

RECEIVING NO. 4521
DATE 6-30-11
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11-032

GRANT NO. G1100237

Between

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

And

CITY OF WOODINVILLE

Project: Sammamish River and Little Bear Creek Restoration

This is a binding agreement entered into by and between, the State of Washington Department of Ecology, (PO Box 47600, Olympia, Washington, 98504-7600) hereinafter referred to as "ECOLOGY", and "City of Woodinville", hereinafter referred to as the "RECIPIENT". The RECIPIENT agrees to carry out the activities described herein as authorized by the Coastal Protection Account.

RECIPIENT Name: City of Woodinville
Address: 17301 133rd Ave NE
Woodinville, WA 98072

RECIPIENT Project Coordinator: Debra Crawford
Telephone Number: 425-489-2754 ext. 2221
Fax Number: 425-489-2756
E-mail Address: debrac@ci.woodinville.wa.us

RECIPIENT Billing Contact: Jim Katica
Telephone Number: 425-489-27-- ext. 2260
Billing Address: 17301 133rd Ave NE
Woodinville, WA 98072

RECIPIENT Federal Tax Identification No.: 91-1579383

For the purpose of this agreement:

ECOLOGY Project Lead: Chris Coffin
Telephone Number: 425-649-7110
E-mail Address: Cofi461@ecy.wa.gov

ECOLOGY Billing Contact: Cathy Hubbard
Telephone Number: (360) 407-6491
Fax Number: (360) 407-6902
E-mail Address: cahu461@ecy.wa.gov

Billing Address: Department of Ecology
Shorelands and Environmental
Assistance Program
P.O. Box 47600
Olympia, WA 98504-7600

Physical Address: 300 Desmond Drive
Lacey, WA 98503

GRANT AMOUNT:	\$ 37,000
MAXIMUM ELIGIBLE PROJECT COST:	\$ 37,000
STATE MAXIMUM COST SHARE RATE:	100%
MAXIMUM STATE SHARE	\$ 37,000

The source of funds provided by ECOLOGY is the **Coastal Protection Account**.

The EFFECTIVE DATE of this grant is April 1, 2011.

Any work performed prior to the effective date of this agreement will be at the sole expense and risk of the RECIPIENT. The project described herein must be completed on or before October 30, 2012.

THE EXPIRATION DATE of this agreement is October 30, 2012.

ECOLOGY GRANT G1100237
SAMMAMISH RIVER AND LITTLE BEAR CREEK RESTORATION

SCOPE OF WORK

Location: The Sammamish River and Little Bear Creek within the Woodinville City Limits

Project Description:

Restoration efforts in the City of Woodinville began with the listing of the Puget Sound Chinook salmon in 1999. The listing under the ESA required governmental entities to develop actions to conserve Chinook salmon habitat. In response to the listing, the City of Woodinville adopted an Early Action Strategy in 1999. The strategy defined steps that the city would take to protect and recover salmon such as: do no harm, conservation, remediation/restoration, public outreach/education, and participation in regional efforts.

In 1999, the City of Woodinville engaged in its first efforts to restore the banks of the Sammamish River. It was a huge volunteer event that took place at Woodin Creek Park. In the following years, Little Bear Creek and the 145th Street sites were added to the restoration efforts (a total of twelve acres of riparian area has been restored and enhanced). Many voluntary man-hours have been put into these sites (approximately 11,600 hours). The volunteer events give the community a sense of accomplishment as well as restoring fish and wildlife habitat.

The City and its volunteers have worked long and hard to make the restoration sites successful. Some of the sites are mature enough where they are outcompeting invasives. Other sites are in their infancy and need more care.

This project will work to maintain stream corridors, remove invasive plant species, and plant additional trees and shrubs as needed. These riparian restoration actions will promote tree and plant growth which in turn provide food, cleaner water, large woody debris, cooler water temperatures and stable water flows. Restoration of riparian areas for the Sammamish River and Little Bear Creek are established projects in the Washington State Salmon Recovery Plan for WRIA 8.

PROJECT TASKS

Task 1 Maintain Stream Corridors

Focus will be on maintaining is an estimated 12 acres of replanted stream riparian corridors to The following volunteer events typically include approximately 50 to 100 people removing invasive weeds with the use of hand tools. Mulch and compost are also applied to the sites for purposes of weed and moisture control. This would also include supplies (gloves, first aid supplies, tool sharpening), replacement tools when needed, light refreshments and advertising.

- 1.1 Host community cleanup events from May-October 2011 to maintain an estimated 12 acres of replanted stream riparian corridors

Arbor Day- Woodin Creek Site-April 16,2011
Timbercrest Junior High School Service Day – NE 145th St-April 2011
United Way Day of Caring – Little Bear Creek Rotary Park-September 2011

- 1.2 Host community cleanup events from May-October 2012 to maintain an estimated 12 acres of replanted stream riparian corridors. Anticipated events include-

Arbor Day-Woodin Creek Site- April 2012
Timbercrest Junior High School Service Day – NE 145th St-April 2012
United Way Day of Caring – Little Bear Creek Rotary Park-September 2012

Estimated Cost: \$ 6,000

Timeline: May-October 2011 and May-October 2012

Deliverables: Before, during, and after pictures of each event; sign-in sheets; estimate of type and amount of debris removed; copy of advertising material

Task 2 Removal of invasive species

This will focus on removal of invasive species in areas that have been planted but new growth cannot yet compete with invasive and in areas that are being groomed for planting (Task 3) under this grant project.

Estimated Cost: \$ 28,000

Timeline: May 2011 and May 2012

Deliverables: Estimated amount of invasive species cleared; before and after pictures

Task 3 Plant additional native trees and shrubs

Task will focus on planting additional trees and shrubs in the riparian corridor to improve water quality and salmon habitat. Planting is anticipated to be done by volunteers.

Estimated Cost: \$ 3,000

Timeline: October 2011 and October 2012

Deliverables: Before and after pictures; estimate of number of trees and shrubs planted

Additional Grant Deliverable (s)

Monitoring Report including but not limited to the number of volunteers and hours donated, photos of sites, an estimate of time contributed from the City of Woodinville and/or volunteers, and an estimate of future funding needs and recommendations to sustain completed riparian restoration work within Woodinville.

**ECOLOGY GRANT G1100237
 SAMMAMISH RIVER AND LITTLE BEAR CREEK RESTORATION**

BUDGET

		Coastal Protection Funds	Other Funds	Total
	Budget by Element			
1	Salaries			0
2	Benefits			0
3	Contracted Svcs	28,000		28,000
4	Travel			0
5	Equipment	7,000		7,000
6	Goods/Services	2,000		2,000
7	Overhead			0
	Total by Element	37,000	0	37,000
	Budget by Task			
1	Stream Corridors	6,000		6,000
2	Remove Invasive Species	28,000		28,000
3	Planting	3,000		3,000
	Total by Task	37,000	0	37,000

Equipment includes but is not limited to:

- Waste Containers for hauling debris - \$500/per container
- Clippers
- Tarps for hauling debris to waste containers
- Wheel Barrels – hauling debris
- Gloves for volunteers

**** Goods/Services includes but is not limited to:**

- Advertising Volunteer Events – local paper, mailings
- Water and Light Refreshments for Volunteer events in accordance with “Administrative Requirements for Ecology Grants and Loans”-Current Edition

Agencies may not be reimbursed from the Coastal Protection fund for the salaries and benefits of permanent employees for routine operational support.

WORK PRODUCTS

Copies of documents produced by the RECIPIENT, including, quarterly reports, and any work products developed under this grant shall be sent to the following ECOLOGY address:

Attn: Cathy Hubbard
Washington State Department of Ecology
Shorelands and Environmental Assistance Program
P.O. Box 47600
Olympia, WA 98504-7600

Physical Address:
300 Desmond Drive
Lacey, WA 98503

1. Three (3) copies (2 hard and 1 electronic) of quarterly reports shall be submitted as specified in Special Terms and Conditions. Quarterly reports may be submitted only electronically with prior approval from the Ecology Project Officer.
2. Three (3) copies of all work products as specified in the scope of work, unless otherwise specified. Two hard copies and one electronic copy shall be provided.

BUDGET CONDITIONS and PAYMENT TERMS

Budget Conditions

Regardless of the number of tasks or elements, Ecology's Fiscal Office will track the EXPENDITURE BUDGET at the PROJECT LEVEL.

A formal amendment is required to increase or decrease the funding or revise the Scope of Work.

For this grant, 100% of the total grant amount will be paid on a cost-reimbursement basis. Requests for reimbursement shall be submitted at least quarterly but not more often than once per month by the RECIPIENT on state invoice voucher forms. Payment requests are to include at a minimum Form A19-1A "Invoice Voucher", Form B "Running Budget Summary", Form C "Voucher Support" and Form D "Contractor Participation Report" (if applicable).

Recipients will prepare the billing forms by object of expenditure (salaries/benefits, travel, goods/services, etc). Back-up invoices of expenses should be included with the billings.

For the administration of this agreement the RECIPIENT shall follow the "Administrative Requirements for Ecology Grants and Loans", current edition.

Ecology forms are contained in the "Administrative Guidelines for Ecology Grants and Loans" and must be used for payment requests, otherwise requests will be returned to the RECIPIENT for submittal on the correct forms. Electronic copies of these forms and the "Administrative Requirements for Ecology Grants and Loans" ("Yellow Book") are available at Ecology's websites:

Forms- <http://www.ecy.wa.gov/biblio/9118a.html>
Yellow Book- <http://www.ecy.wa.gov/biblio/9118.html>

Light Refreshments Light refreshments are an eligible expense in accordance with Ecology's guidebook, "Administrative Requirements for Ecology Grants and Loans", current edition.

Payment Terms

ECOLOGY will issue payments of grant funds within 30 days of receipt of properly completed invoice vouchers, progress reports, and when approved by the Ecology Project Lead for this grant.

Final payment requests are payable contingent on receipt of the final products and deliverables of grant.

Upon completion of the project, unused grant dollars will be returned to the Department of Ecology for use on other eligible projects.

A written report of activities must accompany all payment requests.

SPECIAL TERMS and CONDITIONS

1. DATA STANDARDS AND DATA SHARING

Data sharing and access is an important consideration for grant recipients. Data collected under grants should be available to secondary users and for future comparative analyses. **It is a requirement that grant recipients submit monitoring data to Ecology's Environmental Information Management (EIM) database at <http://www.ecy.wa.gov/eim/> to store and access their data on the Internet.** Data is submitted to EIM using online data submittal tools available at: <http://www.ecy.wa.gov/eim/>. Additionally, grant recipients may choose to develop their own databases, and these tools also provide a good model for data standards.

Having many stand-alone databases can make data sharing difficult, but steps are being taken at the national level to improve data sharing. Since 1998 the U.S. Environmental Protection Agency (EPA) and the States have been working in partnership to improve access to environmental data. This has led to the concept of the "Network Node," a place in cyberspace

where environmental data can be uploaded and shared using common data exchange templates. Washington State has, along with Oregon, Idaho, and Alaska, successfully developed a prototype Website where environmental data from all four states can be searched and downloaded. It is known as the Pacific Northwest Water Quality Data Exchange and is available at:
<http://deq12.deq.state.or.us/pnwwqx/>

2. QUALITY ASSURANCE PROJECT PLAN (QAPP)

IF this project involves the collection of environmental measurement data, the Recipient will prepare a QAPP plan to ensure the consistent application of quality assurance principles to the planning and execution of all activities involved in generating this data. It is highly recommended that projects involving the use of existing environmental data adhere to these requirements. The plan shall be conducted in accordance with the DEPARTMENT's Guidelines and Specifications for Preparing Quality Assurance Project Plans for Environmental Studies, current edition, (Ecology Publication No.04-03-030). The plan must describe the monitoring and data quality objectives, procedures, and methodologies which will be used to ensure that all environmental data generated will meet these requirements. The size and complexity of the plan should be cost effective and in proportion to the magnitude of the sampling effort. The QA/QC report shall contain all fourteen elements discussed in the QAPP guidance document. Ecology's Project Officer shall review and approve this plan prior to initiation of work.

The QAPP will cover the following elements:

- Title Page with approvals
- Table of contents and distribution list
- Background
- Project Description
- Organization and Schedule
- Quality Objectives
- Sampling Process Design
- Sampling Procedures
- Measurement Procedures
- Quality Control
- Data Management
- Audits and reports
- Data verification
- Data Usability Assessment

On-line guidance for these topics is available at:

<http://www.ecy.wa.gov/biblio/0403030.html>

A QAPP template available for use by grantees can be found at:

<http://www.ecy.wa.gov/programs/eap/qa/docs/QAPPtool/Mod2%20Template/module2.pdf>
For additional information go to <http://www.ecy.wa.gov/programs/eap/qa>

Water samples requiring bench testing shall be analyzed by an environmental laboratory accredited by the DEPARTMENT. A list of DEPARTMENT accredited laboratories and information on laboratory accreditation is provided on the Environmental Assessment Program website, currently available at:

[Http://www.ecy.wa.gov/programs/eap/labs/labs_main.html](http://www.ecy.wa.gov/programs/eap/labs/labs_main.html)
<http://www.ecy.wa.gov/programs/eap/labs/labs_main.html

3. COORDINATION WITH ECOLOGY'S GEOGRAPHICAL INFORMATION SYSTEM (GIS)

IF this project involves developing GIS data, the Recipient shall coordinate with Ecology's GIS office in an effort to promote compatibility and to encourage sharing of geospatial data. To facilitate data sharing, the Department utilizes the following standards:

Ecology's GIS Standards	
ESRI's ARC/INFO	Current version
ESRI's ArcView	Current Version
Horizontal Datum	NAD 83 HARN
Vertical Datum	NGVD 88
Projection System	Lambert Conic Conformal
Coordinate System	WA State Plane Coordinates
Coordinate Zone	South
Coordinate Units	US Survey Feet
Accuracy Standard	+/-40 Feet (1:24,000) minimum accuracy to within a foot of the true North American datum system
Vector Import Format	ArcExport, DLG and/or DXF, shapefiles
Raster Import Format	TIFF, BIL/BIP, RLC, GRID, ERDAS, SID

Whenever possible, the Recipient is encouraged to utilize the standards listed above when compiling data. To discuss the usage of other standards, please contact Jerry Franklin at 360 407-7470; Fax: 360 407-6902; E-Mail: jfra461@ecy.wa.gov or John Tooley at 360-407-6418; E-Mail: jtoo461@ecy.wa.gov for further data sharing and compatibility information.

The Recipient shall submit copies to Ecology's Project Officer with complete documentation as it relates to all digital data, GIS coverages, shape files, related tables and map products.

4. STATE ENVIRONMENTAL POLICY ACT (SEPA)

Grant recipients are expected to consider the necessity of a SEPA process in the early stages of planning or scope development. Please contact your project officer for assistance.

5. IDENTIFICATION OF PROJECT MATERIALS

All reports, maps, and other documents produced by the RECIPIENT, as part of this grant shall be identified as such. All items will be marked on the front cover or title page, or in the case of maps, the block that contains the name of the Government unit or ECOLOGY with 1) the name of the RECIPIENT; 2) ECOLOGY'S grant number; 3) Project Title; and 4) date of the report. Also, an acknowledgment of the source of funding, as appropriate, will be included.

6. PUBLICATIONS AND BROCHURES

Any publications or brochures required as a product of this agreement shall be bound and conform to minimum standards of size, 8½" x 11" white, recycled paper. Photos, illustrations, and graphs must be of reproducible quality. The RECIPIENT shall comply with any additional specifications as may be outlined in the Scope of Work or confirmed in writing between ECOLOGY and the RECIPIENT. The RECIPIENT is encouraged to implement sustainable practices where and when possible.

7. DOCUMENTS

The RECIPIENT shall provide ECOLOGY with a minimum of three (3) copies of all documents produced under the terms of this grant unless otherwise specified. Two hard copies and one electronic copy should be provided.

8. PROJECT COMPLETION REQUIREMENTS

On completion of the project, the RECIPIENT shall submit the following information and materials to ECOLOGY:

8A. Project Completion Report: The purpose of this report is to document that the project and each of its elements has been completed. Four (4) hard copies and one (1) electronic copy of a "Project Completion Report" are required as follows:

(1) Summary Account - The Completion Report must include a brief summary account of the work accomplished under the grant with respect to each of the surveys, studies, plans, and other tasks listed in the grant or any amendments to that grant. It is also to include a notation of the exhibit or portion thereof containing the product of that work task.

(2) Reports, Maps, Plans, Exhibits, Etc. - The Completion Report must include a list of all reports, maps, plans, and other documents prepared under this grant, indicating for each whether it is in published or unpublished form as defined in the grant.

8B. Graphic Record Alternative: With respect to models and published maps and plans, such as aerial maps, maps, and plans which are colored or are too large to fold compactly, photographs or copies may be submitted instead of the actual maps, models or plans. These photographs or copies need to be 8" x 10" or larger and may be either in color or black and white, whichever is necessary to show the content of the map, model or plan. Each such

photograph or copy shall be legibly identified as to the title and scale of the original document, the municipality, or area covered, and the report or study to which it relates, and shall contain a notation of the place where the original is located.

8C. Transmittal of Maps, Plans, Etc.: The title, the grants number, the municipality or county, and the report or study to which each map and plan relates shall be indicated on the outside top fold of such map and plan. All maps and plans transmitted shall be folded to the size of the report project.

8D. Data Documentation and Submittal: Upon grant completion, all data and data documentation are to be submitted in accordance with the previously provided formats and standards, or in formats as previously negotiated in a formal agreement between ECOLOGY and the RECIPIENT.

8E. The Project Completion Report must be submitted with the Final Payment Request and follow the format provided by ECOLOGY. Final payment will not be made without the Project Completion Report.

9. ACCESS TO RECORDS AND RIGHT TO AUDIT

9A. The RECIPIENT agrees that the Auditor for the State of Washington shall, until the expiration of three (3) years after expenditure of funds under this grant, have access to and the right to examine any directly pertinent books, documents, papers, and records of the RECIPIENT involving transactions related to this grant. The RECIPIENT agrees to include the substance of this paragraph into all grants and subcontracts payable from contract funds in whole or in part.

9B. The RECIPIENT agrees that payment(s) made under this grant shall be subject to reduction for amounts charged thereto which are found after audit examination not to constitute allowable costs under this grant. The RECIPIENT shall refund by check payable to ECOLOGY the amount of such reduction of payments under completed or terminated grants.

10. MAINTENANCE OF RECORDS

All required records shall be maintained until a state audit is completed and all questions arising there are resolved, or three (3) years after completion of a project, whichever is sooner.

11. MINORITY AND WOMEN'S BUSINESS (MWBE) PARTICIPATION

The RECIPIENT agrees to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated after the effective date of this agreement.

Contract awards or rejections cannot be made based on MBE or WBE participation. M/WBE participation is encouraged, however, and the RECIPIENT and all prospective bidders or persons

submitting qualifications should take the following steps, when possible, in any procurement initiated after the effective date of this agreement:

- a. Include qualified minority and women's businesses on solicitation lists.
- b. Assure that qualified minority and women's businesses are solicited whenever they are potential sources of services or supplies.
- c. Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- d. Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- e. Use the services and assistance of the State Office of Minority and Women's Business Enterprises (OMWBE) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

The RECIPIENT shall report to the DEPARTMENT at the time of submitting each invoice, on forms provided by the DEPARTMENT, payments made to qualified firms. Please include the following information:

- a. Name and state OMWBE certification number (if available) of any qualified firm receiving funds under the invoice, including any sub-and/or sub-subcontractors.
- b. The total dollar amount paid to qualified firms under this invoice.

12. SELECTION OF CONTRACTORS

It will be the responsibility of the Recipient to insure that any and all subs comply with the terms and conditions of this agreement and that the State of Washington is named as an express third-party beneficiary of such subcontracts with full rights as such.

13. FINANCIAL GUIDELINES

The RECIPIENT shall comply with ECOLOGY'S current edition of the "Administrative Requirements for Ecology Grants and Loans." The RECIPIENT shall be responsible for maintaining appropriate financial records throughout the life of the project and in accordance with these guidelines.

14. PAYMENT REQUESTS

Payment will be made to the RECIPIENT for the grant amount upon execution of the grant agreement and receipt of a signed Invoice Voucher (A19-1A).

Complete backup documents (to include but not limited to all invoiced costs, time sheets [signed and dated by both employee and supervisor], etc.) MUST be maintained by the RECIPIENT. These expenses will be kept in grant files according to budget task for a period of three years after project completion and made available at any time for inspection by ECOLOGY.

15. QUARTERLY REPORTING

The RECIPIENT must send quarterly progress and financial reports, including current expenditures to ECOLOGY.

Quarterly reports shall cover the periods and be due with 30 days following the end of the quarter, according to the following schedule, regardless of the grant effective date:

Quarterly Reporting Period	Date Quarterly Report is Due
January 1-March 31	April 30
April 1-June 30	July 30*schedule may vary with fiscal year closing
July 1-September 30	October 30
October 1-December 31	January 30

Quarterly reports shall convey essential information in a simple, concise manner through the use of bulleted summary statements, lists, and tables and include the following:

1. A description of work performed during the quarter
2. Status of project schedule
3. Financial and funds disbursement status
4. Personnel changes
5. Any difficulties encountered during the quarter.
6. Cash Flow Estimate

ECOLOGY reserves the right to terminate this agreement, as specified in paragraph K.1. of the General Terms and Conditions, for:

1. Failure to comply with quarterly reporting requirements, and
2. Failure to demonstrate satisfactory progress on elements and/or tasks as described in the Scope of Work.

16. AMENDMENTS

A "letter" amendment is a written request by the RECIPIENT to 1) redistribute funds among budget elements or fund shares; or 2) extend the project completion and expiration dates.

A formal amendment is required for any change to the scope of work or an increase to the total eligible project cost and is signed by both parties.

Amendments are not required for administrative adjustments such as changes in telephone numbers, addresses, project officers, supervisors, or contact persons for Ecology or the recipient. The recipient must still notify Ecology of these changes.

17. FAILURE TO COMMENCE WORK

In the event the RECIPIENT fails to commence work on the project funded herein within four months after the effective date of the grant agreement, or by any date mutually agreed upon in writing for commencement of work, ECOLOGY reserves the right to terminate this agreement.



RECEIVED

APR 25 2011

City of Woodinville

STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000

711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

April 15, 2011

Debra Crawford
City of Woodinville
17301 133rd Avenue NE
Woodinville WA 98072

Dear Ms. Crawford:

I have enclosed your signed copy of Coastal Protection Grant, for Grant G1100237. The effective date is April 1, 2011; the completion date is October 30, 2011.

Enclosed are the following State of Washington Forms:

- Form A19-1A Invoice Voucher.
- Form B2 Running Budget Summary.
- Form C2 Voucher Support Form.
- Form D Contractor Participation.

Please complete and submit all forms when billing the Department. Electronic copies of the forms and the "Administrative Requirements for Ecology Grants and Loans" are available at Ecology's websites:

- Forms - <http://www.ecy.wa.gov/biblio/9118a.html>
- Yellow Book - <http://www.ecy.wa.gov/biblio/9118.html>

Payment requests and progress reports are required in the Budget section of the agreement and Special Terms and Conditions. Please be sure to include the grant number on all forms and correspondence to allow us to provide you with faster service.

If you have any questions, Chris Coffin, Project Lead, can be reached at (425) 649-7110, or you may contact me at cahu461@ecy.wa.gov or 360-407-6491. We look forward to working with you on this project.

Sincerely,

Cathy Hubbard

Cathy Hubbard
Grants Administrator

Enclosures

cc: Chris Coffin, Ecology
Fiscal Office



11-032



CITY OF WOODINVILLE, WA
REPORT TO THE CITY COUNCIL
17301 133rd Avenue NE, Woodinville, WA 98072
WWW.CI.WOODINVILLE.WA.US

To: Honorable City Council **Date:** 4/5/2011
From: Richard A. Leahy, City Manager *RL*
By: Hal H. Hart, Development Services Director *HHH*
Subject: Department of Ecology Coastal Protection - Water Quality Funding Grant

FINANCIAL ACTION SUMMARY		
Expenditure Required	Amount Budgeted/Approved	(Savings)/Additional Required
\$37,000	\$0	\$37,000

ISSUE: Shall the City Council approve an agreement with the State of Washington Department of Ecology to receive \$37,000 in grant funds to assist with the restoration/maintenance of the Sammamish River and Little Bear Creek riparian corridors?

STAFF RECOMMENDATION: To approve the agreement and authorize the City Manager to sign, and to take any other necessary actions to implement this agreement.

BACKGROUND/ANALYSIS: In March 2011, the Washington State Department of Ecology (DOE) notified the City that they were being awarded a grant in the amount of \$37,000. The grant funds will go toward the continued efforts to restore and maintain the riparian corridors of the Sammamish River and Little Bear Creek. The grant money will go towards six (6) volunteer events over the next two (2) years, tools, supplies, advertising, and contracting services. Based on the information included in the grant application, DOE concurs with the grant funds being utilized for the various projects. The attached agreement, when executed, will allow DOE to allocate these grant funds to the City for these projects.

ALTERNATIVES:

1. Approve the agreement, as presented.
2. Not approve the agreement.

RECOMMENDED ACTION:

I MOVE THAT THE CITY COUNCIL APPROVE THE AGREEMENT WITH THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY TO RECEIVE \$37,000 FOR THE COASTAL PROTECTION WATER QUALITY GRANT AND DIRECT THE CITY MANAGER TO TAKE OTHER NECESSARY ACTIONS TO IMPLEMENT THIS ACTION.

Attachment A – Coastal Protection Grant between Ecology and City of Woodinville
Attachment B – Map of Restoration Sites

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Between

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

And

CITY OF WOODINVILLE

Project: Sammamish River and Little Bear Creek Restoration

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Billing Address: Department of Ecology
Shorelands and Environmental
Assistance Program
P.O. Box 47600
Olympia, WA 98504-7600

Physical Address: 300 Desmond Drive
Lacey, WA 98503

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Location: The Sammamish River and Little Bear Creek within the Woodinville City Limits

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Restoration efforts in the City of Woodinville began with the listing of the Puget Sound Chinook salmon in 1999. The listing under the ESA required governmental entities to develop actions to conserve Chinook salmon habitat. In response to the listing, the City of Woodinville adopted an Early Action Strategy in 1999. The strategy defined steps that the city would take to protect and recover salmon such as: do no harm, conservation, remediation/restoration, public outreach/education, and participation in regional efforts.

In 1999, the City of Woodinville engaged in its first efforts to restore the banks of the Sammamish River. It was a huge volunteer event that took place at Woodin Creek Park. In the following years, Little Bear Creek and the 145th Street sites were added to the restoration efforts (a total of twelve acres of riparian area has been restored and enhanced). Many voluntary man-hours have been put into these sites (approximately 11,600 hours). The volunteer events give the community a sense of accomplishment as well as restoring fish and wildlife habitat.

The City and its volunteers have worked long and hard to make the restoration sites successful. Some of the sites are mature enough where they are outcompeting invasives. Other sites are in their infancy and need more care.

This project will work to maintain stream corridors, remove invasive plant species, and plant additional trees and shrubs as needed. These riparian restoration actions will promote tree and plant growth which in turn provide food, cleaner water, large woody debris, cooler water temperatures and stable water flows. Restoration of riparian areas for the Sammamish River and Little Bear Creek are established projects in the Washington State Salmon Recovery Plan for WRIA 8.

PROJECT TASKS

Task 1 Maintain Stream Corridors

Focus will be on maintaining is an estimated 12 acres of replanted stream riparian corridors to The following volunteer events typically include approximately 50 to 100 people removing invasive weeds with the use of hand tools. Mulch and compost are also applied to the sites for purposes of weed and moisture control. This would also include supplies (gloves, first aid supplies, tool sharpening), replacement tools when needed, light refreshments and advertising.

- 1.1 Host community cleanup events from May-October 2011 to maintain an estimated 12 acres of replanted stream riparian corridors

Arbor Day- Woodin Creek Site-April 16,2011

Timbercrest Junior High School Service Day – NE 145th St-April 2011

United Way Day of Caring – Little Bear Creek Rotary Park-September

2011

- 1.2 Host community cleanup events from May-October 2012 to maintain an estimated 12 acres of replanted stream riparian corridors. Anticipated events include-

Arbor Day-Woodin Creek Site- April 2012

Timbercrest Junior High School Service Day – NE 145th St-April 2012

United Way Day of Caring – Little Bear Creek Rotary Park-September

2012

Estimated Cost: \$ 6,000

Timeline: May-October 2011 and May-October 2012

Deliverables: Before, during, and after pictures of each event; sign-in sheets; estimate of type and amount of debris removed; copy of advertising material

Task 2 Removal of invasive species

This will focus on removal of invasive species in areas that have been planted but new growth cannot yet compete with invasive and in areas that are being groomed for planting (Task 3) under this grant project.

Estimated Cost: \$ 28,000

Timeline: May 2011 and May 2012

Deliverables: Estimated amount of invasive species cleared; before and after pictures
Task 3 Plant additional native trees and shrubs

Task will focus on planting additional trees and shrubs in the riparian corridor to improve water quality and salmon habitat. Planting is anticipated to be done by volunteers.

Estimated Cost: \$ 3,000

Timeline: October 2011 and October 2012

Deliverables: Before and after pictures; estimate of number of trees and shrubs planted

Additional Grant Deliverable (s)

Monitoring Report including but not limited to the number of volunteers and hours donated, photos of sites, an estimate of time contributed from the City of Woodinville and/or volunteers, and an estimate of future funding needs and recommendations to sustain completed riparian restoration work within Woodinville.

**ECOLOGY GRANT G1100237
 SAMMAMISH RIVER AND LITTLE BEAR CREEK RESTORATION**

BUDGET

		Coastal Protection Funds	Other Funds	Total
Budget by Element				
1	Salaries			0
2	Benefits			0
3	Contracted Svcs	28,000		28,000
4	Travel			0
5	Equipment	7,000		7,000
6	Goods/Services	2,000		2,000
7	Overhead			0
	Total by Element	37,000	0	37,000
Budget by Task				
1	Stream Corridors	6,000		6,000
2	Remove Invasive Species	28,000		28,000
3	Planting	3,000		3,000
	Total by Task	37,000	0	37,000

Equipment includes but is not limited to:

- Waste Containers for hauling debris - \$500/per container
- Clippers
- Tarps for hauling debris to waste containers
- Wheel Barrels – hauling debris
- Gloves for volunteers

**** Goods/Services includes but is not limited to:**

- Advertising Volunteer Events – local paper, mailings
- Water and Light Refreshments for Volunteer events in accordance with
 "Administrative Requirements for Ecology Grants and Loans"-Current Edition

Agencies may not be reimbursed from the Coastal Protection fund for the salaries and benefits of permanent employees for routine operational support.

WORK PRODUCTS

Copies of documents produced by the RECIPIENT, including, quarterly reports, and any work products developed under this grant shall be sent to the following ECOLOGY address:

Attn: Cathy Hubbard
Washington State Department of Ecology
Shorelands and Environmental Assistance
Program
P.O. Box 47600
Olympia, WA 98504-7600

Physical Address:
300 Desmond Drive
Lacey, WA 98503

1. Three (3) copies (2 hard and 1 electronic) of quarterly reports shall be submitted as specified in Special Terms and Conditions. Quarterly reports may be submitted only electronically with prior approval from the Ecology Project Officer.
2. Three (3) copies of all work products as specified in the scope of work, unless otherwise specified. Two hard copies and one electronic copy shall be provided.

BUDGET CONDITIONS and PAYMENT TERMS

Budget Conditions

Regardless of the number of tasks or elements, Ecology's Fiscal Office will track the EXPENDITURE BUDGET at the PROJECT LEVEL.

A formal amendment is required to increase or decrease the funding or revise the Scope of Work.

For this grant, 100% of the total grant amount will be paid on a cost-reimbursement basis. Requests for reimbursement shall be submitted at least quarterly but not more often than once per month by the RECIPIENT on state invoice voucher forms. Payment requests are to include at a minimum Form A19-1A "Invoice Voucher", Form B "Running Budget Summary", Form C "Voucher Support" and Form D "Contractor Participation Report" (if applicable).

Recipients will prepare the billing forms by object of expenditure (salaries/benefits, travel, goods/services, etc). Back-up invoices of expenses should be included with the billings.

For the administration of this agreement the RECIPIENT shall follow the "Administrative Requirements for Ecology Grants and Loans", current edition.

Ecology forms are contained in the "Administrative Guidelines for Ecology Grants and Loans" and must be used for payment requests, otherwise requests will be returned to the RECIPIENT for submittal on the correct forms. Electronic copies of these forms and the "Administrative Requirements for Ecology Grants and Loans" ("Yellow Book") are available at Ecology's websites:

Forms- <http://www.ecy.wa.gov/biblio/9118a.html>

Yellow Book- <http://www.ecy.wa.gov/biblio/9118.html>

Light Refreshments Light refreshments are an eligible expense in accordance with Ecology's guidebook, "Administrative Requirements for Ecology Grants and Loans", current edition.

Payment Terms

ECOLOGY will issue payments of grant funds within 30 days of receipt of properly completed invoice vouchers, progress reports, and when approved by the Ecology Project Lead for this grant.

Final payment requests are payable contingent on receipt of the final products and deliverables of grant.

Upon completion of the project, unused grant dollars will be returned to the Department of Ecology for use on other eligible projects.

A written report of activities must accompany all payment requests.

SPECIAL TERMS and CONDITIONS

1. DATA STANDARDS AND DATA SHARING

Data sharing and access is an important consideration for grant recipients. Data collected under grants should be available to secondary users and for future comparative analyses. **It is a requirement that grant recipients submit monitoring data to Ecology's Environmental Information Management (EIM) database at <http://www.ecy.wa.gov/eim/> to store and access their data on the Internet.** Data is submitted to EIM using online data submittal tools available at: <http://www.ecy.wa.gov/eim/>. Additionally, grant recipients may choose to develop their own databases, and these tools also provide a good model for data standards.

Having many stand-alone databases can make data sharing difficult, but steps are being taken at the national level to improve data sharing. Since 1998 the U.S. Environmental Protection Agency (EPA) and the States have been working in partnership to improve access to environmental data. This has led to the concept of the "Network Node," a place in cyberspace where environmental data can be uploaded

and shared using common data exchange templates. Washington State has, along with Oregon, Idaho, and Alaska, successfully developed a prototype Website where environmental data from all four states can be searched and downloaded. It is known as the Pacific Northwest Water Quality Data Exchange and is available at: <http://deq12.deq.state.or.us/pnwwqx/>

2. QUALITY ASSURANCE PROJECT PLAN (QAPP)

IF this project involves the collection of environmental measurement data, the Recipient will prepare a QAPP plan to ensure the consistent application of quality assurance principles to the planning and execution of all activities involved in generating this data. It is highly recommended that projects involving the use of existing environmental data adhere to these requirements. The plan shall be conducted in accordance with the DEPARTMENT's Guidelines and Specifications for Preparing Quality Assurance Project Plans for Environmental Studies, current edition, (Ecology Publication No.04-03-030). The plan must describe the monitoring and data quality objectives, procedures, and methodologies which will be used to ensure that all environmental data generated will meet these requirements. The size and complexity of the plan should be cost effective and in proportion to the magnitude of the sampling effort. The QA/QC report shall contain all fourteen elements discussed in the QAPP guidance document. Ecology's Project Officer shall review and approve this plan prior to initiation of work.

The QAPP will cover the following elements:

- Title Page with approvals
- Table of contents and distribution list
- Background
- Project Description
- Organization and Schedule
- Quality Objectives
- Sampling Process Design
- Sampling Procedures
- Measurement Procedures
- Quality Control
- Data Management
- Audits and reports
- Data verification
- Data Usability Assessment

On-line guidance for these topics is available at:

<http://www.ecy.wa.gov/biblio/0403030.html>

A QAPP template available for use by grantees can be found at:

<http://www.ecy.wa.gov/programs/eap/qa/docs/QAPPtool/Mod2%20Template/module2.pdf>

For additional information go to <http://www.ecy.wa.gov/programs/eap/qa>

Water samples requiring bench testing shall be analyzed by an environmental laboratory accredited by the DEPARTMENT. A list of DEPARTMENT accredited laboratories and information on laboratory accreditation is provided on the Environmental Assessment Program website, currently available at:

[Http://www.ecy.wa.gov/programs/eap/labs/labs_main.html](http://www.ecy.wa.gov/programs/eap/labs/labs_main.html)
<http://www.ecy.wa.gov/programs/eap/labs/labs_main.html>

3. COORDINATION WITH ECOLOGY'S GEOGRAPHICAL INFORMATION SYSTEM (GIS)

IF this project involves developing GIS data, the Recipient shall coordinate with Ecology's GIS office in an effort to promote compatibility and to encourage sharing of geospatial data. To facilitate data sharing, the Department utilizes the following standards:

Ecology's GIS Standards	
ESRI's ARC/INFO	Current version
ESRI's ArcView	Current Version
Horizontal Datum	NAD 83 HARN
Vertical Datum	NGVD 88
Projection System	Lambert Conic Conformal
Coordinate System	WA State Plane Coordinates
Coordinate Zone	South
Coordinate Units	US Survey Feet
Accuracy Standard	+/-40 Feet (1:24,000) minimum accuracy to within a foot of the true North American datum system
Vector Import Format	ArcExport, DLG and/or DXF, shapefiles
Raster Import Format	TIFF, BIL/BIP, RLC, GRID, ERDAS, SID

Whenever possible, the Recipient is encouraged to utilize the standards listed above when compiling data. To discuss the usage of other standards, please contact Jerry Franklin at 360 407-7470; Fax: 360 407-6902; E-Mail: jfra461@ecy.wa.gov or John Tooley at 360-407-6418; E-Mail: jtoo461@ecy.wa.gov for further data sharing and compatibility information.

The Recipient shall submit copies to Ecology's Project Officer with complete documentation as it relates to all digital data, GIS coverages, shape files, related tables and map products.

4. STATE ENVIRONMENTAL POLICY ACT (SEPA)

Grant recipients are expected to consider the necessity of a SEPA process in the early stages of planning or scope development. Please contact your project officer for assistance.

5. IDENTIFICATION OF PROJECT MATERIALS

All reports, maps, and other documents produced by the RECIPIENT, as part of this grant shall be identified as such. All items will be marked on the front cover or title page, or in the case of maps, the block that contains the name of the Government unit or ECOLOGY with 1) the name of the RECIPIENT; 2) ECOLOGY'S grant number; 3) Project Title; and 4) date of the report. Also, an acknowledgment of the source of funding, as appropriate, will be included.

6. PUBLICATIONS AND BROCHURES

Any publications or brochures required as a product of this agreement shall be bound and conform to minimum standards of size, 8½" x 11" white, recycled paper. Photos, illustrations, and graphs must be of reproducible quality. The RECIPIENT shall comply with any additional specifications as may be outlined in the Scope of Work or confirmed in writing between ECOLOGY and the RECIPIENT. The RECIPIENT is encouraged to implement sustainable practices where and when possible.

7. DOCUMENTS

The RECIPIENT shall provide ECOLOGY with a minimum of three (3) copies of all documents produced under the terms of this grant unless otherwise specified. Two hard copies and one electronic copy should be provided.

8. PROJECT COMPLETION REQUIREMENTS

On completion of the project, the RECIPIENT shall submit the following information and materials to ECOLOGY:

8A. Project Completion Report: The purpose of this report is to document that the project and each of its elements has been completed. Four (4) hard copies and one (1) electronic copy of a "Project Completion Report" are required as follows:

(1) Summary Account - The Completion Report must include a brief summary account of the work accomplished under the grant with respect to each of the surveys, studies, plans, and other tasks listed in the grant or any amendments to that grant. It is also to include a notation of the exhibit or portion thereof containing the product of that work task.

(2) Reports, Maps, Plans, Exhibits, Etc. - The Completion Report must include a list of all reports, maps, plans, and other documents prepared under this grant, indicating for each whether it is in published or unpublished form as defined in the grant.

8B. Graphic Record Alternative: With respect to models and published maps and plans, such as aerial maps, maps, and plans which are colored or are too large to fold compactly, photographs or copies may be submitted instead of the actual maps, models or plans. These photographs or copies need to be 8" x 10" or larger and may be either in color or black and white, whichever is necessary to show the content of the map, model or plan. Each such photograph or copy shall be legibly identified as to the title and scale of the original document, the municipality, or area covered, and the report or study to which it relates, and shall contain a notation of the place where the original is located.

8C. Transmittal of Maps, Plans, Etc.: The title, the grants number, the municipality or county, and the report or study to which each map and plan relates shall be indicated on the outside top fold of such map and plan. All maps and plans transmitted shall be folded to the size of the report project.

8D. Data Documentation and Submittal: Upon grant completion, all data and data documentation are to be submitted in accordance with the previously provided formats and standards, or in formats as previously negotiated in a formal agreement between ECOLOGY and the RECIPIENT.

8E. The Project Completion Report must be submitted with the Final Payment Request and follow the format provided by ECOLOGY. Final payment will not be made without the Project Completion Report.

9. ACCESS TO RECORDS AND RIGHT TO AUDIT

9A. The RECIPIENT agrees that the Auditor for the State of Washington shall, until the expiration of three (3) years after expenditure of funds under this grant, have access to and the right to examine any directly pertinent books, documents, papers, and records of the RECIPIENT involving transactions related to this grant. The RECIPIENT agrees to include the substance of this paragraph into all grants and subcontracts payable from contract funds in whole or in part.

9B. The RECIPIENT agrees that payment(s) made under this grant shall be subject to reduction for amounts charged thereto which are found after audit examination not to constitute allowable costs under this grant. The RECIPIENT shall refund by check payable to ECOLOGY the amount of such reduction of payments under completed or terminated grants.

10. MAINTENANCE OF RECORDS

All required records shall be maintained until a state audit is completed and all questions arising there are resolved, or three (3) years after completion of a project, whichever is sooner.

11. MINORITY AND WOMEN'S BUSINESS (MWBE) PARTICIPATION

The RECIPIENT agrees to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated after the effective date of this agreement.

Contract awards or rejections cannot be made based on MBE or WBE participation. MWBE participation is encouraged, however, and the RECIPIENT and all prospective bidders or persons submitting qualifications should take the following steps, when possible, in any procurement initiated after the effective date of this agreement:

- a. Include qualified minority and women's businesses on solicitation lists.
- b. Assure that qualified minority and women's businesses are solicited whenever they are potential sources of services or supplies.
- c. Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- d. Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- e. Use the services and assistance of the State Office of Minority and Women's Business Enterprises (OMWBE) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

The RECIPIENT shall report to the DEPARTMENT at the time of submitting each invoice, on forms provided by the DEPARTMENT, payments made to qualified firms. Please include the following information:

- a. Name and state OMWBE certification number (if available) of any qualified firm receiving funds under the invoice, including any sub-and/or sub-subcontractors.
- b. The total dollar amount paid to qualified firms under this invoice.

12. SELECTION OF CONTRACTORS

It will be the responsibility of the Recipient to insure that any and all subs comply with the terms and conditions of this agreement and that the State of Washington is named as an express third-party beneficiary of such subcontracts with full rights as such.

13. FINANCIAL GUIDELINES

The RECIPIENT shall comply with ECOLOGY'S current edition of the "Administrative Requirements for Ecology Grants and Loans." The RECIPIENT shall be responsible for maintaining appropriate financial records throughout the life of the project and in accordance with these guidelines.

14. PAYMENT REQUESTS

Payment will be made to the RECIPIENT for the grant amount upon execution of the grant agreement and receipt of a signed Invoice Voucher (A19-1A).

Complete backup documents (to include but not limited to all invoiced costs, time sheets [signed and dated by both employee and supervisor], etc.) MUST be maintained by the RECIPIENT. These expenses will be kept in grant files according to budget task for a period of three years after project completion and made available at any time for inspection by ECOLOGY.

15. QUARTERLY REPORTING

The RECIPIENT must send quarterly progress and financial reports, including current expenditures to ECOLOGY.

Quarterly reports shall cover the periods and be due with 30 days following the end of the quarter, according to the following schedule, regardless of the grant effective date:

Quarterly Reporting Period	Date Quarterly Report is Due
January 1-March 31	April 30
April 1-June 30	July 30*schedule may vary with fiscal year closing
July 1-September 30	October 30
October 1-December 31	January 30

Quarterly reports shall convey essential information in a simple, concise manner through the use of bulleted summary statements, lists, and tables and include the following:

1. A description of work performed during the quarter
2. Status of project schedule
3. Financial and funds disbursement status
4. Personnel changes
5. Any difficulties encountered during the quarter.
6. Cash Flow Estimate

ECOLOGY reserves the right to terminate this agreement, as specified in paragraph K.1. of the General Terms and Conditions, for:

1. Failure to comply with quarterly reporting requirements, and
2. Failure to demonstrate satisfactory progress on elements and/or tasks as described in the Scope of Work.

16. AMENDMENTS

A "letter" amendment is a written request by the RECIPIENT to 1) redistribute funds among budget elements or fund shares; or 2) extend the project completion and expiration dates.

