



DEPARTMENT OF
ECOLOGY
State of Washington

AMENDMENT NO. 1

TO

CONTRACT No. C1600028

BETWEEN THE

STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF REDMOND

PURPOSE: To amend the Agreement between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and the CITY OF REDMOND, hereinafter referred to as "CONTRACTOR."

WHEREAS, a new EnviroStars program was initiated after the start date of this contract and the new program requires agencies to pay a fee to fully participate in the program.

IT IS MUTUALLY AGREED the Agreement is amended as follows:

- 1) The Budget is amended to read as follows:

| Description | Current Budget | Amended Budget |
|----------------------------|---------------------|---------------------|
| Salaries | \$130,853.00 | \$130,853.00 |
| Benefits | \$43,127.42 | \$33,127.42 |
| Subcontracts | 0.00 | 0.00 |
| Goods & Services | \$1,626.57 | \$11,626.57 |
| Equipment | \$640.01 | \$640.01 |
| Travel / Training | \$3,753.00 | \$3,753.00 |
| Subtotal Direct Costs | \$180,000.00 | \$180,000.00 |
| Indirect Costs (@ Rate 0%) | 0.00 | 0.00 |
| Total Costs | \$180,000.00 | \$180,000.00 |

- 2) The Statement of Work, section II, Unique Program Elements, Table 2 is amended to read as follows:

An additional Unique Program Element has been added to the Statement of Work:

Table 2: Unique Program Elements

| Program Element | Deliverable(s) | Timeframe |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Spill Kit Incentive Program: Provide Spill kits, site specific drainage maps, and basic spill training to businesses with spill potential. | Include in LSC annual report number of businesses and business types provided with kits, maps, and training. Also include evaluation of businesses that have already received this service in annual report | 2015-17 |
| <u>EnviroStars</u> | <u>Enter into Memorandum of Agreement with EnviroStars Program to fully participate and receive New Member access/benefits.</u> | <u>By June 30, 2017</u> |

All other terms and conditions of the original Agreement including any other Amendments remain in full force and effect, except as expressly provided by this Amendment.

This Amendment is signed by persons who represent that they have the authority to execute this Amendment and bind their respective organizations to this Amendment.

This Amendment is effective upon the signature date of Ecology.

IN WITNESS WHEREOF: the parties below, having read this Amendment in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

State of Washington
 Department of Ecology

By: Polly Zehm 7/3/17
 Signature Date

Polly Zehm

Deputy Director

City of Redmond

By: Maura Files 4/28/17
 Signature Date

Maura Files
 Print Name

FINANCE DIRECTOR

Title:



DEPARTMENT OF
ECOLOGY
State of Washington
IAA No. C1600028

INTERAGENCY AGREEMENT (IAA)

BETWEEN

THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY

AND

CITY OF REDMOND

THIS INTERAGENCY AGREEMENT is made and entered into by and between the STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY, hereinafter referred to as "ECOLOGY," and the CITY OF REDMOND hereinafter referred to as the "CONTRACTOR," pursuant to the authority granted by Chapter 39.34 RCW. State funding is from the Environmental Legacy Stewardship Account (ELSA), part of the Model Toxics Control Act (MTCA) (RCW 70.105d).

IT IS THE PURPOSE OF THIS AGREEMENT to provide funding for the CONTRACTOR to hire "Local Source Control" (LSC) specialist(s) who will provide technical assistance and education outreach to small businesses in an effort to prevent pollution of waters of the state. The LSC specialist will make referrals to ECOLOGY as needed, and report measurable environmental results.

THEREFORE, IT IS MUTUALLY AGREED THAT:

The CONTRACTOR will conduct multimedia source control site visits and pollution prevention activities to Small Quantity Generators (SQG) of dangerous and/or hazardous waste and other businesses and organizations that may have potential to pollute stormwater. The site visits and pollution prevention activities will be designed to reduce or eliminate hazardous waste and pollutants at the source.

ECOLOGY will coordinate this partnership and support collaborative efforts to protect and restore Puget Sound and the Spokane River Watershed.

1) STATEMENT OF WORK

CONTRACTOR shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Appendix A, Statement of Work, attached hereto and incorporated herein.

2) PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this IAA shall commence on **July 1, 2015** and be completed by **June 30, 2017**, unless terminated sooner as provided herein. Amendments extending the period of performance, if any, shall be at the sole discretion of ECOLOGY.

3) COMPENSATION

Compensation for the work provided in accordance with this IAA has been established under the terms of RCW 39.34.130, and in accordance with Governor's Executive Order 10-07 and RCW 39.26.180(3). This is a performance-based contract, in which payment is based on the successful completion of expected deliverables. The parties have determined that the cost of accomplishing the work herein will not exceed **\$180,000.00**. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. Compensation for services shall be based on the terms set forth in accordance with the tasks listed in Appendix A, Statement of Work, and Appendix B, Invoice & Budget Detail, which is attached hereto and incorporated herein. ECOLOGY will not make payment until it has reviewed and accepted the completed work.

Travel expenses for state and federally funded partners (meals, lodging, mileage) will be reimbursed according to current state rates at the time of travel (see: <http://www.ofm.wa.gov/resources/travel.asp>). Purchase of source control tools for distribution to businesses must be done in accordance with a separate 'voucher' or other contract agreement, and is not allowed under this contract. Any purchases of equipment or goods and services over \$1,000.00 must be pre-approved by ECOLOGY.

ECOLOGY prefers that overhead and indirect charges be applied to Salaries and Benefits only. If the CONTRACTOR calculates this on a different basis, provide an explanation of the items included in the base. Indicate the applicable rate on Appendix B, Invoice & Budget Detail.

ECOLOGY recognizes annual adjustment to indirect rates. CONTRACTOR is required to notify ECOLOGY of any changes and indicate the rate on Appendix B at the time of billing.

4) BILLING PROCEDURE

CONTRACTOR shall submit state form, Invoice Voucher A19-1A for payment requests. Payment will be made within thirty (30) days of receipt of a properly completed invoice, form A19-1A, with supportive documentation. Each invoice shall reference this Agreement (IAA) number and clearly identify the items related to performance under this Agreement. All expenses invoiced shall be supported with copies of invoices paid. Upon expiration of this Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

Invoices are to be sent to:

| |
|-----------------------------------------------------------------------------------------------------------------------------|
| State of Washington Department of Ecology Attn: Jane Dewell, HWTR Program P.O. Box 47600 Olympia, WA 98504-7600 |
|-----------------------------------------------------------------------------------------------------------------------------|

Invoices may be submitted on a **quarterly** basis or at the completion of the work. For quarterly billing, invoices must be submitted within forty (40) days of the end of the quarter.

Payment for approved and completed work will be issued through Washington State's Department of Enterprise Services Statewide Payee Desk. To receive payment you must be registered as a state-wide vendor. To register, submit a state-wide vendor registration form and an IRS W-9 form at website, <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. If you

have questions about the vendor registration process you can contact DES at the Payee Help Desk at (360) 407-8180 or email payeehelpdesk@des.wa.gov.

5) ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

6) SUBCONTRACTORS

CONTRACTOR agrees to take complete responsibility for all actions of any Subcontractor used under this Agreement for the performance. When federal funding is involved there will be additional subcontractor requirements and reporting.

Prior to performance, CONTRACTOR shall identify subcontractor(s) who will perform services in fulfillment of Agreement requirements, including their name, the nature of services to be performed, address, telephone, WA State Department of Revenue Registration Tax number (UBI), federal tax identification number (TIN), and anticipated dollar value of each subcontract.

7) ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

8) DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and then make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. The cost of resolution will be borne by each party paying its own cost. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

9) FUNDING AVAILABILITY

ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the agreement, in whole or part, for convenience or to renegotiate the agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification restrictions.

10) GOVERNING LAW AND VENUE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

11) INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

12) ORDER OF PRECEDENCE

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable federal and state of Washington statutes, regulations, and rules.
- b. Mutually agreed written amendments to this Agreement.
- c. This Agreement.
- d. Statement of Work and Budget.
- e. Any other provisions of this Agreement, including materials incorporated by reference.

13) RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

14) RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by state of Washington, ECOLOGY. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

15) SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

16) TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

17) TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement upon thirty (30) days' prior written notification to the other party. If this Agreement is so terminated, the parties 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.

18) WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

19) AGREEMENT MANAGEMENT

The representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

| The ECOLOGY Representative is: | The CONTRACTOR Representative is: |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name: Jane Dewell, HWTR Address: PO Box 47600 Olympia, WA 98504-7600 Phone: (360) 470-6850 Email: jane.dewel@ecy.wa.gov Fax: (360) 407-6715 | Name: Ken Waldo Address: MS:2NPW 15670 NE 85 th St PO Box 97010 Redmond, WA 98073-9710 Phone: (425) 556-2714 Email: krwaldo@redmond.gov Fax: (425) 556-2820 |

State of Washington, Department of Ecology
IAA No. C1600028
City of Redmond

20) ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement.

**State of Washington
Department of Ecology
By**

City of Redmond

By

Polly Zehm 9/23/15
Signature Date

M. G. Oberbay for 9/3/15
Signature Date

Polly Zehm

John Marchione

Print Name:

Deputy Director

Mayer

Title:

Approved as to form:
Attorney General's Office

2015-2017 Biennial Contract

Appendix A, Statement of Work CITY OF REDMOND

I. Introduction

This appendix provides the 'Statement of Work' in support of the 2015-2017 biennial contract for the Local Source Control (LSC) Partnership, which is overseen by the Washington Department of Ecology (Ecology) Hazardous Waste and Toxics Reduction Program.

The goal of the LSC Partnership is to provide hands-on pollution prevention advice and regulatory assistance to businesses and other organizations that generate small quantities of dangerous waste. By helping business owners do their part, we also help prevent polluted runoff from damaging Washington's streams, rivers, and the Puget Sound.

The LSC work is expected to fall within these general proportions:

- 70-75% technical assistance visits (see Sections III and IV)
- 15-20% unique program elements (see Section II)
- 10% networking/training (see Section V)

Key staff and their roles are identified in Table 1.

Table 1: Key Staff

| Staff Name | Estimated FTE | Role |
|------------|---------------|----------------------------------|
| Ken Waldo | -- | Contract Management/Tech Support |
| TBD | 1.0 | Local Source Control Specialist |

II. Unique Program Elements

Unique contractor elements for the LSC program are outlined in Table 2.

Table 2: Unique Program Elements

| Program Element | Deliverable(s) | Timeframe |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Spill Kit Incentive Program: Provide Spill kits, site specific drainage maps, and basic spill training to businesses with spill potential. | Include in LSC annual report number of businesses and business types provided with kits, maps, and training. Also include evaluation of businesses that have already received this service in annual report. | 2015-17 |

III. Technical Assistance Visits

The contractor will conduct technical assistance visits to small generators of dangerous wastes, and to businesses or organizations that have the potential to pollute stormwater or groundwater. Technical assistance visits in the City of Redmond will be prioritized based upon site risk and location; see Table 4. Approximately 35% of the City of Redmond's drinking water comes from a shallow groundwater aquifer beneath high density commercial/industrial areas of the City. The aquifer does not have a confining layer (a layer of material that impedes or prevents infiltration) to prevent potential adverse impacts from the surface from infiltrating. Routine source control visits are a key component to prevent pollution of this valuable natural resource. High priority site visits will be annual visits to high risk facilities within the Critical Aquifer Recharge Area (CARA). High risk facilities include those that:

- handle PCE or other chemicals of concern (COCs)
- have high spill potential due to quantity or type of hazardous materials or deleterious substances handled
- have significant outdoor storage/activity with potential to discharge to groundwater
- have been out of compliance for three consecutive visits or more.

Second priority will be visits at moderate risk sites due for re-inspection in the CARA. The remainder of site visits will be focused at new, never visited businesses and sites outside of the CARA that have high potential for pollution issues.

Depending upon a jurisdiction's conditions, approximately 50% of the visits will be initial (i.e., small businesses or organizations that have never been visited, or have not received a LSC visit within two or more years). The balance of visits will be return visits to resolve high priority environmental issues; see Table 3 for total visits planned.

Table 3: Number of Technical Assistance Visits

| Visit Type | Number |
|---------------------------------------------------|------------|
| Total Visits | 260 |
| <i>Target for Initial Visits/Screening visits</i> | <i>130</i> |

Business sectors, organizations, waste streams, and/or regions that will provide a focus for the 2015-2017 technical assistance visits are listed in Table 4.

Table 4: Technical Assistance Visit Targets

| Target | Rationale | Timeframe |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Visit sites in Critical Aquifer Recharge Area (CARA) based upon risk to groundwater aquifer. <ul style="list-style-type: none"> ➤ High risk sites to be visited annually (i.e. Drycleaners, Auto body/repair) ➤ Medium risk sites to be visited biannually ➤ Assess risk at new, never visited businesses and business types known to have high pollution potential | <ul style="list-style-type: none"> • Site proximity to sensitive municipal supply wells • Site use, or storage of groundwater chemicals of concern (COCs) • Increased compliance rate due to increased frequency of visits | 2015-2017 |

| Target | Rationale | Timeframe |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Ensure sites within CARA Wellhead Protections Zones 1 and 2 have secondary containment for storage of hazardous materials and deleterious substances. Also focus on secondary containment and/or best management practices (BMPs) for loading/unloading areas. | BMPs for storage and handling of hazardous materials and deleterious substance will reduce potential impacts to groundwater aquifer and also prevent stormwater pollution | 2015-2017 |
| Visit sites outside of the CARA at business types that have high potential for pollution issues | Pollution source reduction in order to prevent stormwater and groundwater pollution | 2015-2017 |

High Priority Environmental Issues

The following are Ecology’s nine high priority environmental issues. When found, these issues justify return visits to a business. A return visit to a business for other issues is at the discretion of the jurisdiction.

- **Hazardous Waste**
 1. Properly designate waste
 2. Properly dispose of waste
 3. Properly store products/wastes
 4. Repair or replace degraded open chemical containers
- **Stormwater**
 5. Correct illegal plumbing connection
 6. Halt discharges of process wastewaters to storm drain
 7. Properly store containerized materials
 8. Properly store non-containerized materials
 9. Clean and eliminate leaks and spills from storage areas

For the City of Redmond, additional high priority issues justifying return visits in the CARA include:

- Inadequate Spill Preparedness and Prevention
- Inadequate secondary containment for storage of hazardous materials and deleterious substances in WHP zones 1 and 2
- Inadequate secondary containment or BMPs for loading/unloading of hazardous materials and deleterious substances in WHP zones 1 and 2

When unable to resolve high priority environmental issues, the LSC Specialists are to follow Ecology’s referral policy, outlined in the ‘LSC Program Contact and Referral Guide’ (available on the LSC SharePoint site: <https://sp.ecy.wa.gov/sites/HWTR/IALSC/default.aspx>).

In addition, Ecology may direct a portion of technical assistance visits toward specific priority sources or contaminants.

Visit Guidance

The following guidance applies to technical assistance visits, unless otherwise discussed with Ecology:

- Coordinate with respective Ecology Regional Offices to ensure that:
 - Business is not a Medium or Large Quantity (dangerous waste) Generator
 - Business is not currently being visited by other Source Control or Urban Waters staff
- Research site and issues prior to the visit using a combination of data sources
- Provide technical assistance on waste and toxics reduction, storage, disposal, spill prevention, and pollution prevention
- Provide written follow-up via correspondence or e-mail to document the results of an initial site visit
- Coordinate and collaborate with Ecology technical staff and other partner agencies when developing technical assistance messages and outreach materials
- Coordinate, when applicable, with fire marshal, code enforcement, stormwater, wastewater treatment, and moderate risk waste staff
- When complaints arise from hazardous waste generators, coordinate with local jurisdictions and Ecology Regional Offices in a timely manner (i.e., within one week)
- Encourage businesses to participate in local green business programs, such as the EnviroStars business certification program (<http://envirostars.org/>)

When unique outreach or educational materials are developed by your jurisdiction, provide copies to Ecology within 30 days of completion of the piece.

IV. LSC Checklist & Database

Information gathered during technical assistance visits must align with the LSC checklist (v4.0.3, dated 12/18/2012) and be entered into the LSC database, which is managed and maintained by Ecology. The following guidance applies to all technical assistance visits, unless otherwise discussed with Ecology:

- Complete a LSC checklist for each site visit and enter it into Ecology's LSC database within 15 work days of the visit for initial, return, or screening visits, or referrals to a regulatory agency
- Ensure that data entry is thorough, complete, and accurate
- Refer to the LSC database instructions, or contact Ecology support staff, for assistance with database entry and reporting
- Maintain the original checklist documents for purposes of public disclosure requests and as historic records, and in accordance with local and state public disclosure laws

V. Training

Ecology provides training to LSC partners to ensure that new staff are properly trained and supported, and that experienced staff are exposed to new information and have opportunities to share their expertise for the benefit of the LSC Partnership. The following types of training are provided, and Table 5 contains an annual training schedule.

New Staff Mentoring and Training

New LSC Specialists are provided a variety of training support from Ecology staff and from experienced LSC Specialists, as assigned by Ecology. Details of the trainings, briefly outlined below, are available in the LSC SharePoint 'New Specialists' tab.

1. SharePoint 'New Specialists' Resources

The LSC SharePoint site contains a presentation and self-test for new LSC Specialists. A new hire should complete the self-test and presentation review within the first two weeks of work as a LSC Specialist.

2. Field Mentoring & Training Review

Ecology will assign an experienced LSC Specialist as a mentor to provide field training and support to a new hire; this will be set-up within the first two weeks of work for the new hire.

Field mentoring will involve a series of accompanied field visits designed by the mentor and Ecology staff to support the needs of the new hire. This training will generally take place over three months. When the mentor and new hire deem they are ready, an Ecology staff will administer a field training/test. This will involve the new hire and Ecology staff spending a day conducting technical assistance visits, and reviewing specific information on hazardous and dangerous wastes, other types of wastes, spills prevention, storm water pollution prevention, and hazard / toxics reduction opportunities.

Ecology staff, along with the mentor, will determine when field training is complete and the new LSC Specialist is ready to conduct technical assistance visits on their own.

3. In-person New Staff Training

A New Staff in-person training will be offered the second Wednesday and Thursday in December. This training will be planned and conducted by Ecology staff and experienced LSC Specialists.

Topics for the in-person training may include the following:

- SharePoint Orientation
- Checklist & Database Basics
- Waste & Stormwater Overviews
- Technical Assistance Visits
- Health & Safety
- Toxics Reduction Opportunities
- Customer Service
- LSC Internal Resources

In-person Trainings

The In-person Trainings will be planned and conducted by teams of three to four LSC Specialists from at least two to three LSC partners. Training topics are intended to help new LSC staff become more competent in their work, and experienced staff to gain greater technical depth on relevant topics. Ecology staff will help define and schedule the teams, review agendas, and provide support for planning and logistics.

Schedule: Held the second Wednesday in September, March and June, these are typically scheduled between 9 a.m. and 3:30 p.m. with overnight travel allowed for jurisdictions that need the extra time to attend the trainings.

Attendance Requirement: Mandatory for at least one LSC Specialist who is responsible for disseminating information back to the LSC Specialists from that jurisdiction; LSC managers are welcome but not

required to attend. Ecology staff must approve absences (non-emergency) at least two weeks prior. No training substitutions (i.e., HAZWOPER, conferences) are allowed for the In-person Training.

WebEx Trainings

Ecology will plan and conduct WebEx trainings during the months that do not have In-person Trainings. These sessions are intended to expose LSC Specialists to new information or technical topics relevant to their work. Suggestions on topics and speakers are welcomed from LSC partners.

Schedule: These are one and a half hour sessions, held on a second Wednesday of the month, except during the months when In-person Trainings are held. Up to six WebEx Trainings will be scheduled each year.

Attendance Requirement: Mandatory for at least one LSC Specialist from each partner to attend at least four of the six WebEx Trainings each year.

Another type of training that is relevant to LSC specialists' work may be substituted for up to two of the six WebEx Trainings. Notification of the substitution must be provided to Ecology at least two weeks in advance of the WebEx Training.

Table 5: Annual Training Schedule

| | | | |
|-------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------|
| July | August | September | October |
| No LSC training | 2 nd Wed, WebEx | 2 nd or 3 rd Wed, In-person (due to school schedules) | 2 nd Wed, WebEx |
| November | December | January | February |
| 2 nd or 3 rd Wed, WebEx (due to Veterans' Day) | 2 nd Wed & Thurs, New Staff In-person | No LSC training | 2 nd Wed, WebEx |
| March | April | May | June |
| 2 nd Wed, In-person | 2 nd Wed, WebEx | 2 nd Wed, WebEx | 2 nd Wed, In-person |

VI. Reporting and Contract Changes

An annual report, briefly summarizing contract status (e.g., site visits, unique elements, budget) and providing information on shortfalls shall be provided to Ecology by July 31, 2016 and 2017. The report shall include two to three 'case studies' of a business or organization that benefitted from the LSC site visits or education/outreach, with a few photos of the business or activities.

Any of the following changes shall be reported to the LSC Program Coordinator within 10 business days:

- Key personnel changes (staff leaving, new hires, etc.)
- Any potential program, contract, or small business client problems and resolutions
- Initiation of or changes to a subcontract

VII. Invoicing

Invoice (billing) procedures are outlined in the Interagency Agreement (IAA), to which this document is an appendix (see IAA Section 4). In addition to directions in the IAA, the following information is provided:

- Support documents may be submitted on a CD rather than as a paper copy.
- Quarterly invoicing will follow the schedule in Table 6.

Table 6: Invoicing Schedule

| Quarter | Months | Due Date |
|---------|----------------------------------|-------------------|
| 1 | July, August, September 2015 | November 10, 2015 |
| 2 | October, November, December 2015 | February 10, 2016 |
| 3 | January, February, March 2016 | May 10, 2016 |
| 4 | April, May, June 2016 | August 10, 2016 |
| 5 | July, August, September 2016 | November 10, 2016 |
| 6 | October, November, December 2016 | February 10, 2017 |
| 7 | January, February, March 2017 | May 10, 2017 |
| 8 | April, May, June 2017 | August 10, 2017 |

APPENDIX B
 INVOICE & BUDGET DETAIL

Department of Ecology - Local Source Control Partnership (updated 06/2015)

| | | | | | |
|---------------------------------|-----------------|------------------------------------|----------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contractor: | City of Redmond | | IAA No: | C1600028 | |
| Current Invoice Period: Qtr/YR: | | | Invoice No: | | |
| | Current Invoice | Total Cumulative Invoices to-date* | Budget 2015-17 | Remaining Budget | notes |
| Salaries | | | 133,353.00 | 133,353.00 | Engineering Technician (RE40) salary and benefits (35% of salary) for 7 quarters(hire in OCT) plus 2% for yearly COLA, and max potential lump sum bonuses \$3655 (2% at 6 month and 3% second year). |
| Benefits | | | 45,394.00 | 45,394.00 | |
| Subcontracts | | | | 0.00 | |
| Goods & Services | | | | 0.00 | |
| Equipment | | | | 0.00 | |
| Travel / Training | | | 1,253.00 | 1,253.00 | |
| Subtotal Direct Costs | 0.00 | 0.00 | 180,000.00 | 180,000.00 | |
| Indirect Costs (@ Rate 0__%) | | | 0.00 | 0.00 | |
| Total Costs | \$ - | \$ - | \$ 180,000.00 | \$ 180,000.00 | |

*Total Cumulative includes current invoice amounts

| Staff Name / Expense Description <i>(attach copy of internal record reflecting all staff paid through contract & copy of each invoice paid)</i> | Salaries | Benefits | Subcontracts | Goods & Services | Equipment | Travel / Training | Indirect Costs |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|--------------|------------------|-----------|-------------------|----------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Subtotals | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total = Current Invoice | \$ - | | | | | | |

CITY CONTRACT ROUTING & APPROVAL

Instructions on Back

Project Title: EnviroStars Program - Amendment #1-Contract C1600028-COR and WSDOE

Project No: 401.21212.00410.53421

Type of Service: Professional Services

Provider of Service: State of WA Department of Ecology

Source of Funding: 401 Fund

Original Contract/Agreement Amount: \$180,000.00 Estimated Start Date: July 1, 2015

Current Contract/Agreement Amount (includes previous supplements, if any): \$180,000.00

Proposed Increase: 0.00 Council Approval Date: N/A

New Contract Total: \$180,000.00 Estimated Completion Date: June 30, 2017

Project Administrator: Ken Waldo Ext: 2714

Return contract to: Ken Waldo Mailstop: 2NPW Ext: 2714

Supervisor/Manager Signature [Signature] Date 6/22/17

Department Head/Designee Signature [Signature] Date 6/22/17

Remarks: To amend current contract No. C1600028 to allow for participation and payment of annual fee for new EnviroStars Program. No cost change.
URGENT Minor scope change to existing agreement.

ROUTING PROCESS: (3 copies)

To: City Clerk (for routing and signatures) [Signature] Date 6/23/17

Risk Manager [Signature] Date 6/26/17
(Signature or initials)

City Attorney [Signature] Date 6/27/17
(Signature or initials)

Mayor [Signature] Date 6/28/17
(Signature or initials)

City Clerk [Signature] Date 6/28/17
(Signature or initials)

Note: Please return the fully executed routing sheet, contracts and agreements to the Originating Division for distribution except for one original retained by the City Clerk.

FINANCE USE ONLY: Dynamics (PA) Number [] City Contract Number 8003-1