

WHATCOM COUNTY  
PUBLIC WORKS DEPARTMENT

Jon Hutchings  
DIRECTOR



**STORMWATER**  
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**MEMORANDUM**

**TO:** The Honorable Jack Louws, Whatcom County Executive, and  
Honorable Members of the Whatcom County Council

**THROUGH:** Jon Hutchings, Public Works Director *JH*

**FROM:** Kraig Olason, PMP, Stormwater Program Manager *KO*  
Ingrid Enschede, Program Specialist *IE*

**DATE:** February 5, 2019

**RE:** Interlocal Agreement between Whatcom County and the Whatcom Conservation  
District for Lake Whatcom Homeowner Incentive Program Assistance

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Enclosed are two (2) originals of an interlocal agreement between Whatcom County and the Whatcom Conservation District (District) for your review and signature. This agreement is for technical assistance and implementation support for the Lake Whatcom Homeowner Incentive Program (HIP).

▪ **Background and Purpose**

HIP is a joint City of Bellingham and Whatcom County non-regulatory program that provides technical assistance and financial incentives to homeowners who voluntarily install stormwater best management practices (BMP) that reduce phosphorus loading from their property to Lake Whatcom. The District is currently providing technical assistance to homeowners participating in HIP to facilitate design and installation of BMPs. In addition, the District provides program support as needed for critical areas assessment, database management, outreach, and other program-specific administrative tasks. The current interlocal agreement for HIP support between Whatcom County and the District (Whatcom County Contract No. 201610015) was extended into 2019 to allow time to develop a new agreement with 2019 budget authority. This agreement continues the same level of assistance for HIP that the District has been providing for an additional 13 months until March, 2020.

▪ **Funding Amount and Source**

The total cost of this agreement is \$216,883 and is included in the 2019 Stormwater Budget (cost center 123211). Whatcom County and the City of Bellingham have an interlocal agreement (contract #201611031) to fund HIP wherein Whatcom County provides the first \$100,000 in funding each year and the City of Bellingham reimburses Whatcom County for costs exceeding \$100,000.

Please contact Ingrid Enschede at extension 6229 with any questions about this agreement.

Enclosures

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No. \_\_\_\_\_

Originating Department:	Public Works
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Stormwater - 907620
Contract or Grant Administrator:	Ingrid Enschede, Program Specialist
Contractor's / Agency Name:	Whatcom Conservation District
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval? 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 type="checkbox"/> No <input checked="" type="checkbox"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="checkbox"/> No <input checked="" 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: 123211	
Is this agreement excluded from E-Verify? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract work is for less than 120 days. <input checked="" type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 216,883 This Amendment Amount: \$ _____ Total Amended Amount: \$ _____	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.
Summary of Scope: The Lake Whatcom Homeowner Incentive Program (HIP) is a non-regulatory program that provides technical assistance and cost share incentives for homeowners who voluntarily elect to install stormwater best management practices (BMPs) that reduce phosphorus runoff into Lake Whatcom for the purpose of meeting TMDL requirements. The Whatcom Conservation District will provide technical assistance to homeowners implementing HIP projects in the Lake Whatcom watershed and program implementation assistance through this agreement.	
Term of Contract: 13 months	Expiration Date: March 31, 2020

Contract Routing:

1. Prepared by: <u>Ingrid Enschede</u>	Date: <u>2/5/2019</u>
2. Attorney signoff: <u>Christopher Quinn</u>	Date: <u>2/05/2019</u>
3. AS Finance reviewed: <u>M Caldwell</u>	Date: <u>2/5/2019</u>
4. IT reviewed (if IT related): _____	Date: _____
5. Contractor signed: _____	Date: _____
6. Submitted to Exec.: _____	Date: _____
7. Council approved (if necessary): _____	Date: _____
8. Executive signed: _____	Date: _____
9. Original to Council: _____	Date: _____