

BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON

RESOLUTION
NO. 2018- 092

RESOLUTION TO AUTHORIZE EXECUTION OF AN INTERAGENCY AGREEMENT
BETWEEN KITTITAS COUNTY AND THE STATE OF WASHINGTON,
DEPARTMENT OF ECOLOGY

WHEREAS, RCW 39.34, the Interlocal Cooperation Act, provides the capability for public agencies to cooperate for mutual advantage; and

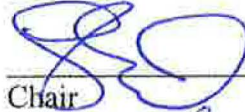
WHEREAS, Engrossed Substitute Senate Bill (ESSB) 6091 (Effective Date of January 19, 2018) requires the Department of Ecology to initiate a pilot metering project throughout the state including Kittitas County; and

WHEREAS, the roles and responsibilities of the Department of Ecology and Kittitas County as they pertain to the pilot metering project are detailed in the attached interagency agreement and incorporated herein by reference.

NOW THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Kittitas County, Washington, hereby authorizes execution of an interagency agreement with the state of Washington, Department of Ecology, that is attached hereto, and incorporated herein by reference.

DATED this 5th day of June, 2018, at Ellensburg, Washington.

BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Chair


Vice-Chair


Commissioner




Clerk of the Board



IAA No. C1800153

INTERAGENCY AGREEMENT (IAA)

BETWEEN

THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY

AND

KITTITAS COUNTY PUBLIC HEALTH DEPARTMENT

THIS INTERAGENCY AGREEMENT (“Agreement” or “IAA”) is made and entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and Kittitas County hereinafter referred to as the "COUNTY," pursuant to the authority granted by Chapter 39.34 RCW.

THE PURPOSE OF THIS AGREEMENT is to define the roles and responsibilities of ECOLOGY and the COUNTY as they pertain to implementation of a pilot metering project as mandated by the Washington State Legislature in Engrossed Substitute Senate Bill (ESSB) 6091 (Effective Date of January 19th, 2018).

WHEREAS, ECOLOGY has legal authority under ESSB 6091 and the COUNTY has legal authority under RCW 35.21.735 (2) that allows each party to undertake the actions in this agreement.

WHEREAS, ESSB 6091 Section 204(1) requires Ecology to initiate a pilot metering project and requires that ECOLOGY must purchase and provide meters to be used in the pilot projects in the area in which the Kittitas County water bank program operates and measure water use from all new groundwater withdrawals for domestic purposes exempt from permitting under RCW 90.44.050.

WHEREAS, the recipient of a meter provided under this agreement (authority from ESSB 6091), will become the owner of the meter and will be responsible for maintenance of the meter. In cases where the meter entirely fails, the property owner may work with the County to obtain a replacement meter.

THEREFORE, IT IS MUTUALLY AGREED THAT:

- 1) The COUNTY 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 and Budget, attached hereto and incorporated herein.

2) PERIOD OF PERFORMANCE

The period of performance of this IAA shall commence on March 1, 2018, and be completed by December 31, 2027, 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 RCW 39.26.180(3). This is a performance-based agreement, in which payment is based on the successful completion of the expected deliverables.

The source of funds for this IAA is **Watershed Restoration Enhancement Bond Account**.

The parties have determined that the cost of accomplishing the work identified herein will not exceed \$1,190,727. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree via an amendment to a higher amount. Compensation for services shall be based on the terms and tasks set forth in Appendix A, Statement of Work and Budget. ECOLOGY will not make payment until it has reviewed and accepted the completed work.

4) BILLING AND PAYMENT PROCEDURE

Payment requests shall be submitted on state form, Invoice Voucher A19-1A. Invoices shall describe and document to ECOLOGY's satisfaction a description by task of the work performed, the progress of the work, and related costs. Each invoice voucher shall reference the Agreement (IAA) number and clearly identify those items that relate to performance under this Agreement. Payment will be made within thirty (30) days of submission of a properly completed invoice (form A19-1A) with supportive documentation. All expenses invoiced shall be supported with copies of invoices paid.

Send invoices to:

State of Washington Department of Ecology Attn: Rose Bennett P.O. Box 47600 Olympia, WA 98504-7600
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Payment requests shall be submitted on a quarterly basis. Upon expiration of this Agreement, any claim for payment not already made shall be submitted to ECOLOGY within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

Payment 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) 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.

7) ASSURANCES

Parties to this Agreement agree that all activity pursuant to this agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

8) CONFORMANCE

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9) DISPUTES

Parties to this Agreement shall employ every effort to resolve a dispute themselves without resorting to litigation. In the event that a dispute arises under this Agreement that cannot be resolved among the parties, 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, unless restricted by law. The cost of resolution will be borne by each party paying its own cost. As an alternative to this process, if state agencies, 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. The parties may mutually agree to a different dispute resolution process.

10) FUNDING AVAILABILITY

ECOLOGYS 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.

11) 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.

12) 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.

13) 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 upon written amendments to this Agreement.
- c. This Agreement, number C1800153.
- d. Appendix A, Statement of Work and Budget.
- e. Appendix B, Metering Pilot Project - Roles, Responsibilities, Technical Requirements.
- f. Any other provisions of this Agreement, including materials incorporated by reference.

14) 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 of this Agreement 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 subject to state public disclosure laws.

15) RESPONSIBILITIES OF THE PARTIES

Each party of this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party will be considered the agent of the other party to this Agreement.

16) 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.

17) 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.

18) SUBCONTRACTORS

The County 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, all subcontractor who will be performing services under this Agreement must be identified, 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. Provide such information to ECOLOGY's agreement manager.

19) 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 fifteen (15) business days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

20) TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement without cause upon thirty (30) calendar day 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.

21) 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 written amendment to this Agreement signed by an authorized representative of the parties.

22) 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 parties agree that if there is a change in representatives that they will promptly notify the other party in writing of such change, such changes do not need an amendment.

The ECOLOGY Representative is:	The County Representative is:
Name: Ron Dixon Address: 1250 W Alder Street Union Gap, WA 98903-0009 Phone: 509-454-7897 Email: ron.dixon@ecy.wa.gov	Name: Erin Moore Address: 507 N Nanum St., Suite 102 Ellensburg, WA 98926 Phone: 509-962-7698 Email: erin.moore@co.kittitas.wa.us

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.

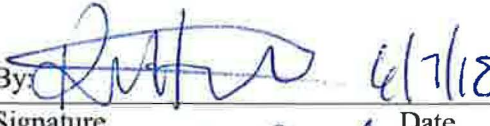
The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement.

IN WITNESS WHEREOF, the parties below, having read this Agreement 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**

**Kittitas County
Public Health Department**

By: 
Signature Date

By: 
Signature Date

Polly Zehm

Robin H. Read

Print Name: Administrator

Deputy Director

Title:

Approved as to form:
Attorney General's Office

APPENDIX A STATEMENT OF WORK AND BUDGET

Task 1 – Meter Procurement and Installation

1.1 The County will establish and maintain a contract with a vendor capable of delivering an Advanced Metering Infrastructure (AMI) System.

- The County will ensure that the service provider’s data management system is accessible by both the County, the pilot project participant (metered property owner), and Ecology.
- The County will ensure that the vendor’s data management system meets Ecology’s data needs as defined in the Technical Requirements section of Appendix B. If those data needs are not completely satisfied through the vendor’s data management system, then it will be the responsibility of the County to provide that data to Ecology.
- Any Kittitas County competitive solicitation and awarded contract for equipment needed to accomplish the work outlined in this IAA shall identify other counties as authorized purchasers.

1.2 The County will purchase Meters and Meter Registers.

1.3 The County will contract for Meter Installation Costs.

Task 2 – Pilot Program Administration and Outreach

- The County will ensure that all existing meters within their current metering program are retrofitted with the AMI-capable meter registers or replaced in their entirety with AMI-capable meters if necessary.
- The County will ensure that AMI-capable meters are installed and functional prior to occupancy for all building permit applicants that meet the criteria as stated in the technical requirements section.
- The County will distribute Ecology’s most recent version of the Pilot Program Information Packet to all qualifying Pilot Project building permit applicants.
- The County will ensure that AMI-capable meters are installed per the installation requirements listed in the Technical Requirements section of Appendix B.
- The County will ensure that all account information, as outlined in the technical requirements section, is entered into the AMI data management application within 30 days of meter installation.
- The County will ensure that owner/participant information for each installed meter is updated within the service provider’s data management system when ownership of the property changes.
- In the case of property ownership changes the County will ensure that the new owner(s) is sent an Ecology-provided Pilot Project Information Packet as described above.

Budget by Task Summary:

Item	Description	Amount
1	Task 1.1 – Procurement Administration	\$37,660
2	Task 1.2 – Metering Equipment	\$326,300
3	Task 1.3 – Meter Installation	\$753,000
4	Task 2 – Pilot Program Administration & Outreach	\$73,767
	Total Project Cost	\$1,190,727

Budget by Task Detail:

Task 1.1 Procurement Administration	Amount	Description
Personnel	\$20,990	Includes salary, benefits (37% of salaries), and indirect costs (42% of salaries) based on County estimates.
Goods & Services	\$11,670	Equipment for new staff person to include: computer, monitors, desk, chair, file cabinet, phone, new metering software and training. County to maintain ownership of these goods and services.
Meter retrofitting	\$5,000	25 current meters
Total Task 1.1	\$37,660	
Task 1.2 Meter Equipment	\$326,300	Based on 1004 meters going in the ground between 2018-2027, \$325 each
Task 1.3 Meter Installation Costs	\$753,000	Based on 1004 meters going in the ground between 2018-2027, \$750 per installation
Task 2 Implementation – Pilot Program Administration & Outreach	Amount	Description
Personnel costs	\$74,503	Includes salary, benefits (37% of salaries), and indirect costs (42% of salaries)
Goods & Services	\$10,275	Goods & Services and standard costs for new staff person to include: Office supplies, phone, computer rotation, cell phone, vehicle replacement, rent and postage for meter install notifications. County to maintain ownership of these goods and services.
Travel	\$2,200	Mileage at .535/mile
<i>Total Annual Costs</i>	<i>\$86,978</i>	
Annual Metering Fee Revenue	\$(21,600)	\$180/year, collected at the time of building permit or AWSD, assumes 100 new
Metering Inspection Revenue	\$(30,000)	\$300 each, collected at the time of building permit of AWSD, assumes 100 new
Total Year One Request	\$35,378	
Year 2	\$26,078	Based costs increasing by 2%, and revenue increasing based on annual metering fee
Year 3	\$12,311	Based costs increasing by 2%, and revenue increasing based on annual metering fee
Years 4-10		Revenue will exceed costs
TOTAL TASK 2	\$73,767	
Agreement Total	\$1,190,727	

APPENDIX B METERING PILOT PROJECT - ROLES, RESPONSIBILITIES, TECHNICAL REQUIREMENTS

Legal Requirements -

ESSB 6091, Section 204:

- Ecology shall initiate a pilot project to measure water use from all new groundwater withdrawals for domestic purposes exempt from permitting under RCW 90.44.050 in the areas described in this section.
- The pilot projects must be the area in which the Kittitas County water bank program operates within water resource inventory area 39.
 - i. The area in which the Kittitas county water bank program operates includes that part of Kittitas County that lies within the Yakima River Basin. As a result, the “Kittitas Pilot” will apply to all of the areas within Kittitas County that lie within the Yakima River Basin.

Minimum Legislative-directed Deliverables:

1. Initial and on-going costs, including costs to local government and the department.
2. Technical, practical, and legal considerations that must be addressed.
3. The costs and benefits of a water use measurement program relying on individual meters versus a water management program that estimates permit-exempt groundwater withdrawals.
4. Measures to protect the privacy of individual property owners and ensure accurate data collection.
5. Recommendations to the legislature, including estimated program costs for expanding the pilot projects to other basins.

Reporting Requirements:

- Legislative reports due December 31, 2020 and December 31, 2027

Definitions:

- Advanced Metering Infrastructure (AMI) System – an integrated system of smart meters, communications networks, and data management systems that enables two-way communication between the implementing party and metered party.
- Two-way communication – communication between the meter register and the service provider’s data management system that is available to all involved parties.
- Domestic use – means use of water associated with human health and welfare needs, including water used for drinking, bathing, sanitary purposes, cooking, laundering, and other incidental household uses. Domestic use also includes minimal outdoor uses as allowed per WAC 173-539A (Upper Kittitas), or per County policy or administrative requirements.
- Functional Meter – a meter installed according to the criteria outlined in the technical requirements section that is reporting to the service provider’s data management system.
- Pilot Project – the metering project(s) as required under ESSB 6091; effective date of ESSB 6091 was January 19th, 2018.
- Service Provider – a company capable of delivering a complete AMI system.

Roles & Responsibilities -

Department of Ecology (Ecology):

1. Ecology will coordinate with the County to ensure the timely implementation of the pilot programs.
2. Ecology will develop a Pilot Program Information Packet to be distributed to all qualifying Pilot Project building permit applicants. The packet will include a description of the “Pilot Project” program that explains the purpose of the program, ownership of the meter, maintenance responsibilities, service provider software program access and benefits (conservation, leak detection, etc.), contact information for the County and Ecology, and what to do in case of a malfunction of the meter.
3. Ecology will provide Pilot Program Information Packets to the County.
4. Ecology will work with the County to ensure the timely reimbursement of expenditures as outlined in the technical requirements section.
5. Ecology will reimburse the expenditures of the County quarterly. Reimbursement for meter costs and meter installation costs will be based solely on the number of functional meters that have been installed and are reporting.
6. Ecology will maintain an accounting of all costs, including department costs, and costs to the County.
7. Ecology will report to the legislature according to the requirements in ESSB 6091.

Kittitas County (County):

1. The County will develop, procure, and maintain a contract with a service provider capable of delivering an Advanced Metering Infrastructure (AMI) System.
2. The County will ensure that the service provider’s data management system is accessible by both the County, the pilot project participant (metered property owner), and Ecology.
3. The County will ensure that the service provider’s data management system meets Ecology’s data needs as defined in the Technical Requirements section. If those data needs are not completely satisfied through the service provider’s data management system, then it will be the responsibility of the County to provide that data to Ecology.
4. The County will ensure that all existing meters within their current metering program are retrofitted with the AMI-capable meter registers or replaced in their entirety with AMI-capable meters if necessary.
5. The County will ensure that AMI-capable meters are installed and functional prior to occupancy for all building permit applicants that meet the criteria as stated in the Technical Requirements section.
6. The County will distribute Ecology’s Pilot Program Information Packet to all qualifying Pilot Project building permit applicants.
7. The County will ensure that AMI-capable meters are installed per the installation requirements listed in the Technical Requirements section of Appendix B.
8. The County will ensure that all account information, as outlined in the Technical Requirements section, is entered into the AMI data management application on a timely basis.
9. The County will ensure that owner\participant information for each installed meter is updated within the service provider’s data management system when ownership of the property changes.
10. In the case of property ownership changes the County will ensure that the new owner(s) is sent an Ecology-provided Pilot Project information packet.

Property\Well Owner (Owner):

1. The Property Owner will own and maintain the meter, meter register, and meter box in good working order.
2. Upon expiration of the warranty period for a meter or meter register, the Owner is required to pay any maintenance or replacement costs.
3. Upon sale of the property, the meter ownership will transfer to the new owner.

Technical Requirements-

Pilot Program Participants:

1. All new (as Jan. 19th, 2018) building permit applicants using groundwater as a water source for the purpose of “domestic use” that is exempt from permitting under RCW 90.44.050.
2. The participant’s dwelling\well must be within the area defined in the Legal Requirements section of this document.
3. The participant must meet all County ordinances, policies, or administrative requirements.

Reimbursement of Expenditures:

The following costs will be reimbursed by Ecology during the entirety of the Pilot Project.

1. Procurement Administration
 - a. Personnel
 - b. Goods & Services
 - c. Meter Retrofitting
2. Meter Equipment
3. Meter Installation
4. Pilot Program Administration & Outreach
 - a. Personnel
 - b. Goods & Services
 - c. Travel

Meter Specifications:

1. All meters must meet the accuracy standards set by the American Water Works Association (AWWA) based on the type of meter selected.
2. All new meters must be of the single jet type capable of measuring flow rates in the range of 0.0625 gpm to 30 gpm.
3. All new meters must meet or exceed the standards for single jet meters per the AWWA C712 publication.
4. The meter manufacturer must be certified, or in process of being certified, as meeting ISO 9001 2000 standards.

Electronic Register Specifications:

1. Battery life must be warranted in full for 10 years
2. All registers must be Automatic Meter Reading (AMR) compatible through industry-standard 3-wire and 2-wire outputs.
3. All registers must read volume in gallons and flow rate in gallons per minute (gpm).
4. All registers must be compatible with existing installed meters (Badger).
5. All registers must have a data log interval between 5 and 60 minutes.
 - a. A small log interval (i.e., 5 minutes) is preferred in order to better capture peak flow information and provide better leak detection resolution.

6. All registers must have the following configurable water consumption data functions: Leak detection, high usage, zero usage, and backflow detection.
7. All registers must have an external antenna port.

Installation Specifications:

1. Functional AMI-capable meters must be installed by a licensed plumber or contractor prior to the “Building Permit Final Inspection” approval.
2. Documentation (e.g., installers invoice) of installation, including the following information, must be sent to Ecology.
 - a. Name, mailing address, and site address of property\well owner
 - b. Meter serial number
 - c. County tax parcel identification number
3. The meter must be installed according to the manufacture specifications despite varying installation conditions. For example: variable pipe-fittings, pipe sizes, well locations, and landscape conditions.
4. Meter must be installed in a horizontal pipeline with the register facing upward and readily accessible for reading. To meet accuracy specifications, the meter should not be mounted at more than a 10% angle (either slanted along the pipe or tilted to the side). In most applications, no straight pipe length, upstream or downstream is necessary.
5. Meters must be installed 8 to 12 inches below the meter box lid, or as appropriate for location and geographic area.
6. The meter box lid must be made of composites (not cast iron).

Data Management Requirements:

The following parameters are required and must be supplied to Ecology directly through the service provider’s data management system or by the County.

1. Person\Organization Parameters:
 - a. Last or Organization Name
 - b. First Name
 - c. Address (mailing)
 - d. City (mailing)
 - e. State (mailing)
 - f. Zip Code (mailing)
 - g. Site Address (if different than mailing address)
 - h. Contact Last Name (if different than owner)
 - i. Contact First Name (if different than owner)
 - j. Phone Number
 - k. Phone Type (e.g., home, mobile)
 - l. Email
2. Meter Parameters:
 - a. Meter ID (if different then the meter serial number)
 - b. Meter Serial Number
 - c. Register Serial Number
 - d. Meter Type
 - e. Meter Model
 - f. Installed Date
 - g. Meter Location

- i. Public Land Survey: Township, Range, Range Direction (East or West), Section
 - ii. Tax parcel identification number
3. Meter Reading Parameters
 - a. Meter ID (and/or Meter Serial Number)
 - b. Meter reading date and time
 - c. Meter reading flow rate
 - d. Meter reading cumulative volume
4. Well Information:
 - a. Ecology Well Tag Number
 - b. Well Location (if different than the meter location)
 - i. Public Land Survey: Township, Range, Range Direction (East or West), Section
 - ii. Tax parcel identification number
5. Privacy of Data – the pilot project will include measures to protect the privacy of individual property owners and ensure accurate data collection.

Kittitas County
Review Form
Grants & Contract Agreement



43118

Today's Date 05/08/2018	Agenda Date 6/5/18
Fund/Department 116-Public Health	

Contract/Grant Information

Contract /Grant Agency: Interagency Agreement between Department of Ecology and Kittitas County Public Health Department	
Period Begin Date: March 1, 2018	Period End Date: December 31, 2027
Total Grant/Contract Amount: \$1,190,727.00	
Grant/Contract Number:	
Contract/Grant Summary: The purpose of the Interagency Agreement is to define roles and responsibilities of Ecology and Kittitas County Public Health for the implementation of a metering pilot project to include meter procurement and installation and administration and outreach.	

Recommendation for Board of Health and Board of Health Review on _____

Department Head Signature:	Administrator	Date: 6/7/18
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Kittitas County Prosecutor, Auditor, and Board of Health Review and Comment:

APPROVED AS TO FORM:

	5-16-18
Signature of Prosecutor's Office	Date
	5/17/18
Signature of Auditor's Office	Date
Signature of Board of Health member	Date

Financial Information

Total Amount \$ 1,190,727	State Funds \$ 1,190,727	Federal Funds \$ 0
Percentage County Funds	Matching Funds \$	CFDA#

	In-Kind \$ Explain
Is Equipment being purchased? yes	Who owns equipment? Property owner
New Personnel being hired? yes	Contact HR hiring – reporting requirements
Future impacts or liability to Kittitas County:	

Budget Information

Budget Amendment Needed?	Yes <input type="checkbox"/> attach budget form	No <input type="checkbox"/> Why not
New Division Created?		
Revenue Code 116.615.02.62.xx334.03.10		
Procure Admin	116.615.02.62.11	Task 1.1 \$ 37,660
Meter Equipment	116.615.02.62.12	Task 1.2 \$ 326,300
Meter Installation	116.615.02.62.13	Task 1.3 \$ 753,000
Pilot Outreach	116.615.02.62.2	Task 2 \$ 73,767

Pass Through Information

Agency to Pass Through	
Amount to Pass Through	\$
Sub-Contract Approved	Date:

Prosecutor Review

Has the Prosecutor reviewed this agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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County Departments Impacted

Auditor	Facilities Maintenance
Information Services	Human Resource
Prosecutor	Treasurer

Submitted

Signature:	Date:
Department:	

Assignment of Tracking Information

Auditor's Office	
Human Resource	
Prosecutor's Office	
Who Signed the grant application	

Reviewer	Date
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