COOPERATIVE AGREEMENT
FOR
PROJECT COORDINATION SERVICES
Between
High Country Resource Conservation and Development (RC&D) Area, Inc.
And
Bonneville County

This Agreement is entered into as of May 1, 2016, between High Country Resource Conservation and Development (RC&D) Area, Inc., hereinafter referred to as “High Country” and Bonneville County, hereinafter referred to as the “County”.

I. Purpose:
Both the County and High Country are partners in the Jack Branch/Booth Canyon fuels reduction project (hereafter referred to as “Project”). A $241,000.00 Idaho Department of Lands (IDL) Community Protection Grant (#15HFR4-Bonneville) has been awarded to the County in support of this Project. The County identified a need for a third party to administer and implement the grant. Therefore, High Country and the County are entering into this agreement to provide a Project coordinator. High Country delivered the lowest bid on the Project management proposal and was selected for the job. This agreement is to advance the working relationship and provide an outline of the duties/responsibilities between the County and High Country in fulfillment of the Project.

II. Benefits of Participation:
Implementation of this agreement will assist the County in achieving its mission to protect the property within Bonneville County from wildfires, specifically within the Project area. It will also increase the capacity of High Country to serve their sponsors.

III. Responsibilities:
A. High Country Agrees to:
   1. Administer the grant and complete the deliverables in Appendix #1
   2. High Country will charge $43/hour not to exceed $47,300 over the two years of the project. See Appendix #2 – High Country letter responding to the County request for bid for details of the charges.
   3. Provide a report of Project activities and progress for the period of this agreement to the County Office of Emergency Management, and the County Commissioners on a monthly basis.
   4. Complete the Project reimbursement paperwork and reporting information on behalf of the County for the grant requirements on a monthly basis. Provide that information electronically to the County Office of Emergency Management for approval and submission to IDL.
   5. High Country will invoice the County based on the number of hours that the Fuels Specialist works on the project during the month and will submit it to the County no later
than the 1st working day of the following month. High Country will email the invoice to the County Office of Emergency Management.

6. Designate the following as the liaison between High Country and the County
   Pam Herdrich – Executive Coordinator
   High Country RC&D Area, Inc.
   101 N. Bridge Street, P.O. Box 501
   St. Anthony, ID 83445
   208-624-3200 (Work)  208-270-1346 (Cell)  hcountryrcd@gmail.com (email)

B. The County Agrees to:

1. Pay High Country to administer and implement the grant not to exceed an hourly rate of $43.00/hour, or to exceed an overall project cost of $47,300.
2. Work with the High Country Executive Coordinator to provide information necessary to complete the deliverables listed in Appendix #1.
3. Provide High Country with County Permission to “Enter Property and Perform Work” and “Detailed Treatment Prescription” forms, which have already been used on prior projects and have passed legal review.
4. County legal counsel will review any additional Project agreement templates and forms that will be used with property owners who have agreed/requested to have fuels reduction work done on their property. These forms may be used by High Country RC&D to complete the deliverables listed in Appendix #1.
5. Designate the following as the liaison between the County and High Country:
   Tom Lenderink – Director
   Bonneville County Emergency Management
   605 N Capital Avenue
   Idaho Falls, ID 83402
   Phone: 208-529-1223
   Email: tlenderink@co.bonneville.id.us

IV. It is Mutually Agreed:

A. Disputes and Conflict of Interest:

1. In case of disagreements, differences, or other concerns, the liaisons will work to resolve these issues. If they are unable to resolve the differences, the County Commission Chairperson and the President for High Country will be informed and brought into the resolution process.
2. If a resolution is not achieved, either party may request and be granted consultation from a mediator selected and agreed to upon by both parties. If mediation is unsuccessful the parties may agree to enter into arbitration. The decision of the arbitrators will be final and binding upon both High Country and the County.
3. Should a potential conflict of interest arise between High Country and the County during the tenure of this agreement, liaisons will immediately discuss the conflict.
B. This agreement may be amended in writing by mutual consent of the parties to this agreement.
C. The entire agreement between the County and High Country is contained within this document and its appendices.

In Witness Whereof, the parties hereto have executed this agreement as of the day, month and year first written above:

By: ____________________________  By: ____________________________
Lee Miller - Chair                   Roger Christensen - Chair
High Country RC&D                    Bonneville County Commissioners
Date: ____________________________  Date: 6-13-16
APPENDIX #1

Deliverables:

- Complete hazardous fuels treatment within the project area. The goal is to complete 80 acres of fuels treatment. However, due to circumstances that are beyond High Country & the County’s control (such as lack of interest by landowners, lack of interest by contractors, excessive project costs for local contractors to complete the work, and others) that goal may not be met. High Country will keep the County informed as to the hurdles and status of completion of the fuels reduction goal.

- Outreach and education with landowners within the project area via door-to-door regarding Wildland Urban Interface (WUI); encourage landowners to participate in the fuels reduction project.

- Provide maps and ARC file polygons of work completed. Paper maps will be provided with monthly reports. Final map and ARC file polygons will be submitted with the final report. Maps will include the following:
  - Provide “before and after” pictures of fuels treatment areas

- Provide copies of the Agreements with individual land owners and contractors

- Provide treatment prescriptions for all fuels treatment areas

- Complete grant reporting documentation and County reimbursement requests for County signature and submission.
February 25, 2016

Tom Lenderink
Office of Emergency Management
605 N Capital Avenue
Idaho Falls, ID 83402

RE: Request for Bid – Grant Management (15HFR4 – Bonneville)

Dear Mr. Lenderink,

High Country RC&D is submitting a bid to manage the fuels reduction grant – 15HFR4- Bonneville.

Our bid is as follows:

Fuel Specialist, not to exceed 1100 hours over two years @ $43.00/hour for a total of $47,300.

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuels Specialist</td>
<td>$25.00/hr</td>
</tr>
<tr>
<td>Fuels Specialist Mileage</td>
<td>$5.00/hr</td>
</tr>
<tr>
<td>Project Support &amp; Oversight</td>
<td>$8.70/hr</td>
</tr>
<tr>
<td>Indirect Cost</td>
<td>$4.30/hr</td>
</tr>
</tbody>
</table>

High Country has over ten years of experience managing and implementing both State of Idaho (2-4/yr.) and federal grants (1-4/yr).

We have 10 years of experience providing wildfire risk reduction education, technical assistance, and fuels reduction for people living in the WUI, through cooperative agreements with the Bureau of Land Management.

High Country manages two IDL fuels reduction grants for Fremont County. We are in the process of closing out a four year - $320,000 grant and have begun implementing a two-year, $241,000 grant.

Feel free to contact the following references:

Keith Richey – Fremont County Emergency Manager: krichey@co.fremont.id.us, 208-624-1535

Kevin Conran – BLM Fire Management Specialist: kconran@blm.gov, 208-524-7602

If you have questions or need additional information, please contact Pam Herdrich at hcountryrcd@gmail.com or 208-624-3200.

Sincerely,

LEROY MILLER
President
The agreements look ok.

Scott R. Hall
Nelson Hall Parry Tucker, PLLC
P.O. Box 51630
490 Memorial Dr.
Idaho Falls, ID 83405-1630
Phone: 208-522-3001
Fax: 208-522-7254

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From: Tom Lenderink [mailto:tlenderink@co.bonneville.id.us]
Sent: Thursday, May 19, 2016 8:27 AM
To: Scott Hall
Subject: Agreement Review

Good Morning Scott,

I’ve attached a draft agreement for your review. This would be between High Country RC&D and Bonneville County, and is in reference to them managing/facilitating the fuels reduction grant from IDL. As a reference, I’ve also attached the 8B/IDL MOU, which you approved on 4/18/16.

Tom Lenderink, Director
8B Office of Emergency Management
605 N Capital Avenue
Idaho Falls, ID 83402
208-529-1223
tlenderink@co.bonneville.id.us

Emergency Management
Bonneville County
Be Vigilant. Be Strong. Be Prepared