

- a) ID 0324 - Accounts: Payables and Payroll of Feb. 4, 2019, \$ 3,612,722.10; **Approved.**
- b) Minutes: City Council Special Meeting, Jan. 22, 2019; **Approved.**
- c) Minutes: City Council Regular Meeting, Jan. 22, 2019; **Approved.**
- d) Minutes: Council Committee-of-the-Whole, Jan. 29, 2019; **Approved.**
- e) AB 7582 - Stormwater Financial Assistance Program Grant for Watershed-Scale Stormwater Plan; **Authorized acceptance of the Department of Ecology Stormwater Financial Assistance Program Grant of \$187,500 for the Watershed-Scale Stormwater Plan.**
- f) AB 7702 - Criminal Code, Amending IMC 9.05; **Referred AB 7702 to the Feb. 12, 2019 Council Services & Safety Committee for review and recommendation, returning to the full Council on Feb. 19, 2019.**
- g) AB 7723 - Cemetery Fee Increase, Amending IMC 2.20.040; **Referred AB 7723 to the Feb. 12, 2019 Council Services & Safety Committee for review and recommendation, returning to the full Council on March 4, 2019.**
- h) AB 7726 - 2019 Docket of Comprehensive Plan Amendments; **Referred AB 7726 to the Feb. 7, 2019 Council Land & Shore Committee for review and recommendation, returning to the full Council on Feb. 19, 2019.**

REGULAR BUSINESS

- a) **AB 7715 - Front Street Streetscape Phase 1 Project**

Introduced by Mayor Pauly and presented by Sheldon Lynne, Public Works Engineering Director and Christopher Wright, Economic Development Manager. Following Council discussion,

IT WAS MOVED BY HUNT, SECONDED BY WINTERSTEIN, TO:

1) Direct the Finance Director to include a \$156,370 fund transfer from the General Fund fund balance to the Street Capital Fund, for a total transfer of of \$156,370 in a subsequent 2019 budget amendment to provide revenue for Phase 1 of the Front Street Streetscape between Sunset Way and NE Alder Project; and 2) Authorize the Administration to enter into a construction contract for the Front Street Streetscape Project between Sunset and Alder Phase 1 Project not to exceed \$156,370.

IT WAS MOVED BY HUNT, SECONDED BY GOODMAN, TO:

Amend AB 7715 Front Street Streetscape Phase 1 Project to remove the decorative screens component and associated funding, and to include them as a discussion item with additional information in a subsequent phase of the streetscape project.

AMENDMENT FAILED, 1-6 (*Proponent: Hunt*).

MAIN MOTION CARRIED, 4-3 (*Opponents: Bettise, Marts, Reh*).

GOOD OF THE ORDER

Council President Marts:

ID 0404 - Council Appointments - Announced 2019 Council assignments.

Mayor Pauly:

Upcoming Council Meetings - Announced anticipated agenda items.

Councilmember Reh:

Thank You - Thanked Public Works Operations staff for their work maintaining the roads during the inclement weather.

EXECUTIVE SESSION

At 10:04 PM, Council recessed into Executive Session for the purpose of discussing pending/potential litigation per RCW 42.30.110(1)(i) and collective bargaining per RCW 42.30.140(4). This item was expected to last 30 minutes. No action to follow in open session.

ADJOURNMENT

The regular meeting reconvened at 10:34 PM. There being no further business to come before the Council, the meeting was adjourned at 10:34 PM.

Tina Eggers, City Clerk

Mary Lou Pauly, Mayor



King County Waste Reduction & Recycling Grant

**Proposed Council Action:
Accept Grant**

DEPARTMENT OF COUNCIL LIAISON	Sustainability Micah Bonkowski
OTHER COUNCIL MEETINGS	n/a
COMP PLAN POLICY NOS.	Oct. 1, 2018
OTHER POLICIES	U-7, U7.1, U7.2, U7.3, U7.4, U7.6
EXHIBITS	King County Comprehensive Solid Waste Management Plan, Recommendations 1, 2 & 7 A. Draft Application B. Grant Agreement (<i>new</i>)

SUMMARY STATEMENT

The Administration ~~is requesting authorization to submit~~ submitted a Waste Reduction and Recycling (WRR) grant proposal to King County (Exhibit A) to fund local implementation of a waste reduction and recycling programming.

The City, through the Office of Sustainability, and the King County Department of Natural Resources cooperatively plan and implement strategies for solid waste management through the King County Comprehensive Solid Waste Management Plan. As a part of this joint effort, the County allocates funds to participating cities in the form of grants for implementation of waste prevention, recycling and related activities.

The Administration proposes to use grant funds to support the continuation of waste reduction and recycling programs with the Issaquah School District and the broader community. This will include education campaigns on proper recycling. These programs have been designed to complement and add value to existing work being done in the City.

In the past, this grant has funded the Waste Free Wednesday program with the Issaquah School District as well as support of recycling at Salmon Days and other local events.

~~If King County approves~~ approved the application, this agenda bill ~~will return~~ now returns to Council for authorization to accept funds and enter into the related agreement.

Financial Information

The WRR grant does not require a City match. The grant allocation is a two-year program and the City is eligible to receive \$62,353 in grant funds. The City expects to spend half of these funds, or \$31,176.50, ~~next year in 2019~~. The Office of Sustainability has ~~requested \$31,400 be included in the proposed~~ approved 2019 budget for this grant and corresponding expenditures.

Total 2019-2020 Expected Budget Summary

Project Task	Administration	Supplies	Consultant & Contract Services Stipend	Total Task Cost
Task I. School and Community Recycling	\$17,509 (\$8,754.50/ year)	\$4,844 (\$2,422/ year)	\$40,000 (\$20,000/ year)	\$62,353 (\$31,176.50/year)
Total Requested	\$17,509	\$4,844	\$40,000	\$62,353

Administration's Recommendation

~~The Administration recommends authorization to submit a grant application through the King County Waste Reduction and Recycling Program to support education and awareness campaigns around waste reduction and recycling.~~

The Administration recommends acceptance of grant funds and authorization of the grant agreement for the King County Waste Reduction and Recycling Program grant funds to support education and awareness campaigns around waste reduction and recycling.

Update

Following Council authorization, the City submitted a grant application for the King County Waste Reduction and Recycling grant. The City subsequently received notice that the grant was awarded.

The Administration proposes to use grant funds to support the continuation of waste reduction and recycling programs with the Issaquah School District and the broader community.

An agreement with King County specifying the terms of the grant is attached as Exhibit B. The scope and amount of the awarded grant contract is unchanged from when the grant application submittal was approved by Council in October. The City will receive \$62,353 over a two-year period, 2019-2020.

It is requested that Council authorize acceptance of the grant and approval of the agreement with King County.

Alternative(s)

- 1) ~~Refer AB 7672 to the Oct. 18, 2018 Council Infrastructure Committee for review and recommendation, returning to the full Council on Nov. 5, 2018. [Impact: The grant deadline would be missed, jeopardizing grant funds.]~~
 - 2) ~~Withdraw from applying for the WRR Grant. [Impact: Funds would be redistributed among other King County cities, and Issaquah would be unable to apply until 2021-2022 funds are made available.]~~
- Refer AB 7672 to the Feb 21 Council Infrastructure Committee for review and recommendation, returning to the full Council on March 4, 2019. [Impact: This will delay signing of the contract and start of project implementation.]

RECOMMENDATION

Administration / Office of Sustainability:

MOVE TO:

~~Authorize submittal of the 2019-2020 King County Waste Reduction and Recycling Grant application to support waste reduction and recycling education and awareness.~~

MOVE TO: Authorize acceptance of the King County Waste Reduction and Recycling Program grant funds in the amount of \$62,353 and execution of the grant agreement with King County.

2019-2020 King County Waste Reduction / Recycling Grant Application

City of Issaquah

A. City Contacts

Program Manager

Micah Bonkowski, Sustainability Coordinator

City of Issaquah

P.O. Box 1307

Issaquah, WA 98027

Phone: (425) 837-3428

Fax: (425) 837-3409

Email: micahb@issaquahwa.gov

Contract Administrator

Mary Joe de Beck, Sustainability Manager

City of Issaquah

P.O. Box 1307

Issaquah, WA 98027

Phone: (425) 837-3417

Fax: (425) 837-3409

Email: maryjoed@issaquahwa.gov

B. Total Requested

The City of Issaquah is seeking a total of \$62,353 for this grant. Total grant funds received over the one year period will be broken out between the following project tasks:

Task I. School and Community Recycling Program Support \$62,353
(\$31,176.50 / Year)

C. Scope of Work

Task I. School and Community Recycling Program Support

Performance Objectives:

The City anticipates providing support to all 24 schools in the District. The funding will provide for a variety of activities for schools including program kick-off support, collection support, educational field-trip and presentations. The City expects to establish contracts with consultants (eg. collection and education consultants for various conservation support in areas including energy and water

conservation) to help provide hands-on resource conservation activity support to the schools. The City hopes to re-establish the programs formerly provided by PSE and will leverage additional resources to make a stronger school connection to other City sustainability programs.

The City will support a month long campaign around earth month where each week of student led activities will promote action in one resource conservation topic area. The District has dubbed this the “Do One More Thing” campaign.

In order to support recycling and waste reduction programs throughout the community, the City will use grant funds to send staff to the WSRA conference, provide recycling support to the annual Salmon Days festival, and support other community activities promoting waste reduction and recycling. This cycle it will also fund education around proper recycling with the goal of reducing contamination in recycling.

Impact Objectives:

For long term behavior change campaigns, the youth of a community are a prime driver of long term societal change. A campaign directed at youth will not only create advocates in every house as they pass on knowledge to their parents, but will create stewards long into the future for the City. Creating a drive and passion for sustainability in the youth of the community is a major component of making Issaquah a more sustainable community into the future. Supporting District leaders helps leverage equitable access to sustainability literacy.

Program goals for this cycle include increasing school Green Team participation in School actions in resource conservation which will in turn decrease total waste at school facilities, increase diversion, and reduce contamination. As students carry the messaging forward to homes within the district boundaries, there should be a commensurate increase in diversion and reduction in waste with increasing awareness, and a decrease in contamination in the recycling.

Community Recycling Program support will take these same education campaigns to the public through signage and event support creating increased public place recycling availability, and increased diversion.

Evaluation:

Evaluation will consist of a review of district service levels along with feedback from Custodial and Operations Administrators, Parents, Teachers, Students, Principals, Consultants with additional direct coordination and feedback from the District’s Resource Conservation Manager, and Sustainability Coordinator.

D. Total 2019-2020 Expected Budget Summary

Project Task	Administration	Supplies	Consultant & Contract Services Stipend	Total Task Cost
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Total Requested	\$17,509	\$4,844	\$40,000	\$62,353

CPA # 6059986

INTERAGENCY AGREEMENT FOR 2019 and 2020**Between****KING COUNTY and the CITY OF ISSAQUAH**

This two-year Interagency Agreement "Agreement" is executed between King County, a Charter County and political subdivision of the State of Washington, and the City of Issaquah, a municipal corporation of the State of Washington, hereinafter referred to as "County" and "City" respectively. Collectively, the County and City will be referred to as "Party" or "Parties."

PREAMBLE

King County and the City of Issaquah adopted the 2001 King County Comprehensive Solid Waste Management Plan, which includes waste reduction and recycling goals. In order to help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the King County Comprehensive Solid Waste Management Plan. This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and services. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to this Agreement as Exhibit B and incorporated herein by reference. Grant funding for this program is subject to the budget approval process of the King County Council.

Grant funding approved by the King County Council is available to all King County cities that operate under the King County Comprehensive Solid Waste Management Plan. The City will spend its grant funds to fulfill the terms and conditions set forth in the scope of work, which is attached hereto as Exhibit A and incorporated herein by reference. The County expects that any information and/or experience gained through the grant program by the City will be shared with the County and other King County cities.

I. PURPOSE

The purpose of this Agreement is to define the terms and conditions for funding to be provided to the City by the County for waste reduction and recycling programs and/or services as outlined in the scope of work and budget attached as Exhibit A.

II. RESPONSIBILITIES OF THE PARTIES

The responsibilities of the Parties to this Agreement shall be as follows:

A. The City:

1. Funds provided to the City by the County pursuant to this Agreement shall be used to provide waste reduction and recycling programs and/or services as outlined in Exhibit A. The total amount of funds available from this grant in 2019 and 2020 shall not exceed **\$62,353**.
2. This Agreement provides for distribution of 2019 and 2020 grant funds to the City. However, grant funds are not available until January 1, 2019.
3. During this two-year grant program, the City will submit a minimum of two (2), but no more than eight (8), progress reports to the County in a form approved by the County. Reports must be signed by a City official. These reports will include:
 - a. a description of each activity accomplished pertaining to the scope of work; and
 - b. reimbursement requests with both a Budget Summary Report Form, which is attached hereto as Exhibit D and incorporated herein by reference, and an Expense Summary Form, which is attached hereto as Exhibit E and incorporated herein by reference, unless the City has a spreadsheet similar to the Expense Summary Form already in use, in which case the City is free to use that spreadsheet instead of the Expense Summary Form. The City will submit the form or similar spreadsheet and not submit backup documentation for grant expenses. If backup documentation is submitted, SWD will not retain it. The City shall maintain this documentation in its records.

If the City chooses to submit up to the maximum of eight (8) progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County on the last day of the month following the end of each quarter (April 30, July 30, October 31, January 31) except for the final progress report and request for reimbursement, which shall be due by March 31, 2021.

If the City chooses to submit the minimum of two progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County by January 31, 2020 and March 31, 2021.

Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the 5th working day of January 2020 and January 2021, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

4. The City shall submit a final report to the County which summarizes the work completed under the grant program and evaluates the effectiveness of the projects for which grant funds were utilized, according to the evaluation methods specified in the scope of work. The final report is due within six (6) months of completion of the project(s) outlined in the scope of work, but no later than June 30, 2021.

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5. If the City accepts funding through this grant program for the provision of waste reduction and recycling programs and projects for other incorporated areas of King County, the City shall explain the relationship with the affected adjacent city or cities that allows for acceptance of this funding and the specifics of the proposed programs and projects within the scope of work document related thereto.
6. The City shall be responsible for following all applicable Federal, state, and local laws, ordinances, rules, and regulations in the performance of work described herein. The City assures that its procedures are consistent with laws relating to public contract bidding procedures, and the County neither incurs nor assumes any responsibility for the City's bid, award, or contracting process.
7. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or presence of any sensory, mental, or physical handicap in the employment or application for employment or in the administration or delivery of or access to services or any other benefits under this Agreement as defined by King County Code, Chapter 12.16.
8. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall engage in unfair employment practices as defined by King County Code, Chapter 12.18. The City shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
9. The City shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Agreement. The City shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical.
10. The City shall maintain accounts and records, including personnel, financial, and programmatic records, and other such records as may be deemed necessary by the County, to ensure proper accounting for all project funds and compliance with this Agreement. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and service provided in the performance of this Agreement.

These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the State Archivist in accordance with RCW Chapter 40.14. These accounts shall be subject to inspection, review, or audit by the County and/or by federal or state officials as so authorized by law.

11. The City shall maintain a record of the use of any equipment that costs more than \$1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2023.

12. The City agrees to credit King County on all printed materials provided by the County, which the City is duplicating, for distribution. Either King County’s name and logo must appear on King County materials (including fact sheets, case studies, etc.), or, at a minimum, the City will credit King County for artwork or text provided by the County as follows: “artwork provided courtesy of King County Solid Waste Division” and/or “text provided courtesy of King County Solid Waste Division.”
13. The City agrees to submit to the County copies of all written materials which it produces and/or duplicates for local waste reduction and recycling projects which have been funded through the waste reduction and recycling grant program. Upon request, the City agrees to provide the County with a reproducible copy of any such written materials and authorizes the County to duplicate and distribute any written materials so produced, provided that the County credits the City for the materials.
14. The City will provide the King County Project Manager with the date and location of each Recycling Collection Event provided by the City, as well as copies of any printed materials used to publicize each event, as soon as they are available but no later than thirty (30) days prior to the event. If there is any change in the date or the location of an event, the City will notify the County a minimum of thirty (30) days prior to the event. If the event brochure is required for admission to the City’s event, the City is exempt from having to provide the brochure to King County.
15. If the City accepts funding through this grant program for the provision of recycling collection events for adjacent areas of unincorporated King County, the City shall send announcements of the events to all residences listed in the agreed upon areas listed in Exhibit A. The announcements and all other printed materials related to these events shall acknowledge King County as the funding source.
16. This project shall be administered by Micah Bonkowski, Sustainability Coordinator, or designee.

B. The County:

1. The County shall administer funding for the waste reduction and recycling grant program. Funding is designated by the city and is subject to the King County Council’s budget approval process. Provided that the funds are allocated through the King County Council’s budget approval process, grant funding to the City will include a base allocation of \$10,000 per year with the balance of funds to be allocated according to the City's percentage of King County's residential and employment population. However, if this population based allocation formula calculation would result in a city receiving less than \$10,000 per year, that city shall receive an additional allocation that would raise their total grant funding to \$10,000 per year.

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2. Within forty-five (45) days of receiving a request for reimbursement from the City, the County shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The County will not authorize payment for activities and/or expenditures which are not included in the scope of work and budget attached as Exhibit A, unless the scope has been amended according to Section V of this Agreement. King County retains the right to withhold all or partial payment if the City's report(s) and reimbursement request(s) are incomplete (i.e., do not include proper documentation of expenditures and/or adequate description of each activity described in the scope of work for which reimbursement is being requested), and/or are not consistent with the scope of work and budget attached as Exhibit A.
3. The County agrees to credit the City on all printed materials provided by the City to the County, which the County duplicates, for distribution. Either the City's name and logo will appear on such materials (including fact sheets, case studies, etc.), or, at a minimum, the County will credit the City for artwork or text provided by the City as follows: "artwork provided courtesy of the City of Issaquah" and/or "text provided courtesy of the City of Issaquah."
4. The County retains the right to share the written material(s) produced by the City which have been funded through this program with other King County cities for them to duplicate and distribute. In so doing, the County will encourage other cities to credit the City on any pieces that were produced by the City.
5. The waste reduction and recycling grant program shall be administered by Lucy Auster, Project Manager, King County Solid Waste Division, or designee.

III. DURATION OF AGREEMENT

This Agreement shall become effective on either January 1, 2019 or the date of execution of the Agreement by both the County and the City, if executed after January 1, 2019, and shall terminate on June 30, 2021. The City shall not incur any new charges after December 31, 2020. However, if execution by either Party does not occur until after January 1, 2019, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2019 and the later execution of the Agreement provided that the City complies with the reporting requirements of Section II.A of the Agreement.

IV. TERMINATION

- A. This Agreement may be terminated by King County, in whole or in part, for convenience without cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice.
- B. This Agreement may be terminated by either Party, in whole or in part, for cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice. Reasons for termination for cause may include but not be limited to: nonperformance; misuse of funds; and/or failure to provide grant related reports/invoices/statements as specified in Section II.A.3. and Section II.A.4.
- C. If the Agreement is terminated as provided in this section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination; and (2) the City shall be released from any obligation to provide further services pursuant to this Agreement.
- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either Party may have in the event that the obligations, terms and conditions set forth in this Agreement are breached by the other Party.

V. AMENDMENTS

This Agreement may be amended only by written agreement of both Parties. Amendments to scopes of work will only be approved if the proposed amendment is consistent with the most recently adopted King County Comprehensive Solid Waste Management Plan. Funds may be moved between tasks in the scope of work, attached as Exhibit A, only upon written request by the City and written approval by King County. Such requests will only be approved if the proposed change(s) is (are) consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope.

VI. HOLD HARMLESS AND INDEMNIFICATION

The City shall protect, indemnify, and hold harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or issues whatsoever occurring from actions by the City and/or its subcontractors pursuant to this Agreement. The City shall defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the County arising out of or incident to the City's execution of, performance of, or failure to perform this Agreement. Claims shall include but not be limited to assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

VII. INSURANCE

- A. The City, at its own cost, shall procure by the date of execution of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of work pursuant to this Agreement by the City, its agents, representatives, employees, and/or subcontractors. The minimum limits of this insurance shall be \$1,000,000 general liability insurance combined single limit per occurrence for bodily injury, personal injury, and property damage. If the policy has an aggregate limit, a \$2,000,000 aggregate shall apply. Any deductible or self-insured retentions shall be the sole responsibility of the City. Such insurance shall cover the County, its officers, officials, employees, and agents as additional insureds against liability arising out of activities performed by or on behalf of the City pursuant to this Agreement. A valid Certificate of Insurance and additional insured endorsement is attached to this Agreement as Exhibit C, unless Section VII.B. applies.
- B. If the Agency is a Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a written acknowledgement of self-insurance is attached to this Agreement as Exhibit C.
- C. If the Agency is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA), a written acknowledgement/certification of current membership is attached to this Agreement as Exhibit C.

VIII. ENTIRE CONTRACT/WAIVER OF DEFAULT

This Agreement is the complete expression of the agreement of the County and City hereto, and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

IX. TIME IS OF THE ESSENCE

The County and City recognize that time is of the essence in the performance of this Agreement.

X. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Agreement is, for any reason, found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

XI. NOTICE

Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent to the King County Solid Waste Division and the City at the addresses provided below:

Lucy Auster, Project Manager, or a provided designee
King County Solid Waste Division
Department of Natural Resources and Parks
201 South Jackson Street, Suite 701
Seattle, WA 98104-3855

If to the City:

Micah Bonkowski, Sustainability Coordinator, or a provided designee
City of Issaquah
P.O. Box 1307
Issaquah, WA 98027

IN WITNESS WHEREOF this Agreement has been executed by each Party on the date set forth below:

City of Issaquah

King County

Mary Lou Pauly, Mayor

BY _____
Pat D. McLaughlin, Director
Solid Waste Division

For Dow Constantine, King County Executive

Date

Date

Exhibit A

2019-2020 King County Waste Reduction / Recycling Grant Application

City of Issaquah

A. City Contacts**Program Manager**

Micah Bonkowski, Sustainability Coordinator

City of Issaquah

P.O. Box 1307

Issaquah, WA 98027

Phone: (425) 837-3428

Fax: (425) 837-3409

Email: micahb@issaquahwa.gov**Contract Administrator**

Mary Joe de Beck, Sustainability Manager

City of Issaquah

P.O. Box 1307

Issaquah, WA 98027

Phone: (425) 837-3417

Fax: (425) 837-3409

Email: maryjoed@issaquahwa.gov**B. Total Requested**

The City of Issaquah is seeking a total of \$62,353 for this grant. Total grant funds received over the two year period will be broken out between the following project tasks:

**Task I. School and Community Recycling Program Support: \$62,353
(\$31,176.50 / Year)**

C. Scope of Work**Task I. School and Community Recycling Program Support*****Performance Objectives:***

The City anticipates providing support to all 24 schools in the District. The funding will provide for a variety of activities for schools including program kick-off support, collection support, educational field-trip and presentations. The City expects to establish contracts with consultants (e.g. collection and education consultants for various conservation support in areas including energy and water conservation) to help provide hands-on resource conservation activity support to the schools. The City hopes to re-establish the programs formerly provided by

PSE and will leverage additional resources to make a stronger school connection to other City sustainability programs.

The City will support a month long campaign around earth month where each week of student led activities will promote action in one resource conservation topic area. The District has dubbed this the “Do One More Thing” campaign.

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Program goals for this cycle include increasing school Green Team participation in School actions in resource conservation which will in turn decrease total waste at school facilities, increase diversion, and reduce contamination. As students carry the messaging forward to homes within the district boundaries, there should be a commensurate increase in diversion and reduction in waste with increasing awareness, and a decrease in contamination in the recycling.

Community Recycling Program support will take these same education campaigns to the public through signage and event support creating increased public place recycling availability, and increased diversion.

Evaluation:

Evaluation will consist of a review of district service levels along with feedback from Custodial and Operations Administrators, Parents, Teachers, Students, Principals, Consultants with additional direct coordination and feedback from the District’s Resource Conservation Manager, and Sustainability Coordinator.

D. Total 2019-2020 Expected Budget Summary

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Total Requested	\$17,509	\$4,844	\$40,000	\$62,353

Exhibit B**2019-2020 Grant Guidelines****Program Eligibility:**

The King County Solid Waste Division (SWD) has prepared a Recycling Case Studies document with a number of innovative projects recently implemented by King County and several cities aimed at influencing waste prevention and recycling consistent with the King County Comprehensive Solid Waste Management Plan (Comp Plan) and the County's goals. SWD encourages consideration of these case study ideas in the development of grant proposals. Furthermore, in an effort to encourage collaboration, leveraging, and potential joint projects between cities and other partners, the Case Studies and the WRR application information has been shared with selected regional environmental firms.

Grant funds may be used for a variety of Waste Reduction & Recycling (WRR) related programs consistent with the Comp Plan. Cities are encouraged to work together to leverage funds and have a greater influence on waste prevention and recycling. Cities may choose to use their funding on one program or a combination of programs. For WRR program ideas, please refer to the Case Studies document (Attachment 4), which includes the topics below.

Examples of innovative projects:

- King County SWD: Multicultural Recycling Outreach - Recicla Mas! Es Fascilísimo.
- City of Bellevue: Multifamily Organics Recycling Technical Assistance.
- City of Issaquah Recycling Outreach: Waste Wise Multifamily Outreach.
- City of Bothell: Recycling Vouchers/Special Items Recycling Event.
- Cedar Grove Composting, Inc.: Increasing Food Waste Diversion in Diverse Communities.
- City of Redmond: Redmond Commercial Organics Collection.
- Olympia School District: Purchase of Bulk Milk Containers for Schools.
- Cities of Kirkland, Bellevue, Redmond, and Bothell: City Partnership - Eco Lunch Eastside Initiative/Reusable Lunch Kits.
- King County SWD: EcoConsumer Program Repair Events.

Please contact Lucy Auster at 206-477-5268 or lucy.auster@kingcounty.gov if you have questions about specific program eligibility, consistency with the Comp Plan, and/or are interested in obtaining a list of the environmental firms that SWD has provided notice to regarding this grant program.

The following are not eligible for funding:

- Collection of garbage, except for residual garbage related to the collection of recyclables.
 - Collection of any household hazardous waste items including, but not limited to:
 - > treated wood,
 - > paint,
 - > lead acid batteries,
 - > oil, gasoline, and antifreeze,
 - > fluorescent lights.
 - Household Hazardous Waste (HHW) education programs.
- Cities should pursue funding for HHW collection or education programs through the King County Local Hazardous Waste Management Program (LHWMP) or the Washington State Department of Ecology Local Solid Waste Financial Assistance (LSWFA) Program.

Grant Administration

Requests for Reimbursement:

Cities may submit one request for reimbursement per year during the funding cycle, due no later than March 19, 2019 and March 17, 2020. However, cities may submit requests for reimbursement as frequently as quarterly. A Budget Summary Report Form and an Expense Summary Report Form must be used when submitting requests for reimbursement and will be provided to Cities when the grant agreements are executed.

Accrual Reporting:

By the 5th working days of January 2019 and January 2020, cities must notify SWD of the amount of their total expenditures for work that has been completed but for which a request for reimbursement has not yet been submitted.

Progress and Final Reports

Progress reports describing program activities, accomplishments, and evaluation results must accompany each request for reimbursement. A final report describing the outcome of grant-funded activities is due with the final request for reimbursement. If, however, the city does not have the results of its program evaluation by the end of the grant cycle, the final narrative report may be submitted no later than six months after the end of the grant cycle (June 30, 2019). (Note: The final request for reimbursement would still need to be submitted by March 17, 2020.) All progress and final reports must be signed by a city official. Signed reports may be scanned and emailed.

Amendments

Formal amendments to grant Interagency Agreements (IAAs) are unnecessary unless the city wishes to significantly change its scope of work and/or budget. In general, a significant change would be one in which the city wishes to add or delete a task from their scope of work. A minor change, such as moving dollars between tasks, would only require written notification, which may be submitted via e-mail. However, the city should contact SWD when considering changes to their scopes and budgets to determine if a formal amendment is needed.



Finance
130 E. Sunset Way | P.O. Box 1307
Issaquah, WA 98027
PH: 425-837-3050
issaquahwa.gov

CERTIFICATION OF SELF-INSURANCE

The undersigned, Beth Goldberg, Interim Finance Director of the City of Issaquah, hereby certifies that the City of Issaquah, on this date and until further notice, is self-insured for all insurance coverage; and as such cannot add another entity as an "additional insured" to a self-insurance policy. However, the City of Issaquah is a member of the Washington Cities Insurance Authority (WCIA), which is a pool of self-insured cities and public entities and has in excess of \$20M in liability coverage for its actions. Further verification of this coverage through WCIA may be obtained by contacting them directly at (206) 575-6046.


Beth Goldberg
Interim Finance Director

State of Washington

County of King

On this day personally appeared before me Beth Goldberg, to me known to be the individual described herein and who executed the foregoing instrument, and acknowledged that she signed the same as her free and voluntary act and deed, for the uses and purposes therein mentioned.

Given under my hand and seal of office this 14th day of Nov, 20 18.



Printed Name: Tisha Gieser
In and for the State of Washington,
Residing at Issaquah, WA
My Commission Expires: 12/7/19

Exhibit D

BUDGET SUMMARY REPORT FORM
2019-2020 Waste Reduction & Recycling Grant Program

City: _____ Date: _____
Address: _____ Phone: _____
Invoice #: _____
Report Period: _____
Preparer's Name: _____ Contract #: _____

Total amount requested this period: _____
Total amount previously invoiced: _____
Original interlocal amount: _____
Total amount charged to date: \$ -
Amount remaining for completion of interlocal: \$ -

Table with 6 columns: Task #, Scope of Work Description (Task/title), Budget, Current Quarter Costs, Amount Previously Invoiced, Remaining Balance. Includes a TOTALS row.

For King County Use
Contract # 0
Project 1126942 Org 720122 Exp.Account 54150 Task 22.000'
Purchase Order # Requisition # Receipt
Supplier # Supplier Pay Site Invoice # Payment Type

Total charges this period are approved for payment: \$
Project Manager: Date

**King County Waste Reduction Recycling Grant
2019/2020 Grant Cycle**

Expense Summary Form

City of _____
Reimbursement Request # _____
Date _____
Contract # _____

Task Title & No.	Vendor	Date of Service	Item Description	Invoice No.	Amount Paid
Total					0



Certificate Of Completion

Envelope Id: 7CBF4C69411E4687A4C4C28EB8F75E1D	Status: Sent
Subject: WRR Agreement; City of Issaquah; CPA 6059986	
Source Envelope:	
Document Pages: 19	Signatures: 0
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kelly Dang
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	401 5th Ave
	Suite 600
	Seattle, WA 98104
	Kelly.Dang@kingcounty.gov
	IP Address: 162.248.184.11

Record Tracking

Status: Original	Holder: Kelly Dang	Location: DocuSign
1/14/2019 10:49:06 AM	Kelly.Dang@kingcounty.gov	
Security Appliance Status: Connected	Pool: King County Metro	
Storage Appliance Status: Connected	Pool: King County Metro	Location: DocuSign

Signer Events

	Signature	Timestamp
Lucy Auster lucy.auster@kingcounty.gov Security Level: Email, Account Authentication (None)	Completed Using IP Address: 198.49.222.20	Sent: 1/14/2019 10:53:55 AM Viewed: 1/15/2019 9:05:13 AM Signed: 1/15/2019 9:05:25 AM
Electronic Record and Signature Disclosure: Accepted: 1/15/2019 9:05:13 AM ID: f8a61b78-1c88-4fd4-9345-a51788940263		
Josh Marx josh.marx@kingcounty.gov Security Level: Email, Account Authentication (None)	Completed Using IP Address: 146.129.28.113	Sent: 1/15/2019 9:05:27 AM Viewed: 1/15/2019 9:25:16 AM Signed: 1/15/2019 9:25:29 AM
Electronic Record and Signature Disclosure: Accepted: 1/15/2019 9:25:16 AM ID: 6ec322ca-7820-42b5-ab1e-d20c14a768ad		
Jeff Gaisford Jeff.Gaisford@kingcounty.gov Security Level: Email, Account Authentication (None)	Completed Using IP Address: 146.129.27.83	Sent: 1/15/2019 9:25:32 AM Viewed: 1/15/2019 4:44:05 PM Signed: 1/15/2019 4:45:05 PM
Electronic Record and Signature Disclosure: Accepted: 1/15/2019 4:44:05 PM ID: 3bda37cf-ce34-4eab-a062-7a6853084663		
Jesse Gonzalez Jesse.Gonzalez@kingcounty.gov CEO Carahsoft OBO King County ITD Security Level: Email, Account Authentication (None)	Completed Using IP Address: 146.129.27.33	Sent: 1/15/2019 4:45:07 PM Viewed: 1/16/2019 1:54:03 PM Signed: 1/16/2019 1:54:10 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Mary Lou Pauly MaryLouP@issaquahwa.gov Security Level: Email, Account Authentication (None)		Sent: 1/16/2019 1:54:13 PM

Electronic Record and Signature Disclosure created on: 2/1/2018 6:03:55 AM
Parties agreed to: Lucy Auster, Josh Marx, Jeff Gaisford, Glynda Steiner

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bob.johnson@kingcounty.gov

To advise Carahsoft OBO King County ITD of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at bob.johnson@kingcounty.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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- ii. send us an e-mail to bob.johnson@kingcounty.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the ‘I agree’ button below.

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