

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**

IN THE MATTER OF:

RESOLUTION NO. 24-365

APPROVE A MASTER INTERLOCAL AGREEMENT
BETWEEN LEWIS COUNTY AND WINLOCK
SCHOOL DISTRICT #232, AND AUTHORIZE
SIGNATURES THEREON

WHEREAS, Chapter 39.34 RCW, the Interlocal Cooperation Act, provides for interlocal cooperation between governmental agencies to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage; and

WHEREAS, the parties, Lewis County and Winlock School District #232, desire to enter into an agreement to streamline the administrative process in which reimbursable work is done for Winlock School District #232 by Lewis County Public Works; and

WHEREAS, the Master Interlocal Agreement will be for a period of five (5) years, expiring December 31, 2029, and can be terminated by either party upon written notice; and

WHEREAS, the Director of Public Works and County Engineer have reviewed the Master Interlocal Agreement (attached as Exhibit A) and recommend that the Board of County Commissioners (BOCC) authorize execution of the Agreement.

NOW THEREFORE BE IT RESOLVED that the BOCC has determined executing the Master Interlocal Agreement with Winlock School District #232 for the purpose of streamlining reimbursable work for a five-year period, expiring on December 31, 2029, to be in the best public interest and the BOCC is hereby authorized to sign the same.

DONE IN OPEN SESSION this 17th day of September, 2024.

APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

David Bailey
By: David Bailey,
Chief Civil Deputy Prosecuting Attorney

Scott J. Brummer
Scott J. Brummer, Chair

ATTEST:



Lindsey R. Pollock, DVM
Lindsey R. Pollock, DVM, Vice Chair

Rieva Lester, CMC
Rieva Lester, CMC,
Clerk of the Lewis County Board of
County Commissioners

Sean D. Swope
Sean D. Swope, Commissioner

MASTER INTERLOCAL AGREEMENT

THIS AGREEMENT, made and entered into pursuant to authority of R.C.W. 39.34.080 and in conformance with R.C.W. 43.09.210, this 3 day of September, 2024, by and between LEWIS COUNTY, Washington, a political subdivision of the State of Washington, hereinafter referred to as the "County", and Winlock SD, a political subdivision of the State of Washington, hereinafter referred to as "Municipality",

WITNESSETH:

IT IS HEREBY COVENANTED AND AGREED as follows:

1. In the event the Municipality requests that the County perform work of the manner described below and guarantees reimbursement to the County for all work done, the County will upon completion of a fully executed Reimbursable Work Order, provide all necessary labor and material and all work incidental to providing such work in the Municipality of Winlock school Dist Washington, or areas in which the Municipality has legal authority to perform the following work:

- | | |
|-----------------------------|--|
| A. Provide Surface Material | H. Vegetation Control |
| B. Snow Plowing | I. Guardrail Repair |
| <u>C</u> . Chipsealing | J. Traffic Signs |
| <u>D</u> . Asphalt Overlay | K. Surveying |
| <u>E</u> . Traffic Striping | L. Rating Roads |
| <u>F</u> . Asphalt Patching | <u>M</u> . Other work as needed <u>JAC Truck</u> |
| G. Grading | |

2. Each and every work request shall be made on a fully completed and signed Reimbursable Work Order (sample attached), and according to the following steps:

- a) The Maintenance Supervisor, of the Municipality requests an estimate for reimbursable work from Lewis by submitting a reimbursable work order.
- b) A County Senior Engineer, Road Maintenance Supervisor, or Traffic Operations Supervisor will provide an estimated cost of the work.
- c) The County Maintenance & Traffic Engineer or Assistant County Engineer verifies the estimate and the availability of resources to perform the work.
- d) The superintendent, of the Municipality approves expenditure of Municipality funds to complete the work as described, based on the detailed scope of work provided by the County.
- e) The County Engineer approves such Reimbursable Work Orders, up to \$20,000 and with an annual aggregate limit of \$30,000. Reimbursable work in excess of these amounts must be

performed under a separate Interlocal Agreement, approved by the Board of County Commissioners.

- f) The Maintenance Supervisor, of the Municipality will submit the Reimbursable Work Order to the Lewis County Fiscal Division for processing upon completion of all work agreed to be performed.

3. The Municipality hereby agrees to reimburse the Public Works Department of the County for all work done, based upon the actual cost of labor, equipment rental, utilities, and materials used, and an administrative fee of 5% or \$100, whichever is greater. The estimated total dollar amount of all work performed by the County for the Municipality under this agreement shall not exceed \$20,000 per agreement, nor an annual aggregate amount of \$30,000.

4. The Municipality certifies and warrants that it has the legal authority to accomplish the work with its own forces at the location specified in the Reimbursable Work Order, but in fact has insufficient personnel/equipment to accomplish said work.

5. It is understood and agreed that the time for and hours of performance of reimbursable work is at the County's discretion and all reimbursable work as provided for hereto shall be accomplished only, and if, such work does not interrupt or interfere with Lewis County's regularly scheduled road maintenance activities.

6. It is understood that the Municipality has total responsibility for having in its name all necessary property rights prior to construction and/or maintenance by the County. The Municipality shall be responsible for obtaining any permits necessary for the performance of the reimbursable work.

7. It is understood and agreed between the parties hereto that the Municipality agrees to protect, defend, indemnify and hold harmless the County, its commissioners, agents, departments and employees against any and all liabilities, claims, damages, penalties, actions, costs and expenses (including reasonable attorney's fees) which may arise for any reason as a result of the performance of this Agreement by the County, except insofar as any obligation or responsibility is imposed upon the County by statute. The Municipality has negotiated and expressly waives any immunity that may be granted it under the Washington industrial Insurance Act.

8. The Municipality certifies and warrants that FRED TERRY, has the authority to enter into a reimbursable work order and to bind the Municipality thereby.

9. The Municipality hereby confers on the County the authority to perform the categories of work listed in paragraph one within the Municipality's jurisdictional limits for the purposes of carrying out this Agreement. Further, the Municipality agrees that when the County

provides engineering and administrative services for the Municipality, the County Engineer may exercise all the powers and perform all the duties vested by law or by resolution in the City of Winklat or other officer or department charged with road maintenance administration.

10. The County is a contractor of services only and does not purport to represent the Municipality professionally other than in providing the services requested by the Municipality. As an independent contractor, the County shall control personnel standards of performance, discipline and all other aspects of performance, including that of the dedicated on-site staff. In the event the County uses contract services to perform services for the Municipality, the County shall perform the appropriate supervision and inspection of the contractor's work.

11. This Agreement will expire December 31, 2029, unless otherwise terminated. Either party may terminate this agreement by depositing in the mail a notice of termination addressed to either the County Engineer of the Lewis County Public Works Department or the Maintenance Supervisor of the Municipality, respectively.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

APPROVED AS TO FORM:

Jonathan L. Meyer, Prosecuting Attorney

DLB

By: Deputy Prosecuting Attorney

ATTEST:

Rieva Lester

Rieva Lester, Clerk of the Lewis
County Board of County Commissioners

**BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**

Scott J. Brummer

Scott J. Brummer, Chair

Lindsey R. Pollock

Lindsey R. Pollock, DVM, Vice Chair

Sean D. Swope

Sean D. Swope, Commissioner



Municipality:

By: Metell

Title: Superintendent

REIMBURSABLE WORK ORDER

Winlock S.D.
Municipality

XX - XXX
Year Number
To be completed by Lewis County

MUNICIPAL REQUEST

The undersigned hereby requests the Lewis County Public Works Department to provide a preliminary estimate for the cost of work stated herein.

Description of work requested:

- | | |
|---|--|
| <input type="checkbox"/> Provide Surfacing Material | <input type="checkbox"/> Grading |
| <input type="checkbox"/> Snow Plowing | <input type="checkbox"/> Vegetation Control |
| <input type="checkbox"/> Chip Sealing | <input type="checkbox"/> Guardrail Repair |
| <input type="checkbox"/> Asphalt Overlay | <input type="checkbox"/> Traffic Signs |
| <input type="checkbox"/> Traffic Striping | <input type="checkbox"/> Crack-seal |
| <input type="checkbox"/> Asphalt Patching | <input type="checkbox"/> Other – Bridge Inspection |

SUPERVISOR / SENIOR ENGINEER ESTIMATE

I have met with a representative of the above Agency, and have inspection of the work to be requested, and submit my preliminary estimate cost of \$ _____ plus administrative costs of \$ _____ for a total cost of \$ _____ to complete the project requested.

See Attached Detail of Work

Maintenance Lead Supervisor, Area Supervisor, or Senior Engineer

MAINTENANCE / ENGINEERING APPROVAL OF ESTIMATE

Type of Work: ☐ Maintenance ☐ Construction ☐ Preservation

Cost estimate of work as requested is reasonable and required resources are available: ☐ Yes ☐ No

Date: _____ By: _____
Maintenance Lead Supervisor, Traffic Engineer
or Assistant County Engineer

Municipality

It is understood that the total cost given is for estimation purposes only and that the project total cost will be based upon the actual cost of labor, equipment rental and materials used in the work involved. A 5% administrative fee will be included with a minimum of \$100.00 per agreement.

All work will be performed in accordance with the Master Interlocal Agreement, dated XXXX XX, 20XX.

Date: _____ Agency: _____
Signature: _____
Title: _____

REIMBURSABLE WORK ORDER AUTHORIZATION

Date: _____

County Engineer

BOCC AGENDA ITEM SUMMARY

Resolution:

BOCC Meeting Date: Sept. 17, 2024

Suggested Wording for Agenda Item:

Agenda Type: Deliberation

Approve a Master Interlocal Agreement between Lewis County and Winlock School District #232, and authorize signatures thereon

Contact: Josh Metcalf

Phone: 2762

Department: PW - Public Works

Description:

Approving a Master Interlocal Agreement between Lewis County and Winlock School District #232 to streamline the administrative process in which reimbursable work is done for Winlock School District #232 by Lewis County Public Works, and authorizing signatures thereon

Approvals:

Publication Requirements:

Publications:

User

Status

Additional Copies:

Mike Kroll-PW, Tina Hemphill-PW

Cover Letter To:



Please return the signed original document to Mike Kroll in the Public Works Department.