

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

I. PREAMBLE

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

II. RECITALS

Kitsap County Board of Commissioners enacted chapter 12.36 of the Kitsap County Code 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, now called Clean Water Kitsap, operates through interlocal agreements between Kitsap County (lead by the Public Works Department and including the Department of Community Development), 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 2019 Scope of Work and Compensation

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 Exhibit 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 Exhibit 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.

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.

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 of work performed during the period and progress made to date, including performance indicators that reflect effectiveness of the program elements as set forth in Exhibit A – Scope of Work.

- 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 Jun 30) due Jul 30, 2019

Annual Year-end report (January 1 to December 31) due January 31, 2020

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

The DISTRICT shall participate on the existing CWK Partnership Committee.

The DISTRICT Representative shall represent the DISTRICT on the CWK Partnership Committee. The Director of Public Works and the Stormwater Management Program Manager shall represent COUNTY on the CWK Partnership Committee. A representative from the Kitsap County Department of Community Development shall represent that agency 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 Exhibit A. The sum of DISTRICT'S reimbursement requests during the duration of this Agreement shall not exceed **\$1,155,000** the budget for all program elements combined as identified in Exhibit 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 & 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. DISTRICT shall also refund to COUNTY any balance of the unexpended 1995 initial payment of \$30,000.00, as identified in Kitsap County Contract 245-1995, within thirty (30) days of the closeout of the program.

20. Duration of Agreement

This Agreement is in effect from the January 1, 2019 through December 31, 2019.

21. Filing

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

Dated this 5th day of December, 2018

Dated this 14 day of January, 2018

KITSAP PUBLIC HEALTH DISTRICT




Keith Grellner, Administrator

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**



EDWARD E. WOLFE, Chair

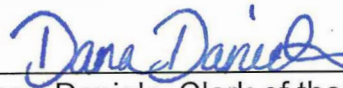


CHARLOTTE GARRIDO, Commissioner



ROBERT GELDER, Commissioner

ATTEST:



Dana Daniels, Clerk of the Board



EXHIBIT A

KITSAP PUBLIC HEALTH DISTRICT 2019 SCOPE OF WORK

POLLUTION IDENTIFICATION AND CORRECTION PROGRAM

Budget: \$990,000

Goal 1: PROTECT PUBLIC HEALTH AND THE ENVIRONMENT FROM FECAL POLLUTION OF SURFACE WATERS

Tasks	Activities	Target	Performance Criteria	6 month status
Identify and correct FC and/or EC pollution sources in high priority surface waters	Update and implement the 2019 Watershed Action Plans	12/31/2019	Watershed Action Plans updated and implemented by 12/31/2019	
	Conduct PIC activities, according to current PIC Program Protocols and watershed action plans.	450 inspections	number of PIC property inspections and % of properties with identified fecal pollution sources found during inspections	
	Mail post card surveys to all PIC inspection participants to gauge program effectiveness	20% return rate	Include response rate achieved in survey report	
	Complete post card survey summary report for surveys completed the previous calendar year	1/31/2020	Postcard survey report	
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.	Hood Canal #1 and Port Gamble growing areas	Complete shoreline surveys	
	Identify bacterial hotspots for shoreline discharges		number of new hotspots confirmed	
	Investigate all newly identified shoreline "hot spots" within 12 months in accordance with Health District protocols	100%	% of new hotspots investigated	
	Identify and correct bacterial pollution sources	75% annually	number of hotspot investigations closed	
Investigate public sewage complaints in a timely and efficient fashion.	Respond to public sewage complaints within 5 days of receipt. Track and manage sewage complaints, and identify and correct failing OSS.	100%	Percent of complaints responded to within 5 days. Number of complaints. Number of violations found and corrected.	
Investigate OSS deficient pump reports (DPR) from certified septic pumpers in a timely and efficient fashion.	Respond to selected DPRs within 7 days of assignment. Track and manage DPR response, and identify and correct failing OSS.	100%	Percent of reports responded to within 7 days. Number of reports responded to with field inspections. Number of violations found and corrected.	
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.	100%	Percent responded to within 5 days. Number of agricultural complaints. Number of violations found and corrected.	

	Coordinate with the Kitsap Conservation District on correcting FC pollution caused by livestock waste, pursuant to existing interlocal agreement.		number of referrals to KCD	
Investigate IDDE complaints 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 storm water system. Conduct work in compliance with "KPHD/KCPW stormwater Illicit Detection and Elimination (IDDE) Protocol".	100% corrected within 6 months	number of violations and % corrected, number of referrals to KCPW for stormwater outfalls	
Investigate citizen complaints related to water quality concerns in a timely and efficient fashion.	Respond to public water quality complaints within 5 days of receipt. Track and manage water quality complaints. Identify and correct pollution sources.	100%	Percent of complaints responded to within 5 days. Number of complaints. Number of violations found and corrected.	
	Issue advisories for lake algae blooms		number of algae bloom advisories	
	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 water borne illnesses reported and investigated implicating lake swimming beaches.	
Support financial options for Kitsap County residents to promote voluntary correction of failing on-site sewage systems	Participate in Ecology's Regional Loan Program		Number of loans provided and dollar amount	
Protect the public from spills from public sewer systems.	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 sewage spill advisories	

MONITORING PROGRAM

Budget: \$165,000

Goal 2: MONITOR AND ASSESS POLLUTION OF KITSAP COUNTY WATERS

Tasks	Activities	Target	Performance Criteria	6 month status
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.	100%	% of planned events completed	
	Publish Annual Water Quality Monitoring Report with trend analysis for streams	1/31/2020	Annual water quality report	
	Provide surface water information to CWK, the public, or other private or governmental entities by responding to data requests		number of stream data requests	

Test best available laboratory and field techniques to determine the presence of human contribution to confirmed "hot spots", prioritize for investigation.	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.	As needed	number of samples collected using new indicator data	
Report on water quality for Kitsap County lakes.	Prepare the lake water quality chapter for the annual monitoring report	1/31/2020	Cited in annual water quality report	
	Provide lake swimming beach monitoring information to CWK, the public, or other private or governmental entities by responding to data requests.		Number of data requests	
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		Number and type of advisories	
	Assess lake swimming beaches for safety hazards	100%	Number of swimming beach safety hazards identified and % corrected.	

Goal 3: PROTECT THE PUBLIC FROM ILLNESSES RELATED TO SHELLFISH AND BIOTOXINS

Tasks	Activities	Target	Performance Criteria	6 month status
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.	9	Number of recreational shellfish monitoring sites	
	Issue harvest advisories as appropriate. Post signs, update web page, and update 1-800-2BE-WELL hotline.		Number of shellfish biotoxin health advisories	
	In collaboration with the Food and Living Environment Program, and the Communicable Disease Program, investigate reports of food borne illness related to consumption of shellfish.		Number of reported and confirmed marine biotoxin exposures or food borne illnesses resulting from shellfish consumption	
Provide data on water as a resource.	Include in the annual report to CWK on the number of fish consumption advisories due to cyanobacteria and biotoxins		Number of fish consumption advisories	

GOAL 4: ADDRESS OR ASSIST WITH FEDERAL, STATE AND COUNTY WATER QUALITY MANDATES AS REQUIRED

Tasks	Activities	Target	Performance Criteria	6 month status
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. Allow a review by Kitsap Public Works Stormwater Division prior to submission to Ecology.	12/31/2019	Submit trend monitoring data to Ecology by 12/31/19.	
	Participate in TMDL development and implementation meetings as needed	as needed	Number of TMDL implementation meetings attended	
	Participate in Interagency Water Quality Team as needed in coordination with KCPW staff		Number of meetings attended	
Assist Kitsap County with response to Washington State Department of Health commercial shellfish harvest classification changes.	Provide data and comment to the WA State Department of Health for use in shellfish area classification.		number of reports to DOH for use in shellfish growing area classifications	
	Participate in the Burley Lagoon Shellfish Protection District as necessary to support water quality improvement efforts		Number of Shellfish Protection District meetings attended	
	Draft a Shellfish Growing Area Closure Response Plan for the Dyes Inlet Growing area	180 days after DOH reclassification	Completed response plan	

Goal 5: INFORM THE PUBLIC REGARDING SURFACE WATER QUALITY AND POLLUTION

Tasks	Activities	Target	Performance Criteria	6 month status
Prevent failing onsite sewage systems by promoting and providing education on the use of OSS to homeowners, community groups, the OSS industry, realtors, developers, builders, lenders, etc.	Conduct (2) OSS Workshops in partnership with WSU Cooperative Extension	2 workshops	Number of workshops completed	
	Attend CWK Education Partner meetings		number of meetings attended	
	Deliver a minimum of four (4) educational presentations to community groups	4	number of events and approximate number of attendees	
	Assist with organizing and implementing the 2019 Water Festival, Salmon in the Classroom, and GEMS.		Number of events	

Promote community environmental stewardship of shoreline areas, and their respective upland drainage basins, through public education and public participation in a marine biotoxin monitoring program.	Implement marine biotoxin monitoring program that involves citizen volunteers.	3	Number of participating citizen volunteers.	
	Develop/update educational materials to protect recreational shellfish harvesters.		Number and description of educational materials developed.	
	Partner with Puget Sound Restoration Fund (PSRF) to improve the connection between people and their shorelines by providing educational events and materials targeted at reducing sources of bacterial, nutrient and chemical pollution on their properties. Target shoreline areas being monitored.	50	number of property owners attending PSRF events	
Inform and educate the public about health and safety issues at lake swimming beaches.	Conduct intensive public outreach at Horseshoe, Island, Wildcat, and Long lakes	8 outreach events	Number of outreach events and number of contacts during events	
Inform and educate the public about health and safety issues for polluted streams.	Assess summer season stream bacteria data to determine if posting of warning signs is necessary, as per policy. Post warning signs as appropriate.		number of streams posted with health advisories due to elevated bacteria	