



**CITY COUNCIL MEETING
TUESDAY, APRIL 16, 2024
HELD REMOTELY & IN PERSON AT CITY HALL
124 S. LEFEVRE ST.**

- Sign up to provide Public Comment at the meeting via calling in.
- Submit Written Public Comment Before 4 pm on (April 16, 2024) - *SEE NOTE*
- Join the Zoom Meeting –

<https://us06web.zoom.us/j/8444846563?pwd=UVIWTWtqYzI1VGNwWXJPakhWalJCz09&omn=86875886964>

Meeting ID: 844 484 6563

Passcode: 446645

One tap mobile

+12532158782,,8444846563#,,,,*446645# US (Tacoma)

+12532050468,,8444846563#,,,,*446645# US

Find your local number: <https://us06web.zoom.us/j/8444846563?pwd=UVIWTWtqYzI1VGNwWXJPakhWalJCz09&omn=86875886964>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the council meeting, please email your comments to sweathers@medical-lake.org by 4:00 p.m. the day of the council meeting and include all the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Medical Lake resident
4. The Agenda Item(s) which you are speaking about

*Note – If providing written comments, the comments received will be acknowledged during the public meeting, but not read. All written comments received by 4:00 p.m. will be provided to the mayor and city council members in advance of the meeting.

Questions or Need Assistance? Please contact City Hall at 509-565-5000

REGULAR SESSION – 6:30 PM

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**
- 2. AGENDA APPROVAL**
- 3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**
- 5. REPORTS**
 - A. Public Safety
 - B. Council Comments
 - C. Mayor
 - D. City Administrator & City Staff
 - i. 2024 Q1 Budget Report
- 6. WORKSHOP DISCUSSION**
 - A. Franchise Agreements
- 7. ACTION ITEMS**
 - A. Consent Agenda
 - i. Approve **April 2, 2024**, minutes.
 - ii. Approve **April 16, 2024** Claim Warrants numbered **51194** through **51248** in the amount of **\$264,476.23**, Payroll Claim Warrants **51186** through **51193**, and Payroll Payable Warrants numbered **30102** through **30110** in the amount of **\$158,820.15**.
- 8. RESOLUTIONS**
 - A. 24-671 SAO Interagency Data Sharing Agreement
 - B. 24-672 Bid Award for Hazard Mitigation Plan to Chloeta
 - C. 24-673 Bid Award for Coney Island Dock to Treeline Contracting
 - D. 24-674 Summer Concert Series Agreement with Hero Events
- 9. PUBLIC HEARING – None scheduled.**
- 10. ORDINANCES**
 - A. Second Read Ordinance 1122 Historic Preservation
 - B. Second Read Ordinance 1123 Right of Way Permit and Use Requirements Code
- 11. EXECUTIVE SESSION – None scheduled.**
- 12. EMERGENCY ORDINANCES – None.**
- 13. UPCOMING AGENDA ITEMS**
- 14. INTERESTED CITIZENS**
- 15. CONCLUSION**



To: Mayor and City Council
From: Sonny Weathers, City Administrator
TOPIC: Franchise Agreements Workshop Discussion

Requested Action:

For workshop discussion and information to provide context for upcoming franchise agreement ordinances.

Key Points:

Excerpts from [MRSC - Franchising - An Essential Tool for Right-of-Way Management](#):

A franchise agreement is a negotiated contract between a municipality and a service provider that grants the utility the right to serve customers in the city's jurisdiction. Cities and counties enter into franchises with private companies and public agencies granting them the right to use the public rights-of-way for installation, maintenance, and repair of their facilities, typically underground pipes and conduits or above ground cables and lights on poles. A franchise typically covers a wide range of topics, such as permitting procedures, notice requirements before digging in the right-of-way, insurance and indemnification, length of the franchise, and any applicable costs, fees, or tax arrangements. There are procedural requirements for approving franchise agreements, including RCW 35A.47.040 and RCW 35A.12.120 and MLMC 2.04.010 and 2.04.020. Franchise agreements are another important element of the public right-of-way permit code language currently being considered for adoption by City Council.

Background Discussion:

The City of Medical Lake seeks a high-speed broadband network (fiber, hybrid fiber-coaxial, and fixed wireless) that provides accessible, reliable, and affordable services for all residents and businesses. Staff and legal counsel have worked diligently to articulate language to codify general franchise agreement terms moving forward. Recent interest in new fiber to home high speed broadband internet and cable television services have initiated staff's review of existing and future franchise agreements. The franchise application process requires pertinent details and a \$2,000 fee. Franchise agreements currently exist with Avista Utilities (electricity and gas), Davis Communications cable television services), Zayo (fiber optic network), and Fatbeam (telecommunications).

Public Involvement:

None.

Next Steps:

Staff will bring forward franchise agreement ordinances that have been prepared on the City Council Agenda for 5/7/2024.

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
April 2, 2024

Council Chambers
124 S. Lefevre Street

MINUTES

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting is on file and available from City Hall.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

Chad Pritchard
Keli Shaffer
Lance Speirs
Don Kennedy
Bob Maxwell
Ted Olson
Tony Harbolt

Administration/Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Glen Horton, Parks & Recreation Director
Koss Ronholt, Finance Director
Roxanne Wright, Administrative Assistant
Steve Cooper, WWTP Director
Scott Duncan, Public Works Director

REGULAR SESSION – 6:30 PM

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

A. Mayor Cooper called the meeting to order at 6:30 pm, led the Pledge of Allegiance, and conducted roll call. All council members were present in person.

2. AGENDA APPROVAL

A. Motion to approve the agenda made by councilmember Kennedy, seconded by councilmember Shaffer, carried 7-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

A. Mayor Cooper acknowledged the receipt of e-mail comments from two citizens. Each council member received them as well. *The full comments are part of the official record on file at City Hall and can be requested from the City Clerk.*

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - none

5. REPORTS

A. Council Comments

- i. Councilmember Pritchard – Geo Walk on April 13, 2024. Sampled water from the ongoing debris fire burning. Department of Health directed citizens that if they smelled anything when in the area of the fire, to go inside. Smoke has not been tested. Mayor – Department of Ecology has taken control of that site. Mr. Weathers – there is collaboration between the Department of Ecology, FD3, and DSHS to mitigate the situation.
- ii. Councilmember Shaffer – Finance Committee reviewed claims. No issues.

- iii. Councilmember Speirs – none
- iv. Councilmember Kennedy – none
- v. Councilmember Maxwell – none
- vi. Councilmember Olson - none
- vii. Councilmember Harbolt – Mr. Weathers gave the Parks and Recreation Committee update in Mr. Horton’s absence. Boulders were placed on the north end of Medical Lake, with more work still to do. Discussed DaySmart agreement which will be presented later in the meeting. The yard waste trailer is open. Anticipating Waterfront Park to open on April 5th and the trail is currently open.

B. Mayor – FEMA update – Applications taken until April 20th. Encouraged citizens affected by the fire to apply. Small businesses that were impacted can also apply for small business loans through the Small Business Association.

C. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – FEMA is still present at City Hall, Tuesday through Saturday. The next Community meeting will be April 17th at 6:30 pm. Planning Commission meeting on April 18th. There will be a Legislative recap town hall on April 23rd at 6:30 pm at City Hall.
- ii. Scott Duncan, Public Works Director – the city received a Complete Streets grant that goes along with the Lefevre Street restriping. Complete Streets must be completed by December 2024. Includes sidewalks and streetlamps, as well as plumbing for planters. Jefferson Street water main replacement has started. Waterfront Park should open this Friday, April 5th. Seedlings are coming in from DNR. Public works will manage crews as needed.

6. WORKSHOPS - none

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **March 19, 2024**, minutes.
 - 1. Motion to approve made by councilmember Olson, seconded by councilmember Harbolt, carried 7-0.
- ii. Approve **April 2, 2024**, Claim Warrants numbered **51147** through **51185** in the amount of **\$124,334.81**.
 - 1. Motion to approve made by councilmember Kennedy, seconded by councilmember Shaffer, carried 7-0.

8. RESOLUTIONS

- A. 24-668 WA Military Department Public Assistance Grant Agreement
 - i. Mr. Weathers reviewed for council. Motion to approve made by councilmember Pritchard, seconded by councilmember Kennedy, carried 7-0.
- B. 24-669 DaySmart Recreation Service Agreement
 - i. Mr. Weathers reviewed for council. Motion to approve made by councilmember Harbolt, seconded by councilmember Maxwell, carried 7-0.
- C. 24-670 TIB Grant Award – Lefevre (SR902) Ped/Bike Improvements
 - i. Reviewed by Mr. Duncan during Staff Reports. Motion to approve made by councilmember Speirs, seconded by councilmember Olson, carried 7-0.

9. PUBLIC HEARING – none

10. ORDINANCES

- A. First Read Ordinance 1122 Historic Preservation
 - i. Logan Camporeale with the Spokane Historic Preservation Office gave a presentation (see attached) to address concerns from the previous council meeting.
 - ii. Legal counsel read the ordinance onto the record.
 - iii. Motion to approve first read made by councilmember Kennedy, seconded by councilmember Pritchard, carried 7-0.

- B. First Read Ordinance 1123 Right of Way Permit and Use Requirements Code
 - i. Mr. Weathers reviewed and addressed questions from the last meeting.
 - ii. Legal counsel read the ordinance onto the record.
 - iii. Motion to approve first read made by councilmember Shaffer, seconded by councilmember Speirs, carried 7-0.

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS

- A. Mr. Weathers addressed the Silver Lake project per question from councilmember Kennedy. The conversation continues with legislators and other agencies. Council discussed.

- B. Councilmember Kennedy asked about the city purchasing Waterfront Park land from DSHS. Mr. Weathers stated that dealing with the Gray Road Fire has taken priority, but the city has reached out to DSHS with proposals and is hoping to hear back soon. The city is applying for a grant to help with the purchase and DSHS wrote a recommendation for it.

- C. Councilmember Harbolt – shared his appreciation for staff and the hard work that is happening with many projects and grants. Mayor Cooper expressed her appreciation as well.

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. none

15. CONCLUSION

- A. Motion to conclude at 7:27 pm made by councilmember Pritchard, seconded by councilmember Kennedy, carried 7-0.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

Date

Medical Lake
Historic Preservation ILA
Question & Answer
Spokane City | County Historic Preservation Office

1

Indemnification Clause

- Medical Lake and Spokane County legal teams are working to develop some substitute language for clause 5(C) that will satisfy both Medical Lake and Spokane County. Sonny or I will have an update on that when council circles back to the ILA Resolution.

2

What happens if
Population Exceeds
5,000?

- I have contacted Commissioner French about your concerns with the 5,000 population threshold and I have asked him if we can provide assurance to Medical Lake that the ILA would not be terminated if population exceeded 5,000 in 2030 Census. I will have an update on that when council circles back to the ILA Resolution.


3

Owner Consent &
Added Regulation

- Owner consent is required to list any property on the Spokane Register of Historic Places. **Section 1.48.130** requires that a nomination "application must bear the signature of the property owner(s)."
- A notice that a property is listed on the Spokane Register is filed with the Spokane County Auditor so prospective property buyers will know that a property they are considering purchasing is on the historic register. No surprises is our goal!
- No historic preservation regulations would extend to any properties that are not listed on the historic register.

4

What Happens if ILA is Terminated?



- This is the toughest question to answer as this has not happened in the past. The best example is the City of Spokane Valley which has properties on the Spokane Register that were listed before incorporation, but since incorporating they have no historic preservation program. Our office currently has no authority to provide incentives or review changes to historic properties in Spokane Valley. I suspect the situation would be similar if the Medical Lake ILA was terminated and Medical Lake did not form its own preservation program.

5

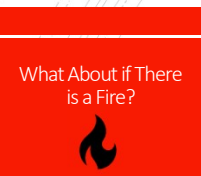
Can a Property be Removed from the Register?



- In most cases, a property cannot be removed from the historic register, however a historic property can be demolished through a process outlined in **Section 1.48.270**. The process facilitates discussion between the Landmarks Commission and the property owner to seek an alternative to demolition, but the Commission cannot deny demolition if the process fails to develop an agreeable alternative. If a property was demolished, it would also be removed from the register at that time.

6


What About if There is a Fire?



- There are limited situations where it is appropriate to remove a property from the historic register. The most typical scenario where removal is appropriate is when a property has been severely damaged through fire or other cause. Our office would not require the property to be reconstructed to match its historic appearance and would recommend to the Landmarks Commission that the property be removed from the register.

7

Can You Make Changes to a Historic Property?



- Yes! Our office does not review any changes to the interior of a historic property. We only review changes to the exterior (mostly additions, siding, windows, and roof) through a Certificate of Appropriateness process as outlined in **Sections 1.48.260 and 1.48.265**. Most reviews are completed administratively in 2 business days, but big changes require Landmarks Review and that takes anywhere from 14-30 days.

8

Who is on the Commission? Why 11 Members?




- 2 architects
- 1 general real estate appraiser
- 1 construction specialist
- 2 historians
- 2 county at-large
- 2 Spokane City at-large
- 1 Archaeologist or Anthropologist




9

How Does the Tax Incentive Work?




- Building Value = \$711,540
- 25% = \$177,885 (minimum)
- Actual amount spent on rehab = \$250,000
- Building reassessed on normal schedule = \$750,000
- Subtract "special valuation" of \$250,000 for 10 years
- Taxed on = \$500,000
- Save ~\$2750/year x 10



10

Any Other Benefits?



- The State of Washington grants annual funds to Historic Preservation Offices around the state for historic preservation projects. If the commission plans to move forward with the ILA, our office would propose submitting an application for this grant cycle to prepare a report on Medical Lake history and to identify existing buildings that help to tell that story.

11

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 24-671**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING AN
INTERAGENCY DATA SHARING AGREEMENT BETWEEN THE OFFICE OF
THE WASHINGTON STATE AUDITOR WARRANTS AND CITY OF
MEDICAL LAKE**

WHEREAS, Legal requirements and Executive Directors (Executive Order 16-01, RCW 42.56, and OCIO policy 141, OCIO standard 141.10) require that the Washington State Auditor’s Office (“SAO”) establish a Data Sharing Agreement (“DSA”) to authorize the exchange of confidential information and data with the City of Medical Lake (“City”); and

WHEREAS, the City’s current DSA with SAO is set to expire on June 30, 2024; and

WHEREAS, City Staff recommends the City Council approve the Agreement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON as follows:

Section 1. Approval of Agreement. The Council hereby approves the Agreement in the form attached to this Resolution as Exhibit “A” and by reference incorporated herein.

Section 2. Authorization. The Mayor is authorized and directed to execute the Agreement on behalf of the City in substantially the form attached as Exhibit “A”. The Mayor and City Administrator are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the Agreement authorized hereby.

Section 3. Severability. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED this ___ day of _____, 2024.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

City Attorney, Sean P. Boutz

INTERAGENCY DATA SHARING AGREEMENT

Between

City of Medical Lake

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between City of Medical Lake, hereinafter referred to as "Agency", and the Office of the Washington State Auditor, hereinafter referred to as "SAO", pursuant to the authority granted by Chapter 39.34 RCW, 42.40 RCW, 43.101 RCW and 43.09 RCW.

Agency:

Agency Name: _____
Contact Name: _____
Title: _____
Address: _____
Phone: _____
E-mail: _____

SAO

Agency Name: Office of the Washington State Auditor
Contact Name: Brad White
Title: Audit Manager
Address: 316 W Boone Ave, Suite 680 Spokane, WA 99201
Phone: (509) 919-0240
E-mail: bradley.d.white@sao.wa.gov

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO and SAO to share confidential information with the Agency. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141, OCIO standard 141.10) in the handling of information considered confidential.

2. DEFINITIONS

“Agreement” means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or OCIO/ State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

The State classifies data into categories based on the sensitivity of the data pursuant to the Security policy and standards promulgated by the Office of the state of Washington Chief Information Officer. The Data that is the subject of this DSA is classified as indicated below:

Category 1 – Public Information Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure, but does need integrity and availability protection controls.

Category 2 – Sensitive Information Sensitive information may not be specifically protected from disclosure by law and is for official use only. Sensitive information is generally not released to the public unless specifically requested.

Category 3 – Confidential Information Confidential information is information that is specifically protected from disclosure by law. It may include but is not limited to: a. Personal Information about individuals, regardless of how that information is obtained; b. Information concerning employee personnel records; c. Information regarding IT infrastructure and security of computer and telecommunications systems; d. List of individuals for commercial purposes.

Category 4 – Confidential Information Requiring Special Handling Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which: a. Especially strict handling requirements are dictated, such as by statutes, regulations, agreements, or other compliance mandates; b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

3. PERIOD OF AGREEMENT

This agreement shall begin on July 1, 2024, or date of execution, whichever is later, and end on June 30, 2027, unless terminated sooner or extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO's authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to audit results, financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

7. DATA STORAGE AND HANDLING REQUIREMENTS

Agency and SAO will notify each other if they are providing confidential data. All confidential data provided by Agency will be stored using data encryption with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

8. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09 and 42.40.

9. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09 and 42.40.

10. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the OCIO 141.10 policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

11. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the confidential data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's Confidential data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.

DSA Agreement between Agency and SAO
Agency DSA: 22-01

- b. Any exceptions to these limitations must be approved in writing by Agency.
- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

Agency staff shall not disclose, in whole or in part, the confidential data provided by SAO to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the SAO's data, Agency will notify the SAO

- a. Agency shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by SAO.
- c. The Agency shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

12. DATA DISPOSAL

Upon request by the SAO or Agency, or at the end of the DSA term, or when no longer needed, Confidential Information/Data must be returned or destroyed, except as required to be maintained for compliance or accounting purposes.

13. INCIDENT NOTIFICATION AND RESPONSE

The compromise of Confidential Information or reasonable belief that confidential information has been acquired and/or accessed by an unauthorized person that may be a breach that requires timely notice to affected individuals under RCW 42.56.590 or any other applicable breach notification law or rule must be reported to the Agency contact.

If the Receiving Party does not have full details about the incident, it will report what information it has and provide full details within 15 business days of discovery. To the extent possible, these initial reports must include at least: A. The nature of the unauthorized use or disclosure, including a brief description of what happened, the date of the event(s), and the date of discovery; B. A description of the types of information involved; C. The investigative and remedial actions the Receiving Party or its Subcontractor took or will take to prevent and mitigate harmful effects and protect against recurrence; D. Any details necessary for a determination of whether the incident is a breach that requires notification under RCW 42.56.590, or any other applicable breach notification law or rule. E. Any other information SAO or Agency reasonably requests.

14. OVERSIGHT

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

15. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agency Contact named on Page 1. However, once data is accessed by the SAO or Agency, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

16. AWARENESS AND TRAINING

SAO and the agency shall ensure that all staff with access to the data shared through this Agreement are aware of the use and disclosure requirements of OCIO 141.10 and RCW 42.56.590. SAO will comply with all state requirements and training regarding handling, storage and transmission of confidential data.

17. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

18. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.
- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

19. SIGNATURES

The signatures below indicate agreement between the parties.

Agency

Office of the Washington State Auditor

Signature

Date

Signature

Date

Title: _____

Title: Audit Manager



To: Mayor and City Council
From: Elisa Rodriguez, City Planner
TOPIC: Hazard Mitigation Plan Bid Award to Chloeta

Requested Action:

Requesting approval of Resolution No. 24-672, the bid award to Chloeta for facilitating and drafting a detailed Medical Lake Hazard Mitigation Plan.

Key Points:

Legislation passed and signed into law in 2023 (HB 1181) adds a climate goal to the Growth Management Act and requires local comprehensive plans to have a climate element with resilience and greenhouse gas emissions mitigation sub-elements. The resilience sub-element must include goals and policies to improve climate related disaster preparedness, response, and recovery efforts. This is mandatory for all fully planning cities under the GMA (Medical Lake is a fully planning city). Rather than having a consultant assist in adding these elements to our Comprehensive Plan, staff recommended seeking a consultant to assist in facilitating and drafting a detailed Hazard Mitigation Plan that is aligned with the Spokane County Hazard Mitigation Plan while more specifically addressing risks and vulnerabilities faced by the Medical Lake community, thereby providing a playbook to be immediately implemented.

Background Discussion:

City Council held a workshop discussion at the 3/5/2024 Council meeting on the Commerce Climate Planning Grant and approved Resolution No. 24-655 at the 3/19/2024 Council meeting, accepting a \$100,000 award, of which \$60,000 was designated for hiring a consultant to facilitate a detailed Medical Lake Hazard Mitigation Plan. This Hazard Mitigation Plan will inform climate resilience goals and policies to be adopted in the 2026 Comprehensive Plan Periodic Update. A Request For Proposals (RFP) was advertised on 2/29/2024 with a deadline of 4:00 pm on 3/28/2024. Three bids were received and scoring resulted in a clear recommendation.

Public Involvement:

None.

Next Steps:

With approval from Council, staff will draft a service agreement between the City and Chloeta.

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 24-672**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE AWARDING THE
HAZARD MITIGATION PLANNING SERVICES BID TO CHLOETA**

WHEREAS, on July 23, 2023, House Bill 1181 was passed, opening non-competitive grant funding opportunities through the Department of Commerce (“Commerce”) to develop the Growth Management Act (“GMA”) climate change and resiliency element requirements within House Bill 1181 and climate related implementation activities (“Project”); and

WHEREAS, the City of Medical Lake (“City”) was granted One Hundred Thousand Dollars (\$100,000) from Commerce for the Project; and

WHEREAS, on February 29, 2024, the City posted a Request for Proposals for the required Hazard Mitigation Planning Services (“RFP”) to fulfill the Project; and

WHEREAS, City Staff recommend awarding the contract to the lowest responsible bidder that scored highest on the RFP’s selection matrix, Chloeta, in the amount of Fifty-Nine Thousand Seven Hundred Twenty-Nine and 85/100 Dollars (\$59,729.85), as detailed by the City Planner’s Hazard Mitigation Plan RFP Evaluation of Bid contained in Exhibit B; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON as follows:

Section 1. Award of Contract. The Council hereby awards the Hazard Mitigation Planning Services Bid for the design of City’s Hazard Mitigation Plan to Chloeta in the amount of \$59,729.85 plus applicable taxes, as detailed in Chloeta’s proposal, which is set forth in Exhibit A and incorporated herein by this reference.

Section 2. Severability. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED this ____ day of _____, 2024.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

City Attorney, Sean P. Boutz

28 March 2024

Subject: Response to RFP Hazard Mitigation Plan

ATTN: Koss Ronholt
124 S Lefevre Street
Medical Lake, WA 99022-0369

Dear Koss Ronholt:

Chloeta is pleased to provide you with our qualifications to provide these professional Hazard Mitigation Planning services for the City of Medical Lake, Washington. Our written response demonstrates our firm's strengths in terms of experience, technical feasibility, economic viability, adherence to protocols, procedures and regulations, and a demonstrated path forward for successful contract completion. Chloeta is fully committed to exceeding the City's expectations in delivering sustainable solutions for these important climate resiliency objectives.

Chloeta is a TERO-certified Native American-owned and operated certified small Disadvantaged Business Enterprise (DBE) and Buy Indian Act ISBEE, with the company founder and CEO being a tribal citizen of the Cherokee Nation of Oklahoma. Our firm maintains DBE, MBE, and SDB certifications with jurisdictions and agencies throughout the US, including DBE certifications from the U.S. Small Business Administration (SBA) and Cherokee Nation of Oklahoma. We are certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) as a Minority Business Enterprise (MBE) and our certification number is M1M0026072. We have also been recognized with national awards for our superior services by the SBA and the U.S. Department of Commerce's Minority Business Development Agency (MBDA).

Given our firm's demonstrated results in analyzing, structuring, executing complex assignments in the professional consulting arena, the stature of our experts as leaders in their respective specialties, and our team's prior experience, we feel that Chloeta is uniquely qualified for this important responsibility. Chloeta's proposed timely communications and responsiveness to requirements – combined with superior technical and financial skills in similar work will ensure that the value received by the City far exceeds the cost of our services. Our UEI is MVB3NM8N39L5, FEIN is 26-3474042 and our CAGE is 5K6E2. If you have any questions, please do not hesitate to contact us toll free at any time at (877) CHLOETA (245-6382) or by email at jo.kephart@chloeta.com.

Sincerely,



Jo Kephart
Senior Director, Business Development

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Appendices

- A. OMWBE MBE Certification
- B. Personnel Resumes

1 Brief Company Profile

Name	Chloeta
Address	701 Cedar Lake Blvd Suite 320, Oklahoma City, OK 73114
POC	Jo Kephart, Senior Director, Business Development, jo.kephart@chloeta.com , (877) 245-6382
24/7/365	(877) 245-6382 to reach the Chloeta CAT Command Center
DUNS	828519012
UEI	MVB3NM8N39L5
CAGE	5K6E2
Organizational Structure	Chloeta is a 100% Native American owned and operated SBA certified SDB. Chloeta is also TERO/Preferred Vendor certified with the following: Cherokee Nation, Chickasaw Nation, Choctaw Nation and Muscogee (Creek) Nation. Additionally, we are an Oklahoma Department of Transportation (ODOT) Disadvantaged Business Enterprise (DBE) certified small business.

Since 2009, Chloeta has provided renowned technical expertise in all facets of the emergency management profession. With over 15 years of experience, Chloeta has developed a lengthy successful record of performance on government contracts as a prime contractor primarily through providing a diverse range of emergency management consulting services including ICS/NIMS training course delivery; AHIMT and IMT mentorship, evaluation, startup and capacity building; and development and implementation of complex HSEEP compliant Discussion Based and Operations Based exercises. Chloeta is proudly a 100% Native American owned and operated (Cherokee Nation of Oklahoma) Small Disadvantaged Business (SDB). Our firm's emergency management and disaster recovery roots run deep with the Founder/CEO working at the Incident Command Post (ICP) for the Deepwater Horizon Oil Spill for sixty-one (61) days. Many other Chloeta personnel have been integral at managing infamous federally declared disasters in recent decades.

Chloeta has been fortunate to be honored with a number of accolades for superior service to our clients.

- U.S. Small Business Administration (SBA) Emerging 200 (e200) Initiative Graduate
- U.S. SBA 2012 Oklahoma Young Entrepreneur of the Year
- U.S. SBA 2012 National Young Entrepreneur of the Year
- U.S. SBA 2012 Regional Young Entrepreneur of the Year
- U.S. Department of Commerce, Minority Business Development Agency (MBDA), Minority Enterprise Development (MED) Week, 2012 Oklahoma Service Firm of the Year
- Journal Record 2011 Oklahoma Innovator of the Year Award Recipient
- American Indian Chamber of Commerce (AICCO) 2011 Small Business of the Year
- 2011 Indian Country Business Summit (ICBS) Keynote Speaker with U.S. Representative Tom Cole (R-OK)
- 2012 National Center for American Indian Enterprise Development (NCAIED) Native American 40 Under 40
- President Obama's Subcommittee on Small Business, Young Entrepreneurship Series (YES) Panelist, Livestreamed on WhiteHouse.gov
- 2016 Finance Executive of the Year, Bronze Winner, Best in Biz Awards
- 2017 AICCO Leadership Native Oklahoma Awardee

- Chloeta CEO Interviewed Live on The Weather Channel (TWC) Regarding Incident Operations in Florida
- Chloeta CEO Interviewed Live on CNN Newsroom by Karen Costello on the Day the Government Shutdown Took Effect
- 2017 Inc. Magazine, Inc. 5000 Number 1557 (Number 99 in Government Services), Largest Growing Privately Held Businesses in America
- Entrepreneur Magazine, Entrepreneur 360, Top 360 Businesses to Watch in 2018
- U.S. Department of Commerce, MBDA, MED Week, 2017 8(a) Firm of the Year
- 2019 Inc. Magazine, Inc. 5000 Number 606 (Number 40 in Government Services) Largest Growing Privately Held Businesses in America
- 2020 Inc. Magazine, Inc. 5000 Number 3754 (Number 181 in Government Services) Largest Growing Privately Held Businesses in America
- 2023 Inc. Magazine, Inc 5000 Number 1400 Largest Growing Privately Held Businesses in America
- 2022 and 2023 Journal Record Best Places to Work in Oklahoma
- REI Oklahoma Dream Big Awards 2023 Minority Business Client of the Year
- 405 Business Magazine – Metro's Most Influential Leaders, Chloeta CEO

Exceptions: Chloeta takes no exception to any terms or conditions of the RFP and there are no requirements that cannot be met by our firm.

Pending Litigation: Chloeta has no pending litigation matters at this time which would materially affect the performance of this contract.

Debarment: Chloeta nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this procurement by any government department or agency.

1.1 Customer Service Discriminators

Chloeta adheres to a strict Quality Management System (QMS) in the performance of all contract management and associated activities. A key component of the QMS that Chloeta adheres to is the comprehensive Quality Management Manual (QMM). This QMS and associated QMM was developed by an independent third-party consultant at the behest of Chloeta leadership to ensure the highest level of integrity and quality in the delivery of our firm's services and products to our clients. The QMM has not been attached here for brevity's sake. However, we will gladly provide a copy of our firm's QMM upon request

Simply stated, Chloeta has set the industry standard for superior customer service for all professional management and consulting services. Our QMS and QMM were developed by an independent third-party consulting firm. Further, we incorporated many efficiencies perfected by larger corporations known for superior client satisfaction. One of these includes automated and anonymous, if desired, data gathering from every client upon completion of services to determine if we could have served them better. This data is collected via a streamlined web-based process in which the client is asked to assign a numerical rating to the various areas of service they received from our firm. Another example is a linear organizational structure providing access to any member of our firm's management structure by clients as needed. A third example is our 24-hour toll free hotline that customers routinely use to stay in touch with our staff regarding a number of topics.

2 Organization and Staffing

2.1 Key Personnel

Chloeta affirms that all following personnel will be available for the duration of this project. All services will be provided by Chloeta personnel and we intend to utilize no sub-contractors in the performance of this contract. For this project, our firm intends to utilize Subject Matters Experts (SMEs) from our respective cadres of emergency management and environmental experts. Following are the Key Account and Project Management Personnel Chloeta would assign to this effort:

- **Contractor’s Representative:** Emily Cochran, Vice President, Business Development
- **Alternate Contractor’s Representative:** Jo Kephart, Business Development Consultant
- **Project Director:** Mark Masters, Executive Chairman and CEO
- **Project Director QA/QC:** Chet Dodrill, Vice President, Contract Administration
- **Project Manager:** Troy German, PMP, Program Manager
- **Hazard Mitigation SMEs:** Jill Missal, Bobbie Jackson, CEM, Daryl Louder, Steve Gluck
- **Climate Resilience SMEs:** Lillie Keener, Samantha Jones, Henry Mooney, Shirley Morris-Thompson, Ronette Bachert, Dave Van De Weghe
- **Data Analyst/GIS Specialist:** Miriam Clark, Jennifer Sabado

For the direct experience of our key personnel, please find attached resumes in Section 6 for all Chloeta personnel who will provide contract management and serve in project support, as well as any additional support role, on this contract.

2.1.1 Hazard Mitigation SMEs Qualifications

With backgrounds in emergency management, public administration, fire science, and emergency administration/management, Chloeta's team of emergency management professionals offers a comprehensive understanding of hazard mitigation planning. Their experience includes the development of FEMA-approved plans, international disaster preparedness projects, community wildfire protection plans, and strategic emergency response planning. Our SMEs’ credentials include advanced degrees in relevant fields and certifications such as the Certified Emergency Manager (CEM) designation. They have demonstrated leadership in military, governmental, and healthcare emergency management, encompassing CBRN defense, HAZMAT operations, and crisis management. Their skills in GIS, remote sensing, policy development, and environmental compliance enhance their ability to conduct thorough risk assessments and develop effective mitigation strategies.

Collectively, the team has managed significant budgets, led large-scale projects, and engaged with a variety of stakeholders to improve public health and safety. Their expertise in NIMS/ICS, public health emergency management, and business continuity planning aligns with the project's goals to enhance the City of Medical Lake’s resilience to hazards. This diverse experience, coupled with a history of successful grant management and resource optimization, positions the team to contribute significantly to the development of a robust and actionable Hazard Mitigation Plan for Medical Lake.

Name	Role	Experience
Jill Missal	Senior SME	Master of Science in Emergency Management and Public Administration; 20 years of experience in emergency management across local, state, and private sectors; Resides in Bellingham, WA; Developed nearly forty (40) FEMA-approved Hazard Mitigation Plans; Worked internationally on disaster preparedness and capacity building projects; Recognized leader in emergency management, inducted into the

		“Top Forty Under 40” by the Anchorage Chamber of Commerce; Skilled in GIS, remote sensing, and environmental data analysis; Expert in environmental policy, compliance, and liaison with regulatory agencies; Experienced in water resource management, environmental health research, and impact assessments; Proficient in disaster risk reduction, emergency preparedness, and response planning.
Bobbie Jackson	Senior SME	MA in Emergency & Disaster Management, American Military University, cum laude; Certified Emergency Manager (CEM) with HSEEP training; Over twenty-four (24) years of military leadership in CBRN and emergency management; Expertise in Incident Command, HAZMAT operations, and strategic national stockpile plans; Experienced in healthcare safety, security, emergency management, and business continuity; Proficient in NIMS/ICS, OSHA hospital best practices, EPA, TCEQ, and NFPA 1600/3000 standards; Demonstrated leadership in disaster response, emergency operations centers, and hazard vulnerability assessments; Skilled in crisis management, public health emergency management, and bioterrorism preparedness; Accomplished in grant writing, budget management, and resource optimization for emergency and disaster management programs.
Daryl Louder	SME	Master of Science in Interdisciplinary Management and Bachelor of Science in Fire Science from the University of Maryland; Over 40 years of experience in emergency response, recovery, fire prevention, and emergency preparedness; Extensive leadership roles, including Fire Chief/CEO at Contra Costa County Fire Protection District; Skilled in incident command, emergency preparedness, policy development, and risk assessment; Managed multi-million dollar budgets and large teams; coordinated with various government levels; Qualified in multiple emergency management roles, including Incident Commander and Operations Section Chief; Developed and implemented training programs, safety protocols, and emergency response plans; Proven track record in crisis management, disaster response, and recovery operations; Experienced in public education, community outreach, legislative advocacy, and grant management.
Steve Gluck	SME	Master’s Degree in Public Administration and a Bachelor’s Degree in Emergency Administration/Management; Over 40 years in Emergency Management and military operations, including crisis and consequence management in the United States and overseas; Expertise in Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) defense; HAZMAT operations; and emergency medical services; Developed and managed Emergency Operations Plans, Continuity of Operations (COOP), and pandemic plans; Served as principal advisor and action officer for Emergency Management to Installation Commander and Emergency Management Working Group; Led execution of hazard vulnerability, capability needs assessments, and strategic emergency management planning; Managed NIMS, CBRNE training exercises, and served as Department of the Army Lead Instructor for NIMS and EM courses; Active involvement in planning and conducting state and national level emergency management exercises and certification programs; Co-presented at national Public Health Preparedness Summit and participated in development of U.S. Army Emergency Management program.

2.1.2 Environmental SMEs Qualifications

Recognizing the City of Medical Lake's expressed need for enhanced climate resiliency and hazard mitigation, Chloeta has strategically included members of our environmental cadre in our consulting team. These highly skilled professionals provide a diverse expertise, with backgrounds in environmental science,

ecosystem management, climate change adaptation, and environmental compliance. Their collective experience is widely beneficial to the development and implementation of sustainable and effective hazard mitigation strategies, making them well-equipped to contribute to the comprehensive needs of this project. Their expertise in navigating complex regulatory environments and executing large-scale projects aligns with the project's objectives to enhance Medical Lake's preparedness and response capabilities.

Name	Role	Experience
Miriam Clark	Data Analyst	BS Geographic Information Science from University of Oklahoma, experienced in climate modeling and creating geospatial dashboards on incidents of interest; Background in wildland fire management and geographic information systems, demonstrated ability to handle spatial data effectively, contributing significantly to information dissemination within ArcGIS Enterprise. Proficiency in Python, R, and C++ programming languages, coupled with experience in automating geoprocessing tasks and generating spatial statistics and visualizations, ensures well-suited to address complex spatial analysis needs of the project. Track record of developing spatial programs, managing geospatial databases, and providing technical support during emergency incidents underscores her capability to contribute effectively to the project's objectives.
Jennifer Sabado	Data Analyst	Bachelor of Science in Biology; Possesses over five years of experience in project management, data analysis, and risk analysis; As Data Analyst Supervisor at Chloeta oversees the data team; Proficient in various software and tools including: Project Management tools like Quire, Podio, Trello Microsoft Office Suite, G Suite, CRM tools (HubSpot, Streak, Zoning-Info) Analysis tools such as Adobe Acrobat Pro, Emerson DCS -CemCade Graphics software like Adobe Illustrator, Draw, Photoshop Mapping tools including Esri ArcGIS, Pangaea, Drilling Info Communication platforms like Microsoft Office, G Suite, Slack, Zoom, RingCentral Experience with SAP Concur for additional organizational tasks.
Lillie Keener, LEED GA, WELL AP	SME	BS Sustainable Design, Minor Native American Studies, AAS Construction Management (Exp. 2024); Environmental Project Manager at SME Chloeta, owner at Seam Consulting LLC, former President/Managing Director at Blue Star Integrative Studio Inc; expertise in construction management, sustainable design, Native American community projects, OSHA standards, environmental regulations, tribal climate adaptation planning, architectural drafting, interior design; certifications in OSHA 30, LEED Green Associate, WELL AP; recognized by Leadership Native Oklahoma, Top 50 Native Entrepreneurs Award 2019 by Native Business Magazine; proficient in Revit 2023.
Samantha Jones	SME	Bachelor of Science in Environmental Science and Management from Portland State University. Specialist in environmental permitting and compliance, with over 13 years of professional experience across government and private sectors, including significant roles with Urban Grid Solar, the US Army Corps of Engineers, and the City of Portland's Bureau of Environmental Services. Expertise spans NEPA compliance, natural resource planning, wetland delineation, and environmental policy/permitting.
Henry Mooney	Senior SME	Ph.D. Global Systems, M.Phil. Sustainable Development, B.A. Environmental Studies; Expert in environmental consulting, academic research, and project management with a focus on sustainable development and conflict mediation. Holds certifications as a Registered Environmental Professional (REP) and a Full Member of the National Coalition of Independent Scholars.

Shirley Morris-Thompson	Senior SME	M.S. in Hazardous Waste Management, B.S. in Business Administration/Finance; Distinguished Environmental Management Professional with proven expertise in environmental planning, compliance, and natural resource management. Demonstrates a robust command over environmental and natural resource management laws, ensuring meticulous application across terrestrial and marine environments. Possesses a strong foundation in environmental management principles, offering expert advice on technical policy directives. Skilled in navigating compliance responsibilities, coupled with a talent for working with stakeholder relationships and driving effective project management. Proficient in leveraging technology for data management and presenting complex information clearly.
Ronette Bachert	Senior SME	M.Ed Environmental Planning/BA Geography & Env Planning; 25-yrs experience Policy Analysis, Program Delivery Manager for Hurricane Harvey, NEPA Specialist for US Coast Guard, Environmental Historic Preservation Specialist, Review over 100 projects to comply with NEPA regulations.
Dave Van De Weghe	SME	M.C.R.P. from The Ohio State University, B.A. in Communication with a Public Relations concentration; Expert Planner with extensive experience in urban and regional planning, development regulation, and community engagement across multiple states. Dave Van De Weghe's professional journey, from Community Programs Specialist to owner of a consulting firm, demonstrates a profound ability in managing long-range planning projects, comprehensive plan updates, and development regulations. He has regional experience collaborating with various entities in Washington State, such as the Washington Department of Transportation, the Port of Seattle, King County Water and Land Resources, and Sound Transit as a Senior Planner for the City of Newcastle and the City of Federal Way. His skills in drafting urban redevelopment plans, disaster mitigation strategies, and facilitating economic development position him to contribute to this project.

2.2 Examples of Staff Emergency Management Experience

Chloeta's extensive experience in emergency management and wildfire mitigation, coupled with our specific capabilities in developing and implementing comprehensive hazard mitigation strategies, positions us as the ideal partner for the City of Medical Lake in this crucial project. Our proven track record in conducting detailed risk assessments, facilitating large-scale exercises, and providing hands-on incident management support underpins our proposal's strength. Through integrating our advanced skills and resources, we aim to enhance the City's resilience to natural hazards and climate-related risks, ensuring a safer and more sustainable future for the community.

Chloeta's approach to enhancing community safety and resilience is underpinned by our extensive background in a wide range of emergency management projects and services, of which is crucial in addressing the multifaceted nature of hazard mitigation. Our expertise includes a range of critical functions that are particularly pertinent to Medical Lake's needs, as they demonstrate the high level of subject matter knowledge and practical experience, we bring to conducting comprehensive emergency management and hazard mitigation activities. This expertise is derived from our extensive range of real-world experiences and specialized training, which includes:

- Tabletop and large-scale exercise planning and implementation
- Environmental Planning

- Emergency Support Function (ESF) Staffing, both at EOCs and national level coordination centers (NICC)
- Emergency Operations Center (EOC) Staffing
- Joint Information Center (JIC) Staffing
- Incident Management Team (IMT) Staffing, in all Functional Areas and at all levels (Type 3, Type 2, Type 1, Area Command and NIMO experience on staff)
- IMT Shadowing – CHLOETA staff have responded to thousands of incidents nationally as members of IMTs and are adept at shadowing, mentoring and training newly formed or otherwise inexperienced IMTs while an incident is occurring.
- Complete AHIMT Turnkey Solution – Chloeta has the capacity in-house currently to provide an AHIMT meeting the Type 3 level standard to manage incidents for an AHJ under a written delegation of authority and on a contractual basis. This is a unique capacity within the private sector nationally.
- Composing, editing, producing and distributing daily and twice daily during multi-Operational Periods per 24-hour period, Incident Action Plans (IAPs) or shift plans for Type 3, Type 2 and Type 1 incidents
- Providing initial damage assessments
- Qualified Liaison Officers (LOFR) under NWCG standards and other IMT Subject Matter Experts (SMEs) to facilitate communication and collaboration among diverse stakeholders while an incident is ongoing
- Coordinating and facilitating cooperation with sovereign tribal nations during a Presidentially Declared Disaster

Chloeta has provided world-class emergency management service to municipalities, county governments, sovereign tribal nations, non-governmental organizations (NGOs) and federal agencies nationwide. Chloeta's understanding of the Statement of Needs in the RFP are based on our extensive experience evaluating and assessing the all-hazards preparedness and response ability of numerous clients nationwide, with regard to their ability to effectively and efficiently respond in a timely manner to and recover from disasters. We are capacity building experts within incident management.

Chloeta staff possess extensive experience in providing the following services:

- HSEEP Compliant Exercises
- Chloeta Custom – All-Hazard IMT Workshop
- Exercise, Incident and Planned Event Evaluation - All-Hazards IMT Position Taskbook (PTB) Sign-off
- Emergency Management Institute (EMI) – EOC Operations and Management
- Emergency Management Institute – EOC/ICS Interface Course and Workshop
- National Fire Academy (NFA) – Unified Command courses
- NIMS – ICS-300 & 400 courses
- National Fire Academy (NFA) – Command and General Staff for Local IMTs
- United States Fire Administration (USFA) – O305 All-Hazard Type 3 IMT courses
- Emergency Management Institute (EMI) – Position Specific Training courses

Chloeta's comprehensive emergency management services have been instrumental in enhancing the resilience and response capabilities of diverse communities, directly aligning with the objectives of the Hazard Mitigation Plan for Medical Lake. Our proven expertise in all-hazards preparedness, coupled with our capacity to build effective incident management frameworks, ensures that we are uniquely positioned to assist Medical Lake in developing a robust, integrated, and sustainable HMP.

2.2.1 Examples of Staff Plan Experience

Chloeta planners have experience developing, reviewing, assessing, and updating emergency management plans, including:

- Hazard Mitigation Plans
- Incident Action Plans
- After Action Reports
- Master Scenario Events Lists
- Continuity of Operations Plans
- HSEEP Exercise Plans
- Situation Manuals
- Serious Accident Response Plans
- Spill Prevention and Control Countermeasure Plans
- White Papers
- Active Shooter Plans
- Contingency Plans
- Emergency Operations Plans
- Mitigation Plans
- Preparedness Plans
- Response Plans
- Recovery Plans
- Evacuation Plans

As plans are written by the same personnel that conduct preparedness exercises, all plans have a strong focus on how they can be exercised and implemented, and in many instances the plan can be exercised by one of the writers of the said plan, which allows for a highly cohesive experience for the client. These practitioners are also available following the writing of the plan to provide technical assistance, including scenario modeling and forecasting, to the client.

2.2.2 Diverse Personnel Expertise

Chloeta personnel possess a thorough knowledge of all mandatory certification requirements applicable to participating disciplines (Emergency Services, HAZMAT, Public Health, etc.) in order to minimize redundant planning activity. By having such a diverse workforce of consultants, Chloeta is a true turnkey provider of emergency management training and consulting services and provides a superior value to our clients.

2.3 Wildfire Mitigation Expertise

As noted in the RFP, Chloeta recognizes the significant impact of the Gray Road Fire on the Medical Lake community and the critical need for comprehensive wildfire mitigation strategies. Our extensive experience and specialized expertise position us to address this challenge head-on. We bring to the table advanced risk analysis, GIS mapping, and spatial fire modeling capabilities that have been tested and proven across various federal, state, and private sector projects nationwide. With Chloeta's support, Medical Lake can anticipate not only a fortified defense against future wildfires but also a path toward a resilient recovery from past events.

Chloeta provides wildland fire mitigation and risk assessment services to federal customers such as the U.S. Army Corps of Engineers, U.S. Fish & Wildlife Service, Florida Park Service, The Nature Conservancy (TNC) and the USDA Forest Service. Chloeta also provides these same wildfire consulting services to insurance and utility industry clients nationwide. Chloeta has provided risk mitigation through hazardous fuels reduction prescribed fire operations on over 150,000 acres nationally as well. This includes composing fire management plans and policies, identifying sensitive habitat, forming ecological site objectives, mapping, establishing burn units and creating burn rotations based on ecologically appropriate fire return intervals, composing prescribed fire burn plans, choosing the burn date(s) based on atmospheric and fuels conditions, gaining needed permits, coordinating with regulatory agencies and stakeholders, coordinating with the media including sending out press releases and conducting press conferences about burn activities, notifying adjacent landowners and conducting all burn operations safely and successfully.

- Chloeta wrote forty (40) Wildland Fire Management Plans of similar or greater complexity to this procurement for the United States Air Force and National Guard Bureau.
- Chloeta has written several wildfire Community Risk Assessments (CRA) for Fortune 100 Properly and Casualty carriers.
- Chloeta has provided numerous Wildfire Mitigation Plan Independent Evaluations pursuant to California Public Resources Code Section 8387 to utilities throughout the state.
- Chloeta has performed over 2,000 Home Ignition Zone Assessments of individual residential properties nationwide.

Additionally, our firm recognizes the vital importance of following state and federal requirements, legislation, and available CWPP guidance. Therefore, we are committed to addressing all applicable rules, laws, and regulations regarding the project.

Chloeta's GIS and spatial fire modeling services are central to our wildfire mitigation and risk assessment capabilities. Our GIS specialists utilize ESRI ArcGIS, a leading platform in spatial analysis, to integrate diverse datasets such as fire history, vegetation types, and infrastructure, enabling comprehensive risk mapping and planning. With spatial modeling tools like FlamMap and FARSITE, we simulate wildfire behavior under varying conditions to inform strategic fuel management and emergency response plans. Our advanced modeling extends to predicting fire spread, intensity, and potential community impacts. Through this detailed analysis, we develop visually informative maps and models that serve as critical decision-making tools for community stakeholders. This integration of sophisticated technology and data-driven analysis positions Chloeta at the forefront of wildfire risk management, providing communities with targeted and effective mitigation strategies that are also mindful of environmental compliance and sustainability.

Our extensive experience in wildfire mitigation aligns directly with the requirements of the Medical Lake RFP. Chloeta's experience in comprehensive wildland fire mitigation and risk assessment services to various federal, state, and private sector clients ultimately demonstrates our capacity to manage complex wildfire challenges. Furthermore, our proficiency in advanced GIS and spatial fire modeling tools like ESRI ArcGIS, FlamMap, and FARSITE enables us to conduct detailed wildfire behavior analyses and formulate strategic mitigation strategies.

Chloeta has recently secured a contract to assist a town in the Pacific Northwest Region with the development and implementation of a Community Wildfire Protection Plan (CWPP). This experience is highly relevant to the Medical Lake RFP, as it demonstrates our proficiency in addressing wildfire risks and formulating effective mitigation strategies in a region with similar environmental and community characteristics. Our work on this project involves comprehensive risk assessments, community engagement, and strategic planning, all of which are critical components for the Medical Lake HMP project. This partnership underscores our expertise in navigating the specific challenges faced by communities in the Pacific Northwest, equipping us to deliver a tailored and impactful HMP for Medical Lake.

2.4 Familiarity with City, County, and State Procedures

Chloeta is well-positioned to develop a Hazard Mitigation Plan for Medical Lake that thoroughly aligns with the requirements outlined in the RFP, leveraging our extensive background in emergency management and environmental planning within Washington state. Our approach is centered on crafting a comprehensive strategy that addresses the community's unique risks and vulnerabilities, in line with the objectives set forth by the City and the broader mandates of the Washington Climate Commitment Act. We aim to integrate our mitigation efforts with Medical Lake's administrative processes, development goals, and emergency management protocols.

Our strategic planning will be informed by an in-depth understanding of the local, county, and state-level frameworks, ensuring that the Hazard Mitigation Plan meets the current regulatory and environmental standards and is also adaptable to future changes and challenges. As a result of prioritizing a thorough assessment of the community's assets and potential hazards, and developing tailored mitigation and response strategies, Chloeta will enhance the resilience and sustainability of Medical Lake. Our commitment to aligning with the City's comprehensive planning goals will ensure that the mitigation strategies will foster a cohesive and resilient community framework.

In preparing to undertake this project, Chloeta will draw upon its statewide experiences in emergency management and environmental services, applying the insights and expertise gained to construct a robust and forward-thinking Hazard Mitigation Plan for Medical Lake.

Chloeta has successfully completed numerous emergency management and environmental projects in Washington, demonstrating our deep understanding and practical expertise in the region's challenges and regulatory landscape. Our track record includes projects executed in collaboration with local, county, and state agencies, showcasing our capability in navigating Washington's regulatory environment and implementing effective solutions that enhance community resilience. Chloeta boasts a wide range of projects in Washington, such as:

- **Developing Emergency Support Function (ESF) plans** for the Washington State Department of Agriculture, focusing on agriculture and natural resources.
- **Managing prescribed fire and fuels** for the Washington Department of Fish & Wildlife, enhancing land management and ecological health.
- **Creating Integrated Wildland Fire Management Plans** for the Washington Military Department, reducing wildfire risk and promoting ecosystem balance.
- **Conducting NEPA analysis** for the US Geological Survey and the University of Washington, ensuring environmental compliance and protection.
- **Orchestrating oil spill response planning** for the US Navy, preparing for and mitigating environmental hazards.

These ongoing and completed projects underscore Chloeta's active role in Washington's emergency management and environmental sectors. Our continuous involvement in these initiatives ensures that we bring the latest, most effective practices and innovative solutions to enhance the community's resilience and preparedness for future challenges. Our multi-level regulatory knowledge and strategic planning capabilities enable us to construct a robust mitigation framework that meets immediate community needs while also effectively aligning with regional and state objectives. Our commitment to continuous engagement with governmental bodies across these levels ensures that the plan will be adaptable to changing regulations, securing long-term resilience and sustainability for Medical Lake.

2.5 Understanding FEMA Requirements

Chloeta's profound understanding of FEMA's requirements for updating Medical Lake's Hazard Mitigation Plan is thorough, ensuring compliance with the mandates outlined in the FEMA Local Mitigation Planning Policy Guide FP 206-21-0002, effective April 19, 2023, as well as the protocols established in Title 44 of the Code of Federal Regulations, Section 201.6. Our experienced team will undertake an inclusive process, engaging with all relevant municipalities within the area and incorporating stakeholder input to meet FEMA's Approval Pending Adoption status. During this process, our personnel will prioritize a stringent and detailed revision process, adhering to FEMA's guidelines, to include essential analyses such as climate resilience assessments and comprehensive hazard mitigation planning, aligning with FEMA's standards and the expected 'Level of Effort' as outlined by FEMA Region 10. We will assess the potential impacts of climate change on Medical Lake, identifying vulnerabilities in the community's infrastructure, and

developing strategies to enhance resilience against a range of climate-induced hazards such as increased wildfire risk, flooding, and severe weather events. As a result of focusing on these areas, we ensure that our hazard mitigation plan not only addresses current risks but also prepares Medical Lake for future climate scenarios, in line with the objectives of Washington’s Climate Commitment Act.

Chloeta will ensure that the HMP update aligns with the framework provided in the Washington State Hazard Mitigation Plan and the guidelines set forth by the Washington Emergency Management Division. This strategic alignment guarantees that the updated plan adheres to the hazard definitions and planning standards relevant to Washington State, ensuring a plan that is not only compliant but also accurately reflects Medical Lake’s specific mitigation needs and priorities. Our dedicated team will thoroughly revise the HMP in response to feedback from FEMA and state-level entities, ensuring thorough municipal participation and adoption. Through this rigorous process, Chloeta commits to delivering a Hazard Mitigation Plan for Medical Lake that meets federal and state requirements while effectively addressing the local hazard landscape.

2.6 Ability to Provide and Organize Sufficient Staff to Execute All Project Deliverables

Chloeta is fully equipped with a diverse team of professionals, each specialized in different facets of hazard mitigation, emergency management, community planning, and technical analysis. Our staffing model is designed to ensure robust coverage for all aspects of the project, from initial hazard assessment through to community engagement and final plan documentation. Chloeta maintains a multi-disciplinary team comprising project managers, hazard and risk analysts, GIS specialists, environmental experts, community outreach coordinators, and technical writers, all of whom are experienced in FEMA's planning requirements and the nuances of local and state hazard mitigation planning. Our approach to project staffing is both strategic and flexible, allowing us to scale our team's composition in response to the project's evolving needs. For each phase of the project, we assign lead roles to staff members whose expertise aligns most closely with the tasks at hand, supported by a cadre of additional personnel to ensure timely and comprehensive delivery of all deliverables. Regular internal reviews and coordination meetings facilitate seamless collaboration across our team, ensuring that all project components are integrated and aligned with the overall project goals. Our structured yet adaptable staffing strategy guarantees our ability to meet all project deliverables within the set timeline, ensuring high-quality outcomes that exceed the City's expectations.

2.7 Company Stability Sufficient to Meet All Terms of the Contract

Chloeta's stability as a company is anchored in our extensive track record of successfully completing numerous projects similar in scope and complexity to Medical Lake’s HMP. Over the years, we have consistently demonstrated our financial robustness, organizational resilience, and unwavering commitment to meeting our contractual obligations. We prioritize maintaining the liquidity and financial management practices necessary to support our project commitments over the long term. Our organizational structure is designed for sustainability, with a strong leadership team guiding the strategic direction of our company and a dedicated project management office overseeing the execution of our contracts. This ensures that we are stable and also adaptable, capable of navigating the complexities and uncertainties inherent in large-scale planning projects. We have recently migrated to a Deltek Costpoint accounting system, used by many large Department of Defense contracting firms, with accounting practices in accordance with Defense Contract Audit Agency (DCAA) standards.

Our ongoing investment in staff development, technology, and process improvement further reinforces our capacity to sustain high levels of service and project delivery excellence. Our longstanding relationships

with a broad network of subcontractors, partners, and subject matter experts provide an additional layer of support and stability, enabling us to draw on external expertise and resources as needed to fulfill our project obligations. We also maintain comprehensive insurance coverage, including professional liability insurance, to protect against unforeseen risks and ensure our continued operational stability. Chloeta's financial health, organizational resilience, strategic partnerships, and comprehensive risk management practices collectively ensure our ability to meet all terms of the contract and uphold our commitments to Medical Lake and other stakeholders throughout the project duration and beyond.

3 Description and Approach

Chloeta recognizes the critical importance of integrating climate resiliency into Medical Lake's Hazard Mitigation Plan (HMP), in line with the City's requirements and the broader objectives of Washington's Climate Commitment Act. Our approach is designed to effectively enhance Medical Lake's resilience against an array of climate-related hazards. Our firm will utilize our expertise in climate adaptation strategies, emergency management hazards, and risk assessment to develop a plan that enhances mitigation for immediate environmental risks while also crucially prepares the community for long-term climate change impacts. As a result of focusing on sustainable and adaptive solutions, Chloeta aims to ensure that Medical Lake's HMP is resilient, forward-looking, and capable of protecting the community in a changing climate.

3.1 Regional Understanding

Chloeta's tailored approach to updating Medical Lake's climate resilience against various hazards will be informed by our deep knowledge and strategic insight, essential for enhancing community preparedness and safety. We tailor our strategies to address the unique blend of natural and human-made threats in Medical Lake, ensuring a robust defense system is established to cater to the region's specific requirements. Through collaborative and forward-thinking planning, Chloeta aims to fortify Medical Lake's HMP, enabling effective response capabilities to diverse challenges, thus safeguarding its inhabitants and infrastructure.

Acknowledging the distinct challenges of human-made hazards in Medical Lake, Washington, our expertise in emergency management equips us to confront these threats, identified through thorough analysis and community engagement. Notable human-made hazards include:

- **Chemical Spills and Contaminations:** Given the industrial and agricultural activities in the area, there is a risk of chemical spills that could impact human health and the environment.
- **Transportation Accidents:** With significant road and rail networks, Medical Lake could face hazards related to transportation accidents, potentially involving hazardous materials.

In addition to these human-made threats, Chloeta has a comprehensive understanding of natural hazards that pose risks to Medical Lake:

- **Wildfires:** Due to its location in a region with forested areas, Medical Lake faces risks from wildfires, especially during dry, hot summer months. Effective wildfire mitigation strategies are crucial for community safety.
- **Severe Weather Events:** Including thunderstorms, heavy rainfall, and snowstorms, these weather-related events can lead to flooding, property damage, and disruptions to the community.
- **Earthquakes:** Situated in a seismically active region, Medical Lake is susceptible to earthquakes. Understanding seismic risks and implementing earthquake preparedness measures are vital for minimizing potential impacts.
- **Volcanic Activity:** Proximity to active volcanic areas means Medical Lake must prepare for ashfall and other volcanic hazards, which can affect air quality, health, and local infrastructure.

Chloeta's analysis will prioritize the hazards with the highest Calculated Priority Risk Index (CPRI) scores, particularly focusing on wildfire, severe weather, and flood risks, which have been identified as the most significant threats to Medical Lake. Our strategic planning will include:

- **Wildfire Preparedness and Response:** Developing comprehensive wildfire management strategies, including fuel reduction, community education on fire safety, and improving emergency response capabilities to address the high CPRI score of 3.55 for wildfires.
- **Severe Weather Adaptation:** Crafting robust response plans for severe weather events, which have a CPRI score of 3.25, by enhancing early warning systems, infrastructure resilience, and public awareness campaigns to reduce the impact of thunderstorms, heavy rainfall, and snowstorms.
- **Flood Risk Mitigation:** Implementing flood control measures and improving water management to address the flood hazard, with a CPRI score of 2.85, including the upgrade of drainage systems and ensuring effective floodplain management.

Incorporating these focused strategies into Medical Lake's HMP will address the most critical hazards identified, aligning with Chloeta's commitment to creating a resilient community capable of withstanding and quickly recovering from diverse natural and human-made threats. Our goal is to establish a comprehensive and adaptable mitigation plan that not only addresses current hazards but also anticipates future changes in risk profiles, ensuring long-term safety and sustainability for Medical Lake.

Chloeta's personnel are well-versed in these hazards, from natural phenomena like wildfires and severe weather events to human-made challenges such as chemical spills and transportation accidents. Our comprehensive understanding and proactive approach in reviewing and updating Medical Lake's HMP for 2025 is geared towards not just responding to immediate risks but also anticipating future challenges and integrating advanced mitigation practices. Our team's extensive knowledge, coupled with our experience in addressing the identified hazards, ideally positions Chloeta to support Medical Lake in improving its resilience and preparedness.

3.2 Project Approach

3.2.1 Understand Exposure

Chloeta will initiate this effort by cataloging Medical Lake's key infrastructural, cultural, and natural assets, collaborating with local entities to ensure comprehensive identification. Using GIS, we will map these assets against potential hazard zones to inform necessary infrastructural improvements and protective measures for vulnerable resources. To ensure ongoing relevance and accuracy, Chloeta will establish a systematic review process for the asset catalog. This process will involve regular updates and validation of the asset information, adapting to emerging hazards and community developments, thus maintaining the integrity and utility of the asset database. Chloeta will employ a quantitative and qualitative risk assessment methodology, leveraging GIS mapping, historical data analysis, and predictive modeling to assess hazard impacts comprehensively. This methodology will prioritize hazards based on their likelihood, impact, and community vulnerability, ensuring a data-driven approach to mitigation planning. This asset inventory, essential for risk and vulnerability assessments, will be continuously updated to reflect new data and changing conditions, maintaining its utility in hazard management and emergency preparedness. Our systematic review process will ensure the asset catalog's relevance and accuracy, adapting to emerging hazards and contributing to a robust database that underpins our understanding of potential risks.

Following the asset identification, the next phase will focus on exploring potential hazards through the collection and analysis of climate and environmental data. This exploration will involve gathering extensive historical and current climate data, as well as environmental studies, to identify potential hazards that could impact the community. In addition to Chloeta's Data Analysts and GIS Specialists, our firm possesses in-house meteorologists that will be available to provide additional support to the project team. Advanced modeling tools will be used to simulate various scenarios, including extreme weather events and long-term climate changes, to predict potential hazards and their likely impact on the community. In our exploration of potential hazards, Chloeta will integrate newly gathered climate data with existing environmental studies

and historical records. This integration will provide a comprehensive view of the hazards, enhancing our understanding of their potential impacts on Medical Lake. The collected data will be analyzed to identify trends, assess risks, and forecast future conditions, providing a scientific basis for hazard identification. Advanced technologies and data analytics will underpin our approach to hazard assessment and mitigation planning. Utilizing state-of-the-art software and the latest environmental data, Chloeta will enhance the accuracy of hazard predictions and the effectiveness of the proposed mitigation strategies. This process will assist in anticipating not only immediate threats, but also long-term challenges posed by climate change, enabling the community to prepare more effectively for future risks. The analysis will consider a range of factors including weather patterns, environmental degradation, and human activities that may exacerbate hazard risks. Stakeholder engagement will be integral to this process, with local knowledge and historical experiences used to validate and enrich the data analysis. The resulting hazard profile will inform the community's risk management strategies, ensuring they are based on comprehensive and accurate data.

In the hazard identification phase, a detailed assessment will determine specific threats to Medical Lake's assets, considering their location, condition, and historical significance. Our methodical analysis will highlight the most vulnerable assets and the gravest hazards, facilitating the prioritization of mitigation efforts. Chloeta will detail the potential consequences of each identified hazard, focusing on their specific impact on Medical Lake's community assets. This analysis will include localized effects, tailoring the hazard assessment to the community's unique context and vulnerabilities. A comprehensive report will document these potential threats, offering a roadmap for addressing risks and laying the foundation for strategic risk management. An in-depth analysis will assess each hazard's impact on community assets, examining physical, economic, and social consequences to provide a holistic view of potential risks, aiding in the development of robust preparation and response strategies. To prioritize hazards effectively, Chloeta will establish clear criteria assessing each hazard's likelihood, impact, and the community's vulnerability. This prioritization will guide the allocation of resources and efforts towards the most significant threats to Medical Lake. For the purpose of prioritizing hazards, Chloeta will conduct a strategic assessment of their likelihood and impact, using a risk matrix for systematic evaluation, guiding resource allocation toward significant threats. This process, supported by expert consultation, will yield a prioritized list of hazards, directing mitigation and preparedness efforts, with regular updates to adapt to evolving risk profiles and ensure resilience. This systematic approach, incorporating asset vulnerability, hazard impact analysis, and prioritized mitigation planning, will strengthen Medical Lake's defenses against environmental and climate-related threats, ensuring a proactive stance in community hazard management.

Chloeta's public engagement plan will utilize a variety of methods to ensure broad community participation and comprehensive collection of public input on the identified hazards and mitigation strategies. This engagement is essential for understanding exposure, involving the community in identifying and prioritizing hazards through an inclusive approach that guarantees extensive participation. Our strategy will facilitate the seamless integration of Medical Lake's HMP with regional and state-level planning efforts, aligning with broader land use, emergency management, and climate adaptation strategies to promote consistency and reinforce mutual objectives across planning documents. The objective is to gather a wide range of perspectives and insights, which will enhance the hazard assessment and prioritization process. Community input is vital for validating the identified hazards and understanding the public's perception of risk and priority, thereby improving the credibility of the assessment process and enhancing community awareness and preparedness. Feedback obtained from the public engagement will be systematically analyzed and integrated into the hazard assessment process, ensuring that community insights and concerns directly influence the hazard prioritization and mitigation planning, making it inclusive and driven by community needs. All public engagement activities will be thoroughly documented, creating a transparent record of community input and its impact on the planning process.

Reporting to the Planning Commission, Chloeta will present the comprehensive findings of the exposure assessment, including the results of community engagement. The report will provide a detailed overview

of the identified assets, potential hazards, priority risks, and the community's feedback on these issues. The report will serve as a critical tool for informing the Planning Commission's decisions regarding hazard mitigation and community resilience planning, as it will be structured to facilitate clear understanding and actionable insights, highlighting key risks and recommended priorities for action. Through this phase, Chloeta will be able to align community and governmental perspectives, ensuring that the planning process is collaborative and informed by a comprehensive analysis. The Planning Commission's feedback on the report will be used to refine and finalize the hazard mitigation strategies, ensuring they are robust, feasible, and aligned with community needs. This iterative process between assessment, reporting, and feedback will ensure that the mitigation plan is both evidence-based and responsive to community concerns. The final report to the Planning Commission will mark a pivotal step in moving from assessment to action, setting the stage for the development and implementation of effective mitigation strategies.

The interaction with the Planning Commission will be a critical step during this phase, where Chloeta will present the detailed findings and outcomes of public engagement. We will actively seek and incorporate the commission's feedback to refine the hazard mitigation strategies, ensuring they align with community needs and regulatory frameworks. This collaborative process will culminate in the submission of a memo that summarizes the asset identification, hazard exploration, impact analysis, and prioritization efforts. The memo will serve as a formal record, facilitating the continuity and evaluation of the project, while also fulfilling administrative requirements and enhancing communication with stakeholders about the community's hazard exposure understanding and mitigation planning progress.

3.2.2 Understand Vulnerability

Understanding Vulnerability will involve a detailed assessment of how community assets will respond to and withstand identified hazards. The assessment of asset sensitivity will start with analyzing how each asset, whether infrastructure, cultural, or natural, will react to various hazard scenarios. Chloeta will utilize stress testing and scenario analysis to assess the sensitivity of assets, identifying how different hazard scenarios could potentially affect each asset's functionality and integrity. Additionally, our personnel will thoroughly examine the historical impact of hazards on these assets to predict potential future impacts, considering factors such as location, construction materials, design, and historical significance. The adaptive capacity of each asset will then be evaluated, determining their ability to adapt to, withstand, or recover from hazard impacts. In assessing adaptive capacity, Chloeta will also evaluate community-wide emergency response plans, backup systems, and resilience initiatives to determine the broader support network available for each asset. Chloeta will review maintenance records, design specifications, and resilience planning to gauge each asset's robustness and flexibility in the face of hazard events.

Furthermore, the process of assessing vulnerability will integrate the findings from sensitivity and adaptive capacity assessments, providing a comprehensive view of each asset's overall risk profile. During this time, our personnel will synthesize data on how assets are likely to be affected by hazards and their ability to cope with and recover from these effects. The vulnerability assessment will provide a holistic view by combining the effects of asset sensitivity and adaptive capacity, offering a clear picture of each asset's overall resilience to hazard impacts. Risk assessment will then follow, quantifying the likelihood and potential severity of impact from identified hazards on each asset, helping prioritize resources and planning efforts. Risk will be quantified using risk matrices and modeling tools to evaluate the potential severity of impacts, aiding in the strategic allocation of resources for mitigation. This risk analysis will be crucial for strategic planning, guiding the community in focusing on high-risk areas and developing targeted mitigation strategies. The assessments of asset sensitivity, adaptive capacity, and overall vulnerability will be unified into a comprehensive vulnerability framework. This framework will not only categorize assets based on risk levels but also guide the prioritization of mitigation actions, ensuring efficient resource allocation and focused effort on high-impact areas.

Public engagement will be a pivotal component of this phase, with a focus on gathering community insights and perceptions regarding asset vulnerability and risk. The engagement process will aim to capture the community's experience with past hazard events and their views on asset vulnerability, aiding in the refinement of our assessments. This process will ensure broad community input, crucial for validating technical assessments and aligning the planning process with community concerns and priorities. The feedback obtained will be carefully analyzed and integrated into the vulnerability assessment process, allowing the community's input to significantly shape the final mitigation strategies. After reviewing existing plans and policies, a comprehensive action plan will be created to direct the revision and update of these documents. This plan will specify the actions, responsible entities, and timelines for incorporating the findings into the community's planning framework, ensuring that the policies remain adaptive and responsive to the identified risks.

Presenting a detailed account of the vulnerability assessment process, findings, and community feedback to the Planning Commission, the report will serve as a critical tool for decision-making. The report to the Planning Commission will not only detail the vulnerability assessment findings but also discuss their implications for future planning, highlighting critical areas for targeted mitigation efforts. It will provide the Planning Commission with a deep understanding of the community's vulnerability to hazards and form the basis for developing effective mitigation measures. Reflecting a synthesis of technical analyses, public input, and strategic recommendations, the comprehensive report will aim to enhance the community's resilience to identified risks.

This phase will conclude with the submission of a memo summarizing the completion of the vulnerability understanding process. The memo summarizing completion will document the methodologies employed, key findings, community engagement outcomes, and how this phase lays the foundation for the subsequent development of mitigation strategies. This memo will provide a concise, yet detailed record of the activities undertaken, the methodologies employed, the findings, and the extent of community engagement. It will serve as a formal document that encapsulates the rigorous assessment and inclusive approach adopted in this phase, ensuring transparency and accountability in the planning process. The memo will also act as a bridge to subsequent phases, laying the groundwork for the development and implementation of informed, community-backed hazard mitigation strategies.

3.2.3 Audit Plans and Policies

In the phase of auditing plans and policies, a thorough review of existing municipal strategies will commence to identify deficiencies and opportunities for addressing climate-related risks and natural hazards. Chloeta will conduct a gap analysis to pinpoint specific areas in the current plans where climate adaptation and hazard mitigation can be enhanced. This will involve comparing existing policies against best practices and latest climate science to identify both gaps and opportunities for strengthening local resilience. The audit will thoroughly examine local documents, including land-use plans, emergency response strategies, and infrastructure development policies, to ensure their robustness and adaptability to changing climate conditions. Highlighting areas that need enhancement will be a primary goal, aiming to strengthen community resilience against future threats. Through integrating the latest scientific research and risk assessment data, the review process will yield actionable insights, making local policies more responsive to current environmental challenges and forward-thinking in risk anticipation. Furthermore, a detailed examination will uncover innovative practices and successful strategies from other regions or sectors, potentially adaptable to the local context, thereby enriching the approach to climate adaptation and hazard mitigation. Audit findings will be compiled into a report, enriched with public engagement feedback, providing the Planning Commission with a clear, comprehensive overview of necessary improvements and strategic policy directions. This report will detail the discrepancies between current planning and best-practice standards, offering recommendations for policy improvements. It will serve as a basis for discussions with the Planning Commission, aimed at aligning local policies more closely with the needs for climate resilience and hazard mitigation.

To ensure the community's input is integral to the auditing process, a comprehensive public engagement strategy will be implemented. This strategy will focus on collecting targeted feedback to assess the perceived effectiveness of existing policies and to gain insights into local climate and hazard challenges. The feedback will play a crucial role in ensuring that the audit reflects community concerns and experiences with climate impacts. The public engagement approach will be designed to facilitate the sharing of perspectives, experiences, and suggestions for enhancing local plans and policies, emphasizing inclusive participation from all community sectors and demographics. This inclusive approach is essential for grounding the audit in the community's actual experiences with climate and hazard impacts, making sure that policy recommendations are scientifically sound, socially relevant, and practically implementable. The systematic analysis and incorporation of the feedback into the final audit report will ensure that the recommendations represent a balanced synthesis of expert analysis and community input, thereby enhancing the credibility of the audit and building community trust in the policy revision process.

The phase will culminate in compiling and presenting a detailed report to the Planning Commission, accompanied by a memo summarizing the audit process, findings, and community engagement outcomes. The memo will serve as an official record of the audit phase, detailing the methodology, key insights, stakeholder feedback, and proposed action items for policy improvement. It will ensure a clear, documented transition to the next phase of the hazard mitigation planning process, providing a solid foundation for informed decision-making and policy development. This report will strategically analyze existing policies against identified climate and hazard risks, providing a roadmap for enhancing local resilience, identifying gaps, and outlining opportunities for improvement. The memo will document the audit phase comprehensively, ensuring transparency and accountability. As an essential tool for the Planning Commission, it will guide decisions on policy adjustments and enhancements, laying the groundwork for a more resilient and responsive local planning framework. The rigorous, inclusive audit phase is designed to fortify the community's capacity to manage and thrive amidst climate change and natural hazards.

3.2.4 Explore Solutions

In the Explore Solutions phase, developing a comprehensive list of strategies to reduce the community's risk exposure to identified hazards becomes the primary task, entailing a thorough process that tailors mitigation and adaptation measures to the community's unique needs. Chloeta will systematically catalog potential mitigation and adaptation strategies, identifying a wide range of options from infrastructure projects to policy changes, ensuring comprehensive risk reduction coverage. Infrastructure enhancements, regulatory reforms, community education programs, and emergency response protocols will be evaluated for their potential to strengthen defenses against risks. Each option will undergo a preliminary assessment to gauge its viability and effectiveness in reducing community risk, ensuring that only the most promising strategies are forwarded for detailed evaluation. This critical stage, focusing on a comprehensive approach to risk reduction, will address both immediate and long-standing hazards, necessitating collaboration with experts in urban planning, environmental science, and emergency management to create a robust framework for hazard mitigation.

The detailed investigation that follows will assess the feasibility of each strategy through technical assessments, financial analyses, and feasibility studies, evaluating effectiveness, resource needs, and implementation challenges while considering immediate benefits and long-term sustainability. The evaluation will include scenario analysis, cost-benefit assessments, and impact projections to ascertain each solution's potential in mitigating hazards while supporting sustainable community development. Key considerations will include practicality, cost-effectiveness, environmental impact, and community acceptance, aiming to refine strategies that enhance community resilience effectively. This systematic evaluation process will identify the most effective and sustainable solutions, prioritizing them based on risk reduction and resilience enhancement, taking into account specific hazards, cost and resource requirements, potential community impact, and alignment with municipal goals.

Public engagement will be crucial in this phase, with a focus on integrating community input to allow residents to share their views, concerns, and preferences regarding mitigation strategies. This input is essential for refining and validating the proposed solutions. The process will ensure that mitigation strategies are both practical and meet the residents' expectations. The subsequent integration plan will incorporate these solutions into the existing hazard mitigation framework, with a priority on effectiveness, feasibility, and community alignment. Strategies will be assessed for their risk reduction potential, cost-efficiency, and sustainability, prioritizing those that offer the greatest benefit to the community and support long-term resilience goals. This prioritization will direct the strategic focus towards enhancing community resilience, with the aim of achieving significant improvements in hazard mitigation and risk management. The selection of solutions will be guided by a balanced approach, making informed, data-driven decisions that consider practicalities and resource availability.

The final steps, including reporting to the Planning Commission and submitting a comprehensive memo, will provide a synthesized overview of explored solutions, highlighting prioritized strategies and their rationale. This will serve as a crucial decision-making tool for municipal leaders, with the memo documenting the Explore Solutions phase's methodologies, analyses, and public engagement efforts, ensuring transparency, accountability, and a clear direction for implementation. The memo will also highlight how the phase contributes to the broader hazard mitigation plan, detailing the transition to the implementation of selected strategies. This comprehensive approach will set the stage for advancing the community's hazard mitigation efforts, supported by a well-defined, strategic, and community-backed action plan.

3.2.5 Mitigation Strategies

The Mitigation Strategies phase will center on crafting concrete goals and policies, acting as the foundation for Medical Lake's efforts to effectively mitigate hazard risks. These goals will be specific, measurable, achievable, relevant, and time-bound (SMART), ensuring they effectively guide the community's hazard mitigation efforts. The policies developed will be actionable, directly addressing the identified risks and vulnerabilities to provide clear directives for risk reduction activities. Developing these strategic objectives and corresponding policies necessitates a deep understanding of the community's risk profile, integrating insights from previous project phases. The establishment of well-defined goals will articulate the community's aspirations for risk reduction, while the formulation of policies will provide a structured approach to achieving these objectives. These policies will span across community planning, infrastructure development, emergency preparedness, and public awareness, embodying a holistic approach to hazard mitigation. Informed by best practices in disaster risk reduction and climate adaptation, the policies will be tailored to the local context, ensuring systematic and strategic hazard mitigation that is adaptable to changing conditions and emerging risks.

The subsequent drafting of the Hazard Mitigation Plan represents a pivotal step, encapsulating the community's strategy to reduce hazard impacts and build resilience. The plan will incorporate a multi-hazard approach, addressing a range of risks identified in earlier phases, and will include preventive measures, capacity building, and emergency response strategies to comprehensively address community safety and resilience. This document will emerge from exhaustive research and analysis, marrying the detailed assessments of risks and vulnerabilities with the strategic goals and policies previously established. The plan will detail specific actions, projects, and initiatives tailored to mitigate risks from natural disasters and climate change, acting as a comprehensive roadmap for implementation. Key elements such as implementation strategies, timelines, responsible entities, and resource allocations will be clearly outlined, with the inclusion of mechanisms for continuous monitoring, evaluation, and revision to maintain the plan's relevance and effectiveness.

Public engagement will be essential throughout this phase, with a comprehensive plan in place to ensure that the Hazard Mitigation Plan aligns with the community’s needs, values, and priorities. Mechanisms for feedback will be set up to integrate community suggestions, concerns, and preferences, making the plan representative of and responsive to community expectations. The process will encourage community members to share their input, creating a mitigation plan that reflects both expert analysis and the lived experiences of the community. This inclusive approach will foster a sense of ownership and commitment to the mitigation strategies, ultimately enhancing their effectiveness and sustainability.

As the phase draws to a close, the comprehensive reporting to the Planning Commission and the preparation of a detailed memo will encapsulate the entire process and its outcomes. The report will highlight how the mitigation strategies align with community goals and the broader municipal planning framework, providing evidence-based justifications for the chosen strategies and outlining the expected outcomes of their implementation. The final report will offer a synthesized overview of the developed goals and policies, the finalized Hazard Mitigation Plan, and the insights gained from public engagement. This will serve as an essential decision-making tool for municipal leaders, ensuring that the mitigation strategies have a solid foundation for successful implementation. The memo, detailing the systematic approach taken to develop the mitigation strategies and the community engagement efforts, will serve as a formal record of the phase, setting a clear and documented path forward for the practical implementation of the Hazard Mitigation Plan. This memo will also outline the process for future updates and revisions to the Hazard Mitigation Plan, ensuring it remains a dynamic and evolving document that continues to reflect the community’s changing needs and priorities.

3.2.6 Enhancing Resilience in Hazard Mitigation

Beyond developing and implementing hazard mitigation strategies, Chloeta will focus on building long-term resilience within the Medical Lake community, aligning with the goals of the Washington Climate Commitment Act. During this process, our firm will work on creating adaptive capacities that enable the community to respond to, recover from, and thrive in the face of hazard events, including those exacerbated by climate change. We will integrate resilience-building measures into each phase of the hazard mitigation plan, ensuring that the community not only reduces its exposure to risks but also enhances its ability to withstand and quickly recover from adverse situations.

To operationalize these resilience-building measures, Chloeta will engage in continuous community dialogue throughout the project, leveraging the insights gained from public engagement to tailor resilience strategies that meet the unique needs and strengths of Medical Lake. This approach is tailored to be aligned with the Climate Commitment Act’s focus on community-based planning and public participation. This focus on resilience will be integrated into the broader hazard mitigation framework, ensuring that each strategic action contributes to a robust and resilient Medical Lake. Through prioritizing resilience, we aim to cultivate a community that is prepared for future hazards and capable of transforming challenges into opportunities for growth and improvement.

3.2.7 Draft Project Schedule

We will work with the City to finalize the draft schedule at the outset of the contract.

Task Name	Start	Finish	2024				2025					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Notice to Proceed	04/08/24	04/08/24	◆	◆								
Kickoff Meeting	04/15/24	04/15/24		■								
Understand Exposure	04/16/24	04/16/24		■								
Understand Vulnerability	04/17/24	06/15/24		■	■							
Audit Plans and Policies	06/16/24	08/14/24			■	■						
Explore Solutions	08/15/24	10/13/24				■	■					
Mitigation Strategies	10/14/24	12/12/24					■	■				
Compose Draft Hazard Mitigation Plan (HMP)	12/13/24	01/11/25						■	■			
<i>Government Review of Draft HMP</i>	01/12/25	02/10/25							■	■		
Compose Draft Final HMP	02/11/25	03/12/25								■	■	
<i>Government Review of Draft Final HMP</i>	03/13/25	04/11/25									■	■
Final HMP	04/12/25	05/11/25										■
Project Completion	06/15/25	06/15/25	◆									◆

4 Cost Proposal

Below please see Chloeta’s proposed pricing for this effort, broken down by each labor category that may be utilized in completing this project. Chloeta is committed to providing a high level of value to our clients.

Labor Category	Hourly Rate	Hours	Offered Price
Project Manager	\$145.00	52	\$7,540.00
QC Director	\$200.00	3.5	\$700.00
Subject Matter Expert	\$121.00	272	\$32,912.00
Sr Subject Matter Expert	\$160.00	72	\$11,520.00
Data Analyst	\$96.00	34	\$3,264.00
			<i>Labor Subtotal: \$55,936.00</i>
			<i>Travel: \$3,790.85</i>
			<i>Total Price: \$59,729.85</i>

We control project costs with thorough planning and effective management. We collect, input, and analyze real time information through the use of Smartsheet, Excel, Access, and Deltek Costpoint. Our project management strategies enable our project managers to identify and analyze variances in cost, schedule, productivity and resource utilization and then take immediate action to avoid, mitigate, or correct conditions that could increase project costs. Chloeta understands that an effective management approach requires 1) timely, accurate recording and reporting of cost/schedule progress and 2) disciplined baseline management. Our management staff is responsible for ensuring cost control goals are met through the implementation of established cost control measures. Throughout project execution, we use internal reporting capabilities to provide project management staff with cost incurred information for each open assignment. Commitments, accruals and expenditures are recorded in the system on a weekly basis. We use cumulative cost information for comparison of budget to actual expenditures for all work completed and to forecast cost-to-complete for an estimated final cost estimate at completion. Estimated costs-to-complete are computed by the system on an “intelligent basis” using the cost per unit of production achieved to date. Our project management strategies provide cost information in a wide variety of report formats for use by the project management staff to include scheduled work in progress, analysis by project and task, total project costs-to-date, forecasted cost by activity and subcontract status.

Cost control policies and procedures enable the company to complete projects within budget and on schedule. The company’s use of fixed-price and not-to-exceed time and materials contracts safeguard clients from costs or fees outside of the contract award. Any work required for project completion but outside of the original scope of work is closely coordinated with the client to ensure additional costs are negotiated equitably. We perform virtually no purchasing of supplies or services during normal business operations and as such, cost control procedures are focused on expenses specific to labor. We are committed to ensuring that our work is completed as specified in our contracts and that modifications are considered only at the request of the client for unforeseen circumstances, expansion in the scope of work and not because of mismanagement of our cost control. During project proposal and scoping processes, resource requirements are identified to ensure that only contracts for which the company has adequate resources are pursued. We have a perfect track record of staying within budget even on the most difficult projects. We maintain constant communication with our clients and often develop specific cost reporting for different projects as needed.

Administrative staff compile budget information on a weekly basis for review by project managers to ensure that projects are completed within budgetary constraints. Management staff conduct weekly reviews of project budgets, maintain detailed oversight of assigned projects and provide summary cost reports during weekly management meetings. For most of our projects, we provide detailed reports monthly which are distributed to clients for review. This information is used as reference to guide meetings designed for everyone from the client's project and program managers, to accounting staff and contract officers. These reviews allow us to determine and convey progress for each task. These meetings include project managers and administrative personnel (including contracting officers) from both the client and the contract team. Our contract administrator and project managers collaborate to provide the client detailed information specific to invoice amounts per task, percent completion and details specific to potential challenges overcome and projected for future work. This regular process facilitates open dialogue between separate entities within a client's infrastructure (when applicable) and our company and keeps everyone updated on progress and remaining funds available for future work. Our accounting office works with the clients' accountants to ensure seamless cost reporting.

5 Relevant Projects/References

Agency: Cherokee Nation of Oklahoma Emergency Management (CNEM)

Location: Tahlequah, Oklahoma

Contract Type: Firm Fixed Price

Customer Contact Point: Amy Tanner, amy-tanner@cherokee.org, 918-316-8309

Period of Performance: 03/01/23 - 04/28/23

Dollar Value: \$4,815.70

Contract Number: 150343

Status: Complete

Services: Chloeta completed a contract with CNEM reviewed and provided recommendations /areas for improvement within the Cherokee Nation Hazard Mitigation Plan, covering a large multi-county area. This significant effort required a deep dive into hazard assessment methodologies, alongside the crafting of detailed mitigation strategies to address identified risks effectively. The project demanded an intricate understanding of local and regional hazards, leading to the development of targeted recommendations aimed at enhancing resilience and preparedness. Additionally, this project involved extensive and complex coordination with dozens of public safety agencies (federal, state, local and tribal) further illustrating our capability to navigate complex stakeholder landscapes and ensure cohesive action towards hazard mitigation. The fourteen (14) county area covered by this plan has a total population of 1,374,000 people.

Relevancy: The completion of this project involved in-depth hazard assessment methodologies and the crafting of detailed mitigation strategies for a multi-county area, covering a population of over a million people. This experience demonstrates Chloeta's ability to develop targeted recommendations and enhance resilience and preparedness, making them highly relevant to the Medical Lake Hazard Mitigation Plan project.

Agency: U.S. Air Force Wildland Fire Branch | U.S. Army Corps of Engineers (USACE) Omaha District

Location: CONUS and OCONUS

Contract Type: Labor Hours

Customer Contact Point: Pat Overgaard, pat.m.overgaard@usace.army.mil, (402) 995-2062

Period of Performance: 2016 - 2018

Dollar Value: \$1,806,705

Contract Number: W9128F-16-D-0052-0002

Status: Completed

Services: Chloeta completed an 18-month long project in which our team of wildland fire planners and geospatial analysts have developed a standardized template for and composed thirty-four (34) Wildland Fire Management Plans (WFMP) for thirty-four (34) Air Force Bases located both CONUS and OCONUS in support of the Integrated Natural Resources Plan (INRMP) for each installation. These plans will guide ongoing and future wildland suppression capabilities and fuels reduction projects to counter the growing wildfire threat at Air Force installations across the country, and will reduce wildfire potential and impacts, protect valuable infrastructure, protect and enhance natural resources, and implement ecosystem management goals. Chloeta planners have completed plans that were previously incomplete for multiple years.

Key deliverables included the following:

- Site visits were conducted at each installation. Chloeta conducted interviews with installation personnel and examined existing wildland fire data to develop WFMPs in accordance with the guidelines in Air Force Instruction (AFI) 32-7064.
- Installation-specific WFMPs were developed in support of natural resource management and in compliance with the Sikes Act, Endangered Species Act (ESA); other applicable federal, state, and local laws and regulations; and related Department of Defense (DoD) and AF directives (including

AFI 32-7064). Chloeta ensured that the final deliverables followed the standard Air Force WFMP template and guide, along with all requirements as prescribed in AFI 32-7064, Section 13.3, Wildland Fire Management Plan Components. The WFMPs clearly identified required positions within the installation Fire and Emergency Services Fire Department and level of National Wildfire Coordinating Group (NWCG) training required in order to accomplish the objectives of the WFMP.

- Chloeta gathered, analyzed, and evaluated existing information for detail and confidence levels of data presented as they pertain to preparation of WFMPs; identified and filled, as related to the scope of work for the project, data gaps in existing information required for the preparation of the WFMPs; developed a methodology for preparing the WFMP for each location to include relevant data determination, data collection techniques, literature searches, site visits (field investigation, as necessary), etc. to ensure consistency throughout the AF program; took steps required to fulfill related responsibilities under existing law, regulation, and policy; and proposed project methodology, for COR approval, in monthly progress report preceding on-site field work; coordinated data needs and data collection trips.
- For each WFMP, Chloeta prepared a draft, draft final, and final version of the WFMP for each installation. The final plans contained final drawings, maps and other graphics in both Adobe Acrobat® and Microsoft Word 2010. At the culmination of the delivery order, Chloeta provided all information gathered during the preparation process, including field notes and contact sheets.

Key program management functions of this delivery order included the development, implementation, and maintenance of project schedules, events, status of resources, report(s) on the activities and progress toward accomplishing project objectives, and documents for Government review and approval of the results of the project.

Despite the large scale of this delivery order and fluid requirements associated with the nascent Air Force wildland fire program, all deliverables were delivered within the original budget without requiring modification.

Relevancy: Our firm’s work in developing standardized Wildland Fire Management Plans (WFMP) for multiple Air Force Bases across CONUS and OCONUS showcases our expertise in mitigating wildfire threats and promoting ecosystem management goals. Our thorough and robust approach, adherence to federal guidelines, and successful completion of complex plans highlight our readiness to deliver impactful solutions, which is directly relevant to the Medical Lake project’s objectives.

Agency: State of Washington

Location: State of Washington

Contract Type: Firm Fixed Price

Customer Contact Point: Erin Coyle, ecoyle@agr.wa.gov, 360-767-9704

Period of Performance: 01/29/2024 – 05/31/2024

Dollar Value: \$60,761

Contract Number: K5126

Status: In progress

Services: Under this contract, Chloeta is tasked with the review and revision of the Emergency Support Function (ESF) 11 – Agriculture and Natural Resources Annex for the Washington State Department of Agriculture (WSDA). The scope of work includes the development of both a Food and Nutrition Emergency Response Plan and an Aquatic Resources Response Plan as appendices to the ESF 11 Annex. Our firm will also coordinate identifying gaps within the current plans, incorporating recent lessons learned regarding invasive species management, wildlife diseases, and updating response strategies. Chloeta will ensure the integration of relevant state and federal policies, laws, and regulations, aligning with FEMA and the National Response Framework standards. Chloeta will also coordinate with WSDA, the Washington

Department of Fish and Wildlife, and the Washington Invasive Species Council to gather input for the Aquatic Resources Response Plan. This contract highlights Chloeta's role in facilitating updates to the ESF 11 Annex to support Washington's emergency preparedness and response capabilities for agricultural and natural resources.

Relevancy: Chloeta's ongoing contract with the State of Washington involves the review and revision of critical emergency response plans, aligning with FEMA and National Response Framework standards. Our role in updating the Emergency Support Function (ESF) 11 Annex underscores our commitment to enhancing emergency preparedness and response capabilities, particularly in the context of regional ecology and natural resources, which directly relates to the goals of the Medical Lake project.

Agency: Washington Military Department

Location: Eastern Washington State

Contract Type: Firm Fixed Price

Customer Contact Point: Corinne Barker, 253-512-7578, corinne.barker@mil.wa.gov

Period of Performance: 01/2019 - 11/2019

Dollar Value: \$15912.55

Contract Number: V19-006

Status: Completed

Services: Chloeta was awarded a contract to write an Integrated Wildland Fire Management Plan (IWFMP) for the Washington Army National Guard's 345-acre Camp Seven Mile training area near Spokane, WA. Chloeta was successful in assembling an integrated plan towards reducing wildfire risk at Camp Seven Mile in support of the Washington Army National Guard mission, while promoting forest ecosystem health. The plan established goals and objectives for the wildland fire management program at Camp Seven Mile in accordance with National Guard and Department of Defense policy and standards, and complemented pre-existing cultural resources, pest management, natural resources, and forest stewardship plans.

Chloeta has recently been awarded an additional contract under this same client providing similar wildland fire management services. Chloeta will complete Integrated Wildland Fire Management Plans for both Camp Seven Mile, WA, and Camp Murray, WA. This includes tasks such as gathering and reviewing existing plans; performing site visits to survey and document current conditions; reviewing and analyzing aerial photographs, GIS information, fire history, and other relevant data; identifying stakeholders including, but not limited to Riverside State Park, the Spokane Conservation District, and the WMD's Environmental Programs Office; designing a long-term ecological fuels reduction management program that detail actionable and effective project(s) to be implemented on an annual basis; specify best management practices for forest health; and other tasks to fulfill the requirements of the IWFMP as described in NGB-guidance documents and management recommendations.

Relevancy: Our contract with the Washington Military Department demonstrates our expertise in developing comprehensive Hazard Mitigation Plans tailored to specific client needs and regulatory standards. By successfully completing the Integrated Wildland Fire Management Plan (IWFMP) for Camp Seven Mile and securing an additional contract for Camp Murray, we showcase our ability to deliver actionable strategies for risk reduction and ecosystem health promotion. The experience gained from these projects directly aligns with the goals outlined in the Medical Lake RFP, particularly in conducting risk assessments, identifying priority hazards, and developing mitigation strategies for a community affected by significant wildfire events. Our proven track record in engaging stakeholders and creating effective response and recovery frameworks will contribute significantly to addressing the challenges faced by the Medical Lake community.

Agency: DOI Bureau of Ocean and Energy Management

Location: California, Oregon, Washington

Contract Type: T&M Task Order

Customer Contact Point: Bert Ho, bert.ho@boem.gov

Period of Performance: 10/15/23 - 10/14/25

Dollar Value: NTE \$160,000.00

Contract Number: 140M0123F0060

Status: Awarded

Services: The Bureau of Ocean Energy Management (BOEM) is currently evaluating impacts from the development of renewable energy from offshore wind. The environmental review consists of the preparation of a programmatic environmental impact statement (PEIS) under the National Environmental Policy Act (NEPA) for the entirety of California (CA), along with coastal Tribes in Washington and Oregon state.. Native American Tribes (Tribes) are already participating in these reviews as they have a unique and important interest due to projects being located in offshore areas previously occupied by the Tribes and offshore the Tribes' onshore cultural properties. However, many Tribes expressed concern about the limits on personnel and scientific and technical expertise to fully participate in providing comments and input on the project. Chloeta will meet with tribes to gather their questions and concerns.

Relevancy: Our involvement with the BOEM California PEIS project highlights our capability to engage with diverse stakeholders throughout the West Coast. For this project, meet with up to 198 tribes, including five (5) Washington Tribes, to gather their questions and concerns and provide assistance in their participation in the review process of a programmatic environmental impact statement (PEIS) under the National Environmental Policy Act (NEPA) for the entirety of California. The experience gained from facilitating discussions, gathering input, and developing solutions for complex environmental challenges speaks to our ability to collaborate with a variety of stakeholders. Our expertise in public engagement and policy development ensures that the resulting plan will be inclusive, effective, and aligned with climate resiliency goals, contributing significantly to the community's recovery and long-term resilience.



STATE OF WASHINGTON

OFFICE OF MINORITY AND WOMEN'S BUSINESS ENTERPRISES

1110 Capitol Way South, Suite 150 • PO Box 41160 • Olympia, WA 98501

(360) 664-9750 • Toll free 1-866-208-1064 • Fax (360) 586-7079

July 13, 2023

Chloeta Fire, LLC
701 Cedar Lake Blvd Ste 320
Oklahoma City, OK 73114

Dear Mark Masters,

Congratulations! Your firm has been recertified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) as a/an Minority Business Enterprise (MBE). Information about your business is published in the OMWBE Directory located at <http://bit.ly/2uu4zH2>.

Certification Number: M1M0026072

Renewal Date: March 6, 2025

Please review each of the following:

- Every three years before your anniversary date, you must submit an "Affidavit of Continued Eligibility." This form confirms there have been no changes that would affect your firm's ability to remain certified, such as changes in ownership, control, size, management responsibility, scope of work, or personal net worth. OMWBE will send you an email 75 days before your anniversary date.
- You must inform the OMWBE in writing within 30 days of the any of the changes listed above by logging into our system at <http://omwbe.wa.gov/certification>. Failure to notify our office of these changes may affect your firm's eligibility for the program.
- This certification shall remain valid unless and until it has been removed in accordance with procedures set forth in WAC 326-20-172.

We are pleased to certify your firm and wish you much success. If you have any questions or need assistance, please contact us at (360) 664-9750.

Sincerely,

Nereida Avendano
Certification Analyst

Appendix B- Personnel Resumes

The Chloeta project team members' resumes are attached in the following order:

Project Administration

1. Quality Control Director: Chet Dodrill
2. Project Manager: Troy German, PMP

Hazard Mitigation Planning SMEs

3. Jill Missal
4. Bobbie Jackson, CEM,
5. Daryl Louder
6. Steve Gluck

Data Analysts/ GIS Specialists

1. Miriam Clark
2. Jennifer Sabado

Climate Resilience SMEs

3. Lillie Keener
4. Samantha Jones
5. Henry Mooney
6. Shirley Morris-Thompson
7. Ronette Bachert
8. Dave Van De Weghe

CHET W. DODRILL

VP, Contract Administration; Project QA/QC Director

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PROFESSIONAL SUMMARY

Chet W. Dodrill has over ten years of experience administering and managing complex requirements for the federal government in both the defense and civilian sectors. He holds a Bachelor's of Business Administration in Finance and Supply Chain Management from the University of Oklahoma Price School of Business as well as a Master's in Regional and City Planning degree from the University of Oklahoma Gibbs College of Architecture.

Chet is an experienced executive in professional services, environmental planning, and emergency response. He is a bronze award winner of the national Best in Biz Finance Executive of the Year award. He has been a speaker at multiple conferences in fields as diverse as urban interface planning, historic preservation, and unmanned aerial systems applications in wildland fire.

Mr. Dodrill is currently the assigned Senior Contracts Manager on the company's \$4 million ECS/ERS SATOC with USACE Tulsa District. This includes management of all subcontracts, vendors, socioeconomic programs, rental agreements, relationships with KOs, contract modifications, claims, kickoffs, and company administration of contract documents. As part of Chloeta's matrix management of company programs, Mr. Dodrill ensures that all contractual requirements of the firm's contracts are met and that reporting requirements, such as monthly reports and reporting of contracting manpower are completed in a timely fashion. He has particular experience managing firm-fixed price contracts, having administered a total of 125 contracts with government clients with a total contract value of over \$8.9 million.

PROFICIENCIES

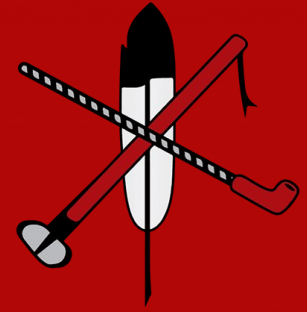
- Wildland Urban Interface (WUI) Planning
- Hazard Mitigation Planning
- Incident Business Management
- Small Business Development
- Contract Administration
- Financial Management

EXPERIENCE

- **Vice President, Contract Administration**, Chloeta **Apr 2023—Present**
- **Vice President, Administrative Services**, Chloeta **Apr 2022—Jun 2023**
- **Chief Administrative Officer**, Chloeta **Feb 2011—Apr 2022**
- **Chief Financial Officer**, Chloeta **Aug 2014—Dec 2019**

TRAINING

- ICS-300 Intermediate ICS for Expanding Incidents
- ICS-400 Advanced ICS for Command & General Staff
- IS-100 Incident Command System (ICS), an Introduction
- IS-235 Emergency Planning
- IS-701 NIMS Multiagency Coordination Systems
- IS-800 National Response Framework, An Introduction
- Additional courses not listed



EDUCATION

Master of Regional and City Planning

2013

University of Oklahoma - Gibbs College of Architecture

Bachelor of Business Administration, Supply Chain Management

2010

University of Oklahoma - Price College of Business

Bachelor of Business Administration, Finance

2010

University of Oklahoma - Price College of Business

CERTIFICATION

Certified Health Impact Assessor

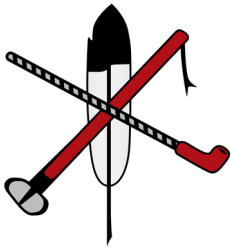
National Association of County and City Health Officials (NACCHO), American Planning Association (APA)

Certificate of Educational Achievement—Assessing Hazards in the Home Ignition Zone

National Fire Protection Association

EDRC(T) Expanded Dispatch Recorder

FSC3(T) Finance/ Administration Section Chief



Troy German, PMP | Program Manager

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Profile

Mr. German is a Preparedness, Response, and Mitigation Expert with unprecedented local, state, and national experience and success. He has had numerous achievements during the course of his career. In his role as Project Manager at Chloeta, he was responsible for the establishment of Chloeta's Spill Management Teams for the state of Washington, California, and Alaska. He was commended in 2014 by Oklahoma Office of Homeland Security for the successful training of 100+ agencies from multiple disciplines in "Incident Command" for the Patrol's National Incident Management System NIMS compliance. He was also elected by peers to serve as the FEMA Region VI Director to the National All-Hazards Incident Management Team Association, Board of Directors (The first Law Enforcement personnel to hold position). Mr. German responsibly established Unified Command between the State of Oklahoma, Pittsburg County and Town of Quinton on January 22, 2018, responding to the "Patterson Rig 219" explosion in Quinton, OK, organizing incident and incident personnel, and participating in national press conferences providing briefings to elected officials. He was honorably selected in 2017 to participate in the 58th Presidential Inauguration rendering advice and council, during the Inaugural events.

Focus Areas

- Incident Management Teams (IMT)
- Law Enforcement
- HSEEP
- Training and Exercises
- Hazard Mitigation Planning

Employment Experience

- Chloeta, Project Manager, 2022
- Oklahoma Highway Patrol, Incident Management Team Program Manager, 2012-2019
- Oklahoma Highway Patrol, Statewide Occupant Protection Coordinator, 2014-2016
- Oklahoma Highway Patrol, Troop Supervisor, 2007-2014
- US Marine Corp, Marine, 1997-2002

Education

- Oklahoma Christian University, MBA, 2022
- Mid-America Christian University, BA, 2021

Training

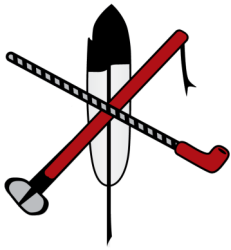
- FEMA Level 2 COOP Master Practitioner (260+hrs)
- FEMA Level 1 COOP Practitioner (140+hrs)
- Emergency Management Institute (704+ hrs.)
- Command and General Staff
- Incident Commander trained and instructor (All-Hazard)
- Command Staff trained and instructor (All-Hazard)
 - Liaison Officer
 - Public Information Officer
 - Safety Officer
- General Staff trained and instructor (All-Hazard)
 - Operations Section Chief | Division/Group Supervisor Strike Team | Task Force Leader
 - Planning Section Chief | Resource Unit Leader | Situation Unit Leader
 - Logistics Section Chief | Facilities Unit Leader | Supply Unit Leader
 - Finance Section Chief
- National Center for Domestic Preparedness 2009
- Instructor Training Certification (40hrs)
- National Fire Academy
- Command and General Staff (80hrs)

IMT Deployments

- Incident Commander: Guthrie Fire 2014, Moore Tornado 2013, Little Axe Tornado, Munford and Sons Concert Guthrie, OK, Oakwood Fire 2012, Luther Fire 2012, Eagle City Fire 2012, Comanche County Fire 2012, Guthrie Fire 2012, Slaughterville Fire 2012

Professional Associations

- Incident Personnel Management Committee with the National Fire Protection Association (Member)
- Incident Command Committee with the National Fire Protection Association (Member)
- Oklahoma Law Enforcement Incident Resource Hotline (Chair)
- Oklahoma Incident Resource Hotline (Member)
- Incident Management Team Qualifications and Standards Committee (ex officio member)



Jill Missal | EMG Cadre, Senior SME

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Profile

Ms. Missal has a Masters of Science in Fire and Emergency Management and has worked in the field for twenty (20) years. She has gained valuable experience in local government as one of the City and Borough of Juneau's first emergency managers, in State government as the Disaster Mitigation Officer for the State of Alaska, and in the private sector as an Emergency Management Planner for engineering and planning firms. In 2005, Jill launched her consulting firm with a focus on emergency preparedness, business continuity planning, Incident Command System instruction, capacity building, exercise design and facilitation, and disaster response. She has completed projects in the United States, Mexico, Haiti, Peru, and the Philippines, including projects in over forty remote communities in Alaska. In 2010, Ms. Missal was inducted to the Anchorage Chamber of Commerce's "Top Forty Under 40" in recognition of her professional excellence and commitment to her community.

Focus Areas

- Disaster Risk Reduction and Emergency Management
- Emergency Training and Exercises
- International Emergency Management Projects

Employment Experience

- Chloeta—Cadre
- Vancouver Coastal Health Authority—Interim Emergency Manager
- U.S. Forest Service, U.S. Agency for International Development—Haiti Emergency Management Capacity Building Program
- U.S. Southern Command Humanitarian Assistance Projects—Emergency Supply Warehouse Operations and EOC Management Courses
- U.S. Forest Service, International Programs—International Disaster Management Seminar
- CareOregon—Security Assessments, Planning, and Training
- Regional Disaster Preparedness Organization Disaster Debris Planning Workshops
- Alaska Primary Care Association—Emergency Preparedness Capacity Building Projects
- Multnomah County Education Service—District Emergency Program Development

Employment Experience (cont'd)

- Cook Inlet Housing Authority—Business Continuity/ Emergency Management Program
- U.S./Mexico Border Crossing Facility—Risk Assessment and Strategic Business Planning
- BENTLER—Customs-Trade Partnership Against Terrorism Program Compliance
- Mike Wiegele Helicopter Skiing—Summer Emergency Plan

Education

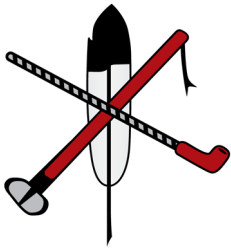
- Oklahoma State University—Masters of Science in Emergency Management and Public Administration
- Washington State University—Bachelors of Art in English and History

Certifications

- FEMA ICS Trainer
- FEMA HSEEP Exercise Planner
- IFSTA Firefighter I
- CSGA Helicopter Ski Guide Level 1

Noteworthy Assignments

- Served as Interim Emergency Manager for Vancouver Coastal Health Authority for the 2010 Olympic Games.
- Has produced nearly forty FEMA-approved Hazard Mitigation Plans.
- Key member of the Training Cadre for the 2016 USFS/IP International Disaster Management Seminar.
- Developed emergency preparedness exercise repositories for clients to bolster their emergency preparedness programs.
- Facilitated Shipboard Firefighting training seminar for firefighters from 20 Alaska communities.
- Developed and facilitated full-scale and functional exercises such as a full-scale SWAT exercise and wildfire full-scale exercise at Alaska hospitals.
- Designed and delivered nearly one hundred tabletop exercises to various clients and audiences.
- Designed and delivered a two week Disaster Supply Warehouse and Emergency Operations Center Course in the Spanish language in Piura, Peru for USSOUTHCOM HAP.



Bobbie Jackson | EMG Cadre, Senior SME

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Profile

Ms. Jackson is a Certified Emergency Manager and Certified Business Continuity/Disaster Recovery specialist with over 20 years of experience in CST CBNRE/WMD training. She is HSEEP-trained and completing Master Exercise Planning Certifications. VP Healthcare experience in Safety, Security, Emergency Management and Business Continuity and 5 years Director Level experience in System Preparedness and Emergency Management and Business Continuity. Retired Army CBRN (Chemical, Biological, Radiological and Nuclear) Officer with over 24 Years of Military Leadership managing operations and emergency responses and disaster recovery as a subject matter expert in support of emergency/crisis management, security, risk management and business continuity at local, state and national levels. An ambitious leader skilled at creating strategic alliances with organization leaders to effectively develop, design, diplomatically align and support business initiatives. Extensively comprehends and has executed Incident Command, HAZMAT Operations, Strategic National Stockpile (SNS) plans, NIMS/ICS, OSHA Hospital Best Practices, EPA, TCEQ and NFPA 1600 and 3000.

Focus Areas

- CBRN
- Public Health
- ICS/NIMS
- Continuity of Operations (COOP)

Employment Experience

- International Director of Business Continuity and Emergency Management | Tenet Health (Jan 2020 - Present)
- VP of Safety, Security and Emergency Management | Texas Health Resources (Interim) [May 2019- Dec 2019]
- Director of Preparedness | Texas Health Resources (THR) ☐ Arlington, Texas [NOV 2016 – MAY 2019]
- Deputy Director of Operations and Emergency Manager | Texas National Guard ☐ Austin, Texas [2014 – 2016]
- Commander/6th Civil Support Team | Texas National Guard, Austin, Texas [2010 – 2014]
- Joint Service Current Operations Officer | Texas National Guard Headquarters ☐ Austin, Texas [2009 – 2010]
- Deputy Commander 6th Civil Support Team [2005-2009]
- Operations Officer 6th Civil Support Team [2003-2005]

Education

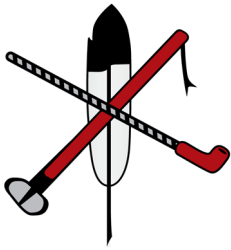
- M.A., Emergency & Disaster Management (with Honors), American Military University, 2012
- B.S., Psychology, (cum laude), Texas State University, 1997

Training

- Multi Hazard Emergency Planning
- EOC Incident Command
- All Hazards Incident Management (Materials/Waste Operations)
- Hospital Emergency Response Training/ Framework for Healthcare Management
- Weapons of Mass Destruction C3
- Radiological/ Nuclear Specialist: 2000-2003, 2003-2005,2005-2009,2010-2014
- Chemical/Biological Specialist: 2000-2003, 2003-2005,2005-2009,2010-2014
- C4ISR Specailist: 2000-2003, 2003-2005,2005-2009,2010-2014
- CBRNE Specalist: 2000-2003, 2003-2005,2005-2009,2010-2014

Professional Licensure

- Certified Emergency Manager
- Certified Business Continuity Professional



Daryl Louder | EMG Cadre, SME

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Profile

Mr. Louder has over forty years of professional experience providing leadership, management, planning, all-hazards emergency response/recovery, training, fire prevention, and emergency preparedness

Focus Areas

- Emergency Management Instruction
- All-Hazards Incident Management Teams
- Emergency Response
- Fire and Rescue
- Management and Leadership
- Fire Preparedness and Prevention

Employment Experience

- Virginia Department of Emergency Management—NIMS Instructor and IMT Member—2020 to present
- National Capital Region Incident Management Team—Program Manager and IMT Member—2014 to 2019
- Contra Costa County Fire Protection District—Fire Chief—2010 to 2013
- Fairfax County Fire and Rescue Department—Assistant Fire Chief, Business Services Bureau—2006 to 2010
- Fairfax County Fire and Rescue Department—Deputy Fire Chief of the Special Operations Division—2005 to 2006
- Fairfax County Fire and Rescue Department—Deputy Fire Chief of Field Operations—2003 to 2005

Education

- University of Maryland—Master of Science Degree in Interdisciplinary Management
- University of Maryland—Bachelor of Science Degree in Fire Science with a minor in Management and Technology
- Harvard University, Kennedy School of Government Leadership for Senior Executives in State and Local Government Program

Training

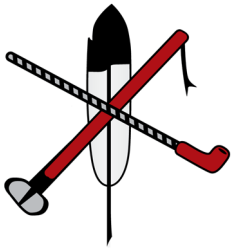
- ICS 100, 200, 300, 342, 400; IS 700, 701.a, 702.a, 703.a and 800

Training (cont.)

- NWCG S-346, NWCG S-348, NWCG S-347, NWCG S-357/L-960, L-986, NWCG S-400/L-950, S-420, NWCG S-430/L-958, S-440/L-962, L-954, NWCG S-402/L-956
- Complex Incident Management Course (State Foresters version of S-520)
- USCG S-620 - Area Command
- USFA – O-305 - Type-3 All-Hazards Incident Management Team Course (Instructor)
- L-580 – Gettysburg Staff Ride – Leadership in Action
- CA Command 2-E Wildland Firefighting Tactics
- NFA - Command and General Staff for Local IMTs (Instructor), Command and Control of Natural and Man-Made Disasters, Executive Analysis of Fire Service Operations and Emergency Management, Executive Planning
- CAL-FIRE – Advanced All-Hazard Incident Management (Coach/Mentor/Evaluator)
- Cal EMA – CA - Standardized Emergency Management System Course, Cal EMA – Introduction to Emergency Management: Earthquake
- EMI – L-947, G-2300, G-775, G-205, G-191
- NFA Instructional Methodology, Curriculum Development
- NFPA 1001, 1021, 1041
- Hazardous Materials Technician
- Technical Rescue Technician
- Emergency Medical Technician

Notable Assignments

- Operations Section Chief for SW Washington Public Health IMT
- Incident Commander for Florida Region-6 IMT
- Planning Section Chief for Florida Region-6 IMT
- Deputy Operations Section Chief/Planning Ops. - VA-EOC
- Deputy Incident Commander/Team Lead to Howard County, MD
- Team Lead (IC) for IMT and EOC Support Team to Monroe County, Florida
- Liaison Officer in Charlottesville, VA
- Incident Commander for IMT and EOC Support Team to North Carolina
- Incident Commander and IMT coordinator for NCR-IMT



William Steve Gluck | EMG Cadre, SME

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Profile

Mr. Gluck has over 40 years of supervisory experience in leading personnel in complex Emergency Management/military operations in the United States and Overseas, to include crisis and consequence management. He has proven ability to work on complex planning/programming projects and assignments for contingency planning initiatives with severe budgetary constraints by utilization of close collaborative relationships and external organizational resources, including personnel, to achieve programmatic project success. He has experience as an exercise program expert for the State of Oklahoma providing assistance to the Oklahoma Department of Homeland Security as the primary HSEEP instructor. He has also planned, directed, and executed hundreds of exercises for agencies, departments, organizations, school systems, small and large jurisdictions, State and Federal agencies in the Homeland Security and Emergency Management.

Focus Areas

- Emergency Management
- Military Operations
- Planning and Directing Programs
- Homeland Security
- Administration

Employment Experience

- U.S. Army—Emergency Manager—2005 to present
- Oklahoma State University—Adjunct/Field Instructor—2008 to present
- Oklahoma Incident Management Team T3—Planning Section Chief (Credentialed), Incident Commander (Trainee)—2012 to present
- U.S. Army—Plans and Operations Officer—2004 to 2005
- Oklahoma State Department of Health—Regional Emergency Response Planner—2003 to 2004
- U.S. Army—Chief Instructor/Senior Instructor Writer—1998 to 2003
- U.S. Army—Contingency Planning Analyst—1996 to 1998
- U.S. Army—Training Management Supervisor—1995 to 1996

Education

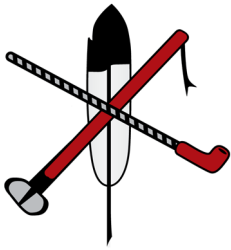
- University of Oklahoma—Master of Public Administration
- Arkansas Tech University—Bachelor of Emergency Administration/Management—Magna cum laude

Training

- Previous Oklahoma Certified Emergency Manager
- Professional and Advance Development Series
- Emergency Management or CBRNE related courses from 1995 to current, list available upon request
- Oklahoma Office of Homeland Security Advanced NIMS Instructor, #1021
- Numerous Train-the Trainer level certifications

Awards and Commendations

- Awarded Employee of the Year, Technical, Professional, Administrative, GS-9 and Above (DoD) from the Federal Executive Board, 2013
- Awarded Employee of the Year, Public Safety and Security from the Federal Executive Board, 2019
- Awarded Excellence in Government Award from the Federal Executive Board, 2022
- Received challenge coins from the Army Chief of Staff (General McConville) and Sergeant Major of the Army (SMA Grinston) for work on the COVID response for Fort Sill
- Received challenge coin from Mr. Vincent Grewatz (ID-T Director (SES 2 Star equivalent) for work on the COVID response for Fort Sill
- Received challenge coin from the Ft Sill Senior Commander (Major General Ken Kamper) for work on the COVID response for Fort Sill
- Awarded numerous Civilian Service Achievement, Commendation Awards and Certificates of Achievement for work in support of the installation programs and missions
- Member of the Fort Sill Team of the Year for 2012
- Received Governor's Commendation from Governor Brad Henry for assistance to Comanche County during the 2005 State-wide Full-Scale Exercise "Firework Fanfare"
- Received numerous other awards, certificates and commendations throughout career



Miriam Clark | Data Analyst (GIS)

CHLOETA | 701 Cedar Lake Blvd Ste 320 | Oklahoma City, OK 73114 | 877.245.6382 | chloeta.com

Profile

Ms. Clark is an experienced GIS Specialist at Chloeta, handling wildland fire geospatial information and contributes to information dissemination in an ArcGIS Enterprise. Here, she has produced geospatial dashboards focused on incidents of interest, and implements spatial programming into Chloeta GIS daily work flows. She has extensive hours handling geographic information using ArcGIS software, programmed in Python, R, and C++ for coursework and research and worked a student position at the National Weather Center (NWC). Additionally, Ms. Clark contributed to spatio-temporal research of the second largest freshwater lake in the world, Lake Tanganyika, East Africa – where she automated geoprocessing satellite imagery using digital image processing techniques in python scripts, generated spatial statistics, and visualizations. During her undergraduate capstone research, she used Land Surface Temperature (LST) data as a proxy for analyzing the upwelling intensity of the large lake. She experience in transforming CAD data to GIS, handling parcel and utility location data, and implementing enterprise cybersecurity controls for NIST 800-171 compliance.

Focus Areas

- Wildland Fire Management
- Geographic Information Systems
- Data Analysis
- Mapping Support
- Learning Management Systems (LMS)

Employment Experience

- Chloeta—GIS Specialist—2022 to present
- Geospatial Systems Consulting, LLC—GIS Consultant—September 2022 to December 2022
- White Hawk Engineering & Design, LLC—GIS Specialist—November 2019 to September 2022
- Ground Water Protection Council (GWPC)—GIS Specialist—2017 to November 2019
- Oklahoma Mesonet—Student Operator—2017 to 2019
- Undergraduate Research Assistant, Geology—University of Oklahoma—2016 to 2017

Education

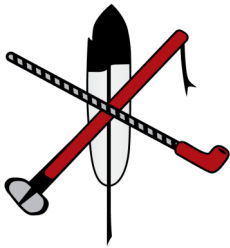
- University of Oklahoma—Bachelor of Science in Geographic Information Science—2019

Noteable Assignments

- Develop, test, and debug spatial programs to analyze current wildland fire incidents and their proximity to areas of interest in a timely and consistent manner.
- Create specialized data sets, reports, maps, graphics, and other requested materials, as well as develop maps, visualizations, and other geospatial products to support fire management decision-making.
- Manage and maintain geospatial data and support Esri ArcGIS Enterprise Management.
- Leading spatial programming, API, and SQL database management and development for automated information dissemination.
- Collaborate with CCC teams to understand their GIS needs and provide timely and accurate support.
- Develop and maintain geospatial databases and data models for fire-related datasets.
- Provide technical support for GIS-related issues during wildland fire incidents.
- Stay current with industry trends and emerging GIS technologies to inform fire management decision-making.
- Provide expertise in ArcGIS

Programming & Software Proficiency

- Spatial Programmer
 - Python
- Web Application Development (Full-stack developer) – currently in development for dispatch to be able to use
 - Python
 - Flask APIs
 - Backend
 - HTML, .css
 - Web page design
 - Frontend
 - JavaScript
 - Website functionality
 - SQL Server Database
 - User authentication and authorization to website
 - Database for APIs
- API Engineer
 - Created a Python Flask API app that using a Microsoft SQL Server Database



Jennifer Sabado | Data Analyst (Data & GIS Supervisor)

CHLOETA | 701 Cedar Lake Blvd | Oklahoma City, OK | 877.245.6382 | chloeta.com

Profile

As an enthusiastic, detail-oriented, highly motivated professional, Ms. Sabado manages and supervises the with superior problem-solving skills, efficient in multitasking with the ability to carry out general instructions in standard situations. She is performance and results driven, highly organized, and can utilize multiple resources to assist in management of teams. Ms. Sabado possesses excellent written and verbal communication skills as well as strong organizational and analytical skills. With more than five (5) years of project management experience, she has the ability to provide efficient, timely, reliable, and courteous service to clients.

Focus Areas

- Program/Project Management
- Data Analysis
- Risk Analysis
- Biological Sciences
- ArcGIS

Employment Experience

- Chloeta—Data Analyst Supervisor—November 2022 to present
- Nova Group, GBC—Account Manager, Zoning Analyst—June 2022 to September 2022
- Zoning-Info, Inc.—Project Manager, Client Relations, Zoning Analyst—March 2015 to June 2022
- J.C. Land Management, Inc.—Petroleum Landman—February 2014 to January 2015
- Paragon Land Consultants, Inc.—Petroleum Landman, Imager—May 2011 to 2012
- O & C Corporation—Petroleum Landman—October 2010 to May 2011

Education

- Oklahoma City University—Bachelor of Science in Biology—2005

Programming & Software Proficiency

- Project Management: Quire, Podio, Trello, Microsoft Office (Excel, One Drive, One Note, Powerpoint, and Word), Dropbox
- G Suite (Drive, Calendar, Sheets, and Docs), Mountainduck
- CRM: HubSpot, Streak, Zoning-Info (Company Built Database)
- Analysis: Adobe Acrobat Pro, File Viewer, Emerson DCS - CemCade
- Graphics: Adobe Illustrator, Draw, and Photoshop
- Maps: Esri ArcGIS, Pangaea, Drilling Info
- Communication: Microsoft Office (Outlook, Skype, and Teams), G Suite (Gmail, Meet, and Chat), Slack, Zoom, RingCentral
- Other: SAP Concur

Languages

- English—Full professional proficiency
- Filipino—Native proficiency

LILLIE KEENER

PROJECT MANAGER, SME

CHLOETA | 701 Cedar Lake Blvd, Suite 320 | Oklahoma City, OK | 877.245.6382 | chloeta.com

PROFESSIONAL SUMMARY

Ms. Keener is a dynamic professional with a diverse background in construction management, sustainable design, and Native American studies. In her current role as the Environmental Project Manager at Chloeta in Oklahoma City, OK, since 2023, Lillie demonstrates her expertise in planning, organizing, and executing national projects. Her entrepreneurial spirit is evident through her ownership of Seam Consulting LLC, founded in 2020, providing interior and sustainable design consulting services. Previously, as President/Managing Director of Blue Star Integrative Studio Inc from 2016 to 2020, Lillie managed executive finance, day-to-day operations, and client relations, offering architectural drafting, interior design, and sustainable design services for large commercial building and planning projects nationwide. Lillie Keener's notable project history includes facilitating tribal climate adaptation plans for various Native American tribes and contributing significantly to climate adaptation planning projects. With her heritage rooted in the Cherokee Nation, Ms. Keener continues to make meaningful contributions to the fields of construction management, sustainable design, and Native American community initiatives.

PROFICIENCIES

- Client Relations
- Material Selection
- Team Leadership
- Programming
- Community Involvement
- Cultural Sensitivity
- Conceptual Design
- Revit 2023
- Architectural Drafting

EXPERIENCE

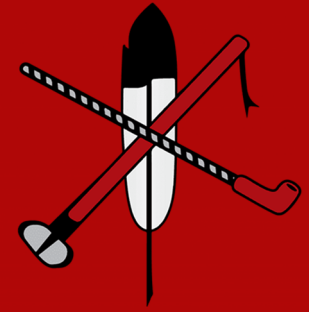
- **Project Manager**, Chloeta **2023—Present**
- **Owner**, Seam Consulting, LLC **2020—Present**
- **Partner**, Warcon, LLC **2022—2023**
- **President/Managing Director**, Blue Star Integrative Studio, Inc. **2016—2020**

NOTABLE ASSIGNMENTS

Tribal Climate Adaptation Plan for Shawnee Tribe, Delaware Tribe and Delaware Nation - Facilitation of meetings and dialogues focused on creating three tribal-specific climate adaptation plans.

Tribal Climate Adaptation Plan for Citizen Potawatomi Nation - Provided consultation services and creation of tribal climate adaptation plan document for the tribe. Facilitated coordination between several tribal departments. Meetings included both in-person and virtual meetings that required facilitation, presentations, and note taking.

Oglala Sioux (Lakota) Housing Veteran's 4-Plex - Programming and design for Veterans' 4-plex style housing on the Pine Ridge Indian Reservation. On-site and remote meetings allowed the completion of a design that represented the tribal community.



EDUCATION

Bachelor of Science in Sustainable Design, Minor in Native American Studies
2016
University of Oklahoma

TRAINING

- OSHA 30
- LEED Green Associate
- WELL AP

AWARDS

Leadership Native Oklahoma—Class of 2017
American Indian Chamber of Commerce

Top 50 Native Entrepreneurs Award Recipient—2019
Native Business Magazine

ORGANIZATIONS

American Indian Chamber of Commerce, Tulsa Chapter
Member

Tulsa Community Cherokee Organization
Vice President

Social Venture Circle Innovation Entrepreneurs Cohort
Member

PRESENTATIONS

Cherokee People and How History has Shaped Modern Cherokee Communities

Samantha Jones

ENV Cadre, SME

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PROFESSIONAL SUMMARY

Samantha Jones stands out as an Environmental Scientist with over 13 years of experience specializing in environmental permitting, compliance, and policy development. Her academic credentials include a Bachelor of Science in Environmental Science and Management from Portland State University. Samantha's professional trajectory is distinguished by her adeptness in advanced environmental software tools, project management, and stakeholder engagement. Her experience spans significant roles in public and private sectors, where she has been pivotal in developing and implementing environmental policies aligned with global sustainability initiatives like the Paris Climate Agreement. Samantha's expertise in NEPA compliance, natural resource planning, and wetland delineation is complemented by her proficiency in technical skills such as SPSS, ArcGIS, and various project management tools. Her commitment to environmental sustainability, coupled with her ability to navigate complex regulatory frameworks, makes her a valuable asset to any organization focused on climate action and environmental stewardship.

PROFICIENCIES

- Environmental Science & Management
- NEPA Compliance
- Natural Resource Planning
- Wetland Delineation
- Environmental Permitting and Policy

EXPERIENCE

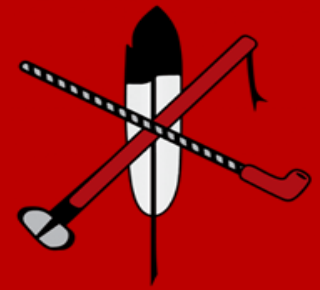
Cadre Chloeta **PRESENT**

Environmental Permitting Specialist **2021—PRESENT**
Urban Grid Solar

- Contracting various environmental studies
- Obtaining multiple permits from local, state, and federal agencies
- Subject matter expert in environmental policy and permitting
- Experience with FERC, CERCLA, NEPA, and CWA
- Leading meetings with internal team members as well as stakeholders
- Interviewing and managing consultants
- Coordination with multiple government agencies
- Coordination with team members
- Reviewing environmental reports and managing data
- Determining next steps for studies and permitting strategy
- Researching local and state regulations
- Reviewing scientific studies

Regulatory Project Manager GS-9 **2020—2021**
US Army Corps of Engineers -SPK (Utah Field Office)

- Oversight across 8 Utah Counties
- Policy, permitting, and compliance
- Resource planning and jurisdictional assessments
- Legislation enforcement (Clean Water Act, Rivers and Harbors Act)
- Permit development and NEPA compliance
- Wetland delineation and verification



EDUCATION

2019

Bachelor of Science
Environmental Science and Management

Portland State University

TECHNICAL SKILLS

- SPSS
- ArcGIS
- ESRI
- Ebuilder
- IPM
- MIP
- CADD
- SQL
- Trimble GIS Tools
- TRIM
- Fulcrum data collection
- ProjectWise

Samantha Jones

ENV Cadre, SME

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EXPERIENCE (continued)

- Compliance inspections and enforcement actions
- Technical and regulatory documentation
- Environmental analyses and impact statements
- Permit development and consultation communications
- Technical and regulatory documentation
- Environmental analyses and impact statements
- Permit development and consultation communication

Engineering Tech II

2019—2020

City of Portland, Bureau of Environmental Services, Engineering Design Group

- Review and interpret construction plans
- Engineer's Estimates and Quantity Takeoffs
- Implementation of PM plans; Project planning (Large Scale Sewer Rehab Program)
- Determining timelines and budgets
- Spearheaded Asset Management projects
- NEPA compliance
- National Pollution Discharge Elimination System (NPDES)
- Municipal Separate Storm Sewer System (MS4) Permit
- Smoke testing; Inspection of construction sites; Oversee potholing; Determining the need for tree protection
- Wetland delineation
- Environmental studies and evaluations
- Writing/editing specifications (a member of the Specifications Subcommittee)
- Writing UIC decommissioning reports; Writing reports for Bid Books
- Operating plans and budgets

Intern

2018—2019

City of Portland, Bureau of Environmental Services, Engineering Design Group

- **SWPCPS:** Experience with the 1200-Z stormwater permit
- National Pollution Discharge Elimination System (NPDES)
- Municipal Separate Storm Sewer System (MS4) Permit
- **Fieldwork:** Conducting stormwater facility inspections; Meeting with industry personnel to ensure compliance with environmental laws
- **Environmental Compliance:** Ensuring permit-holders are in compliance with the 1200-Z permit by inspecting facilities and analyzing lab reports
- **Report Writing:** Writing tier 1 and tier 2 reports for non-compliance
- **Data Analysis:** Analyzing stormwater lab reports to ensure compliance
- **Data Entry:** Entering in stormwater lab reports and inspection reports into database

Henry D. Mooney, Ph.D

ENV Cadre, Senior SME

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PROFESSIONAL SUMMARY

Dr. Henry D. Mooney, with his Ph.D. in Global Systems from San Diego Global Knowledge University, exemplifies a commitment to environmental consulting and research. His academic background includes a Master of Philosophy in Sustainable Development from Stellenbosch University and a Bachelor of Arts in Environmental Studies from Stony Brook University. Dr. Mooney's research interests have led to significant contributions, including publications on global sustainability and conflict mediation in environmental contexts. His professional experience encompasses roles in project management, business development, and environmental consulting, where he has successfully led multidisciplinary teams and managed complex projects. Dr. Mooney's expertise in data analysis, sustainable development, and environmental compliance has been pivotal in advising clients and implementing effective climate action strategies. His ability to synthesize complex environmental data and translate it into actionable insights makes him a distinguished figure in the field of environmental consulting and research.

PROFICIENCIES

- Environmental Consulting
- Sustainable Development
- Data Analysis
- Environmental Compliance
- Project Management

EXPERIENCE

Cadre
Chloeta

PRESENT

Project Manager & Business Development Lead
Pax Environmental, Inc.

2019—PRESENT

Lead & Associate Researcher
Pax Environmental, Inc.

2015—PRESENT

Director
International Training Center

2018—2021

NOBLE ASSIGNMENTS

• Supported NEPA/CEQA documentation preparation and review, geospatial data management, storm water sampling, ecological restoration, biological assessments, specialist resource reviews, and QAQC. Prioritized and met deadlines in a fast-paced environment with changing priorities with limited supervision. Facilitated all elements of project management and compliance across multiple contracts, as well as client communications, from solicitation searches to finished proposals. Managed marketing and new business development initiatives such as RFP/RFQ and other government searches and led all proposal preparation, including technical approaches, staff identification, scopes of work, subcontracting, and budget formulation. Also managed complex projects and initiatives involving multiple internal and external stakeholders, ranging from clients to government representatives. Additional responsibilities ranged from proposal and budget development to project, staff, and client management.

• Collected, analyzed, and presented data, producing talks, presentations, data visualizations, literature reviews, and analytical services pertaining to international development and ecological systems. Collaboration involved a mix of stakeholders, ranging from professional and university settings to independent endeavors.



EDUCATION

2020

Doctor of Philosophy
Global Systems

San Diego Global Knowledge
University

Master of Philosophy
Sustainable Development

Stellenbosch University

Bachelor of Arts
Environmental Studies

Stony Brook University

PUBLICATIONS

• R. Costanza et al., "EcoSummit 2023 Conference Declaration: Building a Sustainable Wellbeing Future," *Ecological Engineering*, vol. 194, p. 107052, 2023, doi: <https://doi.org/10.1016/j.ecoleng.2023.107052>.

• Mooney, Henry N., Miguel A. Cárdenas Jr, and Miguel A. Cárdenas. "An assessment of the roles of tenure and inclusion in conflict mediation at Cabo Pulmo National Park, Mexico." *International Journal of Development Issues* 20.3 (2021): 309-325.

CERTIFICATIONS

• **Full Member**, National Coalition of Independent Scholars

• **Registered Environmental Professional (REP)**, National Registry of Environmental Professionals (NREP), Certificate #13125020816200722

Henry D. Mooney, Ph.D

ENV Cadre, Senior SME

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NOTABLE ASSIGNMENTS (continued)

- Keynote speaker and Director of 501(c) 3 non-profit built around quarterly broadcasts on economics, business, and sustainability. Collaborated with KPBS station partners, developed scripts, coordinated other speakers, researched topics, and networked with potential partners and donors. Broadcasts disseminated across North and South America, as well as China.

PROJECT EXPERIENCE

- **Project Manager**, Southern California Edison's Environmental Compliance (EC) Consultant Work Assignment (CWA) On-Call Program (2019-Present). Provides wildlife and water quality support services for SCE's EC CWA On-Call Program. Programmatic work under this contract surrounds infra-structure and development projects to assess and document existing environmental conditions, special-status species determination, and the development of mitigation and impact minimization measures.

- **Analyst**, Ecological Receptor Exposure Pathway Analysis for Lawrence Livermore National Laboratory (10/22-Present). Performs research to identify the environmental media present on or adjacent to the facility property which are known or reasonably expected to be impacted by contaminants from the facility, as well as evaluate the potential for migration of contaminants from the site. Conducts literature searches and communication with knowledgeable biologists to provide baseline information for reference in baseline biological studies. After reviewing the facility in-formation, results of the biological baseline studies, and habitat documentation, plus additional facility information as necessary, assists in determining if ecological receptors are known or could reasonably be expected to be exposed to contaminants at or from the facility.

- **Analyst**, CDFG Hydrilla Eradication Program CEQA Compliance Report (2021). Pax is leading the biological and cultural resources sections of the Environmental Impact Report (EIR) for the California Department of Food and Agriculture (CDFG) Hydrilla Eradication Program California Environmental Quality Act (CEQA) Compliance Report. As a project analyst, tasks include the documentation of existing ecological conditions data in various watersheds throughout California with habitat conditions suitable for invasive hydrilla growth. The impact analysis focuses on potential impacts to special-status species and sensitive natural communities as well as pollinators and associated biological resources.

- **Analyst & Biological Monitor**, Ventura River Watershed Restoration Projects (2019-2020). Provided surveying and data collection services in support of ecological restoration projects throughout the Ventura River Watershed in Ventura County, California. Monitoring was required during the removal of invasive species as well as the reintroduction of native species to ensure that the riparian zone and any sensitive species in the area were not impacted by restoration activities. This multi-phase collaboration with Concerned Resource Environmental Workers and The City of Ojai to re-establish native habitat for special-status and native species has been funded by the Southern California Wetlands Recovery Program, United States Fish and Wild-life, and California Department of Fish and Wildlife.

- **Lead Researcher**, "Patterns of Employment and their Spatial Constraints: Analysis of Resilience to Climate and Market Crises in Nigeria using the Economic Transformation Database" (October 2022-Present).

- **Lead Researcher**, "Environmental Injustice and our Notion of Space: Inductive Research on Linkages Between Spatial Cognition and Group Marginalization" (April 2022-Present).

PRESENTATIONS

- **Presenter**, EcoSummit 2023, 6th International EcoSummit Congress - Building a sustainable and desirable future: Adapting to a changing land and sea-scape. Gold Coast, Australia (06/2023).

- **Presenter**, United Nations University World Institute for Development Economics Research (UNU-WIDER) - Conference jointly organized by UNU-WIDER and the Global Partnership for Effective Development Co-operation in Brussels, Belgium (11/2022).

- **Presenter**, International Transdisciplinary Conference on Environmental Justice. Lassalle Institut, Zug, Switzerland (08/2022).

Shirley Morris-Thompson

ENV Cadre, Senior SME

CHLOETA | 701 Cedar Lake Blvd, Suite 320 | Oklahoma City, OK | 877.245.6382 | chloeta.com

PROFESSIONAL SUMMARY

Shirley Morris-Thompson is an accomplished environmental management professional with extensive experience in natural resource laws, environmental planning, and project management. Her professional experience includes significant tenure as an Environmental Impact Officer, where she excelled in developing and implementing health and safety policies compliant with national and international standards. Shirley's profound knowledge of environmental laws, coupled with her technical proficiency in computer and graphic design software, has enabled her to produce high-quality planning documentation. Her ability to manage stakeholder relationships and facilitate interdisciplinary coordination has been instrumental in promoting effective decision-making and ensuring integrated approaches to environmental challenges. Shirley's career is marked by her contributions to enhancing environmental standards and her commitment to sustainable development goals.

PROFICIENCIES

- Environmental Compliance
- Environmental Planning
- Natural Resource Laws
- Environmental Design
- Stakeholder Engagement

EXPERIENCE

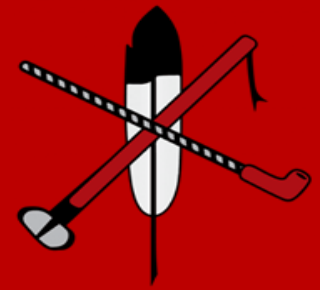
Cadre
Chloeta

PRESENT

Environmental Impact Officer
Mississippi Home Corporation

2019—PRESENT

- Extensive knowledge of natural resource management laws and environmental planning laws, including their application and impact on terrestrial and marine environments.
- Strong understanding of environmental management principles, practices, and techniques for resolving major problems and providing expert advice on technical environmental policy directives.
- Proficient in interpreting program requirements and matching them with compliance responsibilities.
- Skilled in management techniques, relationship-building, and problem-solving to ensure integrated approaches and effective decision-making.
- Proficient in computer and graphic design software for producing high-quality planning documentation and presentations.
- Familiarity with database technology for information management.
- Develop and implement environmental health and safety policies for federal programs to ensure compliance with National Environmental Policy Act (NEPA) regulations, Executive Orders, and directives.
- Review grant applications and proposals for funding development across various federal programs.
- Provide compliance recommendations and issue guidance for Environmental Review Records (ERRs) as required by NEPA, HUD, Mississippi Home Corporation, and State Agencies.
- Manage stakeholder relationships, attend public meetings and hearings, and collaborate on large projects.
- Supervise documentation reviews, implement state policies and procedures, and promote efficient operations in compliance with environmental standards.



EDUCATION

2016

Master of Science
Hazardous Waste Management
Jackson State University

1988

Bachelor of Science
Business Administration/Finance
Alcorn State University

SKILLS

- Natural Resource Management
- Laws Environmental Planning
- Environmental Management
- Principles Interdisciplinary
- Project Coordination
- Compliance and Regulatory Knowledge
- Management Techniques and Skills
- Computer and Graphic Design
- Database Technology

Shirley Morris-Thompson

ENV Cadre, Senior SME

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EXPERIENCE (continued)

- Apply HUD training and instructional design concepts to resolve training issues and needs assessment.
- Consult with subject matter experts to determine course content and facilitate training using various technologies.
- Manage and administer ERRs for federal grant programs, issue Authorization to Use Grant Funds and letters to proceed to Grantees and monitor files for compliance.
- Conduct research, consult on related laws and authorities, and analyze permits, flood maps, and environmental site assessments.
- Assist Home Rehabilitation Program Manager
- Process, monitor, track, and report applications based on program requirements.
- Provide support for daily project management activities, including eligibility determination and maintaining project records.
- Review financial records and prepare summaries of financial information.
- Assist the Project Manager with implementing HUD-regulated programs and determining scope of work for projects involving environmental studies or assessments. Participate in meetings with applicants, provide guidance and recommendations, and review Grantee reports.

Project Manager

2017—2019

Mississippi Development Authority

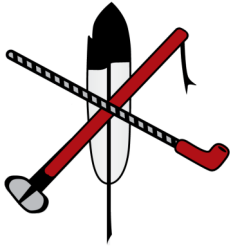
- Managed projects for Community Development Block Grants (CDBG), Appalachian Regional Commission (ARC), and Development Infrastructure Grant Program (DIP).
- Ensured compliance with environmental health and safety policies and regulatory requirements.
- Developed closeout packages and budget modifications for Federal grants.
- Provided statewide strategic advice, technical assistance, and support to diverse stakeholders.
- Reviewed project scope of work, compliance review, and technical research.
- Monitored requirements for Fair Housing, MBE/WBE, Section, Citizen Participation, Financials, Procurement, Relocation, and Environmental compliance.
- Coordinated funding requests and managed administrative tasks related to the projects.
- Reviewed staff work, coordinated with directors and leaders, and maintained effective communication channels.

Environmental Protection Compliance Specialist

2009—2017

Mississippi Development Authority

- Managed and administered environmental review records for various federal programs.
- Ensured compliance with NEPA guidelines and other regulatory requirements.
- Strategized with community planners to streamline environmental review processes.
- Evaluated project proposals for potential environmental impacts and developed mitigation measures.
- Processed environmental review records and monitored regulatory documentation.
- Confirmed compliance with procurement, labor standards, and financial-management requirements.
- Provided technical assistance to grant recipients, staff, and management.
- Formulated environmental review guidelines and communicated responses to stakeholders.



Ronette Bachert | ENV Cadre, Senior SME

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Profile

Ms. Bachert is a goal-oriented and quality-driven planning professional with significant experience working in FEMA's Public Assistance (PA) Program. She also possesses hands-on experience in the field, administering the PA program using FEMA's new delivery model. She has extensive expertise in coordinating major environmental projects, effectively managing safety, compliance, and disaster recovery programs, and successfully addressing emergency management issues. Ms. Bachert has a plethora of accomplishments, including successfully administering and mitigating complex environmental, compliance, and emergency situations throughout the United States. She has obtained numerous FEMA and related environmental and safety certifications and utilizes big-picture strategic planning and objectives for long-term planning. Ms. Bachert is a knowledgeable and diplomatic advisor, a transparent communicator, a strong collaborator, and a committed mentor and educator.

Focus Areas

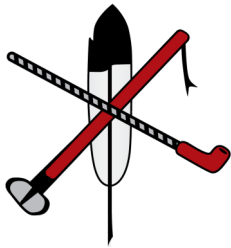
- Urban and Regional Planning
- Development Regulation and Ordinance Development
- Comprehensive Planning
- Land Use and Zoning
- Site Analysis and Evaluation
- Community Engagement and Outreach
- Economic Development Planning
- Government Agency Collaboration
- Environmental Planning and Conservation
- Public Policy and Advocacy

Employment Experience

- SERCO—Policy Analyst—2019 to 2019
 - Worked with the Office of Chief Council reviewing Grant Applications for compliance with Federal and State Procurement Policies and FEMA Public Assistance Grant Policies.
 - Assisted Program Delivery Managers with Determination Memo to accomplish compliance goals.
- Integrated Solutions Consulting—Program Delivery Manager (PDMG), DR 4332—2018
 - Completed FEMA's new implementation model training for Public Assistants.
 - Developed project worksheets for FEMA grant Applicants.

Employment Experience (cont'd)

- Gemini Industries—NEPA Specialist—October 2016 to March 2017
 - Reviewed and prepared NEPA documents combined Coast Guard regulations for several projects. Documents were required for allocations of funding, review, and project development.
- CDM Smith—Environmental Historic Preservation Specialist—March 2016 to July 2016
 - Reviewed approx. 100 projects to comply with NEPA regulations for Statex and Catex category of projects.
- Dewberry—Disaster Recovery NEPA Reviewer—April 2014 to September 2014
 - Reviewed approx. 100 projects to comply with NEPA regulations for Statex and Catex category of projects.
- Integrated Solutions Consulting—Reconcile Emergency Action Plans—2014
 - Reviewed, commented, and updated Dam Safety Emergency Action Plans.
- CDM Smith—Disaster Assistance Scientist/Environmental Specialist—January 2013 to July 2013
 - Reviewed approx. 100 projects to comply with NEPA regulations for Statex and Catex category of projects.
- Integrated Solutions Consulting—Senior Consultant—2011
 - Provided community disaster recovery and planning support to FEMA's Emergency Support Function (ESF) 14: Long Term Community Recovery mission.
- Benton County Planning Department—Senior Planner, Floodplain Administrator, Stormwater Coordinator—2008 to 2011
 - Managed all floodplain and storm water issues for the County
 - Compiled several detailed county-wide reports including "Existing Conditions Report" and Wild Energy Facility Report", wrote 7 comprehensive checklists
 - As the Community Rating System Coordinator, prepared documentation for the County's ISO rating
 - Updated and reviewed County Ordinances and authored multiple long-range planning documents.
 - Designed a robust Stormwater Management Program in compliance with EPA Phase II MS4 to mitigate future damage; expert resource for all planning and environmental issues for the County.

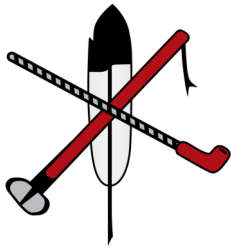


Ronette Bachert | ENV Cadre, Senior SME

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Employment Experience (cont'd)

- CDM Smith, PA Program—Environmental Specialist and Debris Compliance Monitor / Assessor —2006
 - DR 1603 and DR 1607 various cities in Louisiana
 - Acted as a SME to assess damages following hurricanes Rita and Katrina
 - Monitored and ensured compliance with NEPA / NEMIS regulations.
- Barghausen Consulting Engineers—Planner/Land Use Sub-division and Project Planner—2004 to 2005
 - Investigated and compiled a broad range of feasibility reports nationwide, including conducting code research for Costco Wholesale retail gasoline filling stations throughout the U.S.; performed and reported on feasibility of programs.
 - Prepared commercial and residential site feasibility reports and code research regarding the highest and best use tactics for multiple projects in Washington and Alaska.
 - Authored a SEPA document for a project in King County, Washington.
 - Contributed to Washington State Community Trade & Economic Development projects encompassing legal issues, comp plan, overview, and SEPA training.
- Pennsylvania Housing Finance Agency—Environmental Site Specialist and Environmental Certifying Officer—1999 to 2004
 - Managed environmental regulatory compliance for a non-profit organization that coordinates billions of dollars in funding for multi-family housing developments. Eliminated prior 12-month backlog of environmental reviews within first year.
 - Led organizational policy development, reviewed all funding applications, conducted onsite inspections, facilitated training for all environmental concerns, and evaluated / determined compliance status of all applications; directed special projects and served as a primary point-of-contact for public and commercial inquiries.
 - Conducted a complete environmental review and coordinated all necessary mitigation for 80 projects annually, including 20% with NEPA and HOME federal funding requirements authorized multimillion dollar requests for release of funds.
- Pennsylvania Housing Finance Agency—Environmental Site Specialist and Environmental Certifying Officer—1999 to 2004 (cont'd)
 - Educated departmental director and numerous peers on federal environmental regulations.
 - Advised developers on compliance requirements and problem mitigation strategies / options.
 - Coordinated NEPA documentation for all federally-funded projects, and led environmental impact critiques for applications funded by non-federal sources.
- Pennsylvania Emergency Management Agency—Environmental Planner, NEPA Specialist, and HMGP Administrator—1996 to 1998
 - Led environmental planning and review for major state-funded disaster-recovery projects; reviewed applications and ensured all requests met federal NEPA standards.
 - Conducted onsite reviews of residential complexes, schools, and commercial buildings and served as a liaison between FEMA and community leaders.
 - Interpreted and advised staff on natural / technical hazard mitigation policies, regulations, and programs.
 - Handpicked to manage the environmental Hazard Mitigation Grant Program following the 1996 floods; instrumental in establishing the disaster field office and provided critical onsite review.
 - Served as the agency's sole environmental planner throughout the 2-year disaster recovery effort; involved in coordinating all reviews for billions of dollars in federal aid projects.
 - Cultivated an in-depth knowledge of NEPA in a minimal time frame, orchestrating all NEPA compliance for the agency with no prior knowledge of the Act.
 - Improved agency-wide understanding of NEPA, creating clear visual and written communications.
 - Acted as a mediator to defuse tense situations and build strong relationships through diplomacy.
- Snyder County Planning Commission—Assistant Planner—1994
 - Advised the Director of Planning and served as Commission Representative at public meetings / hearings.
 - Inspected properties, analyzed complex data, interpreted plans / drawings, and authored comprehensive reports in adherence with county ordinance guidelines.



Ronette Bachert | ENV Cadre, Senior SME

CHLOETA | 701 Cedar Lake Blvd, Suite 320 | Oklahoma City, OK 73114 | 877.245.6382 | chloeta.com

- Snyder County Planning Commission—Assistant Planner—1994 (cont'd)
 - Researched, prepared, and presented long-term, comprehensive planning issue recommendations, delivered community and Board presentations, and reviewed planning and technical staff work.

Education

- Bloomsburg University—Master of Education, Environmental Planning—1998
- Bloomsburg University—Bachelor of Arts, Geography & Environmental Planning

Training

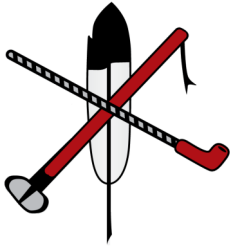
- Planning, Review, and Leadership Practices: Effective Meeting Planning • Environmental Planning • Environmental Regulations • Environmental Review • Ethics for Planners • Keys to Successful Presentations • Municipal Environmental Advisory Councils • Practices & Procedures for Zoning Hearing Boards
- Specific Regulatory/Planning Issues: Advanced HOME: By the Numbers • Coordinating Land Use Rules with Highway Access • Implementing HUD Regulations for Lead-based Paint • Legal Limits to Land-Use Powers • Washington State Community Trade & Economic Development: Legal Basis, Comprehensive Plan Overview, and SEPA Training Workshop & Historic Preservation Compliance
- Sustainable/Green Development: Ecosystem-Based Management • Growing Greener • Interlinkages for Environmental Initiative • Sustainable Land-Use Practices • Interactions of Humans & Their Environment
- Professional Certifications: US EPA / Phase II MS4 Audits • How to Maintain & Update SWPPP • Post-Construction Inspections
- American Red Cross Training & Certification: Shelter Operations • Shelter Simulation • Fundamentals of Disaster Assessment * Community Services Overview * Fulfilling Our Mission: Translating Compassion • Certified CPR, AED & First Aid Instructor *

Notable Assignments

- Recognized for exemplary performance during disaster-recovery initiatives by the Federal Emergency Management Agency (FEMA) and the corresponding Pennsylvania state agency.
- Able to simultaneously manage multi-site projects, including determining project validity and gaining approvals, performing site review and inspections, and successfully leading Board reviews and Project reviews.
- Extensive experience as a Community & Governmental Liaison and in performing long-term planning and strategic analysis; trusted resource in handling confidential.
- Led storm water and floodplain coordination for Benton County, AR and maintained Phase II MS4 Federal Program Leadership.
- Expert knowledge of EPA Regulations and several years' experience working with the Department of Environmental Quality; expertise in policy development and interpretation.
- Maximize strategy, integrity, and quality; conduct in-depth research and feasibility studies
- Defuse tense situations and conflicts; serve as a federal and community liaison/mediator

Awards and Honors:

- Certificate of Scholastic Excellence-New York University
- Recipient of the Spotlight on Quality Award – CDM
- Hazard Mitigation Grant Program - Certificate of Merit Award
- Citations for Outstanding Participation in Disaster Recovery



Dave Van De Weghe | ENV Cadre, SME

CHLOETA | 701 Cedar Lake Blvd, Suite 320 | Oklahoma City, OK 73114 | 877.245.6382 | chloeta.com

Profile

Mr. Van De Weghe is a highly experienced urban planning professional with over two decades of experience in the field. He specializes in municipal government city planning services, and his career includes significant roles as a Senior Planner in the Seattle metro area. In this capacity, he managed complex long-range planning projects, updated development regulations, and collaborated closely with various agencies, including the Port of Seattle and Puget Sound Energy. His career also encompasses positions in Georgia, where he played vital roles in land use planning, economic development, and comprehensive planning efforts.

Focus Areas

- Urban and Regional Planning
- Development Regulation and Ordinance Development
- Comprehensive Planning
- Land Use and Zoning
- Site Analysis and Evaluation
- Community Engagement and Outreach
- Economic Development Planning
- Government Agency Collaboration
- Environmental Planning and Conservation
- Public Policy and Advocacy

Employment Experience

- Dave Van De Weghe Consulting—Owner—2022 to present
- City of Newcastle, Washington—Senior Planner—2018 to 2022
- City of Federal Way, Washington—Senior Planner—2016 to 2018
- City of Sugar Hill, Georgia—Planner—2014 to 2016
- Northeast Georgia Regional Commission—Principal Planner—2011 to 2014
- Columbia County, Evans, Georgia—Planner—2006 to 2011
- Central Savannah River Area Regional Commission—Regional Planner—2004 to 2006
- Greater Linden Development Corporation—Community Programs Specialist—2000 to 2003

Education

- The Ohio State University—Master of City and Regional Planning
- University of Dayton—Bachelor of Arts in Communication, concentration in Public Relations and minoring in English

Professional Licensure

- American Institute of Certified Planners—American Planning Association

Noteworthy Assignments

- Collaborated on projects with the Port of Seattle, King County Metro Transit, Puget Sound Energy and the Washington Department of Transportation.
- Reviewed land use plans, subdivisions, shoreline development permits and environmental applications.
- Presented recommendations to the planning commission and city council.
- Collaborated on projects with Sound Transit, King County Water and Land Resources, King County Historic Preservation and Wild Waves Theme Park.
- Created comprehensive plans for local governments in 13 counties and 41 cities.



City of Medical Lake
124 S Lefevre Street
PO Box 369
Medical Lake, WA 99022-0369
509-565-5000

Request for Proposals
Hazard Mitigation Plan
Proposal Evaluation

Date: *April 3, 2024*

Firm Name: *Chloeta*

Evaluation Criteria

Understanding of Work to be Performed (the Scope of Services): 15 of 15 points

Mirrors requested scope of work.

Demonstrated Quality Firm and Professional Staff Technical Skill, Experience, Performance, and Approach: 25 of 25 points

Extensive experience with hazard mitigation and related activities.

Familiarity with City, County, and State Procedures: 15 of 20 points

Basic understanding.

Firm and Professional Staff References/Satisfaction of Clients: 15 of 15 points

Extensive list of projects.

Completeness and Quality of Proposal: 15 of 15 points

High level of detail. The approach is very clear.

Cost Approach to performing this type of service: 10 of 10 points

Labor and travel.

95 Total Points

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 24-673**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE AWARDING THE
BID FOR CONEY ISLAND DOCK & SHORELINE RESTORATION TO
TREELINE CONTRACTING, LLC.**

WHEREAS, the City of Medical Lake (“City”) City Council approved capital project # PF-6-24-302 in the 2024 Capital Improvements plan, passed by Resolution No. 23-641, for the purchase and installation of a dock at Coney Island Park; and

WHEREAS, the City published a request for proposals for a dock and shoreline restoration on March 15, 2024; and

WHEREAS, the City opened one (1) bid for the proposal request on April 1, 2024, at 3:00pm; and

WHEREAS, City Staff recommends awarding the contract to the lowest responsible bidder, Treeline Contracting, LLC, in the amount of Ninety-Eight Thousand Seven Hundred Ninety-Seven and 50/100 Dollars (\$98,797.50).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON as follows:

Section 1. Award of Bid. The City Council hereby awards the contract for the installation of a dock and restoration of the shoreline at Coney Island Park to Treeline Contracting, LLC in the amount of \$98,797.50, including applicable taxes, shipping, and installation fees as set forth in Exhibit A and incorporated herein by this reference.

Section 2. Severability. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED this 16th day of April, 2024.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

70
City Attorney, Sean P. Boutz

TIC

TREELINE CONTRACTING

QUOTE**Treeline Contracting LLC.**

INVOICE # 2466

DATE: 3/12/2024

P.O. BOX 1477 Airway Heights, wa 99001

Phone: 509-215-0658

TreelineContracting@Hotmail.com

LIC# TREELC*776N

EXPIRATION DATE:6/1/2024

TO Customer: Glen Horton
 509-565-5007
 EM: ghorton@medical-lake.org
 City of Medical Lake
 Parks and Recreation Director

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Adam Archambault	Shoreline Mitigation/ New dock for Coney Island Park	50% deposit/ Balance do at completion	N/A

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Shoreline Mitigation/ Repair		
4	FLOATING SILT CURTAIN UNIT installed (arrow construction supply)	Flat	\$2,514.00
1	Remove and set aside large boulders/ reinstall later	Flat	
	Remove and set aside 96.3 cubic yards of top soil from shoreline (approx. 130'L x 5' W x 4' Deep) Reinstall later	Flat	
2	Install geo fabric	\$1000.00	\$2,000.00
30 yds	Small P1 Spalls	\$387.50	\$1,162.50
20 yds	Screened topsoil	\$406.25	\$812.50
3	Labor	Flat	\$5,250.00
		SUBTOTAL	\$11,739.00
Dock	20' long x 25'W fixed peer platform. 20L' x10'W floating walkway to 20'x 10'L "fishing dock" 40 percent light penetrating decking Snap-Deck. (grey in color)		
14	Pylons 8" steel Pylons	\$1,500.00	\$21,000.00
16	5' x 10' Truss Frame - 15" OC - using 2" Angle. Includes Sleeper Hole Punching.	\$1,464.75	\$23,436.00
6	48"x120"x16" Ace Foam Filled Float (.150 Nominal Wall)	\$853.96	5,123.81

24	Black P style rub rail- 5004	\$37.50	\$900.00
12	Black corner rub rail	\$21.00	\$252.00
8	8" Aluminum Fold-Down Cleat (Black)	\$36.84	\$294.72
22	Hydro Glow Ultra-Thin 2 Way Solar Marine Light	\$52.79	\$1,161.38
5	Decking screws-	\$89.00	\$445.00
80	Snap Deck 2' x 5' light grey	\$104.00	\$8,320.00
24	Facia board ½ Thick x 12 Lx 10"H	\$155.00	\$3,720.00
1	Steel frame material/ burke bar/footer ADH bar.	\$3,800.00	\$3,800.00
3	5 step swim ladders	\$559.00	\$1,677.00
1	4'x 14' Aluminum gangway w/ hand rails/ w 4' landing, mounting tabs female	Flat	\$3,457.00
2	4'x10" aluminum gangway w/ hand rails/ w 4' landing, mounting tabs female	\$2,657.00	\$5,314.00
	INSTALLED PRICE	Subtotal	\$78,900.91
		GRANDTOTAL	\$90639.91
		WA SALES TAX (SPOKANE COUNTY @ 9%	\$8,157.59
		TOTAL	\$98,797.50

Quotation prepared by: *Adam Archambault* _____

This is a quotation on the goods named, subject to the conditions noted below:
 This quote is good for listed above work only. ANY modifications, add on(s) or extra work desired must be requested and agreed upon by both parties. Treeline Contracting is in no way liable for miss-use, user error or damage to above listed equipment. In the event that damage does occur to the above listed equipment and it is deemed operator error by Treeline Contracting, Treeline Contracting will not be held financially or legally liable. All sales are final. 100% of quoted bid must be paid in full upon completion of job, unless otherwise agreed upon by both parties. In the case that both parties have agreed upon alternative payment options, a separate contract noting these adjustments will need to be signed by both parties before any work will begin. A 3.0% fee is added to ALL credit card transactions. In the event that legal action is taken place by either party the customer will be held liable for any legal expenses accrued, that occur during said suit and due to lost revenue. By signing this quote, the customer is agreeing to these terms and conditions.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

TIC

TREELINE CONTRACTING



To: Mayor and City Council
From: Glen Horton, Parks and Recreation Director
TOPIC: Summer Concert Series Service Agreement with Hero Event Support

Requested Action:

Requesting approval of Resolution No. 24-674, the service agreement to provide a stage, sound equipment, and talent management for four identified dates in 2024.

Key Points:

Staff have explored offering a free summer concert series titled, “Linger @ the Lake” as another activity to draw visitors and connect them with Medical Lake and its eclectic eateries, parks and playgrounds, boating and fishing, small business shopping, and history of healing.

Sponsorship levels and perks have been brainstormed along with ways to connect our local businesses with opportunities to provide food options, a kid zone to entice families, and a potential beer garden (limited) that will help to cover the associated costs. Hero Event Support approached the City with the concept of weekly concerts between Memorial Day and Labor Day. Staff felt that four dates would be a sufficient approach for 2024, providing opportunity to do it well and potential to grow into something more over time. The price tag will not exceed \$40,000.

Background Discussion:

City Council recently discussed and defined a strategic vision and desired outcomes that express how Medical Lake is a place of relaxation and enjoyment for all that is ideally located as a haven for outdoor recreation with multiple lakes, ample trails, and a small-town spirit with comfortably scaled festivities in the beautiful backdrop of our lakes, forests, and farmland. The Linger @ the Lake Concert Series is another way to celebrate our culture and community in addition to the seasonal festivals and events already offered. The goal is to provide an outlet to build community, support the arts, and encourage social connections.

Public Involvement:

None.

Next Steps:

With approval from Council, staff will begin seeking and securing sponsors, planning event dates, and marketing the Linger @ the Lake free summer concert series.

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 24-674**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A
MASTER SERVICES AGREEMENT WITH HERO EVENT SUPPORT FOR
THE CITY OF MEDICAL LAKE, WASHINGTON**

WHEREAS, the City of Medical Lake (“City”) desires to provide a summer concert series as a recreational service; and

WHEREAS, City Staff recommends outsourcing parts of this service through HERO Event Support (“Operator”); and

WHEREAS, the City and Operator have set forth the terms of the parties’ agreement as contained in Exhibit A (“Agreement”).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON as follows:

Section 1. Approval of Agreement. The Council hereby approves the Agreement in the form attached to this Resolution as Exhibit “A”, and by reference incorporated herein.

Section 2. Authorization. The Mayor is authorized and directed to execute the Agreement on behalf of the City in substantially the form attached as Exhibit “A”. The Mayor and Finance Director/City Clerk are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the Agreement authorized hereby.

Section 3. Severability. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED this 16th day of April, 2024.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Finance Director, Koss Ronholt

City Attorney, Sean P. Boutz

AGREEMENT FOR SUMMER CONCERT SERIES SERVICES

This Agreement for SUMMER CONCERT SERIES SERVICES ("Agreement") is entered into between the City of Medical Lake ("City") and HERO Event Support ("Contractor") (collectively, the "Parties").

RECITALS

WHEREAS, City desires to obtain the services of a contractor to provide audio, staging, permitting, talent management and lighting services ("Services") during the Linger at the Lake Festivities ("Series") on June 14th, July 4th, August 8th, and August 29th from 6:00 p.m. to 8:00 p.m. at Waterfront Park in Medical Lake ("Event Location"); and

WHEREAS, Contractor has represented to City that Contractor possesses the necessary qualifications to provide such Services; and

WHEREAS, City has authorized the preparation of this Agreement to retain the Services of Contractor as hereinafter set forth.

NOW, THEREFORE, the Parties agree as follows:

1. Scope of Services

Contractor shall timely perform the Services in accordance with the schedule approved by City. City must consent in writing to any changes to the Scope of Services, with such consent to be in City's sole discretion. Any revisions to the Scope of Services for which City's consent has not been issued shall be null and void.

2. Compensation

City shall pay Contractor a flat fee of \$8,500 per event ("Contract Price") as full compensation for the performance of Services provided under this Agreement. Invoice paid upon receipt.

3. Equipment

Contractor shall provide to City all equipment necessary for the performance of Services ("Performance Equipment") as outlined in the Scope of Services. City shall provide Contractor with a suitable site at the Event Location in which to set up the Performance Equipment. Contractor shall be solely responsible for the Performance Equipment, as well as for setting up and striking the same, and shall provide any security services it deems necessary for the security and safety of the Performance Equipment. City will not be liable to Contractor for any event, whether man-made, natural (including any acts of God as that term is defined in Section 10, below) and/or otherwise, that may result in the theft, damage, or destruction of the Performance Equipment prior to, during or after the Series.

4. Independent Contractor

Contractor is an independent contractor under this Agreement, and shall not in any way be considered an employee or agent of City. Contractor is not entitled to Workers' Compensation benefits or any other employment benefits provided by City. Contractor shall be responsible for the acts of its employees and agents while on City property and shall take all necessary measures to prevent injury and loss to persons or property located thereon. In the event that Contractor, its agents, representatives and/or employees are injured during the performance of Services under this Agreement, City shall be held free, clear, and harmless from any obligation to pay medical expenses or compensation arising from said injury.

5. Applicable Laws

Contractor shall observe and comply with all local, State and Federal laws, rules, ordinances and regulations that may affect the performance of Services under this Agreement.

6. Insurance

Comprehensive General Liability.

Liability of either City or Contractor shall be limited to those acts of its agents or employees which proximately cause loss or damage to participants or the agents, employees, or property of the other party. Contractor shall maintain liability insurance in the amount of one million dollars (\$1,000,000) which shall include coverage for services rendered under this Agreement. The City shall be an additional named insured under any insurance policy required by this Agreement. Said policy shall provide for notice to the City of at least fifteen (15) days of any cancellation or reduction of coverage. The Contractor shall provide the City at the time of execution of this Agreement, and at the time of any renewal of the insurance policy, with proof of such liability insurance coverage.

Insurance and Indemnity Obligations Separate.

The requirements as to the types and limits of insurance coverage to be maintained by Contractor as required by this section and any approval of such insurance by City, are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Contractor pursuant to this Agreement including, but not limited to, the indemnification provision of Section 7, below.

7. Indemnification

To the fullest extent permitted by law, Contractor shall indemnify, defend, protect and hold harmless the City, and its directors, officers, employees, and agents (collectively, "City Indemnified Parties") from and against any and all claims, demands, liabilities, judgments, expenses or damages, including, without limitation, reasonable attorneys' fees arising from or in any way connected with injury to or the death of any person, or physical damages to any property resulting from any act or omission of the Contractor, its directors, officers, employees, and agents related to or occurring in connection with the performance of Services under this Agreement, regardless of cause, excepting liability actions arising out of the sole negligence of any of the City Indemnified Parties.

9. Termination

City may terminate this Agreement for any reason, with or without cause, upon thirty (30) days' written notice to Contractor. Contractor understands and acknowledges that the Series is a significant event for City, and therefore must give at least ninety (90) days written notice to City to terminate this Agreement.

10. Force Majeure

Neither Party shall be liable for any failure or delay in performance under this Agreement if either Party is unable to perform its obligations due to some unforeseen event beyond its reasonable control. Events beyond a Party's reasonable control shall include, but are not limited to, acts of God, war, civil commotion, strike, inclement weather, flood, fire, power failure, or other casualty or governmental restriction. In such an event, City shall have the right to cancel the performance of Services, but will work with Contractor to reschedule the performance of Services at a later date. Contractor will not be compensated or reimbursed for any expenses incurred in preparation for the original performance of Services.

11. Entire Agreement

This Agreement constitutes the entire understanding between the Parties relating to the subject matter hereof. This Agreement supersedes all prior or contemporaneous oral or written agreements, understandings, representations, and statements entered into between the Parties. No modifications or revisions shall have any force or effect, unless the same is in writing and executed by the Parties hereto.

12. Counterparts

This Agreement may be executed in any number of counterparts, each of which shall for all purposes be deemed to be an original.

13. Assignment

Neither any part nor all of this Agreement may be assigned or subcontracted, except as otherwise specifically provided herein, or to which City, in its sole discretion, consents to in writing. Any assignment or subcontracting in violation of this provision shall be void.

14. Notices

All notices, billings and payments which are required or permitted to be made hereunder may be in physical or digital writing and may be sent by USPS or via email. Notices may be sent to the following addresses:

City: City of Medical Lake
Parks & Recreation Dept
P.O. Box 369
Medical Lake, WA 99022
Email: ghorton@medical-lake.org

Contractor: HERO Event Support

The Parties may deliver notice of change of address or delivery information in the manner outlined in this Section 14.

15. Attorneys' Fees

The Parties understand and agree that should any litigation or other dispute resolution proceeding short of litigation arise out of this Agreement, the prevailing Party in such litigation or proceeding will be entitled to have its attorney fees and costs including, but not limited to, witness costs, paid for by the non-prevailing Party in such litigation, including attorneys' fees and costs on appeal.

16. Governing Law, Venue

This Agreement shall be construed under and in accordance with the laws of the State of Washington, and appropriate venue for any action or proceeding arising from this Agreement shall be had in the Court of Spokane County.

17. Authority

The undersigned individual(s) executing this Agreement represent and warrant that they are authorized to enter into and execute the same on behalf of their respective Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the date first written above.

CITY:
City of Medical Lake

CONTRACTOR:

By: _____
Mayor

By: _____
Name: _____
Its: _____

APPROVED AS TO FORM:

By: _____
City Attorney

By: _____
Name: _____
Its: _____

ATTEST:

By: _____
Finance Director

EXHIBIT A
Scope of Services

Services Provided: Audio, Staging, Permitting, Talent Management and Lighting
Services

Performance Times: June 14th, July 4th, Aug. 8th, Aug. 29th, 2024 – 6:00 pm to 8:00 pm

Equipment Setup Times: Set up completed by 4:00 pm

I agree to provide the following labor, transportation and audio equipment during the Linger at the Park Concert Series during the dates and times as stated above.

	<u>SOUND SYSTEM DESCRIPTION</u>
1.00	SOUNDCRAFT SI COMPACT DIGITAL 32 CHANNEL MIX DESK
1.00	BSS OMNIDRIVE STEREO 4 WAY SPEAKER MANAGEMENT UNIT
1.00	QSC PL SERIES STEREO AMP RACK FOR MAIN AMPS 12,000 WATTS
6.00	TURBO SOUND FLOOR WEDGE MONITORS
4.00	MARTIN AUDIO W8 WAVEFRONT SERIES 3 WAY MID HI SPEAKER CABINETS
4.00	MARTIN AUDIO WSX WAVEFRONT SERIES 18IN. SUB SPEAKER CABINETS
1.00	QSC MONITOR AMP RACK 6,000 WATTS
1.00	ALL NEEDED MIC CABLING/SPEAKER CABLING/ELECTRICAL CABLING NEEDED FOR SOUND SYSTEM AND BAND STAGE POWER.
1.00	ALL NEEDED MIC STANDS
1.00	COMPLETE MIC PACK
2.00	AUDIO TECHS ON SITE FOR DURATION OF ENTIRE EVENT
1.00	1 PHASE POWER DISTRO FOR SOUND SYSTEM
2.00	LABOR HANDS TO SET UP AND REMOVE

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 1122**

AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, ADOPTING CERTAIN HISTORIC PRESERVATION PROVISIONS IN THE SPOKANE COUNTY CODE BY REFERENCE, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

WHEREAS, City of Medical Lake is a municipal corporation of the State of Washington; and

WHEREAS, Spokane County and the City of Spokane have established a Historic Preservation Office and Spokane County has provided a vehicle for the City of Medical Lake to obtain landmark designation and protection services (“Services”); and

WHEREAS, the City desires to protect and preserve the historic buildings, structures, districts, sites, objects, landscapes and archaeological sites within the City for the benefit of present and future generations; and

WHEREAS, the City desires to enter into a contract with the County to obtain Services; and

WHEREAS, said contract requires the City to adopt certain specific provisions of the Spokane County Code;

NOW, THEREFORE, the City Council of the City of Medical Lake, Washington does ordain as follows:

Section 1. Action. There is hereby added to the Medical Lake Municipal Code Chapter 2.40, Chapter 1.48 of the Spokane County Code, Historic Preservation, adopted by reference to read as follows: Chapter 2.40 Spokane County Code Chapter 1.48, Historic Preservation, Adopted by reference. Chapter 1.48 of the Spokane County Code, Historic Preservation, as currently enacted or hereafter amended, is hereby adopted by reference as fully set forth herein.

Section 2. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this _____ day of _____, 2024.

Mayor, Terri Cooper

ATTEST:

Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz

Date of Publication:

Effective Date:

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 1123**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON ADDING
CHAPTER 11.02, REPLACING CHAPTER 11.08 AND REPEALING CHAPTER 11.16
IN TITLE 11 OF THE CITY OF MEDICAL LAKE MUNICIPAL CODE**

WHEREAS, the City of Medical Lake (“City”) seeks to update current standards and procedures for various work and activity conducted or performed within the City’s right of way and related areas, including but not limited to, the application for and approval of right of way permits; and

WHEREAS, the City Council held a workshop on March 5, 2024, to discuss and review the update to and removal of the pertinent right of way sections of the Medical Lake Municipal Code (“MLMC”) and related sections; and

WHEREAS, the City Council has determined that it would be in the best interest of the City to replace MLMC Chapter 11.08 with an updated and current right of way permitting and approval process therein; and

WHEREAS, the City Council has also determined that it would be in the best interest of the City to establish MLMC Chapter 11.02 containing a purpose and certain definitions of terms to be utilized within Title 11 of the MLMC.

WHEREAS, in adopting a newly updated section to MLMC Chapter 11.08, the City Council has also determined that MLMC Chapter 11.16 is no longer necessary and can be addressed within the updated Chapter 11.08 as provided for in said chapter.

NOW, THEREFORE, the City Council of the City of Medical Lake, Washington, do ordain as follows:

Section 1. **Adoption.** The current Chapter 11.08 to Title 11 of the City of Medical Lake Municipal Code is hereby deleted in its entirety and the updated Chapter 11.08 is adopted as attached to this Ordinance as Exhibit A and incorporated herein. In addition, Chapter 11.02 is adopted as attached to this Ordinance as Exhibit B and incorporated herein.

Section 2. **Administrative Code Interpretations Authorized.** In the event of any question or uncertainty regarding the applicability of this Ordinance, the City Administrator, or his/her designee is hereby authorized to make such administrative code interpretations as may be necessary to implement this Ordinance.

Section 3. **Repealer.** Upon the Effective Date of this Ordinance, Chapter 11.16 of Title 11 the City of Medical Lake Municipal Code shall be repealed in its entirety and shall have no further force or effect of law.

Section 4. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 5. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this _____ day of April, 2024.

Terri Cooper, Mayor

ATTEST:

Koss Ronholt, City Clerk/Finance Director

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney

RIGHT-OF-WAY TITLE 11 – STREETS AND SIDEWALKS

Chapter 11.02 – Definitions

- 11.02.010 Purpose
- 11.02.020 Definitions

11.02.010 – Purpose

These definitions are to provide clarity for terms used in this Title.

11.02.020 – Definitions

Applicant – Any person or entity applying for the issuance or renewal of a permit under the provisions of Title 11.

Easement – A limited right to use another person’s land for a stated purpose.

Emergency – Any condition constituting a clear and present danger to the health, safety, or welfare of persons or property located within the City, including, but not limited to, damage to persons or property from natural or manmade eventualities, such as storm, earthquake, riot, or war, as well as subscriber service interruption and pollution of the environment.

Franchise – Initial or renewed non-exclusive and revocable authorization granted by City Council in conformity with the municipal code and state and federal law for the construction or operation by a utility of facilities within the City’s rights of way for the purpose of offering utility services to customers, subscribers, or patrons.

Permit – Document issued under the authority of the Public Works Director that provides specific requirements and conditions for specific utility work at specific locations within the right of way and for purposes of this title includes a construction in the right of way permit under Chapter 11.08.

Permittee – Any person who has been granted, and has in full force and effect, a permit issued under this Title.

Person – Any individual, partnership, co-partnership, firm, partnership, company, corporation, limited liability company, association, joint stock company or association, trust, estate, governmental entity, or any other legal entity, or their legal representatives, agents, or assigns, and including their lessors, trustees, and receivers.

Public Works Director – Public Works Director or designee.

Right of Way – Property, or property interest, held by the City or other governmental jurisdiction, outright or through easement, for existing or future public access, including and occupied (or intended to be occupied) by a street, alley, planting strip, curb, sidewalk, crosswalk, pedestrian or bike path, recreational trail, railroad, road, electric transmission line, oil or gas pipeline, water,

sewer or storm facility, street trees, or other public infrastructure or special use, and including all the air above and land below that property; does not include real property held by the City for other uses.

Street – Private or public way designed primarily for vehicular traffic. A street includes the terms road, highway, avenue, boulevard, thoroughfare, or other traffic way, and usually includes improvements such as curbs, sidewalks, and street pavement within the right of way.

Traffic Control Plan – A plan approved by the Public Works Director under this title that sets out the requirements, procedures, and standards that will be used to control traffic during any construction, maintenance, use, or other activity that alters the normal flow of vehicle, pedestrian, or bicycle traffic within any public right of way.

Utility – Any person or private or municipal corporation, except the City, with or without a franchise, master use permit, or other authorization from the City, which from time to time may use the City rights of way for the construction or maintenance of waterworks, gas pipes, telephone, telecommunication, cable television and electric light lines, sewers, stormwater facilities and any other such facilities, provided that nothing herein prohibits the City from requiring a franchise with a City utility.