

memorandum

date September 2, 2014

to Kevin Thompson, Whatcom County Public Works Project Manager

from Paul Agrimis

subject September 10, 2014 Kickoff Meeting Agenda

Agenda

- 10:00 - 10:20 Introductions and Agenda Review – *Kevin Thompson, Paul Agrimis*
- Attendees introduce themselves
 - Review agenda topics briefly
- 10:20 – 10:30 Project Goals and Objectives – *Kevin Thompson, Jim Karcher, Paul Agrimis*
- Reduce erosion and storm damage to Birch Bay Drive
 - Improve pedestrian safety
 - Enhance shoreline access
 - Improve stormwater drainage and water quality
- 10:30 – 11:00 Site and Project Overview – *Roland Middleton, Jim Johannessen, Kevin Thompson*
- Birch Bay coastal geomorphology condensed history
 - Wolf Bauer analysis
 - Test berm results
 - 2016 Construction Requirement
- 11:00 – 12:00 Review Scope and Schedule – *Paul Agrimis, Margaret Clancy, Chris Lockwood, Mitch Legel, Adam Nelson, Bob Battalio, Jim Johannessen, Curtis Loeb*
- Stakeholder interviews and open houses
 - Environmental documents and permitting
 - NEPA
 - Tribal coordination
 - Archaeology
 - Right-of-Way acquisition
 - Topographic and Bathymetric mapping
 - Geotechnical analysis
 - Utilities coordination

- Coastal evaluation and analysis
- Prepare berms, stormwater, and water quality concepts
- Develop beach access and site design
- Prepare design report
- Prepare construction documents
- Construction sequencing and logistics planning
- Field services

12:00 – 13:30	Lunch
13:30 – 16:30	Site Tour on Birch Bay
16:30 – 17:00	Wrap-up, Questions, Next steps – <i>Kevin Thompson, Paul Agrimis</i>
17:00	Adjourn