

## CONTRACT INFORMATION SHEET

202405018

Originating Department:		85 Health and Community Services	
Division/Program: (i.e. Dept. Division and Program)		8540 Environmental Health / 854050 Living Environment Program	
Contract or Grant Administrator		Sue Sullivan	
Contractor's / Agency Name:		Northwest Clean Air Agency	
Is this a New Contract? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If not, is this an Amendment or Renewal to an Existing Contract? If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Does contract require Council Approval? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If No, include WCC:	
Already approved? Council Approved Date:		(Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, grantor agency contract number(s):		ALN#:
Is this contract grant funded? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, Whatcom County grant contract number(s):		
Is this contract the result of a RFP or Bid process? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, RFP and Bid number(s):		Contract Cost Center: In process
Is this agreement excluded from E-Verify? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			
If YES, indicate exclusion(s) below:			
<input type="checkbox"/> Professional services agreement for certified/licensed professional.		<input type="checkbox"/> Goods and services provided due to an emergency.	
<input type="checkbox"/> Contract work is for less than \$100,000.		<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	
<input type="checkbox"/> Contract work is for less than 120 days.		<input type="checkbox"/> Work related subcontract less than \$25,000.	
<input checked="" type="checkbox"/> Interlocal Agreement (between Governments).		<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 3,000		Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when</b> : 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.	
This Amendment Amount: \$			
Total Amended Amount: \$			
Summary of Scope: This agreement supports funding for the purchase of materials and distribution of DIY air cleaner kits to Whatcom County residents in rural areas.			
Term of Contract:	4 Months	Expiration Date:	08/31/2024
Contract Routing:	1. Prepared by:	JT	Date: 04/16/2024
	2. Attorney signoff:	Christopher Quinn	Date: 04/29/2024
	3. AS Finance reviewed:	A Martin	Date: 5/2/2024
	4. IT reviewed (if IT related):		Date:
	5. Contractor signed:	ds	Date:
	6. Submitted to Exec.:	BSR	Date: 5/24/2024
	7. Council approved (if necessary):	AB2024-316	Date: 05/21/2024
	8. Executive signed:		Date: 5/28/2024
	9. Original to Council:		Date:



# Memorandum

**TO:** Satpal Sidhu, County Executive  
**FROM:** Erika Lautenbach, Director  
**RE:** Northwest Clean Air Agency – DIY Air Cleaner Kit Funding Agreement  
**DATE:** MAY 24, 2024

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Attached is an interlocal agreement between Whatcom County and Northwest Clean Air Agency for your review and signature.

- **Background and Purpose**

Through this agreement, Northwest Clean Air Agency will provide funding for the purchase of materials and distribution of DIY air cleaner kits to Whatcom County residents in rural areas who are disproportionately vulnerable to the public health impacts of extreme heat and wildfire smoke. In recent years, public health hazard risk from extreme heat and wildfire smoke has increased in Whatcom County. Community partners including the Deming Library, Project Hope/Lynden Food Bank, and the Opportunity Council will distribute DIY air filter kits with simple and low operational costs. Whatcom County Health and Community Services will develop an assessment plan to help determine the success of this public health intervention.

- **Funding Amount and Source**

Northwest Clean Air Agency will provide up to \$3,000 in funding to support this project, 50% of the estimated project costs. Funding will be included in the 2024 budget and Council authorization is required per RCW 39.34.030(2) for agreements between public agencies.

Please contact Sue Sullivan, Environmental Health Manager at 360-778-6026 ([SSullivan@co.whatcom.wa.us](mailto:SSullivan@co.whatcom.wa.us)) if you have any questions.

Encl.

**INTERLOCAL AGREEMENT  
BETWEEN  
NORTHWEST CLEAN AIR AGENCY  
AND  
WHATCOM COUNTY**

This Agreement is made and entered into by and between Whatcom County, a County in the State of Washington and Northwest Clean Air Agency, a government agency in the State of Washington who is responsible for protecting the air in Island, Skagit and Whatcom counties, pursuant to the authority granted by Chapter 39.34 RCW, Interlocal Cooperation Act.

**1. PURPOSE**

This Interlocal Agreement (ILA) establishes an agreement between Northwest Clean Air Agency (referred to hereafter as NWCAA) and Whatcom County Health & Community Services (referred to hereafter as WCHCS) for the purpose of funding the purchase of materials and distribution of DIY air filter kits to Whatcom County residents who are disproportionately vulnerable to the public health impacts of extreme heat and wildfire smoke.

**2. TERM**

The effective date of this ILA is the date of the last signature. It shall remain in effect until August 31, 2024 or until terminated by either party, whichever is sooner.

**3. SCOPE**

NWCAA will provide funding to support the purchase of materials and distribution of DIY air cleaner kits to Whatcom County residents in rural areas who are disproportionately vulnerable to the public health impacts of extreme heat and wildfire smoke. More information about the proposed activities and prioritized populations is included in Exhibit A of this ILA.

**4. NWCAA RESPONSIBILITIES**

NWCAA will provide 50% (\$3,000) of the total project costs of materials and distributions of DIY air cleaner kits.

**5. WCHCS RESPONSIBILITIES**

The goal is to get these kits to community partners before wildfire season begins impacting air quality in Whatcom County. The target date for the first kit distribution to community partners is June 30, 2024.

In implementing this ILA, WCHCS will:

- a. Purchase materials for approximately 100 DIY air cleaner kits. Each kit includes: one 20" box fan, two 20"x20"x1" MERV 13 rated air filters, two large bungee cords to secure filter to fan, informational handout on wildfire smoke/extreme heat, and safe box fan filter assembly and operation instructions (see attached Exhibit A).
- b. Provide kits to community partner organizations who will facilitate distribution of the kits in the summer of 2024 to the following prioritized groups, who are in households that would not otherwise have them:
  - People experiencing the effects of environmental racism (low-income, immigrant, refugee, communities of color)
  - Young children
  - People with respiratory disease or illness, heart disease or chronic disease (e.g., diabetes)

- People over 65 years of age
- People who have/have had COVID-19
- Pregnant people
- Multigenerational households
- Outdoor/farm workers

## 6. PRINCIPAL CONTACTS

The principal contacts for this agreement shall be:

Sue Sullivan  
Environmental Health Manager  
Whatcom County Health & Community Services  
509 Girard Street  
Bellingham, WA 98225  
[SSullivan@co.whatcom.wa.us](mailto:SSullivan@co.whatcom.wa.us)

Mark Buford  
Executive Director  
Northwest Clean Air Agency  
1600 South 2<sup>nd</sup> Street  
Mount Vernon, WA 98273  
[MarkB@nwcleanairwa.gov](mailto:MarkB@nwcleanairwa.gov)

## 7. FUNDING

NWCAA agrees to provide up to \$3,000 in funding to WCHCS for the activities specified in Section 5. – WCHCS Responsibilities, above. Payment shall be based on properly executed monthly invoices. WCHCS will submit invoices and documentation of purchases by the 15<sup>th</sup> of the month, following the month being invoiced. Invoices shall be sent to 1600 South 2<sup>nd</sup> Street – Mount Vernon, WA 98273, attention Alicia Hushka.

## 8. MODIFICATIONS

This ILA may be changed, modified, amended, or waived only by written agreement executed by NWCAA and the County Executive (or designee). Waiver or breach of any term or condition of this ILA shall not be considered a waiver of any prior or subsequent breach.

## 9. INDEMNIFICATION

Each party agrees to be responsible for the actions of its officers, agents, and employees and will assume responsibility for any liability which arises in connection with, any negligent act or omission pertaining to its activities and obligations under this Agreement.

## 10. NONDISCRIMINATION

There will be no discrimination against any participant covered under the Agreement because of race, color, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in programs or activities including employment, admissions, and educational programs.

## 11. DISPUTE RESOLUTION

Differences between WCHCS and NWCAA, arising under and by virtue of this Agreement, shall be brought to the attention of the principal contact (listed above) of each Agency at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken.

### 12. TERMINATION

Either party can terminate this ILA, providing written notice is sent to the other party no less than 14 calendar days from the desired termination date.

### 13. ENTIRE AGREEMENT

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

#### Whatcom County

DocuSigned by:  
Satpal Singh Sidhu 5/28/2024  
1192C7C18B664E3...  
Satpal Sidhu, County Executive Date

#### Northwest Clean Air Agency

DocuSigned by:  
Mark Buford 5/24/2024  
D44B398A3C284C6...  
Mark Buford, Executive Director Date

#### WHATCOM COUNTY:

APPROVAL AS TO PROGRAM: DocuSigned by:  
Sue Sullivan 5/24/2024  
051358A396BB46E...  
Sue Sullivan, Environmental Health Manager Date

DEPARTMENT HEAD APPROVAL: DocuSigned by:  
Erika Lautenbach 5/24/2024  
955C651A30374BD...  
Erika Lautenbach, Health and Community Services Director Date

APPROVAL AS TO FORM: DocuSigned by:  
Christopher Quinn 5/24/2024  
EC466EF5C88B4FD...  
Christopher Quinn, Chief Civil Deputy Prosecutor Date

## Exhibit A – Safe Box Fan Filter Assembly and Operation Instructions

### How to Use a DIY Air Cleaner:

- Use the fan in the room you spend the most time in.
  - Position the fan toward the middle of the room, away from walls and big objects. Do not position the fan near a dusty or dirty area or the fan will blow the dust into the air.
  - Close all windows and doors while fan is in use. The filter fan can't clean the air if outside pollution is re-entering the room.
  - Use the fan for at least 10-15 minutes when needed.
  - Turn off the fan periodically to prevent overheating.
  - Turn off the filter fan when you leave the room.
  - Replace the filters every three months, or when they look dirty.
  - Reminder: Box fans were not designed for use with filters and the safety of filter fans have not been tested.
- **DO NOT use the fan in the bathroom or near water**
  - **DO NOT use while sleeping or not at home.**

Learn More about DIY Air  
Cleaner Safety →  
by scanning the QR code:



### How to build your own DIY Filter Fan:

You can also make your own box fan filter at home, which can reduce 90% of certain types of airborne pollutants.

You will need:



20" Box Fan  
(made in 2012 or newer)



20"x20" Air Filter  
(Merv 13 or FPR 10)



Bungee Cords (2)  
or heavy-duty tape

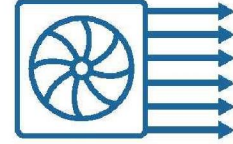
1. Check the filter for the direction of the air flow. Place filter on back (air intake side of fan). Make sure the arrow on the side of the filter is pointing toward the fan.
2. Use tape or bungee cords to attach the filter securely to the fan. Use cords around the edges only, do not block air flow through the fan.
3. Replace filter every three months or when it looks dirty.

Enjoy cleaner and healthier air in your home!

**PARTICIPANT EXPRESSLY AGREES AND ACKNOWLEDGES THAT CREATING AND USING A DO-IT-YOURSELF AIR CLEANING KIT SHALL BE AT THE SOLE RISK OF THE CREATOR AND/OR USER. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN OR ACTION TAKEN BY WHATCOM COUNTY, ITS OFFICERS, AGENTS, PARTNERS, DISTRIBUTION SITES OR AUTHORIZED REPRESENTATIVES SHALL CREATE ANY WARRANTIES, PRODUCT ENDORSEMENTS OR MEDICAL ADVICE. WHATCOM COUNTY IS NOT THE MANUFACTURER OR SELLER OF THE PRODUCTS OR THE AGENT OF ANY MANUFACTURER OR VENDOR. MAKING THESE ITEMS AVAILABLE IN NO WAY CONSTITUTES AN ENDORSEMENT OF SUCH BY WHATCOM COUNTY, NOR ANY REPRESENTATION OR WARRANTY AS TO THE SAFETY, EFFICACY OR APPROPRIATENESS OF THE PRODUCTS IN EACH INDIVIDUAL'S CIRCUMSTANCES. Participant should use the Product according to the Product vendor's recommendations and shall look solely to any terms, representations, and warranties given by applicable Product vendor.**



# Do-It-Yourself (DIY) Air Cleaner Kit



One easy and affordable way to make your own air cleaner at home is with a box fan and a furnace filter. These “filter fans” can filter out the small particles that are common in wildfire or wood smoke. Particle pollution can lead to a number of immediate and long-term health impacts such as trouble breathing, asthma attacks, and lung and heart disease. Particle pollution is especially dangerous for children, the elderly, and people with sensitive immune systems.

## Where to get a kit:

There are a limited number of FREE DIY air cleaner kits available at these locations, while supplies last. This limited resource is prioritized for households with elders, the very young, low income residents, and/or those with health concerns related to breathing.

**Deming Library**  
5044 Mt Baker Hwy  
Deming, WA  
(360) 592-2422

**Project Hope**  
205 S British Columbia Ave #105  
Lynden, WA  
(360) 354-4673

**East Whatcom County Regional Resource Center**  
8251 Kendall Rd  
Maple Falls, WA  
(360) 599-3944

**Nooksack Indian Tribe HOC**  
5018 Alder St  
Deming, WA  
(360) 592-0141

## How to assemble your DIY air cleaner kit:

Follow these instructions to assemble your DIY Air Cleaner kit. Kit contents include:



24" Box Fan



24" x 24" Air Filter  
(Merv13 or FPR 10)



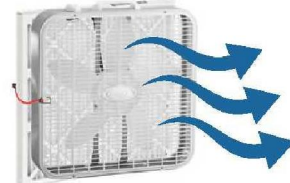
Bungee Cords (2)



1. Check the filter for the direction of the air flow. Place filter on back (air intake side of fan). Make sure the arrow on the side of the filter is pointing toward the fan.



2. Use the bungee cords to attach the filter securely to the fan. Use cords around the edges only, do not block air flow through the fan.



3. Place in an area away from obstacles and turn the fan on. Run the fan on high for a few hours if your indoor air quality is already poor, then turn it to medium to keep it clean.