



WORK SESSION AGENDA

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street Room 160

Port Angeles, Washington

Monday, January 22, 2024 – 9:00 a.m.

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

This meeting can be viewed on a live stream at this link: <https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

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

Modification

Modification - amend item 10 

Administration ? 9 a.m.

1. Calendar/Correspondence
2. Discuss and next steps on a Resolution establishing a Timber Revenue Advisory Committee

Discuss and next steps 

3. Briefing and call for hearing to be held on Tuesday, February 13, 2024 regarding an Ordinance amending Clallam County Code Chapter 5.100 Consolidated Fee Schedule ? Fairgrounds Division Services 215-A

Briefing and call for hearing 

4. Review and approve of amended Parks Advisory Board Bylaws

Review and approval 

5. Resolution canceling uncollectible personal property taxes

Resolution 

6. Discussion on 2023 refunds and 2024 refund levy

Discussion 

Public Works

7. Agreement with Recreation and Conservation Office for Local Parks Maintenance Grant

Agreement 

8. Agreement with Public Utility District No. 1 of Clallam County to remove/replace a water main in conjunction with the Sekiu Sewer Project

Agreement 

9. Notice to call for bids to be received no later than Tuesday, February 20, 2024 at 10 a.m. regarding Carlsborg Repaving Project

Notice of call for bids 

10. Resolution initiating a County Road Project designated as CRP C1261, Carlsborg Repaving Project

Resolution 

Updated document 

Community Development

11. Briefing and notice to call for hearing to be held on Tuesday, February 13, 2024 at 10:30 a.m. regarding a proposed Ordinance titled Recreational Park Trailer Placement

Briefing and call for hearing 

12. Code Enforcement Program update

Update 

Board of Commissioners

13. Discuss and next steps on Hearing Examiner request for proposal

Discussion and next steps 

14. Legislative session update

Update 

Budget

15. Resolution creating a Board of Commissioners Recompete Grant Department within the General Fund

Resolution 

General Discussion/Items for Future Agendas

- A. BOCC Continued Work Session ? IT Discussion (January 29 at 1 p.m.)
- B. Olympic National Forest Update (March 11 at 9 a.m.)
- C. Department of Transportation Highway 101 Project Discussion (March 18 at 9 a.m.)

- D. Department of Natural Resources Meeting (March 18 at 1 p.m.)
- E. Joint Meeting with Port of Port Angeles (April 22 at 11 a.m. ? hosted at Port)
- F. Department of Transportation Highway 101 Project Discussion (June 10 at 9 a.m.)
- G. Department of Natural Resources Meeting (June 17 at 1 p.m.)
- H. Department of Natural Resources Meeting (August 19 at 1 p.m.)
- I. Department of Transportation Highway 101 Project Discussion (September 9 at 9 a.m.)
- J. Joint Meeting with Port of Port Angeles (October 28 at 11 a.m. ? hosted at BOCC)
- K. Department of Natural Resources Meeting (November 18 at 1 p.m.)
- L. Department of Transportation Highway 101 Project Discussion (December 9 at 9 a.m.)

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

- Other items may be added at the discretion of the Board and additional Work Sessions may be scheduled if more time is needed to allow for adequate discussion.
- 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

January 18, 2024



TO: Board of Commissioners, Administrator Mielke

RE: Agenda Modification(s)

FILE: A14.09.18

- The following item has been amended on the January 22, 2024 work session agenda:

Public Works

10 Resolution initiating a County Road Project designated as CRP C1261, Traffic Control Devices
Amended to:

10 Resolution initiating a County Road Project designated as CRP C1261, Carlsborg Paving



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AGENDA ITEM SUMMARY

JAN 22 2024

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

Department: BOCC

WORK SESSION ☒ **Meeting Date: 2-22-24**

REGULAR AGENDA ☒ **Meeting Date: 2-30-24**

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:

The Department of Natural Resources (DNR) manages hundreds of thousands of acres of state forest lands that help fund services in many counties, including Clallam County such as roads, libraries, fire districts, ports, hospitals and emergency management. DNR manages those certain state forest lands in trust for the benefit of counties, including Clallam County and the taxing districts within Clallam County.

Clallam County along with benefiting taxing districts within the County are interested in forming an advisory group to share amongst themselves and with the County, information and input regarding timber management and the resulting revenue distribution.

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 at this time.

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

Discussion and next steps regarding a Resolution establishing a Timber Revenue Advisory Committee.

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

Names of Relevant Departments/Employees/Stakeholders attending meeting:

Board of Commissioners, Port of Port Angeles – Paul Jarkiewicz, Goodstein Law Group PLLC – Carolyn Lake

Date submitted: 1-17-24

* 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)



RESOLUTION _____, 2024

ESTABLISHING A TIMBER REVENUE ADVISORY COMMITTEE

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The Department of Natural Resources (DNR) manages hundreds of thousands of acres of state forest lands that help fund services in many counties, including Clallam County such as roads, libraries, fire districts, ports, hospitals and emergency management.
2. DNR manages those certain state forest lands in trust for the benefit of counties, including Clallam County and the taxing districts within Clallam County. These beneficiaries are given most of the revenue from timber sales and other revenue-producing activities.
3. As manager of state trust lands, DNR has legal fiduciary responsibilities to Clallam County and the taxing districts within its boundaries to:
 - Generate revenue and other benefits for each trust, in perpetuity,
 - Preserve the corpus of the trust,
 - Exercise reasonable care and skill
 - Act prudently to reduce the risk of loss for the trusts,
 - Maintain undivided loyalty to beneficiaries, and
 - Act impartially with respect to current and future beneficiaries
4. The total state wide revenue for timber sales and other revenue-producing activities for the 2021-23 biennium was \$537 million. The forecasted state revenue for the 2023-25 biennium is \$531 million.
5. The County understands and supports the economic and environmental importance of healthy, well-managed timber lands throughout its boundaries.
6. The County and taxing districts within the County are advocates for responsible and productive forest management and environmental plans and the proper enforcement of such.
7. Clallam County along with benefiting taxing districts within the County are interested in forming an advisory group to share amongst themselves and with the County, information and input regarding timber management and the resulting revenue distribution.
8. The County finds that such an advisory committee would be in the best interest of the County, the benefiting taxing districts within the County, and the community.

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

1. The Board of County Commissioners does hereby establishes the Clallam County Timber Advisory Committee (hereinafter TAC or Committee) under the following provisions:
 - A. PURPOSE:

The TAC will confer with the County on issues related to state timber management, fiduciary responsibilities, trends, public engagement with State and Federal forest management agencies, issues impacting timber management and revenues which benefit the community, and such other related matters as the Board of County Commissioners directs.
 - B. STRUCTURE & MEMBERSHIP:
 1. The TAC shall consist of one representative from the County and each of the taxing districts. Each participating entity shall select a representative and an alternate for continuity of committee discussion, participation and progress.

2. TAC Members will serve for terms of three (3) years. Replacements for unexpired terms will be self-selected by the respective County and each of the taxing district. Members of the Committee shall serve without compensation.
3. All representatives and alternates will be named on the Clallam County web site.
- C. ORGANIZATION OF COMMITTEE:
The TAC shall appoint its own chair, vice-chair and secretary. It shall conduct regularly scheduled meetings not less than quarterly. The agenda will be developed and distributed at the direction of the chair. The TAC shall develop rules of order and basic procedures, which procedures shall be approved by the Clallam County Board of County Commissioners.
- Each TAC participating entity shall finance its own conduct of responsibilities. No ownership of property will be created or transferred as a result of this advisory committee formation and function.
- D. TERM:
The TAC shall have an initial term of ten (10) years from the date of the passage of this Resolution unless extended or terminated earlier by the County Board of County Commissioners.
- E. ACTIONS:
All input and recommendations of the TAC will be considered advisory. Actions upon such recommendations will be taken at the discretion of the Clallam County Board of County Commissioners.
- F. OPEN GOVERNMENT REQUIREMENTS:
The TAC shall comply with all applicable Washington open government requirements, including:
- Committee meetings shall be open to the public,
 - The Committee shall identify a time and place for regular meetings and advertise any special meetings,
 - Written summary minutes of all meetings shall be prepared,
 - Agendas shall be publicly noticed,
 - Agendas and minutes shall be made available to County staff for inclusion on the County website, and
 - TAC records shall be made available upon request in accordance with Washington's Public Records Act, Ch. 42.56 RCW.
 - During the term of this Committee and for a period not less than six (6) years from the date of termination, records and accounts pertaining to the work of TAC shall be kept by the County and shall be available for inspection.

PASSED AND ADOPTED this _____ day of _____ 2024

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

ATTEST:

Randy Johnson

Loni Gores, MMC, Clerk of the Board

Mark Ozias



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JAN 22 2024

AGENDA ITEM SUMMARY

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

Department: Parks, Fair & Facilities

WORK SESSION ☒ **Meeting Date:** **January 22, 2024**

REGULAR AGENDA ☒ **Meeting Date:** **January 30, 2024**

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: The Park, Fair & Facilities Department will brief the Board of Commissioners on proposed Fairgrounds fee changes and request a Call for Hearing to be held on February 13, 2024. Fee Schedule was submitted to the Civil Prosecutor's office for review and it was approved.

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

Requesting approval of the Notice of Hearing.

County Official signature & print name:  R. Donald Crawford, Director

Name of Employee/Stakeholder attending meeting: R. Donald Crawford

Relevant Departments: Parks, Fair & Facilities

Date submitted: January 17, 2024

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

BOCC agenda form for fee schedule 215-A 1-11-24

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

Revised: 3-04-2019

PUBLIC HEARING

Proposed Clallam County Ordinance
Amending Clallam County Code, Chapter 5.100 Consolidated Fee Schedule –
Fairgrounds Division Services 215-A

NOTICE: The Clallam County Board of Commissioners will conduct a public hearing on Tuesday, February 13, 2024 at 10:30 a.m., or as soon thereafter. The public hearing is to consider the Ordinance listed above. The proposed Ordinance is available on the County website
<https://www.clallamcountywa.gov/228/Comment-on-Proposed-Ordinances-Policies>

Public comments are encouraged. Submit written comments to the address below before the hearing or present comments in person at the public hearing.

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request. The facility is considered "barrier free" and accessible to those with physical disabilities.

PROPONENT: Clallam County Board of Commissioners
223 East 4th Street, Suite 4,
Port Angeles, WA 98362-3015
Telephone: 360.417.2256

FORMAL IDENTIFICATION: Fairgrounds Fee Schedule 215-A

SUMMARY OF PROPOSED CHANGES:

Ordinance amending Chapter 5.100 Consolidated Fee Schedule – Fairgrounds Fee Schedule 215-A
<https://www.clallamcountywa.gov/228/Comment-on-Proposed-Ordinances-Policies>

Publish: February 2, 2024
Bill: Parks, Fair & Facilities

Loni Gores, CMC, Clerk of the Board

Ordinance ____

Amending Clallam County Code Chapter 5.100 Consolidated Fee Schedule –
Fairground Division Services 215-A

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Section 5.100.215, Fees for Fairgrounds Division Services is amended to read as follow:
See attached Fairgrounds Division Services fee schedule.

ADOPTED this ____ day of _____ 2024

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

ATTEST:

Randy Johnson

Loni Gores
MMC, Clerk of the Board

Mark Ozias

FAIRGROUNDS FEE SCHEDULE 215-A
EFFECTIVE 2023~~4~~

RENTALS – FAIR EVENT FEES

DAILY ADMISSION	FEE	REFERENCE / COMMENTS
Adult	\$10	
Seniors 80+	Free	
Student 13-17/Senior 65-79	\$8	
Youth 6-12	\$7	
Active Military & Veteran	\$7	
Child Under 5	Free	
Youth 6-12 Thursday – Kids’ Day	Free	
SEASON PASS	FEE	REFERENCE / COMMENTS
Adult	\$30	
Student 13-17/Senior 65-79	\$24	
Youth 6-12	\$15	
Active Military & Veteran	\$21	
Worker – 2 Passes per Leased Space	Free	
Worker – Passes Purchased Prior to First Day of Fair; up to 8 Additional	\$10 each	
Worker – Dry Creek Grange, Lions Club up to 20 Additional Passes	\$10 each	
Volunteer – Youth Animal Exhibitor	\$4 per person	
Volunteer – Youth Animal Exhibitor Assistant	\$5 per person	
Volunteer – Fair Worker	\$4 per person	
Volunteer – 4-H Leader	\$5 per person	
PARKING/CAMPING	FEE	REFERENCE / COMMENTS
Reserved Parking Pass (Lot #1)	~~\$25~~ 30 per vehicle/Fair week	
Overnight Camping/Parking Pass		
Non-Utility site outside fence, east side	~~\$35~~ 40 per vehicle/Fair week	
— (Camping Area E)	~~\$60~~ 75 per vehicle/Fair week	
Utility site inside fence, east side (Camping Area D)	\$1820 per vehicle/per night	
Vendor/Carnival area, west side (Lot #4)	Half of Camping for desired camping location \$20 per vehicle/Fair week	
Superintendent Camping	\$20 per vehicle/Fair week	
Assistant Superintendent Camping		
VENDOR BOOTH	FEE	REFERENCE / COMMENTS
Merchants Building	~~\$275~~ 290	
~~Merchants Annex~~	~~\$225~~	
Wasankari Log Cabin	~~\$200~~ 210	

FAIRGROUNDS FEE SCHEDULE 215-A EFFECTIVE 2023 ~~4~~		
Inside Space in a Building (10' x 10') (without power, excluding Merchants Building)	~~\$200~~ 210	
Outdoor Space on Grounds (10' x 10') (without power) Informational Only (Non-Profit) Commercial Only (Non-Food) Electricity	~~\$150~~ 160 ~~\$200~~ 210 ~~\$25~~ 30	
FOOD VENDOR BOOTH	FEE	REFERENCE / COMMENTS
Outdoor Only – (inside the Peninsula / Clallam, Jefferson, Kitsap Counties) Outdoor Only – (outside the Peninsula)	~~\$400~~ 420 or 18% of gross sales, whichever is greater ~~\$420~~ or 20% of gross sales, whichever is greater	
RENTALS – NON-FAIR EVENT FEES¹		
BUILDING	FEE	REFERENCE / COMMENTS
Home Arts Building Non-Profit Profit and Private —Stage Lighting System —Refundable Damage/Cleaning Deposit	~~\$350~~ 375/day ~~\$450~~ 475/day ~~\$100~~ /day ~~\$200~~	<u>All Building Rentals Require a \$500 Refundable Damage/Cleaning Deposit.</u> <u>All Building Rentals come with use of the North Parking Lot if needed.</u>
Floral Building	~~\$150~~ 160/day	
Exposition Hall Non-Profit Profit and Private —Refundable Damage/Cleaning Deposit	~~\$250~~ 275/day ~~\$350~~ 375/day ~~\$200~~	
Fair Kitchen Non-Profit (6 hours) Profit and Private (6 hours) Non-Profit (per day) Profit and Private (per day) Dining Area Only Non-Profit Profit and Private —Refundable Damage/Cleaning Deposit	~~\$100~~ /6 hours ~~\$150~~ /6 hours ~~\$125~~ 175/day ~~\$150~~ 375/day or 18% of gross sales, if concessioned, whichever is greater ~~\$60~~ 65/day ~~\$100~~ 150/day ~~\$200~~	

FAIRGROUNDS FEE SCHEDULE 215-A
EFFECTIVE 2023~~4~~

Art or Agriculture Building Non-Profit Profit and Private	~~\$50~~ 55/day ~~\$100~~ 105/day	
Merchants Building Non-Profit Profit and Private	~~\$75~~ 80/day ~~\$150~~ 160/day	
Cat Barn Non-Profit Profit and Private	\$50/day \$100/day	
Dog Barn Non-Profit Profit and Private	\$50/day \$100/day	
Cattle Barn Non-Profit Profit and Private	\$50/day \$100/day	<u>Some Barns have very limited availability from September through May.</u>
Poultry/Rabbit Barn Non-Profit Profit and Private	\$50/day \$100/day	
Multipurpose Barn (Cattle Barn #2) Non-Profit Profit and Private	\$50/day \$100/day	
Sheep/Goat Barn Non-Profit Profit and Private	\$50/day \$100/day	
Swine Barn Non-Profit Profit and Private	~~\$40~~ 50/day ~~\$80~~ 100/day	
Horse Barns Stalls Non-Profit Stalls Profit and Private ~~Non-Profit~~ ~~Profit and Private~~	\$10 per stall/day ~~\$15~~ 20 per stall/day ~~\$150~~ per barn/day ~~\$200~~ per barn/day	3 Horse Barns available.
Arena Dog Livestock Sheep/Swine Horse (Warm Up Arena included) Daily Use Fee Arena Surface Grooming ~~Refundable Damage/Cleaning~~ Deposit	~~\$50~~ 55/day ~~\$50~~ 55/day ~~\$50~~ 55/day ~~\$150~~ 200/day ~~\$10~~ 15/day ~~\$100~~ 110/each time worked/day ~~\$200~~ 500	Daily Use Fee does not include Arena being worked and watered.
Miscellaneous Areas		

FAIRGROUNDS FEE SCHEDULE 215-A
EFFECTIVE 2023~~4~~

Plaza	~~\$150~~ 160/day	KidZone Rental
KidZone	~~\$150~~ 160/day	excludes
North Parking Lot #2	~~\$200~~ 220/day	Wasankari Log
East Camping Area D	\$150/day	Cabin <u>and</u>
<u>East Camping Area D Campsite</u>	<u>\$25 per campsite/day</u>	<u>excludes</u>
Wasankari Log Cabin	~~\$100~~ 105/day	<u>Camping.</u>
		<u>Excludes</u>
		<u>Camping.</u>
Carnival		
Non-Commercial	~~\$300~~ 325/day <u>plus \$200</u>	<u>Carnival Rental</u>
	<u>Refundable</u>	<u>Excludes</u>
Commercial	<u>Damage/Cleaning Deposit</u>	<u>Camping.</u>
	~~\$500~~ 550/day ¹ <u>plus \$400</u>	<u>Refundable</u>
	<u>Refundable</u>	<u>Damage/Cleaning</u>
Non-Profit	<u>Damage/Cleaning Deposit</u>	<u>Deposit \$500.</u>
	~~\$100~~ 150/day <u>plus \$100</u>	
	<u>Refundable</u>	
	<u>Damage/Cleaning Deposit</u>	
~~Information and~~ Ticket Booths	~~\$20~~ <u>each</u> /day	
Food Concession	~~\$100~~ 150/day or 18% of gross sales, whichever is greater	
GRANDSTAND	FEE	REFERENCE / COMMENTS
GRANDSTAND WITH ARENA		Grandstand Seating Capacity 1,600
First Day	~~\$750~~ 800	
Each Additional Day	~~\$600~~ 650/day	
GRANDSTAND ARENA ONLY		
Arena	~~\$200~~ 215/day	
MISCELLANEOUS GRANDSTAND WITH OR WITHOUT ARENA		
Events That Charge Admission	~~15~~ 18% of gross sales, in addition to ~~r~~ Rental ~~f~~ Fee	
Arena Water Use	\$250/event minimum	Fee in addition to <u>R</u> ental <u>F</u> ee; no use of water truck.
~~Rodeo Chutes~~	~~\$300~~ /day	
~~Stalls/Pens Surrounding Arena~~	~~\$100~~ /day	
~~Rodeo Announcer's Booth~~	~~\$30~~ /day	
~~Food Concession~~	~~\$100~~ /day or 18% of gross sales, whichever is greater	

FAIRGROUNDS FEE SCHEDULE 215-A
EFFECTIVE 2023~~4~~

Refundable Damage/Cleaning Deposit Low Risk Event High Risk Event	\$400 <u>1,000</u> \$1,500 <u>2,500</u>	Sample of low risk event: horse show. Samples of high risk event: demo derby, monster truck show.
STAGES	FEE	REFERENCE / COMMENTS
Center Stage	\$100 <u>105</u> /day	
West Stage Area Portable Stage Profit and Private First Day Each Additional Day ~~Non-Profit~~ ~~First Day~~ ~~Each Additional Day~~ Stage Extensions First Day Each Additional Day Refundable Damage/Cleaning Deposit	 \$500 <u>525</u> \$400 <u>425</u> /day \$350 \$250/day \$100 <u>105</u> \$50 <u>55</u> /day \$400 <u>2,500</u>	Staff set-up <u>mandatory and may include additional fee</u> included.
~~West Stage Portable Stage—used outside the West Stage Area~~ ~~Fairgrounds~~ ~~First Day~~ ~~Each Additional Day~~ ~~Stage Extensions~~ ~~First Day~~ ~~Each Additional Day~~ ~~Off Fairgrounds~~ ~~First Day~~ ~~Each Additional Day~~ ~~Stage Extensions~~ ~~First Day~~ ~~Each Additional Day~~ ~~Refundable Damage/Cleaning Deposit~~	 \$200 moving fee \$300 \$200/day \$150 \$100/day \$500 \$400/day \$150 \$100/day \$500	Per contract. Moving fees vary and are charged by an independent trucking company arranged by County Maintenance.
AUDIO-VISUAL EQUIPMENT	FEE	REFERENCE / COMMENTS
Spotlight (1)	\$100/day	
Light Tree with 4 Lights (2)	\$75 each/day	
10' Light Truss with 6 Lights (1)	\$75/day	
Wired Microphone with Stand	\$50/day	
Wireless Microphone	\$100/day	

FAIRGROUNDS FEE SCHEDULE 215-A
EFFECTIVE 2023~~4~~

~~75' 16-channel Wire Snake~~	~~\$75/day~~	
~~Public Address Speakers with Stands~~	~~\$100/pair/day~~	
~~Refundable Damage/Cleaning Deposit~~	~~\$200~~	
MISCELLANEOUS EQUIPMENT	FEE	REFERENCE / COMMENTS
Interior Portable Stage	~~\$20~~ 25/section/day	Ten (10) 4' x 8' sections available.
~~Off-Site~~ Round Table 60" Diameter	~~\$10~~ 20/day	
~~Off-Site~~ Rectangular Table 8' in Length	~~\$10~~ 20/day	
~~Dividers~~	~~\$5/each/day~~	
~~Off-Site~~ Chairs	~~\$2/each/day~~	
~~Tables and Chairs for 1-50 People~~	~~\$250/day~~	
~~Tables and Chairs for 51-100 People~~	~~\$500/day~~	
Picnic Tables	~~\$820/each/day~~	
Benches	~~\$630/each/day~~	
Bleachers		
Fairgrounds	~~\$50~~ 60/event	
~~Off Fairgrounds~~	~~\$100/event~~	
~~Moving Fee (2 Staff Members)~~	~~\$75/hour~~	
~~Refundable Damage/Cleaning Deposit~~	~~\$300/event~~	
OVERNIGHT CAMPING	FEE	REFERENCE / COMMENTS
Utility Site (Clallam County Resident)	~~\$30~~ 35/vehicle/site/night	Includes use of restrooms, showers, and garbage receptacles.
Utility Site (Non-County Resident)	~~\$34~~ 40/vehicle/site/night	
Non-Utility Site (Clallam County Resident)	~~\$24~~ 25/vehicle or tent site/night	
Non-Utility Site (Non-County Resident)	~~\$28~~ 35/vehicle or tent site	
~~Non-Profit Youth Organization~~	~~\$2/person/night (RVs pay the utility rate)~~	
VEHICLE STORAGE	FEE	REFERENCE / COMMENTS
RVs/Trailers/Boats/Cars		Available starting September 1 and ending May 31 the following year, and is first come, first served.
Vehicle/Equipment under 10' tall	~~\$3.50~~ 4/linear foot/month	
Vehicle/Equipment over 10' tall	~~\$4.00~~ 5/linear foot/month	
	Leasehold Excise Tax will be added to fees as appropriate ²	
MISCELLANEOUS	FEE	REFERENCE / COMMENTS

FAIRGROUNDS FEE SCHEDULE 215-A EFFECTIVE 2023 ~~4~~		
Additional County Staff Time	\$ ~~45~~ 70/hour	
Fair Grievance Fee	\$25	Fee refunded if Grievance is found in favor of Grievant.

- ¹ 50% off profit and private rental fees on all facilities when used by a 4-H or FFA sanctioned event.
- ² The current Leasehold Excise Tax Rate is 12.84% and is subject to change without notice. This tax pertains *only* to Vehicle Storage.

Clallam County Ordinance: Chapter 23.06: "The Department has the authority to negotiate special rental fee contracts and set fees for large special group gatherings or overnight rallies based on costs of facilities used, number of participants, and risk of the programs involved."

**Prices are subject to change **



JAN 24 2024

AGENDA ITEM SUMMARY

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

Department: Parks, Fair, & Facilities

WORK SESSION ☒ **Meeting Date: 1.22.2024**

REGULAR AGENDA ☒ **Meeting Date: 1.30.2024**

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: Parks Advisory Board Bylaws Update |

Documents exempt from public disclosure are attached: ☐

Executive summary:

Three Updates to the Parks Advisory Board Bylaws.

1. Section 3- Updated C.C.C. 23.01.050. Supervision.

2. Section 4.11 Order of Business.

3. Section 6.03 Organizational Chart

Amended Bylaws have been reviewed and approved by the Prosecuting Attorney's Office.

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?)
Review and approve of changes to the Parks Advisory Board Bylaws.

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: 1-17-24

* Work Session Meeting - Submit 1 single sided/not stapled copy Agenda item summary- Park Advisory Board Bylaw Update 1.22.2024
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

SECTION 1

DEFINITION OF TERMS

This table of term definitions is intended to explain terms used in subsequent sections. They are meant to be somewhat generic so that as jobs change in title, the Policy Manual does not need to be changed each time.

1. "Board" means Clallam County Parks and Recreation Advisory Board as established and appointed by the BOCC and granted certain authority by them to advise the BOCC on matters related to the County Parks System.
2. "BOCC" means Board of Clallam County Commissioners
3. "County Park System" means the Clallam County Parks as owned and managed by the County as County Parks.
4. "Director" means the position of department head, who by organizational chain of command is the chief administrator of the "Parks Department" facilities, activities, and properties.
5. "Department" means the Parks, Fair & Facilities Department established by the BOCC to manage and operate the Clallam County Parks along with their facilities, programs, and properties. This also includes the Fairgrounds and County Facilities used by the Parks, Fair & Facilities Department.
6. "New Park and Recreation Facility" means a new park and recreation facility that provides the space necessary to accommodate a new recreational activity built and open for public use at a County Park. This does not include infrastructure to accommodate existing or future uses to handle parking, access, restrooms, safety, and security including park housing and park host services, maintenance facilities, and facility utilities.
7. "Park Manager" means the individual responsible for the management and supervision of the operations and activities in a specific regional park facility. The actual title for the parks' position may be Park Manager or Resident Ranger. This term does not include the Seasonal Ranger who is usually an employee supervised by a Park Manager.
8. "Parks Master Plan" means the Clallam County Comprehensive Park and Recreation Master Plan as adopted by the Park Board and Board of County Commissioners
9. "Clerk of The Board" means the Department Representative assigned, typically the Administrative Specialist.

SECTION 2

STATE ENABLING LEGISLATION

"RCW 36.68.090: Counties authorized to build, improve, operate and maintain, etc., parks, playgrounds, gymnasiums, swimming pools, beaches, stadiums, golf courses, etc., and other recreational facilities - Regulation - Charges for use.

Any county, acting through its board of county commissioners, is empowered to build, construct, care for, control, supervise, improve, operate and maintain parks, playgrounds, gymnasiums, swimming pools, field houses, bathing beaches, stadiums, golf courses, automobile race tracks and drag strips, coliseums for the display of spectator sports, public campgrounds, boat ramps and launching sites, public hunting and fishing areas, arboretums, bicycle and bridle paths, and other recreational facilities, and to that end may make, promulgate and enforce such rules and regulations regarding the use thereof, and make such charges for the use thereof, as may be deemed by said board to be reasonable.

SECTION 3

COUNTY PARK AND RECREATION ADVISORY BOARD AUTHORITY

CLALLAM COUNTY CODE

Chapter 23.01

Parks Board

Sections:

23.01.010	Creation of Park and Recreation Advisory Board
23.01.020	Terms of Members
23.01.030	Powers of Board
23.01.040	Removal of Members
23.01.050	Supervision

C.C.C. 23.01.010. Creation of Park and Recreation Advisory Board. There is hereby created a Park and Recreation Advisory Board of Clallam County, Washington, to assist the County in the delivery of park and recreation services to its residents and visitors. Such board shall consist of seven (7) members, who shall be appointed by the Board of County Commissioners to serve without compensation.

C.C.C. 23.01.020. Terms of Members. For the appointive positions on the County Park and Recreation Board the initial terms shall be two (2) years for two (2) positions, four (4) years for two (2) positions, and six (6) years for the remaining positions plus the period in each instance to the next following June 30th; thereafter the term for each appointive position shall be six (6) years and shall end on June 30th.

C.C.C. 23.01.030. Powers of Board. The County Park and Recreation Advisory Board shall:

1. Elect its officers, including a chairman, and vice chairman, and such other officers as it may determine it requires. The Secretary will be the Department Administrative Specialist.
2. Hold public meetings as deemed necessary and keep written records.
3. Advise and assist the Director of Parks, Fair & Facilities and the County in the promulgation of reasonable rules and regulations deemed necessary for operation of county parks and other recreational facilities and recommend to the Board of County Commissioners adoption of any rules, fees and regulations requiring enforcement by legal process.
4. Advise and assist the Director of Parks, Fair & Facilities and the County in developing and recommending policies and procedures for department operations.
5. Advise and assist the Director of Parks, Fair & Facilities and the County in developing park and recreation goals and objectives and short and long range comprehensive plans.
6. Assist the Director of Parks, Fair & Facilities and the County in their relations with other county-wide organizations and individuals concerning promotion of county park and recreation facilities and services.
7. When a new Director of Parks, Fair & Facilities is hired, have a Board member involved in the selection process who shall participate in the review of applications and the interviews of the candidates including, but not limited to, participation in the review of applicants, interviews of candidates, and the recommendation to the county.

C.C.C. 23.01.040. Removal of Members. Any appointed County Park and Recreation Advisory Board member may be removed by a majority vote of the Board of County Commissioners for cause. Vacancies on the County Park and Recreation Advisory Board shall be filled by appointment made by the Board of County Commissioners for the unexpired portions of the terms vacated.

C.C.C. 23.01.050. Supervision. The County Park and Recreation Advisory Board shall operate under the direction and supervision of the Board of County Commissioners through its administrator and Director of Parks, Fair & Facilities.

SOURCE:	Ordinance B, 1946	ADOPTED:	04/25/46
AMENDED SOURCE:	Ordinance 149, 1981	ADOPTED:	09/22/81
	Ordinance 405, 1990		12/04/90
	Ordinance 963	ADOPTED:	8/18/2020
	<u>Ordinance 1001</u>		<u>8/8/2023</u>

SECTION 4

BY-LAWS AND BOARD OPERATIONS

SECTION 4.01

OFFICERS

The officers of the Board shall be a chairperson and vice-chairperson. The vice chairperson shall serve in the absence of the chairperson. In the absence of both the chairperson and vice chairperson, the members present at such meeting shall elect a temporary chairman.

The Staff Support person designated by the Department shall be the Administrative Specialist and serve as Clerk of the Board.

The terms of office for chairperson and vice chairperson shall be for one year from January 1 through December 31; for chairperson pro tempore only for the meeting at which he/she is appointed.

The chairperson is the chief executive of the Board. He/she has all the powers and duties usually incident to such office and is responsible to appoint committees and to conduct the business of the Board between regular meetings. The chairperson shall retain full right and responsibility of partaking in all deliberations and voting for good and sufficient reason. However, he/she does not have the right of casting an additional deciding vote.

Nominations for officers shall be made orally at the regular November Board meeting, or as soon thereafter as feasible. Election shall be by majority vote between Quorum Board Members.

SECTION 4.02

MEETINGS

Regular meeting of the Board shall be held at a place and time determined by majority vote of the Board or as determined by the Department when room availability dictates a change of venue.

In the event of the lack of a quorum at a regular or recessed meeting, the chairperson or vice chairperson or chairperson pro tempore, in that order, shall adjourn the meeting to another day, and it shall be a standing order that absentee members be advised of the determination to hold such recessed meetings.

Special meeting may be called:

1. By action of the Board at a regular or recessed meeting to another day.
2. By order of the chairperson or, in his/her absence, by the vice chairperson.
3. By the written request of three or more members of the Board.

4. By request of the Director.

Written, Electronic or Telephone notice for special meeting shall be provided to members of the Board.

SECTION 4.03

MINUTES AND RECORDS

Minutes of all official meetings shall be kept and made part of a permanent public record. The Clerk of the Board is responsible for recording the meeting minutes and filing completed minutes properly.

The official minutes of the Board approved by motion shall be kept in a safe place in the Park Office and shall be made available to any citizen desiring to examine them during the hours when the office is open or made available as part of a public information request. Approved minutes shall be placed on the parks website for public viewing as another convenience, after they are approved by quorum vote at the regular scheduled board meeting.

Not later than three (3) days prior to the meeting of the Board, each member shall receive a complete copy of the minutes of the previous meeting, including copies of any motions referred to therein.

SECTION 4.04

MOTIONS

Motions considered by the Board shall constitute a part of the minutes of the meeting which such motion was considered, provided that the text of any such motion may be considered as being contained in the minutes when such minutes make a proper identifying reference to such motion.

All motions shall be clearly identified by nature of subject matter and by date, so as to be clearly identifiable by reference.

SECTION 4.05

QUORUM VOTING

A majority of the entire membership constitutes a quorum for the conduct of regular business (attendance of four members).

Voting is by "ayes" and "nays" except where the members may require a ballot or roll call vote.

Members shall disqualify themselves from voting on any matter which may involve a conflict with their business interests; and may abstain from voting for good and sufficient reasons which shall be announced to the meeting upon call of any member. This is an advisory board, so conflict of interest shall be considered based on the advisory role. At any meeting where there is

less than a quorum, the members present shall have authority to establish a date for an adjourned meeting. By-laws may be amended by vote of two-thirds of the membership (five members).

SECTION 4.06

AGENDA AND STAFF REPORTS

A copy of the agenda for every meeting of the Board shall be provided each member not less than three (3) days prior to the date of the meeting at which such agenda is to be considered.

The Director shall prepare the agenda. Board members may submit agenda items to the Director 10 days prior to meeting for consideration and inclusion on the agenda.

Members of the public may request an item be placed on a Board agenda and this request will be presented to the Board for consideration of placement on the next regular meeting agenda. If the Board approves, staff will add the item to the next meeting's agenda.

SECTION 4.07

PUBLIC INPUT MEETINGS

Public input meetings held by the Board are at the discretion of the Board. Since this is an advisory board, any legal public hearings required by law must be conducted by the BOCC. The Board may hold the public input meeting if they feel the input shall be beneficial to the actionable issue.

A public input meeting before the Board which, for any reason cannot be completed at the time and place originally advertised may be recessed to a later date and the announcement at such recessed meeting and the time and place of such recessed meeting shall constitute a sufficient notice to all parties concerned.

SECTION 4.08

VISITOR PARTICIPATION AT BOARD MEETINGS

The Board meets and acts as a public advisory body and citizens are welcome to attend Board meetings. Individuals or groups wishing to be heard may follow these procedures:

1. Correspondence or public input on agenda items may be presented to the Board under that item on the agenda.
2. Visitors may comment on non-agenda items under that agenda item. Those wishing to comment should stand and identify themselves and comments should be directed to the Board as a whole. Time may be limited by the chairperson.

SECTION 4.09

COMMITTEES

From time to time the Board may establish standing or advisory committees for the purpose of assisting the Board in carrying out its responsibilities as well as obtain the broadest possible community involvement and representation.

SECTION 4.10

REMOVAL OF BOARD MEMBERS

The Board may by a majority vote of its members submit a recommendation of removal to the BOCC for any Board member who misses three consecutive meetings not due to sickness or health or who misses 50% or more of the Board meetings in a calendar year.

SECTION 4.11

ORDER OF BUSINESS

- A. Call to order
- B. Roll call
- C. Determination of quorum
- D. Public comment on agenda items
- D.E. Disposition of minutes
- E.F. Correspondence received
- F.G. Unfinished business
- G.H. Committee reports
- H.I. New business
- I.J. Staff reports
- J.K. Public comments on non-agenda items
- K.L. Adjournment

SECTION 5

BOARD MEMBER RELATIONS

An Effective Board Member Should:

1. Be concerned with the importance of parks and recreational activities.
2. Be willing and able to devote time and energy to Board endeavors.
3. Be willing and able to make decisions in a group setting and be loyal to the democratic process and accept the will of the majority.
4. Be able to understand how groups function and be an open-minded listener treating others fairly and ethically.
5. Be able to weather criticism yet maintain firm convictions.
6. Be willing to take sides on controversy and be courageous when at the point of conflict.

Board Members Relationship as an Individual:

1. Subordinate their personal interests for the good of the Board.
2. Accept and support majority decisions of the Board.
3. Identify problems but suspend judgment until facts are available.
4. Look creatively for alternate solutions to problems.
5. Express their opinions and let others express theirs openly.
6. Dedicate quality time to board meetings and departmental tasks

Board Members Relationship with the Director:

1. Work as a team with the Director to promote park and recreation facilities and programs throughout the county.
2. Call upon the Director for information, direction or to bring up an issue or concern.

SECTION 6

ORGANIZATIONAL CHART

SECTION 6.01

PURPOSE

To provide an overview of the chain of command within the park system.

SECTION 6.02

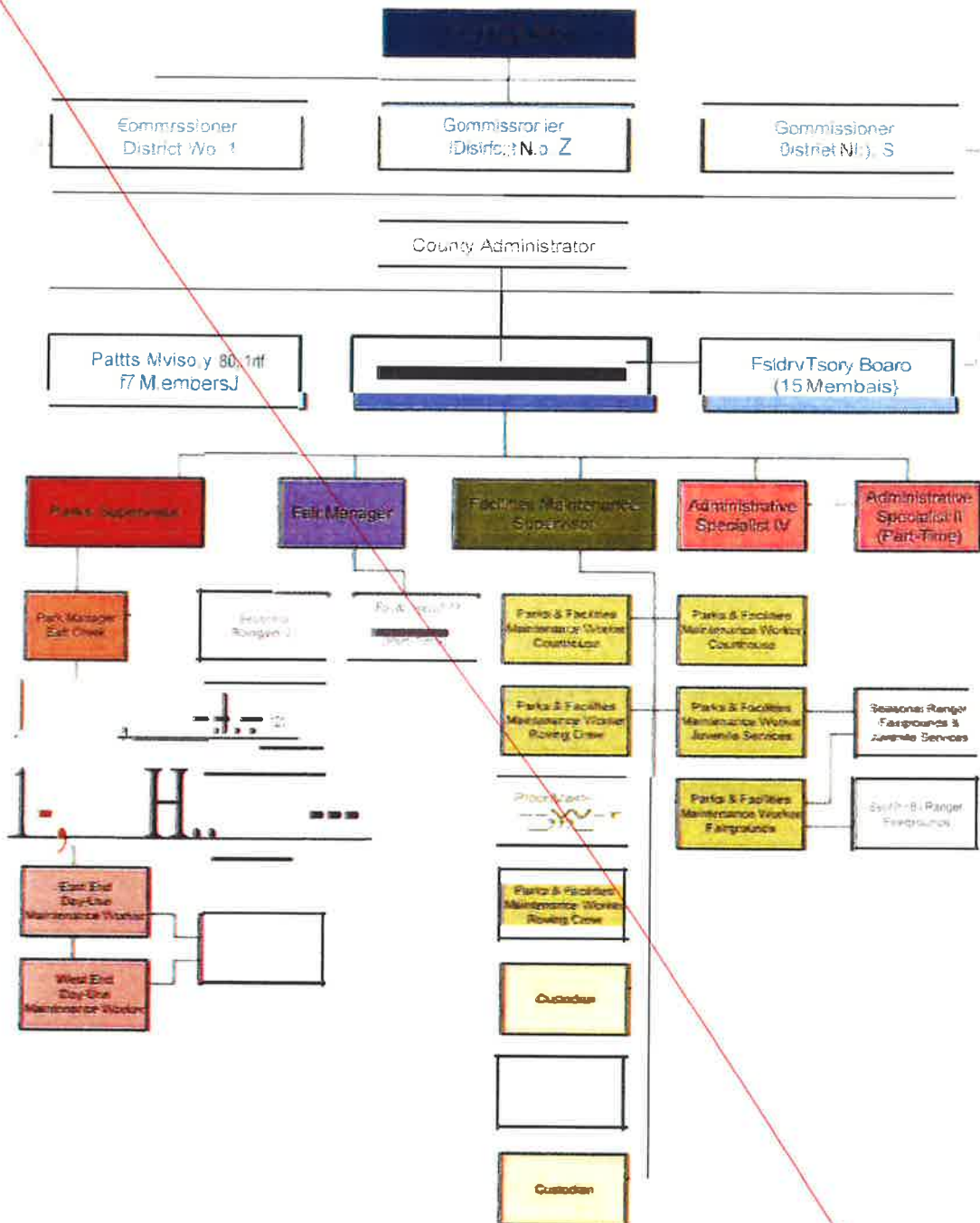
POLICY

The Director shall have available to the public an organizational chart which shall be updated as conditions change. The chart shall reflect the organization as it exists.

REPLACED 1.17.2024

SECTION 6.03

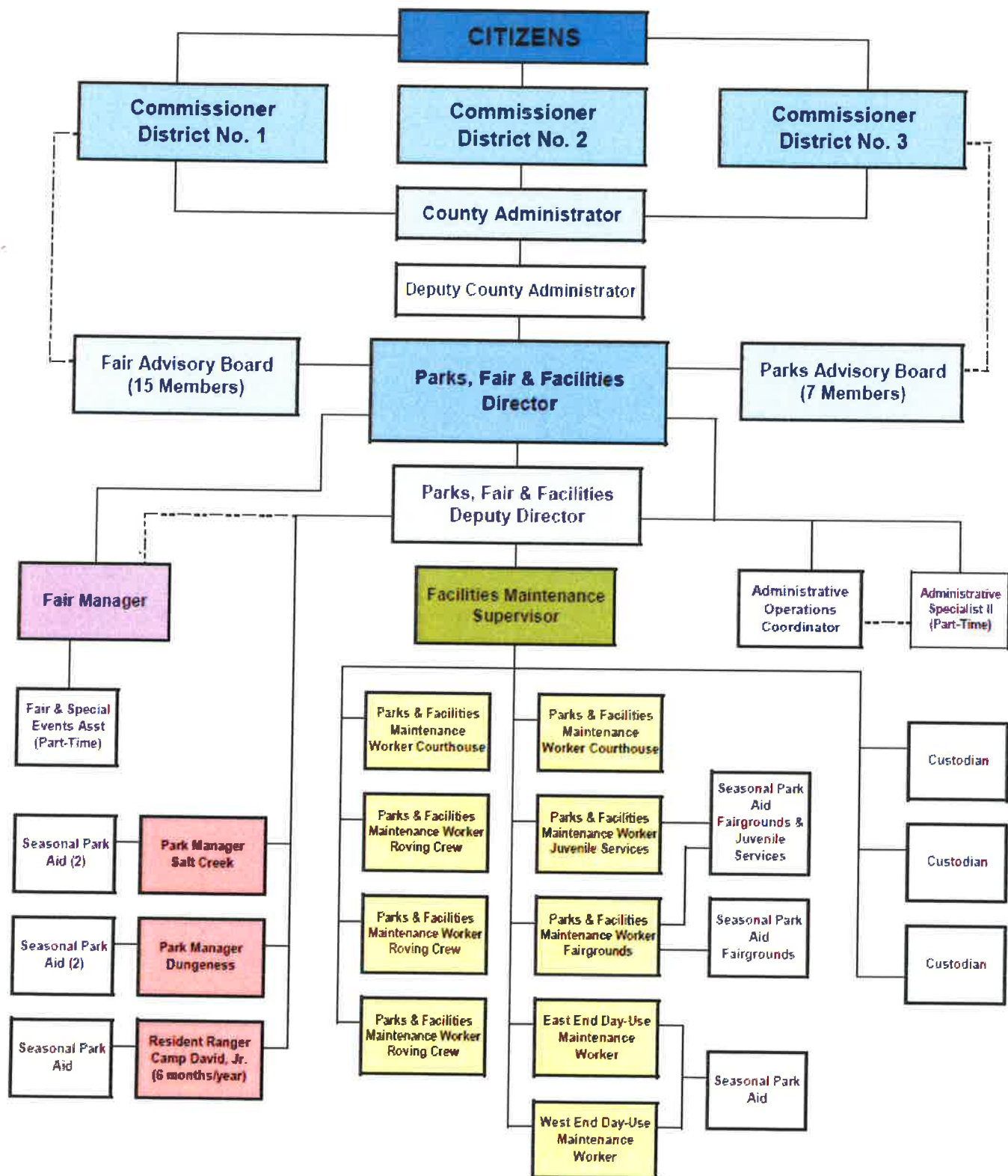
ORGANIZATIONAL CHART



CLALLAM COUNTY
PARKS, FAIR & FACILITIES DEPARTMENT
ORGANIZATIONAL CHART
JANUARY 2020

SECTION 6.03

ORGANIZATIONAL CHART



CLALLAM COUNTY
PARKS, FAIR & FACILITIES DEPARTMENT
ORGANIZATION CHART
January 2024

SECTION 7
BOARD GOALS AND OBJECTIVES

SECTION 7.01
CONCEPTS OF RECREATION

SECTION 7.01.010
CONCEPTS OF PUBLIC INTEREST IN RECREATION

Resolved: That in order to lay the foundation for a sound public recreation plan for Clallam County, the Board hereby adopts the following concepts of public interest in recreation:

1. In order to be and to remain a useful healthy member of society, every individual needs some form of recreation. Among the ways which recreational needs may be satisfied are the following:
 - a. Through opportunities for out-of-doors living, camping, hiking, fishing, boating, nature study, safe recreational shooting, and the like.
 - b. Participation in unsupervised or supervised play, recreation, fitness, and sports activities.
 - c. Through special opportunities for recreation for persons with special needs. County parks, to the extent possible, will be made accessible to persons with disabilities with the intent of meeting the provisions of the American Disabilities Act (ADA). It is understood that in some circumstances meeting ADA requirements will not be possible.
 - d. By membership and participation in social clubs, or interest groups.
 - e. By utilizing craft or art skills, hobbies or games requiring skill.
 - f. Through participation in various cultural activities or performing arts.

Every county resident has need of some or all of these kinds of recreational opportunities at various times and in varying amounts.

2. In order to provide every citizen of the County with the opportunity to satisfy his/her recreational needs, public agencies such as the County should supply those facilities and services which are impossible or difficult for most individuals or small groups of people to provide for themselves, in terms of:
 - a. A nearly equal variety of alternative choices in the use of leisure time.
 - b. Easily accessible and usable open space waterfront, beach access areas, and park and recreation facilities.

- c. Special facilities such as play areas, swimming facilities, boat launches, hiking trails, recreational facilities, sports fields, fitness facilities, shooting ranges, golf courses, and the like.
- d. Services, primarily leadership.

SECTION 7.01.020

GENERAL PURPOSES

The purpose of the Board is to maximize park and recreational opportunities and thereby improve the quality of life for all residents of the County.

SECTION 7.02

BOARD GOALS AND OBJECTIVES

1. To adopt, support and communicate the philosophy that recreation means any activity, voluntarily engaged in, which contributes to the refreshment, enjoyment, education or entertainment of the individual and which contributes to a sense of self-worth.
2. To provide a variety of recreation opportunities for all citizens regardless of age, sex, race, or economic status.
3. To maintain awareness of environmental concerns in the development and use of public lands and in the implementation of programs.
4. To develop and maintain a statement of goals and objectives which is understood by the members of the Board, advisory councils, and staff and communicated to the community and governmental leaders. The statement should be ever changing and a reflection of the community's highest ideals.
5. To establish and maintain written policies, practices and procedures that enable maximum opportunity for use and enjoyment of services.
6. To be responsive to the park and recreational needs and desires of individuals and groups; and to actively seek citizen input in the operation of the Board. To create awareness through involvement.
7. To attempt to acquire and preserve in the public domain unique geographical areas.
8. To create and maintain facilities aesthetically pleasing and provide open space for human needs.
9. To conduct and communicate Board business in a responsible manner.
10. To foster innovation by encouraging the Board, advisory councils and staff to search for new and more effective ways of improving the board's operation.

11. To keep abreast of trends and changes that affects the level of service and utilizes that information to increase contributions to the quality of life.
12. To develop and maintain effective leadership at the appointed, professional and volunteer levels.
13. To maintain an awareness of the political process and to participate in the development of legislation and/or other governmental regulations which affect the Board's ability to meet its service responsibilities.
14. To support and participate in professional and governmental organizations which are in the interest of parks and recreation.
15. To coordinate, cooperate, assist, support and otherwise interact with private and public entities so as to maximize recreational opportunities in Clallam County.
16. To take full and prompt advantage of potential economies and to aggressively seek new ways to finance operating expenses.

SECTION 8

PLANNING, ACQUISITION, AND DEVELOPMENT

SECTION 8.01

COMPREHENSIVE PLANNING

SECTION 8.01.010

PURPOSE

To set forth policies and procedures requiring long range departmental planning as an important management tool.

SECTION 8.01.020

POLICY

The Board shall develop a long range Parks Master Plan and review the existing plans each year for the purpose of updating the information and keeping the plan current.

After the Board approves the plan, it shall pass it on as a recommendation to the BOCC who shall adopt it by resolution or other mechanism of their choosing.

The plan may be drafted by the Director, Board or consulting services depending on the finances and capabilities of the staff available at the time.

SECTION 8.01.021

COUNTY PARK AND RECREATION MASTER PLAN UPDATES

Policy 461

PURPOSE

The purpose of this policy is to establish a clear process to be followed by the Park Board, Board of County Commissioners, and staff when amending or updating the Clallam County Comprehensive Park and Recreation Master Plan.

AMENDING OR UPDATING THE PARKS MASTER PLAN

PROCEDURE

A new acquisition or new facility may be added to the Parks Master Plan using the procedures contained in Clallam County Policies 462 or 463.

Once per year, the Park Board may consider amending the Parks Master Plan and updating the information in it, as they deem necessary.

Annually, staff will prepare information and recommendations for amending or updating the Parks Master Plan and present it to the Park Board for consideration. This update may include changing financial reports or updating cost estimates, reporting on components of the plan that have been completed; or recommending changes to the Plan.

Proposed amendments or updates to the Parks Master Plan shall be included on the Park Board agenda. Public input will be allowed on the agenda item prior to taking action.

If the Park Board approves an amendment or update to the Parks Master Plan, they will submit a recommendation to the BOCC for their consideration.

Amendments and updates to the Parks Master Plan will be by Resolution of the BOCC following a public hearing.

PROCEDURE FOR REMOVING A PROPOSED FACILITY, USE OR ACQUISITION FROM THE PLAN

The Park Board may request that the BOCC consider amending the Parks Master Plan to remove a specific item.

A citizen may submit a request in writing to the BOCC to delete a proposed development, use, or acquisition from the approved Plan if it hasn't been permitted and approved for construction or acquisition.

The BOCC will review the citizen request at a work session and determine how they would like to proceed.

CONSIDERATION AND APPROVAL OF A NEW 10-YEAR PARKS MASTER PLAN

PROCEDURE

Upon the expiration of the existing 10 year Parks Master Plan, the Park Board will prepare and approve a new plan covering the next 10 year period.

Staff will prepare a draft Parks Master Plan, if feasible, or ask the Park Board to consider hiring a consultant to prepare the draft if funding is available.

Once the draft Parks Master Plan is complete, the Park Board will schedule public meetings or use other methods to collect input. Examples include hosting meetings in the east, central, and west areas of the County and/or posting the proposed plan on the Internet with a comment response form.

After receiving input on the draft Plan the Park Board will consider changes to the Plan or amend it prior to producing a final draft.

The Park Board will make the final draft plan available to the public and schedule a time their meeting to take input.

The Park Board will take action on the proposed Final Draft Parks Master Plan and present their recommendations to the BOCC for their consideration in a work session.

The BOCC will give consideration and may schedule a hearing prior to adopting the recommendations by Resolution.

SECTION 8.01.030

GUIDELINES

A thorough Parks Master Plan will assess current strengths and weaknesses of a park system to permit maximum use of facilities, provide direction for future development and capital expenditures, and establish a program for implementation. The planning process flows logically from identifying goals and analyzing existing facilities and citizen input, to determine demand/need and potential, to the development of an action program which will satisfy the goals and objectives of the community.

The completed Parks Master Plan will serve as a guide - one that will provide direction and justify the need for acquisition, development, and renovation. Most importantly, the plan provides direction for orderly growth of the local parks and recreation system, where each action is a component of the overall Parks Master Plan sensitive to the need of a dynamic community.

A Parks Master Plan may be required as a part of the County's overall Comprehensive Plan and for eligibility for grant-in-aid programs, such as the Outdoor Recreation Grant Program of the Recreation and Conservation Office (RCO).

Public participation in the planning process is important in the identification and analysis of the recreation demand of the community.

County Policies 461, 462, and 463 define the processes of amending the Parks Master Plan, park acquisitions, and park and recreation development.

SECTION 8.02

INTERAGENCY AND INTRADEPARTMENTAL COOPERATION

The Department shall actively strive for intradepartmental cooperation in all aspects countywide business in addition to the departmental tasks of parks and recreation planning, park development financing, staffing, maintenance and programming activities.

Because of our countywide base, the Department and its staff shall facilitate cooperative efforts and endeavor to maintain effective communication with other agencies, i.e., United States Fish and Wildlife Service, National Park Service, Washington Department of Fish and Wildlife, National Forest Service, Washington State Parks, Washington Department of Natural Resources, city parks, park districts, etc.

SECTION 8.03

LAND ACQUISITION

SECTION 8.03.010

PURPOSE

To set forth the procedures which the Board shall follow prior to making recommendations to the BOCC to acquire properties for public recreation use.

SECTION 8.03.020

POLICY

County Policies 462, and 463 outline the process of acquiring and developing park land.

SECTION 8.03.021

COUNTY PARK ACQUISITION AND NEW PARK AND RECREATION FACILITY DEVELOPMENT (for Projects in the Parks Master Plan)

Policy 462

PURPOSE

The purpose of this policy is to establish a clear procedure for park acquisition or new park and recreation facility development, as is included in the Parks Master Plan.

ACQUISITIONS

PROCEDURES

Once a park acquisition is approved in the Parks Master Plan, it can be moved forward by direction of the BOCC as a priority or the BOCC can ask the Park Board to provide a recommendation as to what their priority would be and direct staff accordingly.

The Park Board or County Staff can include the acquisition in the department's annual budget request to the BOCC as determined by the County each fiscal year.

If the Park Board or County Staff decides to move forward with an acquisition that is not included in the annual budget, it will bring it to the BOCC for discussion and direction.

For acquisitions not listed on the Parks Master Plan, refer to Policy 463.

Once an acquisition is approved by the BOCC as a priority, staff will follow the appropriate processes, which may be different depending on the funding source used such as state or federal grant funds or County funds.

Appropriate laws and acquisition procedures as established for Counties will guide the acquisition process until the BOCC completes the final purchase and sales offer and signs the closing documents.

NEW FACILITY DEVELOPMENT

PROCEDURES

Once a new park and recreation facility is approved in the Parks Master Plan, it can be moved forward by direction of the BOCC as a priority or the BOCC can ask the Park Board to provide a recommendation as to what their priority would be and direct staff accordingly.

The Park Board or County Staff can include it in the department's annual budget request to the BOCC as determined by the County each fiscal year.

If the Park Board or County staff feels it is necessary to act on a new facility that is not included or approved in the annual budget it will bring the issue to the BOCC for discussion and direction.

Once the new facility is determined to be a priority of the BOCC for staff to pursue, or it is approved and included in the annual budget, County Staff will follow the appropriate laws, regulations, permit processes, bidding and other regulations to carrying out the planning and construction of the new facility.

DISCLAIMER

Nothing in this policy pertains to facility repairs, maintenance projects or other development or improvement projects listed in the annual budget, or those that do not meet the definition of New Park and Recreation Facility.

SECTION 8.03.022

COUNTY PARK ACQUISITION AND NEW PARK AND RECREATION FACILITY DEVELOPMENT (for Projects not in the Parks Master Plan)

Policy 463

PURPOSE

The purpose of this policy is to establish clear procedures to approach, consider, and respond to requests for County Park Acquisitions and New County Park and Recreational Facilities to be added to the County Parks System not already approved by the Park Board and BOCC in the Parks Master Plan.

This policy is intended to:

1. Provide a systematic approach to assure requests for County Park Acquisitions and New Park and Recreation facilities proposed to be added to the County Park System receive an opportunity for public input and BOCC consideration.
2. Assure that citizens, organizations, Commissioners, Park Board, and County Staff have an opportunity to propose new park and recreational facilities and land acquisitions for Public Park and Recreational Use.
3. Assure that the County provides opportunities for public comment on proposals through a variety of methods.

Provide guidance to the Park Board, County Staff, and BOCC concerning the process to follow when receiving a request for a park acquisition or additional new park and recreation facilities not already approved in the Parks Master Plan.

REQUESTING CONSIDERATION OF A NEW COUNTY PARK AND RECREATION FACILITY OR PARK LAND ACQUISITION NOT IN THE PARKS MASTER PLAN

CITIZEN REQUEST

A member(s) of the public, group, or organization may request the County consider a specific park land acquisition or new park and recreation facility be added to the County Park System.

A written request to be placed on the Park Board's agenda shall be submitted to the County Parks and Facilities office not less than 20 days prior to the next regularly scheduled Park Board

meeting. County Staff may ask for additional information prior to placing the request on the Park Board's agenda.

The County staff will place the request on the Park Board's agenda to include any written information provided by the proponents.

The proponent(s) will be given an opportunity to present the request to the Park Board once it is scheduled on the agenda so that it becomes advertised.

PARK BOARD MEMBER OR COUNTY STAFF REQUEST

The Park Board Member or County Staff shall prepare a report and request the item be placed on the Park Board's agenda for consideration.

The request may include recommendations made during the Parks Master Plan process and updates or the overall County Comprehensive Plan process as appropriate. This will normally include Park Board involvement, additional public input, and eventual BOCC consideration and action.

COUNTY ADMINISTRATOR REQUEST ON THE BEHALF OF THE BOCC

The Administrator shall submit a written request to staff for consideration. He may present it at a meeting of the Park Board or defer to staff.

CONSIDERATION OF REQUEST FOR A PARK LAND ACQUISITION OR NEW PARK AND RECREATION FACILITY NOT APPROVED BY THE BOCC IN THE PARKS MASTER PLAN

PROCEDURE

Once a request has been placed on the Park Board agenda and presented, the Park Board will ask staff to prepare a report and recommendation. Additional information may be requested by the Park Board prior to further consideration of the request.

Once the additional information and report are received, Staff will place the issue back on the Park Board's agenda for further consideration. Public input will be taken by the Park Board on the proposed request.

Following public input, the Park Board may discuss and recommend additional public input meetings and/or workshops.

Once the Park Board feels they have sufficient information and public input to make a decision, they will take action on the proposal in the form of a recommendation to the BOCC. This recommendation will include a request to add the item to the Parks Master Plan.

Staff will prepare the recommendation and present the request to the BOCC at an advertised and scheduled work session or other regular BOCC meeting.

The BOCC will consider the request and direct staff as to what action or additional process to use in order to gather additional input prior to action on the proposal. If they approve the

proposal, the amended Parks Master Plan will be adopted by Resolution following a public process.

The BOCC may hold public input meetings, work group meetings, or a formal public hearing on the request prior to making their decision.

The BOCC will direct staff with regard to timing of the project, budgetary issues/funding they want pursued, or if it is to be added as a future project and not as a priority for the present fiscal year.

SECTION 8.04

LAND ACQUISITION GUIDELINES

SECTION 8.04.010

PURPOSE

To provide a framework for evaluating potential sites.

SECTION 8.04.020

POLICY

To provide a written set of guidelines as criteria to follow for land acquisition.

SECTION 8.04.030

GUIDELINES

1. Outstanding features of the County, including saltwater sites and freshwater sites, inland sites and existing park sites, scenic view sites, and historical sites, should be preserved for public use.
2. The land acquisition program should be based on priority of need and opportunity of acquisition, as identified in the Parks Master Plan.
3. To avoid excess land costs, every effort should be made to acquire land when it is not developed.
4. Reasonable space standards should be developed and land acquired to meet these standards even if limited financial resources delay developments.
5. Acquisition and development of recreation areas and facilities should be coordinated with a long range comprehensive area development or redevelopment plan.

6. It may be acceptable and desirable to acquire land and lease it to private agencies for the erection of private facilities serving the public and appropriately planned in relation to adjoining public facilities.
7. Areas designated for parks or recreational use should be held, defended against diversion to non-recreational use and should be considered as resources of open space to be drawn on for other public uses. Whenever an over-riding public purpose requires the use of park land, compensation should be made for the area taken from park use by the provision of equal or better area as determined by the Board.

SECTION 8.05

COASTLINE DEVELOPMENT GUIDELINES

Clallam County's coastline represents one of the County's most critical recreation assets. It represents access to the Strait of Juan de Fuca and its coastal bays not only for county residents, but also for people in the State of Washington and across the United States.

High standards for the recreational development of our shorelines include:

1. Having as much as possible of our shoreline in public ownership and available to the public for recreational use. This is the only way to assure its permanent availability both to our own residents and to visitors, many of whom come from inland areas.
2. Public access to the limited sandy beaches.
3. Providing, wherever possible, public access roads between the shorelines and buildings or other developments. This assures public access. The distance between such roads should be determined by the activities projected in the plan.
4. Emphasizing on visual enjoyment for the motoring public. For every person who uses a beach, many more enjoy the view. Road elevations, grading plans, fencing and planting all require visual design treatment.
5. Acquiring ample adjacent upland areas for automobile parking to serve people who use our beach parks.
6. Taking every reasonable opportunity to increase usable shoreline by "key" developments with peninsula and embayment's.
7. Resolving conflicts in swimming, boating, scuba diving, water skiing, and fishing by allocating appropriate areas or times to each activity.
8. Preserving underwater and tideland areas of particular biological interest preserved as sanctuaries for observation of the native marine environment.
9. Providing ample provision of boat launching facilities to serve large and growing numbers of boating public.

SECTION 8.06

COMPATIBILITY DEVELOPMENT GUIDELINES

Public parks and recreation areas may need some facilities to serve the people who visit them. These facilities may include restrooms, parking lots, swimming pools, roads, playgrounds, bath houses, snack bars, restaurants, stores, service stations, picnic grounds, campgrounds, motels and hotels. Recreation areas are usually surrounded by privately owned land which generally is used for some purpose other than recreation.

The value of our parks and recreation areas depends largely on their attractiveness. If aesthetic values are ignored, much of their usefulness can be lost. Both the facilities within them and uses on adjacent private property must be compatible with the character of each park and recreation area. High standards to assure such compatibility include:

1. Reliance whenever possible on hotels, motels, stores, and service stations which are located convenient to, but outside of parks.
2. Provision within parks and recreation areas for those service facilities which are essential to permit each to perform its purpose, such as campgrounds, playgrounds, recreational facilities, sports fields, picnic areas, trails, restrooms, visitor centers, beach access facilities, interpretive displays, cabins/yurts, parking areas, boat launches, birding platforms, etc.
3. Placement of such service facilities at locations where they are functional.
4. Architectural control to assure the harmony of service facilities with the character of the park or recreation area of which they are a part.
5. Emphasis on ample, appropriate landscaping.
6. Limiting highway development to necessary access routes only.
7. Design of roads within park boundaries so they follow the terrain and disturb the natural surroundings as little as possible.



AGENDA ITEM SUMMARY

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

JAN 22 2024

Department: Treasurer

WORK SESSION ☒ Meeting Date: 1/22/2024

REGULAR AGENDA ☒ Meeting Date: 1/30/2024

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:

RCW 84.56.240 states: "If the county treasurer is unable, for the want of goods or chattels whereupon to levy, to collect by distress or otherwise, the taxes, or any part thereof, which may have been assessed upon the personal property of any person or corporation, or an executor or administrator, guardian, receiver, accounting officer, agent or factor, the treasurer shall file with the county legislative authority, on the first day of February following, a list of such taxes, with an affidavit of the treasurer or of the deputy treasurer entrusted with the collection of the taxes, stating that the treasurer had made diligent search and inquiry for goods and chattels wherewith to make such taxes, and was unable to make or collect the same. The county legislative authority shall cancel such taxes as the county legislative authority is satisfied cannot be collected."

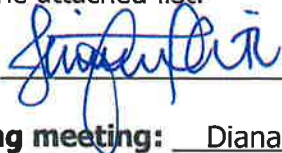
As indicated in the attached affidavit, the Treasurer's office has diligently sought to collect the taxes reflected in the attached list.

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?** ☐

All these taxes were due in prior years and cancelling them does not impact the current year budget.

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

That the BOCC cancel the taxes reflected on the attached list.

County Official signature & print name:  Jennifer L. White, Treasurer

Name of Employee/Stakeholder attending meeting: Diana King, Deputy Treasurer

Relevant Departments: Treasurer

Date submitted: January 17, 2024

* 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)



RESOLUTION _____, 2024

CANCELING UNCOLLECTIBLE PERSONAL PROPERTY TAXES

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Pursuant to the requirement of RCW 84.56.240, the Treasurer submitted a list of personal property taxes the Treasurer's Office has been unable to collect, together with an affidavit of the Deputy Treasurer outlining the diligent efforts that were made to collect the same.
2. Based on the information provided, the Board of County Commissioners is satisfied that the personal property taxes included in the submitted list cannot be collected.
3. The Board of County Commissioners is further satisfied that Jennifer L White is diligently and aggressively pursuing the collection of personal property taxes, and specifically finds that she is not willfully refusing or neglecting to collect personal property taxes.
4. Pursuant to RCW 84.56.240, the county legislative authority shall cancel such taxes as the county legislative authority is satisfied cannot be collected.

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

1. That Jennifer L White is diligently and aggressively pursuing the collection of personal property taxes.
2. That the personal property taxes outlined in the attached list is canceled as uncollectible.

PASSED AND ADOPTED this _____ day of _____ 2024

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias

ATTEST:

Randy Johnson

Loni Gores, Clerk of the Board

Mike French

January 2024

Clallam County Treasurer's Office requests that the following Personal Property Taxes be cancelled:

Tax Year	PID	Name	Base Amount	Taxing District	Type	Reason for Cancellation
2022	78623	European Autowerks LLC	\$238.10	020	COMM	Business closed in 2021. Unable to locate personal property. Attempts to contact taxpayer and collect have been unsuccessful.
		Total: \$238.10		Collection fees, penalty and interest - NOT INCLUDED		

**Clallam County Treasurer's Office
Diana King - Fiscal Specialist III -Personal Property
223 East First Street, Suite 3
Port Angeles, WA 98362
(360) 417-2247**



CLALLAM COUNTY TREASURER

Jennifer L. White, Treasurer

223 E. 4th St., Suite 3
Port Angeles, WA 98362
(360) 417-2344

www.clallamcountywa.gov

AFFIDAVIT OF UNCOLLECTIBLE PERSONAL PROPERTY TAXES

I hereby declare as follows:

1. I am the Deputy Treasurer entrusted with the collection of personal property taxes.
2. The Treasurer's office has made diligent search and inquiry for goods and chattels wherewith to make such personal property taxes as outlined in the attached list, consisting of the following:
 - The personal property which is the basis for the taxes cannot be located, and:
 - Multiple letters and notices were sent; and
 - The taxes were incurred by a corporate or limited liability entity, which is now inactive, or
 - The taxes were incurred by a sole proprietor, who cannot be located, or who has moved out of state, and/or who has no real property against which to attach a lien, or
 - The cost to collect is starting to exceed the amount owed.
3. Despite such diligent efforts, the Treasurer's office has been unable to make or collect the same.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Dated January 10, 2024.

A handwritten signature in blue ink, appearing to read "Diana King", written over a horizontal line.

Diana King, Deputy Treasurer



6
JAN 22 2024
JAN 22 2024

AGENDA ITEM SUMMARY

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

Department: Treasurer

WORK SESSION ☒ **Meeting Date:** 1/22/2024

REGULAR AGENDA ☐ **Meeting Date:**

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

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | ☐ Budget Item |
| ☐ Resolution | ☐ Proclamation | ☒ Other 2023 Refunds, 2024 Refund Levy |
| ☐ Draft Ordinance | ☐ Final Ordinance | |
- Documents exempt from public disclosure attached: ☐

Executive summary:

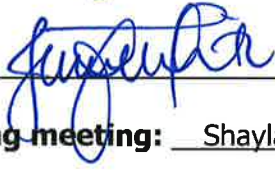
- Property taxes may be refunded on the order of the county treasurer before or after delinquency if the property taxes were paid pursuant to one of the sixteen circumstances listed in RCW 84.69.020, see (1) attached.
- Each year, on or before the first Monday in February, the county treasurer must report to the county legislative authority a list of all refunds made during the previous year pursuant to the RCW 84.69.020. This list includes the name of the person receiving the refund, the amount of the refund, and the reason for the refund. See document (2) attached entitled "Refunds Paid" for all such refunds made from November 1, 2022 through October 31, 2023.
- According to RCW 84.55.070, taxing districts may then re-levy such refunded tax revenues, to be added to the tax rolls during a subsequent year.
- Attached are (3) documents: "2023 Refund Petitions for the 2024 Levy" lists the amounts that the various taxing districts refunded as a result of the; "Refunds Paid Report" and that would have been available for re-levying during 2024 with the exception of miscellaneous districts (fire patrol, stormwater, weed, irrigation), and the final list of "Refunds" showing refund and payment details.

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, as refunds have currently been re-levied, consistent with BOCC's annual tax levy resolutions.

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

No further action is required.

County Official signature & print name:  Jennifer L White, Treasurer

Name of Employee/Stakeholder attending meeting: Shayla Nagel, Deputy Treasurer

Relevant Departments: Treasurer

Date submitted: January 10, 2024

* 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)

Clallam County Treasurer
2023 Refund Petitions for the 2024 Levy

CITY	
CITY OF FORKS	\$32.53
CITY OF PORT ANGELES	\$8,613.99
CITY OF SEQUIM	\$3,732.90
COUNTY	
COUNTY	\$20,203.98
DEVELOPMENT DISABILITIES	\$512.87
LAND ASSESSMENT	\$28.55
VETERAN'S RELIEF	\$230.79
ROADS	\$13,944.21
CONSERVATION FUTURE	\$470.64
FIRE	
FIRE DIST #1	\$232.76
FIRE DIST #2	\$2,330.87
FIRE DIST #3 BOND	\$5,803.92
FIRE DIST #3	\$16,108.49
FIRE DIST #4	\$1,521.03
FIRE DIST #5	\$28.93
FIRE DIST #6	\$135.19
HOSPITAL	
HOSPITAL #1 EMS	\$191.85
HOSPITAL #1	\$330.37
HOSPITAL #2	\$8,376.11
LIBRARY	
LIBRARY	\$7,989.84
OTHER CP & BONDS	
PORT CAPITAL IMPROVEMENT	\$2,909.40
QUILLAYUTE VALLEY P&R BOND	\$155.28
SCHOOL	
SCHOOL DIST #121 CP	\$34,931.92
SCHOOL DIST #121	\$20,752.59
SCHOOL DIST #313	\$4,460.01
SCHOOL DIST #323 CP	\$12,936.44
SCHOOL DIST #323	\$28,969.80
SCHOOL DIST #401 BOND	\$189.14
SCHOOL DIST #401	\$304.84
SCHOOL DIST #402 BOND	\$2,017.53
SCHOOL DIST #402	\$1,341.03
STATE	
STATE LEVY - STATE PT 2	\$45,161.63
STATE LEVY - STATE SCH	\$38,084.25
POOL	
WILLIAM SHORE MET PARK	\$2,795.99

TOTAL REFUNDS \$285,829.67

Attachment #1

11/3/2023 12:18

Refunds Paid Report

Group by Levy/Agency/Fee Type
Refund Type: Administrative, Adjudicated
Refund Date: 11/1/2022 - 10/31/2023

Levy/Agency/Fee Type	Refund Type	Refund Amount	Total
CITY OF FORKS - FORKS GEN	DES	\$30.53	
CITY OF FORKS - FORKS GEN	EX	\$2.00	\$32.53
CITY OF PORT ANGELES - PRT ANG	BOE	\$38.54	
CITY OF PORT ANGELES - PRT ANG	DES	\$6.69	
CITY OF PORT ANGELES - PRT ANG	EC	\$(100.00)	
CITY OF PORT ANGELES - PRT ANG	EX	\$1,708.99	
CITY OF PORT ANGELES - PRT ANG	ME	\$571.17	
CITY OF PORT ANGELES - PRT ANG	SNR/DS	\$6,388.60	\$8,613.99
CITY OF SEQUIM - SEQ GEN	A	\$358.13	
CITY OF SEQUIM - SEQ GEN	EC	\$59.21	
CITY OF SEQUIM - SEQ GEN	ME	\$734.70	
CITY OF SEQUIM - SEQ GEN	SNR/DS	\$2,580.86	\$3,732.90
CLALLAM COUNTY - CC GENERAL	A	\$294.23	
CLALLAM COUNTY - CC GENERAL	BOE	\$82.22	
CLALLAM COUNTY - CC GENERAL	COMBO	\$56.32	
CLALLAM COUNTY - CC GENERAL	DES	\$879.22	
CLALLAM COUNTY - CC GENERAL	EC	\$105.41	
CLALLAM COUNTY - CC GENERAL	EX	\$1,369.77	
CLALLAM COUNTY - CC GENERAL	ME	\$3,430.31	
CLALLAM COUNTY - CC GENERAL	SNR/DS	\$13,986.50	\$20,203.98
CLALLAM COUNTY - DEVDISIBLT	A	\$7.04	
CLALLAM COUNTY - DEVDISIBLT	BOE	\$2.16	
CLALLAM COUNTY - DEVDISIBLT	COMBO	\$1.48	
CLALLAM COUNTY - DEVDISIBLT	DES	\$22.66	
CLALLAM COUNTY - DEVDISIBLT	EC	\$2.65	
CLALLAM COUNTY - DEVDISIBLT	EX	\$36.23	
CLALLAM COUNTY - DEVDISIBLT	ME	\$85.13	
CLALLAM COUNTY - DEVDISIBLT	SNR/DS	\$355.52	\$512.87
CLALLAM COUNTY - LND ASSMT	A	\$0.33	
CLALLAM COUNTY - LND ASSMT	BOE	\$0.16	
CLALLAM COUNTY - LND ASSMT	COMBO	\$0.11	
CLALLAM COUNTY - LND ASSMT	DES	\$1.34	
CLALLAM COUNTY - LND ASSMT	EC	\$0.17	
CLALLAM COUNTY - LND ASSMT	EX	\$2.78	
CLALLAM COUNTY - LND ASSMT	ME	\$4.36	
CLALLAM COUNTY - LND ASSMT	SNR/DS	\$19.30	\$28.55
CLALLAM COUNTY - VET RELIEF	A	\$3.17	
CLALLAM COUNTY - VET RELIEF	BOE	\$0.97	
CLALLAM COUNTY - VET RELIEF	COMBO	\$0.67	

ATTACHMENT #2

CLALLAM COUNTY - VET RELIEF	DES	\$10.16	
CLALLAM COUNTY - VET RELIEF	EC	\$1.20	
CLALLAM COUNTY - VET RELIEF	EX	\$16.28	
CLALLAM COUNTY - VET RELIEF	ME	\$38.22	
CLALLAM COUNTY - VET RELIEF	SNR/DS	\$160.12	\$230.79
CLALLAM COUNTY ROADS - CC RD GEN	BOE	\$68.11	
CLALLAM COUNTY ROADS - CC RD GEN	COMBO	\$59.20	
CLALLAM COUNTY ROADS - CC RD GEN	DES	\$911.21	
CLALLAM COUNTY ROADS - CC RD GEN	EC	\$110.58	
CLALLAM COUNTY ROADS - CC RD GEN	EX	\$627.25	
CLALLAM COUNTY ROADS - CC RD GEN	ME	\$2,717.20	
CLALLAM COUNTY ROADS - CC RD GEN	SNR/DS	\$9,450.66	\$13,944.21
CONSERVATION FUTURES - CON FUTURE	A	\$7.21	
CONSERVATION FUTURES - CON FUTURE	BOE	\$1.98	
CONSERVATION FUTURES - CON FUTURE	COMBO	\$1.36	
CONSERVATION FUTURES - CON FUTURE	DES	\$21.39	
CONSERVATION FUTURES - CON FUTURE	EC	\$2.58	
CONSERVATION FUTURES - CON FUTURE	EX	\$33.12	
CONSERVATION FUTURES - CON FUTURE	ME	\$81.32	
CONSERVATION FUTURES - CON FUTURE	SNR/DS	\$321.68	\$470.64
FIRE DISTRICT #1 CLAL #9 JEFFCO - FIRE 1 GEN	COMBO	\$36.55	
FIRE DISTRICT #1 CLAL #9 JEFFCO - FIRE 1 GEN	DES	\$10.94	
FIRE DISTRICT #1 CLAL #9 JEFFCO - FIRE 1 GEN	EX	\$0.72	
FIRE DISTRICT #1 CLAL #9 JEFFCO - FIRE 1 GEN	SNR/DS	\$184.55	\$232.76
FIRE DISTRICT #2 - FIRE 2 GEN	BOE	\$24.69	
FIRE DISTRICT #2 - FIRE 2 GEN	DES	\$243.71	
FIRE DISTRICT #2 - FIRE 2 GEN	ME	\$463.22	
FIRE DISTRICT #2 - FIRE 2 GEN	SNR/DS	\$1,599.25	\$2,330.87
FIRE DISTRICT #3 CLAL-#8 JEFFCO - FIRE 3 BD	A	\$140.71	
FIRE DISTRICT #3 CLAL-#8 JEFFCO - FIRE 3 BD	DES	\$190.27	
FIRE DISTRICT #3 CLAL-#8 JEFFCO - FIRE 3 BD	EC	\$72.52	
FIRE DISTRICT #3 CLAL-#8 JEFFCO - FIRE 3 BD	EX	\$282.53	
FIRE DISTRICT #3 CLAL-#8 JEFFCO - FIRE 3 BD	ME	\$1,069.64	
FIRE DISTRICT #3 CLAL-#8 JEFFCO - FIRE 3 BD	SNR/DS	\$4,048.25	\$5,803.92
FIRE DISTRICT #3 CLAL-#8 JEFFCO - FIRE 3 GEN	A	\$378.71	
FIRE DISTRICT #3 CLAL-#8 JEFFCO - FIRE 3 GEN	DES	\$574.57	
FIRE DISTRICT #3 CLAL-#8 JEFFCO - FIRE 3 GEN	EC	\$203.20	
FIRE DISTRICT #3 CLAL-#8 JEFFCO - FIRE 3 GEN	EX	\$67.70	
FIRE DISTRICT #3 CLAL-#8 JEFFCO - FIRE 3 GEN	ME	\$3,106.82	
FIRE DISTRICT #3 CLAL-#8 JEFFCO - FIRE 3 GEN	SNR/DS	\$11,777.49	\$16,108.49
FIRE DISTRICT #4 - FIRE 4 GEN	DES	\$292.74	
FIRE DISTRICT #4 - FIRE 4 GEN	ME	\$551.67	
FIRE DISTRICT #4 - FIRE 4 GEN	SNR/DS	\$676.62	\$1,521.03
FIRE DISTRICT #5 - FIRE 5 GEN	ME	\$16.79	
FIRE DISTRICT #5 - FIRE 5 GEN	SNR/DS	\$12.14	\$28.93
FIRE DISTRICT #6 - FIRE 6 GEN	DES	\$29.93	
FIRE DISTRICT #6 - FIRE 6 GEN	ME	\$17.57	
FIRE DISTRICT #6 - FIRE 6 GEN	SNR/DS	\$87.69	\$135.19
HOSPITAL DISTRICT #1 - HOSP 1 EMS	COMBO	\$18.50	
HOSPITAL DISTRICT #1 - HOSP 1 EMS	DES	\$16.05	

HOSPITAL DISTRICT #1 - HOSP 1 EMS	EX	\$0.37	
HOSPITAL DISTRICT #1 - HOSP 1 EMS	ME	\$13.35	
HOSPITAL DISTRICT #1 - HOSP 1 EMS	SNR/DS	\$143.58	\$191.85
HOSPITAL DISTRICT #1 - HOSP 1 GEN	COMBO	\$30.84	
HOSPITAL DISTRICT #1 - HOSP 1 GEN	DES	\$33.26	
HOSPITAL DISTRICT #1 - HOSP 1 GEN	EX	\$0.61	
HOSPITAL DISTRICT #1 - HOSP 1 GEN	ME	\$27.17	
HOSPITAL DISTRICT #1 - HOSP 1 GEN	SNR/DS	\$238.49	\$330.37
HOSPITAL DISTRICT #2 - HOSP 2 GEN	A	\$125.51	
HOSPITAL DISTRICT #2 - HOSP 2 GEN	BOE	\$35.21	
HOSPITAL DISTRICT #2 - HOSP 2 GEN	DES	\$349.83	
HOSPITAL DISTRICT #2 - HOSP 2 GEN	EC	\$45.04	
HOSPITAL DISTRICT #2 - HOSP 2 GEN	EX	\$585.89	
HOSPITAL DISTRICT #2 - HOSP 2 GEN	ME	\$1,443.47	
HOSPITAL DISTRICT #2 - HOSP 2 GEN	SNR/DS	\$5,791.16	\$8,376.11
NORTH OLYMPIC LIBRARY - LIB	A	\$116.07	
NORTH OLYMPIC LIBRARY - LIB	BOE	\$32.58	
NORTH OLYMPIC LIBRARY - LIB	COMBO	\$22.31	
NORTH OLYMPIC LIBRARY - LIB	DES	\$347.86	
NORTH OLYMPIC LIBRARY - LIB	EC	\$41.66	
NORTH OLYMPIC LIBRARY - LIB	EX	\$542.58	
NORTH OLYMPIC LIBRARY - LIB	ME	\$1,355.34	
NORTH OLYMPIC LIBRARY - LIB	SNR/DS	\$5,531.44	\$7,989.84
PORT OF PORT ANGELES - CAPT IMP	A	\$42.21	
PORT OF PORT ANGELES - CAPT IMP	BOE	\$11.87	
PORT OF PORT ANGELES - CAPT IMP	COMBO	\$8.13	
PORT OF PORT ANGELES - CAPT IMP	DES	\$126.71	
PORT OF PORT ANGELES - CAPT IMP	EC	\$15.21	
PORT OF PORT ANGELES - CAPT IMP	EX	\$197.81	
PORT OF PORT ANGELES - CAPT IMP	ME	\$493.37	
PORT OF PORT ANGELES - CAPT IMP	SNR/DS	\$2,014.09	\$2,909.40
QUILLAYUTE PARK & REC - QUIL BD	DES	\$26.03	
QUILLAYUTE PARK & REC - QUIL BD	ME	\$11.62	
QUILLAYUTE PARK & REC - QUIL BD	SNR/DS	\$117.63	\$155.28
SCHOOL DISTRICT #121 - SD 121 CP	BOE	\$161.73	
SCHOOL DISTRICT #121 - SD 121 CP	DES	\$630.52	
SCHOOL DISTRICT #121 - SD 121 CP	EC	\$(117.00)	
SCHOOL DISTRICT #121 - SD 121 CP	EX	\$1,971.22	
SCHOOL DISTRICT #121 - SD 121 CP	ME	\$1,859.56	
SCHOOL DISTRICT #121 - SD 121 CP	SNR/DS	\$30,425.89	\$34,931.92
SCHOOL DISTRICT #121 - SD 121 GEN	BOE	\$85.79	
SCHOOL DISTRICT #121 - SD 121 GEN	DES	\$338.22	
SCHOOL DISTRICT #121 - SD 121 GEN	EC	\$(65.47)	
SCHOOL DISTRICT #121 - SD 121 GEN	EX	\$1,045.54	
SCHOOL DISTRICT #121 - SD 121 GEN	ME	\$1,347.24	
SCHOOL DISTRICT #121 - SD 121 GEN	SNR/DS	\$18,001.27	\$20,752.59
SCHOOL DISTRICT #313 - SD #313	BOE	\$5.13	
SCHOOL DISTRICT #313 - SD #313	DES	\$54.30	
SCHOOL DISTRICT #313 - SD #313	ME	\$104.39	
SCHOOL DISTRICT #313 - SD #313	SNR/DS	\$594.19	

SCHOOL DISTRICT #313 - SD 313 GEN	BOE	\$21.79	
SCHOOL DISTRICT #313 - SD 313 GEN	DES	\$269.88	
SCHOOL DISTRICT #313 - SD 313 GEN	ME	\$503.71	
SCHOOL DISTRICT #313 - SD 313 GEN	SNR/DS	\$2,906.62	\$4,460.01
SCHOOL DISTRICT #323 - SD #323 CP	DES	\$181.90	
SCHOOL DISTRICT #323 - SD #323 CP	EC	\$42.52	
SCHOOL DISTRICT #323 - SD #323 CP	EX	\$347.63	
SCHOOL DISTRICT #323 - SD #323 CP	ME	\$900.46	
SCHOOL DISTRICT #323 - SD #323 CP	SNR/DS	\$11,366.54	
SCHOOL DISTRICT #323 - SD 323 CP	SNR/DS	\$97.39	\$12,936.44
SCHOOL DISTRICT #323 - SD 323 GEN	A	\$574.83	
SCHOOL DISTRICT #323 - SD 323 GEN	DES	\$402.90	
SCHOOL DISTRICT #323 - SD 323 GEN	EC	\$174.90	
SCHOOL DISTRICT #323 - SD 323 GEN	EX	\$689.30	
SCHOOL DISTRICT #323 - SD 323 GEN	ME	\$2,290.66	
SCHOOL DISTRICT #323 - SD 323 GEN	SNR/DS	\$24,837.21	\$28,969.80
SCHOOL DISTRICT #401 - SD 401 BD	ME	\$33.29	
SCHOOL DISTRICT #401 - SD 401 BD	SNR/DS	\$155.85	\$189.14
SCHOOL DISTRICT #401 - SD 401 GEN	ME	\$51.91	
SCHOOL DISTRICT #401 - SD 401 GEN	SNR/DS	\$252.93	\$304.84
SCHOOL DISTRICT #402 - SD 402 BD	COMBO	\$99.89	
SCHOOL DISTRICT #402 - SD 402 BD	DES	\$113.24	
SCHOOL DISTRICT #402 - SD 402 BD	EX	\$1.96	
SCHOOL DISTRICT #402 - SD 402 BD	ME	\$48.33	
SCHOOL DISTRICT #402 - SD 402 BD	SNR/DS	\$1,754.11	\$2,017.53
SCHOOL DISTRICT #402 - SD 402 GEN	COMBO	\$66.64	
SCHOOL DISTRICT #402 - SD 402 GEN	DES	\$75.03	
SCHOOL DISTRICT #402 - SD 402 GEN	EX	\$1.30	
SCHOOL DISTRICT #402 - SD 402 GEN	ME	\$32.00	
SCHOOL DISTRICT #402 - SD 402 GEN	SNR/DS	\$1,166.06	\$1,341.03
STATE SCHOOL - ST SCH2	A	\$479.36	
STATE SCHOOL - ST SCH2	BOE	\$87.89	
STATE SCHOOL - ST SCH2	COMBO	\$60.20	
STATE SCHOOL - ST SCH2	DES	\$903.69	
STATE SCHOOL - ST SCH2	EC	\$103.92	
STATE SCHOOL - ST SCH2	EX	\$1,461.30	
STATE SCHOOL - ST SCH2	ME	\$3,388.90	
STATE SCHOOL - ST SCH2	SNR/DS	\$38,336.28	
STATE SCHOOL - STATE PT 2	SNR/DS	\$340.09	\$45,161.63
STATE SCHOOL - STATE SCH	A	\$534.78	
STATE SCHOOL - STATE SCH	BOE	\$164.36	
STATE SCHOOL - STATE SCH	COMBO	\$112.57	
STATE SCHOOL - STATE SCH	DES	\$1,682.92	
STATE SCHOOL - STATE SCH	EC	\$198.79	
STATE SCHOOL - STATE SCH	EX	\$2,731.78	
STATE SCHOOL - STATE SCH	ME	\$6,371.39	
STATE SCHOOL - STATE SCH	SNR/DS	\$26,287.66	\$38,084.25
WILLIAM SHORE MET PARK DISTRICT - WSMETPARK	BOE	\$27.64	
WILLIAM SHORE MET PARK DISTRICT - WSMETPARK	DES	\$105.88	
WILLIAM SHORE MET PARK DISTRICT - WSMETPARK	EC	\$(18.90)	

WILLIAM SHORE MET PARK DISTRICT - WSMETPARK	EX	\$336.83	
WILLIAM SHORE MET PARK DISTRICT - WSMETPARK	ME	\$393.61	
WILLIAM SHORE MET PARK DISTRICT - WSMETPARK	SNR/DS	\$1,950.93	\$2,795.99

\$285,829.67

Pet No.	PID	Name	Year	Amt of Ref		Interest	Total Paid	Total Check	Check	Date	Reason
		From 11/01/2022									
2023-001	60410	Clint Miller	2022	\$ 2,215.94	\$ 2,215.94	\$ 0.03	\$ 2,215.97		8487	11/15/2022	senior
2023-002	77818	Catherine Reynolds	2022	\$ 1,154.88	\$ 1,154.88	\$ 0.06	\$ 1,154.94		8488	11/15/2022	senior
2023-003	62957	Mark and Jennifer Owens	2022	\$ 2,556.42	\$ 2,556.42		\$ 2,556.42				
			2021	\$ 2,467.90	\$ 2,467.90		\$ 2,467.90				
			2020	\$ 1,533.69	\$ 1,533.69		\$ 1,533.69				
			2019	\$ 1,028.39	\$ 1,028.39	\$ 143.28	\$ 1,171.67	\$ 7,729.68	8489	11/15/2022	senior
2023-004	23398	Emma Hutchins	2022	\$ 407.34	\$ 407.34	\$ 0.06	\$ 407.40		8490	11/15/2022	senior
2023-005	26052	Cathleen Van Ruhan	2022	\$ 271.62	\$ 271.62	\$ 0.06	\$ 271.68		8491	11/15/2022	senior
2023-006	37877	Frances Kerr	2022	\$ 25.27	\$ 25.27		\$ 25.27				
			2021	\$ 27.25	\$ 27.25		\$ 27.25				
			2020	\$ 28.40	\$ 28.40		\$ 28.40				
			2019	\$ 29.42	\$ 29.42		\$ 29.42				
			2018	\$ 29.20	\$ 29.20		\$ 29.20				
			2017	\$ 31.03	\$ 31.03		\$ 31.03				
			2016	\$ 31.62	\$ 31.62	\$ 5.09	\$ 36.71	\$ 207.28	8492	11/15/2022	senior
2023-007	42977	Gilda Sosnovik	2022	\$ 16.47	\$ 16.47		\$ 16.47				
			2021	\$ 16.69	\$ 16.69		\$ 16.69				
			2020	\$ 17.79	\$ 17.79		\$ 17.79				
			2019	\$ 17.19	\$ 17.19		\$ 17.19				
			2018	\$ 17.48	\$ 17.48		\$ 17.48				
			2017	\$ 16.17	\$ 16.17	\$ 2.99	\$ 19.16	\$ 104.78	8493	11/15/2022	senior
2023-008	28061	David Boerum	2022	\$ 2,602.40	\$ 2,602.40	\$ 0.31	\$ 2,602.71		8494	11/15/2022	senior
2023-009	28845	Charles and Nancy Fitzalan	2022	\$ 113.91	\$ 113.91	\$ 0.03	\$ 113.94		8495	11/15/2022	senior
2023-010	48315	Robert Lee	2022	\$ 335.69	\$ 335.69	\$ 0.10	\$ 335.79		8496	11/15/2022	senior
2023-011	57285	Kenneth and Mildred Emel	2022	\$ 1,029.88	\$ 1,029.88	\$ 0.11	\$ 1,029.99		8497	11/15/2022	senior
2023-012	71539	Gary Kneiszel	2022	\$ 615.02	\$ 615.02	\$ 0.04	\$ 615.06		8498	11/15/2022	senior
2023-013	29566	Nancy Patnode	2022	\$ 188.16	\$ 188.16		\$ 188.16				
			2017	\$ 42.82	\$ 42.82	\$ 0.05	\$ 42.87	\$ 231.03	8499	11/15/2022	senior
2023-014	42049	Richard and Jane Munhall	2022	\$ 1,723.99	\$ 1,723.99	\$ 0.04	\$ 1,724.03		8544	11/22/2022	senior
2023-015	56303	Larry Hurd	2022	\$ 1,279.95	\$ 1,279.95	\$ 0.21	\$ 1,280.16		8545	11/22/2022	senior
2023-016	57653	Russell Runnion	2022	\$ 1,604.53	\$ 1,604.53	\$ 0.04	\$ 1,604.57		8546	11/22/2022	senior
2023-017	59124	Frances and Donna Caldwell	2022	\$ 205.02	\$ 205.02	\$ 0.05	\$ 205.07		8547	11/22/2022	senior
2023-018	59608	Arliss Frederick	2022	\$ 413.32	\$ 413.32	\$ 0.02	\$ 413.34		8548	11/22/2022	senior
2023-019	65200	Jill Steele	2022	\$ 1,062.78	\$ 1,062.78	\$ 0.17	\$ 1,062.95		8549	11/22/2022	senior
2023-020	68084	Elaine Nichol	2022	\$ 1,989.21	\$ 1,989.21	\$ 0.27	\$ 1,989.48		8550	11/22/2022	senior
2023-021	68155	David Kline	2022	\$ 825.61	\$ 825.61	\$ 0.24	\$ 825.85		8551	11/22/2022	senior
2023-022	73906	Mona and Robert Shelton	2022	\$ 2,067.39	\$ 2,067.39	\$ 0.23	\$ 2,067.62		8552	11/22/2022	senior
2023-023	16782	Kelly Meyer	2022	\$ 738.09	\$ 738.09	\$ 0.06	\$ 738.15		8553	11/22/2022	senior
2023-024	50089	Sheri Holcomb	2022	\$ 1,037.01	\$ 1,037.01	\$ 0.33	\$ 1,037.34		8555	11/28/2022	senior
2023-025	26043	Stephanie Nead	2022	\$ 1,165.82	\$ 1,165.82	\$ 0.18	\$ 1,166.00		8556	11/28/2022	senior
2023-026	67467	Janet Ferris	2022	\$ 2,652.53	\$ 2,652.53	\$ 0.37	\$ 2,652.90		8557	11/28/2022	senior
2023-027	64129	Viktor Scimschal	2022	\$ 1,199.24	\$ 1,199.24	\$ 0.22	\$ 1,199.46		8558	11/28/2022	senior
2023-028	62902	Thomas Dammann	2022	\$ 1,894.51	\$ 1,894.51	\$ 0.21	\$ 1,894.72		8559	11/28/2022	senior
2023-029	61859	Gregory Heaton	2022	\$ 1,509.94	\$ 1,509.94	\$ 0.21	\$ 1,510.15		8560	11/28/2022	senior
2023-030	57236	Suzanne Cloke and Lucio R	2022	\$ 2,152.87	\$ 2,152.87	\$ 0.76	\$ 2,153.63		8561	11/28/2022	senior
2023-031	47165	Gary Neske	2022	\$ 1,716.38	\$ 1,716.38	\$ 0.22	\$ 1,716.60		8562	11/28/2022	senior
2023-032	33762	Sandra Jacobsen	2022	\$ 1,663.28	\$ 1,663.28	\$ 0.14	\$ 1,663.42		8563	11/28/2022	senior
2023-033	32635	Pete and Marcella Grigori	2022	\$ 1,850.77	\$ 1,850.77	\$ 0.56	\$ 1,851.33		8564	11/28/2022	senior
2023-034	29809	Patricia Shook	2022	\$ 854.53	\$ 854.53	\$ 0.31	\$ 854.84		8565	11/28/2022	senior
2023-035	25397	Phillip and Josephine Hoffr	2022	\$ 1,491.62	\$ 1,491.62	\$ 0.19	\$ 1,491.81		8566	11/28/2022	senior
2023-036	23970	Glenn Riccio and MF carito	2022	\$ 1,434.47	\$ 1,434.47	\$ 0.23	\$ 1,434.70		8567	11/28/2022	senior
2023-037	86342	Daniel and Carolyn Zobrist	2022	\$ 23.93	\$ 23.93		\$ 23.93		8568	12/1/2022	manifest error
2023-038	59508	Sally and Steven Heun	2021	\$ 1,040.23	\$ 1,040.23	\$ 2.33	\$ 1,042.56		8569	12/1/2022	senior
2023-039	67936	Aaron Taylor and Suzette F	2021	\$ 3,765.66	\$ 3,765.66	\$ 7.99	\$ 3,773.65		8570	12/1/2022	adj frozen values
2023-040	67936	Aaron Taylor and Suzette F	2022	\$ 369.82	\$ 369.82	\$ 0.08	\$ 369.90		8571	12/1/2022	adj frozen values
2023-041	19884	Robert and Lynette Groves	2022	\$ 258.13	\$ 258.13		\$ 258.13				
			2021	\$ 238.24	\$ 238.24		\$ 238.24				
			2020	\$ 241.41	\$ 241.41	\$ 10.72	\$ 252.13	\$ 748.50	8572	12/1/2022	erroneous measurements
2023-042	9706	Mark Kindel	2022	\$ 139.15	\$ 139.15		\$ 139.15				
			2021	\$ 134.12	\$ 134.12	\$ 0.23	\$ 134.35	\$ 273.50	8573	12/1/2022	manifest error
2023-043	82525	Mark Wilmot	2022	\$ 291.43	\$ 291.43		\$ 291.43				
			2021	\$ 267.45	\$ 267.45		\$ 267.45				
			2020	\$ 284.70	\$ 284.70	\$ 12.50	\$ 297.20	\$ 856.08	8574	12/1/2022	manifest error
2023-044	84680	Gregory and Cynthia Bacor	2022	\$ 1,800.12	\$ 1,800.12	\$ 0.55	\$ 1,800.67		8575	12/1/2022	senior
2023-045	62911	Kenneth Abrahams	2022	\$ 1,725.76	\$ 1,725.76	\$ 0.26	\$ 1,726.02		8576	12/1/2022	senior
2023-046	42190	James Kiesser	2022	\$ 530.51	\$ 530.51	\$ 0.08	\$ 530.59		8577	12/1/2022	senior
2023-047	36693	Paul and Susan Lucas TTE	2022	\$ 814.96	\$ 814.96	\$ 0.28	\$ 815.24		8578	12/1/2022	senior
2023-048	29754	Lawrence and Marie Alvey	2022	\$ 245.77	\$ 245.77	\$ 0.03	\$ 245.80		8579	12/1/2022	senior
2023-049	22508	Linda Griffing	2022	\$ 648.85	\$ 648.85	\$ 0.12	\$ 648.97		8580	12/1/2022	senior
2023-050	13480	Brenda Newman	2022	\$ 2,449.37	\$ 2,449.37	\$ 0.88	\$ 2,450.25		8581	12/1/2022	senior
2023-051	16801	Carolyn Duncan Rice	2022	\$ 1,922.73	\$ 1,922.73		\$ 1,922.73				
			2021	\$ 989.41	\$ 989.41		\$ 989.41				
			2020	\$ 813.66	\$ 813.66	\$ 39.57	\$ 853.23	\$ 3,765.37	8582	12/1/2022	senior
2023-052	71208	Richard Wright	2020	\$ 39.22	\$ 39.22		\$ 39.22		8583	12/1/2022	destroyed carport
2023-053	62890	David Shargel	2022	\$ 1,737.43	\$ 1,737.43	\$ 0.26	\$ 1,737.69		8584	12/1/2022	senior
2023-054	28579	William and Katrina Gerde	2022	\$ 645.02	\$ 645.02	\$ 0.24	\$ 645.26		8585	12/1/2022	senior
2023-055	49992	Florence Hightower TTE	2022	\$ 22.28	\$ 22.28		\$ 22.28				
			2021	\$ 22.58	\$ 22.58	\$ 0.03	\$ 22.61	\$ 44.89	8586	12/1/2022	manifest error
2023-056	29343	Milton and Mary Lynch	2020	\$ 264.88	\$ 264.88		\$ 264.88				
			2019	\$ 259.59	\$ 259.59		\$ 259.59				
			2018	\$ 244.16	\$ 244.16	\$ 47.78	\$ 291.94	\$ 816.41	8618	12/8/2022	senior
2023-057	53354	Chelsea Ward	2022	\$ 721.32	\$ 721.32	\$ 0.06	\$ 721.38		8619	12/8/2022	senior
2023-058	75985	Henry and Yvonne Krieger	2022	\$ 422.20	\$ 422.20		\$ 422.20				
			2021	\$ 419.73	\$ 419.73		\$ 419.73				
			2020	\$ 353.15	\$ 353.15	\$ 16.39	\$ 369.54	\$ 1,211.47	8620	12/8/2022	manifest error
2023-059	53885	Robert and Linda Burgner	2022	\$ 602.01	\$ 602.01		\$ 602.01				
			2021	\$ 592.05	\$ 592.05		\$ 592.05				
			2020	\$ 375.42	\$ 375.42	\$ 18.40	\$ 393.82	\$ 1,587.88	8621	12/8/2022	manifest error

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2023-060	53750	Paul and Catherine Woods	2022	\$	337.26	\$	337.26		\$	337.26						
			2021	\$	304.10	\$	304.10		\$	304.10						
			2020	\$	198.00	\$	198.00	\$	12.23	\$	210.23	\$	851.59	8622	12/8/2022	manifest error
2023-061	33244	Karl Singer	2022	\$	138.43	\$	138.43			\$	138.43					
			2021	\$	121.73	\$	121.73			\$	121.73					
			2020	\$	129.96	\$	129.96	\$	5.87	\$	135.83	\$	395.99	8623	12/8/2022	manifest error
2023-062	22563	Deborah Sterk	2022	\$	187.71	\$	187.71			\$	187.71					
			2021	\$	202.15	\$	202.15			\$	202.15					
			2020	\$	207.52	\$	207.52	\$	9.43	\$	216.95	\$	606.81	8624	12/8/2022	manifest error
2023-063	19098		2022	\$	858.91	\$	858.91		0.08	\$	858.99					
	19099		2022	\$	96.96	\$	96.96			\$	96.96					
	19100		2022	\$	96.96	\$	96.96			\$	96.96					
	19101		2022	\$	96.96	\$	96.96			\$	96.96					
	19102		2022	\$	95.04	\$	95.04			\$	95.04					
	19103	Ida Jones Fam Trust	2022	\$	96.05	\$	96.05			\$	96.05	\$	1,340.96	8625	12/12/2022	prorate exempt status
2023-064	65851	Sandra Tiller	2022	\$	744.12	\$	744.12	\$	0.29	\$	744.41			8638	12/16/2022	senior
2023-065	66119	Lee Eklund	2022	\$	11.93	\$	11.93			\$	11.93			8639	12/16/2022	
2023-066	85630	Richard Porter	2022	\$	945.84	\$	945.84	\$	0.06	\$	945.90			8640	12/16/2022	manifest error
2023-067	37128	Christopher Ferrell	2022	\$	2,294.76	\$	2,294.76			\$	2,294.76					
		(Rocket Mortgage)	2021	\$	1,984.85	\$	1,984.85			\$	1,984.85					
			2020	\$	2,061.11	\$	2,061.11			\$	2,061.11					
			2019	\$	1,722.80	\$	1,722.80			\$	1,722.80					
			2018	\$	1,706.95	\$	1,706.95	\$	0.65	\$	1,707.60	\$	9,771.12	8641	12/16/2022	SENIOR
2023-068	75848	Tracey Thompsen	2022	\$	99.23	\$	99.23			\$	99.23					
			2021	\$	1,543.46	\$	1,543.46	\$	3.39	\$	1,546.85	\$	1,646.08	8642	12/16/2022	senior
2023-069	16525	Kurt Howe	2022	\$	675.58	\$	675.58	\$	0.14	\$	675.72			8643	12/16/2022	senior
2023-070	22861	Roberta Squires TTE	2022	\$	2,330.03	\$	2,330.03	\$	0.27	\$	2,330.30			8644	12/16/2022	senior
2023-071	54110	Wayne and Wynn Morris	2022	\$	3,000.35	\$	3,000.35	\$	0.48	\$	3,000.83			8645	12/16/2022	senior
2023-072	79621	Thomas Erickson	2022	\$	576.91	\$	576.91	\$	0.12	\$	577.03			8646	12/16/2022	senior
2023-073	42205	Janet Klesser	2022	\$	384.63	\$	384.63	\$	0.10	\$	384.73			8648	12/23/2022	senior
2023-074	48183	Michale and Loni Daniels	2022	\$	391.25	\$	391.25		0.12	\$	391.37			8649	12/23/2022	senior
2023-075	74254	Campbell and Megan Osb	2022	\$	706.45	\$	706.45		0.08	\$	706.53			8650	12/23/2022	senior
2023-076	58538	James Brooker	2022	\$	268.19	\$	268.19		0.12	\$	268.31			8651	12/23/2022	senior
2023-077	57076	Wynona Gresli	2022	\$	1,065.87	\$	1,065.87		0.24	\$	1,066.11			8652	12/23/2022	senior
2023-078	78166	Simon and Jane Fletcher	2022	\$	1,078.11	\$	1,078.11			\$	1,078.11					
			2021	\$	1,308.82	\$	1,308.82		3.01	\$	1,311.83	\$	2,389.94	8653	12/23/2022	senior
2023-079	47186	Donald Gregor	2021	\$	1,685.43	\$	1,685.43			\$	1,685.43					
			2020	\$	2,407.78	\$	2,407.78		113.38	\$	2,521.16	\$	4,206.59	8654	12/28/2022	senior
2023-080	39806	Judy Williams	2022	\$	170.47	\$	170.47			\$	170.47					
			2021	\$	150.64	\$	150.64		0.38	\$	151.02	\$	321.49	8655	12/28/2022	senior
2023-081	26582	Harold and Deana Chesser	2022	\$	2,437.96	\$	2,437.96		0.42	\$	2,438.38			8656	12/28/2022	senior
2023-082	83387	Shuzhen Anderson	2022	\$	2,454.45	\$	2,454.45		0.44	\$	2,454.89			8657	12/28/2022	senior
2023-083	75985	Henry and Yvonna Krieger	2022	\$	538.13	\$	538.13		0.22	\$	538.35			8658	12/28/2022	senior
2023-084	74143	Anton Robinson	2022	\$	1,405.74	\$	1,405.74		0.55	\$	1,406.29			8659	12/28/2022	senior
2023-085	62648	Tricia Woolett	2022	\$	2,064.11	\$	2,064.11		0.32	\$	2,064.43			8660	12/28/2022	senior
2023-086	57843	Susan Sullivan	2022	\$	1,045.29	\$	1,045.29		0.23	\$	1,045.52			8661	12/28/2022	senior
2023-087	28752	Theodore Brown	2022	\$	141.91	\$	141.91		0.03	\$	141.94			8662	12/28/2022	senior
2023-088	29738	Dennis Kohl	2022	\$	896.83	\$	896.83		0.15	\$	896.98			8663	12/28/2022	senior
2023-089	40254	Douglas and Patrice Markh	2022	\$	541.15	\$	541.15		0.07	\$	541.22			8664	12/28/2022	senior
2023-090	44806	Jacaleen Cotter	2022	\$	876.74	\$	876.74		0.2	\$	876.94			8665	12/28/2022	senior
2023-091	48479	Hubert Hertzog	2022	\$	2,146.73	\$	2,146.73			\$	2,146.73					
			2020	\$	972.96	\$	972.96		53.66	\$	1,026.62	\$	3,173.35	8666	12/28/2022	senior
2023-092	47186	Donald Gregor	2021	\$	464.44	\$	464.44		0.92	\$	465.36			8679	1/3/2022	senior
2023-093	63918	Willis McClure	2022	\$	2,101.17	\$	2,101.17		0.71	\$	2,101.88			8680	1/3/2022	senior
2023-094	76420	Tammi Moses	2022	\$	729.70	\$	729.70		0.07	\$	729.77			8681	1/5/2022	senior
2023-095	26087	Diane and Leon Lopez	2022	\$	37.56	\$	37.56			\$	37.56					
			2021	\$	33.29	\$	33.29			\$	33.29					
			2020	\$	33.78	\$	33.78		1.59	\$	35.37	\$	106.22	8682	1/5/2022	manifest error
2023-096	32508	Richard and Teya Johnston	2022	\$	369.77	\$	369.77			\$	369.77					
			2021	\$	332.89	\$	332.89			\$	332.89					
			2020	\$	359.01	\$	359.01	\$	16.57	\$	375.58	\$	1,078.24	8683	1/5/2023	destroyed property
2023-097	75783	Jon and Shannon Wood	2022	\$	434.02	\$	434.02			\$	434.02					
			2021	\$	416.36	\$	416.36			\$	416.36					
			2020	\$	419.49	\$	419.49	\$	19.70	\$	439.19	\$	1,289.57	8684	1/5/2023	manifest error
2023-098	84962	Stephen Bellows and Mich	2018	\$	126.10	\$	126.10	\$	0.25	\$	126.35			8685	1/5/2023	senior
2023-099	47933	Connie Collins	2022	\$	607.46	\$	607.46			\$	607.46					
			2021	\$	1,516.50	\$	1,516.50			\$	1,516.50					
			2020	\$	491.07	\$	491.07	\$	29.62	\$	520.69	\$	2,644.65	8706	3/6/2023	senior
2023-100	25769	Laurel norman	2022	\$	153.93	\$	153.93			\$	153.93					
			2021	\$	73.14	\$	73.14			\$	73.14					
			2020	\$	24.36	\$	24.36	\$	1.73	\$	26.09	\$	253.16	8707	3/6/2023	senior
2023-101	27845	Stephen Jamieson	2022	\$	320.80	\$	320.80			\$	320.80					
			2021	\$	150.67	\$	150.67			\$	150.67					
			2020	\$	161.31	\$	161.31	\$	8.22	\$	169.53	\$	641.00	8708	3/6/2023	senior
2023-102	39661	Willis McClure	2021	\$	67.53	\$	67.53			\$	67.53					
			2022	\$	319.18	\$	319.18	\$	0.86	\$	320.04	\$	387.57	8709	3/6/2023	senior
2023-103	85630	Richard Porter	2021	\$	436.59	\$	436.59	\$	0.98	\$	437.57			8710	3/6/2023	SENIOR
2023-104	70726	William Elder	2021	\$	35.39	\$	35.39	\$	0.10	\$	35.49			8711	3/6/2023	senior
2023-105	52370	Thomas Montagne	2022	\$	291.35	\$	291.35			\$	291.35					
			2021	\$	274.83	\$	274.83	\$	0.75	\$	275.58	\$	566.93	8712	3/6/2023	senior
2023-106	16524	Kevin and Ann Burke	2022	\$	75.65	\$	75.65			\$	75.65			8713	3/6/2023	senior
2023-107	35240	Linda Caswell	2022	\$	476.58	\$	476.58	\$	0.18	\$	476.76			8714	3/6/2023	senior
2023-108	28593	Richard Anderson	2022	\$	194.26	\$	194.26	\$	0.08	\$	194.34			8715	3/6/2023	senior
2023-109	23936	Ronald and Lisa Szumski	2022	\$	594.41	\$	594.41	\$	0.20	\$	594.61			8716	3/6/2023	senior
2023-110	30190	Danny Darrelson	2021	\$	33.25	\$	33.25	\$	0.09	\$	33.34			8717	3/6/2023	senior
2023-111	6165	Carl Chastain	2022	\$	10.35	\$	10.35	\$	0.03	\$	10.38			8718	3/6/2023	senior
2023-112	18344	Richard and Sharon Hunter	2022	\$	730.26	\$	730.26	\$	0.25	\$	730.51			8719	3/6/2023	senior
2023-113	15521	Norman and Barara Fernie	2022	\$	2,604.13	\$	2,604.13	\$	0.64	\$	2,604.77			8720	3/6/2023	senior
2023-114	22616	Garrett and Morgan Snell	2022	\$	646.41	\$	646.41	\$	0.20	\$	646.61			8721	3/6/2023	senior
2023-115	33197	Loren Meyer	2022	\$	55.91	\$	55.91			\$	55.91			8730	3/21/2023	senior

2023-116	34298	Joshua Duerst	2022	\$	199.95	\$	199.95	\$	0.08	\$	200.03		8731	3/21/2023	senior	
2023-117	55788	Klahhane Club	2022	\$	46.12	\$	46.12	\$		\$	46.12					
			2021	\$	49.90	\$	49.90	\$	0.10	\$	50.00	\$	96.12	8732	3/21/2023	senior
2023-118	56305	Paul and Pamela Cunningham	2022	\$	197.57	\$	197.57	\$	0.06	\$	197.63			8733	3/21/2023	senior
2023-119	65910	Robert and Marilyn Love	2022	\$	1,131.50	\$	1,131.50	\$	0.51	\$	1,132.01			8734	3/21/2023	senior
2023-120	26081	Richard Whittier	2022	\$	917.93	\$	917.93	\$	0.24	\$	918.17			8735	3/21/2023	senior
2023-121	28710	Robert Cleveland	2022	\$	508.41	\$	508.41	\$	0.21	\$	508.62			8752	3/29/2023	senior
2023-122	52370	Thomas and Janice Montan	2023	\$	342.58	\$	342.58	\$	0.59	\$	343.17			8753	3/29/2023	senior
2023-123	55775	John and Robin Popinski	2023	\$	482.31	\$	482.31	\$	0.22	\$	482.53			8755	4/7/2023	B of Equal
2023-124	48885	Derek and Lauren Edmond	2022	\$	20.94	\$	20.94	\$		\$	20.94					
			2021	\$	19.70	\$	19.70	\$	0.04	\$	19.74	\$	40.68	8756	4/7/2023	destroyed prop
2023-125	33411	Michael Payne	2022	\$	112.00	\$	112.00	\$		\$	112.00			8757	4/7/2023	ME
2023-126	35371	Irene Irvine	2022	\$	925.63	\$	925.63	\$	0.23	\$	925.86			8758	4/7/2023	senior
2023-127	29794	Sue Meyer	2022	\$	752.57	\$	752.57	\$		\$	752.57					
			2021	\$	690.60	\$	690.60	\$		\$	690.60					
			2020	\$	697.56	\$	697.56	\$		\$	697.56					
			2019	\$	603.07	\$	603.07	\$		\$	603.07					
			2018	\$	571.61	\$	571.61	\$	0.79	\$	572.40	\$	3,316.20	8759	4/7/2023	senior
2023-128	28595	Linda weber	2022	\$	536.70	\$	536.70	\$		\$	536.70					
			2021	\$	450.43	\$	450.43	\$		\$	450.43					
			2020	\$	402.40	\$	402.40	\$	25.69	\$	428.09	\$	1,415.22	8760	4/7/2023	senior
2023-129	30176	Carol Mclean	2023	\$	165.72	\$	165.72	\$	0.42	\$	166.14			8761	4/7/2023	senior
2023-130	19308	Nancy Clark	2022	\$	1,417.78	\$	1,417.78	\$	0.44	\$	1,418.22			8762	4/7/2023	senior
2023-131	29015	Jody Henning	2022	\$	286.35	\$	286.35	\$	0.17	\$	286.52			8763	4/7/2023	senior
2023-132	26113	Donald and Stormy Brandt	2023	\$	989.33	\$	989.33	\$	0.49	\$	989.82			8764	4/7/2023	senior
2023-133	57403	Jon Mueliner	2023	\$	837.93	\$	837.93	\$	2.51	\$	840.44			8774	4/21/2023	senior
2023-134	49941	Paul Latimer	2022	\$	2,713.87	\$	2,713.87	\$		\$	2,713.87					
			2021	\$	404.39	\$	404.39	\$		\$	404.39					
			2020	\$	302.05	\$	302.05	\$		\$	302.05					
			2019	\$	310.64	\$	310.64	\$		\$	310.64					
			2018	\$	303.91	\$	303.91	\$	61.25	\$	365.16	\$	4,096.11	8775	4/21/2023	senior
2023-135	4008	Milton and Deeanna Beck	2023	\$	574.77	\$	574.77	\$		\$	574.77			8776	4/21/2023	senior
2023-136	23587	Ronald George and Candace	2022	\$	400.34	\$	400.34	\$		\$	400.34					
			2021	\$	596.02	\$	596.02	\$		\$	596.02					
			2020	\$	664.06	\$	664.06	\$	35.78	\$	699.84	\$	1,696.20	8777	4/21/2023	ME
2023-137	1304	Calin durham	2022	\$	557.81	\$	557.81	\$		\$	557.81					
			2021	\$	553.68	\$	553.68	\$		\$	553.68					
			2020	\$	34.80	\$	34.80	\$	3.90	\$	38.70	\$	1,150.19	8778	4/21/2023	destroyed prop
2023-138	1319	Josey Paul	2022	\$	93.11	\$	93.11	\$	0.06	\$	93.17			8779	4/21/2023	ME
2023-139	47279	Barry Eisenhart	2023	\$	248.83	\$	248.83	\$	0.21	\$	249.04			8780	4/21/2023	ME
2023-140	71532	Dennis Ward	2023	\$	167.47	\$	167.47	\$	0.18	\$	167.65			8781	4/21/2023	BOE
2023-141	53767	Michele and Donald Zozos	2022	\$	214.99	\$	214.99	\$		\$	214.99					
			2020	\$	160.23	\$	160.23	\$	8.24	\$	168.47	\$	383.46	8817	5/4/2023	ME
2023-142	50028	John Anderson	2023	\$	-	\$	-	\$		\$	-					
			2022	\$	304.83	\$	304.83	\$	0.27	\$	305.10	\$	305.10	8818	5/4/2023	error correction
2023-143	17311	Linda Michael	2023	\$	491.62	\$	491.62	\$	1.63	\$	493.25			8819	5/4/2023	senior
2023-144	28850	Violet and Richard Bresler	2023	\$	273.69	\$	273.69	\$		\$	273.69					
			2022	\$	1,313.01	\$	1,313.01	\$	1.13	\$	1,314.14	\$	1,587.83	8820	5/4/2023	senior
2023-145	36693	Paul and Susan Lucas TTE	2023	\$	383.15	\$	383.15	\$	0.97	\$	384.12			8821	5/4/2023	senior
2023-146	21791	Marcia Viada TTE	2022	\$	1,338.31	\$	1,338.31	\$		\$	1,338.31					
			2021	\$	349.23	\$	349.23	\$	1.28	\$	350.51	\$	1,688.82	8846	5/17/2023	ME
2023-147	57744	Jane Gerardo	2023	\$	374.82	\$	374.82	\$	0.85	\$	375.67			8847	5/17/2023	senior
2023-148	17390	Diane Hood	2023	\$	581.36	\$	581.36	\$	0.28	\$	581.64			8848	5/17/2023	senior
2023-149	23153	Corinne Riese	2023	\$	806.90	\$	806.90	\$	3.05	\$	809.95			8849	5/17/2023	senior
2023-150	50089	Sheri Holcomb	2023	\$	696.48	\$	696.48	\$	1.39	\$	697.87			8850	5/17/2023	senior
2023-151	58204	Janice Lakey	2023	\$	503.94	\$	503.94	\$	1.21	\$	505.15			8851	5/17/2023	senior
2023-152	74594	James Green	2023	\$	234.15	\$	234.15	\$	0.06	\$	234.21			8852	5/17/2023	senior
2023-153	83568	Michael Long	2023	\$	693.24	\$	693.24	\$	1.25	\$	694.49			8853	5/17/2023	senior
2023-154	18430	Oddfrid Kraus	2023	\$	768.55	\$	768.55	\$	0.83	\$	769.38			8854	5/17/2023	senior
2023-155	22592	Dwight and Sharon Duty	2023	\$	529.28	\$	529.28	\$	0.53	\$	529.81			8855	5/17/2023	senior
2023-157	28255	Sally Renee	2023	\$	360.73	\$	360.73	\$	0.83	\$	361.56			8856	5/22/2023	senior
2023-158	70448	Patrice Varela Daylo	2023	\$	38.06	\$	38.06	\$	0.48	\$	38.54			8857	5/22/2023	senior
2023-159	40267	Ben and Melody Van horn	2022	\$	1,508.40	\$	1,508.40	\$		\$	1,508.40					
			2021	\$	1,356.11	\$	1,356.11	\$		\$	1,356.11					
			2020	\$	1,337.03	\$	1,337.03	\$	22.30	\$	1,359.33	\$	4,223.84	8883	6/6/2023	ME
2023-160	51850	Timothy Guth	2023	\$	230.45	\$	230.45	\$	0.68	\$	231.13			8884	6/6/2023	senior
2023-161	36709	Carolyn Kirskey	2023	\$	1,345.53	\$	1,345.53	\$	3.05	\$	1,348.58			8885	6/6/2023	senior
2023-162	28590	Sandra Foran	2023	\$	203.85	\$	203.85	\$	0.46	\$	204.31			8886	6/6/2023	senior
2023-163	20114	Lillian Dohmer	2023	\$	367.40	\$	367.40	\$	1.18	\$	368.58			8887	6/6/2023	senior
2023-164	35000	Daniel Olson	2023	\$	230.32	\$	230.32	\$	0.85	\$	231.17			8888	6/6/2023	senior
2023-165	51201	Ben and Nancy McKnight	2022	\$	2,271.79	\$	2,271.79	\$	1.03	\$	2,272.82			8889	6/6/2023	senior
2023-166	51146	Richard and Patricia Crano	2022	\$	563.31	\$	563.31	\$		\$	563.31					
			2021	\$	624.07	\$	624.07	\$	2.54	\$	626.61	\$	1,189.92	8890	6/16/2023	BOE
2023-167		blank applied														
2023-168		blank applied														
2023-169	5500	George Dhooghe	2023	\$	1,860.37	\$	1,860.37	\$		\$	1,860.37					
			2022	\$	2,074.70	\$	2,074.70	\$	6.88	\$	2,081.58	\$	3,941.95	8891	6/16/2023	senior
2023-170	32220	Arriwo Family Trust	2023	\$	199.41	\$	199.41	\$	0.87	\$	200.28			8892	6/16/2023	senior
2023-171	37523	Scott and DonnaLee Culver	2023	\$	793.11	\$	793.11	\$	2.74	\$	795.85			8893	6/16/2023	senior
2023-172	65922	Curtis Adams	2023	\$	940.85	\$	940.85	\$	5.05	\$	945.90			8894	6/16/2023	senior
2023-173	34450	Robin and Martha Gordash	2022	\$	117.91	\$	117.91	\$		\$	117.91					
			2021	\$	113.89	\$	113.89	\$		\$	113.89					
			2020	\$	115.92	\$	115.92	\$	6.61	\$	122.53	\$	354.33	8895	6/16/2023	ME
2023-174	84572	Jeffry Kohnert	2023	\$	478.87	\$	478.87	\$	1.41	\$	480.28			8896	6/16/2023	senior
2023-175	77818	Catherine Reynolds	2022	\$	146.12	\$	146.12	\$	0.04	\$	146.16			8897	6/16/2023	senior
2023-176	49948	Dennis Secord	2023	\$	1,064.04	\$	1,064.04	\$	3.71	\$	1,067.75			8898	6/16/2023	senior
2023-177	44804	Jacqueline Kangas	2023	\$	482.41	\$	482.41	\$	2.38	\$	484.79			8899	6/16/2023	senior
2023-178	37540	Linda Silvas	2023	\$	384.76	\$	384.76	\$	1.36	\$	386.12			8900	6/16/2023	senior
2023-179	20615	Shirley Funkhouser	2023	\$	1,120.05	\$	1,120.05	\$	4.07	\$	1,124.12			8901	6/16/2023	senior
2023-180	18760	James Killian	2023	\$	383.14	\$	383.14	\$	2.02	\$	385.16			8902	6/16/2023	senior

2023-181	16682	Dale West	2023	\$	1,117.80	\$	1,117.80	\$	5.07	\$	1,122.87		8903	6/16/2023	senior	
2023-182	14225	Jerry and Bonnie Bowers	2023	\$	727.73	\$	727.73	\$	3.18	\$	730.91		8904	6/16/2023	senior	
2023-183	13459	Sara Minniear TTE	2023	\$	495.23	\$	495.23	\$	1.79	\$	497.02		8905	6/16/2023	senior	
2023-184	35518	Linda Lowrey	2023	\$	667.02	\$	667.02	\$	4.24	\$	671.26		8911	7/5/2023	SENIOR	
2023-185	17146	Donald Alexander	2023	\$	568.94	\$	568.94	\$	3.38	\$	572.32		8912	7/5/2023	senior	
2023-186	35052	Wilma Hendrickson	2023	\$	629.76	\$	629.76	\$	3.22	\$	632.98		8913	7/5/2023	senior	
2023-187	28745	Ionka Mackenzie	2023	\$	52.63	\$	52.63	\$	0.90	\$	53.53		8914	7/5/2023	senior	
2023-188	44549	Douglas and Kathleen West	2023	\$	453.78	\$	453.78	\$	2.50	\$	456.28		8915	7/5/2023	senior	
2023-189	52392	Mark Kaufmann	2023	\$	455.53	\$	455.53	\$	2.34	\$	457.87		8916	7/5/2023	senior	
2023-190	57747	Elyse Grosz	2023	\$	932.67	\$	932.67	\$	5.25	\$	937.92		8917	7/5/2023	senior	
2023-191	60013	Virginia Shields	2023	\$	461.69	\$	461.69	\$	3.01	\$	464.70		8918	7/5/2023	senior	
2023-192	58639	Edna Petersen	2023	\$	1,405.34	\$	1,405.34	\$	9.59	\$	1,414.93		8919	7/6/2023	pers prop	
2023-193	82152	Ostlunds Back 40	2023	\$	136.31	\$	136.31			\$	136.31					
			2022	\$	129.07	\$	129.07			\$	129.07					
			2021	\$	43.52	\$	43.52			\$	43.52					
			2020	\$	48.68	\$	48.68	\$	3.22	\$	51.90	\$	360.80	8920	7/6/2023	ME
2023-194	83922	Edna Petersen	2022	\$	117.72	\$	117.72			\$	117.72					
			2021	\$	566.37	\$	566.37			\$	566.37					
			2020	\$	549.55	\$	549.55			\$	549.55					
			2019	\$	830.26	\$	830.26	\$	5.07	\$	835.33	\$	2,068.97	8921	7/13/2023	ME
2023-195	34172	Suzan Mangold	2023	\$	1,121.65	\$	1,121.65			\$	1,121.65		8933	7/13/2023	SNR	
2023-196	9468	Karl and Ludmila Holmquist	2023	\$	2,312.63	\$	2,312.63	\$	13.45	\$	2,326.08		8923	7/13/2023	snr	
2023-197	17091	John Fankhouser	2023	\$	370.00	\$	370.00	\$	2.32	\$	372.32		8924	7/13/2023	snr	
2023-198	38122	Nicholize Pitlick	2023	\$	594.72	\$	594.72			\$	594.72					
			2022	\$	1,141.04	\$	1,141.04	\$	4.22	\$	1,145.26	\$	1,739.98	8925	7/13/2023	snr
2023-199	72905	Scherry Shellum	2022	\$	95.97	\$	95.97	\$	0.05	\$	96.02		8926	7/13/2023	snr	
2023-200	70510	John and Gail Ralston	2023	\$	203.04	\$	203.04	\$	1.53	\$	204.57		8927	7/13/2023	boe	
2023-201	76355	Pat Cowan Family LLC	2022	\$	1,186.91	\$	1,186.91			\$	1,186.91					
			2021	\$	1,166.93	\$	1,166.93	\$	3.87	\$	1,170.80	\$	2,357.71	8928	7/13/2023	ME
2023-202	28191	Janis Legacy	2022	\$	24.54	\$	24.54			\$	24.54					
			2021	\$	19.21	\$	19.21	\$	0.06	\$	19.27	\$	43.81	8929	7/13/2023	ME
2023-203	28189	Janis Legacy	2022	\$	94.64	\$	94.64			\$	94.64					
			2021	\$	74.08	\$	74.08	\$	0.20	\$	74.28	\$	168.92	8930	7/13/2023	ME
2023-204	9192	James and Tytti Williams	2022	\$	165.40	\$	165.40			\$	165.40					
			2021	\$	166.02	\$	166.02	\$	0.53	\$	166.55	\$	331.95	8931	7/13/2023	DES
2023-205	45949	PL Acquisitions LLC	2023	\$	30.04	\$	30.04			\$	30.04					
			2022	\$	76.69	\$	76.69			\$	76.69					
			2021	\$	81.04	\$	81.04	\$	0.62	\$	81.66	\$	188.39	8932	7/13/2023	DES
2023-206	75878	Peggy Zeppa	2022	\$	793.98	\$	793.98	\$	0.26	\$	794.24		8934	7/13/2023	DES	
2023-207	43645	Deborah Henry	2023	\$	2,479.02	\$	2,479.02	\$	8.16	\$	2,487.18		8935	7/13/2023	SNR	
2023-208	34663	Lisa Chenevert	2023	\$	130.70	\$	130.70			\$	130.70					
			2022	\$	101.69	\$	101.69	\$	0.89	\$	102.58	\$	233.28	8936	7/13/2023	ME
2023-209	3595	Patti Kelly	2023	\$	625.62	\$	625.62	\$	3.04	\$	628.66		8937	7/13/2023	SNR	
2023-210	19974	Steven Carr	2023	\$	284.94	\$	284.94	\$	1.87	\$	286.81		8938	7/14/2023	SNR	
2023-211	20670	Jayne Wise	2023	\$	1,236.54	\$	1,236.54			\$	1,236.54					
			2022	\$	3,342.26	\$	3,342.26	\$	9.25	\$	3,351.51	\$	4,588.05	8939	7/14/2023	SNR
2023-212	28722	Ann Rasler	2023	\$	328.16	\$	328.16	\$	1.66	\$	329.82		8940	7/14/2023	SNR	
2023-213	28773	James Byars	2023	\$	265.91	\$	265.91	\$	1.72	\$	267.63		8941	7/14/2023	SNR	
2023-214	34986	Wanda Brouillette	2023	\$	444.33	\$	444.33	\$	2.75	\$	447.08		8942	7/14/2023	SNR	
2023-215	40780	William Owen	2023	\$	574.28	\$	574.28	\$	2.95	\$	577.23		8943	7/14/2023	SNR	
2023-216	41439	Peter and Irene Greene	2023	\$	1,009.69	\$	1,009.69	\$	6.61	\$	1,016.30		8944	7/14/2023	SNR	
2023-217	42527	David Cloutier	2023	\$	156.23	\$	156.23	\$	0.99	\$	157.22		8945	7/17/2023	SNR	
2023-218	49524	Shelly Estep	2023	\$	574.37	\$	574.37	\$	3.54	\$	577.91		8946	7/17/2023	SNR	
2023-219	56819	Steven and Linda Dickman	2023	\$	2,298.84	\$	2,298.84	\$	16.22	\$	2,315.06		8947	7/17/2023	SNR	
2023-220	57371	Jeanette Polk	2023	\$	566.92	\$	566.92	\$	4.48	\$	571.40		8948	7/17/2023	SNR	
2023-221	64151	Denise Schmidt	2023	\$	111.31	\$	111.31	\$	3.20	\$	114.51		8949	7/17/2023	SNR	
2023-222	67471	Virginia Turner	2023	\$	1,172.10	\$	1,172.10			\$	1,172.10					
			2022	\$	1,250.98	\$	1,250.98	\$	7.89	\$	1,258.87	\$	2,430.97	8950	7/17/2023	SNR
2023-223	80893	Dwight and Geertruida Me	2023	\$	61.26	\$	61.26	\$	2.50	\$	63.76		8951	7/17/2023	SNR	
2023-224	21367	Darlene Atkins	2023	\$	601.51	\$	601.51	\$	4.05	\$	605.56		8952	7/17/2023	SNR	
2023-225	23303	Belinda Lapierre and Robin	2023	\$	1,362.93	\$	1,362.93	\$	5.23	\$	1,368.16		8953	7/17/2023	SNR	
2023-226	28494	Patrick and Patsy Adams	2022	\$	223.32	\$	223.32			\$	223.32					
			2021	\$	158.57	\$	158.57			\$	158.57					
			2020	\$	41.05	\$	41.05	\$	3.13	\$	44.18	\$	426.07	8954	7/17/2023	SNR
2023-227	34462	Helga Lemay	2023	\$	377.67	\$	377.67			\$	377.67					
			2022	\$	1,993.57	\$	1,993.57			\$	1,993.57					
			2021	\$	1,778.54	\$	1,778.54			\$	1,778.54					
			2020	\$	1,238.87	\$	1,238.87	\$	113.91	\$	1,352.78	\$	5,502.56	8955	7/17/2023	SNR
2023-228	17584	Elizabeth Thacker	2023	\$	1,916.28	\$	1,916.28	\$	18.34	\$	1,934.62		8956	7/25/2023	ME	
2023-229	3525	Susan Heiny	2023	\$	59.09	\$	59.09			\$	59.09					
				\$	42.89	\$	42.89			\$	42.89					
				\$	40.24	\$	40.24			\$	40.24					
				\$	52.13	\$	52.13	\$	3.59	\$	55.72	\$	197.94	8957	7/26/2023	ME
2023-230	4465	Susan Demetris	2023	\$	140.68	\$	140.68	\$	1.13	\$	141.81		8958	7/26/2023	SNR	
2023-231	28570	Judy Phillips	2023	\$	196.40	\$	196.40	\$	1.33	\$	197.73		8959	7/26/2023	SNR	
2023-232	57998	Northwest Kidney Centers	2023	\$	1,308.12	\$	1,308.12	\$	12.54	\$	1,320.66		8960	7/26/2023	snr	
2023-233	85976	Craig Smith	2023	\$	268.40	\$	268.40	\$	1.57	\$	269.97		8961	7/26/2023	SNR	
2023-234	17677	Carolyn Dennis	2022	\$	358.34	\$	358.34			\$	358.34					
			2021	\$	315.50	\$	315.50			\$	315.50					
			2020	\$	319.77	\$	319.77	\$	19.24	\$	339.01	\$	1,012.85	8981	7/27/2023	ME
2023-235	50331	Meridith Lamont	2023	\$	173.49	\$	173.49			\$						

2023-240	65596	David Fudally	2023	\$ 510.87	\$ 510.87		\$ 510.87					
			2022	\$ 1,783.22	\$ 1,783.22		\$ 1,783.22					
			2021	\$ 1,490.57	\$ 1,490.57	\$ 9.66	\$ 1,500.23	\$ 3,794.32	8988	8/8/2023		SNR
2023-241	74109	Corrie Ench	2023	\$ 234.99	\$ 234.99	\$ 1.63	\$ 236.62		8989	8/8/2023		SNR
2023-242	6786	Catherine Ellison	2023	\$ 204.39	\$ 204.54	\$ 1.70	\$ 206.24		8990	8/8/2023		SNR
2023-243	12955	Steve Parker	2023	\$ 497.01	\$ 497.01	\$ 3.67	\$ 500.68		8991	8/8/2023		SNR
2023-244	22430	Eric Papineau	2023	\$ 263.76	\$ 263.76	\$ 1.34	\$ 265.10		8992	8/8/2023		SNR
2023-245	28590	Sandra Foran	2023	\$ 276.57	\$ 276.57		\$ 276.57					
			2022	\$ 717.34	\$ 717.34		\$ 717.34					
			2021	\$ 602.00	\$ 602.00	\$ 4.62	\$ 606.62	\$ 1,600.53	8993	8/8/2023		SNR
2023-246	28714	Theodore and Olga Awana	2023	\$ 90.56	\$ 90.56	\$ 0.63	\$ 91.19		8994	8/8/2023		SNR
2023-247	33121	Cheryl Robbins	2023	\$ 509.49	\$ 509.49	\$ 3.42	\$ 512.91		8995	8/8/2023		SNR
2023-248	66859	Nikki Pestolis	2023	\$ 606.60	\$ 606.60	\$ 4.61	\$ 611.21		8996	8/8/2023		SNR
2023-249	53649	Sharon Taylor	2023	\$ 756.59	\$ 756.59	\$ 5.71	\$ 762.30		8997	8/8/2023		DES
2023-250	8769	Joseph Novak	2023	\$ 32.68	\$ 32.68		\$ 32.68					
			2022	\$ 25.34	\$ 25.34	\$ 0.39	\$ 25.73	\$ 58.41	8998	8/8/2023		ME
2023-251	35197	Theodore and Deborah Bo	2022	\$ 188.75	\$ 188.75	\$ 0.06	\$ 188.81		8999	8/8/2023		ME
2023-252	32634/572	Jamestown Skallam Tribe	2023	\$ 4,564.08	\$ 4,564.08	\$ 31.84	\$ 4,595.92		9000	8/9/2023		EX
2023-253	20670	Jayne Wise	2023	\$ 84.64	\$ 84.64		\$ 84.64					
			2022	\$ 99.26	\$ 99.26		\$ 99.26					
			2021	\$ 3,062.29	\$ 3,062.29	\$ 0.74	\$ 3,063.03	\$ 3,246.93	9001	8/15/2023		A
2023-254	27713	Don and Annett Gritton	2023	\$ 993.41	\$ 993.41	\$ 7.40	\$ 1,000.81		9002	8/15/2023		SNR
2023-255	28910	Denyse Lockard	2023	\$ 224.50	\$ 224.50	\$ 2.02	\$ 226.52		9003	8/15/2023		SNR
2023-256	29928	Shirley Van Riper TTE	2023	\$ 441.58	\$ 441.58	\$ 4.99	\$ 446.57		9004	8/15/2023		SNR
2023-257	22530	Diane Gemmer	2023	\$ 297.92	\$ 297.92	\$ 2.44	\$ 300.36		9005	8/15/2023		SNR
2023-158	37194	Gerald and Josiane Hards	2023	\$ 190.08	\$ 190.08	\$ 2.08	\$ 192.16		9006	8/15/2023		SNR
2023-259	28766	Linda Qualls	2023	\$ 670.03	\$ 670.03	\$ 4.08	\$ 674.11		9015	9/7/2023		SNR
2023-160	29175	Sky Heatherton and Thorne	2023	\$ 176.52	\$ 176.52	\$ 1.64	\$ 178.16		9016	9/7/2023		SNR
2023-161	35008	Pamela Selnes	2023	\$ 526.52	\$ 526.52	\$ 5.41	\$ 531.93		9017	9/7/2023		SNR
2023-162	38631	Lellani Wood	2023	\$ 470.20	\$ 470.20	\$ 4.45	\$ 474.65		9018	9/7/2023		SNR
2023-163	53958	Richard Camporini	2023	\$ 13.00	\$ 13.00	\$ 0.18	\$ 13.18		9027	9/29/2023		DES
2023-164	1319	Josay Paul	2023	\$ 150.40	\$ 150.40	\$ 2.17	\$ 152.57		9028	9/29/2023		ME
2023-165	19098	State Of WA Et Al	2023	\$ 23.50	\$ 23.50	\$ 0.24	\$ 23.74		9029	9/29/2023		C
2023-166	19099	State Of WA Et Al	2023	\$ 6.50	\$ 6.50	\$ 0.07	\$ 6.57		9030	9/29/2023		C
2023-167	19100-19103	State Of WA Et Al	2023	\$ 26.00	\$ 26.00	\$ 0.28	\$ 26.28		9031	9/29/2023		C
2023-168	65180	PBH	2023	\$ 4,021.77	\$ 4,021.77	\$ 51.60	\$ 4,073.37		9032	9/29/2023		EX
2023-169	12525	Shirlee Kaighn and Stephen	2022	\$ 291.10	\$ 291.10	\$ 0.17	\$ 291.27		9033	9/29/2023		ME
2023-170	34616	Paulette Ache	2023	\$ 1,093.54	\$ 1,093.54	\$ 12.86	\$ 1,106.40		9034	9/29/2023		DES
2023-171	34617	Paul and Laurie Lewis	2023	\$ 957.61	\$ 957.61	\$ 10.91	\$ 968.52		9035	9/29/2023		DES
2023-172	43980	Jascha and Harmony Kozel	2022	\$ 14.38	\$ 14.38		\$ 14.38					
			2023	\$ 12.10	\$ 12.10	\$ 0.17	\$ 12.27	\$ 26.65	9036	9/29/2023		DES
2023-173	44059	Fredrick Vaughn	2023	\$ 146.76	\$ 146.76	\$ 1.85	\$ 148.61		9037	9/29/2023		DES
2023-174	59621	Melissa and Steve Belz	2022	\$ 269.97	\$ 269.97	\$ 0.11	\$ 270.08		9038	9/29/2023		ME
2023-175	72883	Kale Cahoose	2023	\$ 535.54	\$ 535.54		\$ 535.54					
			2022	\$ 810.96	\$ 810.96	\$ 6.37	\$ 817.33	\$ 1,352.87	9039	9/29/2023		DES
2023-176	73532	Little River Tenancy	2022	\$ 371.30	\$ 371.30	\$ 0.20	\$ 371.50		9046	10/5/2023		ME
2023-177	74033	Rachel Gonzales and Jeff M	2021	\$ 315.13	\$ 315.13	\$ 1.34	\$ 316.47		9047	10/5/2023		ME
2023-178	85858	James Reeves and Laura H	2022	\$ 68.29	\$ 68.29		\$ 68.29					
			2021	\$ 65.82	\$ 65.82	\$ 0.81	\$ 66.63	\$ 134.92	9048	10/5/2023		DES
2023-179	86419	Rachel Gonzales and Jeff M	2023	\$ 280.82	\$ 280.82		\$ 280.82					
			2022	\$ 317.65	\$ 317.65	\$ 4.17	\$ 321.82	\$ 602.64	9049	10/5/2023		ME
2023-180	86474	Steve Mitchell	2023	\$ 154.40	\$ 154.40	\$ 0.17	\$ 154.57		9050	10/5/2023		ME
2023-181	3509	Walter Perrin	2023	\$ 3.73	\$ 3.73	\$ 0.03	\$ 3.76		9051	10/5/2023		SNR
2023-182	26487	Rick and Susan Harrison	2020	\$ 435.95	\$ 435.95	\$ 27.87	\$ 463.82		9052	10/5/2023		SNR
2023-183	67401	St Andrews Episcopal	2023	\$ 4,981.58	\$ 4,981.58	\$ 70.29	\$ 5,051.87		9057	10/19/2023		EX
2023-184	61906	Stella Rose	2023	\$ 927.70	\$ 927.70	\$ 3.53	\$ 931.23		9058	10/19/2023		SNR
2023-185	13468	Steven Chennault	2023	\$ 361.17	\$ 361.17	\$ 4.56	\$ 365.73		9063	10/19/2023		SNR
2023-186	17262	Humberto and Edna Florid	2023	\$ 152.87	\$ 152.87		\$ 152.87					
			2022	\$ 273.08	\$ 270.40	\$ 0.32	\$ 270.72	\$ 423.59	9064	10/19/2023		SNR
2023-187	49850	Kevin and Donna Eads	2023	\$ 97.86	\$ 97.86	\$ 0.97	\$ 98.83		9065	10/19/2023		SNR
2023-188	82297	Holly Rixon	2023	\$ 260.83	\$ 260.83	\$ 1.65	\$ 262.48		9066	10/19/2023		SNR
2023-189	50317	Marijane Pearson	2023	\$ 558.97	\$ 558.97	\$ 6.87	\$ 565.84		9067	10/19/2023		SNR
2023-190	37647	Cynthia Goldner	2023	\$ 44.11	\$ 44.11	\$ 2.62	\$ 46.73		9068	10/19/2023		SNR
2023-191	2372	State Of WA DNR	2023	\$ 20.75	\$ 20.75	\$ 0.02	\$ 20.77		9080	10/31/2023		SNR
2023-192	5756	R and H family LLC	2023	\$ 12.09	\$ 12.09	\$ 0.14	\$ 12.23		9081	10/31/2023		EX
2023-193	35174	Kelly and Christine Johnsto	2023	\$ 20.32	\$ 20.32		\$ 20.32					
			2022	\$ 24.12	\$ 24.12		\$ 24.12					
			2021	\$ 30.25	\$ 30.25		\$ 30.25					
			2020	\$ 27.25	\$ 27.25	\$ 1.92	\$ 29.17	\$ 103.86	9082	10/31/2023		EC
2023-194	36221	Carol Linda Wehr	2023	\$ 7.80	\$ 7.80		\$ 7.80		9083	10/31/2023		EC
2023-195	82499	Jeffrey Hudson	2023	\$ 69.57	\$ 69.57		\$ 69.57					
			2022	\$ 82.59	\$ 82.59		\$ 82.59					
			2021	\$ 83.65	\$ 83.65	\$ 0.50	\$ 84.15	\$ 236.31	9084	10/31/2023		EC
2023-196	28754	Patricia Mcneily	2023	\$ 919.77	\$ 919.77	\$ 11.72	\$ 931.49		9085	10/31/2023		SNR
2023-197	35016	Douglas and Patrice MarkH	2023	\$ 677.49	\$ 677.49	\$ 2.45	\$ 679.94		9086	10/31/2023		SNR
				\$ -	\$ -		\$ -					
				\$ -	\$ -		\$ -					
				\$ -	\$ -		\$ -					
				\$ -	\$ -		\$ -					
		PACS Balances		285,829.67	285,829.67	1,563.61	287,393.28					
		Difference		0.00	0.00	0.00	0.00					



AGENDA ITEM SUMMARY

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

JAN 22 2024

Department: Public Works/Parks Departments

WORK SESSION ☒ Meeting Date: 01/22/24

REGULAR AGENDA ☒ Meeting Date: 01/30/24

Required originals approved and attached? ☒

Will be provided on:

Item summary:

- | | | |
|---|---|--|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # <u>101-24-001</u> | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other Grant Application Authorization |

Documents exempt from public disclosure attached: ☐

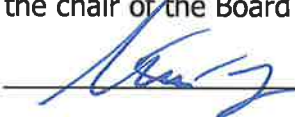
Executive summary: Clallam County has been awarded a \$90,255 Local Parks Maintenance Grant from the state Recreational Conservation Office (RCO). State Fiscal Year (SFY) 23/24 (ends June 30, 2024) will fund up to \$53,255 for the purchase of a tractor with attachments (e.g., boom flail mower, rotary broom, bucket) to support trail corridor vegetation management, pavement maintenance (e.g., sweeping) and other maintenance work along the Olympic Discovery Trail (ODT). The County was also awarded \$37,000 to replace a failing roof, water damaged walls, and insulation to address needed repairs of the southwest campground restroom at the Salt Creek Recreation Area. The restroom repairs and maintenance grant funds will be funded in SFY 23/25 (July 1, 2024 - June 30, 2025) under a separate grant contract 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?** ☐

The grant application is for 100% of equipment purchase and restroom maintenance repairs. No match required.

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

Approve the attached RCO Grant Agreement for SFY 23/24 for the trail equipment purchase. The County authorized signer of the Agreement is the chair of the Board via Adobe Acrobat sign.

County Official signature & print name:  Steve Gray

Name of Employee/Stakeholder attending meeting: Steve Gray

Relevant Departments: Public Works

Date submitted: January 17, 2024

* 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)

Project Sponsor: Clallam County**Project Number:** 23-1760M**Project Title:** Trail Equipment & Salt Creek Restroom Repair**Approval Date:** 11/30/2023**PARTIES OF THE AGREEMENT**

This Recreation and Conservation Office Grant Agreement (Agreement) for the project identified above (Project) is entered into between the State of Washington by and through the Recreation and Conservation Office (RCO), P.O. Box 40917, Olympia, Washington 98504-0917, and Clallam County (Sponsor, and primary Sponsor), 223 E 4th St Ste 5, Port Angeles, WA 98362-3015, and shall be binding on the agents and all persons acting by or through the parties.

All Sponsors are equally and independently subject to all the conditions of this Agreement except those conditions that expressly apply only to the primary Sponsor.

Sponsor attests that prior to and during the Period of Performance, its Authorized Representative(s)/Agent(s) identified on the original signed Applicant Resolution/Authorization has full authority to legally bind the Sponsor(s) regarding all matters related to the Project, including but not limited to, full authority to: (1) sign the grant application for grant assistance, (2) enter into this Agreement, including indemnification, (3) enter into amendments to this Agreement. Agreements and amendments must be signed by the Authorized Representative/Agent(s) of all Sponsors, unless otherwise allowed in the AMENDMENTS TO AGREEMENT Section.

- A. During the Period of Performance, a Sponsor may change its Authorized Representative/Agent only by providing the RCO written notice of the change and identifying the new designee authorized to sign as Authorized Representative/Agent. Unless and until such written notice is provided to RCO, RCO shall recognize only the person initially identified as the Authorized Representative/Agent.
- B. RCO reserves the right at any time to request, and Sponsor has the obligation to provide authorizations and documents that demonstrate any signatory to this Agreement or an amendment has the authority to legally bind the Sponsor.

For the purposes of this Agreement, as well as for grant management purposes with RCO, only the primary Sponsor may act as a fiscal agent to obtain reimbursements (See PROJECT REIMBURSEMENTS Section).

PURPOSE OF AGREEMENT

This Agreement sets out the terms and conditions by which a Local Parks Maintenance Program grant is made from the General Fund State Account of the State of Washington. The grant is administered by the Recreation and Conservation Office (RCO).

DESCRIPTION OF PROJECT

Clallam County will use this grant funding to purchase trail maintenance equipment and to buy materials to repair a restroom building at Salt Creek Recreation Area. Trail maintenance equipment will include a tractor with attachments to carry out corridor maintenance along the regional Olympic Discovery Trail sections managed by Clallam County. Restroom repairs will address roof leaks and water damage so that the restroom can return to year-round availability. The primary recreational activity supported by this project is maintenance of outdoor recreation sites.

PERIOD OF PERFORMANCE

The period of performance begins on December 1, 2023 (project start date) and ends on June 30, 2024 (project end date). No allowable cost incurred before or after this period is eligible for reimbursement unless specifically provided for by written amendment or addendum to this Agreement, or specifically provided for by applicable RCWs, WACs, and any applicable RCO manuals as of the effective date of this Agreement.

The RCO has the right to summarily dismiss any request to amend this Agreement if not made at least 60 days before the project end date

STANDARD TERMS AND CONDITIONS INCORPORATED

The Standard Terms and Conditions of the Recreation and Conservation Office attached hereto are incorporated by reference as part of this Agreement.

LONG-TERM OBLIGATIONS

For this maintenance project, the Sponsor's ongoing obligations for the project area shall be for the period of performance of this Agreement. For equipment purchased as part of the project, the Sponsor's ongoing obligation shall comply with the Treatment of Equipment and Assets section and applicable RCO Manuals identified herein.

PROJECT FUNDING AND REIMBURSEMENT PERIOD(S)

The total grant award provided for this project shall not exceed \$53,255.00. The RCO shall not pay any amount beyond that approved for grant funding of the project.:

	Percentage	Dollar Amount	Source of Funding
Office - Local Parks Mnt Multi-Tier 1	100.00%	\$53,255.00	State
Total Project Cost	100.00%	\$53,255.00	

If this Grant Agreement's period of performance spans more than one state fiscal year (July 1st through June 30th), Sponsor's work performed in each fiscal year shall be reimbursed only with the funds available in that fiscal year. RCO shall not be obligated to reimburse work performed in one single fiscal year with funds from another fiscal year.

Grant funds that are not expended through a reimbursement request in one fiscal year (unused funds) shall not be carried over to the next fiscal year, and Sponsor has no right to these funds in the next fiscal year. Sponsor shall forfeit unspent grant funds, which shall remain with RCO unless otherwise made available as part of an amended Agreement.

RIGHTS AND OBLIGATIONS INTERPRETED IN LIGHT OF RELATED DOCUMENTS

All rights and obligations of the parties under this Agreement are further specified in and shall be interpreted in light of the Sponsor's application and the project summary and eligible scope activities under which the Agreement has been approved and/or amended as well as documents produced in the course of administering the Agreement, including the eligible scope activities, the milestones report, progress reports, and the final report. Provided, to the extent that information contained in such documents is irreconcilably in conflict with the Agreement, such information shall not be used to vary the terms of the Agreement, unless the terms in the Agreement are shown to be subject to an unintended error or omission. "Agreement" as used here and elsewhere in this document, unless otherwise specifically stated, has the meaning set forth in the definitions of the Standard Terms and Conditions.

AMENDMENTS TO AGREEMENT

Except as provided herein, no amendment (including without limitation, deletions) of this Agreement shall be effective unless set forth in writing and signed by all parties. Exception: extensions of the Period of Performance and minor scope adjustments need only be signed by RCO's director or designee and consented to in writing (including email) by the Sponsor's Authorized Representative/Agent or Sponsor's designated point of contact for the implementation of the Agreement (who may be a person other than the Authorized Agent/Representative), unless otherwise provided for in an amendment. It is the responsibility of a Sponsor to ensure that any person who signs an amendment on its behalf is duly authorized to do so.

COMPLIANCE WITH APPLICABLE STATUTES, RULES, AND POLICIES

This Agreement, including any amendment thereto, is governed by, and the Sponsor shall comply with, all applicable state and federal laws and regulations, applicable RCO manuals as identified below, Exhibits, and any applicable federal program and accounting rules effective as of the date of this Agreement or as of the effective date of an amendment, unless otherwise provided in the amendment. Provided, any update in law, rule, policy or a manual that is incorporated as a result of an amendment shall apply only prospectively and shall not require that an act previously done in compliance with existing requirements be redone unless otherwise expressly stated in the amendment.

For the purposes of this Agreement, the following RCO manuals are deemed applicable and are incorporated as terms of this Agreement:

- Local Parks Maintenance Grant - Manual 27
- Reimbursements - Manual 8

SPECIAL CONDITIONS

For cultural resources compliance purposes, the sponsor has certified that the scope of work included within this Project meets the conditions outlined in Manual 27 as a Multisite project that only includes Tier 1 activities, and that all maintenance activities do not include ground disturbing actions or involve work on a historic-era structures. The sponsor must adhere to the standard Inadvertent Discovery Protocols as outlined in this grant agreement.

None

AGREEMENT CONTACTS

The parties will provide all written communications and notices under this Agreement to either or both the mail address and/or the email address listed below:

Sponsor Project Contact

Steve Gray
Public Works Deputy Director
223 E 4th St Ste 6
Port Angeles, WA 98362
steve.gray@clallamcountywa.gov

RCO Contact

Andrea Hood
Outdoor Grants Manager
PO Box 40917
Olympia, WA 98504-0917
andrea.hood@rco.wa.gov

These addresses and contacts shall be effective until receipt by one party from the other of a written notice of any change.

ENTIRE AGREEMENT

This Agreement, with all amendments and attachments, constitutes the entire Agreement of the parties. No other understandings, oral or otherwise, regarding this Agreement shall exist or bind any of the parties.

EFFECTIVE DATE

Unless otherwise provided for in this Agreement, this Agreement, for Project 23-1760, shall become effective and binding on the date signed by both the Sponsor's and the RCO's Authorized Representative/Agent, whichever is later (Effective Date). Reimbursements for eligible and allowable costs incurred within the period of performance identified in the PERIOD OF PERFORMANCE Section are allowed only when this Agreement is fully executed, and an original is received by RCO.

The Sponsor has read, fully understands, and agrees to be bound by all terms and conditions as set forth in this Agreement and the STANDARD TERMS AND CONDITIONS OF THE RCO GRANT AGREEMENT. The signatories listed below represent and warrant their authority to bind the parties to this Agreement.

Clallam County

By: _____

Date: _____

Name (printed): _____

Title: _____

Approved as to form only by



Bert Dee Boughton
Civil Deputy Prosecuting Attorney
Clallam County

State of Washington Recreation and Conservation Office

By: _____

Date: _____

Megan Duffy
Director
Recreation and Conservation Office

Pre-approved as to form:

By: _____

Date: 10/26/2023

Assistant Attorney General

Project Sponsor: Clallam County

Project Number: 23-1760M

Project Title: Trail Equipment & Salt Creek Restroom Repair

Approval Date: 11/30/2023

Eligible Scope Activities

ELIGIBLE SCOPE ACTIVITIES

Maintenance Metrics

Worksite #1, Salt Creek Recreation Area Restroom

Equipment

Purchase maintenance equipment

Equipment costing over \$5,000:

One tractor with loader

Purchase attachments for equipment

Describe the items being purchased:

Attachments may include broom, boom flail
mower, auger/bit, backhoe bucket

Recreational Facility Maintenance

Perform Recreational Facility Maintenance

Project Sponsor: Clallam County

Project Number: 23-1760M

Project Title: Trail Equipment & Salt Creek Restroom Repair

Approval Date: 11/30/2023

Project Milestones

PROJECT MILESTONE REPORT

Complete	Milestone	Target Date	Comments/Description
X	Project Start	12/01/2023	
X	Cultural Resources Complete	12/31/2023	Signed Inadvertent Discovery Plan submitted to RCO
	Purchase Equipment	03/01/2024	
	Progress Report Due	03/15/2024	
	Annual Project Billing Due	03/31/2024	
	Agreement End Date	06/30/2024	
	Final Billing Due	08/15/2024	
	Final Report Due	08/15/2024	

Note: If the project is approved for and receives year two funding, RCO will amend the agreement and add new milestones for spending the new money.

Project Sponsor: Clallam County
Project Title: Trail Equipment & Salt Creek Restroom Repair

Project Number: 23-1760M
Approval Date: 11/30/2023

Standard Terms and Conditions of the Recreation and Conservation Office

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STANDARD TERMS AND CONDITIONS EFFECTIVE DATE

This document sets forth the Standard Terms and Conditions of the Recreation and Conservation Office as of 12/26/2023.

CITATIONS, HEADINGS AND DEFINITIONS

- A. Any citations referencing specific documents refer to the version current on the effective date of this Agreement or the effective date of any amendment thereto.
- B. Headings used in this Agreement are for reference purposes only and shall not be considered a substantive part of this Agreement.
- C. Definitions. As used throughout the Agreement, the following terms shall have the meaning set forth below (Note: not all defined terms may be present in a particular Agreement):

Agreement, terms of the Agreement, or project agreement – The document entitled "RCO GRANT AGREEMENT" accepted by all parties to the present project and transaction, including without limitation the Standard Terms and Conditions of the RCO Grant Agreement, all exhibits, attachments, addendums, amendments, and applicable manuals, and any intergovernmental agreements, and/or other documents that are incorporated into the Agreement subject to any limitations on their effect under this Agreement.

applicable manual(s), manual – A manual designated in this Agreement to apply as terms of this Agreement, subject (if applicable) to substitution of the "RCO director" for the term "board" in those manuals where the project is not approved by or funded by the referenced board, or a predecessor to the board.

applicable WAC(s) – Designated chapters or provisions of the Washington Administrative Code that apply by their terms to the type of grant in question or are deemed under this Agreement to apply as terms of the Agreement, subject to substitution of the "RCO director" for the term "board" or "agency" in those cases where the RCO has contracted to or been delegated to administer the grant program in question.

applicant – Any party, prior to becoming a Sponsor, who meets the qualifying standards/eligibility requirements for the grant application or request for funds in question, and who has submitted an application to RCO requesting grant funds.

application – The documents and other materials that an applicant submits to the RCO to support the applicant's request for grant funds; this includes materials required for the "Application" in the RCO's automated project information system, and other documents as noted on the application checklist including but not limited to legal opinions, maps, plans, evaluation presentations and scripts.

Authorized Representative/Agent – A Sponsor's agent (employee, political appointee, elected person, etc.) authorized to be the signatory of this Agreement and any amendments requiring a Sponsor's signature. This person has the signature authority to bind the Sponsor to this Agreement, grant, and project.

C.F.R. – Code of Federal Regulations

completed project or project completion – The status of a project when all the following have occurred:

- The grant funded project has been inspected by the RCO, if applicable
- The RCO has determined that the project has been completed satisfactorily.
- A final project report is submitted to and accepted by RCO.
- Any amendments to the Agreement required by RCO have been executed by the Sponsor and RCO and have been delivered to RCO.
- A final reimbursement request has been delivered to and paid by RCO.
- Documents affecting property rights (including RCO's as may apply) and any applicable notice of grant, have been recorded (as may apply).

contractor – An entity that receives a contract from a Sponsor related to performance of work or another obligation under this Agreement.

Cultural Resources – Archaeological or historic archaeological sites, historic buildings/structures, and cultural or sacred places.

director – The chief executive officer of the Recreation and Conservation Office or that person's designee.

effective date – The date when the Agreement is signed by both the Sponsor's and the RCO's Authorized Representative/Agent, whichever is later.

equipment – Tangible personal property (including information technology systems) having a useful service life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the Sponsor or \$5,000 (2 C.F.R. Part 200 (as updated)).

funding board or board – The Washington State Recreation and Conservation Funding Board, or the Washington State Salmon Recovery Funding Board, or both as may apply.

Funding Entity – the entity that approves the project that is the subject to this Agreement.

grant program – The source of the grant funds received. May be an account in the state treasury, or a grant category within a larger grant program, or a federal source.

long-term obligations – Sponsor's obligations after the project end date, as specified in the Agreement and manuals and other exhibits as may apply.

landowner agreement – An agreement that is required between a Sponsor and landowner for projects located on land not owned, or otherwise controlled, by the Sponsor.

maintenance project – A project that maintains existing areas and facilities through repairs and upkeep for the benefit of outdoor recreation.

maintenance and operation – A project that maintains and operates existing areas and facilities through repairs, upkeep, and routine services for the benefit of outdoor recreationists.

match or matching share – The portion of the total project cost provided by the Sponsor.

milestone – An important event with a defined date to track an activity related to implementation of a funded project and monitor significant stages of project accomplishment.

Office – Means the Recreation and Conservation Office or RCO.

pass-through entity – A non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program (2 CFR 200 (as updated)). If this Agreement is a federal subaward, RCO is the pass-through entity.

period of performance – The period beginning on the project start date and ending on the project end date.

pre-agreement cost – A project cost incurred before the period of performance.

primary Sponsor – The Sponsor who is not a secondary Sponsor and who is specifically identified in the Agreement as the entity to which RCO grants funds to and authorizes and requires to administer the grant. Administration includes but is not limited to acting as the fiscal agent for the grant (e.g., requesting and accepting reimbursements, submitting reports). A Primary Sponsor includes its officers, employees, agents and successors.

Project – The undertaking identified on the first page of the Agreement that is funded by this Agreement either in whole or in part with funds administered by RCO.

project area – A geographic area that delineates a grant assisted site which is subject to project agreement requirements.

project completion or completed project – The status of a project when all of the following have occurred:

- The grant funded project has been inspected by the RCO and the RCO has determined that all scopes of work to implement the project have been completed satisfactorily.
- A final project report is submitted to and accepted by RCO.
- Any amendments to the Agreement required by RCO have been entered by the Sponsor and RCO and have been delivered to the RCO.
- A final reimbursement request has been delivered to and paid by RCO.
- Documents affecting property rights (including RCO's as may apply) and any applicable notice of grant, have been recorded (as may apply).

project cost – The total allowable costs incurred under this Agreement and all required match share and voluntary committed matching share, including third-party contributions (see also 2 C.F.R. Part 200 (as updated)) for federally funded projects).

project end date – The specific date identified in the Agreement on which the period of performance ends, as may be changed by amendment. This date is not the end date for any long-term obligations.

project start date – The specific date identified in the Agreement on which the period of performance starts.

RCFB – Recreation and Conservation Funding Board

RCO – Recreation and Conservation Office – The state agency that administers the grant that is the subject of this Agreement. RCO includes the director and staff.

RCW – Revised Code of Washington

reimbursement – RCO's payment of funds from eligible and allowable costs that have already been paid by the Sponsor per the terms of the Agreement.

renovation project – A project intended to improve an existing site or structure in order to increase its useful service life beyond current expectations or functions. This does not include maintenance activities to maintain the facility for its originally expected useful service life.

secondary Sponsor – One of two or more Sponsors who is not a primary Sponsor. Only the primary Sponsor may be the fiscal agent for the project.

Sponsor – A Sponsor is an organization that is listed in and has signed this Agreement.

Sponsor Authorized Representative/Agent – A Sponsor's agent (employee, political appointee, elected person, etc.) authorized to be the signatory of this Agreement and any amendments requiring a Sponsor signature. This person has the signature authority to bind the Sponsor to this Agreement, grant, and project.

subaward – Funds allocated to the RCO from another organization, for which RCO makes available to or assigns to another organization via this Agreement. Also, a subaward may be an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of any award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal or other program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. Also see 2 C.F.R. Part 200 (as updated). For federal subawards, a subaward is for the purpose of carrying out a portion of a Federal award and creates a federal assistance relationship with the subrecipient (2 C.F.R. Part 200 (as updated)). If this Agreement is a federal subaward, the subaward amount is the grant program amount in the Project Funding Section.

subrecipient – Subrecipient means an entity that receives a subaward. For non-federal entities receiving federal funds, a subrecipient is an entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency (2 C.F.R. Part 200 (as updated)). If this Agreement is a federal subaward, the Sponsor is the subrecipient.

tribal consultation – Outreach and consultation with one or more federally recognized tribes (or a partnership or coalition or consortium of such tribes, or a private tribal enterprise) whose rights will or may be significantly affected by the proposed project. This includes sharing with potentially-affected tribes the scope of work in the grant and potential impacts to natural areas, natural resources, and the built environment by the project. It also includes responding to any request from such tribes and considering tribal recommendations for project implementation, which may include not proceeding with parts of the project, altering the project concept and design, relocating the project, or not implementing the project. Tribal consultation does not affect RCO's final approval authority for project proposals.

useful service life – Period during which a built asset, equipment, or fixture is expected to be useable for the purpose it was acquired, installed, developed, and/or renovated, or restored per this Agreement.

WAC – Washington Administrative Code.

PERFORMANCE BY THE SPONSOR

The Sponsor shall undertake the project as described in this Agreement, and in accordance with the Sponsor's proposed goals and objectives described in the application or documents submitted with the application, all as finally approved by the RCO (to include any RCO approved changes or amendments thereto). All submitted documents are incorporated by this reference as if fully set forth herein.

Timely completion of the project and submission of required documents, including progress and final reports, is important. Failure to meet critical milestones or complete the project, as set out in this Agreement, is a material breach of the Agreement.

ASSIGNMENT

Neither this Agreement, nor any claim arising under this Agreement, shall be transferred or assigned by the Sponsor without prior written approval of the RCO. Sponsor shall not sell, give, or otherwise assign to another party any property right, or alter a conveyance (see below) for the project area acquired with this grant without prior approval of the RCO.

RESPONSIBILITY FOR PROJECT

Although RCO administers the grant that is the subject of this Agreement, the project itself remains the sole responsibility of the Sponsor. The RCO and Funding Entity (if different from the RCO) undertakes no responsibilities to the Sponsor, or to any third party, other than as is expressly set out in this Agreement.

The Sponsor has sole responsibility to implement the project and for any claim or suit of any nature by any third party related in any way to the project. When a project has more than one Sponsor, any and all Sponsors are equally responsible for the project and all post-completion stewardship responsibilities and long-term obligations unless otherwise stated in this Agreement.

The RCO, its employees, assigns, consultants and contractors, and members of any funding board or advisory committee or other RCO grant review individual or body, have no responsibility for reviewing, approving, overseeing or supervising design, construction, or safety of the project and leaves such review, approval, oversight and supervision exclusively to the Sponsor and others with expertise or authority. In this respect, the RCO, its employees, assigns, consultants and contractors, and any funding board or advisory committee or other RCO grant review individual or body will act only to confirm at a general, lay person, and nontechnical level, solely for the purpose of project eligibility and payment and not for safety or suitability, that the project apparently is proceeding or has been completed in accordance with the Agreement.

INDEMNIFICATION

The Sponsor shall defend, indemnify, and hold the State and its officers and employees harmless from all claims, demands, or suits at law or equity (however denominated) arising in whole or in part from the actual or alleged acts, errors, omissions or negligence in connection with this Agreement (including without limitation all work or activities thereunder), or the breach of any obligation under this Agreement by the Sponsor or the Sponsor's agents, employees, contractors, subcontractors, or vendors, of any tier, or any other persons for whom the Sponsor may be legally liable. Provided, however, that Sponsor is not required to defend or indemnify the State against and hold harmless the State from claims, demands or suits based upon the sole negligence of the State, its employees and/or agents for whom the State is vicariously liable. Provided, further, that if the claims or suits are caused by or result from the concurrent negligence of (a) the Sponsor or the Sponsor's agents or employees, and (b) the State, or its employees or agents, the Sponsor's indemnity obligation shall be valid and enforceable only to the extent of the Sponsor's negligence or its agents, or employees.

As part of its obligations provided above, the Sponsor specifically assumes potential liability for actions brought by the Sponsor's own employees or its agents against the State and, solely for the purpose of this indemnification and defense, the Sponsor specifically waives any immunity under the state industrial insurance law, RCW Title 51. Sponsor's waiver of immunity under this provision extends only to claims against Sponsor by Indemnitee RCO, and does not include, or extend to, any claims by Sponsor's employees directly against Sponsor.

Sponsor shall ensure that any agreement relating to this project involving any contractors, subcontractors and/or vendors of any tier shall require that the contracting entity indemnify, defend, waive RCW 51 immunity, and otherwise protect the State as provided herein as if it were the Sponsor. This shall not apply to a contractor or subcontractor donating its services to the project without compensation or other substantial consideration.

The Sponsor shall also defend, indemnify, and hold the State and its officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the Sponsor or the Sponsor's agents, employees, contractors, subcontractors or vendors, of any tier, or any other persons for whom the Sponsor may be legally liable, in performance of the work under this Agreement or arising out of any use in connection with the Agreement of methods, processes, designs, information or other items furnished or communicated to the State, its agents, officers and employees pursuant to the Agreement. Provided, this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from the State's, its agents', officers' and employees' failure to comply with specific written instructions regarding use provided to the State, its agents, officers and employees by the Sponsor, its agents, employees, contractors, subcontractors or vendors, of any tier, or any other persons for whom the Sponsor may be legally liable.

The funding board and RCO are included within the term State, as are all other agencies, departments, boards, councils, committees, divisions, bureaus, offices, societies, or other entities of state government.

INDEPENDENT CAPACITY OF THE SPONSOR

The Sponsor and its employees or agents performing under this Agreement are not officers, employees or agents of the RCO or Funding Entity. The Sponsor will not hold itself out as nor claim to be an officer, employee or agent of the RCO or the Funding Entity, or of the state of Washington, nor will the Sponsor make any claim of right, privilege or benefit which would accrue to an employee under RCW 41.06.

The Sponsor is responsible for withholding and/or paying employment taxes, other taxes, insurance, or deductions of any kind required by federal, state, and/or local laws.

CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, RCO may, in its sole discretion, by written notice to the Sponsor terminate this Agreement if it is found after due notice and examination by RCO that there is a violation of the Ethics in Public Service Act, RCW 42.52; or any similar statute involving the Sponsor in the procurement of, or performance under, this Agreement. In the event this Agreement is terminated as provided in this paragraph, RCO shall be entitled to pursue the same remedies against the Sponsor as it could pursue in the event of a breach of the Agreement by the Sponsor. The rights and remedies of RCO provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

COMPLIANCE WITH APPLICABLE LAW

In performing its obligations under the Agreement, the Sponsor shall comply with all applicable federal, state, and local laws (including without limitation all applicable ordinances, codes, rules, and regulations). Such compliance includes, without any limitation as to other applicable laws, the following laws:

- A. **Nondiscrimination Laws.** The Sponsor shall comply with all applicable federal, state, and local nondiscrimination laws and/or policies, including but not limited to: the Americans with Disabilities Act; Civil Rights Act; and the Age Discrimination Employment Act (if applicable). In the event of the Sponsor's noncompliance or refusal to comply with any nondiscrimination law or policy, the Agreement may be rescinded, cancelled, or terminated in whole or in part, and the Sponsor may be declared ineligible for further grant awards from the RCO or Funding Entity. The Sponsor is responsible for any and all costs or liability arising from the Sponsor's failure to so comply with applicable law. Except where a nondiscrimination clause required by a federal funding agency is used, the Sponsor shall insert the following nondiscrimination clause in each contract for construction of this project: "During the performance of this contract, the contractor agrees to comply with all federal and state nondiscrimination laws, regulations and policies."
- B. **Secular Use of Funds.** No funds awarded under this grant may be used to pay for religious activities, worship, or instruction, or for lands and facilities for religious activities, worship, or instruction. Religious activities, worship, or instruction may be a minor use of the grant supported recreation and conservation land or facility. Provided, however, that this restriction shall be based on an analysis of the use of the funds, not the identity or affiliation of the Sponsor.
- C. **Wages and Job Safety.** The Sponsor agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington or other jurisdiction affecting wages and job safety. The Sponsor agrees, that when state prevailing wage laws (RCW 39.12) are applicable, to comply with such laws, to pay the prevailing rate of wage to all workers, laborers, or mechanics employed in the performance of any part of this contract, and to file a statement of intent to pay prevailing wage with the Washington State Department of Labor and Industries as required by RCW 39.12.40. The Sponsor also agrees to comply with the provisions of the rules and regulations of the Washington State Department of Labor and Industries.
 - 1) Pursuant to RCW 39.12.040(1)(a), all contractors and subcontractors shall submit to Sponsor a statement of intent to pay prevailing wages if the need to pay prevailing wages is required by law. If a contractor or subcontractor intends to pay other than prevailing wages, it must provide the Sponsor with an affirmative statement of the contractor's or subcontractor's intent. Unless required by law, the Sponsor is not required to investigate a statement regarding prevailing wage provided by a contractor or subcontractor.
- D. **Restrictions on Grant Use.** No part of any funds provided under this grant shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, or for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the U.S. Congress or any state legislature. No part of any funds provided under this grant shall be used to pay the salary or expenses of any Sponsor, or agent acting for such Sponsor, related to any activity designed to influence legislation or appropriations pending before the U.S. Congress or any state legislature.
- E. **Debarment and Certification.** By signing the Agreement with RCO, the Sponsor certifies that neither it nor its principals nor any other lower tier participant are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by Washington State Labor and Industries. Further, the Sponsor agrees not to enter into any arrangements or contracts related to this Agreement with any party that is on Washington State Department of Labor and Industries' "Debarred Contractor List."

ARCHAEOLOGICAL AND CULTURAL RESOURCES

- A. **Termination.** RCO retains the right to terminate a project due to anticipated or actual impacts to archaeology and cultural resources.
- B. **Compliance and Indemnification.** At all times, the Sponsor shall take reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic resources in the project area, and comply with any RCO direction for such minimization and mitigation. All federal or state cultural resources requirements under Governor's Executive Order 21-02 and the National Historic Preservation Act, and the State Environmental Policy Act and the National Environmental Policy Act, and any local laws that may apply, must be completed prior to the start of any

work on the project site. The Sponsor must agree to indemnify and hold harmless the State of Washington in relation to any claim related to historical or cultural artifacts discovered, disturbed, or damaged due to the project funded under this Agreement. Sponsor shall comply with RCW 27.53, RCW 27.44.055, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting cultural resources and human remains.

C. The Sponsor shall be provided and be bound by the RCO Inadvertent Discovery Plan, and:

- 1) Keep the IDP at the project site.
- 2) Make the IDP readily available to anyone working at the project site.
- 3) Discuss the IDP with staff and contractors working at the project site.
- 4) Implement the IDP when cultural resources or human remains are found at the project site.

D. Discovery

- 1) If any archaeological or historic resources are found while conducting work under this Agreement, the Sponsor shall immediately stop work and notify RCO, the Department of Archaeology and Historic Preservation at (360) 586-3064, and any affected Tribe, and stop any activity that may cause further disturbance to the archeological or historic resources.
- 2) If any human remains are found while conducting work under this Agreement, Sponsor shall immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, and then RCO, all in the most expeditious manner, and stop any activity that may cause disturbance to the remains. Sponsor shall secure the area of the find will and protect the remains from further disturbance until the State provides a new notice to proceed.
 - a) Any human remains discovered shall not be touched, moved, or further disturbed unless directed by RCO or the Department of Archaeology and Historic Preservation (DAHP).
 - b) The county medical examiner/coroner will assume jurisdiction over the human skeletal remains and make a determination of whether those remains are forensic or non-forensic. If the county medical examiner/coroner determines the remains are non-forensic, then they will report that finding to the Department of Archaeology and Historic Preservation (DAHP) who will then take jurisdiction over the remains. The DAHP will notify any appropriate cemeteries and all affected tribes of the find. The State Physical Anthropologist will make a determination of whether the remains are Indian or Non-Indian and report that finding to any appropriate cemeteries and the affected tribes. The DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the remains.

RECORDS

- A. **Digital Records.** If requested by RCO, the Sponsor must provide a digital file(s) of the project property and funded project site in a format specified by the RCO.
- B. **Maintenance and Retention.** The Sponsor shall maintain books, records, documents, data and other records relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. Sponsor shall retain such records for a period of nine years from the date RCO deems the project complete, as defined in the PROJECT REIMBURSEMENTS Section. If any litigation, claim or audit is started before the expiration of the nine (9) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- C. **Access to Records and Data.** At no additional cost to RCO, the records relating to the Agreement, including materials generated under the Agreement, shall be subject at all reasonable times to inspection, review or audit by RCO, personnel duly authorized by RCO, the Office of the State Auditor, and/or federal and state officials so authorized by law, regulation or agreement. This includes access to all information that supports the costs submitted for payment under the grant and all findings, conclusions, and recommendations of the Sponsor's reports, including computer models and methodology for those models.
- D. **Public Records.** Sponsor acknowledges that the RCO is subject to RCW 42.56 and that this Agreement and any records Sponsor submits or has submitted to the State shall be a public record as defined in RCW 42.56. RCO administers public records requests per WAC 286-06 and 420-04 (which ever applies). Additionally, the Sponsor agrees to disclose any information in regards to the expenditure of that funding as if the project sponsor were subject to the requirements of chapter 42.56 RCW. By submitting any record to the State, Sponsor understands that the State may be requested to disclose or copy that record under the state public records law, currently codified at RCW 42.56. The Sponsor warrants that it possesses such legal rights as are necessary to permit the State to disclose and copy such record to respond to a request under state public records laws. The Sponsor hereby agrees to release the State

from any claims arising out of allowing such review or copying pursuant to a public records act request, and to indemnify against any claims arising from allowing such review or copying and pay the reasonable cost of state's defense of such claims.

PROJECT FUNDING

- A. **State Operating Budget.** Grant funds for this Grant/Agreement derive from the State's Operating Budget. Sponsor shall comply with state rules that direct, and in some cases restrict, the use of such funds for work performed per this Agreement. Sponsor shall follow RCO's direction on what activities Sponsor performs per this Agreement because of Operating Budget rules and requirements.
- B. **Additional Amounts.** The RCO or Funding Entity shall not be obligated to pay any amount beyond the dollar amount as identified in this Agreement nor for activities that do not occur in the fiscal year in which funds are available unless an additional amount has been approved in advance by the RCO director and incorporated by written amendment into this Agreement.
- C. **Before the Agreement.** No expenditure made, or obligation incurred, by the Sponsor before the project start date shall be eligible for grant funds, in whole or in part, unless specifically provided for by the RCO director, such as a waiver of retroactivity or program specific eligible pre-Agreement costs. For reimbursements of such costs, this Agreement must be fully executed and an original received by RCO. The dollar amounts identified in this Agreement may be reduced as necessary to exclude any such expenditure from reimbursement.
- D. **After the Period of Performance.** No expenditure made, or obligation incurred, following the period of performance shall be eligible, in whole or in part, for grant funds hereunder. In addition to any remedy the RCO or Funding Entity may have under this Agreement, the grant amounts identified in this Agreement shall be reduced to exclude any such expenditure from participation.

PROJECT REIMBURSEMENTS

Reimbursement Basis (also see PROJECT FUNDING AND REIMBURSEMENT PERIOD(S) section)

- A. This Agreement is administered on a reimbursement basis per WAC 286-13 and/or 420-12, whichever has been designated to apply. Only the primary Sponsor may request reimbursement for eligible and allowable costs incurred during the period of performance. The primary Sponsor may request reimbursement only after (1) this Agreement has been fully executed and (2) the Sponsor has remitted payment to its vendors. RCO will authorize disbursement of project funds only on a reimbursable basis at the percentage as defined in the PROJECT FUNDING Section. Reimbursement shall not be approved for any expenditure not incurred by the Sponsor, or for a donation used as part of its matching share. RCO does not reimburse for donations. All reimbursement requests must include proper documentation of expenditures as required by RCO.
- B. **Reimbursement Request Frequency.** The primary Sponsor is required to submit a reimbursement request to RCO, at a minimum for each project at least once a year and only for reimbursable activities occurring in the same fiscal year (July 1st through June 30th) or as identified in the milestones. Sponsors must refer to the PROJECT FUNDING AND REIMBURSEMENT PERIOD(S) section and the most recent applicable RCO manuals and this Agreement regarding reimbursement requirements. Where conflicts exist between this Agreement and RCO Manual 8, this Agreement shall prevail.
- C. **Compliance and Payment.** The obligation of RCO to pay any amount(s) under this Agreement is expressly conditioned on strict compliance with the terms of this Agreement and other agreements between RCO and the Sponsor.
- D. **Conditions for Payment of Retainage.** RCO reserves the right to withhold disbursement of the total amount of the grant to the Sponsor until the following has occurred:
 - 1) RCO has accepted the project as a completed project, which acceptance shall not be unreasonably withheld.
 - 2) On-site signs are in place (if applicable); Any other required documents and media are complete and submitted to RCO; Grant related fiscal transactions are complete.

RECOVERY OF PAYMENTS

- A. **Recovery for Noncompliance.** In the event that the Sponsor fails to expend funds under this Agreement in accordance with state and federal laws, and/or the provisions of the Agreement, fails to meet its percentage of the project total, and/or fails to comply with any of the terms and conditions of the Agreement, RCO reserves the right to recover grant award funds in the amount equivalent to the extent of noncompliance, in addition to any other remedies available at law or in equity.

- B. **Return of Overpayments.** The Sponsor shall reimburse RCO for any overpayment or erroneous payments made under the Agreement. Repayment by the Sponsor of such funds under this recovery provision shall occur within 30 days of demand by RCO. Interest shall accrue at the rate of twelve percent (12%) per annum from the time the Sponsor received such overpayment. Unless the overpayment is due to an error of RCO, the payment shall be due and owing on the date that the Sponsor receives the overpayment from the RCO. If the payment is due to an error of RCO, it shall be due and owing 30 days after demand by RCO for refund.

COVENANT AGAINST CONTINGENT FEES

The Sponsor warrants that no person or selling agent has been employed or retained to solicit or secure this Agreement on an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agents maintained by the Sponsor for the purpose of securing business. RCO shall have the right, in the event of breach of this clause by the Sponsor, to terminate this Agreement and to be reimbursed by Sponsor for any grant funds paid to Sponsor (even if such funds have been subsequently paid to an agent), without liability to RCO or, in RCO's discretion, to deduct from the Agreement grant amount or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

INCOME (AND FEES) AND USE OF INCOME

See WAC 286-13-110 for additional requirements for projects funded from the RCFB.

- A. **Compatible source.** The source of any income generated in a funded project or project area must be compatible with the funding source and the Agreement and any applicable manuals, RCWs, and WACs.
- B. **Use of Income.** Subject to any limitations contained in applicable state or federal law, any needed approvals of RCO, and applicable rules and policies, income or fees generated at a project work site (including entrance, utility corridor permit, cattle grazing, timber harvesting, farming, rent, franchise fees, ecosystem services, carbon offsets sequestration, etc.) during or after the reimbursement period cited in the Agreement, must be used to offset:
- 1) The Sponsor's matching resources;
 - 2) The project's total cost;
 - 3) The expense of operation, maintenance, stewardship, monitoring, and/or repair of the facility or program assisted by the grant funding;
 - 4) The expense of operation, maintenance, stewardship, monitoring, and/or repair of other similar units in the Sponsor's system;
 - 5) Capital expenses for similar acquisition and/or development and renovation; and/or
 - 6) Other purposes explicitly approved by RCO or otherwise provided for in this agreement.
- C. **Fees.** User and/or other fees may be charged in connection with land acquired or facilities developed, maintained, renovated, or restored and shall be consistent with the:
- 1) Grant program laws, rules, and applicable manuals;
 - 2) Value of any service(s) furnished;
 - 3) Value of any opportunities furnished; and
 - 4) Prevailing range of public fees in the state for the activity involved.

PROCUREMENT REQUIREMENTS

- A. **Procurement Requirements.** If the Sponsor has, or is required to have, a procurement process that follows applicable state and/or federal law or procurement rules and principles, it must be followed, documented, and retained. If no such process exists, the Sponsor must follow these minimum procedures:
- 1) Publish a notice to the public requesting bids/proposals for the project;
 - 2) Specify in the notice the date for submittal of bids/proposals;
 - 3) Specify in the notice the general procedure and criteria for selection; and

- 4) Sponsor must contract or hire from within its bid pool. If bids are unacceptable the process needs to be repeated until a suitable bid is selected.
- 5) Comply with the same legal standards regarding unlawful discrimination based upon race, gender, ethnicity, sex, or sex-orientation that are applicable to state agencies in selecting a bidder or proposer.

Alternatively, Sponsor may choose a bid from a bidding cooperative if authorized to do so.

This procedure creates no rights for the benefit of third parties, including any proposers, and may not be enforced or subject to review of any kind or manner by any entity other than the RCO. Sponsors may be required to certify to the RCO that they have followed any applicable state and/or federal procedures or the above minimum procedure where state or federal procedures do not apply.

TREATMENT OF EQUIPMENT AND ASSETS

Equipment shall be used and managed only for the purpose of this Agreement, unless otherwise provided herein or in the applicable manuals, or approved by RCO in writing.

- A. **Discontinued Use.** Equipment obtained under this Agreement shall remain in the possession of the Sponsor for the duration of the project, or as allowed by this Agreement and applicable RCO Manuals. When the Sponsor discontinues use of the equipment for the purpose for which it was funded, RCO may require the Sponsor to deliver the equipment to RCO, or to dispose of the equipment according to RCO published policies.
- B. **Loss or Damage.** The Sponsor shall be responsible for any loss or damage to equipment.

RIGHT OF INSPECTION

The Sponsor shall provide right of access to the project to RCO, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, long-term obligations, compliance, and/or quality assurance under this Agreement. If a landowner agreement or other form of control and tenure limits access to the project area, it must include (or be amended to include) the RCO's right to inspect and access lands acquired or developed with this funding assistance.

PREFERENCES FOR RESIDENTS

Sponsors shall not express a preference for users of grant assisted project sites on the basis of residence (including preferential reservation, membership, and/or permit systems) except that reasonable differences in admission and other fees may be maintained on the basis of residence. Fees for nonresidents must not exceed twice the fee imposed on residents. Where there is no fee for residents but a fee is charged to nonresidents, the nonresident fee shall not exceed the amount that would be imposed on residents at comparable state or local public facilities.

PROVISIONS APPLYING TO DEVELOPMENT, MAINTENANCE, RENOVATION, AND RESTORATION PROJECTS

The following provisions shall be in force:

- A. **Operations and Maintenance.** Properties, structures, and facilities developed, maintained, or operated with the assistance of money granted per this Agreement and within the project area shall be built, operated, and maintained according to applicable regulations, laws, building codes, and health and public safety standards to assure a reasonably safe condition and to prevent premature deterioration. It is the Sponsor's sole responsibility to ensure the same are operated and maintained in a safe and operable condition. The RCO does not conduct safety inspections or employ or train staff for that purpose.
 - 1) Change orders that impact the amount of funding or changes to the scope of the project as described to and approved by the RCO must receive prior written approval of the RCO.
- B. **Control and Tenure.** At the request of RCO, the Sponsor must provide documentation that shows appropriate tenure and term (such as long-term lease, perpetual or long-term easement, or perpetual or long-term fee simple ownership, or landowner agreement or interagency agreement for the land proposed for construction, renovation, or restoration, or maintenance. The documentation must meet current RCO requirements identified in this Agreement as of the effective date of this Agreement unless otherwise provided in any applicable manual, RCW, WAC, or as approved by the RCO.
- C. **Use of Best Management Practices.** Sponsors are encouraged to use best management practices including those developed as part of the Washington State Aquatic Habitat Guidelines (AHG) Program. AHG documents include "Integrated Streambank Protection Guidelines", 2002; "Land Use Planning for Salmon, Steelhead and Trout: A land use planner's guide to salmonid habitat protection and recovery", 2009", "Protecting Nearshore Habitat and Functions in Puget Sound", 2010; "Stream Habitat Restoration Guidelines", 2012; "Water Crossing Design Guidelines", 2013;

and "Marine Shoreline Design Guidelines", 2014. These documents, along with new and updated guidance documents, and other information are available on the AHG Web site. Sponsors are also encouraged to use best management practices developed by the Washington Invasive Species Council (WISC) described in "Reducing Accidental Introductions of Invasive Species" which is available on the WISC Web site.

- D. **Safety and Risk.** At no time shall the Sponsor design, construct, or operate this grant funded project in a way that unreasonably puts the public, itself, or others at risk of injury or property damage. The Sponsor agrees and acknowledges that the Sponsor is solely responsible for safety and risk associated with the project, that RCO does not have expertise, capacity, or a mission to review, monitor, or inspect for safety and risk, that no expectation exists that RCO will do so, and that RCO is in no way responsible for any risks associated with the project.

ORDER OF PRECEDENCE

This Agreement is entered into, pursuant to, and under the authority granted by applicable federal and state laws. The provisions of the Agreement shall be construed to conform to those laws. In the event of a direct and irreconcilable conflict between the terms of this Agreement and any applicable statute, rule, or policy or procedure, the conflict shall be resolved by giving precedence in the following order:

- A. Federal law and binding executive orders;
- B. Code of federal regulations;
- C. Terms and conditions of a grant award to the state from the federal government;
- D. Federal grant program policies and procedures adopted by a federal agency that are required to be applied by federal law;
- E. State Constitution, RCW, and WAC;
- F. Agreement Terms and Conditions and
- G. Applicable Manuals;
- H. Applicable deed restrictions, and/or governing documents.

LIMITATION OF AUTHORITY

Only RCO's Director or RCO's delegate authorized in writing (delegation to be made prior to action) shall have the authority to alter, amend, modify, or waive any clause or condition of this Agreement; provided that any such alteration, amendment, modification, or waiver of any clause or condition of this Agreement is not effective or binding unless made as a written amendment to this Agreement and signed by the RCO Director or delegate.

WAIVER OF DEFAULT

Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such in writing, signed by the director, or the director's designee, and attached as an amendment to the original Agreement.

APPLICATION REPRESENTATIONS – MISREPRESENTATIONS OR INACCURACY OR BREACH

The Funding Entity (if different from RCO) and RCO rely on the Sponsor's application in making its determinations as to eligibility for, selection for, and scope of, funding grants. Any misrepresentation, error or inaccuracy in any part of the application is presumed to be material and to have been relied upon, and may be deemed a breach of this Agreement at RCO's sole discretion.

SPECIFIC PERFORMANCE

RCO may, at its sole discretion, enforce this Agreement by the remedy of specific performance, which means Sponsor's completion of the project and/or its completion of long-term obligations as described in this Agreement. However, the remedy of specific performance shall not be the sole or exclusive remedy available to RCO. No remedy available to the RCO shall be deemed exclusive. The RCO may elect to exercise any, a combination of, or all of the remedies available to it under this Agreement, or under any provision of law, common law, or equity, including but not limited to seeking full or partial repayment of the grant amount paid and damages.

TERMINATION AND SUSPENSION

The RCO requires strict compliance by the Sponsor with all the terms of this Agreement including, but not limited to, the requirements of the applicable statutes, rules, and RCO policies, and with the representations of the Sponsor in its application for a grant as finally approved by RCO. For federal awards, notification of termination will comply with 2 C.F.R. § 200 (as updated).

A. For Cause.

- 1) The RCO director may suspend or terminate the obligation to provide funding to the Sponsor under this Agreement:
 - a) If the Sponsor breaches any of the Sponsor's obligations under this Agreement;
 - b) If the Sponsor fails to make progress satisfactory to the RCO director toward completion of the project by the completion date set out in this Agreement. Included in progress is adherence to milestones and other defined deadlines; or
 - c) If the primary and secondary Sponsor(s) cannot mutually agree on the process and actions needed to implement the project;
- 2) Prior to termination, the RCO shall notify the Sponsor in writing of the opportunity to cure. If corrective action is not taken within 30 days or such other time period that the director approves in writing, the Agreement may be terminated. In the event of termination, the Sponsor shall be liable for damages or other relief as authorized by law and/or this Agreement.
- 3) RCO reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the Sponsor from incurring additional obligations of funds during the investigation of any alleged breach and pending corrective action by the Sponsor, or a decision by the RCO to terminate the Contract.

B. For Convenience.

Except as otherwise provided in this Agreement, RCO may, by ten (10) days written notice, beginning on the second day after the mailing, terminate this Agreement, in whole or in part when it is in the best interest of the state. If this Agreement is so terminated, RCO shall be liable only for payment required under the terms of this Agreement prior to the effective date of termination. A claimed termination for cause shall be deemed to be a "Termination for Convenience" if it is determined that:

- 1) The Sponsor was not in default; or
- 2) Failure to perform was outside Sponsor's control, fault or negligence.

C. Rights and Remedies of the RCO.

- 1) The rights and remedies of RCO provided in this Agreement are not exclusive and are in addition to any other rights and remedies provided by law.
- 2) In the event this Agreement is terminated by the director, after any portion of the grant amount has been paid to the Sponsor under this Agreement due to Sponsor's breach of the Agreement or other violation of law, the director may require that any amount paid be repaid to RCO for redeposit into the account from which the funds were derived. However, any repayment shall be limited to the extent repayment would be inequitable and represent a manifest injustice in circumstances where the project will fulfill its fundamental purpose for substantially the entire period of performance and of long-term obligation.

D. Non Availability of Funds.

The obligation of the RCO to make payments is contingent on the availability of state and federal funds through legislative appropriation and state allotment. If amounts sufficient to fund the grant made under this Agreement are not appropriated to RCO for expenditure for this Agreement in any biennial fiscal period, RCO shall not be obligated to pay any remaining unpaid portion of this grant unless and until the necessary action by the Legislature or the Office of Financial Management occurs. If RCO participation is suspended under this section for a continuous period of one year, RCO's obligation to provide any future funding under this Agreement shall terminate. Termination of the Agreement under this section is not subject to appeal by the Sponsor.

- 1) **Suspension:** The obligation of the RCO to manage contract terms and make payments is contingent upon the state appropriating state and federal funding each biennium. In the event the state is unable to appropriate such funds by the first day of each new biennium RCO reserves the right to suspend the Agreement, with ten (10) days written notice, until such time funds are appropriated. Suspension will mean all work related to the contract must cease until such time funds are obligated to RCO and the RCO provides notice to continue work.
- 2) **No Waiver.** The failure or neglect of RCO to require strict compliance with any term of this Agreement or to pursue a remedy provided by this Agreement or by law shall not act as or be construed as a waiver of any right to fully enforce all rights and obligations set forth in this Agreement and in applicable state or federal law

and regulations.

DISPUTE HEARING

Except as may otherwise be provided in this Agreement, when a dispute arises between the Sponsor and the RCO, which cannot be resolved, either party may request a dispute hearing according to the process set out in this section. Either party's request for a dispute hearing must be in writing and clearly state:

- A. The disputed issues;
- B. The relative positions of the parties;
- C. The Sponsor's name, address, project title, and the assigned project number.

In order for this section to apply to the resolution of any specific dispute or disputes, the other party must agree in writing that the procedure under this section shall be used to resolve those specific issues. The dispute shall be heard by a panel of three persons; one person chosen by the Sponsor, one person chosen by the director, and a third person chosen by the two persons initially appointed. If a third person cannot be agreed on, the persons chosen by the Sponsor and director shall be dismissed and an alternate person chosen by the Sponsor, and one by the director shall be appointed, and they shall agree on a third person. This process shall be repeated until a three-person panel is established.

Any hearing under this section shall be informal, with the specific processes to be set by the disputes panel according to the nature and complexity of the issues involved. The process will be solely based on written material if the parties so request or if so directed by the disputes panel. The disputes panel shall be governed by the provisions of this Agreement in deciding the disputes.

The parties shall be bound by the majority decision of the dispute panelists, unless the remedy directed by that panel is beyond the authority of either or both parties to perform, as necessary, or is otherwise unlawful.

Request for a disputes hearing under this section by either party shall be delivered or mailed to the other party. The request shall be delivered or mailed within thirty (30) days of the date the requesting party has received notice of the action or position of the other party which it wishes to dispute. The written agreement to use the process under this section for resolution of those issues shall be delivered or mailed by the receiving party to the requesting party within thirty (30) days of receipt by the receiving party of the request.

All costs associated with the implementation of this process shall be shared equally by the parties.

ATTORNEYS' FEES

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own costs and attorneys' fees.

GOVERNING LAW/VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. In the event of a lawsuit involving this Agreement, venue shall be in Thurston County Superior Court if legally proper; otherwise venue shall be in the Superior Court of a county where the project is situated, if venue there is legally proper, and if not, in a county where venue is legally proper. The Sponsor, by execution of this Agreement acknowledges the jurisdiction of the courts of the State of Washington and agrees to venue as set forth above.

SEVERABILITY

The provisions of this Agreement are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Agreement.

END OF STANDARD TERMS AND CONDITIONS

This is the end of the Standard Terms and Conditions of the Agreement.



8

AGENDA ITEM SUMMARY

JAN 22 2024

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

Department: Public Works/Roads

WORK SESSION ☒ **Meeting Date: 01/22/2024**

REGULAR AGENDA ☒ **Meeting Date: 01/30/2024**

Required originals approved and attached? ☐
Will be provided on: 01/23/2024

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:

An agreement between the County and PUD to remove/replace a water main in conjunction with the Sekiu Sewer Project.

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?** ☐

County will be reimbursed for expenditures incurred for the water main removal/replacement

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

We recommend that the Commissioners review, approve and sign this agreement

County Official signature & print name: Joe Donisi Joe Donisi, P.E.

Name of Employee/Stakeholder attending meeting: Joe Donisi

Relevant Departments: Public Works

Date submitted: 1/17/2024

* 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)

WATER MAIN REIMBURSEMENT AGREEMENT

THIS AGREEMENT is entered into on this _____ day of _____, 2024 between CLALLAM COUNTY, a political subdivision of the State of Washington (hereinafter the County), and PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY, a municipal corporation (hereinafter the PUD).

RECITALS:

WHEREAS, the County is replacing sewer lines by contract in County Right of Way in Sekiu, WA; and

WHEREAS, the County is the lead agency for the construction of this project; and

WHEREAS, the PUD has established and abandoned water mains in portions of the construction area which are at the end of their useful life and which must be removed and/or replaced; and

WHEREAS, the water mains are located in County Right of Way; and

WHEREAS, to facilitate coordination of the work to be accomplished, the PUD has requested that the water main removal and/or replacement be included in the County contract for the sewer line replacement; and

WHEREAS, it is to the mutual benefit of the parties to this agreement that the work be performed under the County's contract, providing cost savings to the PUD, and to allow the County to safely perform and complete its sewer replacement project;

NOW, THEREFORE, pursuant to Chapter 39.34 of the Revised Code of Washington and in consideration of the mutual promises contained herein, the parties agree as follows:

1. This agreement does not establish any separate legal or administration entity
2. The period of performance shall commence on January 15, 2024 and be completed by December 31, 2024 unless terminated sooner as provided in this agreement or extended by amendment of this agreement.
3. The County, as the lead contracting agency, agrees to pay the contractor for costs associated with the removal and/or replacement of the existing water mains as requested by the PUD subject to reimbursement by the PUD as set forth in Item 5 below. The cost is estimated at \$170,047.29 including tax.

4. Each party shall absorb and pay for its own engineering, administrative, and inspection costs associated with this project.
5. The PUD agrees to reimburse the County for the costs associated with the removal and/or replacement of the existing water mains installed on County rights-of-way.
6. The County shall keep accurate records of the actual costs associated with the removal and/or replacement of the existing water mains.
7. The County shall bill the PUD monthly and after completion of the water line work.
8. Upon completion of the project and after final payment has been made, the water main will be the property of the PUD, and the sewer will be the property of the County.
9. The PUD's obligations in this agreement extend to reimbursement of the costs of the work described herein only. The PUD shall not assume any liability for the quality, adequacy, or performance of the work, and should claim be made against the PUD in any way arising from the work, the County shall fully indemnify and defend the PUD against such claim.
10. This agreement will be administered jointly by the County and the PUD pursuant to RCW 39.34.030(4)
11. This agreement may be terminated by either party for any reason upon 30 calendar days' written notification to the other party.

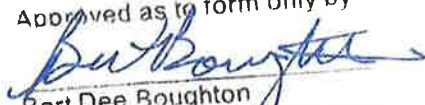
PUBLIC UTILITY DISTRICT NO. 1
OF CLALLAM COUNTY

CLALLAM COUNTY

Sean Worthington
General Manager

Mike French
Chair, Clallam County Commissioners

Approved as to form only by


Bert Dee Broughton
Civil Deputy Prosecuting Attorney
Clallam County



9
JAN 22 2024

AGENDA ITEM SUMMARY

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

Department: Roads

WORK SESSION ☒ **Meeting Date:** 1/22/2024

REGULAR AGENDA ☒ **Meeting Date:** 01/30/2024

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 Call for Bids |

Documents exempt from public disclosure attached: ☐

Executive summary:

This item is the Notification of Invitation to Bid for the Carlsborg Repaving project. Work includes paving of the existing road from the Olympic Discovery Trail crossing to Old Olympic Highway (M.P. 1.01 to M.P. 1.76).

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?** ☐

This item is included in the adopted 2024 Roads budget, and is grant funded through County Road Administration Board, REET, and County Road's funds.

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

Approve the Notice of Invitation to Bid

County Official signature & print name: Joe Donisi, P.E.

A handwritten signature in blue ink that reads "Joe Donisi".

Name of Employee/Stakeholder attending meeting: Joe Donisi & Darby Twilight

Relevant Departments: Roads

Date submitted: 01/17/2024

* 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 INVITATION FOR BIDS

SEALED BIDS will be received by the Board of Clallam County Commissioners at 223 East Fourth Street, Room 150, Port Angeles, Washington until 10:00 a.m., Tuesday, **February 20, 2024**, at which time they will be publicly opened and read aloud for:

Repaving Carlsborg Road between milepost 1.01 and milepost 1.76 and related work

Complete plans and specifications may be obtained from the office of the Public Works Department, Courthouse, 223 E. 4th St, Ste 6, Port Angeles, WA 98362, 360-417-2319.

Questions regarding this project may be directed to Darby Twight at 360-417-2306.

The sealed bids must be clearly marked on the outside of the envelope “**BID PROPOSAL – CARLSBORG REPAVING**”. Address Bid proposal to: Board of Clallam County Commissioners, 223 E. 4th St, Ste. 4, Port Angeles, WA 98362, or hand-deliver to 223 E. 4th St., Room 150, Port Angeles, Washington. Bid documents delivered to other offices and received late by the Commissioners’ Office will not be considered nor will bids received by facsimile or e-mail.

Clallam County will determine the lowest responsible bidder in accordance with the terms of Clallam County Code Section 3.12.070 and reserves the right to reject any and all bids and to waive informalities in the process or to accept the bid which in its estimation best serves the interests of Clallam County.

Clallam County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252,42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the ground of race, color, national origin, or sex in consideration for an award.

The attached contract plans, these contract provision and the Standard Specification for the above-described project are hereby

APPROVED THIS _____ DATE OF _____, 2024

BOARD OF CLALLAM COUNTY COMMISSIONERS

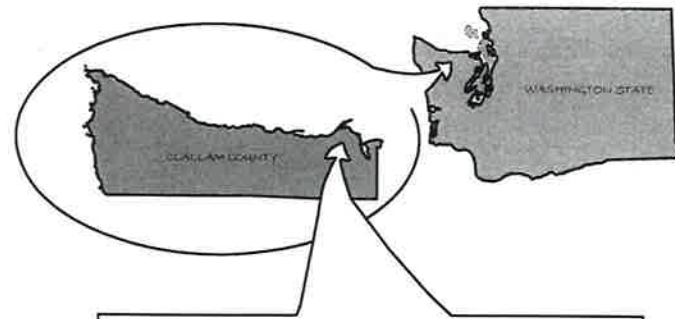
Mike French, Chair

ATTEST:

Loni Gores, Clerk of the Board

Please Publish: Peninsula Daily News -
Seattle Daily Journal of Commerce -

February 2nd, February 9th, & February 16th
February 2nd, February 9th, & February 16th



CARLSBORG ROAD RE-PAVING

ROAD# 94270, MILE POST 1.01 TO 1.76

CRP1261

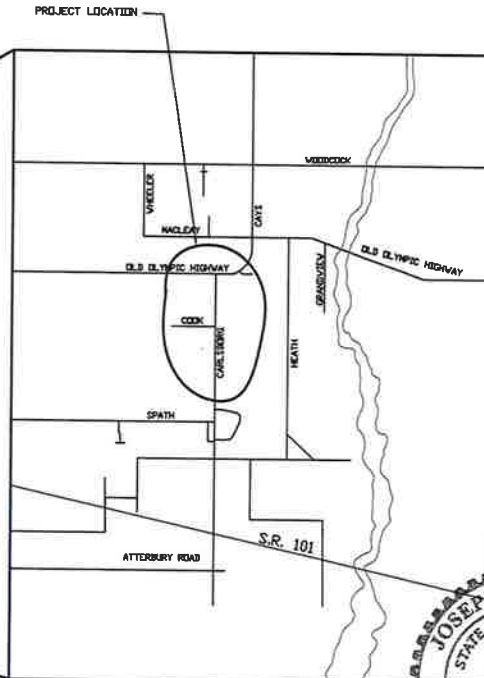
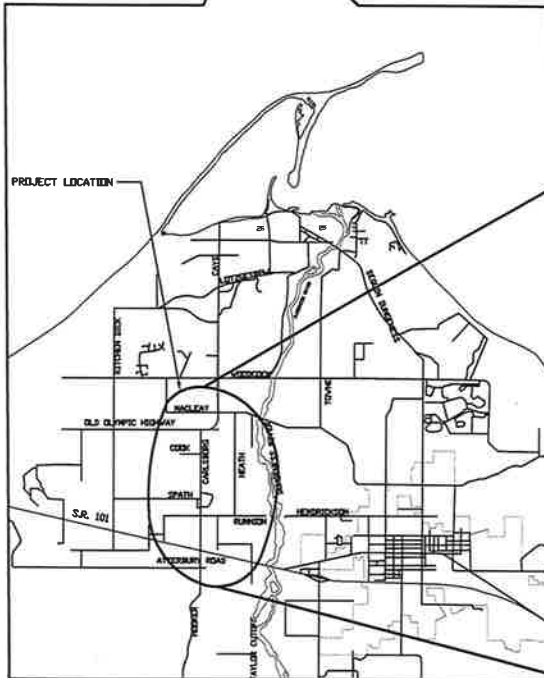
SECTION 15, TWN 30N., RNG 04W
A C.R.A.B. FUNDED PROJECT

SHEET INDEX

SHEET 1 TITLE SHEET
SHEET 2 SITE PLAN - GENERAL CONSTR. NOTES
SHEET 3 PLAN & PROFILE (STA 7+00-14+25.00)
SHEET 4 PLAN & PROFILE (STA 14+25.00-21+50.00)
SHEET 5 PLAN & PROFILE (STA 21+50.00-28+75.00)
SHEET 6 PLAN & PROFILE (STA 28+75.00-36+00.00)
SHEET 7 PLAN & PROFILE (STA 36+00.00-43+25.00)
SHEET 8 PLAN & PROFILE (STA 43+25.00-47+0.00)
SHEET 9 OLD OLYMPIC HWY INTERSECTION
SHEET 10 DETAIL SHEET
SHEET 11&12 TRAFFIC CONTROL PLAN



Know what's below.
Call before you dig.



VICINITY MAP



CLALLAM COUNTY

Joe Donisi
JOE DONISI PE, COUNTY ENGINEER

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

Randy Johnson, Member

Mark Ozlas, Member



10
JAN 22 2024

AGENDA ITEM SUMMARY

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

Department: Roads

WORK SESSION ☒ **Meeting Date: 1/22/2024**

REGULAR AGENDA ☒ **Meeting Date: 01/30/2024**

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 Call for Bids |

Documents exempt from public disclosure attached: ☐

Executive summary:

This item is a resolution to initiate a County Roads Project (CRP). Work includes paving of the existing road from the Olympic Discovery Trail crossing to Old Olympic Highway (M.P. 1.01 to M.P. 1.76).

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?** ☐

This item is included in the adopted 2024 Roads budget, and is grant funded through County Road Administration Board, REET, and County Road's funds.

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

Approve and sign the Resolution

County Official signature & print name: Joe Donisi, P.E.

A handwritten signature in blue ink that reads "Joe Donisi".

Name of Employee/Stakeholder attending meeting: Joe Donisi & Darby Twilight

Relevant Departments: Roads

Date submitted: 01/17/2024

* 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)



CR RESOLUTION ____, 2024

INITIATE A COUNTY ROAD PROJECT DESIGNATED AS CRP C1261,
TRAFFIC CONTROL DEVICES

IT IS HEREBY RESOLVED that Carlsborg Road (94270) between milepost 1.01 and milepost 1.76 be improved as follow
Road Re-paving and related work.

This project is hereby declared to be a public necessity and the county engineer is hereby ordered to report and proceed thereon as by law provided.

IT IS FURTHER RESOLVED that an appropriation from the officially adopted road fund budget and based on the county engineer's estimate is hereby made in the amounts and for the purposes shown:

ACCOUNT CODE	PURPOSE	TOTAL ESTIMATE	ESTIMATED 2024 YEAR EXPENDITURE
595.11	Engineering	\$30,000.00	\$5,000.00
595.20	Right of way acquisition	\$0.00	\$0.00
	Total	\$30,000.00	\$5,000.00
595.90	Construction Administration	\$5,000.00	\$5,000.00
595.30-80	Construction by Contract	\$820,000.00	\$922,970.00
	Total	\$825,000.00	\$927,970.00
	Total	\$855,000.00	\$932,970.00

Est. Date to Commence Work: Jul-24

Road Dist.: 1

Est. Date to Complete Work: Jul-24

Road Type: Major Collector

Signed This 17th Day of Jan., 2024

Joe Donisi

County Engineer

This project is included in the officially adopted annual road program in accordance with RCW 36.81.130 as of Item No. 2.

IT IS FURTHER RESOLVED that the construction is to be accomplished by contract in accordance with RCW 36.77.020 et.seq.

ADOPTED THIS _____ DAY OF _____, 20__.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

ATTEST:

Randy Johnson

Loni Gores, CMC, Clerk of the Board

Mark Ozias

PLEASE PUBLISH: February 2, 2024

PLEASE BILL:

Clallam County Public Works Dept.
223 E. 4th St., Ste. 6
Port Angeles, WA 98362



CR RESOLUTION _____, 2024

Document updated

INITIATE A COUNTY ROAD PROJECT DESIGNATED AS CRP C1261,
CARLSBORG REPAVING

Document was submitted after the
agenda and packet were posted on
10 updates 1/18/24

IT IS HEREBY RESOLVED that Carlsborg Road (94270) between milepost 1.01 and milepost 1.76 be improved as follow
Road Re-paving and related work.

This project is hereby declared to be a public necessity and the county engineer is hereby ordered to
report and proceed thereon as by law provided.

IT IS FURTHER RESOLVED that an appropriation from the officially adopted road fund budget and
based on the county engineer's estimate is hereby made in the amounts and for the purposes shown:

ACCOUNT CODE	PURPOSE	TOTAL ESTIMATE	ESTIMATED 2024 YEAR EXPENDITURE
595.11	Engineering	\$30,000.00	\$5,000.00
595.20	Right of way acquisition	\$0.00	\$0.00
	Total	\$30,000.00	\$5,000.00
595.90	Construction Administration	\$5,000.00	\$5,000.00
595.30-80	Construction by Contract	\$820,000.00	\$922,970.00
	Total	\$825,000.00	\$927,970.00
	Total	\$855,000.00	\$932,970.00

Est. Date to Commence Work: Jul-24

Road Dist.: 1

Est. Date to Complete Work: Jul-24

Road Type: Major Collector

Signed This 18th Day of Jan., 2024

Joe Dominici
County Engineer

This project is included in the officially adopted annual road program in accordance with RCW 36.81.130
as of Item No. 2.

IT IS FURTHER RESOLVED that the construction is to be accomplished by contract in
accordance with RCW 36.77.020 et.seq.

ADOPTED THIS _____ DAY OF _____, 20__.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

ATTEST:

Randy Johnson

Loni Gores, CMC, Clerk of the Board

Mark Ozias

PLEASE PUBLISH: February 2, 2024

PLEASE BILL:

Clallam County Public Works Dept.
223 E. 4th St., Ste. 6
Port Angeles, WA 98362



AGENDA ITEM SUMMARY

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

JAN 22 2024

Department: DCD

WORK SESSION ☒ Meeting Date: 1-22-2024

REGULAR AGENDA ☒ Meeting Date: 1-30-2024

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:

The Clallam County Planning Commission has completed its review and public hearing process regarding a proposed ordinance to require issuance of a placement permit for Recreational Park Trailers (ie. Park Models) through the Building Division. Clallam County Code does not provide regulations for the placement or use of Park Models, which can leave the public uncertain of such an investment. Park Models are regulated by State Labor & Industries and not the International Building Code, and therefore are not administered building permits issued by the Clallam County Building Division. The program would operate similarly to Mobile home placements, requiring setup to the manufacturers details and ensure compliance with potable water and sewage disposal. Through a placement permit, the County would be providing assurance for people purchasing park models that their placement is legal.

The Planning Commission held a public hearing on November 1, 2023 and voted 7-0 on December 6, 2023 to forward the ordinance titled "Recreational Park Trailer Placement" to the Board of Commissioners. The Board may now review the ordinance for adoption and move forward with their public hearing process.

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?)
Review ordinance and approve a call for hearing to take place February 13, 2024.

* 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)

County Official signature & print name:

Bruce W. Emery, Bruce Emery

Name of Employee/Stakeholder attending meeting: Donella Clark, Principal Planner

Relevant Departments: DCD

Date submitted: 1-17-2024

-
- * 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_1-22-2024
Revised: 3-04-2019

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

PUBLIC HEARING
Proposed Ordinance titled "Recreational Park Trailer Placement"

NOTICE IS HEREBY GIVEN that the Clallam County Board of Commissioners will conduct a public hearing on Tuesday, February 13, 2024 at 10:30 a.m., or as soon thereafter as possible in the Commissioners' Meeting Room of the Clallam County Courthouse, 223 East 4th Street, Room 160, Port Angeles, Washington. The hearing may also be attended by Zoom by going to <https://zoom.us/join> or by calling 253-215-8782 and then enter Meeting ID: 875 561 7844 Passcode: 12345. The purpose of the public hearing is to receive public testimony on proposed changes to the Clallam County Zoning code, amending and adding definitions to accompany a new section that would provide standards for the placement and use of Recreational Vehicles, Park Models, and the use of property for Camping.

SUMMARY OF PROPOSAL: Clallam County is proposing an Ordinance requiring issuance of a placement permit for Recreational Park Trailers (ie. Park Models) through the Building Division. The program would operate similarly to Mobile home placements, requiring setup to the manufacturers details and ensure compliance with potable water, sewage disposal, Zoning setbacks and compliance with Critical Area regulations.

HOW TO COMMENT: All persons wishing to comment are welcome to either submit their written comments before the hearing is commenced or present written and/or oral comments in person during the public hearing. Written comments should be sent to the Clallam County Board of Commissioners, 223 East 4th Street, Suite 4, Port Angeles, WA 98362-3015.

DOCUMENTS AND INFORMATION: Copy of the Ordinance is available for review at the Clallam County Department of Community Development located in the Clallam County Courthouse at 223 E. 4th Street, Port Angeles, WA or <https://www.clallamcountywa.gov/178/Community-Development-DCD>

In compliance with the Americans with Disabilities Act (ADA), appropriate aids and/or reasonable accommodations will be made available upon request. Requests must be received by the Commissioner's office (Phone: 360-417-2233; see address above) at least 7 days prior to the hearing. The facility is considered "barrier free" and accessible to those with physical disabilities.

Publish: February 3 and 10

Bill: Dept. of Community Development

Loni Gores, Clerk of the Board

LETTER OF TRANSMITTAL

To: Clallam County Board of Commissioners

From: Department of Community

Subject: Transmittal to BOCC: Findings and Conclusions regarding
Recreational Park Trailer Placement Ordinance CCC 21.06

Dear Commissioners:

The Clallam County Planning Commission has completed its review and public hearing process regarding an addition to the Building and Construction Title 21, which will address requirements for placement of Recreational Park Trailers in unincorporated Clallam County. The Planning Commission completed its review and approved its final recommendations to forward to the BOCC at its meeting on December 6, 2023. I am transmitting herewith the findings and recommendations of the Commission on this proposed Ordinance:

FINDINGS OF FACT:

1. The Planning Commission has explored ideas for ordinances regarding Recreational Vehicles and Park Trailers for several years.
2. A draft ordinance titled "Recreational Vehicles, Park Models, and Camping" failed to be passed by the Board of County Commissioners in 2021.
3. On May 3, 2023 staff presented the Planning Commission with a proposed draft ordinance regarding the placement of Recreational Park Trailers.
4. DCD issued a SEPA Threshold Determination of Non-Significance on September 18, 2023 with the comment period ending October 2, 2023.
5. Legal notice was published in the Peninsula Daily News, Sequim Gazette, and Forks Forum prior to the public hearing that was conducted on November 1, 2023.
6. Staff was directed to write a purpose statement and make some minor changes to the draft ordinance, including a provision for existing park models to come into compliance within 18 months of adoption of the code after the public hearing.
7. Staff presented a formatted draft ordinance to the Planning Commission on December 6, 2023.
8. Following a discussion at the December 6th meeting, the Planning Commission voted 7-0 for the Draft Recreational Park Trailer Placement Ordinance to be forwarded to the BOCC for consideration with a few minor corrections.

9. Based on the above facts and findings, and the attached draft ordinance adding a Chapter 21.06 to the Clallam County Code titled Recreational Park Trailer Placement, the Planning Commission adopts and transmits the following conclusion to the Clallam County Board of Commissioners.

CONCLUSION: The Clallam County Planning Commission concludes that the proposed Ordinance shall be included in the construction code to:

1. Purpose Statement – provide an avenue for recreational park trailers to be legally placed on property in unincorporated Clallam County.
2. Define “Park Model, Recreational Park Trailer, or Tiny Home on Wheels”
3. Placement requirements and application requirements – placement permit issued by Clallam County Department of Community Development and may not be occupied until the permit is issued. Placement of only one on residential property and shall bear the insignia of labor and industries. Shall disqualify the property for an accessory dwelling unit and shall comply with all other codes and regulations such as Zoning, Critical Areas and Shorelines, and Health. Park trailer shall be secured and shall be serviced by approved sewage disposal, potable water, and electrical service.
4. Effective date shall be the adoption of the ordinance.

The Planning Commission recommends approval by the BOCC and as Chair of the Commission, has directed me as its duly authorized agent to transmit this recommendation to the BOCC.


Steve Gale, Chair

1/17/2024
Date

Ordinance _____
An ordinance adding a Chapter 21.06 to the Clallam County Code titled
Recreational Park Trailer Placement

Section 06. Section .010, Purpose, is created to read as follows:

The purpose of this chapter is to provide an avenue for recreational park trailers to be legally placed on property in unincorporated Clallam County. Through the issuance of a placement permit the County can ensure proper installation, maintenance of setbacks, appropriate connection to potable water and waste disposal, and location outside of any critical areas or shorelines and their buffers.

Section 06. Section .020, Definition, is created to read as follows:

“Park Model, Recreational Park Trailer, or Tiny Home on Wheels” means a trailer-type unit primarily designed to provide temporary living quarter for recreational, camping or seasonal use complying with American National Standards Institute A119.5 standard for park trailers as defined by WAC 296-150P-0020. These units shall bear an insignia issued by Washington Department of Labor & Industries.

Section 06. Section .030, Recreational Park Trailer Placement requirements, is created to read as follows:

(1) Placement of a Recreational Park Trailer (including Park Models and Tiny Home on Wheels with appropriate L&I insignia) within Clallam County requires approval of a placement permit issued by the Clallam County Department of Community Development (DCD).

(2) A Recreational Park Trailer *may not* be occupied until a Placement Permit has been issued and a final inspection performed and approved by the Clallam County Department of Community Development. Existing Recreational Park Trailers placed prior to adoption of this ordinance may continue to be occupied, but are required to obtain a placement permit within 18 months of adoption of this title.

(3) Only one Recreational Park Trailer may be placed on a legal lot zoned for residential purposes, unless located within an approved binding site plan established for the purpose of placing multiple park models.

(4) Recreational Park Trailers are designed for temporary, recreational, camping, or seasonal use as identified by Labor & Industries A119.5 and shall bear the L&I Recreational Park Trailer insignia through its lifetime.

(5) A Recreational Park Trailer placed on property with a single-family residence will disqualify the property for an accessory dwelling unit while the park model is present. Likewise, a property containing an accessory dwelling unit is not eligible for the placement of a park model.

(6) Placement of a Recreational Park Trailer shall comply with all use and dimensional requirements of the County Code, including setbacks established in the Zoning Code, requirements of the Shoreline Master Program, Critical Areas Code, drainage requirements, and environmental health regulations.

(7) Improvements to a site for the placement of a Recreational Park Trailer shall not disturb the native vegetation within a critical area, shoreline, or their associated buffers without compliance with Shoreline and Critical Area regulations. Recreational Park Trailers shall not be placed in a designated floodplain.

(8) Recreational Park Trailer shall be secured with a system that meets the requirements per the manufacturer’s installation instructions or, by engineered design, and shall be installed to prevent overturning and roof uplift.

(9) Placement of Recreational Park Trailers shall require service connection to an approved means of sewage disposal, potable water supply, and electrical service.

(10) Recreational Park Trailer may have skirting and detached decks, but shall have nothing structurally connected or adjacent to the park model. Such accessory improvements shall be included and reviewed during the placement permit process.

(11) An application shall be submitted to DCD Building Division on the appropriate forms and shall include the following:

(a) Site Plan showing the location of the park model, other structures, distances from property lines, distances from critical areas and/or shorelines.

(b) Means of managing stormwater runoff if the area of the park model and other impervious surfaces (e.g. decks, patios, driveways) of the site exceed 400 square feet.

(c) Source of approved water connection.

(d) Approved sewage disposal (ie. Sewer connection, approved septic system)

(e) Accessory improvements, such as decks, skirting, parking, access, etc.

(f) Means of securing the unit to prevent overturning or roof uplift

Section 06. Section .040, Effective date, is created to read as follows:

This chapter shall take effect (i.e., the effective date shall be) the date of adoption of the ordinance codified in this chapter.

ADOPTED this _____ day of _____ 2024

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, MMC, Clerk of the Board

Mike French



12
JAN 22 2024

AGENDA ITEM SUMMARY

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

Department: DCD

WORK SESSION ☒ Meeting Date: January 22, 2024

REGULAR AGENDA ☐ Meeting Date:

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 – Performance Report |

Documents exempt from public disclosure attached: ☐

Executive summary: On April 18, 2023, a Memorandum of Understanding (MOU) was executed between the Board of County Commissioners, the Department of Community Development, the Sheriff's Office, The Environmental Health Division of DHS, and the Prosecuting Attorney's Office for the orderly and cooperative support of the Code Enforcement program. Section III.e of the MOU requires DCD to provide quarterly status reports to the BOCC, including information on key metrics related to the program. The attached report provides information on the activities of the Code Enforcement program through the 2023 calendar year. This report will be used as a template to provide quarterly reporting as established in the MOU from this date forward.

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 budgetary impact.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?) No action requested. This report is for informational purposes and discussion with the BOCC.

County Official signature & print name: Bruce Emery

A handwritten signature in blue ink that reads "Bruce W. Emery".

Name of Employee/Stakeholder attending meeting: Bruce Emery

Relevant Departments: Department of Community Development,

Date submitted: January 16, 2024

* 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)



CLALLAM COUNTY
Department of Community Development
County Courthouse
223 E. 4th St., Suite 5
Port Angeles, WA 98362-3015
Phone: (360) 417-2323
Fax: (360) 417-2443

bruce.emery@clallamcountywa.gov

January 16, 2023

Board of Clallam County Commissioners

RE: Code Enforcement Report for 2023

Dear Honorable Board of Clallam County Commissioners,

On April 18, 2023, a Memorandum of Understanding (MOU) was executed between the Board of County Commissioners (BOCC), the Department of Community Development (DCD), the Sheriff's Office, The Environmental Health Division of DHS, and the Prosecuting Attorney's Office for the orderly and cooperative support of the Code Enforcement program. Section III.e of the MOU requires DCD to provide quarterly status reports to the BOCC, including information on key metrics related to the program.

Although it has taken some time to establish the data needed for reporting, the following provides information on the activities of the Code Enforcement program through the 2023 Calendar Year. This information will form the basis for providing quarterly reporting as established in the MOU from this date forward.

Case Load.

General Stats:

- Total open cases at start of 2023: **344**
- Total new cases in 2023: **188**
- Total cases resolved in 2023: **187**
- Total open cases at end of 2023: **345**

Priority Rating of Current Cases.

Priority Rating:	1	2	3	4	5
Number of Cases:	2	9	50	215	69

Summary of current Case Categories.

Category	Total	Closed in 2023	Still Active
Building/FLS	276	72	204
Land Use	190	52	138
Cas/Shorelines	67	27	40
Env. Health *	116	28	88
Junk Vehicles – Voluntary	70	10	60
Junk Vehicles – Enforcement	73	43	30

(* Only joint DCD/EH cases tracked.)

Other 2023 Case Data.

- Total site visits completed: **1,702**
- Total new cases confirmed: **87**
- Total VCAs entered into: **7**
- Total cases taken to Hearing Examiner: **7**
- Total cases taken to Superior Court: **0**
- Fines and Penalties:
 - Assessed: **\$ 250,750**
 - Collected: **\$ 0**
 - In collection proceedings: **\$ 250,750**

Processing and Efficiency.

- Average days cases are open: **460.2**
- Total cases resolved:
 - By month: **15.6**
 - By Year: **187**
- Cases resolved by:
 - Administration: **55**
 - Enforcement: **126**
 - Hearing Examiner: **6**
 - Court order: **0**

Program Success Stories. In addition to the routine business of Code Enforcement reflected in the above data, The Division undertook three outreach campaigns in 2023 with great success. These included two efforts in Forks and one on Vinup Street in Port Angeles. In each location, dumpsters were provided for the voluntary removal of solid waste and assistance was made available for junk vehicle removal. This effort resulted

in the majority of problem sites within these neighborhoods experiencing substantial improvement. While these areas may require future visits, the improvements made, for the most part, continue. Additional public outreach was made via the Department's booth at the County Fair in August. The effort resulted in **363 conversations** with members of the public—elevating awareness of the program and its effectiveness.

Perhaps the most pronounced success story was the work completed at 105 Weel Road. The case involved a complaint filed in August of 2021, involving the proliferation of junk vehicles, solid waste, and illicit operation of an ad hoc salvage yard. The case was further complicated by the risk posed by two unofficial residents of the property that, due to their criminal background, posed a substantial safety risk to Code Enforcement officers. With the help of the Sheriff's Office, a legal technicality allowed for the immediate removal of the two residents in question, which created an opportunity for Code Enforcement to proceed with the cleanup effort. At the end of the project, a total of **86 junk vehicles** and **49.63 tons of solid waste** were removed from the property.

In 2023, Code Enforcement processed and facilitated the removal of **138 junk vehicles** from **28 properties**, including the Weel Road site described earlier. Code Enforcement also issued **80 dump vouchers** with **40 vouchers** used, resulting in the removal of **97.6 tons of solid waste** (non-junk vehicles) from **39 properties**. The cost of this effort was **\$16,061.40**.

Priority Cases. The following table details the top 10 cases currently targeted by the Code Enforcement Division:

Top 10 Current Priority Case Summary			
Clallam County Department of Community Development, Code Enforcement Division			
Case #	Address	Priority rating	Nature of infraction
CMP2019-00161	866 Younquist Rd.	1	Junk vehicles, occupied RVs
CMP2018-00274	1305 Pollow Rd.	1	Unsafe structure used for transient shelter, parts being salvaged to use for additional shelters.
CMP2023-00012	4114 S. Airport Rd.	2	modified intermodal containers for storage/office, no building permits
CMP2017-00134	312 Deer Park Rd.	2	Solid waste, junk vehicles
CMP2023-00029	2925 E. Vinup St.	5	Solid waste, junk vehicles
CMP2015-00061	420 Carlsborg Rd.	4	Junk vehicles
CMP2017-00104	2814 Towne Rd.	3	Illegal RV park
CMP2018-00121	2872 Kitchen-Dick Rd.	4	No building permit, RV park
CMP2019-00257	110 May Rd.	4	RV park and campground
CMP2020-00188	6992 Old Olympic Hwy.	4	Vehicle repair, junk vehicles, solid waste, No building permit

In accordance with CCC 20.08.050, Code Enforcement should prioritize cases according to the following criteria:

- (1) Violations that present an imminent threat to public health or safety.
- (2) Violations that present a high risk of damage to public resources and/or facilities.

- (3) Violations involving critical areas, floodplains or shorelines.
- (4) Violations that may result in damage to real or personal property.
- (5) Violations that do not fit within any of the previous categories.

Although confirmed violations are assigned a priority rating per the above criteria, depending on the nature of the circumstances, the person(s) involved, the scope of the problem, and priorities established by other departments, the individual case may be worthy of attention beyond the priority rating. Further, all cases require processing, which means that at any given point, the cases being focused on include an array of high, medium, and low priority cases.

As noted in the Code Enforcement MOU, extreme poverty and mental illness often creates challenges to efficient enforcement of the County Code. Of the Top Ten cases cited above, six are known to involve either extreme poverty, mental illness, or both. In cases of poverty, resources (e.g. dump vouchers) can be made available. However, in cases of mental illness, the challenges can be more nuanced and usually require more patience for a humane solution to be realized.

Future Challenges and Priorities. There was substantial personnel change that occurred in the Code Enforcement Division in 2023, including long periods where there was only one field officer present. Despite this challenge, the Division was able to maintain current case numbers and achieve a substantial positive impact in the community as evidenced by the above-mentioned data. These efforts will continue in 2024 with the intent of producing similar or better results.

But there is room for improvement. Heading into 2024, it will be Code Enforcement's priority focus to:

- Provide program case reporting to the BOCC on a quarterly basis as envisioned in the MOU.
- Improve the rate of closed cases compared to the rate of new cases.
- Significantly reduce the number of days the average case is open.
- Continue and expand public outreach and neighborhood cleanup efforts, and
- Fully implement the use of Lien's and other tools available under CCC 20.08 for ensuring collection of outstanding amounts owed.

Thank you for your attention to this matter and your ongoing support for the program. If you have any questions or other metrics you would prefer to see in future reports, please let me know. I can be reached at 360-417-2323 or at bruce.emery@clallamcountywa.gov.

Sincerely,


Bruce Emery, Director
Clallam County DCD



AGENDA ITEM SUMMARY

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

13
1/22/24

Department: BOCC

WORK SESSION ☒ Meeting Date: 1-22-2024

REGULAR AGENDA ☐ Meeting Date:

Item summary:

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

Executive summary:

The Hearing Examiner conducts administrative and quasi-judicial hearings on appeals of departmental decision and a variety of land use permits requested within unincorporated areas of Clallam County and renders a decision. The Hearing Examiner is an independent contractor relationship. The Hearing Examiner functions in accordance with the policies and procedures set forth in Chapter 26.04, Clallam County Code, and Clallam County Administrative Policies 921, 922 and 923.

The Hearing Examiner shall be appointed and compensated by the Board of Clallam County Commissioners and shall serve at the pleasure of the Board.

On November 7, 2023 the Board of Commissioners called for request for proposals/qualifications for Hearing Examiner services to be submitted no later than Tuesday, December 5, 2023. One request for proposal/qualifications packet was received from Alexander Sidles with Sidles Law.

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?** ☐
Included in the 2024 Budget.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Review and discuss next steps regarding the request for proposal for Hearing Examiner services in Clallam County.

County Official signature & print name:  Administrator Mielke

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: Board of Commissioners

Date submitted: 1-8-24

* 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)

The Hearing Examiner is an independent contractor who conducts administrative and quasi-judicial hearings on a variety of land use permits requested within the unincorporated areas of Clallam County and on appeals of departmental decisions. The Hearing Examiner functions in accordance with the policies and procedures set forth in Chapter 26.04, Clallam County Code, and Clallam County Administrative Policies 921, 922, and 923.

The Hearing Examiner is appointed and compensated by the Board of Clallam County Commissioners and shall serve at the pleasure of the Board.

On January 1, 2023, Clallam County contracted with Andrew Reeves, Managing Attorney of Sound Law Center, Seattle, Washington to provide Hearing Examiner services on behalf of the County. Due to extenuating circumstances, Mr. Reeves was not able to fulfill the duties of this position and Sound Law subcontracted with Alexander Sidles to step in as Hearing Examiner.

On November 7, 2023, the Board of Commissioners solicited request for proposals/qualifications for Hearing Examiner services to be submitted no later than Tuesday, December 5, 2023. One request for proposal/qualifications packet was received from Alexander Sidles with Sidles Law.

Upon review of the proposal, Mr. Sidles has served as a contracted Hearing Examiner for at least twelve different jurisdictions, including Clallam County. In the past year, he has held approximately 100 land use hearings, 12 of which were in Clallam County. He is well-versed in Clallam County's code and procedures. As a standard of practice, he has his decisions reviewed by at least one other experienced land use attorney prior to publication, at no additional cost for that review.

Mr. Sidles conducts all of his hearings both in-person and via Zoom to provide the greatest opportunity for people to participate, whether they are attending from work during work hours or involve out-of-area/state applicants or witnesses. He is available to conduct site visits, and does not charge for travel time.

Most of Mr. Sidles proposed fees are flat rate, enabling the County to pass on the costs of Hearing Examiner services to the applicant in a predictable manner. Appeal hearings are invoiced on an hourly basis due to the high variability of the length of those hearings.

Based upon review of this proposal, staff recommends the Board of County Commissioners proceed with entering into a contract for Hearing Examiner services with Mr. Alexander Sidles of Sidles Law, and that contract documents may be executed by either the Chair of the Board or the County Administrator at other than a public meeting.

ALEXANDER A. SIDLES

2400 NW 80th St., No. 146 Seattle, WA 98117 | (206) 518-8611 | alex@sidleslaw.com

Dear Clallam County Commissioners,

I am applying for the position of Clallam County Hearing Examiner. I have been working as a Hearing Examiner for the past year, including as a subcontractor to Clallam County's previous examiner, Andrew Reeves of Sound Law Center. During this time, I have held some hundred hearings, including at least twelve hearings in Clallam County, plus others in Skagit County, Island County, Bremerton, Sedro-Woolley, Medina, Hunts Point, Kent, City of Snohomish, Burlington, Des Moines, and Puyallup. The cases have involved zoning codes on both the permitting and code enforcement sides, as well as SEPA environmental review and permitting under shoreline master programs. I am particularly familiar with Clallam County's code and procedures, since Clallam County has been such a large part of my practice. My decisions are reviewed by at least one another experienced land use attorney prior to publication, but I do not charge the County for that review.

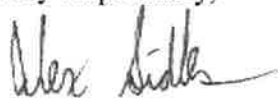
Besides my current experience as a Hearing Examiner, I was also a land use and environmental law litigator for five years with the law firm Bricklin and Newman, where I argued cases involving the GMA, SEPA, SMA, and various municipal codes—the same body of law I now apply as a Hearing Examiner. I appeared before the Pollution Control Hearings Board, Growth Management Hearings Board, various superior courts, the Western District, and the Court of Appeals.

I conduct all my hearings via Zoom, with the option for County staff, parties, or the public to attend in-person if they wish. I find that Zoom hearings give more people more opportunities to attend, especially when hearings occur during working hours. Zoom hearings are also a benefit in cases involving out-of-state applicants or witnesses. I remain available to conduct site visits as required. I do not charge for travel time.

As you will see in my fee proposal, most cases are invoiced at a flat rate. This enables the County to pass on the costs of Hearing Examiner services to the applicant in a predictable manner. I do still invoice on an hourly basis for appeal hearings, as those can be widely variable in terms of the length of hearing. I will invoice the County on a monthly basis for whatever decisions were published during the preceding month.

Below, please find my fee proposal, resume, sample decisions, and references. I can comply with the ADA, EEO, and any other applicable County, State, or Federal law. Thank you for your consideration, and please let me know if you have any questions. I am happy to meet for an in-person interview or video interview.

Very respectfully,

A handwritten signature in dark ink, appearing to read "Alex Sidles", written in a cursive style.

Alex Sidles

RESUME

EDUCATION

UNIVERSITY OF WASHINGTON SCHOOL OF LAW | Juris Doctor, June 2017.

UNIVERSITY OF WASHINGTON | Bachelor of Arts, History, June 2014.

PROFESSIONAL EXPERIENCE

HEARING EXAMINER

2022–Present | Hearing Examiner

Conducts hearings and issues decisions on behalf of cities and counties regarding complicated land use permit applications. Adjudicates administrative appeals of permit decisions and environmental determinations under the State Environmental Policy Act.

BRICKLIN AND NEWMAN, LLP

2017–2022 | Associate Attorney

Litigated land use and environmental cases. Appeared before the Western District, the Washington State Court of Appeals, the Superior Courts for many Washington counties, the Washington State Pollution Control Hearings Board and Growth Management Hearings Board, and the hearing examiners for dozens of cities and counties.

Engaged with city and county codes, as well as state laws including the Growth Management Act, Shoreline Management Act, Hydraulic Code, State Environmental Policy Act, Local Project Review Act, Forest Practices Act, Public Records Act, and State Constitution; and federal environmental laws. Presented draft ordinances to local lawmakers.

WASHINGTON FOREST LAW CENTER

2016–2017 | Law Clerk

Drafted motions and briefs in support of litigation in state court and the Pollution Control Hearings Board. Drafted public comments regarding environmental impact statements.

UNITED STATES MARINE CORPS

2003–2010 | Staff Sergeant

Counterintelligence specialist, platoon sergeant. Deployed five times to Iraq to Afghanistan.

DEPARTMENT OF EDUCATION, FEDERATED STATES OF MICRONESIA

2000–2003 | English Teacher

Taught elementary and high school English in the remote outer islands of Yap and Chuuk.

OTHER PUBLIC SERVICE EXPERIENCE

HABELE OUTER ISLAND EDUCATION FUND

2006–Present | President

Manages finances and operations of US-based non-profit (annual budget approximately \$250,000) dedicated to providing scholarships and after-school enrichment in Micronesia.

REFERENCES

SOUND LAW CENTER

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TELEGIN LAW

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175 Parfitt Way SW, Suite N270
Bainbridge Island, WA 98110



AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 1/22/24

REGULAR AGENDA ☐ **Meeting Date:**

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 – Update only |

Documents exempt from public disclosure attached: ☐

Executive summary:

Legislative Session Update:

The purpose of this discussion will be to regularly review Clallam County's priorities, projects and programs that require support from the Washington State Legislature and to plan and coordinate our individual and collective outreach efforts. We envision this to be a standing weekly agenda item throughout the term of this current Legislative session.

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?)
 Update only.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: Board of Commissioners

Date submitted: 1/16/24

* 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

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

15
JAN 22 2024

Department: Finance

WORK SESSION ☒ **Meeting Date: 1/22/2024**

REGULAR AGENDA ☒ **Meeting Date: 1/30/2024**

Required Originals Approved and Attached? ☒

Will Be Provided On:

Item Summary:*

- ☐ Call for Hearing
☒ Resolution
☐ Draft Ordinance

- ☐ Contract/Agreement/MOU**
☐ Proclamation
☐ Final Ordinance

- Contract #
☐ Budget Item
☐ Other

Documents exempt from public disclosure attached: ☐

Executive Summary:

This resolution approves the creation of the new BOCC – Recompete Grant department within the General Fund, (00100.245).

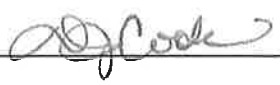
The County will be receiving approximately \$500,000 Recompete Federal Grant funding for phase one Strategy Development with additional funding for further phases of this project. This new funding will require periodic reporting. The creation of this new department allows the County to more efficiently account for this grant funded project and meet grant reporting requirements.

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?** ☒

Supplemental Appropriation has been submitted for consideration on January 30, 2024.

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

Please review and approve.

County Official signature & print name: Debi Cook 

Name of Employee attending meeting: Debi Cook, Mark Lane

Relevant Departments: BOCC, Finance

Date Submitted: 1/17/2024

* 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)



RESOLUTION _____, 2024

CREATION OF NEW BOCC – RECOMPETE GRANT DEPARTMENT WITHIN GENERAL FUND

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The County will be receiving approximately \$500,000 Recompete Federal Grant funding for phase one Strategy Development with additional funding for further phases of this project.
2. Phase one Recompete - Strategy Development Grant funding will be used to research the Prime Age Employment Gap (PAEG) in our county to determine the barriers they face preventing their participation in the workforce and how they may be alleviated.
3. In following phases, the research will guide the design of an innovative and effective navigator and outreach program to bring people in the PAEG back into the workforce. This PAEG study will also tie into research being done through Peninsula College to design programs that meet both the low barrier needs of the PAEG and the current and future workforce training needs of industry employers. NOPRC will use funds to convene Tribal, industry, and workforce training representatives to guide the development of these programs. Funding will also be used to perform economic analysis and feasibility studies for the job creation projects in our Recompete Plan. These studies will seek to determine their direct, indirect, and induced job growth capabilities, their impact on the PAEG populations we are trying to reach with this program, and that jobs created will meet the criteria of "Good Jobs."
4. These funds will require periodic reporting to State and Federal agencies.
5. Creation of this department will allow the County to better meet anticipated accounting and reporting requirements for this new funding, help preserve year-to-year comparability of other County funds financial results and enhance visibility of how such funds are used for purposes of our annual audit, internal reporting to the Board of County Commissioners, and external reporting to the public.

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

1. BOCC – Recompete Grant (00100.245), a General Fund department, is now established.

PASSED AND ADOPTED this 30th day of January, 2024.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

ATTEST:

Randy Johnson

Loni Gores, Clerk of the Board

Mark Ozias

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/05/2024

Budget Hearing/Meeting Date: 1/30/2024

- 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.
- **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.	00100.245	Budget Name	BOCC – Recompete Grant
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.245	BOCC – Recompete Grant	33111.04.0000	Recompete – Strategy Development	498,729
Total				498,729

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.245	BOCC – Recompete Grant	51420.10.0010	Regular Time	191,340
00100.245	BOCC – Recompete Grant	51420.20.0020	Benefits	66,969
00100.245	BOCC – Recompete Grant	51420.31.0010	Office Supplies	2,800
00100.245	BOCC – Recompete Grant	51420.41.0127	Contract Services	235,000
00100.245	BOCC – Recompete Grant	51420.43.0010	Travel – Business	2,620
Total				498,729

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

New Federal grant: Recompete - Strategy Development Grant funding will be used to research the Prime Age Employment Gap (PAEG) in our county to determine the barriers they face preventing their participation in the workforce and how they may be alleviated.

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