

SCANNED

AS 2024-518

WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

202409027

Originating Department:		Whatcom County Superior Court	
Division/Program: (i.e. Dept. Division and Program)			
Contract or Grant Administrator:		Stephanie Kraft	
Contractor's / Agency Name:		Administrative Office of the Courts	
Is this a New Contract? Yes <input checked="" type="radio"/> No <input type="radio"/>		If not, is this an Amendment or Renewal to an Existing Contract? Yes <input type="radio"/> No <input checked="" type="radio"/>	
If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:			
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/>		If No, include WCC: _____	
Already approved? Council Approved Date: 9/16/24		(Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/>		If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/>		If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Yes <input type="radio"/> No <input checked="" type="radio"/>		Contract Cost Center: 3118	
If yes, RFP and Bid number(s): _____			
Is this agreement excluded from E-Verify? No <input checked="" type="radio"/> Yes <input type="radio"/>		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"/> 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): \$ 59,062.00		Council approval required for; all property leases, contracts or bid awards exceeding \$40,000, and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when:	
This Amendment Amount: \$ 0.00		1. Exercising an option contained in a contract previously approved by the council.	
Total Amended Amount: \$ 59,062.00		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.	
Summary of Scope:		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.	
The Administrative Office of the Courts will reimburse Whatcom County Superior Court up to \$59,062.00 for expenses incurred as part of the Uniform Guardianship Act.			
Term of Contract: July 1, 2024		Expiration Date: June 30, 2025	

Contract Routing: 1. Prepared by: S. Kraft Date: 7/16/2024

2. Attorney signoff: [Signature] Date: 7/16/24

3. AS Finance reviewed: electronic approval /AT/SK Date: 7/26/24

4. IT reviewed (if IT related): _____ Date: _____

5. Contractor signed: _____ Date: _____

6. Executive contract review: 9/16/24 Date: _____

7. Council approved, if necessary: 9/16/24 AS 2024-518 Date: _____

8. Executive signed: _____ Date: 9/16/24

9. Original to Council: _____ Date: _____

SEP 16 2024

RECEIVED

Last edited 08/23/2023

WHATCOM COUNTY
EXECUTIVE'S OFFICE

**INTERAGENCY AGREEMENT- IAA25163
BETWEEN
WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS
AND
WHATCOM COUNTY SUPERIOR COURT
REGARDING THE UNIFORM GUARDIANSHIP, CONSERVATORSHIP AND OTHER
PROTECTIVE ARRANGEMENTS ACT**

THIS AGREEMENT is entered into by and between the Washington State Administrative Office of the Courts (AOC) and Whatcom County Superior Court (Court). The AOC and the Court are each individually "a Party" and collectively, "the Parties."

I. PURPOSE

The purpose of this Agreement is to authorize the AOC to reimburse the Court for those costs associated with attorney appointments and court visitor appointments made pursuant to the Uniform Guardianship, Conservatorship and Other Protectives Arrangement Act ("UGA"), Chapter 11.130 RCW.

II. DEFINITION

A. "UGA appointment services" means attorney appointments and court visitor appointments made pursuant to Chapter 11.130 RCW where the appointment is at public expense pursuant to Chapter 11.130 RCW.

III. DESCRIPTION OF SERVICES TO BE PROVIDED/RESTRICTIONS ON SERVICES

A. The Court will ensure that the funding under this Agreement is used only for reimbursement of costs paid to attorneys appointed for a minor, parent or an adult, or for court visitor appointments for a minor or an adult pursuant to Chapter 11.130 RCW. The AOC will not reimburse the Court for any other services, including but not limited to: guardians ad litem, judicial officer time, administrative costs (overhead or indirect), court staff time, etc. The AOC will not pay in advance for services provided under this Agreement.

B. The Court will provide a completed checklist in a format provided by the AOC with each reimbursement request. The Court additionally agrees to provide supporting documentation with the reimbursement request as required by AOC.

C. The Court may elect to pay for UGA appointment services that are not in accordance with the provisions of this Agreement; however, the AOC will not reimburse the Court for such payments.

IV. PERIOD OF PERFORMANCE

Performance under this Agreement begins **July 1, 2024**, regardless of the date of execution, and ends on **June 30, 2025**.

V. COMPENSATION

A. The AOC may reimburse the Court up to a maximum of \$59,062.00 for UGA appointment services costs incurred during the period of performance. The AOC will

not reimburse the Court for UGA appointment services provided after June 30, 2025; accordingly, any reimbursement claim submitted for UGA appointment services provided after June 30, 2025 will be denied.

B. If this Agreement is terminated, the AOC will only reimburse the Court for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

C. The Court will submit an A-19 Invoice Voucher ("Invoice") monthly or bimonthly to: payables@courts.wa.gov with a copy to Kay.King@courts.wa.gov. Invoices submitted under this Agreement must include:

1. Billing reports from attorneys and court visitors whose costs are being reimbursed, including service dates with hours billed and services provided; and

2. Payment documents from the Court indicating case number; amount and date of payment, and payee.

D. The Court must electronically submit the data and other information required in Section C above to the AOC in conjunction with the Invoice.

E. The AOC will pay the Court for approved and completed work via warrant or account transfer within 30 days of receipt of a properly completed Invoice, the completed checklist, and the required supporting documentation.

F. The Court must maintain sufficient backup documentation of expenses under this Agreement.

VI. REVENUE SHARING

A. The Court must report to the AOC any surplus for revenue sharing and request revenue sharing by timely submitting all completed Invoices on a monthly or bi-monthly basis, and in any event no later than October 31, 2025. The AOC may initiate the revenue sharing process if monies are available.

B. The AOC will notify the Court no later than November 30, 2025 that the AOC intends to redistribute funding among the courts participating in the program, pursuant to the program's appropriation language. The AOC may increase the total value of the Agreement if additional funds are available or reduce the Agreement amount based on actual expenses incurred by the Court through submitted Invoices and supporting documentation.

C. The Court must submit the final program Invoice to payables@courts.wa.gov with a copy to Kay.King@courts.wa.gov no later than October 31, 2025. The revenue sharing process must be completed by December 31, 2025.

VII. TREATMENT OF ASSETS AND PROPERTY

The AOC is the owner of any and all fixed assets or personal property jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

VIII. RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement are "works for hire" as defined by the U.S. Copyright Act of 1976 and are owned by the AOC. Data includes, but is not limited to: reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and video and/or sound reproductions. Ownership includes

the right to copyright, patent, register, and the ability to transfer these rights. In the event that any of the deliverables under this Agreement include material not included within the definition of "works for hire," the Court hereby assigns such rights to the AOC as consideration for this Agreement.

Data which is delivered under this Agreement, but which does not originate therefrom, must be transferred to the AOC with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so; provided, that such license is limited to the extent which the Court has a right to grant such a license. The Court must advise the AOC, at the time of delivery of data furnished under this Agreement, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Agreement. The AOC must receive prompt written notice of each notice or claim of copyright infringement received by the Court with respect to any data delivered under this Agreement. The AOC reserves the right to modify or remove any restrictive markings placed upon the data by the Court.

IX. INDEPENDENT CAPACITY

The employees or agents of each Party who are engaged in the performance of this Agreement continue to be employees or agents of that Party and are not considered for any purpose to be employees or agents of the other Party.

X. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments are not binding unless they are in writing and signed by personnel authorized to bind each of the parties.

XI. RECORDS, DOCUMENTS, AND REPORTS

The Court must maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. These records are subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the AOC, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or Agreement. The Court will retain all books, records, documents, and other material relevant to this Agreement for six years after settlement, and make them available for inspection by persons authorized under this provision.

XII. RIGHT OF INSPECTION

The Court will provide right of access to its facilities to the AOC, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement.

XIII. DISPUTES

Disputes arising under this Agreement will be resolved by a panel consisting of one representative from the AOC, one representative from the Court, and a mutually agreed upon third party. The dispute panel will thereafter decide the dispute with the majority prevailing.

Neither party has recourse to the courts unless there is a showing of noncompliance or waiver of this section.

XIV. TERMINATION

A. Termination for Convenience

Except as otherwise provided in this Agreement, either Party may terminate this Agreement by providing written notice of such termination to the other party specifying the effective date thereof, at least five (5) business days prior to such date. If this agreement is so terminated, the AOC shall be liable only for payment for work completed and accepted prior to the effective date of termination.

B. Termination for Cause

If for any cause, either Party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either Party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) business days. If failure or violation is not corrected, then this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

XV. GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement must be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency will be resolved by giving precedence in the following order:

- A. Applicable state and federal statutes and rules;
- B. This Agreement; and
- C. Any other provisions of the Agreement, including materials incorporated by reference.

XVI. ASSIGNMENT

The work to be provided under this Agreement, and any claim arising hereunder, is not assignable or delegable by either Party in whole or in part, without the express prior written consent of the other Party, which consent may not be unreasonably withheld.

XVII. WAIVER

A failure by either Party to exercise its rights under this Agreement does not preclude that Party from subsequent exercise of such rights and is not a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the Party and attached to the original Agreement.

XVIII. SEVERABILITY

If any provision of this Agreement, or any provision of any document incorporated by reference

is held invalid, such invalidity does not affect the other provisions of this Agreement which can be given effect without the invalid provision and to this end the provisions of this Agreement are declared to be severable.

XIX. AGREEMENT MANAGEMENT

The individuals noted below are responsible for and will serve as the point of contact for all communications regarding the performance of this Agreement:

AOC Program Manager	Court Program Manager
Kay King Project Manager PO Box 41170 1112 Quince St SE Olympia, WA 98504-1170 Kay.King@courts.wa.gov 360-867-8224	Stephanie Kraft Superior Court Administrator 311 Grand Ave, Rm 301 Bellingham, WA 98225-4048 skraft@co.whatcom.wa.us (360) 778-5490

XX. ENTIRE AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties and supersedes all prior agreements, contracts, or representations between the parties with respect to the reimbursement of Uniform Guardianship Act expenses, including but not limited to the Original Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement are considered to exist or to bind any of the parties to this agreement unless otherwise stated in this Agreement.

AGREED:

Administrative Office of the Courts

Court



Signature



Signature

9/16/24

Christopher Stanley, CGFM

Name

Satpal Singh Sidhu

Name

County Executive

Chief Financial and Management Officer

Title

Title

9/23/2024

Date

9/16/24

Date

WHATCOM COUNTY
Superior Court Administration
311 Grand Avenue, Suite 501
Bellingham, Washington 98225
(360) 778-5498



Stephanie Kraft
Administrator

MEMORANDUM

TO: Satpal Sidhu, County Executive

FROM: Stephanie Kraft, Administrator

RE: Uniform Guardianship Act Reimbursement for July 1, 2024-
June 30, 2025 with the Administrative Office of the Courts

DATE: July 16, 2024

Enclosed is an original copy of the interagency agreement between Whatcom County Superior Court and the Washington Administrative Office of the Courts.

▪ **Background and Purpose**

Whatcom County Superior Court has been receiving reimbursement for expenses related to the Uniform Guardianship Act since 2021.

▪ **Funding Amount and Source**

The Administrative Office of the Courts will reimburse Whatcom County Superior Court up to a maximum of \$59,062.00 for reimbursement of costs paid to attorneys appointed for a minor, parent or an adult, or court visitor appointments for a minor or an adult pursuant to RCW 11.130.

▪ **Differences from Previous Contract**

The contract amount is \$4,928 more than the previous years contract reimbursement for court costs.

Please contact **Stephanie Kraft** at extension **5496**, if you have any questions or concerns regarding the terms of this agreement,

Encl.

