

## RESOLUTION NO. 2021-02

### **A RESOLUTION OF THE BOARD OF THE SPOKANE AQUIFER JOINT BOARD, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE EXECUTION OF A PERSONAL SERVICES AGREEMENT WITH THE SPOKANE RIVER FORUM; AND OTHER MATTERS PROPERLY RELATING THERETO**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SPOKANE AQUIFER JOINT BOARD, OF SPOKANE COUNTY, WASHINGTON, as follows:

**WHEREAS**, the Spokane Aquifer Joint Board ("SAJB") has been created for the Spokane County Region by action of the respective Boards of Directors and/or authorized representatives of the municipal corporations involved pursuant to RCW 39.34, known as the Washington Interlocal Cooperation Act; and

**WHEREAS**, the members of the SAJB executed an agreement forming the Joint Board ("the Agreement"), which provides rules for the process the Board follows in conducting its business, including the entering into and execution of agreements; and

**WHEREAS**, the Board of SAJB revised Resolution No. 95-01 on October 25, 2001, which provides that a simple majority of the eligible voting Board Members must vote on major decisions, including the execution of Interlocal Agreements; and

**WHEREAS**, the Board wishes to enter into a personal services contract with the Spokane River Forum to assist the SAJB in providing incentive for businesses over the Rathdrum Spokane Aquifer to be environmentally conscience, as part of their wellhead protection implementation plan;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of the Spokane Aquifer Joint Board as follows:

Section 1: Board hereby approves the execution of a Personal Services Agreement with the Spokane River Forum, generally in the form of Attachment "A", affixed hereto and incorporated herein by this reference, and authorizes and directs the appropriate officials of the Board to execute said agreement.

Section 2: This Resolution shall become effective upon its adoption and execution by the appropriate officers of SAJB.

**ADOPTED** BY THE BOARD OF THE SPOKANE AQUIFER JOINT BOARD, SPOKANE COUNTY, WASHINGTON, AT A REGULAR OPEN PUBLIC MEETING THEREOF this 28<sup>th</sup> day of January 2021.

SPOKANE AQUIFER JOINT BOARD

By \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

**CERTIFICATION**

I the undersigned, Secretary of the Board of Spokane Aquifer Joint Board, of Spokane County, Washington, hereby certify that a simple majority of the eligible voting Board Members of the SAJB voted in favor of this Resolution.

\_\_\_\_\_  
Secretary

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**CERTIFICATION**

I, the undersigned, Secretary of the Board of Spokane Aquifer Joint Board, of Spokane County, Washington, hereby certify that the foregoing Resolution is a full, true and correct copy of a Resolution duly adopted at a regular meeting of the Board of Directors of said Board, duly and regularly held at the regular meeting place thereof held on January 28, 2021 of which meeting all members of said Board had due notice and at which a majority thereof were present; and that at said meeting said Resolution was adopted by the following vote:

AYES, and in favor thereof, Directors:

NAYS, Directors:

ABSENT, Directors:

ABSTAIN, Directors:

I further certify that I have carefully compared the same with the original Resolution on file and of record in my office; that said Resolution is a full, true and correct copy of the original Resolution adopted at said meeting; and that said Resolution has not been amended, modified or rescinded since the date of its adoption, and is now in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the official seal of the Board on January 28, 2021.

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Secretary

## EXHIBIT "A"

### Spokane Aquifer Joint Board

# Personal Services Agreement with the [Spokane River Forum](#) to provide a Business Incentive Program: EnviroCertified, a Business and Residential Waste and Recycle Directory, support for Education and Awareness and develop a new Water Conservation Directory

## PREFACE

The Spokane Aquifer Joint Board (SAJB) a volunteer board consisting of representatives of the municipal and business entities that comprise SAJB, as part of its Wellhead Protection Program is in need of local partner to develop and administer the day to day elements of the EnviroCertified Business Incentive Program, business and residential hazardous waste disposal and aquifer awareness and education. In addition, the partner is responsible for providing information to SAJB on the performance of the Programs.

## PARTIES

This Personal Services Agreement for Professional Services, hereinafter referred to as the "Agreement", is made and entered into by and between **The Spokane River Forum**, hereinafter referred to as the "Contractor", and **The Spokane Aquifer Joint Board**, hereinafter referred to as the "Client". The parties agree that the Contractor is an independent Contractor and is not an employee, servant, or agent of SAJB. Contractor acknowledges that it does not have any "rights of employment" with SAJB as a result of this Agreement. Contractor will maintain and be responsible for all worker's compensation, liability insurance, fees and taxes relating to the Contractor's work for SAJB. Contractor will also comply with all governmental and other laws, regulations and requirements applicable to Contractor and Contractor's work. Contractor will not authorize or attempt to authorize work by others or the acquisition of equipment or materials at the SAJB's expense without specific prior authorization.

## SCOPE OF SERVICES

The Tasks set forth below constitute the scope of the Contractor's work for SAJB under this Agreement. This Agreement contains the entire understanding of the parties for Spokane Aquifer Rathdrum Prairie based Waste and Recycle Directory, EnviroCertified Program and a development of a water conservation and aquifer protection directory. Any notice given under this Agreement shall be sufficient if it is in writing and if sent by regular mail, first class postage prepaid. Such notice shall be deemed received on the earlier of actual date of receipt or three (3) days after it was sent. In consideration of the Client retaining the Contractor to provide professional services, it is agreed as

follows:

## 1. Scope of Professional Services

In cooperation and active consultation with the Client, the Contractor shall undertake the following:

### **New in 2021 Develop a Water Conservation & Aquifer Protection Directory**

#### **Content**

- Outdoor irrigation water use calculator
- Tips for Saving Water (SAJB)
- Efficient Irrigation and Landscape Design (IWAC)
- Other agency BMPs and resources

#### **Relational Database**

- Select irrigation, water conservation or aquifer protection interests.
- Identify Best Practices.
- Identify Service Providers/Vendors for installation and upgrades.
- Provide Service Provider/Vendor information

#### **Development Timeline**

- February: Scoping, Wire Chart, Specifications
- March – June: Research Service Providers and Vendors
- June: IWAC DEQ Grant Request
- June '21 – January '22
  - GUI and Database Programming
  - Data Base Entry
  - Testing
- Spring '22: Launch
- Spring – Summer '22: Social Media Campaign

### **Household and Business Hazardous Waste Collection**

- Expand and maintain service provider and waste disposal and recycling options on the Spokane - Kootenai Waste and Recycle Directory [www.SpokaneWasteDirectory.org](http://www.SpokaneWasteDirectory.org), for businesses and residents to properly dispose of and manage wastes.
- Increase referral links with websites across the region.
- Develop media campaign for business and residents on high priority wastes (i.e., automotive wastes, medicine, fertilizers, pesticides, herbicides and PCB laden products such as: paint pigments, fluorescent light ballast, caulk, glues, tiles, and linoleum).
- Publish weekly **Got Waste Wednesday** Facebook posts promoting proper waste disposal for both residents and businesses.
- Maintain the Recycle Right Directory and keep it current with the changing commodity markets.

### **Education and Awareness**

- Promote SAJB and Aquifer Protection at the Spring 2021 H2O Breakfast.

### **As feasible due to the Pandemic. Small Business Assistance - EnviroCertified Business Program Implementation:**

- Hold and facilitate steering committee meetings, report out committee results;
- Work with the Spokane Regional Health District, Pollution Prevention Program, to recruit

qualified businesses, verify proper hazardous waste disposal, and explain EnviroCertified program benefits.

- Provide decals, certificates and other promotional materials, incentives and awards to which an EnviroCertified business is entitled;
- Maintain EnviroCertified.org web site, including updating businesses, program description and benefits, certification process and form, tips and tools, etc.;
- Order, develop and maintain all promotional materials,
- Identify free and paid media, e.g.—newspapers, radio, magazines, billboards, etc. to promote EnviroCertified businesses and messages;
- Promote EnviroCertified via links from community and agency web sites;
- Maintain a data base and e-mail list of EnviroCertified participants;
- Submit reports
- Maintain administrative and financial records of EnviroCertified outreach efforts.

## **2. Compensation**

The Client hereby retains the Contractor. The Contractor hereby agrees to perform professional services, as required by the Client and described in the Scope of Services for \$10,000. To be paid in two \$5,000 installments in June 2021 and in December of 2021. If the Contractor has any questions about or concerns with any component of the Scope of Services, it shall take the responsibility to contact the Client.

## **3. Period of Performance**

The period of performance of this agreement is one year and shall commence on the date on which this agreement is finalized, and be completed by December 31<sup>st</sup>, 2021, unless terminated sooner as provided herein. The completion date of this agreement may be extended in yearly increments by letter agreement.

## **4. Termination**

Except as otherwise provided in this agreement, either party may terminate this agreement upon 30 days written notification. If this agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this agreement for performance rendered prior to the effective date of termination.

For SPOKANE AQUIFER JOINT BOARD:

\_\_\_\_\_ Date: \_\_\_\_\_  
Jeremy Jenkins  
President, SAJB

For SPOKANE RIVER FORUM:

\_\_\_\_\_ Date: \_\_\_\_\_  
Andy Dunau  
Executive Director, Spokane River Forum