

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF OLYMPIA AND THURSTON REGIONAL PLANNING
COUNCIL FOR THE DEVELOPMENT OF A HOUSING ALLOCATION METHOD**

THIS AGREEMENT is entered into as of the date of the last signature affixed hereto below between the City of Olympia, a Washington municipal corporation, (hereinafter "OLYMPIA") and the Thurston Regional Planning Council, a state-designated council of governments and regional transportation planning organization, (hereinafter "TRPC"), collectively referred to as "the Parties."

WHEREAS, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner pursuant to forms of governmental organization that will accord best with geographic, economic, populations, and other factors influencing the needs and development of local communities; and

WHEREAS, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform; provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties; and

WHEREAS, in 2021, Washington State approved an amendment to RCW 36.70A.070(2), a section of the Growth Management Act (GMA), to instruct local governments to "plan and accommodate" for housing affordable to all income levels; and

WHEREAS, this requirement includes an assessment of housing need and allocation across counties of housing units for moderate, low, very low and extremely low-income households, and for emergency housing, emergency shelters and permanent supportive housing; and

WHEREAS, pursuant to RCW 36.70A.130(5) all jurisdictions within Thurston County will need to review and revise their comprehensive plans by June 30, 2025, to address the new housing allocation requirements; and

WHEREAS, the Washington State Department of Commerce has created guidance and tools for assessing housing need and allocating housing units within a County; and

WHEREAS, OLYMPIA wishes to contract TRPC, given TRPC's mission and staff expertise, to design and facilitate a process to reach regional agreement on the housing allocation method and housing allocations;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

I. Services Provided by TRPC

TRPC represents that it is qualified and possesses the necessary expertise, knowledge, training, and skills, and has the necessary licenses and certifications to perform the services set forth in this Agreement.

A description of the services to be performed by TRPC is set forth in Exhibit A Scope of Work, attached hereto and incorporated herein by reference.

TRPC will submit invoices, as applicable, in accordance with Exhibit A: Scope of Work for payment of completed work during the billing period, and not to exceed a total of \$5,625.

TRPC shall complete its work in accordance with the schedule agreed to by the Parties.

II. Funding and In-kind Commitment

- i. **Funding.** OLYMPIA shall contribute an equal share of funds sufficient for the execution of the tasks and budget outlined in Exhibit A.
- ii. **In-kind Commitment.** OLYMPIA shall allocate in-kind staff time to implement this Agreement. In-kind staff support includes, but is not limited to:
 - a. Staff participation in Allocation Process meetings.
 - b. Staff review of Agreement materials.
 - c. Staff coordination with other relevant staff and elected officials from their jurisdiction on ILA products and outcomes.

III. Indemnification and Insurance

Each Party agrees to defend, indemnify, and hold the other Parties, their officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses, or suits including reasonable attorney's fees, arising out of or in connection with the indemnifying Party's performance of this Agreement, including injuries and damages caused by the negligence of the indemnifying Party's officers, officials, and employees.

The Parties agree to maintain liability insurance; this may be fulfilled by a party's membership and coverage in WCIA, a self-insured municipal insurance pool.

IV. No Separate Legal Entity Created

This Agreement creates no separate legal entity. No joint organization is created. No common budget is to be established. No personal or real property is to be jointly acquired or held.

V. Relationship of the Parties

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

purpose to be employees or agents of the other Party. This Agreement is for the benefit of the Parties, and no third-party beneficiary relationship is intended.

VI. Duration of Agreement

This Agreement shall be effective on the date of the last signature affixed hereto and shall terminate on December 31, 2023, unless sooner terminated by the Parties as provided herein.

VII. Dispute Resolution

Step One – Negotiation. In the event of a dispute concerning any matter pertaining to this Agreement, the Parties involved shall attempt to adjust their differences by informal negotiation. The Party perceiving a dispute or disagreement persisting after informal attempts at resolution shall notify the other Parties in writing of the general nature of the issues. The letter shall be identified as a formal request for negotiation, and it shall propose a date for representatives of the Parties to meet. The other Parties shall respond in writing within ten (10) business days. The response shall succinctly and directly set out that Party's view of the issues or state that there is no disagreement. The Parties shall accept the date to meet or shall propose an alternate meeting date not more than ten (10) business days later than the date proposed by the Party initiating dispute resolution. The representatives of the Parties shall meet in an effort to resolve the dispute. If a resolution is reached, the resolution shall be memorialized in a memorandum signed by all Parties, which shall become an addendum to this Agreement. Each Party will bear the cost of its own attorneys, consultants, and other Step One expenses. Negotiation under this provision shall not exceed 90 days. If a resolution is not reached within 90 days, the Parties shall proceed to mediation.

Step Two – Mediation. If the dispute has not been resolved by negotiation within ninety (90) days of the initial letter proposing negotiation, any Party may demand mediation. The mediator shall be chosen by agreement. Each Party will bear the cost of its own attorneys, consultants, and other Step Two expenses. The parties to the mediation will share the cost of the mediator. A successful mediation shall result in a memorandum agreement, which shall become an addendum to this Agreement. Mediation under this provision shall not exceed 90 days. If the mediation is not successful within 90 days, the Parties may proceed to litigation.

Step Three – Litigation. Unless otherwise agreed by the Parties in writing, Step One and Step Two must be exhausted as a condition precedent to filing of any legal action. A Party may initiate an action without exhausting Steps One or Two if the statute of limitations is about to expire and the Parties cannot reach a tolling agreement, or if either Party determines the public health, safety, or welfare is threatened.

VIII. Amendments

This Agreement may be amended only by written agreement executed in accordance with chapter 39.34 RCW.

IX. Termination of Agreement

This Agreement may be terminated upon mutual agreement of the Parties.

X. Interpretation and Venue

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The Parties hereby agree that venue for enforcement of any provisions shall be the Superior Court of Thurston County.

XI. Entire Agreement

This Agreement sets forth all terms and conditions agreed upon by the Parties and supersedes all prior agreements oral or otherwise with respect to the specific subject matter addressed herein.

XII. Recording

Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor's Office or posted upon the Parties' websites as provided by RCW 39.34.040.

XIII. Counterparts

This Agreement may be executed in counterparts, and all such counterparts once so executed shall together be deemed to constitute one final agreement, as if one document had been signed by all Parties, and each such counterpart, upon execution and delivery, shall be deemed a complete original, binding on the Parties. A faxed or email copy of an original signature or a digital or electronic signature, where permitted by law, shall be deemed to have the same force and effect as the original signature.

XIV. Notice

Any notice required under this Agreement shall be to the party at the address listed below and it shall become effective three (3) days following the date of deposit with the United States Postal Service.

CITY OF OLYMPIA

Attn: Leonard Bauer, Community Planning and Development Director Re: GMA Housing Allocations
P.O. Box 1967
Olympia, WA 98507-1967
Email: lbauer@ci.olympia.wa.us

THURSTON REGIONAL PLANNING COUNCIL

Attn: Allison Osterberg, Senior Planner Re: GMA Housing Allocations
2411 Chandler Court SW Olympia, WA 98502
Email: OsterbergA@trpc.org

XV. Waiver

A failure by a Party to exercise its rights under this Agreement shall not preclude that Party from subsequent exercise of such rights and shall not constitute 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.

XVI. Severability

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

XVII. Records Retention and Audit

During the progress of the work and for a period not less than six (6) years from the completion of the tasks set forth herein, the records and accounts pertaining to the work and accounting therefore are to be kept available for inspection by any Party and the Federal and State Government and copies of all records, accounts, documents, or other data pertaining to the work will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the 6-year retention period.

[Signatures appear on next page.]

THIS AGREEMENT is hereby entered between the Parties, and it shall take effect on the date of the last authorizing signature affixed hereto:

GOVERNMENT AGENCY EXECUTIVE

CITY OF OLYMPIA
601 4th Ave East
P.O. Box 1967
Olympia, WA 98507-1967

Steven J. Burney

Date

APPROVED AS TO FORM:

Mark Barber

Mark Barber, City Attorney

GOVERNMENT AGENCY EXECUTIVE

THURSTON REGIONAL PLANNING COUNCIL
2411 Chandler Court SW
Olympia, WA 98502

Mark Daily, Executive Director

Date

Exhibit A

TRPC Scope of Work

This document includes a proposed scope of work for the Thurston Regional Planning Council (TRPC) to design and facilitate a process to reach regional agreement on the housing allocation method and housing allocations for the Thurston region.

Pre-contract expectations:

- Project partners include the cities of Lacey, Olympia, Tumwater, Yelm, and Thurston County. Project partners will contribute an equal share of funds sufficient for the execution of the tasks and budget detailed below and will allocate staff time to participate in the allocation meetings, review draft materials, and coordinate with relevant staff and elected officials for their jurisdiction.
- Thurston County will invite Rainier, Tenino, and Bucoda to participate in housing allocation discussions and process.

Tasks	Description
Task 1	Project Management <ul style="list-style-type: none">a. Prepare monthly invoices, ensure project objectives are met, oversee adherence to schedule and budget, and ensure timely delivery of project deliverables.b. Develop a detailed schedule of project tasks to achieve agreement among the project partners (staff, not elected officials)
Deliverable 1.1	Monthly invoices and project updates
Deliverable 1.2	GANTT chart project schedule
Task 2	Pre-Meeting Analysis <ul style="list-style-type: none">a. Prepare Options A and B from Commerce tool for reference.b. Review and evaluate King County and Snohomish County methods (Option C) and write up a summary of why those jurisdictions did not choose Options A or B, the criteria used in each county's decision process, the additional parameters they evaluated, whether TRPC has the data to mimic those processes, and the results of their Option C process.c. If TRPC has access to similar data, assess what housing allocation processes used in King and Snohomish counties would result in for Thurston County.d. Schedule 5 Allocation Process meetings. TRPC assumes meetings will be held in person at TRPC's office and will be two hours in length.
Deliverable 2.1	Summary of Options A, B, King, and Snohomish County methods

Tasks	Description
Task 3	<p>Allocation Process Meetings</p> <p>a. Facilitate up to 5 meetings of project partner staff. b. Run housing allocation options in between meetings</p> <p>Potential agendas for meetings include:</p> <p>Meeting 1</p> <ul style="list-style-type: none"> Review project expectations, discuss values to inform housing allocation process Review Options A and B Review King and Snohomish County approaches Identify new options to run through Commerce Tool for <p>Meeting 2 Meeting 2</p> <ul style="list-style-type: none"> Overview of Meeting 1, including review of group discussion on criteria used to evaluate methodologies Present results of new options, identified in Meeting 1 Discuss pros/cons of methods Ask if partners have reached agreement; if not, what additional data runs needed Meeting 3 (optional) <ul style="list-style-type: none"> Overview of previous meetings Present results of any new options identified in Meeting 2 Discuss pros/cons of methods Ask if partners have reached agreement; if not, what additional data runs needed Meeting 4 (optional) <ul style="list-style-type: none"> Overview of previous meetings Present results of any new options identified in Meeting 3 Discuss pros/cons of methods Ask if partners have reached agreement; if not, what additional data runs needed Meeting 5 (optional) <ul style="list-style-type: none"> Overview of previous meetings Present results of any new options identified in Meeting 4 Discuss pros/cons of methods Ask if partners have reached agreement, and if not, seek direction on next steps Final Meeting (could be Meeting 2-5) <ul style="list-style-type: none"> Discuss next steps for presenting housing allocation methods Identify any needed updates to the Countywide Planning Policies
Deliverable 3.1	<ul style="list-style-type: none"> Meeting agendas and summaries
Task 4	<p>Draft and Final Deliverables</p> <p>a. Prepare final tables and figures for presentation. b. Prepare draft and final PowerPoint presentation of process and process outcomes c. Prepare draft and final technical memo on process, methodology, and outcomes</p>
Deliverable 4.1	<ul style="list-style-type: none"> Draft and final PowerPoint slides

Tasks	Description
	<ul style="list-style-type: none"> • Draft and final technical memo
Task 5	Approvals and Presentation <ol style="list-style-type: none"> a. Presentation to TRPC Council on housing allocation process and results b. Presentation to the Regional Housing Council on process and results. c. Deliver up to five presentations to City Councils/BoCC to assist in answering technical questions about the methodology and results. Presentations will be at the request of city and county staff.
Deliverable 5.1	<ul style="list-style-type: none"> • Presentations

Budget

Expectations: Costs to complete the work included in this scope of work will be divided equally among the five partner jurisdictions: City of Lacey, City of Olympia, City of Tumwater, City of Yelm, and Thurston County.

Staff	Billing Rate	Task 1 (hours)	Task 2 (hours)	Task 3 (hours)	Task 4 (hours)	Task 5 (hours)	Cost
Senior Planner (PM)	\$75.04	10	4	20	10	18	\$4,652
Senior Planner	\$73.46		8	50	20		\$5,730
Associate Planner	\$59.18		2	20	8		\$1,775
Assistant Planner	\$51.55		12	52	22		\$4,433
Communications and Outreach Specialist	\$62.02				22		\$1,364
Office Specialist	\$23.00		10	10			\$921
Subtotal							\$18,726
Indirect Costs 0.49							\$9,249
Total Cost							\$28,125
Total Per Partner (/5)							\$5,625

Schedule

Housing Allocation Process Schedule

Draft: 5/9/2023

Months	Month 1				Month 2				Month 3				Month 4				Month 5				Month 6			
Weeks	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Task 1 - Project Management																								
Task 2 - Pre-meeting Analysis																								
Task 3 - Allocation Process Meetings																								
Task 4 - Final Deliverables																								
Task 5 - Approvals and Closeout																								

= Meeting; D= Draft; X = Final

Note: Timing of tasks dependent on when agreement is fully executed.