

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, Public Works Director/County Engineer 

Agenda Date: August 5, 2024

Subject: Authorizing Resolution for RCO COAF Grant

Statement of Issue:

A dedicated group of volunteers took the initiative to create a skate park in Quilcene Community Park. As part of this initiative, Public Works intends to apply for a Community Outdoor Athletic Facility (COAF) grant from the Washington Recreation and Conservation Office (RCO) for construction of a skate park in Quilcene Community Park. Jefferson County will serve a secondary sponsor to the COAF grant. The Olympic Peninsula YMCA (the YMCA) is the primary sponsor.

Analysis/Strategic Goals/Pro's & Con's:

This is a grass roots project. The skate park will benefit the health and well-being of the entire community of Quilcene, especially youth. The skate park is being designed to complement the existing park.

Fiscal Impact/Cost Benefit Analysis:

The total value of the project is \$972,920. The RCO COAF grant will provide 100% of the funding. There is no match funding requirement. The YMCA is responsible for the grant and project delivery. When the project is complete, the YMCA will withdraw as primary sponsors. At that time, Jefferson County Parks and Recreation will become the primary sponsor and will assume ownership and responsibility for all future maintenance of the skate park. Skate park maintenance is intensive and may require additional resources.

Recommendation:

Approve the resolution and return a copy to Public Works.

Department Contact:

Matt Tyler. 385-9129

Reviewed By:


Mark McCauley, County Administrator

Date



**Letter of Understanding for Donation of Skate Park in Quilcene County Park
Between the Olympic Peninsula YMCA, and Jefferson County, Washington**

Contact Information

Matt Tyler
Jefferson County Parks and Recreation Manager
623 Sheridan St
Port Townsend, WA 98365
mtyler@co.jefferson.wa.us
360-385-9129

Wendy Bart
Chief Executive Officer
Olympic Peninsula YMCA
610 N. 5th Avenue
Sequim, WA 98382
360-504-0526
wendy@olympicpeninsulaymca.org

Beginning date: July 23, 2024

Ending date: upon project completion

The YMCA Roles and Responsibilities

- Provide 100% of funding for the project using an RCO Grant.
- Apply for Recreation and Conservation Office (RCO) Community Outdoor Athletic Facility Grant (COAF) as the primary sponsor.
- If successful, manage all aspects of the COAF grant.
- Incorporate input from the County and the general public, and provide project design, specifications, and cost estimates as needed.
- Provide 30%, 60%, 90% and final plans and specifications for the County to review and approve.
- Follow all applicable local, state, and federal laws and rules including RCO and Washington State Public Works project requirements.
- Obtain all permits required for construction.
- Propose a construction schedule, construction plan, and site safety plan for the County to review and approve before construction.
- Management procurement of contractors and equipment per RCO requirements.
- Take control of the site, implement safety measures, and begin construction after receiving written notice to proceed from the County.
- Provide all aspects of construction and project management including construction management and supervision, inspection, site management, and monitoring.
- Manage all aspects of construction finances including bill payment and reimbursement.
- Manage all aspects of the RCO Grant.
- Complete the project and provide a final inspection acceptable to the County.

- After county approval, the YMCA will remove themselves from the project agreement and Jefferson County will become the primary sponsor.
- The YMCA will be removed from the RCO Grant agreement upon completion of the project.

County Responsibilities

- Provide a site for the project.
- Consult with the YMCA regarding grant application.
- Support volunteer management per agreement.
- Provide donation agreement.
- Participate in the design process.
- Review plans and specifications provided by the YMCA.
- Provide notice to proceed with construction to the YMCA.
- Consult with the YMCA regarding construction.
- Provide water and toilets during construction.
- Jefferson County will become the sole and permanent project sponsor after the YMCA is removed from the RCO Grant agreement.

Approved

Wendy Bart

7.25.2024

Wendy Bart
Chief Executive Officer
Olympic Peninsula YMCA

Date

**COUNTY OF JEFFERSON
STATE OF WASHINGTON**

In the matter of authorizing
a WA-RCO-COAF Grant for
Quilcene Skate Park Construction

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RESOLUTION NO. _____

WHEREAS, Jefferson County Public Works seeks to apply for a Community Outdoor Athletic Facility (COAF) grant from the Washington Recreation and Conservation Office (RCO) to build a skate park and other associated amenities at Quilcene Community Park.

WHEREAS, the formal name of the project is "RCO: 24-1458 DEV, Dev, Quilcene Skate Park.

WHEREAS, this project is a public/private partnership in which Jefferson County Public Works is the secondary sponsor, and the Olympic Peninsula YMCA (the YMCA) is the primary sponsor.

WHEREAS, as primary sponsor the YMCA will be responsible for all aspects of grant management and project construction.

WHEREAS, when the project is complete, the YMCA will withdraw as primary sponsor and Jefferson County Parks and Recreation will become the primary grant sponsor and owner of the skate park.

WHEREAS grant assistance is requested by Jefferson County to aid in financing the cost of the Project referenced above.

WHEREAS, this resolution/authorization authorizes the person(s) identified below to act as the authorized representative/agent on behalf of Jefferson County (the County) and to legally bind County with respect to the above Project for which Jefferson County seeks grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, the RCO requires this resolution at the time of final application.

NOW, THEREFORE, BE IT RESOLVED that Jefferson County Public Works intends to apply as secondary sponsor for funding assistance, managed by the RCO, for construction of a skate park in Quilcene Community Park.

IT IS FURTHER RESOLVED that Jefferson County authorizes the following persons holding specific positions (and subsequent holders of those positions) to execute the following documents binding our organization on the above project.

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Matt Tyler, Parks and Recreation Manager
Project contact (day-to-day administering of the grant and communicating with the RCO)	Matt Tyler, Parks and Recreation Manager Eric Kuzma, Asst. Public Works Director
RCO Grant Agreement (Agreement)	Jefferson County Board of Commissioners
Agreement amendments	Jefferson County Board of Commissioners
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Jefferson County Board of Commissioners

The above persons are considered an “authorized representative(s)/agent(s)” for purposes of the documents indicated. Jefferson County Public Works shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

IT IS FURTHER RESOLVED that:

1. Jefferson County acknowledges and warrants, after conferring with its legal counsel, that it’s authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of Jefferson County for their assigned role/document.
2. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on Jefferson County’s part.
3. Jefferson County understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of Jefferson County.
4. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
5. Jefferson County acknowledges that the grant will only be used for maintenance of local park property owned by our organization.
6. This resolution/authorization is deemed to be part of the formal grant application to the Office
7. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises, and obligations set forth herein.

PASSED AND ADOPTED THIS _____ **DAY OF** _____, 2024.

JEFFERSON COUNTY WASHINGTON

Board of County Commissioners

Jefferson County, Washington

By: _____
Kate Dean, Chair Date

By: _____
Greg Brotherton, Member Date

By: _____
Heidi Eisenhour, Member Date

SEAL:

ATTEST:

Carolyn Galloway Date
Clerk of the Board