

**RESOLUTION NO. 23-1884**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKE FOREST PARK, WASHINGTON, AUTHORIZING  
THE MAYOR TO SIGN THE INTERAGENCY AGREEMENT  
FOR 2023-2024 WITH KING COUNTY FOR WASTE  
REDUCTION AND RECYCLING PROGRAM GRANT  
FUNDS**

---

**WHEREAS**, waste reduction and recycling are a priority in Lake Forest Park; and

**WHEREAS**, the City of Lake Forest Park adopted the 2001 King County Comprehensive Solid Waste Management Plan, which includes specific waste reduction and recycling goals; and

**WHEREAS**, King County Solid Waste Division provides funds to cities that adopted the Comprehensive Solid Waste Management Plan to meet these waste reduction and recycling goals; and

**WHEREAS**, the City has planned multiple projects and programs in 2023-2024 to be funded with King County's waste reduction and recycling funds; and

**WHEREAS**, the City Attorney has reviewed and approved the proposed contract and scope of work;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Lake Forest Park, as follows:

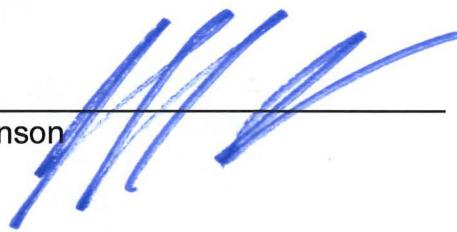
**Section 1. AUTHORIZATION.** Approves and authorizes the Mayor to sign the Interagency Agreement with King County for 2023 and 2024 for waste reduction and recycling program grant funds attached as Exhibit 1.

**Section 2. CORRECTIONS.** The City Clerk is authorized to make necessary corrections to this resolution, including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

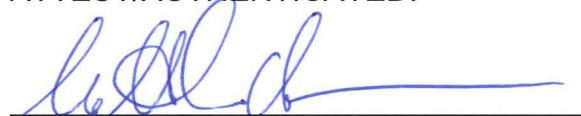
**PASSED BY A MAJORITY VOTE** of the members of the Lake Forest Park City Council this 9th day of February, 2023.

APPROVED:

Jeff Johnson  
Mayor



ATTEST/AUTHENTICATED:



Matt McLean  
City Clerk

FILED WITH THE CITY CLERK: February 3, 2023  
PASSED BY THE CITY COUNCIL: February 9, 2023  
RESOLUTION NO.: 23-1884

# EXHIBIT 1 to Resolution 23-1884 CPA #

## INTERAGENCY AGREEMENT FOR 2023 and 2024

**Between**

**KING COUNTY and the CITY OF LAKE FOREST PARK**

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

### **PREAMBLE**

King County and the City of Lake Forest Park adopted the 2019 King County Comprehensive Solid Waste Management Plan (Comp Plan), which includes waste reduction and recycling goals. In order to help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the Comp Plan. This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and services. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to this Agreement as Exhibit B and incorporated herein by reference. Grant funding for this program is subject to the budget approval process of the King County Council.

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

### **I. PURPOSE**

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

## **II. RESPONSIBILITIES OF THE PARTIES**

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

**A. The City**

1. Funds provided to the City by the County pursuant to this Agreement shall be used to provide waste reduction and recycling programs and/or services as outlined in Exhibit A. The total amount of funds available from this grant in 2023 and 2024 shall not exceed **\$21,540**.
2. This Agreement provides for distribution of 2023 and 2024 grant funds to the City. However, grant funds are not available until January 1, 2023.
3. During this two-year grant program, the City will submit a minimum of two (2), but no more than eight (8), progress reports to the County in a form determined by the County. Reports must be signed by a City official. These reports will include:
  - a. a description of each activity accomplished pertaining to the scope of work; and
  - b. reimbursement requests with both a Budget Summary Report Form, which is attached hereto as Exhibit D and incorporated herein by reference, and an Expense Summary Form, which is attached hereto as Exhibit E and incorporated herein by reference, unless the City has a spreadsheet similar to the Expense Summary Form already in use, in which case the City is free to use that spreadsheet instead of the Expense Summary Form. The City will submit the form or similar spreadsheet and not submit backup documentation for grant expenses. If backup documentation is submitted, SWD will not retain it. The City shall maintain this documentation in its records.

If the City chooses to submit up to the maximum of eight (8) progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County on the last day of the month following the end of each quarter (April 30, July 31, October 31, January 31), except for the final progress report and request for reimbursement, which shall be due by March 21, 2025.

If the City chooses to submit the minimum of two progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County by March 15, 2024 and March 21, 2025.

Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the 5<sup>th</sup> working day of January 2024 and January 2025, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

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

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

10. The City shall maintain a record of the use of any equipment that costs more than \$1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2025.

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

B. The County:

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

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

### **III. DURATION OF AGREEMENT**

This Agreement shall become effective on either January 1, 2023 or the date of execution of the Agreement by both the County and the City, if executed after January 1, 2023, and shall terminate on June 30, 2025. The City shall not incur any new charges after December 31, 2024. However, if execution by either Party does not occur until after January 1, 2023, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2023 and the later execution of the Agreement provided that the City complies with the reporting requirements of Section II.A of the Agreement.

#### **IV. TERMINATION**

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

#### **V. AMENDMENTS**

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

#### **VI. HOLD HARMLESS AND INDEMNIFICATION**

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

## **VII. INSURANCE**

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

## **VIII. ENTIRE CONTRACT/WAIVER OF DEFAULT**

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

## **IX. TIME IS OF THE ESSENCE**

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

## **X. SEVERABILITY**

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

## **XI. NOTICE**

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

Lucy Auster, Project Manager, or a provided designee  
King County Solid Waste Division  
Department of Natural Resources and Parks  
Lucy.auster@kingcounty.gov

If to the City:

Environmental and Sustainability Specialist, or a provided designee  
City of Lake Forest Park City Hall  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155

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

**City of Lake Forest Park**

---

Jeff Johnson, Mayor  
City of Lake Forest Park

---

Date

**King County**

BY \_\_\_\_\_  
Pat D. McLaughlin, Director  
Solid Waste Division

For Dow Constantine, King County Executive

---

Date

# City of Lake Forest Park

## 2023-2024 Waste Reduction and Recycling Program (WRR)

Total Available Funds: \$21,540.00

### SCOPE OF WORK

**Contact Person:** Cory Roche  
**Title:** Environmental & Sustainability Specialist  
**Telephone Number:** (206) 957-2814  
**Email:** [croche@ci.lake-forest-park.wa.us](mailto:croche@ci.lake-forest-park.wa.us)  
**Address:** Lake Forest Park City Hall  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155

### Goals

**Goal 1:** Support, encourage, and facilitate community waste reduction and recycling

**Goal 2:** Decrease the amount of organic waste, moderate risk waste (MRW), and other hard to recycle items going to the landfill

**Goal 3:** Educate the public on waste reduction in their everyday lives

### 2023 - 2024 Budget Summary

Tasks (Goals)
1. Partnered Residential Recycling Collection Events for Residents
2. Choose target audience of a WR/R category to implement an education and outreach campaign/program with workshops
3. Educational Giveaways at Community Events
<b>GRAND TOTAL: \$21,540.00</b>

#### I. Task 1 (Goal 1, 2, & 3)

The goal of the program is to decrease the amount of organic waste, moderate risk waste (MRW), and other hard-to-recycle items going to landfill by holding collection events in a convenient location for City residents. The City will also help reduce waste and encourage recycling by distributing educational materials to City residents. The City of Lake Forest Park will partner with the City of Kenmore to host 4 events, two each year, one in the spring, one in the fall.

#### A. Task Schedule

Activity	Timeline
Program Planning	Ongoing of 2023-2024
Program Implementation	Spring 2023,2024 and Fall 2023,2024

#### B. Performance and Impact Objectives

- By hosting Recycling Collection Events, the City will help reduce the amount of environmentally damaging materials finding their way to the landfills, storm drains, streams, and other isolated sites in our City and surrounding County area. The benefits of collecting and diverting these materials from the waste stream will reduce damage to the environment and health risks. This will reduce illegal dumping in both City and County areas.
- The City's recycling rates are reported by Republic Services on a regular basis. The City seeks to increase the rate of recycling/composting using this program and reduce the amount of waste to the landfill.
- The City will account for events and outcomes as the program develops and make note of important issues/challenges that arise (e.g., what could possibly change to improve education in the future).

### C. Evaluation

- The City will provide the following information to the Department of Ecology for project evaluation:
  - 1) The number of events held.
  - 2) The number of event residents participants attending - the site greeter will count cars as they arrive.
  - 3) The volume of each material collected in pounds/tons as reported from event vendors and from material delivered to recycling centers.

## II. Task 2 (Goal 1, 2, & 3)

The second task/goal of this category is for the City to choose a target audience of a waste reduction and recycling category to implement an education and outreach campaign/program with workshops. Categories the City is looking into for this program could include dumpster maintenance with commercial and multifamily sights, pet waste management disposal, yard care, general waste prevention/awareness, and climate action awareness.

### A. Task Schedule

Activity	Timeline
Program Planning	Ongoing of 2023-2024
Program Implementation	Ongoing 2023-2024

### B. Performance and Impact Objectives

- The City's recycling rates are reported by Republic Services on a regular basis. The City seeks to increase the rate of recycling/composting using this program and decrease the amount of waste to the landfill while also protecting environmental hazards like keeping up with proper dumpster maintenance, picking up pet waste, yard care use without chemicals, etc.
- The City will account for events and outcomes as the program develops and make note of important issues/challenges that arise (e.g., what could possibly change to improve education in the future).

### C. Evaluation

- The City will survey the community electronically (with SurveyMonkey, other methods may be used like attendance/participation at workshops) before, during and after the project to evaluate the programs educational outreach and behavioral change element's successes or lack of successes.

### III. Task 3 (Goal 1, 2, & 3)

The City holds multiple education/outreach events in the community throughout the year. Examples of events include the Earth Smart Green Fair, the annual garden tour, the Lake Forest Park Farmers Market, Pet Parade, Battle of the Bands, and Picnic in the Park. This task will pay for waste reduction/recycling themed educational giveaways to distribute to the public.

#### A. Task Schedule

Activity	Timeline
Program planning, purchasing and implementation	Throughout 2023-2024

#### B. Performance and Impact Objectives

- Modify the behavior of the Lake Forest Park Community to produce less waste in their daily lives and encourage them to use recycled, recyclable and reusable materials, products and services where feasible.

#### C. Evaluation

- Keep track of the number of giveaways distributed to evaluate messaging successes.

## **2023-2024 WRR Grant Guidelines**

### **Program Eligibility:**

The King County Solid Waste Division (SWD) has prepared a list of Re+ Action Ideas that expands on the WRR Case Studies shared in the past two grant cycles and that includes new creative and innovative project ideas for WRR Grant proposals/scopes of work (Attachment 3). The goal of this list is to offer ideas for innovative projects beyond current WRR SOWs including, ideas for incorporating Equity and Social Justice into all of our work such as transcreating materials and signage into top spoken languages in King County.

The list offers ideas for influencing waste prevention and recycling consistent with Title 10 of King County Code, the King County Strategic Climate Action Plan, and the King County 2019 Comprehensive Solid Waste Management Plan ([Comp Plan](#)), all of which have policies to achieve Zero Waste of Resources by 2030. SWD strongly encourages consideration of these projects in the development of grant proposals and encourages Cities to leverage WRR grant funds with multi-city projects.

Grant funds may be used for a variety of WRR related programs consistent with the Comp Plan. Cities are encouraged to work together to leverage funds and have a greater influence on waste prevention and recycling. Cities may choose to use their funding on one program or a combination of programs. For WRR program ideas, please refer to the Re+ Action Ideas, which includes the examples below.

### **Sample Re+ Actions**

- Food Waste – Food rescue infrastructure investment – supporting hunger relief organizations and food banks with resources like food storage, trucks, etc.
- Community - Establishing tool and other equipment libraries or other sharing initiatives, e.g., borrow party packs for picnics and birthday parties.
- Paper/Plastic Recycling - Multi-family - Technical assistance and in-person outreach to increase recycling in multifamily complexes, with an emphasis of a multicultural and multilingual approach such as through Spanish speaking Facilitadores and or use of other regularly spoken languages for a particular housing community.
- Banning single-use items in dine-in restaurants and hotels, e.g., coffee cups, water bottles, mini personal care items, etc.
- Conduct food waste audits and implement customized food waste recycling programs in economically and culturally diverse communities.

In addition, below are project examples included in the Case Studies shared in the last two grant cycles.

### **Sample Case Study Actions**

- City Development of Contracts for “Responsible Recycling.”
- Purchase School Milk Dispensers and Reusable Cups to Replace Single-use Milk Cartons.
- City of Bellevue Recycling Unusual of Bulky Items.
- City of Kirkland Organics Contamination Enforcement – Cart Tagging

**Please contact Lucy Auster at 206-477-5268 or [lucy.auster@kingcounty.gov](mailto:lucy.auster@kingcounty.gov) if you have questions about specific program eligibility and/or consistency with the Comp Plan.**

**The following are not eligible for funding:**

- Collection of garbage, except for residual garbage related to the collection of recyclables.
- Household Hazardous Waste (HHW) education programs.
- Collection of any household hazardous waste items including, but not limited to:  
treated wood, paint, lead acid batteries, oil, gasoline, and antifreeze, fluorescent lights.

Cities should pursue funding for HHW collection or education programs through the King County Hazardous Waste Management Program (Haz Waste) or the Washington State Department of Ecology Local Solid Waste Financial Assistance (LSWFA) Program.

## **Grant Administration**

### *Requests for Reimbursement:*

Cities may submit as few as one request for reimbursement per year during the funding cycle, due no later than March 16, 2024 and March 14, 2025. Alternately, Cities may submit requests for reimbursement as frequently as quarterly. A Budget Summary Report Form and an Expense Summary Report Form must be used when submitting requests for reimbursement and will be provided to Cities when the grant agreements are executed.

### *Accrual Reporting:*

By the 5<sup>th</sup> working days of January 2024 and January 2025, Cities must notify SWD of the amount of their total expenditures for work that has been completed in the previous year but for which a request for reimbursement has not yet been submitted so that SWD can accrue the amounts.

## **Progress Reports**

Progress reports describing program activities, accomplishments, and evaluation results must accompany each request for reimbursement. All progress reports must be signed by a City official and be submitted via email.

## **Amendments**

Amendments to grant Interagency Agreements (IAAs) are unnecessary unless the City wishes to significantly change its scope of work. In general, a significant change would be one in which the City wishes to add or delete a task from its scope of work. Amendments will only be approved if the proposed change(s) is/are consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope. A minor change, such as moving dollars between tasks, would only require written notification, which may be submitted via e-mail. However, the City should contact SWD when considering changes to their scopes to determine if an amendment is needed.



P.O. Box 88030

Tukwila, WA 98138

Phone: 206-575-6046

Fax: 206-575-7426

[www.wciapool.org](http://www.wciapool.org)

11/16/2022

Ref#: 14263

King County Solid Waste Division  
Attn: Lucy Auster  
201 South Jackson St., Suite 701  
Seattle, WA 98104

Re: City of Lake Forest Park  
Waste Reduction & Recycling (WRR) Program

### **Evidence of Coverage**

The City of Lake Forest Park is a member of the Washington Cities Insurance Authority (WCIA), which is a self-insured pool of over 160 public entities in the State of Washington.

WCIA has at least \$4 million per occurrence limit of liability coverage in its self-insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member. Liability coverage includes general liability, automobile liability, stop-gap coverage, errors or omissions liability, employee benefits liability and employment practices liability coverage.

WCIA provides contractual liability coverage to the City of Lake Forest Park. The contractual liability coverage provides that WCIA shall pay on behalf of the City of Lake Forest Park all sums which the member shall be obligated to pay by reason of liability assumed under contract by the member.

WCIA was created by an interlocal agreement among public entities and liability is self-funded by the membership. As there is no insurance policy involved and WCIA is not an insurance company, your organization cannot be named as an additional insured.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Roscoe".

Rob Roscoe  
Deputy Director

cc: Shannon Moore  
Cory Roche

## BUDGET SUMMARY REPORT FORM

## 2023-2042 Waste Reduction &amp; Recycling Grant Program

City: _____	Date: _____				
Address: _____ _____	Phone: _____				
Preparer's Name: _____	Invoice #: _____				
Report Period: _____	Contract #: _____				
Total amount requested this period: _____					
Total amount previously invoiced: _____					
Original interlocal amount: _____					
Total amount charged to date: \$ _____					
Amount remaining for completion of interlocal: \$ _____					
Task #	Scope of Work Description (Task/title)	Budget	Current Quarter Costs	Amount Previously Invoiced	Remaining Balance
1					\$ _____
2					\$ _____
3					\$ _____
4					\$ _____
5					\$ _____
6					\$ _____
7					\$ _____
<b>TOTALS</b>		\$ _____	\$ _____	\$ _____	\$ _____
<b>For King County Use</b>					
Contract # <u>0</u>					
Project <u>1126942</u>	Org <u>720122</u>	Exp.Account <u>54150</u>	Task <u>22.000'</u>		
Purchase Order # _____		Requisition # _____	Receipt _____		
Supplier # _____		Supplier Pay Site _____	Invoice # _____	Payment Type _____	
Total charges this period are approved for payment \$ _____					
Project Manager: _____		Date: _____			

**Exhibit D**

Exhibit D

## King County Waste Reduction Recycling Grant

2023-2024 Grant Cycle

City of \_\_\_\_\_

Reimbursement Request # \_\_\_\_\_

Date \_\_\_\_\_

Contract # \_\_\_\_\_

## Expense Summary Form

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