

INTERGOVERNMENTAL AGREEMENT FOR HOUSEHOLD CHEMICAL ROUNDUP PROGRAM

THIS Intergovernmental Agreement for Household Chemical Roundup Program (the "Agreement") is made and entered into effective this 1st day of January, 2015, by and between the CITY OF COMMERCE CITY, COLORADO, a home rule municipality whose address is 7887 East 60th Avenue, Commerce City, CO 80022 (the "City"), and Tri-County Health Department, (hereinafter "TCHD"), a political subdivision of the Counties of Adams, Arapahoe and Douglas and the State of Colorado, with its principal offices located at 6162 S. Willow Drive, Suite 100, Greenwood Village, CO 80111.

RECITALS

WHEREAS, TCHD has submitted to the City a proposal to assist in providing a safe and viable disposal option for household hazardous waste, known as the Adams County Household Chemical Roundup Program (the "HCR Program") for the citizens of Adams County;

WHEREAS, entities providing funding for the HCR Program are Adams County, City of Commerce City, City of Federal Heights, City of Brighton and the City of Thornton¹. Each participating entity will enter separate agreements with TCHD, but will act collectively as a committee within the HCR Program;

WHEREAS, a description of the HCR Program and guidelines for participation in the HCR Program are set forth in the Participation Guidelines attached hereto as Exhibit A and incorporated herein by this reference;

WHEREAS, the essential elements of the HCR Program are set forth in that certain document entitled *Tri-County Health Department Work Breakdown Structure for the 2015 Adams County Household Chemical Roundup Program* (the "WBS") attached hereto as Exhibit B and incorporated herein by this reference;

WHEREAS, the City Council of the City of Commerce City has accepted the proposal from TCHD and finds that the HCR Program will assist in protecting the health, safety and welfare of the citizens of Adams County, including Commerce City;

WHEREAS, intergovernmental agreements are specifically authorized by C.R.S. § 29-1-203; and

WHEREAS, the City and TCHD mutually desire to embody their understanding and agreement in a written document as set forth herein.

IN CONSIDERATION OF the mutual obligations of the City and TCHD, as hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and TCHD hereby agree as follows:

¹ The Agreement will be amended if, and at such time, any funding entity is added to or deleted from the Program during the period of performance.

SECTION 1. OBLIGATIONS OF THE PARTIES.

1. TCHD: TCHD shall plan and manage the HCR Program pursuant to the terms and conditions set forth in Exhibit B, as well as contract with a reputable private hazardous waste disposal contractor to dispose of the household hazardous waste as contemplated herein. TCHD acknowledges that the City shall not be a party to TCHD's contract with the contractor hired to collect and dispose of waste resulting from the HCR Program, and TCHD shall not be the City's agent for the HCR Program. TCHD also acknowledges that it is solely responsible for the operation and supervision of all event operations as specified in Exhibit B.

2. The City: The City's obligations are limited to its financial contribution as specified herein and in Exhibit A and participation as a Household Chemical Roundup Committee member as specified in Exhibit A.

3. Additional HCR Program services, if any, shall be subject to subsequent review and negotiation.

SECTION 2. HOUSEHOLD WASTES ACCEPTED; EMERGENCY RESPONSE.

1. The HCR Program will accept household chemical wastes and certain recyclable wastes from households as follows:

a. Household chemical waste, as contemplated herein, is defined as the solid wastes specified in 40 C.F.R. Sec. 261.2 (*the Definition of Solid Waste*) that are exempt from regulation as household generated wastes pursuant to 40 C.F.R. Sec. 261.4(b)(1).

b. The HCR Program shall not accept wastes from businesses.

c. The HCR Program shall not accept any wastes that contain radioactive, biological, explosive or asbestos components.

d. The HCR Program shall accept the recyclable household solid wastes defined in 40 C.F.R. Sec. 261.2, including motor oil, certain vehicle tires and automotive batteries.

2. The Emergency Response Plan and the Health and Safety Plan for the HCR Program events described in Exhibit B (the "Events") shall specify notification and response procedures for any accident that may occur at the events and shall designate the parties responsible for any cleanup or damage that may result from such accidents at any Event.

SECTION 3. COMPENSATION FOR SERVICES.

1. TCHD's direct labor expenses (wages and fringe) for the HCR Program shall not exceed Fifty Thousand dollars (\$50,000.00) for the term of the HCR Program, unless authorized by the Committee, as defined in Exhibit A, Section XI. The TCHD direct labor expense shall be calculated into the total program cost and shared among all participating jurisdictions. (Refer to Section 4. Basis for Calculating Cost.)

2. TCHD shall invoice the City for one-half (½) of its share of the estimated expenses after the first Event each year and shall invoice the City for the remainder of its actual

expenses, after the last Event each year and no later than December 31, of each year in the five year period. The City's actual expenses shall not exceed Twenty-Five Thousand dollars (\$25,000.00) in any year of this Agreement.

SECTION 4. BASIS FOR CALCULATING COSTS.

TCHD shall calculate the cost to each participating jurisdiction as outlined in Exhibit A, Section V. Program Financing. Total costs allocated among the participating jurisdictions, after deduction of HCR Program revenues, include all contractors' fees; operational costs of the events and TCHD's direct and indirect management costs as outlined in Exhibits A and B.

SECTION 5. PAYMENT.

1. Payment to TCHD. The City shall make all payments to TCHD, pursuant to the terms set forth in Sections 3 and 4 herein, within 30 days from the date of the City's receipt of an invoice from TCHD.

2. Other payments. TCHD shall be responsible for payments to the vendor(s) that provide transportation and disposal services.

SECTION 6. TERM AND TERMINATION.

1. The term of this Agreement shall be for a period of five (5) years, beginning on January 1, 2015 and ending on December 31, 2019. This agreement shall automatically renew for up to an additional five (5) terms of one (1) year each unless terminated or upon notice by any party not to renew for an additional term.

2. Either party may withdraw from this Agreement, which withdrawal shall be effective after (90) days written notice has been given to the other party to the Agreement. At such time, the withdrawing party shall be discharged from its obligations hereunder provided that it has paid all outstanding financial contributions for which it is obligated under this Agreement.

SECTION 7. INSURANCE.

TCHD shall maintain comprehensive automobile liability insurance naming the City as a certificate holder against any liability for personal injury, bodily injury or death arising out of the use of motor vehicles and covering operations of all motor vehicles controlled by TCHD that are used in connection with performance of this Agreement, whether the motor vehicles are owned, non-owned or hired, with a combined single limit of at least One Million Dollars (\$1,000,000.00).

SECTION 8. GENERAL PROVISIONS.

1. This Agreement is solely for the benefit of the parties hereto and no third party shall be entitled to claim or to enforce any rights hereunder except as specifically provided herein.

2. Notwithstanding any language in this Agreement or any representation or warranty to the contrary, neither the City nor TCHD shall be deemed or constitute a partner, joint venture, or agent of the other. Any actions taken by the parties pursuant to this Agreement shall be deemed actions as an independent contractor of the other.

3. This Agreement contains the entire agreement between the parties and shall not be amended or modified in any manner without such amendment or modification being agreed to and executed in writing.

4. It is the intent of the parties to comply with the provisions of Article X, Section 20, of the Constitution of the State of Colorado. Therefore, the parties agree that this Agreement shall not exceed five (5) years from the date of execution.

5. This Agreement shall be governed by the laws of the State of Colorado.

6. TCHD is a political subdivision of the State of Colorado, and the City is a Colorado Home Rule Municipality. As such, both TCHD and the City are protected by the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101, *et seq.*, and no term or condition of this Agreement shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections or other provisions thereof.

Liaisons: For Tri-County Health Department Ellen Kennedy
Tri-County Health Department
6162 S. Willow Drive, Suite 100
Phone: (720) 200-1592

For the City: Alysha Geiger
City of Commerce City
8602 Rosemary Street
Commerce City, CO 80022
Phone: (303) 289-8171

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

CITY OF COMMERCE CITY

Sean Ford, Mayor

ATTEST:

Laura J. Bauer, MMC, City Clerk

Recommended for Approval:

Maria D'Andrea, Director of Public Works

APPROVED AS TO FORM:

Robert Sheesley, Senior Assistant City Attorney

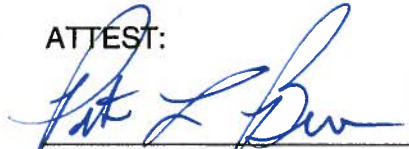
TRI-COUNTY HEALTH DEPARTMENT



John M. Douglas Jr., M.D.
Executive Director

Date: 2/23/16

ATTEST:



Patty Buckle, Acting Director of Administration and Finance

EXHIBIT A

PARTICIPATION GUIDELINES

PARTICIPATION GUIDELINES
For the 2015 through 2019
ADAMS COUNTY HOUSEHOLD CHEMICAL ROUNDUP PROGRAM

The following guidelines specify arrangements for local jurisdictions and supporting organizations in Adams County to implement a short term Program for the collection, recycling or proper disposal of common household chemicals.

I. Long Term Program Goal

It is the goal of the Program participants that this effort will evolve into a sustainable and comprehensive Household Chemical Roundup Program providing equitable service countywide and steadily reducing the unit cost of participation. At the end of the term of the Agreement outlined in these guidelines, the participating jurisdictions and organizations will evaluate the level of support and the options for a permanent program, based on recommendations of the Household Chemical Roundup Committee described below. Such program will be designed to serve Adams County residents at a minimum, but may also be a collaborative effort with other jurisdictions in the region.

II. Participating Organizations

Participating organizations may include Adams County, municipalities wholly or partially within Adams County, Tri-County Health Department, Special Districts and other public and private sector organizations that wish to support the Program.

III. Program Area

The Program area will be defined by the boundaries of the jurisdictions that participate in the Program.

IV. Program Management

The participating organizations will execute an Agreement to formalize these guidelines and additional financial, management and organizational elements of the Program.

V. Program Financing

Participating organizations will fund the Program in the following manner:

1. Each participating jurisdiction will pay a pro-rated portion of the cost of the Program based on the number of participants that utilize the service from that jurisdiction (i.e., pay on the basis of actual participation).
2. Financial contributions to the Program from other public and private organizations will be applied to the total Program cost prior to allocation of the remaining costs among the participating jurisdictions.
3. For purposes of accurately allocating event costs, individuals participating in collection events will be required to demonstrate proof of residence. However, for the five (5) calendar years (2015-2019), in instances where there are participants from Adams County jurisdictions that are not participating in this Program, or when the jurisdiction of

a household cannot be identified, the recycling/disposal costs for these participants will be allocated as follows:

- a. Sponsors will equally share the costs of participants from jurisdictions outside the Program area and the costs of waste collected from the event volunteers. Every effort will be made to limit outside participation.

VI. Term of Program

This Agreement will be for a period of five (5) years, for the period beginning January 1, 2015 and ending December 31, 2019. Draft Agreements for the period beginning January 1st and ending December 31st of each year shall be submitted by TCHD to Program sponsors no later than December 31st of each calendar year in the five year period.

VII. Program Description

For the period of the Agreement, the Adams County Household Chemical Roundup Program will consist of two (2) one-day collection events. Any modifications or additions to this Program will be agreed upon in writing by all participating jurisdictions.

VIII. Event Locations

1. The Household Chemical Roundup events will be held in Adams County. The participating jurisdictions have collectively identified the following sites to maximize event participation by Adams County residents:
 - a. Spring event
 - Federal Heights (Hyland Hills Water World at 88th & Pecos)
 - b. Fall event
 - Thornton (Thornton IMC facility at 12450 Washington St.)

IX. Reciprocal Participation

Residents from participating jurisdictions may participate in any of the events, regardless of location, and may participate in more than one event.

X. Roles and Responsibilities of Participating Organizations

1. Each participating organization will appoint a representative to the Household Chemical Roundup Committee identified below and will actively participate in the Program.
2. Each participating organization will identify in-kind services it will contribute to the Program to reduce overall costs. This voluntary contribution will be independent of any financial obligations set forth in the Agreement.
3. The participating organizations will collectively solicit additional sources of financial and in-kind Program support from other private and public entities.
4. The participating organizations will actively solicit volunteers to provide labor for each event, which includes staffing registration, waste collection, and recycling stations. Volunteers may be staff from the HCR Committee member organizations, host site

organizations, or other public or private entities, or may be members of the community. In the event that the minimum amount of labor required for an event has not been attained (as determined by TCHD), TCHD will supplement the volunteer labor force with TCHD employees.

5. TCHD will assume responsibility for coordinating, managing and marketing the Program and staffing the Household Chemical Roundup Committee. The participating jurisdictions will compensate TCHD for associated costs, as outlined in the attached Work Breakdown Structure.

XI. Household Chemical Roundup Committee

A Household Chemical Roundup Committee will be created, consisting of an appointed representative from each participating organization. The Committee will have the responsibilities outlined below. Additional staff from the participating organizations may participate in Committee meetings, as appropriate.

1. Committee responsibilities: Planning, managing and promoting the Program pursuant to the terms of the Agreement, including, but not limited to the following:
 - i. Developing specifications for and selecting the waste disposal and recycling contractor(s);
 - ii. Determining whether donations will be solicited from event participants;
 - iii. Determining whether fees will be assessed for the management of certain categories of wastes (e.g., tires), and, if so, setting the level of such fees;
 - iv. Developing educational materials associated with the Program and mechanisms for their distribution;
 - v. Determining the dates of the collection events;
 - vi. Promoting the Program and identifying new methods and target areas to increase participation;
 - vii. Soliciting event volunteers;
 - viii. Collecting and maintaining data on participation, costs, in-kind contributions, volunteers and other elements of the Program;
 - ix. Evaluating the Program,
 - x. Evaluating level of support for the program from both management of participating organizations and the public in the Program area; and
 - xi. Evaluating level of support and options for a permanent program.
2. The Committee will seek to make decisions by consensus. Consensus will be defined as the majority decision made by the participating jurisdictions either at meetings, via e-mail or by phone.
3. To the extent the Committee fails to address or make a decision on any of the Committee responsibilities listed above, TCHD will assume those responsibilities.

EXHIBIT B

TRI-COUNTY HEALTH DEPARTMENT WORK BREAKDOWN STRUCTURE

**TRI-COUNTY HEALTH DEPARTMENT
WORK BREAKDOWN STRUCTURE
For the
2015-2019 ADAMS COUNTY HOUSEHOLD CHEMICAL ROUNDUP PROGRAM**

Presented below is Tri-County Health Department's (TCHD) work breakdown structure (WBS) for the Adams County Household Chemical Roundup (HCR) Program for 2015-2019. The work elements (WE) and sub-elements of this WBS include scope of the Program to meet the objectives set forth in the Agreement(s) among the HCR Program participants.

WORK BREAKDOWN STRUCTURE

For the purposes of coordinating each year of a Household Chemical Roundup Program in a five year period, TCHD proposes the following WBS for 2015-2019 in which TCHD will manage and coordinate the HCR Program for participating organizations within Adams County:

WE .10 PROGRAM MANAGEMENT

- WE .11 Resource Agency for Residents and Staff
- WE .12 Implementation of HCR collection events
- WE .13 Selection and Management of Solid and Hazardous Waste Contractors
- WE .14 Program Reports and Evaluation
- WE .15 Financial Management and Reporting
- WE .16 Staff Training and Development

WE .20 EVENT PLANNING OPERATIONS

- WE .21 Event Forms
- WE .22 Marketing Coordination
- WE .23 Volunteer Management
- WE .24 Emergency Personnel Coordination
- WE .25 Resource Coordination
- WE .26 Vendor Coordination

WE .30 MEETINGS

- WE .31 Program Development and Contracts
- WE .32 Contractor Coordination
- WE .33 Pre-Event Planning and Logistics
- WE .34 Post-Event
- WE .35 Program Evaluation and Recommendations

WE .40 EVENT OPERATIONS

- WE .41 Program Coordinator
- WE .42 Site Manager
- WE .43 Staff Personnel

WE .50 OUTREACH AND EDUCATION

- WE .51 Customer Service
- WE .52 Educational Materials
- WE .53 Presentations

WE .54 Inter-agency Coordination and Awareness
GENERAL ASSUMPTIONS

1. The period of performance for the services under this scope of work is January 1, 2015 to December 31, 2019.
2. TCHD's proposed level of effort for this program is based on two (2) collection events during the period of performance.
3. The HCR Committee will select the event locations and dates.
4. TCHD will conduct Program activities under the guidance of the HCR Committee described in the Participation Guidelines.

Note: Best estimates for the hazardous waste contractor's handling and disposal costs, the antifreeze/waste oil contractor's recycling and disposal costs, and other projected costs of program are indicated in a separate document, Projected Budget for each year of a five year period (2015-2019), that is attached, but is not part of this WBS.

WE .10 PROGRAM MANAGEMENT

This work element includes a description of TCHD's labor activities to administer the HCR Program.

- WE .11 TCHD will act as the primary resource agency for staff and residents of participating jurisdictions regarding Household Hazardous Waste. This will include providing information about household hazardous waste prevention, proper disposal, and regulatory issues pertinent to HCR.
- WE .12 TCHD will plan and implement two (2) HCR collection events in 2016 (the "Events"). Specific activities related to this are elaborated below.
- WE .13 TCHD will manage contractors for hazardous and solid waste management services for the Program at collection Events, identifying cost effective waste management options, reviewing the Contractors' invoices and paying the Contractors.
- WE .14 TCHD will prepare a report after each event and an annual Program report. The Event reports will include Program statistics such as total number of participants and/or households by jurisdiction, quantities of materials collected, detailed Program costs and cost per participant. The final report will include statistics from all Events, annual unit and summary costs, Program evaluation and recommendations and other information as determined by the HCR Committee. If requested, TCHD will assist HCR Committee members in presenting to their management personnel 2016 Program results and recommendations for the future of the Program.
- WE .15 TCHD will track all revenues and expenses associated with the implementation of the HCR Program and provide accurate and timely financial reporting to Committee members upon request.

WE .16 TCHD will be responsible for ensuring that staff has adequate training and development to competently provide the services outlined in the WBS.

WE .20 EVENT PLANNING OPERATIONS

This work element includes labor, materials, and coordination efforts associated with collection Event planning. Planning efforts will occur in advance of each collection Event.

WE .21 TCHD will prepare, revise and produce standardized Event Forms that will be used to collect participant information such as types of household hazardous waste materials, length of time stored, participant demographics, etc. Forms include a Participant Registration Form, Volunteer Registration and Release Form(s), Drop N' Swap Disclaimer Form, and an Event Evaluation Form. These materials will be utilized for each of the CY2016 collection events.

WE .22 TCHD will coordinate marketing efforts to assist the HCR Committee in promoting each Event. Coordination includes preparing and distributing press releases, Event flyers, and other event promotional materials such as posters. New market identification will be a key component to the success of these events and the future of the program. This activity includes an evaluation of collection area demographics to maximize Event participation and increase countywide service. New market identification and development of marketing strategies will be a HCR Committee function.

WE .23 TCHD will provide volunteer management services to the HCR Committee. These services include:

- a) Based on the estimated size of each Event, TCHD will determine volunteer manpower needs to assist in event operations.
- b) TCHD will prepare and manage a HCR volunteer database. The database will be utilized to organize and assign duties to the primary labor force for event operations. TCHD will prepare and maintain the database during the period of performance. TCHD will solicit volunteers, but will assume the HCR Committee will also provide TCHD names of volunteers through solicitations both in-house and within the community.
- c) Prior to each event, TCHD will prepare a Labor Force Assignment spreadsheet that will assign tasks to both the Contractor and Volunteer workforce.
- d) TCHD will plan for volunteer needs during each Event. Volunteer needs include, for example, food, drink, personal protective equipment (PPE), training, sanitary facilities, shelters, a complimentary memento, phone service, and parking. For this work element, TCHD will solicit in-kind contributions from the HCR Committee, the host site and industry leaders in the community.

- e) TCHD will develop, administer, and evaluate the results of a Volunteer Survey to find ways to improve future Events.
- f) TCHD will prepare and mail Volunteer and donor/sponsor "Thank You" letters following each Event.

WE .24 Each Event requires participation from the local Fire Department, Hazardous Material Response Team, and possibly the Police Department for traffic control. TCHD will coordinate with these entities for collection Events within this Program.

WE .25 TCHD will identify and coordinate the provision of supplies, equipment and services needed for each Event. This includes but is not limited to signs, traffic control devices, tents, dumpsters, sanitary services and other equipment or services needed. TCHD will procure these items directly or coordinate with participating jurisdictions to obtain the necessary resources.

WE .26 TCHD will coordinate Event vendors for the disposal and/or recycling of materials collected at the Events, including household hazardous wastes, solid waste, and recyclables such as cardboard, metal, tires, batteries, used oil, and antifreeze.

WE .30 MEETINGS

Coordination between TCHD and the Committee will require numerous meetings during the year. This scope of work breaks meetings into the following categories:

- Program Development
- Contractor Coordination
- Pre-Event Planning and Logistics
- Post-Event
- Program Evaluation/Recommendation

WE .31 TCHD proposes to conduct Program Development meetings to address finalizing contractual agreements with Program sponsors, finalization of the program budget, selection of the number of Events and Event locations, development of marketing strategies, identification of new "markets" or target populations and the selection of the HCR disposal contractor.

WE .32 TCHD will conduct a meeting with the contractor(s) to assure 2016 program scope, dates and operational expectations are clear and renew / extend the contract.

WE .33 TCHD assumes that each Event will require one Pre-Event Planning and Logistics Meeting. A sample agenda may include site layouts, traffic flow patterns, contractor responsibilities, volunteer staffing and training, outside agency support (Police/Fire/Hazmat), PPE, site safety, and resource identification.

- WE .34 One Post Event Meeting will be held after each Event to summarize survey data, contractor's preliminary tabulation of materials collected, donations, expenditures, etc.
- WE .35 An Evaluation/Recommendation Meeting will be held to evaluate the overall CY 2016 Program, to outline the Final Report and to identify recommendations to incorporate into the planning of the Program for CY 2017.

WE .40 EVENT OPERATIONS

This work element includes scope for TCHD to coordinate Event operations on the day of each collection Event. In-kind services provided by the HCR Committee members or TCHD are also identified in this work element.

- WE .41 TCHD's Program Coordinator will oversee and manage each collection Event. This includes coordination with and management of the contractors during set up, on Event day and during break down, which may extend beyond the day of the Event. The Coordinator will act as the co-manager of site safety along with the hazardous waste disposal contractor. At the end of the Event, the Coordinator will collect all participant surveys, donations and volunteer waivers and document preliminary participation results for each Event.
- WE .42 TCHD will provide a Site Manager for each collection site. Duties will include volunteer training, involvement in planning activities, oversight of volunteer assignments and workforce adjustments, management of donations, site layout, signage, documentation of Event activities, and making waste refusal decisions with the Program Coordinator. The Site Manager will act as the co-manager of site safety if the Program Coordinator is not on-site. Post Event activities will include event critique and Program recommendations.
- WE .43 Other than TCHD and Contractor labor, it is assumed that all other labor for Event operations will be in-kind, provided by HCR Committee members' jurisdictions or volunteers.

WE .50 OUTREACH AND EDUCATION

- WE .51 TCHD will provide information to residents of participating jurisdictions about household hazardous waste issues, including suggestions for proper disposal. TCHD will act as the lead referral agency for resident inquiries by telephone, the Internet, or written request.
- WE .52 TCHD will coordinate the revision, printing and distribution of educational materials to encourage Pollution Prevention and proper management of household chemicals. It is anticipated that other Program sponsors will provide in-kind services to assist TCHD in the distribution of educational materials.
- WE .53 TCHD will provide presentations on household hazardous waste and related issues upon request to interested groups, such as homeowner's associations, citizen advisory committees, etc.

WE .54 TCHD will coordinate with other agencies within participating jurisdictions to increase awareness of household hazardous waste issues and resources available to them through this Program.

