



# MONROE CITY COUNCIL

## Agenda Bill No. 19-034

<b>SUBJECT:</b>	<b>Authorize Mayor Pro Tem to Sign Interlocal Agreement with Snohomish County for the Purpose of Providing Public Education for Natural Yard Care</b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
02/12/2019	Public Works	Vince Bertrand	Jakeh Roberts	<b>Consent Agenda #12</b>

**Discussion:** 02/12/2019

**Attachments:** 1. Interlocal Agreement

**REQUESTED ACTION:** Move to authorize the Mayor Pro Tem to sign the Interlocal Agreement with Snohomish County; and expressly authorize further minor revisions to the extent deemed necessary or appropriate.

### POLICY CONSIDERATIONS

*Per RCW 39.34.080 interlocal agreements shall be authorized by the governing body of each party to the contract. Such contract shall set forth fully the purposes, powers, rights, objectives, and responsibilities of the contracting parties. Since the City Council is the governing body for the City of Monroe, it must approve this interlocal agreement.*

### DESCRIPTION/BACKGROUND

The Western Washington Phase II Municipal Stormwater Permit was re-issued on August 1, 2013, and will be in effect until July 31, 2019. The new version of the permit will come into effect on August 1, 2019 and continue for another five year term.

The permit is issued to the City by the Washington State Department of Ecology, which has delegation from the United States Environmental Protection Agency to write this federal permit and enforce compliance with the requirements.

The current permit mandates the City to fulfill several educational and outreach activities each year, and the future permit is proposed (at this time in draft form) with similar requirements surrounding public involvement and participation.

The service to be provided in order to fulfill the permit requirements is Natural Yard Care Education for the residents of the City of Monroe. Workshops are offered over three night sessions, and will focus on best management practices for residential yard care.

The intent of this program is to improve water quality within the region through providing public education and empowering behavior change. Education of this type is mandated by the City's National Pollutant Discharge Elimination System (NPDES) permit.

This agreement represents a continuation of the longstanding partnership between the City and the County to supply environmental educational services. The interlocal will be in effect for the duration of 2019. Early termination requires thirty-day written notice.

### FISCAL IMPACTS

Service to be provided as described above is funded through the City's stormwater operating fund. Expenditures from the City's stormwater operating fund are included in the 2019 budget

and are not to exceed three thousand dollars annually for educational services provided by the Snohomish County.

**TIME CONSTRAINTS**

Approval later than February 28, 2019, may result in a delay in education necessary for a National Pollutant Discharge Elimination System (NPDES) permit requirement.

**ALTERNATIVES**

Discontinue the interlocal agreement and create an acceptable education curriculum in accordance with the National Pollutant Discharge Elimination System permit requirements.

City Staff are not currently equipped to create an adequate education curriculum meeting the standards set forth in the National Pollutant Discharge Elimination System (NPDES) permit. Pursuit of this alternative would likely result in entering into a consultant contract to develop educational curriculum and community outreach activities at an increased cost compared to what is currently proposed.

INTERLOCAL AGREEMENT BETWEEN SNOHOMISH COUNTY AND  
THE CITY OF MONROE FOR  
NATURAL YARD CARE

From Execution to December 31, 2019

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This Interlocal Agreement Between Snohomish County and the City of Monroe for Natural Yard Care (this “Agreement”), is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between Snohomish County, a political subdivision of the State of Washington (the “County”), and the City of Monroe, a Washington municipal corporation (the “City”).

**RECITALS**

A. Snohomish County is a Permittee under the Phase I Municipal Stormwater Permit (the “Phase I Permit”) issued by the Washington State Department of Ecology (“Ecology”) pursuant to the National Pollutant Discharge Elimination System (“NPDES”) permitting program established under the federal Clean Water Act, 33 U.S.C. § 1251 et seq. (the “CWA”), and Washington’s Water Pollution Control Law, chapter 90.48 RCW (the “WPCL”).

B. The City of Monroe is a Permittee under the Phase II Western Washington Municipal Stormwater Permit (the “Phase II Permit”) issued by Ecology pursuant to the NPDES permitting program established under the CWA and the WPCL.

C. In this Agreement, the Phase I Permit and the Phase II Permit are together referred to as the “NPDES Permits.”

D. Among other things, the NPDES Permits require Snohomish County and the City to engage in public outreach and educational activities related to water pollution prevention strategies and practices.

E. The City and the County were parties to a 2014-2015 Natural Yard Care Public Outreach and Evaluation Program Interlocal Agreement which had as its objective to (i) improve water quality within the region by educating the public regarding best management practices for residential yard care (the “Educational Program”), and (ii) measure the understanding and adoption of the targeted behaviors and evaluate the effectiveness of the respective Educational Program in achieving desired behavior changes (the “Effectiveness Assessment”).

F. The objectives of the 2019 Natural Yard Care Program are to (i) improve water quality within the region by educating the public regarding best management practices for residential yard care, (ii) use the 2014-2015 Effectiveness Assessment recommendations to implement an Enhanced Education Program that directs education and outreach resources most effectively, and (iii) evaluate program enhancements and to measure the enhancements’ ability to achieve desired behavior change over the medium term.

## AGREEMENT

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the City agree as follows:

### 1. REQUIREMENTS OF INTERLOCAL COOPERATION ACT

- A. This Agreement is authorized by and entered into pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW. The purpose and intent of this Agreement is for the County and the City to work together efficiently and effectively to accomplish the Project.
- B. The parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.
- C. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either party in connection with the performance of this Agreement will remain the sole property of such party, and the other party shall have no interest therein.
- D. Each party to this Agreement shall designate an individual (an "Administrator"), which may be designated by title or position, to oversee and administer such party's participation in this Agreement. The parties' initial Administrators shall be the following individuals:

County's Initial Administrator:  
Gregg Farris, SWM Director  
Snohomish County Dept. of Public Works  
3000 Rockefeller Ave, M/S 607  
Everett, WA 98201  
[gregg.farris@snoco.org](mailto:gregg.farris@snoco.org)

City's Initial Administrator:  
Vince Bertrand  
Stormwater Compliance Coordinator  
City of Monroe  
806 West Main Street  
Monroe, WA 98272

Either party may change its Administrator at any time by delivering written notice of such party's new Administrator to the other party.

### 2. DURATION OF AGREEMENT

- A. The term of this Agreement shall commence upon execution and extend until December 31, 2019 (the "Term").
- B. As provided by RCW 39.34.040, this Agreement shall not take effect unless and until it has (i) been duly executed by both parties, and (ii) either filed with the County Auditor or posted on the County's Interlocal Agreements website. Notwithstanding the effective date of this Agreement, all activities described in Appendix A to this

Agreement that are performed after agreement execution, shall be eligible for funding under this Agreement.

**3. COUNTY RESPONSIBILITIES**

- A. The County shall serve as the lead agency for the project for purposes of completion of Scope of Work specified in Appendix A.
- B. The County shall invoice the City **\$3,000** for services specified in Appendix A. The County shall include with the invoice, documentation of all costs for labor, materials and equipment associated with the work specified in Appendix A.
- C. The County services provided under this Agreement shall be of good quality, consistent with appropriate industry standards.
- D. The County may, in its sole discretion, hire one or more contractors/consultants and/or sub-contractors/sub-consultants to perform some or all of the services.

**4. CITY RESPONSIBILITIES**

- A. The City shall make its personnel available to the County at reasonable times and upon reasonable advance notice for purposes of facilitating the County's performance of the services. The City personnel commitment and County's performance are specified in Appendix A.
- B. The City shall contribute **\$3,000** towards the cost of the project.
- C. The City shall make payment on the invoice submitted by the County within thirty (30) days following receipt by the City of said invoice.

**5. HOLD HARMLESS**

- A. The County shall indemnify, defend and hold the City harmless from and against all liabilities, suits, losses, costs, damages, claims, expenses, penalties or charges, including, without limitation, reasonable attorneys' fees and disbursements, that the City may incur or pay out by reason of: (i) any accidents, damages or injuries to persons or property due to or arising out of the County's performance of services pursuant to this Agreement, but only to the extent such accidents, damages or injuries are due to any negligent or wrongful act or omission of the County; or (ii) any breach or Default (as such term is defined in Section 8.A below) by the County under this Agreement.
- B. The City shall indemnify, defend and hold the County harmless from and against all liabilities, suits, losses, costs, damages, claims, expenses, penalties or charges, including, without limitation, reasonable attorneys' fees and disbursements, that the County may incur or pay out by reason of: (i) any accidents, damages or injuries to persons or property occurring during the term of this Agreement, but only to the extent

the same are caused by any negligent or wrongful act of the City; or (ii) any breach or Default (as such term is defined in Section 8.A below) of the City under this Agreement.

- C. The provisions of this Section 5 shall survive the expiration or earlier termination of this Agreement.

## **6. INSURANCE**

Each party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and/or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance, or lack thereof, of insurance and/or self-insurance shall not limit the liability of the indemnifying party to the indemnified party(s).

## **7. COMPLIANCE WITH LAWS**

In the performance of its obligations under this Agreement, each party shall comply with all applicable federal, state, and local laws, rules and regulations.

## **8. RIGHTS AND REMEDIES**

- A. If either the County or the City fails to perform any act or obligation required to be performed by it hereunder, the other party shall deliver written notice of such failure to the non-performing party. The non-performing party shall have thirty (30) days after its receipt of such notice in which to correct its failure to perform the act or obligation at issue, after which time it shall be in default (“Default”) under this Agreement; provided, however, that if the non-performance is of a type that could not reasonably be cured within said thirty (30) day period, then the non-performing party shall not be in Default if it commences cure within said thirty (30) day period and thereafter diligently pursues cure to completion.
- B. In the event of a party’s Default under this Agreement, then after giving notice and an opportunity to cure pursuant to Section 8.A above, the non-Defaulting party shall have the right to exercise any or all rights and remedies available to it in law or equity.

## **9. TERMINATION**

- A. Either party may terminate this Agreement upon thirty (30) days’ prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.
- B. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, either party may, without advance notice and without liability for damages,

terminate this Agreement by providing written notice to the other party. The termination shall be effective on the date specified in the termination notice. The obligation of the City to make final payment for work completed prior to termination, as well as the costs of any and all non-cancelable obligations, shall survive the termination of this Agreement.

#### **10. NOTICES**

All notices required to be given by any party to the other party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 1.D of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

#### **11. ENTIRETY OF AGREEMENT**

This Agreement constitutes the entire agreement between the parties and supersedes all proposals, oral and written, and all other communication between the parties in relation to the subject matter of this Agreement. No other agreement exists between the parties with regards to the instant subject matter except as expressly set forth in this instrument. Except as otherwise provided herein, no modification of this Agreement shall be effective until reduced to writing and executed by both parties.

#### **12. AGREEMENT ALTERATIONS AND AMENDMENTS**

This Agreement may be altered or amended by mutual agreement of both parties. Such alterations or amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

#### **13. GOVERNING LAW AND VENUE**

This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County.

#### **14. INTERPRETATION**

This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the

singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

**15. SEVERABILITY**

If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

**16. NO WAIVER**

A party's forbearance or delay in exercising any right or remedy with respect to a Default by the other party under this Agreement shall not constitute a waiver of the Default at issue. Nor shall a waiver by either party of any particular Default constitute a waiver of any other Default or any similar future Default.

**17. NO ASSIGNMENT**

This Agreement shall not be assigned, either in whole or in part, by either party without the express written consent of the other party, which may be granted or withheld in such party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a Default under this Agreement.

**18. WARRANTY OF AUTHORITY**

Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign this Agreement.

**19. NO JOINT VENTURE**

Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the parties.

**20. NO THIRD PARTY BENEFICIARIES**

This Agreement and each and every provision hereof are for the sole benefit of the City and the County. No other persons or parties shall be deemed to have any rights in, under or to this Agreement.

**21. EXECUTION IN COUNTERPARTS.**

This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.



**22. MISCELLANEOUS**

- A. No obligation in this Agreement shall limit the City in fulfilling its responsibilities otherwise defined by law.
- B. No obligation in this Agreement shall limit the County in fulfilling its responsibilities otherwise defined by law.

IN WITNESS WHEREOF, the County and the City have executed this Agreement as of the date first above written.

**THE COUNTY:**

**THE CITY:**

Snohomish County, a political subdivision of the State of Washington

City of Monroe, a Washington municipal corporation

By \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

By \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

**Approved as to Form:**

**Approved as to Form:**

 12/19/18  
 Deputy Prosecuting Attorney

\_\_\_\_\_  
 Office of the City Attorney

**Approved as to Insurance**

\_\_\_\_\_  
 Risk Management

APPENDIX A  
SCOPE OF WORK

**Natural Yard Care: Enhanced Outreach and Evaluation Program**

The purpose of this Scope of Work is to partner with the City of Monroe to conduct a Natural Yard program that implements the recommended enhancements from the 2014-2015 Effectiveness Assessment (the “Enhanced Education Program”), evaluates the enhancements and measures their ability to effect behavior change over the medium term. The Enhanced Education Program will include both classroom workshops and an outdoor demonstration event.

Program enhancements recommended in the 2014-2015 Effectiveness Assessment are designed to provide hands-on, interactive learning to help increase participants’ ability and confidence to apply information that they learn. These include:

- Hands-on, visual and interactive activities and displays. These will intend to engage participants through applied and visual learning. The activity and/or display will focus on a key desirable best practice related to each of the evening’s topics covered during three evening series. The best practices will focus on a simple-to-implement and inexpensive practice proven to benefit garden health, lower maintenance, and protect water quality.
- Yard care outdoor demonstration event intended to promote adoption of best practices by providing hands-on learning in an outdoor environment.

The target audience for this program is the same as that of the 2014-2015 program: residents of single-family parcels less than an acre in size. The total of the City’s portion of invited households to the workshop series will be at least 299. At least these same 299 households will be invited to the outdoor demonstration event.

Building on the 2014-2015 Effectiveness Assessment which showed statistically high adoption of best practices over the medium-term, the 2019 evaluation will focus on evaluating the effectiveness of new elements (enhancements) and on measuring the ability of the program enhancements to effect behavior change over the medium term, approximately 6- to 12-months following the program.

**Task 1 – Series of Interactive Classroom Workshops**

**Objective:** The County will provide project coordination to ensure effective communication and logistical planning with all interested parties including the City, all participating cities, WSU Snohomish County Extension Master Gardeners, workshop presenters, venues, and evaluation consultants.

Two series of interactive classroom workshops will be held: between early April and late May, 2019. Each series will include topical workshops over three evenings. 299 Monroe households will be invited to the one series scheduled to take place at an appropriate venue located proximate to Marysville and Monroe.

The County shall act as the project manager to: coordinate scheduling, assure quality control, complete the required task in a timely manner by meeting all required deadlines, procure presenters, conduct all marketing to residents, handle attendee registration, and coordinate attendee evaluations. The County will oversee procurement of venues for both workshop series.

The County will hold quarterly meetings with the City, submit quarterly progress, and maintain project records.

The City will participate in planning meetings, provide at least one staff per evening lecture, and assist with generation of mailing lists.

Deliverables: Progress reports

## **Task 2: – Yard Care - Outdoor Demonstration Event**

**Objective:** The County will provide project coordination to ensure effective communication and logistical planning with all interested parties including the City, all participating cities, WSU Snohomish County Extension Master Gardeners, presenters and vendors, venue, and evaluation consultants.

One Outdoor Garden Demonstration Event will be held at a date to be determined in mid-May to late-June, 2019.

The County shall act as the project manager to: coordinate scheduling, assure quality control, complete the required task in a timely manner by meeting all required deadlines, procure presenters and vendors, procure products as-needed, create and distribute marketing to residents, handle attendee registration, and coordinate attendee evaluations. The County will oversee procurement of the appropriate venue for the Outdoor Demonstration Event.

The County will include planning during its quarterly meetings with the City, submit quarterly progress reports, and maintain project records.

The City will participate in planning meetings, provide at least two staff for the Outdoor Demonstration Event, and assist with distribution of marketing flyers.

Deliverables: Progress reports

### **Task 3: – Evaluation**

Objective: The evaluation intends to 1) discover which program enhancements that attendees value most and gather the feedback they offer for future program consideration, and 2) measure behavior change over the medium term of program enhancements to the 2014-2015 program.

The County will provide project coordination to ensure effective communication and logistical planning with all interested parties including the City, all participating cities, and evaluation consultants.

The County shall act as the project manager to contract and coordinate with the evaluation consultant, and to coordinate evaluation components, communications and reporting.

The County will hold meetings at least quarterly with the City, submit quarterly progress reports, and maintain project records.

Deliverables: Progress reports