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KITSAP PUBLIC  
HEALTH DISTRICT

**CONTRACT NO. KC-569-21  
INTERLOCAL AGREEMENT**

**BETWEEN KITSAP COUNTY AND  
KITSAP PUBLIC HEALTH DISTRICT**

**I. PREAMBLE**

This Interlocal Agreement (AGREEMENT) is by and between Kitsap County (COUNTY), a political subdivision, whose principal offices are located at 614 Division Street, Port Orchard, Washington 98366 and Kitsap Public Health District (DISTRICT), whose principal offices are at 345 6th Street, Suite 300, Bremerton, Washington 98337.

**II. RECITALS**

Kitsap County Board of Commissioners enacted Chapter 12.36 of the Kitsap County Code (KCC) for the purpose of establishing a comprehensive approach to stormwater management pursuant to Chapter 36.89 RCW. Chapter 12.36 KCC, called the County's "Stormwater Management Program," authorizes the coordination of stormwater management programs and services through interlocal or other operating agreements with other departments, governmental entities or special districts in order to achieve a comprehensive approach to surface water management.

A multi-agency partnership, called Clean Water Kitsap, operates through interlocal agreements between Kitsap County Public Works Department, Kitsap Public Health District, Kitsap Conservation District, Washington State University Extension Program, and Kitsap Public Utility District. Each member has identified areas of responsibility, program elements, and budgets consistent with Chapter 12.36 KCC for the purpose of coordinating program implementation and administration.

COUNTY and DISTRICT now desire to enter into an AGREEMENT to provide funding, collected by Kitsap County through Chapter 12.40 KCC, to assist in the implementation of DISTRICT programs through Clean Water Kitsap. Mutual benefits will accrue to the parties hereto and the people that each serves in the cooperative implementation of Clean Water Kitsap. The Interlocal Cooperation Act, Chapter 39.34 RCW, further authorizes the parties hereto to enter into this AGREEMENT.

This AGREEMENT consists of the following documents:

1. Interlocal Agreement
2. Kitsap Public Health District 2022 Scope of Work and Budget

**ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:**

**III. AGREEMENT**

**1. Purpose**

The purpose of the AGREEMENT will provide a mechanism for implementation of programs within the Clean Water Kitsap (CWK) partnership.

**2. Funding**

Funding for services provided shall be obtained from revenues derived from service charges authorized under Chapter 12.36 KCC and assessed annually on parcels of real property in unincorporated Kitsap County. The COUNTY and the DISTRICT shall endeavor to seek and obtain, whenever possible, grants or other external funding sources to minimize the financial burden to the citizens of unincorporated Kitsap County.

**3. Scope of Work**

DISTRICT shall perform such duties and services as are listed on Attachment A, attached hereto and incorporated herein by reference. Said services shall be performed in accordance with the approved Scope of Work and Budget specified in Attachment A and as provided for in AGREEMENT. All services funded under this AGREEMENT shall be provided exclusively within the boundaries of unincorporated Kitsap County.

**4. Kitsap County Representative**

The Director of Public Works, or his/her designee, shall represent the Department of Public Works and the COUNTY in all matters pertaining to the services to be rendered under this AGREEMENT. All requirements of COUNTY pertaining to the services and materials to be rendered under this AGREEMENT shall be coordinated through said County representative. Pursuant to RCW 39.34.030(4)(a) the representative shall act as an administrator.

**5. Kitsap Public Health District Representative**

The Director of Environmental Health for DISTRICT, or his/her designee, shall represent the DISTRICT in all matters pertaining to the services and materials to be rendered under this AGREEMENT. All requirements of DISTRICT pertaining to the services or materials to be rendered under this AGREEMENT shall be coordinated through said District representative. Pursuant to RCW 39.34.030(4)(a) the representative shall act as an administrator.

## **6. Program Reporting**

DISTRICT shall produce a mid-year progress update and a year-end report summarizing the work performed and evaluating the performance and results of the work performed pertaining to this AGREEMENT.

Progress update shall include, but not be limited to, the following information:

- a. An update of the work performed during the period and progress made to date, including performance indicators that reflect effectiveness of the program elements as set forth in ATTACHMENT A – Scope of Work and Budget.
- b. Status of the project schedule.
- c. Description of any adverse conditions that have affected the program objectives and/or time schedules, and actions taken to resolve these issues.

Progress update and report shall be submitted as follows:

- Semi-annual update report (January 1 to June 30) due July 31, 2022
- Annual Year-end report (January 1 to December 31) due January 31, 2023

The Year End Report shall contain a summary of major accomplishments realized during the year. The report will be written in such a manner so as to allow a summary paragraph to be excerpted from the report and incorporated into the CWK Annual Executive Summary Report. DISTRICT shall also be responsible for submitting additional information to be included in the Annual Executive Summary Report. This information shall include, but not be limited to, photographs, slides, and any other graphics that would enhance the content and/or appearance of the Annual Executive Summary Report.

## **7. Performance Analysis**

COUNTY Representative shall complete a semi-annual performance analysis evaluating the services provided under the AGREEMENT for effectiveness and compliance with the program elements set forth in Chapter 12.36 KCC and shall report to the CWK partnership.

## **8. CWK Partnership Committee**

DISTRICT shall participate on the existing CWK Partnership Committee.

DISTRICT representative shall represent the DISTRICT on the CWK Partnership Committee. The Director of Public Works and the Stormwater Division Water Quality Manager shall represent the COUNTY on the CWK Partnership Committee. A representative of the Washington State University Extension Program shall represent that agency on the CWK Partnership Committee. A representative of the Kitsap Conservation District shall represent that agency on the CWK Partnership Committee. A representative of the Kitsap Public Utility District shall represent that agency on the CWK Partnership Committee.



The CWK Partnership Committee shall hold quarterly meetings which shall focus on the following:

- a. Evaluating program performance to ensure that the program funding is used in the most effective manner.
- b. Ensuring that the CWK programs address water quality issues of most concern to the public.
- c. Providing a means to coordinate water quality programs among agencies to capitalize on each other's efforts and avoid duplication of activities.
- d. Providing a direct and effective means of communication among CWK agencies.
- e. Making recommendations for program revisions to the Director of Public Works and the Kitsap County Board of Commissioners.

#### **9. Reimbursement**

COUNTY shall reimburse DISTRICT only for actual incurred costs upon presentation of a properly executed invoice in a form approved by COUNTY. Costs shall be charged, and funds reimbursed based upon appropriate program elements and cost categories as defined in Attachment A. The sum of DISTRICT'S reimbursement requests during the duration of this Agreement shall not exceed **\$1,300,000.00** the budget for all program elements combined as identified in Attachment A.

The Kitsap County Board of Commissioners must approve any payment request by DISTRICT exceeding this maximum reimbursement amount in advance of the payment. DISTRICT may exceed line item amounts within individual program element budgets but shall not exceed the total budget for each individual program element without the approval of the Director of Public Works.

Reimbursement requests shall not be made more frequently than once a month. COUNTY reserves the right to withhold payments pending timely delivery of progress reports or documents as may be required under this AGREEMENT. COUNTY shall reimburse DISTRICT within 30 days of receipt of a properly executed District invoice.

#### **10. Documentation of Costs and Maintenance of Records**

DISTRICT shall maintain all books, documents, receipts, invoices and records including payroll records necessary to sufficiently and properly reflect the expenditure of COUNTY funds. The accounting records must provide for a separate recording and reporting of all CWK program receipts and expenditures.

Financial records pertaining to matters authorized by this AGREEMENT are subject to inspection and audit by representatives of COUNTY or the State Auditor upon request. Financial records shall be preserved and made available to COUNTY and its agents for a period of six (6) years after the end of this AGREEMENT or, in the event of an audit, records shall be kept until the audit is completely resolved.

## **11. Property**

Title to property purchased by DISTRICT, the cost of which DISTRICT has been reimbursed as a direct item of cost under this AGREEMENT, shall pass to and vest to DISTRICT. Property purchased with funds delivered pursuant to this AGREEMENT may be used only for the performance of this AGREEMENT and shall be purchased in accordance with applicable state law and COUNTY purchasing policies.

## **12. Assignment**

DISTRICT shall not assign or subcontract any portion of the services provided within the terms of this AGREEMENT without obtaining prior written approval of COUNTY. All terms and conditions of the AGREEMENT shall apply to any approved subcontract or assignment related to this AGREEMENT.

## **13. Nondiscrimination**

DISTRICT and COUNTY agree to comply with all applicable local, state, and/or federal laws and ordinances, and agree that they shall not discriminate in their employment practices or delivery of services or other activities on the grounds of race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental or physical handicap. DISTRICT and KITSAP COUNTY shall ensure that any subcontractor shall fully comply with this paragraph.

## **14. Compliance with Laws**

DISTRICT shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to the performance of this AGREEMENT. DISTRICT agrees to comply with all the provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such act.

## **15. Indemnity**

It is understood and agreed that this AGREEMENT is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this AGREEMENT. Each party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, and those of its officers, agents, and employees to the fullest extent required by law, and agrees to save, indemnify, defend, and hold the other party harmless from any such liability. In the case of negligence of both the COUNTY and DISTRICT, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party, and each party shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to the other party.

This indemnification clause shall also apply to any and all causes of action arising out of the performance of work activities under this AGREEMENT. Each contract for services or activities utilizing funds provided in whole or in part by this AGREEMENT shall include a



provision that KITSAP COUNTY is not liable for damages or claims from damages arising from any subcontractor's performance or activities under the terms of the contracts.

For the purposes of this indemnification, the parties specifically and expressly waive any immunity granted under the Washington Industrial Insurance Act, Title 51 RCW. This waiver has been mutually negotiated and agreed to by the parties. The provision of this section shall survive the expiration or termination of the Agreement.

#### **16. Insurance**

The DISTRICT certifies that it is part of a liability insurance pool or maintains appropriate liability insurance policies and agrees to pay for all losses for which DISTRICT is found liable.

Insurance carried by the DISTRICT shall be primary insurance with respect to any insurance or self-insurance programs maintained by the COUNTY and shall not contribute with it.

The policy shall provide, and the certificate shall reflect the insurance afforded applies separately to each insured against which a claim is made, or a suit is brought except with respect to the limits of the insurer's liability.

Upon request of the County, the DISTRICT shall furnish proof of liability insurance including policy limits.

The DISTRICT agrees to comply with all State requirements related to Workers Compensation Insurance.

#### **17. Amendments to Agreement**

The parties hereby further agree that this AGREEMENT cannot be amended or modified without the written concurrence of both parties.

#### **18. Modification for Funding Reasons**

COUNTY may negotiate modification of the AGREEMENT at any time if funding is reduced or limited in any way after the effective date of this agreement.

#### **19. Termination**

Either party to this AGREEMENT may elect to terminate this AGREEMENT for any reason by delivering a thirty (30) day written notice of intent to terminate to the other party. In the event of such termination, DISTRICT shall be compensated for the actual costs incurred prior to the time of notification of contract termination.

#### **20. Duration of Agreement**

This Agreement is in effect from the January 1, 2022 through December 31, 2022.

21. Filing

This AGREEMENT shall be filed with the County Auditor following execution by all parties.

Dated this 15<sup>th</sup> day of November, 2021 Dated this 22<sup>ND</sup> day of November, 2021

KITSAP PUBLIC HEALTH DISTRICT

  
\_\_\_\_\_  
KEITH GRELLNER, ADMINISTRATOR

BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON

  
\_\_\_\_\_  
ROBERT GELDER, CHAIR

  
\_\_\_\_\_  
EDWARD E. WOLFE, COMMISSIONER

  
\_\_\_\_\_  
CHARLOTTE GARRIDO, COMMISSIONER

ATTEST:

  
\_\_\_\_\_  
DANA DANIELS, CLERK OF THE BOARD

*Approved as to form by the Kitsap  
County Prosecuting Attorney's Office*



ATTACHMENT A  
SCOPE OF WORK AND BUDGET

Kitsap Public Health District 2022 Scope of Work and Budget		Total Budget: \$1,300,000	
Tasks	Activities	Performance Criteria	Target
<b>Program Element: Pollution Identification and Correction Program</b>			
<b>Goal 1: Protect Public Health and the Environment from Fecal Pollution of Surface Waters</b>			
Identify and correct FC and/or EC pollution sources in high priority surface waters.	Develop and implement the 2022 PIC priority workplan.	Priority workplan memo delivered to KCPW	Budget: \$1,040,000 11/30/2022
	Conduct PIC surveys according to current PIC Protocols through DPR response, priority work areas, and Property Conveyance follow-ups.	Number of PIC property inspections	325
		% of properties with identified fecal pollution sources found during inspections	NA
		% of identified fecal pollutions sources found that have been corrected	NA
	Send summary of Post Card survey to KCPW for previous calendar year.	Survey delivered to KCPW	1/31/2023
Conduct Shoreline Monitoring in accordance with the Shoreline Monitoring Plan and Health District protocols.	Complete shoreline survey work in accordance with the Shoreline Monitoring Plan.	Shoreline surveys completed	Port Orchard Passage & Dyes Inlet
	Identify bacterial hotspots for shoreline discharges	Number of new hotspots confirmed this year	NA
	Investigate all newly identified shoreline "hot spots" within 12 months in accordance with Health District protocols.	% of new hotspots investigated within 12 months	100%
Investigate public sewage complaints in a timely and efficient fashion.	Respond to public sewage complaints within <b>5 days</b> of receipt. Track and manage sewage complaints, and identify and correct failing OSS.	Number of complaints	NA
		Percent of complaints responded to within 5 days	90%
		Number of failures found during complaint inspection	NA
Investigate OSS deficient pump reports (DPR) from certified septic pumpers in a timely and efficient fashion.	Respond to selected DPRs within <b>7 days</b> of assignment. Track and manage DPR response, and identify and correct failing OSS.	Number of reports responded to with field inspections	NA
		Percent of reports responded to within 7 days	90%
		Number of failures found	NA



Tasks	Activities	Performance Criteria	Target
Investigate agricultural complaints in a timely and efficient fashion.	Respond to public agricultural complaints within 5 days of receipt. Track and manage agricultural complaints. Identify and correct agricultural sources.	Number of complaints responded to within 5 days Number of sources found Number of sources corrected	NA 90% NA NA
Investigate IDDE complaints in a timely and efficient fashion.	Coordinate with the Kitsap Conservation District on correcting FC pollution caused by livestock waste, pursuant to existing interlocal agreement.	Number of referrals to KCD for technical assistance	NA
Investigate citizen complaints related to water quality concerns in a timely and efficient fashion.	Coordinate with Kitsap County Public Works on the correction of FC sources discharging to (or from) the county's stormwater system. Conduct work in compliance with "KPHD/KCPW stormwater Illicit Discharge Detection and Elimination (IDDE) Protocol."	Number of referrals	NA
	Respond to public water quality complaints within 5 days of receipt. Track and manage water quality complaints. Identify and correct pollution sources.	Number of complaints	NA
	Issue advisories for lake algae blooms.	Percent of complaints responded to within 5 days	90%
	Track and respond to reports of waterborne illness in cooperation with the Health District's Communicable Disease Clinic and the Washington State Department of Health.	Number of sources found	NA
Support financial options for Kitsap County residents to promote voluntary correction of failing on-site sewage systems. Protect the public from spills from public sewer systems.	Participate in Ecology's Regional Loan Program.	Number of sources corrected. Number of algae bloom advisories.	NA NA
	Respond to sewage spills in unincorporated Kitsap County pursuant to Health District's "Sewage Spill Reporting and Response Procedures". Report spills into or from the public storm drainage system to Kitsap 1. Post signage and issue health advisories to protect public health.	Number of water borne illnesses reported and investigated implicating lake swimming beaches. Percent of owners of septic failures informed that Craft3 loans are available.	NA 100%
		Number of sewage spill advisories.	NA

Tasks	Activities	Performance Criteria	Target
<b>Program Element: Monitoring Program</b>			
<b>Goal 1: Monitor and Assess Pollution of Kitsap County Waters</b>			
Determine fecal pollution levels (improvement and declines) in Kitsap County streams.	Collect water quality samples monthly to monitor for fecal coliform and/or E Coli bacterial contamination in streams.	% of planned events completed.	100%
Test best available laboratory and field methods to determine the presence of human contribution to confirmed "hot spots," and prioritize for investigation.	Notify the public of potential health risks and provide a summary of water quality monitoring results and highlight form the 2020 water year. Complete testing and demonstration of laboratory and field techniques that determine human contribution to county stormwater systems, shoreline "hot spots" and 4A and 4B streams. Examples include chemicals of emerging concern, Bacteroides, microbial source tracking, etc.	Publish Annual Water Quality Monitoring Report.	12/31/2022
Conduct ongoing monitoring of Kitsap County lake public access areas and swimming beaches for water quality according to the program plan.	Issue advisories for elevated bacteria or other water quality concerns.	Report number and types of sampling.	NA
Respond to requests for water quality data from the public.	Provide stream, lake, and shoreline data to the public and other agencies upon request.	Number of advisories.	NA
<b>Goal 2: Protect the Public From Illnesses Related to Shellfish and Biotoxins</b>			
Protect public health in Kitsap County by providing oversight, environmental monitoring, public information, and emergency investigative response for public areas known to be frequented by recreational shellfish harvesters.	Monitor shellfish for marine biotoxin at sentinel sites throughout Kitsap County. Issue shellfish harvest safety advisories. Post signs, update web page, and update information hotline (1-800-2BE-WELL).	% of planned events completed.	100%
		Number of shellfish biotoxin health advisories.	NA

Budget: \$260,000

Tasks	Activities	Performance Criteria	Target
<b>Goal 3: Address or Assist with Federal, State and County Water Quality Mandates</b> Assist Kitsap County with compliance with Federal Clean Water Act Section 303(d) and associated Total Maximum Daily Load Studies.	Provide data and comment to the State Department of Ecology to evaluate classification of Kitsap County water bodies for the state's ongoing water quality assessments. Participate in Interagency Water Quality Team as needed in coordination with KCPW staff.	Submit WQ data to Ecology. Number of meetings attended.	12/31/2022 Quarterly, or more as needed
Assist Kitsap County with response to Washington State Department of Health commercial shellfish harvest classification changes. Coordinate with Washington State Department of Health on shellfish growing area reclassification.	Provide data and comment to the WA State Department of Health for use in shellfish area classification. Find and correct bacterial pollution sources affecting shellfish growing areas.	Number of data requests responded to, from DOH Shellfish. Number of shellfish growing area reclassification downgrades to threatened or prohibited responded to. Number of responses to DOH parcel closure inquiries.	As needed NA NA
	Implement Chico Bay Closure Response Plan.	Provide technical memo on status of implementing Chico Bay Closure Response Plan.	12/31/2022
<b>Goal 4: Inform and Educate the Public About Surface Water Quality and Pollution</b> Prevent failing onsite sewage systems (OSS) by promoting and providing education on the use of OSS to homeowners, community groups, the OSS industry, realtors, developers, builders, lenders, etc.	Conduct OSS Workshops, either virtual or in person, in partnership with CWK. Issue septic pumping vouchers as incentive for inspection of septic and provide education to property owners. Evaluate the effectiveness of the septic pumping voucher program.	Number of workshops completed (Number and type of workshops, virtual or in-person, will be dependent on COVID needs and mandates) Number of vouchers (maximum 50) Provide technical memo evaluating the effectiveness of the prior year's voucher program	3 50 Vouchers at \$250/each (\$12,500 Total) 1/30/2022
Inform and educate the public about health and safety issues at lake swimming beaches. Inform and educate the public about health and safety issues for polluted streams.	Engage with the public on swimming health and safety at lakes during sampling events. Assess summer season stream bacteria data to determine if posting of warning signs is necessary, as per policy. Post warning signs as appropriate.	Report educational contacts at lakes during sampling events Report number of stream advisories posted	NA 5/1/2022