MONROE CITY COUNCIL

Agenda Bill No. 20-010

SUBJECT:	***Authorize Mayor to Sign an Interagency Agreement with Washington State Parks and Recreation Commission for the River Interpretive and Wayfinding Signage Project***

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
01/14/2020	Parks & Recreation	Denise Johns	Denise Johns	Consent Agenda #10

Discussion: 1/14/2020
Attachments: 1. Interagency Agreement

REQUESTED ACTION: Move to authorize the Mayor to sign the Interagency Agreement with Washington State Parks and Recreation Commission for the River Interpretive and Wayfinding Signage Project; and authorize further minor revisions as deemed necessary or appropriate.

POLICY CONSIDERATIONS

The City's adopted Parks, Recreation & Open Space (PROS) Plan include the following policies for the Council's consideration: P.198 Participate in federal and state loan and grant programs to take full advantage of park and recreation financial assistance. P.50 Provide environmental education sponsored by the Parks Department or in partnership with other groups, organizations or institutions.

DESCRIPTION/BACKGROUND

The City received notice of a successful application requesting $20,000 in grant funding for Interpretive and Wayfinding Signage (Project) to initiate implementation of the Skykomish-Snohomish Rivers Recreation Concept Plan (Plan). Washington State Parks and Recreation Commission (State Parks) will donate to the project to promote the Plan and State Park's goals to promote river stewardship, safety, and sustainable recreation.

The Project will fund the design, purchase, and installation of two interpretive stations which will provide information regarding best practices for accessing and recreating within a wild, salmon-bearing river; safe personal use; and rules regarding boater's responsibilities at Lewis Street Park and Lewis Street, Department of Fish & Wildlife's boat launch facility. The project supports the Plan's stated 'Early Action Priorities' by providing educational materials on river etiquette, regulatory and safety information, ecological stewardship, and the 'Leave no Trace' ethic. The grant project is expected to be completed by summer 2020.

FISCAL IMPACTS

State Parks is contributing $5,000 to be added to Forterra's grant of $20,000. Funding will cover the Project's translation fees, fabrication, and delivery. Parks staff will assemble and format existing interpretive information prior to fabrication, and City installation crews will prepare the site and install prepared signage. These grant revenues and associated costs are budgeted in 2020 in Fund 317 – Parks Capital. There is no net cost to the City.

TIME CONSTRAINTS

Execution of the agreement will allow for the project to proceed. The agreement expires December 31, 2020.

ALTERNATIVES

Do not approve the agreement and provide direction to the Mayor and Staff regarding areas of concern, and to bring back an amended agreement for consideration by the Council at a special meeting.

INTERAGENCY AGREEMENT
Between
WASHINGTON STATE PARKS AND RECREATION COMMISSION
And
CITY OF MONROE, PARKS AND RECREATION DEPARTMENT

AGREEMENT NO. IA 921-112

THIS AGREEMENT is made and entered into by and between the Washington State Parks and Recreation Commission, hereinafter referred to as "State Parks," and City of Monroe, Parks and Recreation Department hereinafter referred to as the "City".

IT IS THE PURPOSE OF THIS AGREEMENT to provide the professional expertise that does not exist within the limited staff availability of State Parks and that the City can perform on a mutually beneficial basis.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

The City shall furnish the necessary personnel, equipment, material, and/or services and otherwise do all things necessary for or incidental to the performance of the work set forth below:

State Parks will donate, and the City will accept and use, certain funding contributions and materials for its Forterra Grant-funded signage project in support of the *Skykomish-Snohomish Rivers Recreation Concept Plan* The signage project will include promotion of river boating safety.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on the date signed by State Parks, and be completed on December 31, 2020 unless terminated sooner as provided herein. Agreement shall automatically expire on December 31, 2020, unless otherwise extended by amendment.

PAYMENT

Compensation for the work provided in accordance with this agreement has been established under the terms of RCW 39.34.130. The parties have estimated that the cost of accomplishing the work herein will not exceed **Five Thousand, and No/100ths Dollars ($5,000.00)**. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work which will cause the maximum payment to be exceeded.

BILLING PROCEDURE

The City shall submit invoices no more often than monthly. Payment to the City for approved and completed work will be made by warrant or account transfer by State Parks within 30 days of receipt of the invoice. Upon expiration of the contract, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

RECORDS MAINTENANCE

The parties to this contract shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the state of Washington. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

AGREEMENT ALTERATIONS AND AMENDMENTS

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

TERMINATION

Either party may terminate this Agreement upon 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.

INDEMNIFICATION

Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If failure or

violation is not corrected; this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board 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 the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

GOVERNANCE

This contract is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

a. applicable state and federal statutes and rules;

b. statement of work; and

c. any other provisions of the agreement, including materials incorporated by reference.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

WAIVER

A failure by either party to exercise its rights under this agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

PROJECT MANAGEMENT

The project representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Project Representative for the City is: Denise Johns, Senior Planner, (360) 863-4525

The Project Representative for State Parks is: Rob Sendak, Boating Program Manager, (360) 863-4525

IN WITNESS WHEREOF, the parties have executed this Agreement.

City of Monroe **Mayor Geoffrey Thomas**	**Washington State Parks and Recreation Commission**
By:_____	By:_____
Title: _____	Title: Chief Financial Officer
Date: _____	Date: _____

Approved As To Form:
William Van Hook
Asst. Attorney General
02/20/07