plan update, develop and integrate state housing regulatory mandates, and support shoreline-related permitting.



Coupeville c. 1942

FEBRUARY ACTIVITIES

Puget Sound Energy

The Town has been coordinating with Island County to facilitate permitting for Puget Sound Energy to complete electrical infrastructure improvements along Madrona Way. The proposed work includes trenching approximately 1,300 linear feet and replacing nine (9) utility poles, with the removal of one (1) existing pole within Town limits.

Given the Town's sensitivity to power outages, this project is intended to improve system reliability by establishing a feeder tie connection between circuits, thereby reducing the frequency and duration of service interruptions. Because the project is located within shoreline jurisdiction and qualifies as substantial development under the Shoreline Master Program, it required review and approval by the Town's Hearing Examiner.

Preliminary Short Plat PSP-26-001

The property owner of Parcel No. R13233-352-3600 has submitted an application for a preliminary short subdivision. This application is subject to an administrative decision by the Planning Director.

The proposal would divide an existing 0.33-acre developed parcel, located within the Town Commercial zoning district, into two (2) separate lots. Proposed Lot 1, situated east of NW Alexander Street, would contain approximately 5,000 square feet. Proposed Lot 2, located west of NW Grace Street, would contain approximately 8,560 square feet. The subdivision would result in the existing single-family residence being situated on its own individual parcel. A sixteen-foot-wide utility easement is proposed along the northern property line of Lot 1. Additional details are provided in Attachment 1.

Parks, Recreation, and Open Space

Staff continues to advance the Parks, Recreation, and Open Space planning effort. Public input has been gathered through utility bill inserts, engagement with the Parks Committee, and a community open house.

Following the Town Council workshop, staff will refine the project list to reflect Council direction, develop preliminary implementation timelines, and identify potential funding sources. This information will be compiled into a Comprehensive Plan addendum intended to serve as a practical implementation tool and to support future grant and funding applications.

County-wide Planning Policies

On March 3, the Coupeville Planning Commission recommended that the Coupeville Town Council approve Resolution 26-02 adopting the revised County-Wide Planning Policies. If approved by the Town Council and by a majority of the cities and town within Island County, the revised County-Wide Planning Policies will become effective upon final adoption.

Comprehensive Plan – Housing Element Revisions

Staff has begun developing, discussing, and incorporating required state development regulations into the Town’s municipal code. On March 3, the Coupeville Planning Commission discussed updates to the MOA. For more information, see the staff MOA memo and report.

Below is a table outlining the target dates and corresponding items.

Target Date	Town Council
March 10 th	<ul style="list-style-type: none">• CPPs (Approval)• MOA Discussion
April 14 th	<ul style="list-style-type: none">• AMI Housing Allocations Numbers (Discussion)• Supportive Housing Code (Discussion)
May 12 th	<ul style="list-style-type: none">• Temporary Homeless Encampments – Religious Organizations (Discussion)
May 26 th	<ul style="list-style-type: none">• Affordable Housing Density Bonus – Religious Organizations (Discussion)
June 9 nd	<ul style="list-style-type: none">• Comprehensive Plan (Approval)• Development Code (Approval)• Zoning Map (Approval)• MOA (Approval)



ADMINISTRATIVE DECISION BY THE PLANNING DIRECTOR
Preliminary Short Plat PSP-26-001

In the matter of the Application of) Town File No. PSP-26-001
)
Michelle Cook) FINDINGS, CONCLUSIONS & DECISION
)
For Approval of a Preliminary Short)
Plat Application)

SUMMARY AND PURPOSE OF REQUEST

DECISION SUMMARY: Preliminary Short Plat approval is GRANTED for application PSP-26-001, subject to conditions.

DATE OF DECISION: March 10, 2026

LAND USE ACTION: Administrative approval of a two-lot preliminary short subdivision

PROJECT NAME/NUMBER: R13233-352-3600 Short Plat / PSP-26-001

PERMIT AUTHORITY: Josh Pitts, Community Planning Director

PROJECT LOCATION: The project site is generally located at 804 NW Grace St. The project site is north of NW 8th St. and south of NW Coveland St. in Coupeville, Island County, WA. The Island County Assessor's parcel number is R13233-352-3600.

PROJECT DESCRIPTION: Proposed is a short plat of a 0.33-acre developed parcel into two lots located in the Town Commercial zone. Proposed Lot 1, East of NW Alexander, is approximately 5,000 square feet. West of NW Grace Street, Lot 2 is approximately 8,560 square feet. The proposed subdivision will divide an existing Single-family residence into two separate parcels. A sixteen-foot-wide utility easement is proposed along the northern property line of Lot 1 (Exhibit 2).

As proposed, no dedicated right-of-way will be constructed in conjunction with the short plat. Lot 1 will have access from NW Alexander St. Lot 2 will have access from NW Grace St.

No regulated critical areas have been identified on the site.

AUTHORITY

Decision making authority for approving, approving with conditions or denying preliminary short subdivisions is vested in the town planner per CTC 16.16.060.

EXHIBIT LIST

- Exhibit 1: Short plat application
- Exhibit 2: Preliminary plat drawings including lot, easements, topography
- Exhibit 3: Certificate of Appropriateness
- Exhibit 4: Public notice materials

GENERAL INFORMATION

Zoning designation:

The site is designated Town Commercial on the Zoning Map. This zoning designation requires a minimum lot size of 5,000 square feet.

Comprehensive Plan:

The site is designated commercial. It is intended to provide for a wide range of commercial uses that are proportional in scale and compatible in character with historic uses in the Town.

Existing conditions:

The site is currently developed with an historic single-family detached residence and two accessory structures. Adjacent land uses include single-family residential to the south and commercial structures to the north.

Site area:

The parent lot is approximately 0.33 acres.

Access points:

Proposed access for Lot 1 will be via NW Alexander St. and Lot 2 will be via NW Grace St.

APPLICABLE SECTIONS OF THE COUPEVILLE TOWN CODE

The following Chapters of the Coupeville Town Code (CTC) have particular relevance to the proposal.

- Title 13: Public Services
 - Chapter 13.08 Water Service System
 - Chapter 13.12 Sewer Service System
 - Chapter 13.20 Stormwater Management Regulations

- Title 15: Buildings and Construction
 - Chapter 15.08 Additional Fire Code Regulations

- Title 16: Development Regulations
 - Chapter 16.04 General Provisions and Definitions
 - Chapter 16.06 Administration
 - Chapter 16.08 Zoning Districts
 - Chapter 16.12 Development Standards
 - Chapter 16.13 Ebey's Landing National Historical Reserve Design Review and Community Design Standards

Chapter 16.16 Subdivisions
Chapter 16.20 Clearing and Grading
Chapter 16.24 Development Regulations
Chapter 16.36 Environmental Management

ENVIRONMENTAL REVIEW

According to WAC 197-11-800(6)(d), the subject short plat is categorically exempt from a threshold determination and environmental impact statement requirements.

PUBLIC COMMENT

Notice of the proposed preliminary short plat was mailed to owners of property within 300 feet of the site on February 20, 2026, published in the Whidbey News Times on February 21, 2026, and posted at one place on the site on February 20, 2026. The town did not receive any public comments regarding this proposal.

ANALYSIS OF THE PROPOSAL

According to the record, the application was first submitted on January 22, 2026. Subsequent correspondence between the Town staff and the applicant described additional materials necessary for a complete short plat application. A revised version of the proposed short plat was received with the location of the utility easement. The short plat received a Certificate of Appropriateness on February 5, 2026.

CTC 16.06.090 Concurrency management program.

Outlined in CTC 16.06.090.D, the proposed subdivision is expected to have a minor impact on the available capacity of the existing public facilities. Town Public Works staff have attested to the available capacity for domestic water and sanitary sewer to serve the site. Subject to the conditions herein, the proposal is determined to be concurrent for public services.

Chapter 16.13 CTC Ebey's Landing National Historical Reserve Design Review and Community Design Standards.

Per CTC 16.13.110A13, short plat design is subject to "Level B" review by the Historic Reserve Committee (HRC). The application was discussed by the HRC on February 5, 2026, and determined to comply with applicable design guidelines. The Certificate of Appropriateness is attached as Exhibit 3.

CTC 16.16.070 Subdivision design standards.

1. RCW 58.17.110. In complying with the development requirements of the CTC and conditions of approval, appropriate provisions will be made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (b) the public use and interest will be served by the platting of such subdivision and dedication.
2. No conflicts with the goals and policies of the Comprehensive Plan are identified.

3. The proposed short plat provides for two building lots. The proposal establishes a commercial lot pattern.
4. Lots are consistent with the development standards for the Town Commercial zoning district. Each lot will meet the usable area minimum standards. Proposed lot configurations are generally rectangular.
5. Proposed building lots will be served by utilities and vehicular access. No separate pedestrian route is identified, nor would it provide more efficient, direct, or safe access.
6. No public improvements are identified to take place.
7. The proposed Town Commercial lots are sufficient in area to accommodate utility easements.

16.16.080 CTC Public Improvements.

No public Improvements are expected as part of this short-subdivision.

16.16.060 CTC Preliminary approval of subdivisions and short subdivisions.

Decision criteria and required findings (16.16.060A1 CTC):

- a. The proposal is consistent with the subdivision design standards listed in Section 16.16.070;
Finding: With conditions of approval, the proposed short plat will be consistent with the subdivision design standards in CTC 16.16.070.
- b. The public use and interest will be served by the subdivision;
Finding: With conditions of approval, the proposed short plat will serve the public use and interest.
- c. Adequate potable water supplies and sewerage collection and treatment facilities exist to serve the proposed subdivision;
Finding: With conditions of approval, adequate potable water supplies and sewerage collection and treatment facilities will be available to serve the proposed short plat.
- d. The proposal conforms with any applicable federal, state, and local laws, ordinances, and adopted plans.
Finding: With conditions of approval, the proposed short plat will be in conformance with all local laws, ordinances, and adopted plans. The Town is not aware of any inconsistency with any federal or state laws or adopted plans. However, it is incumbent on the applicant to confirm compliance with applicable standards, regulations, and plans of other agencies.
- e. Appropriate provisions are made for, but not limited to, the public health, safety and general welfare for open spaces, drainage ways, streets or road, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds, sidewalks and safe walking conditions for school children who walk to and from school.
Finding: With conditions of approval and compliance with all Town standards and regulations, the proposed short plat will include provisions for the elements listed above.

DECISION

Preliminary Short Plat approval is GRANTED for application PSP-26-001, subject to the following conditions.

1. The final plat must be consistent with the requirements identified in CTC 16.16.100.
2. Development and use of the land shall be in accordance with the Town's plat requirements in Chapter 16.16 and with such other governmental permits, approvals, regulations, requirements, and restrictions that may have been imposed upon such land in association with the review and approval of the subject plat by the Town of Coupeville on file with the Town, include all infrastructure and site improvements. This condition shall be noted on the face of the final plat.
3. No lot shall have vehicular access to more than one public right-of-way.
4. The submittal of a final short plat application and fees shall include all elements identified in CTC 16.16.120B.
5. Utility hook-up fees identified in CTC Chapter 13 will be paid prior to recording of the final plat.
6. The final plat shall include a property sale disclosure statement, as adopted in Chapter 16.13 or as amended.

Approved this 10th Day of March 2026

Josh Pitts,
Community Planning Director

APPEALS

Any party aggrieved of this decision may appeal it to the Town Council in accordance with the following:

Appeals to the Town Council shall be filed with the Town Clerk-Treasurer within fifteen (15) days following the date of the issuance of the decision on the matter being appealed. The appeal shall contain the following information:

1. The decision being appealed;
2. The name and address of the appellant and his or her interest(s) in the matter;
3. The specific reason(s) why the appellant believes the decision to be incorrect. The appellant shall bear the burden of proving the decision was incorrect;
4. The desired outcome or change to the decision;
5. The appeal fee.

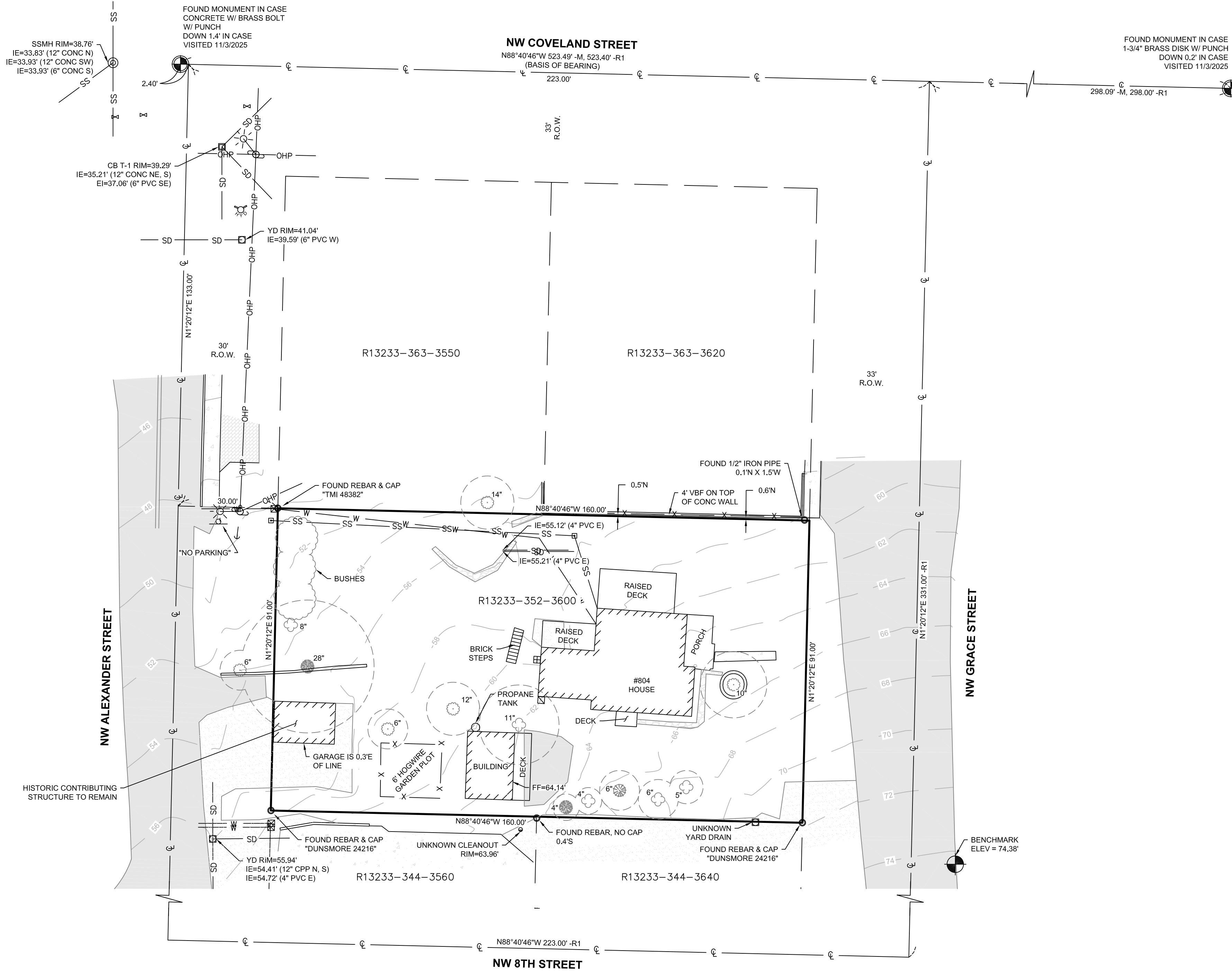
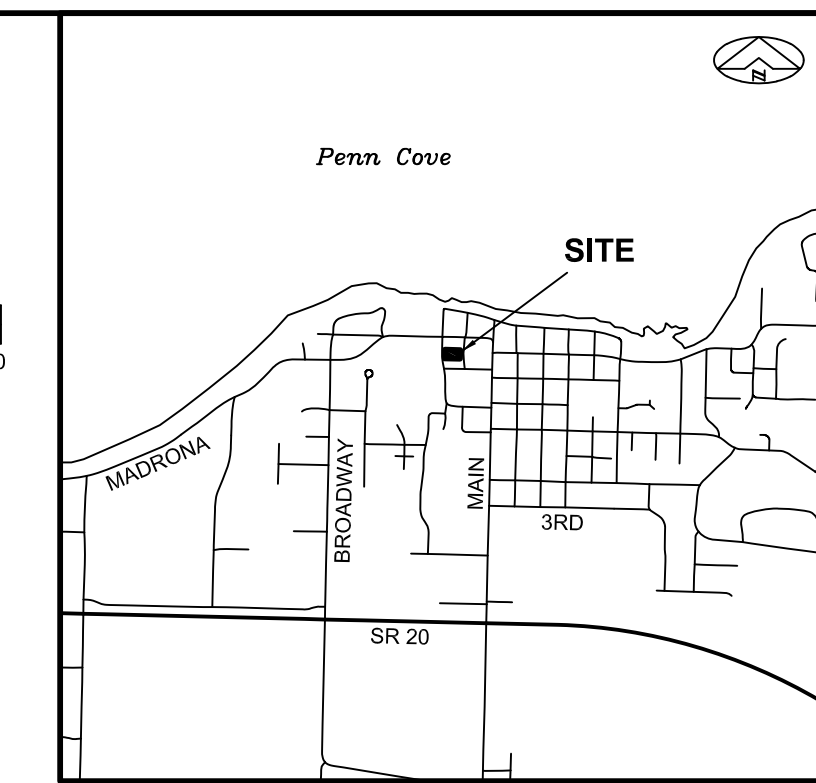
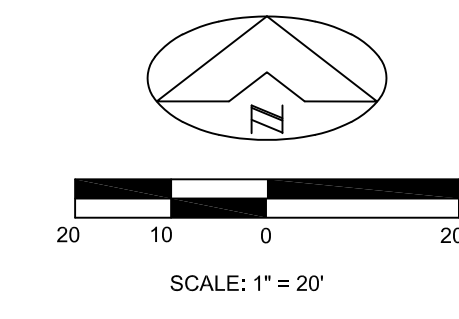
COOK SHORT PLAT

A PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 32 NORTH, RANGE 01 EAST, W.M.

FILE NO. SP 25-

TOWN OF COUPEVILLE
ISLAND COUNTY, WASHINGTON

EXISTING CONDITIONS



LEGAL DESCRIPTION

PER ALTA COMMITMENT FOR TITLE INSURANCE FROM CHICAGO TITLE CO. OF WASHINGTON COMMITMENT NO. 245475269, DATED OCTOBER 28TH, 2025.
THAT PORTION OF BLOCK 9 OF KESTER'S ALTERATION, AND VACATED RACE AND ALEXANDER STREET ADJOINING, IN ALEXANDER'S PLAT OF GLENWOOD, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 2 OF PLATS, PAGE 7, RECORDS OF ISLAND COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT 9.0 FEET NORTH OF THE SOUTHEAST CORNER OF BLOCK 9;
THENCE NORTH 91.0 FEET TO A POINT 100.0 FEET SOUTH OF THE NORTHEAST CORNER OF SAID BLOCK 9;
THENCE WEST 160.0 FEET TO THE WEST LINE OF VACATED ALEXANDER STREET ALONG THE SOUTH BOUNDARY OF THE PROPERTY CONVEYED BY CONTRACT, UNDER ISLAND COUNTY ALJUTOR NO. 304112, RECORDS OF ISLAND COUNTY, WASHINGTON;
THENCE SOUTH 91.0 FEET ALONG THE WEST LINE OF SAID VACATED ALEXANDER STREET TO A POINT WEST OF THE TRUE POINT OF BEGINNING;
THENCE EAST 160.0 FEET TO THE TRUE POINT OF BEGINNING.
SITUATED IN ISLAND COUNTY, WASHINGTON.

BASIS OF BEARING

N88°40'46"W BETWEEN FOUND MONUMENTS ALONG THE CENTERLINE OF NW COVELAND ST.

DATUM NAVD 88 BENCHMARK

BENCHMARK
MAG NAIL & WASHER SET IN THE EST EDGE OF PAVEMENT OF NW GRACE ST. APPROXIMATELY 47.6' SOUTHEAST OF THE SOUTHEAST PROPERTY CORNER. ELEV=74.38'
VERTICAL INFORMATION IS DERIVED FROM MULTIPLE GPS OCCUPATIONS UTILIZING THE WASHINGTON STATE REFERENCE NETWORK.

SURVEY REFERENCES

- R- RECORD OF SURVEY AFN 4434201
- R1- RECORD OF SURVEY AFN 93019355
- RECORD OF SURVEY AFN 90020608
- SHORT PLAT AFN 421172
- KESTER'S ALTERATION OF PLAT OF ALEXANDER'S GLENWOOD
- ALEXANDER'S PLAT OF GLENWOOD

SURVEY NOTES

EQUIPMENT: 3" OR LESS TOTAL STATION AND GNSS NETWORK ROVER
METHOD: FIELD TRAVERSE AND WASHINGTON STATE REFERENCE NETWORK GNSS
THE FIELD TRAVERSES USED IN THIS SURVEY MEET OR EXCEED THOSE STANDARDS CONTAINED IN WAC 332-130-090. THE SET AND LOCATED BOUNDARY MONUMENT POSITIONS MEET OR EXCEED THOSE STANDARDS CONTAINED IN WAC 332-130-085. THE TOPOGRAPHIC ELEMENTS AS SHOWN MEET OR EXCEED THOSE REQUIREMENTS STATED IN WAC 332-130-145.
ELEVATION CONTOURS ARE SHOWN AT 2' INTERVALS AND DERIVED FROM DIRECT FIELD OBSERVATIONS. ACCURACY IS PER NATIONAL MAPPING STANDARDS.
THE INFORMATION SHOWN ON THIS MAP REPRESENTS THE RESULTS OF A SURVEY MADE ON THE INDICATED DATE AND CAN ONLY BE CONSIDERED AS THE GENERAL EXISTING CONDITION AT THAT TIME.

OWNER

MICHELLE J. COOK
804 NW GRACE ST.
COUPEVILLE, WA, 98239
(360) 632-2845

SURVEYOR

MATTHEW J. SCHNEIDERS, P.L.L.C.
HARMSEN, LLC,
2822 COLBY AVE., SUITE 300
EVERETT, WA, 98201
(425) 252-1884

APPLICANT

MICHELLE J. COOK
804 NW GRACE ST.
COUPEVILLE, WA, 98239
(360) 632-2845

CONTACT

ANDREW S. LOFSTEDT
HARMSEN, LLC,
2822 COLBY AVE., SUITE 300
EVERETT, WA, 98201
(425) 252-1884

EBEY'S LANDING NATIONAL HISTORICAL RESERVE NOTES

SITE ADDRESS: 804 NW GRACE ST. COUPEVILLE, WA, 98239
TAX PARCEL NUMBER: R13233-352-3600 (28357)
DESIGN REVIEW AREA: 1
HISTORIC PROPERTY: YES
LEVEL OF REVIEW: A

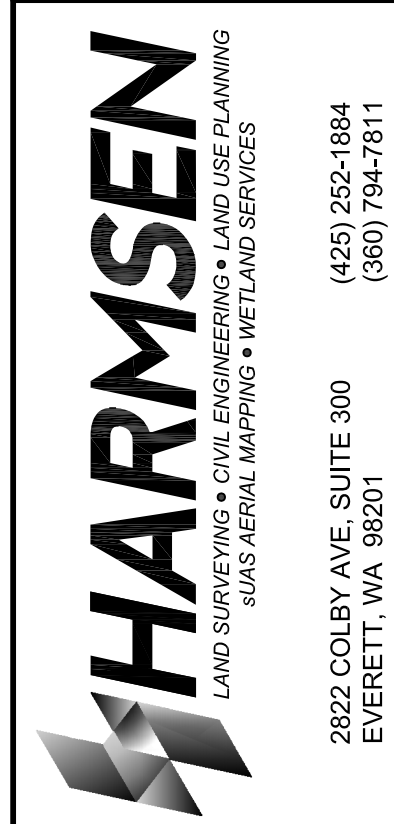
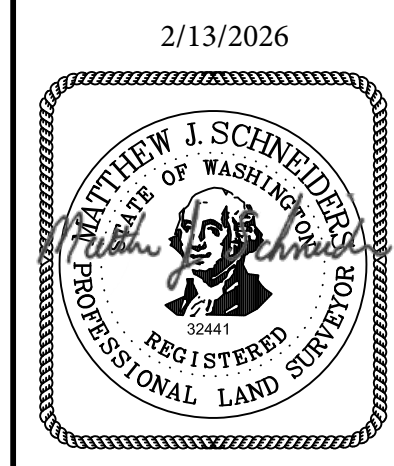
SITE DATA

SITE ADDRESS: 804 NW GRACE ST. COUPEVILLE, WA, 98239
TAX PARCEL NUMBER: R13233-352-3600 (28357)
EXISTING ZONING: TOWN COMMERCIAL
LAND USE DESIGNATION: COMMERCIAL
EXISTING LOTS: 1
PROPOSED LOTS: 2
GROSS SITE AREA: 14,560 SF (0.33 ACRES)
CURRENT USE: SINGLE-FAMILY RESIDENTIAL
PROPOSED USE: SINGLE-FAMILY RESIDENTIAL
WATER PURVEYOR: PUBLIC/TOWN OF COUPEVILLE
SEWAGE PURVEYOR: PUBLIC/TOWN OF COUPEVILLE
FIRE DISTRICT: CENTRAL WHIDBEY ISLAND FIRE AND RESCUE STATION 51
SCHOOL DISTRICT: COUPEVILLE SCHOOL DISTRICT 204

LEGEND

- FOUND MONUMENT AS NOTED
- FOUND SURVEY MARKER AS NOTED
- CATCH BASIN TYPE 1
- YARD DRAIN
- ⊙ SEWER MANHOLE
- ⊕ SEWER CLEANOUT
- ⊗ WATER METER
- ⊗ WATER VALVE
- ⊗ FIRE HYDRANT
- UTILITY POLE
- UTILITY POLE W/ CONDUIT
- UTILITY POLE ANCHOR
- ⊙ STREET LIGHT
- ⊕ POWER METER
- ⊕ GAS METER
- ⊕ SIGN
- VBF VERTICAL BOARD FENCE
- M MEASURED
- ▨ PAVEMENT
- ▨ CONCRETE
- ▨ GRAVEL
- ▨ ROCKERY
- ▨ BRICKS
- X — FENCE LINE
- SS — SEWER LINE
- SD — STORM LINE
- W — WATER LINE
- G — GAS LINE
- OHP — OVERHEAD UTILITIES
- FRUIT TREE (SIZE NOTED)
- PINE TREE (SIZE NOTED)
- DECIDUOUS TREE (SIZE NOTED)
- FIR TREE (SIZE NOTED)

REVISIONS:

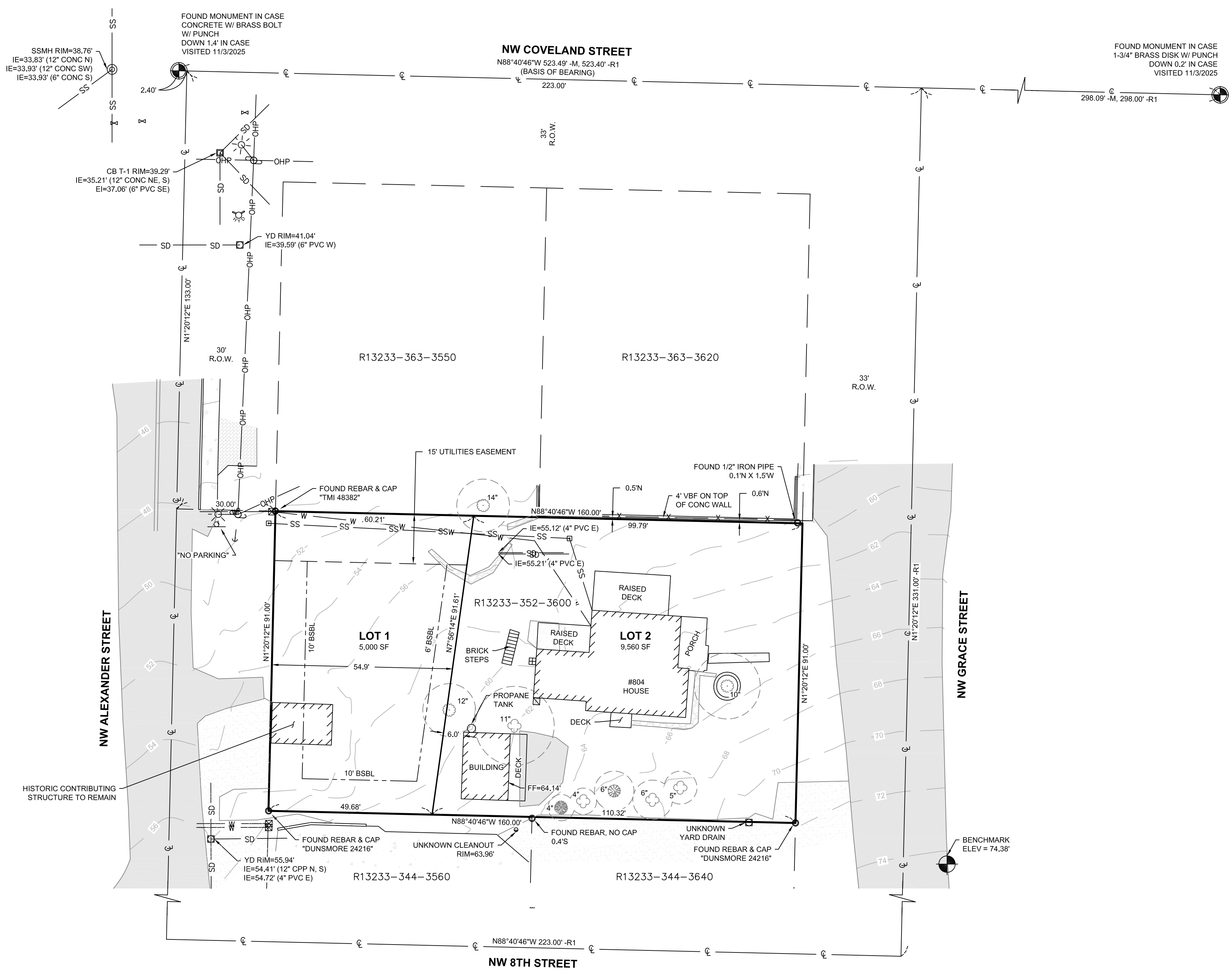
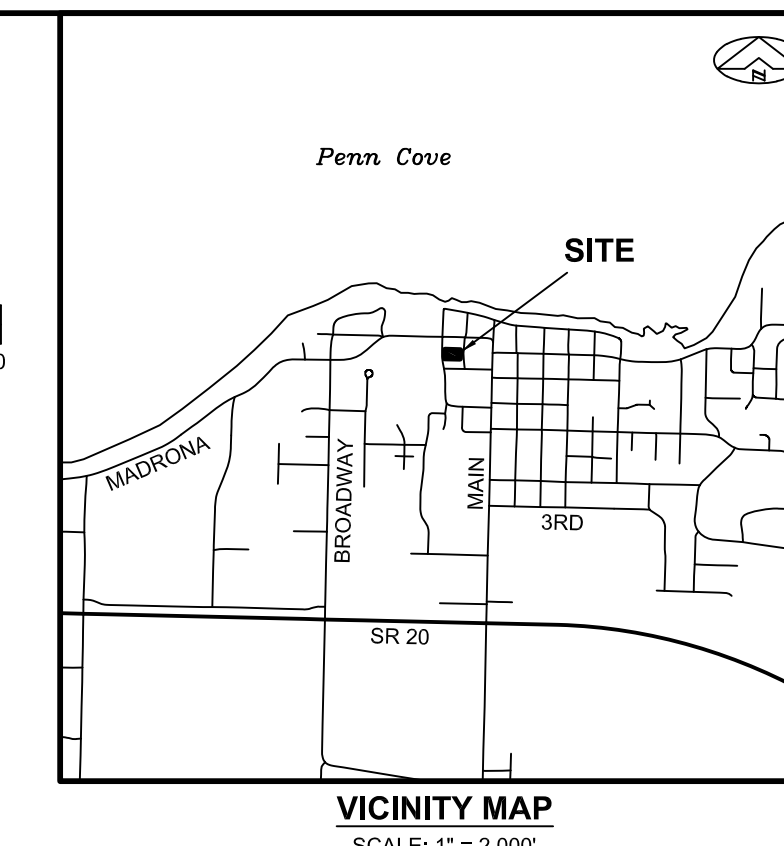
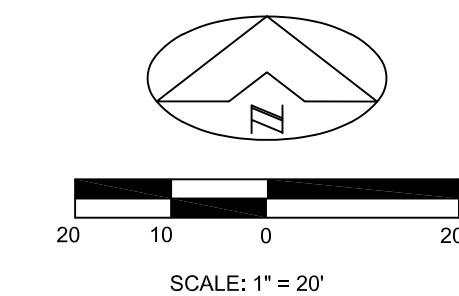


PRELIMINARY SHORT PLAT FOR MICHELLE J. COOK
FILE NO. SP 25-
A PORTION OF THE SW 1/4 NE 1/4 OF SECTION 33, TOWNSHIP 32 NORTH, RANGE 1 EAST, W.M.
TOWN OF COUPEVILLE
ISLAND COUNTY, WASHINGTON

DRAWN BY:	ASL
DATE:	02/13/2026
PROJECT NO.	25-289
SHEET NO.	1 OF 2

COOK SHORT PLAT
 A PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 32 NORTH, RANGE 01 EAST, W.M.
FILE NO. SP 25-
TOWN OF COUPEVILLE
 ISLAND COUNTY, WASHINGTON

PRELIMINARY SHORT PLAT



- LEGEND**
- FOUND MONUMENT AS NOTED
 - FOUND SURVEY MARKER AS NOTED
 - CATCH BASIN TYPE 1
 - YARD DRAIN
 - SEWER MANHOLE
 - SEWER CLEANOUT
 - WATER METER
 - WATER VALVE
 - FIRE HYDRANT
 - UTILITY POLE
 - UTILITY POLE W/ CONDUIT
 - UTILITY POLE ANCHOR
 - STREET LIGHT
 - POWER METER
 - GAS METER
 - SIGN
 - VBF VERTICAL BOARD FENCE
 - M MEASURED
 - PAVEMENT
 - CONCRETE
 - GRAVEL
 - ROCKERY
 - BRICKS
 - FENCE LINE
 - SEWER LINE
 - STORM LINE
 - WATER LINE
 - GAS LINE
 - OHP OVERHEAD UTILITIES
 - FRUIT TREE (SIZE NOTED)
 - PINE TREE (SIZE NOTED)
 - DECIDUOUS TREE (SIZE NOTED)
 - FIR TREE (SIZE NOTED)

SITE DATA

SITE ADDRESS:	804 NW GRACE ST., COUPEVILLE, WA. 98239
TAX PARCEL NUMBER:	R13233-352-3600 (28357)
EXISTING ZONING:	TOWN COMMERCIAL
LAND USE DESIGNATION:	COMMERCIAL
EXISTING LOTS:	1
PROPOSED LOTS:	2
GROSS SITE AREA:	14,560 SF (0.33 ACRES)
CURRENT USE:	SINGLE-FAMILY RESIDENTIAL
PROPOSED USE:	SINGLE-FAMILY RESIDENTIAL
WATER PURVEYOR:	PUBLIC/TOWN OF COUPEVILLE
SEWAGE PURVEYOR:	PUBLIC/TOWN OF COUPEVILLE
FIRE DISTRICT:	CENTRAL WHIDBEY ISLAND FIRE AND RESCUE STATION 51
SCHOOL DISTRICT:	COUPEVILLE SCHOOL DISTRICT 204

EBEY'S LANDING NATIONAL HISTORICAL RESERVE NOTES

SITE ADDRESS:	804 NW GRACE ST., COUPEVILLE, WA. 98239
TAX PARCEL NUMBER:	R13233-352-3600 (28357)
DESIGN REVIEW AREA:	1
HISTORIC PROPERTY:	YES
LEVEL OF REVIEW:	A

LEGAL DESCRIPTION

PER ALTA COMMITMENT FOR TITLE INSURANCE FROM CHICAGO TITLE CO. OF WASHINGTON COMMITMENT NO. 245475269, DATED OCTOBER 28TH, 2025.

THAT PORTION OF BLOCK 9 OF KESTER'S ALTERATION, AND VACATED RACE AND ALEXANDER STREET ADJOINING, IN ALEXANDER'S PLAT OF GLENWOOD, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 2 OF PLATS, PAGE 7, RECORDS OF ISLAND COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT 9.0 FEET NORTH OF THE SOUTHEAST CORNER OF BLOCK 9; THENCE NORTH 91.0 FEET TO A POINT 100.0 FEET SOUTH OF THE NORTHEAST CORNER OF SAID BLOCK 9; THENCE WEST 160.0 FEET TO THE WEST LINE OF VACATED ALEXANDER STREET ALONG THE SOUTH BOUNDARY OF THE PROPERTY CONVEYED BY CONTRACT, UNDER ISLAND COUNTY AUDITOR NO. 304112, RECORDS OF ISLAND COUNTY, WASHINGTON; THENCE SOUTH 91.0 FEET ALONG THE WEST LINE OF SAID VACATED ALEXANDER STREET TO A POINT WEST OF THE TRUE POINT OF BEGINNING; THENCE EAST 160.0 FEET TO THE TRUE POINT OF BEGINNING.

SITUATED IN ISLAND COUNTY, WASHINGTON.

BASIS OF BEARING

N88°40'46"W BETWEEN FOUND MONUMENTS ALONG THE CENTERLINE OF NW COVELAND ST.

DATUM NAVD 88
BENCHMARK

BENCHMARK
 MAG NAIL & WASHER SET IN THE EST EDGE OF PAVEMENT OF NW GRACE ST. APPROXIMATELY 47.6' SOUTHEAST OF THE SOUTHEAST PROPERTY CORNER. ELEV=74.38'

VERTICAL INFORMATION IS DERIVED FROM MULTIPLE GPS OCCUPATIONS UTILIZING THE WASHINGTON STATE REFERENCE NETWORK.

SURVEY REFERENCES

R- RECORD OF SURVEY AFN 4434201
 R1- RECORD OF SURVEY AFN 93019355
 RECORD OF SURVEY AFN 90020608
 SHORT PLAT AFN 421172
 KESTER'S ALTERATION OF PLAT OF ALEXANDER'S GLENWOOD
 ALEXANDER'S PLAT OF GLENWOOD

SURVEY NOTES

EQUIPMENT: 3" OR LESS TOTAL STATION AND GNSS NETWORK ROVER
 METHOD: FIELD TRAVERSE AND WASHINGTON STATE REFERENCE NETWORK GNSS

THE FIELD TRAVERSES USED IN THIS SURVEY MEET OR EXCEED THOSE STANDARDS CONTAINED IN WAC 332-130-090. THE SET AND LOCATED BOUNDARY MONUMENT POSITIONS MEET OR EXCEED THOSE STANDARDS CONTAINED IN WAC 332-130-085. THE TOPOGRAPHIC ELEMENTS AS SHOWN MEET OR EXCEED THOSE REQUIREMENTS STATED IN WAC 332-130-145.

ELEVATION CONTOURS ARE SHOWN AT 2' INTERVALS AND DERIVED FROM DIRECT FIELD OBSERVATIONS. ACCURACY IS PER NATIONAL MAPPING STANDARDS.

THE INFORMATION SHOWN ON THIS MAP REPRESENTS THE RESULTS OF A SURVEY MADE ON THE INDICATED DATE AND CAN ONLY BE CONSIDERED AS THE GENERAL EXISTING CONDITION AT THAT TIME.

OWNER

MICHELLE J. COOK
 804 NW GRACE ST.
 COUPEVILLE, WA. 98239
 (360) 632-2845

SURVEYOR

MATTHEW J. SCHNEIDERS, P.L.L.S.
 HARMSEN, LLC,
 2822 COLBY AVE., SUITE 300
 EVERETT, WA. 98201
 (425) 252-1884

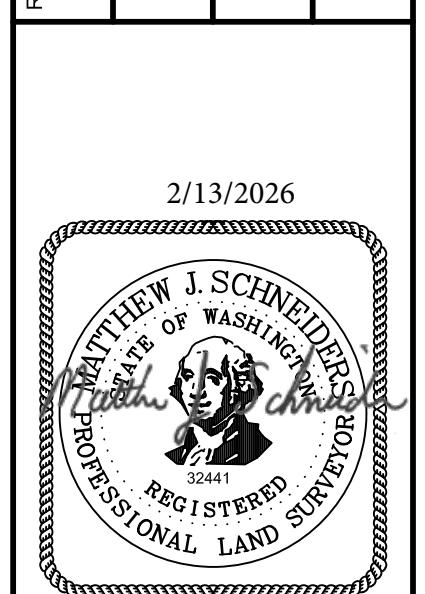
APPLICANT

MICHELLE J. COOK
 804 NW GRACE ST.
 COUPEVILLE, WA. 98239
 (360) 632-2845

CONTACT

ANDREW S. LOFSTEDT
 HARMSEN, LLC,
 2822 COLBY AVE., SUITE 300
 EVERETT, WA. 98201
 (425) 252-1884

REVISIONS:



HARMSEN
 LAND SURVEYING & CIVIL ENGINEERING & LAND USE PLANNING
 GIS/AERIAL MAPPING • WETLAND SERVICES

2822 COLBY AVE., SUITE 300
 EVERETT, WA. 98201
 (425) 252-1884
 (360) 794-7811

PRELIMINARY SHORT PLAT FOR MICHELLE J. COOK FILE NO. SP 25-
 A PORTION OF THE SW 1/4 NE 1/4 OF SECTION 33, TOWNSHIP 32 NORTH, RANGE 1 EAST, W.M.
TOWN OF COUPEVILLE
 ISLAND COUNTY, WASHINGTON

DRAWN BY:	ASL
DATE:	02/13/2026
PROJECT NO.	25-289
SHEET NO.	2 OF 2



DEPARTMENT REPORT

DATE: March 2026
TO: Mayor Hughes and Town Council
FROM: Clerk Treasurer Corine Jackson
RE: February 2026

Finance Department Updates

Utility Billing - Things are changing in Utility Billing! In mid-February, the Finance Department said “Goodbye” to Kayden and “Hello” to Robyn as the Town’s newest Utility Clerk. We are so pleased to have been able to hire quickly and have Robyn with us. She’s fitting in very nicely and is quickly learning about all things water/sewer utility related.

Training for Robyn has included cashiering and billing through Springbrook Express, online utility payments and reporting through Xpress Bill Pay, and online payment processing for permits through our SmartGov interface. Big shoutout to Chris and Brandy for stepping up to help train and assist customers!

Finance – Brandy and I had the opportunity to attend the annual Springbrook Express Rally in Spokane from February 10-12. We learned some tips and tricks as well as some of the more hidden features available with our software. We will be pursuing some of the additional functionality that may be available to us through our subscription. I’m still working on updating policies, finalizing 2025 financials, reviewing RFPs and continuing to prepare for the annual financial reports in May.

Administration – Chris finished up the mini-trove of public document requests in late February/early March. He also began wading through a myriad of special event permits and requests for garden plots – which have sold out for the year. Additionally, Chris recorded and archived the Finance Department’s end of year records.

And Finally – the Wellness Committee held our (newly) Annual Town of Coupeville Chili (and Cornbread) Cookoff!



Best Chili Winner = Planning Director Josh Pitts

Best Cornbread = Building Inspector Scott Austin



**TOWN OF COUPEVILLE
MEMORANDUM**

DATE: March 6, 2026
TO: Mayor Hughes & Members of Town Council
FROM: Josh Pitts, Community Planning Director
RE: Memorandum of Agreement (MOA) – Policy Options

INTRODUCTION

The Memorandum of Agreement (MOA) governing the 33.02-acre Special Planning Area north of SR-20 between Main and Broadway established a coordinated framework for residential development, including a cap of 108 dwelling units and required open space dedications. Since its adoption, significant changes in property ownership, development patterns, and state housing law have altered the practical effect of the MOA.

The purpose of this memo is to summarize the current status of the MOA, outline policy options, present survey feedback, and provide an opportunity for discussion toward a recommended path forward for Planning Commission consideration.

CURRENT MOA STATUS

Of the original 108 dwelling unit credits, 78 have been used or extinguished, leaving 30 credits remaining. Key changes include:

- Island County acquisition of Map Area E (13 credits remain uncertain).
- Whidbey Camano Land Trust extinguishment of 19 credits in Subareas C and G.
- Eight undeveloped parcels remain, three of which could potentially be subdivided further.

While the MOA is not legally required to comply with recent state Accessory Dwelling Unit (ADU) mandates, its fixed credit structure contrasts with broader citywide zoning updates that now allow additional housing flexibility.

POLICY OPTIONS AND COMMUNITY SURVEY

Staff evaluated six options ranging from maintaining the existing MOA to fully extinguishing it and applying current zoning. These options vary in housing capacity, equity impacts, and political risk. Option 3 is an equitable approach for all property owners, while potentially providing the missing-middle housing that Coupeville needs.

A survey was distributed to 47 MOA property owners; 20 responses were received. Results reflect a closely divided community:

- When asked if they would support allowing one primary residence and one accessory dwelling unit per parcel:
 - 9 respondents supported the proposal.
 - 10 respondents opposed the proposal.
 - 1 respondent was neutral.
- When asked which option best balances housing and neighborhood character:
 - 11 preferred maintaining the existing MOA.
 - 6 supported the ADU + duplex bonus option.
 - 2 supported ADUs only.
- Primary concerns included parking, infrastructure capacity, stormwater, and neighborhood character.

The survey demonstrates strong engagement and a meaningful division of opinion.

CONCLUSION

The MOA was forward-looking at the time of adoption, but housing policy and local conditions have evolved. The Town Council is now asked to determine whether to:

1. Maintain the MOA as-is, preserving predictability and existing expectations; or
2. Advance a measured amendment that modestly expands housing opportunity while retaining the agreement’s core framework.

Staff believes Option 3 strikes a balanced approach by:

- Providing equitable ADU opportunities to all parcels;
- Encouraging middle housing in a capped and controlled manner; and
- Aligning more closely with contemporary housing goals without abandoning the MOA structure.

The Council’s discussion and direction to staff should reflect a careful balance between housing responsibility, neighborhood character, and long-term policy consistency. Staff looks forward to your discussion and direction.

Please feel free to contact staff with any questions prior to the meeting.

Attachments

1. Staff Report
2. Memorandum of Agreement
3. MOA Survey & Results

TOWN OF COUPEVILLE

STAFF REPORT

DATE: March 6, 2026
TO: Mayor Hughes & Members of Town Council
FROM: Josh Pitts, Community Planning Director
RE: Memorandum of Agreement (MOA) – Policy Options

INTRODUCTION

Since its adoption, the Memorandum of Agreement (MOA) (Attachment 1) has guided residential development in Coupeville, reflecting the Town’s forward-looking vision at the time. However, in the years since, significant changes in Town regulations and State law have altered the framework in which the MOA operates, affecting the number and type of dwelling units that can realistically be developed under the agreement.

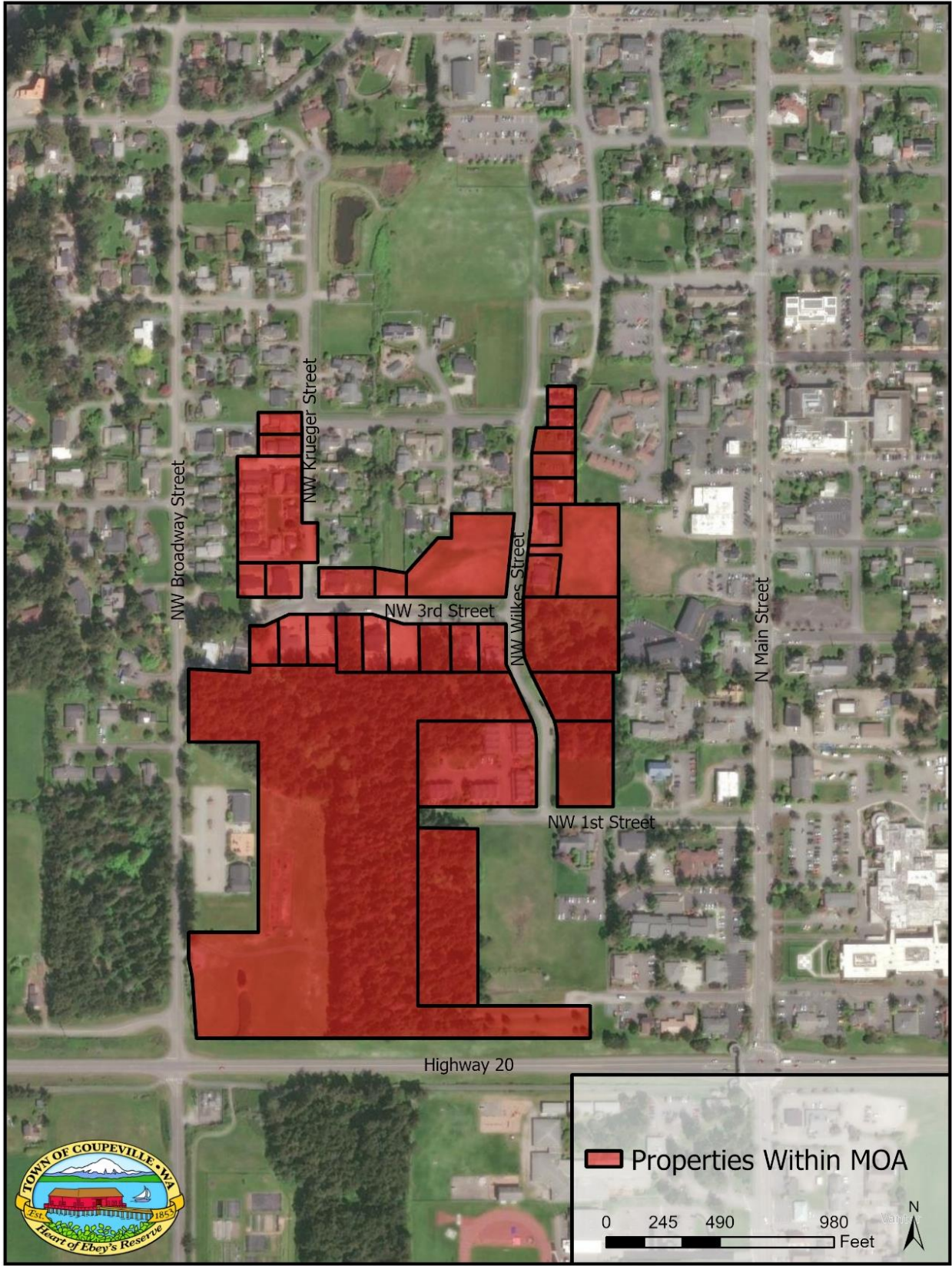
The Town is now tasked with evaluating how to responsibly address this stranded development potential in a manner that supports housing goals while honoring the original intent of the MOA. This staff report provides a comprehensive overview of the MOA’s background, the legal and policy context shaping housing in Coupeville – including the Growth Management Act, recent state legislation, and the local housing crisis – and assesses options for updating the agreement.

Additionally, this report summarizes input from a recent property-owner survey that would incrementally increase housing opportunities, balancing the community’s goals for livability, density, and neighborhood character. The following sections guide the reader through the MOA background, relevant laws and policies, potential options for addressing housing capacity, and the community engagement process leading to the recommended path forward.

MOA BACKGROUND

The Memorandum of Agreement establishes a binding development framework for a defined Special Planning Area within the Town of Coupeville. The MOA:

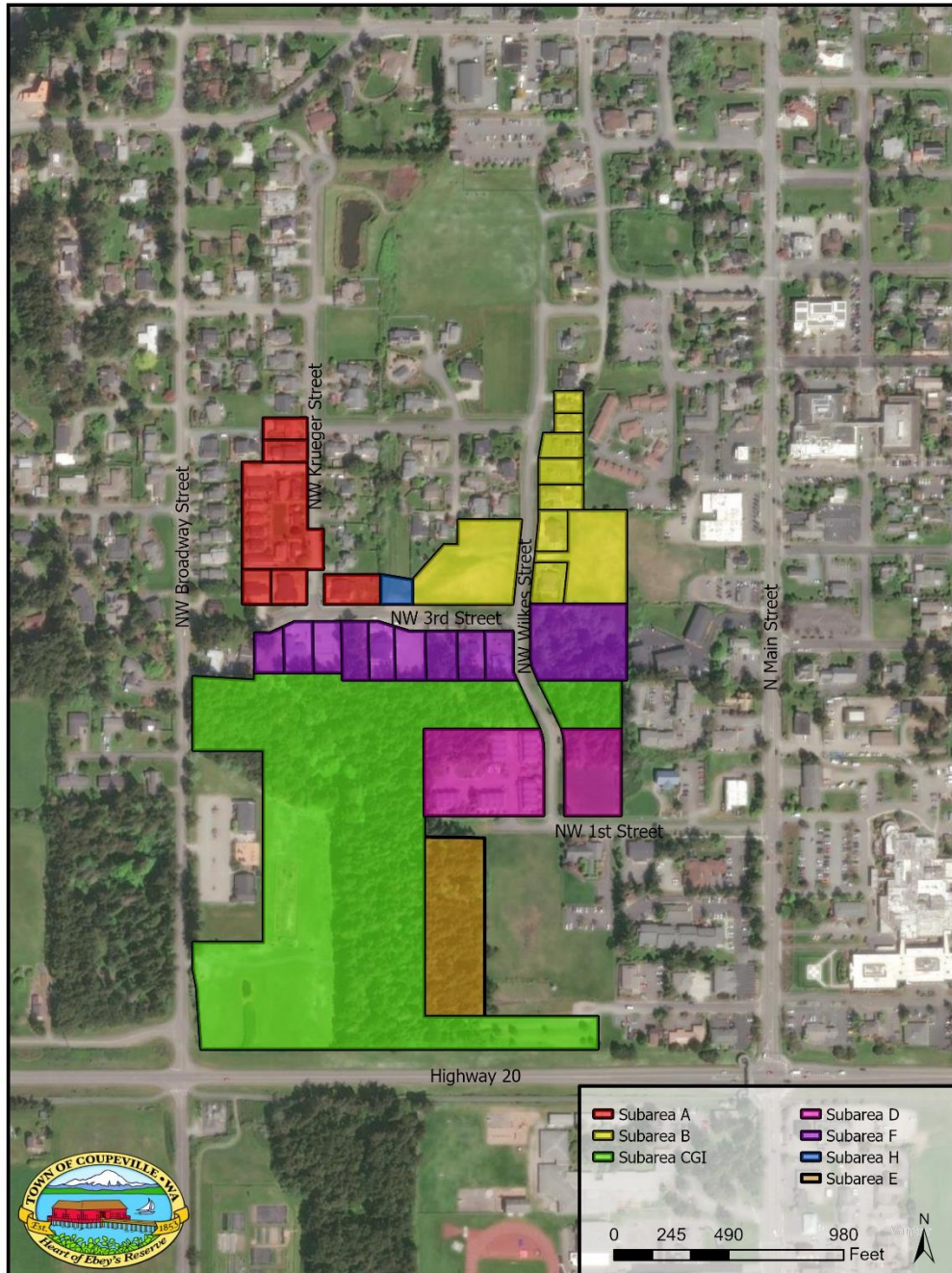
- Established a Special Planning Area (See Map 1) (33.02 acres north of SR-20 between Main and Broadway).
- Reallocated development rights to concentrate density in specific subareas.
- Established a maximum of **108 dwelling units**, allocated across nine subareas.
- Required dedication of Areas H and I as open space.
- Requires MOA amendments to be processed as a Comprehensive Plan amendment and approved by both parties.
- The MOA runs with the land and controls future development applications.



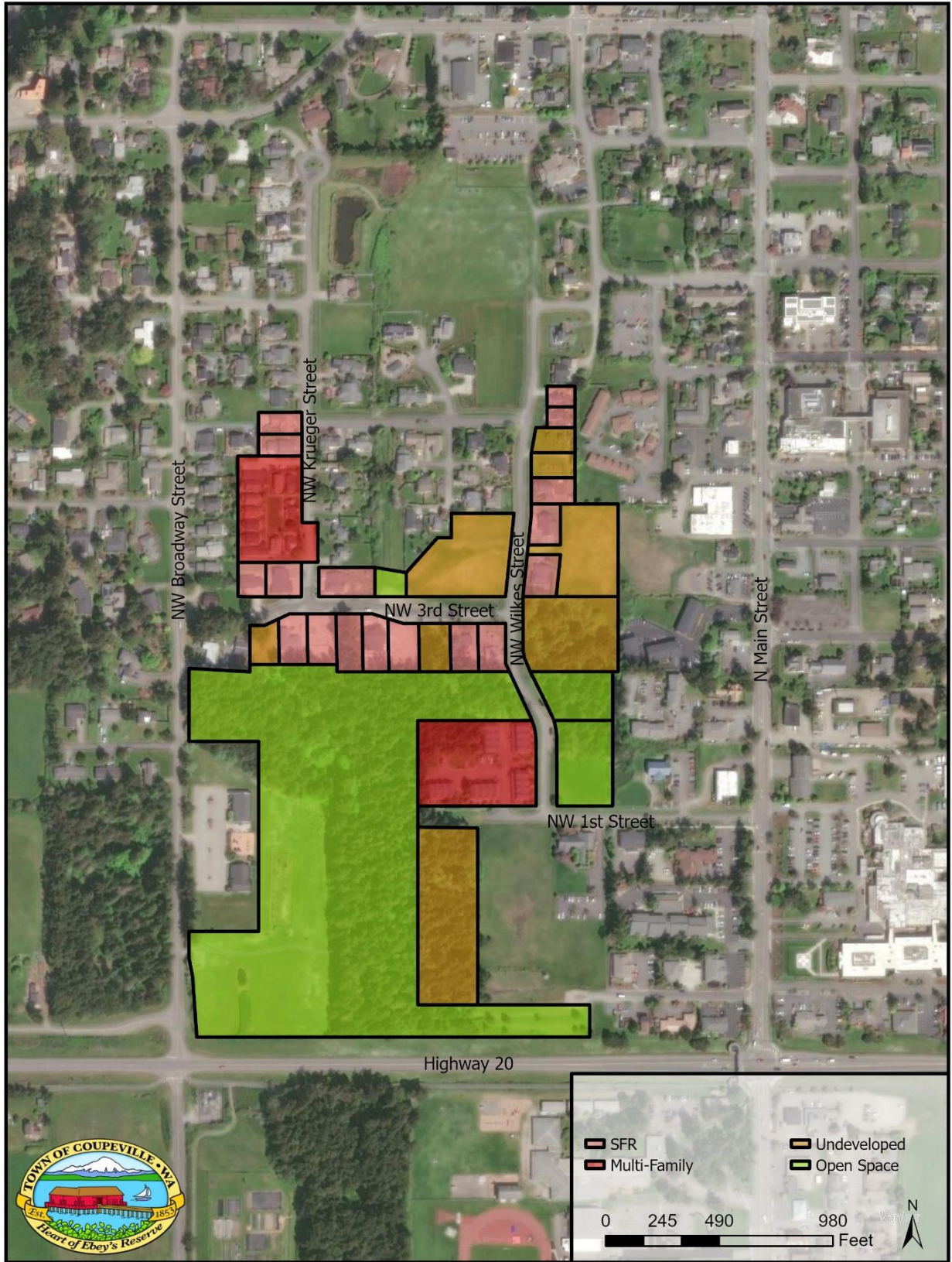
Map 1: All parcels within the MOA.

Since the MOA was adopted, key assumptions underlying the agreement have changed:

- The County has acquired Map Area E, leaving in limbo whether or not the thirteen credits originally allocated in that area will be used.
- Whidbey Camano Land Trust (WCLT) acquired subareas C (12 credits) and G (7 credits) and extinguished the right to construct all nineteen (19) credits originally allocated.



Map 2: Subareas within the MOA.



Map 3: Parcel types within the MOA.

Thirty (30) dwelling unit credits remain associated with Map Areas B and F. While eight (8) parcels remain undeveloped, three of these are large enough that they alone could potentially be subdivided into approximately twenty-two (22) parcels. If each of the remaining parcels were developed with one dwelling unit, four (4) dwelling unit credits would remain unused within Map Areas B (3 credits) and F (1 credit).

While the MOA is not required to comply with state ADU standards, nor should it bear the burden of solving all of the Town’s housing needs, the contrast has raised equity and housing policy considerations. The Town is now evaluating whether and how to amend the MOA to better align with current housing needs while respecting the expectations of residents who relied on the original density limitations.

MOA Status	
30 Total Parcels <ul style="list-style-type: none"> • 2 High-Density Parcels • 17 SFRs • 8 Undeveloped • 2 Open Space 	78 Credits Used (30 Remain) <ul style="list-style-type: none"> • 17 SFRs • 20 Town Houses • 9 Cottages • 13 County Owned • 19 Extinguished (WCLT)

GROWTH MANAGEMENT ACT

Washington State’s Growth Management Act (GMA), adopted in 1990 and codified primarily in RCW 36.70A, establishes the statewide framework for land use planning for those counties and cities that are required or choose to plan under [RCW 36.70A.040](#). Among its 14 planning goals, the GMA includes a specific housing goal, which directs jurisdictions to “plan for and accommodate housing affordable to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock” ([RCW 36.70A.020\(4\)](#)). Cities and counties planning under the GMA must adopt comprehensive plans with a housing element that inventories and analyzes existing and projected housing needs, identifies sufficient land capacity for a range of housing types, and includes policies and implementation measures to address affordability and special housing needs.

Recent legislative amendments to the GMA have strengthened housing requirements by mandating more detailed housing needs assessments, planning for emergency and supportive housing, and increasing capacity for middle housing and accessory dwelling units. The Washington State Department of Commerce provides guidance, housing projections, and model ordinances to support local compliance. Collectively, the GMA functions as the primary legal mechanism through which the State directs local

governments to expand housing supply, reduce regulatory barriers, and align zoning and development regulations with broader statewide housing and affordability objectives.

HOUSING CRISIS

Washington State is facing a significant and multifaceted housing affordability and homelessness crisis. The state needs over 1 million new homes by 2044 to accommodate population growth and existing shortages, with nearly 650,000 of these needing to be affordable for low-income households earning below area median income, according to state housing planning reports ([WA State DoC](#)). Rental housing affordability is especially strained. Washington has the sixth-highest housing wage in the nation. Affording a modest two-bedroom apartment requires a full-time wage of \$41.11 per hour. The eviction rate and rental instability have climbed in recent years, with eviction filings increasing as renters struggle to keep up with costs, and the Point-in-Time count identifying over 22,000 people experiencing homelessness in early 2025, including thousands living unsheltered ([WLIHA](#)).

This crisis is compounded by structural inequities and limited housing supply. High housing costs have made it difficult for many households — particularly extremely low-income families and communities of color — to find stable rental homes or enter the housing market, contributing to housing cost burdens and displacement pressures across the state. Persistent shortages of affordable units, rising eviction pressures, and a rapidly increasing need for emergency and permanent supportive housing have kept homelessness at historically high levels, prompting state strategic planning efforts to expand both shelter capacity and new affordable housing development ([WA State DoC](#)).

RECENT HOUSE BILLS

HB 1110 (2023-24): Increasing middle housing in areas traditionally dedicated to single-family detached housing

This bill requires GMA cities to update zoning and development regulations to permit increased middle housing types in areas historically reserved for single-family detached homes. Middle housing includes duplexes, triplexes, fourplexes, sixplexes, townhouses, courtyard apartments, and cottage housing. Larger cities (75,000+ population) must allow at least four units per lot and up to six units near major transit or when units include affordable housing; smaller cities within urban growth areas must allow at least two units per lot. The law limits local design and parking requirements that could discourage middle housing and mandates the same permit and environmental review processes be applied to middle housing as to single-family houses. The Department of Commerce supports cities in implementation and model ordinance development. ([Washington State Legislature](#))

HB 1337 (2023-24): Expanding housing options by easing barriers to accessory dwelling units (ADUs)

The Legislature enacted this bill to expand ADU opportunities as part of addressing the state's housing affordability challenges. It requires cities and counties subject to full GMA planning to allow accessory dwelling units in urban growth areas and prohibits certain restrictive regulations that have historically limited ADU construction. Municipalities must permit attached and detached ADUs, allow up to two ADUs per lot, and may not impose development standards more restrictive than those for the principal residence (e.g., excessive setbacks or design reviews). While local health, safety, and environmental codes still apply, the bill's intent is to reduce barriers that inhibit smaller, more affordable housing options. ([WA Law](#))

IMPACT ON THE TOWN OF COUPEVILLE

Middle Housing and ADU Regulatory Changes:

Recent state legislation clearly directs cities to allow a broader range of housing types, particularly in areas historically limited to single-family development. Through its Middle Housing code updates and adoption of Ordinance No. 801, Coupeville has already taken steps to align with these requirements. As the Town continues its Comprehensive Plan update, it must ensure ongoing compliance with the Growth Management Act (GMA) while thoughtfully integrating additional housing options in a manner that supports community character and long-term sustainability.

Under the GMA, and specifically Revised Code of Washington 36.70A.070, the Comprehensive Plan must include a housing element supported by a Housing Needs Assessment (HNA). The HNA evaluates current conditions, projected growth, income levels, and land capacity to determine whether the Town can accommodate anticipated housing demand at all income levels. This analysis informs policy decisions and ensures that the Town makes adequate provision for existing and future residents.

Coupeville currently has 853 households, with a population that is predominantly small and aging. Over three-quarters of households consist of one or two people, and a significant majority include residents age 60 or older. These demographics point to continued demand for smaller, accessible, and lower-maintenance housing types. Income data further indicates a mismatch in the local housing market: there is a shortage of approximately 121 units affordable to households earning 80 percent of area median income (AMI) or below, alongside a surplus of units serving higher-income households. Additionally, 32 percent of households are cost-burdened, underscoring ongoing affordability challenges.

Looking ahead, Coupeville is expected to plan for 351 new households by 2045. A land capacity analysis demonstrates that the Town has sufficient land capacity to meet projected growth, although upzoning is required to meet the demands of those at or below 50 percent AMI. While the Town is not required to construct housing, it is obligated under state law to identify and address regulatory barriers and ensure that its development regulations provide realistic opportunities for housing across income levels. These findings provide a solid foundation for policy direction as the Town considers next steps in the Comprehensive Plan update.

COMPREHENSIVE PLAN GOALS AND POLICIES

The Town's Comprehensive Plan Housing Element has set clear goals to ensure a sufficient supply of diverse and affordable housing. Together, these policies provide a framework for sustainable, inclusive, and adaptable housing development in Coupeville.

H-1. Housing Supply. Provide a sufficient supply, diversity, and affordability of housing to meet community needs.

H-1.1 Provide an adequate supply of appropriately zoned land to accommodate Coupeville's housing allocations by income bracket.

H-1.2 Promote a variety of housing types and densities across all price ranges to meet current and future housing needs and preferences.

H-1.3 Encourage integration of smaller housing and "middle" housing types, such as cottages, duplexes, townhouses, and accessory dwelling units.

H-1.4 Encourage infill development on vacant or underutilized land.

H-1.5 Evaluate local development standards and regulations for effects on housing costs and barriers to achieving desired housing types.

H-1.6 Allow for development of multifamily housing in areas close to shopping, employment, services, and public transportation.

MOA OPTIONS

Staff evaluated several broad policy options for Town Council and Planning Commission consideration:

- 1. Maintain the Existing MOA (No Action)**

Retain the current dwelling unit limits and structure of the MOA without amendment.

2. Amendment with Universal ADUs

Allow one accessory dwelling unit per parcel.

3. Amendment with Universal ADUs and Conditional Bonus Credits

Allow one accessory dwelling unit per parcel and create a limited pool of additional dwelling unit credits tied to duplexes or greater housing types.

4. Duplex Density Bonus

Allow additional dwelling unit credits only when duplexes are constructed.

5. Apply State ADU Standards Across All Parcels

Allow one primary residence and up to two accessory dwelling units per parcel, but maintain MOA status.

6. Extinguish the MOA and Apply Current Town Zoning

Extinguish the MOA entirely and subject all parcels to existing residential zoning standards.

Each option presents different tradeoffs related to housing capacity, equity, neighborhood character, and political and legal risk.

Option	Estimated Units Gained Beyond Remaining Credits	Primary Housing Types Enabled	Equity Impacts	Political / Community Risk
<p>Option 1 Maintain the Existing MOA (No Action)</p>	<p>Minimum: (-4) Maximum: 0</p>	<p>Primarily single-family residences on remaining credits</p>	<p>No change Developed parcels remain locked out of additional units. Undeveloped parcels retain remaining credits.</p>	<p>Low short-term May be perceived as ignoring housing need and changed circumstances.</p>
<p>Option 2 Amendment with Universal ADUs</p>	<p>Minimum: (-4) Maximum: 39</p>	<p>1 ADU per parcel</p>	<p>High equity All parcels gain one ADU opportunity, including 17 developed lots.</p>	<p>Moderate Capped increase. Some residents may still oppose any increase.</p>
<p>Option 3 Amendment with Universal ADUs and Conditional Duplex Bonus Credits (Cap at 10 Duplexes)</p>	<p>Minimum: (-4) Maximum: 39 Duplex Bonus: 49</p>	<p>ADUs on all parcels. Duplexes may receive a bonus unit. Capped at 10 Duplexes.</p>	<p>High equity All parcels gain one ADU opportunity, including 17 developed lots. Additional density tied to desired housing types.</p>	<p>Moderate/High Capped increase. Some residents may still oppose any increase.</p>

Option	Estimated Units Gained Beyond Remaining Credits	Primary Housing Types Enabled	Equity Impacts	Political / Community Risk
<p>Option 4</p> <p>Duplex Density Bonus</p>	<p>0-20 units depending on uptake</p>	<p>Duplexes Earn Bonus Credits. Capped at 10.</p>	<p>Moderate</p> <p>Benefits primarily accrue to parcels capable of duplex development. Developed parcels do not gain.</p>	<p>Moderate</p> <p>Density only increases if duplexes are developed. Risk depends on perceived fairness.</p>
<p>Option 5</p> <p>One Primary Residence + Two ADUs per Parcel (State Standard)</p>	<p>Minimum: (-4)</p> <p>Maximum: 82</p>	<p>ADUs, internal conversions, potential detached units</p>	<p>High on paper</p> <p>All parcels treated equally. However, buildout feasibility varies widely.</p>	<p>Very High.</p> <p>Perceived as maximum density scenario and abandonment of MOA constraints.</p>
<p>Option 6</p> <p>Extinguish MOA; Apply Current Town Zoning</p>	<p>82+</p> <p>Depending on the applied zoning</p>	<p>Single-family, duplexes, multifamily per zoning</p>	<p>Mixed</p> <p>Uniform zoning treatment, but prior MOA participants may feel commitments were undone.</p>	<p>High</p> <p>Likely viewed as a major policy shift or upzone. Significant neighborhood opposition likely.</p>

Option 3

Option 3 provides a balanced and incremental approach to increasing housing opportunities while maintaining the core intent of the MOA.

Key elements of the recommended option include:

- Universal Accessory Dwelling Unit Allowance**

Each parcel within the MOA would be eligible for one additional dwelling unit credit that may only be used for an accessory dwelling unit. This applies equally to developed and undeveloped parcels.
- Conditional Bonus Dwelling Unit Credit Pool**

A finite pool of additional bonus dwelling unit credits would be established. These credits may only be used for duplexes and are intended to encourage missing-middle housing rather than additional single-family residences.

This is an equitable approach for all property owners, while potentially providing the missing-middle housing that Coupeville needs.

SURVEY

To gauge community perspectives on potential updates to the MOA, the Town conducted a survey of property owners within the MOA area. The survey focused specifically on Option 3 – Amendment with Universal ADUs and Conditional Duplex Bonus Credits (Cap at 10 Duplexes) – invited respondents to provide feedback on how changes might affect housing capacity, neighborhood character, and overall livability. A total of 47 surveys were distributed, and 20 responses were received.

Of the 47 surveys sent, 29 were delivered to owners of townhouses and cottages. These properties would not be eligible to add an accessory dwelling unit under the proposed amendment. However, many of the concerns raised in the survey, including traffic, parking availability, infrastructure capacity, and potential effects on property values, would directly affect these residents. For that reason, their perspectives remain an important part of the broader community conversation regarding potential changes to the MOA.

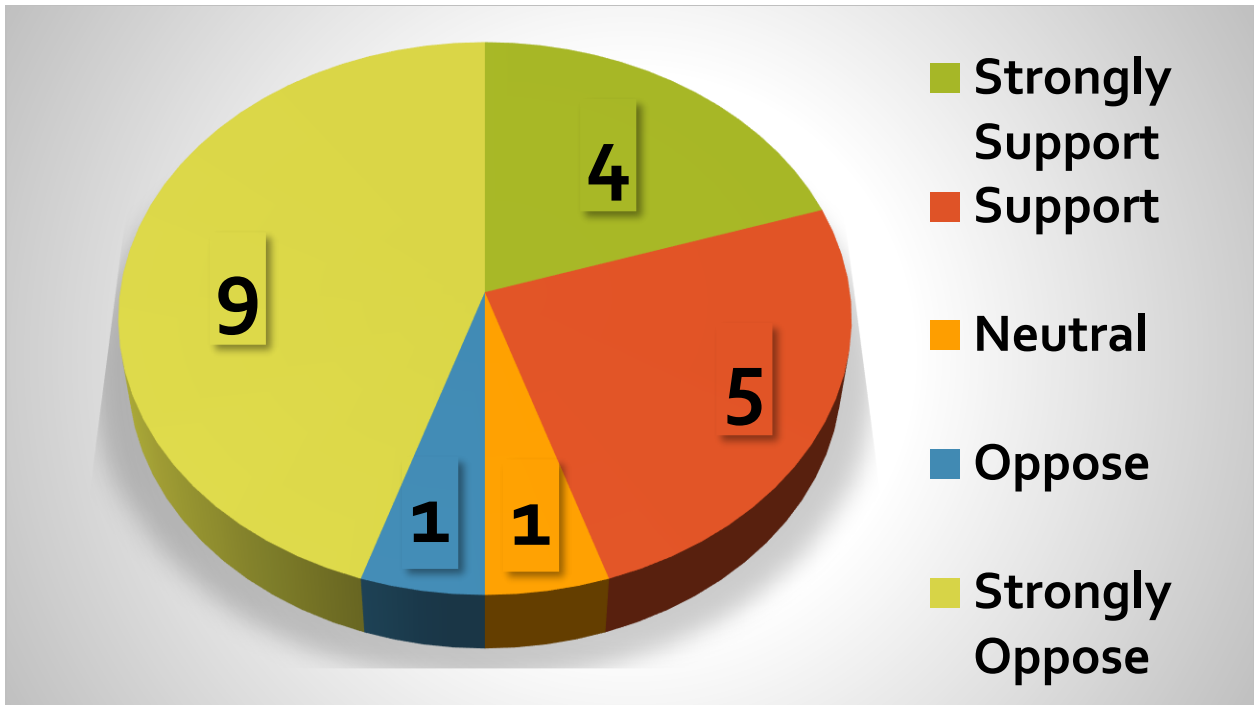
Survey Summary

Responses reflect a range of perspectives. When asked whether they support allowing one primary residence and one accessory dwelling unit per lot (Question 4) (See Graph 1), 9 respondents expressed support or strong support, while 10 expressed opposition or strong opposition. This indicates a closely divided community on the proposal.

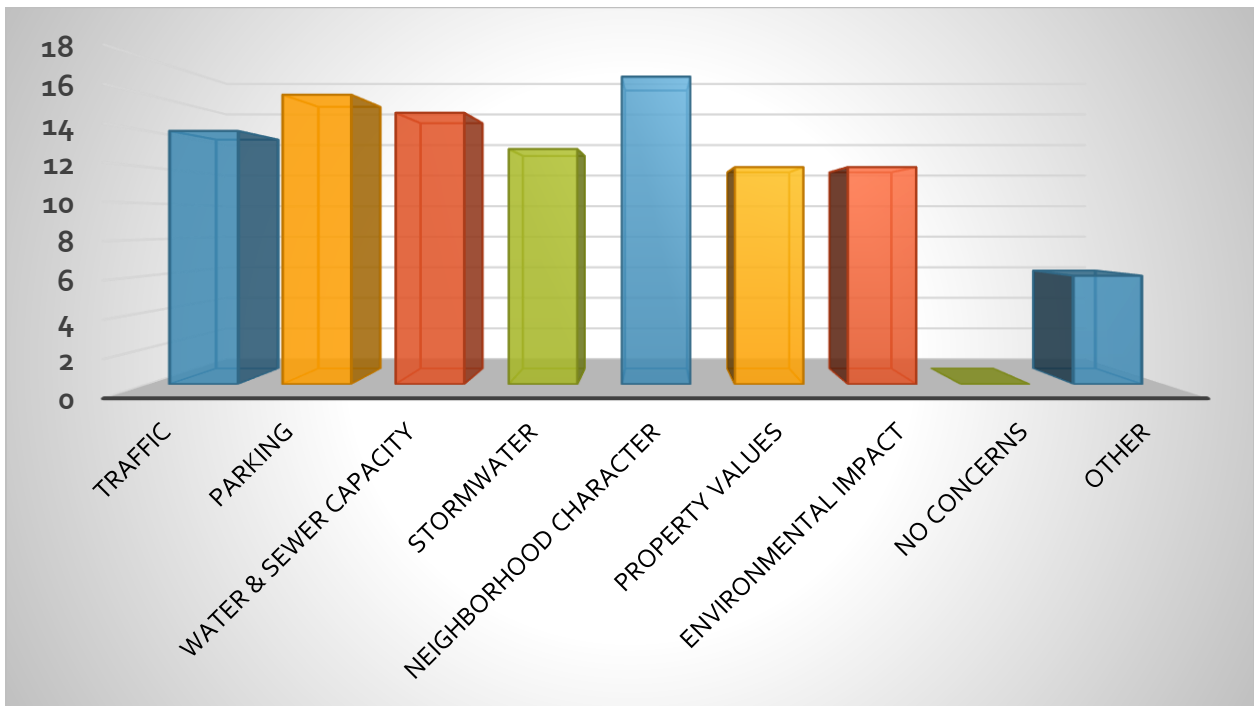
Concerns most frequently cited in checklist selection and written responses (Question 8) (See Graph 2) included parking, water and sewer capacity, stormwater impacts, and neighborhood character. A small number of respondents also raised issues related to crime, noise, light pollution, and affordability.

When asked which option best balances housing needs and neighborhood character (Question 9) (See Graph 3), 11 respondents preferred maintaining the existing MOA framework, 6 selected the option allowing one ADU with a duplex cap, and 2 supported allowing one ADU per parcel without the duplex component. Again, this indicates a closely divided community on whether to maintain the MOA as is and support ADUs.

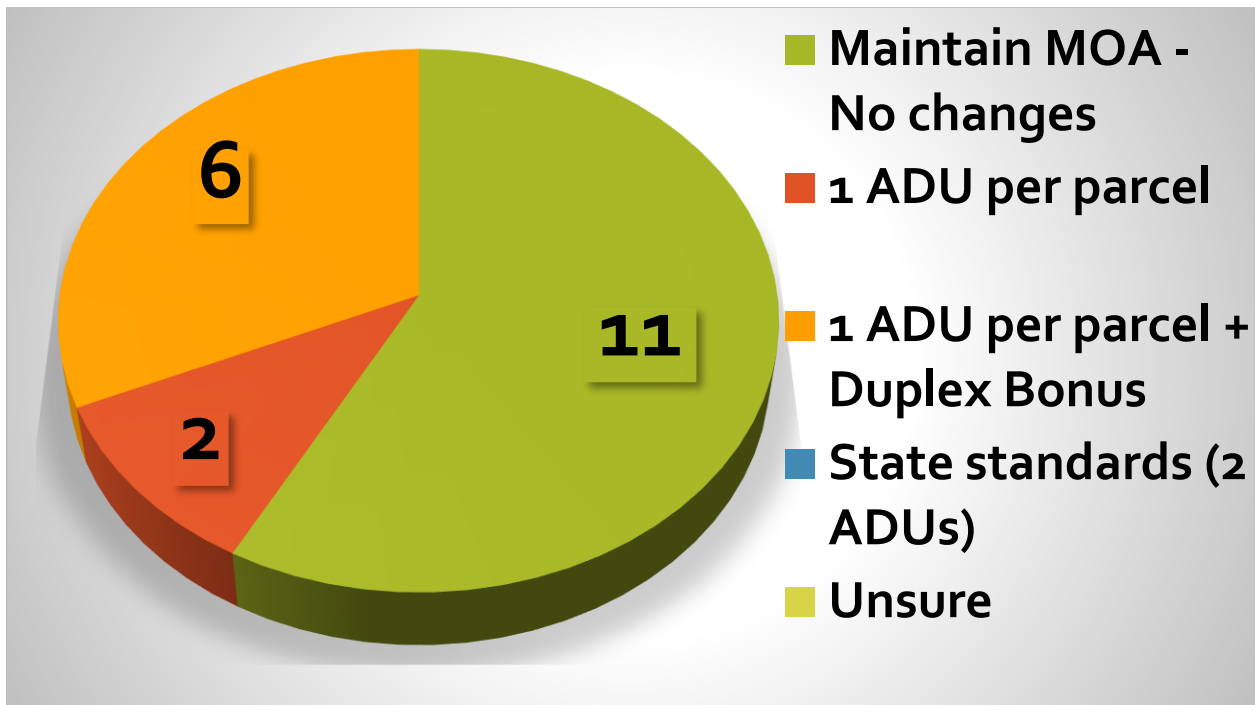
Overall, the survey results demonstrate that property owners are engaged and attentive to the future of development within the MOA area. The responses reflect both concern about preserving neighborhood character and recognition of broader housing needs. These perspectives provide important context for the Town Council as they consider potential amendments.



Graph 1: Supporting or opposing 1 Single-family residence and 1 accessory dwelling unit.



Graph 2: Concerns regarding development.

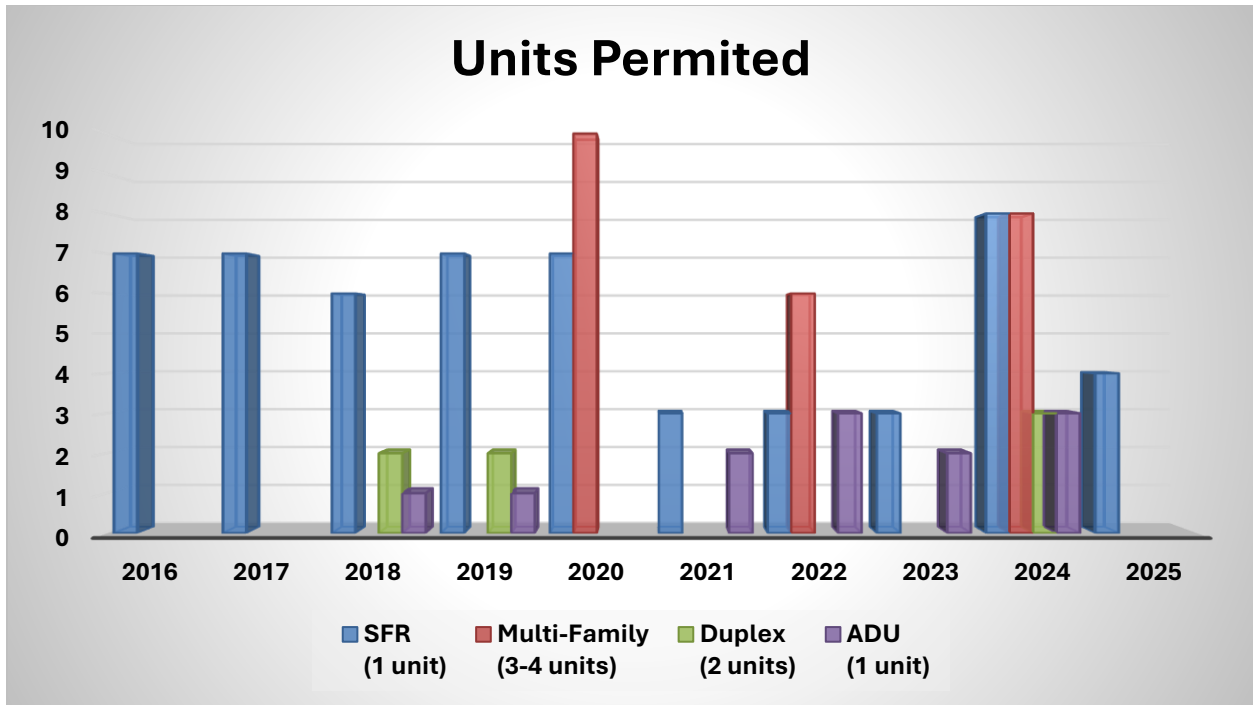


Graph 3: Which option balances housing needs and neighborhood character?

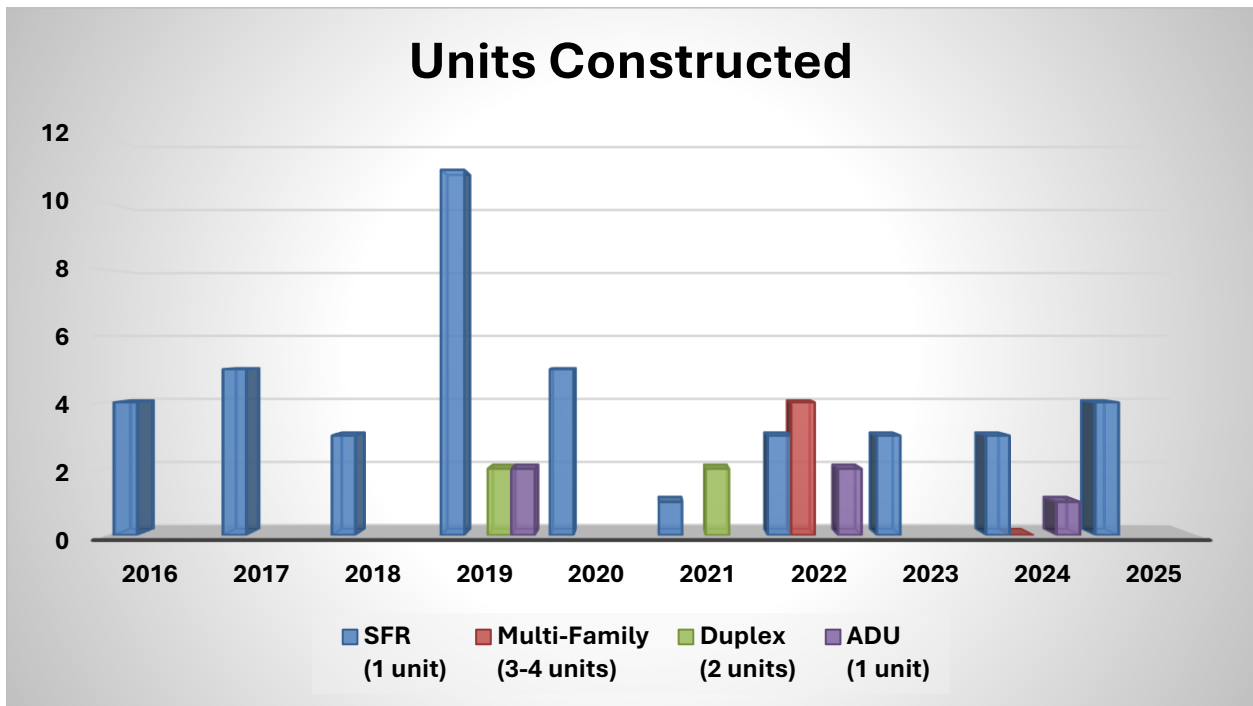
IMPACTS ON THE TOWN AND MOA

Since 2016, the Town of Coupeville has permitted 98 residential development projects, averaging 9.8 permits per year (See Graph 4). The highest annual total occurred in 2024, when 22 residential projects were permitted. That figure includes an eight-unit multifamily development that has not yet been constructed. Despite the level of permitting activity, actual development has proceeded at a significantly lower rate. Of the 98 residential projects permitted since 2016, only 55 have been completed, averaging 5.5 units per year (See Graph 5). This disparity between permitted and constructed units illustrates that development capacity and permitting approvals do not necessarily translate into realized housing production, and that market conditions, financing, infrastructure constraints, and individual property owner decisions all influence whether approved projects ultimately come to fruition.

That said, increasing the amount of residential development allowed within the MOA area would have implications both for the MOA neighborhood and for the Town of Coupeville more broadly. From a positive perspective, additional development capacity could contribute incrementally to the Town’s overall housing supply, provide more diverse housing types, and create opportunities for multigenerational living or rental income through accessory dwelling units. Even modest increases in unit count can support local economic vitality by sustaining year-round residency, local businesses, and a stable tax base.



Graph 4: Number of permits for residential development 2016-2025.



Graph 5: Number of residential units constructed 2016-2025.

At the same time, expanded development potential may intensify concerns related to parking availability, traffic generation, utility capacity, stormwater management, and neighborhood character. While the scale of change under the proposed amendments

would remain limited when viewed town-wide, impacts may be more perceptible at the immediate neighborhood level.

Overall, any increase in allowed development would require balancing broader housing objectives with the original intent of the MOA and the expectations of existing residents. Thoughtful standards, infrastructure planning, and clear communication will be important to ensure that any changes support the long-term interests of both the MOA area and the Town as a whole.

CONCLUSION

The information presented in this report reflects the evolution of housing policy, market realities, and community perspectives since the adoption of the MOA. While the agreement was forward-thinking at the time, changes in state law, local housing needs, and development patterns have altered the practical outcomes that can be achieved under its current framework. Survey results demonstrate a community that is engaged and divided, with legitimate concerns regarding neighborhood character, infrastructure, and quality of life, alongside recognition of the Town's broader housing responsibilities.

The Town Council is therefore faced with a meaningful policy choice. One option is to recommend maintaining the MOA in its current form, preserving the predictability and expectations that have guided development in the area to date. Alternatively, the Council may consider moving forward with an approach similar to Option 3, which incrementally increases housing capacity through universal accessory dwelling units and encourages missing middle housing in a measured way. Such an approach would align more closely with contemporary housing objectives while maintaining clear standards and a level playing field for property owners.

Ultimately, the decision rests with the Town Council to weigh these considerations carefully. Whether the recommendation is to retain the existing MOA framework or to advance a targeted amendment, the path forward should reflect a thoughtful balance between the Town's housing goals and its longstanding commitment to neighborhood stability and predictability in Coupeville.



*After recording return to:
Town of Coupeville
P.O. Box 725
Coupeville, WA 98239*

Memorandum of Agreement

*Grantor: Cecil Stuurmans and Cheryl K. Stuurmans, husband and wife
Grantee: Town of Coupeville, a municipal corporation
Legal Description: Sec. 33, Twp32 N, Rge. 1 E
Additional Legal Description is on Page 7 of Document
Assessor's Tax Parcel Number: R13233-164-3100*

THIS AGREEMENT is made and entered into this 13th day of January, 2004, by and between the TOWN OF COUPEVILLE, a municipal corporation of the State of Washington, hereinafter referred to as the "TOWN" and Cecil Stuurmans and Cheryl K. Stuurmans hereinafter referred to collectively as the "OWNER."

Introduction

- 1.1 **Purpose** – Pursuant to Town Ordinance No. 637, adopted July 22, 2003, the Town deleted what was previously referred to Town Planned Area 3 and changed the future land use designation and zoning of Planned Area 3 and the 33.02 acres between Main and Broadway north of State Route 20, owned by Owner and described hereinafter, from Medium Density Residential to the future land uses and zoning described in this binding Memorandum of Agreement. The purpose of this Memorandum of Agreement (hereinafter "MOA") is:
- 1.1.1 to acknowledge the maximum future residential capacities, open space, land uses, and development policies within this Special Planning Area; and
 - 1.1.2 to establish certain other agreements between the parties all consistent with Town Ordinance No. 637.

The hereinafter described property encompassed by the Special Planning Area is referred to as the "the Owner's Property" or "the Property" unless otherwise indicated. Because of the contribution that this area makes to the cultural landscape of Ebey's Landing National Historical Reserve and the area's proximity to existing and planned public facilities and services, this MOA uses smart growth planning to transfer 90% of the existing development

rights from culturally significant parts of the Property to denser subareas more geographically appropriate to meet Coupeville's long-term housing needs.

- 1.2 **Geographic Applicability** – The Special Planning Area is contained entirely within Island County parcel number R13233-164-3100, as described by the legal description attached to this MOA as Exhibit 1. Within the boundaries of this parcel, the MOA does not apply to that area in the southeastern corner with a Future Land Use Map designation of Commercial. The Special Planning Area and the excluded commercial area are further defined and illustrated on the Generalized Future Land Use Map attached to this MOA as Exhibit 2.
- 1.3 **Generalized Future Land Use Map** – The Generalized Future Land Use Map for the Special Planning Area establishes approximate boundaries for future land uses in this area within four broad categories – mixed density residential, mixed density residential/priority acquisition areas, mixed use residential and commercial and greenbelt/open space. Each of these designations is described below:
 - 1.3.1 **Mixed Density Residential** – Four Special Planning Area subarea designations that promote a mix of residential densities, including single family, cottage and high density residential. A maximum of 69 dwelling units shall be built within this classification of future land use. In specific subareas, maximum numbers of dwelling units are established for a particular category of residential density. Future development will emphasize quality architecture, site design, and construction, as well as utilizing low impact development practices. These subareas correspond to Map Areas A, B, C, and D in Exhibit 2.
 - 1.3.2 **Mixed Density Residential/Priority Acquisition Areas** – Two Special Planning Area subarea designations that promote a mix of residential densities, including single family, cottage and high density residential. A maximum of 26 dwelling units shall be built within this classification of future land use. Future development will emphasize quality architecture, site design, and construction, as well as utilizing low impact development practices. Maximum tree retention (with accommodation for water views) and careful placement of structures and site improvements are hallmarks for future development. In addition, because of their outstanding woodland character, these two subareas are considered to be first priority for potential acquisition by the Town for open space purposes. A development moratorium of two years following the Effective Date is established for these subareas (see below). These subareas correspond to Map Areas F and G in Exhibit 2.
 - 1.3.3 **Mixed Use Residential and Commercial** – A Special Planning Area subarea designation that promotes a mix of residential and commercial uses within a design context aligned with the older character districts in the Historic Preservation Element. Mixed use occupancies (ground floor commercial with residential upper floors) are hallmarks of this subarea. A maximum of 13 dwelling units shall be built within this classification of future land use. Where this area coincides with existing woodlands, future development shall respect this environment and strive to maximize tree and native ground cover retention. This subarea corresponds to Map Area E in Exhibit 2.
 - 1.3.4 **Greenbelt/Open Space** – A Future Land Use Map classification that is intended to identify existing public parks, recreation and open spaces within the Urban Growth Area. Within the Special Planning Area, this subarea designation identifies areas that will be dedicated in fee to the Town of Coupeville and maintained by the Town as open space



following dedication. Allowances will be made by the Town within this designation to locate walking paths, stormwater facilities and one street connection between North Main Street and Broadway (no other streets will be located in these subareas). These subareas correspond to Map Areas H and I in Exhibit 2.

- 1.3.5 **Special Planning Area Subareas** – The subareas within the Special Planning Area are further described in the chart below. In total, nine subareas are delineated to establish the maximum number of dwelling units that shall be constructed within each subarea, up to an area-wide maximum of 108 dwelling units. The number of dwelling units allowed in any particular subarea shall not be transferred to any other subarea.

SPECIAL PLANNING AREA			
Future Land Use Characterizations by Subarea			
Refer to Exhibit 2 for Map Area Locations			
Map Area	Acreage	Dwelling Units	Development Character Goals
A	2.61	12	These areas are designated for mixed density residential development to include single family residences, cottages and high density. Area A is intended for single family and high density development only, with no more than six being high density. Area B is intended for a mix of all three housing types, with no more than ten high density. Area C is intended for single family and cottage development only. Area D is intended for high density or cottage development only.
B	4.37	25	
C	2.80	12	
D	2.85	20	
Subtotal	12.63 (38%)	69	
E	1.97	13	This area is designated for mixed-use development - residential and commercial.
Subtotal	1.97 (6%)	13	
F	5.03	19	These areas are designated for mixed density residential use at overall single-family density. Up to half of the future dwelling units may be developed as cottage or high density.
G	1.56	7	
Subtotal	6.54 (20%)	26	
H	0.17	Open Space	These areas will be dedicated to the Town of Coupeville and maintained as open space by the Town following dedication, with the exceptions noted above.
I	11.71	Open Space	
Subtotal	11.88 (36%)	0	
TOTAL	33.02	108	The buildout maximum capacity of the Special Planning Area is established at 108 dwelling units.

- 1.3.6 **Map Interpretation** – The Generalized Future Land Use Map for the Special Planning Area adopted as Exhibit 2 to this MOA is intended to provide a framework for future development applications. Subarea boundaries and acreage totals shall be interpreted as close approximations, as opposed to precise geographical descriptions. Minor field adjustments may be necessary and desirable and will be addressed during future short and/or long plat reviews.

- 1.3.7 **Public Improvements** – The cost for all public improvements necessary to serve future development within the Special Planning Area, including, but not necessarily limited to, streets, water and sewer utilities and stormwater facilities, shall be borne by the Owner.



1.3.8 **Relationship of MOA to Comprehensive Plan** – The Coupeville Comprehensive Plan Future Land Use Map has been amended to reflect adoption of the MOA. All future development applications within the Special Planning Area shall be consistent with the MOA. No application will be considered that is inconsistent with any part of the MOA.

1.3.9 **Relationship of the MOA to the Development Regulations** – All future development applications within the MOA coverage area are subject to applicable review procedures and requirements in effect at the time of application, including, but not limited to, subdivision review, SEPA review, concurrency review, design review and engineering review. The relationship between the housing type descriptions in the MOA and the implementing zoning district regulations in Title 16 of the Coupeville Town code are as follows:

1.3.9.1 Single family residential is implemented by the RM-9600 zoning district. Lot Size Averaging pursuant to Section 16.16.070.C.4 of the Town Code is allowed.

1.3.9.2 Cottage residential will be implemented by a new section of Title 16 to be developed and adopted within one year of the Effective Date of this MOA.

1.3.9.3 High density residential is implemented by the RH zoning district.

In the event of conflicts between the Coupeville Development Regulations and the provisions of this MOA, the MOA shall take precedent.

1.3.10 **Development Moratoria** – The following development moratoria are agreed with respect to specific subareas within the Special Planning Area:

1.3.10.1 It is agreed that the property owner will not submit and the Town will not accept a project development application of any kind within Areas F and G, the Priority Acquisition Areas, for a period of two years from the effective date of this MOA.

1.3.10.2 It is agreed that the property owner will not submit and the Town will not accept a project development application of any kind within Areas C, D and E for a period of one year from the effective date of this MOA.

1.4 **Design Considerations** – Excellence in site and architectural design is strongly encouraged in all of the development subareas. Retention of native land cover is preferred over formal landscaping, especially in areas abutting the public open space subareas. Development proposals within the subareas designated for residential development shall be subject to design review by the Design Review Board. Street design should reinforce the characteristic cross-section seen in the historic plats of Coupeville. Pedestrian emphasis, open swales rather than curb and gutter and native land cover preservation should be hallmarks of the public rights of way. Low impact development practices will be implemented in conjunction with future development.

1.5 **Open Space Dedication** – Within one year of the Effective Date of this MOA, the subareas shown on Exhibit 2 as Area H and Area I will be dedicated by the Owner to the Town of Coupeville by Statutory Warranty Deed, free of all encumbrances and liens other than those approved by the Town prior to recording of the Deed. The Town shall bear all costs associated with the survey, subdivision and recording of these dedications. Because of this dedication of open space, future subdivision applications within any of the subareas shall be exempt from the open space requirements of CTC 16.16.070(M).



- 1.6 Private Open Space and Recreational Amenities** – Except for open space dedicated to the Town under section 1.5 above, the responsibility for ownership and maintenance associated with any private open space set aside or private recreational amenity created within any of the Special Planning Area subareas shall rest solely with the property owners within the subarea where the facility is located, and not with the Town.
- 1.7 Sequence of Future Development** – Apart from the moratoria described in subsection 1.3.10 above, nothing in this MOA shall require any order be followed with respect to subarea development, nor shall any interpretation be made that requires that any one subarea be developed to its maximum capacity before any other subarea is developed.
- 1.8 Amending the MOA** – Amendments to the MOA shall only be considered as a Comprehensive Plan amendment, subject to the approval of both the Owner (or their successors and assigns) and the Town.
- 1.9 Limitations** – This MOA establishes generalized locations and maximum densities for future residential development and open space land uses only. It shall not be construed as granting approval for any specific development application within any of the future land use subareas.
- 1.10 Effective Date** – This document will be recorded with the Island County Auditor's Office and the provisions contained herein will run with the land. The effective date of this MOA shall be the date of recordation of the MOA ("Effective Date").

IN WITNESS WHEREOF, the parties have caused this agreement to be executed this 8 day of JANUARY, 2004

OWNERS:


Cecil Stuurmans


Cheryl K. Stuurmans

TOWN OF COUPEVILLE


Mayor

ATTEST:


Clerk-Treasurer

APPROVED AS TO FORM:


Town Attorney



EXHIBIT "1"

Legal Description

A portion of the J. Alexander Donation Land Claim in Section 33, Township 32 North, Range 1 East of the Willamette Meridian, Town of Coupeville, Island County, Washington, being also a portion of Lot 2 of Coupeville Short Plat No. 85/1, as recorded in Volume 1 of Short Plats, page 337, and Tract D of Coupeville Short Plat 79/3, as recorded under Auditor's File No. 353585, records of Island County, said portion being more particularly described as follows: Beginning at the Southwest corner of said Lot 2; thence along the boundaries of said Lot 2; said Tract D; PEACEFUL VALLEY P.U.D. as recorded in Volume 13 of Plats, pages 64 and 65, under Auditor's File No. 89015354; Replat of PEACEFUL VALLEY, DIV. 1, as recorded in Volume 13 of Plats, page 75, under Auditor's File No. 91002995; PEACEFUL VALLEY P.U.D. REPLAT, as recorded in Volume 13 of Plats, page 79, under Auditor's File No. 92004951; and Plat of KRUEGER FARMS as recorded in Volume 13 of Plats, page 157, under Auditor's File No. 97003118; records of Island County, the following courses and distances:

North 02° 41' 48" West 175.42 feet; thence North 09° 56' 11" West 50.99 feet; thence North 01° 22' 26" East 77.74 feet; thence South 88° 37' 47" East 200.00 feet; thence North 01° 22' 26" East 544.14 feet; thence North 88° 37' 34" West 200.00 feet; thence North 01° 22' 26" East 220.00 feet; thence South 88° 37' 34" East 175.00 feet; thence North 01° 22' 26" East 245.00 feet; thence North 88° 37' 34" West 34.33 feet; thence North 01° 11' 53" East 351.83 feet; thence South 88° 48' 07" East 60.00 feet; thence North 01° 11' 53" East 125.00 feet; thence South 88° 48' 07" East 125.00 feet; thence South 01° 11' 53" West 322.05 feet; thence South 88° 48' 07" East 45.00 feet; thence South 01° 11' 53" West 122.50 feet; thence South 88° 39' 48" East 164.03 feet; thence South 79° 12' 20" East 91.33 feet; thence North 43° 19' 26" East 134.54 feet; thence South 88° 39' 48" East 40.00 feet; thence North 01° 20' 12" East 70.00 feet; thence South 88° 39' 48" East 180.00 feet; thence North 01° 20' 12" East 245.00 feet; thence South 88° 39' 48" East 95.00 feet; thence North 01° 20' 12" East 118.86 feet; thence South 88° 39' 48" East 80.00 feet; thence South 01° 20' 12" West 334.26 feet; thence South 88° 39' 48" East 123.71 feet; thence South 01° 20' 12" West 483.45 feet; thence North 88° 39' 48" West 15.55 feet; thence South 01° 20' 12" West 500.00 feet; thence North 88° 39' 48" West 4.00 feet; thence South 01° 20' 12" West 300.00 feet; thence North 88° 39' 48" West 2.00 feet; thence South 01° 20' 12" West 94.00 feet; thence North 88° 39' 48" West 54.71 feet; thence South 01° 20' 12" West 152.19 feet to the North right-of-way margin of S.R. 20; thence North 88° 38' 50" West along said North margin, a distance of 1,135.56 feet to the Point of Beginning.

EXCEPT that portion thereof described as follows: Commencing at the Northwest corner of aforesaid Replat of PEACEFUL VALLEY, DIV. 1, according to the Replat thereof recorded in Volume 13 of Plats, page 75, under Auditor's File No. 91002995, records of Island County; thence along the North boundary of said Replat



South 88° 39' 48" East 2.00 feet to the East boundary of aforesaid Tract D of Coupeville Short Plat No. 79/3; thence northerly along said East boundary the following courses and distances:

North 01° 20' 12" East 89.92 feet to the True Point of Beginning; thence continuing
North 01° 20' 12" East 210.08 feet; thence
South 88° 39' 48" East 4.00 feet; thence
North 01° 20' 12" East 55.00 feet; thence leaving said East boundary
North 88° 39' 48" West 167.50 feet; thence
South 01° 20' 12" West 265.08 feet; thence
South 88° 39' 48" East 163.50 feet to the True Point of Beginning.

ALSO EXCEPT that portion thereof described as follows:

Commencing at the Northwest corner of the Replat of PEACEFUL VALLEY, DIV. 1, according to the Replat thereof recorded in Volume 13 of Plats, page 75, under Auditor's File No. 91002995, records of Island County; thence along the North boundary of said Replat South 88° 39' 48" East 2.00 feet to the East boundary of aforesaid Tract D of Coupeville Short Plat No. 79/3; thence northerly along said East boundary the following courses and distances:

North 01° 20' 12" East 300.00 feet; thence
South 88° 39' 48" East 4.00 feet; thence
North 01° 20' 12" East 55.00 feet to the True Point of Beginning; thence leaving said East boundary
North 88° 39' 48" West 167.50 feet; thence
North 01° 20' 12" East 60.00 feet; thence
South 88° 39' 48" East 167.50 feet to aforesaid East boundary; thence
South 01° 20' 12" West along said East boundary, a distance of 60.00 feet to the True Point of Beginning.





Town of Coupeville

4 NE Seventh • Coupeville, WA 98239
360.678.4461 • www.townofcoupeville.org

February 12, 2026

Dear MOA Resident,

The Town of Coupeville is evaluating potential updates to the Memorandum of Agreement that governs residential development within your neighborhood. Since the MOA was adopted, housing needs, property ownership patterns, and state housing laws have changed significantly.

Coupeville, like many communities in Washington, is experiencing rising housing costs and limited availability of smaller homes. While the Town recognizes that not all new housing created under a revised MOA would be formally income-restricted or affordable, increasing housing options such as accessory dwelling units and duplexes can help provide more attainable housing choices over time. In particular, duplex construction may provide opportunities for homes affordable to households earning approximately 80 percent of the Area Median Income.

Town staff will present possible amendment options to the Planning Commission and Town Council for discussion and consideration that may affect the current MOA, including:

- Allow each parcel within the MOA to develop one single-family residence and one accessory dwelling unit. This includes all developed parcels with a single-family residence.
- Transition from the current dwelling unit credit system to a set number of units per lot, specifically two units per lot.
- Establish a duplex bonus allowing up to three total units on a parcel if a duplex is constructed.
- Cap the duplex bonus at ten parcels total.

Before making any decisions, the Town is seeking input from property owners within the MOA area. This matter is scheduled to be considered by the Planning Commission on March 3, 2026, and by the Town Council on March 10, 2026.

Please complete the attached survey and return it no later than **February 25, 2026**.

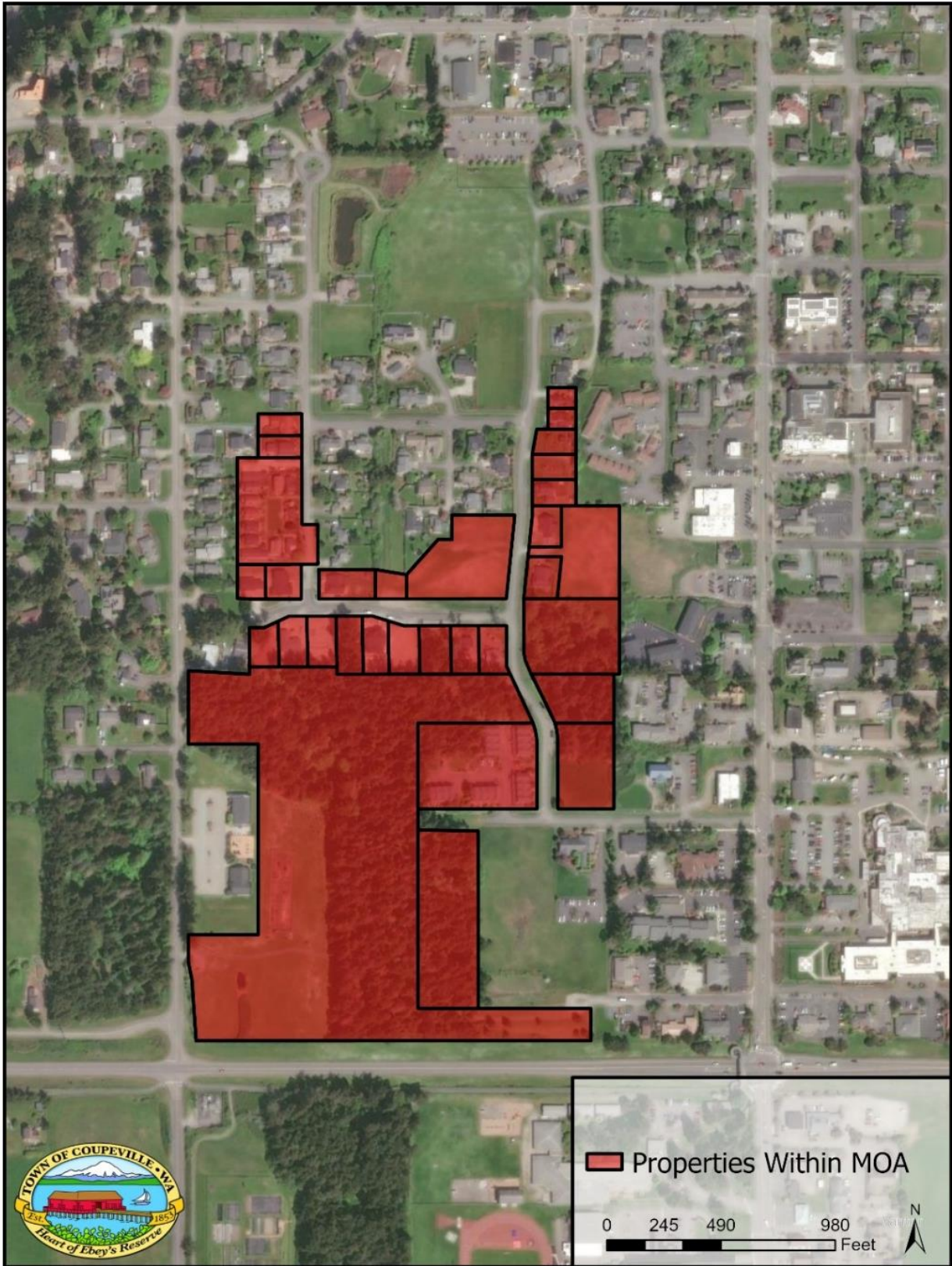
You may email it to planner@townofcoupeville.org, or drop off or mail your completed survey to:

Town of Coupeville
4 NE Seventh Street
Coupeville, WA 98239

Your feedback will help inform the Planning Commission and Town Council as they consider whether and how to amend the agreement.

Sincerely,

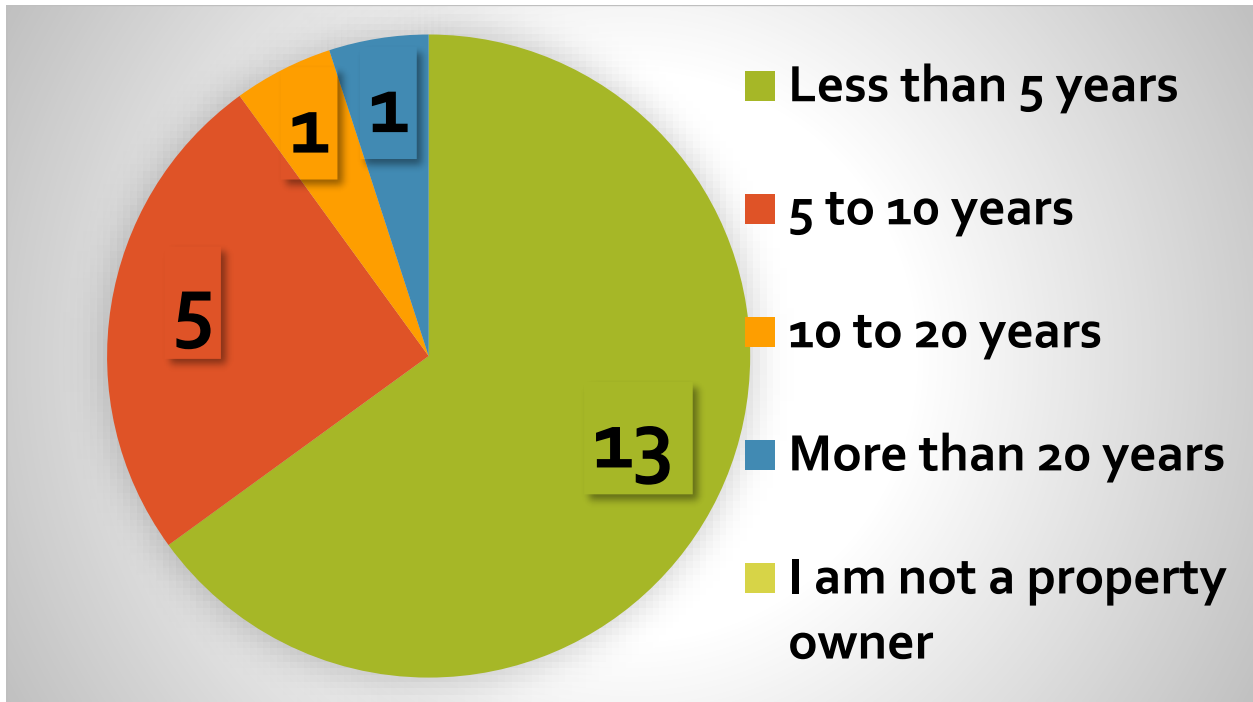
Josh Pitts
Community Planning Director
Town of Coupeville



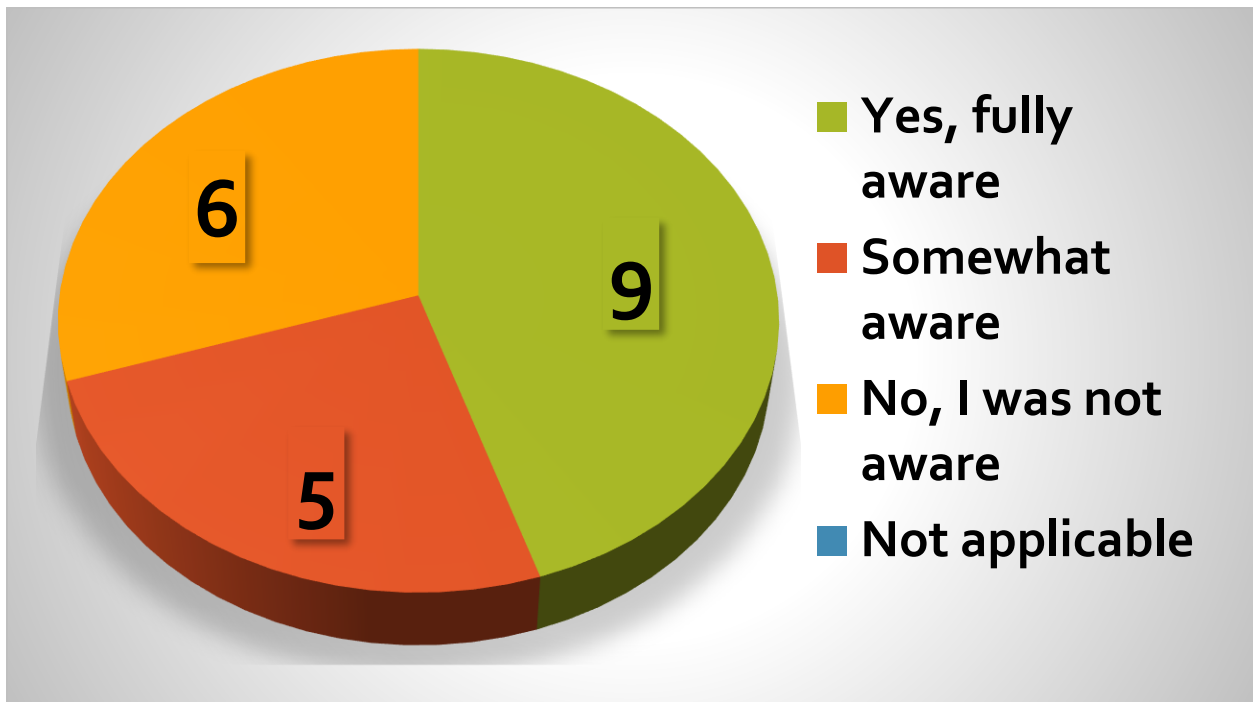
Map: All properties within the MOA

MOA Neighborhood Housing Survey

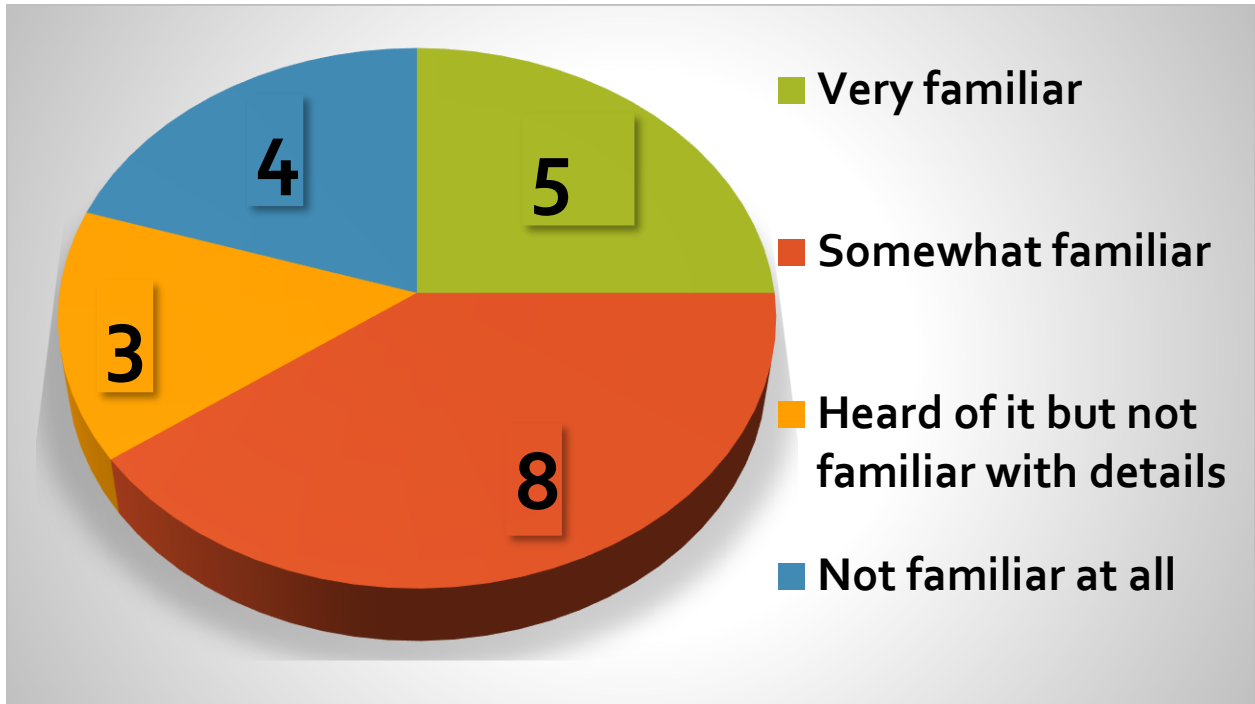
1. How long have you owned property within the MOA neighborhood?



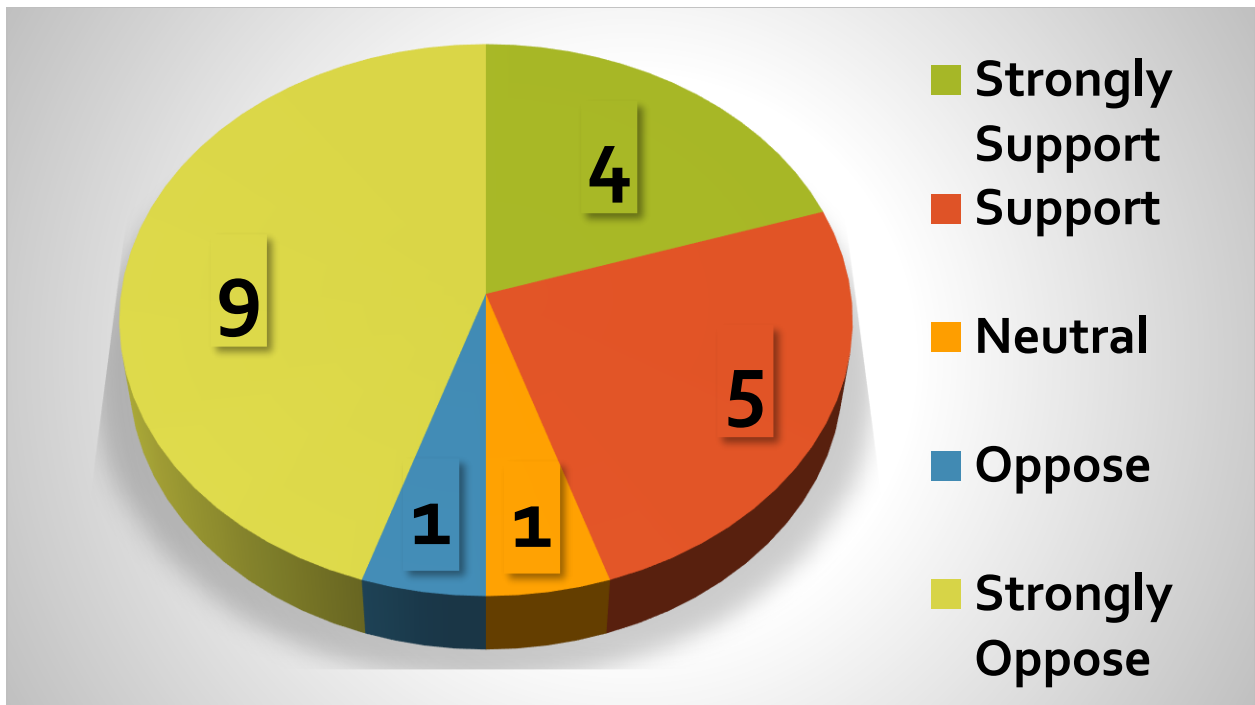
2. When you purchased your property, were you aware that the MOA existed and limited the number of dwelling units within the neighborhood?



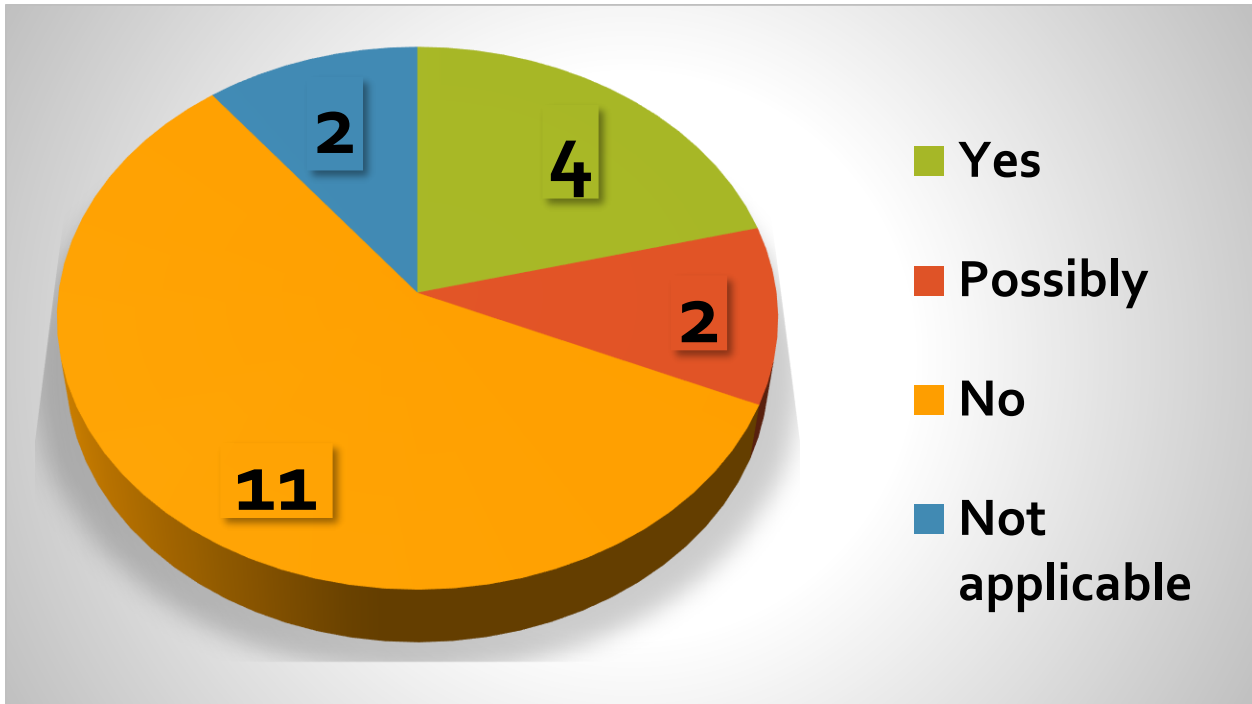
3. Prior to receiving this survey, were you familiar with how the existing MOA dwelling unit credit system works?



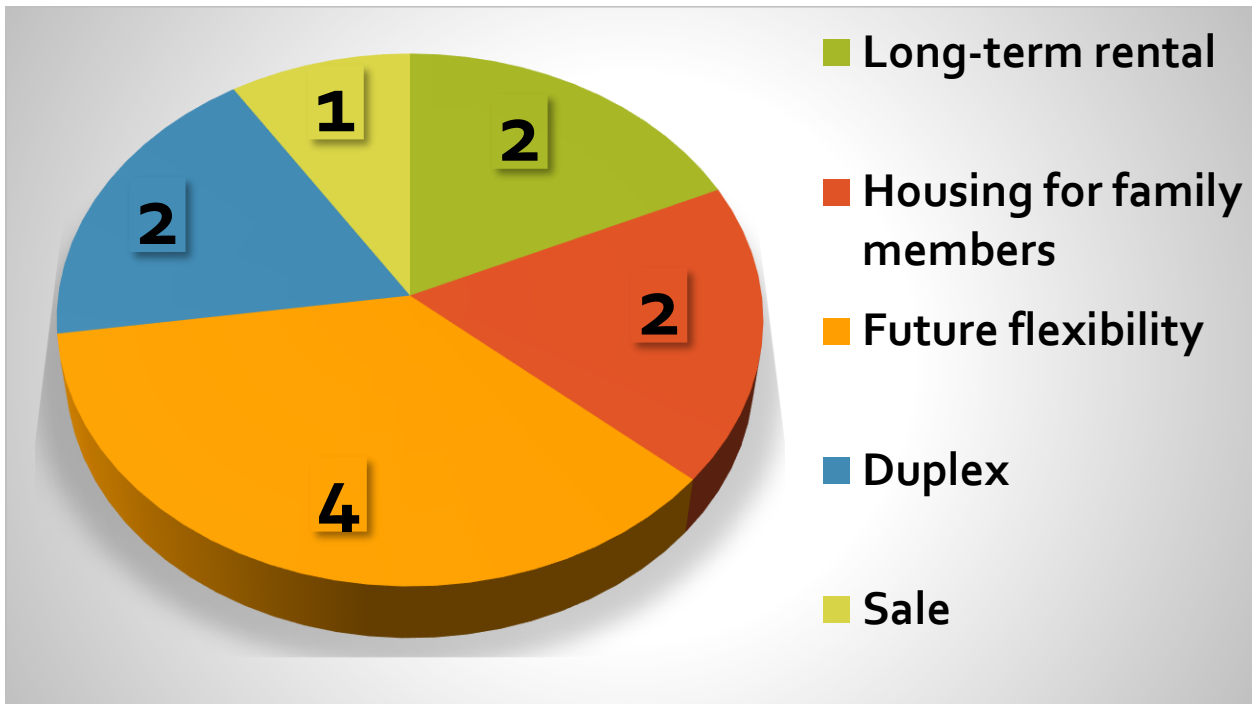
4. The Town is considering allowing one primary residence and one accessory dwelling



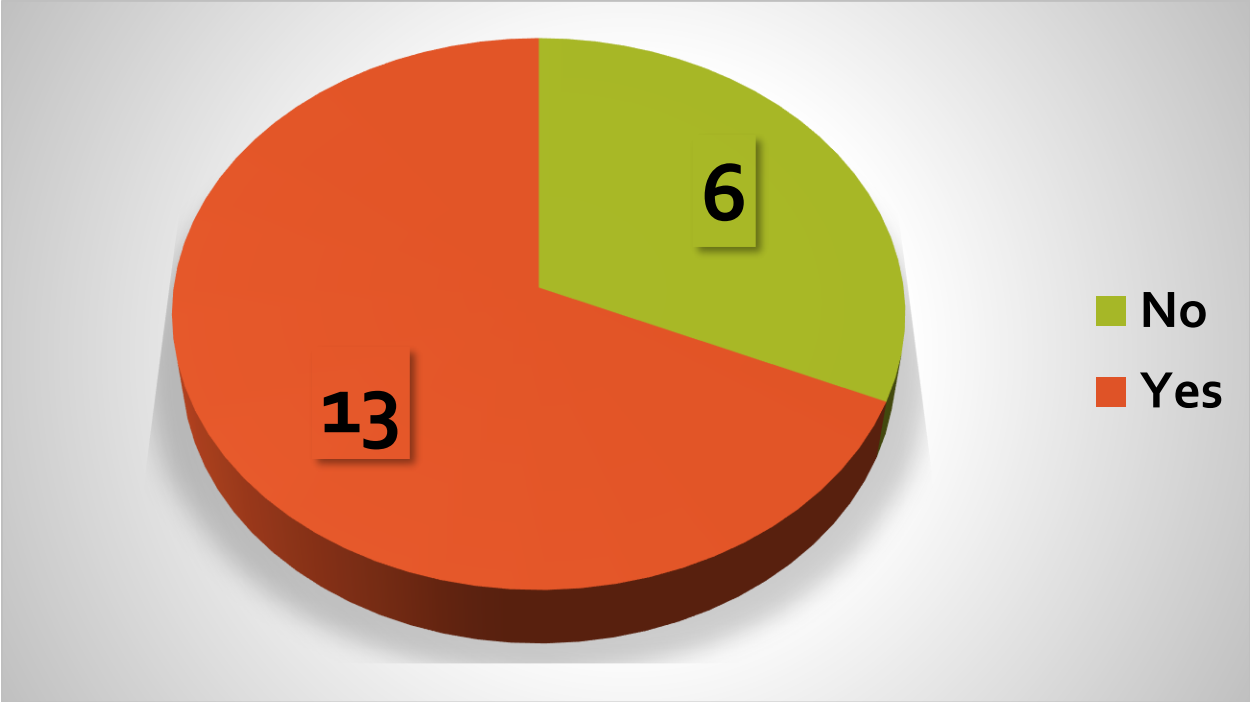
5. As a current property owner, would you be interested in developing an accessory dwelling unit on your property if allowed?



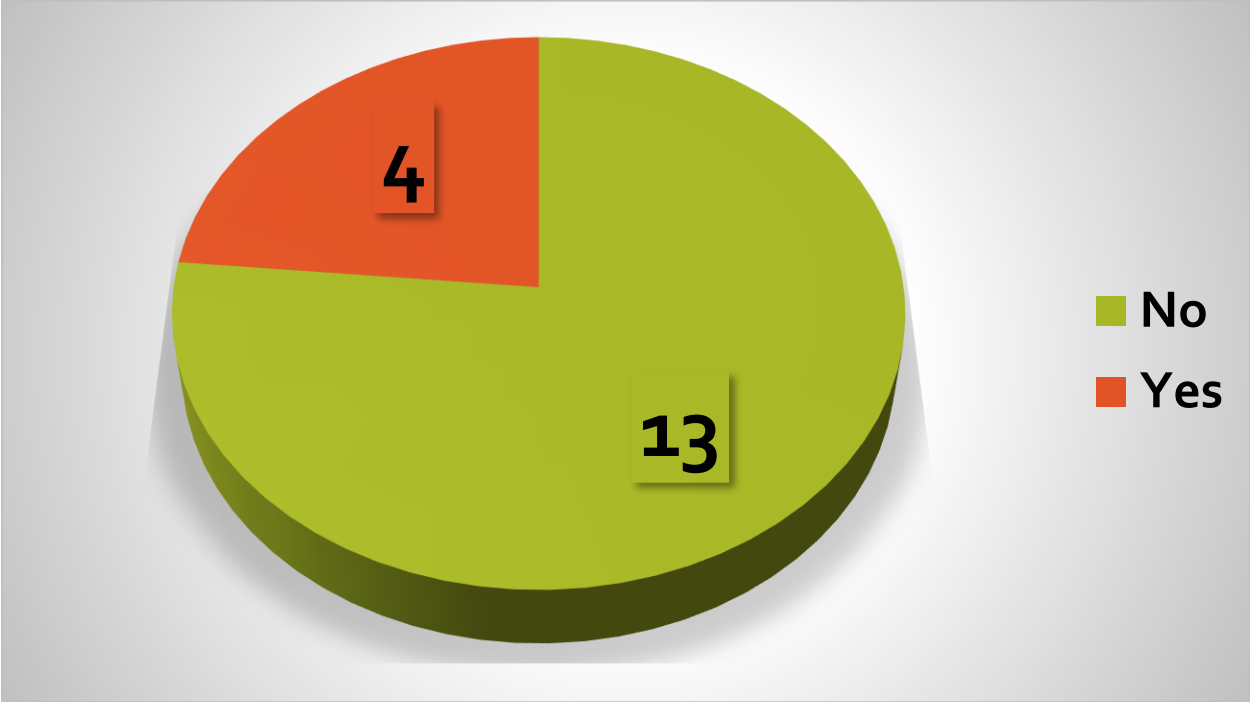
If yes or possibly, what would be the primary purpose?



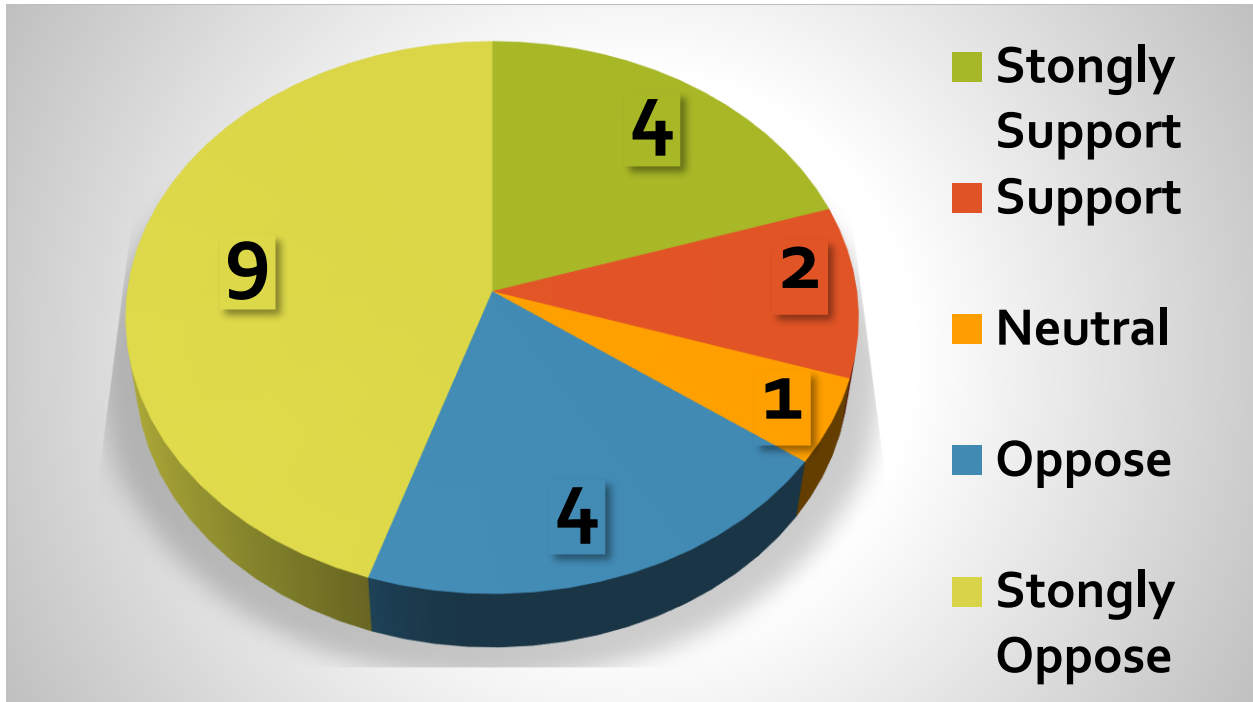
6. Are you aware that Washington State law now allows up to two accessory dwelling units per parcel in many urban growth areas?



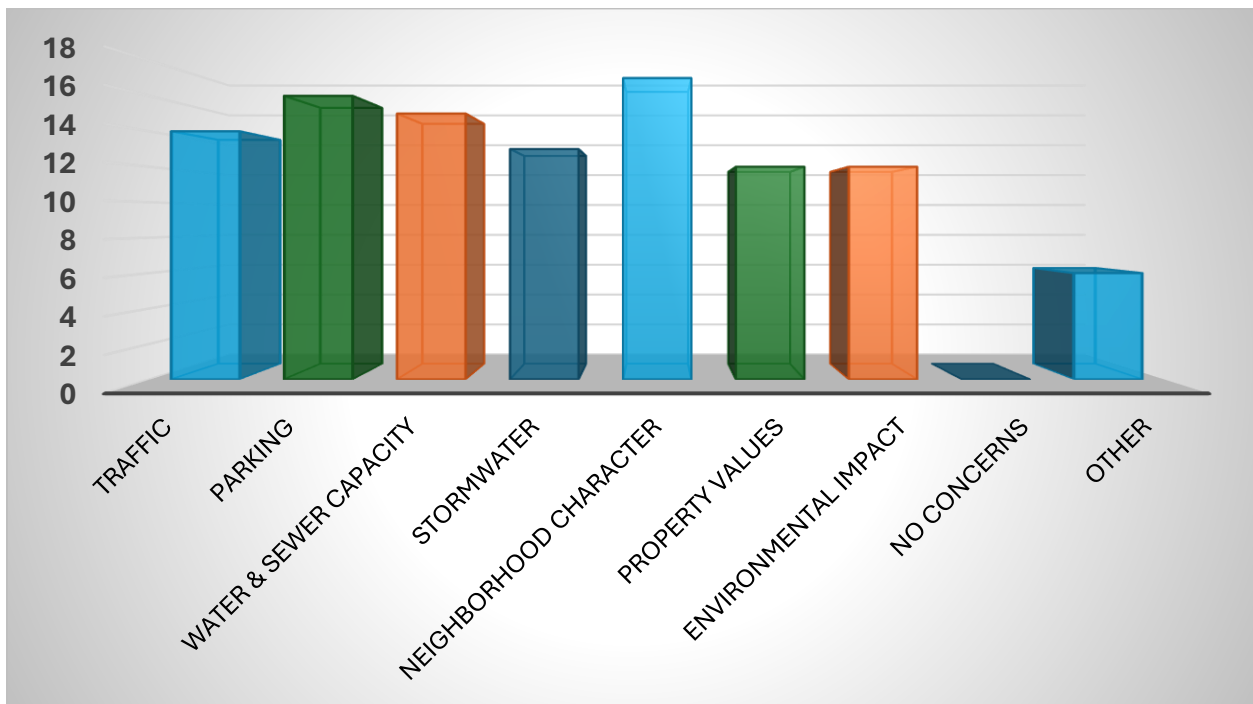
Does knowing this influence your perspective on updating the MOA?



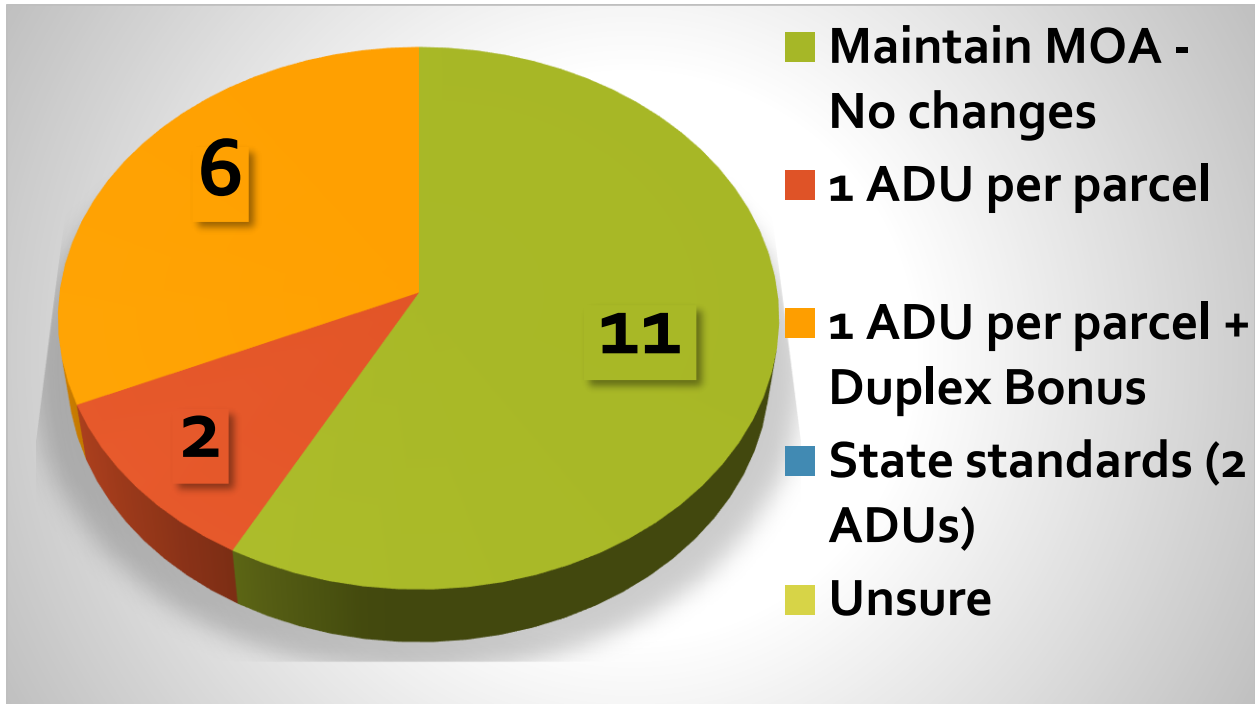
7. The Town is considering a duplex incentive that would allow up to three total units on a parcel if a duplex is constructed, capped at ten parcels total (Duplex plus ADU or Triplex). Do you support this approach?



8. Which of the following concerns, if any, do you have regarding allowing two to three units per parcel? Select all that apply.



9. Which option do you believe best balances housing needs and neighborhood character?



10. Please share any additional comments, concerns, or suggestions regarding potential changes to the MOA:
