



AGENDA

BOARD of CLALLAM COUNTY COMMISSIONERS

Virtual on Zoom ONLY

No in person or Granicus available

February 14, 2023 – 10 a.m.

Board of Commissioners Meetings for February 13-14 will be held virtually on Zoom only due to the Board Room Technology Upgrade Project. There will be no in person or Granicus available.

Board of Clallam County Commissioner meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

Public comment can be directed to the Clerk of the Board at 360-417-2256 or Loni.Gores@clallamcountywa.gov

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes (10 minutes total)

CONSENT AGENDA – Any Commissioner may remove items for discussion

- 1a Approval of vouchers for the week of February 6
- 1b Approval of payroll for the period ending January 31
- 1c Approval of minutes for the week of February 6
- 1d Letter of support for Feiro Marine Life Center
- 1e Letter of support for Foreign Trade Zone Board

REPORTS AND PRESENTATIONS

CONTRACTS AND AGREEMENTS

- 2a Contract amendment C with Salish Behavioral Health Administrative Services Organization (SBH-ASO) for substance use disorder outpatient services
- 2b Contract amendment 1 with the Health Care Authority for Medicaid Administrative Claiming Contract
- 2c Agreement amendment 1 with Department of Ecology for Pollution, Identification and Correction Programs
- 2d Agreement with Clallam County Public Defender for Indigent Public Defense Services

BIDS AND AWARDS

- 3a Proposal opening – 2023 Architecture Engineering Consulting Services

ADMINISTRATION

- 4a Resolution appointing Jeff Gingell to the Clallam County Board of Health

BUDGET

- 5a Notice that the following budget revisions will be adopted by Resolution on February 28:

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CLALLAM COUNTY BOARD OF COMMISSIONERS
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NonDepartmental – American Rescue Plan Act

- Reallocation of American Rescue Plan Act ARPA funding for the YMCA Early Learning Center budgeted in 2022, invoice received in 2023/\$360,000
- Reallocation of American Rescue Plan Act ARPA Funding based on project status/\$1,055,383
- Reallocation of American Rescue Plan Act ARP Funding for Black Diamond Water District/\$49,388

NonDepartmental – Affordable Housing Sales Tax – Reallocation of funds to cover car allowance benefit for the Housing / Grant Resources Director/\$4,080

Sheriff – Jail – Contracted costs for Norpoint Services to provide Courthouse security/\$16,335

- 5b Notice that the following budget reductions will be adopted by Resolution on February 28:

Sheriff – Operation – Code Enforcement Budget moving from Sheriff's Department to the Department of Community Development/\$311,989

Superior Court – Conflict attorney contracts are required to move from Superior Court to NonDepartmental Indigent Defense Fund/\$200,200

District Court I – Conflict attorney contracts from District Court I to NonDepartmental Indigent Defense fund/\$24,000

- 5c Notice that the following supplemental appropriations will be adopted by Resolution on February 28:

HHS – Operations – Funding received for Prescription Drug Overdose Prevention Grant for providing harm reduction services/\$129,489

Department of Community Development – Environmental Quality – Marine Resources Committee will enhance substrate for recruitment of the Olympia oyster populations in Sequim Bay/\$94,600

Sheriff – Emergency Services – reimburse expenditures for consultant to design and implement training exercise/\$3,334

Sheriff – Operations – reimburse expenditures for training costs for patrol deputies, management and administration costs/\$16,417

Parks & Facilities – Fair – New sponsorship program for Fair Rodeo & Logging Show/\$70,000

Superior Court

- Salish Behavioral Associated Health Organization for Criminal Justice Treatment Account/\$21,718
- Funding support for the Parents for Parents Program/\$15,000
- Reimbursement funds for court interpreter and language services/\$6,008

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- 5d Resolution calling for a hearing to be held February 28 at 10:30 a.m. for the following debatable emergencies:
- NonDepartmental – Conservation Futures – Unused 2022 funds to be used toward purchase of conservation easements/\$400,000
 - BOCC Operations – Funds to be used for costs associated with the Washington Association of County Commissioners and Council Clerks Annual Conference/\$6,000
 - General Funds Reserves
 - Funds need to cover increased overtime costs due to changes in the Washington State Labor & Industries minimum salary requirements/\$15,000 (1 of 2)
 - Funds need to cover increased overtime costs due to changes in the Washington State Labor & Industries minimum salary requirements/\$5,000 (1 of 2)
 - Prosecuting Attorney – Local Crime Victim Compensation - Funds need to cover increased costs due to changes in the Washington State Labor & Industries minimum salary requirements/\$15,000 (2 of 2)
 - NonDepartmental – Veterans Relief - Funds need to cover increased overtime costs due to changes in Washington State Labor & Industries minimum salary requirements/\$5,000 (2 of 2)
 - NonDepartmental Indigent Defense
 - Funding needed for the 2023 Clallam Public Defender contract/\$45,354
 - Conflict attorney contracts moved from Superior Court to NonDepartmental Indigent Defense fund/\$200,200
 - Conflict attorney contracts moved from District Court I to NonDepartmental Indigent Defense/\$24,000
 - Informational Technology – Capital Projects – Rollover of unused 2022 allocated funds to process payment of remaining 2022 invoices due to supply chain issues/\$23,500
 - Parks and Facilities – REET
 - Variable Air Volume System Project and Park Trail Project invoices/\$505,000
 - Courthouse access control system project/\$185,067
 - Department of Community Development – Administration - Code Enforcement budget from the Sheriff's Department to the Department of Community Development/\$311,989
 - Department of Community Development – Permit Center – Tyler Technologies Planning Permit System/\$15,166
 - Sheriff – Jail Medical – Inmate Health Care – Correctional Healthcare Companies to provide emergency nursing staff until regular positions could be filled/\$83,050

HEARING(S) – Beginning at 10:30 a.m.

- H1 Resolution amending Clallam County Policy 220 Classification, Work Hours, and Compensation
- H2 Resolution amending Clallam County Policy 225 Employee Benefits

PUBLIC COMMENT – Please limit comments to three minutes

EXECUTIVE SESSION

The Board may recess into Executive Session to consider employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate, or other matters per RCW 42.30.110

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The following meetings are scheduled for the Board of Commissioners
February 13 – 17

Monday, February 13:

9:00 a.m. Work Session
12:00 p.m. WSAC Virtual Update

Tuesday, February 14:

10:00 a.m. Board Meeting
10:30 a.m. Hearing(s) – See Agenda

Wednesday, February 15:

8:00 a.m. Coffee with Colleen
10:00 a.m. Clallam Transit Meeting

INSTRUCTIONS FOR SPEAKING AT A COMMISSIONERS' MEETING:

- Members of the public wishing to address the Board on general items may do so during the designated times on the agenda.
- Members of the public wishing to comment at the public hearing are asked to sign in on the sheet provided giving their name and address.
- The Chair may limit the comment period to 3 minutes for each speaker subject to Board concurrence.
- Speakers, generally, will be heard in the order they signed up. All comments must be made from the speaker's rostrum and any individual making comments shall first state their name and address for the official record.
- General comments, applause, booing from members of the audience are inappropriate and may result in removal.

These guidelines are intended to promote an orderly system for conducting a public hearing so that each person has an opportunity to be heard and to ensure that exercising their right of free speech embarrasses no one.

Note: Written testimony presented by members of the public during the Board meeting is considered a public document and must be submitted to the Clerk of the Board. Copies of public documents from Board meetings are available by contacting the Public Records Department.

MEMORANDUM



LONI GORES
Clerk of the Board

February 10, 2023

TO: Board of Commissioners, Administrator Sill

RE: Agenda Modification(s)

FILE: A14.09.18

- The following item is amended on the February 13 work session agenda:

Budget

10 Discussion on proposed budget revisions to be considered on February 28 (5a)*

Notice that the following budget revisions will be adopted by Resolution on February 28:
NonDepartmental – American Rescue Plan Act

- ~~Reallocation of American Rescue Plan Act ARPA funding for the YMCA Early Learning Center budgeted in 2022, invoice received in 2023/\$360,000~~
- Reallocation of American Rescue Plan Act ARPA Funding based on project status/\$1,055,383
- Reallocation of American Rescue Plan Act ARP Funding for Black Diamond Water District/\$49,388

NonDepartmental – Affordable Housing Sales Tax – Reallocation of funds to cover car allowance benefit for the Housing / Grant Resources Director/\$4,080

Sheriff – Jail – Contracted costs for Norpoint Services to provide Courthouse security/\$16,335

- The following item is amended on the February 14 regular agenda:

Budget

5a Notice that the following budget revisions will be adopted by Resolution on February 28:
NonDepartmental – American Rescue Plan Act

- ~~Reallocation of American Rescue Plan Act ARPA funding for the YMCA Early Learning Center budgeted in 2022, invoice received in 2023/\$360,000~~
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- Reallocation of American Rescue Plan Act ARP Funding for Black Diamond Water District/\$49,388

NonDepartmental – Affordable Housing Sales Tax – Reallocation of funds to cover car allowance benefit for the Housing / Grant Resources Director/\$4,080

Sheriff – Jail – Contracted costs for Norpoint Services to provide Courthouse security/\$16,335



1a
FEB 14 2023

Date of report: February 8, 2023

General	\$562,469.15
Other	\$655,629.73
Total	\$1,218,098.88

STATE OF WASHINGTON

County of Clallam

This is to certify that the foregoing Final Check Lists a.k.a., Register of Warrants for the period herein indicated, is a full, true, and correct representation of the corresponding payments for services rendered to and supplies and equipment received by all Clallam County government operations as recorded in the books or original entry maintained by this office.

WITNESS MY HAND AND OFFICIAL SEAL THIS _____ DAY OF _____ 2023.

SHOONA RIGGS COUNTY AUDITOR

CLALLAM COUNTY BOARD OF COMMISSIONERS does hereby certify that the services and merchandise herein specified have been received and that the claims listed and numbered above are hereby approved for payment:

BOARD OF COMMISSIONERS
CLALLAM COUNTY, WASHINGTON

MARK OZIAS, Chair

MIKE FRENCH

RANDY JOHNSON

RICH SILL (County Administrator)

Weekly Expenditures

February 6 - 10, 2023

Fund #	Department	Expenditures		Use Tax	
		General Fund	Other	General Fund	Other
00100.221	Auditor	6,135.02			
00100.241/291	Commissioners (BOCC)	267,222.40			
19914.291	BOCC - Veterans Relief		2,016.20		
19925.291	BOCC - Hotel/Motel		30,000.00		
19961.291	BOCC - American Rescue Plan Act		102,497.87		
00100.331-334	Dept. of Community Develop't (DCD)	3,231.00			
30301.331	DCD - Lower Dungeness Floodplain		98,696.20		
00100.871	District Court I	894.31			
00100.881	District Court II	8,728.76			
11301.511	Health & Human Services (HHS)		8,451.93		
11322.511	HHS - Homeless Task Force		14,725.66		
11323.511	HHS - Chem Dep/Mental Hlth		110,435.00		
11331.511	HHS - Developmental Disabilities		29,321.04		
00100.461	Human Resources (HR)	1,025.07			
50401.461	HR - Risk Management		6,991.86		
50501.461	HR - Workers Compensation		3,081.12		
00100.851	Juvenile Services	6,108.23			
13001/13051	Noxious Weed/LMD #2 (Lake Mgmt. Dist.)		85.26		
00100.911/912	Parks Fair Facilities (PFF)	9,874.93			
30201.911	PFF - REET 2 (Real Estate Excise Tax)		4,901.44		
30501.911	PFF - Capital Projects		6,212.24		
00100.841-843	Prosecuting Attorney	1,958.20			
	Public Works (PW)				
10101.611	PW - Roads		187,855.13		
41401.611	PW - Clallam/Seki Sewer		4,857.29		
42401.611	PW - Carlsborg Sewer		352.04		
43401.611	PW - Bullman Beach Water System		7,673.57		
50301.611	PW - ER&R (Equip't Rental & Revolving)		35,045.18		
00100.811-815,817	Sheriff	139,420.17			
00100.816	Sheriff - Jail Medical	50,665.70			
11003.811	Sheriff - Boating Safety		51.07		
11008.811	Sheriff - OPNET Drug		552.42		
11065.811	Sheriff - OPSCAN Operations		1,346.17		
11080.811	Sheriff - Inmate Commissary		276.54		
00100.861	Superior Court	19,407.83			
00100.891	Superior Court Clerk	33,576.09			
00100.231	Treasurer	13,478.87			
12201.231	Treasurer - O&M (Operation & Maintenance)		204.50		
00100.931	WSU Extension	742.57			
Total		562,469.15	655,629.73	-	-

Report Reconciliation		Totals			
Total	1,218,098.88	General Fund	562,469.15		
Final Check Lists	1,218,098.88	Other	655,629.73		
Difference	-	Total	1,218,098.88	Use Tax	-

COPY

Prepared by:

Sara DeBiddle, Clallam County Auditor's Office

Auditor

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000546	EXPRESS SERVICES, INC	28511342	1/18/2023	SAVANAH WISE	1,787.75	
			28337951	12/7/2022	SAVANAH WISE	1,508.26	3,296.01
2/14/2023	0029415	JOHNSON, SUSAN	Johnson 1/16/23	1/16/2023	MILEAGE AND MEAL REIMBU	286.90	286.90
2/14/2023	0029632	WAHLSTEN, KAREN	IN2HRG	1/31/2023	REIMBURSEMENT FOR PLAN	662.11	662.11
2/14/2023	0036103	WSACA	2023-05	1/30/2023	2023 MEMBER DUES	1,890.00	1,890.00
Sub total for U S BANK:							6,135.02

0.*

1,218,098.88*+

742.57+

2,016.20+

13,683.37+

33,576.09+

19,407.83+

50,665.70+

141,646.37+

4,857.29+

8,025.61+

187,855.13+

35,045.18+

1,958.20+

20,988.61+

85.26+

6,108.23+

11,098.05+

162,933.63+

8,728.76+

894.31+

101,927.20+

399,720.27+

6,135.02+

0.*

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000200	BLACK DIAMOND WATER DIS	023-031-120	2/2/2023	SERVICES PER CONTRACT 1	92,062.24	92,062.24
2/14/2023	0000368	CLALLAM PUBLIC DEFENDER	Pub Def 2/2023	2/2/2023	2ND PORTION OF 1ST Q PAYI	257,528.00	257,528.00
2/14/2023	0000382	CODE PUBLISHING COMPANY	GC0009767	2/2/2023	WEB UPDATE, NEW PAGES	434.66	434.66
2/14/2023	0000546	EXPRESS SERVICES, INC	28571919	2/2/2023	RICH MEIER 1/29/2023	1,349.70	1,349.70
2/14/2023	0001300	PUBLIC UTILITY DISTRICT	15109	2/2/2023	ARPA CONTRACT #19961.21.(	8,074.01	8,074.01
2/14/2023	0001615	UNITED WAY OF CLALLAM CC	United Way Nov	2/2/2023	PERSONNEL SUPPORT FOR	1,361.62	
			United Way 11/2:	2/2/2023	PERSONNEL SUPPORT FOR	1,000.00	2,361.62
2/14/2023	0045432	CBG COMMUNICATIONS, INC	162-12WF2022	2/2/2023	DECEMBER 2022 SERVICES I	3,948.75	
			162-11WF2022	2/2/2023	NOVEMBER 2022 SERVICES I	3,761.25	7,710.00
2/14/2023	0046683	ODP BUSINESS SOLUTIONS,	289402708001	2/2/2023	BANDAIDS, CHAIR MAT	69.85	
			288413696001	2/2/2023	DESKPAD, PAPER	62.42	
			288413697001	2/2/2023	WALL CALENDAR	34.45	
			289403659001	2/2/2023	WALL CALENDAR	19.57	
			288397439001	2/2/2023	PENS	13.75	200.04
2/14/2023	0048234	HURRICANE RIDGE WINTER S	Res 116,2022	2/2/2023	SERVICES PER CONTRACT #	30,000.00	30,000.00
Sub total for U S BANK:							399,720.27

apChkLst
02/08/2023 8:37:49AM

Final Check List
CLALLAM COUNTY

DCD

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000359	CLALLAM COUNTY PUBLIC W	2023.030E	1/27/2023	CE400 BD800 VEHICLE JANU.	1,200.00	1,200.00
2/14/2023	0000546	EXPRESS SERVICES, INC	28511334	1/18/2023	CE BURKHARDT 5.5 HRS	206.53	206.53
2/14/2023	0001300	PUBLIC UTILITY DISTRICT	15165	2/2/2023	DUNGENESS FP PROFESSIO	98,696.20	98,696.20
2/14/2023	0006193	PEAPOD RESEARCH	PR2205	1/9/2023	G133 PSAR 12-09-22 TO 12-3'	1,731.25	1,731.25
2/14/2023	0028699	SOUND PUBLISHING INC	PDN970119	1/20/2023	JANUARY 2023 ADVERTISING	93.22	93.22
Sub total for U S BANK:							101,927.20

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02/08/2023 8:40:21AM

Final Check List
CLALLAM COUNTY

District Court I

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	2/14/2023	0002298	JOHN D BLACK, PLLC	0001	2/1/2023	COURT APPOINTED - JANUAI	225.00	225.00
	2/14/2023	0021386	STAPLES ADVANTAGE	3527913578	1/14/2023	STAPLES - OFFICE SUPPLIES	334.31	334.31
	2/14/2023	0039140	MPA	MPA-HScon2023	2/2/2023	MPA CONFERENCE REGISTR	175.00	
				MPA-HS2023	2/2/2023	MPA MEMBERSHIP - HOWARI	40.00	
				MPA-EH2023	2/2/2023	MPA MEMBERSHIP - ELIZABE	40.00	
				MPA-RM2023	2/2/2023	MPA MEMBERSHIP - RORY M.	40.00	
				MPA-LH2023	2/2/2023	MPA MEMBERSHIP - LISA HAF	40.00	335.00
Sub total for U S BANK:							894.31	

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02/08/2023 8:42:49AM

Final Check List
CLALLAM COUNTY

District Court II

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000593	FORKS, CITY OF	2473	2/2/2023	BUILDING RENTAL 1ST QUAR	8,225.36	8,225.36
2/14/2023	0001641	VERIZON WIRELESS	9926156143	2/2/2023	PROBATION OFFICER CELL	54.43	54.43
2/14/2023	0019100	PLUMLEY, WILLIAM L	671460	2/2/2023	SPANISH INTERPRETER	240.00	240.00
2/14/2023	0021386	STAPLES ADVANTAGE	8068921636	2/2/2023	OFFICE SUPPLIES	81.18	81.18
2/14/2023	0032370	DOWNING, MARK	111-6629826-431	2/2/2023	OFFICE SUPPLIES	118.03	
			111-8465707-711	2/2/2023	OFFICE SUPPLIES	9.76	127.79
Sub total for U S BANK:							8,728.76

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0046883	AL-HAKIM, ELISA	EXPENSE-0123	12/13/2022	HOPS-REFRESHMENTS FOR	46.35	46.35
2/14/2023	0022148	CENTURYLINK BUSINESS SE	624976019	1/31/2023	HOPS-800 LINE	9.08	9.08
2/14/2023	0000546	EXPRESS SERVICES, INC	28511339	1/18/2023	HOPS-CONTRACT TRACER E	1,279.20	1,279.20
2/14/2023	0016427	MCKESSON MEDICAL-SURGI	20213473	12/7/2022	HOPS-VACCINE SUPPLIES	61.69	61.69
2/14/2023	0001300	PUBLIC UTILITY DISTRICT	20704-012523	1/25/2023	HOPS-FORKS OFFICE POWE	195.73	195.73
2/14/2023	0001324	RH FAMILY LLC	FR 02-2023	1/31/2023	HOPS-FEBRUARY 2023 FORK	800.00	
			FR 03-2023	1/31/2023	HOPS-MARCH 2023 FORKS H	800.00	
			FR 01-2023	1/31/2023	HOPS-JANUARY 2023 FORKS	800.00	2,400.00
2/14/2023	0001433	SERENITY HOUSE OF CLALL	SH01-2023	1/31/2023	HOPS-JANUARY 2023 SEQUI	250.00	
			SH02-2023	1/31/2023	HOPS-SEQUIM WIC RENTAL I	200.00	450.00
2/14/2023	0001508	STERICYCLE, INC	3006328783	1/16/2023	HOPS-SYRINGE DISPOSAL S	139.09	139.09
2/14/2023	0033201	WESTSIDE PIZZA	2965144	1/20/2023	HOPS-OD PREVENTION SUPI	71.79	71.79
2/14/2023	0001812	WSALPHO	GD2023-05	1/25/2023	HOPS-2023 MEMBERSHIP C	3,799.00	3,799.00
2/14/2023	0000224	BOYS & GIRLS CLUB OF OLYM	11322-21-BGCO	1/10/2023	HTF - LIFE SKILLS TRAINING	2,845.89	2,845.89
2/14/2023	0000938	LUTHERAN COMMUNITY SER	11322-21-LCSN	1/19/2023	HTF - HEALTHY FAMILIES - N	5,921.53	5,921.53
2/14/2023	0001127	OLYMPIC COMMUNITY ACTIO	11322-21-OLYC	1/17/2023	HTF - SEQUIM WARMING CEI	5,958.24	5,958.24
2/14/2023	0000365	CLALLAM COUNTY SUPERIO	FCCSCA 1-17-22	1/17/2023	CD/MH - DRUG COURT - DEC	17,891.06	17,891.06
2/14/2023	0001509	CORDANT HEALTH SOLUTION	TC-9901211231	12/31/2022	CD/MH - LIFT COURT - DECEI	5.41	5.41
2/14/2023	0000577	FIRST STEP FAMILY SUPPOR	113232223FSFS	1/12/2023	CD/MH - PARENTS AS TEACH	16,915.01	16,915.01
2/14/2023	0021279	KITSAP COUNTY HEALTH DIS	KPHD 1-10-23	1/10/2023	CD/MH - CD/MH SERVICES - I	231.00	231.00
2/14/2023	0000937	LUTHERAN COMMUNITY SER	113232223LCSN	1/19/2023	CD/MH - HEALTHY FAMILIES -	13,845.99	
			113232223LCSN	1/18/2023	CD/MH - HEALTHY FAMILIES -	3,657.55	
			113232223LCSN	1/18/2023	CD/MH - CHILD CHECK - NOV	1,343.69	18,847.23
2/14/2023	0001209	PENINSULA BEHAVIORAL HEA	113232223PBHF	11/28/2022	CD/MH - PATH OUTREACH SE	1,117.88	1,117.88
2/14/2023	0001252	PORT ANGELES, CITY OF	11323-22-23-PAI	1/9/2023	CD/MH - COMMUNITY PARAM	4,922.98	4,922.98
2/14/2023	0030719	REFLECTIONS COUNSELING,	113232223RCSC	1/24/2023	CD/MH - CRISIS INTERVENTI	46,679.43	46,679.43
2/14/2023	0001433	SERENITY HOUSE OF CLALL	113232223SHH	1/10/2023	CD/MH - ADMINISTRATION OI	2,240.00	2,240.00
2/14/2023	0001763	WEST END OUTREACH	11323-22-23-WE	1/5/2023	CD/MH - LOW INCOME BEHA	1,585.00	1,585.00
2/14/2023	0001017	MORNINGSIDE INC	STATE-12/22	1/27/2023	DDD-DECEMBER 2022 STATE	28,665.00	28,665.00
2/14/2023	0017530	PIERCE JONES & ASSOCIATE	STATE-12/22 S1	1/30/2023	DDD-DECEMBER 2022 SUPPL	656.04	656.04

Sub total for U S BANK: 162,933.63

HR

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000546	EXPRESS SERVICES, INC	28571889	2/2/2023	INV 28571889	1,361.36	
			28544175	2/2/2023	INV 28544175	758.60	2,119.96
2/14/2023	0001179	PACIFIC OFFICE EQUIPMENT	1115582	2/2/2023	1115582 ERGO TIM DALTON	357.57	357.57
2/14/2023	0001734	WA ST PATROL	I23004378	2/2/2023	INV L23004378	242.00	242.00
2/14/2023	0017582	ARTHUR J GALLAGHER RMS	4567484	2/2/2023	INV 4567484 PUBLIC OFFICIA	2,778.00	2,778.00
2/14/2023	0027292	WAAUDIOLOGY SERVICES IN	61377	2/2/2023	INV 61377	2,723.55	2,723.55
2/14/2023	0029632	WAHLSTEN, KAREN	EH EDEN FLIGH	2/2/2023	EDEN CONF FLIGHT-E HILL	662.11	662.11
2/14/2023	0035753	LOOMIS ARMORED US, LLC	13173586	2/2/2023	INV 13173586	1,021.90	1,021.90
2/14/2023	0045292	BATES, JERRY	00049	2/2/2023	INV 00049	430.00	430.00
2/14/2023	0046683	ODP BUSINESS SOLUTIONS,	285541014001	2/2/2023	285541014001	362.96	362.96
2/14/2023	0047758	TELEMESSAGE INC	12003	2/2/2023	INV 12003	400.00	400.00
Sub total for U S BANK:							11,098.05

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	2/14/2023	0000360	CLALLAM COUNTY ER&R	2023.039E	1/27/2023	VEHICLE RENTAL/LEASE	1,500.00	1,500.00
	2/14/2023	0000815	JIM'S PHARMACY	103983	9/10/2022	MED SUPPLIES	68.53	
				207137	9/26/2022	MED SUPPLIES	10.95	
				207142	10/14/2022	MED SUPPLIES	10.95	
				210120	10/13/2022	MED SUPPLIES	10.95	
				214147	11/17/2022	MED SUPPLIES	5.00	106.38
2/14/2023	0001262	PORT OF PORT ANGELES	183806	2/1/2023	BUILDING/OFFICE RENTAL-L	2,770.97	2,770.97	
2/14/2023	0001509	CORDANT HEALTH SOLUTION	TC-1645001312	1/31/2023	PRO SVCS-DIV	29.35	29.35	
2/14/2023	0001547	SYSCO FOOD SERVICES OF	455736115	1/25/2023	DET FOOD	623.21	623.21	
2/14/2023	0003688	BURNS, KIMBERLY	012623-129	1/26/2023	FOOD	145.79		
			94586P	1/21/2023	FOOD	95.23		241.02
2/14/2023	0003701	MAYNARD, MIKE	01252023MM	1/25/2023	TRVL BUS-MAYNARD REIMBL	111.00	111.00	
2/14/2023	0003702	MCBRIDE, MIKE	01252023MMC	1/25/2023	TRVL BUS-MCBRIDE REIMBU	111.00	111.00	
2/14/2023	0017787	DAIRY FRESH FARMS INC	8182302607	1/26/2023	DET FOOD	56.73	56.73	
2/14/2023	0023367	DERRY, ALICE	013123AD	1/18/2023	CAP VOL-MILEAGE	186.79	186.79	
2/14/2023	0039847	LUQUETTA-COLE, MERCY	013123MLC	1/30/2023	CAP VOL-MILEAGE	39.30	39.30	
2/14/2023	0040374	LOOP N STITCH LLC	1254	1/26/2023	PRO SVCS	108.60	108.60	
2/14/2023	0041537	MCKESSON MEDICAL-SURGI	20069296	11/23/2022	MED SUPPLIES	223.88	223.88	
Sub total for U S BANK:							6,108.23	

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Final Check List
CLALLAM COUNTY

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/14/2023	0001641	VERIZON WIRELESS	9926156145	2/2/2023	CELL PHONE: GEN = \$42.63, I	85.26
							85.26
						Sub total for U S BANK:	85.26

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000091	ANGELES MILLWORK & LUMB	324946	1/31/2023	DL PRESUR TRT TIE DOWN S	419.47	
			324785	1/31/2023	JUV SHACKLES FOR SEWER	103.16	
			324735	1/31/2023	SC MISC HAND HELD TOOLS	40.66	
			325081	1/31/2023	SMPK LKPLSNT LP VENT	8.30	571.59
2/14/2023	0000094	ANGELES PLUMBING INC	37201	1/31/2023	2303UP HCH BOILER REPAIR	5,989.45	5,989.45
2/14/2023	0000172	BAXTER A/P OFFICE	15663-38401	1/31/2023	FG FORKLIFT DISTRIBUTOR	110.85	
			15663-38024	1/31/2023	CH EPOXY VAL NON DETERG	100.56	
			15663-38400	1/31/2023	FG FORKLIFT WIRE SET	24.82	
			15663-38312	1/31/2023	SMPK TAIL LIGHT SPLICE TEI	17.95	254.18
2/14/2023	0000290	CED/STUSSER - SEATTLE	5948-1031697	1/31/2023	CH LED WALL PACK	127.30	
			5948-1031167	1/31/2023	DRA SINGLE DOUBLE LAMP	8.70	
			5948-1031180	1/31/2023	DRA LED LAMP	8.70	144.70
2/14/2023	0000359	CLALLAM COUNTY PUBLIC W	1480 12/22	1/31/2023	CB DEC SEWER	56.50	56.50
2/14/2023	0000359	CLALLAM COUNTY PUBLIC W	2023.016E	1/31/2023	DRA SMPK JUV DEC FUEL	52.05	52.05
2/14/2023	0000594	DECKER CITY HARDWARE, TI	762085	1/31/2023	SMPK WIRE KIT	12.26	12.26
2/14/2023	0000677	GRAINGER INC	9577887483	1/31/2023	SC (3) BULK FIRST AID KITS	804.76	
			9581066645	1/31/2023	CDJ CABIN REPAIR SCREEN	287.48	
			9579361495	1/31/2023	SMPK 17"X19" WIND TURBINI	70.31	
			9570003724	1/31/2023	FG POLYESTER KNIT GLOVE	41.16	1,203.71
2/14/2023	0001198	PART WORKS INC, THE	inv88957	1/31/2023	JAIL CARTRIDGE ASSMBLY	820.62	
			INV89255	1/31/2023	2301UP JUV BOILER REPAIR	122.79	943.41
2/14/2023	0001253	PORT ANGELES SOLID WAST	1100821	1/31/2023	CH DUMP FEE	71.77	
			1100848	1/31/2023	CH DUMP FEE	67.89	
			1100562	1/31/2023	CH DUMP FEE	27.16	
			1100554	1/31/2023	CH DUMP FEE	10.00	
			1100445	1/31/2023	SMPK VS TRAIL DUMP FEE	10.00	186.82
2/14/2023	0001258	PORT ANGELES POWER EQU	98005669	1/31/2023	SMPK CHAIN LOOP	19.01	19.01

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0001540	SWAIN'S GENERAL STORE IN	308383	1/31/2023	M R WRAY 2 WORK PANT	130.28	
			307995	1/31/2023	M R PARSONS WORK PANTS	86.76	
			308281	1/31/2023	M T BLAINE WORK PANTS (2)	86.76	
			308436	1/31/2023	CH SHOP SUPPLIES	68.40	
			308280	1/31/2023	CH PICTURE HANG STRIPS	34.64	
			308421	1/31/2023	CH WINDOW REPAIR EPOXY	25.15	
			308378	1/31/2023	CH BOOT SHOE BRUSH	21.62	
			308424 CR	1/31/2023	M R WRAY WORK PANT & 2 F	-65.14	388.47
2/14/2023	0001573	THOMAS BUILDING CENTER	130956289	1/31/2023	DRA LEFT & RIGHT HARNESS	63.68	
			3095513	1/31/2023	DRA LAP BELT	56.07	119.75
2/14/2023	0001576	THURMAN SUPPLY	841010	1/31/2023	SC STOVE GASKET FIREBRIC	42.79	42.79
2/14/2023	0003431	HI-TECH SECURITY, INC.	68341	1/31/2023	CH COMMERCIAL FIRE ALAR	2,400.00	
			68547	1/31/2023	CH 12 V FIRE ALARM BATTEF	108.80	2,508.80
2/14/2023	0004448	DAREN'S POINT S TIRE & AUT	0092107	1/31/2023	CH TRACTOR TIRE TUBE REI	47.80	
			0092120	1/31/2023	CH TRACTOR TUBE MOUNT	47.80	95.60
2/14/2023	0006434	WRAY, RIC	A Millwork D324C	1/31/2023	JUV FASTENERS FOR TV MO	3.48	3.48
2/14/2023	0022435	RACE STREET AUTO PARTS	616854	1/31/2023	CH OIL FILTER	25.18	25.18
2/14/2023	0036323	BUCK'S NORTHWEST LANDS	2941	1/31/2023	1710CH LANDSCAPE CLEANL	4,901.44	4,901.44
2/14/2023	0038174	COASTAL FARM & RANCH	2237	1/31/2023	SC SPRAY HOSE, HOSE MEN	96.78	
			2240	1/31/2023	M R WRAY CARGO UNIFORM	65.27	162.05
2/14/2023	0039041	D WELD SHOP	611578	1/31/2023	JAIL WELD STEEL BED TO W.	285.60	285.60
2/14/2023	0041605	HOME DEPOT PRO	727771669	1/31/2023	CH BOWL CLNR NITRIL GLOV	1,383.87	
			726650534	1/31/2023	CH HCH 10K 14K PAC 115V	749.63	2,133.50
2/14/2023	0041765	CALL LUKE LLC	3017	1/31/2023	CH 3RD OUTSIDE PERIMETE	365.57	365.57
2/14/2023	0046880	CRAWFORD, DONALD	DNR 91-601277	1/31/2023	2302UP RH STRM CLN DNR F	100.00	100.00
2/14/2023	0048238	MCCULLOCH, THOMAS	0232212031	1/31/2023	M T MCCULLOCH OVERALL E	152.03	
			0232089201	1/31/2023	M T MCCULLOCH 2 WORK PA	141.16	
			a262581807	1/31/2023	M T MCCULLOCH RAIN GEAR	129.51	422.70
Sub total for U S BANK:							20,988.61

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Final Check List
CLALLAM COUNTY

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000546	EXPRESS SERVICES, INC	28511352	2/2/2023	EXPRESS SERVICES	647.60	647.60
2/14/2023	0005958	KING COUNTY SHERIFF'S OFI	00593001	2/2/2023	PROCESS SERVICE FEE	95.00	95.00
2/14/2023	0046683	ODP BUSINESS SOLUTIONS,	1284203208001	2/2/2023	OFFICE SUPPLIES	113.08	113.08
2/14/2023	0047010	HAMLIN, ROBERT	20231	2/2/2023	PROCESS SERVER FEES	1,102.52	1,102.52
Sub total for U S BANK:							1,958.20

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000172	BAXTER A/P OFFICE	15663-38792	1/31/2023	Gear Oil Treatment - PA S308	15.77	15.77
2/14/2023	0000329	CO-OP FARM AND GARDEN, T79699		1/26/2023	Propane - SQ 839	30.21	30.21
2/14/2023	0000361	CLALLAM COUNTY ROAD DEF2023.012R		1/30/2023	Carsonite inventory purchases -	559.01	559.01
2/14/2023	0000677	GRAINGER INC	9589042952	1/27/2023	Wheel Weights - PA	66.38	
			9589042945	1/27/2023	Wheel Weights - PA	29.94	
			9571298992	1/12/2023	Data Cards - PA	11.92	108.24
2/14/2023	0000772	INDUSTRIAL HYDRAULICS INC(A341978		1/27/2023	Super Coils - PA 803	114.31	
			A341979	1/27/2023	Clear Vinyl Tubing, Multiple - PA	5.22	119.53
2/14/2023	0000848	PAPE KENWORTH NORTHWE11691955		1/23/2023	Filter-Direct - PA 803	113.43	
			11693752	1/24/2023	Secondary Air Filter - PA 803	64.78	178.21
2/14/2023	0001064	NELSON TRUCK EQUIPMENT 740165		1/24/2023	Floorliner and Frieight - PA S333	164.23	
			737930	11/10/2022	Floorliner - PA S363	162.32	326.55
2/14/2023	0001255	PRICE FORD LINCOLN MERCI5047050		2/2/2023	Spark Plugs - PA S345	21.07	
			5046987	1/27/2023	Paint - PA	17.46	38.53
2/14/2023	0001258	PORT ANGELES POWER EQU98006369		2/2/2023	Plexus Plastic Cleaner - PA	33.66	33.66
2/14/2023	0001300	PUBLIC UTILITY DISTRICT	9896/01252023	1/25/2023	Electric util.chgs, 160 Grant Rd	623.43	
			109032/0125202	1/25/2023	Electric utility - Gravel Pit Rd 20	50.34	673.77
2/14/2023	0001405	LES SCHWAB TIRE CENTERS38000769592		12/12/2022	Tires - PA SC201	781.44	
			38000771800	12/23/2022	Tires - PA 149	546.29	
			38000769589	12/12/2022	16/12 tires - PA 149	329.01	1,656.74
2/14/2023	0001426	SEQUIM, CITY OF	1295.0 02012023	2/1/2023	Utility charges (water & sewer) -	296.93	296.93
2/14/2023	0001551	TACOMA SCREW PRODUCTS 140067324-00		1/24/2023	Brake/Parts Cleaner - PA	376.21	
			140066637-00	1/20/2023	Galvanized Wire Rope - PA	125.58	
			140067551-00	1/26/2023	Drill Bits - PA	59.15	560.94
2/14/2023	0001586	TRAFFIC SAFETY SUPPLY COINV056356		2/2/2023	Signs, Telespar - PA Signs	5,852.11	5,852.11
2/14/2023	0001767	WEST WASTE & RECYCLING 0000274467		1/31/2023	Sanican, 410 Frontier - CB	120.00	
			0000272046	1/31/2023	Garbage collection, 51 Bedrock	72.00	
			0000272047	1/31/2023	Garbage collection 410 Frontier	36.00	228.00
2/14/2023	0001814	WURTH USA INC	97628770	1/25/2023	Silicone and gasket maker - PA	161.80	
			97629305	1/23/2023	RTV Silicone - PA	51.64	213.44
2/14/2023	0001871	AMB TOOLS & EQUIPMENT, INT332391		1/27/2023	Thermostats - PA 2325	53.43	53.43
2/14/2023	0004211	CENTURYLINK	4295169B/01232	1/23/2023	Phone services - ER&R 169B P	41.17	41.17
2/14/2023	0004448	DAREN'S POINT S TIRE & AUT0092167		1/30/2023	225/60R16 Tires - PA S308	526.24	526.24

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0005032	OWEN EQUIPMENT COMPAN	00108950	12/30/2022	Hose, Water Pump - SQ 401	2,771.36	
			00109160	1/23/2023	Water Pump and Shipping - PA	1,746.69	4,518.05
2/14/2023	0017663	ARAMARK UNIFORM SVCS IN	5120050864	7/26/2022	Laundry Services - PA	34.74	
			5120087860	9/20/2022	Laundry Services - PA	30.91	
			5120166709	1/17/2023	Laundry Services - PA	26.01	
			5120178541	2/2/2023	Laundry services -SQ	16.34	
			512000292995	4/12/2022	Laundry Services - PA	16.32	
			512000298662	4/21/2022	Laundry Services - SQ	16.32	
			512000313322	5/12/2022	Laundry Services - SQ	16.32	
			5120176690	1/31/2023	Laundry services - PA	16.31	
			5120178473	2/2/2023	Laundry services - WE	16.30	
			512000313301	5/12/2022	Laundry Services - WE	16.28	
			5120020778	6/9/2022	Laundry Services - WE	16.28	222.13
2/14/2023	0021386	STAPLES ADVANTAGE	35284158740	1/18/2023	Toner Cartridges - LC	125.95	
			3527913608	1/9/2023	Labels,Notepads,Tissue,Marker	98.96	
			3527913609	1/10/2023	Paperclips,Calendars,Paper - P	54.65	279.56

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/14/2023	0022435	RACE STREET AUTO PARTS	613619	12/20/2022 Hydraulic Fluid - PA 242	728.88	
				618710	2/1/2023 Brake pads and rotors - PA S34	628.60	
				618359	1/30/2023 Filters:oil,air,fuel,hydraulic - Pa	561.84	
				618368	1/30/2023 MLATFBOX - PA Stores	539.60	
				618460	1/30/2023 Adptv,BrcktdCalipr,CoreDeposi	426.32	
				618394	1/30/2023 Brake Pads and Rotors - PA S3	318.85	
				617475	1/23/2023 Wpr Blds, Filter:air,oil,fuel - SQ	292.43	
				618431	1/30/2023 Filter:fuel, oil, air - PA Stores	231.98	
				617881	1/25/2023 Oil and Fuel Filter - SQ 205	105.00	
				614110	12/27/2022 LED - PA Stores	77.62	
				618438	1/30/2023 Hydraulic Filter - PA 233	61.99	
				617215	1/20/2023 Oil Filter - SQ 205	48.98	
				617445	1/23/2023 Ujoint - PA 130	44.04	
				618462	1/30/2023 Wheel Bearing and Seal - PA S:	39.98	
				617778	1/25/2023 Fuel Filter - SQ 200	36.21	
				617876	1/25/2023 Fuel Filter - SQ 205	25.87	
				618445	1/30/2023 Posi Trac - PA S308	15.22	
				618825	2/2/2023 Boxed Miniatures - PA	8.38	
				617456	1/23/2023 Return: Brk Pads - PA S309	-44.60	
				613660	12/21/2022 Return: Hydraulic Fluid - PA 242	-404.69	3,742.50
	2/14/2023	0030295	WESTERN PETERBILT INC	032P38287	1/25/2023 Brackets,visors,braces - PA 202	679.56	679.56
	2/14/2023	0036098	O'REILLY AUTO PARTS	2750-418055	1/31/2023 Axle Shaft - PA S309	134.67	134.67
	2/14/2023	0043469	PETROCARD	0474354-IN	1/30/2023 Unleaded fuel purchase - CH	7,375.94	
				0474244-IN	1/27/2023 Unleaded fuel purchase - CH	4,425.57	11,801.51
	2/14/2023	0044360	OSW EQUIPMENT AND REPAIR	524579	1/30/2023 Clutch Kit - PA 1778	359.48	359.48
	2/14/2023	0045811	SYN-TECH SYSTEMS INC	259751	12/16/2022 Ltd Maintenance Plan - Fuel Sit	1,795.24	1,795.24
Sub total for U S BANK:							35,045.18

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000114	ARROW SEPTIC PUMPING SECC0123		1/5/2023	DPRA PUMPING	2,280.60	2,280.60
2/14/2023	0000332	CLALLAM CO AUDITORS TAX.01/23-SUT10101		1/31/2023	1/23 SALES AND USE TAX RO	297.79	297.79
2/14/2023	0000358	CLALLAM COUNTY, PROSEC12022PAO-Q4		2/3/2023	CLALLAM COUNTY PROSECL	45,198.69	45,198.69
2/14/2023	0000360	CLALLAM COUNTY ER&R 2023.032E		1/27/2023	01/23 EQUIPMENT RENT	135,625.63	135,625.63
2/14/2023	0000546	EXPRESS SERVICES, INC 28544174-10101		1/25/2023	EXPRESS EMPLOYMENT 01/	581.50	581.50
2/14/2023	0000674	GOVCONNECTION, INC. 73633435		12/22/2022	OFFICE SUPPLIES-TONER	1,807.05	1,807.05
2/14/2023	0000885	LAKESIDE INDUSTRIES, INC 221534		1/21/2023	EZ STREET ASPHALT-PA	988.03	988.03
2/14/2023	0001156	OLYPEN INC 230130-0015		1/30/2023	12/10-3/10 OLYPEN SEVICE	161.25	161.25
2/14/2023	0001635	UTILITIES UNDERGROUND LC3010248		1/31/2023	1/23 EXCAVATION NOTIFICAT	265.74	265.74
2/14/2023	0001641	VERIZON WIRELESS 9925976223-101		1/22/2023	VERIZON CELL PHONE CHAF	391.39	391.39
2/14/2023	0016373	WESTERN CONFERENCE OF,01/23TEAMPEN		1/1/2023	01/23 TEAMSTER PENSION E	68.00	68.00
2/14/2023	0017663	ARAMARK UNIFORM SVCS IN5120176693		1/31/2023	LAUNDRY SERVICE-PA	16.32	
		5120053571		7/28/2022	LAUNDRY SERVICE- LC	16.30	
		5120178536		2/2/2023	LAUNDRY SERVICE-SQ	16.30	
		5120057587		8/4/2022	LAUNDRY SERVICE-LC	16.29	
		5120057666		8/4/2022	LAUNDRY SERVICE-SQ	16.29	
		5120178463		2/2/2023	LAUNDRY SERVICE-LC	16.29	97.79
2/14/2023	0021386	STAPLES ADVANTAGE 3529183297		1/28/2023	OFFICE SUPPLIES	91.67	91.67
Sub total for U S BANK:							187,855.13

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Final Check List
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Public Works (1)

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/14/2023	0000360	CLALLAM COUNTY ER&R	2023.036E	1/27/2023 01/23 EQUIPMENT RENT	26.46	26.46
	2/14/2023	0000361	CLALLAM COUNTY ROAD DEF	2023.010R	1/27/2023 12/16/22~01/15/23 EMPLOYEE	92.64	
			2023.004R	12/20/2022	11/16/22~12/15/22 EMPLOYEE	-15.12	77.52
	2/14/2023	0001300	PUBLIC UTILITY DISTRICT	119586-012523	1/25/2023 12/20/22~01/18/23 1453 W WA	95.04	95.04
	2/14/2023	0001641	VERIZON WIRELESS	9926095094	1/23/2023 01/23 CELL CHARGES	153.02	153.02
	2/14/2023	0000348	CLALLAM COUNTY DEPT OF,	22-0566	1/3/2023 WATER TESTING BBWA	99.00	99.00
	2/14/2023	0000361	CLALLAM COUNTY ROAD DEF	2023.013R	1/31/2023 2022 Q4 PAYROLL REIMBURS	6,847.04	6,847.04
	2/14/2023	0000546	EXPRESS SERVICES, INC	28544174-43401	1/25/2023 01/16/23~01/22/23 BBWA	630.49	630.49
	2/14/2023	0001300	PUBLIC UTILITY DISTRICT	24561-012423	1/24/2023 12/20/22~01/21/23 BULLMAN E	97.04	97.04
Sub total for U S BANK:							8,025.61

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Final Check List
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Public Works (2)

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000332	CLALLAM CO AUDITORS TAX	01/23-SUT41401	1/31/2023	1/23 SALES AND USED TAX	335.59	335.59
2/14/2023	0000360	CLALLAM COUNTY ER&R	2023.35E	1/27/2023	01/23 EQUIPMENT RENT	799.82	799.82
2/14/2023	0000361	CLALLAM COUNTY ROAD DEPT	2023.009R	1/27/2023	12/16/22~01/15/23 EMPLOYEE	1,196.38	1,196.38
2/14/2023	0000594	DECKER CITY HARDWARE, TI	753132-012623	1/26/2023	MAINTENANCE SUPPLIES-W	378.29	378.29
2/14/2023	0001300	PUBLIC UTILITY DISTRICT	23007-012423	1/24/2023	176 FRONT ST 12/19/22-01/19	885.91	
			23193-012623	1/26/2023	HWY 112 ACROSS 12/19/22-0	365.71	
			22991-012423	1/24/2023	HWY 112 OPP 15180 12/19/22	257.14	
			23221-012423	1/24/2023	12901 HWY 112 12/19/22-01/19	233.02	
			23040-012423	1/24/2023	FRONT ST 12/19/22-01/19/23	187.06	1,928.84
2/14/2023	0001641	VERIZON WIRELESS	9925976223-414	1/22/2023	VERIZON CELL PHONE CLALLAM	66.25	66.25
2/14/2023	0001767	WEST WASTE & RECYCLING	0000272054	1/31/2023	01/23 WWTP GARBAGE SERV	36.00	36.00
2/14/2023	0001781	WHITEHEADS AUTO PARTS IN	247350	1/26/2023	MAINTENANCE SUPPLIES-W	116.12	116.12
Sub total for U S BANK:							4,857.29

Sheriff

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000332	CLALLAM CO AUDITORS TAX	.041723	1/10/2023	ANNUAL TAX RETURN 2022	276.54	276.54
2/14/2023	0000360	CLALLAM COUNTY ER&R	2023.029E	1/26/2023	MILEAGE	44,222.58	
			2023.040E	1/27/2023	RENTAL OF CHAIN GANG VEI	3,800.00	48,022.58
2/14/2023	0000366	CLALLAM COUNTY TREASUR	SH PRIS 1222	1/26/2023	2022 BANK ACTIVITY CHARGE	735.56	
			SH Bail 1222	1/24/2023	2022 BANK ACTIVITY CHARGE	337.24	1,072.80
2/14/2023	0000870	KONP RADIO 1450	13256-1	1/3/2023	2023 HOME SHOW BOOTH #6	605.00	
			13257-1	1/3/2023	2023 HOME SHOW BOOTH #6	605.00	1,210.00
2/14/2023	0001140	OLYMPIC PRINTERS INC	31657	1/31/2023	AIRCRAFT LOAD SHEET BOC	169.73	169.73
2/14/2023	0001165	ORKIN PEST CONTROL INC	238423132	1/24/2023	PEST CONTROL - SLIP POINT	143.35	143.35
2/14/2023	0001252	PORT ANGELES, CITY OF	78778	1/11/2023	1ST QTR 2023 PENCOM DISP	71,075.00	
			78781	1/11/2023	POLICE DEPT - K9 2023	3,500.00	
			78779	1/11/2023	FIRING RANGE FEES JAN-D	3,000.00	
			82495-151160-F	1/7/2023	UTILITIES - FRONT ST	479.89	78,054.89
2/14/2023	0001300	PUBLIC UTILITY DISTRICT	115366-Feb23	1/25/2023	UTILITIES - EDWARDS RD	499.33	
			88052-Feb23	1/11/2023	UTILITIES - KITFOX LN	51.07	550.40
2/14/2023	0001641	VERIZON WIRELESS	9925452297	1/15/2023	CELL PHONE SERVICE	4,122.63	4,122.63
2/14/2023	0001677	WAASSOC OF SHERIFFS & P	DUES 2023-001	1/11/2023	2023 ACTIVE DUES - KING	305.00	305.00
2/14/2023	0001734	WA ST PATROL	I23004171	2/1/2023	BACKGROUND CHECKS	498.00	498.00
2/14/2023	0001767	WEST WASTE & RECYCLING	0000272211	1/31/2023	GARBAGE DISPOSAL - SLIP F	72.00	72.00
2/14/2023	0004211	CENTURYLINK	206-T30-9144-F	1/23/2023	DATA CONNECTION	467.66	
			206-T31-9138-F	1/23/2023	DATA CONNECTION	55.20	522.86
2/14/2023	0014681	PROFORCE LAW ENFORCEM	506428	1/23/2023	TASER CARTRIDGES	4,399.18	4,399.18
2/14/2023	0021386	STAPLES ADVANTAGE	3527913538	1/14/2023	OFFICE SUPPLIES	458.27	
			3527913540	1/14/2023	OFFICE SUPPLIES	127.40	
			3527913539	1/14/2023	OFFICE SUPPLIES	8.30	593.97
2/14/2023	0024610	WAPRO	5669	1/1/2023	2023 WAPRO MEMBERSHIP -	25.00	
			6578	1/1/2023	2023 WAPRO MEMBERSHIP -	25.00	50.00
2/14/2023	0041605	HOME DEPOT PRO	727250102	1/19/2023	KITCHEN SUPPLIES	520.39	
			727023137	1/18/2022	JAIL SUPPLIES	197.93	718.32
2/14/2023	0043469	PETROCARD	C077352	1/31/2023	FUEL FOR OPNET AND JAIL V	563.43	563.43
2/14/2023	0044691	VERIZON CONNECT FLEET U	623000039336	1/24/2023	VEHICLE TRACKING SUBSCF	99.88	99.88
2/14/2023	0046493	VANOVER, TAMARA	012423	1/24/2023	PAINT FOR OFFICE	102.21	102.21
2/14/2023	0046683	ODP BUSINESS SOLUTIONS,	1288307895001	1/18/2023	OFFICE SUPPLIES	98.60	98.60

141,646.37

Sub

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Final Check List
CLALLAM COUNTY

Sheriff Jail Med

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000815	JIM'S PHARMACY	Jims 1.26.23	2/2/2023	INMATE MEDICINE	954.97	954.97
2/14/2023	0001254	PORT ANGELES FIRE DEPART	15-2022-000058	2/2/2023	INMATE MEDICAL	175.03	
			15-2022-000055	2/2/2023	INMATE MEDICAL	175.03	
			15-2022-000058	2/2/2023	INMATE MEDICAL	121.94	472.00
2/14/2023	0024978	CORRECTIONAL HEALTHCARE	INV0102123	2/1/2023	NURSING CONTRACT	48,063.97	48,063.97
2/14/2023	0041537	MCKESSON MEDICAL-SURGI	20254852	1/26/2023	CLINIC SUPPLIES	316.66	
			20209539	1/11/2023	CLINIC SUPPLIES	294.64	
			20252698	1/26/2023	CLINIC SUPPLIES	250.66	
			20203341	1/10/2023	CLINIC SUPPLIES	162.55	
			20205492	1/10/2023	CLINIC SUPPLIES	94.31	
			20218204	1/16/2023	CLINIC SUPPLIES	25.76	
			20206530	1/11/2023	CLINIC SUPPLIES	21.48	
			20247270	1/25/2023	CLINIC SUPPLIES	8.70	1,174.76
Sub total for U S BANK:							50,665.70

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000357	CLALLAM-JEFFERSON CO	PRCF 02-23	2/1/2023	FEBRUARY 2023 - COURT FA	3,750.00	3,750.00
2/14/2023	0000494	DRAKES U-BAKE PIZZA & SUE	DRAKE1829704	2/2/2023	1/19/23-ST. V. FERGUSON, 22	211.37	211.37
2/14/2023	0001010	LINDA MONTGOMERY INVEST	185640	2/2/2023	21-1-00309-05, ST. V. CALLAH	2,925.00	2,925.00
2/14/2023	0001179	PACIFIC OFFICE EQUIPMENT	1116694	2/2/2023	2/02/23-TONER WASTE CART	66.13	66.13
2/14/2023	0003339	AWSCA, C/O SARAH KEITH	AWSCA1829714	2/2/2023	2023 AWSCA DUES (LACEY H	200.00	
			AWSCA1829713	2/2/2023	2023 AWSCA DUES (KAYSEY	100.00	300.00
2/14/2023	0026699	WATTS, JOHNNY	WATTS1829743	2/2/2023	1/19/23-DC GRAD SUPPLIES	51.99	51.99
2/14/2023	0034723	HANEY INVESTIGATION SERV	HANEY1829716	2/2/2023	22-1-00348-05, ST. V LEE, EXF	1,876.00	1,876.00
2/14/2023	0039420	MUCKLEY, TIFFANY	MUC1829720	2/2/2023	JANUARY 2023 - MILEAGE RE	226.63	226.63
2/14/2023	0041012	AP PSYCHOLOGY SERVICES	PAT1829739	2/2/2023	21-1-00295-05, ST. V. FREEST	3,250.00	3,250.00
2/14/2023	0041834	OXFORD HOUSE GREENLIEF	OXFORD182970	2/2/2023	1/24/23-HOUSING FOR DC PA	477.75	477.75
2/14/2023	0041835	OXFORD HOUSE HEART O T	OXFORD182971	2/2/2023	1/24/23-HOUSING FOR DC PA	219.30	219.30
2/14/2023	0045165	FREEMAN COURT SVCS LLC	1115	2/2/2023	22-4-00451-05, GUARDIANSHI	450.00	450.00
2/14/2023	0045752	WELLNESS INTEGRATED SVC	PFAMAR 2023	2/2/2023	21-1-00356-05, ST. V. PFANNE	5,000.00	5,000.00
2/14/2023	0046683	ODP BUSINESS SOLUTIONS,	285332717001	2/2/2023	1/12/23-OFFICE SUPPLIES, YI	248.02	
			284507477001	2/2/2023	1/06/23-OFFICE SUPPLIES (D'	170.97	
			286374973001	2/2/2023	1/09/23-OFFICE SUPPLIES (SI	82.98	
			285292553001	2/2/2023	1/12/23-OFFICE SUPPLIES (C,	68.94	570.91
2/14/2023	0046965	WARREN, MICHELLE	WAR1829742	2/2/2023	JANUARY 2023 - MILEAGE RE	32.75	32.75
Sub total for U S BANK:							19,407.83

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Final Check List
CLALLAM COUNTY

Clerk

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0001179	PACIFIC OFFICE EQUIPMENT	1115940	2/2/2023	CLERK CONTRACT #11149-07	70.48	
			1115941	2/2/2023	CLERK CONTRACT #11337-05	69.96	140.44
2/14/2023	0027983	HYLAND SOFTWARE INC	LE01-288810	2/2/2023	2023 ONBASE MAINTENANCE	33,407.51	33,407.51
2/14/2023	0033199	LEMAY MOBILE SHREDDING	4780095S185	2/2/2023	CLERK SHREDDING	28.14	28.14
Sub total for U S BANK:							33,576.09

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Final Check List
CLALLAM COUNTY

Treasurer

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2/14/2023	0000331	CLALLAM COUNTY AUDITOR	23-150820	2/1/2023	DFL REMOVAL RECORDING 2	204.50	204.50
2/14/2023	0001972	WA ST ASSOC OF CO TREAS	2023-5	2/1/2023	WSACT ANNUAL DUES	200.00	200.00
2/14/2023	0021407	MASTER'S TOUCH, LLC, THE	E85297	2/1/2023	TAX STATEMENT POSTAGE	13,200.00	13,200.00
2/14/2023	0046683	ODP BUSINESS SOLUTIONS,	1287610133001	2/1/2023	OFFICE SUPPLIES	78.87	78.87
Sub total for U S BANK:							13,683.37

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Final Check List
CLALLAM COUNTY

Veterans

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	2/2/2023	0001300	PUBLIC UTILITY DISTRICT	TB7322 2/2/23	2/2/2023	UTILITIES	266.20	266.20
	2/2/2023	0020849	U S BANK	SA5025 2/2/23 S	2/2/2023	FOOD	200.00	
				BG6299 2/2/23 V	2/2/2023	FOOD	150.00	
				MG9701 2/2/23 \	2/2/2023	FOOD	150.00	
				WJ7825 2/2/23 S	2/2/2023	FUEL	150.00	
				JM5483 2/2/23 V	2/2/2023	FOOD	100.00	
				KJ9210 2/2/23 V	2/2/2023	FOOD	100.00	
				RA5095 2/2/23 S	2/2/2023	FUEL	100.00	950.00
	2/2/2023	0029872	SEQUIM VALLEY FUNERAL C	TD1059 2/2/23	2/2/2023	DEATH BENIFIT	800.00	800.00
Sub total for U S BANK:							2,016.20	

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Final Check List
CLALLAM COUNTY

WSU Ext

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	2/14/2023	0000546	EXPRESS SERVICES, INC	28544180	2/14/2023	EXPRESS SERVICES	672.57	672.57
	2/14/2023	0028928	SEQUIM GAZETTE	sg-578937 2023	2/14/2023	SEQUIM GAZETTE	70.00	70.00
Sub total for U S BANK:							742.57	



16
FEB 14 2023

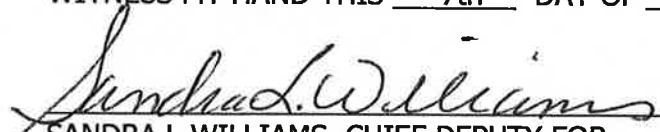
Payroll Ending: 01/31/2023

Gross Earnings:	\$1,749,168.66
Benefits Paid:	\$881,621.20
Total Expenditures:	\$2,630,789.86

STATE OF WASHINGTON)
)
COUNTY OF CLALLAM)

This is to certify that the foregoing 'Labor Distribution Totals by Fund' Report for the period herein indicated is a full, true, and correct representation of the earnings and benefits paid to all Clallam County employees as recorded in the books of original entry maintained by this office.

WITNESS MY HAND THIS 7th DAY OF February 2023


SANDRA L WILLIAMS, CHIEF DEPUTY FOR
SHOONA RIGGS, CLALLAM COUNTY AUDITOR

CLALLAM COUNTY BOARD OF COMMISSIONERS does hereby certify that the payroll herein specified has been disbursed and that the earnings and benefits listed above are approved for payment:

BOARD OF COMMISSIONERS
CLALLAM COUNTY, WASHINGTON

RANDY JOHNSON

MARK OZIAS

MIKE FRENCH

(County Administrator)

COPY

Payroll and Benefits Paid for 3 Payrolls: February 10, 2023					
Fund Name	Fund Number	Gross Earnings Paid by Fund #	Benefits Paid by Fund #	Employees Paid by Fund #	Total Expenditures
MONTHLY: January 2023					
General Fund	00100	806,294.06	302,860.84	141	1,109,154.90
Sheriff: Boating Safety/VRF	11003/04	396.61	67.02	2	463.63
Sheriff: OPNET	11008	7,495.67	2,500.34	2	9,996.01
HHS	11301	15,782.31	6,978.11	5	22,760.42
HHS-Homeless Task Force	11322	2,589.05	1,193.75	1	3,782.80
Chem Depend/Mental Health	11323	2,589.05	1,193.64	1	3,782.69
HHS-Dev Disabilities	11331	6,004.90	2,485.88	1	8,490.78
Law Library	11401	555.02	47.87	1	602.89
Auditor-Doc Preservation	12401	1,269.78	110.14	1	1,379.92
Noxious Weed Control	13001	4,356.44	2,271.40	1	6,627.84
HR Risk Management	50401	5,506.37	601.55	3	6,107.92
Wellness Benefit/Transit Passes	50601				0.00
MONTHLY TOTALS		852,839.26	320,310.54		1,173,149.80
SEMI-MONTHLY: 1/16-31/2023					
General Fund	00100	626,328.88	387,204.91	198	1,013,533.79
HHS	11301	28,429.49	18,655.34	13	47,084.83
Prosecutor-Local Crime Victim	11701	6,159.64	3,715.18	2	9,874.82
Treasurer- O&M	12201	1,356.99	1,028.60	1	2,385.59
Auditor-Doc Preservation	12401	723.78	487.28	1	1,211.06
Noxious Weed Control	13001	2,745.84	1,878.26	1	4,624.10
Veterans Relief	19914	4,974.33	3,551.38	2	8,525.71
Affordable Housing Sales Tax	19951	4,348.15	2,033.38	1	6,381.53
HR-Risk Management	50401	13,457.53	7,383.60	4	20,841.13
HR-Worker's Compensation	50501	1,653.33	849.24	2	2,502.57
Wellness Benefit/Transit Passes	50601				0.00
SM TOTALS		690,177.96	426,787.17		1,116,965.13
ROADS: 1/16-31/2023 TOTALS					
PW - Roads	10101	160,587.68	106,908.90	63	267,496.58
PW - Flood Control	10135	4,599.08	2,549.33	6	7,148.41
PW - Solid Waste	40201	1,167.63	619.14	4	1,786.77
Clallam Bay/Sekiu Sewer	41401	12,712.76	7,043.35	10	19,756.11
PW - Carlsborg Sewer M&O	42401	883.07	551.01	6	1,434.08
ER&R	50301	26,201.22	16,851.76	17	43,052.98
Wellness Benefit/Transit Passes	50601				0.00
ROADS TOTALS		206,151.44	134,523.49		340,674.93
TOTALS		\$1,749,168.66	\$881,621.20		\$2,630,789.86

Prepared by:


Angi Klahn, Deputy Auditor

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02/07/2023 1:29:55PM
Check Date: 02/10/2023

Labor Distribution Totals By Fund
CLALLAM COUNTY
01/01/2023 to 01/31/2023-1 Cycle m

Monthly

Page: 1

Fund Worked : 00100
Emps : 141

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		620,489.06	15,975.30	h	HOLIDAY		43,129.95	1,099.40
v	VACATION		29,769.83	689.75	o25v	OT X 2.5 - CORR VOLUNTEER/SHRF		27,832.78	303.75
s	SICK		27,639.41	715.00	o15s	OVERTIME X 1.5 - SHERIFF DEPT		16,848.85	263.00
vp	VACATION PAYOFF		16,147.84	404.43	fh	FLOATING HOLIDAY		4,736.03	136.40
o15j	OVERTIME x 1.5 - JUV DETENTION		3,085.12	73.75	accr	ACCREDITATION PAY		2,439.47	
ohjd	OT HOLIDAY - JUV DETENTION		1,760.26	42.00	bsba	BS/BA EDUCATION INCENTIVE		1,656.55	
aute	AUTO ALLOWANCE ELECTED		1,360.00		aaas	AA/AS EDUCATION INCENTIVE		1,296.65	
oth	OVERTIME X 1.5 - HOURLY		1,202.45	81.90	detpay	DETECTIVE PAY		1,171.22	
fl	FUNERAL LEAVE		1,140.63	36.00	clth	CLOTHING ALLOWANCE		1,000.00	
auto	AUTO ALLOWANCE CONTRACTUAL		680.00		cu	COMP USED		604.65	17.50
o20m	OT X 2.0 - CORR MANDATORY/SHRF		433.98	6.50	oc2	ON CALL NON-SHIFT DAY		413.41	4.00
oc1	ON CALL SHIFT DAY		324.87	9.00	swa	SICK - WA PART-TIME		258.17	12.40
phsm	PHONE STIPEND SMART PHONE		240.00		fto	FTO PREMIUM		190.34	97.00
aspj	ACTING SUPERVISOR PAY JUVENILE		179.87	132.00	wep	WEST END PAY		100.00	
aspd	SHERIFF ACTING SUP PAY DEPUTY		49.42	24.00	swapt	SICK PAYOFF - TERMINATION 10%		47.79	1.48
asp	SHERIFF ACTING SUPERVISOR PAY		45.46	27.50	phns	PHONE STIPEND		20.00	
					Totals:			806,294.06	20,152.06

Deduction Code and Description			Amount	Deduction Code and Description			Amount
fedtx	FEDERAL WITHHOLDING TAX		76,167.63	socsec	SOCIAL SECURITY		48,027.60
pers2	PERS 2 RETIREMENT		25,206.54	401a	401A DEFERRED COMPENSATION		17,095.54
leoff2	LEOFF 2 RETIREMENT		15,568.89	medpre	HEALTH INSURANCE PRE TAX		11,675.59
icm457	ICMA DEFERRED COMP		11,405.29	medtx	MEDICARE TAX		11,232.34
psers	PSERS RETIREMENT		7,116.11	h457	MASSMUTUAL 457		7,004.18
fmlatx	WA Paid Family & Medical Leave		4,594.75	pers3	PERS 3 RETIREMENT		4,591.37
n457	NATIONWIDE 457		3,651.87	udteam	UNION DUES - TEAMSTERS		2,506.13
l&i	L&I - SELF INSURED		1,281.43	garnfe	GARNISHMENT FEE		1,107.20
aflpre	AFLAC PRE TAX		986.80	udpd	UNION DUES - 1619 D		889.48
genpre	SUN LIFE PRE TAX		811.84	ltdshr	LTD - SHERIFF		802.96
udmp	UNION DUES - 1619 MP		617.50	udps	UNION DUES - 1619 S		511.28
hr125	HEALTH REIMBURSEMENT		505.00	h457rt	ROTH-EMPOWER 457		500.00
udcd	UNION DUES - 1619 CD C		494.00	colaft	COLONIAL LIFE INS. POST TAX		431.42
udlc	UNION DUES - 1619 LC		370.50	n457rt	ROTH-NATIONWIDE 457		300.00
aflaft	AFLAC POST TAX		271.03	udcs	UNION DUES - 1619 CS		247.00
dshs	DSHS CHILD SUPPORT		200.00	uw	UNITED WAY		135.00
colpre	COLONIAL LIFE INS. PRE TAX		75.97	wsatf	1619CD WSATF DUES		60.00
shrfcf	SHERIFF COFFEE FUND		46.00	shrfnd	SHERIFF EMPLOYEE FUND		26.00

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Check Date: 02/10/2023

Labor Distribution Totals By Fund
CLALLAM COUNTY
01/01/2023 to 01/31/2023-1 Cycle m

Page: 2

Fund Worked : 00100
Emps : 141

Totals: 256,514.24

Benefit Code and Description	Amount
medpre HEALTH INSURANCE PRE TAX	134,586.14
pers2 PERS 2 RETIREMENT	38,666.21
401a 401A DEFERRED COMPENSATION	13,254.30
medtx MEDICARE TAX	11,232.34
leoff2 LEOFF 2 RETIREMENT	9,672.43
fmlatx WA Paid Family & Medical Leave	1,720.28
genpre SUN LIFE PRE TAX	292.00

Benefit Code and Description	Amount
socsec SOCIAL SECURITY	48,027.60
l&i L&I - SELF INSURED	16,570.59
psers PSERS RETIREMENT	11,461.26
vebahr HRA VEBA	9,919.79
pers3 PERS 3 RETIREMENT	6,749.49
unemp UNEMPLOYMENT	708.41

Totals: 302,860.84

Gross Earnings by Fund: 806,294.06 20,152.06

Total Fund Deductions: 256,514.24

Fund Net: 549,779.82

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Labor Distribution Totals By Fund
CLALLAM COUNTY
01/01/2023 to 01/31/2023-1 Cycle m

Page: 3

Fund Worked : 11004
Emps : 2

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
o15s	OVERTIME X 1.5 - SHERIFF DEPT		396.61	6.00					
					Totals:			396.61	6.00
Deduction Code and Description			Amount		Deduction Code and Description			Amount	
fedtx	FEDERAL WITHHOLDING TAX		41.84		leoff2	LEOFF 2 RETIREMENT		32.12	
socsec	SOCIAL SECURITY		24.48		401a	401A DEFERRED COMPENSATION		11.85	
medtx	MEDICARE TAX		5.73		icm457	ICMA DEFERRED COMP		2.41	
fmlatx	WA Paid Family & Medical Leave		2.31		ltdshr	LTD - SHERIFF		1.82	
udpd	UNION DUES - 1619 D		1.52		udps	UNION DUES - 1619 S		1.47	
l&i	L&I - SELF INSURED		0.52						
					Totals:			126.07	
Benefit Code and Description			Amount		Benefit Code and Description			Amount	
socsec	SOCIAL SECURITY		24.48		leoff2	LEOFF 2 RETIREMENT		21.02	
l&i	L&I - SELF INSURED		14.53		medtx	MEDICARE TAX		5.73	
fmlatx	WA Paid Family & Medical Leave		0.86		unemp	UNEMPLOYMENT		0.40	
					Totals:			67.02	
					Gross Earnings by Fund:			396.61	6.00
					Total Fund Deductions:			126.07	
					Fund Net:			270.54	

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Fund Worked : 11008
Emps : 2

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		6,884.45	226.50	h	HOLIDAY		482.70	16.00
s	SICK		75.42	2.50	accred	ACCREDITATION PAY		53.10	
					Totals:			7,495.67	245.00
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		639.66	socsec	SOCIAL SECURITY		457.82		
pers2	PERS 2 RETIREMENT		341.08	medpre	HEALTH INSURANCE PRE TAX		111.60		
medtx	MEDICARE TAX		107.07	udlc	UNION DUES - 1619 LC		61.75		
fmlatx	WA Paid Family & Medical Leave		43.64	l&i	L&I - SELF INSURED		17.92		
shrfnd	SHERIFF EMPLOYEE FUND		10.00	shrfcf	SHERIFF COFFEE FUND		5.00		
				Totals:			1,795.54		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		1,325.00	pers2	PERS 2 RETIREMENT		557.20		
socsec	SOCIAL SECURITY		457.82	medtx	MEDICARE TAX		107.07		
l&i	L&I - SELF INSURED		29.42	fmlatx	WA Paid Family & Medical Leave		16.34		
unemp	UNEMPLOYMENT		7.49						
				Totals:			2,500.34		
				Gross Earnings by Fund:			7,495.67		245.00
				Total Fund Deductions:			1,795.54		
				Fund Net:			5,700.13		

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Fund Worked : 11301
Emps : 5

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		11,350.25	390.60	sc15	HHS SCANNING PROJ OT X 1.5		1,722.74	29.75
h	HOLIDAY		1,073.94	38.40	s	SICK		918.66	32.00
v	VACATION		682.94	24.00	oth	OVERTIME X 1.5 - HOURLY		33.78	1.75
					Totals:			15,782.31	516.50
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		1,283.38	socsec	SOCIAL SECURITY		941.56		
icm457	ICMA DEFERRED COMP		712.24	pers2	PERS 2 RETIREMENT		702.29		
medpre	HEALTH INSURANCE PRE TAX		565.87	medtx	MEDICARE TAX		220.21		
udteam	UNION DUES - TEAMSTERS		204.87	pers3	PERS 3 RETIREMENT		119.29		
fmlatx	WA Paid Family & Medical Leave		91.87	l&i	L&I - SELF INSURED		33.86		
aflpre	AFLAC PRE TAX		17.90	colpre	COLONIAL LIFE INS. PRE TAX		12.15		
aflaft	AFLAC POST TAX		4.78	Totals:			4,910.27		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		3,915.00	pers2	PERS 2 RETIREMENT		1,147.29		
socsec	SOCIAL SECURITY		941.56	pers3	PERS 3 RETIREMENT		247.89		
401a	401A DEFERRED COMPENSATION		233.43	l&i	L&I - SELF INSURED		222.56		
medtx	MEDICARE TAX		220.21	fmlatx	WA Paid Family & Medical Leave		34.39		
unemp	UNEMPLOYMENT		15.78	Totals:			6,978.11		
				Gross Earnings by Fund:			15,782.31	516.50	
				Total Fund Deductions:			4,910.27		
				Fund Net:			10,872.04		

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Fund Worked : 11322
Emps : 1

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		2,103.60	71.50	jd	JURY DUTY		235.37	8.00
h	HOLIDAY		235.37	8.00	v	VACATION		14.71	0.50
					Totals:			2,589.05	88.00
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		249.08	pers2	PERS 2 RETIREMENT		164.67		
socsec	SOCIAL SECURITY		155.50	icm457	ICMA DEFERRED COMP		103.57		
medpre	HEALTH INSURANCE PRE TAX		81.15	medtx	MEDICARE TAX		36.38		
udteam	UNION DUES - TEAMSTERS		33.00	fmlatx	WA Paid Family & Medical Leave		15.07		
l&i	L&I - SELF INSURED		6.29	Totals:			844.71		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		662.51	pers2	PERS 2 RETIREMENT		269.02		
socsec	SOCIAL SECURITY		155.50	401a	401A DEFERRED COMPENSATION		51.78		
medtx	MEDICARE TAX		36.38	l&i	L&I - SELF INSURED		10.33		
fmlatx	WA Paid Family & Medical Leave		5.63	unemp	UNEMPLOYMENT		2.60		
				Totals:			1,193.75		
				Gross Earnings by Fund:			2,589.05		88.00
				Total Fund Deductions:			844.71		
				Fund Net:			1,744.34		

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Fund Worked : 11323
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Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		2,103.60	71.50	jd	JURY DUTY		235.37	8.00
h	HOLIDAY		235.37	8.00	v	VACATION		14.71	0.50
					Totals:			2,589.05	88.00
Deduction Code and Description			Amount				Amount		
fedtx	FEDERAL WITHHOLDING TAX		249.09				164.66		
socsec	SOCIAL SECURITY		155.48				103.55		
medpre	HEALTH INSURANCE PRE TAX		81.15				36.35		
udteam	UNION DUES - TEAMSTERS		33.00				15.07		
l&i	L&I - SELF INSURED		6.29						
							Totals:	844.64	
Benefit Code and Description			Amount				Amount		
medpre	HEALTH INSURANCE PRE TAX		662.49				268.99		
socsec	SOCIAL SECURITY		155.48				51.78		
medtx	MEDICARE TAX		36.35				10.32		
fmlatx	WA Paid Family & Medical Leave		5.65				2.58		
							Totals:	1,193.64	
							Gross Earnings by Fund:	2,589.05	88.00
							Total Fund Deductions:	844.64	
							Fund Net:	1,744.41	

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Fund Worked : 11331
Emps : 1

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		5,459.00	160.00	h	HOLIDAY		545.90	16.00
					Totals:			6,004.90	176.00
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		589.76	h457	MASSMUTUAL 457		500.00		
pers2	PERS 2 RETIREMENT		381.91	socsec	SOCIAL SECURITY		358.21		
medpre	HEALTH INSURANCE PRE TAX		227.30	medtx	MEDICARE TAX		83.78		
udteam	UNION DUES - TEAMSTERS		77.00	fmlatx	WA Paid Family & Medical Leave		34.95		
l&i	L&I - SELF INSURED		12.66	Totals:			2,265.57		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		1,260.00	pers2	PERS 2 RETIREMENT		623.91		
socsec	SOCIAL SECURITY		358.21	401a	401A DEFERRED COMPENSATION		120.10		
medtx	MEDICARE TAX		83.78	l&i	L&I - SELF INSURED		20.78		
fmlatx	WA Paid Family & Medical Leave		13.09	unemp	UNEMPLOYMENT		6.01		
				Totals:			2,485.88		
				Gross Earnings by Fund:			6,004.90		176.00
				Total Fund Deductions:			2,265.57		
				Fund Net:			3,739.33		

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Fund Worked : 11401
Emps : 1

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		555.02	28.00					
					Totals:			555.02	28.00
Deduction Code and Description			Amount		Deduction Code and Description			Amount	
socsec	SOCIAL SECURITY		34.41		fedtx	FEDERAL WITHHOLDING TAX		11.75	
medtx	MEDICARE TAX		8.05		fmlatx	WA Paid Family & Medical Leave		3.23	
l&i	L&I - SELF INSURED		2.22						
					Totals:			59.66	
Benefit Code and Description			Amount		Benefit Code and Description			Amount	
socsec	SOCIAL SECURITY		34.41		medtx	MEDICARE TAX		8.05	
l&i	L&I - SELF INSURED		3.64		fmlatx	WA Paid Family & Medical Leave		1.21	
unemp	UNEMPLOYMENT		0.56						
					Totals:			47.87	
					Gross Earnings by Fund:			555.02	28.00
					Total Fund Deductions:			59.66	
					Fund Net:			495.36	

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Fund Worked : 12401
Emps : 1

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		1,269.78	69.00					
					Totals:			1,269.78	69.00
Deduction Code and Description			Amount		Deduction Code and Description			Amount	
socsec	SOCIAL SECURITY		78.73		medtx	MEDICARE TAX		18.41	
fedtx	FEDERAL WITHHOLDING TAX		11.56		fmlatx	WA Paid Family & Medical Leave		7.39	
l&i	L&I - SELF INSURED		5.46						
					Totals:			121.55	
Benefit Code and Description			Amount		Benefit Code and Description			Amount	
socsec	SOCIAL SECURITY		78.73		medtx	MEDICARE TAX		18.41	
l&i	L&I - SELF INSURED		8.96		fmlatx	WA Paid Family & Medical Leave		2.77	
unemp	UNEMPLOYMENT		1.27						
					Totals:			110.14	
					Gross Earnings by Fund:			1,269.78	69.00
					Total Fund Deductions:			121.55	
					Fund Net:			1,148.23	

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Fund Worked : 13001
Emps : 1

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		3,762.38	152.00	h	HOLIDAY		396.04	16.00
s	SICK		198.02	8.00					
					Totals:			4,356.44	176.00
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
pers2	PERS 2 RETIREMENT		277.07	socsec	SOCIAL SECURITY		256.01		
medpre	HEALTH INSURANCE PRE TAX		227.30	fedtx	FEDERAL WITHHOLDING TAX		141.31		
401a	401A DEFERRED COMPENSATION		130.69	medtx	MEDICARE TAX		59.87		
udteam	UNION DUES - TEAMSTERS		56.00	fmlatx	WA Paid Family & Medical Leave		25.36		
l&i	L&I - SELF INSURED		12.02						
				Totals:			1,185.63		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		1,260.00	pers2	PERS 2 RETIREMENT		452.63		
socsec	SOCIAL SECURITY		256.01	l&i	L&I - SELF INSURED		141.91		
401a	401A DEFERRED COMPENSATION		87.13	medtx	MEDICARE TAX		59.87		
fmlatx	WA Paid Family & Medical Leave		9.49	unemp	UNEMPLOYMENT		4.36		
				Totals:			2,271.40		
				Gross Earnings by Fund:			4,356.44		176.00
				Total Fund Deductions:			1,185.63		
				Fund Net:			3,170.81		

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Fund Worked : 50401
Emps : 3

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		5,506.37	169.00					
					Totals:			5,506.37	169.00
Deduction Code and Description			Amount		Deduction Code and Description			Amount	
fedtx	FEDERAL WITHHOLDING TAX		515.38		socsec	SOCIAL SECURITY		341.39	
medtx	MEDICARE TAX		79.85		fmlatx	WA Paid Family & Medical Leave		32.05	
l&i	L&I - SELF INSURED		13.37						
					Totals:			982.04	
Benefit Code and Description			Amount		Benefit Code and Description			Amount	
socsec	SOCIAL SECURITY		341.39		l&i	L&I - SELF INSURED		162.80	
medtx	MEDICARE TAX		79.85		fmlatx	WA Paid Family & Medical Leave		12.00	
unemp	UNEMPLOYMENT		5.51						
					Totals:			601.55	
					Gross Earnings by Fund:			5,506.37	169.00
					Total Fund Deductions:			982.04	
					Fund Net:			4,524.33	

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Fund Worked : 65101
Emps : 2

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		8,575.21	200.00					
					Totals:			8,575.21	200.00
Deduction Code and Description			Amount		Deduction Code and Description			Amount	
leoff2	LEOFF 2 RETIREMENT		629.11		fedtx	FEDERAL WITHHOLDING TAX		576.87	
fd1457	DRS 457 DEFERRED COMP FIRE 1		400.00		medtx	MEDICARE TAX		124.34	
socsec	SOCIAL SECURITY		74.40		l&i1	L&I - FIRE 1		67.05	
fmlf1	WA Paid Family & Medical Leave		49.92						
					Totals:			1,921.69	
Benefit Code and Description			Amount		Benefit Code and Description			Amount	
leoff2	LEOFF 2 RETIREMENT		390.89		medtx	MEDICARE TAX		124.34	
socsec	SOCIAL SECURITY		74.40						
					Totals:			589.63	
					Gross Earnings by Fund:			8,575.21	200.00
					Total Fund Deductions:			1,921.69	
					Fund Net:			6,653.52	

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Fund Worked : 65151
Emps : 13

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		7,432.66	183.00					
					Totals:			7,432.66	183.00
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		571.40	socsec	SOCIAL SECURITY		460.85		
medtx	MEDICARE TAX		107.81	fmif5	WA Paid Family & Medical Leave		43.30		
				Totals:			1,183.36		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
socsec	SOCIAL SECURITY		460.85	medtx	MEDICARE TAX		107.81		
				Totals:			568.66		
				Gross Earnings by Fund:			7,432.66		183.00
				Total Fund Deductions:			1,183.36		
				Fund Net:			6,249.30		

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Fund Worked : 65161
Emps : 1

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		246.33	17.00					
					Totals:			246.33	17.00
Deduction Code and Description			Amount		Deduction Code and Description			Amount	
socsec	SOCIAL SECURITY		15.27		medtx	MEDICARE TAX		3.57	
fmlf6	WA Paid Family & Medical Leave		1.43						
					Totals:			20.27	
Benefit Code and Description			Amount		Benefit Code and Description			Amount	
socsec	SOCIAL SECURITY		15.27		medtx	MEDICARE TAX		3.57	
					Totals:			18.84	
					Gross Earnings by Fund:			246.33	17.00
					Total Fund Deductions:			20.27	
					Fund Net:			226.06	

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Fund Worked : 65171
Emps : 13

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		15,714.65	374.73					
					Totals:			15,714.65	374.73
Deduction Code and Description			Amount		Deduction Code and Description			Amount	
fedtx	FEDERAL WITHHOLDING TAX		964.28		leof#4	LEOFF 2 RETIREMENT FIRE 4		782.97	
socsec	SOCIAL SECURITY		405.22		medtx	MEDICARE TAX		227.87	
fmlf4	WA Paid Family & Medical Leave		91.50		l&if4	L&I - FIRE 4		88.77	
					Totals:			2,560.61	
Benefit Code and Description			Amount		Benefit Code and Description			Amount	
leof#4	LEOFF 2 RETIREMENT FIRE 4		486.49		socsec	SOCIAL SECURITY		405.22	
medtx	MEDICARE TAX		227.87						
					Totals:			1,119.58	
					Gross Earnings by Fund:			15,714.65	374.73
					Total Fund Deductions:			2,560.61	
					Fund Net:			13,154.04	

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Fund Worked : 67101
Emps : 3

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		6,127.80	281.50	ott	OVERTIME - TAXING DIST		793.50	23.00
					Totals:			6,921.30	304.50
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		539.67	socsec	SOCIAL SECURITY		429.12		
pers2	PERS 2 RETIREMENT		307.92	medtx	MEDICARE TAX		100.36		
l&iagn	L&I - AGNEW		84.43				Totals:	1,461.50	
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
pers2	PERS 2 RETIREMENT		503.03	socsec	SOCIAL SECURITY		429.12		
medtx	MEDICARE TAX		100.36	fmlagn	WA Paid Family & Medical Leave		40.29		
				Totals:			1,072.80		
				Gross Earnings by Fund:			6,921.30		304.50
				Total Fund Deductions:			1,461.50		
				Fund Net:			5,459.80		

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Fund Worked : 67121
Emps : 3

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		2,365.00	45.00					
					Totals:			2,365.00	45.00
Deduction Code and Description			Amount		Deduction Code and Description			Amount	
socsec	SOCIAL SECURITY		146.64		medtx	MEDICARE TAX		34.29	
fmlcn	WA Paid Family & Medical Leave		13.76						
					Totals:			194.69	
Benefit Code and Description			Amount		Benefit Code and Description			Amount	
socsec	SOCIAL SECURITY		146.64		medtx	MEDICARE TAX		34.29	
					Totals:			180.93	
					Gross Earnings by Fund:			2,365.00	45.00
					Total Fund Deductions:			194.69	
					Fund Net:			2,170.31	

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Fund Worked : 67141
Emps : 3

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		5,480.00	192.00					
					Totals:			5,480.00	192.00
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
socsec	SOCIAL SECURITY		339.76	pers2h	PERS 2 RETIREMENT - HIGHLAND		303.75		
fedtx	FEDERAL WITHHOLDING TAX		223.00	medtx	MEDICARE TAX		79.46		
l&ihig	L&I - HIGHLAND IRRIGATION		52.25	fmlhig	WA Paid Family & Medical Leave		31.90		
				Totals:			1,030.12		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
pers2h	PERS 2 RETIREMENT - HIGHLAND		496.23	socsec	SOCIAL SECURITY		339.76		
medtx	MEDICARE TAX		79.46						
				Totals:			915.45		
				Gross Earnings by Fund:			5,480.00		192.00
				Total Fund Deductions:			1,030.12		
				Fund Net:			4,449.88		

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Labor Distribution Totals By Fund
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Fund Worked : 67701
Emps : 6

Earnings Code & Description		Amount	Hours	Earnings Code & Description		Amount	Hours
r	REGULAR	7,100.00	300.00	bhu	BENEFIT HOURS USED - TAX DIST	99.00	4.50
				Totals:	7,199.00	304.50	
Deduction Code and Description		Amount	Deduction Code and Description		Amount		
socsec	SOCIAL SECURITY	446.34	fedtx	FEDERAL WITHHOLDING TAX	208.58		
medtx	MEDICARE TAX	104.39	fmlbld	WA Paid Family & Medical Leave	41.90		
				Totals:	801.21		
Benefit Code and Description		Amount	Benefit Code and Description		Amount		
socsec	SOCIAL SECURITY	446.34	medtx	MEDICARE TAX	104.39		
				Totals:	550.73		
				Gross Earnings by Fund:	7,199.00	304.50	
				Total Fund Deductions:	801.21		
				Fund Net:	6,397.79		

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Labor Distribution Totals By Fund
CLALLAM COUNTY
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Fund Worked : 67731
Emps : 9

Earnings Code & Description		Amount	Hours	Earnings Code & Description		Amount	Hours
r	REGULAR	30,889.35	1,027.00	bhu	BENEFIT HOURS USED - TAX DIST	9,649.14	261.50
ott	OVERTIME - TAXING DIST	1,648.15	36.50				
				Totals:	42,186.64	1,325.00	
Deduction Code and Description		Amount	Deduction Code and Description		Amount		
fedtx	FEDERAL WITHHOLDING TAX	2,920.05	socsec	SOCIAL SECURITY	2,615.57		
pers2s	PERS 2 RETIREMENT - SUNLAND	2,604.73	medtx	MEDICARE TAX	611.70		
medsun	HEALTH INSURANCE SUNLAND	430.16	fmlsun	WA Paid Family & Medical Leave	245.56		
l&isun	L&I - SUNLAND	226.53					
				Totals:	9,654.30		
Benefit Code and Description		Amount	Benefit Code and Description		Amount		
medsun	HEALTH INSURANCE SUNLAND	11,472.64	pers2s	PERS 2 RETIREMENT - SUNLAND	4,255.19		
socsec	SOCIAL SECURITY	2,615.57	medtx	MEDICARE TAX	611.70		
				Totals:	18,955.10		
				Gross Earnings by Fund:	42,186.64	1,325.00	
				Total Fund Deductions:	9,654.30		
				Fund Net:	32,532.34		

Labor Distribution Totals By Fund
CLALLAM COUNTY
01/01/2023 to 01/31/2023-1 Cycle m

Fund Worked : - Totals -
Emps : 208

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		743,414.51	19,933.63	h	HOLIDAY		46,099.27	1,201.80
v	VACATION		30,482.19	714.75	s	SICK		28,831.51	757.50
o25v	OT X 2.5 - CORR VOLUNTEER/SHRF		27,832.78	303.75	o15s	OVERTIME X 1.5 - SHERIFF DEPT		17,245.46	269.00
vp	VACATION PAYOFF		16,147.84	404.43	bhu	BENEFIT HOURS USED - TAX DIST		9,748.14	266.00
fh	FLOATING HOLIDAY		4,736.03	136.40	o15j	OVERTIME x 1.5 - JUV DETENTION		3,085.12	73.75
accred	ACCREDITATION PAY		2,492.57		ott	OVERTIME - TAXING DIST		2,441.65	59.50
ohjd	OT HOLIDAY - JUV DETENTION		1,760.26	42.00	sc15	HHS SCANNING PROJ OT X 1.5		1,722.74	29.75
bsba	BS/BA EDUCATION INCENTIVE		1,656.55		aute	AUTO ALLOWANCE ELECTED		1,360.00	
aaas	AA/AS EDUCATION INCENTIVE		1,296.65		oth	OVERTIME X 1.5 - HOURLY		1,236.23	83.65
detpay	DETECTIVE PAY		1,171.22		fl	FUNERAL LEAVE		1,140.63	36.00
clth	CLOTHING ALLOWANCE		1,000.00		auto	AUTO ALLOWANCE CONTRACTUAL		680.00	
cu	COMP USED		604.65	17.50	jd	JURY DUTY		470.74	16.00
o20m	OT X 2.0 - CORR MANDATORY/SHRF		433.98	6.50	oc2	ON CALL NON-SHIFT DAY		413.41	4.00
oc1	ON CALL SHIFT DAY		324.87	9.00	swa	SICK - WA PART-TIME		258.17	12.40
phsm	PHONE STIPEND SMART PHONE		240.00		fto	FTO PREMIUM		190.34	97.00
aspj	ACTING SUPERVISOR PAY JUVENILE		179.87	132.00	wep	WEST END PAY		100.00	
aspd	SHERIFF ACTING SUP PAY DEPUTY		49.42	24.00	swapt	SICK PAYOFF - TERMINATION 10%		47.79	1.48
asp	SHERIFF ACTING SUPERVISOR PAY		45.46	27.50	phns	PHONE STIPEND		20.00	
					Totals:			948,960.05	24,659.29

Deduction Code and Description			Amount	Deduction Code and Description			Amount
fedtx	FEDERAL WITHHOLDING TAX		85,904.29	socsec	SOCIAL SECURITY		55,764.36
pers2	PERS 2 RETIREMENT		27,546.14	401a	401A DEFERRED COMPENSATION		17,238.08
leoff2	LEOFF 2 RETIREMENT		16,230.12	medtx	MEDICARE TAX		13,281.83
medpre	HEALTH INSURANCE PRE TAX		12,969.96	icm457	ICMA DEFERRED COMP		12,327.06
h457	MASSMUTUAL 457		7,504.18	psers	PSERS RETIREMENT		7,116.11
fmlatx	WA Paid Family & Medical Leave		4,865.69	pers3	PERS 3 RETIREMENT		4,710.66
n457	NATIONWIDE 457		3,651.87	udteam	UNION DUES - TEAMSTERS		2,910.00
pers2s	PERS 2 RETIREMENT - SUNLAND		2,604.73	l&i	L&I - SELF INSURED		1,392.04
garnfe	GARNISHMENT FEE		1,107.20	afipre	AFLAC PRE TAX		1,004.70
udpd	UNION DUES - 1619 D		891.00	genpre	SUN LIFE PRE TAX		811.84
ltdshr	LTD - SHERIFF		804.78	leoff#4	LEOFF 2 RETIREMENT FIRE 4		782.97
udmp	UNION DUES - 1619 MP		617.50	udps	UNION DUES - 1619 S		512.75
hr125	HEALTH REIMBURSEMENT		505.00	h457rt	ROTH-EMPOWER 457		500.00
udcd	UNION DUES - 1619 CD C		494.00	udlc	UNION DUES - 1619 LC		432.25
colaft	COLONIAL LIFE INS. POST TAX		431.42	medsun	HEALTH INSURANCE SUNLAND		430.16
fd1457	DRS 457 DEFERRED COMP FIRE 1		400.00	pers2h	PERS 2 RETIREMENT - HIGHLAND		303.75

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Deduction Code and Description		Amount
n457rt	ROTH-NATIONWIDE 457	300.00
udcs	UNION DUES - 1619 CS	247.00
l&isun	L&I - SUNLAND	226.53
uw	UNITED WAY	135.00
l&if4	L&I - FIRE 4	88.77
l&iagn	L&I - AGNEW	84.43
wsatf	1619CD WSATF DUES	60.00
shrfcf	SHERIFF COFFEE FUND	51.00
fmlf5	WA Paid Family & Medical Leave	43.30
shrfnd	SHERIFF EMPLOYEE FUND	36.00
fmlcln	WA Paid Family & Medical Leave	13.76

Benefit Code and Description		Amount
medpre	HEALTH INSURANCE PRE TAX	143,671.14
pers2	PERS 2 RETIREMENT	42,488.28
401a	401A DEFERRED COMPENSATION	13,798.52
medsun	HEALTH INSURANCE SUNLAND	11,472.64
leoff2	LEOFF 2 RETIREMENT	10,084.34
pers3	PERS 3 RETIREMENT	6,997.38
fmlatx	WA Paid Family & Medical Leave	1,821.71
pers2h	PERS 2 RETIREMENT - HIGHLAND	496.23
genpre	SUN LIFE PRE TAX	292.00

Deduction Code and Description		Amount
aflaft	AFLAC POST TAX	275.81
fmlsun	WA Paid Family & Medical Leave	245.56
dshs	DSHS CHILD SUPPORT	200.00
fmlf4	WA Paid Family & Medical Leave	91.50
colpre	COLONIAL LIFE INS. PRE TAX	88.12
l&i1	L&I - FIRE 1	67.05
l&ihig	L&I - HIGHLAND IRRIGATION	52.25
fmlf1	WA Paid Family & Medical Leave	49.92
fmlbld	WA Paid Family & Medical Leave	41.90
fmlhig	WA Paid Family & Medical Leave	31.90
fmlf6	WA Paid Family & Medical Leave	1.43
Totals:		288,477.67

Benefit Code and Description		Amount
socsec	SOCIAL SECURITY	55,764.36
l&i	L&I - SELF INSURED	17,195.84
medtx	MEDICARE TAX	13,281.83
psers	PSERS RETIREMENT	11,461.26
vebahr	HRA VEBA	9,919.79
pers2s	PERS 2 RETIREMENT - SUNLAND	4,255.19
unemp	UNEMPLOYMENT	754.97
leoff#4	LEOFF 2 RETIREMENT FIRE 4	486.49
fmlagn	WA Paid Family & Medical Leave	40.29
Totals:		344,282.26

Grand Total Gross Earnings:	948,960.05	24,659.29
Grand Total Deductions:	288,477.67	
Grand Total Net:	660,482.38	

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Labor Distribution Totals By Fund
CLALLAM COUNTY
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Semi-Monthly Page: 1

Fund Worked : 00100
Emps : 198

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		502,592.96	15,830.08	h	HOLIDAY		40,340.42	1,265.85
s	SICK		24,122.06	737.50	v	VACATION		11,309.89	338.79
o25v	OT X 2.5 - CORR VOLUNTEER/SHRF		10,864.42	134.40	o15s	OVERTIME X 1.5 - SHERIFF DEPT		9,155.38	169.25
fh	FLOATING HOLIDAY		8,652.49	274.50	sc15	HHS SCANNING PROJ OT X 1.5		7,171.91	168.50
ohjd	OT HOLIDAY - JUV DETENTION		1,768.27	48.00	accred	ACCREDITATION PAY		1,131.64	
oth	OVERTIME X 1.5 - HOURLY		1,019.83	81.50	fl	FUNERAL LEAVE		899.74	24.75
auto	AUTO ALLOWANCE CONTRACTUAL		850.00		dont	DONATED TIME USED		816.66	35.53
o15j	OVERTIME x 1.5 - JUV DETENTION		686.84	18.50	aute	AUTO ALLOWANCE ELECTED		680.00	
mil	MILITARY LEAVE		661.35	24.00	oc1	ON CALL SHIFT DAY		656.27	17.00
cu	COMP USED		652.56	21.25	bsba	BS/BA EDUCATION INCENTIVE		616.89	
oc2	ON CALL NON-SHIFT DAY		344.16	3.00	o25h	OT X 2.5 - HRS OVER HOL PAY		265.08	3.00
uapr	URINE ANALYSIS PREMIUM		253.25		fto	FTO PREMIUM		230.66	126.00
phsm	PHONE STIPEND SMART PHONE		220.00		detpay	DETECTIVE PAY		99.43	
asp	SHERIFF ACTING SUPERVISOR PAY		93.12	59.50	aspj	ACTING SUPERVISOR PAY JUVENILE		65.56	48.00
aaas	AA/AS EDUCATION INCENTIVE		58.04		phns	PHONE STIPEND		50.00	

Totals: 626,328.88 19,428.90

Deduction Code and Description		Amount
fedtx	FEDERAL WITHHOLDING TAX	49,679.19
medpre	HEALTH INSURANCE PRE TAX	32,329.43
401a	401A DEFERRED COMPENSATION	11,653.37
medtx	MEDICARE TAX	8,467.63
psers	PSERS RETIREMENT	4,337.09
fmlatx	WA Paid Family & Medical Leave	3,621.09
aflpre	AFLAC PRE TAX	1,900.84
h457	MASSMUTUAL 457	1,312.30
n457	NATIONWIDE 457	1,147.50
dc125	DEPENDENT CARE	833.32
ltdshr	LTD - SHERIFF	670.65
udpd	UNION DUES - 1619 D	482.69
evggar	EVERGREEN FIN GARNISHMENT	371.61
udmp	UNION DUES - 1619 MP	339.68
colaft	COLONIAL LIFE INS. POST TAX	279.25
udtint	TEAMSTERS INIT FEE or ADJ	100.00
uw	UNITED WAY	85.00
udcs	UNION DUES - 1619 CS	30.88
shrfnd	SHERIFF EMPLOYEE FUND	14.80

Deduction Code and Description		Amount
socsec	SOCIAL SECURITY	36,206.33
pers2	PERS 2 RETIREMENT	27,781.08
icm457	ICMA DEFERRED COMP	8,891.31
leoff2	LEOFF 2 RETIREMENT	4,923.68
pers3	PERS 3 RETIREMENT	3,687.16
udteam	UNION DUES - TEAMSTERS	3,045.55
genpre	SUN LIFE PRE TAX	1,523.07
l&i	L&I - SELF INSURED	1,250.97
hr125	HEALTH REIMBURSEMENT	908.33
rth457	ROTH-ICMA DEFERRED COMP	695.35
dshs	DSHS CHILD SUPPORT	637.38
pers1	PERS 1 RETIREMENT	458.28
udcd	UNION DUES - 1619 CD C	361.64
udlc	UNION DUES - 1619 LC	305.88
aflaft	AFLAC POST TAX	255.53
colpre	COLONIAL LIFE INS. PRE TAX	96.80
udps	UNION DUES - 1619 S	73.26
shrfcf	SHERIFF COFFEE FUND	15.00
garnfe	GARNISHMENT FEE	0.50

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Labor Distribution Totals By Fund
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Fund Worked : 00100
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			Totals:		208,773.42		
Benefit Code and Description		Amount	Benefit Code and Description		Amount		
medpre	HEALTH INSURANCE PRE TAX	247,387.25	pers2	PERS 2 RETIREMENT	44,628.74		
socsec	SOCIAL SECURITY	36,206.33	l&i	L&I - SELF INSURED	11,119.09		
401a	401A DEFERRED COMPENSATION	10,909.17	vebahr	HRA VEBA	9,426.95		
medtx	MEDICARE TAX	8,467.63	psers	PSERS RETIREMENT	6,985.34		
pers3	PERS 3 RETIREMENT	5,715.42	leoff2	LEOFF 2 RETIREMENT	3,059.26		
fmlatx	WA Paid Family & Medical Leave	1,355.88	pers1	PERS 1 RETIREMENT	793.59		
unemp	UNEMPLOYMENT	595.47	genpre	SUN LIFE PRE TAX	554.79		
			Totals:		387,204.91		
			Gross Earnings by Fund:		626,328.88	19,428.90	
			Total Fund Deductions:		208,773.42		
			Fund Net:		417,555.46		

Labor Distribution Totals By Fund
CLALLAM COUNTY
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Fund Worked : 11301
Emps : 13

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		22,965.19	803.00	h	HOLIDAY		2,158.88	75.20
sc15	HHS SCANNING PROJ OT X 1.5		1,849.25	50.75	s	SICK		719.01	24.00
fh	FLOATING HOLIDAY		499.52	14.25	oth	OVERTIME X 1.5 - HOURLY		135.28	9.50
cu	COMP USED		68.24	2.00	v	VACATION		34.12	1.00
					Totals:			28,429.49	979.70
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		2,075.34	medpre	HEALTH INSURANCE PRE TAX		1,977.19		
pers2	PERS 2 RETIREMENT		1,808.14	socsec	SOCIAL SECURITY		1,629.65		
401a	401A DEFERRED COMPENSATION		731.04	icm457	ICMA DEFERRED COMP		575.10		
medtx	MEDICARE TAX		381.14	udteam	UNION DUES - TEAMSTERS		251.04		
fmlatx	WA Paid Family & Medical Leave		165.49	aflpre	AFLAC PRE TAX		117.91		
rth457	ROTH-ICMA DEFERRED COMP		93.53	l&i	L&I - SELF INSURED		68.94		
aflaft	AFLAC POST TAX		68.40	udmp	UNION DUES - 1619 MP		61.76		
hr125	HEALTH REIMBURSEMENT		50.00	Totals:			10,054.67		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		12,650.00	pers2	PERS 2 RETIREMENT		2,953.83		
socsec	SOCIAL SECURITY		1,629.65	401a	401A DEFERRED COMPENSATION		455.25		
l&i	L&I - SELF INSURED		445.09	medtx	MEDICARE TAX		381.14		
fmlatx	WA Paid Family & Medical Leave		61.95	vebahr	HRA VEBA		50.00		
unemp	UNEMPLOYMENT		28.43	Totals:			18,655.34		
				Gross Earnings by Fund:			28,429.49	979.70	
				Total Fund Deductions:			10,054.67		
				Fund Net:			18,374.82		

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Labor Distribution Totals By Fund
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Fund Worked : 11701
Emps : 2

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		4,615.71	153.75	s	SICK		962.68	33.00
h	HOLIDAY		476.92	16.00	oth	OVERTIME X 1.5 - HOURLY		104.33	6.75
					Totals:			6,159.64	209.50
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		466.15	pers2	PERS 2 RETIREMENT		391.75		
socsec	SOCIAL SECURITY		367.80	medpre	HEALTH INSURANCE PRE TAX		227.30		
401a	401A DEFERRED COMPENSATION		154.56	medtx	MEDICARE TAX		86.02		
udtint	TEAMSTERS INIT FEE or ADJ		50.00	fmlatx	WA Paid Family & Medical Leave		35.86		
udteam	UNION DUES - TEAMSTERS		35.00	l&i	L&I - SELF INSURED		12.16		
				Totals:			1,826.60		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		2,520.00	pers2	PERS 2 RETIREMENT		639.98		
socsec	SOCIAL SECURITY		367.80	medtx	MEDICARE TAX		86.02		
401a	401A DEFERRED COMPENSATION		61.82	l&i	L&I - SELF INSURED		19.97		
fmlatx	WA Paid Family & Medical Leave		13.43	unemp	UNEMPLOYMENT		6.16		
				Totals:			3,715.18		
				Gross Earnings by Fund:			6,159.64		209.50
				Total Fund Deductions:			1,826.60		
				Fund Net:			4,333.04		

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Labor Distribution Totals By Fund
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Fund Worked : 12201
Emps : 1

Earnings Code & Description		Amount	Hours
r	REGULAR	1,229.77	52.20
s	SICK	14.14	0.60

Earnings Code & Description		Amount	Hours
h	HOLIDAY	113.08	4.80
Totals:		1,356.99	57.60

Deduction Code and Description		Amount
fedtx	FEDERAL WITHHOLDING TAX	140.92
pers2	PERS 2 RETIREMENT	86.30
401a	401A DEFERRED COMPENSATION	67.85
udteam	UNION DUES - TEAMSTERS	15.91
l&i	L&I - SELF INSURED	4.12

Deduction Code and Description		Amount
medpre	HEALTH INSURANCE PRE TAX	136.39
socsec	SOCIAL SECURITY	75.68
medtx	MEDICARE TAX	17.70
fmlatx	WA Paid Family & Medical Leave	7.90
Totals:		552.77

Benefit Code and Description		Amount
medpre	HEALTH INSURANCE PRE TAX	756.01
socsec	SOCIAL SECURITY	75.68
medtx	MEDICARE TAX	17.70
fmlatx	WA Paid Family & Medical Leave	2.96

Benefit Code and Description		Amount
pers2	PERS 2 RETIREMENT	140.99
401a	401A DEFERRED COMPENSATION	27.13
l&i	L&I - SELF INSURED	6.78
unemp	UNEMPLOYMENT	1.35
Totals:		1,028.60

Gross Earnings by Fund:	1,356.99	57.60
Total Fund Deductions:	552.77	
Fund Net:	804.22	

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Labor Distribution Totals By Fund
CLALLAM COUNTY
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Fund Worked : 12401
Emps : 1

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		539.07	17.87	s	SICK		124.40	4.12
h	HOLIDAY		60.31	2.00					
					Totals:			723.78	23.99
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		51.43	pers2	PERS 2 RETIREMENT		46.04		
socsec	SOCIAL SECURITY		42.90	medpre	HEALTH INSURANCE PRE TAX		31.82		
icm457	ICMA DEFERRED COMP		25.00	medtx	MEDICARE TAX		10.03		
udteam	UNION DUES - TEAMSTERS		8.50	fmlatx	WA Paid Family & Medical Leave		4.21		
l&i	L&I - SELF INSURED		1.44	Totals:			221.37		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		340.00	pers2	PERS 2 RETIREMENT		75.21		
socsec	SOCIAL SECURITY		42.90	401a	401A DEFERRED COMPENSATION		14.48		
medtx	MEDICARE TAX		10.03	l&i	L&I - SELF INSURED		2.35		
fmlatx	WA Paid Family & Medical Leave		1.58	unemp	UNEMPLOYMENT		0.73		
				Totals:			487.28		
				Gross Earnings by Fund:			723.78		23.99
				Total Fund Deductions:			221.37		
				Fund Net:			502.41		

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Labor Distribution Totals By Fund
CLALLAM COUNTY
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Fund Worked : 13001
Emps : 1

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		2,517.04	88.00	h	HOLIDAY		228.80	8.00
					Totals:			2,745.84	96.00
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		201.60	fedtx	FEDERAL WITHHOLDING TAX		189.46		
pers2	PERS 2 RETIREMENT		174.64	socsec	SOCIAL SECURITY		157.74		
401a	401A DEFERRED COMPENSATION		137.29	medtx	MEDICARE TAX		36.89		
udmp	UNION DUES - 1619 MP		30.88	fmlatx	WA Paid Family & Medical Leave		15.98		
l&i	L&I - SELF INSURED		6.33				Totals:	950.81	
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		1,235.00	pers2	PERS 2 RETIREMENT		285.29		
socsec	SOCIAL SECURITY		157.74	l&i	L&I - SELF INSURED		74.69		
401a	401A DEFERRED COMPENSATION		54.92	medtx	MEDICARE TAX		36.89		
vebahr	HRA VEBA		25.00	fmlatx	WA Paid Family & Medical Leave		5.98		
unemp	UNEMPLOYMENT		2.75				Totals:	1,878.26	
							Gross Earnings by Fund:	2,745.84	96.00
							Total Fund Deductions:	950.81	
							Fund Net:	1,795.03	

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Fund Worked : 19914
Emps : 2

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		4,120.46	144.00	h	HOLIDAY		405.87	14.40
s	SICK		396.04	16.00	v	VACATION		51.96	1.60
					Totals:			4,974.33	176.00
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
pers2	PERS 2 RETIREMENT		316.37	fedtx	FEDERAL WITHHOLDING TAX		316.23		
socsec	SOCIAL SECURITY		308.41	401a	401A DEFERRED COMPENSATION		201.20		
medtx	MEDICARE TAX		72.13	fmlatx	WA Paid Family & Medical Leave		28.95		
udteam	UNION DUES - TEAMSTERS		28.00	l&i	L&I - SELF INSURED		11.40		
				Totals:			1,282.69		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		2,520.00	pers2	PERS 2 RETIREMENT		516.83		
socsec	SOCIAL SECURITY		308.41	401a	401A DEFERRED COMPENSATION		99.49		
medtx	MEDICARE TAX		72.13	l&i	L&I - SELF INSURED		18.70		
fmlatx	WA Paid Family & Medical Leave		10.84	unemp	UNEMPLOYMENT		4.98		
				Totals:			3,551.38		
				Gross Earnings by Fund:			4,974.33	176.00	
				Total Fund Deductions:			1,282.69		
				Fund Net:			3,691.64		

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Fund Worked : 19951
Emps : 1

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		4,178.15	88.00	auto	AUTO ALLOWANCE CONTRACTUAL		170.00	
					Totals:		4,348.15		88.00
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		546.81	medpre	HEALTH INSURANCE PRE TAX		301.60		
pers2	PERS 2 RETIREMENT		265.73	socsec	SOCIAL SECURITY		247.37		
medtx	MEDICARE TAX		57.85	genpre	SUN LIFE PRE TAX		56.76		
fmlatx	WA Paid Family & Medical Leave		25.31	l&i	L&I - SELF INSURED		6.33		
				Totals:			1,507.76		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		1,135.00	pers2	PERS 2 RETIREMENT		434.11		
socsec	SOCIAL SECURITY		247.37	vebahr	HRA VEBA		125.00		
medtx	MEDICARE TAX		57.85	l&i	L&I - SELF INSURED		10.39		
genpre	SUN LIFE PRE TAX		10.00	fmlatx	WA Paid Family & Medical Leave		9.48		
unemp	UNEMPLOYMENT		4.18						
				Totals:			2,033.38		
				Gross Earnings by Fund:			4,348.15		88.00
				Total Fund Deductions:			1,507.76		
				Fund Net:			2,840.39		

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Labor Distribution Totals By Fund
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Fund Worked : 50401
Emps : 4

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours	
r	REGULAR		11,451.12	274.50	h	HOLIDAY		1,057.75	26.00	
s	SICK		476.99	17.00	v	VACATION		301.67	11.00	
auto	AUTO ALLOWANCE CONTRACTUAL		170.00							
					Totals:				13,457.53	328.50
Deduction Code and Description			Amount	Deduction Code and Description			Amount			
fedtx	FEDERAL WITHHOLDING TAX		1,577.09	socsec	SOCIAL SECURITY		823.18			
h457	MASSMUTUAL 457		557.41	medpre	HEALTH INSURANCE PRE TAX		509.84			
pers2	PERS 2 RETIREMENT		420.29	afipre	AFLAC PRE TAX		222.32			
medtx	MEDICARE TAX		192.53	icm457	ICMA DEFERRED COMP		171.20			
genpre	SUN LIFE PRE TAX		158.82	401a	401A DEFERRED COMPENSATION		155.33			
fmlatx	WA Paid Family & Medical Leave		78.35	l&i	L&I - SELF INSURED		19.46			
shrfcf	SHERIFF COFFEE FUND		5.00	shrfnd	SHERIFF EMPLOYEE FUND		1.00			
				Totals:				4,891.82		
Benefit Code and Description			Amount	Benefit Code and Description			Amount			
medpre	HEALTH INSURANCE PRE TAX		3,857.50	socsec	SOCIAL SECURITY		823.18			
h457	MASSMUTUAL 457		693.99	pers2	PERS 2 RETIREMENT		686.59			
401a	401A DEFERRED COMPENSATION		466.13	vebahr	HRA VEBA		406.25			
medtx	MEDICARE TAX		192.53	l&i	L&I - SELF INSURED		149.30			
genpre	SUN LIFE PRE TAX		65.50	fmlatx	WA Paid Family & Medical Leave		29.33			
unemp	UNEMPLOYMENT		13.30							
				Totals:				7,383.60		
				Gross Earnings by Fund:				13,457.53	328.50	
				Total Fund Deductions:				4,891.82		
				Fund Net:				8,565.71		

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Fund Worked : 50501
Emps : 2

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		1,461.49	36.15	h	HOLIDAY		120.00	2.80
v	VACATION		71.84	2.20					
					Totals:			1,653.33	41.15
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		183.12	401a	401A DEFERRED COMPENSATION		113.70		
icm457	ICMA DEFERRED COMP		112.77	pers2	PERS 2 RETIREMENT		104.10		
socsec	SOCIAL SECURITY		97.87	medpre	HEALTH INSURANCE PRE TAX		61.37		
medtx	MEDICARE TAX		22.90	genpre	SUN LIFE PRE TAX		18.55		
fmlatx	WA Paid Family & Medical Leave		9.63	l&i	L&I - SELF INSURED		2.20		
shrfnd	SHERIFF EMPLOYEE FUND		0.20						
				Totals:			726.41		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		441.00	pers2	PERS 2 RETIREMENT		171.79		
socsec	SOCIAL SECURITY		97.87	401a	401A DEFERRED COMPENSATION		56.31		
vebahr	HRA VEBA		43.75	medtx	MEDICARE TAX		22.90		
genpre	SUN LIFE PRE TAX		6.71	l&i	L&I - SELF INSURED		3.64		
fmlatx	WA Paid Family & Medical Leave		3.60	unemp	UNEMPLOYMENT		1.67		
				Totals:			849.24		
				Gross Earnings by Fund:			1,653.33	41.15	
				Total Fund Deductions:			726.41		
				Fund Net:			926.92		

Fund Worked : - Totals -
Emps : 217

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		555,670.96	17,487.55	h	HOLIDAY		44,962.03	1,415.05
s	SICK		26,815.32	832.22	v	VACATION		11,769.48	354.59
o25v	OT X 2.5 - CORR VOLUNTEER/SHRF		10,864.42	134.40	o15s	OVERTIME X 1.5 - SHERIFF DEPT		9,155.38	169.25
fh	FLOATING HOLIDAY		9,152.01	288.75	sc15	HHS SCANNING PROJ OT X 1.5		9,021.16	219.25
ohjd	OT HOLIDAY - JUV DETENTION		1,768.27	48.00	oth	OVERTIME X 1.5 - HOURLY		1,259.44	97.75
auto	AUTO ALLOWANCE CONTRACTUAL		1,190.00		accrd	ACCREDITATION PAY		1,131.64	
fl	FUNERAL LEAVE		899.74	24.75	dont	DONATED TIME USED		816.66	35.53
cu	COMP USED		720.80	23.25	o15j	OVERTIME x 1.5 - JUV DETENTION		686.84	18.50
aute	AUTO ALLOWANCE ELECTED		680.00		mil	MILITARY LEAVE		661.35	24.00
oc1	ON CALL SHIFT DAY		656.27	17.00	bsba	BS/BA EDUCATION INCENTIVE		616.89	
oc2	ON CALL NON-SHIFT DAY		344.16	3.00	o25h	OT X 2.5 - HRS OVER HOL PAY		265.08	3.00
uapr	URINE ANALYSIS PREMIUM		253.25		fto	FTO PREMIUM		230.66	126.00
phsm	PHONE STIPEND SMART PHONE		220.00		detpay	DETECTIVE PAY		99.43	
asp	SHERIFF ACTING SUPERVISOR PAY		93.12	59.50	aspj	ACTING SUPERVISOR PAY JUVENILE		65.56	48.00
aaas	AA/AS EDUCATION INCENTIVE		58.04		phns	PHONE STIPEND		50.00	
					Totals:			690,177.96	21,429.34

Deduction Code and Description			Amount	Deduction Code and Description			Amount
fedtx	FEDERAL WITHHOLDING TAX		55,225.74	socsec	SOCIAL SECURITY		39,956.93
medpre	HEALTH INSURANCE PRE TAX		35,776.54	pers2	PERS 2 RETIREMENT		31,394.44
401a	401A DEFERRED COMPENSATION		13,214.34	icm457	ICMA DEFERRED COMP		9,775.38
medtx	MEDICARE TAX		9,344.82	leoff2	LEOFF 2 RETIREMENT		4,923.68
psers	PSERS RETIREMENT		4,337.09	fmlatx	WA Paid Family & Medical Leave		3,992.77
pers3	PERS 3 RETIREMENT		3,687.16	udteam	UNION DUES - TEAMSTERS		3,384.00
aflpre	AFLAC PRE TAX		2,241.07	h457	MASSMUTUAL 457		1,869.71
genpre	SUN LIFE PRE TAX		1,757.20	l&i	L&I - SELF INSURED		1,383.35
n457	NATIONWIDE 457		1,147.50	hr125	HEALTH REIMBURSEMENT		958.33
dc125	DEPENDENT CARE		833.32	rth457	ROTH-ICMA DEFERRED COMP		788.88
ltdshr	LTD - SHERIFF		670.65	dshs	DSHS CHILD SUPPORT		637.38
udpd	UNION DUES - 1619 D		482.69	pers1	PERS 1 RETIREMENT		458.28
udmp	UNION DUES - 1619 MP		432.32	evggar	EVERGREEN FIN GARNISHMENT		371.61
udcd	UNION DUES - 1619 CD C		361.64	aflaft	AFLAC POST TAX		323.93
udlc	UNION DUES - 1619 LC		305.88	colaft	COLONIAL LIFE INS. POST TAX		279.25
udtint	TEAMSTERS INIT FEE or ADJ		150.00	colpre	COLONIAL LIFE INS. PRE TAX		96.80
uw	UNITED WAY		85.00	udps	UNION DUES - 1619 S		73.26
udcs	UNION DUES - 1619 CS		30.88	shrfcf	SHERIFF COFFEE FUND		20.00
shrfnd	SHERIFF EMPLOYEE FUND		16.00	garnfe	GARNISHMENT FEE		0.50

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Fund Worked : - Totals -
Emps : 217

			Totals:		230,788.32		
Benefit Code and Description		Amount	Benefit Code and Description		Amount		
medpre	HEALTH INSURANCE PRE TAX	272,841.76	pers2	PERS 2 RETIREMENT	50,533.36		
socsec	SOCIAL SECURITY	39,956.93	401a	401A DEFERRED COMPENSATION	12,144.70		
l&i	L&I - SELF INSURED	11,850.00	vebahr	HRA VEBA	10,076.95		
medtx	MEDICARE TAX	9,344.82	psers	PSERS RETIREMENT	6,985.34		
pers3	PERS 3 RETIREMENT	5,715.42	leoff2	LEOFF 2 RETIREMENT	3,059.26		
fmlatx	WA Paid Family & Medical Leave	1,495.03	pers1	PERS 1 RETIREMENT	793.59		
h457	MASSMUTUAL 457	693.99	unemp	UNEMPLOYMENT	659.02		
genpre	SUN LIFE PRE TAX	637.00					
			Totals:		426,787.17		
			Grand Total Gross Earnings:		690,177.96	21,429.34	
			Grand Total Deductions:		230,788.32		
			Grand Total Net:		459,389.64		

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Labor Distribution Totals By Fund
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Roads

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Fund Worked : 10101
Emps : 63

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		129,837.62	4,170.50	h	HOLIDAY		14,065.26	448.00
s	SICK		5,233.02	161.25	v	VACATION		4,147.64	128.50
cu	COMP USED		3,187.52	110.00	o15r	OVERTIME X 1.5 - ROADS DEPT		1,938.87	41.75
adml	ADMINISTRATIVE LEAVE PAID		1,718.22	56.00	fl	FUNERAL LEAVE		1,048.23	24.00
fh	FLOATING HOLIDAY		721.92	19.00	phns	PHONE STIPEND		580.00	
auto	AUTO ALLOWANCE CONTRACTUAL		340.00		cpr	COMP TIME PAID - PW ROADS		188.47	8.00
c15r	COMP EARNED X 1.5 ROADS		-2,419.09	-46.50					
					Totals:			160,587.68	5,120.50

Deduction Code and Description			Amount	Deduction Code and Description			Amount
fedtx	FEDERAL WITHHOLDING TAX		13,459.85	pers2	PERS 2 RETIREMENT		9,622.40
socsec	SOCIAL SECURITY		9,590.64	medpre	HEALTH INSURANCE PRE TAX		8,155.95
icm457	ICMA DEFERRED COMP		3,090.49	401a	401A DEFERRED COMPENSATION		2,353.80
medtx	MEDICARE TAX		2,242.98	udteam	UNION DUES - TEAMSTERS		1,549.53
fmlatx	WA Paid Family & Medical Leave		949.48	h457	MASSMUTUAL 457		648.48
pers3	PERS 3 RETIREMENT		550.01	c13gar	CHAPTER 13 GARNISHMENT		538.00
l&i	L&I - SELF INSURED		334.20	dshs	DSHS CHILD SUPPORT		272.62
aflpre	AFLAC PRE TAX		220.57	n457	NATIONWIDE 457		148.44
udmp	UNION DUES - 1619 MP		141.76	genpre	SUN LIFE PRE TAX		79.65
aflaft	AFLAC POST TAX		73.65	hr125	HEALTH REIMBURSEMENT		70.11
udtint	TEAMSTERS INIT FEE or ADJ		51.99	uw	UNITED WAY		40.47
colpre	COLONIAL LIFE INS. PRE TAX		8.41	garnfe	GARNISHMENT FEE		1.05
				Totals:			54,194.53

Benefit Code and Description			Amount	Benefit Code and Description			Amount
medpre	HEALTH INSURANCE PRE TAX		69,501.27	pers2	PERS 2 RETIREMENT		15,555.41
socsec	SOCIAL SECURITY		9,439.41	l&i	L&I - SELF INSURED		5,098.39
401a	401A DEFERRED COMPENSATION		3,064.02	medtx	MEDICARE TAX		2,207.61
pers3	PERS 3 RETIREMENT		1,034.07	vebahr	HRA VEB		425.00
fmlatx	WA Paid Family & Medical Leave		349.97	unemp	UNEMPLOYMENT		159.81
genpre	SUN LIFE PRE TAX		74.14	perscu	PERS RETIREMENT CATCH UP		-0.20
				Totals:			106,908.90

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Labor Distribution Totals By Fund
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Gross Earnings by Fund:	160,587.68	5,120.50
Total Fund Deductions:	54,194.53	
Fund Net:	106,393.15	

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Labor Distribution Totals By Fund
CLALLAM COUNTY
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Fund Worked : 10135
Emps : 6

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		3,834.78	92.00	v	VACATION		424.61	10.00
h	HOLIDAY		339.69	8.00					
					Totals:			4,599.08	110.00
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		395.24	pers2	PERS 2 RETIREMENT		286.15		
socsec	SOCIAL SECURITY		277.93	401a	401A DEFERRED COMPENSATION		209.47		
medpre	HEALTH INSURANCE PRE TAX		109.91	medtx	MEDICARE TAX		65.01		
udmp	UNION DUES - 1619 MP		33.71	fmlabx	WA Paid Family & Medical Leave		26.78		
icm457	ICMA DEFERRED COMP		8.67	l&i	L&I - SELF INSURED		7.23		
pers3	PERS 3 RETIREMENT		4.47	uw	UNITED WAY		3.75		
afipre	AFLAC PRE TAX		3.65	h457	MASSMUTUAL 457		3.02		
genpre	SUN LIFE PRE TAX		1.78	hr125	HEALTH REIMBURSEMENT		1.57		
udteam	UNION DUES - TEAMSTERS		0.31						
				Totals:			1,438.65		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		1,513.53	pers2	PERS 2 RETIREMENT		468.16		
socsec	SOCIAL SECURITY		277.93	401a	401A DEFERRED COMPENSATION		93.94		
l&i	L&I - SELF INSURED		79.79	medtx	MEDICARE TAX		65.01		
vebahr	HRA VEBA		25.00	fmlabx	WA Paid Family & Medical Leave		10.02		
pers3	PERS 3 RETIREMENT		9.68	unemp	UNEMPLOYMENT		4.61		
genpre	SUN LIFE PRE TAX		1.66						
				Totals:			2,549.33		
				Gross Earnings by Fund:			4,599.08		110.00
				Total Fund Deductions:			1,438.65		
				Fund Net:			3,160.43		

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Labor Distribution Totals By Fund
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Fund Worked : 40201
Emps : 4

Earnings Code & Description	Amount	Hours	Earnings Code & Description	Amount	Hours
r REGULAR	1,167.63	30.50			
			Totals:	1,167.63	30.50

Deduction Code and Description	Amount
fedtx FEDERAL WITHHOLDING TAX	89.05
pers2 PERS 2 RETIREMENT	56.43
medtx MEDICARE TAX	16.05
icm457 ICMA DEFERRED COMP	8.86
fmlatx WA Paid Family & Medical Leave	6.80
genpre SUN LIFE PRE TAX	2.55
uw UNITED WAY	1.89
udteam UNION DUES - TEAMSTERS	0.69

Deduction Code and Description	Amount
socsec SOCIAL SECURITY	68.65
medpre HEALTH INSURANCE PRE TAX	53.31
pers3 PERS 3 RETIREMENT	13.40
udmp UNION DUES - 1619 MP	7.16
hr125 HEALTH REIMBURSEMENT	4.70
l&i L&I - SELF INSURED	1.98
401a 401A DEFERRED COMPENSATION	1.75
aflpre AFLAC PRE TAX	0.57
Totals:	333.84

Benefit Code and Description	Amount
medpre HEALTH INSURANCE PRE TAX	389.04
socsec SOCIAL SECURITY	68.65
medtx MEDICARE TAX	16.05
l&i L&I - SELF INSURED	7.59
genpre SUN LIFE PRE TAX	2.38

Benefit Code and Description	Amount
pers2 PERS 2 RETIREMENT	92.28
pers3 PERS 3 RETIREMENT	29.04
401a 401A DEFERRED COMPENSATION	10.39
fmlatx WA Paid Family & Medical Leave	2.55
unemp UNEMPLOYMENT	1.17
Totals:	619.14

Gross Earnings by Fund:	1,167.63	30.50
Total Fund Deductions:	333.84	
Fund Net:	833.79	

Labor Distribution Totals By Fund
CLALLAM COUNTY
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Fund Worked : 41401
Emps : 10

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		10,086.61	283.35	o15r	OVERTIME X 1.5 - ROADS DEPT		1,734.24	32.00
h	HOLIDAY		851.91	24.00	phns	PHONE STIPEND		40.00	
					Totals:			12,712.76	339.35
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		861.91	socsec	SOCIAL SECURITY		675.28		
pers2	PERS 2 RETIREMENT		674.65	medpre	HEALTH INSURANCE PRE TAX		540.81		
medtx	MEDICARE TAX		157.93	icm457	ICMA DEFERRED COMP		100.66		
udteam	UNION DUES - TEAMSTERS		86.45	fmlatx	WA Paid Family & Medical Leave		66.70		
401a	401A DEFERRED COMPENSATION		41.38	pers3	PERS 3 RETIREMENT		38.38		
udmp	UNION DUES - 1619 MP		27.59	l&i	L&I - SELF INSURED		23.93		
h457	MASSMUTUAL 457		12.08	aflpre	AFLAC PRE TAX		10.37		
uw	UNITED WAY		9.11	hr125	HEALTH REIMBURSEMENT		8.62		
genpre	SUN LIFE PRE TAX		8.40	n457	NATIONWIDE 457		1.56		
colpre	COLONIAL LIFE INS. PRE TAX		1.19				Totals:	3,347.00	
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		4,314.31	pers2	PERS 2 RETIREMENT		1,261.63		
socsec	SOCIAL SECURITY		750.72	l&i	L&I - SELF INSURED		310.88		
medtx	MEDICARE TAX		175.57	401a	401A DEFERRED COMPENSATION		126.98		
pers3	PERS 3 RETIREMENT		55.07	fmlatx	WA Paid Family & Medical Leave		27.71		
unemp	UNEMPLOYMENT		12.66	genpre	SUN LIFE PRE TAX		7.82		
				Totals:			7,043.35		
				Gross Earnings by Fund:			12,712.76		339.35
				Total Fund Deductions:			3,347.00		
				Fund Net:			9,365.76		

Labor Distribution Totals By Fund
CLALLAM COUNTY
01/16/2023 to 01/31/2023-1 Cycle s

Fund Worked : 42401
Emps : 6

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
REGULAR			883.07	27.85					
					Totals:			883.07	27.85
Deduction Code and Description			Amount		Deduction Code and Description			Amount	
fedtx	FEDERAL WITHHOLDING TAX		74.85		pers2	PERS 2 RETIREMENT		55.92	
socsec	SOCIAL SECURITY		53.27		medpre	HEALTH INSURANCE PRE TAX		21.80	
401a	401A DEFERRED COMPENSATION		15.06		medtx	MEDICARE TAX		12.46	
icm457	ICMA DEFERRED COMP		9.23		udteam	UNION DUES - TEAMSTERS		6.24	
fmlatx	WA Paid Family & Medical Leave		5.15		udmp	UNION DUES - 1619 MP		3.12	
afipre	AFLAC PRE TAX		2.17		uw	UNITED WAY		1.96	
h457	MASSMUTUAL 457		1.95		l&i	L&I - SELF INSURED		1.92	
afraft	AFLAC POST TAX		0.89		Totals:			265.99	
Benefit Code and Description			Amount		Benefit Code and Description			Amount	
medpre	HEALTH INSURANCE PRE TAX		367.95		pers2	PERS 2 RETIREMENT		91.76	
socsec	SOCIAL SECURITY		53.27		401a	401A DEFERRED COMPENSATION		13.91	
medtx	MEDICARE TAX		12.46		l&i	L&I - SELF INSURED		8.85	
fmlatx	WA Paid Family & Medical Leave		1.92		unemp	UNEMPLOYMENT		0.89	
					Totals:			551.01	
					Gross Earnings by Fund:			883.07	27.85
					Total Fund Deductions:			265.99	
					Fund Net:			617.08	

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Labor Distribution Totals By Fund
CLALLAM COUNTY
01/16/2023 to 01/31/2023-1 Cycle s

Page: 7

Fund Worked : 50301
Emps : 17

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		21,638.80	707.55	v	VACATION		2,345.49	76.00
h	HOLIDAY		1,192.12	40.00	o15r	OVERTIME X 1.5 - ROADS DEPT		586.51	11.50
s	SICK		258.30	8.00	tlss	TOOL STIPEND		120.00	
phns	PHONE STIPEND		60.00						
					Totals:			26,201.22	843.05
Deduction Code and Description			Amount	Deduction Code and Description			Amount		
fedtx	FEDERAL WITHHOLDING TAX		1,844.07	medpre	HEALTH INSURANCE PRE TAX		1,607.22		
pers2	PERS 2 RETIREMENT		1,485.38	socsec	SOCIAL SECURITY		1,443.50		
medtx	MEDICARE TAX		337.59	icm457	ICMA DEFERRED COMP		328.71		
udteam	UNION DUES - TEAMSTERS		279.28	fmlatx	WA Paid Family & Medical Leave		145.05		
401a	401A DEFERRED COMPENSATION		114.98	udtint	TEAMSTERS INIT FEE or ADJ		98.01		
dshs	DSHS CHILD SUPPORT		91.38	pers3	PERS 3 RETIREMENT		68.13		
l&i	L&I - SELF INSURED		50.92	udmp	UNION DUES - 1619 MP		33.70		
aflpre	AFLAC PRE TAX		21.07	h457	MASSMUTUAL 457		19.39		
uw	UNITED WAY		7.82	colpre	COLONIAL LIFE INS. PRE TAX		4.80		
garnfe	GARNISHMENT FEE		0.45	Totals:			7,981.45		
Benefit Code and Description			Amount	Benefit Code and Description			Amount		
medpre	HEALTH INSURANCE PRE TAX		11,228.90	pers2	PERS 2 RETIREMENT		2,430.11		
socsec	SOCIAL SECURITY		1,519.29	l&i	L&I - SELF INSURED		553.46		
401a	401A DEFERRED COMPENSATION		408.02	medtx	MEDICARE TAX		355.32		
pers3	PERS 3 RETIREMENT		273.50	fmlatx	WA Paid Family & Medical Leave		57.11		
unemp	UNEMPLOYMENT		26.05	Totals:			16,851.76		
				Gross Earnings by Fund:			26,201.22	843.05	
				Total Fund Deductions:			7,981.45		
				Fund Net:			18,219.77		

Labor Distribution Totals By Fund
CLALLAM COUNTY
01/16/2023 to 01/31/2023-1 Cycle s

Fund Worked : - Totals -
Emps : 67

Earnings Code & Description			Amount	Hours	Earnings Code & Description			Amount	Hours
r	REGULAR		167,448.51	5,311.75	h	HOLIDAY		16,448.98	520.00
v	VACATION		6,917.74	214.50	s	SICK		5,491.32	169.25
o15r	OVERTIME X 1.5 - ROADS DEPT		4,259.62	85.25	cu	COMP USED		3,187.52	110.00
adml	ADMINISTRATIVE LEAVE PAID		1,718.22	56.00	fl	FUNERAL LEAVE		1,048.23	24.00
fh	FLOATING HOLIDAY		721.92	19.00	phns	PHONE STIPEND		680.00	
auto	AUTO ALLOWANCE CONTRACTUAL		340.00		cpr	COMP TIME PAID - PW ROADS		188.47	8.00
tlss	TOOL STIPEND		120.00		c15r	COMP EARNED X 1.5 ROADS		-2,419.09	-46.50
					Totals:			206,151.44	6,471.25

Deduction Code and Description		Amount
fedtx	FEDERAL WITHHOLDING TAX	16,724.97
socsec	SOCIAL SECURITY	12,109.27
icm457	ICMA DEFERRED COMP	3,546.62
401a	401A DEFERRED COMPENSATION	2,736.44
fmlatx	WA Paid Family & Medical Leave	1,199.96
pers3	PERS 3 RETIREMENT	674.39
l&i	L&I - SELF INSURED	420.18
afipre	AFLAC PRE TAX	258.40
udtint	TEAMSTERS INIT FEE or ADJ	150.00
genpre	SUN LIFE PRE TAX	92.38
aflaft	AFLAC POST TAX	74.54
colpre	COLONIAL LIFE INS. PRE TAX	14.40

Deduction Code and Description		Amount
pers2	PERS 2 RETIREMENT	12,180.93
medpre	HEALTH INSURANCE PRE TAX	10,489.00
medtx	MEDICARE TAX	2,832.02
udteam	UNION DUES - TEAMSTERS	1,922.50
h457	MASSMUTUAL 457	684.92
c13gar	CHAPTER 13 GARNISHMENT	538.00
dshs	DSHS CHILD SUPPORT	364.00
udmp	UNION DUES - 1619 MP	247.04
n457	NATIONWIDE 457	150.00
hr125	HEALTH REIMBURSEMENT	85.00
uw	UNITED WAY	65.00
garnfe	GARNISHMENT FEE	1.50
Totals:		67,561.46

Benefit Code and Description		Amount
medpre	HEALTH INSURANCE PRE TAX	87,315.00
socsec	SOCIAL SECURITY	12,109.27
401a	401A DEFERRED COMPENSATION	3,717.26
pers3	PERS 3 RETIREMENT	1,401.36
fmlatx	WA Paid Family & Medical Leave	449.28
genpre	SUN LIFE PRE TAX	86.00

Benefit Code and Description		Amount
pers2	PERS 2 RETIREMENT	19,899.35
l&i	L&I - SELF INSURED	6,058.96
medtx	MEDICARE TAX	2,832.02
vebahr	HRA VEB	450.00
unemp	UNEMPLOYMENT	205.19
perscu	PERS RETIREMENT CATCH UP	-0.20
Totals:		134,523.49

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Labor Distribution Totals By Fund
CLALLAM COUNTY
01/16/2023 to 01/31/2023-1 Cycle s

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Fund Worked : - Totals -
Emps : 67

Grand Total Gross Earnings:	206,151.44	6,471.25
Grand Total Deductions:	67,561.46	
Grand Total Net:	138,589.98	



BOARD of CLALLAM COUNTY COMMISSIONERS

MINUTES for the week of February 6- 10, 2023 FEB 14 2023

WORK SESSION – 9 a.m.

The work session convened at 9 a.m., Monday, February 6, 2023. Present were Commissioners Ozias, Johnson, and French and Administrator Sill.

Items of discussion per the agenda published February 2 were:

- Calendar/Correspondence
- Contract amendment C with Salish Behavioral Health Administrative Services Organization (SBH-ASO) for substance use disorder outpatient services
- Contract amendment 1 with the Health Care Authority for Medicaid Administrative Claiming Contract
- Agreement amendment 1 with Department of Ecology for Pollution, Identification and Correction Programs
- Resolution appointing Jeff Gingell to the Clallam County Board of Health
- Letter of support for Feiro Marine Life Center
- Letter of support for Foreign Trade Zone Board
- Olympic National Park update
- Olympic National Forest update
- Discussion regarding the Variable Air Volume System Project
- Legislative Session update
- Agreement with Clallam County Public Defender for Indigent Public Defense Services

Meeting concluded at 11:53 a.m.

REGULAR MEETING OF THE BOARD OF CLALLAM COUNTY COMMISSIONERS

Chair Ozias called the meeting to order at 10 a.m., Tuesday, February 7, 2023. Also present were Commissioners Johnson and French and Administrator Sill.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CRJm to adopt the agenda as presented, CMFs, mc

CONSENT AGENDA

- 1a Approval of vouchers for the week of January 30
- 1b Approval of minutes for the week of January 30
- 1c Letter of support for legislation related to manufactured mobile home parks

ACTION TAKEN: CRJm to adopt the consent agenda, CMFs, mc

REPORTS AND PRESENTATIONS

- CRJ commented on department meetings, Olympic Area Agency on Aging O3A
- CMF commented on Trails Advisory Committee meeting, trails grant, Olympic Peninsula Tourism Committee meeting, Washington State Department of Transportation Highway 101 Road Projects, House Bill 1258 tourism, will be attending meetings in the west end on February 8
- CMO commented on opioid settlement, appointed as alternate member as the Washington Emergency Council, food banks, Washington State Association of Counties board meeting, American Rescue Plan Act funds

HEARING(S)

H1 Resolution authorizing the sale of surplus property

- ARS, provided a summary

ACTION TAKEN: CRJm to open the public hearing, CMFs, mc

- CMO noted no one provided testimony

ACTION TAKEN: CRJm to close the public hearing and adopt, CMFs, mc

BOARD of CLALLAM COUNTY COMMISSIONERS
MINUTES for the week of February 6 – 10, 2023
Page 2

CONTRACTS AND AGREEMENTS

2a Agreement with Olympic Peninsula Community Clinic for Clallam Respite Care Pilot Project

ACTION TAKEN: CRJm to approve, CMOs, mc (CMF abstained)

2b Agreement with University of Washington for Community Drug Checking Network

ACTION TAKEN: CRJm to approve, CMFs, mc

2c Agreement amendment 10 with Department of Health for Injury & Violence Prevention, NEP PIC NTA Program, Immunization COVID, and WIC Nutrition Program

ACTION TAKEN: CRJm to approve, CMFs, mc

2d Agreement with Department of Commerce for STOP Violence Against Women Formula Grant Program

ACTION TAKEN: CRJm to approve, CMFs, mc

2e Sublease Agreement with City of Port Angeles shared storage facility

ACTION TAKEN: CRJm to approve, CMFs, mc

2f Agreement with State Military Department for Hazardous Material Emergency Preparedness Grant

ACTION TAKEN: CRJm to approve, CMFs, mc

2g Agreement amendment 1 with Port Angeles Baseball to extend 2022 Hotel/Motel

ACTION TAKEN: CRJm to approve, CMFs, mc

PUBLIC COMMENT

- Ed Bowen, Clallam Bay, commented on virtual Zoom recording, CMF attending west end meetings, department staff meetings

Meeting concluded at 10:48 a.m. and continued to 9 a.m., Monday, February 13, 2023.

There are no Zoom chat logs for the week of February 6.

The Board of Commissioners attended WSAC Virtual update, Coffee with Colleen, KONP Radio Show, WSAC Legislative update, KSQM Radio Show during the week of February 6.

PASSED AND ADOPTED this 14th day of February 2023.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias

ATTEST:

Randy Johnson

Loni Gores, MMC, Clerk of the Board

Mike French

KEY TO ABBREVIATIONS:

ARS Administrator Rich Sill

CMO Commissioner Mark Ozias

CRJ Commissioner Randy Johnson

CMF Commissioner Mike French

m moved
mc motion carried
s seconded



1d
FEB 14 2023

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date: 2-6-23**

REGULAR AGENDA ☒ **Meeting Date: 2-14-23**

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other – Letter of Support |

Documents exempt from public disclosure attached: ☐

Executive summary:

Letter of support for Feiro Marine Life Center for the building of the new Marine Discovery Center.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
None.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Requesting approval of a letter of support.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners, Damie Rodriguez
– Feiro Marine Life Center Capital Campaign Coordinator

Relevant Departments: Board of Commissioners

Date submitted: 2-1-23

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



MARK OZIAS, District 1, Chair
RANDY JOHNSON, District 2
MIKE FRENCH, District 3

Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
Email: commissioners@clallamcountywa.gov

RICH SILL, County Administrator

February 14, 2023

The Honorable Representative Steve Tharinger
314 John L. O'Brien Building
PO Box 40600
Olympia, WA 98504

Dear Representative Tharinger,

Please accept this letter of support for Feiro Marine Life Center's request for \$2 million in funding from the State of Washington to be used for direct support in the construction of the planned Marine Discovery Center. The Marine Discovery Center project is a public/private collaboration between Feiro Marine Life Center and NOAA's Olympic Coast National Marine Sanctuary. Both Feiro and the Sanctuary have a long history in the Port Angeles community (since 1981 and 1994, respectively) of science education and fostering ocean stewardship.

The Marine Discovery Center (working title) will be a shared education and visitor center located on the Port Angeles Waterfront Center campus. Inspired by the waters that unite us, this new facility will also be a new point of confluence – drawing people together in community with each other and the natural environment that connects us all, from Port Angeles and the outer coast to our neighbors across the waters. The new center will increase educational capacity on the Olympic Peninsula for marine science education, drive regional economic development and tourism, and provide much needed new public exhibits for the Feiro Marine Life Center and Olympic Coast National Marine Sanctuary, as well as galvanize the community to participate in marine stewardship. Conceptual design and feasibility studies are complete, suggesting a conservative visitation of over 75,000 people annually, in a 13,000 sq ft facility.

We urge your support of the Feiro's request for \$2 million in funding this biennium. The project promises to make a valuable and long-lasting impact on our region and is entirely worthy of State support.

Sincerely,
BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Mike French

MARINE DISCOVERY CENTER

Water Connects Us All Community Champions

Thank you for your willingness to help us energize and develop strong community support to fund and construct the Marine Discovery Center (MDC) on the Port Angeles Waterfront. The MDC will increase educational capacity on the Olympic Peninsula for marine science education, drive regional economic development and tourism, and provide much needed new public exhibits for the Feiro Marine Life Center and Olympic Coast National Marine Sanctuary.

What does it mean to be a Community Champion?

- Your primary role will be to advocate on the project's behalf and share information about the progress of our project. To help keep your family, friends, neighbors, and colleagues informed, you will receive monthly email updates.
- You will be first to be notified and invited to any public campaign events.
- You will be listed as a Community Champion in information distributed by the MDC regarding our project.

What can I do to help?

Ideally, we would like all Community Champions to write a letter of support that we will be able to use in our grant writing and government funding applications. We have sample letters available as a starting point.

Other ways to help include, but are not limited to:

- With our support, speak at (or set us up to speak to) your service club or group.
- Host an event or house party.
- Assist with invitations and thank yous via phone or email.
- Lead a tour based on your expertise.

Yes! I agree with the above description of my role as a Community Champion.

Name: (Please Print) _____ Signature: _____

Email Address: _____ Phone Number: _____

Descriptor: How do you prefer to be identified? (business owner/profession; affiliation; pronouns; etc.)

Thank you again for being a part of our team! We look forward to working with you.

2/13/23
item 1d



MARK OZIAS, District 1, Chair
RANDY JOHNSON, District 2
MIKE FRENCH, District 3

Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
Email: commissioners@clallamcountywa.gov

RICH SILL, County Administrator

February 14, 2023

Board of Directors
Feiro Marine Life Center
PO Box 625
Port Angeles, WA 98362

Directors,

Please accept this letter of support for the Marine Discovery Center project, a public/private collaboration between Feiro Marine Life Center and NOAA's Olympic Coast National Marine Sanctuary. Both Feiro and the Sanctuary have a long history in the community (since 1981 and 1994, respectively) of science education and fostering ocean stewardship.

The Marine Discovery Center (working title) will be a joint education and visitor center located on the Port Angeles Waterfront Center campus. Inspired by the waters that unite us, this new facility will also be a new point of confluence – drawing people together in community with each other and the natural environment that connects us all, from Port Angeles and the outer coast to our neighbors across the waters. The new center will increase educational capacity on the Olympic Peninsula for marine science education, drive regional economic development and tourism, and provide much needed new public exhibits for the Feiro Marine Life Center and Olympic Coast National Marine Sanctuary, as well as galvanize the community to participate in marine stewardship. Conceptual design and feasibility studies are complete, suggesting a conservative visitation of over 75,000 people annually, in a 13,000 sq ft facility.

We are proud to be Community Champions for the Marine Discovery Center and are excited for this new amenity for our region to take shape on the waterfront.

Sincerely,
BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Mike French



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

12
FEB 14 2023

Department: BOCC

WORK SESSION ☒ Meeting Date: 2-6-23

REGULAR AGENDA ☒ Meeting Date: 2-14-23

Required originals approved and attached? ☐
Will be provided on:

Item summary:

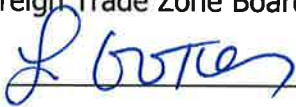
- | | | |
|---|--|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other – Letter of Support |

Executive summary:

Caleb McMahon – Port of Port Angeles has requested a letter of support for the Foreign Trade Zone Board for inclusion within the service area of the Port of Port Angeles Foreign-Trade Zone.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
None.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Request approval of a letter of support for Foreign Trade Zone Board.

County Official signature & print name:  Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners, Caleb McMahon
– Port of Port Angeles

Relevant Departments: Board of Commissioners

Date submitted: 2-1-23

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



MARK OZIAS, District 1, Chair
RANDY JOHNSON, District 2
MIKE FRENCH, District 3

Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
Email: commissioners@clallamcountywa.gov

RICH SILL, County Administrator



February 14, 2023

Foreign Trade Zone Board
U.S. Department of Commerce
1401 Constitutional Ave., NW, Room 21013
Washington, DC 20230

Dear Foreign Trade Zone Board:

The purpose of this letter is to document the support of Clallam County Board of Commissioners for inclusion within the Service Area of the Port of Port Angeles, Washington Foreign-Trade Zone. We understand that this means that the grantee, the Port of Port Angeles, will be able to apply to the Foreign-Trade Zones Board for authority to serve sites located within this county based on businesses' trade-related needs. We also note that the zone will be made available on a uniform basis to companies within this county, in a manner consistent with the legal requirement that each FTZ be operated as a public utility.

The FTZ designation can provide our community with customs duty savings and logistical benefits. As such, access to FTZ benefits would be an important tool in economic development efforts. If the FTZ Board approves the Port of Port Angeles application, we will be able to bring FTZ designation to our community.

Sincerely,

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Mike French



20

AGENDA ITEM SUMMARY

FEB 14 2023

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Juvenile Services

WORK SESSION ☒ **Meeting Date: 02/06/2023**

REGULAR AGENDA ☒ **Meeting Date: 02/14/2023**

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | |
|---|---|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 851.23.001C |
| ☐ Resolution | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Contract amendment between Salish Behavioral Health Administrative Services Organization (SBH-ASO) and Clallam County Juvenile & Family Services True Star Behavioral Health Services related to our Criminal Justice Treatment Account (CJTA) for substance use disorder outpatient services.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

No budget change, revenue included in budget.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Review and sign.

County Official signature & print name:

Jody Jacobsen Jody Jacobsen

Name of Employee/Stakeholder attending meeting:

Cynthia Hanson

Relevant Departments: _____

Date submitted: 01/27/2023.

* Work Session/Reg Meeting - Submit 2 single sided/not stapled copies + 2 AIS and 3 originals (stapled) + AIS
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

CONTRACT AMENDMENT C

This CONTRACT AMENDMENT is made and entered into between SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION, through Kitsap County, as its administrative entity, a political subdivision of the State of Washington, with its principal offices at 614 Division Street, Port Orchard, Washington 98366, hereinafter "SBHASO", and True Star Behavioral Health Services, hereinafter "CONTRACTOR."

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Contract, numbered as Kitsap County Contract No. KC-486-20, and executed on January 11, 2021, amended March 8, 2022 and November 14, 2022, shall be amended as follows:

1. **Page 1: Contract Term** is amended as follows:
January 1, 2021 – December 31, 2023
2. **Page 1: Amount** is amended as follows:
\$94,189.86
3. **Attachment A: Special Terms and Conditions is amended as follows:**
The following term is added to Section 2- Quality Improvement

g. Contractor shall report Critical Incidents involving individuals receiving SBHASO funded services in accordance with SBHASO Critical Incident Reporting Policy and Procedure.
4. **Attachment B-1: Statement of Work for Criminal Justice Treatment Account** is deleted at replaced as attached.
5. **Attachment C: Budget** is deleted entirely and replaced as attached.
6. If this Contract Amendment extends the expiration date of the Contract, then the Contractor shall provide an updated certificate of insurance evidencing that any required insurance coverages are in effect through the new contract expiration date. The Contractor shall submit the certificate of insurance to:
Program Lead, Salish Behavioral Health Administrative Services Organization
Kitsap County Department of Human Services
614 Division Street, MS-23
Port Orchard, WA 98366

Upon receipt, the Human Services Department will ensure the submission of all insurance documentation to the Risk Management Division, Kitsap County Department of Administrative Services.

7. Except as expressly provided in this Contract Amendment, all other terms and conditions of the original Contract, and any subsequent amendments, addenda or modifications thereto, remain in full force and effect.

This amendment shall be effective January 1, 2023.

Dated this ____ day of _____, 2023.

**SALISH BEHAVIORAL HEALTH
ADMINISTRATIVE SERVICES
ORGANIZATION, By
KITSAP COUNTY BOARD OF
COMMISSIONERS, Its Administrative
Entity**

Charlotte Garrido, Chair

Robert Gelder, Commissioner

Katherine T. Walters, Commissioner

DATE

ATTEST

Dana Daniels, Clerk of the Board

**CONTRACTOR:
True Star Behavioral Health
Services**

Mark Ozias, Chair
Clallam County Board of
Commissioners

I attest that I have the authority to sign
this contract on behalf of True Star
Behavioral Health Services.

DATE

Approved as to form only by:

Elizabeth Stanley
Clallam County Deputy Prosecuting Attorney

ATTACHMENT B: Statement of Work- Criminal Justice Treatment Account (CJTA)

1. In RSAs where funding is provided, the Contractor shall be responsible for treatment and Recovery Support Services using specific eligibility and funding requirements for CJTA in accordance with RCW 71.24.580 and RCW 2.30.030. CJTA funds must be clearly documented and reported in accordance with section 9.3.1.8.
2. The Contractor shall implement any local CJTA plans developed by the CJTA panel and approved by HCA and/or the CJTA Panel established in 71.24.580(5)(b).
3. CJTA Funding Guidelines:
 - a. In accordance with RCW 2.30.040, if CJTA funds are managed by a Drug Court, then it is required to provide a dollar-for-dollar participation match for services to Individuals who are receiving services under the supervision of a drug court.
 - b. The provision of SUD treatments services and treatment support services for non-violent offenders within a drug court program may be continued for 180 calendar days following graduation from the drug court program.
 - c. No more than 10 percent of the total CJTA funds can be used for the following support services combined:
 - i. Transportation; and
 - ii. Child Care Services.
4. The contractor may not use more than 30 percent of their total annual allocation for providing treatment services in jail.
5. Services that can be provided using CJTA funds are:
 - a. Brief Intervention (any level, assessment not required);
 - b. Acute Withdrawal Management (ASAM Level 3.2WM);
 - c. Sub-Acute Withdrawal Management (ASAM Level 3.2WM)
 - d. Outpatient Treatment (ASAM Level 1);
 - e. Intensive Outpatient Treatment (ASAM Level 2.1);
 - f. Opiate Treatment Program (ASAM Level 1);
 - g. Case Management (ASAM Level 1.2);
 - h. Intensive Inpatient Residential Treatment (ASAM Level 3.5);
 - i. Long-term Care Residential Treatment (ASAM Level 3.3);
 - j. Recovery House Residential Treatment (ASAM Level 3.1);
 - k. Assessment (to include Assessments done while in jail);
 - l. Interim Services;

- m. Community Outreach;
- n. Involuntary Commitment Investigations and Treatment;
- o. Room and Board (Residential Treatment Only);
- p. Transportation
- q. Childcare Services;
- r. Urinalysis;
- s. Treatment in a jail may include:
 - i. Engaging individuals in SUD treatment;
 - ii. Referral to SUD services;
 - iii. Administration of Medications for the treatment of Opioid Use Disorder (MOUD) to include the following
 - a. Screening for medications for MOUD
 - b. Cost of medications for MOUD
 - c. Administration of medications for MOUD
 - iv. Coordinating care;
 - v. Continuity of care; and
 - vi. Transition planning.
- t. Employment services and job training;
- u. Relapse prevention
- v. Family/marriage education;
- w. Peer-to-peer services, mentoring and coaching;
- x. Self-help and support groups;
- y. Housing support services (rent and/or deposits);
- z. Life skills;
- aa. Spiritual and faith-based support;
- bb. Education; and
- cc. Parent education and child development.

6. The County CJTA Committee shall participate with SBHASO and with the local legislative authority for the county to facilitate the planning requirement as described in RCW 71.24.580(6).

7. MAT in Therapeutic Courts

Per RCW 71.24.580, "If a region or county uses criminal justice treatment account funds to support a therapeutic court, the therapeutic court must allow the use of all medications approved by the federal food and drug administration for the treatment of opioid use disorder as deemed medically appropriate for a participant by a medical professional. If appropriate medication-assisted treatment resources are not available or accessible within the jurisdiction, the Health Care Authority's designee for assistance must assist the court with acquiring the resource."

- a. The Contractor, under the provisions of this contractual agreement, will abide by the following guidelines related to CJTA and Therapeutic Courts:
 - i. The Contractor must have policy and procedures allowing Participants at any point in their course of treatment to seek FDA-approved medication for any substance use disorder and ensuring the agency will provide or facilitate the induction of any prescribed FDA approved medications for any substance use disorder.
 - ii. The Contractor must have policy and procedures in place ensuring they will not deny services to Enrollees who are prescribed any of the Federal Drug Administration (FDA) approved medications to treat all substance use disorders.
 - iii. The Contractor may not have policies and procedures in place that mandate titration of any prescribed FDA approved medications to treat any substance use disorder, as a condition of participants being admitted into the program, continuing in the program, or graduating from the program, with the understanding that decisions concerning medication adjustment are made solely between the participant and their prescribing provider.
 - iv. The Contractor must notify the SBHASO if it discovers that a CJTA funded Therapeutic program is practicing any of the following:
 - a) Requiring discontinuation, titration, or alteration of their medication regimen as a precluding factor in admittance into a Therapeutic Court program;
 - b) Requiring participants already in the program discontinue MOUD in order to be in compliance with program requirements;

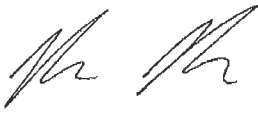
- c) Requiring discontinuation, titration, or alteration of their MOUD medication regimen as a necessary component of meeting program requirements for graduation from a Therapeutic Court program.
- b. All decisions regarding an individual's amenability and appropriateness for MOUD will be made by the individual in concert with the Individuals medical professional.

8. CJTA Quarterly Progress Report

- a. The Contractor will submit a CJTA Quarterly Progress Report within thirty (30) calendar days of the state fiscal quarter end using the reporting template. CJTA Quarterly Progress Report must include the following program elements:
 - i. Number of Individuals served under CJTA funding for that time period;
 - ii. Barriers to providing services to the criminal justice population;
 - iii. Strategies to overcome the identified barriers;
 - iv. Training and technical assistance needs;
 - v. Success stories or narratives from Individuals receiving CJTA services; and
 - vi. If a therapeutic court provides CJTA funded services: the number of admissions of Individuals into the program who were either already on medications for opioid use disorder, referred to a prescriber of medications for opioid use disorder, or were provided information regarding medications for opioid use disorder.

ATTACHMENT C: BUDGET/RATE SHEET

Budget Summary			
Contractor: True Star Behavioral Health			
Contract No:	KC-486-20		
Contract Period:	01/01/21 - 12/31/23		
Expenditure	Previous	Changes this Contract	Current
Period 1: 01/01/21 - 12/31/21			
CJTA	\$35,061.00	\$0.00	\$35,061.00
SUD Youth Services and Supports (DMA)	\$6,850.00		\$6,850.00
Period 1 Budget Total	\$41,911.00	\$0.00	\$41,911.00
Period 2: 01/01/22 - 12/31/22			
CJTA	\$23,061.20	\$0.00	\$23,061.20
Period 2 Budget Total	\$23,061.20	\$0.00	\$23,061.20
Period 3: 01/01/23 - 12/31/23			
CJTA	\$0.00	\$29,217.66	\$29,217.66
Period 3 Budget Total	\$0.00	\$29,217.66	\$29,217.66
Contract Total	\$64,972.20	\$29,217.66	\$94,189.86

CERTIFICATE OF MEMBERSHIP IN THE WASHINGTON COUNTIES RISK POOL	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE JOINT SELF-INSURANCE LIABILITY COVERAGE AFFORDED BY THE WASHINGTON COUNTIES RISK POOL.	
MEMBER COUNTY: Clallam County, Washington Attn: Tom Reyes, Risk Manager 223 East Fourth St, Suite 16 Port Angeles, WA 98362	Liability Coverage Afforded by the: Washington Counties Risk Pool 2558 RW Johnson Rd SW, Suite 106 Tumwater, WA 98512-6103
Clallam County (the "County") is a member of the Washington Counties Risk Pool (the "Pool"), as authorized by RCW 48.62.031, and the County is covered by the Pool's Joint Self-Insurance Liability Program. The Pool's Joint Self-Insurance Liability Program was created by interlocal cooperative agreement amongst the Pool's member counties to share risks by "jointly, self-insuring" certain third-party liabilities. The Pool is NOT an insurance company. Claims that are covered under a Memorandum of Liability Coverage ("MLC") from the Pool and were submitted under Chapter 4.96 RCW ("Actions against political subdivisions, municipal and quasi-municipal corporations") against the County, its employees, officers, volunteers and agents and/or actions in connection with or incidental to the performance of an agreement/contract which the County and/or its officers, employees or volunteers are found to be liable for will be paid by the Pool and/or the County.	
MLC NUMBER: MLC EFFECTIVE DATE: MLC EXPIRATION DATE: LIMITS OF LIABILITY EACH OCCURRENCE BI AND PD COMBINED:	20222023RISKPOOL-CLCO 10/1/2022 10/1/2023 \$10,000,000
TYPES OF LIABILITY COVERAGE AFFORDED:	Including: <u>General Liability</u> Bodily Injury Personal Injury Property Damage Errors and Omissions/Professional Advertising Injury <u>Automobile Liability</u>
DESCRIPTION OF OPERATIONS/ LOCATION/VEHICLE	CANCELLATION
Various contracts to provide services During the MLC Period 10/1/22 - 10/1/23	SHOULD THE ABOVE DESCRIBED MLC BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUER WILL ENDEAVOR TO PROVIDE THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION NOR LIABILITY OF ANY KIND UPON THE ISSUER OR ITS AGENTS OR REPRESENTATIVES.
CERTIFICATE HOLDER:	ISSUE DATE: August 11th, 2022
Salish Behavioral Health Administrative Services Organization (SBHASO) Kitsap County 614 Division ST, MS-23 Port Orchard, WA 98366	 Bryden Barbee, Risk Analyst

Exclusions Search Results: Entities

No Results were found for

- True Star Behavioral Health Services

 **If no results are found, this individual or entity (if it is an entity search) is not currently excluded. Print this Web page for your documentation**

[Search Again](#)

Search conducted 12/27/2022 3:05:39 PM EST on OIG LEIE Exclusions database.

Source data updated on 12/9/2022 8:00:00 AM EST

[Return to Search](#)



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

25
FEB 14 2023

Department: Health and Human Services

WORK SESSION ☒ **Meeting Date: February 6, 2023**

REGULAR AGENDA ☒ **Meeting Date: February 14, 2023**

Required originals approved and attached? ☒

Will be provided on:

Item summary:

☐ Call for Hearing ☒ Contract/Agreement/MOU - Contract # 11301-20-HCAMAC AMENDMENT#1

☐ Resolution ☐ Proclamation ☐ Budget Item

☐ Draft Ordinance ☐ Final Ordinance ☐ Other

Documents exempt from public disclosure attached: ☐

Executive summary:

Attached is Washington State Health Care Authority Interagency Agreement for Medicaid Administrative Claiming Contract.

The purpose of this Contract is to support Medicaid related outreach and linkage activities performed by Local Health Jurisdictions (LHJ) to Washington State residents who live within its jurisdiction. These activities assist residents who have no or inadequate medical coverage, and includes explaining the benefits of the Medicaid program, assisting them in the Medicaid application and renewal processes, and linking them to Medicaid covered services. This Agreement provides a process for partially reimbursing the Contractor for allowable and reasonable expenses associated with the time its staff spend performing Medicaid Administrative Claiming (MAC) activities.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
None.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve and move to regular BOCC meeting for final signatures.

County Official signature & print name:  KEVIN LoPiccolo

Name of Employee/Stakeholder attending meeting: Kevin LoPiccolo

Relevant Departments: Health and Human Services

Date submitted: February 1, 2023

- * Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Agenda Item Summary - MAC
Revised: 3-04-2019

11301-20-HCAMAC AMEND #1

	CONTRACT AMENDMENT	HCA Contract No.: K4641 Amendment No.: 01
THIS AMENDMENT TO THE CONTRACT is between the Washington State Health Care Authority and the party whose name appears below, and is effective as of the date set forth below.		
CONTRACTOR NAME Clallam County Health & Human Services	CONTRACTOR doing business as (DBA) <i>CLALLAM COUNTY HHS</i>	
CONTRACTOR ADDRESS 111 East 3 rd Street Port Angeles, WA 98362	WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI) <i>054-004-559</i>	

WHEREAS, HCA and Contractor previously entered into a Contract to support Medicaid related outreach and linkage activities performed by Local Health Jurisdictions to certain Washington State Residents, and;

WHEREAS, HCA and Contractor wish to amend the Contract pursuant to Section 7 to extend the term and add/remove language;

NOW THEREFORE, the parties agree the Contract is amended as follows:

1. Section 3, Period of Performance, is amended to read:

3. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Contract will commence on January 1, 2021, and be completed on December 31, 2025, unless terminated sooner or extended upon written agreement between the parties.

This Contract may be extended through December 31, 2026, at HCA's sole discretion. No change in terms and conditions will be permitted during these extensions unless specifically agreed to in writing.

2. Attachment 4, Federal Funding Accountability and Transparency Act Data Collection Form, is removed from the Contract.
3. Subsection 18.8 is removed from Section 18, Governance, and all remaining subsections within that Section are renumbered accordingly.
4. Section 26, Federal Funding Accountability & Transparency Act (FFATA), is removed from the Contract and all subsequent sections are renumbered accordingly.
5. This Amendment will be effective as of the last date of signature shown below ("Effective Date").
6. All capitalized terms not otherwise defined herein have the meaning ascribed to them in the Contract.

7. All other terms and conditions of the Contract remain unchanged and in full force and effect.

The parties signing below warrant that they have read and understand this Amendment and have authority to execute the Amendment. This Amendment will be binding on HCA only upon signature by both parties.

CONTRACTOR SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED
HCA SIGNATURE DocuSigned by: <i>Rachelle Amerine</i>	PRINTED NAME AND TITLE Rachelle Amerine Contracts Administrator	DATE SIGNED 11/21/2022

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2C
FEB 14 2023

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: HHS-Environmental Health

WORK SESSION ☒ **Meeting Date:** 02/06/2023

REGULAR AGENDA ☒ **Meeting Date:** 02/14/2023

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 100511-20-DOEPIC | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

The Amendment between Environmental Health (EH) and Washington State Department of Ecology is a time extension of the current Pollution, Identification, and Correction (PIC) program. The contract originally expired 11/30/2022 and this amendment extends the agreement through 06/30/2023.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

Funds are in the 2023 budget.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Sign Amendment No. 1 with Ecology.

County Official signature & print name:  Kevin LoPiccolo

Name of Employee/Stakeholder attending meeting: Jen Garcelon

Relevant Departments: _____

Date submitted: 02/01/2023

* Work Session Meeting - Submit 1 single sided/not stapled copy 2023-02-01 Agenda Item Summary_Amendment 1 DOE
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

100511-20-DOEPIC
AMEND #1



DEPARTMENT OF
ECOLOGY
State of Washington

AMENDMENT NO. 1
TO AGREEMENT NO. WQC-2020-CICHHS-00011
BETWEEN
THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY
AND
Clallam County Health and Human Services

PURPOSE: To amend the above-referenced agreement (AGREEMENT) between the state of Washington Department of Ecology (ECOLOGY) and Clallam County Health and Human Services (RECIPIENT) for the Sequim Bay-Dungeness Watershed Pollution Identification and Correction (PROJECT).

The purpose of this amendment is to extend the expiration date, amend the Scope of Work, and adjust the Budget due to setbacks related to staff turnover and higher than anticipated administrative costs. In addition, half of the property evaluations and on-the-ground surveys (Task 4) will not be completed which will result in a budget reduction from 240,000 to \$224,000.

The project is extended seven months from November 30, 2022, to June 30, 2023.

The following changes are made to the Scope of Work in Task 4:

- The RECIPIENT will complete a "high-level" analysis of approximately 200 properties within the Matriotti Creek and Bell Creek focus areas.
- The RECIPIENT will complete approximately 30 on-the-ground surveys of "high priority" properties located within the Matriotti Creek and Bell Creek focus areas.

The total amount de-obligated from this agreement is \$16,000 (\$12,000 in Ecology Share and \$4,000 in RECIPIENT Match). The budget is amended as follows.

- Task 1 - Grant and Loan administration is increased by \$11,800, from \$17,750 to \$29,370.
- Task 2 - Public Outreach and Education is reduced by \$17,800, from \$65,880 to \$48,080.
- Task 3 - Water Quality Monitoring and Analysis is increased by \$6,000 from \$92,470 to \$98,470.
- Task 4 - Technical Assistance, Correction, and Compliance is reduced by \$16,000 from \$64,080 to \$48,080.

IT IS MUTUALLY AGREED that the AGREEMENT is amended as follows:

Total Cost:

Original: 240,000.00 Amended: 224,000.00

Total Eligible Cost:

Original: 240,000.00 Amended: 224,000.00

Expiration Date:

Original: 11/30/2022 Amended: 06/30/2023

CHANGES TO THE BUDGET

Funding Distribution EG200142

Funding Title: Centennial Clean Water

Funding Type: Grant

Funding Effective Date: 12/01/2019

Funding Expiration Date: 06/30/2023

Funding Source:

Title: Centennial-SFY20

Fund: FD

Type: State

Funding Source %: 100%

Description: The Centennial Clean Water Program provides grants for nonpoint source pollution control activity projects and wastewater projects

Approved Indirect Costs Rate: Approved State Indirect: 30%

Recipient Match %: 25%

InKind Interlocal Allowed: Yes

InKind Other Allowed: Yes

Is this Funding Distribution used to match a federal grant? Yes

Centennial Clean Water	Task Total
Grant and Loan Administration	\$ 29,370.00
Public Outreach and Education	\$ 48,080.00
Water Quality Monitoring and Analysis	\$ 98,470.00
Technical Assistance, Correction, and Compliance	\$ 48,080.00

Total: \$ 224,000.00

CHANGES TO SCOPE OF WORK

Task Number: 1

Task Cost: \$29,370.00

Task Title: Grant and Loan Administration

Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: Maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; the EAGL (Ecology Administration of Grants and Loans) recipient

closeout report; and a two-page outcome summary report (including photos, if applicable). In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be available upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.

Task Expected Outcome:

* Timely and complete submittal of requests for reimbursement, quarterly progress reports, Recipient Closeout Report, and two-page outcome summary report.

* Properly maintained project documentation.

Deliverables

Number	Description	Due Date
1.1	Progress Reports that include descriptions of work accomplished, project challenges or changes in the project schedule. Submitted at least quarterly.	
1.2	Recipient Closeout Report (EAGL Form)	
1.3	Two-page Outcome Summary Report	

CHANGES TO SCOPE OF WORK

Task Number: 2

Task Cost: \$48,080.00

Task Title: Public Outreach and Education

Task Description:

A. The RECIPIENT will coordinate efforts to address non-point source bacterial pollution within Clallam County's Clean Water District, a Shellfish Protection District, through adaptive management. The RECIPIENT will conduct quarterly meetings

and follow Clallam County's Pollution Identification & Correction Plan for the Sequim Bay-Dungeness Watershed in the Matriotti Creek and Bell Creek focus areas for intensive water quality sampling, pollution source investigation, and pollution control measures. The RECIPIENT will produce a map with defined boundaries of the project focus areas.

B. The RECIPIENT will do a regional search for existing outreach content before producing any new materials. For any educational materials developed under this agreement, the RECIPIENT will submit a draft to the ECOLOGY Project Manager for review and approval prior to production and distribution. Materials will include ECOLOGY funding recognition. The RECIPIENT will upload a final copy of all outreach materials developed as a result of this agreement to EAGL.

C. The RECIPIENT will identify which communities in the project area have more than five percent or 1,000 people that speak English less than very well. The RECIPIENT will translate meaningful work on education and outreach materials that are produced for the general public in the non-English language(s).

D. The RECIPIENT will develop and distribute information to the public at least six times to engage community members in the project. Information discussing project progress, water quality concerns, and best management practices will be distributed through the use of RECIPIENT newsletters, flyers, door to door outreach and door hangers, direct mailings, or press releases.

E. The RECIPIENT will conduct two annual public meetings. The RECIPIENT will advertise the meetings through the local media.

F. The RECIPIENT will provide a summary of each outreach event in the following payment request progress report. The summary will include the date of the event, location, number of participants, a brief description of the outcomes, and photos.

Task Goal Statement:

Outreach efforts will engage stakeholders early in the project, keep the community informed of activities, educate the public on the importance of clean water and the nature of non-point pollution, give ownership of progress to those residing within the Matriotti Creek and Bell Creek focus areas, and communicate results/outcomes to the public.

Task Expected Outcome:

Project partners will meet quarterly to coordinate efforts within the Matriotti Creek and Bell Creek focus areas, engage the public six times through various channels in addition to two public meetings, and generally support community efforts to protect water quality and improve the outlay for both fresh and marine waters impacting shellfish growing area in and around Dungeness Bay.

Deliverables

Number	Description	Due Date
2.1	List of names and organizations participating in the Clean Water Work Group and quarterly meeting minutes. Upload to EAGL and notify ECOLOGY Project Manager upon completion.	

2.2	Map with defined boundaries of the focus areas. Upload to EAGL and notify ECOLOGY Project Manager upon completion.	
2.3	Copies of all outreach materials produced as a result of this agreement. Upload to EAGL and notify ECOLOGY Project Manager upon completion.	
2.4	Summary of each public meeting. Include date, location, number of participants and a brief description of the outcomes. Upload to EAGL and notify ECOLOGY Project Manager upon completion.	

CHANGES TO SCOPE OF WORK

Task Number: 3

Task Cost: \$98,470.00

Task Title: Water Quality Monitoring and Analysis

Task Description:

A. The RECIPIENT will develop and submit a Quality Assurance Project Plan (QAPP), which will guide all water quality monitoring activities, to the ECOLOGY Project Manager. This plan will go through a review process and must be approved and signed by the ECOLOGY Project Manager prior to initiating monitoring activities. Any monitoring activities conducted before the QAPP is approved and signed are not eligible for reimbursement. The RECIPIENT will include a map of the long-term baseline site locations in the QAPP.

B. The RECIPIENT will conduct a long-term water quality trend monitoring program to assess the influence of each stream on marine water quality. The RECIPIENT will monitor for nutrients, bacteria, temperature, pH, salinity, dissolved oxygen, and conductivity at 18-21 stream sites (12 monthly and 9 quarterly) for two years.

C. The RECIPIENT will contact landowners within the Matriotti Creek and Bell Creek focus areas to request access to stream segments to conduct water quality sampling. The RECIPIENT will monitor for bacteria, temperature, and salinity at 12-15 sites (approximately 280-360 samples). The RECIPIENT will produce a map of segmented sampling site locations.

D. The RECIPIENT will identify areas of concern (hotspots) based on segmented water quality sampling results and take additional samples to locate possible bacteria sources.

E. The RECIPIENT will submit all monitoring data collected into ECOLOGY's Environmental Information Management (EIM) database annually. Include "Section 319" in the study name or description for data transfer to EPA's Water Quality Portal. The RECIPIENT will develop and submit annual water quality trend reports. The RECIPIENT will develop and submit a water quality project report that summarizes the trend reports, directs future work in new focus areas, and documents corrective actions made (Task 4).

F. The RECIPIENT will participate in professional development trainings that are relevant to the project goals, including, but not limited to the Washington State Environmental Health Association Education conference, the Salish Sea Conference, and regional PIC workshops. The total cost of all training under this project will not exceed \$3,000. Changes or modifications must have prior approval from the ECOLOGY Project Manager to be eligible for reimbursement. Any training not specifically

identified in this agreement or not approved by the ECOLOGY Project Manager prior to attendance will be ineligible for reimbursement.

Task Goal Statement:

Long-term baseline trends water quality monitoring will help project partners gain a broad understanding of the health of District streams and will help prioritize cleanup and protection efforts within the District.

Segmented or bracketed sampling will help narrow down the array of parcels and land uses that likely contribute to bacterial pollution within a chosen sub-watershed and direct on-the-ground investigative efforts.

Parcel analyses and parcel surveys will identify those parcels, land uses, or activities that likely contribute to water pollution and inform subsequent pollution correction efforts.

Task Expected Outcome:

- Conduct baseline trend monitoring of 18-21 Clean Water District streams.
- Conduct segmented stream monitoring at 12-15 sites (approximately 280-360 samples) and produce a map of locations.
- Identify areas of concern ("hotspots") within project focus areas.
- Take additional samples to locate possible sources of bacteria.

Deliverables

Number	Description	Due Date
3.1	Approved QAPP. Include map(s) of long-term baseline sampling site locations. Upload to EAGL and notify ECOLOGY Project Manager upon completion.	
3.2	All monitoring data. Submit to ECOLOGY's EIM database.	
3.3	Maps of segmented sampling site locations and areas of concerns ("hotspots"). Upload maps to EAGL.	
3.4	Annual water quality trend reports. Upload to EAGL and notify ECOLOGY Project Manager upon completion.	
3.5	Final water quality project report. Upload to EAGL and notify ECOLOGY Project Manager upon completion.	

CHANGES TO SCOPE OF WORK

Task Number: 4

Task Cost: \$48,080.00

Task Title: Technical Assistance, Correction, and Compliance

Task Description:

A. The RECIPIENT will complete a high-level analysis of approximately 200 properties within the Matriotti Creek and Bell Creek focus areas. The analysis will include building permit and septic records, land use designations, and aerial imagery.

B. The RECIPIENT will complete approximately 30 on-the-ground surveys of “high priority” properties located within the Matriotti Creek and Bell Creek project focus areas. High priority properties include areas of concern (hot spots) based on water quality sampling data (Task 3) or properties within 200 feet of streams. The purpose of the surveys is to identify sources contributing to the pollution of surface water (may include factors such as pet waste, stormwater, on-site septic systems (OSS), and wild or domestic animal impacts). The RECIPIENT will conduct one-on-one interactions during the property surveys to communicate project goals and the importance of property maintenance in relation to water quality to the homeowners. The RECIPIENT will provide feedback to landowners and recommend pollution control measures that may include directing downspouts from roof runoff away from septic components, managing domestic animal waste, and discouraging wild animal congregation.

C. The RECIPIENT will complete dye testing on OSS where failure is suspected, but not confirmed directly and feasible, to help pinpoint fecal bacteria sources.

D. The RECIPIENT will take corrective action on failing OSS by providing an information packet to homeowners with installation records (if available), educational materials related to proper maintenance and care of OSS, financial assistance, low-cost septic loan programs, and a list of licensed professionals who can help with inspections, pumping, and repairs. The RECIPIENT will refer any continuing OSS problems to the Clallam County Environmental Health Onsite Program.

E. The RECIPIENT will refer any agricultural sources to the Clallam Conservation District for technical assistance and best management practice guidance.

F. The RECIPIENT will refer any properties that neglected the critical area ordinance to the Clallam County Department of Community Development.

G. The RECIPIENT will continue to take corrective action on properties previously identified in other PIC focus areas (Lotzgesell and Lower Matriotti, Meadowbrook Creek and Slough, and Golden Sands and Cooper Creek).

Task Goal Statement:

Providing information and technical assistance will empower those living within the Matriotti Creek and Bell Creek focus areas to make decisions that protect water quality and correct potential pollution sources. Those actively seeking to continue activities or conditions that likely contribute to water pollution will be encouraged to change through compliance efforts or enforcement.

Task Expected Outcome:

- Complete analyses on 100 high-level parcels in the project area.
- Complete 30 on-the-ground property surveys of high priority properties to identify sources of pollution and provide information of property management related to water quality.
- Pinpoint fecal coliform sources through the use of dye testing.
- Identify and correct failing OSS by providing homeowners with educational materials related to maintenance and care of OSS, financial assistance, licensed professionals for inspections, pumping and repairs.
- Refer continuing OSS problems to the Clallam County Environmental Health Onsite Program.

- Refer agricultural operations to the Clallam Conservation District.
- Refer neglected critical area ordinance to the Clallam County Department of Community Development.
- Continue to take corrective action on properties previously identified in other PIC focus areas.

Deliverables

Number	Description	Due Date
4.1	Parcel analysis results of approximately 200 properties. Upload to EAGL and notify ECOLOGY Project Manager upon completion.	
4.2	On-the-ground survey results (30) and documentation of corrections recommended. Upload to EAGL and notify ECOLOGY Project Manager upon completion.	
4.3	Information packet provided to homeowners with failing OSS (includes education about operation and maintenance, financial assistance, low-cost loan programs, and licensed professionals available). Upload to EAGL and notify ECOLOGY Project Manager upon completion.	
4.4	Documentation of OSS corrections completed. Include in the quarterly progress reports and upload complete list to EAGL.	
4.5	Documentation of properties referred to Clallam County Environmental Health and Onsite Program. Include in quarterly progress reports and upload complete list to EAGL.	
4.6	Documentation of properties referred to Clallam Conservation District for agricultural technical assistance. Include in the quarterly progress reports and upload complete list to EAGL.	
4.7	Documentation of properties referred to Clallam County Department of Community Development for assistance with critical area ordinance compliance. Include in the quarterly progress reports and upload complete list to EAGL.	

Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
Centennial Clean Water	25 %	\$ 56,000.00	\$ 168,000.00	\$ 224,000.00
Total		\$ 56,000.00	\$ 168,000.00	\$ 224,000.00

SPECIAL TERMS AND CONDITIONS:

SECTION 1: DEFINITIONS

Unless otherwise provided, the following terms will have the respective meanings for all purposes of this agreement:

“Administration Charge” means a charge established in accordance with Chapter 90.50A RCW and Chapter 173-98 WAC, to be used to pay Ecology’s cost to administer the State Revolving Fund by placing a percentage of the interest earned in an Administrative Charge Account.

“Administrative Requirements” means the effective edition of ECOLOGY’s Administrative Requirements for Recipients of Ecology Grants and Loans at the signing of this agreement.

“Annual Debt Service” for any calendar year means for any applicable bonds or loans including the loan, all interest plus all principal due on such bonds or loans in such year.

“Average Annual Debt Service” means, at the time of calculation, the sum of the Annual Debt Service for the remaining years of the loan to the last scheduled maturity of the loan divided by the number of those years.

“Acquisition” means the purchase or receipt of a donation of fee or less than fee interests in real property. These interests include, but are not limited to, conservation easements, access/trail easements, covenants, water rights, leases, and mineral rights.

“Centennial Clean Water Program” means the state program funded from various state sources.

“Contract Documents” means the contract between the RECIPIENT and the construction contractor for construction of the project.

“Cost Effective Analysis” means a comparison of the relative cost-efficiencies of two or more potential ways of solving a water quality problem as described in Chapter 173-98-730 WAC.

“Defease” or “Defeasance” means the setting aside in escrow or other special fund or account of sufficient investments and money dedicated to pay all principal of and interest on all or a portion of an obligation as it comes due.

“Effective Date” means the earliest date on which eligible costs may be incurred.

“Effective Interest Rate” means the total interest rate established by Ecology that includes the Administrative Charge.

“Estimated Loan Amount” means the initial amount of funds loaned to the RECIPIENT.

“Estimated Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Estimated Loan Amount.

“Equivalency” means projects designated by ECOLOGY to meet additional federal requirements.

“Expiration Date” means the latest date on which eligible costs may be incurred.

“Final Accrued Interest” means the interest accrued beginning with the first disbursement of funds to the RECIPIENT through such time as the loan is officially closed out and a final loan repayment schedule is issued.

“Final Loan Amount” means all principal of and interest on the loan from the Project Start Date through the Project Completion Date.

“Final Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Final Loan Amount.

“Forgivable Principal” means the portion of a loan that is not required to be paid back by the borrower.

“General Obligation Debt” means an obligation of the RECIPIENT secured by annual ad valorem taxes levied by the RECIPIENT and by the full faith, credit, and resources of the RECIPIENT.

“General Obligation Payable from Special Assessments Debt” means an obligation of the RECIPIENT secured by a valid general obligation of the Recipient payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all of the taxable property within the boundaries of the RECIPIENT.

“Gross Revenue” means all of the earnings and revenues received by the RECIPIENT from the maintenance and operation of the Utility and all earnings from the investment of money on deposit in the Loan Fund, except (i) Utility Local Improvement Districts (ULID) Assessments, (ii) government grants, (iii) RECIPIENT taxes, (iv) principal proceeds of bonds and other obligations, or (v) earnings or proceeds (A) from any investments in a trust, Defeasance, or escrow fund created to Defease or refund Utility obligations or (B) in an obligation redemption fund or account other than the Loan Fund until commingled with other earnings and revenues of the Utility or (C) held in a special account for the purpose of paying a rebate to the United States Government under the Internal Revenue Code.

“Guidelines” means the ECOLOGY’s Funding Guidelines that correlate to the State Fiscal Year in which the project is funded.

“Initiation of Operation Date” means the actual date the Water Pollution Control Facility financed with proceeds of the loan begins to operate for its intended purpose.

“Loan” means the Washington State Water Pollution Control Revolving Fund Loan or Centennial Clean Water Fund

(Centennial) Loan made pursuant to this loan agreement.

“Loan Amount” means either an Estimated Loan Amount or a Final Loan Amount, as applicable.

“Loan Fund” means the special fund created by the RECIPIENT for the repayment of the principal of and interest on the loan.

“Loan Security” means the mechanism by which the RECIPIENT pledges to repay the loan.

“Loan Term” means the repayment period of the loan.

“Maintenance and Operation Expense” means all reasonable expenses incurred by the RECIPIENT in causing the Utility to be operated and maintained in good repair, working order, and condition including payments to other parties, but will not include any depreciation or RECIPIENT levied taxes or payments to the RECIPIENT in lieu of taxes.

“Net Revenue” means the Gross Revenue less the Maintenance and Operation Expense.

“Original Engineer’s Estimate” means the engineer’s estimate of construction costs included with bid documents.

“Principal and Interest Account” means, for a loan that constitutes Revenue-Secured Debt, the account created in the loan fund to be first used to repay the principal of and interest on the loan.

“Project” means the project described in this agreement.

“Project Completion Date” means the date specified in the agreement on which the Scope of Work will be fully completed.

This term is only used in loan agreements.

“Project Schedule” means that schedule for the project specified in the agreement.

“Revenue-Secured Debt” means an obligation of the RECIPIENT secured by a pledge of the revenue of a utility and one not a general obligation of the RECIPIENT.

“Reserve Account” means, for a loan that constitutes a Revenue Secured Debt and if specifically identified as a term and condition of the funding agreement, the account of that name created in the loan fund to secure the payment of the principal of and interest on the loan.

“Risk-Based Determination” means an approach to sub-recipient monitoring and oversight based on risk factors associated to a RECIPIENT or project.

“Scope of Work” means the tasks and activities constituting the project.

“Section 319” means the section of the Clean Water Act that provides funding to address nonpoint sources of water pollution.

“Senior Lien Obligations” means all revenue bonds and other obligations of the RECIPIENT outstanding on the date of execution of this loan agreement (or subsequently issued on a parity therewith, including refunding obligations) or issued after the date of execution of this loan agreement having a claim or lien on the Gross Revenue of the Utility prior and superior to the claim or lien of the loan, subject only to Maintenance and Operation Expense.

“State Water Pollution Control Revolving Fund (Revolving Fund)” means the water pollution control revolving fund established by Chapter 90.50A.020 RCW.

“Termination Date” means the effective date of ECOLOGY’s termination of the agreement.

“Termination Payment Date” means the date on which the RECIPIENT is required to repay to ECOLOGY any outstanding balance of the loan and all accrued interest.

“Total Eligible Project Cost” means the sum of all costs associated with a water quality project that have been determined to be eligible for ECOLOGY grant or loan funding, including any required recipient match.

“Total Project Cost” means the sum of all costs associated with a water quality project, including costs that are not eligible for ECOLOGY grant or loan funding.

“ULID” means any utility local improvement district of the RECIPIENT created for the acquisition or construction of additions to and extensions and betterments of the Utility.

“ULID Assessments” means all assessments levied and collected in any ULID. Such assessments are pledged to be paid into the Loan Fund (less any prepaid assessments permitted by law to be paid into a construction fund or account). ULID Assessments will include principal installments and any interest or penalties which may be due.

“Utility” means the sewer system, stormwater system, or the combined water and sewer system of the RECIPIENT, the Net Revenue of which is pledged to pay and secure the loan.

SECTION 2: THE FOLLOWING CONDITIONS APPLY TO ALL RECIPIENTS OF WATER QUALITY COMBINED FINANCIAL ASSISTANCE FUNDING.

The Water Quality Financial Assistance Funding Guidelines are included in this agreement by reference and are available on ECOLOGY’s Water Quality Program website.

A. Architectural and Engineering Services: The RECIPIENT certifies by signing this agreement that the requirements of Chapter 39.80 RCW, “Contracts for Architectural and Engineering Services,” have been, or shall be, met in procuring qualified architectural/engineering services. The RECIPIENT shall identify and separate eligible and ineligible costs in the final architectural/engineering services contract and submit a copy of the contract to ECOLOGY.

B. Acquisition: The following provisions shall be in force only if the project described in this agreement is an acquisition project:

- a. Evidence of Land Value and Title. The RECIPIENT shall submit documentation of the cost of the property rights and the type of ownership interest that has been acquired.
- b. Legal Description of Real Property Rights Acquired. The legal description of the real property rights purchased with funding assistance provided through this agreement (and protected by a recorded conveyance of rights to the State of Washington) shall be incorporated into the agreement before final payment.
- c. Conveyance of Rights to the State of Washington. Upon purchase of real property rights (both fee simple and lesser interests), the RECIPIENT shall execute the document necessary to convey certain rights and responsibilities to ECOLOGY, on behalf of the State of Washington. The documents required will depend on the project type, the real property rights being acquired, and whether or not those rights are being acquired in perpetuity (see options below). The RECIPIENT shall use language provided by ECOLOGY, to record the executed document in the County where the real property lies, and to provide a copy of the recorded document to ECOLOGY.

Documentation Options:

1. Deed of Right. The Deed of Right conveys to the people of the state of Washington the right to preserve, protect, and/or use the property for public purposes consistent with the fund source. RECIPIENTS shall use this document when acquiring real property rights that include the underlying land. This document may also be applicable for those easements where the RECIPIENT has acquired a perpetual easement for public purposes. The RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the deed of right.
2. Assignment of Rights. The Assignment of Rights document transfers certain rights such as access and enforcement to ECOLOGY. The RECIPIENT shall use this document when an easement or lease is being acquired for water quality and habitat conservation. The Assignment of Rights requires the signature of the underlying landowner and must be incorporated by reference in the easement document.
3. Easements and Leases. The RECIPIENT may incorporate required language from the Deed of Right or Assignment of Rights directly into the easement or lease document, thereby eliminating the requirement for a separate document. Language will depend on the situation; therefore, the RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the easement or lease.
- d. Real Property Acquisition and Relocation Assistance.
 1. Federal Acquisition Policies. See Section 4 of this agreement for requirements specific to Section 319 and SRF funded projects.
 2. State Acquisition Policies. When state funds are part of this agreement, the RECIPIENT agrees to comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policy of the State of Washington, Chapter 8.26 RCW, and Chapter 468-100 WAC.
 3. Housing and Relocation. In the event that housing and relocation costs, as required by federal law set out in subsection (1) above and/or state law set out in subsection (2) above, are involved in the execution of this project, the RECIPIENT agrees to provide any housing and relocation assistance required.

e. Hazardous Substances.

1. Certification. The RECIPIENT shall inspect, investigate, and conduct an environmental audit of the proposed acquisition site for the presence of hazardous substances, as defined in RCW 70.105D.020(10), and certify:
 - i. No hazardous substances were found on the site, or
 - ii. Any hazardous substances found have been treated and/or disposed of in compliance with applicable state and federal laws, and the site is deemed "clean."
2. Responsibility. Nothing in this provision alters the RECIPIENT's duties and liabilities regarding hazardous substances as set forth in RCW 70.105D.
3. Hold Harmless. The RECIPIENT will defend, protect and hold harmless ECOLOGY and any and all of its employees and/or agents, from and against any and all liability, cost (including but not limited to all costs of defense and attorneys' fees) and any and all loss of any nature from any and all claims or suits resulting from the presence of, or the release or threatened release of, hazardous substances on the property the RECIPIENT is acquiring.
- f. Restriction On Conversion Of Real Property And/Or Facilities To Other Uses
The RECIPIENT shall not at any time convert any real property (including any interest therein) or facility acquired, developed, maintained, renovated, and/or restored pursuant to this agreement to uses other than those purposes for which funds were approved without prior approval of ECOLOGY. For acquisition projects that are term limited, such as one involving a lease or a term-limited restoration, renovation or development project or easement, this restriction on conversion shall apply only for the length of the term, unless otherwise provided in written documents or required by applicable state or

federal law. In such case, the restriction applies to such projects for the length of the term specified by the lease, easement, deed, or landowner agreement.

C. Best Management Practices (BMP) Implementation: If the RECIPIENT installs BMPs that are not approved by ECOLOGY prior to installation, the RECIPIENT assumes the risk that part or all of the reimbursement for that activity may be delayed or ineligible. For more details regarding BMP Implementation, please reference the Water Quality Financial Assistance Funding Guidelines available on ECOLOGY's Water Quality Program funding website.

D. Electronic Fund Transfers: Payment will be issued through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process or electronic fund transfers, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.

E. Equipment Purchase: Equipment purchases over \$5,000 and not included in the scope of work or the Ecology approved construction plans and specifications, must be pre-approved by ECOLOGY's project manager before purchase. All equipment purchases over \$5,000 and not included in a contract for work being completed on the funded project, must also be reported on the Equipment Purchase Report in EAGL.

F. Funding Recognition: The RECIPIENT must inform the public about ECOLOGY or any EPA (see Section 3.B for Section 319 funded or Section 5.E for SRF funded projects) funding participation in this project through the use of project signs, acknowledgement in published materials, reports, the news media, websites, or other public announcements. Projects addressing site-specific locations must utilize appropriately sized and weather-resistant signs. Sign logos are available from ECOLOGY's Financial Manager upon request.

G. Growth Management Planning: The RECIPIENT certifies by signing this agreement that it is in compliance with the requirements of Chapter 36.70A RCW, "Growth Management Planning by Selected Counties and Cities." If the status of compliance changes, either through RECIPIENT or legislative action, the RECIPIENT shall notify ECOLOGY in writing of this change within 30 days.

H. Interlocal: The RECIPIENT certifies by signing this agreement that all negotiated interlocal agreements necessary for the project are, or shall be, consistent with the terms of this agreement and Chapter 39.34 RCW, "Interlocal Cooperation Act." The RECIPIENT shall submit a copy of each interlocal agreement necessary for the project to ECOLOGY upon request.

I. Lobbying and Litigation: Costs incurred for the purposes of lobbying or litigation are not eligible for funding under this agreement.

J. Post Project Assessment Survey: The RECIPIENT agrees to participate in a brief survey regarding the key project results or water quality project outcomes and the status of long-term environmental results or goals from the project approximately three years after project completion. A representative from ECOLOGY's Water Quality Program may contact the RECIPIENT to request this data. ECOLOGY may also conduct site interviews and inspections, and may otherwise evaluate the project, as part of this assessment.

K. Project Status Evaluation: ECOLOGY may evaluate the status of this project 18 months from the effective date of this agreement. ECOLOGY's Project Manager and Financial Manager will meet with the RECIPIENT to review spending trends, completion of outcome measures, and overall project administration and performance. If the RECIPIENT fails to make satisfactory progress toward achieving project outcomes, ECOLOGY may change the scope of work, reduce grant funds, or increase oversight measures.

L. Technical Assistance: Technical assistance for agriculture activities provided under the terms of this agreement shall be consistent with the current U.S. Natural Resource Conservation Service ("NRCS") Field Office Technical Guide for Washington State and specific requirements outlined in the Water Quality Funding Guidelines. Technical assistance, proposed practices, or project designs that do not meet these standards may be eligible if approved in writing by ECOLOGY.

SECTION 3: THE FOLLOWING CONDITIONS APPLY TO SECTION 319 AND CENTENNIAL CLEAN WATER FUNDED PROJECTS BEING USED TO MATCH SECTION 319 FUNDS.

The RECIPIENT must submit the following documents to ECOLOGY before this agreement is signed by ECOLOGY:

1. Federal Funding Accountability and Transparency Act (FFATA) Form, available on the Water Quality Program website.
2. "Section 319 Initial Data Reporting" form in EAGL.

A. Data Reporting: The RECIPIENT must complete the "Section 319 Initial Data Reporting" form in EAGL before this agreement can be signed by Ecology. This form is used to gather general information about the project for EPA.

B. Funding Recognition and Outreach: In addition to Section 2.F. of these Special Terms and Conditions, the RECIPIENT shall provide signage that informs the public that the project is funded by EPA. The signage shall contain the EPA logo and follow usage requirements available at <http://www2.epa.gov/stylebook/using-epa-seal-and-logo>. To obtain the appropriate EPA logo or seal graphic file, the RECIPIENT may send a request to their Ecology Financial Manager.

To increase public awareness of projects serving communities where English is not the predominant language, RECIPIENTS are encouraged to provide their outreach strategies communication in non-English languages. Translation costs for this purpose are allowable, provided the costs are reasonable.

The RECIPIENT shall use the following paragraph in all reports, documents, and signage developed under this agreement: "This project has been funded wholly or in part by the United States Environmental Protection Agency under an assistance agreement to the Washington State Department of Ecology. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the mention of trade names or commercial products constitute endorsement or recommendation for use."

C. Load Reduction Reporting: The RECIPIENT shall complete the "Section 319 Annual Load Reduction Reporting" form in EAGL by January 15 of each year and at project close-out. ECOLOGY may hold reimbursements until the RECIPIENT has completed the form. This form is used to gather information on best management practices (BMPs) installed and associated pollutant load reductions that were funded as a part of this project.

D. Time Extension: The RECIPIENT may request a one-time extension for up to 12 months. However, the time extension cannot exceed the time limitation established in EPA's assistance agreement. In the event a time extension is requested and approved by ECOLOGY, the RECIPIENT must complete all eligible work performed under this agreement by the expiration date.

SECTION 4: THE FOLLOWING CONDITIONS APPLY TO SECTION 319 AND STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

A. Accounting Standards: The RECIPIENT shall maintain accurate records and accounts for the project (PROJECT Records) in accordance with Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB), including standards related to the reporting of infrastructure assets or in accordance with the standards in Chapter 43.09.200 RCW "Local Government Accounting – Uniform System of Accounting."

B. Acquisitions: Section 319 and SRF Equivalency project RECIPIENTS shall comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 84 Stat. 1894 (1970)--Public Law 91-646, as amended by the Surface Transportation and Uniform Relocation Assistance Act, PL 100-17-1987, and applicable regulations and procedures of the federal agency implementing that Act.

C. Audit Requirements: In accordance with 2 CFR 200.501(a), the RECIPIENT agrees to obtain a single audit from an independent auditor, if their organization expends \$750,000 or more in total Federal funds in their fiscal year. The RECIPIENT must submit the form SF-SAC and a Single Audit Report Package within 9 months of the end of the fiscal year or 30 days after receiving the report from an independent auditor. The SF-SAC and a Single Audit Report Package MUST be submitted using the Federal Audit Clearinghouse's Internet Data Entry System available at: <https://harvester.census.gov/fac/collect/ddeindex.html>. For complete information on how to accomplish the single audit submission, go to the Federal Audit Clearinghouse Web site: <http://harvester.census.gov/fac/>.

D. Archaeological Resources and Historic Properties (Section 106): The RECIPIENT shall comply with the additional requirements under section 106 of the National Historic Preservation Act (NHPA, 36 CFR 800).

E. Data Universal Numbering System (DUNS) and Central Contractor Registration (CCR) Requirements: RECIPIENTS shall have a DUNS number. Unless exempted from this requirement under 2 CFR 25.110, the RECIPIENT must ensure that their organization's information in the System for Award Management (SAM), <https://www.sam.gov>, is kept current through project closeout. This requires that the RECIPIENT reviews and updates the information at least annually after the initial registration, and more frequently if information changes.

F. Disadvantaged Business Enterprise (DBE): General Compliance, 40 CFR, Part 33. The RECIPIENT agrees to comply with the requirements of the Environmental Protection Agency's Program for Utilization of Small, Minority, and Women's Business Enterprises (MBE/WBE) 40CFR, Part 33 in procurement under this agreement.

Six Good Faith Efforts, 40 CFR, Part 33, Subpart C. The RECIPIENT agrees to make the following good faith efforts whenever procuring construction, equipment, services, and supplies under this agreement. Records documenting compliance with the following six good faith efforts shall be retained:

1) Ensure Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government RECIPIENTS, this shall include placing Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources.

2) Make information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting

solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.

3) Consider, in the contracting process, whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State, and Local Government RECIPIENTS, this shall include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.

4) Encourage contracting with a consortium of Disadvantaged Business Enterprises when a contract is too large for one of these firms to handle individually.

5) Use services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

6) If the prime contractor awards subcontracts, require the prime contractor to take the five good faith efforts steps in paragraphs 1 through 5 above.

The RECIPIENT agrees to submit ECOLOGY's Contractor Participation Report Form D with each payment request. Contract Administration Provisions, 40 CFR, Section 33.302. The RECIPIENT agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

Non-discrimination Provision. The RECIPIENT shall not discriminate on the basis of race, color, national origin or sex in the performance of this agreement. The RECIPIENT shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the RECIPIENT to carry out these requirements is a material breach of this agreement which may result in the termination of this contract or other legally available remedies.

This does not preclude the RECIPIENT from enacting broader nondiscrimination protections.

The RECIPIENT shall comply with all federal and state nondiscrimination laws, including but not limited to, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq, the Americans with Disabilities Act (ADA).

In the event of the RECIPIENT's noncompliance or refusal to comply with any applicable nondiscrimination law, regulation, or policy, this agreement may be rescinded, canceled, or terminated in whole or in part and the RECIPIENT may be declared ineligible for further funding from ECOLOGY. The RECIPIENT shall, however, be given a reasonable time in which to cure this noncompliance.

The RECIPIENT shall include the following terms and conditions in contracts with all contractors, subcontractors, engineers, vendors, and any other entity for work or services pertaining to this agreement.

"The Contractor will not discriminate on the basis of race, color, national origin or sex in the performance of this Contract.

The Contractor will carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under Environmental Protection Agency financial agreements. Failure by the Contractor to carry out these requirements is a material breach of this Contract which may result in termination of this Contract or other legally available remedies."

Bidder List, 40 CFR, Section 33.501(b) and (c). The RECIPIENT agrees to create and maintain a bidders list. The bidders list shall include the following information for all firms that bid or quote on prime contracts, or bid or quote subcontracts, including both MBE/WBEs and non-MBE/WBEs.

1. Entity's name with point of contact
2. Entity's mailing address, telephone number, and e-mail address
3. The procurement on which the entity bid or quoted, and when
4. Entity's status as an MBE/WBE or non-MBE/WBE

G. Electronic and information Technology (EIT) Accessibility: RECIPIENTS shall ensure that loan funds provided under this agreement for costs in the development or purchase of EIT systems or products provide individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology as per Section 504 of the Rehabilitation Act, codified in 40 CFR Part 7. Systems or products funded under this agreement must be designed to meet the diverse needs of users without barriers or diminished function or quality. Systems shall include usability features or functions that accommodate the needs of persons with disabilities, including those who use assistive technology.

H. Hotel-Motel Fire Safety Act: The RECIPIENT shall ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (15 USC 2225a, PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act. Pursuant to 15 USC 2225a.

I. Trafficking In Persons: The RECIPIENT and RECIPIENT employees that are private entities shall not engage in forms of

trafficking in persons during the period of time this agreement is effective. This includes, but is not limited to, the procurement of a commercial sex act or forced labor. The RECIPIENT shall notify ECOLOGY immediately of any information received from any source alleging a violation under this provision.

SECTION 5: THE FOLLOWING CONDITIONS APPLY TO STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

The RECIPIENT must submit the following documents/forms to ECOLOGY before this agreement is signed by ECOLOGY:

1. Financial Capability Assessment Documentation
2. Opinion of RECIPIENT's Legal Council
3. Authorizing Ordinance or Resolution
4. Federal Funding Accountability and Transparency Act (FFATA) Form
5. CWSRF Federal Reporting Information form available in EAGL
6. Fiscal Sustainability Plan Certification Form (only required if the project includes construction of a wastewater or stormwater facility construction)
7. Cost and Effectiveness Analysis Certification Form

A. Alteration and Eligibility of Project: During the term of this agreement, the RECIPIENT (1) shall not materially alter the design or structural character of the project without the prior written approval of ECOLOGY and (2) shall take no action which would adversely affect the eligibility of the project as defined by applicable funding program rules and state statutes, or which would cause a violation of any covenant, condition, or provision herein.

B. American Iron and Steel (Buy American): This loan provision applies to projects for the construction, alteration, maintenance, or repair of a "treatment works" as defined in the Federal Water Pollution Control Act (33 USC 1381 et seq.) The RECIPIENT shall ensure that all iron and steel products used in the project are produced in the United States. Iron and Steel products means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials. The RECIPIENT may request waiver from this requirement from the Administrator of the Environmental Protection Agency. The RECIPIENT must coordinate all waiver requests through ECOLOGY. This provision does not apply if the engineering plans and specifications for the project were approved by ECOLOGY prior to January 17, 2014. ECOLOGY reserves the right to request documentation of RECIPIENT'S compliance with this provision.

C. Authority of RECIPIENT: This agreement is authorized by the Constitution and laws of the state of Washington, including the RECIPIENT's authority, and by the RECIPIENT pursuant to the authorizing ordinance or resolution. The RECIPIENT shall submit a copy of the authorizing ordinance or resolution to the ECOLOGY Financial Manager before this agreement shall be signed by ECOLOGY.

D. Equivalency Projects: (For designated equivalency projects only)

1. The RECIPIENT must procure architectural and engineering services in accordance with the federal requirements in Chapter 11 of Title 40, U.S.C. (see www.gpo.gov/fdsys/pkg/USCODE-2011-title40/pdf/USCODE-2011-title40-subtitleI-chap11.pdf).

E. Fiscal Sustainability Plan Certification: The RECIPIENT shall submit a completed Fiscal Sustainability Plan Certification before this agreement is signed by ECOLOGY. The Fiscal Sustainability Plan Certification is available from the ECOLOGY Financial Manager or on the Water Quality Program website.

F. Funding Recognition and Outreach: In addition to Section 2.F of these Terms and Conditions, the RECIPIENT agrees to comply with the EPA SRF Signage Guidance in order to enhance public awareness of EPA assistance agreements nationwide. The signage guidance can be found at: <http://www.ecy.wa.gov/programs/wq/funding/FundPrgms/CWSRF/SignageGuidanceJune2015.pdf>.

G. Insurance: The RECIPIENT shall at all times carry fire and extended insurance coverage, public liability, and property damage, and such other forms of insurance with responsible insurers and policies payable to the RECIPIENT on such of the buildings, equipment, works, plants, facilities, and properties of the Utility as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, and against such claims for damages as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, or it shall self-insure or participate in an insurance pool or pools with reserves adequate, in the reasonable judgment of the RECIPIENT, to protect it against loss.

H. Litigation Authority: No litigation is now pending, or to the RECIPIENT's knowledge, threatened, seeking to restrain, or enjoin:

- (i) the execution of this agreement; or
- (ii) the fixing or collection of the revenues, rates, and charges or the formation of the ULID and the levy and collection of ULID Assessments therein pledged to pay the principal of and interest on the loan (for revenue secured lien obligations); or

(iii) the levy and collection of the taxes pledged to pay the principal of and interest on the loan (for general obligation-secured loans and general obligation payable from special-assessment-secured loans); or
(iv) in any manner questioning the proceedings and authority under which the agreement, the loan, or the project are authorized. Neither the corporate existence, or boundaries of the RECIPIENT nor the title of its present officers to their respective offices is being contested. No authority or proceeding for the execution of this agreement has been repealed, revoked, or rescinded.

I. Loan Interest Rate and Terms: This loan agreement shall remain in effect until the date of final repayment of the loan, unless terminated earlier according to the provisions herein.

When the Project Completion Date has occurred, ECOLOGY and the RECIPIENT shall execute an amendment to this loan agreement which details the final loan amount (Final Loan Amount), and ECOLOGY shall prepare a final loan repayment schedule. The Final Loan Amount shall be the combined total of actual disbursements made on the loan and all accrued interest to the computation date.

The Estimated Loan Amount and the Final Loan Amount (in either case, as applicable, a "Loan Amount") shall bear interest based on the interest rate identified in this agreement as the "Effective Interest Rate," per annum, calculated on the basis of a 365 day year. Interest on the Estimated Loan Amount shall accrue from and be compounded monthly based on the date that each payment is mailed to the RECIPIENT. The Final Loan Amount shall be repaid in equal installments, semiannually, over the term of this loan "Loan Term" as outlined in this agreement.

J. Loan Repayment:

Sources of Loan Repayment

1. Nature of RECIPIENT's Obligation. The obligation of the RECIPIENT to repay the loan from the sources identified below and to perform and observe all other agreements and obligations on its part, contained herein, shall be absolute and unconditional, and shall not be subject to diminution by setoff, counterclaim, or abatement of any kind. To secure the repayment of the loan from ECOLOGY, the RECIPIENT agrees to comply with all of the covenants, agreements, and attachments contained herein.

2. For General Obligation. This loan is a General Obligation Debt of the RECIPIENT.

3. For General Obligation Payable from Special Assessments. This loan is a General Obligation Debt of the RECIPIENT payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all of the taxable property within the boundaries of the RECIPIENT.

4. For Revenue-Secured: Lien Position. This loan is a Revenue-Secured Debt of the RECIPIENT's Utility. This loan shall constitute a lien and charge upon the Net Revenue junior and subordinate to the lien and charge upon such Net Revenue of any Senior Lien Obligations.

In addition, if this loan is also secured by Utility Local Improvement Districts (ULID) Assessments, this loan shall constitute a lien upon ULID Assessments in the ULID prior and superior to any other charges whatsoever.

5. Other Sources of Repayment. The RECIPIENT may repay any portion of the loan from any funds legally available to it.

6. Defeasance of the Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT shall not be entitled to, and shall not affect, an economic Defeasance of the loan. The RECIPIENT shall not advance refund the loan.

If the RECIPIENT defeases or advance refunds the loan, it shall be required to use the proceeds thereof immediately upon their receipt, together with other available RECIPIENT funds, to repay both of the following:

(i) The Loan Amount with interest

(ii) Any other obligations of the RECIPIENT to ECOLOGY under this agreement, unless in its sole discretion ECOLOGY finds that repayment from those additional sources would not be in the public interest.

Failure to repay the Loan Amount plus interest within the time specified in ECOLOGY's notice to make such repayment shall incur Late Charges and shall be treated as a Loan Default.

7. Refinancing or Early Repayment of the Project. So long as ECOLOGY shall hold this loan, the RECIPIENT shall give ECOLOGY thirty days written notice if the RECIPIENT intends to refinance or make early repayment of the loan.

Method and Conditions on Repayments

1. Semiannual Payments. Notwithstanding any other provision of this agreement, the first semiannual payment of principal and interest on this loan shall be due and payable no later than one year after the project completion date or initiation of operation date, whichever comes first.

Thereafter, equal payments shall be due every six months.

If the due date for any semiannual payment falls on a Saturday, Sunday, or designated holiday for Washington State agencies, the payment shall be due on the next business day for Washington State agencies.

Payments shall be mailed to:

Department of Ecology
Cashiering Unit

P.O. Box 47611
Olympia WA 98504-7611

In lieu of mailing payments, electronic fund transfers can be arranged by working with ECOLOGY's Financial Manager. No change to the amount of the semiannual principal and interest payments shall be made without a mutually signed amendment to this agreement. The RECIPIENT shall continue to make semiannual payments based on this agreement until the amendment is effective, at which time the RECIPIENT's payments shall be made pursuant to the amended agreement.

2. Late Charges. If any amount of the Final Loan Amount or any other amount owed to ECOLOGY pursuant to this agreement remains unpaid after it becomes due and payable, ECOLOGY may assess a late charge. The late charge shall be one percent per month on the past due amount starting on the date the debt becomes past due and until it is paid in full.

3. Repayment Limitations. Repayment of the loan is subject to the following additional limitations, among others: those on defeasance, refinancing and advance refunding, termination, and default and recovery of payments.

4. Prepayment of Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT may prepay the entire unpaid principal balance of and accrued interest on the loan or any portion of the remaining unpaid principal balance of the Loan Amount. Any prepayments on the loan shall be applied first to any accrued interest due and then to the outstanding principal balance of the Loan Amount. If the RECIPIENT elects to prepay the entire remaining unpaid balance and accrued interest, the RECIPIENT shall first contact ECOLOGY's Revenue/Receivable Manager of the Fiscal Office.

K. Loan Security

Due Regard: For loans secured with a Revenue Obligation: The RECIPIENT shall exercise due regard for Maintenance and Operation Expense and the debt service requirements of the Senior Lien Obligations and any other outstanding obligations pledging the Gross Revenue of the Utility, and it has not obligated itself to set aside and pay into the loan Fund a greater amount of the Gross Revenue of the Utility than, in its judgment, shall be available over and above such Maintenance and Operation Expense and those debt service requirements.

Where collecting adequate gross utility revenue requires connecting additional users, the RECIPIENT shall require the sewer system connections necessary to meet debt obligations and expected operation and maintenance expenses.

Levy and Collection of Taxes (if used to secure the repayment of the loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges to include in its budget and levy taxes annually within the constitutional and statutory tax limitations provided by law without a vote of its electors on all of the taxable property within the boundaries of the RECIPIENT in an amount sufficient, together with other money legally available and to be used therefore, to pay when due the principal of and interest on the loan, and the full faith, credit and resources of the RECIPIENT are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of that principal and interest.

Not an Excess Indebtedness: For loans secured with a general obligation pledge or a general obligation pledge on special assessments: The RECIPIENT agrees that this agreement and the loan to be made do not create an indebtedness of the RECIPIENT in excess of any constitutional or statutory limitations.

Pledge of Net Revenue and ULID Assessments in the ULID (if used to secure the repayment of this loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges the Net Revenue of the Utility, including applicable ULID Assessments in the ULID, to pay when due the principal of and interest on the loan.

Utility Local Improvement District (ULID) Assessment Collection (if used to secure the repayment of the loan): All ULID Assessments in the ULID shall be paid into the Loan Fund and used to pay the principal of and interest on the loan.

L. Maintenance and Operation of a Funded Utility: The RECIPIENT shall, at all times, maintain and keep the funded Utility in good repair, working order, and condition.

M. Opinion of RECIPIENT's Legal Counsel: The RECIPIENT must submit an "Opinion of Legal Counsel to the RECIPIENT" to ECOLOGY before this agreement will be signed. ECOLOGY will provide the form.

N. Prevailing Wage (Davis-Bacon Act): The RECIPIENT agrees, by signing this agreement, to comply with the Davis-Bacon Act prevailing wage requirements. This applies to the construction, alteration, and repair of treatment works carried out, in whole or in part, with assistance made available by the State Revolving Fund as authorized by Section 513, title VI of the Federal Water Pollution Control Act (33 U.S.C. 1372). Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

The RECIPIENT shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation). These wage determinations shall be incorporated into solicitations and any subsequent contracts. The RECIPIENT shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and sub contracts in excess of \$2,000. The RECIPIENT shall maintain records sufficient to document compliance with the Davis-Bacon Act, and make such records available for review upon request.

The RECIPIENT also agrees, by signing this agreement, to comply with State Prevailing Wages on Public Works, Chapter

39.12 RCW, as applicable. Compliance may include the determination whether the project involves "public work" and inclusion of the applicable prevailing wage rates in the bid specifications and contracts. The RECIPIENT agrees to maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and make such records available for review upon request.

O. Progress Reports: RECIPIENTS funded with State Revolving Fund Loan or Forgivable Principal shall include the following verification statement in the "General Comments" text box of each progress report.

"We verify that we are in compliance with all the requirements as outlined in our funding agreement(s) with the Department of Ecology. This includes but is not limited to:

- The Davis-Bacon Act, 29 CFR (If applicable)
- Washington State Prevailing Wage Rate, Chapter 39.12 RCW (Pertaining to all recipients)
- The Disadvantaged Business Enterprise (DBE), 40 CFR, Part 33"

P. Representations and Warranties: The RECIPIENT represents and warrants to ECOLOGY as follows:

Application: Material Information. All information and materials submitted by the RECIPIENT to ECOLOGY in connection with its loan application were, when made, and are, as of the date the RECIPIENT signs this agreement, true and correct. There is no material adverse information relating to the RECIPIENT, the project, the loan, or this agreement known to the RECIPIENT, which has not been disclosed in writing to ECOLOGY.

Existence; Authority. It is a duly formed and legally existing municipal corporation or political subdivision of the state of Washington or a federally recognized Indian Tribe. It has full corporate power and authority to execute, deliver, and perform all of its obligations under this agreement and to undertake the project identified herein.

Certification. Each payment request shall constitute a certification by the RECIPIENT to the effect that all representations and warranties made in this loan agreement remain true as of the date of the request and that no adverse developments, affecting the financial condition of the RECIPIENT or its ability to complete the project or to repay the principal of or interest on the loan, have occurred since the date of this loan agreement. Any changes in the RECIPIENT's financial condition shall be disclosed in writing to ECOLOGY by the RECIPIENT in its request for payment.

Q. Sale or Disposition of Funded Utility: The RECIPIENT shall not sell, transfer, or otherwise dispose of any of the works, plant, properties, facilities, or other part of the funded Utility or any real or personal property comprising a part of the funded Utility unless:

1. The facilities or property transferred are not material to the operation of the funded Utility, or have become unserviceable, inadequate, obsolete, or unfit to be used in the operation of the funded Utility or are no longer necessary, material, or useful to the operation of the funded Utility; or
2. The aggregate depreciated cost value of the facilities or property being transferred in any fiscal year comprises no more than three percent of the total assets of the funded Utility; or
3. The RECIPIENT receives from the transferee an amount equal to an amount which will be in the same proportion to the net amount of Senior Lien Obligations and this LOAN then outstanding (defined as the total amount outstanding less the amount of cash and investments in the bond and loan funds securing such debt) as the Gross Revenue of the funded Utility from the portion of the funded Utility sold or disposed of for the preceding year bears to the total Gross Revenue for that period.

4. Expressed written agreement by the ECOLOGY.

The proceeds of any transfer under this paragraph must be used (1) to redeem promptly, or irrevocably set aside for the redemption of, Senior Lien Obligations and to redeem promptly the loan, and (2) to provide for part of the cost of additions to and betterments and extensions of the Utility.

R. Sewer-Use Ordinance or Resolution for Funded Wastewater Facility Projects: If not already in existence, the RECIPIENT shall adopt and shall enforce a sewer-use ordinance or resolution. Such ordinance or resolution shall be submitted to ECOLOGY upon request.

The sewer use ordinance must include provisions to:

- 1) Prohibit the introduction of toxic or hazardous wastes into the RECIPIENT's sewer system.
- 2) Prohibit inflow of stormwater into separated sewer systems.
- 3) Require that new sewers and connections be properly designed and constructed.

S. Termination and Default:

Termination and Default Events

1. For Insufficient ECOLOGY or RECIPIENT Funds. ECOLOGY may terminate this loan agreement for insufficient ECOLOGY or RECIPIENT funds.
2. For Failure to Commence Work. ECOLOGY may terminate this loan agreement for failure of the RECIPIENT to commence project work.

3. Past Due Payments. The RECIPIENT shall be in default of its obligations under this loan agreement when any loan repayment becomes 60 days past due.

4. Other Cause. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance in full by the RECIPIENT of all of its obligations under this loan agreement. The RECIPIENT shall be in default of its obligations under this loan agreement if, in the opinion of ECOLOGY, the RECIPIENT has unjustifiably failed to perform any obligation required of it by this loan agreement.

Procedures for Termination. If this loan agreement is terminated prior to project completion, ECOLOGY shall provide to the RECIPIENT a written notice of termination at least five working days prior to the effective date of termination (the "Termination Date"). The written notice of termination by the ECOLOGY shall specify the Termination Date and, when applicable, the date by which the RECIPIENT must repay any outstanding balance of the loan and all accrued interest (the "Termination Payment Date").

Termination and Default Remedies

No Further Payments. On and after the Termination Date, or in the event of a default event, ECOLOGY may, at its sole discretion, withdraw the loan and make no further payments under this agreement.

Repayment Demand. In response to an ECOLOGY initiated termination event, or in response to a loan default event, ECOLOGY may at its sole discretion demand that the RECIPIENT repay the outstanding balance of the Loan Amount and all accrued interest.

Interest after Repayment Demand. From the time that ECOLOGY demands repayment of funds, amounts owed by the RECIPIENT to ECOLOGY shall accrue additional interest at the rate of one percent per month, or fraction thereof.

Accelerate Repayments. In the event of a default, ECOLOGY may, in its sole discretion, declare the principal of and interest on the loan immediately due and payable, subject to the prior lien and charge of any outstanding Senior Lien Obligation upon the Net Revenue. That is, the loan is not subject to acceleration so long as any Senior Lien Obligations are outstanding.

Repayments not made immediately upon such acceleration will incur Late Charges.

Late Charges. All amounts due to ECOLOGY and not paid by the RECIPIENT by the Termination Payment Date or after acceleration following a default event, as applicable, shall incur late charges.

Intercept State Funds. In the event of a default event and in accordance with Chapter 90.50A.060 RCW, "Defaults," any state funds otherwise due to the RECIPIENT may, at ECOLOGY's sole discretion, be withheld and applied to the repayment of the loan.

Property to ECOLOGY. In the event of a default event and at the option of ECOLOGY, any personal property (equipment) acquired under this agreement may, in ECOLOGY's sole discretion, become ECOLOGY's property. In that circumstance, ECOLOGY shall reduce the RECIPIENT's liability to repay money by an amount reflecting the fair value of such property.

Documents and Materials. If this agreement is terminated, all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the RECIPIENT shall, at the option of ECOLOGY, become ECOLOGY property. The RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Collection and Enforcement Actions. In the event of a default event, the state of Washington reserves the right to take any actions it deems necessary to collect the amounts due, or to become due, or to enforce the performance and observance of any obligation by the RECIPIENT, under this agreement.

Fees and Expenses. In any action to enforce the provisions of this agreement, reasonable fees and expenses of attorneys and other reasonable expenses (including, without limitation, the reasonably allocated costs of legal staff) shall be awarded to the prevailing party as that term is defined in Chapter 4.84.330 RCW.

Damages. Notwithstanding ECOLOGY's exercise of any or all of the termination or default remedies provided in this agreement, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and/or the state of Washington because of any breach of this agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

T. User-Charge System for Funded Utilities: The RECIPIENT certifies that it has the legal authority to establish and implement a user-charge system and shall adopt a system of user-charges to assure that each user of the funded utility shall pay its proportionate share of the cost of operation and maintenance, including replacement during the design life of the project. The user-charge system will include provisions for a connection charge.

In addition, the RECIPIENT shall regularly evaluate the user-charge system, at least annually, to ensure the system provides adequate revenues necessary to operate and maintain the funded utility, to establish reserves to pay for replacement, and to repay the loan.

AUTHORIZING SIGNATURES

All other terms and conditions of the original Agreement including any Amendments remain in full force and effect, except as expressly provided by this Amendment.

The signatories to this Amendment represent that they have the authority to execute this Amendment and bind their respective organizations to this Amendment.

This amendment will be effective 11/30/2022.

IN WITNESS WHEREOF: the parties hereto, having read this Amendment in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State
Department of Ecology

Clallam County Health and Human Services

By: _____

Vincent McGowan, P.E.
Water Quality
Program Manager

Date

By: _____

Mark Ozias
Commissioner

Date

Template Approved to Form by
Attorney General's Office



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AGENDA ITEM SUMMARY

FEB 14 2023

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Finance, Human Resources

WORK SESSION ☒ **Meeting Date:** **2/6/2023**

REGULAR AGENDA ☒ **Meeting Date:** **2/14/2023**

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 831.23.002 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other Monthly Review |

Documents exempt from public disclosure attached: ☐

PERSONAL SERVICES AGREEMENT WITH CLALLAM PUBLIC DEFENDER FOR PROVISION OF INDIGENT PUBLIC DEFENSE SERVICES

Attached for discussion and approval is the proposed services agreement with Clallam Public Defender ("CPD") for provision of indigent public defense services for the 18-month period January 1, 2023 through June 30, 2024. The term of the agreement was set to coincide with the scheduled termination date of the Deputy Prosecuting Attorney collective bargaining agreement, to provide the County the ability to be more timely in addressing and aligning compensation changes negotiated within both contracts.

This proposed contract calls for total compensation to be paid to CPD of \$1,770,992 in calendar year 2023 and \$919,292.50 for the six month period January 1, 2024 through June 30, 2024. These represent year-over-year increases of 10.33% in 2023 and 3.82% in 2024 (when annualized). These increases are consistent with the approximate 7.5% increase in overall compensation resulting from the DPA collective bargaining agreement entered into in July 2022, plus the 2.5% COLAs provided for in the CBA effective January 1, 2023 and again on January 1, 2024.

In determining proposed compensation levels for CPD in this contract based on the number of attorneys required to service the caseloads within Superior Court and our two district courts, the following assumptions were utilized:

- For purposes of determining the number of CPD attorneys required to service district court caseloads based on standards set in WA State Bar Association's "Standards for Indigent Defense Services", the agreement reflects an assumed caseload for district court cases of 1,200, a reduction from the 1,600 previously set in the prior agreement and reflective of the actual caseloads observed during the term of the prior agreement. Based on an assumed 400

* Work Session Meeting - Submit 1 single sided/not stapled copy
02062023

Agenda Item Summary --Clallam Public Defender Renewal 2023

** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Revised: 3-04-2019

Questions? Call Loni Gores, Clerk of the Board, ext 2256

caseload limit per attorney, this equates to 3 supervised attorneys needed to support district court cases. The agreement provides for additional compensation of \$300 per case up to an additional 100 cases if the 1,200 case load is exceeded.

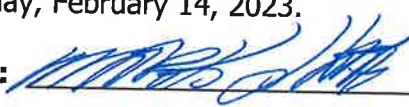
- Superior court and juvenile court caseloads call for attorney staffing levels of 4.5 supervised attorneys, with a provision to allow one such attorney to be designated as a senior supervised attorney (similar provision provided for in the DPA CBA).
- Agreement makes for provision for administrative staff needs to support the attorney staff size, including legal assistants (based on a ratio of 4 attorneys per legal assistant standard), up to one office manager, and a combined chief public defender deputy/supervisor role.
- Provision included to cover CPD's overhead costs of \$150,000 in 2023, with a 2.5% escalator to be applied in 2024.
- Investigative fees compensation was increased to \$40,000 (previously \$30k) with 2.5% escalator applied in 2024).
- Once adopted, this agreement will be retroactively applied to January 1, 2023 and will require a true-up of monies paid to CPD thus far in 2023 to reflect terms of this agreement.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

Approval of this contract will require a debatable emergency in the amount \$45,354 (a 2.6% increase) over the 2023 budgeted appropriation for this contract which was based on an estimate pending negotiation of a new CPD contract.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

We request the Commissioner's approval to proceed in submitting this agreement for approval during the next BOCC meeting scheduled on Tuesday, February 14, 2023.

County Official signature & print name:  Mark Lane _____

Name of Employee/Stakeholder attending meeting: _____ Mark Lane, Tom Reyes _____

Relevant Departments: _____ Finance, BOCC, HR _____

Date submitted:

February 1, 2023

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into between CLALLAM COUNTY, a political subdivision of the State of Washington, (hereinafter called "County" or "Clallam County") and

Name: Clallam Public Defender
 Address: 516 East Front Street
 Port Angeles, WA 98362
 Telephone: 360.452.3307
 (hereinafter called "Contractor").

This Agreement is comprised of:

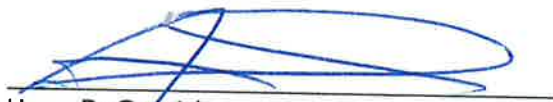
- ☒ Attachment "A" – Scope of Work.
- ☒ Attachment "B" – Compensation.
- ☒ Attachment "C" – General Conditions.
- ☒ Attachment "D" – Special Terms and Conditions.

Copies of which are attached hereto and incorporated herein by this reference as if fully set forth.

The term of this Agreement shall commence on the first day of January 2023 and shall, unless terminated as provided elsewhere in the Agreement, terminate on the thirtieth day of June 2024.

IN WITNESS WHEREOF, the parties have executed this Agreement on the _____ day of _____, 2023.

CLALLAM PUBLIC DEFENDER


 Harry D. Gasnick, Director

Date: 2/1, 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

 Mark Ozias, Chair

ATTEST:

 Loni Gores, Clerk of the Board

SCOPE OF WORK

The Clallam Public Defender shall provide primary (non-conflict) criminal defense and related services for indigent criminal defendants and certain other persons facing commitment or incarceration in Clallam County. Among those matters that are not included within the scope of this contract are: capital cases, sexually violent predator proceedings under RCW 71.09 et. seq., family court contempt proceedings, truancy proceedings, and dependency proceedings.

The Contractor's obligation to provide services under this Agreement shall be limited to cases or matters in which the Judge or Commissioner of the Court having jurisdiction over the case or matter makes a specific determination of indigence, based on a fair study of need, and appoints Contractor to the case or matter by Court order. Contractor shall also provide services for mental health and substance addiction Involuntary Treatment Alternatives (commitment) proceedings upon designation as counsel by the initiating authority/designated mental health professional.

The Contractor has the right, for good cause shown and with the Court's permission, to decline to represent, or discontinue representing any individual, who by his request, action, conduct or financial ability, waives the right to the assistance of counsel at public expense, or under other circumstances which the court finds to constitute just cause for declination or withdrawal by the Contractor from such representation.

In the event of conflict of interest arising and precluding Contractor from representing a client, and upon a finding by the Court having jurisdiction over the case or matter that such conflict exists and precludes Contractor from representing the defendant, and the Court designates another attorney to represent the client, it shall be at the expense and under the supervision of the Court.

The Contractor will continue active representation and will complete cases which were assigned in the calendar years covered by the term of this contract faithfully and with due diligence; and, further, in the event that the Contractor is not awarded the full contract for the following calendar year(s), or the contract is terminated hereunder, Contractor shall then be compensated at an hourly rate of \$10 less than the hourly rate paid by the court to "conflict attorneys" for those defense services that are not renewed or otherwise terminated for which Contractor had been assigned prior to termination. For those cases that were in warrant status at the time of the expiration of the current contract or go to warrant status during this "winding down" period of the contract, the Contractor shall be permitted to withdraw from such cases in the event there is continuous warrant status for ninety (90) or more days. In the event that work is necessary on carry-over cases and defender is not awarded the contract, Contractor will be responsible for keeping a record of time worked after the term of this contract on cases for the County and must submit a monthly, itemized statement of hours worked in support of payment to the Board of Clallam County Commissioners.

Nothing in this agreement shall be construed to impair or inhibit the exercise of independent professional judgment when an attorney-client relationship has been established, nor shall this Agreement require or authorize any attorney to engage in conduct prohibited by the Rules of Professional Conduct.

The Contractor will also provide in a manner and quality consistent with the Rules of Professional Conduct applicable to attorneys in Washington State the following legal representation:

- Representation of indigent persons who are the subject of a judicial proceeding in which the indigent person may be subject to an Order of Quarantine (or a similar form of relief) as a result of or caused by the corona virus, commonly known as COVID-19. This may include an indigent person a) infected with COVID-19 or b) residing in the same household as a person infected with COVID-19; and

- Matters in Superior Court related to *Blake v. State* may be handled by Contractor's attorneys who are regularly assigned to District Court. Each Blake-related matter handled by a District Court attorney will be counted to the District Court caseload as 1.36 of a District Court case.

None of Contractor's attorneys may engage in the private practice of law except that part-time attorneys may engage in the private practice of law with the written consent of the Public Defender Board (the term "private practice" in this section does not include pro bono nor personal/family legal matters). In the discretion of the Director, Contractor may also provide post-conviction assistance to former clients and assist accused persons in obtaining court appointed counsel, including the Contractor, to represent them in matters otherwise within the scope of this contract.

The Contractor shall be responsible for investigative services up to forty thousand dollars (\$40,000) for calendar year 2023, and twenty thousand five hundred dollars (\$20,500) for the period January 1, 2024 through June 30, 2024.

This contract is based upon the need for Contractor to staff up to 4.5 supervised attorney caseloads for adult Superior Court and Juvenile Court (of which, up to one attorney may be designated as a senior supervised attorney), and sufficient attorneys to staff up to one thousand one hundred (1,100) case appointments for District Court 1 and one hundred (100) case appointments for District Court 2. The Contractor reserves the right to re-direct its attorney resources designated in support of Superior Court, District Courts 1 & 2, and juvenile court cases as needed to address caseload demands within each court. Additionally, the Director shall personally staff up to 0.25 of an assigned attorney caseload. Contractor shall provide sufficient administrative staff, including legal assistants and up to 1 office manager, to support appointed counsel. All attorneys providing services under this contract shall annually attend at least 7 hours of training approved by the Washington State Office of Public Defense (OPD).

Attorney Qualifications: Contractor acknowledges and agrees that the County has an obligation to provide competent counsel to indigent persons subject to proceedings in Clallam County District, Superior, and Juvenile Courts. Contractor, and Contractor's attorney's shall perform all services in strict accordance with the usual skills and professional ethical standards exercised by attorneys engaged in the defense of persons accused of misdemeanor and/or felony crimes in the state of Washington and generally exercised by the members of the Washington State Bar Association (WSBA) and as governed by Washington State Court Rules – Rules of Professional Standards. Without limitation in that regard, Contractor acknowledges and agrees, that contractor, and Contractor's attorneys, have a fundamental duty and responsibility to promote and protect the best interests and rights of all persons whom the Contractor, or Contractor's attorneys, are appointed to represent under this Agreement. Further, Contractor agrees to notify the County in writing within three (3) business days in any event where the Contractor, or Contractor's attorneys, license to practice law in Washington is revoked, or is found by a court of competent jurisdiction to have rendered ineffective assistance of counsel to any person, or attorney is censured, admonished, or otherwise formally disciplined for conduct or behavior that negatively reflects on Attorney's duty and ability to effectively and competently render legal services, or in the event Attorney is suspended or disbarred from practice of law in any other state or jurisdiction.

COMPENSATION

Based upon anticipated caseloads specified in this agreement, payment from County to Contractor for the 2023 calendar year shall be \$1,770,992. Payment from County to Contractor for the six month period beginning January 1, 2024 and ending June 30, 2024 shall total \$919,292.50. Payments are to be made on a quarterly basis, with each payment in the 2023 calendar year equal to one-quarter (1/4) of the total amount as herein stated for such period, and each payment in the six month period ended June 30, 2024 equal to one-half (1/2) of the total amount as herein stated for such period. Payments will be made by the 14th day of the start of each quarter during the term of this agreement. This amount includes all of the grant monies from RCW 10.101.050, .060, and .070, received by the county.

Contractor shall be responsible for all recordkeeping and reporting requirements under RCW 10.101.050, .060, and .070, and shall provide contemporaneous copies to the County. Services provided by the Contractor that fall under RCW 72.72 et seq., may be billed separately by the Contractor to the State of Washington.

This Agreement may be reviewed periodically and renegotiated as necessary by either party with respect to caseload. In the event that as of September 30, 2023, Contractor's annual adult Superior Court assignments/appointments exceed the Washington Defender Association caseload standards, or are predicted to be less than 80 percent of those standards, or are otherwise out of compliance with Washington State Supreme Court Rules CrR 3.1, CrRLJ 3.1, and JuCR 9.2 (including case weighting standards adopted by county ordinance as authorized by those rules) as they read now or are modified hereafter, the contract shall be renegotiated unless the parties waive the rights of renegotiations, in which case Contractor has the option of providing representation in such excess appointments and to be compensated at a reasonable rate established by the Court in each case or matter. Contractor shall provide written notice to County within two business days of determining that the annual court assignments/appointments exceed or are predicted to exceed the Washington Defender Association caseload standards based on the previously stated minimum staffing requirement.

In the event District Court 1 and District Court 2 case assignments in total exceed one thousand two hundred (1,200) cases for the year, Contractor shall accept up to one hundred (100) additional case assignments at an additional rate of \$300.00 per case. In the event that as of September 30, of each year of this contract, Contractor's annual District Court 1 and District Court 2 assignments/appointments in total exceed 1,300 cases, or are predicted to be less than 900 cases, the contract shall be renegotiated unless the parties waive the rights of renegotiations, in which case Contractor has the option of providing representation in such excess appointments and to be compensated at a reasonable rate established by the Court in each case or matter. Contractor shall provide written notice to County within two business days of determining that the annual court assignments/appointments exceed or are predicted to exceed the Washington Defender Association caseload standards based on the previously stated minimum staffing requirement.

In the event of appointment involving a gravely serious offense, including but not limited to aggravated murder, especially complex litigation, or an unusually large number of charges, victims or defendants, as from a massive drug arrest, any of which might necessitate a disproportionately large expenditure of attorney time or costs, not contemplated within this Agreement, then Contractor reserves the right to first attempt to renegotiate the Agreement with the Board of Clallam County Commissioners, to be handled on an emergency basis, and then, in the event such negotiation is unsuccessful, to request that the Court appoint special counsel at Court expense and administration.

Compensation herein shall cover, but not be limited to salaries, office rent, supplies & other office-related overhead costs, investigative fees up to \$40,000.00 in calendar year 2023 and \$20,500.00 for the six month period ended June 30, 2024, travel, training, library, telephones, etc.

GENERAL CONDITIONS

1. Scope of Contractor's Services. The Contractor agrees to provide to the County services and any materials set forth in the project narrative identified as Exhibit "A" during the agreement period. No material, labor, or facilities will be furnished by the County, unless otherwise provided for in the Agreement.
2. Accounting and Payment for Contractor Services. Payment to the Contractor for services rendered under this Agreement shall be as set forth in Exhibit "B."
Where required, the County shall, upon receipt of appropriate documentation, compensate the Contractor, no more often than monthly, through the county voucher system for the Contractor's service pursuant to the fee schedule set forth in Exhibit "B."
3. Delegation and Subcontracting. Contractor's services are deemed personal and no portion of this contract may be delegated or subcontracted to any other individual, firm, or entity to the express and prior written approval of the County which approval will not be unreasonably withheld.
4. Independent Contractor. The Contractor's services shall be furnished by the Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant, but all payments made hereunder and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent contractor.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Exhibit "B" and the Contractor is not entitled to any county benefits including, but not limited to: Vacation pay, holiday pay, sick leave pay, medical, dental or other insurance benefits, or any other rights or privileges afforded to Clallam County employees. The Contractor represents that he/she/it maintains a separate place of business, serves clients other than the County, will report all income and expense accrued under this contract with the Internal Revenue Service on a business tax schedule, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

Contractor will defend, indemnify, and hold harmless the County, its officers, agents or employees from any loss or expense, including but not limited to settlements, judgments, setoffs, attorneys' fees or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph.

In the event that either the state or federal government determines that an employer/employee or master/servant relationship exists rather than an independent contractor relationship such that Clallam County is deemed responsible for federal withholding, social security contributions, workers compensation and the like, the Contractor agrees to reimburse Clallam County for any payments made or required to be made by Clallam County unless Clallam County is itself responsible for such assessment. Should any payments be due to the Contractor pursuant to this Agreement, the Contractor agrees that reimbursement for any liability due by Contractor to the County under this paragraph may be made by deducting from such future payments a pro rata share of the amount to be reimbursed based upon the following formula:

$$\frac{\text{Total amount to be reimbursed}}{\text{Number of payments remaining}} = \text{Deduction from payment}$$

Notwithstanding a determination by the state or federal government that an employer/employee or master/servant relationship exists, the Contractor, its officers, employees and agents, shall not be entitled to any benefits which Clallam County provides to its employees.

5. No Guarantee of Employment. The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.
6. Regulations and Requirement. This Agreement shall be subject to all federal, state, and local laws, rules, and regulations.
7. Right to Review. This contract is subject to review by any federal or state auditor. The County shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient. Such review may occur with or without notice, and may include, but is not limited to, on-site inspection by County agents or employees, inspection of all records or other materials which the County deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for three (3) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.
8. Modifications. Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
9. Termination for Default. If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. Mail, postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract until all work called for has been fully performed. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the County in completing the work, including all increased costs for completing the work and all damage sustained, or which may be sustained by the County by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof, subject to the right of Contractor to be compensated for all work performed.

10. Termination for Public Convenience. The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion that such termination is in the interests of the County but may only do so upon not less than 180 days' notice to the Contractor in writing. Such notice may not be given prior to September 1, 2023. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County.

11. Termination Due to Insufficient Funds. The parties acknowledge that during the term of this Agreement there may be amendments to the "Interlocal Agreements Regarding Criminal Justice," agreements also referred to as the "Consolidation Agreement(s)." Those future amendments may decrease the revenue coming to the County to compensate the County for the costs it incurs undertaking the prosecution and indigent defense of misdemeanor charges pursuant to the Consolidation Agreement. Should one or more of the cities that is a party to a Consolidation Agreement decide to exit that Agreement and instead choose to be solely responsible for all costs associated with the prosecution and indigent defense of misdemeanors occurring within its boundaries, then the County may terminate this agreement after providing 180 days' notice in writing to the Contractor. Such notice may not be given until after September 1, 2023.
12. Termination Procedure. The following provisions apply in the event that this Agreement is terminated:
 - (a) The Contractor shall cease to accept new court assignments as of the effective date of the termination and shall comply with all reasonable instructions contained in the notice of termination, if any.
 - (b) The Contractor shall provide the County with an accounting of authorized services provided through the effective date of termination.
 - (c) If the Agreement has been terminated for default, the County may withhold a sum from the final payment to the Contractor that the County determines necessary to protect itself against loss or liability.
13. Defense and Indemnity Agreement. The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elected officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.
14. Industrial Insurance Waiver. With respect to the performance of this Agreement and as to claims against the County, its appointed and elected officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, as now or hereafter amended, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. This waiver is mutually negotiated by the parties to this Agreement.
15. Venue and Choice of Law. In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Clallam. This Agreement shall be governed by the law of the State of Washington.
16. Withholding Payment. In the event the County determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the County determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than ten (10) days after it determines to withhold amounts otherwise due. A determination by the County set forth in a notice

to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provision of the Disputes clause of this Agreement. The County may act in accordance with any determination of the County which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount of paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the disputes clause, no penalty or damages shall accrue to the Contractor by reason of good faith withholding by the County under this clause.

17. Rights and Remedies. The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
18. Contractor Commitments, Warranties and Representations. Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to fulfill such a commitment shall render the Contractor liable for damages to the County. A commitment includes, but is not limited to any representation made prior to execution of this Agreement, whether or not incorporated elsewhere herein by reference, as to performance of services or equipment, prices, or options for future acquisition to remain in effect for a fixed period, or warranties
19. Patent/Copyright Infringement. Contractor will defend, indemnify and save harmless County, its appointed and elected officers and employees from any claimed action, cause or demand brought against the County, its appointed and elected officers and employees, to the extent such action is based on the claim that information supplied by the Contractor infringes any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against the County, its appointed and elected officers and employees in any action. Such defense and payments are conditioned upon the following:
 - (a) That Contractor shall be notified promptly in writing by County of any notice of such claim.
 - (b) Contractor shall have the right, hereunder, at its option and expense, to obtain for the County the right to continue using the information, in the event such claim of infringement, is made, provided no reduction in performance or loss results to the County.
20. Disputes:
 - (a) General. Differences between the Contractor and the County, arising under and by virtue of the contract documents shall be brought to the attention of the County at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The records, orders, rulings, instructions, and decision of the County shall be final and conclusive 30-days from the date of mailing unless the Contractor mails or otherwise furnishes to the county administrator a written notice of appeal. The notice of appeal shall include facts, law, and argument as to why the conclusions of the County are in error.

In connection with appeal of any proceeding under this clause, the Contractor shall have the opportunity to be heard and to offer evidence in support of the appeal. The decision of the county administrator for the determination of such appeals shall be final and conclusive. Reviews of the appellate determination shall be brought in the Superior Court of Clallam County within 15-days of mailing of the written appellate determination. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered.
 - (b) Notice of Potential Claims. The Contractor shall not be entitled to additional compensation or to extension of time for (1) any act or failure to act by the Project Manager or the County, or

(2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within 10-days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the County. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the work performed, labor and material used, and all costs and additional time claimed to be additional.

(c) Detailed Claim. The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within thirty (30) days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

21. Recovery of Payments to Contractor. The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work (Attachment "A"). In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may be required to repay to the County all monies disbursed to the Contractor for those parts of the project that are rendered worthless in the opinion of the County by such failure to perform.

Interest shall accrue at the rate of 12 percent per annum from the time the County demands repayment of funds.

22. Project Approval. The extent and character of all work and services to be performed under this Agreement by the Contractor shall be subject to the review and approval of the County. In the event there is a dispute with regard to the extent and character of the work to be done, the determination of the County as to the extent and character of the work to be done shall govern subject to the Contractor's right to appeal that decision as provided herein.
23. Non-Discrimination. The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical handicap.
24. Subcontractors. In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between the County and the Contractor. The Contractor shall insure that in all subcontracts entered into, Clallam County is named as an express third-party beneficiary of such contracts with full rights as such.
25. Standard of Care. The Contractor shall perform its duties hereunder in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession as Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.
26. Time is of the Essence. Time is of the essence in the performance of this contract unless a more specific time period is set forth in either the Special Terms and Conditions or Scope of Work.
27. Notice. Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given in writing by the Contractor to the County as follows:

Clallam County
Attn: Mark Lane, Chief Financial Officer
223 E 4th St, Suite 4

Port Angeles, WA 98362-3015

Notice to the Contractor for all purposes under this Agreement shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.

28. Severability. If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.
29. Precedence. In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
 - (a) Applicable federal and statutes and regulations;
 - (b) Scope of Work (Attachment "A") and Compensation (Attachment "B");
 - (c) Special Terms and Conditions (Attachment "D"); and
 - (d) General Conditions.
30. Waiver. Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior to subsequent breach. No term or condition of this contract shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the parties hereto.
31. Attorney Fees. In the event that litigation must be brought to enforce the terms of this agreement, the prevailing party shall be entitled to be paid reasonable attorney fees.
32. Construction. This agreement has been mutually reviewed and negotiated by the parties and should be given fair and reasonable interpretation and should not be construed less favorably against either party.
33. Survival. The provision of Paragraphs 4, 7, 11, 13-19, 21 and 29-33 of these General Conditions shall survive any termination, expiration or determination of invalidity of this Agreement in whole or in part. Any paragraphs of this Agreement which, by their sense and context, are intended to survive shall also survive.
34. Entire Agreement. This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

SPECIAL TERMS AND CONDITIONS

- 1. Reporting. The Contractor shall submit written progress reports to the County as set forth below:
 - With each request for payment
 - ☐ Monthly
 - ☒ Quarterly
 - ☐ Semi-annually
 - ☒ Annually
 - ☐ Project completion
 - ☐ Other(specify)

— A copy of such written progress reports shall be provided to the County Administrator, County Chief Financial Officer, and the Administrators of the Superior Court, District Court 1 and District Court 2 within 30 days after the applicable reporting period.

The written Quarterly and Annual Reports shall include, at a minimum, the following:

- a) Number of cases handled by offices;
- b) Jurisdiction and court of cases prosecuted, e.g., city, state, county, tribal; District Court, Juvenile Court, Superior Court. In addition, for Superior Court and Juvenile Court, Case Weighting data shall be provided, to include current case status (open or closed).
- c) Nature of cases, e.g., misdemeanors, gross misdemeanors, felonies, juvenile, appeals, probation violations;
- d) Supplementary reports consistent with OPD Public Defense Improvement Program Training Requirements and Contract Attorney Time Reporting Requirement

Reports shall include any problems, delays, or adverse conditions which will materially affect the Contractor's ability to meet project objectives or time schedules together with a statement of action taken or proposed to resolve the situation. Reports shall also include recommendations for changes to the Scope of Work, if any. Payments may be withheld if reports are not submitted.

- ☒ 2. Insurance. The Contractor shall maintain in full force and effect during the term of this Agreement, and until final acceptance of the product, public liability and property damage insurance with companies or through sources approved by the state insurance commissioner pursuant to RCW Title 48, as now or hereafter amended. The County, its appointed and elected officials and employees, shall be specifically named as co-insured in a policy with the same company which insures the Contractor or by endorsement to an existing policy or with a separate carrier approved pursuant to RCW Title 48, as now or hereafter amended, and the following coverage shall be provided:

- ☐ COMPREHENSIVE GENERAL LIABILITY:
 - Bodily injury, including death. \$ _____ per occurrence
 - Property damage \$ _____ per occurrence
- ☒ ERRORS AND OMISSIONS: \$ 1,000,000 per occurrence
- ☐ WORKERS COMPENSATION: Statutory amount

☐ AUTOMOBILE: coverage on owned, non-owned, rented, and hired vehicles
\$_____ bodily injury, liability, including death, per occurrence
\$_____ property damage liability, per occurrence

Any such insurance carried by the Contractor is primary over any insurance carried by Clallam County. The County shall have no obligation to report occurrences unless a claim or lawsuit is filed with it and the County has no obligation to pay any insurance premiums.

Evidence of insurance coverage shall be submitted to the Project Manager within 20-days of the execution of the Agreement. The Agreement shall be void ab initio if the proof of coverage is not timely supplied.

☐ 3. Liquidated Damages. For delays in timely completion of the work to be done or missed milestones of the work in progress, the Contractor shall be assessed _____ Dollars (\$_____) per day as liquidated damages and not as a penalty because the County finds it impractical to calculate the actual cost of delays. Liquidated damages will not be assessed for any days for which an extension of time has been granted. No deduction or payment of liquidated damages will, in any degree, release the Contractor from further obligations and liabilities to complete the entire project.

☐ 4. Other (specify):



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

FEB 14 2023

Department: Parks, Fair, & Facilities

WORK SESSION ☐ Meeting Date:

REGULAR AGENDA ☒ Meeting Date: February 14, 2023

Required originals approved and attached? ☐
Will be provided on:

Item Summary:

- | | |
|---|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # |
| ☐ Resolution | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☒ Other: Bid Opening |

Documents exempt from public disclosure are attached: ☐

Executive summary:

Clallam County is soliciting proposals from interested parties to provide Architectural, Engineering and other Professional Services to the Board of Clallam County Commissioners. Proposals will be received until 10 a.m., Tuesday, February 14, 2023, when they will be opened publicly and read aloud.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

Recommended action: Proposal Opening

County Official signature & print name: Don Crawford, Director

Name of Employee/Stakeholder attending meeting:

Relevant Departments: Board of Commissioners, Parks, Fair & Facilities Department

Date submitted:

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

30

JAN 17 2023

**REQUEST FOR QUALIFICATIONS (RFQ)
2023 ARCHITECTURE/ENGINEERING CONSULTING SERVICES**

**CLALLAM COUNTY
PARKS, FAIR & FACILITIES DEPARTMENT**

Clallam County is soliciting proposals from interested parties to provide Architectural, Engineering and other Professional Services to the Board of Clallam County Commissioners. Proposals will be received at until **10 a.m., Tuesday, February 14, 2023** at which time they will be opened publicly and read aloud.

The sealed proposals must be clearly marked on the outside of the envelope, "**Qualifications – 2023 Architecture/Engineering Consulting Services.**" Address proposal to: Board of Clallam County Commissioners, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

An informational packet on proposal requirements may be obtained Monday through Friday, 8 a.m. to 4:30 p.m., from:

Clallam County Parks, Fair & Facilities Department
223 East 4th St., Suite 7
Port Angeles, WA 98362-3015
Attn: Rick McFarlen, Deputy Director
PH: 360.417.2302
EMAIL: rick.mcfarlen@clallamcountywa.gov (preferred)

Professional services may include:

1. Architecture/Landscape Architecture/Miscellaneous: Building construction consisting of re-roofs; alterations/additions; New Construction; ADA improvements; facility signage improvements; floor covering; painting; parks and fairgrounds facility and grounds improvements; fairgrounds master planning; historic preservation; facility/park/site master planning; graphic design; facility safety and security assessments; feasibility studies and other associated work to be determined.
2. Engineering: Parking lot design; drainage and storm water design; water system improvements; septic systems, lift station and drain-field design; fire alarm and notification system upgrades; HVAC systems improvements and replacements; water system repairs and design, building access control, camera and security upgrades and design; structural analysis/design; surveying, parks and fairgrounds facility and grounds related improvement projects; environmental mitigation and permitting; utilities design; building energy analysis/assessment; feasibility studies and other associated work to be determined.
3. Environmental: NEPA/SEPA/EIS documentation; archeological/cultural resources surveys; environmental/geotechnical analysis and reports, hazardous materials surveys and underground fuel tank de-commissioning; wetland delineation and mitigation, shoreline assessment and permitting, and other associated work to be determined.

Clallam County hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

PASSED THIS 17 day of Jan 2023

ATTEST:

L. Gores

Loni Gores, Clerk of the Board

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Orlas

Mark Orlas, Chair

c: Parks, Fair & Facilities

Publish: January 27th and February 3rd, 2023

Bill: Parks, Fair & Facilities Department



**REQUEST FOR QUALIFICATIONS (RFQ)
2023 ARCHITECTURAL/ENGINEERING CONSULTING SERVICES**

**CLALLAM COUNTY
PARKS, FAIR & FACILITIES DEPARTMENT**

Introduction:

The Clallam County Parks, Fair & Facilities Department is inviting interested architecture, landscape architecture, Mechanical/Electrical/Civil Engineering, Surveying and Environmental, Forest Management and Geologic Consulting firms to submit their qualifications and Letters of Interest for consideration. Currently, there are several capital projects scheduled for 2022 that require professional assistance, many of which are time sensitive.

Consultant Tasks:

Working with County staff, the consultant will be responsible for the design, engineering, NEPA, SEPA, EIS (as required), planning, and construction management of capital improvement projects for up to a period of one year. Services are limited to those projects expected to be initiated and completed within one (1) year of the date a contract is signed with the consultant, but typically not beyond December 31, 2022. There are also unanticipated projects that arise throughout the course of the year in many different disciplines. There are instances when projects carry over and require an extension of the one (1) year agreement.

Fees for services are limited to those services to be performed as outlined in each agreement. The contract shall be limited to the services covered by the fee (see sample Personal Services Agreement attached). In general, consultant services may be needed for the following types of work:

- HVAC systems design, improvement and replacement
- Facility ADA Improvements (site, restroom, etc.)
- Facility Security and Safety Assessment
- Facility Security Camera and Access Control Improvements
- Electrical Engineering and Building Power Assessment
- Electric Vehicle Charging Stations
- Facility Painting
- Facility Re-Roof
- Historic Preservation
- Facility Structural Assessment and Design
- Storm Water design
- Bluff and Shoreline Assessment and Design
- Fairgrounds Master Planning
- Hazardous Materials Assessment(s)
- SEPA/NEPA/EIS
- Forestry Management
- Shoreline/bluff erosion
- In Water Piling Replacements
- Graphic Design Services for Promotional Brochures
- Other related construction/permitting/land projects, environmental documentation, or studies required to meet project requirements as directed by the County.

Qualification Statement Requirements and Relevant Information:

Consultants submitting qualifications should limit their submittal to only the information requested. Favorable consideration will not be given to submittals with sample plans, non-pertinent information on other accomplishments of the firm which have no direct bearing on these projects, resumes of individuals who will not be engaged in the work, or pages of other non-project related material. Submittals will be evaluated by the criteria listed below and should be organized and identified in the same order.

1. Briefly list and describe your firm's previous experience (relevant to your profession) in the design and construction of the tasks under "Consultant Tasks", listed above, over the last three (3) years. For each project listed, please include the following information:
 - a. Name, location and the date the work was completed.
 - b. Name and telephone number of person with whom your firm worked on the project.
 - c. Name of your Project Manager.
 - d. Brief description of the work performed.
 - e. Budget and final construction costs.
2. Provide the names of members of your firm and those of any proposed sub-consultants who would potentially be involved in the project. Please include the following information:
 - a. Individual's proposed role in the project.
 - b. A resume or brief description of the individual's previous experience as it relates to his/her role in this project(s).
 - c. For any proposed sub-consultants, indicate if your firm has worked with the sub-consultant on previous projects.
3. The proposal should include the following information:
 - a. Description of the kind of work that can be sub-contracted.
 - b. The estimated percentage of the kind of work identified as sub-contractible.
4. Briefly describe your firm's current workload and your ability to devote staff resources required to complete this project within a given time period.
5. Give evidence of completing similar work in a timely manner and within the original budget allowed for the work. Please include references or contacts.

Required Copies and Deadlines for Submission of Proposal:

The total package submittal should be no more than twelve (12) bound pages, including the cover page. Three (3) copies of your firm's proposal and supportive data are due by the Day and Time as listed on the original Request for Qualifications at the following address:

Board of Clallam County Commissioners
223 East 4th Street, Suite 4
Port Angeles, Washington 98362

Time for Completion:

Time for completion will be established by Clallam County and the Consultant for each project.

Selection Procedures:

Responses to this RFQ will be accepted from all qualified consulting firms or joint ventures and will be evaluated equally.

Review of the submitted qualifications will be by a selection committee made up of department personnel.

Selection will be based on the Consultant's ability to meet certain criteria including, but not limited to, that listed below; an analysis of the consultant's previous engineering, planning, design and construction management of Capital Projects with respect to quantity and quality; and the planning philosophy expressed during the interview if one is conducted. Specific criteria to be used for initial evaluation will include:

1. The composition of the proposed study team and the technical disciplines available to provide the variety of services required for projects of these types.
2. The experience of the consultant's project manager and other members of the proposed study team on other similar governmental projects.
3. The ability of the consultant both financially and in staffing to provide services for this project.
4. The ability of the consultant to begin work immediately and complete the projects in a timely manner.
5. Evaluation of comments received from referenced previous clients.
6. The ability of the consultant to follow submittal requirements.

General Contractual Policies:

The attached information is provided to prospective consultants as typical of certain current requirements for the County's Personal Services Agreement (PSA) (Consultant Contract). This information is provided so that each qualifying firm will know what the final consultant agreement will generally look like and what, if any, corresponding costs will be involved. By providing this information, it is not the intent to limit or in any way restrict the number of prospective consultant proposals.

Questions/Changes/Limitations on Liability:

If there are any questions with respect to this proposal package, please contact Rick McFarlen at: email – rick.mcfarlen@clallamcountywa.gov (preferred) or phone at (360) 417-2302.

Attachment: Clallam County Personal Services Agreement (Sample)



PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into between CLALLAM COUNTY, a political subdivision of the State of Washington, (hereinafter called "County" or "Clallam County") and

Name:

Address:

Phone Nº:

(hereinafter called "Contractor").

This Agreement is comprised of:

- ☐ Attachment A - Scope of Work
- ☐ Attachment B – Compensation
- ☐ Attachment C - General Conditions
- ☐ Attachment D - Special Terms and Conditions
- ☐ Attachment E (specify) –

copies of which are attached hereto and incorporated herein by this reference as if fully set forth.

The term of this Agreement shall commence on the _____ day of _____ 20____ and shall, unless terminated as provided elsewhere in the Agreement, terminate on the _____ day of _____ 20____.

IN WITNESS WHEREOF, the parties have executed this Agreement on this _____ day of _____ 20____.

CONTRACTOR

CLALLAM COUNTY OFFICIAL

Print
name: _____

Print
name: _____

Title:

Date: _____, 20____

Originals: BOCC
Vendor
Initiating Department
Copies: 1 with Contract Summary

THIS CONTRACT HAS BEEN APPROVED AS TO
FORM BY THE CLALLAM COUNTY PROSECUTING
ATTORNEY

SCOPE OF WORK

COMPENSATION

1. ☐ **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of _____ DOLLARS (\$) for the completed work set forth in Attachment A. Payments for completed tasks shall be made no more frequently than ☐ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☐ other (specify) _____.

Each request for payment shall be supported by an invoice specifying the tasks completed up to the request for payment and the payment amount requested. In no event shall payment be sought in an amount which represents a percentage of the fee greater than the percentage of completed tasks.

OR

☐ **b. HOURLY RATES:** For services rendered, the County shall compensate the Contractor at the following hourly rates:

Name/Position

Hourly Rate

Payments for completed tasks shall be made no more frequently than ☐ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☐ other (specify) _____.

Each request for payment shall be supported by an invoice specifying: the name/position of the Contractor's employee if two or more are identified above; number of hours worked; completed tasks for which compensation is sought; estimated percentage of task completion; payment amount requested; other (specify) _____.

In no event shall Contractor be compensated in excess of _____ DOLLARS (\$) for the completed work set forth in Attachment "A."

2. AND

☐ **a.** The compensation set forth herein includes, without limitation: labor, materials, equipment, travel, telephone, computer, copiers, and the like.

OR

☐ **b.** The County shall reimburse the Contractor for actual expenses incurred for travel, telephone, copiers, and computer. Reimbursement for airfare, mileage, meals and/or accommodations shall be at the same rate as that applicable to county employees traveling on county business.

OR

☐ **c.** Other (specify): _____

GENERAL CONDITIONS

1. Scope of Contractor's Services. The Contractor agrees to provide to the County services and any materials set forth in the project narrative identified as Attachment A during the agreement period. No material, labor, or facilities will be furnished by the County, unless otherwise provided for in the Agreement.
2. Accounting and Payment for Contractor Services. Payment to the Contractor for services rendered under this Agreement shall be as set forth in Attachment B. Unless specifically stated in Attachment B, the County will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract.

The County shall compensate the Contractor through the County voucher system for the Contractor's service pursuant to the fee schedule set forth in Attachment B.

3. Delegation and Subcontracting. Contractor's services are deemed personal and no portion of this contract may be delegated or subcontracted to any other individual, firm or entity without the express and prior written approval of the County Project Manager.
4. Independent Contractor. The Contractor's services shall be furnished by the Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Attachment B and the Contractor is not entitled to any county benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental or other insurance benefits, or any other rights or privileges afforded to Clallam County employees. The Contractor represents that it maintains a separate place of business, serves clients other than the County, will report all income and expense accrued under this contract with the Internal Revenue Service on a business tax schedule, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

In the event that either the state or federal government determines that an employer/employee or master/servant relationship exists rather than an independent contractor relationship such that Clallam County is deemed responsible for federal withholding, social security contributions, workers compensation and the like, the Contractor agrees to reimburse Clallam County for any payments made or required to be made by Clallam County. Should any payments be due to the Contractor pursuant to this Agreement, the Contractor agrees that reimbursement may be made by deducting from such future payments a pro rata share of the amount to be reimbursed.

Notwithstanding any determination by the state or federal government that an employer/employee or master/servant relationship exists, the Contractor, its officers, employees and agents, shall not be entitled to any benefits that Clallam County provides to its employees.

5. No Guarantee of Employment. The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.
6. Regulations and Requirements. This Agreement shall be subject to all federal, state, and local laws, rules, and regulations.
7. Right to Review. This contract is subject to review by any federal or state auditor. The County shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the County Project Manager. Such review may occur with or without notice, and may include, but is not limited to, on-site inspection by County agents or employees, inspection of all records or other materials that the County deems pertinent to the

Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for three (3) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

8. Modifications. Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
9. Termination for Default. If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. Mail, postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor agrees to bear any extra expenses incurred by the County in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

10. Termination for Public Convenience. The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion that such termination is in the interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County.
11. Termination Due to Insufficient Funds. If sufficient funds for payment under this contract are not appropriated or allocated or are withdrawn, reduced, or otherwise limited, the County may terminate this contract upon five (5) days written notice to the Contractor. No penalty or expense shall accrue to the County in the event this provision applies.
12. Termination Procedure. The following provisions apply in the event that this Agreement is terminated:

(a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.

(b) The Contractor shall provide the County with an accounting of authorized services provided through the effective date of termination.

(c) If the Agreement has been terminated for default, the County may withhold a sum from the final payment to the Contractor that the County determines necessary to protect itself against loss or liability.

13. Defense and Indemnity Agreement.

(a) The Contractor agrees to hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability,

loss, expenses, damages and judgments of any nature whatsoever, including reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property (including loss of use thereof) or business (including economic loss), caused by or arising out of the Contractor's acts, errors or omissions in the performance of the Contract. Provided, however, that the Contractor's obligation under this provision will not extend to injury, sickness, disability, death or damage caused by or arising out of the sole negligence of the County, its officers, officials, employees or agents.

(b) With regard to any claim against the County, its officers, officials, employees and agents by any employee of the Contractor, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section will not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. It is clearly agreed and understood by the parties to the Contract that the Contractor expressly waives any immunity the Contractor might have had under such laws. By executing the Contract, the Contractor acknowledges that the foregoing waiver has been mutually negotiated by the parties as is required by RCW 4.24.115, and that the provisions of this Section will be incorporated, as relevant, into any contract the Contractor makes with any subcontractor or agent performing work under the Contract.

(c) The Contractor's obligations under these provisions include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by the Contractor, the Contractor's employees, agents or subcontractors.

14. Industrial Insurance Waiver. With respect to the performance of this Agreement and as to claims against the County, its appointed and elected officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, as now or hereafter amended, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. Along with the other provisions of this Agreement, this waiver is mutually negotiated by the parties to this Agreement.
15. Venue and Choice of Law. In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Clallam. This Agreement shall be governed by the law of the State of Washington.
16. Withholding Payment. In the event the County Project Manager determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the County Project Manager determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than ten (10) days after it determines to withhold amounts otherwise due. A determination of the County Project Manager set forth in a notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provision of the Disputes clause of this Agreement. The County may act in accordance with any determination of the County Project Manager which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to the Contractor by reason of good faith withholding by the County under this clause.

17. Rights and Remedies. The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
18. Contractor Commitments, Warranties and Representations. Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to fulfill such a commitment shall render the Contractor liable for damages to the County. A commitment includes, but is not limited to any representation made prior to execution of this Agreement, whether or not incorporated elsewhere herein by reference, as to performance of services or equipment, prices or options for future acquisition to remain in effect for a fixed period, or warranties.
19. Patent/Copyright Infringement. Contractor will defend, indemnify and save harmless County, its appointed and elected officers, agents and employees from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of the Contractor's alleged infringement on any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against the County, its appointed and elected officers, agents and employees in any action. Such defense and payments are conditioned upon the following:
 - (a) That Contractor shall be notified promptly in writing by County of any notice of such claim.
 - (b) Contractor shall have the right, hereunder, at its option and expense, to obtain for the County the right to continue using the information, in the event such claim of infringement, is made, provided no reduction in performance or loss results to the County.
20. Disputes:
 - (a) General. Differences between the Contractor and the County, arising under and by virtue of the contract documents shall be brought to the attention of the County at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The records, orders, rulings, instructions, and decision of the County Project Manager shall be final and conclusive 30 days from the date of mailing unless the Contractor mails or otherwise furnishes to the County Administrator a written notice of appeal. The notice of appeal shall include facts, law, and argument as to why the conclusions of the County Project Manager are in error.

In connection with any appeal under this clause, the Contractor and County shall have the opportunity to submit written materials and argument and to offer documentary evidence in support of the appeal. Oral argument and live testimony will not be permitted. The decision of the County Administrator for the determination of such appeals shall be final and conclusive. Reviews of the appellate determination shall be brought in the Superior Court of Clallam County within 15 days of mailing of the written appellate determination. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered.
 - (b) Notice of Potential Claims. The Contractor shall not be entitled to additional compensation or to extension of time for (1) any act or failure to act by the County Project Manager or the County, or (2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the County. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the work performed, labor and material used, and all costs and additional time claimed to be additional.

(c) Detailed Claim. The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

21. Ownership of Items Produced. All writings, programs, data, art work, music, maps, charts, tables, illustrations, records or other written, graphic, analog or digital materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of the County and constitute "work made for hire" as that phrase is used in federal and/or state intellectual property laws and Contractor and/or its agents shall have no ownership or use rights in the work.
22. Recovery of Payments to Contractor. The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work (Attachment A). In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may, at the County Project Manager's sole discretion, be required to repay to the County all monies disbursed to the Contractor for those parts of the project that are rendered worthless in the opinion of the County Project Manager by such failure to perform.

Interest shall accrue at the rate of 12 percent (12%) per annum from the time the County Project Manager demands repayment of funds.

23. Project Approval. The extent and character of all work and services to be performed under this Agreement by the Contractor shall be subject to the review and approval of the County Project Manager. For purposes of this Agreement, the County Project Manager is:

Name:

Title:

Address:

Telephone:

E-mail:

Fax:

In the event there is a dispute with regard to the extent and character of the work to be done, the determination of the County Project Manager as to the extent and character of the work to be done shall govern subject to the Contractor's right to appeal that decision as provided herein.

24. Non-Discrimination. The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.
25. Subcontractors. In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between the County and the Contractor. The Contractor shall insure that in all subcontracts entered into, Clallam County is named as an express third-party beneficiary of such contracts with full rights as such.
26. No Third Party Beneficiaries. This agreement is intended for the benefit of only the County and Contractor. This agreement does not confer any benefits, rights, or privileges upon any third party.

27. Standard of Care. The Contractor shall perform its duties hereunder in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession as the Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.
28. Time is of the Essence. Time is of the essence in the performance of this contract unless a more specific time period is set forth in either the Special Terms and Conditions or Scope of Work.
29. Notice. Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to the County Project Manager. Notice to the Contractor for all purposes under this Agreement shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.
30. Severability. If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.
31. Precedence. In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
- (a) Applicable federal, state, and local statutes, ordinances, and regulations;
 - (b) Scope of Work (Attachment A) and Compensation (Attachment B);
 - (c) Special Terms and Conditions (Attachment D); and
 - (d) General Conditions (Attachment C).
32. Waiver. Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the parties hereto.
33. Attorney Fees. In the event that litigation must be brought to enforce the terms of this agreement, the prevailing party shall be entitled to be paid reasonable attorney fees.
34. Construction. This agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
35. Survival. Without being exclusive, Paragraphs 4, 7, 13-19, 21-22 and 31-35 of these General Conditions shall survive any termination, expiration, or determination of invalidity of this Agreement in whole or in part. Any other Paragraphs of this Agreement which, by their sense and context, are intended to survive shall also survive.
36. Entire Agreement. This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

SPECIAL TERMS AND CONDITIONS

- ☐ 1. Reporting. The Contractor shall submit written progress reports to the County Project Manager as set forth below:

- ☐ With each request for payment.
- ☐ Monthly.
- ☐ Quarterly.
- ☐ Semi-annually.
- ☐ Annually.
- ☐ Project completion.
- ☐ Other (specify):

Progress reports shall include, at a minimum, the following:

Reports shall include any problems, delays or adverse conditions which will materially affect the Contractor's ability to meet project objectives or time schedules together with a statement of action taken or proposed to resolve the situation. Reports shall also include recommendations for changes to the Scope of Work, if any. Payments may be withheld if reports are not submitted.

- ☐ 2. Insurance. The Contractor shall maintain in full force and effect during the term of this Agreement, and until final acceptance of the work, public liability and property damage insurance with companies or through sources approved by the state insurance commissioner pursuant to RCW Title 48, as now or hereafter amended. The County, its appointed and elected officials, agents and employees, shall be specifically named as additional insureds in a policy with the same company which insures the Contractor or by endorsement to an existing policy or with a separate carrier approved pursuant to RCW Title 48, as now or hereafter amended, and the following coverages shall be provided:

☐ **COMMERCIAL GENERAL LIABILITY:**

Bodily injury, including death	\$	per occurrence
	\$	aggregate
Property damage	\$	per occurrence
	\$	aggregate

- ☐ **ERRORS AND OMISSIONS or PROFESSIONAL LIABILITY with an Extended Reporting Period Endorsement (two year tail)** \$ per occurrence

- ☐ **WORKERS COMPENSATION:** Statutory amount

- ☐ AUTOMOBILE: coverage on owned, non-owned, rented and hired vehicles
- | | | |
|---|----|----------------|
| Bodily injury, liability, including death | \$ | per occurrence |
| | \$ | aggregate |
| Property damage liability | \$ | per occurrence |
| | \$ | aggregate |
- ☐ BUSINESS AUTOMOBILE LIABILITY: \$ per occurrence

If the Errors and Omissions or Professional Liability insurance obtained is an occurrence policy as opposed to a claims-made policy, the Extended Reporting Period Endorsement is not required.

Any such policy of insurance the Contractor is required to obtain and maintain pursuant to this Agreement shall be primary over any third party liability coverage provided to Clallam County by and through its membership in the Washington Counties Risk Pool or WCRP. The third party liability coverage provided by the WCRP to Clallam County shall be non-contributory with respect to any policy of insurance the Contractor is required to obtain and maintain pursuant to this Agreement. The County shall have no obligation to report occurrences unless a claim or lawsuit is filed with it and the County has no obligation to pay any insurance premiums.

Evidence of primary insurance coverage shall be submitted to the County Project Manager within 20 days of the execution of the Agreement. The Agreement shall be void ab initio if the proof of coverage is not timely supplied.

If the proof of insurance or certificate of coverage indicating the County is an "additional insured" to a policy obtained by the Consultant in order to comply with this agreement refers to an endorsement (by number, abbreviation or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Consultant to obtain the full text of that endorsement and forward that full text to the County within 30 days of the execution of this Agreement.

The coverage limits identified herein shall not limit the potential liability of the Contractor and the Contractor's duty to defend, indemnify, and hold harmless shall apply to any liability beyond the scope of insurance coverage.

- ☐ 3. Liquidated Damages. For delays in timely completion of the work to be done or missed milestones of the work in progress, the Contractor shall be assessed _____ Dollars (\$) per day as liquidated damages and not as a penalty because the County finds it impractical to calculate the actual cost of delays. Liquidated damages will not be assessed for any days for which an extension of time has been granted. No deduction or payment of liquidated damages will, in any degree, release the Contractor from further obligations and liabilities to complete the entire project.
- ☐ 4. Other (specify):.



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

4a
FEB 14 2023

Department: BOCC

WORK SESSION ☒ Meeting Date: 2-6-23

REGULAR AGENDA ☒ Meeting Date: 2-14-23

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|--|--|--------------------------------------|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☒ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

A vacancy exists on the Clallam County Board of Health for the City Council Member expired term.

A notice of vacancy was issued to the press in January 2023 to solicit applications.

The City of Forks identified Jeff Gingell as the City Council Member representative to fulfill the expired term.

City of Port Angeles, City of Forks and City of Sequim unanimously support Jeff Gingell.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
None.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Approval of Resolution.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners, HHS

Relevant Departments: Board of Commissioners and HHS

Date submitted: 2-1-23

- * Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Board of Health Gingell 2-14-23
Revised: 3-04-2019

Questions? Call Loni Gores, Clerk of the Board, ext 2256



RESOLUTION _____, 2023

APPOINTING A MEMBER TO THE
CLALLAM COUNTY BOARD OF HEALTH

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A vacancy exists on the Clallam County Board of Health for the City Council Member expired term.
2. A notice of vacancy was issued to the press in January 2023 to solicit applications.
3. The City of Forks identified Jeff Gingell as the City Council Member representative to fulfill the expired term.
4. City of Port Angeles, City of Forks and City of Sequim unanimously support Jeff Gingell.

NOW, THEREFORE, BE IT RESOLVED by the Clallam County Board of Commissioners, in consideration of the above findings of fact:

1. **Jeff Gingell** is appointed as the City Council Member representative for a term ending December 31, 2025.

PASSED AND ADOPTED this 14th day of February 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

ATTEST:

Loni Gores, CMC, Clerk of the Board

Mike French

C: A22.176
Appointee
HHS



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

sa
FEB 14 2023

Department: BOCC

WORK SESSION ☒ Meeting Date: 2-13-23

REGULAR AGENDA ☒ Meeting Date: 2-14-23

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached budget revisions on February 28, 2023.

Budget revisions – Transfer or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice – Budget revisions.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



NOTICE OF BUDGET REVISION MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget revision shown below on February 28, 2023 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

NonDepartmental – American Rescue Plan Act

- Reallocation of American Rescue Plan Act ARPA funding for the YMCA Early Learning Center budgeted in 2022, invoice received in 2023/\$360,000
- Reallocation of American Rescue Plan Act ARPA Funding based on project status/\$1,055,383
- Reallocation of American Rescue Plan Act ARP Funding for Black Diamond Water District/\$49,388

NonDepartmental – Affordable Housing Sales Tax – Reallocation of funds to cover car allowance benefit for the Housing / Grant Resources Director/\$4,080

Sheriff – Jail – Contracted costs for Norpoint Services to provide Courthouse security/\$16,335

A copy of the budget change forms may be reviewed at the office of the Board of County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: February 14, 2023

Mark Ozias, Chair

Publish: February 18

Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/19/2023 ✓

Budget Hearing/Meeting Date: 2/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- X ✓ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	19961.291 ✓	Budget Name	NonDept – American Rescue Plan Act ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19961.291 ✓	NonDept – ✓ American Rescue Plan Act	51420.49.0225 ✓	Unanticipated Services	360,000
Total				360,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19961.291 ✓	NonDept – ✓ American Rescue Plan Act	51420.41.0599 ✓	Olympic Peninsula YMCA	360,000
Total				360,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reallocation of ARPA funding for the YMCA Early Learning Center budgeted in 2022, invoice received in 2023.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

A handwritten signature in black ink, appearing to be "J. Cook", written over a horizontal line.

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2/06/2023

Budget Hearing/Meeting Date: 2/28/2023

- ☐ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
☒ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	19961.291	Budget Name	NonDept – American Rescue Plan Act
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19961.291	NonDept – ARPA	51420.49.0225	Unanticipated Services	775,937
19961.291	NonDept – ARPA	51420.41.0581	Black Ball Transportation, Inc. ARPA	279,446
Total				1,055,383

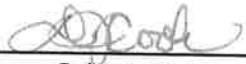
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19961.291	NonDept – ARPA	51420.41.0592	Sequim Food Bank	85,950
19961.291	NonDept – ARPA	51420.41.0594	Forks Community Food Bank	51,000
19961.291	NonDept – ARPA	51420.41.0598	United Way of Clallam County	2,054
19961.291	NonDept – ARPA	51420.41.0599	Olympic Peninsula YMCA	360,000
19961.291	NonDept – ARPA	51420.49.0176	Port Angeles Waterfront Center	300,000
19961.291	NonDept – ARPA	52360.10.0220	Recruitment/Retention/Referral Bonuses	217,208
19961.291	NonDept – ARPA	52360.20.0020	Benefits	39,171
Total				1,055,383

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reallocation of ARPA funding based on updated project status.

County Official Approval: 

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)



CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2/02/2023 ✓

Budget Hearing/Meeting Date: 2/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- X ✓ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	19961.291 ✓	Budget Name	NonDept – American Rescue Plan Act ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19961.291 ✓	NonDept – American Rescue Plan Act ✓	51420.49.0225 ✓	Unanticipated Services	49,388
Total				49,388 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19961.291 ✓	NonDept – American Rescue Plan Act	51420.41.0591 ✓	Black Diamond Water District	49,388
Total				49,388 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reallocation of ARPA funding to allow additional funds for the Black Diamond Water District contract amendment.

County Official Approval: [Signature]
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2/06/2023

Budget Hearing/Meeting Date: 2/28/2023

- ☐ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- X **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	19951.291	Budget Name	NonDept – Affordable Housing Sales Tax
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19951.291	NonDept – Affordable Housing Sales Tax	56540.49.0230	Unanticipated Projects	4,080
Total				4,080

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19951.291	NonDept – Affordable Housing Sales Tax	56540.10.0100	Premiums	4,080
Total				4,080

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reallocation of funds to cover car allowance benefit for the Housing/Grant Resources Director.

County Official Approval: 
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)



CLALLAM COUNTY BUDGET CHANGE FORM

FEB 03 2023



Date Submitted: 2/2/23

Budget Hearing/Meeting Date: 2/28/23

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- X **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.815	Budget Name	Sheriff – Jail
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.815	Sheriff - Jail	52360.10.0010	Regular Time	16,335
Total				16,335

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.815	Sheriff - Jail	52360.41.0020	Professional Services	16,335
		52360.41.1030	Personnel Services	
Total				16,335

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Contracted costs for Norpoint Services to provide Courthouse security for the month of January 2023 total \$16,335. These costs are not budgeted, so we need to transfer budget from our staff salary lines into the professional services line. The staff salary lines have extra budget based on open positions that we are currently in the process of filling.

County Official Approval:

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

27

MEMORANDUM



LONI GORES
Clerk of the Board

February 10, 2023

TO: Board of Commissioners, Administrator Sill

RE: Agenda Modification(s)

FILE: A14.09.18

- The following item is amended on the February 13 work session agenda:

Budget

- 10 Discussion on proposed budget revisions to be considered on February 28 (5a)*

Notice that the following budget revisions will be adopted by Resolution on February 28:
NonDepartmental – American Rescue Plan Act

- ~~Reallocation of American Rescue Plan Act ARPA funding for the YMCA Early Learning Center budgeted in 2022, invoice received in 2023/\$360,000~~
- Reallocation of American Rescue Plan Act ARPA Funding based on project status/\$1,055,383
- Reallocation of American Rescue Plan Act ARP Funding for Black Diamond Water District/\$49,388

NonDepartmental – Affordable Housing Sales Tax – Reallocation of funds to cover car allowance benefit for the Housing / Grant Resources Director/\$4,080

Sheriff – Jail – Contracted costs for Norpoint Services to provide Courthouse security/\$16,335

- The following item is amended on the February 14 regular agenda:

Budget

- 5a Notice that the following budget revisions will be adopted by Resolution on February 28:
NonDepartmental – American Rescue Plan Act

- ~~Reallocation of American Rescue Plan Act ARPA funding for the YMCA Early Learning Center budgeted in 2022, invoice received in 2023/\$360,000~~
- Reallocation of American Rescue Plan Act ARPA Funding based on project status/\$1,055,383
- Reallocation of American Rescue Plan Act ARP Funding for Black Diamond Water District/\$49,388

NonDepartmental – Affordable Housing Sales Tax – Reallocation of funds to cover car allowance benefit for the Housing / Grant Resources Director/\$4,080

Sheriff – Jail – Contracted costs for Norpoint Services to provide Courthouse security/\$16,335



Document was submitted after the
agenda and packet were posted on

2/10/23
10 + 5a

updated
10 + 5a
2/13/23 2/14/23

NOTICE OF BUDGET REVISION MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget revision shown below on February 28, 2023 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

NonDepartmental – American Rescue Plan Act

- ~~Reallocation of American Rescue Plan Act ARPA funding for the YMCA Early Learning Center budgeted in 2022, invoice received in 2023/\$360,000~~
- Reallocation of American Rescue Plan Act ARPA Funding based on project status/\$1,055,383
- Reallocation of American Rescue Plan Act ARP Funding for Black Diamond Water District/\$49,388

NonDepartmental – Affordable Housing Sales Tax – Reallocation of funds to cover car allowance benefit for the Housing / Grant Resources Director/\$4,080

Sheriff – Jail – Contracted costs for Norpoint Services to provide Courthouse security/\$16,335

A copy of the budget change forms may be reviewed at the office of the Board of County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: February 14, 2023

Mark Ozias, Chair

Publish: February 18

Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2/06/2023

Budget Hearing/Meeting Date: 2/28/2023

- ☐ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
☒ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	19961.291	Budget Name	NonDept – American Rescue Plan Act
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19961.291	NonDept – ARPA	51420.49.0225	Unanticipated Services	775,937
19961.291	NonDept – ARPA	51420.41.0581	Black Ball Transportation, Inc. ARPA	279,446
Total				1,055,383

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19961.291	NonDept – ARPA	51420.41.0592	Sequim Food Bank	85,950
19961.291	NonDept – ARPA	51420.41.0594	Forks Community Food Bank	51,000
19961.291	NonDept – ARPA	51420.41.0598	United Way of Clallam County	2,054
19961.291	NonDept – ARPA	51420.41.0599	Olympic Peninsula YMCA	360,000
19961.291	NonDept – ARPA	51420.49.0176	Port Angeles Waterfront Center	300,000
19961.291	NonDept – ARPA	52360.10.0220	Recruitment/Retention/Referral Bonuses	217,208
19961.291	NonDept – ARPA	52360.20.0020	Benefits	39,171
Total				1,055,383

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reallocation of ARPA funding based on updated project status.

County Official Approval: [Signature]

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2/02/2023 ✓

Budget Hearing/Meeting Date: 2/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- X ✓ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	19961.291 ✓	Budget Name	NonDept – American Rescue Plan Act ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19961.291 ✓	NonDept – American Rescue Plan Act	51420.49.0225 ✓	Unanticipated Services	49,388
Total				49,388

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19961.291 ✓	NonDept – American Rescue Plan Act	51420.41.0591 ✓	Black Diamond Water District	49,388
Total				49,388

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reallocation of ARPA funding to allow additional funds for the Black Diamond Water District contract amendment.

County Official Approval: [Signature]
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2/06/2023

Budget Hearing/Meeting Date: 2/28/2023

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- X **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	19951.291	Budget Name	NonDept – Affordable Housing Sales Tax
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19951.291	NonDept – Affordable Housing Sales Tax	56540.49.0230	Unanticipated Projects	4,080
Total				4,080

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19951.291	NonDept – Affordable Housing Sales Tax	56540.10.0100	Premiums	4,080
Total				4,080

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reallocation of funds to cover car allowance benefit for the Housing/Grant Resources Director.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

A handwritten signature in dark ink, appearing to be "J. Cook", written over a horizontal line.

CLALLAM COUNTY BUDGET CHANGE FORM

FEB 03 2023



Date Submitted: 2/2/23

Budget Hearing/Meeting Date: 2/28/23

- ☐ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☒ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.815	Budget Name	Sheriff – Jail
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.815	Sheriff - Jail	52360.10.0010	Regular Time	16,335
Total				16,335

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.815	Sheriff - Jail	52360.41.0020	Professional Services	16,335
		52360.41.1030	Personnel Services	
Total				16,335

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Contracted costs for Norpoint Services to provide Courthouse security for the month of January 2023 total \$16,335. These costs are not budgeted, so we need to transfer budget from our staff salary lines into the professional services line. The staff salary lines have extra budget based on open positions that we are currently in the process of filling.

County Official Approval:

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

27



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

5b
FEB 14 2023

Department: BOCC

WORK SESSION ☒ Meeting Date: 2-13-23

REGULAR AGENDA ☒ Meeting Date: 2-14-23

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioners will consider adopting by Resolution the attached budget reduction on February 28, 2023.

Budget reductions – a reduction in revenues and/or expenditures.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice – Budget reductions.

County Official signature & print name: Loni Gores Loni Gores

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



NOTICE OF BUDGET REDUCTION

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget reduction shown below on February 28, 2023 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Sheriff – Operation – Code Enforcement Budget moving from Sheriff's Department to the Department of Community Development/\$311,989

Superior Court – Conflict attorney contracts are required to move from Superior Court to NonDepartmental Indigent Defense Fund/\$200,200

District Court I – Conflict attorney contracts from District Court I to NonDepartmental Indigent Defense fund/\$24,000

A copy of the budget change form may be reviewed at the office of the Board of County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: February 14, 2023

Mark Ozias, Chair

Publish: February 18, 2023
Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/31/2023 ✓

Budget Hearing/Meeting Date: 2/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- X ✓ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.811 ✓	Budget Name	Sheriff - Operations ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.811	Sheriff - Operations	55866.10.0010	Regular Time	✓ 186,107
00100.811	Sheriff - Operations	55866.10.0500	Overtime	✓ 500
00100.811	Sheriff - Operations	55866.20.0020	Benefits	✓ 69,867
00100.811	Sheriff - Operations	55866.31.0010	Office Supplies	✓ 1,000
00100.811	Sheriff - Operations	55866.31.0020	Operating Supplies	✓ 1,200
00100.811	Sheriff - Operations	55866.31.0026	Uniforms	✓ 1,000
00100.811	Sheriff - Operations	55866.35.0010	Small Tools and Minor Equipment	✓ 150
00100.811	Sheriff - Operations	55866.41.0020	Professional Services	✓ 21,640
00100.811	Sheriff - Operations	55866.41.0590	Vessel Information Processing System	✓ 35
00100.811	Sheriff - Operations	55866.42.0015	Cellular Phone	✓ 751
00100.811	Sheriff - Operations	55866.42.0020	Postage	✓ 99
00100.811	Sheriff - Operations	55866.43.0020	Travel – Training	✓ 1,500
00100.811	Sheriff - Operations	55866.45.0015	Vehicle Rental/Lease	✓ 6,300
00100.811	Sheriff - Operations	55866.45.0030	Equipment/Office Machine Rental	✓ 500
00100.811	Sheriff - Operations	55866.47.0041	Landfill Disposal	✓ 20,000
00100.811	Sheriff - Operations	55866.49.0040	Dues	✓ 230
00100.811	Sheriff - Operations	55866.49.0060	Registration	✓ 960
00100.811	Sheriff - Operations	55866.49.9163	Vaccinations	✓ 150
Total				311,989 ✓

EXPENDITURES

BUDGET NUMBER XXXXX.XXX.	DEPT NAME	BARS NUMBER XXXXX.XX.XXXX	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserve	50800.00.0000	Ending Fund Balance	311,989
Total				311,989

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The 2023 Code Enforcement budget is moving from the Sheriff Department back to the Dept. of Community Development. This requires a Budget Reduction in the Sheriff Operations budget and a Debatable Emergency in the DCD Administration budget.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)



Date Submitted: 2/06/2023 **Budget Hearing/Meeting Date:** 2/28/2023

- ☐ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
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- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☒ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.861	Budget Name	Superior Court
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.861	Superior Court	51591.41.0140	Civil Contempt/Paternity	7,200
00100.861	Superior Court	51591.41.0141	Adult Felony	144,000
00100.861	Superior Court	51591.41.0142	Juvenile Offender	8,400
00100.861	Superior Court	51591.41.0144	Juvenile Dependency Consortium	28,000
00100.861	Superior Court	51591.41.0145	Truancy	12,600
Total				200,200

EXPENDITURES

BUDGET NUMBER XXXXX.XXX.	DEPT NAME	BARS NUMBER XXXXX.XX.XXXX	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserve	50800.00.0000	Ending Fund Balance	200,200
Total				200,200

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Due to the Supreme Court decision in June 2022, conflict attorney contracts are required to move from Superior Court. Budgeted funding for these contracts in Superior Court is being reduced in order to budget for them in the NonDept – Indigent Defense fund 00100.831.

County Official Approval: 
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

30

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2/07/2023 Budget Hearing/Meeting Date: 2/28/2023

- ☐ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- X **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.871	Budget Name	District Court I
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.871	District Court I	51240.41.0065	Court Appointed Attorney	24,000
Total				24,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserve	50800.00.0000	Ending Fund Balance	24,000
Total				24,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Due to the Supreme Court decision in June 2022, conflict attorney contracts are required to move from District Court I. Budgeted funding for these contracts in District Court I is being reduced in order to budget for them in the NonDept – Indigent Defense fund 00100.831.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Handwritten signature]

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5C
FEB 14 2023

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 2/13/23

REGULAR AGENDA ☒ **Meeting Date:** 2/14/23

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached supplemental appropriations on February 28, 2023.
Supplemental appropriations – increased expenditures due to unanticipated federal, state, and local funds.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice of supplemental appropriations.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



NOTICE OF SUPPLEMENTAL APPROPRIATIONS BUDGET MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board, the supplemental budget appropriations in the following funds pursuant to RCW 36.40.100, at 10 a.m. on February 28, 2023 in the Commissioners' Meeting Room (160) of the Clallam County Courthouse.

HHS – Operations – Funding received for Prescription Drug Overdose Prevention Grant for providing harm reduction services/\$129,489

Department of Community Development – Environmental Quality – Marine Resources Committee will enhance substrate for recruitment of the Olympia oyster populations in Sequim Bay/\$94,600

Sheriff – Emergency Services – reimburse expenditures for consultant to design and implement training exercise/\$3,334

Sheriff – Operations – reimburse expenditures for training costs for patrol deputies, management and administration costs/\$16,417

Parks & Facilities – Fair – New sponsorship program for Fair Rodeo & Logging Show/\$70,000

Superior Court

- Salish Behavioral Associated Health Organization for Criminal Justice Treatment Account/\$21,718
- Funding support for the Parents for Parents Program/\$15,000
- Reimbursement funds for court interpreter and language services/\$6,008

Copies of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: February 14, 2023

Mark Ozias, Chair

Publish: February 18

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

JAN 24 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1-23-23 Budget Hearing/Meeting Date: 2/28/23 ✓

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	11301.511 ✓	Budget Name	HHS - Operations ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	33393.13.6000 ✓	DOH Prescription Drug Overdose Prev.	129,489
Total				129,489 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	59462.64.0040 ✓	Vehicle	40,521
11301.511 ✓	HHS Operations ✓	56210.31.0087 ✓	Public Health Clinic Supplies	16,024
11301.511 ✓	HHS Operations ✓	56210.31.0010 ✓	Office Supplies	15,965
11301.511 ✓	HHS Operations ✓	56210.31.0020 ✓	Operating Supplies	15,965
11301.511 ✓	HHS Operations ✓	56210.41.4410 ✓	Advertising	20,000
11301.511 ✓	HHS Operations ✓	50800.00.0000 ✓	Ending Fund Balance	21,014
Total				129,489 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funding is being received from the Washington State Department of Health under the DOH Prescription Drug Overdose Prevention grant. Funding will be used for providing harm reduction services.

County Official Approval: 
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)


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JAN 26 2023



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 1-25-23

Budget Hearing/Meeting Date: 2-28-23

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
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- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.332	Budget Name	DCD Env Quality
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.332	DCD Env Quality	33311.46.9000	NOAA Olympic Oyster Restoration	94,600
Total				94,600

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.332	DCD Env Quality	55490.41.0020	Professional Services	50,100
00100.332	DCD Env Quality	55490.31.0020	Operating Supplies	44,500
Total				96,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

This is a one-time 2023 NOAA Congressionally Directed Spending funding being administered through WA Ecology Northwest Straits Marine Conservation Initiative 1Y22. Clallam County Marine Resource Committee (MRC) will enhance substrate for recruitment of the Olympia oyster populations in Sequim Bay.

County Official Approval: Bruce W. Emery
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

15

JAN 26 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/25/23

Budget Hearing/Meeting Date: 2/28/23 ✓

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
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- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.817 ✓	Budget Name	Sheriff - Emergency Services ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.817 ✓	Sheriff – Emergency Services ✓	33320.70.3000	HAZ/MAT Emergency Preparedness	3,334
Total				3,334 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.817 ✓	Sheriff – Emergency Services ✓	52510.41.0020 ✓	Professional Services	3,334
Total				3,334 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Revenue from Washington State Military Department will reimburse expenditures from the County for hiring a consultant to design and implement a training exercise on our local hazardous materials emergency plan, as per state contract E23-166. Total amount of this contract to be expended and reimbursed is \$3,334.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

CLALLAM COUNTY BUDGET CHANGE FORM

JAN 26 2023



Date Submitted: 1/25/23

Budget Hearing/Meeting Date: 2/28/23 ✓

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
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- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.811 ✓	Budget Name	Sheriff - Operations ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.811 ✓	Sheriff - Operations ✓	33316.58.2020 ✓	STOP - Grant	16,417
Total				16,417 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.811 ✓	Sheriff – Operations ✓	52122.41.0510 ✓	Port Angeles Police Dept.	4,604
00100.811 ✓	Sheriff – Operations ✓	52122.41.0515 ✓	Sequim Police Dept.	2,600
00100.811 ✓	Sheriff – Operations ✓	52122.43.0023 ✓	Travel/Training - Patrol	6,880
00100.811 ✓	Sheriff - Operations ✓	52123.10.0500 ✓	Overtime (Support Services)	1,809
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	524
Total				16,417 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Revenue from Washington State Commerce Department, state contract F22-31103-071, will reimburse expenditures from the County for training costs for patrol deputies, management and administration costs, as well as indirect fees. It also provides reimbursement to Port Angeles and Sequim Police Departments for training costs their officers incur in support of the STOP mission. The total awarded budget is \$16,417.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

CLALLAM COUNTY BUDGET CHANGE FORM

FEB 03 2023



Date Submitted: 2/03/2023

Budget Hearing/Meeting Date: 2/28/2023

- X **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
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- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.912	Budget Name	Parks & Facilities – Fair
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.912	Parks & Facilities Fair	36700.00.0060	Rodeo Purse Sponsorships	50,000
00100.912	Parks & Facilities – Fair	36700.00.0070	Logging Show Purse Sponsorships	20,000
Total				70,000

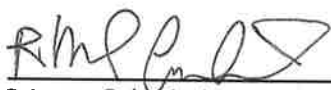
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.912	Parks & Facilities Fair	57370.49.0420	Rodeo Purse Sponsorship Payouts	50,000
00100.912	Parks & Facilities – Fair	57370.49.0430	Logging Show Purse Sponsorship Payouts	20,000
Total				70,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

A new sponsorship program has been created for the Fair Rodeo & Logging Show. Sponsorship contributions will be received and used for purse payouts.

County Official Approval: 
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)


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CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE



Date Submitted: 1/31/23 Budget Hearing/Meeting Date: 2/28/23 FEB 01 2023

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.861	Budget Name	Superior Court
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.861	Superior Court	33700.00.0040	SBHO Criminal Justice Treatment Account (CJTA)	\$21,718
Total				\$21,718

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.861	Superior Court	56692.49.0083	Recovery Support Services	\$21,718
Total				\$21,718

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Superior Court has entered into a contract renewal with the Salish Behavioral Associated Health Organization for Criminal Justice Treatment Account (CJTA) funds set aside by the State of Washington for the betterment of therapeutic courts. This contract renewal period is from January 1, 2023, through December 31, 2023, in the total amount of \$196,106 to be split between (6) entities with the agreement that \$20,800.00 will be set aside for in-jail service leaving a balance of \$175,306 to be distributed equally to each of the (6 entities) in the amount of \$29,218 each. In addition, \$7,500 of the Superior Court funds will be allocated to Cedar Grove to use for pro social activities. Therefore, the total funds for Superior Court are \$21,718. The County approved this contract on 1/31/2023 and we are asking that these funds be entered into our 2023 Budget for use.

County Official Approval: [Signature]
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

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CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

JAN 31 2023



Date Submitted: 1/25/23

Budget Hearing/Meeting Date: 2/28/23

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.861	Budget Name	Superior Court
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.861	Superior Court	34630.00.0050	CHSW Parents for Parents Program	\$15,000
Total				\$15,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.861	Superior Court	51222.10.0600	Extra Help	\$8,500
00100.861	Superior Court	51222.20.0020	Benefits	2,000
00100.861	Superior Court	51222.43.0104	Travel/Training - Grant	1,500
00100.861	Superior Court	51222.31.0103	Food – Grant	1,500
00100.861	Superior Court	51222.31.0102	Furnishings – Grant	500
00100.861	Superior Court	51222.31.0101	Supplies – Grant	500
00100.861	Superior Court	51222.42.0015	Cellular Phone - Grant	100
00100.861	Superior Court	51222.49.0116	Registration - Grant	400
Total				\$15,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Superior Court has received additional grant funding from The Children's Home Society of Washington in support of the Parents for Parents program in the amount of \$15,000. Please add these funds to our current 2023 budget.

County Official Approval:

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]

24

CLALLAM COUNTY BUDGET CHANGE FORM

JAN 31 2023



Date Submitted: 1/31/23 ✓

Budget Hearing/Meeting Date: 2/28/23 ✓

- X ✓ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
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- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.861 ✓	Budget Name	Superior Court ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.861 ✓	Superior Court ✓	33401.20.0090 ✓	AOC Interpreter Grant	\$6,008
Total				\$6,008 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.861 ✓	Superior Court ✓	51591.49.0026 ✓	Translator/Interpreter Services	\$6,008
Total				\$6,008 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Superior Court has entered into an agreement with the Administrative Office of the Court on 11/29/22 for reimbursement of funds used for the purpose of providing court interpreter and language access services during court proceedings. The grant is for the period of 7/01/22 through 6/30/23. Please add the revenue line to our 2023 budget.

County Official Approval: B. A. B.
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Handwritten signature]

23



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FEB 14 2023

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ Meeting Date: 2/13/23

REGULAR AGENDA ☒ Meeting Date: 2/14/23

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached debatable emergencies on February 28, 2023

Debatable emergency – Public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
See attached forms.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice of debatable emergencies.

County Official signature & print name: Loni Gores Loni Gores

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



BUDGET RESOLUTION _____, 2023

CALL FOR HEARING FOR DEBATABLE EMERGENCIES IN THE FUNDS LISTED BELOW

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Pursuant to RCW 36.40.140, the following facts constitute a public emergency that could not reasonably have been foreseen at the time of making the budget:

NonDepartmental – Conservation Futures – Unused 2022 funds to be used toward purchase of conservation easements/\$400,000

BOCC Operations – Funds to be used for costs associated with the Washington Association of County Commissioners and Council Clerks Annual Conference/\$6,000

General Funds Reserves

- Funds need to cover increased overtime costs due to changes in the Washington State Labor & Industries minimum salary requirements/\$15,000 (1 of 2)
- Funds need to cover increased overtime costs due to changes in the Washington State Labor & Industries minimum salary requirements/\$5,000 (1 of 2)

Prosecuting Attorney – Local Crime Victim Compensation – Funds need to cover increased costs due to changes in the Washington State Labor & Industries minimum salary requirements/\$15,000 (2 of 2)

NonDepartmental – Veterans Relief – Funds need to cover increased overtime costs due to changes in the Washington State Labor & Industries minimum salary requirements/\$5,000 (2 of 2)

NonDepartmental Indigent Defense

- Funding needed for the 2023 Clallam Public Defender contract/\$45,354
- Conflict attorney contracts moved from Superior Court to NonDepartmental Indigent Defense fund/\$200,200
- Conflict attorney contracts moved from District Court I to NonDepartmental Indigent Defense/\$24,000

Informational Technology – Capital Projects – Rollover of unused 2022 allocated funds to process payment of remaining 2022 invoices due to supply chain issues/\$23,500

Parks and Facilities – REET

- Variable Air Volume System Project and Park Trail Project invoices/\$505,000
- Courthouse access control system project/\$185,067

Department of Community Development – Administration – Code Enforcement budget from the Sheriff's Department to the Department of Community Development/\$311,989

Department of Community Development – Permit Center – Tyler Technologies Planning Permit System/\$15,166

Sheriff – Jail Medical – Inmate Health Care – Correctional Healthcare Companies to provide emergency nursing staff until regular positions could be filled/\$83,050

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. A public hearing on the debatable emergencies listed above will be held February 28, 2023 at 10:30 a.m. in Room 160 of the Clallam County Courthouse.
2. A copy of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

PASSED AND ADOPTED this 14th day of February 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias

Randy Johnson

Mike French

ATTEST:

Loni Gores, MMC, Clerk of the Board

Publish: February 18, 2023

Bill: Commissioners

CC: Budget Director, Treasurer, Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/12/2023 ✓

Budget Hearing/Meeting Date: 2/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X ✓ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	19910.291 ✓	Budget Name	NonDept – Conservation Futures ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19910.291 ✓	NonDept – Conservation Futures ✓	50800.00.0000 ✓	Ending Fund Balance	400,000
Total				400,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19910.291 ✓	NonDept – Conservation Futures ✓	59453.61.0010 ✓	Conservation Easement Purchases	400,000
Total				400,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funding will be used toward the purchase of conservation easements.

UNUSED 2022 CARRY OVER

County Official Approval: [Signature]

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/24/2023 ✓

Budget Hearing/Meeting Date: 2/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X✓ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.241 ✓	Budget Name	BOCC Operations
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	6,000
Total				6,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.241 ✓	BOCC Operations ✓	51160.31.0065 ✓	Food	1,000
00100.241 ✓	BOCC Operations ✓	51160.49.0085 ✓	Conference Expenses	5,000
Total				6,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Clallam County will be hosting the Washington Association of County Commissioners and Council Clerks Annual Conference scheduled for May 4th and 5th this year. Additional funds are needed to cover the costs associated with the conference.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/24/2023

Budget Hearing/Meeting Date: 2/28/2023

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.293	Budget Name	General Fund Reserves
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserves	50800.00.0000	Ending Fund Balance	15,000
Total				15,000

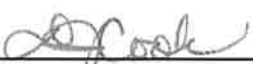
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserves	59712.00.0030	Transfer to Local Crime Victim Comp	15,000
Total				15,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The WA St L&I minimum salary requirements have changed. Employees that meet these requirements have been reclassified from salary to hourly and are therefore eligible for overtime pay. Additional funds are needed to cover these increased overtime costs given the number of felony trials scheduled. (1 of 2)

County Official Approval: 
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)



CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/24/2023 ✓

Budget Hearing/Meeting Date: 2/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X✓ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
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- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.293 ✓	Budget Name	General Fund Reserves ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	5,000
Total				5,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	59771.00.0000 ✓	Transfer to Veterans Relief	5,000
Total				5,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The WA St L&I minimum salary requirements have changed. Employees that meet these requirements have been reclassified from salary to hourly and are therefore eligible for overtime pay. Additional funds are needed to cover these increased overtime costs. (1 of 2)

County Official Approval: [Signature]
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/24/2023

Budget Hearing/Meeting Date: 2/28/2023

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
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- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	11701.841	Budget Name	Pros Attny – Local Crime Victim Compensation
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11701.841	Pros Attny – Local Crime Victim Compensation	39712.00.0030	Transfer from General Fund Reserves	15,000
Total				15,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11701.841	Pros Attny – Local Crime Victim Compensation	51570.10.0500	Overtime	15,000
Total				15,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The WA St L&I minimum salary requirements have changed. Employees that meet these requirements have been reclassified from salary to hourly and are therefore eligible for overtime pay. Additional funds are needed to cover these increased overtime costs given the number of felony trials scheduled. (2 of 2)

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Handwritten signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/24/2023 ✓

Budget Hearing/Meeting Date: 2/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X ✓ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
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- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	19914.291 ✓	Budget Name	NonDept – Veterans Relief ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19914.291 ✓	NonDept – Veterans Relief ✓	39771.00.0000 ✓	Transfer from General Fund Reserves	5,000
Total				5,000 ✓

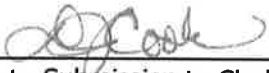
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19914.291 ✓	NonDept – Veterans Relief ✓	56520.10.0500 ✓	Overtime	5,000
Total				5,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The WA St L&I minimum salary requirements have changed. Employees that meet these requirements have been reclassified from salary to hourly and are therefore eligible for overtime pay. Additional funds are needed to cover these increased overtime costs. (2 of 2)

County Official Approval: 
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)



CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2/01/2023 ✓

Budget Hearing/Meeting Date: 2/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X ✓ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.831 ✓	Budget Name	NonDept – Indigent Defense ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	45,354
Total				45,354 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.831 ✓	NonDept – Indigent Defense ✓	51591.41.0062 ✓	Indigent Defense - Superior Court	24,491
00100.831 ✓	NonDept – Indigent Defense ✓	51591.41.0063 ✓	Indigent Defense - District Court	20,863
Total				45,354 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funding needed in 2023 for the new Clallam Public Defender contract. This new contract will run from 1/01/2023 to 6/30/2024.

County Official Approval: 
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)



CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2/06/2023 Budget Hearing/Meeting Date: 2/28/2023

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- X **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.831	Budget Name	NonDept – Indigent Defense
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserve	50800.00.0000	Ending Fund Balance	200,200
Total				200,200

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.831	NonDept – Indigent Defense	51591.41.0140	Civil Contempt/Paternity	7,200
00100.831	NonDept – Indigent Defense	51591.41.0141	Adult Felony	144,000
00100.831	NonDept – Indigent Defense	51591.41.0142	Juvenile Offender	8,400
00100.831	NonDept – Indigent Defense	51591.41.0144	Juvenile Dependency Consortium	28,000
00100.831	NonDept – Indigent Defense	51591.41.0145	Truancy	12,600
Total				200,200

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Due to the Supreme Court decision in June 2022, conflict attorney contracts are required to move from Superior Court. Budgeted funding for these contracts in Superior Court were reduced in order to budget for them in the NonDept – Indigent Defense fund 00100.831.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2/07/2023 Budget Hearing/Meeting Date: 2/28/2023

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
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- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.831	Budget Name	NonDept – Indigent Defense
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserve	50800.00.0000	Ending Fund Balance	24,000
Total				24,000

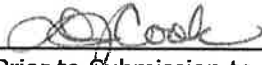
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.831	NonDept – Indigent Defense	51240.41.0065	Court Appointed Attorney	24,000
Total				24,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Due to the Supreme Court decision in June 2022, conflict attorney contracts are required to move from District Court I. Budgeted funding for these contracts in District Court I is being reduced in order to budget for them in the NonDept – Indigent Defense fund 00100.831.

County Official Approval: 
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)



CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

JAN 17 2023



Date Submitted: 1/20/2023

Budget Hearing/Meeting Date: 2/28/2023

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
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- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	30701.411	Budget Name	Info Tech – Capital Projects
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30701.411.	Info Tech	50800.00.0000	Ending Fund Balance	0 23,500
Total				0 23,500 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30701.411	Info Tech	59418.64.3200	Copier Replacement	23,500
Total				23,500 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Clarification of receiving guidelines and shortfall in capital fund due to cost overruns from supply chain issues precluded processing of several invoices for 2022. Request rollover of unused 2022 allocated funds to process payment of remaining 2022 invoices.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

20

CLALLAM COUNTY BUDGET CHANGE FORM

JAN 26 2023



Date Submitted: 1/26/2023 ✓

Budget Hearing/Meeting Date: 2/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X ✓ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
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- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	30101.911 ✓	Budget Name	Parks & Facilities - REET ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911 ✓	Parks & Facilities - REET ✓	50800.00.0000 ✓	Ending Fund Balance	505,000
Total				505,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911 ✓	Parks & Facilities - REET ✓	59419.62.1325 ✓	Replace Courthouse VAV Air System Boxes	500,000
30101.911 ✓	Parks & Facilities - REET ✓	59419.63.0813 ✓	Park Trail Projects	5,000
Total				505,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funding for:
VAV Air System project was not completed in 2022 and is carried over into 2023.
2022 Park Trail Projects invoices not received until 2023.

County Official Approval:

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

Rick McEl... 6/1/26/2023

[Signature]

17

CLALLAM COUNTY BUDGET CHANGE FORM

FEB 03 2023



Date Submitted: 2/03/2023 ✓

Budget Hearing/Meeting Date: 2/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X ✓ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
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- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	30101.911 ✓	Budget Name	Parks & Facilities – REET ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911 ✓	Parks & Facilities – REET ✓	50800.00.0000 ✓	Ending Fund Balance	185,067
Total				185,067

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911 ✓	Parks & Facilities – REET ✓	59419.63.2125 ✓	Courthouse Access Control Systems	185,067
Total				185,067

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Courthouse Access Control Systems project was not completed in 2022 and is carried over into 2023.

County Official Approval: Rmf [Signature]
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]

26

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/31/2023 ✓

Budget Hearing/Meeting Date: 2/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X ✓ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.331 ✓	Budget Name	DCD - Administration ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund ✓ Reserves	50800.00.0000	Beginning Fund Balance	311,989
Total				311,989 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.331	DCD - Administration	55866.10.0010	Regular Time	186,107
00100.331	DCD - Administration	55866.10.0500	Overtime	500
00100.331	DCD - Administration	55866.20.0020	Benefits	69,867
00100.331	DCD - Administration	55866.31.0010	Office Supplies	1,000
00100.331	DCD - Administration	55866.31.0020	Operating Supplies	1,200
00100.331	DCD - Administration	55866.31.0026	Uniforms	1,000
00100.331	DCD - Administration	55866.35.0010	Small Tools and Minor Equipment	150
00100.331	DCD - Administration	55866.41.0020	Professional Services	21,640
00100.331	DCD - Administration	55866.41.0590	Vessel Information Processing System	35
00100.331	DCD - Administration	55866.42.0015	Cellular Phone	751
00100.331	DCD - Administration	55866.42.0020	Postage	99
00100.331	DCD - Administration	55866.43.0020	Travel – Training	1,500
00100.331	DCD - Administration	55866.45.0015	Vehicle Rental/Lease	6,300
00100.331	DCD - Administration	55866.45.0030	Equipment/Office Machine Rental	500

00100.331	DCD - Administration	55866.47.0041	Landfill Disposal	20,000
00100.331	DCD - Administration	55866.49.0040	Dues	230
00100.331	DCD - Administration	55866.49.0060	Registration	960
00100.331	DCD - Administration	55866.49.9163	Vaccinations	150
Total				311,989

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The 2023 Code Enforcement budget is moving from the Sheriff Department back to the Dept. of Community Development. This requires a Budget Reduction in the Sheriff Operations budget and a Debatable Emergency in the DCD Administration budget.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

JAN 20 2023



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 1-25-23

Budget Hearing/Meeting Date: 2-28-23 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☒ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.333 ✓	Budget Name	DCD Permit Center ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserve ✓	50800.00.000 ✓	Ending Fund Balance	15,166
Total				15,166

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.333 ✓	DCD Permit Center ✓	55850.31.0040 ✓	Computer Software	15,166
Total				15,166

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Include the tax and annual fee to the amount budgeted for Tyler Technologies. PLANNING PERMIT SYSTEM.County Official Approval: Bruce W. Emery

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

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FEB 03 2023



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 2/2/23

Budget Hearing/Meeting Date: 2/28/23

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☒ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.816	Budget Name	Sheriff, - Jail Medical
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserves	50800.00.0000	Ending fund Balance	83,050
Total				83,050

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.816	Sheriff's - Jail Medical	52360.41.0020	Professional Services	83,050
Total				83,050

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

These costs were previously approved in the 2022 budget, but the vendor did not invoice for them until 2023. \$53,055 of these costs are for the increased monthly contract payments approved with County contract 816-14-01, Amendment 12 to the Agreement for Inmate Health Care, for August – December 2022. With this contract the County also agreed to pay for the additional costs incurred for Correctional Healthcare Companies to provide emergency nursing staff until regular positions could be filled. These costs were calculated and paid for July – Sept 2022 during 2022, but the remainder of these costs for the period of Oct – Dec 2022 are only now being invoiced for a total of \$29,995 in 2023.

County Official Approval: _____
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)



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FEB 14 2023

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Superior Court

WORK SESSION ☐ **Meeting Date:**

REGULAR AGENDA ☒ **Meeting Date:** 2/14/23

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|--|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other Modification of Current County Policy 220 |

Documents exempt from public disclosure attached: ☐

Executive summary:

Superior Court is asking for review of County Policy 220 "Classification, Work Hours, and Compensation" in regard to the Court Commissioner salary. This position was established in 1991 at a pay range of 90% of the judges' salary which is set by the State. This position had become vacant in January 2023 and it was discovered that there was a policy change implemented in 2009 stating a different pay range for the Court Commissioner than our records indicated. Therefore, we are asking the Board to review this policy and approve our request as stated in the attached supporting documents submitted on behalf of Superior Court.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
The funds for this position are currently in our 2023 budget, no budgetary impact.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Adopt our request to amend County Policy 220, Classification, Work Hours and Compensation.

County Official signature & print name: Brent Basden BRENT BASDEN

Name of Employee/Stakeholder attending meeting: Lally Halberg

Relevant Departments: Superior Court

Date submitted: 2/07/23

* Work Session Meeting - Submit 1 single sided/not stapled copy Agenda Item Summary Public Hearing - Court Commissioner Policy 220 Compensation

** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Revised: 3-04-2019

Questions? Call Loni Gores, Clerk of the Board, ext 2256



RESOLUTION _____, 2023

ADOPTING AMENDMENTS TO
POLICY 220 CLASSIFICATION, WORK HOURS, AND COMPENSATION

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Formal policies and procedures were developed and implemented in 2004 to ensure accountability in government and consistency of process.
2. Periodic updates are required as government rules and regulations change as well as current practices.
3. The proposed amendments to the policy were posted on the Intranet to allow staff time to review and comment. Prosecuting Attorney's Office reviewed the policy amendments.
4. A public hearing was held February 14, 2023 to solicit testimony.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners in consideration of the above findings of fact:

1. The amendments to Policy 220 Classification, Work Hours, and Compensation are adopted for inclusion in the Clallam County Administrative Policy Manual.

PASSED AND ADOPTED this 14th day of January, 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Mike French

ATTEST:

Loni Gores, MMC, Clerk of the Board

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CLASSIFICATION, WORK HOURS, AND COMPENSATION

.1 CLASSIFICATION

1.1 Preparation of Classifications

A classification plan inventorying the duties and responsibilities of all jobs in County service has been developed and implemented. The class plan groups jobs into categories that are basically similar in difficulty and responsibility of work performed and in education, training, and experience requirements. The plan was developed after consultation with County Officials and other persons technically familiar with the character of the work. The Human Resources Director is the designated individual with responsibility of overseeing the continual maintenance and administration of the plan. No County Official shall be granted authority to alter classification without prior approval of the County Administrator with appeal to the Board of County Commissioners, except as otherwise granted by the Charter or this policy.

1.2 Allocation of Positions

A classification title and description shall identify each class. Every position shall be allocated to a classification within the adopted plan. In cases where more than one position exists in a classification, a position description shall further clarify job duties specific to each job. When the classification contains a single position, the classification and position description is combined. Each newly created position will be assigned to the approved classification and shall be clearly defined in the classification description. Employees shall be notified of the assignment of their positions and the class title as it appears on the class description. Positions that are part of a career track will be designated in the classification description.

When a new position is proposed the County Official shall immediately transmit a comprehensive statement of the proposed duties and responsibilities and the rationale for the new position to the Human Resources Director. The Human Resources Director shall investigate the proposal and assign the position to the appropriate class in the classification plan.

All changed or newly created positions shall be presented to the County Administrator for approval of allocation and preliminary budget prior to initial filling and appointment. Positions will not be created without a defined revenue source.

1.3 Classification and Position Description Specifications

Class and Position specifications have the following definition and scope:

- a. They are explanatory only and not restrictive.
- b. In determining the assignment of any position to a class, the specifications shall be considered as a whole, comparing general duties, responsibilities, minimum

- qualifications and relationships to other positions in order to obtain an inclusive picture of the position and place it in the class which embraces it.
- c. The outline of principal duties of work performed shall mean general duties or tasks. It is not intended to prescribe the specific duties of a given position nor to limit the ability of the County Official to modify or alter the detailed tasks involved in the duties, so long as they remain within the general definition of the class.
 - d. The minimum qualification defines the class to which the position shall be allocated by outlining the least acceptable qualifications required to effectively perform the work.
 - e. The class specifications may include additional requirements that are determined to be necessary for the maximum performance of the particular class. These requirements may include possession of a Washington motor vehicle operator's license, physical condition, or any other bona fide qualification pertinent to the position covered by the class specifications.
 - f. Nothing in the class specification is to be interpreted as restricting a supervisor in assigning an employee of one class to perform some of the duties of a higher class for a limited period of time. Such assignment to perform work of a higher class for a limited period comes within the requirements of work in all classes. When an employee is assigned to perform the entire job function of a higher classification for a period of more than two weeks, the employee may be paid at the higher range, assuring that the employee will be compensated a minimum of 5 percent over their current rate.

1.4 Description Changes

Class and position descriptions are treated as living documents with the specific intent that as the duties of the job change, those changes will be reflected in the descriptions. The Human Resources Department maintains the original descriptions for all County jobs, including those under the jurisdiction of Elected Officials and the Civil Service. Prior to any modification, classification and/or position description changes shall first be reviewed by the Director and approved by the Administrator as detailed in this chapter.

1.5 Use of Class Titles

The class title shall be the official title of every position assigned to the class for the purpose of personnel action and shall be used on all payroll, budget estimates, and official records and reports relating to that position. Position titles may be authorized by the Director and used for the purposes of internal administration or in contacts with the public when more than one position exists within a classification.

1.6 Consolidated Classification List

The Director is responsible for maintaining a listing of all classifications and positions in the County, including County Officials and employees. The list shall also contain, at a minimum, the salary range, union status, essential worker status, bloodborne risk, and recurring training requirements of each position. The consolidated list shall serve as the

official classification and position list under the classification plan. The list is contained in section 100 of this policy.

.2 RECLASSIFICATION

Unless previously approved by the County Administrator, it shall be the responsibility of the County Official to require employees to work within their assigned classifications, except in situations where an employee may occasionally or intermittently work out of classification. County Officials are not authorized to re-organize job functions which will require reclassification of existing employees without the approval of the County Administrator.

The Board of Commissioners considers the collective bargaining process as the proper venue for adjustments of salary and benefits for classifications and/or groups of employees. Reclassifications may be considered for individual positions that meet the following criteria.

The following factors may be considered as evidence of possible eligibility for reclassification:

- a. A majority of job duties have changed to the extent they are more accurately reflected in another existing classification description;
- b. A majority of job duties have changed to the extent the job entails a different skill set, which requires increased education or experience in order to perform essential job functions.

The following circumstances are not factors to be considered reasons for reclassification:

- a. Increased volume of the same level of work;
- b. Added duties of a similar nature already covered by the current classification or requiring similar skills, education, or experience;
- c. Duties within a current classification that have not been previously assigned;
- d. Additional assigned duties in a higher classification unless those duties become a majority of the current position;
- e. Enhanced technological tools to perform current duties;
- f. Salary differences for similar jobs in other jurisdictions;
- g. Reclassifications which occur in other departments.

2.1 Procedures for County Official to Request Reclassification

A County Official may request a classification change to meet business needs. Prior to classification or reclassification, the following steps shall be documented in writing and submitted to the Human Resources Director.

(1) County Official Evaluates Need to Change Classification

First, the County Official will evaluate:

- a. Recruitment or retention problems
- b. Service delivery changes or enhancements

- c. Value of the position to the department
- d. Internal equity
- e. Availability of funds
- f. Level of duties assigned to an existing position
- g. Reorganization opportunities due to vacancy

(2) County Official Considers Alternatives

Prior to requesting reclassification, the County Official will consider the following alternatives:

- a. Can work be accomplished within current classification?
- b. Is higher-level work short-term or can a specific project be addressed with out-of-class pay?

(3) County Official Submits Request with Budget

If the County Official decides to proceed with a reclassification request, they will normally submit the request as part of the department's budget submittal. When business needs require an immediate classification change and funding is available within current year's budget, a County Official may submit a request outside the budget process.

2.2 Employee May Request Reclassification

In the event the County Official does not submit a request for reclassification and the employee believes their current assigned duties meet the eligibility criteria as established above, the employee may submit a request for reclassification directly to the Human Resource Director and the County Official. The request will be processed by the Director in the normal course of work priority.

2.3 Human Resources Reviews All Reclassification Requests

When the duties and responsibilities of an existing position are so changed or proposed to be changed, meeting the criteria above, the County Official may request the Human Resources Director conduct a reclassification analysis. All reclassification requests shall be presented in writing accompanied with supporting documentation. The Human Resources Department shall prepare recommendations to the County Administrator.

2.4 County Administrator to Approve

Upon receipt of the recommendations from the Human Resource Director, the County Administrator shall review the results and take action to approve or deny the request.

2.5 Funding and Budget Impacts

The Board of Commissioners may limit consideration of reclassifications based upon financial condition of the County and establish a minimum amount the wage must be under-compensated in order for a reclassification to be considered.

It is the policy of the Board to consider reclassifications that are in excess of 20 percent lower than the established market for the position. The Board may modify the percentage at the time of adoption of the annual countywide budget.

2.6 Determination of Established Market

It is the County's goal to set top step compensation at the average wage for benchmark jobs using a combined market of Western Washington Counties within a population range and assessed evaluation of 60 percent larger and 60 percent smaller than Clallam County. For jobs where there is insufficient market data available within the established comps, the Director may recommend using such other relevant compensation data as may be appropriate and/or a point factor matrix that measures the job complexity and responsibility in relation to other established positions within the County's classification system.

2.7 Notice to the Union

Prior to implementation of reclassification, the Director will notify the Union in writing of the County's intent to reclassify the position. The Union may request a meeting for the purpose of reviewing the data and recommendations. In the event the Union fails to respond within 10 days, the County will commence implementation.

2.8 Implementation of Reclassification Recommendation

Unless otherwise approved by the Administrator, the employee subject to the reclassification will be placed at step 1 of the new range, or, the step of the new range that is approximately 5 percent higher than the employee's current salary, whichever is greater. The step increase date will be modified to reflect the first day of the month following one year from the reclassification date.

2.9 Status of Employees Affected by Reclassification

The status of employees affected by reclassification occurring in the administration of the classification plan shall be resolved in the following manner:

An employee whose position is reclassified to a higher level than the class in which the employee has regular status shall be considered to be a temporary appointee to the higher class. As such, the employee shall be eligible to compete on a promotional basis for the reclassified position; provided, however, that such promotional examination shall be given, or notice of such examination shall be published, within 60 calendar days of the effective date of reclassification. Only those employees who successfully pass the

examination for the position shall be considered for the position. Employees so promoted shall serve a probationary status in the new class.

If the employee is not appointed as the result of the examination, with County Official approval, the employee may be transferred to a vacant position in the same classification as that in which the employee has regular status. If no vacancy exists, the employee shall be laid off and entitled to bumping rights as specified in the applicable labor agreement.

OR;

When reclassification occurs and the position that has been reclassified contains only one employee, the employee occupying the affected position may be retained in the position without examination provided that:

- a. The Director determines that the reclassification results from an official recognition of a change in duties and responsibilities that has already occurred;
- b. The County Official determines that the performance of the duties and responsibilities of the incumbent has been satisfactory;
- c. The incumbent possesses the minimum qualifications for the new class; and
- d. Such other factors as are relevant and appropriate to the establishment of salaries for each position, in the context of the County's total compensation system.

The above conditions are included as a means of encouraging proper classification and organization without jeopardizing the status of employees. If all of the above conditions cannot be met, the County Official and the Human Resources Director shall be guided by other appropriate provisions of these rules.

.10 RESPONSIBILITIES AND AUTHORITIES OF MANAGERS AND SUPERVISORS

Managers, supervisors, and lead workers are key to the success of the organization. These levels are identified in classification and/or job descriptions. Managers and supervisors may delegate authorities but retain responsibility for any function so delegated.

10.1 Managers (including County Officials)

Detailed management responsibilities are contained in the "Regular Management Responsibilities" document that is a part of the County's classification plan. The document is available on the intranet on the "Reference Documents" page. All managers are required to have a working knowledge of the document. In addition, managers have the following responsibilities and authorities.

- a. Appoint employees to positions within their respective departments or divisions according to these policies.
- b. Administer provisions of labor contracts, County and department policies, and procedures and delegate such authority to supervisory personnel.

- c. Plan and organize the functions and activities of their department or divisions.
- d. Prioritize, direct, and control the activities of personnel to ensure effective and efficient services are provided within allocated Resources.
- e. Ensure that citizen complaints and/or allegations of violation of policies and procedures are investigated. Delegate, and/or conduct and document investigations of complaints against employees and administer corrective and/or disciplinary action if appropriate.
- f. Provide supervision to any supervisory or line level personnel directly under their command.
- g. Maintain knowledge of the County organization as a whole and participate, as a member of the management team, in solutions to countywide issues. Managers are expected to understand and be supportive of decisions made for the good of county citizens, even when such decisions may impact their department or division.

10.2 Supervisors

Detailed supervisory responsibilities are contained in the "Regular Supervisory Responsibilities" document that is a part of the County's classification plan. The document is available on the intranet on the "Reference Documents" page. All supervisors are required to have a working knowledge of the document. In addition, supervisors have the following responsibilities and authorities.

- a. Participate with managers in personnel and administrative decisions.
- b. Enforce provisions of labor contracts, County, and department policies and procedures.
- c. Formulate and recommend changes to policies and procedures.
- d. Assure that work assignments are made with the objective of utilizing the skills of assigned employees to the fullest extent of available resources.
- e. Provide supervision and performance evaluation of assigned employees.
- f. Direct the day-to-day activities of personnel assigned to them.
- g. Conduct and document investigations of complaints against employees. Make recommendations for corrective and/or disciplinary action if appropriate.
- h. Maintain knowledge of their department organization as a whole and participate, as a member of the management team, in solutions to department issues. Supervisors are expected to understand and be supportive of decisions made for the good of their department, even when such decisions may impact the function or personnel they supervise.

10.3 Lead Workers

Lead workers may be either regular positions or, a temporary assignment in the absence of the regularly assigned supervisor. Lead workers have authority to direct the day-to-day activities of personnel assigned to them. They are not granted the supervisory responsibilities and authorities listed above.

.20 COMPENSATION

The County maintains a compensation plan to provide for equitable pay for its employees. The compensation plan includes, but is not limited to classification descriptions, salary schedules, labor agreements, and resolutions establishing salary and benefits. The County Administrator, in consultation with the Director, is responsible to administer the compensation plan.

20.1 Basis of Salary

All FLSA non-exempt employees shall be paid based on the actual number of hours worked, including authorized absences with pay, to the total number of hours worked, including authorized holidays, in the payroll period.

All FLSA exempt employees shall be paid a predetermined monthly salary. Payroll and compensation practices and procedures shall account on an hour-for-hour basis the accrual and use of paid leave. Provided, however, that employees exempt from the overtime requirements of FLSA shall not have their salary reduced during the workweek in which they performed any work with the following exceptions:

- Docking of salary is permissible under the law for administration of protected leave under Family Medical Leave Act, Americans with Disabilities Act, Pregnancy Disability Act and Military leave; and
- For infractions of security regulations of major significance promulgated by the County or another government agency, or for infractions of safety rules of major significance intended to prevent serious danger to the workplace or to other employees.

20.2 Rates of Pay

Each employee and County Official shall be paid at one of the steps of the range prescribed for the classification. Temporary and Extra Help workers shall be paid at the range established for un-skilled, semi-skilled, or skilled workers as approved by the Director.

20.3 Beginning Employee Salary

Unless otherwise provided, all employees should be hired at the entry step of the range. A County Official who believes that, based on the qualifications and prior experience of the candidate, an appointment should be made at a step higher than the first step will present their request in writing to the Director, who has authority to approve or deny the request up to Step 5 of the pay schedule. Requests for appointment beyond Step 5, or that require a budget change shall be approved by the Administrator.

20.5 Elected Official Salary

Salaries for the Assessor, Auditor, Community Development Director, County Commissioners, Sheriff, and Treasurer are set by the Board of Commissioners in Resolution 12, 2020 and reflected in the Consolidated Position List.

20.6 Benefited Court Commissioner Salary

Salaries for the benefit eligible Family Court Commissioner and District Court Commissioner are set by the Board pursuant to the below specified percentage of the judge salary for the respective court to which assigned:

- Year 1—80 percent of the Judge salary
- Year 2—85 percent of the Judge salary
- Year 3 and above—90 percent of the Judge salary

The salary for the benefited/full-time Superior Court Commissioner is 90% of the salary of the Superior Court Judges. Additional benefits will be allocated as set forth in Policy 225, except as specifically provided in that policy under .3(3)(1). No adjustments to that salary will occur based upon step increases, cost of living adjustments, or other negotiations that benefit/burden other county employees.

20.7 Judges Salaries

Salaries for District Court and Superior Court Judges are set pursuant to RCW by the Washington Citizens' Commission on Salaries for Elected Officials.

20.9 Step Increases

Step increases for regular, benefited employees and Appointed County Officials shall be at 12-month intervals. Step increases shall be subject to written satisfactory evaluation of job performance as determined by the County Official. Increases shall be effective on the first day of the month following the 12-month anniversary except when the anniversary falls on the first day of the month in which case the increase shall be effective on that day.

Temporary; Part Time non-benefited including retirement only, or Extra Help Workers with no break in service shall be eligible for step increases after 2080 hours of work. Road and Parks seasonal workers returning from the prior year's service shall be eligible for advancement to the next step in the same assigned range.

20.10 Cost of Living Adjustments

Cost of Living Adjustments are part of the negotiated labor agreement for represented employees.

The salary schedule for County Officials, Charter exempt, non-represented, temporary, and extra help employees shall be adjusted in an amount the same as any cost of living adjustment granted to the management and professional unit not less than zero nor to exceed three percent. Except that the wage for Court Commissioner, County Prosecuting Attorney, , and District Court Judges shall only be adjusted when salaries are modified by the state.

20.11 Provisions Should No Labor Agreement be in Place

In the event agreement has not been reached between the County and Local 1619-MP prior to the expiration of the then existing agreement, Charter exempt, non-represented, temporary and extra help employees shall be compensated at their previous rate plus the last County offered COLA increase, if any, not less than zero nor to exceed three percent.

In addition, the employment group identified in this sub-section and Elected Officials shall receive the last County-offered increase in County contribution to medical/dental/vision, if any. Any increases awarded under this section shall be effective until settlement by Local 1619-MP at which time any additional wages and benefits, including any settlement for retroactive payments shall also be paid. Benefit eligible Judges and Court Commissioners shall have county paid medical benefit contributions adjusted according to the settlement.

20.12 Rate/Step Placement upon Promotion

Whenever an employee is promoted, the employee shall be hired into the new range/step of the appropriate pay schedule as a rate no less than five percent high than the employee's salary prior to the promotion. A County Official who believes that a salary increase of more than five percent should be offered shall present a request for a higher rate and a justification to the Human Resources Director in writing. The Human Resources Director has the authority to approved or deny the request up to Step 5 of the appropriate pay schedule. Requests for appointment beyond Step 5 or requests that require a budget change must be approved by the County Administrator.

20.13 Step Placement on Demotion

When a demotion occurs, the County Official shall recommend to the Director a salary for the demoted employee within the salary range of the lower classification which may be less than or equal to the employee's present salary. If a new anniversary date is established, the new anniversary date shall be noted at the time of the demotion on the personnel action documentation.

20.14 Step Placement upon Recall

- (1) Recall to Former Classification

Employees returned to their former classification during the recall period shall be placed at the same step and benefit accrual rates as when they left employment. Adjusted Date of Hire and Adjusted Date of Classification shall be modified to reflect the layoff period.

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(2) Recall to a Lower Classification

Employees recalled during the lay off period, to a classification lower than the classification from which they were laid off shall be placed at a step determined by the Director, in consultation with the County Official. Unless approved by the Administrator, the employee shall not be returned at a wage higher than at the time of lay off, or at a step higher than that approved in the budget. Adjusted Date of Hire and Adjusted Date of Classification shall be modified to reflect the layoff period.

(3) Hiring after the Recall Period has Expired

A previous employee re-hired through the competitive process after their time on the recall list has expired is hired as a new employee. Seniority, benefit accrual, and salary are as if the employee had not previously been employed by the County.

.30 HOURS OF WORK

All County positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") and Washington Minimum Wage Act regulations.

It is the policy of the County to establish a workweek of 40 hours with a 7-day workweek. Alternate workweeks of 40, 37.5, and 35 hours may only be established by the Administrator based upon business necessity. The workweek runs 12:01 a.m. Monday through Sunday 12 midnight.

The County recognizes that County Officials are responsible to perform their work functions without regard to a set number of hours in the workday or workweek. It is also recognized that each County Official requires one employee to be a confidential employee, available to work when necessary to accomplish essential tasks. The County Charter requires Elected County Officials to designate one individual as exempt from the Personnel System to serve as their chief deputy or administrative assistant. It is the policy of the County that each Elected and Appointed County Official may designate a 40-hour workweek for one individual in their office.

For law enforcement, corrections, and detention employees, the established work period may be subject to C.F.R. 29, Section 207(k), (referred to as 7k). Employees are responsible for accurately reporting all hours worked according to these policies.

Sheriff's Department and Juvenile Department employees work schedules may be established based upon 24-hour operation. Workweek for employees, other than those scheduled on a 24-hour operation, shall be four or five consecutive days, evenly divided according to the assigned work hours, but may be varied depending upon business necessity.

Employees shall be assigned to work either a standard or alternate/flex workweek. The workday and workweek shall be established by the County Official of each department and kept

on file with the payroll clerk for that department. The workday and workweek may be changed to accommodate the efficient operation of the department.

30.1 Limitations for Temporary, Extra Help, and Seasonal Workers

Work hours of extra help employees shall be restricted to 69 hours per calendar month. The work hours for temporary and seasonal workers whether skilled, semi-skilled, or unskilled shall be limited by the County Official so as not to qualify the employee for any benefits, including retirement, unless specifically approved by the Director. County Officials are required to be familiar with Department of Retirement Systems' rules, labor contracts, and other regulations that affect employee benefit eligibility.

30.2 Meal Period

All employees shall be granted a meal period of one-half hour or one hour as determined by the County Official. Meal periods shall be taken at a non-public location away from the workstation.

30.3 Rest Periods

All employee work schedules shall provide for a 15-minute rest period during each one-half shift. An additional rest period may be granted for each additional 2-hour increment that an employee is required to work beyond the normal shift. Rest periods may be required to be taken at the workstation.

30.4 Break Time for Nursing Mothers

A nursing mother shall be entitled to unpaid breaks for up to one year after the birth of her child. Such breaks must consist of a "reasonable" amount of time for expressing milk as frequently as needed by the nursing mother.

The County provides a space that is shielded from view and free from intrusion from coworkers and the public. Upon request, an eligible nursing mother will be issued a key to the designated space.

.35 OVERTIME

County Officials are responsible to schedule employees in order to provide adequate service while minimizing overtime. Overtime shall only be authorized for business necessity and only within budgeted funds. No overtime shall be authorized for employee convenience.

35.1 Authorization for Overtime

All overtime shall be approved in advance by the employee's supervisor; however, in the case of emergency, the employee shall notify the supervisor as soon as possible of the need to work overtime.

35.2 Definition of Overtime

Unless otherwise specified in a labor agreement, overtime shall be considered as time worked in excess of 40 for the workweek. Part-time or extra help employees whose hours are set at less than 40 shall not be eligible for overtime until the total work hours exceed 40.

35.3 Overtime Rate

Unless otherwise specified in a labor agreement, the rate of compensation for overtime worked shall be 1-1/2 times the employee's regular rate of pay including any shift differential, standby pay, incentive pay or any pay added to the rate as established in the pay plan.

35.5 Compensatory Time

Employees may accrue compensatory time in lieu of overtime payments, with the approval of the supervisor. Unless otherwise specified by labor agreement, employees may not accrue time in excess of 40 hours. Compensatory time will be accrued at the rate of 1-1/2 hours for each hour of authorized overtime worked. The employee and the supervisor are encouraged to schedule use of compensatory time by mutual agreement. The County may purchase back the entire compensatory time balance of any employee, or a portion thereof, at any time with written notice to the employee. The employee may convert compensatory time to overtime by written request.

35.6 Time-off Plan for Non-Represented FLSA Exempt Employees

Non-Represented employees exempt under the FLSA are salaried and exempt from overtime. Such employees may flex time off within a month with Department Head approval. In a calendar month employee hours of work and hours of paid leave shall total not less than the regularly scheduled hours of work for the month.

- a. Non-Represented employees who are exempt under FLSA shall be entitled to earn hour for hour time off commencing with the sixth (6th) hour **worked** beyond their regularly assigned workweek of 37.5 or 40. An annual maximum of two (2) weeks may be earned and either accumulated or used. Such hours must be used as time off prior to the end of the calendar year and shall not be eligible for cash payment or used for the purpose of extending benefits beyond the last active at work day. Flex time (where the employee still works their full 37.5 or 40 hours per week, but on a flexible schedule) off is authorized under this provision. Such flexible schedule is termed an alternative workweek. Except in the case of an emergency that requires immediate action, hours in excess of the fifth (5th) hour require pre-approval by the Department Head.

35.7 Overtime Hours not to Affect Benefits

Overtime Hours shall not be credited toward any employee benefit accruals or have any affect on probation, step, or other accrual dates.

35.8 Emergency/Disaster Operations

All FLSA exempt employees performing emergency/disaster duties when working full-time under any activation level designated by the County Commissioners for which the State approves the County for public disaster assistance will be compensated as follows:

- a. Employees will be paid at straight time the sum of their regular hourly rate for those hours worked in excess of 40 in a workweek as a result of full-time work in support of a significant emergency, declared disaster, or Emergency Management Assistance Compact (EMAC) or other Mutual Aid activations/deployments as determined by the County Administrator or designee. During federally declared disasters overtime compensation will be limited to cash payments.
- b. For those hours worked during the activation, one dollar (\$1) is added to an employee's regular rate in lieu of any other forms of additional compensation including, but not limited to, callback, standby, shift differential, split shift differential, assignment pay, and/or schedule change.
- c. Unless otherwise noted in writing, employees will retain the assigned workweek while supporting emergency/disaster operations. However, employees' assigned work hours may be different from their regularly assigned work hours.
- d. These provisions are limited to qualifying work performed in the Clallam County Emergency Operations Center, in a Joint Field Office, and work in direct support of EMAC or other Mutual Aid activations/deployments.

37 VEHICLE ALLOWANCE

A monthly vehicle allowance is provided to certain County Officials. The vehicle allowance is intended to partially reimburse the County Official for travel as part of official business within Clallam County. Travel outside Clallam County shall be reimbursed in accordance with the County's travel reimbursement policy. When traveling outside the County, County Officials who receive vehicle allowance shall deduct the mileage traveled within the County from their total mileage. Unless otherwise provided by contract, the monthly vehicle allowance amount shall be set annually as part of the budget adoption process.

Unless provided a County vehicle in accordance with the County's vehicle policy, the following Elected Officials shall receive monthly vehicle allowance: Assessor, Auditor, Commissioners, Director of the Department of Community Development, Prosecuting Attorney, and Treasurer.

Vehicle allowance will be authorized, in writing, by this policy, employment contract, or Personnel Action Form, approved by the Administrator.

.40 COMPENSATION FOR STAND-BY AND ON CALL STATUS

Time spent in stand-by status is considered compensable hours. Time spent in On-Call status is not considered compensable hours, except that any time spent actually working is paid.

.42 COMPENSATION FOR HIGHER CLASSIFICATION WORK

Except for on-the-job training purposes, whenever an employee is assigned to perform the entire job function of a higher classification for a period of two weeks, the employee may be paid at the higher range for a minimum increase of 5 percent (two steps on the 9-step scale). Performance of such duties on an occasional basis, for short periods, or for training purposes is not subject to pay increase. Out of class pay will not be paid while an employee is on any form of leave unless approved by the Director.

.43 COMPENSATION FOR LEAD WORKER

An employee who is assigned lead worker responsibilities shall be paid a minimum increase of 5 percent (two steps on the 9-step scale) for all hours active at work. Lead worker pay shall not be paid while an employee is on any form of leave, unless approved by the Director.

.44 COMPENSATION UPON TERMINATION

Upon an employee's separation from County employment, the employee will receive the following compensation at the time of the next regularly scheduled payroll:

- a. Wages for all hours that have not been paid
- b. Any holiday pay due
- c. Accrued vacation up to the maximum accrual allowed
- d. Accrued sick leave at the following percentages:
 - 100 percent if death occurs while employed or employee is totally disabled in the line of duty
 - 10 percent if separated other than termination for cause
 - 20 percent upon retirement
 - None if terminated for cause
- e. Any applicable severance pay

Note: Upon retirement PERS 1 employees hired after 1 January 1996 shall be paid for a maximum of 240 hours combined vacation and sick leave unless otherwise provided by contract.

.45 BENEFIT CASH OUT UPON TRANSITION FROM EMPLOYEE TO ELECTED OFFICIAL

Upon election to a County office an employee may choose to cash accrued vacation and/or sick leave benefit as if separated other than termination for cause. In such event payout shall be calculated at the last rate of pay for the last position held prior to election to office.

In the event an election is made not to cash out vacation and/or sick leave, such accruals may be frozen at the earned rate and be eligible for cash out at the time the person ends employment with the County.

.50 PAYROLL

In addition, the County has reserved the right in the future to compensate all non-exempt FLSA employees based upon the hourly rate. Currently the County utilizes a compensation formula of annual salary divided by 24 half-months.

50.1 Time Sheets

The County utilizes an electronic sheet to record daily time activity for all employees and County Officials. It is the responsibility of each employee to accurately record all hours worked and leave used prior to the end of each daily shift. Exceptions to this practice shall only be acceptable when extenuating circumstances beyond the employee's control prevent record keeping for a given day. In such event, it is the employee's responsibility to accurately document the prior day's time at the start of the next shift. Time sheets must be completed and submitted to the timekeeper by the end of the shift on the last working day of the month.

The County payroll system will not process countywide payroll until every employee's time has been processed. Therefore, employees and their supervisors will be held accountable for any failure to timely submit accurate time records. When failure to do so occurs, the County Auditor will authorize input of assumed data in order to process payroll. Such assumed data will be subject to correction based upon accurate information received in the subsequent payroll period. When this inconvenience is caused by an employee or supervisor, appropriate discipline will be recommended.

Falsification of time records shall be grounds for immediate discipline, up to and including discharge.

50.2 Pay Periods/Payday

During open enrollment, employees will have the opportunity to choose between monthly or semimonthly payroll to be effective for 12 months starting January 1 of the following year. Semimonthly pay periods are the 1st through the 15th and the 16th to the last day of each calendar month and employees are paid on the 10th and the 25th of each month for the preceding half month. For exempt/salaried employees one-half of their monthly salary will be paid each semimonthly period.

The monthly pay period begins the 1st day of the month and ends the last day of each month and employees are paid on the 10th of each month for the preceding month. If no written choice is made by the deadline, the default is semimonthly payroll.

If a payday falls on a weekend or courthouse holiday, pay will be deposited on the last banking day before the normal payday.

50.3 Garnishment of Wages/Liens

The County is required by law to accept legal garnishments or liens attached to employee wages. Garnishments and liens require the County to withhold a portion of the employee's disposable earnings for the satisfaction of a debt, and remit the withheld amount to the court or the Internal Revenue Service. If a garnishment or lien is received by the County, the employee will be so notified by Payroll, and may be encouraged to seek the advice of a professional financial counselor.

Wage garnishments and liens place an administrative expense and burden on the County. For every transaction processed, the County will charge the maximum statutory fees allowable.

50.4 Direct Deposit of Paychecks

The County utilizes direct deposit of paychecks for the convenience of employees. All employees shall utilize direct deposit. Employees can access information about payroll deductions, benefits, and leave accruals through the online employee self-service center.

Employees may direct the deposit of their paycheck into two bank accounts of their choice. The Direct Deposit Enrollment Form and other required documentation must be completed and submitted to the Human Resources Department to authorize direct deposit.

50.5 Payroll Deductions

The County will withhold from an employee's paycheck those deductions required by law, authorized benefits, union dues, and purposes approved by the Administrator.

.60 RELOCATION EXPENSES

Exceptional circumstances may warrant reimbursing a new employee for certain reasonable costs and expenses directly related to relocation. In all such cases, approval must be obtained from the Administrator before extending any offer to reimburse the employee for relocation expenses. Relocation reimbursements or estimates should be considered in conjunction with determining appropriate salary offers, as they are in effect a part of the new employee's first year earnings, and should be consistent with the employee's salary level.

60.1 Eligibility

Reimbursement for relocation expenses will only be considered for candidates for full-time positions in those instances where substantial recruiting efforts have not identified a sufficient number of qualified applicants living within a reasonable commuting distance of the County. Prior to receiving such reimbursement, individuals must agree that, if they voluntarily separate from the County within two years of the effective date of their appointment, they will repay any monies received for relocation expenses.

60.2 Taxability of Relocation Expenses

The Internal Revenue Service currently requires that each employee report as regular income all amounts received from or paid by his/her employer for the expense of moving from one residence to another. All applicable taxes are the sole responsibility of the employee, and will not be reimbursed by the County.

.100 CONSOLIDATED CLASSIFICATION/POSITION LIST

The County's consolidated list of classifications and positions is available on the County's internet site at <https://www.ClallamCountyWA.gov/employment>

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AGENDA ITEM SUMMARY

FEB 14 2023

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Superior Court

WORK SESSION ☐ Meeting Date:

REGULAR AGENDA ☒ Meeting Date: 2/14/23

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|--|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other Modification of Current County Policy 225 |

Documents exempt from public disclosure attached: ☐

Executive summary:

Superior Court is asking for review of County Policy 225 "Employee Benefits" in regard to the Court Commissioner salary. This position was established in 1991 at a pay range of 90% of the judges' salary which is set by the State. This position had become vacant in January 2023 and it was discovered that there was a policy change implemented in 2009 stating a different benefits package for the Court Commissioner than our records indicated. Therefore, we are asking the Board to review this policy and approve our request to amend as stated in the attached supporting documents submitted on behalf of Superior Court.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

The funds for this position are currently in our 2023 budget, no budgetary impact.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Adopt our request to amend County Policy 225, Employee Benefits.

County Official signature & print name: Brent Basoen BRENT BASOEN

Name of Employee/Stakeholder attending meeting: Lacey Halberg

Relevant Departments: Superior Court

Date submitted: 2/07/23

* Work Session Meeting - Submit 1 single sided/not stapled copy Agenda Item Summary Public Hearing - Court Commissioner Policy 225 Employee Benefits

** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Revised: 3-04-2019

Questions? Call Loni Gores, Clerk of the Board, ext 2256



RESOLUTION _____, 2023

ADOPTING AMENDMENTS TO
POLICY 225 EMPLOYEE BENEFITS

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Formal policies and procedures were developed and implemented in 2004 to ensure accountability in government and consistency of process.
2. Periodic updates are required as government rules and regulations change as well as current practices.
3. The proposed amendments to the policy were posted on the Intranet to allow staff time to review and comment. Prosecuting Attorney's Office reviewed the policy amendments.
4. A public hearing was held February 14, 2023 to solicit testimony.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners in consideration of the above findings of fact:

1. The amendments to Policy 225 Employee Benefits are adopted for inclusion in the Clallam County Administrative Policy Manual.

PASSED AND ADOPTED this 14th day of January, 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Mike French

ATTEST:

Loni Gores, MMC, Clerk of the Board

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EMPLOYEE BENEFITS

.1 POLICY

Fringe benefits are granted to regular employees as a part of total compensation. Eligible full-time employees shall accrue benefits based on the established hours for the workweek. Eligible part-time employees accrue benefits based on a percentage of a full time 40-hour position. Appointed Department Heads accrue benefits as specified in the individual employment agreement between the Department Head and the Board of County Commissioners. The Court Reporter, an exempt employee under the RCW and the charter, shall not accrue holiday, vacation, or sick leave benefits under this policy. For all other charter exempt, non-represented, and other employees unless otherwise specified by contract, the following benefits, rules, and procedures apply:

.2 HOLIDAYS

2.1 Standard County Holidays

The following days shall be recognized as the Standard County Holidays:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day following Thanksgiving	Friday following Thanksgiving
Christmas Day	December 25

Whenever a standard holiday falls on a Sunday, the succeeding Monday shall be observed as the holiday; and whenever a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.

2.2 Standard Floating Holidays

Unless otherwise provided by contract, benefited employees shall receive four (4) standard floating holidays earned on 1 January of each year (or after 180 days of employment for new employees). Use of floating holidays is selected by mutual agreement of the employee and supervisor.

Floating holidays must be used by December 31 of each year or be lost. Employees who have not used their floating holidays and transfer to another department within the County are entitled to transfer their remaining floating holidays for use prior to the end of the calendar year. Employees may use floating holidays during their two (2) week notice of termination.

2.3 Unpaid Holidays for Reason of Faith or Conscience

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The two unpaid holidays must be used in full day increments and if not taken within a calendar year do not carry over from one year to the next.

At least 14 calendar days in advance of the desired unpaid holiday(s), the employee must submit a written request to his or her supervisor to take the desired day(s) off. The employee will be allowed to take the two unpaid holidays on the days he or she has selected unless the employee's supervisor determines the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" is defined in WAC 82-56-020). If more than one employee per department or division submits a request for the same date(s), requests will be granted, to the extent possible, in order of submission.

2.4 Eligibility for Holiday Benefits

Benefit eligible employees who have completed one week of continuous employment shall be eligible for holiday benefit. Eligible part-time employees, regardless of their daily schedule, will receive pro-rated holiday pay off based on their regular weekly hours. If the holiday falls on an employee's regularly scheduled day off, they must take their next actual workday off.

Holiday pay shall not be authorized if an employee has previously resigned, has been laid off, discharged or suspended prior to the holiday.

2.5 Holiday during Leave

Should an employee be on authorized paid leave when a holiday occurs, such holidays shall not be charged against such leave.

2.6 Work Performed on Holidays

If an FLSA exempt employee taking standard county holidays works on any of the holidays listed above, he/she shall, in addition to his/her pay for the hours worked, be entitled to administrative leave on an hour-for-hour basis.

.3 VACATION LEAVE

3.1 Vacation Leave Accrual

Unless otherwise provided by contract, all regular full-time employees shall accrue vacation leave monthly based upon the following schedule:

Months of Service	Hours per Month	Days per Year
0 thru 48	8	12
49 thru 108	10	15
109 thru 168	12	18
169 thru 204	14	21
Over 204	16.666	25

Benefit eligible employees working less than 40 hours per week accrue vacation leave prorated based upon the fixed percentage of a full time equivalent. (For example, an employee designated at 60 percent FTE works 24 hours per week and receives 60 percent of a full time employee accrual rate. One FTE = 40-hours.

Vacation accrual is represented as hours earned, not days, nor dollars. The current wage rate will be used for purposes of vacation accrual transfer or payoff.

Total years of continuous County service in benefit eligible positions adjusted by any leave without pay shall be used for calculating vacation leave accrual.

The benefited Superior Court Commissioner will accrue vacation benefits at the rate of 16.666 hours per month commencing with employment.

3.2 Eligibility for Vacation Benefit

Benefit eligible employees earn vacation benefits. Employees may use only what has been accrued through the end of the month prior to the month when vacation is taken.

3.3 Maximum Accrual

Accrued vacation time for non-represented employees shall be limited to a maximum of 480 hours based on the employee's scheduled hours. The employee may only be paid for a maximum of 400 hours upon separation.

Maximum accrual of vacation time for employees represented by collective bargaining is governed by their respective collective bargaining agreement.

3.4 Accrual Over Maximum Not Allowed

Accrual beyond the maximum rate shall be forfeited at the end of each month the employee is at or above the maximum vacation accrual at the end of the last working day of the month.

3.5 Vacation Transfer

When an employee transfers from a department in one budget fund to a department in another budget fund, the transferring department shall calculate the value of the vacation accrual owed to the employee and deposit that amount with the receiving department. The rate of pay used for calculation shall be the employee's rate of pay in the transferring department.

3.6 Call Back During Vacation Period

An employee who is called back to work during a scheduled vacation period shall be paid for regular hours worked at double the normal hourly rate and for any overtime hours worked at triple the normal hourly rate. Employees called back from vacation shall be guaranteed a minimum of two hours' pay. PROVIDED, HOWEVER; if an employee is called back to work because of emergency beyond the County's control, the above-described increased rates of compensation do not apply. Under these circumstances, employee will receive a guaranteed minimum of two hours at the regular rate of pay.

3.7 Canceling Vacation

Once approved, an employee's vacation period should be respected unless an unforeseeable emergency exists that requires the employee's presence. If the employee's vacation should be so canceled, the employee may reschedule vacation to a future date, and such schedule shall be given priority by the County Official, provided it does not cause a conflict with other scheduled vacations. Cancellation of vacation shall not be done in a capricious or arbitrary manner.

3.8 Use of Vacation Leave upon Resignation or Retirement

An employee who resigns or retires from the County's service may only use vacation leave to complete the month of service in which resignation or retirement occurs.

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3.9 Use of Vacation

Employees are encouraged to schedule vacation annually. A minimum 2-week vacation from employment with the County is recommended.

Employees shall request their vacation time between January 1 and the last working day in March of each year. If in the opinion of the County Official, too many requests are received for the same time period, seniority by unit shall prevail. Any requests received after the last working day in March shall be considered on a first-come, first-served basis.

Use of vacation leave in less than full day increments is discouraged; however, such leave may be granted by the County Official with a minimum notice of 2-working days. Granting of such leave shall be subject to operational needs.

3.10 Extended Vacation

An employee who intends to use extended vacation (a period exceeding 4 weeks) shall make a request for vacation leave in writing to the County Official a minimum of 3 months in advance of the anticipated departure time. The purpose of the 3-month lead-time is to give the County Official sufficient notice to properly schedule and distribute the workload within the department. Conflicts in scheduling shall be resolved by the County Official, usually using seniority by unit as the determining factor.

3.11 Transferring Vacation to another Employee

Employees may donate accrued vacation leave to another employee when that employee is on Family Medical Leave (FMLA) and does not have sufficient accrued leave to remain in paid status. The employee donating leave may only do so on the form provided by the County. It is not subject to any grievance or appeal procedure, up to and including arbitration, or legal action in any court of competent jurisdiction.

Donated leave shall be subject to the following guidelines:

- a. Employees may only donate vacation leave already accrued. No other leave is allowed to be donated.
- b. Leave donation may only occur if the receiving employee is on Family Medical Leave due to his or her own serious health condition, or due to the need to care for a family member's serious health condition, as defined under the Family Medical Leave Act of 1993 and subsequent case law or an ADA accommodated leave that is granted contiguous with the Family Medical Leave, or Pregnancy Disability Leave as defined under the Washington State Family Leave Act (RCW Chapter 49) preventing the employee's return to work and that employee has exhausted all accumulated vacation time, sick time or other leave with pay to

which the employee is entitled; leave donation may not be made to employees who are on Workers Compensation time loss benefit.

- c. Employees who do not qualify for Family Medical Leave and have less than one year of service may receive up to 6 weeks donated leave;
- d. Donated leave shall be credited to the receiving employee's sick leave account in increments equal to the total number of hours in the workday of the recipient employee; i.e., 7.5, 8, 9.5, 10 and will be used on an "as needed" basis in the order donation forms are received by the County.
- e. Donated leave shall only be used for purposes of designated Family Medical Leave, or in the event the full 12 weeks of FMLA has been exhausted, then only for a continued ADA accommodated leave of absence for a terminally ill employee or the continued care of an employee's terminally ill family member; provided such leave has been applied for and designated prior to the expiration of the 12 weeks of designated FMLA.
- f. Donated leave shall be applied in the same date order that it is received.
- g. Donated Leave is not subject to cash payment upon separation nor shall leave be credited beyond that necessary for return of the employee to work. Unused donated leave shall be returned to the donor.

3.12 Maximum Donated Leave

The maximum donated leave an employee may receive during a consecutive five-year period shall not exceed 12 weeks, based upon the employee's normal workweek. Five-year period means a rolling five-year period measured backward from the date donated leave is used and continuous with each additional day of donated leave used. If the employee is terminally ill or the employee is caring for a family member (as defined by the FMLA) who is terminally ill, the maximum donated leave provision shall not apply (see 3.11 e. above).

3.13 Forfeiture of Donated Leave

In the event an employee is found to have abused this donation policy by using accrued vacation for vacation purposes during any period of authorized Family Medical Leave, all remaining donated leave shall be forfeited and returned to the donor.

3.14 Cash out of Vacation Accrual

Cash out of accrued vacation is not normally allowed except subject to policy upon separation. An employee with extreme hardship as defined in the Internal Revenue Code may make application to the Administrator to cash out up to 300 hours of accrued vacation leave. If approved, the employee's maximum accrual will be permanently reduced by the amount of leave cashed out.

.4 SICK LEAVE

It is the policy of the County to provide employees with sick leave as a financial protection against illness, injury, or temporary disability. Temporary disability is defined as the inability to perform assigned duties due to physical impairment, whether caused by pregnancy, accident, disease or other related factors.

4.1 Sick Leave Accrual

Full time benefitted employees accrue sick leave at the rate of 8-hours per month. Unless otherwise stated in a collective bargaining agreement, benefit eligible employees working less than 40-hour workweeks accrue based upon the fixed percentage of a full time equivalent. (For example, an employee designated at a 60 percent FTE works 24-hours per week and receives 60 percent of a full time employee accrual rate. One FTE = 37.5 hours or more.)

Non-benefitted employees shall accrue sick leave at the rate of one hour per 40 hours actually worked.

Sick leave may be accrued without limit. All unused accrued sick leave shall carry over to the following year.

4.2 Eligibility for Sick Leave

Eligibility for use of sick leave is established after one month of continuous employment. Employees may use only what has been accrued through the end of the month prior to the month when sick leave is taken.

4.3 Use of Sick Leave

Accumulated sick leave may be used for the following purposes:

- a. An employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventative medical care.
- b. To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventative medical care. Family member means any of the following: child, parent, spouse, registered domestic partner, parent of employee's spouse or registered domestic partner, grandparent, grandchild, or sibling.

- c. When the employee's place of business has been closed by order of a public health official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.
- d. For absences that qualify for leave under the Domestic Violence Leave Act.

If an employee uses paid sick leave under circumstances that do not qualify as FMLA Leave, the leave will not count against the 12 weeks of FMLA leave to which the employee is entitled. For example, paid sick leave used for a medical condition that is not a serious health condition or a condition lasting under 3 days does not count toward the 12 weeks of FMLA leave entitlement.

The Family Medical Leave Act, Washington Family Care Act, and Pregnancy Disability under Washington Family Leave are all administered differently. Employees should refer to each section later in this policy for details.

4.4 Use of Other Accrued Leave for Sickness

Employees who have insufficient sick leave accrued for a period of illness or temporary disability shall use all accrued vacation and comp time. Unpaid absence for sickness or injury not qualifying for Family Medical Leave or other statutory leave will be evaluated on a case-by-case basis and such employees may be subject to termination.

4.5 Extended Medical Leave

An extended medical leave is defined as an absence from work in excess of 3-workdays. An extended medical leave shall be subject to the County's rules in applying the Family and Medical Leave Act and Pregnancy Disability Leave.

(1) Unanticipated Extended Medical Leave

Where an employee has been absent from work for more than 3-workdays due to an unanticipated illness or disability, a physician's statement or other verification may be required to verify the employee's condition and prognosis.

(2) Anticipated Leave of Absence

Employees anticipating a leave for surgery, pregnancy disability, or any other anticipated disability are required to notify their County Official of the start date and the expected date of return to work. Any employee who desires an extended medical leave for other than pregnancy disability must submit a request, in writing, at least 10 days prior to the beginning of leave. In the event the employee has less than 10 days' notice of an extended medical leave, notice shall be given to the County Official as soon as possible. A request for an extended medical leave must be accompanied by a physician's statement,

including the anticipated beginning and length of disability, as well as a confirmation that the employee is unable to work during the leave period.

(3) Reports Required for Continued Disability

Updated physicians' reports shall be required for persons who have been on leave for 30-days, and shall be required every 30-days thereafter, unless otherwise specified in writing by the Director.

(4) Release to Return to Work Required

Prior to return to work, employees who have been on extended medical leave for their own health condition for 30 days or more shall submit a physician's statement certifying their ability to return to their normal duties and indicating any restrictions. In the event the employee is released to work with restrictions that impact the employee's ability to perform the essential functions, the County reserves the right to require additional medical opinion(s) to determine fitness for duty and make determinations concerning reasonable accommodation.

(5) Effect of Sick/Medical Leave on Other Benefits

Employee's seniority, benefit accruals, and retirement benefits will not be affected by a paid extended medical leave. An employee's adjusted hire date, adjusted classification date and retirement credit will be adjusted for any periods of unpaid leave of absence.

Employees on workers compensation leave have the right by statute to purchase retirement service credit.

(6) Verification Alternatives

When verification is required, employees may assert that verification results in an unreasonable burden or expense.

(a) The employee may provide an oral or written explanation which asserts that the use of paid sick leave was for an authorized purpose and explains how the verification requirement creates an unreasonable burden or expense.

(b) Within 10 days of receiving the employee's explanation, the County must consider the explanation and make a reasonable effort to identify and provide alternatives.

(c) If the County and employee disagree that the County's verification requirement results in an unreasonable burden or expense, the employee may file a complaint with the Department of Labor and Industries.

4.6 Illness during Vacation

Should an employee become ill while on vacation and require medical attention or hospitalization, the time ill may be charged to accumulated sick leave, provided the employee furnishes a certificate issued by a licensed physician or practitioner or other satisfactory evidence of illness.

4.7 Sick Employees Required to Notify Supervisor

An employee who cannot report to work due to illness or injury shall notify his supervisor or County Official according to departmental procedures no later than 30 minutes into the employee's regular shift. Notification of a co-worker is acceptable only after reasonable attempts to contact a supervisor and leaving a voice mail or other message for such supervisor. In the event of a continuing illness, the employee shall continue to notify his County Official daily of his inability to report to work or supply a doctor's statement of expected return date.

Scheduling of anticipated use of sick leave shall require a minimum of 2-day notice.

Emergency use of sick leave shall require a minimum of verbal notice to the immediate supervisor. Leaving the job without appropriate verbal notice shall result in an unexcused absence and denial of sick leave.

4.8 Abuse of Sick Leave

Abuse of sick leave is not tolerated by the County. Supervisors shall investigate suspected cases of sick leave abuse when they have reasonable suspicion to believe an employee may be misusing such leave.

4.9 An employee may file a complaint with the Department of Labor & Industry for reasons set forth in WAC 296-128, including the following:

- a. If an employer withholds payment for the use of paid sick leave due to use of sick leave for an unauthorized purpose, but the employee maintains that the use of paid sick leave was for an authorized purpose; or
- b. If an employee believes they were subject of retaliation for use of paid sick leave; or
- c. If an employee and employer disagree as to whether obtaining verification results in an unreasonable burden or expense on the employee;

.5 EMPLOYEE LEAVE USAGE DURING EMERGENCIES

5.1 Employee Initiated Absences Due to Inclement Weather

An employee who is unable to work, is late to work, or leaves work early because of unusual/inclement weather conditions may use a floating holiday, vacation leave, sick leave, or leave without pay. Subject to approval of their supervisor, the employee may also be authorized to work from home.

It is the responsibility of the employee to contact the employee's supervisor for approval of the anticipated absence from work due to weather conditions.

5.2 Closure of County Facilities

Partial day closure – When the determination is made to close County facilities due to inclement weather or other unusual circumstances, employees on duty who leave work due to the closure will be paid for the remainder of their scheduled shift and paid leave need not be charged.

When County facilities are closed, employees who were off duty at the time for other reasons, such as a scheduled vacation or previously approved sick leave, must use paid leave for the full shift as originally planned.

Full day closure – If closure of County facilities is announced in advance of employees' scheduled shift, employees may report to work with supervisor approval, work from home with supervisor approval, or use a floating holiday, vacation leave, sick leave, or leave without pay.

Essential employees and other employees who report to work, remain at work, or work from home during closures shall receive their normal rate of pay for the period worked (regular rate or overtime as appropriate) without additional compensation.

5.3 Leave in an Evacuation

In the event of an evacuation, employees must check in with the employees' supervisors after reaching a designated gathering point or safe location. If the Incident Commander or County Administrator determine that returning to the County facility will be delayed or time consuming, it will be at the discretion of each department head/supervisor whether to release department employees for the remainder of the day.

If released by a department head, employees may work from home with supervisor approval, or use a floating holiday, vacation leave, sick leave, or leave without pay. If following the evacuation the determination is made that County facilities should be closed, leave use will be governed by 5.2.

.6 LEAVE OF ABSENCE

Leave of absence may be granted to employees by the County Official subject to the following policies. Leave of absence for Sheriff's employees subject to Civil Service is granted according to Civil Service Rules.

6.1 Authorization for Leave – Requests to be in Writing

All requests for leave of absence, paid or unpaid, shall be submitted by the employee to the County Official in writing prior to the anticipated beginning of the leave period. Approval of leave of absence shall be in writing. Approval of unpaid leaves will be documented on a Personnel Action Form. No employee shall receive compensation for a period of absence unless leave is authorized. No leave of absence with or without pay shall be granted unless a request is submitted by the employee and approved in accordance with these rules. All leave shall be reported on the employee's payroll form.

6.2 Leave of Absence with Pay

Leave of absence with pay may be granted to benefit eligible employees for the following reasons and subject to the following conditions:

- a. Statutory leave – Including Family Medical Leave, Washington Family Care Leave, and Washington Pregnancy Disability Leave according to Section 6 of this policy.
- b. Jury duty – Employees required to appear for jury duty are expected to utilize telephone and other systems designed to minimize their work absence. Any per diem received while on leave with pay status must be reimbursed to the County. The County will not reimburse employees for travel while on jury duty. Any mileage or payment for other expenses may be retained by the employee.
- c. Bereavement leave – In the event of the death of an immediate family member, a benefit eligible employee shall, upon written request, be granted up to 3-working days leave of absence with pay to make household arrangements and to arrange for and attend the funeral. Employees may request additional leave if necessary to exceed this 3-day period. All such additional leave shall be charged to accrued vacation and accumulated comp time; or to leave without pay in the event the employee has no accruals available to draw from.

- d. Military leave – As required by statute and in accordance with section 12.1 of this policy.
- e. Administrative leave – As detailed in County Policy 235, Investigation of Complaints and Discipline

Workers who are not benefit eligible shall not be granted leaves with pay under the above or any circumstances. Such employees shall be compensated for only those actual hours worked in County service.

6.3 Leave of Absence without Pay

Leave without pay may be granted to employees who have no accrued paid leave subject to the following conditions. It is the policy of Clallam County that leave without pay be granted only in unusual or emergency circumstances or as required by statute. Employees who routinely use all other accrued leave do not have a right to leave without pay. County Officials should evaluate the ability of the employee to perform his/her essential job duties prior to granting leave without pay. Leave without pay may be granted for the following:

- a. Emergency absence necessary because of illness as stated in Family Medical Leave Act of 1993 (FMLA); or, Pregnancy Disability under Washington Family Leave Law.
- b. Disciplinary Suspension.
- c. Other emergency or unusual circumstance as approved by the County Official and Administrator.

6.4 Working While on Leave of Absence

Employees on authorized Family Medical Leave, Pregnancy Disability Leave, ADA, Workers Compensation, or accrued sick leave may accept other employment or engage in self-employment or business only with prior written authorization of the County Official and Director.

6.5 Effect of Leave on Benefits

Employees shall continue to accrue benefits during leave with pay. Benefit accruals shall be proportionately reduced for periods of leave without pay and except as specifically noted employees on leave of absence without pay shall not accumulate vacation, sick, or other leave during any month in which they actually work less than 80 hours. In addition, the Adjusted Date of Hire and the Adjusted Date of Classification shall be modified by the amount of leave for employees on unpaid leave of absence.

.7 STATUTORY LEAVE

7.1 Military Leave

Employees and County Officials who are members of the reserve components of the Armed Forces of the United States or the State of Washington will be accorded all rights to which they are entitled under Washington and federal law, as may be amended periodically. Military leave shall be without loss of benefits or seniority for up to a total of 21-workdays during each year beginning October 1st and ending September 30th, and the County will maintain insurance benefits ordinarily provided by the County to the employee during any military leave period which does not exceed 21 continuous days in a single calendar year.

Reservists activated beyond 21 days per year shall be placed on unpaid leave of absence as provided by law for the period of their activation. Activated reservists may elect to use accrued vacation leave in lieu of leave without pay. Upon involuntary activation during an armed conflict, an employee or County Official who enrolls in COBRA to continue medical benefits shall be entitled to receive reimbursement for the County's contribution to health care up to a maximum of six months. Contributions beyond six months must be requested in writing prior to the end of the six-month period and will be considered at the discretion of the Board of Commissioners.

7.2 Spousal Military Deployment Leave

An employee who works an average of 20 or more hours a week and who is a spouse or registered domestic partner of a military service member may take up to 15-days of unpaid leave while the military service member is on leave from deployment, or before and up to deployment, during times of military conflict declared by the President or Congress. The employee must provide their County Official and Human Resources with notice of intent to take leave within 5-business days of receiving official notice that the employees' spouse will be on a leave or of an impending call to duty.

7.3 Washington Family Care Act

The Washington Family Care Act allows benefit-eligible employees who have unused accrued leave to take such leave subject to the following conditions.

(1) Reasons for leave under the Washington Family Care Act

An employee may use paid sick leave or other accrued leave to care for the following:

- a. A child of the employee whose health condition requires treatment or supervision