



# CITY COUNCIL

**AGENDA BILL # AB22-0021**

**City of Algona  
200 Washington Blvd.  
Algona, WA 98001**

ITEM INFORMATION			
<b>SUBJECT:</b>  <b>King County Water Works Grant Inter-local Agreement</b>	<b>Agenda Date: April 11th, 2022</b>		
	Department/Committee/Individual	Created	Reviewed
	Mayor		x
	City Administrator		
	City Attorney		x
	City Clerk		x
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
Cost Impact: Grant funded \$90,000	Police Dept		
Fund Source:	Finance Committee		
Timeline:	Planning Commission		
	Civil Service Committee		
<b>Staff Contact: Jessica Griess, City Clerk</b>			
<b>Attachments: 2021 WaterWorks Grant Agreement</b>			
<p><b>SUMMARY STATEMENT:</b></p> <p>Last Fall, we were awarded the WaterWorks grant through King County to fund the Algona Wetland Preserve project. Specifically this grant will fund the socio-ecological and cultural assessment, outreach, and permitting to be performed by Natural Systems Design. Their consultant agreement was approved at a previous meeting. As part of the grant, the City is obligated to contribute \$9,000 to the project which was budgeted during the 2022 budget cycle.</p> <p>We have discussed the grant while reviewing the Natural Systems Design consultant agreement, but this is the first review of the grant agreement itself.</p>			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b>			
<b>RECOMMENDED ACTION:</b>			
RECORD OF COUNCIL ACTION			
<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>	



**2021 WaterWorks Grant Program  
Grant Agreement Cover Page**

**Grant Cycle:** 2021 WaterWorks Council Allocated

**Recipient:** City of Algona  
**Project Name:** Algona Wetland Preserve Socio-ecological and Cultural Assessment, Outreach, and Permitting

**Funding Amount:** \$90,000.00  
**Project Summary:** The City of Algona will improve public knowledge of the benefits to water quality improvements and cultural uses of the Algona Wetland Preserve; this will be accomplished through four interrelated activities: Community Stewardship Cultivation, Cultural Resources Assessment Report (CRAR), Traditional Ecological Knowledge Outreach, and Project Permit Application Preparation.

**Primary Contact:** TBD  
**Phone:** TBD  
**Email:** TBD

**Start Date:**  
**End Date:** 10/31/2024

# WaterWorks Grant Program Grant Agreement

## AGREEMENT between City of Algona and KING COUNTY

This is an Agreement between **City of Algona**, hereinafter the “RECIPIENT” and King County, a political subdivision of the state of Washington, hereinafter the “COUNTY.” **This Agreement is effective as of the date of the COUNTY signatory.**

The purpose of this Agreement is to set forth the terms, conditions, and the legal and administrative relations that apply to the RECIPIENT in exchange for financial assistance in carrying out a proposed project entitled **Algona Wetland Preserve Socio-ecological and Cultural Assessment, Outreach, and Permitting**, hereinafter the “PROJECT.”

### Section 1. Background and Recitals:

- A. Proposed PROJECT benefit or improvement to water quality and/or the regional wastewater treatment system and its ratepayers: **The City of Algona will improve public knowledge of the benefits to water quality improvements and cultural uses of the Algona Wetland Preserve; this will be accomplished through four interrelated activities: Community Stewardship Cultivation, Cultural Resources Assessment Report (CRAR), Traditional Ecological Knowledge Outreach, and Project Permit Application Preparation.**
- B. The COUNTY plans and proposes to remunerate the RECIPIENT for the purpose described in Subsection A above in an amount up to, but not exceeding **\$90,000.00**, hereinafter the “AWARD.”
- C. This AWARD is made with the understanding that the RECIPIENT will complete the PROJECT as outlined in the Scope of Work (Exhibit A) and will fulfill reporting requirements as described under the Terms and Conditions of this Agreement.
- D. The RECIPIENT plans to contribute to this PROJECT a cash and/or in-kind match valued at **\$9,000.00**, to be verified in submitted PROJECT reports.

### Section 2. Terms and Conditions:

- A. The PROJECT shall be in accordance with the tasks and activities specified in the Scope of Work (Exhibit A). Any modifications must be requested in an Agreement Amendment and be approved by the Director of the Wastewater Treatment Division (WTD) in the COUNTY’s Department of Natural Resources and Parks.

- B. The COUNTY will, upon execution of this Agreement, establish procedures to allow payment to the RECIPIENT of all eligible expenses for approved activities up to the limit of the AWARD. Payments are on a reimbursement basis; except in some cases at the discretion of the COUNTY, where advances of the AWARD may be made. For all projects, the last payment will be withheld by the COUNTY until the final Quarterly Progress and Expense Reports and the Closeout Report are approved.
- C. The RECIPIENT's expenditures of AWARD funds shall be separately identified in the RECIPIENT's accounting records. If requested, the RECIPIENT shall comply with other reasonable requests made by the COUNTY with respect to the manner in which PROJECT expenditures are tracked and accounted for in the RECIPIENT's accounting books and records. The RECIPIENT shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles, and to meet the requirements of all applicable state and federal laws.
- D. The COUNTY will reimburse RECIPIENT for expenses on a quarterly basis, following receipt and approval of Quarterly Progress and Expense Reports. The final payment will be held back until a close-out verifies fiscal and programmatic compliance with the terms and conditions of the agreement.
1. The RECIPIENT shall be responsible for submitting the following PROJECT progress reports: Quarterly Progress and Expense Reports and the Final Narrative and Financial Closeout Report; including backup documentation such as photos, copies of reports, and financial backup such as accounting software reports, copies of receipts.
  2. Quarterly Progress and Expense Reports shall be submitted through the online system using the provided format and following instructions from WaterWorks grant administrators.
    - a. The Quarterly Progress and Expense Reports are due thirty (30) days after the end of each quarter.
    - b. If no expenses are made or no activities are conducted during a quarter, the form should still be submitted.
    - c. The expense section should detail expenses and include backup documentation of expenses. The narrative section should include documentation proving the project activities took place, such as photos, workshop agenda, volunteer sign in sheets, etc.
  3. RECIPIENTS that receive approval for advance payments shall submit a request with an estimate of expenses for upcoming activities in the next two quarters,

using the form provided. Subsequent advance requests may only be approved if the RECIPIENT is up to date with reporting. Advances may be paid up to 90% of the total award, the remainder may be withheld until the Final Report has been submitted.

4. The Final Narrative and Financial Closeout Report shall be submitted online using the provided format and following instructions from the WaterWorks grant administrator and will include closeout documentation.
  - a. The Closeout Report is due thirty (30) days after the end date of the PROJECT.
- E. Failure to submit the a forementioned Quarterly Report on the PROJECT progress within ninety (90) days of the due date may be cause for the COUNTY to terminate this agreement for non-performance. Termination would require the return of any funds advanced but not already spent executing the PROJECT, as well as forfeiture of AWARD funds for activities not completed by termination date.
- F. Failure to provide all of the aforementioned documentation may result in the need to withhold part or all of the AWARD.
- G. Costs eligible for payment shall be limited to those costs identified in the Budget (Exhibit B) and incurred during the effective dates of this Agreement.
- H. Any and all activities to be funded by this Agreement to the RECIPIENT shall be completed by the end date of **10/31/2024**. If needed, an Agreement Amendment may be granted to extend the terms of the contract beyond the end date, adjust the scope of work, or change the budget details (but not increase the total AWARD amount), conditioned upon approval by KING COUNTY. The extension must be requested and approved at least sixty (60) days in advance of the original end date.
- I. The RECIPIENT agrees to acknowledge the COUNTY in all media, publications, and signage that are produced as part of the PROJECT. This includes press releases, public service announcements, posters, flyers, signage, Web pages, blogs, and videos. The RECIPIENT will use the wording provided in Exhibit C of this Agreement (Credit and Disclaimers).

### **Section 3. Legal and Administrative Relations:**

- A. The RECIPIENT shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles and to meet the requirements of all applicable state and federal laws. The RECIPIENT shall maintain and submit to the COUNTY any such records as the COUNTY may require to conduct any audit of the PROJECT it may elect to conduct or to substantiate expenditures paid for by this

AWARD. The RECIPIENT shall maintain and retain books and records related to the Agreement for at least three (3) years after the termination of said Agreement.

- B. The COUNTY's financial assistance to the RECIPIENT shall be construed by the parties as a special disbursement to the RECIPIENT to fund activities, as described herein that generally benefit the COUNTY's efforts to leverage or complement the water quality mission of the regional wastewater system. The COUNTY's sole obligation under this agreement shall be to provide funds to the RECIPIENT and this agreement shall not be construed as a contract for services between the RECIPIENT and the COUNTY, or as establishing a principal agent relationship between the COUNTY and the RECIPIENT. No joint venture or partnership is formed as a result of this Agreement.
- C. The RECIPIENT shall be solely responsible for the recruiting, training, and supervision of its employees and volunteers. Individuals hired and paid by the RECIPIENT shall not, in any event, be construed to be employees of, or contractors to, the COUNTY and the RECIPIENT shall defend, indemnify and hold harmless the COUNTY from any and all claims arising from any contention that said individuals are employees of, or contractors to, the COUNTY. This condition shall survive the termination of this Agreement. All actions undertaken under the funding provided by the terms of this agreement are, as between the COUNTY and the RECIPIENT, the sole responsibility of the RECIPIENT. No employees, agents, volunteers, or contractors of RECIPIENT shall be deemed, or represent themselves, to be employees of the COUNTY.
- D. RECIPIENT agrees for itself, its successors, assigns or by others including, without limitation, all persons directly or indirectly employed by RECIPIENT, or any agents, contractors, subcontractors, consultants, subconsultants, volunteers, licensees or invitees of RECIPIENT, to defend, indemnify, and hold harmless the COUNTY, its appointed and elected officials, and employees from and against liability for all claims, demands, suits, and judgments, including costs of defense thereof for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to RECIPIENT's exercise of rights, privileges, and obligations under this Agreement, except for the COUNTY's sole negligence. RECIPIENT's obligations under this section shall include, but not be limited to all of the following: (i) The duty to promptly accept tender of defense and provide defense to the COUNTY with legal counsel acceptable to the COUNTY at RECIPIENT's own expense; (ii) Indemnification of claims made by RECIPIENT's own employees or agents; and (iii) Waiver of RECIPIENT's immunity under the industrial insurance provisions of Title 51 R.C.W. but only to the extent necessary to indemnify the COUNTY, which waiver has been mutually negotiated by the Parties.

In the event it is necessary for the COUNTY to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from RECIPIENT. The provisions of this Section 3.D shall survive the expiration, abandonment, or termination of this Agreement.

- E. Nothing in this Agreement shall be construed as prohibiting the RECIPIENT from undertaking or assisting projects developed outside the purview of this Agreement, or entering into agreements with other parties to undertake said projects in accordance with whatever terms and conditions may be agreed to between the RECIPIENT and other parties.
- F. The COUNTY shall be under no obligation to continue this agreement and may request partial or full reimbursement of payments it made to the RECIPIENT should the RECIPIENT fail to perform according to the terms and conditions of this Agreement, whether or not failure to perform is within the RECIPIENT's control.
- G. This Agreement may be amended at any time by written concurrence of the parties through a formalized Amendment Agreement Form and will terminate upon fulfillment of all obligations contained herein.
- H. The COUNTY may terminate this Agreement immediately for cause. If this Agreement is terminated the RECIPIENT shall return any unused portion of the funds advanced up to the date of termination.
- I. Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement.
- J. In its performance under this Agreement the RECIPIENT shall not discriminate against any person on the basis of sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, age except by minimum age, and retirement provisions, unless based upon a bona fide occupational qualification, and the RECIPIENT shall not violate any of the terms of chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination in employment.
- K. Authority: Representations and Warranties. Each signatory to this Agreement represents and warrants that he or she has full power and authority to execute and deliver this Agreement on behalf of the entity for whom he or she is signing.
- L. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all counterparts together shall constitute but one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile transmission, by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties transmitted by facsimile shall be deemed to be their original signatures for all purposes.
- M. The effective date of this agreement is the date of COUNTY signatory.

AGREEMENT SIGNATURE PAGE

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**City of Algona by:**

Signature: \_\_\_\_\_

**TBD**

Date: \_\_\_\_\_

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**KING COUNTY by:**

Signature: \_\_\_\_\_

Jim Bolger, Section Manager, Wastewater Treatment Division

Date: \_\_\_\_\_



**EXHIBIT A: SCOPE OF WORK**

The task(s) set forth below summarize the RECIPIENT’s activities to be performed under this agreement to complete the PROJECT. All activities in the following tasks, including deliverables, must be completed by the expiration date of this agreement unless otherwise modified through an Agreement Amendment Form and approved by the COUNTY in writing.

Any work performed or costs incurred prior to the effective date of this agreement will be at the sole expense of the RECIPIENT.

**Scope of Work:**

<b>Task #</b>	<b>Tasks and Activities</b>	<b>Measurable Results/Deliverables</b>	<b>Timeframe</b>
1	<p><b>CULTURAL RESOURCES ASSESSMENT:</b> Complete a supplemental literature review and archaeological survey of wetland preserve property, and up to 3 adjacent parcels (if city completes property purchase); complete draft and final cultural resources assessment technical summary memo .</p>	<p>NSD will subcontract with a cultural resources consultant to complete 12 shovel probes on-site for artifacts, supplemental literature review of DAHP’s WISAARD database of previously recorded sites, and prepare a draft and final report technical summary memo to support applications for project construction permits (Task 3).</p>	<p>February to April 2022</p>
2	<p><b>COMMUNITY STEWARDSHIP CULTIVATION:</b> Provide educational lessons on water quality and wildlife protection.</p> <p>Conduct outreach to property owners within vicinity of wetland preserve.</p> <p>Solicit for and integrate feedback from Native American tribes on traditional ecological knowledge of wetlands, water quality, and plant use. Information to be integrated into outreach and interpretive signage.</p>	<p>Futurewise will provide four (4) 1-hour learning lessons in 1 multi-grade classroom and attend three (3) 1-hour Green Team meetings at Alpac Elementary School.</p> <p>Futurewise will complete three (3) door-to-door campaigns within .5 miles of project site.</p> <p>Futurewise and NSD will coordinate and attend one (1), 2-hour meeting with nearby residents to discuss priorities and concerns.</p> <p>Futurewise will coordinate three (4) engagement and stewardship-focused events.</p> <p>NSD (through the cultural resources subcontractor) will coordinate one (1) 2-hour teleconference interview each with up to three (3) local tribes regarding traditional resources and uses of floodplain wetlands. Notes will be transcribed and provided to the tribal representative to verify accuracy. Results will be summarized in one memo style report and include a goal statement, interview methods, interview transcripts or notes, and technical recommendations for use in interpretive signage and educational materials.</p>	<p>February to November 2022</p>

3	<p>PREPARE PERMIT DOCUEMNTS AND SUBMIT FOR PROJECT CONSTRUCTION PERMITS: Attend pre application meetings to support project construction permit applications and materials. Complete permit applications a: Joint Aquatic Resources Permit Application (JARPA), Section 401 Water Quality Certification, ESA consultation documents, SEPA checklist, Critical Areas Report, Fill and Grade application</p>	<p>NSD will attend one (1) pre-app meeting with federal and state regulatory agencies; complete one (1) field meeting with WDFW; and attend one (1) meeting with City permit team.</p> <p>NSD will complete the following anticipated federal, state, and local regulatory application materials: JARPA form, JARPA figures, maintenance and monitoring plan, 401 certification request forms, ESA consultation documents (No Effect Letter, Abbreviated BE, FPRP III form), SEPA Checklist, Critical Areas Assessment, and Algona Fill and Grade application.</p>	March to July 2022
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## **EXHIBIT B: BUDGET**

Costs are limited to those approved by the COUNTY in the current Budget. Costs should be reasonable and necessary to carry out the task. All activities and PROJECT expenditures must be completed according to this agreement unless otherwise modified through an Agreement Amendment Form and approved by the COUNTY in writing.

Any work performed or costs incurred prior to the effective date of this agreement will be at the sole expense of the RECIPIENT.

An Agreement Amendment must be completed and approved to change a scope of work, request an extension, or if the budget expenditure category might deviate more than ten percent (10% of award total) for projects over \$50,000; OR for projects less than or equal to \$50,000, if the change is greater than \$5,000. For more information, contact your grant administrator.

*(Budget detail on next page)*

A	B	C	D	E	F	G
<b>BUDGET CATEGORY</b>	<b>ITEMS: Description</b> (rate/unit x quantity = total)	<b>WaterWorks Grant Funding Request</b>	<b>CASH MATCH</b>	<b>IN-KIND MATCH</b>	<b>CATEGORY SUBTOTAL (Award + Match)</b>	<b>SOURCE OF MATCH</b> (indicate if pending or secured)
Staff salaries & benefits					\$0.00	
Project supplies, materials, and equipment					\$0.00	
Commercial services					\$0.00	
Consultant/contractor services	NSD (and subcontractor) Task 1, portion of Task 2, and Task 3  Mileage (Task 1) 464 miles at \$0.56 NSD Mileage (Task 3) 248 miles at \$0.56	\$45,518.58	\$9,000.00		\$54,518.58	Conservation Futures Grant
Consultant/contractor services	Blueline for Task 3	\$10,216.42				
Consultant/contractor services	Futurewise portion of SOW Task 2	\$34,265.00			\$34,265.00	
Transportation					\$0.00	
Other costs					\$0.00	
<b>Project Subtotal</b>		<b>\$90,000.00</b>	<b>\$9,000.00</b>	<b>\$0.00</b>	<b>\$99,000.00</b>	
<b>Overhead</b>					<b>\$0.00</b>	
<b>Grand TOTAL</b>		<b>\$90,000.00</b>	<b>\$9,000.00</b>	<b>\$0.00</b>	<b>\$99,000.00</b>	

## EXHIBIT C: ACKNOWLEDGEMENTS AND DISCLAIMERS



**King County**

Department of Natural Resources and Parks  
**Wastewater Treatment Division**

**Logo and logo standards:** For electronic versions of the official logos and logo standards, contact your grant administrator. **The above logo must be included on all printed documents and electronic media** produced in carrying out the PROJECT. This includes signage, posters, documents, brochures, flyers, newsletters, newspaper advertising, Web pages, blogs, and videos.

**Credit for materials produced as part of the PROJECT:** Acknowledge PROJECT funding by including the following sentence with the logo:

**This project is funded by the King County Wastewater Treatment Division**

If your PROJECT has multiple funders, it can say:

**This project is funded in part by the King County Wastewater Treatment Division**

**Disclaimer language:** For items where opinions or advice or a list of organizations or businesses are included in the copy (e.g., an interpretive panel, a guidebook, or a directory), please add the following disclaimer sentence:

**The content herein does not constitute an endorsement by King County government, its employees, or its elected and appointed officials.**

## **EXHIBIT D: AGREEMENT TERMS AND PROCEDURES**

**ACKNOWLEDGMENT:** Please acknowledge KING COUNTY in all written and electronic media (publications, signage, press releases, public service announcements, posters, flyers, Web pages, videos, PowerPoint presentations, etc.). Refer to Exhibit C for further information.

**ADVANCE:** Advance payments are allowed in some cases at the discretion of the COUNTY; documentation of payments made from advances shall be submitted to the COUNTY and approved prior to any further payments of AWARD funds.

**AGREEMENT AMENDMENT:** This document must be completed and approved to change a scope of work, request an extension, or if the budget (Exhibit B) might deviate in any PROJECT cost categories by an amount equal to or greater than ten percent (10%) of the total AWARD amount if the award is greater than \$50,000, OR if the budget may deviate more than \$5,000 for projects less than \$50,000. This form is available from your grant administrator.

**BALANCE OF AWARD:** Any amount of your AWARD not spent on this PROJECT, or not documented with approved backup documentation, must be returned to KING COUNTY, if an advance was issued.

**CLOSEOUT REPORT:** This report documents the successful completion of the PROJECT according to the scope of work. The Closeout Report is due thirty (30) days after the end of your agreement period and must be submitted online, following instructions from the WaterWorks grant administrator. This includes two sections:

1. Financial Closeout documenting the records of expenditures for the PROJECT (reconcile your project expenses, award, cash, and in-kind match).
2. Narrative Closeout documenting the successful completion of the PROJECT according to the scope of work. The final report will include a narrative, outreach materials, copies of communication materials, and tools created for and about the PROJECT.

**ELIGIBLE CHARGES:** Only expenses in the categories listed in the budget (Exhibit B) of this grant agreement can be covered by this AWARD and only up to the indicated amount without prior authorization.

**END DATE:** The end of the time period to complete activities funded by this agreement. Any activities or expenses incurred after this date cannot be reimbursed or covered by this agreement.

**FINANCIAL RECORDS:** Maintain a record of your expenditures to conform to generally accepted accounting principles. Retain records for at least three (3) years after the end date of your agreement. It is highly recommended that if you use a computer to track your project expenses you assign a code to this grant. If you keep track of your expenses manually, you will need to make copies of your receipts or other "manual" documents. This way, you will be able to document your expenses.

**MATCH:** Keep track of cash and/or in-kind match amount as it is described in your budget (Exhibit B) because it must be documented in your Financial Closeout Report.

**MILESTONE:** Milestones are considered significant actions or events marking important progress or change in the stage of development of the project.

**QUARTERLY REPORTS:** This report includes two sections; a progress section that provides a status report on the progress of activities and tasks identified in the scope of work; and an expense section for reimbursement of costs each quarter. The quarterly reports are due thirty (30) days after the end of each quarter. Quarterly reports must be submitted even if no work was completed towards tasks or if no expenses were incurred during the quarter.

**SCOPE OF WORK:** Keep track of your activities as they relate to the scope of work you provided (Exhibit A). You will have to document the progress when submitting your Quarterly Reports and Closeout Report.

**START DATE:** The start date of this agreement (same as effective date) is the date of the COUNTY signatory. Expenses can be posted as of the start date of your agreement but not sooner. Any work performed or costs incurred prior to the effective date of this agreement will be at the sole expense of the RECIPIENT.

## **EXHIBIT E: FUNDING AUTHORITY**

The funding authority for this AWARD comes from the COUNTY, through its Department of Natural Resources and Parks, which operates a regional system of sewage treatment and conveyance facilities for which it collects charges from local governments. Said charges constitute the source of revenue for operation of the COUNTY's sewage treatment system. By agreement with said local governments, this revenue can be used only to fund expenditures that are related to the development, operation, maintenance, and replacement and improvement of said system. By budget authority, the COUNTY funds activities related to the regional water quality objectives advanced by the development of the sewage treatment system.