

# City of Tenino

149 Hodgen Street South  
Tenino, WA 98589

**City Council Meeting**  
**Tuesday, March 28, 2023 at 7:00 PM**

## **Agenda**

### **WORK SESSION**

- [1.](#) Affordable Housing Tax uses

**Recommended Action:** None, Discussion Only

### **CALL TO ORDER**

### **AGENDA APPROVAL**

- [2.](#) Agenda for the Regular Meeting of the 3/28/23.

**Recommended Action:** Motion to approve the agenda as presented.

### **APPROVAL OF MINUTES**

- [3.](#) Meeting Minutes for 3/14/2023

**Recommended Action:** Motion to approve 3/14/2023 meeting minutes as presented.

### **CONSENT CALENDAR**

- [4.](#) Consent Calendar consisting of March 15, 2023 through March 28, 2023:

Payroll EFT's in the amount of \$33,116.81

Claims Checks #31281 through #31303 and EFT's in the amount of \$148,720.28

for a grand total of \$181,837.09

Liquor Cannabis License: None

**Recommended Action:** Move to approve the consent calendar as presented.

### **EXECUTIVE SESSION**

### **PRESENTATIONS**

### **PUBLIC COMMENTS**

### **PUBLIC HEARING**

## PROCLAMATIONS

- [5.](#) Proclamation for Child Abuse Prevention Month

**Recommended Action:** Motion to approve Proclamation for Child Abuse Prevention month.

## OLD BUSINESS

## NEW BUSINESS

- [6.](#) CDBG Agreement for Quarry Pool funding. This agreement has been reviewed by the City Attorney.

**Recommended Action:** motion to approve agreement.

- [7.](#) Change order for Quarry House

**Recommended Action:** Motion to approve change order for Quarry House project.

8. Tenino Eagles has requested to be added to the Agenda to discuss a Building Permit

**Recommended Action:**

- [9.](#) Agreement for The Rants Group for backup consultation when the city's primary broker isn't available, or a second opinion is needed. The city incurs a cost only if services are used. This agreement has been reviewed by the City Attorney.

**Recommended Action:** Review and motion to approve Agreement.

- [10.](#) Resignation of Planning Commissioner Cory Mounts

**Recommended Action:** Motion to accept Commissioner Corey Mounts Resignation.

## RESOLUTIONS

## ORDINANCES

## REPORTS

11. 1) Chamber of Commerce
- 2) Economic Development Council (EDC)
- 3) South Thurston Economic Development Initiative (STEDI)
- 4) ARCH Commission
- 5) Experience Olympia & Beyond (VCB)
- 6) South Thurston Fire
- 7) Library
- 8) Museum
- 9) Tenino Community Service Center

12. 1) Civil Service Commission
- 2) Façade Improvement Grant Review Committee
- 3) Finance Committee
- 4) Planning Commission
- 5) Public Safety Committee

**13.** 1) Chief of Police

- 2) Director of Public Works
- 3) City Planner
- 4) Code Enforcement/Building Inspector
- 5) PARC Specialist
- 6) City Attorney
- 7) Clerk/Treasurer
- 8) Mayor

**14.** 1) Bucoda/Tenino Healthy Action Team (BTHAT)

- 2) Solid Waste Advisory Board
- 3) TCOMM/911
- 4) Tenino School Board
- 5) Thurston Regional Planning Council (TRPC)
- 6) Transportation Policy Board
- 7) Legislature

**PUBLIC COMMENTS 2**

**ANNOUNCEMENTS**

**ADJOURNMENT**

1.

**File Attachments for Item:**

1. Affordable Housing Tax uses

**Recommended Action:** None, Discussion Only

## Jen Scharber

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**From:** Eric J. Lowell <elowell@mrsc.org>  
**Sent:** Friday, March 24, 2023 10:14 AM  
**To:** Jen Scharber  
**Subject:** RE: Affordable Housing and Related Services Sales Tax

Jen,

I thought I remembered a similar question from Tenino in the past. I'm assuming this is actually related to the Affordable Housing and Related Services sales tax. Here was the information that was given in 2021 to Kayleen and Wayne:

**INQUIRY:** We are establishing a home fund with revenue generated from sales tax, where can I find info on what that money can be used for? Wayne

**RESPONSE:** I spoke with Kayleen yesterday regarding this topic. In my discussion with her, she indicated that when she was talking about "a home fund" she was talking about revenue from the Affordable Housing and Related Services sales tax. The Affordable Housing and Related Services sales tax is authorized by RCW [82.14.530](#). You can find a discussion of the Affordable Housing and Related Services sales tax in our [Revenue Guide for Washington Cities and Towns](#) on page 68. The guide includes a discussion of the sales tax which is restricted as follows:

"At least 60% of the revenue must be used for constructing affordable housing, constructing mental and behavioral health-related facilities, or funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided. The affordable housing and facilities may only be provided to people within specified population groups whose income is 60% or less of the county median income. For specific eligibility language, see RCW 82.14.530(2)(b)."

As it states in the revenue guide, I would recommend reviewing section 2(b) of the statute.

Let me know if you have further questions regarding this inquiry.

Regards,

**Eric Lowell** (He/She/They)

Finance Consultant

206.625.1300 x105

**MRSC** Empowering local governments

**File Attachments for Item:**

3. Meeting Minutes for 3/14/2023

**Recommended Action:** Motion to approve 3/14/2023 meeting minutes as presented.

**City Council Meeting  
Tuesday, March 14, 2023**

**Minutes**

**WORK SESSION**

Pro Tem Mayor Gotovac convened the work session at 7:00 pm with

PRESENT

Councilmember Elaine Klamn  
Councilmember John O'Callahan  
Councilmember Jason Lawton  
Councilmember Rachel Davidson

Having no issues to discuss, the city reports were then completed.

**CALL TO ORDER**

Mayor Fournier convened the regular council meeting at 7:30 pm with

PRESENT

Councilmember Linda Gotovac  
Councilmember Elaine Klamn  
Councilmember John O'Callahan  
Councilmember Jason Lawton  
Councilmember Rachel Davidson

**AGENDA APPROVAL**

1. Agenda for the Regular Meeting of the 3/14/23.

**Recommended Action:** Motion to approve the agenda as presented.

Motion made by Councilmember Lawton, Seconded by Councilmember Davidson.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan,  
Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

**APPROVAL OF MINUTES**

2. Meeting Minutes for 2/28/2023

**Recommended Action:** Motion to approve 2/28/2023 meeting minutes as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan,  
Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

### **CONSENT CALENDAR**

3. Consent Calendar consisting of February 28, 2023 through March 14, 2023:

Payroll EFT's in the amount of \$33,111.20

Claims Checks #31244 through #31279 and EFT's in the amount of \$97,487.03.

for a grand total of \$130,598.23

Liquor Cannabis License: Tenino Farmers Market, Kirby Co. Spirits of Washington.

Recommended Action: Move to approve the consent calendar as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion 5/0.

### **EXECUTIVE SESSION**

None

### **PRESENTATIONS**

None

### **PUBLIC COMMENTS**

None

### **PUBLIC HEARING**

None

### **PROCLAMATIONS**

None

### **OLD BUSINESS**

4. Ag Park site lease amendment between the City and the EDC, leasing Lots 1, 2 and 3.

**Recommended Action:** Motion to approve. Ag Park site lease amendment between the City and the EDC, leasing Lots 1, 2 and 3.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.



Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

5. Final land lease for Lot 2 South Bldg for Tenino Ag Park. This lease has been reviewed and approved by both the City Attorney as well as the DIG attorney. This approval is contingent on release of the parcel by the state and approval of the lease amendment between EDC and Tenino.

**Recommended Action:** Motion to approve land lease for lot 2 south building, contingent on release of the parcel by the state and approval of the lease amendment between EDC and Tenino.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

#### NEW BUSINESS

6. Vactor Truck Financing with Timberland bank. City Attorney has reviewed the terms.

**Recommended Action:** Approve Timberland Bank financing terms for Vactor truck purchase.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

7. Street Sweeper Financing with Timberland bank. City Attorney has reviewed the terms.

**Recommended Action:** Approve Timberland Bank financing terms for Street Sweeper purchase.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

8. Appointment of Planning Commissioner Darnella Stenzel

**Recommended Action:** Motion to approve Darnella Stenzel to vacant Planning Commission position

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

## **RESOLUTIONS**

None

## **ORDINANCES**

None

## **REPORTS**

### **9. 1) Chamber of Commerce**

#### **2) Economic Development Council (EDC)**

#### **3) South Thurston Economic Development Initiative (STEDI)**

#### **4) ARCH Commission**

#### **5) Experience Olympia & Beyond (VCB)**

#### **6) South Thurston Fire**

#### **7) Library**

#### **8) Museum**

#### **9) Tenino Community Service Center**

**1) Chamber of Commerce:** Councilmember Gotovac reported the next Chamber Meeting is 3/15/23 with Mayor Fournier being the guest speaker.

**9) Tenino Community Service Center:** Tenino HS Students reported on behalf of Jody Stolz for the Community Center reporting they will be holding a Bingo fundraiser on 4/28/23 at the Eagles with Burger Night as well. They also have their scholarship applications available to complete.

### **10. 1) Civil Service Commission**

#### **2) Façade Improvement Grant Review Committee**

#### **3) Finance Committee**

#### **4) Planning Commission**

#### **5) Public Safety Committee**

None

### **11. 1) Chief of Police**

#### **2) Director of Public Works**

**3) City Planner**

**4) Code Enforcement/Building Inspector**

**5) PARC Specialist**

**6) City Attorney**

**7) Clerk/Treasurer**

**8) Mayor**

**2) Director of Public Works:** C/T Scharber reported they are preparing the park bathrooms to be opened up.

**4) Code Enforcement/Building Inspector:** Inspector Durand reported he has implemented the plan review fee to paid by the applicant upon handing in a new Building Permit Request. He will be attending a training on Commercial Plan Reviews in April in the hopes of the obtaining his certificate of same.

## **12. 1) Bucoda/Tenino Healthy Action Team (BTHAT)**

**2) Solid Waste Advisory Board**

**3) TCOMM/911**

**4) Tenino School Board**

**5) Thurston Regional Planning Council (TRPC)**

**6) Transportation Policy Board**

**7) Legislature**

**2) Solid Waste Advisory Board:** Councilmember Klamn reported they upgraded their security cameras in the Lacey office. They are working on upgrading the Rochester and Rainier transfer stations.

**4) Tenino School Board:** Councilmember Davidson reported Earth Day will be held on April 22nd. The PTA auction held last weekend was another huge success. They are still balancing the books on the income which will be divided between the schools.

**5) Thurston Regional Planning Council (TRPC)/6) Transportation Policy Board:** Councilmbmer O'Callahan reported they have a temporary chair for the CAC committee.

**7) Legislature:** Councilmember Gotovac reported #1245 which involves Housing Lot Splits is still on the agenda and she will keep us updated on this.

## **PUBLIC COMMENTS 2**

None

**ANNOUNCEMENTS**

C/T Scharber reminded everyone of the 150th Jubilee to be held in July 2023.

**ADJOURNMENT**

Mayor Fournier adjourned the meeting at 7:45 pm.

**File Attachments for Item:**

4. Consent Calendar consisting of March 15, 2023 through March 28, 2023: Payroll EFT's in the amount of \$33,116.81 Claims Checks #31281 through #31303 and EFT's in the amount of \$148,720.28 for a grand total of \$181,837.09 Liquor Cannabis License: None **Recommended Action:** Move to approve the consent calendar as presented.

**Consent Calendar March 28, 2023 consisting of:**

- **Payroll EFT's in the amount of \$33,116.81**
- **Claims Checks #31281 through #31303 in the amount of \$148,720.28**

**for a total of \$181,837.09**

**a) Liquor & Cannabis License:**



**File Attachments for Item:**

5. Proclamation for Child Abuse Prevention Month

**Recommended Action:** Motion to approve Proclamation for Child Abuse Prevention month.



By the City of Tenino  
Proclamation

Child Abuse Prevention Month

- WHEREAS*, the City of Tenino recognizes our future rests in the hands of our most vulnerable and cherished assets- our children; and
- WHEREAS*, all children deserve to live in safe, stable, and nurturing environments which promote their healthy growth and development; and
- WHEREAS*, child abuse, neglect and other trauma are recognized as serious public health problems affecting both the current and future quality of life in our community; and
- WHEREAS*, it is the responsibility of our community to ensure parents, caregivers and other adults who influence the health and well-being of children have the support, knowledge and concrete resources necessary to ensure all children thrive to their greatest potential; and
- WHEREAS*, effective child abuse prevention strategies succeed because of partnerships among agencies, schools religious organizations, law enforcement agencies, health care providers, and the business community; and
- WHEREAS*, we, as City of Tenino residents, continue our commitment to protecting all members of our community, and call upon all citizens to join together to increase public safety and prevent the further abuse and neglect of our children.

*NOW THEREFORE*, I, Wayne Fournier, Mayor of the City of Tenino, do hereby proclaim April 2023 as *Child Abuse Prevention Month*

and urge all Tenino citizens, communities, state agencies, faith groups, medical facilities, elected leaders, medical providers, educators, and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening the community in which we live.

*Signed*, this 14th day of March, 2023

\_\_\_\_\_  
Wayne Fournier, Mayor

\_\_\_\_\_  
Linda K. Gotovac, Council Member

\_\_\_\_\_  
Elaine Klamm, Council Member

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John O'Callahan, Council Member

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Jason Lawton, Council Member

\_\_\_\_\_  
Rachel Davidson, Council Member

6.

**File Attachments for Item:**

6. CDBG Agreement for Quarry Pool funding. This agreement has been reviewed by the City Attorney.

**Recommended Action:** motion to approve agreement.



**THURSTON COUNTY**  
WASHINGTON  
SINCE 1852

<b>Agreement #:</b>	<b>2223-CDBG-PF-TENINO-QUARRY</b>
<b>Project Title:</b>	<b>Tenino Quarry Pool Renovation Phase II</b>
<b>Start Date:</b>	<b>April 1, 2023</b>
<b>End Date:</b>	<b>July 31, 2024</b>
<b>Contract Amount:</b>	<b>\$450,000</b>
<b>Subrecipient:</b>	<b>City of Tenino</b>
<b>Subrecipient EIN:</b>	<b>91-6001514</b>
<b>Subrecipient UBI:</b>	<b>343-000-396</b>
<b>Contact Name:</b>	<b>Jen Scharber</b>
<b>Telephone:</b>	<b>(360) 264-2368</b>
<b>Email:</b>	<b>jscharber@cityoftenino.org</b>

# Thurston County Public Health and Social Services Office of Housing & Homeless Prevention

## **FY 2022**

Community Development Block Grant  
CFDA: 14.218  
Public Facilities Subrecipient Agreement

Notes:

# THURSTON COUNTY PUBLIC HEALTH AND SOCIAL SERVICES

## Housing and Community Renewal

### Community Development Block Grant Public Facilities Subrecipient Agreement

This contractual agreement, referred to as "AGREEMENT," is comprised of these General Terms and Conditions, any attached Exhibits, and subsequent Amendments. The AGREEMENT is a contract between Thurston County, subsequently referred to as the "COUNTY," and the **CITY OF TENINO** subsequently referred to as the "SUBRECIPIENT." "SUBCONTRACTOR" shall mean any person, partnership, corporation, association, or organization, not in the employment of the SUBRECIPIENT, who is performing part of the contract or subcontract from a SUBRECIPIENT. The terms "SUBCONTRACTOR" and "SUBCONTRACTORS" shall mean SUBCONTRACTOR(S) in any tier.

SUBRECIPIENT agrees to the terms and conditions set forth in this AGREEMENT, including the following Exhibits:

**Exhibit A:** Applicable Definitions

**Exhibit B:** Scope of Work

**Exhibit C:** Compensation and Financial Requirements and;

**Exhibit D:** Special Provisions

### 1. PERIOD OF PERFORMANCE

The period of performance for this AGREEMENT begins **April 1, 2023** and ends **July 31, 2024**. The COUNTY reserves the right to extend this AGREEMENT for additional periods. The decision to extend this AGREEMENT is subject to the availability of funding, the continued priority of need for a specific service, and satisfactory performance by the SUBRECIPIENT during the period specified in this AGREEMENT. Notification of intent to contract for additional periods with the SUBRECIPIENT will occur prior to the expiration of this AGREEMENT.

### 2. CONSIDERATION

The maximum consideration for this AGREEMENT shall not exceed **\$450,000.00 (FOUR HUNDRED AND FIFTY THOUSAND DOLLARS)**.

### 3. SCOPE OF WORK AND REIMBURSEMENT

- A. The SUBRECIPIENT agrees to provide those services set out in the exhibits.
- B. The COUNTY agrees to pay the SUBRECIPIENT for services outlined in Exhibit B (Scope of Work), and in accordance with Exhibit C (Compensation and Financial Requirements). Payment by the COUNTY is subject to receipt of such funds by the COUNTY from the funding source.
- C. Total funds provided under this AGREEMENT cannot be modified and administrative costs cannot be increased without the express prior written approval of the COUNTY.
- D. If the COUNTY cannot make payment to the SUBRECIPIENT due to non-payment by the funding source, the failure to pay by the COUNTY shall not constitute a breach of contract.

## 6. AMENDMENTS

- A. All Amendments to this AGREEMENT shall be in writing and approved by the COUNTY.
- B. No Amendments to this AGREEMENT shall be implemented without prior written approval by the COUNTY.
- C. Changes to the general scope of the services to be performed under this AGREEMENT or to any other provisions of this AGREEMENT shall be made by written amendment.

## 5. INSURANCE

- A. Professional Legal Liability: The SUBRECIPIENT, if a licensed professional, shall maintain Professional Legal Liability or Professional Errors and Omissions coverage appropriate to the SUBRECIPIENT'S profession and shall be written subject to limits of not less than \$1,000,000 per loss. The coverage shall apply to liability for a professional error, act, or omission arising out of the scope of the SUBRECIPIENT'S services defined in this Contract. Coverage shall not exclude bodily injury or property damage. Coverage shall not exclude hazards related to the work rendered as part of the Contract or within the scope of the SUBRECIPIENT'S services as defined by this Contract, including testing, monitoring, measuring operations, or laboratory analysis where such services are rendered as part of the Contract.
- B. Workers' Compensation (Industrial Insurance): The SUBRECIPIENT shall maintain workers' compensation insurance as required by Title 51 RCW, and shall provide evidence of coverage to the Thurston County Risk Management Division.
- C. The SUBRECIPIENT shall send to COUNTY at the end of each quarter written verification that premium has been paid to the Washington State Department of Labor and Industries for Industrial Insurance coverage. Alternatively, the SUBRECIPIENT shall provide certification of approval by the Washington State Department of Labor and Industries if self-insured for Workers Compensation.
- D. Commercial General Liability: The SUBRECIPIENT shall maintain Commercial General Liability coverage for bodily injury, personal injury, and property damage, subject to limits of not less than \$1,000,000 per loss. The general aggregate limit shall apply separately to this Contract and be no less than \$1,000,000.
  - i. The SUBRECIPIENT shall provide Commercial General Liability coverage which does not exclude any activity to be performed in fulfillment of this Contract. Specialized forms specific to the industry of the SUBRECIPIENT will be deemed equivalent provided coverage is no more restrictive than would be provided under a standard Commercial General Liability policy, including contractual liability coverage.
  - ii. The SUBRECIPIENT'S Commercial General Liability insurance shall include the COUNTY, its officers, officials, employees, and agents with respect to performance of services, and shall contain no special limitations on the scope of protection afforded to the COUNTY as additional insured.
  - iii. The SUBRECIPIENT shall furnish the COUNTY with evidence that the additional insured provision required above has been met. An acceptable form of evidence is the endorsement pages of the policy showing the COUNTY as an additional insured.
  - iv. If the SUBRECIPIENT'S liability coverage is written as a claims made policy, then the SUBRECIPIENT must evidence the purchase of an extended reporting period or "tail" coverage for a three-year period after project completion, or otherwise maintain the coverage for the three-year period.

v. If the Contract is over \$50,000 then the SUBRECIPIENT shall also maintain Employer's Liability Coverage with a limit of not less than \$1 million.

vi. Liability insurance with equivalent coverage as required in subsections "Insurance" obtained by a Contractor who is a government entity through a government risk pool approved by the state of Washington is a substitute form of coverage acceptable to the County.

A. Automobile Liability: The SUBRECIPIENT shall maintain Business Automobile Liability insurance with a limit of not less than \$100,000 each accident combined Bodily Injury and Property Damages. Coverage shall include owned, hired, and non-owned automobiles.

B. Other Insurance Provisions:

i. The SUBRECIPIENT'S liability insurance provisions shall be primary with respect to any insurance or self-insurance programs covering the COUNTY, its elected and appointed officers, officials, employees, and agents.

ii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the COUNTY, its officers, officials, employees, or agents.

iii. The SUBRECIPIENT'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

iv. The SUBRECIPIENT shall include all SUBCONTRACTORS as insureds under its policies or shall furnish separate certificates and endorsements for each SUBCONTRACTOR. All coverage for SUBCONTRACTORS shall be subject to all of the requirements stated herein.

v. The insurance limits mandated for any insurance coverage required by this Contract are not intended to be an indication of exposure nor are they limitations on indemnification.

vi. The SUBRECIPIENT shall maintain all required policies in force from the time services commence until services are completed. Certificates, policies, and endorsements expiring before completion of services shall be promptly replaced.

C. Verification of Coverage and Acceptability of Insurers: The SUBRECIPIENT shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than "A-," with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.

i. Certificates of Insurance shall show the Certificate Holder as COUNTY and include c/o of the Office or Department issuing the Contract. The address of the Certificate Holder shall be shown as the current address of the Office or Department.

ii. Written notice of cancellation or change shall be mailed to the COUNTY at the following address:

Attn: Risk Analyst  
Human Resources  
2000 Lakeridge Drive S.W.  
Olympia, Washington 98502

AND

Attn: Program Manager  
Public Health & Social Services  
412 Lilly Road N.E.  
Olympia, Washington 98506

- iii. The SUBRECIPIENT shall furnish the COUNTY with properly executed certificate of insurance or a signed policy endorsement which shall clearly evidence all insurance required in this section prior to commencement of services. The certificate will, at a minimum, list limits of liability and coverage. The certificate will provide that the underlying insurance contract will not be canceled or allowed to expire except on thirty (30) days prior written notice to the COUNTY.
- iv. The SUBRECIPIENT or its broker shall provide a copy of any and all insurance policies specified in this Contract upon request of the Thurston County Risk Management Division.

## 6. ADDITIONAL INSURANCE COVERAGE OR BOND

The SUBRECIPIENT shall maintain through the life of this AGREEMENT, a separate fidelity or faithful performance bond payable to "COUNTY" or obtain blanket employee dishonesty coverage as part of their Commercial General Liability insurance policy, in the minimum amount of **\$450,000**. The bond or insurance shall be conditioned upon the SUBRECIPIENT faithfully accounting for all funds received by the SUBRECIPIENT under this AGREEMENT, including subsequent amendments, and further assuring that such funds are used only for the purposes of this AGREEMENT. The COUNTY shall request in writing any increases in the amount of the bond or insurance coverage and the SUBRECIPIENT shall comply within fifteen (15) calendar days of receipt of the written notice.

## 7. DEFEND, HOLD HARMLESS, AND INDEMNIFY

- A. The SUBRECIPIENT and its officers, agents, employees, SUBCONTRACTORS and/or consultants, agree to defend, indemnify and save harmless THURSTON and its appointed and elective officers and employees, from and against all loss or expense including, but not limited to, judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the COUNTY, and its elected or appointed officials or employees, for damages because of personal or bodily injury, including death, at any time resulting there from, sustained by any person or persons, or on account of damage to property, including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the SUBRECIPIENT, its officers, agents, employees, SUBCONTRACTORS, and/or consultants, successor or assigns, or the COUNTY or its appointed or elected officers, employees, or agents, except only such injury or damage as shall have been occasioned by the sole negligence of the COUNTY, or its appointed or elected officials or employees. The SUBRECIPIENT's obligation to indemnify, defend, and hold harmless shall not be eliminated by any actual or alleged concurrent negligence of the COUNTY, or its agents, agencies, employees and officers, except as provided below.
- B. The SUBRECIPIENT agrees that the obligation to indemnify, defend and hold the COUNTY harmless as provided above extends to any claim brought on behalf of any employee of the SUBRECIPIENT and its SUBCONTRACTORS or consultants. The SUBRECIPIENT specifically and expressly waives any immunity under Insurance Title 51, RCW, and acknowledges that this waiver was mutually negotiated and agreed to by the parties herein.
- C. The following paragraph applies to all work in connection with or collateral to, a contract or agreement relative to construction, alteration, repair, addition to, subtraction from, improvement to, or maintenance of, any building, highway, road, railroad, excavation, or other structure, project, development, or improvement attached to real estate, including moving and demolition in connection therewith, or to a contract or agreement for architectural, landscape architectural, engineering, or land surveying services, or a motor carrier transportation contract:

If the claim, suit, or action for injuries, death, or damages as provided for in the preceding paragraph is caused by or results from the concurrent negligence of the COUNTY or the COUNTY's agents or employees, and the SUBRECIPIENT or its officers, agents, or employees, the indemnity provisions provided for in this AGREEMENT shall be valid and enforceable only to the extent of the SUBRECIPIENT's negligence.

- D. The SUBRECIPIENT shall bear sole responsibility for damage to completed portions of the project and to property located off the project caused by erosion, siltation, run-off, or other related items arising during construction of the project. The SUBRECIPIENT shall also bear sole responsibility for any pollution of rivers, streams, ground water, or other waters which may occur as a result of construction operations.

The SUBRECIPIENT shall exercise all necessary precautions throughout the life of the project to prevent pollution, erosion, siltation, and damage to property.

- E. In addition to any other remedy authorized by law, the COUNTY may retain so much of the money otherwise due the SUBRECIPIENT as deemed necessary by the COUNTY to ensure indemnification until disposition has been made of such suits or claims under subject to the provisions of this section.

## 8. NON-DISCRIMINATION IN EMPLOYMENT AND CLIENT SERVICES

- A. During the performance of this AGREEMENT, the SUBRECIPIENT shall comply with federal, state, and local laws including, but not limited to:
- i. Section 703, Titles VI and VII of the Civil Rights Act of 1964 [42 U.S.C. 2000d and e], the Civil Rights Act of 1991 [42 U.S.C. 1981];
  - ii. The Americans with Disabilities Act of 1990 (ADA) [42 U.S.C. 12101 *et seq.*];
  - iii. Sections 503 and 504 of the Rehabilitation Act of 1973 [29 U.S.C. 793 and 794], the Age Discrimination in Employment Act of 1967 [29 U.S.C. 621];
  - iv. The Age Discrimination Act of 1975 [42 U.S.C. 6102];
  - v. The Vietnam Era Veterans Readjustment Assistance Act of 1974 [38 U.S.C. 2011];
  - vi. Any relevant Executive Order (E.O.) issued by the President of the United States;
  - vii. The Washington State Law Against Discrimination [Chapter 49.60 RCW]; and
  - viii. Any related provisions of the Code of Federal Regulations (CFR), Washington Administrative Code (WAC) and Revised Code of Washington (RCW), or any subsequent amendments to these provisions.
- B. As required by Title III of the ADA regarding places of public accommodation, the SUBRECIPIENT will ensure equal opportunity for individuals with disabilities to receive services. The SUBRECIPIENT will make reasonable modifications to policies, practices, and procedures that deny equal access to individuals with disabilities.



## **DRUG-FREE WORKPLACE**

The SUBRECIPIENT shall maintain a written drug-free workplace policy, notifying employees that the possession or use of a controlled substance is prohibited in the workplace, and specifying the actions which will be taken against employees for any violation of the policy. The policy shall be developed and prominently posted as soon as practically possible, but no later than sixty (60) calendar days after the effective date of this AGREEMENT.

## **10. PAYMENT OF TAXES**

As a condition of performance of this AGREEMENT, the SUBRECIPIENT shall pay all federal, state, and local taxes incurred by the SUBRECIPIENT and shall require their payment by any SUBCONTRACTOR or any other person in the performance of this AGREEMENT. Satisfactory performance of this section is a condition precedent to payment by the COUNTY under this AGREEMENT.

## **11. RELATIONSHIP, ASSIGNABILITY, AND SEVERABILITY**

The SUBRECIPIENT, its employees, agents, consultants, or SUBCONTRACTORS performing work under this AGREEMENT are independent contractors and are not employees or agents of the COUNTY in any manner whatsoever. The SUBRECIPIENT, its employees, agents, consultants, or SUBCONTRACTORS will not hold itself out as, nor claim to be, an officer or employee of the COUNTY for any reason, and will not make any claim, demand, or application to or for any right, privilege, or benefit applicable to an officer or employee of the COUNTY including, but not limited to Worker's Compensation coverage, Unemployment Insurance, Social Security, retirement membership or credit, health care, or vacation or sick leave benefits.

The performance of all or part of this AGREEMENT by the SUBRECIPIENT shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the SUBRECIPIENT or any employee of the SUBRECIPIENT or any SUBCONTRACTOR or any employee of any SUBCONTRACTOR by the COUNTY at the present time or in the future.

The SUBRECIPIENT shall not assign any interest in this AGREEMENT and shall not transfer any interest in the AGREEMENT to any person without prior written approval by the COUNTY. If any provision of this AGREEMENT or portion thereof, is found to be invalid, the remainder of this AGREEMENT shall not be affected, providing the remainder continues to conform to applicable federal, state and local laws and regulations.

## **12. AUDITS**

The SUBRECIPIENT shall submit to the COUNTY's fiscal representative an independent audit engagement letter and other reports as follows:

- A. SUBRECIPIENTS that are required to have Single Audit must submit a copy of the independent auditor engagement letter to the COUNTY once this AGREEMENT has been executed.
- B. Inform the COUNTY's fiscal representative in advance of the date and time of the independent auditor's exit interview with the SUBRECIPIENT so that a COUNTY representative can be present if the COUNTY so desires.
- C. Submit the independent Certified Public Accountant (CPA) auditor's financial statement report, the Single Audit, and the management letter (collectively referred to as "reports") to the COUNTY within thirty (30) calendar days following the issuance of such reports.
- D. Provide comments on any findings and recommendations in the reports, including a plan for corrective action for any findings.

- E. The working papers of the reports must be available to the COUNTY.
- i. In the event the SUBRECIPIENT's independent auditor does not provide the assurances necessary to satisfy federal and/or state audit requirements, the COUNTY retains the right to request a full audit and the SUBRECIPIENT will be responsible for any and all costs incurred in order to provide the required audit and assurances.
  - ii. The reports will be submitted to the COUNTY's fiscal representative annually if the SUBRECIPIENT receives an annual audit due to requirements other than stated in this AGREEMENT.
  - iii. For SUBRECIPIENTS who are not required to obtain a Single Audit, the COUNTY, at its discretion, may require the SUBRECIPIENT to obtain an independent review or an independent audit, at the SUBRECIPIENT's expense, conducted by an independent CPA. Single audit requirements may also apply. See Exhibit C - Compensation and Financial Requirements.
- A. The SUBRECIPIENT must establish and maintain adequate internal control systems and standards that apply to the entire operation of the organization.
- B. The SUBRECIPIENT will provide the COUNTY with financial, service, progress, and other reports at those intervals and in such formats as are required by the COUNTY.

### 13. RECORDS AND REPORTS

- A. The SUBRECIPIENT shall retain all books, records (including medical and treatment records), documents, reports, and other data relevant to this AGREEMENT, for a minimum of six (6) years after expiration or termination of this AGREEMENT, unless longer and otherwise provided or required by law. If any audit, claim, litigation, or other legal action involving the records is started before applicable retention dates expire, the records shall be maintained until completion and resolution of all issues arising therefrom or until the end of applicable retention dates, whichever is later.
- B. An adequate audit trail shall be maintained. All transactions are to be clearly documented. The documentation is to be readily available for examination.
- C. The SUBRECIPIENT shall clearly separate allowable costs from unallowable costs, in accordance with the regulations and restrictions normally associated with federal programs including 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the requirements of 24 CFR 92.505, *Applicability of Uniform Administrative Requirements, OMB's Uniform Administrative Requirements for Grants, and Cooperative Agreements to State and Local Governments* and other such uniform administrative requirements for grants-in-aid now in effect or which hereafter may be made applicable by local, state, or federal laws or regulations. All of the above are incorporated in this AGREEMENT by reference.
- D. The SUBRECIPIENT shall maintain written policy and procedural manuals for all services, information systems, personnel, and accounting/finance in sufficient detail such that operations can continue should staff changes or absences occur.
- i. The SUBRECIPIENT must establish and maintain an accounting system which adequately and separately identifies all funding sources and all application of funds associated with providing the required services including, but not limited to, local, state, and federal grants, fees, donations, federal funds, and all other funds, public or private. All costs incurred by the SUBRECIPIENT must be accurately identified and recorded even when no revenue is received for services. This accounting system provides the means to gather fiscal data necessary to determine: a) the cost of a unit of service; b) the bid price; and c) if funds were generated in excess of allowable costs.

- ii. These records shall contain information pertaining to projects, contracts, grants, or sub-grant awards, and all authorizations, obligations, non-obligated balances, assets, outlays, liabilities, expenditures, and revenue.
  - iii. The SUBRECIPIENT shall maintain all books, records, documents, reports, and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in performance of this AGREEMENT. SUBRECIPIENTS shall maintain their fiscal books, records, documents, and other data in a manner consistent with generally accepted accounting principles.
  - iv. All records required to be maintained by this AGREEMENT or by state and federal regulations, except for exempt medical and treatment records, are public records and shall be maintained and released, when requested, in accordance with applicable laws.
- E. The SUBRECIPIENT shall be responsible for the completion of a National Environmental Policy Act (NEPA) Environmental Review Record in accordance with 24 CFR Part 50 and 24 CFR Part 58, as applicable.

#### **14. RIGHT TO INSPECTION AND USE OF MATERIALS**

- A. COUNTY representatives, the State Auditor, and officials of the federal government shall have the right to review and monitor the financial and service components of this AGREEMENT. The COUNTY's review will occur with reasonable notice, and will include, but is not limited to, on-site inspection by COUNTY agents or employees, and inspection of all records or other materials which the COUNTY deems pertinent to performance, compliance, or quality assurance in conjunction with this AGREEMENT.
- B. During the term of this AGREEMENT and for one calendar year following termination or expiration of this AGREEMENT, the SUBRECIPIENT shall, upon receiving reasonable notice, provide the COUNTY with access to its place of business and to its records that are relevant to compliance with this AGREEMENT.
- C. The COUNTY may duplicate, use, and disclose in any manner, for any purpose whatsoever and authorize others to so do, all material created under this AGREEMENT and paid for by the COUNTY.

#### **15. DEBARMENT OF SUBRECIPIENTS**

The SUBRECIPIENT shall assure that, with respect to the performance of this AGREEMENT, its officers, agents, SUBCONTRACTORS, and consultants shall not fund, contract with, or engage the services of any consultant, SUBCONTRACTOR, supplier, or other party who is debarred, suspended, or otherwise ineligible to receive funds.

The SUBRECIPIENT certifies that the SUBRECIPIENT is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in the AGREEMENT by any federal department or agency. If requested by the COUNTY, the SUBRECIPIENT shall complete a Certification Debarment, Suspension, Ineligibility, and Voluntary Exclusion form.

#### **16. RESOLUTION OF DISPUTES**

- A. A SUBRECIPIENT with a complaint involving this AGREEMENT is encouraged to first attempt to resolve the matter with the COUNTY informally by telephoning the Housing Program Manager or by meeting with that individual in person. If the informal dispute resolution process is unsatisfactory and the SUBRECIPIENT elects to register a formal complaint, a SUBRECIPIENT shall submit a detailed written description of the issues which form the basis of the complaint to the Program Manager,

Housing and Community Renewal, 412 Lilly Road NE, Olympia, WA 98506.

- B. Upon receipt of a formal written complaint, the Housing Program Manager or designee will promptly send a written confirmation to the SUBRECIPIENT acknowledging receipt of the complaint. The Housing Program Manager or designee shall also promptly contact the SUBRECIPIENT to establish a meeting to discuss and seek agreement and resolution of the formal complaint. The Housing Program Manager shall issue a written decision regarding the SUBRECIPIENT's formal complaint no later than fifteen (15) working days following completion of the meeting.
- C. If agreement and resolution are not reached and the SUBRECIPIENT elects to pursue the complaint further, the SUBRECIPIENT may, within five (5) working days after receipt of the Housing Program Manager's written decision, file a written appeal to the Director of Thurston County Public Health and Social Services at the address listed in this AGREEMENT. The appeal must state all facts and arguments upon which the appeal is based. The Director or designee will render a written decision within fifteen (15) working days following completion of the meeting.
- D. The SUBRECIPIENT may appeal an adverse decision of the Director of Thurston County Public Health and Social Services Department to the County Manager, 2000 Lakeridge Drive SW, Olympia Washington, 98502. The appeal must be received in writing by the County Manager within five (5) working days of the SUBRECIPIENT's receipt of the Director's decision. Upon receipt of a formal written appeal, the County Manager or designee will schedule a meeting with the SUBRECIPIENT within fifteen (15) working days of receipt of the appeal. The County Manager or designee will issue a written decision within fifteen (15) working days following completion of the meeting.
- E. In the event that any subsequent litigation should arise concerning this AGREEMENT, the venue of such litigation shall be in the courts of the COUNTY. This AGREEMENT shall be governed by the laws of the State of Washington.
- F. All mailings by and to the COUNTY required in this section of the AGREEMENT shall be by certified mail with return receipt requested to the SUBRECIPIENT's address of record.

## **17. SUSPENSION, TERMINATION, AND CLOSEOUT**

- A. For Convenience – Either the SUBRECIPIENT or the COUNTY may terminate this AGREEMENT for convenience or without cause by providing written notice at least sixty (60) calendar days prior to the effective date of the termination. If this AGREEMENT is so terminated, the COUNTY and SUBRECIPIENT shall be liable only for performance rendered or costs incurred in accordance with the terms of this AGREEMENT prior to the effective date of termination.
- B. For Cause – The COUNTY may, upon written notice to the SUBRECIPIENT, immediately suspend or terminate this AGREEMENT in whole or in part, or withhold any payment of funds in whole or in part, when the COUNTY determines, in its sole discretion, that continuation of the AGREEMENT is detrimental to the COUNTY's interest, including, without limitation, the occurrence of any one or more of the following:
  - i. Expected or actual funding from the state, federal government, or other source(s) is withdrawn, reduced, or limited in any manner after the effective date of this AGREEMENT and prior to its normal completion; or
  - ii. Performance of this AGREEMENT is rendered unfeasible or impossible for any reason; or
  - iii. SUBRECIPIENT fails to comply with any of the terms or conditions of this AGREEMENT or when the SUBRECIPIENT fails to substantiate SUBRECIPIENT's compliance with this AGREEMENT when requested to do so by the COUNTY; or

- iv. SUBRECIPIENT uses AGREEMENT funds ineffectively, improperly, or illegally; or
  - v. SUBRECIPIENT either knowingly or negligently provides materials, information, reports, or documentation which are incomplete, incorrect, or false; or
  - vi. SUBRECIPIENT fails to provide services, information, reports, or documentation required by this AGREEMENT in a timely and reasonable manner; or
  - vii. SUBRECIPIENT fails to resolve in a timely fashion audit findings associated with this AGREEMENT which could materially impact performance of this AGREEMENT; or
  - viii. SUBRECIPIENT is unable to carry out the terms and conditions of this AGREEMENT in compliance with applicable local, state, or federal law; or
  - ix. Any illegal act by the SUBRECIPIENT directly related to or done in the performance of this AGREEMENT.
- C. The COUNTY's forgiveness of the SUBRECIPIENT's nonperformance of any provision of this AGREEMENT in one instance does not constitute a waiver of any provision of this AGREEMENT, nor of future nonperformance of the same provision.
- D. If the SUBRECIPIENT receives a notice of termination from the COUNTY for either convenience or cause or issues a notice of termination to the COUNTY, the SUBRECIPIENT shall:
- i. Stop work on the date and to the extent specified;
  - ii. Place no further orders or agreements for goods, services, or facilities to complete the work now terminated;
  - ii. Assign to the COUNTY all of the SUBRECIPIENT's rights, title, and interest under the orders and agreements placed by the SUBRECIPIENT to complete the work now terminated;
  - iii. Deliver or convey title to:
    - a) Any usable personal property in which the COUNTY has a secured interest;
    - b) Any usable property carried on the COUNTY's inventory; or
    - c) Any real property in which the COUNTY, or any entity named by the COUNTY, has a secured interest; and
    - d) Send a final billing for the work now terminated to the COUNTY within thirty (30) calendar days of the date of termination.
- E. If the COUNTY receives a notice of termination from the SUBRECIPIENT, or if the COUNTY issues a notice of termination to the SUBRECIPIENT, the COUNTY:
- i. Will arrange to take delivery of property or the right, title or interest of real property conveyed by the SUBRECIPIENT in conjunction with this AGREEMENT; and
  - ii. Will make final payment upon receipt of final billings for all authorized services.
- F. The rights and remedies provided to the COUNTY and the SUBRECIPIENT in this section are in addition to any other rights and remedies provided by law or under this AGREEMENT. Termination of this AGREEMENT by the COUNTY at any time during the term of the AGREEMENT shall not constitute a breach of contract by the COUNTY. The SUBRECIPIENT may request a reconsideration of the COUNTY's decision to terminate this AGREEMENT in accordance with Resolution of Disputes Section listed above.

## LOBBYING CERTIFICATION

The SUBRECIPIENT certifies that, to the best of its knowledge and belief:

- A. No appropriated funds have been paid, or will be paid by, or on behalf of the SUBRECIPIENT, or officers or employees, to any person for influencing, or attempting to influence an officer or employee of any governmental agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any contract, the making of any grant, the making of any loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan or cooperative agreement.
- B. If federal appropriated funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any governmental agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federally funded agreement, the SUBRECIPIENT shall complete and submit to the COUNTY, a federal Standard Form-LLL, "Disclosure Form To Report Lobbying" in accordance with its directions. The form is available from the COUNTY on request.
- C. The SUBRECIPIENT shall require that the language of this certification be included in all agreements issued to their SUBCONTRACTORS, and that all recipients certify and disclose accordingly.
- D. For federally funded Agreements, this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## 19. GENERAL COMPLIANCE

Future Non-Allocation of Funds: Notwithstanding any other terms of this AGREEMENT, if sufficient funds are not appropriated or allocated for payment under this AGREEMENT for any future fiscal period, the COUNTY will not be obligated to make payment for services or amounts after the end of the fiscal period through which funds have been appropriated and allocated, unless authorized by COUNTY ordinance. No penalty or expense shall accrue to the COUNTY in the event this provision applies.

## 20. SURVIVABILITY

The terms and conditions contained in the AGREEMENT that by their sense and context are intended to survive the expiration of this AGREEMENT shall so survive. Surviving terms include, but are not limited to: Client Confidentiality/Disclosure of Information, Resolution of Disputes, Defend, Hold Harmless and Indemnification, Right to Inspection, Records and Reports, and Treatment of Assets.

## 21. LICENSING AND ACCREDITATION STANDARDS

The SUBRECIPIENT agrees to comply with all applicable local, state, and federal licensing standards, all applicable accrediting or certification standards, and any other standards or criteria established by the COUNTY prior to execution of this AGREEMENT to ensure quality of services, and to supply proof of said compliance upon demand.

## 22. TREATMENT OF SUBRECIPIENT ASSETS

- A. Title to all property furnished by the regulating authority shall remain with the regulating authority; and title to all property furnished by the COUNTY shall remain with the COUNTY.
- B. The SUBRECIPIENT shall obtain prior written approval by the COUNTY when purchasing non-expendable personal property if the cost of the personal property is to be reimbursed as a direct item

of cost under this AGREEMENT. This approval may be accomplished by inclusion in the AGREEMENT Budget.

- C. Title of all non-expendable personal property purchased by the SUBRECIPIENT, the cost of which the SUBRECIPIENT is reimbursed as a direct item of cost under this AGREEMENT, shall pass to and vest in the COUNTY upon acceptance of such property by the SUBRECIPIENT.
- D. Non-expendable personal property purchased by the SUBRECIPIENT under the terms of this AGREEMENT, in which title is vested in the COUNTY, shall not be rented, loaned, or otherwise passed to any person, partnership, corporation, association, or organization without the prior express written approval of the COUNTY.
- E. Any non-expendable personal property furnished to, or purchased by, the SUBRECIPIENT, title to which is vested in the COUNTY shall, unless otherwise provided herein or approved by the COUNTY, be used only for the performance of this AGREEMENT.
- F. As a precedent to reimbursement for the purchase of non-expendable personal property, title to which shall be vested in the COUNTY, the SUBRECIPIENT agrees to provide all necessary information and documents in order for the COUNTY to execute such security agreements and other documents as shall be necessary for the COUNTY to protect its interest in such property in accordance with the Uniform Commercial Code as codified in Article 9 of Title 62A RCW.
- G. The SUBRECIPIENT will furnish to the COUNTY by the fifteenth (15th) day of October (unless otherwise stated), an inventory of any and all property purchased with funds provided by the COUNTY for use under the terms of this AGREEMENT. The inventory list shall include all non-expendable personal property (including small and attractive items) purchased with funds provided by the COUNTY under the terms of this AGREEMENT. For the purposes of this clause, conducting and providing an inventory consists of sighting, tagging or marking, describing, recording, and reporting the property involved.
- H. The SUBRECIPIENT shall be responsible for any loss or damage to property of the COUNTY (including all expenses resulting from such loss or damage) which results from negligence, willful misconduct, or lack of good faith on the part of the SUBRECIPIENT, or which results from the failure on the part of the SUBRECIPIENT to maintain and administer the property in accordance with sound management practices. Furthermore, the SUBRECIPIENT shall ensure that all COUNTY property in its possession, when returned to the COUNTY, shall be in a like condition to that in which it was when furnished to the SUBRECIPIENT or the condition in which the property was when acquired by the SUBRECIPIENT through purchase, except that in all cases, reasonable wear and tear shall be allowed.
- I. Within three (3) calendar days of discovery of loss or destruction of or damage to COUNTY property, the SUBRECIPIENT shall notify the COUNTY in writing and include appropriate documentation (i.e., police, fire, or accident reports). The SUBRECIPIENT shall take all reasonable steps to protect that property from further damage.
- J. Within five (5) working days after termination, or completion of this AGREEMENT, unless otherwise mutually agreed in writing between the SUBRECIPIENT and the COUNTY, the SUBRECIPIENT shall surrender to the COUNTY all property of the COUNTY.
- K. The COUNTY may, at its discretion, abandon in place any property in which title is vested in the COUNTY under the terms of this AGREEMENT insofar as permitted by law, rule, or regulation.
- L. Non-expendable personal property acquired by the SUBRECIPIENT, the cost of which is reimbursed by the COUNTY or the SUBRECIPIENT with funds provided through this AGREEMENT, shall be subject to the same constraints, procedures, treatment, handling, disposition, and other matters as specified above. The SUBRECIPIENT shall take all steps necessary to ensure that the interest of the

COUNTY in such property shall be protected and safeguarded.

- M. The SUBRECIPIENT will maintain property record cards and property identification tabs as may be directed by the COUNTY. This applies only to property purchased with federal, state, and/or COUNTY funds specifically designated for such purchase.

### **23 OWNERSHIP OF MATERIALS/WORK PRODUCED**

- A. With the exception of Section 22 above, material produced in the performance of the work under this AGREEMENT shall be “works made for hire” as defined by the U.S. Copyright Act of 1976, as amended, and shall be owned by the COUNTY. This material includes, but is not limited to, books, computer programs, plans, specifications, documents, films, pamphlets, reports, sound reproductions, studies, surveys, tapes, and/or training materials. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights. The COUNTY agrees that if it uses any materials prepared by the SUBRECIPIENT for purposes other than those intended by this AGREEMENT, it does so at its sole risk and it agrees to hold the SUBRECIPIENT harmless.
- B. An electronic copy of all materials produced shall be submitted to the COUNTY upon request or upon completion of the work, and word processing format acceptable to the COUNTY.
- C. COUNTY will not own or retain any ownership rights over building materials purchased with grant funds, nor will it own or retain any ownership rights over any permanent or temporary structure constructed with such building materials.



## Exhibit A Applicable Definitions

### DEFINITIONS

Many terms used throughout this AGREEMENT are defined in Title 388 Washington Administrative Code (WAC), as subsequently amended, and have the meanings indicated in that title. Additionally, the following terms shall have the following definitions:

"Acquisition Cost" shall mean that amount expended for property, excluding interest, plus, in the case of property acquired with a trade-in, the book value (acquisition cost less amount depreciated through the date of trade-in) of the property traded in. Non-expendable personal property, the value of which was expended when acquired, has a book value of zero (0) when traded in.

"Budget, Accounting, and Reporting System for Counties and Cities and Other Local Governments" will be referred to as BARS.

"Business Entity" means any person, or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit with the COUNTY. The term business entity shall include, but not be limited to partnerships, corporations, SUBRECIPIENTS, and SUBCONTRACTORS doing business with the COUNTY.

"Client," "Consumer," "Participant," "Patient," or "Recipient" shall mean any individual applying for or receiving services under this AGREEMENT.

"CFR" means Code of Federal Regulations. All references in this AGREEMENT to CFR chapters or sections shall include any successor, amended, or replacement regulation. The CFR may be accessed at <http://www.gpoaccess.gov/CFR/>.

"Contract" shall mean the AGREEMENT, and any Scope of Work and Exhibits that are attached to and incorporated by reference to the AGREEMENT.

"Contract Budget" shall mean the budget incorporated in this AGREEMENT, identifying a plan for the expenditure of contracted funds.

"Debarment" means an action taken by a federal official to exclude a person or business entity from participating in transactions involving certain federal funds.

"Independent Auditor" shall mean either a certified public accounting firm or a certified public accountant.

"Information Technology (IT) Purchases" include, but are not limited to, computers, software, desk telephones, and cellular telephones, but do not include keyboards and mice.

"Non-expendable Personal Property" shall mean tangible personal property having a useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit.

"Personal Property" shall mean property of any kind, including small and attractive items and IT equipment, except real property.

"RCW" means the Revised Code of Washington. All references in this AGREEMENT to RCW chapters or sections shall include any successor, amended, or replacement statute. The RCW can be accessed at <http://apps.leg.wa.gov/RCW/>.

"Real Property" shall mean any interest in land.

6.

Small and Attractive Items" means those items with a value of \$300 or more that are particularly vulnerable to loss. Examples of these items include, but are not limited to, communication equipment, cameras, IT accessory equipment such as scanners, office equipment, televisions, cellular telephones, and VCRs.

"Subcontract" shall mean any agreement between the SUBRECIPIENT and a SUBCONTRACTOR or between a SUBCONTRACTOR and another SUBCONTRACTOR that is related to this AGREEMENT, provided that the subcontract does not include the purchase of:

1. Supplies; or
2. Support services that do not directly affect the funded services.

The terms Subcontract and Subcontracts shall mean Subcontract(s) in any tier.

"SUBCONTRACTOR" shall mean any person, partnership, corporation, association, or organization, not in the employment of the SUBRECIPIENT, who is performing part of the contract or Subcontract from a SUBCONTRACTOR. The terms SUBCONTRACTOR and SUBCONTRACTORS shall mean SUBCONTRACTOR(S) in any tier.

"SUBRECIPIENT" shall mean a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. A SUBRECIPIENT may also be a recipient of other federal awards directly from a federal awarding agency.

Characteristics indicative of a federal award received by a SUBRECIPIENT are when the organization:

1. Determines who is eligible to receive what federal financial assistance;
2. Has its performance measured against whether the objectives of the federal program are met;
3. Has responsibility for programmatic decision making;
4. Has responsibility for adherence to applicable federal program compliance requirements;
5. Uses the federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity;
6. Operates on the basis of allowable costs no payment above cost is allowed; and
7. May be required to match or share costs of the program.

"Substantial Completion" is the stage in the progress of construction work when the Project or designated portion thereof is sufficiently complete in accordance with the Construction Contract Documents and issuance of a Certificate of Occupancy so that the SUBRECIPIENT can occupy or utilize the Project for its intended use.

"Thurston County Department of Social and Health Services" shall be referred to as PHSS.

"U.S. Department of Housing and Urban Development" shall be referred to as HUD.

"Useful Life" of non-expendable personal property shall mean that useful service life as based upon the United States Department of Treasury, Internal Revenue Service, policies on depreciation for tax purposes, unless the SUBRECIPIENT or SUBCONTRACTOR documents in writing some different period that the COUNTY agrees to in writing.

"Vendor" shall mean a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a federal program. These goods or services may be for an organization's own use or for the use of beneficiaries of the federal program. Characteristics indicative of a payment for goods and services received by a vendor are when the organization:

1. Provides the goods and services within normal business operations;
2. Provides similar goods or services to many different purchasers;
3. Operates in a competitive environment;
4. Provides goods or services that are ancillary to the operation of the federal program;
5. Is not subject to compliance requirements of the federal program; and

6.

6. The scope of work to be performed is defined by the awarding agency (the awarding agency identifies what it is "buying").

“WAC” means the Washington Administrative Code. All references in this AGREEMENT to WAC chapters or sections shall include any successor, amended, or replacement regulation. The WAC can be accessed at <http://apps.leg.wa.gov/wac/>

“Work Order” is a document attached to and incorporated by reference to the AGREEMENT which states the goods, services, and/or benefits to be delivered, and any other terms and conditions that apply to the work.

## Exhibit B Scope of Work

This AGREEMENT is between Thurston County, through its Public Health and Social Services Department (identified in this document as “PHSS”), Office of Housing and Homeless Prevention (identified in this document as the “COUNTY”) and **CITY OF TENINO** (identified in this document as the “SUBRECIPIENT”), for the project identified as **QUARRY POOL RENOVATION PROJECT PHASE II**, which is a federally funded project through the Community Development Block Grant (“CDBG”) grant number B-22-UC-53-0007 from HUD awarded on 9/01/2022, CFDA number 14.218. The award does not qualify as a federal Research and Development grant. The parties agree to abide by the terms of this AGREEMENT and to faithfully perform the services set forth in this AGREEMENT. The AGREEMENT shall be effective **April 1, 2023** and, as set forth in this AGREEMENT, shall be completed no later than **July 31, 2024**, unless extended in writing.

### 1. SCOPE

The intent of this AGREEMENT is to provide partial financial support for **Tenino Quarry Pool Renovation Phase II**, as described in the SUBRECIPIENT’s funding application. The SUBRECIPIENT will serve income eligible clients residing in the COUNTY through its project.

The SUBRECIPIENT will renovate the Tenino Quarry Pool, a public facility, in two phases to make safety and operational efficiency improvements.

Phase 1 improvements will include the replacement of the existing, failing retaining wall separating the deep and shallow ends of the pool and refinishing the pool’s surface with materials that are appropriate for the conditions of the quarry pool and environment.

Phase 2 will include improving the splash pad area near the entry of the pool and adding more water features.

The CDBG eligible activity for this project is improvements to a public facility, as allowed under 24 CFR 570.201(c). The SUBRECIPIENT intends to rehabilitate the Tenino Quarry Pool, which is used as a public facility. The SUBRECIPIENT owns the property.

SUBRECIPIENT will maintain position as the licensed contractor, take the lead role on this project and engage a construction consultant for the project.

Task	Estimated Date of Completion
<ul style="list-style-type: none"> <li>• NEPA Re-evaluation</li> <li>• Sign grant agreement</li> <li>• Complete A&amp;E work</li> <li>• Begin construction</li> <li>• 50% construction completed</li> <li>• 100% construction completed</li> <li>• Release retainage (10% of contract value)</li> </ul>	<ul style="list-style-type: none"> <li>• March 2023</li> <li>• March 2023</li> <li>• April 2023</li> <li>• May 2023</li> <li>• February 2024</li> <li>• June 2024</li> <li>• July 2024</li> </ul>
Provide Progress Reports	Monthly by the 15 <sup>th</sup> of the month for progress completed the month prior

2. CLIENT ELIGIBILITY

A. To accomplish the intent of this AGREEMENT, the SUBRECIPIENT shall comply with all noted regulations, requirements, and conditions of the AGREEMENT. The activities will meet the following HUD national objective:

Area Benefit 570.208(a)(1) per the survey/map approved at application for census tract(s) & and block group(s) 126.10 - 4 & 5; 126.20 – 1, 2, 3, & 4 determined to be 48.68% low- and moderate-income in the eligibility review checklist on file for the project. Thurston County is an FY 2016 Exception Grantee with an exception threshold of 47.64%. See application file for this project for:

- Map of service area with Census Tract & Block Group identified; or
- Survey results with service area map

B. The SUBRECIPIENT agrees to use the Income Limits Summary below and any updated Income Limits Summary provided by the COUNTY.

Income Definitions are based on the current HUD income limits at client intake/qualification during the HUD fiscal year. The 2022 Income Limits Summary is listed in the table below. These income limits are to be used until HUD publishes updated income limits, usually in December, at its website: <http://www.huduser.org/datasets/il.html>. Select the State of Washington, Thurston County for relevant definitions.

Effective June 15, 2022

Income Limits Summary HUD Definitions - FY 2022			
Household Size	Extremely Low Income (30%)	Very Low Income (50%)	Low (80%)
1 (Person)	\$21,200	\$35,350	\$56,500
2 (Person)	\$24,200	\$40,400	\$64,600
3 (Person)	\$27,250	\$45,450	\$72,650
4 (Person)	\$30,250	\$50,450	\$80,700
5 (Person)	\$32,700	\$54,500	\$87,200
6 (Person)	\$35,100	\$58,550	\$93,650
7 (Person)	\$37,550	\$62,600	\$100,100
8 (Person)	\$39,950	\$66,600	\$106,550

A. The SUBRECIPIENT shall screen all clients served with funds provided under this Contract and maintain records documenting that the household occupying the single-unit residential structure that is improved does not have a gross annual household income in excess of the limits specified in the Income Limits Summary for moderate income households above (80% and below of median) with the applicable number of persons per household.

Household means all persons occupying a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements. For purpose of determining income, a family

is as defined in 24 CFR 570.3 as all persons living in the same household who are related by birth, marriage or adoption.

Income is defined pursuant to 24 CFR 570.3. Annual income shall include income from all persons of a household. Determinations may be made pursuant to 24 CFR 570.3.

### 3. EVIDENCE OF CONTRACT PERFORMANCE AND COMPLIANCE

- A. SUBRECIPIENT shall plan, administer, and implement the project in compliance with applicable local, state and federal laws and regulations. Unless specifically noted to the contrary, the SUBRECIPIENT, its consultants, and SUBCONTRACTORS shall obtain all permits and approvals necessary to lawfully implement the project.
- B. Failure to lawfully plan, administer, and implement the project or to demonstrate substantial progress within ninety (90) days of the effective date of this AGREEMENT, or to meet Milestone tasks within ninety (90) days of stated completion date, shall cause the COUNTY to re-evaluate the need for, and methods of the project, and/or terminate of the AGREEMENT in accordance with this AGREEMENT. In addition, the result of such re-evaluation may necessitate restructuring of the project, redefining of goals and objectives, amendment of this AGREEMENT, and/or termination of the AGREEMENT.
- C. Payments are contingent upon meeting or exceeding the quarterly milestones. This requirement may be waived at the sole discretion of the COUNTY with satisfactory written explanation of how the milestone tasks will be met by completion of the contract period. Significant deviation from the Exhibit B, Scope of Work and Exhibit C, Compensation and Financial Requirements requires written concurrence by the COUNTY and amendment to this AGREEMENT. The SUBRECIPIENT must submit their request in writing prior to making changes to this AGREEMENT.

### 4. REPORTING

- A. The SUBRECIPIENT or assigned SUBCONTRACTOR will provide the COUNTY with monthly written progress reports and construction schedules as applicable to the project and,
- B. In accordance with 24 CFR 570.503 (b)(2), the SUBRECIPIENT shall submit quarterly progress reports by the 15th of the month following the end of the each quarter, or ten (10) days after Notice to Proceed has been issued, whichever is later throughout the term of the AGREEMENT, and maintain these records for six (6) years after the term of the AGREEMENT. This report may also include an entry to establish if the beneficiaries have new or improved access or now receive a service or benefit that is no longer substandard. CDBG funded projects that are not for public infrastructure must provide beneficiary data for occupants at completion documenting client eligibility and that a National Objective has been met. For CDBG funded projects that are not occupied at completion, quarterly reporting of client beneficiary data will be required for the year following completion of the project verifying client eligibility and that a National Objective has been met. Required reports will be provided electronically.
- C. The SUBRECIPIENT shall provide financial and demographic information as required by the COUNTY to demonstrate compliance with regulations, eligibility, goals and objectives to support the HUD annual Consolidated Annual Performance Evaluation Report (CAPER), and provide such other financial or performance reports, as may be required by the COUNTY

The SUBRECIPIENT must submit separate reports for each SUBRECIPIENT Agreement.

Financial and demographic information for the COUNTY's Consolidated Annual Performance Evaluation Report (CAPER) including:

- i. Number of clients (individuals or families) served by the SUBRECIPIENT, as well as the cumulative totals.

- ii. Race/Ethnicity of clients served.
  - iii. Income status of clients served.
  - iv. A list of all funds and funding sources used with CDBG monies for programs.
- D. Weekly Certified Payroll Reports including all SUBCONTRACTORS working on the site to comply with federal Davis-Bacon regulations.
- E. The SUBRECIPIENT will provide monthly written project status reports that detail work efforts accomplished for the prior month, including identifying any potential problems that may arise and possible resolutions.
- F. The SUBRECIPIENT will maintain records that support performance measurement requirements of the Department of Housing and Urban Development for a minimum of six (6) years following the expiration of the reversion of assets clause noted in this AGREEMENT.
- G. In accordance with Guidelines for the *Inadvertent Discovery of Human Skeletal Remains on Non-Federal and Non-Tribal Lands in the State of Washington*, any person engaging in ground disturbing activity that encounters skeletal human remains must cease all activity which may cause further disturbance to the remains, make a reasonable effort to protect the area from further disturbance, and report the presence and location of those remains to the Thurston County Coroner and local law enforcement, (RCW 27.44; 68.50; 68.60). Thurston County Public Health and Social Services Department staff must then be contacted.
- H. In the event that any potentially archaeological or historic materials are discovered during project activities, work in the immediate vicinity must stop, the area must be secured, and Thurston County Public Health and Social Services Department staff must be contacted. Thereafter, PHSS staff must make contact with the concerned tribe's cultural staff and cultural committee and notify the Washington State Department of Archaeology and Historic Preservation.
- I. Other information required supporting weekly, monthly, and quarterly reports, annual CAPER, and other reports as required shall be provided as requested.

## 5. MONITORING/ASSESSMENT PROCEDURES

- A. The COUNTY will conduct annual monitoring and performance assessments of all services provided under this AGREEMENT, in the manner and at reasonable times, with reasonable notice, as the COUNTY considers appropriate.
- B. Monitoring and assessment activities include, but are not limited to, review of service and financial reports, including all books, records, documents, and other data, facilities, activities, and on-site visits by COUNTY staff or their designee, state, or federal representatives.
- C. Unless the COUNTY elects to terminate this AGREEMENT for cause, when findings from monitoring efforts or audits show that there are apparent violations of the terms or conditions of this AGREEMENT, the SUBRECIPIENT and the COUNTY shall negotiate a mutually agreeable plan of action to address the identified problem. If the parties are unable to come to agreement, the SUBRECIPIENT may file a complaint, as specified in this AGREEMENT.

## 6. COUNTY RESPONSIBILITIES

To accomplish the intent of this AGREEMENT, the COUNTY shall:

- A. Provide administrative and financial oversight and direction in accordance with established laws and

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regulations.

- B. Provide technical assistance to the SUBRECIPIENT, its SUBCONTRACTORS and consultants, particularly regarding compliance with federal and local laws and regulations, and in development of processes and procedures to assure attainment of project goals and objectives.
- C. Monitor and evaluate program performance against performance criteria noted above.
- D. Pay, on a timely basis, all requests for payment which are eligible and appropriate for payment, and which are supported by sufficient financial documentation. Payment is contingent upon the timely receipt of required performance reports.



## Exhibit C Compensation and Financial Requirements

### 1. COMPENSATION

In consideration of the mutual promises given and the benefit to be derived from this AGREEMENT, the COUNTY agrees to provide CDBG funds in the amount of: **\$450,000.00 (FOUR HUNDRED AND FIFTY THOUSAND DOLLARS)**, to accomplish the scope of services described in Exhibit B, Scope of Work. The project budget and financial requirements are provided below.

Eligible Categories	Resources
	CDBG
Survey and Master Planning	<b>\$73,000</b>
Design & Inspection	<b>\$35,000</b>
Project Manager/Consultant	<b>\$25,000</b>
Permits & Fees	<b>\$2,000</b>
Site Development	<b>\$15,000</b>
Construction/Rehabilitation	<b>\$300,000</b>
<b>TOTAL</b>	<b>\$450,000.00</b>

- Indirect Cost Rate Claimed** – As allowed under 2 CFR 200, the SUBRECIPIENT has elected to receive a *de minimis* indirect cost rate of no greater than 10 percent of the modified total direct cost (MTDC). The SUBRECIPIENT has never received a negotiated indirect cost rate from a federal agency. Furthermore, the methodology used to determine the indirect cost rate claimed must be used consistently for all Federal awards until such time as the SUBRECIPIENT chooses to negotiate for a rate, which the SUBRECIPIENT may do at any time.

The Indirect Cost Rate claimed is: 10% (ten percent)

\_\_\_\_\_  
(Subrecipient Initials)

- Indirect Cost Rate Declined** – The SUBRECIPIENT has declined to claim a *de minimis* indirect cost rate for this project, as allowed under 2 CFR 200.

\_\_\_\_\_  
(Subrecipient Initials)

## 2. FINANCIAL REQUIREMENTS - PAYMENTS

### A. Applicable Regulations and Restrictions

It is understood that where applicable, CDBG funds provided by this AGREEMENT and program income generated by the project are federal funds administered by the COUNTY and are subject to those regulations and restrictions normally associated with federal programs including: 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the requirements of 24 CFR 92.505, *Applicability of Uniform Administrative Requirements*, the Washington State BAR's Manual, and other such uniform administrative requirements for grants-in-aid now in effect or which hereafter may be made applicable by local, state, or federal laws or regulations. All of the above are incorporated in this AGREEMENT by reference.

### B. Approved Uses, Grant Funds

- i. It is expressly understood that CDBG funds may only be used for cost included in the attached approved project budget, and may not be used for the general administration or operation of the SUBRECIPIENT, and may not replace non-federal funds in any jointly funded project.
- ii. Adjustment of funds between individual line terms of the project budget will be accomplished by a written Change Order or Amendment approved by the COUNTY.
- iii. During the period of performance the total budget (grant) value or project scope may only be modified by written amendment to this AGREEMENT.
- iv. Unexpended funds not subject to a request for payment will be returned to the COUNTY.

### C. Inappropriate Funds Obligation

CDBG funds shall not be obligated for:

- i. Costs incurred prior to the effective date of this AGREEMENT or after AGREEMENT expiration, unless pre-approved by the COUNTY.
- ii. Any action subsequent to written notification from the COUNTY suspending or terminating the AGREEMENT, except as authorized by the COUNTY.
- iii. Any payment or partial payment expended by the SUBRECIPIENT, its SUBCONTRACTORS or consultants which is subsequently found to be ineligible, inappropriate or illegal.

The SUBRECIPIENT shall refund to the COUNTY any payment or partial payment expended by the SUBRECIPIENT, its SUBCONTRACTORS or Consultants which is subsequently found to be ineligible, inappropriate or illegal.

### D. Request for Payment

- i. Request for payment will not be approved unless SUBRECIPIENT submits timely performance reports and all information necessary to demonstrate compliance with regulations, eligibility, goals and objectives.
- ii. Request for payment by the SUBRECIPIENT shall be on the invoice template provided by the County and shall include only request for payment or reimbursement of cost actually incurred per the approved budget and supported by documentation. All invoices must have an invoice number provided (upper right hand corner of invoice) which must be unique and not be repeated. **All requests for payment must be accompanied by copies of substantiating receipts, pay stubs, invoices or other proof of incurred costs and must be signed by**

**the authorized agency representative.**

- iii. The SUBRECIPIENT is prohibited from submitting request for payment in excess of actual requirements for carrying out the project.
- iv. At a minimum, SUBRECIPIENT shall submit a request for payment at least once during any month following a month in which the SUBRECIPIENT has expenditures.
- v. Payment requests shall be submitted by the fifteenth (15<sup>th</sup>) of each month following the month in which the expenditures were incurred.
- vi. Exceptions to these procedures must be requested in writing and agreed upon between the parties.

**E. Multiple Agency Funding**

Projects funded by multiple agencies or sources shall indicate in the project budget the agency or source from which the funds derive and how the funds will be utilized.

**F. Program Income**

In the event that program income as defined in 24 CFR Part 570.500(a) is generated from the use of CDBG funds, then any and all such income shall be identified and accounted for. With the written consent of the COUNTY, program income may be used by the SUBRECIPIENT for the same project/program for which this AGREEMENT originally provides and under the same terms and conditions as provided in 24 CFR 570.504. Program income in the form of repayments to, or interest earned on, a revolving fund as defined in 24 CFR 570.500(b) shall be substantially disbursed from the revolving fund before additional cash withdrawals are made from the U.S. Treasury for the same activity. In the event that program income is not used in accordance with these conditions, such program income shall be returned to the COUNTY. The SUBRECIPIENT shall transfer to the COUNTY any CDBG funds on hand or any accounts receivable attributable to the use of the CDBG funds that do not meet the above requirements.

**G. Unexpended Funds and Income**

At the conclusion of this AGREEMENT, all unexpended CDBG funds, any uncollected and/or unexpended program income remaining in SUBRECIPIENT's accounts, and any remaining equipment or operation supplies with a value in excess of \$5,000, shall be immediately returned to the COUNTY unless specifically authorized in writing by the COUNTY.

**3. AUDIT**

- A. The SUBRECIPIENT must obtain an audit of its activities which shall meet or exceed the criteria for audits of federal programs set forth in 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the requirements of 24 CFR 92.505, *Applicability of Uniform Administrative Requirements*. The SUBRECIPIENT shall be obligated to resolve findings relating to use of CDBG funds in a timely manner.
- B. Prior to commencement of the project and if the SUBRECIPIENT has recently utilized federal funds, the SUBRECIPIENT shall furnish to the COUNTY for review a copy of its latest audit, including all findings related to the use of CDBG funds, and the SUBRECIPIENT's resolution of those findings. Similarly, within thirty (30) calendar days of the completion of any subsequent audit, the SUBRECIPIENT shall provide the same information noted above to the COUNTY. If warranted by audit findings, the SUBRECIPIENT's failure to comply with applicable laws and regulations relating to use of CDBG funds, or the SUBRECIPIENT's failure to resolve such findings in a timely manner, may cause COUNTY to apply appropriate sanctions, including the suspension or termination of this AGREEMENT.

## Exhibit D Special Provisions

### 1. COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS

The SUBRECIPIENT and its consultants and SUBCONTRACTORS shall comply with the following federal laws and regulations, whenever and wherever they are applicable. The SUBRECIPIENT and its consultants and SUBCONTRACTORS shall timely obtain all permits and approvals necessary to lawfully implement the project. The SUBRECIPIENTs and its SUBCONTRACTORS and consultants shall include in all contracts, subcontracts, and purchase orders for this project the following list of laws and regulations and shall require compliance with such laws and requirements:

- A. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) relating to non-discrimination in performance of the project and to the benefits deriving from it as implemented by HUD regulation 24 CFR 570.601 (a).
- B. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284) as amended, relating to non-discrimination in housing as implemented by HUD regulation 24 CFR 570.601 (b).
- C. Executive Order 11063 relating to non-discrimination in housing as amended by Executive Order 12259 and as implemented by HUD regulation 24 CFR 570.601 (c).
- D. Section 109 of the Housing and Community Development Act of 1974 as amended, dealing with non-discrimination in program benefits because of race, religion, color, age, national origin, sex, or disability as implemented by HUD regulation 24 CFR 570.602.
- E. The construction labor standards and wage rates set forth in Section 110 of the Housing and Community Development Act of 1974 as amended and as implemented by HUD regulation 24 CFR 570.603.
- F. The Davis-Bacon Act (DBA) and Related Acts or HUD-assisted (DBRA) (40 U.S.C. 276a-276a-5) provides that contracts to which federal funding is applied for the construction, alteration, and/or repair, including painting and decorating, or of public buildings or public works, which involve the employment of laborers and/or mechanics, shall contain provisions with respect to minimum wages, fringe benefits, payments without deductions or rebates, withholding funds from contractors to ensure compliance with wage provisions, and termination of the contract or debarment for failure to adhere to the required provisions. The Davis-Bacon act applies to all public facility projects, and housing projects with 8 or more units.
- G. Any construction performed as a part of this AGREEMENT is considered a public work project and subject to the Prevailing Wages on Public Works Act (Chapter 39.12 RCW). All bid specifications and contracts for public work projects must contain a provision stating the required prevailing rates of pay and stipulate that all workers shall receive no less than the higher of either the Davis-Bacon, if it applies, or Washington State prevailing rate of wage for work performed. All contractors and SUBCONTRACTORS working on this project are required to fully comply with these regulations.
- H. Per RCW 39.04.370 (EHB 2805, 2010 legislative session) all non-WSDOT or local transportation projects over \$1 million are required to report out-of-state prefabrication of items made specifically for the public work project. The contractor reporting is required to use the Affidavit form F700-164-000.

- I. Executive Order 11246 dealing with non-discrimination in employment as amended by Executive Orders 11375 and 12086 and as implemented by HUD regulation 24 CFR 570.607(a).

During the performance of this AGREEMENT, the SUBRECIPIENT agrees as follows:

- i. The SUBRECIPIENT will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The SUBRECIPIENT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The SUBRECIPIENT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- ii. The SUBRECIPIENT will, in all solicitations or advertisements for employees placed by or on behalf of the SUBRECIPIENT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- iii. The SUBRECIPIENT will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the SUBRECIPIENT's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- iv. The SUBRECIPIENT will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- v. The SUBRECIPIENT will furnish all information and reports, required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for the purpose of investigation to ascertain compliance with such rules, regulations, and orders.
- vi. In the event of the SUBRECIPIENT's noncompliance with the nondiscrimination clauses of this AGREEMENT or with any of such rules, regulations, or orders, this AGREEMENT may be canceled, terminated or suspended in whole or in part and the SUBRECIPIENT may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies involved as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- vii. The SUBRECIPIENT will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each SUBCONTRACTOR or Vendor. The SUBRECIPIENT will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the SUBRECIPIENT becomes involved in, or threatened with litigation with a SUBCONTRACTOR or vendor as a result of such direction by the contracting agency, the SUBRECIPIENT may request the United States to enter into such litigation to protect the interest of the United

States.

- J. Section 3 of the Housing and Community Development Act of 1974 as amended, dealing with employment and training of COUNTY low-income residents as employees and trainees and utilization of COUNTY business as contractors, SUBCONTRACTORS, and suppliers as implemented by HUD regulations 24 CFR 570.607 (b):
- i. The work to be performed under this AGREEMENT is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low- income persons, particularly persons who are recipients of HUD assistance for housing.
  - ii. The parties to this AGREEMENT agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this AGREEMENT, the parties to this AGREEMENT certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
  - iii. The SUBRECIPIENT agrees to send to each labor organization or representative of workers with which the SUBRECIPIENT has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the SUBRECIPIENT's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
  - iv. The SUBRECIPIENT agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provide in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the SUBCONTRACTOR is in violation of the regulations in 24 CFR Part 135. The SUBRECIPIENT will not subcontract with any SUBCONTRACTOR where the SUBRECIPIENT has notice or knowledge that the SUBCONTRACTOR has been found in violation of the regulations in 24 CFR Part 135.
  - v. The SUBRECIPIENT will certify that any vacant employment positions, including training positions, that are filled (1) after the SUBRECIPIENT is selected but before the contract is executed, and two (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the SUBRECIPIENTs obligations under 24 CFR Part 135.
  - vi. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contact for default, and debarment or suspension from future HUD assisted contracts.

- vii. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7 (b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this AGREEMENT. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this AGREEMENT that are subject to the provisions of Section 3 and Section 7 (b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
- K. Executive Order 11988 relating to evaluation of flood hazards and the flood hazard and insurance protection requirements of Section 102(a) and 202(a) of the Flood Disaster Protection Act of 1973 (P.L. 93.234) as implemented by HUD regulation 24 CFR 570.605.
- L. The relocation, acquisition and displacement requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as implemented by HUD regulation 24 CFR 570.606. The relocation, acquisition, and displacement requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as implemented by HUD regulation 24 CFR 570.606.
- M. The Lead Based Paint Poisoning Prevention Act (43.U.S.C. 4801 et seq.) as implemented by HUD regulation 24 CFR 570.608.
- N. The regulations, policies, guidelines, and uniform administrative requirements of 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* as they relate to the acceptance and use of Federal funds as implemented by HUD regulation 24 CFR 570.610.
- O. The National Environmental Policy Act of 1969 and other statutory environmental requirements as implemented by HUD regulation 24 CFR 570.604.
- P. Executive Orders 11625, 12138, and 12432, and Public Law 98-507, dealing with the use of minority and women owned business enterprises as implemented by HUD regulation 24 CFR 85.36(e).
- Q. The provisions of the Hatch Act limiting political activities of government employees.
- R. Executive Order 1288 relating to prevention, control and abatement of water pollution.
- S. HUD Regulations for implementing the Community Development Block Grant Program contained in 24 CFR 570.
- T. The Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282).
- U. The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) and regulations set forth at 24 CFR Part 21.

Note: Copies of applicable laws and regulations are available upon request from the Public Health and Social Services Department. A listing of these applicable laws and regulations are to be incorporated in each contract, subcontract and consultant agreement issued by SUBRECIPIENT or its SUBCONTRACTORS.

## 2. TAXES AND LICENSES

The SUBRECIPIENT shall pay throughout the term of this AGREEMENT, all applicable taxes and licenses.

## **ADDITIONAL INSURANCE REQUIREMENTS: CONSTRUCTION, PERFORMANCE, PAYMENT AND FIDELITY BONDS**

- A. Each construction SUBCONTRACTOR on the project shall be required to maintain, throughout the life of any construction contract, a one hundred percent (100%) performance bond or fifty percent (50%) retainage in lieu of bonding.
- B. Each construction SUBCONTRACTOR shall also maintain, throughout the life of any construction contract, a payment bond, guaranteeing payment to SUBCONTRACTORS and suppliers in an amount equal to the total amount of work and materials to be subcontracted and/or purchased.
- C. Throughout the life of this AGREEMENT the SUBRECIPIENT shall maintain an annual Fidelity or Performance Bond in an amount not less than twenty five percent (25%) of the value of this AGREEMENT. Proof of insurance against employee dishonesty in an amount approved by the COUNTY may be substituted in lieu of bond if approved by the COUNTY.

### **4. PROJECT ELIGIBILITY**

All projects authorized under the Block Grant program must meet one of three National Objectives.

The project must:

- A. Principally benefit low-moderate income individuals (or households); or
- B. Eliminate slums and/or blight; or
- C. Meet an urgent need.

Detailed definitions of these objectives are set forth in HUD regulations.

### **5. PUBLIC WORKS AND PREVAILING WAGE REQUIREMENTS**

Any construction performed as a part of this AGREEMENT is considered a public work and subject to the Prevailing Wages on Public Works Act (Chapter 39.12 RCW). The Director of the Department of Labor & Industries shall arbitrate all disputes of the prevailing rate of wage under State law as applicable.

Construction must be publicly bid and bid specifications must include:

- A. A provision stating the required prevailing rates of pay and stipulate that workers shall receive no less than the prevailing rate of wage. Those bid and contract documents must also contain:
  - i. A list of the applicable prevailing wage rates, or
  - ii. The URL to the Department of Labor & Industries prevailing wage rates pages (currently: <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>), and
    - a) Identify the exact wage publication date to use (e.g., "Use October 14, 2013 rates");
    - b) State that the county in which the public works project is located in Thurston County;
    - c) Specify that a copy of the applicable wage rates is available for viewing in your office; and,
    - d) Explain that your agency will mail a hard copy of the applicable wage rates upon request.

NOTE: Whether you use method (a) or (b) above, be sure to retain a printed version of the



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rates as part of your records.

- B. A provision stating that for projects where both the state prevailing wage law and the federal Davis-Bacon and related Acts apply, contractors and SUBCONTRACTORS must pay the higher of the state or federal wage rates, on a classification-by-classification basis.
- C. Verify that the any contractors or SUBCONTRACTORS are not listed on the *Department of Labor and Industries Prevailing Wage Section Contractors Not Allowed to Bid on Public Works Projects* list prior to award of any contracts or subcontracts.

**6. PROCUREMENT AND SUBCONTRACTS**

The SUBRECIPIENT may, upon the COUNTY’s prior review and specific written approval of the contract instrument, enter into any contract or procurement action authorized or necessary for the successful completion of this AGREEMENT (other than contracts for incidental procurements not directly related to the accomplishment of the project which do not require COUNTY approval). All procurement actions and contracts other than incidental procurements shall be structured in accordance with applicable state and federal law relating to contracting by public agencies.

**7. REVERSION OF ASSETS**

- A. Where the SUBRECIPIENT is a city or a town that is a member of the COUNTY Urban County Consortium CDBG program, real property acquired or improved with CDBG funds in conjunction with this AGREEMENT is subject to reversion of assets limiting the SUBRECIPIENT’s right to dispose of said property or to use it for a purpose other than that specified in this AGREEMENT until five years after the COUNTY is no longer a CDBG entitlement recipient.

The Subrecipient shall execute with the client, written agreements including a promissory note, deed of trust and loan agreement and construction contract reflecting the following periods of restrictive interest to be held by the county in exchange for real property improved with CDBG funds:

Investment amount	Term of County Interest
\$0-\$2,500	0 years (Minor Home Grant)
\$2,501 – \$10,000	5 years
\$10,001 and above	20 years

The above items shall be clearly explained in all program guidelines and documents.

- B. This provision will be implemented through the execution of:
  - i. A Deed of Trust in favor of the COUNTY, placed on the property at the time this AGREEMENT is entered into or at such later time as may be acceptable to the COUNTY. For manufactured homes, a UCC Fixture Filing may be executed instead of a Deed of Trust.
  - ii. A Secured Promissory Note in the amount of the INVESTMENT.
  - iii. A SUBRECIPIENT’s Covenant Agreement for the length of the period of interest.
  - iv. Any combination of the above documents.
- C. Disposition of real property acquired in whole or in part with Block Grant funds shall be subject to approval by the COUNTY and shall be at current appraised fair market value. The property may be disposed of for lesser value, including donations, if the disposition at the lesser value is necessary to meet one of HUD’s national objectives and is permissible under state and local law, and is approved by the COUNTY. When disposition is recommended by the SUBRECIPIENT for a lesser value, or if the COUNTY should determine that disposition for such lesser value is in the best interest of the program, those reasons shall be fully documented.

- D. Non-expendable equipment, materials, operating supplies and other assets other than real property, purchased in whole or in part with CDBG funds, whose per unit fair market value (or total value for supplies) at the time of completion of use is in excess of \$5,000, are the property of the COUNTY and are to be utilized, maintained, inventoried, controlled and disposed of, pursuant to applicable federal regulations.
- E. The SUBRECIPIENT shall be responsible for loss or damage to all such equipment, materials, operating supplies and other assets in its care and, after completion of use shall return all such equipment, materials and assets to the COUNTY for disposition within thirty (30) days following completion of the project(s), unless otherwise specified.
- F. If such equipment, materials, operating supplies or other assets are partially funded from other sources, the COUNTY shall share any funds received as a result of said disposition, at a percentage of value received equal to the percentage of the original costs provided by the individual funding sources.
- G. Any equipment, materials, operating supplies and other assets with per unit fair market value (or total value for supplies) at the time of completion of use of less than \$5,000, may be retained or disposed of by the SUBRECIPIENT. The COUNTY retains no financial interest in these items.

**Note:** Any assets whose fair market value is in question should be referred to the COUNTY for decision before any disposition action is taken by the SUBRECIPIENT.

## 8. CLIENT ASSETS AND RECORDS

Except as otherwise provided by court order the SUBRECIPIENT shall ensure that any client shall have unrestricted access to his or her personal property. The SUBRECIPIENT shall not interfere with the client's ownership, possession, or use of such property. Upon termination of the AGREEMENT, the SUBRECIPIENT shall immediately release to the client all of the client's personal property.

The SUBRECIPIENT shall maintain all project records required by applicable federal, state, and COUNTY regulations, which are incorporated herein by reference. Project records must be retained for a period of at least five (5) years after completion or termination of the project. The public shall be granted reasonable access to all "public records."

The SUBRECIPIENT shall maintain records and files for this project containing the following items:

- A. Notice of Grant Award.
- B. Motions, resolutions, or minutes documenting Board or Council actions.
- C. A copy of the Scope and the COUNTY's notice to proceed on this project.
- D. Correspondence regarding budget revision requests.
- E. Copies of all invoices and reports submitted to the COUNTY for this project.
- F. Copies of approved invoices and warrants.
- G. Records documenting that costs reimbursed with funding provided under this Scope are allowable in accordance with. Such records include, but are not limited to:
  - i. For personnel costs, payroll time sheets for actual salary and fringe benefit costs. Time sheets must be signed by a supervisor and annotated to document percent of time charged against this project. Direct salaries and wages of employees chargeable to more than one grant program or other cost objective(s) must be supported by time distribution records. Timesheets

should contain an after the fact determination of the actual activity of each employee and be annotated to document the time charged to the project if daily hours being paid for by the respective CDBG award are not noted.

- ii. For staff travel, documentation of mileage charges for private auto use must include: a) destination and starting location, and b) purpose of trip; and
  - iii. For copy machine use, postage, telephone use, and office supplies when these costs are shared with other programs and no invoice is available, log sheets or annotated invoices.
- H. Documentation of the solicitation process used to select vendors and SUBCONTRACTORS with original purchase orders and subcontracts.
- I. Documentation required by this AGREEMENT if any funds provided under this AGREEMENT are used to acquire equipment.
- J. Documentation of client income, demographics and eligibility as required in the Exhibit B, Scope of Work.

## 9. CONFLICT OF INTEREST AND CODE OF CONDUCT

The SUBRECIPIENT covenants that no person who presently exercises any functions or responsibilities in connection with the Community Development Block Grant (CDBG) Program has any personal financial interest, direct or indirect, in this AGREEMENT. The SUBRECIPIENT further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The SUBRECIPIENT further covenants that in the performance of this AGREEMENT, no person having any conflicting interest will be employed. Any interest on the part of the SUBRECIPIENT or its employees must be disclosed to the COUNTY.

No officer, employee or agent of the SUBRECIPIENT shall participate in the selection, award, or administration of activity funded in whole or in part with CDBG funds if a conflict of interest, real or apparent, would exist, nor shall their families, or those with whom they have business ties, so benefit.

In addition to the above, no official, employee, or agent of any federal, state, or local government for the area in which the project is located, nor members of their families, nor those with whom they have business ties, have or acquire any interest, direct or indirect, in any contract or subcontract or its proceeds for work accomplished in support of this AGREEMENT, nor shall they have or acquire any interest, direct or indirect, in the project area which would conflict in any manner or degree with the project.

## 10. AFFIRMATIVE ACTION

If the SUBRECIPIENT has an established Affirmative Action Plan in place, it shall furnish a copy to the COUNTY as part of this AGREEMENT. Where the SUBRECIPIENT has no existing Affirmative Action Plan, it must complete and abide by an Affirmative Action Plan approved by the COUNTY and incorporated as part of this AGREEMENT. When new full-time or part-time employees or trainees are hired, the SUBRECIPIENT should make a “good faith” effort to hire woman, minorities, and low and moderate income COUNTY residents for all positions to be filled.

## 11. RELIGIOUS ACTIVITY

The First Amendment to the Constitution of the United States of America prohibits Congress from enacting any laws respecting the establishment of religion. Subsequent interpretations have resulted in a policy of separation of church and state. To ensure compliance with that constitutional prohibition,

regulations have been established for the Community Development Block Grant Program addressing involvement with religious organizations. For reference, see 24CFR 570.200(j).

## **12. ACCESSIBILITY FOR PERSONS WITH DISABILITIES**

To meet the requirements of Section 504 of the Rehabilitation Act of 1973 pertaining to program accessibility for persons with disabilities, and implementing HUD regulations, each SUBRECIPIENT is required to assess its capability for compliance therewith, and for compliance with the Americans with Disabilities Act of 1990. Each SUBRECIPIENT is required to complete, and submit for review with the signed AGREEMENT, the enclosed Section 504 Checklist, and such of its attachments as may be appropriate. The COUNTY will review and evaluate each Checklist, and will inform the SUBRECIPIENT of any areas of apparent concern.

# THURSTON COUNTY Agreement Signature Page

Agreement #2223-CDBG-PF-TENINO-QUARRY

**IN WITNESS WHEREOF**, the parties have executed this AGREEMENT on the days indicated below:

SUBRECIPIENT:

THURSTON COUNTY, Washington

By: \_\_\_\_\_  
Wayne Fournier, Mayor  
(Authorized Representative)

By: \_\_\_\_\_  
David Bayne, Director of Public Health, Thurston County

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

Date \_\_\_\_\_

**APPROVED AS TO FORM**

Elizabeth Petrich  
Prosecuting Attorney's Office

Date March 9, 2023

**File Attachments for Item:**

7. Change order for Quarry House

**Recommended Action:** Motion to approve change order for Quarry House project.

## CHANGE ORDER

(Instructions on reverse side)

No. 1

PROJECT: Quarry House Renovation

DATE OF ISSUANCE March 29, 2023 EFFECTIVE DATE March 29, 2023

OWNER: City of Tenino

OWNER's Contract No. N/A

CONTRACTOR Grit City Contracting

ENGINEER Gibbs & Olson, Inc.

You are directed to make the following changes in the Contract Documents.


Description: Increase contract price and time to reflect increased scope of work.

Reason for Change Order: Additional work items added due to unforeseen building conditions.

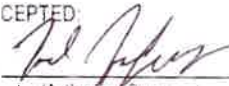
This change order includes all direct and indirect costs for labor, equipment, materials and the time required for completion of the work described delivered to the Owner ready for use.

Attachments: (List documents supporting change)

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>278,186.40</u>	Original Contract Times Substantial Completion: <u>180 Calendar Days</u> Ready for final payment: <u>200 Calendar days</u> <small>days or dates</small>
Net changes from previous Change Order No. <u>   </u> to No. <u>   </u> \$ <u>N/A</u>	Net changes from previous Change Order No. <u>   </u> to No. <u>   </u> <u>N/A</u> <small>days</small>
Contract Price prior to this Change Order \$ <u>278,186.40 including sales tax</u>	Contract Times prior to this Change Order Substantial Completion: <u>180 Calendar Days</u> Ready for final payment: <u>200 Calendar days</u> <small>days or dates</small>
Net Increase of this Change Order \$ <u>56,808.12 including sales tax</u>	Net Increase (decrease) of this Change Order <u>166 Calendar days</u> <small>days</small>
Contract Price with all approved Change Orders \$ <u>334,994.52 including sales tax</u>	Contract Times with all approved Change Orders Substantial Completion: <u>346 Calendar days</u> Ready for final payment: <u>366 Calendar days</u> <small>days or dates</small>

RECOMMENDED:  
By:   
Engineer (Authorized Signature)  
Date: 3-24-2023

APPROVED:  
By: \_\_\_\_\_  
Owner (Authorized Signature)  
Date: \_\_\_\_\_

ACCEPTED:  
By:   
Contractor (Authorized Signature)  
Date: 3-24-2023

**File Attachments for Item:**

9. Agreement for The Rants Group for backup consultation when the city's primary broker isn't available, or a second opinion is needed. The city incurs a cost only if services are used. This agreement has been reviewed by the City Attorney.

**Recommended Action:** Review and motion to approve Agreement.



**CITY OF TENINO**  
**AGREEMENT FOR CONSULTATIVE SERVICES**

This Agreement is entered into by and between the City of Tenino, Washington, a municipal corporation organized under the laws of the State of Washington ("City") and the Rants Group, located in Olympia, Washington ("Consultant").

WHEREAS, the City desires to enter in agreement with Consultant to assist the city with structuring ground lease rates in the City of Tenino ag park; and

WHEREAS, Consultant and City wish to enter into this Agreement to completely set forth the terms and conditions upon which the Consultant is retained to provide the services requested by the City;

WHEREAS, Consultant shall perform all of the services, duties and obligations described at **Exhibit A**, attached hereto, made part hereof, and is incorporated herein by reference, in a good faith, professional, and diligent manner so as to cause the workshop to be completed in an expeditious, reasonable, economical, and workmanlike fashion;

NOW, THEREFORE, in consideration of the mutual benefits and considerations set forth below, the parties agree as follows:

1. **Scope of Services. See *Exhibit A*.**
  - a. During the term of this Agreement, the City will provide Consultant with access to materials, information, and premises to the extent necessary to perform the services contemplated herein.
2. **Compensation and Payment.** The Consultant shall receive the total sum \$200 an hour not to exceed \$5,000.00 for services rendered under this agreement. No work will be performed without authorization from the City. Consultant will send invoices to City monthly. All invoices shall be paid by City within 30 days. Todd Miller and Pat Rants will be assigned to this project for Consultant.
3. Consultant shall complete and return Federal Tax Form W-9 upon execution of this Agreement. Consultant shall send their invoice approximately monthly which the City will review for payment.
4. **Duration of Agreement.** This Agreement shall be in effect upon signing by both parties and will expire 24 months thereafter unless terminated by either party upon 30 day's written notice.
5. **Ownership and Use of documents.** All materials and documents produced by the Consultant pursuant to this agreement shall be the property of the City.
6. **Independent Consultant.** The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided. Nothing in this Agreement shall be considered to create any employer and employee relationship between the parties. The City further recognizes that the Consultant has, and will continue to have, an independent business and other clients. The Consultant recognizes that the City has, and will continue to have, contracts with other contractors for the provision of services.
7. **Insurance.** The Consultant shall obtain and maintain insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of

**CITY OF TENINO AGREEMENT FOR CONSULTATIVE SERVICES**

work per this Agreement with a minimum of \$500,000 Automobile coverage and \$1,000,000 General Liability, and Errors and Omissions insurance of not less than \$500,000. Any City insurance shall be in excess of Consultant’s insurance.

8. Termination.

A. Both parties retain the right to terminate or suspend this Agreement at any time, with or without cause, upon thirty (30) days written notice. In the event of termination or suspension by the City, all finished or unfinished work products shall be submitted to the City and any work performed but yet to be billed shall be paid within 30 days of billing to City.

B. Prior to litigation of any dispute arising out of this Agreement, the Parties will submit the matter to mediation on terms and conditions to be agreed upon or, failing such agreement, to the Washington Arbitration and Mediation Service in Seattle. Each party will be responsible for their own costs of mediation, including attorney’s fees, and share the mediation service fee equally.

9. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties.

- a. Either party may request changes to the Agreement or Scope of Services at any time.
- b. Any such change, or amendment, must be accorded the same degree of formality as this agreement and no change or amendment shall be valid unless agreed to by both parties in writing.

10. Notices.

CITY OF TENINO  
Clerk/Treasurer  
P.O. Box 4019  
Tenino, WA 98589

Rants Group  
724 Columbia St NW Ste. 140  
Olympia, WA 98501

11. Applicable Law and Severability. This agreement shall be governed by, and construed in accordance with, the laws of the State of Washington. Any provision or part of this agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all other remaining provisions shall continue to be valid and binding.

*[Signature page below]*

**CITY OF TENINO AGREEMENT FOR CONSULTATIVE SERVICES**

CITY OF TENINO

CONSULTANT

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Its: \_\_\_\_\_

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

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

ATTEST:

Clerk/Treasurer \_\_\_\_\_

**CITY OF TENINO AGREEMENT FOR CONSULTATIVE SERVICES****EXHIBIT A – SCOPE OF SERVICES**

Upon request of the City, Consultant shall:

- Review, analyze, evaluate commercial ground lease rent provisions in the SW Agricultural Park to ensure the appropriate rent is paid to the City in accordance with sound business practices and economic conditions.
- Assist the City generally and participate in meetings, discussions, and negotiations with potential lessee's and their representatives concerning the rental provisions of proposed ground leases, including preparation of written and electronic materials to support such tasks.
- Meet with City staff, council, mayor, and city attorney as reasonably needed within the scope of services provided.

**File Attachments for Item:**

10. Resignation of Planning Commissioner Cory Mounts

**Recommended Action:** Motion to accept Commissioner Corey Mounts Resignation.

3/27/2023

Dear Tenino Planning Commission,

I write to give notice that I am resigning from the Planning Commission. I'm grateful for the opportunity to serve the city in this capacity for the last 6 years. I'm proud of the progress we made together and am optimistic about the direction the city is headed under your direction. I look forward to continuing to serve the community in other ways.

Please accept this letter as my formal resignation as Tenino City Planning Commissioner position 4.

Sincerely,

Cory Mounts

**File Attachments for Item:**

- 13. 1) Chief of Police**
- 2) Director of Public Works**
- 3) City Planner**
- 4) Code Enforcement/Building Inspector**
- 5) PARC Specialist**
- 6) City Attorney**
- 7) Clerk/Treasurer**
- 8) Mayor**

# CITY COUNCIL AGENDA STAFF REPORT

Council Meeting Date: 3/28/2023  
Agenda Item Number: Reports

Originator: Troy Cannon  
Title: Director of Public Works

Discussion  Action Required

Department: Public Works

Old Business  New Business  Resolution  Ordinance  Public Hearing

Subject: Staff report

**Comments:**

**WWTP:** No Major Issues  
Septage receiving the month of February we took in 75,500 gallons.

**Projects:** Cleaning pool, getting ready for contractors to begin work.  
Park Toys, softfall started this week. Should be done Friday. Concrete was poured today.

**Streets:** Continued work on potholes.

**Water:** Reading meters this week.

**Staff Recommendation:**



# CITY COUNCIL AGENDA STAFF REPORT

Council Meeting Date: 3/28/2023  
Agenda Item Number: Reports

Originator: Jen Scharber  
Title: Clerk Treasurer

Discussion  Action Required

Department: City Hall

Old Business  New Business  Resolution  Ordinance  Public Hearing

**Subject:** Staff report

**Comments:**

Continued work on the City Audit.

Working on finalizing the sale of the Fire Station building.

Continued Grant reimbursement for Quarry House and Pool. Quarry House Ramp is bring repaired first week of April then rentals and parks and rec classes will begin.

Will be posting for hiring lifeguards next week.

City Staff will be attending a career fair at Tenino High School Thursday 3/30, PW, City Hall, PD and Mayor will attend.

**Staff Recommendation:**



## Concrete Curbs going in at Playground



# Quarry Pool Cleanup



# Playground Softfall