



WORK SESSION AGENDA

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street Room 160

Port Angeles, Washington

Monday, October 25, 2021 – 8:00 a.m.

****ATTENTION****

In response to the current pandemic, to promote social distancing, and in compliance with Governor's Proclamation and the recommendation of the Clallam County Health Officer, the Board of Commissioners meetings will be virtual only. The Board of Commissioners strongly encourages public comments to be submitted in writing.

This meeting can be viewed on a live stream at this link:
<http://www.clallam.net/features/meetings.html>

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

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

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or agores@co.clallam.wa.us.

Administration – 9 a.m.

1. Calendar/Correspondence
2. Contract renewal with the Administrative office of the Courts for the Becca Program

Contract renewal 

Board of Commissioners

3. Discussion and next steps for a County representative for Continuum of Care Balance of State Steering Committee

Discussion and next steps 

4. Letter of support for Sequim Valley Airport

Letter of support 

5. Discussion and next steps for RV Ordinance

Discussion and next steps 

6. Review and request a notice of hearing to be held Tuesday, November 23, 2021 at 10:30 a.m. regarding Policy 503 – Travel and Travel Reimbursement

Review and request a notice of hearing 

7. Review and request a notice of hearing to be held Tuesday, November 23, 2021 at 10:30 a.m. regarding amending Clallam County Code section relating to 5.100 Consolidated Fee Schedule – Administrative Services 111-A

Review and request a notice of hearing 

8. American Rescue Plan Act discussion regarding Black Ball Ferry

Discussion 

9. Review of Washington State Association of Counties legislative priorities

Review 

Budget

10. Resolution creating a new Health and Human Services – Foundational Public Health Services Special Revenue Fund

Resolution 

Public Works

11. Olympic Discovery Trail discussion

Discussion 

Item 11 - documents submitted after agenda was posted 10-21-21 

General Discussion/Items for Future Agendas

- A. Continued Work Session (November 8 – Cancelled)
- B. Department of Natural Resources Meeting (November 30 at 1 p.m.)
- C. Continued Work Session – Topic TBD (December 13 at 1 p.m.)
- D. Shoreline Master Program update (January 11, 2022)

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.



AGENDA ITEM SUMMARY

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

2 10/25/21

Department: **Juvenile Services**

WORK SESSION ☒ Meeting Date: **10/25/2021**

REGULAR AGENDA ☒ Meeting Date: **11/2/2021**

Required originals approved and attached? ☒

Will be provided on:

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 851.21.008 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Contract renewal with Administrative Office of the Courts (AOC) for Becca Program. The purpose of this Agreement is to engage the services of Juvenile Services to process Truancy, At Risk Youth and Child in Need of Services programs and services.

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

Resulting revenue has already been figured into the budget. No action needed.

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

Review and sign.

County Official signature & print name:

Jody Jacobsen Jody Jacobsen

Name of Employee/Stakeholder attending meeting:

Kimberly Burns & Jody

Relevant Departments: _____

Date submitted: **10/14/2021**

* Work Session/Reg. Meeting - Submit 2 single sided/not stapled copies, AIS for each, 3 originals (2 stapled) + AIS

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

Revised: 5/24/2019

**INTERAGENCY AGREEMENT IAA22089
BETWEEN
WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS
AND
CLALLAM COUNTY JUVENILE COURT
FOR
BECCA PROGRAMS AND SERVICES**

THIS AGREEMENT is entered into by and between the Administrative Office of the Courts (AOC) and Clallam County Juvenile Court (Contractor).

PURPOSE

The purpose of this Agreement is to engage the services of the Contractor to administer Truancy, At Risk Youth and Child in Need of Services (Becca) programs and services within its jurisdiction and according to the intent of the Becca legislation chapter 13.32A RCW.

Funds received by the Contractor under this Agreement may only be used to supplement, not supplant, any other local, state or federal funds received by the Contractor.

STATEMENT OF WORK

The Contractor will administer Truancy, At Risk Youth (ARY) and Child in Need of Services (CHINS) programs within the Contractor's jurisdiction pursuant to chapter 13.32A, RCW.

The Contractor shall submit summary reports to AOC documenting Becca activities. These reports shall provide the number of petitions broken down as follows:

- a. CHINS petitions;
- b. ARY petitions; and,
- c. Truancy petitions.

The Becca Bi-Annual Report to the Administrative Office of the Courts shall be **submitted electronically**. The required form for bi-annual reporting, which is incorporated in this agreement, is located on the Inside Courts website under Court Resources> Court Management and choose the "Becca Bi-Annual Report to AOC".

Reporting schedule:

Period	Report Due
07/01/21 - 12/31/21	01/31/22
01/01/22 - 06/30/22	07/31/22

Failure to submit a report by the due date may adversely affect state funding of the Becca program.

If you have questions, please contact the AOC Program Manager Sondra Hahn at Sondra.Hahn@courts.wa.gov or (360) 705-5276.

PERIOD OF PERFORMANCE

The execution of this Agreement shall constitute a ratification of an earlier verbal agreement between the parties that is now set forth in writing. Accordingly, the beginning date of performance under this Agreement is **July 1, 2021** regardless of the date of execution and it shall end on **June 30, 2022**, except for any remaining obligations of the Contractor as may exist.

COMPENSATION

- a. Contractor shall be reimbursed a maximum of **\$142,029** for costs incurred during the period of performance. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount in writing, except as governed by the REVENUE SHARING section of this agreement.
- b. Contractor shall receive payment for actual costs (within the amount identified) which are associated with the processing and case management of CHINS, ARY and Truancy referrals/petitions. Contractor shall use Exhibit A BECCA Cost Guidelines (attached and incorporated into this agreement) as a guide for determining what costs should be reimbursed.
- c. Contractor shall not be reimbursed until properly-completed monthly A-19 invoice and Becca Monthly Detail Report (see Exhibit B attached and incorporated into this agreement) is received and approved by AOC.
- d. If this agreement is terminated, Contractor shall only receive payment for performance rendered or costs incurred in accordance with the terms of this agreement prior to the effective date of termination.
- e. Contractor shall submit invoices to AOC monthly.
- f. Payment will be made by the AOC upon receipt of a properly-completed Washington State form A-19 and Becca Monthly Detail Report. Invoices are to be sent via email to AOC Financial Services at MSDFinancialServices@courts.wa.gov or to: AOC Financial Services, PO Box 41172, Olympia, WA 98504-1172. AOC will remit payment to the Contractor in a total amount not to exceed the value of this contract.
- g. Payments will be considered timely if made by the AOC within 30 days of receipt of a properly prepared invoice by the AOC or receipt of satisfactory services, whichever is later.
- h. Contractor shall maintain sufficient backup documentation of direct costs expenses under this Agreement.
- i. Allocated administrative court costs must be applied at a rate that is set forth and supported by a documented internal administrative rate plan that has been approved by the designated authority at the Superior Court and is readily accessible for review by AOC or the State Auditor.

REVENUE SHARING

AOC, in its sole discretion and upon notice, may reallocate funding among county Becca programs. If it appears Contractor may not expend the maximum contract amount, AOC may reduce the maximum contract amount. AOC may increase the maximum contract amount if additional funds become available through this revenue sharing program.

OTHER PROVISIONS FOR SERVICES

a. **Background Check/Criminal History**

In accordance with Chapters 110-700 WAC, and 43.20A RCW, the Contractor is required to conduct background check/criminal history clearance for all employees, subcontractors and/or volunteers who may or will have regular access to any client/juvenile, prior to any access under this Agreement.

In addition, Contractor may be required to conduct background check/criminal history clearance for employees, subcontractors and/or volunteers who may or will have limited access to any client/juvenile, prior to any access under this Agreement.

The Contractor shall, based on the results from the criminal background check, determine whether each employee, volunteer, and subcontractor is suitable for access to clients/juveniles.

Contractor shall affirmatively acknowledge that it has met these requirements and submit that acknowledgement to AOC. Contractor shall also document the background check/criminal history clearance process it employs.

b. Sexual Misconduct

Contractor shall ensure that all employees, subcontractors and/or volunteers are knowledgeable about the requirements of RCW 13.40.570 and of the crimes set forth in Chapter 9A.44 RCW, "Sexual Offenses."

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of this Agreement and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by AOC. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, video and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the

parties. This clause does not apply to the provisions of the REVENUE SHARING section in this Agreement.

TERMINATION

a. Termination for Convenience

Except as otherwise provided in this Agreement, either party may terminate this Agreement by providing written notice of such termination to the other specifying the effective date thereof, at least five (5) calendar days prior to such date. If this contract is so terminated, the AOC shall be liable only for payment for work completed and accepted prior to the effective date of termination.

b. Termination for Cause

If either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other party.

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. Statement of work; and
- c. Any other provisions of the Agreement including materials incorporated by reference.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, the AOC may terminate the Agreement under the "Termination for Convenience" clause, without the five day notice requirement, subject to renegotiation under those new funding limitations and conditions. AOC, at its discretion, may also elect to amend the Agreement to reflect a budget reduction



AGENDA ITEM SUMMARY

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

3
10/25/21

Department: BOCC

WORK SESSION ☒ Meeting Date: 10-25-21

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 – Discussion and next steps |

Documents exempt from public disclosure attached: ☐

Executive summary:

County Representative for Continuum of Care Balance of State Steering Committee: Dylan Godsey, Director of Coordinated Entry for Serenity House of Clallam County, would like to become a voting member for the CoC Balance of State Steering Committee in order to help Clallam County's Coordinated Entry System have a voice at the state level. At this time we don't have a county representative and "County Commissioners may designate the appropriate person or persons to the Steering Committee."

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?)

Discussion and next steps regarding a County Representative for Continuum of Care Balance of State Steering Committee.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners and Dylan Godsey, Director of Coordinated Entry for Serenity House of Clallam County

Relevant Departments: Board of Commissioners

Date submitted: 10-8-21

* Work Session Meeting - Submit 1 single sided/not stapled copy Continuum of Care Balance Steering Committee 10-25-21.docx
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019



AGENDA ITEM SUMMARY

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

4
10/25/21

Department: BOCC

WORK SESSION ☒ Meeting Date: 10/25/21

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 – Letter of Support Discussion |

Documents exempt from public disclosure attached: ☐

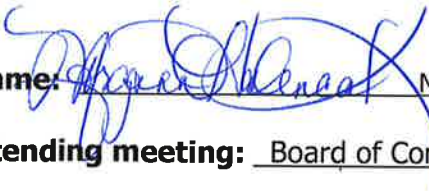
Executive summary:

Letter of Support for Sequim Valley Airport – Discussion:

The owners of Sequim Valley Airport would like the Commissioners to write a letter of support to the WA Dept. of Commerce requesting consideration of expansion of the Carlsborg UGA such that Sequim Valley Airport could legally connect to the Carlsborg Sewer System. At the same time the Commissioners are also being asked to sign a letter to the Clallam PUD expressing support for a connection to PUD water.

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?)
Discussion only.

County Official signature & print name:  Morgann Halencak, Deputy Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: Board of Commissioners

Date submitted: 10/14/21

* 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)



Request for Letters of Support Status

Commissioner Mark Ozias
223 E 4th
Port Angeles, WA 98362

October 8, 2021

Dear Commissioner Ozias:

Is sewage acquisition for Sequim Valley Airport still on the Commissioner's agenda?

During the Tuesday, September 20th Commissioner's online meeting, we requested the Commissioners write letters of support to the PUD for water access and Department of Commerce for sewer access for Sequim valley Airport. We have not received any communication on this since. What is the status of this request?

Are the other Commissioners receptive to helping the airport get sewer and water? Is this issue in the pipeline for assistance from the County?

Is there anything else we can do or anybody else we should be contacting to help this move forward?

Thank you!

Andy Sallee
Airport Manger & Sequim Valley Airport, Inc. President

PO Box 101, Carlsborg, WA 98324
(360) 670-3083 sequimairport@gmail.com

cc:

Dave Le Roux. Discovery Trail Farm Airpark & Sequim Valley Airport BOD
Mary Ellen Winborn, Director DCD
Bill Benedict, Sheriff



5
10/25/21

AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 10-25-21

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 – Discussion and next steps |

Documents exempt from public disclosure attached: ☐

Executive summary:

RV Ordinance Next Steps:

The Department of Community Development has determined that the draft RV Ordinance that has been working its way through the Planning Commission and Commissioners' process cannot be reconciled with the concerns and requirements recently identified by the Environmental Health Department. The Commissioners will discuss these concerns in greater detail and determine an appropriate path forward for this important new Ordinance.

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?)
Discussion and next steps.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners, Department of Community Development, Health and Human Services – Environmental Health Department

Relevant Departments: Board of Commissioners, Department of Community Development, Health and Human Services – Environmental Health Department

Date submitted: 10-18-21

* 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)

Ordinance _____

An ordinance amending Clallam County Code Title 33 Zoning, and adding a new section adopting standards for Recreational Vehicles, Park Models, and Camping

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Chapter 33.03, Section 33.03.010, Definitions is amended to read as follows:

For the purpose of this title, certain terms or words herein shall be interpreted as specifically defined in this chapter. All other words in this title shall carry the meanings as specified in the latest edition of Webster's New Collegiate Dictionary. Words or phrases not listed here have neither been amended or repealed by the ordinance codified in this section and remain as currently enacted.

(1) "Accessory apartment" means an accessory housing unit located above the first floor of a multistoried commercial or limited industrial use building.

(2) "Accessory dwelling unit" or "ADU" means a separate dwelling unit within a single-family dwelling or a separate structure associated with a single-family dwelling which is incidental and subordinate to the primary residential use of the property. Accessory dwelling units are further defined as follows:

(a) Detached. Those accessory dwelling units that are lawfully constructed within existing outbuildings, or stand alone, where the ADU does not share a common wall with the primary residential dwelling unit. ADUs that are connected to a primary residential structure only by a covered breezeway or similar appurtenant structure shall be considered detached.

(b) Attached. Those accessory dwelling units that share a common wall or floor/ceiling with the primary dwelling unit and do not meet the definition of detached accessory dwelling unit.

(3) "Accessory housing" means an accessory single-family housing unit, the residential use of which remains a clearly incidental and subordinate use to a legally constructed primary single-family dwelling, commercial, or industrial use. "Accessory housing" includes accessory dwelling units, accessory apartments, caretaker apartments, and temporary medical hardship dwellings.

(4) "Accessory use or improvement" means a use or improvement which is necessary for the full use and enjoyment of the main use of the property, is typically associated with the main use, and is subordinate to or incidental to the main use of a parcel and which includes the utilities necessary to serve the accessory use. Accessory uses and improvements are allowed in all zoning districts.

(5) "Administrator" means the Director of the Department of Community Development of Clallam County or his/her designee.

(6) "Affected party" means those parties with standing to bring action on appeals of decisions rendered pursuant to this title and is limited to the following parties:

- (a) The applicant or owner of property on which the development is proposed;
- (b) Any person entitled to notice of the application pursuant to CCC [33.37.010](#); or
- (c) Any person who deems themselves aggrieved by a decision and who will suffer direct and substantial impacts from the proposal.

(7) "Agriculture" means improvements and activities associated with the raising and harvesting of crops and livestock. "Agriculture" includes ancillary activities, including equipment storage and repair, seasonal employee housing, and temporary on-site retail stands for the sale of agricultural goods.

(8) “Airport, general aviation” means an area of land or water that is used or intended to be used for the landing and taking off of aircraft. General aviation airports are designated by the Federal Aviation Administration (FAA) and may include ancillary structures and facilities that support the public and/or commercial use of the airport, including boarding terminals, air traffic control towers, cargo decks, baggage and ticketing terminals, parking areas, fueling facilities, aircraft storage (hangars), and aircraft servicing and repair facilities.

(9) “Airport, private use” means an area of land or water that is used or intended to be used for the landing and taking off of aircraft. Private use airports are not designated by the Federal Aviation Administration (FAA) as general aviation airports and may include ancillary structures and facilities that support the private, noncommercial recreational use of the airport, including air traffic control towers, parking areas, fueling facilities, aircraft storage (hangars), and aircraft servicing and repair facilities.

(10) “Allowed use” means a use or structure which is allowed outright by this chapter in one or more zones without issuance of a conditional use permit but remains subject to all other development regulations applicable to the proposal.

(11) “Antenna” means any system of wires, poles, rods, reflecting discs, or similar devices used for the transmission or reception of electromagnetic waves external to or attached to the exterior of any building.

(12) “Asphalt plant” means a permanent (longer than three months) installation of an asphalt plant; provided, that the facility complies with all applicable water quality, air quality, and other environmental regulations.

(13) “Bed and breakfast inns” means a single-family dwelling on property occupied by the owner or manager which is constructed or converted partially or entirely into an overnight, short-term boarding house which does not detract from the residential appearance of the structure, and has five or fewer rooms for overnight accommodations.

(14) “Business park” means a commercial or industrial development supporting low-intensity activities compatible with adjoining residential land uses when properly landscaped.

(15) “Campground” means land developed to provide designated areas for tents and shall include facilities constructed for the comfort or convenience of the campers, including but not limited to restrooms, showers, and garbage service, and is considered an outdoor-oriented recreation facility.

(16) “Caretaker apartment” means an accessory housing unit that is permitted in association with a commercial or industrial use where no residential dwelling exists, and the expressed purpose of the accessory housing unit is to provide housing for an on-site security or operations personnel.

(17) “Cemetery” means land used or intended to be used for the burial of the dead and dedicated for cemetery purposes, including columbariums and mausoleums.

(18) “Child daycare center” means a person or agency that regularly provides care for a group of children for periods of less than 24 hours (RCW [74.15.020](#)).

(19) “Church” means a building or buildings intended for religious worship including ancillary activity and improvements such as religious education, assembly rooms, kitchen, reading room, recreation hall and may include a residence for church staff. This definition does not include schools devoted primarily to nonreligious education.

(20) “Commercial greenhouse or nursery” means a structure (greenhouse) or land (nursery) devoted to the cultivation and wholesale or retail of plants.

(21) “Commercial horse facility” means a facility greater than 2,000 square feet for the commercial boarding, care, training or riding of horses.

(22) “Commercial storage” means a structure, or part thereof, or area used principally for the storage of goods and merchandise.

(23) “Commercial use” means any premises devoted primarily to the wholesaling or retailing of a product or service for the purpose of generating an income.

(24) “Commercial use, neighborhood” means commercial uses whose primary function is to serve a limited geographic market area intending to enhance a neighborhood or limited residential market.

(25) “Commission” means the Clallam County Planning Commission appointed by the Board of Commissioners.

(26) “Communication relay facilities” means telephone, telegraph, television, radio, cables, microwave stations, retransmission improvements, substations and any other communication conveyance. This definition includes commercial broadcast stations, accessory control buildings, and security fencing.

(27) “Comprehensive Plan” means the Clallam County Comprehensive Plan, CCC Title [31](#).

(28) “Conditional use” means an activity or structure which is permitted in a zoning district through a special permitting process with public input and a determination that the proposed use is consistent with applicable land use regulations and the character of the neighborhood.

(29) “Corner lot” means a lot abutting on and at the intersection of two or more streets.

(30) “County” means Clallam County.

(31) “Density” means the number of dwelling units per gross acre of land, which includes road rights-of-way to the centerline of fronting streets, tidelands, and dedicated open space areas.

(32) “Development right” is defined as the difference between the existing use of a parcel and its potential use as permitted by existing law, i.e., a development right is equal to the unused development potential of a parcel of land. In simplest form, a single development right usually represents the potential to build one dwelling unit.

(33) “Development standards” means a set of requirements establishing parameters to be followed in site and/or building design and development.

(34) “Duplex” means two dwelling units having a common roof.

(35) “Dwelling unit” means any building or any portion thereof which is intended or designed to be used, rented, leased, let or hired out to be occupied for living purposes having independent living facilities for one family including permanent provisions for living, sleeping, eating, cooking, sanitation and including accessory structures and improvements.

(36) “Easement” means a grant of one or more property rights by the property owner to and/or for a specific or general use by a person or public.

(37) “Family daycare provider” means a child daycare provider who regularly provides child daycare for not more than 12 children in the provider’s home in the family living quarters for periods of less than 24 hours (RCW [74.15.020](#)).

(38) “Financial institution” means a building, property or activity, the principal use or purpose of which is the provision of financial services, including but not limited to: banks, facilities for automated teller machines (ATMs), credit unions, savings and loan institutions, stock brokerages and mortgage companies.

(39) “Gas station” means a principal building site and structures for the sale and dispensing of motor fuels or other petroleum products and the sale of convenience retail.

(40) "Grocery store" means a structure devoted primarily to the sale of staple foodstuffs and household commodities.

(41) "Gross floor area," for structures used for commercial or industrial purposes, shall include the sum of the horizontal areas of one or more floors of a building measured from the exterior face of exterior walls or from the centerline of a wall separating two commercial uses but not including interior parking spaces, storage spaces, loading spaces and basements which are not used for human habitation or service to the public. For structures used for residential purposes, "gross floor area" shall include the sum of the horizontal areas of one or more floors of a building measured from the exterior face of exterior walls but not including garages or exterior storage spaces.

(42) "Group home" means a facility licensed by the State which is located in a single building utilized for the full-time shelter and care of a group of unrelated people. A group home is considered to be a multiple-family dwelling when it is occupied by 17 or more clients. A group home is considered to be a home enterprise when occupied by 16 or fewer clients and when consistent with the standards for a home enterprise.

(43) "Hazardous waste" means:

(a) Any discarded, useless, unwanted, or abandoned nonradioactive substances, including but not limited to certain pesticides or any residues or containers of such substances which are disposed of in such quantities or concentration as to pose a substantial present or potential hazard to human health, wildlife, or the environment because such wastes or constituents or combinations of such wastes have short-lived toxic properties which may cause death, injury, or illness or have nutrogenic, teratogenic or carcinogenic properties; or are corrosive, explosive, flammable, or may generate pressure through decomposition or other means.

(b) Any waste described in subsection (42)(a) of this section which will persist in a hazardous form for several years or more at a disposal site and which in its persistent form presents a significant hazard and may be concentrated by living organisms through a food chain or may affect the genetic makeup of man or wildlife and is highly toxic to man or wildlife; or if disposed of at a disposal site in such quantities as would present an extreme hazard to man or the environment.

(46) "Hazardous waste treatment and storage facility" means a site or facility used to store or treat hazardous waste as defined in subsection (42) of this section.

(45) "Home-based industry" means a revenue generating enterprise which is located on a residential parcel and which generates or involves outdoor activity and/or outdoor storage of equipment or supplies.

(46) "Home enterprise" means a revenue generating enterprise which is conducted entirely within a dwelling and/or inside other legally existing buildings on a residential property and is subordinate to and incidental to the residential use of the dwelling.

(47) "Indoor shooting range" means a facility, commercial, public or private, which provides for recreational shooting and hunter education within a fully enclosed and soundproof structure which is clearly subordinate to the residential use, if applicable, of the property.

(48) "Industrial use" means any premises devoted primarily to the manufacturing of finished or semi-finished products, and the processing of materials. This definition includes accessory facilities such as but not limited to storage facilities, transfer facilities, warehousing, heavy vehicular storage and repair, log storage milling and sorting.

(49) "Kennel" means an establishment which is designed to accommodate the temporary boarding of six or more household pets owned by persons other than the owner of the premises.

(50) "Land use" means an activity on land serving man in some manner.

(51) "Limited industrial use" means those industrial uses which generate minimal amounts of noise, odor, glare, traffic, and other nuisance characteristics.

(52) "Lodges" means any structure accommodating an organization which is operated not-for-profit where entrance to the premises is contingent upon the payment of a monthly or yearly fee.

(53) "Long-term commercial significance" includes (or signals) the growing capacity, productivity, and soil composition of the land for long-term commercial production, in consideration with the land's proximity to population areas, and the possibility of more intense uses of land. Long-term commercial significance means the land is capable of producing the specified natural resources at commercially sustainable levels for at least the 20-year planning period, if adequately conserved. Designated mineral resource lands of long-term commercial significance may have alternative post-mining land uses, as provided by the Surface Mining Reclamation Act, Comprehensive Plan and development regulations, or other laws.

(54) "Lot coverage" means the total ground coverage of all buildings or structures on a site measured from the outside of external or supporting walls, but not to include: at-grade, off-street parking lots; deck areas; terraces; swimming pools; pool deck areas; walkways and roadways; and driveways.

(55) "Lot depth" means the horizontal length of a straight line drawn from the midpoint of the front property line of the lot to the midpoint of the rear property line.

(56) "Lot line, front" means the boundary of a lot which is common to a public or private road or access easement. Where the lot abuts two or more roads the lot owner may designate one of the lot lines common to one of the roads as the front lot line at the time the lot is developed.

(57) "Lot line, rear" means the property line of a lot that is most opposite or most distant from the designated front lot line and that does not intersect any front lot line. In the case of a triangular lot, it means a line 10 feet in length within the lot parallel to and at the maximum distance from the front lot line. In the event that the front property is a curved line, then the rear property line shall be assumed to be a line parallel to a line tangent to the front property line at its midpoint. In the case of waterfront property, the rear lot line is that which adjoins the ordinary high water line, unless otherwise designated by the Zoning Administrator.

(58) "Lot line, side" means any lot line that is not a front or rear lot line, or any lot line that intersects a front lot line.

(59) "Lot, parcel, tract" means an ownership of land in which the boundary is defined by a deed recorded in the County Auditor's office and assigned a tax parcel number by the County Assessor; or a lot which has been defined by a survey recorded pursuant to Washington State surveying or platting laws and is assigned a tax parcel number by the County Assessor; or parcels recognized by resolution of the Board of County Commissioners adopted prior to the effective date of this title.

(60) "Lot width" means the horizontal distance between side lot lines measured at right angles to the lot depth line at a point midway between the front and rear property line. If the side property lines are not parallel, the width of the lot shall be the length of a line at right angles to the depth line of the lot at a distance midway from the front and rear lines required for the district in which the lot is located.

(61) “Marijuana processor” means a person licensed by the State Liquor and Cannabis Board to process marijuana into marijuana concentrates, usable marijuana and marijuana-infused products, and package them for sale in retail outlets and at wholesale to marijuana retailers.

(62) “Marijuana producer” means a person licensed by the State Liquor and Cannabis Board to produce and sell marijuana at wholesale to processors and other producers.

(63) “Marijuana retail” means a person licensed by the State Liquor and Cannabis Board to sell marijuana concentrates, usable marijuana, and marijuana-infused products in a retail outlet.

(64) “Master planned resort” means a self-contained and fully integrated planned unit development, in a setting of significant natural amenities, with primary focus on destination resort facilities consisting of short-term visitor accommodations associated with a range of developed on-site indoor or outdoor recreation facilities.

(65) “Medical hardship” means a physical or mental incapacitation requiring daily care by an on-site caregiver and is attested to, in writing, by a licensed practicing physician in the State of Washington.

(66) “Medical hardship dwelling” means a mobile home or manufactured home, as defined by WAC [296-150M-0020](#), allowed to provide temporary housing in cases of documented medical hardship.

(67) “Medical service facility” means a licensed medical physician’s clinic or outpatient care clinic where overnight accommodations are not provided.

(68) “Mineral extraction” means activities involved in the extraction and processing of minerals from the earth for industrial, commercial, or construction uses, excluding water. For the purpose of this chapter, removal of solid materials from the earth is not deemed mineral extraction until the activity collectively results in more than three acres of land being disturbed or that results in pit walls more than 30 feet high and steeper than one horizontal to one vertical. This definition does not include disturbances greater than three acres of land during any time period if the cumulative area that has not been rehabilitated according to the State’s reclamation requirements outlined in Chapter [78.44](#) RCW is less than three acres. Farming, road construction, mineral exploration testing and site preparation for construction shall not be deemed mineral extraction activities.

(69) “Mineral Resource Land Overlay District” or “MRLOD” means an overlay designation given to the location of a surface mine or proposed surface mine. A surface mine located upon land having the MRLOD designation may operate there without first obtaining a conditional use permit, if one would otherwise be required in the absence of MRLOD designation. Such a surface mine is and remains subject to the regulations listed in Chapter [33.62](#) CCC and all other applicable development regulations.

(70) “Minimum lot size” means the smallest parcel size upon which a dwelling may be placed or constructed; provided, that roads and open spaces which are dedicated to the public and tidelands shall be excluded when calculating lot size; provided, that lots in the Rural (R1) zoning district may include roads dedicated to the public as part of a land division in the minimum lot size calculation.

(71) “Mini-storage/self-storage” means any real property designed and used for the purpose of renting or leasing individual storage space to occupants for the purpose of storing and removing personal property. A self-service storage facility is not a public warehouse.

(72) “Mixed-use” means development that combines two or more different land uses on the same lot or contiguous lots in the same zone, such as retail uses and residential uses.

(73) "Mobile home park" means a lot or parcel of land occupied by two or more mobile homes on a rent or lease basis, and approved by Clallam County pursuant to County regulations.

(74) "Motel/hotel" means a structure which provides overnight, short-term boarding to transient guests and not defined as a bed and breakfast inn facility.

(75) "Multiple-family dwelling" means a building containing three or more dwelling units.

(76) "Nonconforming use or structure" means a lawful structure or use existing at the time this title or any amendment thereto becomes effective, which does not conform to the requirements of the zone in which it is located.

(77) "Off-street parking" means any space specifically allocated to the parking of motor vehicles that is not located within a public right-of-way, travel lane, service drive, or any easement for public use.

(78) "Outdoor-oriented recreation facilities" means buildings, land alterations, or other facilities which are intended to provide for recreational activity including, but not limited to, campgrounds, boat launching facilities, golf courses and ball fields.

(79) "Outdoor shooting range" means a facility, commercial, public or private, and use, part of which occurs outdoors, which is established for the purpose of recreational shooting and hunter education/training. An "outdoor shooting range" includes the discharge of firearms for any lawful purposes. Accessory uses which directly relate to the use of the site as an outdoor shooting range such as campgrounds and indoor retailing of shooting supplies are included.

(80) "Parking space" means an area set aside for the parking of one motor vehicle.

(81) "Park Model or Recreational Park Trailer" means a type of recreational vehicle as defined in the American national standards institute A119.5 standard for park trailers as defined by RCW 43.22.335.

(82) "Performance standards" means criteria that are established and must be met before a particular use will be permitted. These measures are designed to guide development of property and include, but are not limited to, open space requirements, water and wastewater requirements, buffer zones, screening, size and height limits for buildings, noise, vibration, glare, heat, air or water contaminants, and traffic.

(83) "Permitted use" means an activity or structure which is either allowed in a zone pursuant to this chapter without conditions or formal action by the County, or is identified as a conditional use.

(84) "Person" means a man, woman, firm, association, partnership, political subdivision, government agency, corporation or any other human entity whatsoever.

(85) "Preferred use" means the use that is the most appropriate lawful use for a particular parcel because that use best furthers the public policy behind the zoning or overlay designation applicable to that particular parcel.

(86) "Primary dwelling unit" means a structure consistent with the definition of "single-family dwelling," as set forth in this section; provided, that this definition applies to those single-family residential structures on parcels where an accessory dwelling unit, consistent with the standards of Chapter [33.50](#) CCC, is also present.

(87) "Primitive campground" means a campground of no more than 4 spaces per five acres with a maximum of 20 sites for day use and overnight accommodations by tenters only (no recreational vehicles or tent-trailers) and shall include placement of a chemical toilet and garbage service. A primitive campground is also an outdoor-oriented recreation use, unless specified in each zoning district.

(88) "Professional office" means a structure accommodating the following professional offices: medical, dental, chiropractic, accounting, consulting, cosmetologist, real estate offices or such other offices of persons required to be licensed by the State of Washington following completion of required training.

(89) "Public building" means a building or improvement which is used or owned by a governmental agency.

(90) "Public improvement" means a facility which is used or owned by a governmental agency.

(91) "Race track" means an area devoted to the racing of motor and nonmotorized vehicles or animals, and all improvements normally associated with racing such as off-street parking, patron seating, concessions, and a fixed race track.

(92) "Restaurant" means a business in which food is prepared and sold for consumption.

(93) "Research facility" means an improvement devoted to or supporting research activities and having minimal nuisance characteristics related to odor, noise, glare and radiation. "Research" is an activity devoted to the obtaining of knowledge and does not include any product retailing or wholesaling activity. Testing for surface and subsurface minerals is not a research activity.

(94) "Retail use" means a land use devoted primarily to the wholesale and retail sale of a product or service to the general public.

(95) "Recreational Vehicle (RV)" means a vehicular-type unit primarily designed for recreational camping or travel use that has its own motive power or is mounted on or towed by another vehicle. The units include travel trailers, fifth-wheel trailers, folding camping trailers, truck campers, and motor homes as defined by RCW 43.22.335.

(96) "RV park" means two or more occupied RVs on a property for day use and overnight accommodations by motor homes, travel trailers, truck campers, camping trailers, and park models. (97) "Satellite dish antenna" means a round, parabolic antenna intended to receive signals from orbiting satellites and other sources. Noncommercial dish antennas are defined as being less than four meters in diameter. Commercial dish antennas are typically those larger than four meters and typically used by broadcasting stations.

(98) "School" means a building where instruction is given to persons to enhance their knowledge or skills. Buildings where instruction is given primarily on religious matters are not deemed to be schools.

(99) "Setback" means the minimum distance allowed by this chapter between a lot line or the centerline of a street right-of-way and the foundation of any building on the lot; provided, however, that eaves, decks, porches, bay windows, chimneys or other architectural elements may project no more than two feet in any required yard except in instances where such projection would be over or on an easement, which is not allowed; and, provided further, that structures and improvements associated with utilities or roads dependent on location on or near road right-of-way shall be allowed without meeting the setback standards of the Zoning Code.

(100) "Shooting range" means a facility established for the purpose of recreational shooting, including, but not limited to, target and skeet shooting.

(101) "Should," when used in a statement, indicates a preference, recommendation or exhortation rather than a mandate or requirement and is a synonym for "may."

(102) "Single-family dwelling" means a dwelling unit detached from any other dwelling unit and intended for occupation by one family and including accessory improvements and uses.

This definition includes manufactured homes such as mobile homes, modular homes and other homes manufactured in components or as one complete dwelling unit.

(103) “Storage facility” means a building or fenced open yard used solely for the storage of goods and materials; provided, that automobile wrecking or salvage facilities are excluded from this definition.

(104) “Street” means any vehicular right-of-way which:

- (a) Is an existing State, County or municipal roadway; or
- (b) Is a publicly owned easement; or
- (c) Is shown upon a plat or short plat or survey approved pursuant to County regulations; or

- (d) Is approved by other governmental action. The street shall include all land within the boundaries of the street right-of-way which is improved.

(105) “Street classifications” means those functional classifications given to streets by the Clallam County Board of Commissioners under the provisions of RCW [36.86.070](#).

(106) “Street right-of-way” means a strip of land acquired by reservation, dedication, forced dedication, prescription or condemnation, and intended to be occupied by a street, as specified by recorded easements, recorded ownership instruments, or dedications accepted by the Board of County Commissioners for public transportation purposes.

(107) “Tavern” means any establishment with special space and accommodation for sale by the glass and for consumption on the premises of beer and/or wine.

(108) “Timber harvesting” means improvements and activities associated with the growing and harvesting of trees. Such activity includes land preparation for tree planting, road construction, tree thinning, brush control, log storage and sorting yards, tree nursery facilities, research activity related to timber growing, improvements required for environmental impact mitigation, temporary chipping and barking activity utilizing portable equipment, storage of materials, vehicles and equipment supporting timber growing, harvesting and transportation activities, staging areas and facilities, timber trans-shipment facilities, log scaling facilities, the extraction of gravel and rock necessary to support timber management activity and all other silviculture and associated practices which are recognized by and consistent with the regulations of the Washington State Forest Practices Act of 1974.

(109) “Timber labor camp” means facilities which are designed to accommodate persons who are employed in timber management activities. Such facilities provide overnight sleeping, waste disposal and one cooking facility to serve the entire facility.

(110) “Tourist shop” means a facility devoted primarily to the sale of a product or service to the traveling public, including antique or curio shops, crafts, and memorabilia.

(111) “Transfer of development rights” or “TDR” means an innovative voluntary program in which unused transferable development rights (TDRs) credited by the County to one parcel can be sold and transferred without buying and selling the land. These transferable development rights may be utilized in an urban growth area to increase allowable densities.

(112) “Unclassified use” means an activity or land use not defined by this title and not listed as an allowed use, a conditional use, or a prohibited use in this title.

(113) “Urban growth area” means those areas designated by Clallam County pursuant to the policies in the County-wide Planning Policy and the Comprehensive Plan.

(114) “Urban level of facilities and services” means those services defined as “urban governmental services” with levels of service as defined within the capital facilities element of the Clallam County Comprehensive Plan.

(115) “Utility” means a fixed, conveyance type improvement serving two or more ownerships. Said improvement conveys power, gas, water, sewage, surface drainage, or communication signals. This definition does not include intercounty or interstate transmission facilities.

(116) “Vacation rental” means a legally constructed dwelling intended for occupancy of the entire dwelling (not rental of individual rooms) by any person/group other than the primary owner for periods of 30 days or less and is an allowed use in all zoning districts that allow single-family residences. Uninhabitable structures like garages, barns, or sheds shall not be used as vacation rentals. “Vacation rental” does not include a bed and breakfast permitted and operated in accordance with this code.

(117) “Variance” means an exception from the minimum standards of this chapter allowed by the provisions of Chapter [33.30](#) CCC.

(118) “Vehicular repair” means a structure or land use devoted to the repair of motor vehicles and not otherwise defined as a home-based industry.

(119) “Veterinary clinic” means any building or portion thereof designed or used for the medical care or treatment of cats, dogs, or other animals.

(120) “Wholesale commercial use” means establishments or places of business primarily engaged in selling merchandise or services to retailers, industrial customers, institutional agencies, professional business users or to other wholesalers.

(121) “Wood manufacturing” means any wood manufacturing premises devoted primarily to the manufacturing of semi-finished products, finished products and the processing of materials. This definition includes accessory facilities such as but not limited to storage facilities, transfer facilities, warehousing, heavy vehicular storage and repair, log storage, milling and sorting.

(122) “Wood manufacturing (small-scale)” means any wood manufacturing activity meeting the following criteria: cabinet shops and other wood finishing facilities; all activity takes place indoors; and the structure is less than 5,000 square feet.

(123) “Wrecking yard” or “junk yard” means an open area where scrap materials or motor vehicles are bought, sold, exchanged, recycled, stored, disassembled or handled, but which cannot be used again for the purpose for which it was originally intended.

(124) “Zone” means a mapped area to which a uniform set of regulations applies. The Clallam County Official Zoning Map describes the extent and boundaries for the zones described within this title.

(125) “Zoning” means the process by which a county or municipality legally controls the use of property and physical configuration of development upon tracts of land within its jurisdiction.

Chapter 33.48, Recreational Vehicles, Park Models, and Camping, is created to read as follows:

Section 33.48.010, Purpose is created to read as follows:

The purpose of this chapter is to protect public health, safety, and welfare of Clallam County citizens and the environment by providing standards for recreational vehicles and camping on private property.

Section 33.48.020, Requirements for Recreational Vehicle Use is created to read as follows:

(1) One RV may be placed and occupied on a legal lot and shall meet the standards of this code.

~~If an RV is placed on vacant land only the land owner shall occupy the RV.~~ Upon request by DCD (i.e. complaint received), the applicant shall provide evidence of compliance with these standards.

(2) An RV placed on vacant land shall not be used for transient (less than 30 days) accommodations.

~~(32)~~ Duration of stay within an approved/legal RV park or mobile home park will be determined by the manager/owner.

~~(43)~~ Within frequently flooded areas, the maximum number of days a park model or RV can be occupied is 180 days and it must be ready for highway use (per FEMA regulations).

~~(54)~~ For parcels over 2.4 acres in size, events with multiple RV's (family reunion, hunting camp, etc.) are allowed for a maximum of 56 days per year, no longer than 14 consecutive days. If multiple RV's are on the property in excess of 56 days per year ~~orand~~ more than 14 consecutive days it shall be identified as an RV park.

~~(65)~~ Proof of legal black and gray water disposal shall be provided for use of an RV on property and may include connection to sewer or approved septic, or dumping of the RV holding tanks directly into an approved dump station. Permanent connection to an approved septic or sewer connection by Clallam County Environmental Health or Public Works is required for an RV to be occupied more than 180 days per calendar and/or where water is installed and used at the property. Sani-cans are only approved for dry camping and shall be screened from public view.

~~(76)~~ Solid waste (as defined by Chapter 41.11, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, sewage sludge, demolition and construction wastes, abandoned vehicles or parts) must be properly disposed from the property as outlined in Solid Waste Regulations (Chapter 41.11). In the event of solid waste investigation (i.e. burning of trash, the accumulation of junk vehicles, or more than 12 cubic feet of solid waste as outlined in Section 41.11.070 CCC, etc), documentation of the disposal of solid waste in an approved facility will be required to be provided to Clallam County DCD and/or Environmental Health.

~~(87)~~ No more than two unoccupied recreational vehicles of any kind may be stored on a property, and only one unoccupied RV may be stored on parcels under five acres.

~~(98)~~ RVs shall not be parked on a public roadway, right-of-way, or easement.

~~(109)~~ RVs shall be licensed and operable, and shall not include any fixtures or attachments such as decks, porches, attached skirting, etc. that would prevent the movement of the vehicle.

~~(110)~~ All personal property not considered solid waste shall be screened from adjacent properties and roadways through use of existing/proposed structures, fencing, berms, landscaping, etc.

(124) Permanent or solar electrical service should be provided ~~whenever feasible or if intended to be used more than 180 days in a calendar year, which is intended~~ to reduce noise, fumes, fire hazard, and potential spills of fuel from the use of generators if intended to be used more than 14 days. Use of generators ~~shall~~ include noise reducing measures (low noise ratings, mufflers, insulation, location, etc) to comply with the Washington State Department of Ecology Maximum Environmental Noise Levels codified at WAC 173-60, which includes stricter standards at night time (10 p.m. to 7 a.m.).

(132) Improvements to a site shall not disturb the native vegetation within a critical area, shoreline, or their buffers without compliance with Shoreline and Critical Area regulations. On pre-existing sites (developed prior to adoption of applicable regulations), placement on the developed area is allowed.

(143) Placement shall comply with the zoning, shoreline, and critical areas codes to the maximum extent possible.

(154) No more than one RV may be connected to a hook-up (electric and/or water) without being considered an RV park except as per 4 above, and renting of space(s) constitutes an RV park, which requires compliance with the underlying zoning.

(165) If conditionally allowed, RV parks with 4 or less spaces will not require approval of a binding site plan.

(176) The Administrator may permit one temporary RV for a caretaker for commercial/industrial development, or documented medical hardship for a caretaker or immediate family member. The temporary RV will require submittal of a request to be renewed every three years upon proof of continuing need, and shall not be allowed if a primary and accessory dwelling unit are already located on the parcel.

Section 33.48.030, Requirements for Park Models is created to read as follows:

(1) Only one Park Model may be placed and occupied on a legal lot and shall meet the above standards. Upon request by DCD (i.e. complaint received), the applicant shall provide evidence of compliance with these standards.

(2) Park models 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.

(3) Park models placed on property with a single family residence will disqualify the property for an accessory dwelling unit.

(4) Park models may have skirting and detached decks (not structurally connected) if located outside of a floodplain.

Section 33.48.040, Temporary Living Quarters during Construction is created to read as follows:

During construction of a single family residence, the land owner may place an RV or tent for temporary living quarters. Upon completion of the single family residence or expiration of the building permit the RV or tent shall no longer be used as living quarters.

Section 33.48.050, Tents and Yurts is created to read as follows:

A property owner may camp without improvements using tents or unpermitted yurts on their property for no more than 9030 days. Dry camping may not be used as a permanent living arrangement. Construction of yurts for permanent living requires approval of a building permit.

If the land owner intends to create improvements to the property, or camp more than 30 days, or provide camp sites to the public, the owner shall comply with underlying zoning standards. If allowed outright, the applicant shall provide a site plan showing compliance with all zoning setbacks and critical area/shoreline buffers, provide a source of approved septic disposal, and if potable water is intended to be provided, an approved water system shall be noted. Platforms or stands that are 30 inches or greater in height, which are constructed for the placement of tents, require issuance of a building permit. Any other structures must comply with Building Department standards.

Section 33.48.060, Violation-Penalty is created to read as follows:

Failure to comply with the provisions of this chapter shall be a violation. Violations of this code will be subject to civil penalties listed in Chapter 20 for non-commercial violations.

ADOPTED this _____ day of _____ 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, Clerk of the Board

Bill Peach

RV Ordinance

Public Health/Environmental Health Comments

RV/Tent ordinance

From a Public Health/Environmental Health (EH) perspective there are things to consider regarding this ordinance:

Clallam County Onsite Code 41.20.080 requires the following for properties where people reside:

41.20.080 On-site sewage systems required.

- (1) Every residence, place of business, or other building or place where people congregate or reside, if not connected to an approved public sewer, shall be connected to an on-site sewage system approved by the Health Officer.

This code applies to any place people reside-so RV's, Yurts and tents are considered residences.

The RV ordinance "Requirements for Recreation Vehicle use" (number 6) states, in part, the following:

"....Permanent connection to an approved septic and sewer connection by Clallam County Environmental Health or Public Works is required for an RV to be occupied more than 180 days per calendar (?yr) and/or where water is installed and used on the property."

CCHR 41.20.080 does not distinguish whether people can temporarily reside in an RV for 180 days without an approved sewer/septic system. The 180 days reference is from the DCD planning code. There have been occupied RV's allowed for seasonal use (per planning requirements) on a few properties where it is not feasible to install a septic system (waivers to the regulations are required) and for properties under going construction. EH would prefer that all RV's in use be connected to an approved method of wastewater disposal.

The ordinance does not mention these other concerns/requirements EH would have.

- **Water supply/Potable water requirements:**
The ordinance does not address the requirement for an approved public water supply (public, municipal or privately owned public system, i.e. Group A or B). In this case the state Dept. of Health would be the approving agency for new Group A or B systems. Small water systems with a defined number of connections or parcels on a shared well cannot add even a single RV space or tiny home as it would be considered similar to an ADU and as an additional connection. Some sort of review is needed even for a single RV.
- **Increased wastewater flows:**
Homes that have existing septic systems will have additional flows that will exceed the design standards of their septic system. It is not always feasible to expand a septic system, along with the fact that expanding a septic system may cost the property owner a considerable amount. Washington State Administrative Code (WAC) 246-272A addresses septic system designs for wastewater flows per **WAC 246-272A-0230 Design requirements - General**. The code states the following in regards to wastewater flows:

WAC 246-272A -0230 (d) The Onsite Septic System (OSS) is designed to treat and disperse the sewage volume as follows: (i) for single-family residences:

(A) The operating capacity is based on 45 gpd per capita with two people per bedroom.

(B) The minimum design flow per bedroom per day is the operating capacity of ninety gallons multiplied by 1.33. This results in a minimum design flow of one hundred twenty gallons per bedroom per day.

It further states:

(E) The minimum design flow is two hundred forty gallons per day.

Having a RV or Tiny home on a property will essentially add a bedroom to an existing single family residence's septic system. Residing in an RV on a temporary basis does not negatively impact a septic system. With full time RV use, property owners run a risk of overloading their septic system and causing premature failure. As a high priority, Washington State Department of Health and Clallam County Environmental Health (EH) have implemented (and are enforcing) inspection requirements in order to prevent failures. Costs of replacing septic systems can be as much as \$30,000.

Other considerations:

When only temporarily residing in a RV without a septic system the use of RV in board holding tanks has limitations. The in board tanks are usually small, with a capacity of 35-50 gallons. An owner or resident would need to take the RV to a dump site on a regular basis since the holding tanks will fill up quickly. It may be possible to permit an in-ground holding tank in an emergency situation (with a waiver to state and county regulations) but pumping costs for those holding tanks would be substantial. Be advised that it is not legal for a property owner to transport sewage other than in a self-contained unit (meaning a RV). Per Washington State Department of Health above ground holding tanks are not allowed.

In general property owners are conscientious about disposing of their wastewater in an approved manner. There is still a portion of property owners/residents who will disregard health rules and discharge wastewater in an unsafe manner, such as emptying greywater onto the ground or emptying holding tanks in a creek, stream or other waterbody. EH has encountered violations of this nature multiple times over the years. If the ordinance is to go forward, a lack of adequate staff to track wastewater disposal records and enforce health codes will put the county and public at risk.

HHS/EH is not fully opposed to this ordinance, it is our recommendation that these listed considerations be addressed so that the public health of property owners and the general public is protected.

Draft Amendments to Title 33
Comments from Sue Waldrip 10-8-21

General comments

A paragraph insert is need between definitions (96) and (97)
Section .020(12) – Electrical service – should or shall?

Primitive campgrounds need more definition or regulation.
Section 33.48.020(6) addresses black/gray water disposal for RV parks
Section 33.48.050 addresses potable water and sewage requirements for campgrounds (tents/yrts).

At what point does a primitive campground become a regular campground? Is it when water is added?
If so then definition (87) needs to be changed to also state '*no water service*'.

If we allow water at a primitive campground that utilizes chemical toilets, EH still needs to address the disposal of grey water. And the water needs to come from an approved source, with the definition of 'approved source' being meeting the requirements of Chapter 246-290 WAC (Group A Public Water Systems) or Chapter 246-291 WAC (Group B Public Water Systems).

As for RV's, since the placement of 2 or more is a park by definition an RV park which requires permits, the issue of water can be addressed then, though it would be nice if the same statement in section 050 were in the RV portion as well.

Section .020(5) needs to be clarified as personal use or add "If water is supplied to the public..."*

Section .030 – Park Models – I like that we are addressing this issue, but it just presents all kinds of problems in that park models don't require a building permit but in essence are an ADU. ADU's are considered to be a water connection and so are not allowed on shared wells and small water systems with a limited number of connections unless there are water system upgrades which are not easy to do nor to obtain. Many septic systems can't handle the addition as well. I really don't know how to address this unless this section adds wording to prohibit placement of park models in these situations, or at least alert the property owner to the situation.

*Perhaps instead of adding the clause "If water is supplied to the public...." In several different sections, would it make sense to add a section on water/sewer/septic?



AGENDA ITEM SUMMARY

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

6
10/25/21

Department: BOCC/PAO

WORK SESSION ☒ Meeting Date: 10-25-21

REGULAR AGENDA ☒ Meeting Date: 11-2-21

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 Policy Working Group met to review and recommend changes to Policy 503 – Travel and Travel Reimbursement.

Requesting a briefing and call for hearing on a Resolution regarding proposed changes to Policy 503 – Travel and Travel Reimbursement.

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?)
Discussion and approve a call for hearing.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners, Prosecuting Attorney's Office, Human Recourses

Relevant Departments: Board of Commissioners, Prosecuting Attorney's Office, Human Recourses

Date submitted: 10-19-21

* 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)

PUBLIC HEARING

Amending Clallam County Policy 503 – travel and Travel Reimbursement

NOTICE: The Clallam County Board of Commissioners will conduct a public hearing on Tuesday, November 23, 2021 at 10:30 a.m., or as soon thereafter. The public hearing is to consider the Policy listed above. The proposed Policy is available on the County website <http://www.clallam.net/bocc/drafts.html>

****ATTENTION****

In response to the current pandemic, to promote social distancing, and in compliance with Governor's Proclamation and the recommendation of the Clallam County Health Officer, the Board of Commissioners meetings will be virtual only. The Board of Commissioners strongly encourages public comments to be submitted in writing.

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

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

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

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or agores@co.clallam.wa.us.

The public hearing is to consider the Policy listed above. The proposed Policy is available on the County website <http://www.clallam.net/bocc/drafts.html>

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request.

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

FORMAL IDENTIFICATION: Policy 503 – Travel and Travel Reimbursements

SECTION-BY-SECTION SUMMARY OF PROPOSED CHANGES:

The changes to this policy include numerous substantive changes, formatting changes, and corrections of typographical errors.

To review the specific changes, please visit the Clallam County website at <http://www.clallam.net/bocc/drafts.html> or request a copy by email at agores@co.clallam.wa.us

Publish: November 5, 2021
Bill: Board of Commissioners

Loni Gores, CMC, Clerk of the Board



RESOLUTION _____, 2021

ADOPTING AMENDMENTS TO
POLICY 503 – TRAVEL AND TRAVEL REIMBURSEMENT

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Formal policies and procedures were developed and implemented in 2004 to ensure accountability in government and consistency of process.
2. Periodic updates are required as government rules and regulations change as well as current practices.
3. The proposed amendments to the policy were posted on the Internet to allow staff and the public time to review and comment. Prosecuting Attorney's Office reviewed the policy amendments.
4. A public hearing was held November 16, 2021 to solicit testimony.

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

1. The amendments to Policy 503 – Travel and Travel Reimbursement are adopted for inclusion in the Clallam County Administrative Policy Manual.

PASSED AND ADOPTED this 23rd day of November, 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, CMC, Clerk of the Board

Bill Peach

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TRAVEL AND TRAVEL REIMBURSEMENT

.1 GENERAL PROVISIONS

1.1 Definitions: As used in this policy, the term "nominal cost" means one-fourth of the daily per diem rate for breakfast or lunch, one-half the daily per diem rate for dinner, and one-sixteenth the daily per diem rate for refreshments.

1.12 Prudent Judgment

County Officials (as used in this policy meaning elected officials and appointed department heads) and employees are expected to exercise prudent judgment when incurring travel expenses on official County business. The failure of employees to follow this policy, or incur excessive expenses, may be cause for disciplinary action. Non-business related expenses and/or expenses not made in accordance with this policy will not be approved or reimbursed.

Employees are expected to utilize local training opportunities, where travel is not necessary, as much as possible. The use of local training and other alternatives to travel such as teleconferencing, on-line training, satellite training, and/or train-the-trainer models is encouraged. The number of employees attending a particular meeting should be the minimum necessary, consistent with the benefit to be derived therefrom.

1.23 Travel Restrictions

The Board of Clallam County Commissioners may place additional requirements or restrictions on out-of-County travel in conjunction with adoption of Clallam County's budget. A copy of any such board restrictions shall be considered an addendum to this policy and distributed to County departments.

1.34 Volunteers and Board Members

Officially recognized volunteers, board members, and others authorized to be reimbursed for travel expenses shall be reimbursed consistent with this policy. Reference in this policy to employee(s) shall include county officials, recognized volunteers, and/or board members.

1.45 Out-of-State/Alternative Travel

Employees should consider method and times of travel in order to minimize costs to the County. As an example, if air travel over a Saturday is less expensive it may justify extension of travel dates when cost of airfare is weighed against the additional costs of hotel and per diem. If traveling to a remote city where airfare is costly, the cost of

travel to a nearby hub and car rental should be considered when determining travel arrangements. When an employee extends travel or travels to an alternative location in order to save money, a statement of monetary and benefit savings is to be submitted with the reimbursement request. Employees who extend travel or travel to alternate destinations that result in increased expenses shall be required to pay for any such difference in costs.

1.56 Determination of Policy Application and Payment of Claims

The County Administrator is authorized to make determinations regarding the interpretation of this policy. The Auditor is authorized to make determinations on approval or rejection of claims under this policy. Individuals who travel are responsible to actively assist and cooperate with the County in the investigation and settlement of travel claims. Such determinations shall be final unless appealed, in writing, to the Board of Commissioners within 10 working days of the Auditor's notice to the employee.

.2 REIMBURSEMENT FOR TRAVEL EXPENSES

2.1 Travel Claim Form

Acceptable Travel Claim Forms are located (1) on the Intranet under County Forms and (2) on the K drive, in Excel, under Auditor.

2.2 Timely Submission of Expense for Reimbursement

Requests for reimbursement, under this policy, must be submitted to the Auditor within 60 days of completion of travel or incurrence of expense. Claims presented after 60 days are subject to rejection at the sole discretion of the Auditor.

2.3 Registration

Registration fees required in connection with attendance at conventions, conferences, and official meetings are reimbursable. Reimbursable registration fees may include meals, special dinners, and banquets but may not include recreational activities such as golf tournaments and pistol competitions, etc. Registration should be paid prior to travel through the normal voucher system.

2.4 Meals for Travel Outside Clallam County Overnight

Reimbursement for meals when an employee is traveling outside Clallam County for more than one day will be up to the maximum daily per diem rate. The maximum allowable amount for meals shall be the current rates established in the U.S. General

Services Travel Regulations. Additional partial days shall be calculated in 4-hour increments with reimbursement of one-fourth the daily rate for each full 4 hours of absence from the County, up to the maximum daily per diem rate. Maximum daily rates for per diem and hotel are available at <http://www.gsa.gov> or on the County's intranet site under "County Forms" in the Travel Claim Form. A list of hotels in various communities that accept the per diem rate is also located on the web site. There is no additional allowance for tips when employees travel under this section.

Meals included in a convention seminar, lodging payment, or other registration fee shall be deducted from the per diem rate at one-fourth the daily rate for breakfast or lunch and one-half the daily rate for dinner. A continental breakfast will be considered a meal provided if you choose it over purchasing a full breakfast elsewhere. The County defines a continental breakfast as coffee, tea, juice, assorted pastries, and similar baked goods.

Employees may submit travel claims for less than the allowable per diem rate at their discretion and without receipts.

2.5 Meals for Travel Outside Clallam County One Day

Reimbursement for meals when an employee is traveling outside Clallam County for one day or less shall be paid by receipt to a maximum of one-fourth the daily per diem rate for lunch and one-half the daily rate for dinner, including allowable tip (as used in this policy "allowable tip" means up to 15 percent of the allowable meal cost, excluding tax). Allowable meals for one-day travel are restricted to lunch if the employee is out of the County, for four or more hours, during the noon hour and provides a detailed meal receipt, and dinner if the employee is out of the County after 6 p.m., provides a detailed meal receipt, and is gone for four or more hours. The total of meal, tax, and tip may not exceed allowable fractional per diem. Over expenditures may not be applied to other meal allowances.

Individual meals may exceed the maximum fractional per diem amount with the approval of the county official when an employee is required to attend a business-related function where the meal cost is set at a rate higher than the maximum. Reimbursement for such meals shall be by receipt. A tip of no more than 15 percent of the meal, excluding tax, may be included.

Tobacco and alcoholic beverages are not reimbursable. Reimbursement will be made from only one vendor per meal. Food must be purchased outside Clallam County.

2.6 Meals and Refreshments within Clallam County

~~(As used in this policy, the term "nominal cost" means one-fourth of the daily per diem rate for breakfast or lunch, one-half the daily per diem rate for dinner, and one-sixteenth the daily per diem rate for refreshments.)~~

Staff meetings or staff trainings of County departments or personnel over the meal period do not qualify for County paid or reimbursed snacks, refreshments, or meals.

Meals and refreshments for Clallam County employees while within Clallam County shall be purchased with County funds or reimbursed only in the following cases. Except as noted below, receipts are required for reimbursement. Reimbursement may include allowable tip.

- a. Required training at a conference or seminar attended by an employee includes meals and refreshments as part of the cost.
- b. Business-related meetings with outside agencies, groups, organizations, service clubs, etc. where the employee is speaking or has been designated as the representative of the County/department.
- c. Business meetings with persons, not employed by the County, providing services to the County when those meetings are conducted during a meal period and/or are part of an extended meeting of business with the party which requires attendance of County personnel.
- d. Meals and refreshments during travel between the West End of Clallam County and the Port Angeles/Sequim area. Meals for employees traveling out of their area of residence to the other end of the County, and where no other circumstances above apply, shall normally not be paid. Meals may be reimbursed at the discretion of the county official, only when such travel was unexpected prior to the start of the employee's shift, was for four hours or more, and was over either the lunch hour or dinner hour (6 p.m. to 7 p.m.), and the employee provides a receipt. In such cases, lunch (one-fourth the daily rate) and/or dinner (one-half the daily rate) may be reimbursed by receipt up to the fractional per diem rate. Total reimbursement for meal, tax, and tip is limited to the allowable fractional per diem. Per diem for meals may also be provided for the above travel when the employee is required to stay overnight in the area of the County outside his/her residence due to extended hours of work before or after the employee's normal shift.
- e. During initial crime scene investigations or major crimes, or other emergency situations when employees are working extended hours, and stopping for a meal period could worsen the emergency or increase cost to the County, departments may provide an on-scene meal of nominal cost. A detailed receipt must be provided. A Claim for Reimbursement form must be included when submitted to the Auditor for payment.

2.7 Meals and Refreshments for Volunteers

County offices and departments may provide meals and refreshments of nominal cost to officially recognized volunteers pursuant to the provisions of this policy.

DRAFT

2.8 Meals and Refreshments for General Public

County offices and departments may provide meals and refreshments of nominal cost for customers and general public pursuant to the provisions of this policy.

2.9 Meals and Refreshments for Trainers, Consultants, and Other Persons Providing Services to the County

County officials may authorize meals and refreshments of nominal cost for trainers, consultants, and other persons providing services to the County except when contractual per diem is paid by the County to the person providing service pursuant to the provisions of this policy.

.3 LODGING

3.1 Reimbursement for Lodging Expenses

Reimbursement for lodging expenses shall be on the basis of actual expenses incurred but not to exceed a maximum of the current lodging rates as established in the U.S. General Administration Travel Guidelines, not including tax.

3.2 Exception to the Lodging Rate

An exception to the lodging rate may be authorized by a County Official under one or more of the situations listed below. Written approval for the exception and the reason for exception, signed by the County Official or his/her designee prior to travel is to be part of the payment document.

- a. Lodging accommodations at the destination are not available at or below the standard lodging amount and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
- b. Costs in the area have temporarily escalated due to special events or disasters.
- c. The traveler attends a meeting, conference, convention, or training session where they are expected to have business interaction with other participants in addition to the scheduled events, and it is anticipated that maximum benefits will be achieved by authorizing them to stay at the lodging facility where the event is held.

- d. Meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations rather than to acquire a meeting room and a separate room for lodging.
- e. The health and safety of the traveler is at risk, or in order to comply with provisions of the Americans with Disabilities Act.

If lodging is in a private residence, one-half of the maximum standard lodging rates may be paid; or via RV, a receipt is required for reimbursement to a maximum of three-fourths of the maximum standard lodging rate per night.

.4 TRANSPORTATION EXPENSES AND MILEAGE

4.1 Mileage Reimbursement Rate

The mileage reimbursement allowed to County employees when using their personal vehicles in connection with County business shall be the current federal travel regulation privately owned vehicle mileage rate. Use of a motorcycle shall be paid at the General Services Administration (GSA) motorcycle rate.

The Board of County Commissioners may approve different mileage reimbursement rates or payment systems for positions and/or employees who are routinely required to drive their personal cars in connection with County business and as a result incur reasonable expenses in excess of the standard reimbursement. Any reimbursement in excess of General Services Administration rates is subject to inclusion in employee taxable income.

4.2 Mileage Reimbursement Limited

Reimbursement for mileage and per diem during travel shall not exceed the sum of the round-trip coach airfare of a common carrier plus necessary local mileage/ground transportation, per diem and other related costs that would have been incurred had airfare been chosen. Documentation must be completed prior to finalization of travel plans and must be submitted with the reimbursement request.

Employees traveling subject to this policy will be reimbursed for only those miles additional to their normal commuting mileage to their usual place of work.

4.3 Miscellaneous Transportation/Mileage Provisions

(1) County Vehicles

County vehicles shall be used in accordance with the Clallam County Vehicle Use and Assignment Policy.

(2) Use of Common Carriers

Air or other transportation shall be at the most economical class.

(3) Car rental

Car rental is reimbursable only if rental is necessary as part of official county business. Shuttles will be used in lieu of car rentals when they are available at less cost. Officials and employees should consider alternative transportation, its availability, and cost prior to vehicle rental. Many times, shuttles between airports and hotels are available at a nominal fee, and taxi, subway, etc. between hotels and business sites may be less expensive and more efficient than vehicle rental.

The County does not provide for insurance of rental vehicles as part of its vehicle coverage. Vehicles must be rented using a County credit card. Exceptions must be authorized in advance by the County Official, and only after ensuring that the employee is providing supplemental insurance through his/her personal credit card. VISA, MasterCard, Discover, and American Express all provide vehicle insurance as part of the use of their credit card for rental. Purchase of supplemental insurance is not necessary when a County credit card is used, and not authorized as an additional County expenditure when a personal credit card is used.

(4) Other Transportation Fees

Business required taxi fares, parking fees, and ferry and bridge tolls are reimbursable. Tips for taxis are not separately reimbursable. They are covered in the Meals and Incidental portion of the per diem rate.

Valet parking is reimbursable if no other parking option is available. If another option is available and you choose valet parking you will be reimbursed only for the cost of self-parking. Proof of self-parking cost must be provided.

(5) Use of Private Aircraft and Private Watercraft

Use of private aircraft and/or private watercraft on County business is reimbursable at the same rate as a private auto, only with prior approval from County Official.

.5 DOCUMENTATION OF EXPENSES

5.1 Receipts

Each claim for reimbursement must be accompanied by a travel reimbursement form prescribed by the Auditor and supported by an original detailed receipt (the Auditor may accept, at his/her discretion, other forms of documentation in extraordinary circumstances), except for the following:

- a. Meals during travel outside the County for more than one day.
- b. Transit fares, bridge and road tolls, and bus, taxi, and limousine fares if \$20 or less.
- c. Parking fees if \$15 or less (per stay).

5.2 Credit Card Receipts

When paying by credit card, most merchants provide a detailed receipt in addition to the credit card slip. Detailed receipts are required to be submitted in all cases where they are provided by the vendor.

5.3 Affidavit in Lieu of Receipt

The Auditor at his/her discretion may accept an Affidavit of Expense in lieu of receipt for an expenditure for which a receipt might reasonably not have been available. Such reimbursement will be included in the employee's taxable income.

5.4 Claims for Reimbursement of Food Consumed by Others

All claims for reimbursement for meals and refreshments purchased for others pursuant to section 2.4, 2.5, 2.6, or 2.7 must contain the following:

- a. Who consumed the food and drink?
- b. What was the nature of the occasion for the consumption?
- c. What public purpose of policy objective was served?
- d. What is the date and name of the event?
- e. What is the start time and the end time of the event?

Any remaining food shall not be removed from County premises for personal use by County employees.

.6 SPECIAL PROVISIONS

6.1 Tips and Gratuities

Tips and gratuities are not reimbursable except for meals reimbursed by receipt and then only to a maximum of 15 percent of the amount.

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6.2 Personal Expenses

Personal expenses including mileage, taxi fares, car rental, and other transportation costs to places of entertainment and other non-business facilities are not reimbursable.

Personal telephone calls are not reimbursable, except one brief call (not to exceed three minutes) per day is allowed to the employee's family/home when the employee is away from home overnight on County business.

6.3 Fines and Penalties

All fines, penalties, and/or forfeitures are not reimbursable. Employees shall pay for all traffic tickets and shall report any violations received to their supervisor.

6.4 Travel with Non-Employee

Expenses for a non-employee (e.g., spouse) traveling with any employee are not reimbursable. Receipts which contain expenses for both the employee and the person traveling with them must clearly indicate only the employee expenses.

6.5 Travel with Another Employee

Employees traveling together and who share lodging may combine lodging expenses on a single receipt. However, employees must claim meal per diem individually. For one day travel employees must submit individual receipts and claims for meals.

6.6 Lodging

Lodging receipts must clearly identify the itemized amounts paid, the number of occupants, and the single room rate.

6.7 Expenses Incurred on Behalf of Another

When an employee claims reimbursement for travel or other expenses incurred on behalf of another, in addition to other requirements, a detailed accounting must be attached to the reimbursement claim, which includes at least the following:

- a. Name of person on whose behalf the expenses were incurred.
- b. Whether the person is a County employee and, if not, the nature of his or her connection with County business.
- c. A breakdown of each type of expense for each person, including the claimant, for whom reimbursement is claimed.

6.8 Expenses for Cancelled Travel/Training

It is the responsibility of the County Official to ensure that prepaid travel costs such as registration and airline tickets, as well as non-cancelable reservations are only incurred when travel will actually occur. Payment for expenses related to cancelled travel/training will only be made by the County upon written documentation by the County Official, explaining the circumstances surrounding the cancellation and certification that the travel cancellation was due to a business necessity or personal emergency. Documentation must be submitted to Auditor with claim.

6.9 Credit of Personal Frequent Flier Miles

The County has determined that the cost of the additional administrative efforts required to ensure that the county captures credits for frequent flier miles is beyond the benefit received. County officials are responsible to ensure that internal procedures exist for obtaining the best price for airline tickets. All personnel are prohibited from purchasing tickets from a particular airline without regard to price in order to have frequent flier miles credited to their personal account.

6.10 Use of Personal Credit Cards for Travel

The use of personal credit cards for travel is allowed only for the individual traveling. Employees may not submit travel claims for another individual who has placed expenses on their personal credit card. Personal credit cards that accrue air miles are allowed to be used for the individual's own travel expenses. Refer to the County's policy on credit card use for further information and restrictions.

6.11 Reimbursement by Another Agency or Third Party

When reimbursement for part or all of travel expenses incurred on behalf of the County is available, employees are required to seek reimbursement. Reimbursement for County incurred expenses shall be remitted to the County if received by the employee. Employees traveling on County business and using County funds (receiving advance funds and/or submitting a travel claim) are required to comply with this policy even though they may be receiving full or partial reimbursement for their claim from another agency or a third party. The fact that another agency or third party may reimburse the county for an otherwise non-allowed expenditure under this policy does not justify the expense.

6.12 Authority to Withhold Rejected Expenditures from Pay

Clallam County reserves the right to withhold from employee pay checks charges made against the County for travel which are found to be non-business, unjustified

expenditures not in compliance with this policy, or for which proper documentation has not been submitted. Employees in such circumstances are required to assist the Auditor to differentiate between business and non-business expenses and to remit the full amount owed for non-business, unjustified, or expenditures not in compliance with this policy to the County within ten days of notification by their department or the Auditor.

6.13 Method of Reimbursement

The IRS has specific rules regarding reimbursement for travel to which Clallam County will make every effort to comply. Most travel reimbursements are paid through the county's normal voucher process.

The IRS considers reimbursement for meals as part of one-day travel (section 2.3, para 1) to be income. Meal reimbursement (except meals that are part of a meeting registration or meeting attendance where the meal is mandatory) for one day travel will be paid through the County's payroll or added to the employees gross pay.

.7 ADVANCE TRAVEL EXPENSES

The following regulations apply to advance travel:

- a. Advance travel allowances may be obtained for all reimbursable expenses for travel in excess of one day, except airline tickets, and pre-registration fees paid prior to the travel.
- b. County officials, employees, officially recognized volunteers, and board/committee members of Clallam County may request advance travel allowances.
- c. The request for the advance shall be made on an advance travel form prescribed by the Treasurer. The advance shall be issued not more than five days prior to commencement of the authorized travel period except under unusual circumstances as approved by the appropriate county official.
- d. Advances shall be accounted for by submitting a proper claim with necessary receipts and any excess monies within five working days following the completion of travel. Excess travel advance funds will be returned to the issuing agent and a copy of the receipt for return of the funds submitted with the travel claim. Failure to submit timely travel claims shall render the individual receiving the advance in default and personally liable for the full unpaid amount, plus interest at 10 percent per annum from the date of default until repaid. The County shall thereupon have a prior lien against and a right to withhold funds payable or to become payable by the County to such officer or employee. (RCW 42.24.140)
- e. No advance shall be made to any individual who is in default.
- f. Under no circumstances shall any travel advance be considered as a personal loan to any individual, and any unauthorized expenditure of any advance shall be deemed a misappropriation of public funds.

.8 RESPONSIBILITIES

8.1 Employee

- a. Be familiar with the requirements of this policy.
- b. Incur travel expenses in accordance with this policy.
- c. Obtain and submit receipts and other documents necessary to document expenditures.
- d. Submit properly documented travel claim within the timelines of this policy.
- e. Cooperate with Auditor and/or County Official in auditing of travel claims.
- f. Promptly repay any advances or travel reimbursement not approved under this policy.

8.2 County Official

- a. Ensure employees possess a working knowledge of the requirements of this policy.
- b. Develop and maintain internal practices that ensure employees make travel arrangements, incur travel expenses, provide documentation, and submit travel claims in accordance with this policy.
- c. Assist the Auditor in audits and investigation of travel claims.
- d. Ensure corrective action and/or disciplinary action is taken against employees who do not follow this policy, have a history of not following this policy, and/or submit fraudulent claims.

8.3 Auditor

- a. Audit travel reimbursement claims to ensure expenditures are legitimate business expenses made in accordance with this policy.
- b. Provide reimbursement of approved travel claims.
- c. Further investigate and make determinations to approve or disapprove questioned claims.
- d. Take measures to recoup excess advanced funds or reimbursements made in error.

.9 FREQUENTLY ASKED QUESTIONS

The questions and answers below are intended to guide employees in topics where questions are often asked. This is not intended to be an all-inclusive list of issues, topics, or answers. The information provided below is enforceable as a part of this policy.

- ***Who must comply with this policy?***

Anyone traveling on County business and requesting reimbursement is required to comply with this policy. This includes employees, volunteers and employees of County agencies. Employees traveling on County business using County funds are required to comply with this policy even though they may be receiving full or partial reimbursement for their claim from another agency or a third party. The fact that another agency or third party may reimburse the county for an otherwise non-allowed expenditure under this policy does not justify the expense.

- ***Why does the County add reimbursement for one day travel onto my income once a quarter?***

The IRS has determined that since meal expenses on one day travel does not qualify as "travel reimbursement" meals must be taxed as income. The County, at its discretion, either pays one day travel expenses as a part of payroll, or, pays by voucher then adds any one day travel reimbursement to gross income once a quarter.

- ***When can I rent a car as part of my trip?***

A car rental is only allowed when it is necessary as part of County business. It cannot be rented when transportation for business purposes (shuttle, limo, or taxi) is available at less cost.

- ***Do I need to buy the supplemental insurance offered by most car rental agencies?***

Car rentals must be made using County credit cards. When rental is accomplished with a County credit card, insurance is provided as a part of the credit card plan. Most personal credit cards also automatically provide insurance on vehicle rentals. Prior to utilizing a personal credit card for vehicle rental, it is the employee's responsibility to ensure that the credit card provides liability and collision coverage as a part of the card agreement. The employee must also receive prior permission for use of a personal credit card for vehicle rental from the County Official.

- ***Why can't I get a breakfast reimbursement for one day travel?***

Prior to finalizing our travel policy, the County surveyed the policies of other counties. It was found that our final policy on meal allowance for one day travel is similar to or better than most. Breakfast is seldom allowed as part of other county policies. In a number of counties, only lunch reimbursement is allowed for one day travel.

- ***What is the responsibility of the traveler in filling out the Travel Claim Form?***

- Prepare the Travel Expense Voucher, providing the level of detail requested on the form.
- In the "PURPOSE OF TRIP" column, describe the name of the training, or the purpose of the trip in enough detail to document that the travel was essential to carry out the necessary work of the agency.
- Attach original detailed receipts and documentation required by County policy.
- Submit the travel voucher to the person authorized in your department to approve travel.
- Submit the claim to the Auditor within 60 days.
- ***What are the responsibilities of the department?***
 - Department Head or Designee reviews and approves the voucher.
 - The accounts payable personnel should check to be sure all receipts, exception forms, etc. are attached and explanations for special circumstances are included.
 - Present to the Auditor's office for timely payment.
- ***What can I claim for mileage?***

Any mileage traveled for the County can be claimed with the exception of commute mileage. For example, if you live in Joyce and normally travel to the courthouse for your normal work day but must travel to Seattle you may only claim mileage from your workplace. Mileage between home and your work place is considered commute mileage and may not be reimbursed. If you live in Sequim and leave for home for a meeting in Seattle your mileage reimbursement is from home and not your normal work location.
- ***If employees share a room can lodging expenses double the federal per diem rate be reimbursed?***

No. To encourage the cost savings practice of sharing a room, a rate higher than the allowed federal per diem rate will be reimbursed without the need for the exception form. When submitted to the Auditor's office simply note the name of the other employee and state that the room was shared.
- ***Is my spouse allowed to travel with me?***

Yes. However, any extra costs incurred because of the extra person will not be reimbursed. Some hotels/motels charge for an extra person. If this happens you are responsible for obtaining the rate for a single and will be reimbursed for the single rate. This should be noted on your travel claim form or on the invoice provided by the hotel.

If using a County vehicle please see the County code on vehicle use, section 4.4.
- ***On a day trip I didn't use all of my lunch per diem. Can I be reimbursed for a snack I purchased on my drive home?***

No. Employees and volunteers are reimbursed for the meal only. Per Clallam County Travel Policy, section 2.3, reimbursement is for one vendor only.
- ***I will be buying dinner for a group of four volunteers locally. This is a working dinner. Is the amount I can spend based on individual per diems or a total of all***

per diems added together? (For example if per diem for dinner in Port Angeles is \$21 per person. Do I get \$84 total or is each diner limited to \$21?)

Meals within the county are reimbursed by detailed receipt only. Each diner should remain under the \$21 per diem rate. This includes meals, beverages, desserts, tax, and tip. An approval form signed by the County Official explaining the necessity of a dinner meeting must also be submitted with the voucher.

- ***What's included in the Meals and Incidental per diem rate?***

- Meals including tips
- Snacks
- Tips for taxis
- Tips for hotel services: porters, maid service, and parkingOther minor expenses

- ***How does pay work when I am traveling to training or a meeting?***

There are several rules concerning compensation when traveling. Basically they can be broken down into two situations:

- *One-Day Travel* – When traveling to training or a meeting for one day (leave and return on the same day) all employees traveling are considered on compensable work time. This includes driving or riding in a car or on a common carrier.
- *Overnight and Out-of-Town Travel* – Travel time is compensable work time when it occurs during the employee's regularly scheduled work hours. This is true whether the employee is driving, or riding in a vehicle or on a common carrier. This includes time spent traveling from an employee's home until the employee arrives at his or her hotel or place of work at an out-of-town location. "Travel time" does not include commute time from home to the job site, or from the job site to home. In addition, if the travel occurs during normal work hours on nonworking days (i.e., Saturday or Sunday 8 am to 4 pm for an employee who works Monday through Friday, 8 am to 4 pm), the time is compensable. Overnight travel that occurs outside of regular working hours as a passenger on an airplane, train, boat, bus or car is not considered compensable work hours. If an employee is required to drive, the time spent is considered work hours. An employee riding in a car outside normal work hours is not on compensated time.
- Employees are not authorized to travel separately in order to be subject to compensation while traveling. Departments are required to minimize travel costs by requiring employees to travel together when possible.



AGENDA ITEM SUMMARY

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

7
10/25/21

Department: BOCC

WORK SESSION ☒ Meeting Date: 10-25-21

REGULAR AGENDA ☒ Meeting Date: 11-2-21

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

To continue the effort to keep the Clallam County Code up to date, the code section relating to 5.100 Consolidated Fee Schedule – Administrative Services 111-A needs updated.
Review Ordinance and request a call for hearing to be held Tuesday, November 23, 2021 at 10:30 a.m.

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?)

To continue the effort to keep the Clallam County Code up to date, the code section relating to 5.100 Consolidated Fee Schedule – Administrative Services 111-A needs updated.
Review Ordinance and request a call for hearing to be held Tuesday, November 23, 2021 at 10:30 a.m.

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: October 20, 2020

* Work Session Meeting - Submit 1 single sided/not stapled copy Fee Schedule 111-A Administrative Services 10-25-21.docx
** 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 –
Administrative Services – Fee Schedule 111-A

NOTICE: The Clallam County Board of Commissioners will conduct a public hearing on Tuesday, November 23, 2021 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
<http://www.clallam.net/bocc/drafts.html>

****ATTENTION****

In response to the current pandemic, to promote social distancing, and in compliance with Governor's Proclamation and the recommendation of the Clallam County Health Officer, the Board of Commissioners meetings will be virtual only. The Board of Commissioners strongly encourages public comments to be submitted in writing.

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

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

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

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or
agores@co.clallam.wa.us.

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request.

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

FORMAL IDENTIFICATION: Administrative Services – Fee Schedule 111-A

SECTION-BY-SECTION SUMMARY OF PROPOSED CHANGES:

Notary Fee – Remove \$5 fee

Certification of copy – Remove – already included on the Auditor's Fee Schedule

Returned Check Fee (NSF) – Amended to \$40 or the face value of the check, whichever is less (RCW 62A.3.515 (a))

Publish: November 5, 2021
Bill: Board of Commissioners

Loni Gores, CMC, Clerk of the Board

Ordinance ____

Amending Clallam County Code Chapter 5.100 Consolidated Fee Schedule –
Administrative Services - Fee Schedule 111-A

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Section 1. Section 5.100.111, Fees for Administrative Services 111-A is amended to read as follow:

See attached Administrative Services Fee Schedule 111-A.

ADOPTED this _____ day of _____ 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores
CMC, Clerk of the Board

Bill Peach

ADMINISTRATIVE SERVICES FEE SCHEDULE 111-A EFFECTIVE ~~2009~~ 2021		
SERVICE	FEE	REFERENCE
~~Notary~~ ²	\$5	
~~Certification of copy~~	See Auditor's fees	
Returned check (NSF)	\$25 \$40 or the face value of the check, whichever is less	<u>RCW 62A.3-515 (a)</u>

² ~~Subject to County Policy. Also see Fee Schedule 110-A~~

DRAFT



AGENDA ITEM SUMMARY

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

8
10/25/21

Department: BOCC

WORK SESSION ☒ Meeting Date: 10-25-21

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 - Discussion |

Documents exempt from public disclosure attached: ☐

Executive summary:

Commissioner Johnson has requested an American Rescue Plan Act discussion regarding the Black Ball Ferry.

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?)
Discussion.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners, Finance Department

Relevant Departments: Board of Commissioners, Finance Department

Date submitted: 10-19-21

* 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)



October 15, 2021

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

Dear Clallam County Commissioners,

Thank you for your continued support of Black Ball Ferry Line. I am writing in response to your request for a business update and to report on the current position of the company as it relates to the COVID-19 pandemic and returning to operation.

Black Ball Ferry Line has operated the MV COHO ferry for over 60 years providing an important link between Port Angeles and Victoria, BC. Typical annual passenger volumes are over 470,000, along with 130,000 private and commercial vehicles. It is one of the highest volume ports in the State of Washington and the westernmost border crossing in the continental United States. Ferry customers spend over \$60 million per season in Clallam County, supporting nearly 1000 local jobs. A full economic impact study performed by Olympus Consulting in 2019 is available for reference.

Due to the closure of the US-Canada border for the last 18 months, this critical link has been completely severed. The company has now endured two seasons of near total loss of all income. This suspension is historic in nature, representing the longest interruption of vessel service between these two ports in over 120 years.

Below is a summary of some of the effects on the company:

- Black Ball owners have spent \$6.2 million in reserves and other funds on continued expenses while also continuing to pay the healthcare premiums of all employees and their families since the beginning of the pandemic. The company is now entering 18+ months with a 99% reduction in revenue. Black Ball has maximized all federal aid programs available and is now depending on borrowed capital and supplemental grants.
- The company anticipates \$9.5 to \$11.5 million in expenses before it can return to break-even service. This does not include the loan funds accrued or use of PPP funds. Before returning to profitability, expenses could easily exceed \$15 million. ✓
- CBSA and USCBP have also indicated that there could be significant impact to operations due to both manning and increased operational requirements. ✓
- The additional cost to passengers of a PCR or molecular test for entering Canada will cause a dramatic reduction in passenger volume. These requirements are being put in place for the foreseeable future, dramatically impacting the ability to return to profitable service before 2023. ✓
- Assuming the best-case scenario for the reopening of the border, the company will have lost at least \$40 million in revenue and expenses before returning to break-even service.

www.cohoferry.com

Port Angeles Terminal
101 E. Railroad Avenue
Port Angeles, WA 98362
Tel: (360) 457-4491
Fax: (360) 457-4493

Administration Office
4209 21st Avenue West, Suite 307
Seattle, WA 98199
Tel: (206) 283-4400
Fax: (206) 283-4405

Victoria Terminal
430 Belleville Street
Victoria, B.C. V8V 1W9
Tel: (250) 386-2202
Fax: (250) 386-2207

- Ship maintenance requirements dictated by the classification society as well as US Coast Guard are anticipated to be in excess of \$1,250,000 to retain the ability to continue sailing. Additional repair, maintenance and safety upgrades could exceed \$2 million. The City of Port Angeles has directed \$500,000 of ARPA funds toward these costs.
- Annual salary and benefits cost for the highly trained union workforce is \$8.3 million. It has been increasingly challenging to retain those workers after the federal supplemental unemployment benefit expired in September. PPP loans have been utilized and have provided assistance. Black Ball has also received CERTS grants that will support payroll costs for up to approximately six months; however, the restrictions on the use of those funds are very prescriptive and must be used for very specific costs (similar to a PPP loan).
- The company has continued to provide bus service to support the cruise ships calling on the county, as well as public and private events and sports team transportation; however, this service is not profitable.

Thank you again for your time and your appreciation for the particular challenges presented to Black Ball during this difficult period.

Best regards,

A handwritten signature in dark ink, appearing to read 'Ryan Malane', with a stylized, cursive script.

Ryan Malane
Co-Owner and Vice President, Black Ball Ferry Line

Cc: Ryan Burles, President, Black Ball Ferry Line
John Cox III, Chairman of Black Ball Ferry Line
David Booth, CFO, Black Ball Ferry Line
Rian Anderson, Vice President, Black Ball Ferry Line

Johnson, Randy

From: Lane, Mark
Sent: Thursday, October 14, 2021 5:35 PM
To: Ryan Malane; 'dbooth@cohoferry.com'
Cc: Johnson, Randy; Meier, Richard
Subject: Update--Commerce Grant

Hi Ryan and David,

I wanted to give you a quick update on the Commerce grant for Blackball. Rich Meier and I had an update call at 3:30pm today with our two contacts at Commerce and we received some encouraging news.

First, we did receive clarification on the question of whether sales taxes paid by Blackball relating to goods/services purchased as part of running your business and employer share payroll taxes incurred are in fact eligible for reimbursement using these grant funds. After a lengthy discussion, Commerce's AG agreed with our two grant contacts at Commerce that such sales taxes paid on goods & services purchased by Blackball (as well as employer share payroll taxes) do represent eligible costs under the grant. What would be disallowed are such items as business application and license costs, as well as obviously such taxes as federal, state or local income taxes. So that was good news.

On the contract front, our contact indicated that the contract is very close to being done. The Commerce AG just pushed through a few remaining changes and will be sending it to our contact by the end of this week for review/approval. Once that happens, I am optimistic that we will have a contract from Commerce hopefully sometime next week. One thing they did share with me is this grant agreement for Blackball is the first of its kind for Commerce from the ARPA funds that got approved as part of the recently passed budget, and so their AG is having to take time and make sure from a precedent-setting standpoint that the structure that is finalized in your grant agreement is one that they can then use for the many additional grants they will be processing after yours is completed.

Once we have received their grant contract, we'll then get working on getting our form of agreement between you and the County drafted which should go relatively quickly, as well as get the Commerce contract to the BOCC for review/acceptance. If all goes well, we could potentially have contracts done on both sides by the first week of November.

Once we've delivered the signed contract from the County to Commerce, Commerce did indicate that it could take as long as 2 weeks for their accounting team to get the contract into their systems in order for them to be able to start accepting reimbursement requests. Apparently, their accounting department has unfortunately experienced several recent retirements leaving them short-handed. What this means and as I've shared with Commissioner Johnson, is we are probably not looking at being able to start funds being released by Commerce until late November at the earliest most likely. I know our contacts at Commerce are sensitive to the urgent need for the funding and are doing everything they can to keep this moving forward as quickly as their own processes allow.

Please know that we on the County side are trying to get through our audit review of all of the materials sent to us so that we are in a good position to begin signing off on funding requests to be submitted to Commerce as soon as the contract is in place with Commerce's accounting team and we're able to upload the information so as not to create any more delay at least on our end.

Anyway, that is my update for now. If you have any questions, please feel to reach out to me.

Best,

Mark Lane

Chief Financial Officer

Clallam County

223 E 4th St, Suite 4

Port Angeles, WA 98362

Ph 360-417-2383

Email: mlane@co.clallam.wa.us



AGENDA ITEM SUMMARY

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

9
10/25/21

Department: BOCC

WORK SESSION ☒ Meeting Date: 10-25-21

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 - Discussion |

Documents exempt from public disclosure attached: ☐

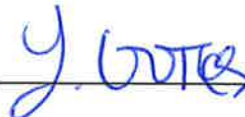
Executive summary:

Review of WSAC Legislative Priorities:

Commissioner Peach will provide an update on the legislative priorities being discussed and set by the Legislative Steering Committee of the Washington State Association of Counties.

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?)
Discussion.

County Official signature & print name:  Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: Board of Commissioners

Date submitted: 10-7-21

* 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)



2021-22 Legislative Priorities Development Process (2-year legislative cycle)

2021 Process

- ✓ May - July 2020 - Priorities Survey emailed to all WSAC members and affiliates
- ✓ July 2020 – LSC meeting to review and add to the survey list
- ✓ August 2020 – LSC Co-Chairs will meet with WSAC Executive Committee to review and narrow list; LSC will meet to review and adopt amended Policy Statement upon recommendations from work groups
- ✓ September 2020 – LSC meeting at the September Board meeting to review and adopt the legislative priorities agenda
- ✓ November 16, 2020 – County Leaders Conference and membership adoption of priorities

2022 Process

- September 2021 – Staff review and update of Policy Statement and 2021 Legislative Agenda
- October 1, 2021 – LSC review and adoption of Legislative Agenda and Policy Statement, as needed
- No later than November 5, 2021 - Legislative Agenda sent to full membership
- November 18, 2021 – Adoption of Legislative Agenda and Policy Statement (if needed) by full membership at County Leaders Conference

2021 Legislative Priorities

Counties - the State's partner for progress



Infrastructure



Fish Passage Barriers

Many of Washington's native fish swim upstream to spawn, but old culverts under roads can be impossible for the fish to swim through, leaving them stranded and unable to spawn. This loss of habitat has been a factor in the steep decline of salmon.

- The state is under court order to fix all of their fish blocking culverts by 2030. Fish cannot differentiate between a state or county-owned culvert, and without addressing other culverts in the same stream systems, the problem will continue.
- Counties have thousands of fish blocking culverts that need to be repaired or replaced, which will cost billions of dollars counties don't have.



Transportation/Road Maintenance and Funding

Counties own over half of Washington's roads that residents rely on to get to school, work, and move products to market.

- Counties receive \$500 million less per biennium than previously and do not have enough money to meet our transportation system's needs.
- These funding challenges risk the health and safety of our communities and the environment. Reliable, sustainable funding is urgently needed.



Broadband Access

Broadband access is critical to the modern economy, essential for education, and vital to innovative health equity. Increasing access to underserved areas is essential.

- Geographic, economic, and other variables hinder access to quality high-speed broadband for too many Washington residents, with inadequate and unaffordable service in every county across the state.
- Improving broadband access will be expensive, but the return on investment to local economies will be profound.



Capital investment

Investments in infrastructure are vital to economic growth and essential for maintaining vibrant communities yet have remained underfunded for decades.

- Investing in infrastructure spurs economic development - every \$1 invested generates \$1.50 in economic output. Investments in "core infrastructure" like roads and railways are even higher.
- Counties also need capital investments in sewer, water, landfills, and buildings to keep communities safe and functional.



Environment



Growth Management Act

Counties are required to protect farm and forest lands, rivers and lakes, and other sensitive environments. Many must also manage for growth. However, there are updates and reforms needed to make the GMA more functional and effective.

- Planning is expensive, and without reliable and sustainable funding, counties will continue to struggle to satisfy legal requirements.
- Counties cannot absorb new planning requirements without the Legislature providing ongoing financial support for any additional responsibilities. Counties support local flexibility for planning.



Water

Water is vital to local economies, agriculture, recreation, and environmental health. Counties have a strong interest and responsibility in managing water to meet current and future demand.

- Fair and equitable water distribution is essential to meeting the needs of all counties. Regardless of water rights ownership, effective and efficient water management is in the public interest.
- Programs that improve water quality or support and enhance water supplies for various uses, including environmental, require funding.



Climate Change

Climate change impacts county residents and the environment. Counties can help the state meet its goals for reducing climate change causes but cannot take on more responsibilities without additional funding.

- The Legislature must provide the financial resources necessary if requiring counties to take on new climate change impact and reduction responsibilities.
- Counties face different impacts, and solutions for meeting climate change-related goals should be flexible and tailored to local conditions.



Forest Maintenance

Forestlands are essential resources that create jobs, support education and other services, and meet cultural and recreational needs. Forest health is critical to a healthy environment, clean water, and wildlife habitat.

- Active forest management strategies like thinning, prescribed burning, and logging are vital for maintaining forest health.
- When forestlands are unharvested to support wildlife, forest health management must continue. County revenues and rural jobs must be supported by replacing affected forestlands with other harvest opportunities or through other means.



Solid Waste

Managing garbage and recycling collection and hazardous waste disposal is primarily the responsibility of counties. These services are not uniform statewide, and costs can vary widely. Significant changes in recycling markets and service level adds to the confusion.

- Counties support a uniform standard for recycling available to all residents with consistency to minimize confusion and improve recycling markets.
- State support for county solid waste management has declined by over 62% since 2013. The Legislature needs to restore funding to local programs.

\$ Fiscal

🕒 Short-term Recovery

The pandemic has wreaked havoc on both state and local revenues.

- The Legislature can help counties through this decline by removing restrictions and allowing flexibility to spend certain funds. Letting local governments make fiscal decisions that best suit their specific situations is key to getting through the pandemic and meeting the resulting budget challenges.
- If the Legislature cannot help counties through this crisis, it should refrain from adding any new requirements without commensurate funding.
- Counties support workforce development opportunities for hard-hit industries.

📈 Long-term Change

Counties face three primary challenges with the revenue sources available to fund essential state services at the local level: lack of revenue diversity, flexibility in how they can use revenue, and revenue streams that do not keep pace with expanding population and inflation.

- With an overdependence on property tax, a smaller share of sales and use tax, and the lack of flexibility in the use of other revenues, counties are structurally unable to meet current and future service demands.
- The county financial structure must meet the needs of modern county governments. The Legislature must help by giving counties the authority to control their cost drivers and providing revenue sources that keep pace with costs.



Mike Hoover, Policy Consultant, Mike Hoover Public Affairs
(360) 561-6853 | mike@hooverpa.com

Mellani McAleenan, Director, Government Relations & General Counsel
(360) 489-3015 | mmcaleenan@wsac.org

Social Justice & Equity

Public Health

Local health jurisdictions are the frontline defenders against an expanding list of threats like infectious diseases, chronic illness, harmful environmental exposures, and public health emergencies.

- Local public health works to reduce health disparities created when specific populations have worse health outcomes or are more susceptible to illness and injury due to systemic and institutional barriers.
- Local public health must be well-funded to increase capacity, modernize, and quickly adapt to manage both new threats and long-standing health impacts.

Behavioral Health

Mental health and substance use disorder treatment programs are essential county services made even more significant during a pandemic.

- The pandemic has increased the need for care of those with mental health and substance use problems and those suffering from the psychosocial consequences of the pandemic.
- County jails inappropriately serve as substance use disorder and mental health institutions but are not designed or staffed to provide sufficient treatment for these individuals making treatment insufficient and expensive. The Legislature must ensure that the behavioral health system is sufficiently funded, including support for county jails.

Access to Judicial Equity

Access to a defense attorney is a fundamental constitutional right, the responsibility for which the Legislature passed down to counties.

- Improving access to justice is a critical component in tackling inequality, and ensuring that access is equal, regardless of where you live.
- With the Legislature funding less than 4% of trial court public defense costs, counties are left to foot the ever-increasing \$160 million bill with dwindling and unequal resources, which risks the funding for other non-constitutional but equally important human services.

Medical Services Provided in Jail

Under federal law, a person's Medicaid benefits are suspended during incarceration, even when they have not been found guilty, placing them at risk for changes in health treatments.

- Under federal law, states can seek a waiver of certain Medicaid requirements that allow states to demonstrate Medicaid innovations like expanding eligibility, providing services not typically covered, and using innovative service delivery systems.
- The state should apply for a waiver to allow people to maintain their Medicaid benefits while incarcerated until judgment. This would provide for a more successful recovery and reentry into our communities.

Affordable Housing

Even before the pandemic, Washington communities faced a massive affordable housing shortage and a growing number of persons entering homelessness.

- The pandemic created even greater strains on our communities - with increasing unemployment, growing numbers of people facing eviction or foreclosure, and a decreasing supply of affordable housing.
- The Legislature must invest in stabilizing housing situations for both tenants and homeowners.



Emergency Response and Recovery



OPMA/PRA

Washington's Open Public Meeting Act (OPMA) and Public Records Act (PRA) place strict requirements on when and how public meetings are conducted and records provided to the public. Necessary pandemic response measures have made it practically impossible to comply with every requirement.

- The OPMA should be modified to allow public meetings to be conducted remotely via technology and meeting notices be posted online during an emergency.
- PRA response timelines must be flexible in an emergency where physical access to documents is impaired or when mail delivery may be less frequent due to remote work arrangements.



Coronavirus

The COVID-19 pandemic has severely impacted all facets of our health, well-being, and society and spotlights the critical need for a strong local public health response in several crucial areas.

- The Legislature must support counties in case investigation, vaccination, and community outreach. A culturally appropriate workforce is needed to identify and control the spread of COVID-19. A multi-faceted, ongoing outreach and education campaign is necessary to help Washingtonians navigate COVID-19 health and safety guidance.
- The Legislature must continue to support counties in disease containment and suppression and the coordination of care for individuals and families in isolation and quarantine who need support beyond testing.



Fire

Wildfires affect all counties and are becoming more frequent across the state, and air quality has been extremely hazardous for long periods due to smoke.

- The Legislature should dedicate more resources to improving forest health and enhance fire resiliency for communities in all high fire hazard areas. Immediate rehabilitation is necessary to prevent catastrophic flooding, and the Department of Ecology should collaborate with the counties on prescribed burns.
- Legislative investment is needed to increase the ability of local fire districts and the Department of Natural Resources to respond to and contain wildland fires, with more airplanes and helicopters, trained firefighters, and engines.
- Investments in redundant power and emergency communications (e.g. 911) systems are critical to effective fire response.

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2022 Legislative Priorities

Counties - the State's partner for progress



Infrastructure



Fish Barrier Removal

In Washington many threatened or endangered salmon and steelhead cannot access critical upstream habitat to spawn because thousands of culverts block their way. This loss of habitat has been such a factor in the steep decline of salmon and steelhead that the state is under court order to fix many of their fish blocking culverts by 2030.

- Counties also have thousands of fish blocking culverts that need to be repaired or replaced, which will cost billions of dollars counties don't have.
- Counties support a comprehensive and coordinated statewide program; prioritizing both watersheds and species to determine the removal of state, local, and private barriers to maximize habitat recovery.



Preserve and Maintain County Roads and Bridges

Counties are responsible for roughly half of Washington's transportation system that residents rely on to get to school, work, and move products to market.

- Counties face this responsibility at a time when local revenues are in decline and the cost of preservation and construction are on the rise.
- These funding challenges will lead to deferred maintenance, increased risk to the safety, and costlier reconstruction of necessary infrastructure. Counties need more shared revenue from the state for maintenance.



Broadband Access

Broadband access is critical to the modern economy, essential for education, and vital to innovative health equity. Increasing access to underserved areas is essential.

- Geographic, economic, and other variables hinder access to quality high-speed broadband for too many Washington residents, with inadequate and unaffordable service in every county across the state.
- Improving broadband access is a long-term process that will be expensive, but the return on investment to local economies will be profound.



Capital investment

Counties are responsible for maintaining a variety of public facilities and infrastructure critical to public health and safety. Counties increasingly need state investment in sewer, water, solid waste, and buildings to keep them safe and functional.

- Investments in infrastructure are vital to economic growth and essential to vibrant communities and yet too often maintenance competes with mandates while facilities age and deteriorate.
- Investing in infrastructure spurs economic development - every \$1 invested generates \$1.50 in economic output. Investments in "core infrastructure" like roads and railways are even higher.



Environment



Growth Management Act

Counties are required to protect farm and forest lands, rivers and lakes, and other sensitive environments. Many must also manage for growth. However, there are updates and reforms needed to make the GMA more functional and effective.

- Planning is expensive, and without reliable and sustainable funding, counties will continue to struggle to satisfy legal requirements.
- Counties cannot absorb new planning requirements without the Legislature providing ongoing financial support for any additional responsibilities. Counties support local flexibility for planning.



Water

Water is vital to local economies, agriculture, recreation, and environmental health. Counties have a strong interest and responsibility in managing water to meet current and future demand.

- Fair and equitable water distribution is essential to meeting the needs of all counties. Regardless of water rights ownership, effective and efficient water management is in the public interest.
- Programs that improve water quality or support and enhance water supplies for various uses, including environmental, require funding.



Climate Change

Climate change impacts county residents and the environment. Counties can help the state meet its goals for reducing climate change causes but cannot take on more responsibilities without additional funding.

- The Legislature must provide the financial resources necessary if requiring counties to take on new climate change impact and reduction responsibilities.
- Counties face different impacts, and solutions for meeting climate change-related goals should be flexible and tailored to local conditions.



Forest Maintenance

Forestlands are essential resources that create jobs, support education and other services, and meet cultural and recreational needs. Forest health is critical to a healthy environment, clean water, and wildlife habitat.

- Active forest management strategies like thinning, prescribed burning, and logging are vital for maintaining forest health.
- When forestlands are unharvested to support wildlife, forest health management must continue. County revenues and rural jobs must be supported by replacing affected forestlands with other harvest opportunities or through other means.



Solid Waste

Managing garbage and recycling collection and hazardous waste disposal is primarily the responsibility of counties. These services are not uniform statewide, and costs can vary widely. Significant changes in recycling markets and service level adds to the confusion.

- Counties support a uniform standard for recycling available to all residents with consistency to minimize confusion and improve recycling markets.
- **Recently approved and emerging statewide priorities for waste reduction, greenhouse gas emissions reduction, litter control, and others that impact county solid waste programs should include collaboration with counties and must include resources for implementation of new requirements.**



\$ Fiscal

Unfunded Mandates

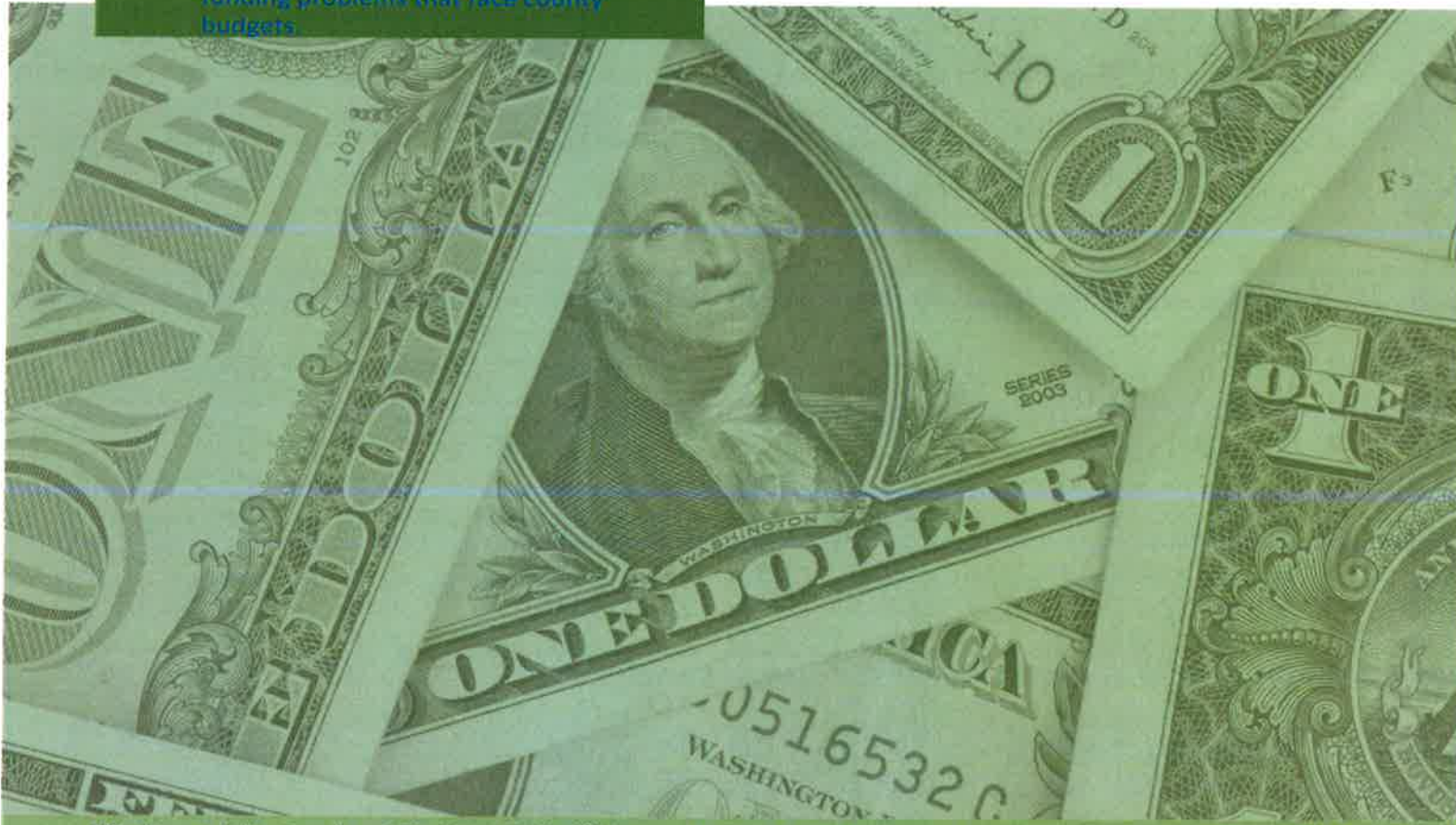
In 1993, the citizens of Washington State passed Initiative 601 that, in addition to establishing state spending limits, created a requirement that local governments must be reimbursed by the state for the costs of any new programs or increased services imposed upon them.

- Counties, as agents of the state, are tasked with implementing laws and court mandates. Therefore, the Legislature must ensure that counties have adequate resources to perform these constitutional and statutory responsibilities.
- The Legislature must not continue to shift costs through policy changes without addressing the underlying funding problems that face county budgets.

Long-term Change

Counties face three primary challenges with the revenue sources available to fund essential state services at the local level: lack of revenue diversity, flexibility in how they can use revenue, and revenue streams that do not keep pace with expanding population and inflation.

- With an overdependence on property tax, a smaller share of sales and use tax, and the lack of flexibility in the use of other revenues, counties are structurally unable to meet current and future service demands.
- The county financial structure must meet the needs of modern county governments. The Legislature must help by giving counties the authority to control their cost drivers and providing revenue sources that keep pace with costs.



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Social Justice & Equity

Public Health

Local health jurisdictions are the frontline defenders against **community** threats like infectious diseases, chronic illness, environmental **toxins**, and public health emergencies.

- Local public health works to reduce health disparities created when specific populations have worse health outcomes or are more susceptible to illness and injury due to systemic and institutional barriers.
- Local public health must be well-funded to increase capacity, modernize, and quickly adapt to manage both new threats and long-standing health impacts.

Behavioral Health

Mental health and substance use disorder treatment programs are essential county services made even more significant during a pandemic.

- The pandemic has increased the need for care of those with mental health and substance use problems and those suffering from the psychosocial consequences of the pandemic.
- County jails inappropriately serve as substance use disorder and mental health institutions but are not designed or staffed to provide sufficient treatment for these individuals making treatment insufficient and expensive. The Legislature must ensure that the behavioral health system is sufficiently funded, including support for county jails.

Access to Judicial Equity

Access to a defense attorney is a fundamental constitutional right, the responsibility for which the Legislature passed down to counties.

- Improving access to justice is a critical component in tackling inequality, and ensuring that access is equal, regardless of where you live.
- With the Legislature funding less than 4% of trial court public defense costs, counties are left to foot the ever-increasing \$160 million bill with dwindling and unequal resources, which risks the funding for other non-constitutional but equally important human services.

Responding to the Blake Decision



The Supreme Court's decision in State v. Blake presents an unprecedented challenge to the state's criminal justice system that severely impacts the already backlogged court system caused by the pandemic.

- Although the State has provided counties funds to alleviate some of the fiscal impact of resentencing and vacating convictions (\$44.5 million) and reimbursing the associated legal and financial obligations (\$23.5 million), it has not provided counties with nearly enough money to cover the full costs necessary to unwind 50 years of simple possession convictions.
- The State should provide additional funds of at least \$XXX million to counties to cover the full cost of Blake.

Affordable Housing

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- The pandemic created even greater strains on our communities - with increasing unemployment, growing numbers of people facing eviction or foreclosure, and a decreasing supply of affordable housing.
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Pandemic Resiliency

The COVID-19 pandemic has severely impacted all facets of our health, well-being, and Society. It spotlights the critical need for county programs and services investments to protect individuals and build up community resiliency for future emergencies.

- Everyday programs and services should be leveraged to break down barriers to accessing whole person care to promote individual and family resilience during emergencies.
- Efforts that address community health and health equity should be strengthened to address underlying causes of inequity, complex and multi-faceted issues like injury and violence, and guide local priorities and investments.
- State and local communities must look beyond the immediate needs of the pandemic. They must consider how to address inequities in wealth, access to critical services, and systemic discrimination by bolstering networks that include social services, behavioral health, businesses, public health, and healthcare.



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AGENDA ITEM SUMMARY

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

10
10/25/21

Department: BOCC/Finance

WORK SESSION ☒ **Meeting Date:** 10/25/2021

REGULAR AGENDA ☒ **Meeting Date:** 11/02/2021

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 HHS – Foundational Public Health Services, Special Revenue Fund (11341.511).

The County will be receiving ongoing funding from the State of Washington Department of Health for Foundational Public Health Services. These funds will be paid in advance to the County each state fiscal year (July – June) with any unused funding refunded to the State Department of Health.

This new funding provides for programs that support basic public health along with other programs/activities aimed at improving the health of the community affected by certain diseases or public health threats ensuring the community's health and achieving equitable health outcomes.

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?** ☐

Budget changes will be processed in November, 2021.

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: 10/20/2021

* Work Session Meeting - Submit 1 single sided/not stapled copy Agenda Item Sum - Res HHS - Foundational Public Health Services fund 10-19-2021

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

Revised: 3-04-2019



RESOLUTION _____, 2021

CREATION OF NEW HHS – FOUNDATIONAL PUBLIC HEALTH SERVICES,
SPECIAL REVENUE FUND

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The County will be receiving ongoing funding from the State of Washington Department of Health for Foundational Public Health Services. These funds will be paid in advance to the County each state fiscal year (July – June) with any unused funding refunded to the State Department of Health.
2. This new fund provides funding for programs that support basic public health along with other programs/activities aimed at improving the health of the community affected by certain diseases or public health threats ensuring the community's health and achieving equitable health outcomes.
3. These funds will require periodic reporting to the State Department of Health of use of funds and unused funds. It is anticipated these funds will also earn interest separate from other County funds during the duration the County holds such funds.
4. Creation of this fund will allow the County to better meet anticipated accounting and reporting requirements for these new funds, help insure such funds are tracked and spent in accordance with the programs guidelines and requirements, 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. HHS – Foundational Public Health Services (11341.511), a Special Revenue Fund, is now established.

PASSED AND ADOPTED this _____ day of November, 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, Clerk of the Board

Bill Peach



AGENDA ITEM SUMMARY

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

11
10/25/21

Department: Public Works/Roads Dept.

WORK SESSION ☒ **Meeting Date:** October 25, 2021

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 Olympic Discovery Trail Discussion |

Documents exempt from public disclosure attached: ☐

Executive summary:

The Board requested the Department to provide a briefing on the Olympic Discovery Trail. The intended focus of the briefing and discussion will be centered around three main topics: 1) recent accomplishments; 2) what's next (e.g., filling in the gaps), and maintenance.

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 Road Department will present information on ODT development, improvements and maintenance budget implications.

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

No action required.

County Official signature & print name:

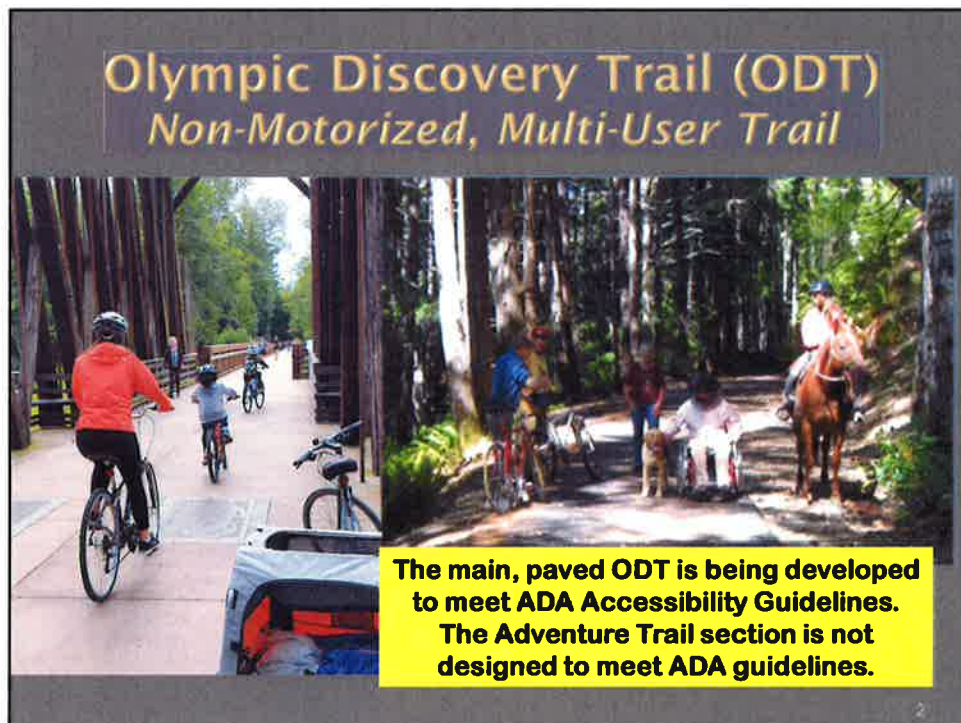
Mary Peterson, Mary Peterson for
Ross Tyler

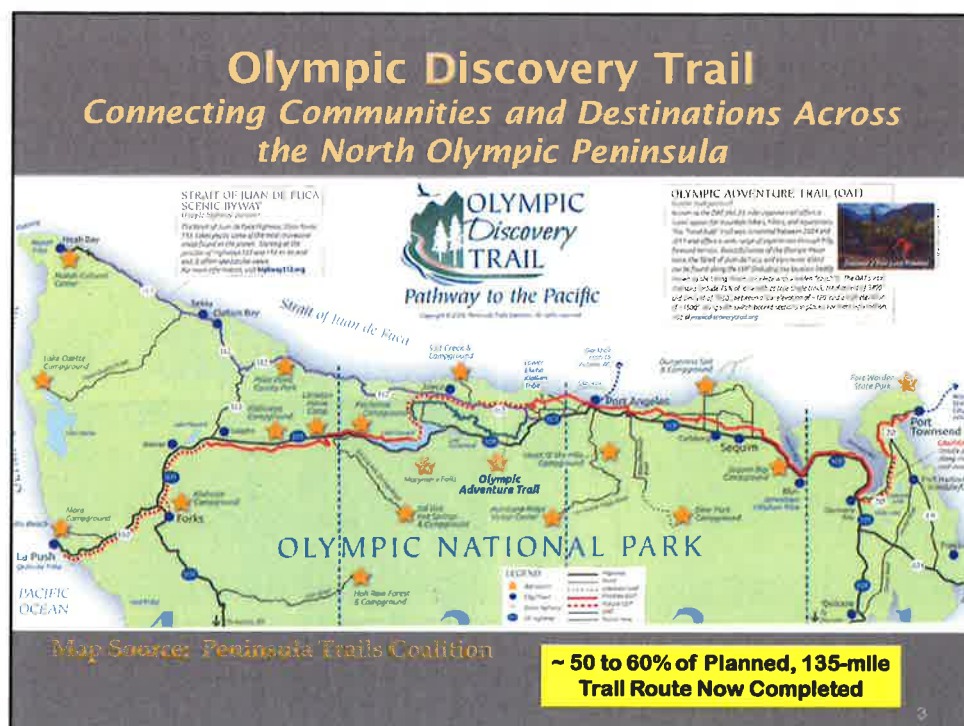
Name of Employee/Stakeholder attending meeting: Steve Gray

Relevant Departments: Public Works/Road Department

Date submitted: October 20, 2021

* 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)





Olympic Discovery Trail (ODT)

In Clallam County

Trail Route Type	Miles	Description
Paved Separated Trail	~56 mi.	~ 33 mi. East of Elwha River ~ 23 mi. West of Elwha River
Unpaved Separated Trail	~0.6 mi.	To be widened & paved Summer 2022
Limited Gravel Access Logging Road	~3.5 mi.	Goal: Improve & pave this ODT-Spruce RR Trail Connector.
Segments on low traffic, Shared Use Roadway (<i>East County</i>)	~5 mi.	City/County local access roads
Segments on low traffic, Shared Use Roadway (<i>West County</i>)	~12 mi.	~ 2 mi. (East of Joyce) + short segment on East Beach Road by Lake Crescent ~10 mi. along Cooper and Mary Clark Roads (Sappho Area)
Trail Gaps Currently Connected by Highways	~35 mi.	US 101, SR 112, & SR 110

Olympic Adventure Trail (OAT)

~ 21 miles of natural-tread, single-track trail & ~ 4 miles of gravel roads on state forestlands.

Managed by County Public Works/Roads Dept.

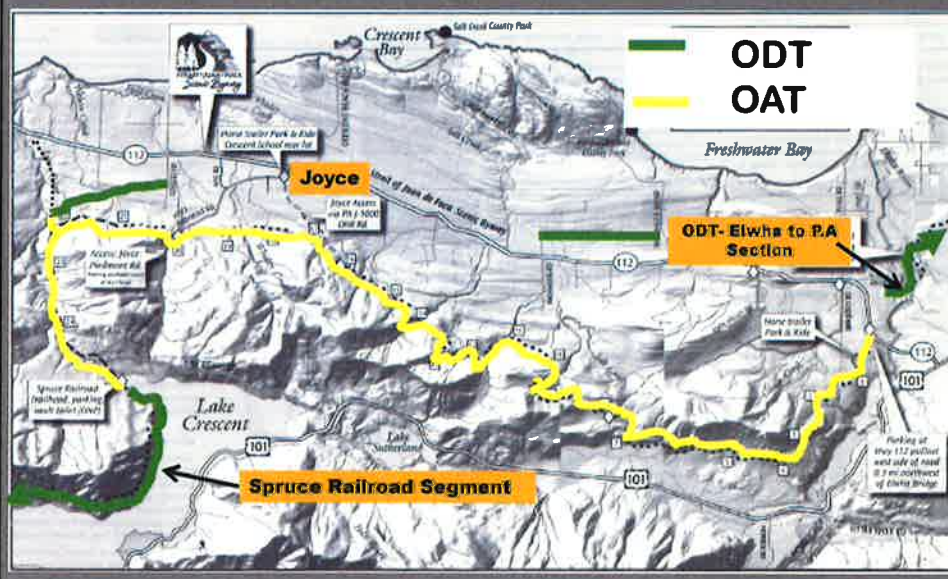
Volunteers are a key part in maintaining.

County's DNR Recreational License: Expires in 2034



Olympic Adventure Trail (OAT)

~ 25 miles to ODT-Spruce Railroad Segment



Presentation to Cover

- ▣ Recent Accomplishments
- ▣ What's Next – Filling in the Trail Corridor Gaps
- ▣ Trail Maintenance

RECENT HIGHLIGHTS (2019-2021)

New Trail Sections
Major Trail Restoration Projects



The top map shows a section of a road network with a yellow dashed line indicating the proposed trail route. A red arrow points from this line down to a photograph of a paved road with a yellow center line, surrounded by trees and a wooden fence. The text to the right of the photo describes the project.

ODT-Freshwater Bay Rd to Thompson Rd Connector (~ 1.75 miles)

9

ODT- Gossett Rd. to Waterline Rd (~1.6 miles)



The map on the left shows a route starting from Gossett Rd, heading south, then west along Waterline Rd, and finally south to Spruce RR Trail. A red line marks the trail segment. A photograph on the right shows a paved road winding through a forest. Text to the right of the photo mentions funding.

\$575,000 from Local Lodging Tax Funding

ODT-Gossett to Waterline Road Segment
 ~ 1.6 mile segment along former railroad grade.
 Waterline Rd. (gravel forest access) provides a trail route connection to the ODT-Spruce Railroad Section around Lake Crescent.

10

ODT-Spruce Railroad Trail Segment

Final Phase at Lk. Crescent In Olympic Natl. Park

Completed the ODT around the north shore of Lk. Crescent providing a 10-mile trail alternative for non-motorized users versus US 101.



Opened November 2020

11

To the East County Line

ODT- Diamond Point Rd. to Old Gardiner Rd.
Connector (~500 feet)



12

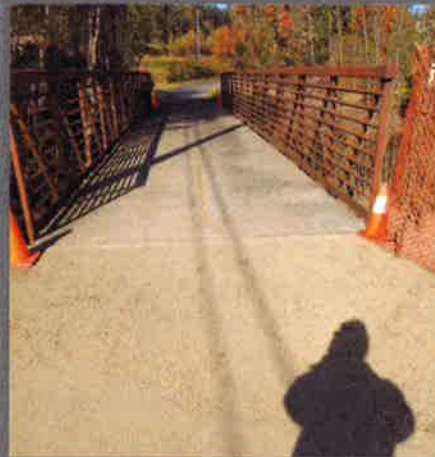
ODT-Diamond Point Road Sidepath

~ 100 feet Sidepath from 101 Intersection to
Diamond Point Road Crossing



13

ODT-Dean Creek Bridge Raising



14

ODT-Dean Creek Bridge Raising

Six Day Project

- Blackberry Clearing
- Bridge Raising
- Backfill Large Scour Hole
- Rock Protection of Abutment and Cribbing

~ 30 volunteers involved over various phases.

Materials paid for by JSKT and County

Project assistance by County Roads (workers, material delivery, excavator to lift bridge...)



14

ODT – Repair East of Dawley Rd.

2019



2021



15

ODT – Repair East of Dawley Rd.

▣ 2019



▣ 2021



17

ODT-Repair East of Dawley Rd. *Excavating*



18

ODT-Repair East of Dawley Rd. *Building Back Up*



19

ODT-Repair East of Dawley Rd. *Building the Wall*



20

ODT-Repair East of Dawley Rd. *Final Steps (October 2021)*



21

2021 Olympic Adventure Trail *Motorcycle Barrier Removal Project*

BEFORE

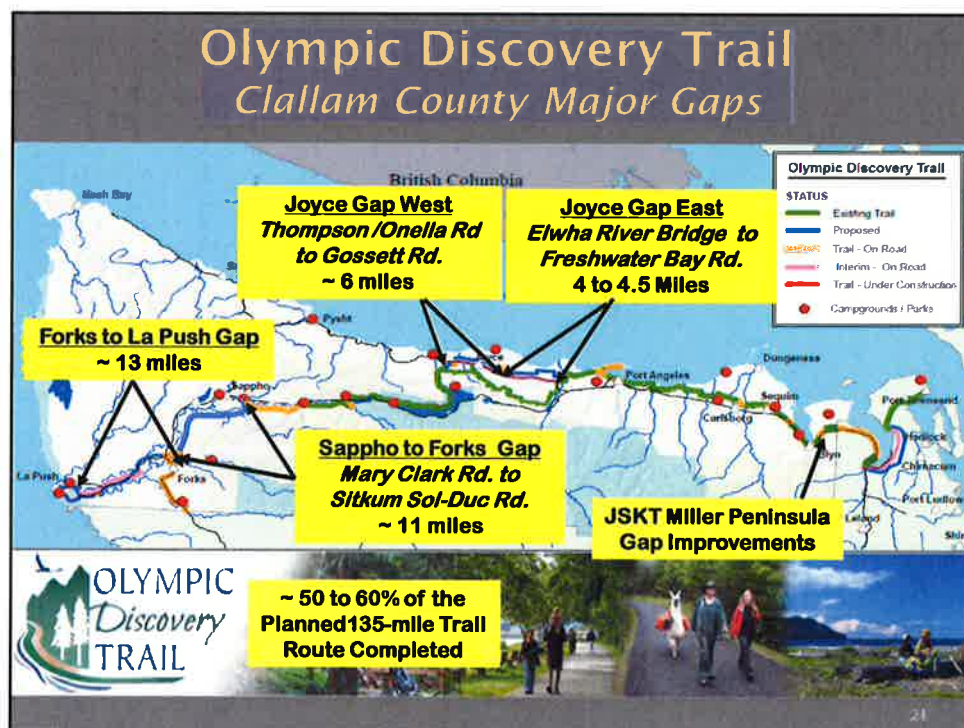


AFTER



What's Next - Completing the ODT

*Filling in the
Trail Corridor Gaps*



Pierce Road to Old Blyn Highway – on Miller Peninsula

Lead: Jamestown S' Klallam Tribe

Project: Widen and Pave current unpaved ODT section on historic railroad grade (~ 0.6 miles)

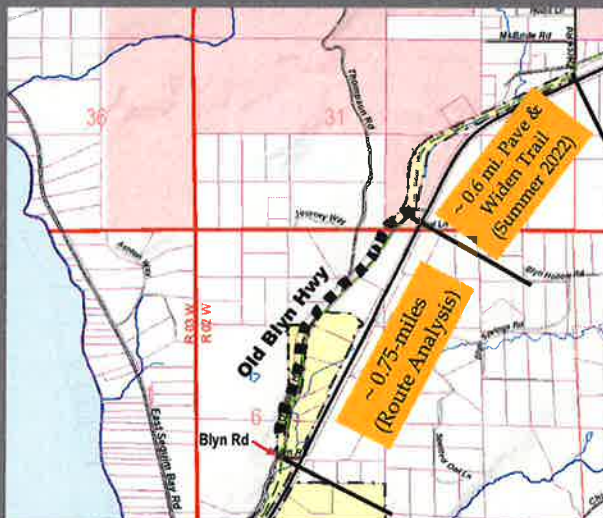
Construction: Summer 2022



Goal: Move ODT Route off of Old Blyn Highway (on Miller Peninsula) onto Separated Trail

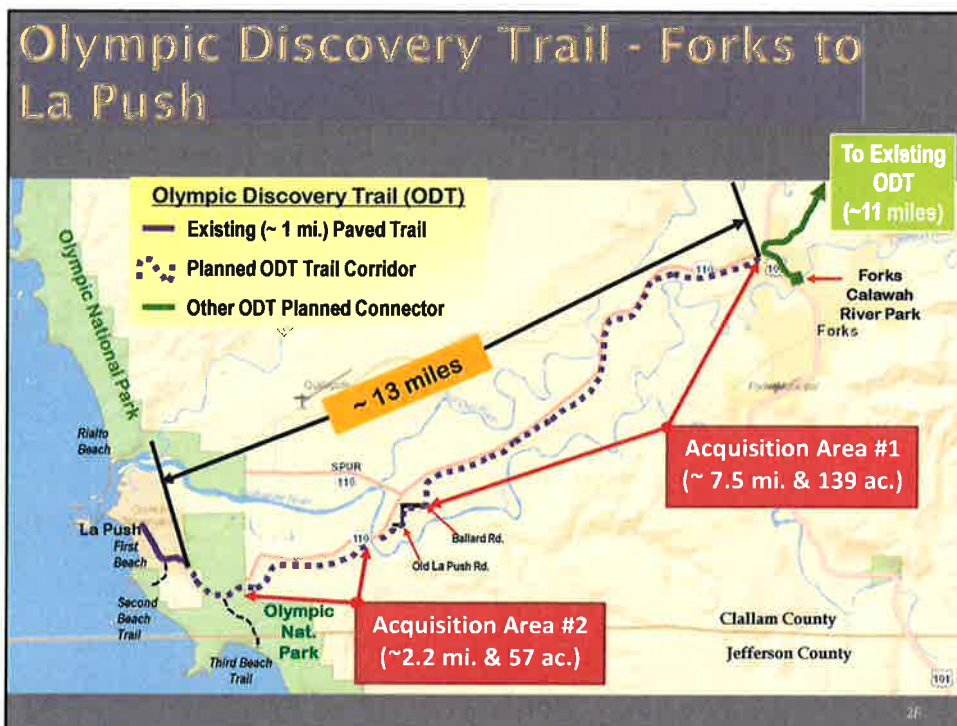
Lead: Jamestown S' Klallam Tribe (JSKT)

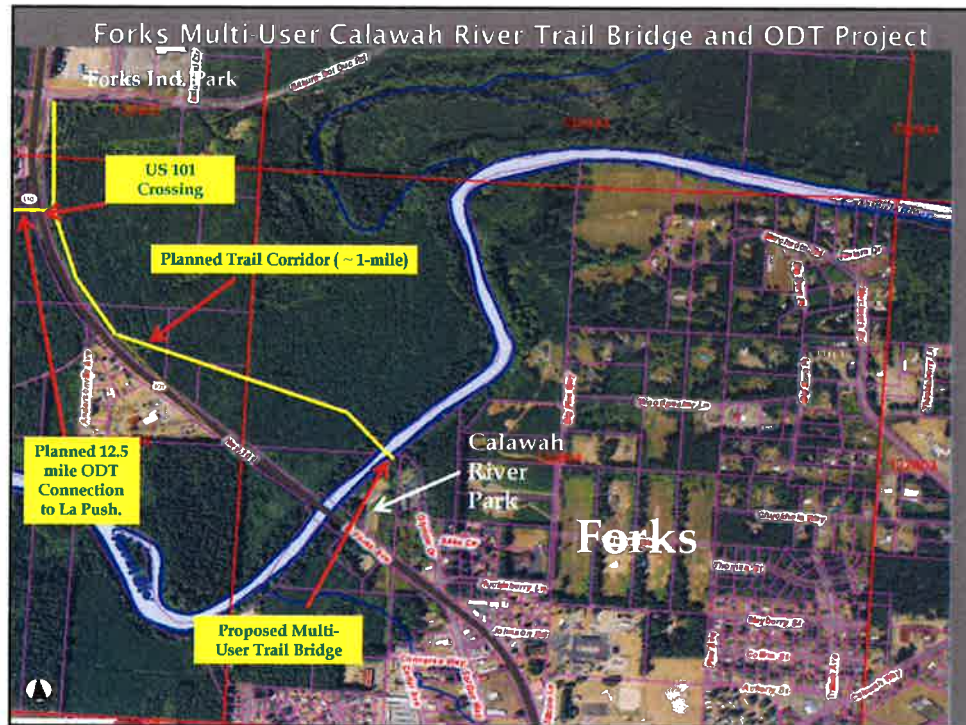
- ✓ JSKT has funding for preliminary design route analysis
- ✓ JSKT owns (*shown in yellow*) about 50% of adjacent historic Railroad Grade



Draft 6-YR Transportation Improvement Program (2022-2027) *ODT-Planned Funded Projects*

PROJECT IDENTIFICATION A. Project/Road Name (Road Log/Bridge No.); [Project No.] B. Beginning and End Milepost (MP) or Termini C. Description of Work D. Total Project Federal, State and/or Other Outside Funding (prior/future)	Functional Class	Improvement Type(s)	Total Length (mi.)	Project Phase	Funding Status	Phase Start	PROJECT COSTS IN THOUSANDS OF DOLLARS																
							Federal Fund Type	FUNDING SOURCE INFORMATION (BY PHASE)				EXPENDITURE SCHEDULE											
								Federal Funds by Phase	State or Other Fund Type	State or Other Funds by Phase	Local Funds by Phase	Total	2022	2023	2024	2025 to 2027							
																	(LOCAL AGENCY)						
Olympic Discovery Trail (ODT)—Forks Calawah River Park to Sitkum-Sol Duc Road (aka "A" Rd.) [698-1907] Construct "1-mile Trail & a multi-user Calawah River trail bridge crossing. Federal: TA = \$450,000 • STBG = \$875,000; PRVT = \$100,000	0			PE	S	2021	TA	65	PRVT		10	75	60										
										RW	S	2018			145	145							
										CN	S	2023	1,210	300	1,510		760	750					
													Totals	1,275	300	155	1,730	80	750	750	0		
ODT-Forks to La Push Trail Corridor Acquisition [698-2101] Acquire trail corridor between US 101 & Olympic Nat. Park adjacent to SR 110. Costs apply towards local match for design & construction phases. RCO = \$905,456; PRVT = \$20,000	0			PE	S	2021	RCO	0	PRVT														
										RW	S	2021	905	302	1,207	670	537						
										CN					0								
													Totals	0	905	302	1,207	670	537	0			
Olympic Discovery Trail (ODT)—Forks to La Push [698-2101] Design & construct ~ 12-mile, trail from US 101 to existing La Push trail adjacent to SR 110 corridor. Project delivered by Western Federal Lands Highway Division. FLAP=55,153,738	0			PE	S	2021	FLAP	0	PRVT	2,117				2,117									
										RW	S	2021				0							
										CN	S/P	2025	6,210										
													Totals	11,327	0	372	11,699	0	0	0			
Countywide Olympic Discovery Trail (ODT) Trail Corridor Gap Acquisition [698-1607, 698-2102, 698-2103] Various locations countywide in current ODT gaps	0			PE	S	2022	PRVT	0	PRVT														
										RW	S	2022			300	300	50	50	50	150			
										CN													
													Totals	0	300	300	50	50	50	150			





Linkages Between Communities

Project Supports Enhancement of Multi-Modal Transportation System Between Forks and La Push

➤ Clallam Transit provides service between Forks and La Push along SR 110.

➤ The planned trail route means trail users will always be close to transit & buses are equipped with bike racks.



31

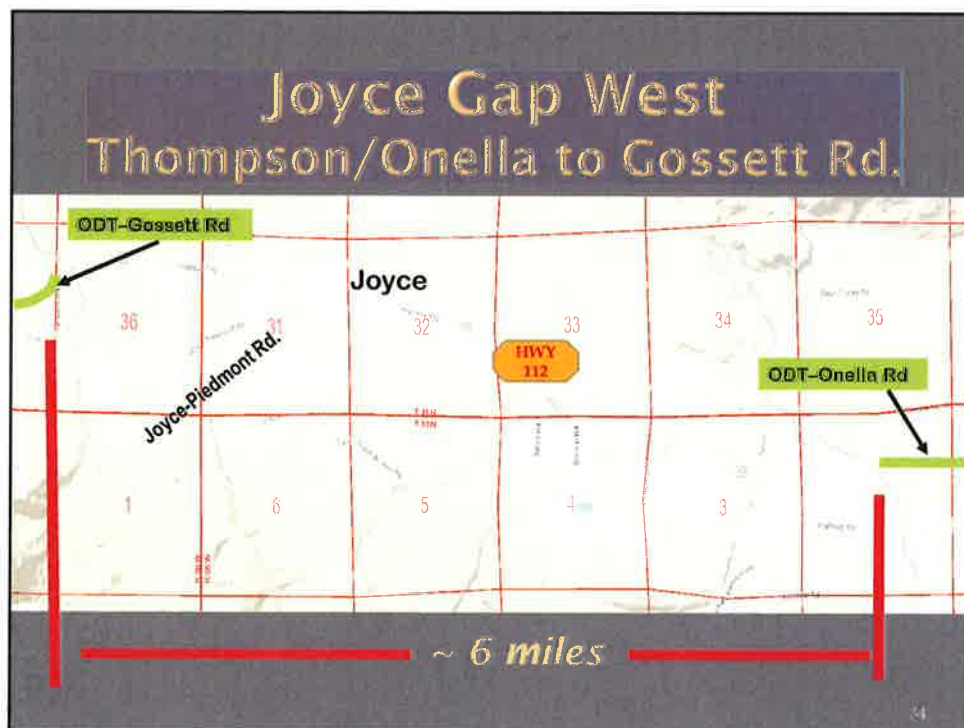
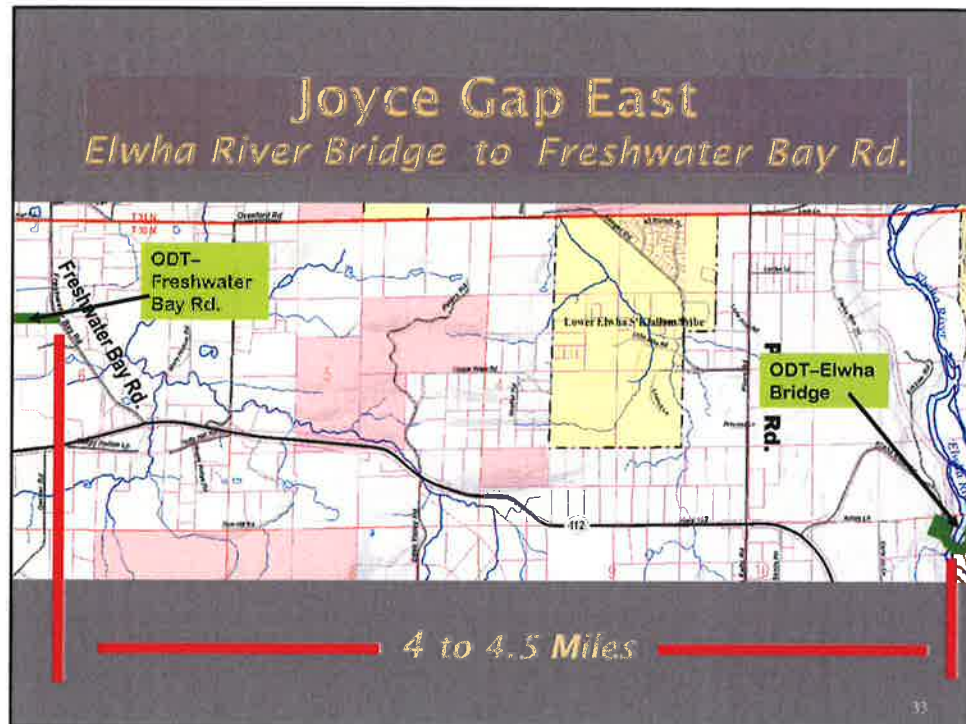
Draft 6-YR Transportation Improvement Program (2022-2027)

ODT-Planned Projects (Unfunded)

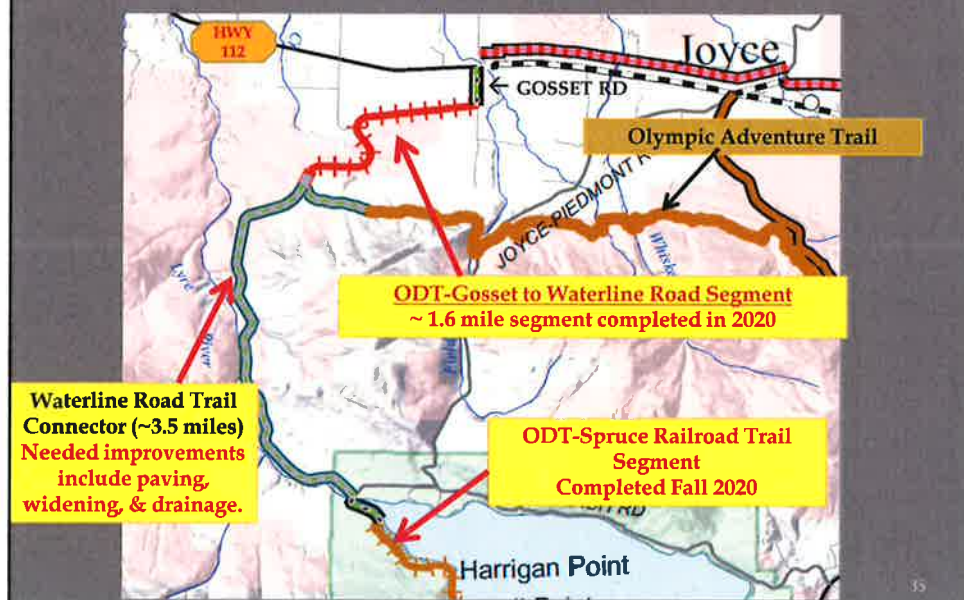
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							FUNDING SOURCE INFORMATION (BY PHASE)						EXPENDITURE SCHEDULE								
							Federal Fund Type	Federal Funds by Phase	State or Other Funds by Phase	Type	State or Other Funds by Phase	Local Funds by Phase	Total	2022	2023	2024	2025 to 2027				
Olympic Discovery Trail - Elwha River to Freshwater Bay Road Gap [698-2102] Plan route, acquire right-of-way, and construct a non-motorized, shared use separated trail to close the trail gap west of ODT-Elwha River Bridge to freshwater Bay Rd.	0	32	4.0PE	P/U									225								
				RW	P/U								300								
				EN	P/U								2,250								
							Totals	0		0			2,775								
Olympic Discovery Trail - Thompson/Onella Rd. to Gossett Rd Gap [698-2103] Plan route, acquire right-of-way, and construct a non-motorized shared use trail between the ODT-Thompson/Onella Rd. and Gossett Road sections and connect the ODT to Joyce.	0	32	7.0PE	P/U									350								
				RW	P/U								500								
				EN	P/U								3,500								
							Totals	0		0			4,350								
Olympic Discovery Trail - Sappho to Forks Gap [698-1607] Plan route, acquire right-of-way, construct new separated trail, and improve (e.g., pave) existing forest roads to connect the ODT route between Merry Clark Rd (Sappho area) and Forks ("A" road).	0	32	11.0PE	P/U									310								
				RW	P/U								500								
				EN	P/U								3,100								
							Totals	0		0			3,910								
Olympic Discovery Trail - Waterline Rd. Improvements [698-1401] Paving & other improvements (e.g., some widening, drainage) to gravel forest access road to improve trail route surface between the ODT Gossett Road and Spruce Railroad Trail sections.	0	32	3.0PE	P/U									50								
				RW	P/U								1,000								
				EN	P/U								1,000								
							Totals	0		0			1,050								

Funding (costs shown are very preliminary estimates) Needed for:

- "Joyce (East & West)" and the "Sappho to Forks" Gaps
- Improving and paving the Waterline Road connection to the ODT-Spruce Railroad Trail Section.



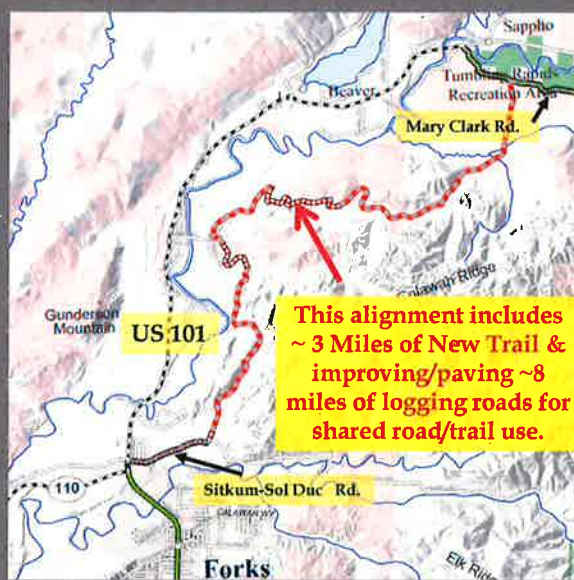
ODT-Waterline Road Segment Improvements



ODT-Sappho to Forks Gap

11 to 14 Mile Gap

Between Mary Clark Rd. Near Sappho to Sitkum-Sol Duc Rd. in Forks



Trail Corridor Maintenance



Who Is Responsible to Maintain *County Managed Sections*

- ▣ Clallam County Public Works/Roads Dept.
 - Dedicated, Full-Time Trail Maintenance Worker & Volunteer Coordinator.
 - Support from all 3 County District Maintenance Crews
 - Engineering Staff Support
 - Management and Administrative Support

We get help from other partnerships.....

Clallam County ODT Volunteer Crew

Year	# of Volunteers	Total Hours
2019	49	3,752
2020	32	1,617
2021	21	1,435 (YTD)



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Peninsula Trails Coalition (PTC)

- ✓ Trail Web Site:
olympicdiscoverytrail.org
- ✓ Adopt-a-Trail Program
- ✓ Work Parties
- ✓ Trail Counter Battery Maintenance
- ✓ Route ID Signage & Kiosks
- ✓ Trail Support Structures (e.g., picnic tables, horse dismount, kiosks....)
- ✓ Port-a-Pot Rentals
- ✓ Fundraisers
- ✓ *And much more.....*



Year	Total PTC Volunteer Hours
2020	2,416
2021	2,261 (YTD)

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**Back Country Horsemen of Washington
Peninsula Chapter Volunteer Hours Report
Clallam County**

October 1, 2020 thru March 31, 2021

		Rate per hour/mile	Total Value
Total Basic Hours	871	\$27.20	\$23,691.20
Total Skilled Hours	45	\$40.80	\$1,836.00
LNT and Education	0	\$27.20	\$0.00
Admin and Public Meetings	0	\$27.20	\$0.00
Travel Time	49	\$27.20	\$1,332.80
Total Hours	965	Hourly Dollar Values	\$26,860.00
Vehicle Mileage	1279	0.95	\$1,215.05
Total Miles	1279	Miles Dollar Values	\$1,215.05
Total Stock Days	0	\$100.00	\$0.00
Grand Total			\$28,075.05

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Sheriff Chain Gang Workers

Work areas:

- Road Corridor
- Garbage & Illegal dumping
- **Olympic Discovery Trail**
- Other (e.g., County parks)

Funded primarily by:

- County Road Dept.
- State grants (solid waste removal)

Funding Supports:

- Two, full time deputies
- Vehicles & Equipment



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Who Else Maintains the ODT?

- ▣ Jefferson County
- ▣ Cities
 - Port Townsend
 - Sequim
 - Port Angeles
- ▣ Jamestown S' Klallam Tribe
- ▣ Olympic National Park

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Maintaining the Paved Olympic Discovery Trail (ODT)



Trail Corridor Vegetation Control

Mowing



Noxious Weed Removal



Brush and Limb Cutting



Surface Debris Blowing & Sweeping



Tree and Large Limb Removal



Moss Control



Surface Crack Repairs



40

Root Damage Repairs



50

Bollard Maintenance

- ✓ Painting
- ✓ Reflective Tape
- ✓ Pavement Warning Lines
- ✓ Repairs
- ✓ Replacing missing locks & hardware



51

Graffiti & Garbage Removal



52

Drainage Maintenance (e.g, ditch cleaning)



53

ODT - Structures



54

Sign Maintenance & Replacement



59

ODT - Support Facilities

TRAIL USER PARKING LOTS

RESTROOM FACILITIES



60

Numerous Bridges Big and Small



57

And So
Much,
Much,
More.....



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Olympic Adventure Trail (OAT)

Many *UNIQUE*
MAINTAINANCE NEEDS
& *CHALLENGES* from its
paved ODT counterpart.

Volunteer efforts are
especially KEY for OAT
Maintenance & Repairs:

- ✓ County ODT/OAT Volunteer Crew
- ✓ Peninsula Trail Coalition OAT Section Adopters
- ✓ Back Country Horsemen



Olympic Adventure Trail (OAT) *Whiskey Creek Horse Trail Crossing Repair*

BEFORE (SEPT. 2020)



AFTER (JAN. 2021)



Olympic Adventure Trail (OAT) *Drainage Repairs*



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Olympic Adventure Trail (OAT) *Trail Surface Tread & Corridor Clearing*



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Olympic Adventure Trail (OAT) Stream & Drainage Crossings



Olympic Adventure Trail (OAT) Trail Repairs & Realignment



Olympic Adventure Trail (OAT) *It's all about using leverage!*



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Olympic Adventure Trail (OAT) *Using what the Forest Provides!*



66

And So
Much,
Much,
More.....



Clallam County Road Dept.
General Maintenance Expenditures
2016 - Present

Year	General Maintenance Expenditures*
2016	\$83,256
2017	\$67,110
2018	\$103,875
2019	\$173,020
2020	\$134,762
2021	\$182,420 (YTD)*
6-YEAR TOTAL	\$744,443 (2016 - Sept. 2021)

*Does not include major project repairs such as the recent trail repair and restoration east of Dawley Road.

Maintenance Needs & Challenges

(beyond the routine ongoing maintenance)

- ▣ 25 to 30 year old chip seal surface sections between Morse Creek crossing and the Carlsborg area
 - Older chip seal sections are also only 8-foot wide
- ▣ Root damage and Surface Crack Repairs
- ▣ Localized trail subsidence and/or loss
- ▣ Trail Corridor Vegetation Management
- ▣ Moss Control
- ▣ Bridges & Culverts
- ▣ Signage