



AGENDA
BOARD OF CLALLAM COUNTY COMMISSIONERS
223 East 4th Street Room 160
Port Angeles, Washington
Tuesday, October 11, 2022 – 9:00 a.m.

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

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

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

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

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

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

CONSENT AGENDA – Any Commissioner may remove items for discussion

1a. Approval of vouchers for the week of October 3

Approval of vouchers 

1b. Approval of minutes for the week of October 3

Approval of minutes 

HEARING(S) – Beginning at 10:30 a.m.

H1. Resolution Adopting Amendments to Policy 220 Classification, Work Hours, and Compensation

Resolution 

H2. Ordinance repealing in its entirety Chapter 7.01 Junk Dealers – Secondhand Dealers

Ordinance 

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

REPORTS AND PRESENTATIONS

CONTRACTS AND AGREEMENTS

- 2a. Agreement with Tacoma-Pierce County Health Department for Provider Resources Website

Agreement 

- 2b. Agreement with Thurston County for Clallam County autopsies hosted by Thurston County facility

Agreement 

- 2c. Contract with Port Angeles Public School District to provide mental health support services for school year 2022-2023

Contract 

- 2d. Contract amendment B with Salish Behavioral Health Administrative Services Organization for substance use disorder outpatient services

Contract amendment 

- 2e. Contract amendment 7 with Department of Health to amend allocations and subtract \$436,601 from the previous amendment 6

Contract amendment 

ADMINISTRATION

- 3a. Resolution appointing Paul Cunningham and Christia Skerbeck to the Clallam County Board of Health

Resolution 

- 3b. Resolution appointing Jane Hielman to the Planning Commission

Resolution 

- 3c. Purchase order with CDW-G for Arctic Wolf renewal

Purchase order 

COMMUNITY DEVELOPMENT

- 4a. Resolution closing the Department of Community Development petty cash fund

Resolution 

- 4b. Final Binding Site Plan approval for Island View R.V. Park LDV 2021-00005 – Randy Simmons applicant

Final Binding Site Plan 

PUBLIC WORKS

- 5a. Call for hearing to be held Tuesday, November 8, 2022 at 10:30 a.m. to approve the Six-Year Transportation Improvement Program (TIP)

Notice of hearing 

BUDGET

- 6a. Notice that the following budget reductions will be adopted by Resolution on October 25:
Department of Community Development - Lower Dungeness Floodplain - Due to revised cost projection for 2022 and 2023, Lower Dungeness Floodplain will not be returning any funding back to General Fund Reserves in 2022/\$1,850,000 (1 of 2).
General Fund Reserves - Due to revised cost projection for 2022 and 2023, Lower Dungeness Floodplain will not be returning any funding back to General Fund Reserves in 2022/\$1,850,000 (2 of 2).

Budget reductions 

- 6b. Notice that the following budget revisions will be adopted by Resolution on October 25:
Department of Community Development - Lower Dungeness Floodplain - To ensure flood protection work is completed on Lower Dungeness River Project before the flood season begins in November 2022/\$4,434,997

Budget revisions 

- 6c. Notice that the following supplemental appropriations will be adopted by Resolution on October 25:
Department of Community Development - Lower Dungeness Floodplain - To ensure flood protection work is completed on Lower Dungeness River Project before the flood season begins in November 2022/\$3,631,639

Supplemental appropriations 

- 6d. Resolution calling for a hearing to be held October 25 at 10:30 a.m. for the following debatable emergencies:
Parks & Facilities - Additional funding for expenses related to COVID-19 for goods and services expenditures incurred in August and September, 2022 expected to be reimbursed through FEMA/\$14,656
General Fund Reserves – Additional funding due to the revised Lower Dungeness Floodplain grant reimbursement and costs projections for 2022 and 2023/\$650,000 (1 of 2)
Department of Community Development – Lower Dungeness Floodplain – Additional funding due to the revised Lower Dungeness Floodplain grant reimbursement and costs projections for 2022 and 2023/\$650,000 (2 of 2)
NonDept – Affordable Housing Sales Tax – For the new Housing Solutions Coordinator position/\$23,980

Budget emergencies 

PUBLIC COMMENT – Please limit comments to three minutes

EXECUTIVE SESSION

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

The following meetings are scheduled for the Board of Commissioners October 10 - 14:

Monday, October 10:

9:00 a.m. Work Session

12:00 p.m. WSAC Virtual Update

Tuesday, October 11:

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

Wednesday, October 12:
8:00 a.m. Coffee with Colleen

Thursday, October 13:
12:00 p.m. Sequim Noon Rotary Meeting
1:00 p.m. Postponed - KONP Radio Show

Friday, October 14:
4:00 p.m. KSQM Radio Show

INSTRUCTIONS FOR SPEAKING AT A COMMISSIONERS' MEETING:

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

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

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



1a
10/11/22

Date of report: October 5, 2022

General	\$103,066.08
Other	\$1,669,115.14
Total	\$1,772,181.22

STATE OF WASHINGTON

County of Clallam

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

WITNESS MY HAND AND OFFICIAL SEAL THIS _____ DAY OF _____ 2022.

SHOONA RIGGS COUNTY AUDITOR

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

BOARD OF COMMISSIONERS
CLALLAM COUNTY, WASHINGTON

MARK OZIAS, Chair

BILL PEACH

RANDY JOHNSON

RICH SILL (County Administrator)

Weekly Expenditures

October 3 - 7, 2022

Fund #	Department	Expenditures		Use Tax	
		General Fund	Other	General Fund	Other
00100.221	Auditor	8,671.66			
19914.291	BOCC - Veterans Relief		4,497.41		
11301.511	Health & Human Services (HHS)		14,009.40		
00100.511	HHS - Environmental Health	1,003.98			
11322.511	HHS - Homeless Task Force		15,910.17		
11323.511	HHS - Chem Dep/Mental Hlth		26,169.32		
11331.511	HHS - Developmental Disabilities		1,750.00		
00100.461	Human Resources (HR)	248.55			
50401.461	HR - Risk Management		1,425,995.75		
50501.461	HR - Workers Compensation		4,884.57		
00100.411	Information Technology (IT)	4,972.51			
30701.411	IT - Capital Projects		51,674.02		
00100.851	Juvenile Services	2,197.12			
13001/13051	Noxious Weed/LMD #2 (Lake Mgmt. Dist.)		2,808.00		
00100.911/912	Parks Fair Facilities (PFF)	38,012.07			
30101.911	PFF - REET 1 (Real Estate Excise Tax)		30,110.19		
30501.911	PFF - Capital Projects		403.26		
00100.841-843	Prosecuting Attorney	17,615.01		31.87	
	Public Works (PW)				
10101.611	PW - Roads		18,239.91		
41401.611	PW - Clallam/Sekiu Sewer		1,977.41		
43401.611	PW - Bullman Beach Water System		1,728.67		
50301.611	PW - ER&R (Equip't Rental & Revolving)		43,967.21		
00100.811-815,817	Sheriff	10,971.60			
00100.816	Sheriff - Jail Medical	1,812.01			
11008.811	Sheriff - OPNET Drug		282.14		
11065.811	Sheriff - OPSCAN Operations		1,609.70		
11080.811	Sheriff - Inmate Commissary		53.00		4.66
00100.861	Superior Court	657.52			
12905.861	Superior Court - Dispute Resolution		800.00		
12911.861	Superior Court - Courthouse Facilitator		420.00		
00100.231	Treasurer	125.00			
12201.231	Treasurer - O&M (Operation & Maintenance)		21,820.35		
00100.931	WSU Extension	16,747.18			
Total		103,034.21	1,669,110.48	31.87	4.66

Report Reconciliation		Totals			
Total	1,772,144.69	General Fund	103,066.08		
Final Check Lists	1,772,144.69	Other	1,669,115.14		
Difference	-	Total	1,772,181.22	Use Tax	36.53

COPY

Prepared by: _____

Sara DeBiddle, Clallam County Auditor's Office

Invoice History Use Tax Report
CLALLAM COUNTY

Tran Date	Vendor Name	Invoice / Credit Memo No.	Doc Group	Taxable Amount	Tax Amount	Invoice Total
10/5/2022	SWANSONS SERVICES CORP.	1637897	ewaknitz	53.00	4.66	53.00
10/11/2022	SOUTHLAND MEDICAL LLC	WWI000601	tpavlak	362.14	31.87	362.14
Totals:				415.14	36.53	415.14

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0001140	OLYMPIC PRINTERS INC	30479	9/14/2022	8 MAGNETS FOR DROP BOXI	167.55	167.55
10/11/2022	0001632	U S POSTMASTER	BRM 197-002	9/22/2022	POSTAGE FOR QBRM 197-00	8,000.00	8,000.00
10/11/2022	0001792	WILLIAMS, SANDY	Williams 9/18/22	9/18/2022	2022 LICENSING CONFERENI	404.25	404.25
10/11/2022	0042590	KLAHN, ANGI	113-2520984-62	9/15/2022	POSTCARDS FOR UNCLAI	47.86	47.86
10/11/2022	0044695	OSBORNE, JOHNATHAN TANN	Osborne 9/18/22	9/18/2022	2022 LICENSING CONFERENI	52.00	52.00
Sub total for U S BANK:							8,671.66

0.00
1,772,144.69*+
16,747.18+
1,463.45+
3,033.96+
21,945.35+
1,220.00+
657.52+
1,812.01+
12,916.44+
3,706.08+
18,239.91+
43,967.21+
17,615.01+
63,504.26+
5,021.26+
2,808.00+
2,197.12+
56,646.53+
1,431,128.87+
58,842.87+
8,671.66+
0.00

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000700	HACH COMPANY	13258877	9/22/2022	WLAB-LAB SUPPLIES	919.06	919.06
10/11/2022	0047235	KOWAL, KATIE	EXPENSE-0826	9/26/2022	FOOD-OPERATING SUPPLIES	49.92	49.92
10/11/2022	0001602	SPECTRA LABORATORIES, KI	22-06168	9/22/2022	WLAB-WATER TESTING	35.00	35.00
10/11/2022	0000546	EXPRESS SERVICES, INC	27843181	9/14/2022	HOPS - EXTRA HELP EMPLOY	1,247.22	1,247.22
10/11/2022	0042813	LAW, LISA	LL BT 9-23-22	9/23/2022	HOPS - BUSINESS MILEAGE	38.75	38.75
10/11/2022	0001203	PEN PRINT INC	39276	9/27/2022	HOPS - OVERDOSE AWAREN	70.72	70.72
10/11/2022	0001343	RED LION HOTEL OF PORT A	39103	9/22/2022	HOPS - HOTEL LEASING AND	7,029.03	
			39082	9/22/2022	HOPS - HOTEL LEASING AND	5,185.35	12,214.38
10/11/2022	0001508	STERICYCLE, INC	3006175435	9/19/2022	HOPS - SYRINGE DISPOSAL	258.33	258.33
10/11/2022	0036616	WA STATE PUBLIC HEALTH A	4710	7/28/2022	HOPS - IDENTITY/DIVERSITY/B	180.00	180.00
10/11/2022	0000396	CONCERNED CITIZENS	11322-21-CC 8-2	9/13/2022	HTF - A FOOT FORWARD-SNI	3,750.91	3,750.91
10/11/2022	0000938	LUTHERAN COMMUNITY SER	11322-21-LCSN	8/12/2022	HTF - HEALTHY FAMILIES - JL	12,159.26	12,159.26
10/11/2022	0001509	CORDANT HEALTH SOLUTION	TC-9901210831	8/31/2022	CD/MH - LIFT COURT - AUGU	149.52	149.52
10/11/2022	0000577	FIRST STEP FAMILY SUPPOR	113232223FSFS	9/9/2022	CD/MH - PARENTS AS TEACH	7,381.52	7,381.52
10/11/2022	0021279	KITSAP COUNTY HEALTH DIS	KPHD 9-9-22 2	9/9/2022	CD/MH - CD/MH SERVICES - /	42.00	42.00
10/11/2022	0001209	PENINSULA BEHAVIORAL HEA	113232223PBHL	8/31/2022	CD/MH - ACCESS TO BH SER	9,431.21	
			113232223PBHF	8/18/2022	CD/MH - PATH OUTREACH SE	852.24	10,283.45
10/11/2022	0001252	PORT ANGELES, CITY OF	11323-22-23-PAI	9/9/2022	CD/MH - COMMUNITY PARAM	8,312.83	8,312.83
10/11/2022	0001462	CLALLAM MOSAIC	11331-22-CMP2I	9/15/2022	DDD-CLALLAM PARENT TO P	1,750.00	1,750.00
Sub total for U S BANK:							58,842.87

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10/04/2022 11:58:11AM

Final Check List
CLALLAM COUNTY

HR Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0001680	WA COUNTIES RISK POOL	A23-04	9/29/2022	LIABILITY 22-23 INV A23-04	1,039,179.00	
			A23-29	9/29/2022	PROPERTY 22-23 INV A23-29	339,884.00	
			A23-54	9/29/2022	CYBER 22-23 INV A23-54	26,858.00	
			A23-79	9/29/2022	TERRORISM COV 22-23 INV A	1,645.00	
			A23-104	9/29/2022	CRIME PGM 22-23 INV A23-10	1,480.00	1,409,046.00
10/11/2022	0025324	CEDAR GROVE COUNSELING	16240	9/29/2022	INVOICE 16240	250.00	250.00
10/11/2022	0029000	MINKS, SHAUN	SGT ASSESS 22	9/29/2022	SGT ASSESSMENT BREAK/LL	248.55	248.55
10/11/2022	0034245	CASTLE BRANCH INC	0860548-IN	9/29/2022	INVOICE 0860548-IN	42.75	42.75
10/11/2022	0040427	NORPOINT GROUP LLC	1272 NPG	9/29/2022	INVOICE 1272-NPG	138.00	
			1270 NPG	9/29/2022	INVOICE 1270 NPG	69.00	207.00
10/11/2022	0042617	PROFESSIONAL DEVELOPME	111378	9/29/2022	INVOICE 111378	16,450.00	16,450.00
10/11/2022	0044157	HELMSMAN MANAGEMENT S	150943	9/29/2022	INVOICE 150943	4,884.57	4,884.57
Sub total for U S BANK:							1,431,128.87

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000289	CDW GOVERNMENT, INC.	CQ52327	10/1/2022	IT20220908 - APPLE IPAD AIR	6,518.78	
			SE2202736	10/1/2022	IT20220928B - VEEAM SERVIC	885.00	
			CQ48835	10/1/2022	IT20220908 - APPLE SMART K	549.20	
			SE2203115	10/1/2022	IT20220928C - VEEAM SERVIC	347.50	8,300.48
10/11/2022	0000296	CENTURYLINK	406569255LD-09	10/1/2022	FORKS T-1 LINE	644.38	
			406389122LD-09	10/1/2022	FORKS SHERIFF #2	302.71	
			300511193LD-09	10/1/2022	FORKS COURTROOM FAX	68.29	
			300561295LD-09	10/1/2022	CLALLAM BAY DISPATCH	63.67	
			300425321LD-09	10/1/2022	FORKS TO FORKS T-1	23.90	
			406493163LD-09	10/1/2022	PENCOM RINGDOWN	14.36	1,117.31
10/11/2022	0001603	TYLER TECHNOLOGIES INC.	045-393961	10/1/2022	IT20220928D - ENERGGOV SVC	2,960.00	2,960.00
10/11/2022	0004211	CENTURYLINK	3604527831-091	10/1/2022	MAIN COURTHOUSE	1,442.57	
			206T222202-092	10/1/2022	COURTHOUSE T-1 #2	490.14	
			3604172850-092	10/1/2022	DID ROLLOVER	435.78	
			3604529079-092	10/1/2022	PUBLIC HEALTH	324.59	
			3604574863-092	10/1/2022	JUVIE FAX LINES	294.18	
			206T211472-092	10/1/2022	FORKS T-1 LINE	279.32	
			3605651032-092	10/1/2022	MODEM POOL	135.95	
			3606832263-092	10/1/2022	SEQUIM SHERIFF #2	88.07	
			3604574397-092	10/1/2022	JUVIE COURTROOM FAX	67.67	
			3606832192-092	10/1/2022	SEQUIM SHERIFF #1	64.98	
			3604576843-092	10/1/2022	JUVIE PHONE SWITCH	61.31	
			3604570323-092	10/1/2022	PA PHONE SWITCH	61.31	
			3604521625-092	10/1/2022	TELEPHONE MAINT SWITCH	61.31	3,807.18
10/11/2022	0023718	AT&T	3604574397LD-09	10/1/2022	JUVIE COURTROOM FAX LD	48.02	48.02
10/11/2022	0047373	ILAND INTERNET SOLUTIONS	INV-085046	10/1/2022	IT20220916 NETWORK BACK.	40,413.54	40,413.54
Sub total for U S BANK:							56,646.53

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Final Check List
CLALLAM COUNTY

Juv Svcs

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000815	JIM'S PHARMACY	966733	9/21/2022	MED SUPPLIES	5.00	5.00
10/11/2022	0001547	SYSCO FOOD SERVICES OF	455499922	9/21/2022	DET FOOD	1,386.00	1,386.00
10/11/2022	0001705	WA ST DEPT OF HEALTH	92822DOH-JLB	9/28/2022	LICENSE AND CERTIFICATIOI	300.00	300.00
10/11/2022	0003688	BURNS, KIMBERLY	92322KB	9/23/2022	TRVL BUS-REIMB	162.25	162.25
10/11/2022	0017787	DAIRY FRESH FARMS INC	8182226507	9/22/2022	DET FOOD	119.60	119.60
10/11/2022	0047164	SILKE COMMUNICATIONS SO	127913	9/14/2022	SMALL TOOL & MINOR EQUIF	193.95	193.95
10/11/2022	0047257	ROSS, CADEN	83022CR	8/30/2022	TRVL BUS-REIMB	30.32	30.32
Sub total for U S BANK:							2,197.12

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Final Check List
CLALLAM COUNTY

Nox Weeds

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	10/11/2022	0001410	SCUBA SUPPLIES	92022	9/29/2022	DIVER OVERSIGHT 8/23, 8/29	2,448.00	2,448.00
	10/11/2022	0020849	U S BANK	1050	9/26/2022	RDS = \$180; REGISTRATION I	360.00	360.00
Sub total for U S BANK:							2,808.00	

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Final Check List
CLALLAM COUNTY

Park Fair Facilities (1)

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0001750	WASHINGTON DRAFT HORSE	2022 Fair	9/27/2022	2022 FAIR ENT DRAFT HORSE	2,500.00	2,500.00
10/11/2022	0005583	DAVIES, LAURIE	Costco Hosp Ho	9/27/2022	2022 FAIR HOSPITALITY HOU	252.33	
			Davies 22 Fair B	9/27/2022	2022 FAIR BANNER RENTAL C	180.00	432.33
10/11/2022	0005848	BRIGGANCE, LESLIE	2022 Fair	9/27/2022	2022 FAIR HOURLY QUILTING	100.00	100.00
10/11/2022	0006896	HELWICK, VICTORIA ANN	2022 Fair Hobbie	9/27/2022	2022 FAIR HOBBIE CRAFT HR	45.00	45.00
10/11/2022	0014530	MARTIN, CHERYL	2022 Fair R	9/27/2022	2022 FAIR PHOTOG BARN DE	50.00	
			2022 Fair judge	9/27/2022	2022 FAIR HOBBY CRAFT HRI	50.00	100.00
10/11/2022	0025347	KIWANIS CLUB OF PORT ANG	2022 Fair	9/27/2022	2022 FAIR CONCESS. OVERP	298.77	298.77
10/11/2022	0035122	BARRY, NANCY	2022 Fair Barry	9/27/2022	2022 FAIR BARN DECOR REIM	49.06	49.06
10/11/2022	0036746	FRENCH, MARY SUE	2022 Fair Home	9/27/2022	2022 FAIR HOME ART HOURL	150.00	150.00
10/11/2022	0039884	ANDERSON, KAREN	2022 Fair Anders	9/27/2022	2022 FAIR BARN DECOR REIM	50.00	50.00
10/11/2022	0040304	KUTH, PATTI	2022 Fair	9/27/2022	2022 FAIR HOME ARTS SEW I	67.50	67.50
10/11/2022	0042750	CLALLAM COUNTY FAIR ROY	costco	9/27/2022	2022 FAIR ROYALTY FLOWER	184.45	
			peninsula award	9/27/2022	2022 FAIR ROYALTY BUTTON	136.00	
			Andersons	9/27/2022	2022 FAIR ROYALTY TIARA PI	115.33	
			BigDee 1567861	9/27/2022	2022 FAIR ROYALTY WESTER	87.60	
			Parade Float990	9/27/2022	2022 FAIR ROYALTY FLOAT D	65.39	
			Kitsap Bank	9/27/2022	2022 FAIR ROYALTY ACCOUN	64.83	
			amaz2824225	9/27/2022	2022 FAIR ROYALTY GARMEN	62.47	
			coastal 7013406	9/27/2022	2022 FAIR ROYALTY JR ARIAT	58.75	
			amaz8399405	9/27/2022	2022 FAIR ROYALTY FLOAT AI	56.57	
			home depot	9/27/2022	2022 FAIR ROYALTY PAINT SL	53.44	
			amaz9691403	9/27/2022	2022 FAIR ROYALTY MASKS F	32.41	
			Etsy 233762166	9/27/2022	2022 FAIR ROYALTY JR TIARA	30.72	
			amaz3101036	9/27/2022	2022 FAIR ROYALTY FLOAT V	25.71	
			michaels 403732	9/27/2022	2022 FAIR ROYALTY 3 WOOD	23.47	
			coop 171595	9/27/2022	2022 FAIR ROYALTY CHAIN FI	17.56	
			amaz4273031	9/27/2022	2022 FAIR ROYALTY DONATIC	12.97	
			amaz0931466	9/27/2022	2022 FAIR ROYALTY FLOAT D	8.67	
			etsy2365306517	9/27/2022	2022 FAIR ROYALTY DECAL	6.51	
			etsy2365890630	9/27/2022	2022 FAIR ROYALTY STICKER	6.51	
			coop 1111	9/27/2022	2022 FAIR ROYALTY MIDWES	1.74	1,051.10
10/11/2022	0046826	LAWSON, JUDITH	2022 Fair	9/27/2022	2022 FAIR 4HFFA BLDG PSTE	25.00	25.00
10/11/2022	0047071	ALEXANDER, CELESTE	2022 Fair Alexan	9/27/2022	2022 FAIR HOURLY QUILTING	110.00	110.00

Page: 1

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Final Check List
CLALLAM COUNTY

Page: 2

Bank : apbank U S BANK

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
10/11/2022	0047159	HIGGINBOTHAM, HALEY	2022 Fair	9/27/2022	2022 FAIR HOBBIE CRAFT HR	42.50	42.50
Sub total for U S BANK:							5,021.26

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Final Check List
CLALLAM COUNTY

Parks Fair Facilities(2) Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000087	ANGELES ELECTRIC INC	19046	9/29/2022	2205FAC CH ACCS CNTRL AD	436.51	436.51
10/11/2022	0000091	ANGELES MILLWORK & LUMB	318114	9/29/2022	2209UP CB BRDG RPR TIMPE	211.35	
			317954	9/29/2022	2209UP CB BRDG RPR SCRE	62.43	
			317949	9/29/2022	JUV COULPLING BUSHINGS I	30.80	304.58
10/11/2022	0000289	CDW GOVERNMENT, INC.	ct27488	9/29/2022	2205FAC CH ACSS CNTRL NE	13,577.80	13,577.80
10/11/2022	0000359	CLALLAM COUNTY PUBLIC W	2022.215e	9/29/2022	SMPK MECHANIC TIME WEEI	198.00	198.00
10/11/2022	0000360	CLALLAM COUNTY ER&R	2022.181e	9/29/2022	PFF Q3 2022 ERR	30,322.50	30,322.50
10/11/2022	0000594	DECKER CITY HARDWARE, TI	732674	9/29/2022	SMPK WIRES BRUSH HD PLL	32.11	32.11
10/11/2022	0000677	GRAINGER INC	9452090369	9/29/2022	DRA URINAL CLEANER	226.73	226.73
10/11/2022	0000750	HOME DEPOT CREDIT SERVI	5525006	9/29/2022	DRA STAKES COMPOUND YE	128.00	
			8622629	9/29/2022	SMPK INSECT KILLERS RAFT	75.64	
			1012655	9/29/2022	CDJPOLY TUBE DRAIN WEAS	64.33	
			6614965	9/29/2022	SMPK BROOMS FOR TRUCKS	26.07	
			2013817	9/29/2022	FG HDX 17 GALLON TOTE	14.14	
			4615210	9/29/2022	SMPK 4WAY FLAT FIX FOR TI	10.32	318.50
10/11/2022	0001203	PEN PRINT INC	39270	9/29/2022	SMPK RDG 1500 SCORE CAR	326.40	326.40
10/11/2022	0001252	PORT ANGELES, CITY OF	48731-101384 8,	9/29/2022	VET AUG UTIL & GARBAGE	327.89	327.89
10/11/2022	0001253	PORT ANGELES SOLID WAST	1068790	9/29/2022	FG DUMP FEE	116.39	
			1068814	9/29/2022	FG DUMP FEE	112.51	
			1072609	9/29/2022	CB DUMP FEE	112.51	
			1069648	9/29/2022	CH DUMP FEE	44.62	
			1072898	9/29/2022	CB DUMP FEE	40.74	
			1075748	9/29/2022	CH DUMP FEE	34.92	
			1074865	9/29/2022	CH DUMP FEE	13.58	
			1074911	9/29/2022	JUV DUMP FEE	13.58	
			1073156	9/29/2022	CH DUMP FEE	5.12	
			1072152	9/29/2022	JUV DUMP FEE	5.00	
			1071205	9/29/2022	CH DUMP FEE	5.00	503.97
10/11/2022	0001258	PORT ANGELES POWER EQU	5123053	9/29/2022	SC SAW REPAIR	33.60	33.60
10/11/2022	0001331	RAINBOW SWEEPERS INC	44278	9/29/2022	2010PR JUV PK RD DEVELOP	2,720.00	2,720.00
10/11/2022	0001540	SWAIN'S GENERAL STORE IN	303927	9/29/2022	CH 12 VOLT BATTERY	17.28	17.28
10/11/2022	0022563	MARTIN, REED	Martin 9.23.22	9/29/2022	CH HISTORIC CLOCKTOWER	275.00	275.00
10/11/2022	0025092	PIERCE, SUSAN	WWWC 9/2022	9/29/2022	PFF WWWC VOLUNTEER RE	196.79	196.79
10/11/2022	0027917	COMMERCIAL REPAIR	990709	9/29/2022	2211UP JAIL FREEZER RPR S	129.48	129.48

Bank : apbank U S BANK

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0037398	ACCURATE ELECTRIC UNLIMI	17685.2	9/29/2022	2204JUV DOOR CNTRLS PRC	3,344.40	3,344.40
10/11/2022	0041602	DETENTION DEVICE SYSTEM	41165	9/29/2022	2008FAC JAIL LOCK RPR RPL	250.00	250.00
10/11/2022	0041605	HOME DEPOT PRO	707680500	9/29/2022	CH LED BULBS	90.90	
			707688750	9/29/2022	CH WYPALL GEN PURP WIPE	90.34	181.24
10/11/2022	0044755	HERMANSON COMPANY LLP	8031421	9/29/2022	2203FAC CH HVAC REPAIR	2,801.95	2,801.95
10/11/2022	0046669	SCHNEIDER ELECTRIC BUILD	906497	9/29/2022	2011FAC JAIL CNTRL BRD VIE	6,979.53	6,979.53
Sub total for U S BANK:							63,504.26

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000546	EXPRESS SERVICES, INC	27843197	9/29/2022	EXPRESS SERVICES	456.77	456.77
10/11/2022	0000859	KITSAP COUNTY SHERIFF	22001024	9/29/2022	PERSONAL SERVICE	90.22	90.22
10/11/2022	0001154	OLYMPIC VIEW PROPERTIES	FSLEASE9/29/21	9/29/2022	FAMILY SUPPORT 4TH QUAR	5,340.00	5,340.00
10/11/2022	0001252	PORT ANGELES, CITY OF	74359-155474	9/29/2022	ACCOUNT 74359-155474	240.68	240.68
10/11/2022	0003059	CHELAN COUNTY SHERIFF	2250003205	9/29/2022	PERSONAL SERVICE	110.00	110.00
10/11/2022	0029872	SEQUIM VALLEY FUNERAL CH	AUG. BILLING 9	9/29/2022	CORONER FEES	5,960.00	5,960.00
10/11/2022	0034625	SCHLOSSER, LYNNE	SCHLOSSER9/2	9/29/2022	MILEAGE REIMBURSEMENT	35.25	35.25
10/11/2022	0037507	ALVAREZ, DAVID	ALVAREZ9/29/21	9/29/2022	SPECIAL DPA	18.75	18.75
10/11/2022	0042898	KING COUNTY FINANCE	2144105	9/29/2022	CORONER FEES	4,365.00	4,365.00
10/11/2022	0045698	WA ST COURT OF APPEALS	C16326	9/29/2022	55983-8-II HARRISON	3.93	3.93
10/11/2022	0046683	ODP BUSINESS SOLUTIONS,	266964957001	9/29/2022	OFFICE SUPPLIES	233.87	
			265118914001	9/29/2022	OFFICE SUPPLIES	140.32	
			266951602001	9/29/2022	OFFICE SUPPLIES	63.42	
			268755334001	9/29/2022	OFFICE SUPPLIES	58.25	
			265593907002	9/29/2022	OFFICE SUPPLIES	45.04	
			265593907001	9/29/2022	OFFICE SUPPLIES	43.59	
			266966030001	9/29/2022	OFFICE SUPPLIES	12.78	597.27
10/11/2022	0047008	CINCOTTO, KARI	CINCOTTO9/29/	9/29/2022	MILEAGE REIMBURSEMENT	35.00	35.00
10/11/2022	0047260	SOUTHLAND MEDICAL LLC	WWI000601	9/29/2022	CORONER SUPPLIES	362.14	362.14
Sub total for U S BANK:							17,615.01

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000377	PACWEST MACHINERY LLC	20357883	9/21/2022	Blades - PA 1040; 1041	2,020.20	2,020.20
10/11/2022	0000772	INDUSTRIAL HYDRAULICS INC	A340485	9/26/2022	C am bucket cylinde; h.swivels	5,118.16	5,118.16
10/11/2022	0000848	PAPE KENWORTH NORTHWE	11441054	8/31/2022	Clutches, fans -PA 233	1,714.31	1,714.31
10/11/2022	0001187	PAPE MACHINERY INC	13921851	9/26/2022	V-belts, wear plates - PA FG173	859.52	859.52
10/11/2022	0001300	PUBLIC UTILITY DISTRICT	21685/09212022	9/21/2022	Electric utility charges-51 Bedro	389.34	389.34
10/11/2022	0001426	SEQUIM, CITY OF	1295.0 1001202	10/1/2022	Utility charges (water & sewer) -	218.47	218.47
10/11/2022	0001463	SNAP-ON TOOLS	9222212182	9/22/2022	Hub shocker - PA 20-SMTOOL	267.10	
			09282212344 E	9/28/2022	Hand Cleaner pack - PA	94.30	361.40
10/11/2022	0001551	TACOMA SCREW PRODUCTS	140056717-00	9/22/2022	Cloth t-shirt rags - PA	496.13	
			140056393-00	9/20/2022	Screws, clips, nuts - SQ	310.98	
			140056726-00	9/22/2022	Extension cords - SQ	163.02	
			140056838-00	9/22/2022	9 V batteries - SQ	16.77	986.90
10/11/2022	0001781	WHITEHEADS AUTO PARTS IN	236948	9/19/2022	LED worklamp, backup LMP - L	114.38	
			237152	9/21/2022	RainX wash; PRO340VB rechar	108.24	222.62
10/11/2022	0004211	CENTURYLINK	4295169B/02232	9/23/2022	Phone services - ER&R 169B P	41.17	41.17
10/11/2022	0006210	KONECRANES INC.	154733327	9/29/2022	Inspect lift rental - PA 20-B201	1,552.58	1,552.58
10/11/2022	0017663	ARAMARK UNIFORM SVCS IN	5120089952	9/22/2022	Laundry services - SQ	16.34	
			5120095575	9/29/2022	Laundry services - SQ	16.34	
			5120092779	9/27/2022	Laundry services - PA	16.32	
			5120089834	9/22/2022	Laundry services - WE	16.29	
			5120095491	7/7/2022	Laundry services - WE	16.29	81.58
10/11/2022	0022435	RACE STREET AUTO PARTS	602591	9/21/2022	Lube & air filters - PA Stores	27.55	27.55
10/11/2022	0023186	OLYMPIC GARAGE DOOR LLC	19682	9/29/2022	Motor, photo eyes, lubrication -	548.43	548.43
10/11/2022	0025256	FIRE CHIEF EQUIPMENT CO.,	910446	9/30/2022	Fire extinguishers - PA Stores	233.38	233.38
10/11/2022	0036418	PA FAR WEST MACHINE &, HY	0922-9797S	9/20/2022	Cap & plug kits - SQ	442.34	442.34
10/11/2022	0042561	ALL BATTERY SALES & SERVI	22073120	9/27/2022	Battery MTP-65 - PA Stores	157.71	157.71
10/11/2022	0043469	PETROCARD	463753-IN	9/26/2022	Diesel & Unleaded fuel purchas	23,494.24	
			463910-IN	9/20/2022	Unleaded fuel purchase - LC	4,100.89	
			464139-IN	9/28/2022	Bulk oil: 5W20,15w40 - PA	1,396.42	28,991.55
Sub total for U S BANK:							43,967.21

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Final Check List
CLALLAM COUNTY

Public Works Roads

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000023	ADVANCED TRAVEL	OLSON091222	9/12/2022	TRAVEL REIMBURSEMENT - C	317.75	
			MCGIN091222	9/12/2022	TRAVEL REIMBURSEMENT - I	304.00	
			BECKG091222	9/12/2022	TRAVEL REIMBURSEMENT - C	300.10	921.85
10/11/2022	0000039	ALBINA FUEL	0297394-DM	9/15/2022	FOG SEAL DEMURRAGE - PA	489.60	
			0297395-DM	9/15/2022	FOG SEAL DEMURRAGE - LC	326.40	816.00
10/11/2022	0000091	ANGELES MILLWORK & LUMB	318467	9/27/2022	MAINTENANCE SUPPLIES - P	56.06	
			318425	9/27/2022	MAINTENANCE SUPPLIES - P	39.31	95.37
10/11/2022	0000546	EXPRESS SERVICES, INC	27889185-10101	9/21/2022	09/12/22~09/18/22 ROADS	5,574.12	5,574.12
10/11/2022	0000885	LAKESIDE INDUSTRIES, INC	211483	9/24/2022	EZ STREET ASPHALT - PA	169.97	169.97
10/11/2022	0000918	LINCOLN STREET STATION	207322	9/26/2022	LINDORFER TO FRONTIER PI	74.00	74.00
10/11/2022	0001156	OLYPEN INC	220830-0015	8/30/2022	MAINTENANCE SUPPLIES - S	161.25	
			220929-0015	9/29/2022	MAINTENANCE SUPPLIES - S	161.25	
			220912-0014	9/12/2022	MAINTENANCE SUPPLIES - S	7.61	330.11
10/11/2022	0001300	PUBLIC UTILITY DISTRICT	110606-092022	9/20/2022	08/18/22~09/19/22 SCENIC OV	145.83	145.83
10/11/2022	0001551	TACOMA SCREW PRODUCTS	140055925-00	9/20/2022	MAINTENANCE SUPPLIES - P	498.05	
			140055993-01	9/20/2022	MAINTENANCE SUPPLIES - S	6.66	504.71
10/11/2022	0001740	WSU EXTENSION OF CLALLA	DT0822	9/27/2022	08/22 DANIEL TYE HOURS	4,438.01	
			HK09.27.22	9/27/2022	08/22 HUNTER KAWIE HOUR	4,438.01	8,876.02
10/11/2022	0006648	BECK, GARY L	BECKG091422	9/14/2022	TRAVEL EXPENSE REIMBUR	3.90	3.90
10/11/2022	0017663	ARAMARK UNIFORM SVCS IN	5120092782	9/27/2022	LAUNDRY SERVICE - PA	16.32	
			5120095488	9/29/2022	LAUNDRY SERVICE - LC	16.29	
			5120095574	9/29/2022	LAUNDRY SERVICE - SQ	16.29	48.90
10/11/2022	0019747	CORAL SALES COMPANY	SO-69856	9/1/2022	MAINTENANCE SUPPLIES - L	597.30	597.30
10/11/2022	0021386	STAPLES ADVANTAGE	3518679615	9/24/2022	OFFICE SUPPLIES - ADMIN	58.56	
			3517661636	9/10/2022	MAINTENANCE SUPPLIES - P	23.27	81.83
Sub total for U S BANK:							18,239.91

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10/05/2022 8:51:47AM

Final Check List
CLALLAM COUNTY

Public Works

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000546	EXPRESS SERVICES, INC	27889185-41401	9/21/2022	09/12/22~09/18/22 WWTP	422.28	422.28
10/11/2022	0001156	OLYPEN INC	220925-0012	9/25/2022	2022~2023 CLALLAMBAYPOT	200.00	200.00
10/11/2022	0001300	PUBLIC UTILITY DISTRICT	23007-092222	9/22/2022	08/18/22~09/20/22 176 FRONT	824.49	
			22991-092222	9/22/2022	08/18/22~09/20/22 HWY 112 -C	213.95	
			23040-092222	9/22/2022	08/18/22~09/20/22 FRONT ST	166.86	
			23221-092222	9/22/2022	08/18/22~09/20/22 12901 HWY	149.83	1,355.13
10/11/2022	0000348	CLALLAM COUNTY DEPT OF,	22-0364	9/9/2022	WATER TESTING - BBWA	106.00	106.00
10/11/2022	0000546	EXPRESS SERVICES, INC	27889185-09212	9/21/2022	09/12/22~09/18/22 BBWA	460.55	460.55
10/11/2022	0001300	PUBLIC UTILITY DISTRICT	24561-092222	9/22/2022	08/24/22~09/20/22 BULLMAN E	91.12	91.12
10/11/2022	0017771	WA ST DEPT OF HEALTH	49765	9/21/2022	SANITARY SURVEY INSPECT	1,071.00	1,071.00
Sub total for U S BANK:							3,706.08

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Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000314	CHRIS' TOWING	6321	9/3/2022	TOWING SERVICE	371.01	371.01
10/11/2022	0000360	CLALLAM COUNTY ER&R	2022.216E	9/29/2022	OPNET PARTS & LUBE	198.00	198.00
10/11/2022	0000628	GALLS LLC	022132936	9/15/2022	UNIFORMS HEINER	189.31	
			022098988	9/12/2022	UNIFORMS ANDERSON, E.	108.79	
			022098991	9/12/2022	UNIFORMS HEINER	39.17	337.27
10/11/2022	0001543	SWANSONS SERVICES CORP	1637897	9/15/2022	INDIGENT PAKS	53.00	53.00
10/11/2022	0001641	VERIZON WIRELESS	9915939510	9/15/2022	PHONE SERVICE	4,190.74	4,190.74
10/11/2022	0001828	NIKOLA ENGINEERING INC	48711	9/23/2022	ENDPOINTS	1,179.20	1,179.20
10/11/2022	0004211	CENTURYLINK	206-T01-0387 S	9/16/2022	DATA CONNECTION	336.06	336.06
10/11/2022	0017788	LEXIPOL LLC	INVPR109849	9/15/2022	POLICEONE SUBSCRIPTION	3,195.15	3,195.15
10/11/2022	0021011	KEEGAN, JOHN	Travel - 3 9.19.2	9/22/2022	WSEMA CONF. KEEGAN	126.50	126.50
10/11/2022	0023743	DUNN, STACY	travel 9.23.22	9/23/2022	THURSTON TRAVEL	9.14	9.14
10/11/2022	0024610	WAPRO	5372	8/25/2022	WAPRO REGISTRATION HNA	200.00	200.00
10/11/2022	0029266	NI GOVERNMENT SERVICES	122082909221	9/2/2022	SATELLITE PHONES	45.88	45.88
10/11/2022	0033486	LN CURTIS & SONS INC	INV633323	9/20/2022	UNIFORMS MONTEZ	184.18	184.18
10/11/2022	0039442	WHEATLEY, GAIL	Reimburse. 9.22	9/22/2022	FOOD & SUPPLIES FOR RESI	251.82	251.82
10/11/2022	0041605	HOME DEPOT PRO	708186192	9/21/2022	JAIL & KITCHEN SUPPLIES	1,773.99	
			707924114	9/20/2022	JAIL SUPPLIES	210.50	1,984.49
10/11/2022	0045809	CHORLEY, JUSTINE	Travel - 2 9.19.2	9/22/2022	WSEMA CONF. CHORLEY	126.50	126.50
10/11/2022	0046683	ODP BUSINESS SOLUTIONS,	1261563219001	9/20/2022	OFFICE SUPPLIES	83.25	83.25
10/11/2022	0046830	ROTHWEILER, THERESA	Travel 9.19.22	9/22/2022	WSEMA CONF. ROTHWEILER	44.25	44.25
Sub total for U S BANK:							12,916.44

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10/05/2022 9:02:29AM

Final Check List
CLALLAM COUNTY

Sheriff Jail Med

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000595	FORKS COMMUNITY HOSPITAL	VAI71888	9/29/2022	INMATE MEDICAL	143.43	
			VAI71889	9/29/2022	INMATE MEDICAL	47.15	190.58
10/11/2022	0001209	PENINSULA BEHAVIORAL HEALTH	2022-08	9/26/2022	INMATE MEDICAL	525.00	525.00
10/11/2022	0001254	PORT ANGELES FIRE DEPARTMENT	15-2022-000029	9/29/2022	INMATE MEDICAL	254.82	254.82
10/11/2022	0001508	STERICYCLE, INC	3006176046	9/19/2022	BIOHAZARD WASTE SERVICE	53.43	53.43
10/11/2022	0004826	OLYMPIC MEDICAL PHYSICIANS	71230160560	9/29/2022	INMATE MEDICAL	79.94	79.94
10/11/2022	0025115	RADIA INC PS	z9ww86g	9/29/2022	INMATE MEDICAL	27.92	
			z9ww866	9/29/2022	INMATE MEDICAL	23.82	
			Z9xf3fa	9/29/2022	INMATE MEDICAL	6.05	57.79
10/11/2022	0041537	MCKESSON MEDICAL-SURGICAL	19840815	9/20/2022	CLINIC SUPPLIES	343.90	
			19841157	9/20/2022	CLINIC SUPPLIES	131.34	
			19845485	9/20/2022	CLINIC SUPPLIES	107.16	
			19824777	9/15/2022	CLINIC SUPPLIES	68.05	650.45
Sub total for U S BANK:							1,812.01

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10/05/2022 10:11:28AM

Final Check List
CLALLAM COUNTY

Superior Court (1) Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0047390	STEWART, JAMES	STE1798614	10/11/2022	20-1-00297-05-ALLEN-WITNES	31.25	31.25
10/11/2022	0047391	HOREJSI, NATALIE	HOR1798615	10/11/2022	20-1-00297-05-ALLEN-WITNES	10.00	10.00
10/11/2022	0047392	OPOPEZA, ALEJANDRA	OPO1798616	10/11/2022	20-1-00297-05-ALLEN-WITNES	10.00	10.00
10/11/2022	0047393	VAZQUEZ, MONICA	VAZ1798617	10/11/2022	20-1-00297-05-ALLEN-WITNES	10.00	10.00
10/11/2022	0047394	REAUME, DIANA	REA1798618	10/11/2022	20-1-00297-05-ALLEN-WITNES	70.00	70.00
10/11/2022	0047395	LAWLESS, DANIELLE	LAW1798619	10/11/2022	21-1-00193-05-WATKINS-WITNE	41.88	41.88
10/11/2022	0047396	ZINSKI, DANA	ZIN1798620	10/11/2022	21-1-00193-05-WATKINS-WITNE	41.88	41.88
10/11/2022	0047397	SERVIN-OBERT, SHANNON	OBE1798621	10/11/2022	21-1-00193-05-WATKINS-WITNE	395.00	395.00
10/11/2022	0047398	SMITH, JEREMIAH	SMI1798613	10/11/2022	21-1-00233-05-TAKELE-WITNE	14.38	14.38
10/11/2022	0047407	GEORGES, KRISTI	GEO1798622	10/11/2022	21-1-00204-05-LATTIN-WITNE	13.13	13.13
10/11/2022	0047408	BOLIN, TERRY	BOL1798623	10/11/2022	21-1-00204-05-LATTIN-WITNE	10.00	10.00
10/11/2022	0047409	BOLIN, GEORGIA	BOL1798624	10/11/2022	21-1-00204-05-LATTIN-WITNE	10.00	10.00
Sub total for U S BANK:							657.52

apChkLst
10/05/2022 10:17:05AM

Final Check List
CLALLAM COUNTY

Superior Court (2) Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000357	CLALLAM-JEFFERSON CO PR08-22 CF		9/26/2022	AUGUST 2022 - COURT FACIL	420.00	420.00
10/11/2022	0001212	PENINSULA DISPUTE RESOL08-22 PDRC		9/26/2022	AUGUST 2022 - PDRC SURCH	800.00	800.00
Sub total for U S BANK:							1,220.00

apChkLst
10/05/2022 10:25:09AM

Final Check List
CLALLAM COUNTY

Treasurer

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000331	CLALLAM COUNTY AUDITOR	22-147922	9/28/2022	DFL REMOVAL RECORDING 2	204.50	
			22-147923	9/28/2022	DFL REMOVAL RECORDING 2	204.50	409.00
10/11/2022	0001138	OLYMPIC PENINSULA TITLE C22 TITLE REPOI		9/28/2022	FORECLOSURE PROPERTY 1	20,672.00	20,672.00
10/11/2022	0018681	WSACA - EDUCATION FUND	2210 KING DOL	9/28/2022	TRAINING REGISTRATION - II	125.00	125.00
10/11/2022	0028699	SOUND PUBLISHING INC	2671745	9/28/2022	FORECLOSURE NOTICE PUB	739.35	739.35
Sub total for U S BANK:							21,945.35

apChkLst
09/28/2022 4:09:16PM

Final Check List
CLALLAM COUNTY

Veterans (1) Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
9/28/2022	0019516	LINDE PRICE FUNERAL SERV	LT4801 9/28/22	9/28/2022	DEATH BENIFIT	800.00	800.00
9/28/2022	0026957	LEITZ FARMS INC	RD7397 9/28/22	9/28/2022	UTILITIES/HEAT	883.96	883.96
10/1/2022	0020849	U S BANK	BG6299 9/28/22	9/28/2022	FOOD	150.00	
			FC1973 9/28/22	9/28/2022	FOOD	150.00	
			HS8933 9/28/22	9/28/2022	FOOD	150.00	
			KJ9210 9/28/22	9/28/2022	FUEL	150.00	
			KR3857 9/28/22	9/28/2022	FUEL	150.00	
			RD5090 9/28/22	9/28/2022	FOOD	150.00	
			SE2067 9/28/22	9/28/2022	FOOD	150.00	
			SG5278 9/28/22	9/28/2022	FOOD	150.00	
			JJ9950 9/28/22	9/28/2022	FOOD	75.00	
			JJ9950 9/28/22	9/28/2022	FOOD	75.00	1,350.00
Sub total for U S BANK:							3,033.96

apChkLst
10/05/2022 11:28:43AM

Final Check List
CLALLAM COUNTY

Veterans (2)

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/5/2022	0001300	PUBLIC UTILITY DISTRICT	WT0047 10/4/22	10/4/2022	UTILITIES	263.45	263.45
10/5/2022	0020849	U S BANK	LP6817 10/4/22	10/4/2022	FOOD	150.00	
			MB8950 10/4/22	10/4/2022	FOOD	150.00	
			MC2576 10/4/22	10/4/2022	FUEL	150.00	
			MG9761 10/4/22	10/4/2022	FOOD	150.00	
			TM2565 10/4/22	10/4/2022	FOOD	150.00	
			HG1393 10/4/22	10/4/2022	FOOD	100.00	
			LV9835 10/4/22	10/4/2022	FOOD	100.00	
			MJ3268 10/4/22	10/4/2022	FOOD	100.00	
			RA5095 10/4/22	10/4/2022	FUEL	100.00	
			LV9835 10/4/22	10/4/2022	FOOD	50.00	1,200.00
Sub total for U S BANK:							1,463.45

apChkLst
10/05/2022 10:36:45AM

Final Check List
CLALLAM COUNTY

WSU Ext

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
10/11/2022	0000196	BILLS PLUMBING & SANIKAN	IS3653957	10/3/2022	BILLS PLUMBING	175.00	175.00
10/11/2022	0000546	EXPRESS SERVICES, INC	27889195	10/3/2022	EXPRESS SERVICES	609.12	
			27924829	10/3/2022	EXPRESS SERVICES	547.70	
			27636346	10/3/2022	EXPRESS SERVICES	545.67	1,702.49
10/11/2022	0001738	WA STATE UNIVERSITY	C10022165	10/3/2022	WSU MY SALARY MOA	14,814.69	14,814.69
10/11/2022	0046691	OLYMPIC UNITARIAN UNIVER	914	10/3/2022	OLYMPIC UNITARIAN UNIVER	55.00	55.00
Sub total for U S BANK:							16,747.18



BOARD of CLALLAM COUNTY COMMISSIONERS MINUTES for the week of October 3 – 7, 2022

16
10/11/22

WORK SESSION – 9 a.m.

The work session convened at 9 a.m., Monday, October 3, 2022. Present were Commissioners Ozias, Johnson, and Peach and Administrator Sill.

Items of discussion per the agenda published September 1 were:

- Calendar/Correspondence
- Contract with Port Angeles Public School District to provide mental health support services for school year 2022-2023
- Contract amendment B with Salish Behavioral Health Administrative Services Organization for substance use disorder outpatient services
- Pre-application questionnaire United State Department of Agriculture (USDA) Forest Service FY 2022 Community Wildfire Defense Grant
- Purchase order with CDW-G for Arctic Wolf renewal
- Contract amendment 7 with Department of Health to amend allocations and subtract \$436,601 from the previous amendment 6
- Agreement with the City of Port Angeles for site selection and design of Joint Public Safety Facility / Emergency Operations Center
- Briefing on call for a hearing to be held Tuesday, November 8, 2022 at 10:30 a.m. to approve the Six-Year Transportation Improvement Program (TIP)
- Resolution closing the Department of Community Development petty cash fund
- Final Binding Site Plan approval for Island View R.V. Park LDV 2021-00005 – Randy Simmons applicant
- Discussion of Federal Standardization of Financial Reporting Standards
- Agreement with DelHur Industries for log jam construction on the Lower Dungeness Floodplain Restoration Project

Meeting concluded at 11:35 a.m.

EXECUTIVE SESSION – October 3, 2022 at 1 p.m.

The Prosecuting Attorney's Office is requesting that the Board of County Commissioners to discuss litigation This is a proper matter to be considered in executive session pursuant to RCW 42.30.110(1)(i), which allows for the use of an executive session "to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency."

The Board convened in open session at 1 p.m. to discuss pending litigation in State v. Winborn, Clallam County Superior Court Case No. 22-2-00421-05. Present were Commissioners Ozias, Johnson, and Peach, Human Resources / Administrator Sill, Human Resources / Deputy Administrator Reyes, Clallam County Auditor Riggs, Chief Financial Officer Lane, Chief Civil Deputy Prosecuting Attorney Stanley, Deputy Prosecuting Attorney Boughton, and Prosecuting Attorney Nichols.

ACTION TAKEN: CRJm to recess to executive session for 1 hour, CBPs, mc

Board recessed into executive session at 1:02 p.m.

Board convened in open session at 2:02 p.m. and requested to extend an additional 30 minutes.

Board convened in open session at 2:32 p.m. and CMO noted no action will be taken.

Meeting concluded at 2:32 p.m.

BOARD of CLALLAM COUNTY COMMISSIONERS
MINUTES for the week of October 3 -7, 2022
Page 2

REGULAR MEETING OF THE BOARD OF CLALLAM COUNTY COMMISSIONERS

Chair Ozias called the meeting to order at 10 a.m., Tuesday, October 4, 2022. Also present were Commissioner Johnson and Administrator Sill. Commissioner Peach was excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Added:

- 2d Agreement with DelHur Industries for log jam construction on the Lower Dungeness Floodplain Restoration Project

ACTION TAKEN: CRJm to adopt the agenda as modified, CMOs, mc

PUBLIC COMMENT

- Ed Bowen, Clallam Bay, commented on work session, interim DCD manager, Executive Session
- Gail Baker, Sequim, commented on primary election center (see attached)
- Stuart Kiehl, Port Angeles, commented on aviation noise, need for ordinance (see attached)
- Ed Telenik, Sequim, commented on Ed Bowen's comment, interim DCD manager, October 3, 3033 work session item, code enforcement

CONSENT AGENDA

- 1a Approval of vouchers for the week of September 26
1b Approval of payroll for the period ending September 15
1c Approval of minutes for the week of September 26

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

REPORTS AND PRESENTATIONS

- CRJ commented on Trust Land Transfer
- CMO commented on Parks Advisory Board Meeting, working with Healthcare Authority, Kitsap County Health and Human Services and Legislative Steering Committee on opioid settlements, Climate Change and Disaster Resilience forum

CONTRACTS AND AGREEMENTS

- 2a Contract with Olympic Peninsula Community Clinic (OPCC) to provide Substance Use Disorder Professional (SUDP) to Clallam County Health and Human Services' Syringe Service Program (SSP)

ACTION TAKEN: CRJm to approve, CMOs, mc

- 2b Agreement amendment D with Anchor QEA, LLC for Dungeness Off-channel Reservoir Project

ACTION TAKEN: CRJm to approve, CMOs, mc

- 2c Agreement with the City of Port Angeles for site selection and design of Joint Public Safety Facility / Emergency Operations Center

ACTION TAKEN: CRJm to approve, CMOs, mc

- 2d Agreement with DelHur Industries for log jam construction on the Lower Dungeness Floodplain Restoration Project

ACTION TAKEN: CRJm to approve, CMOs, mc

BOARD of CLALLAM COUNTY COMMISSIONERS
MINUTES for the week of October 3 -7, 2022
Page 3

PUBLIC COMMENT

- Tom Sutton, Sequim, commented on needing more information about agendas
- Ed Bowen, Clallam Bay, commented on Chalet, Heritage Advisory Board
- Wayne Cutting, Sequim, commented on Gail Baker's comments, primary election center

Meeting concluded at 10:36 a.m. and continued to 9 a.m., Monday, October 10, 2022.

There are no Zoom chat logs for the week of October 3.

The Board of Commissioners attended a WSAC Virtual update, League of Women Voters Forums, Coffee with Colleen and Housing Solutions Committee Meeting during the week of October 3.

PASSED AND ADOPTED this 11th day of October 2022.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

ATTEST:

Loni Gores, CMC, Clerk of the Board

KEY TO ABBREVIATIONS:

ARS Administrator Rich Sill
CMO Commissioner Mark Ozias
CRJ Commissioner Randy Johnson
CBP Commissioner Bill Peach

m moved
mc motion carried
s seconded

October 4, 2022

Guil Baker
Public
Comment
10/4/22

Clallam County Commissioners
Clallam County Courthouse
223 East 4th Street, Suite 4
Port Angeles, Washington 98362-3000

ATTN: Mr. Mark Ozias
Mr. Randy Johnson
Mr. Bill Peach

Dear Commissioners:

As Certified Observers we have come here today to bring to your attention four (4) of the most pressing issues that we observed during the 2022 Primary Election at the courthouse. We are not here to make a political statement. We are here to address public access to ballot processing and integrity and that should be of bipartisan concern.

1. Specifically, and most importantly, we would like to see the two (2) web cams in the election center hosted directly by Clallam County instead of via a commercial entity like YouTube.com with their servers in foreign countries. Since the Election Center offices are unoccupied much of the time, we would like to have those live cams active 24/7 with a light on in the rooms and a clock visible to the cameras. This gives ALL voters access to monitor ballot processes in real time.
2. There is concern about ballots which have been removed from their signature envelopes, but not tabulated, before the end of business that same day. At one time there were over eight thousand open ballots in the Election Center that had not been tabulated and were left unattended and unmonitored overnight! Again, 24/7 live cams would help reduce these concerns.
3. Many observers are concerned about not being able to actually observe the signature checking process. Other counties allow observers to directly observe signature checking while Clallam County allows zero visibility to the process. An observer's intent is not to look at signatures but rather how those signatures are accepted or rejected. There has been a claim of privacy

over observers seeing voter names on the ballot envelope. However, the signatures are not connected to a specific ballot AND the Secretary of State website reports daily the voting status of voters, which is open to the public, thus rendering as moot the privacy concern.

4. There is a concern about 'when' random batches are selected. If the batches to be manually counted are chosen prior to the physical processing of ballots, as we believe they were in the Primary, then this allows staff to monitor those specific batches as opposed to being unaware of which batches will be manually counted. This concern would be addressed if the 'random' selections were generated immediately before the manual count in the presence of observers and perhaps the Commissioners yourselves.

Thank you for your consideration of our concerns. Please let it be noted that we are not accusing county staff of any wrongdoing. Our observations during the Primary Election saw a dedicated and hardworking staff working under sometimes very stressful conditions—including having observers watching their every move.

However, with the issues we have raised we are aware that the potential for wrongdoing does exist and instituting the solutions we have suggested would go a long way toward alleviating public concern regarding integrity and transparency. The county auditor has received a list of these issues from our EIC Chair and has agreed to a bipartisan meeting sometime in the next few weeks to address these issues.

Sincerely,

Certified Election Observers
Republican Party
Clallam County

As Certified Observers we have come here today to bring to your attention four (4) of the most pressing issues that we observed during the 2022 Primary Election at the courthouse. We are not here to make a political statement. We are here to address public access to ballot processing and integrity and that should be of bipartisan concern.

1. Specifically, and most importantly, we would like to see the two (2) web cams in the election center hosted directly by Clallam County instead of via a commercial entity like YouTube.com with their servers in foreign countries. Since the Election Center offices are unoccupied much of the time, we would like to have those live cams active 24/7 with a light on in the rooms and a clock visible to the cameras. This gives ALL voters access to monitor ballot processes in real time.
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PETITION

Stuart Krehl
Public comment
8/3/22 +
10/4/22

TO STOP NOISE FROM MASON
WING WALKER ACADEMY
AIRCRAFT DISTURBING THE
COMMUNITY AND WILDLIFE ON
SHORE AND SEA

Nancy Froh
72 Holly Circle
Port Angeles, WA 98362
NANCY FROH

John Fenton - 200 Cypress Circle -
Port Angeles WA 98362

Amy Preusser 537 FANNI HALL PORT ANGELES
MARCUS BONN 122 ESKYNN, SEQUIM

Susan Black 122 Jesslyn Lane Sequim

Greg Hausman 876 Gohrue Road Pt

4 P 11 11 M
TO STOP NOISE FROM
MASON WING WALKER ACADEMY
AIRCRAFT DISTURBING THE
COMMUNITY AND WILDLIFE ON
SHORE AND THE SEA

Lantern 171 Ivy Lane, 972 742-4271, jclan@live.com

Armenian 360 457 8877 462 Gunn Rd. LA 98362

STUART KIEHL *Stuart Kiehl*

112 SEA BLUFF LN PORT ANGELES, WA 98312

STUART@SFC4ARTERBEAT.COM 707 7991927

Judith NORTON *Judith Norton* 360-670-3464
proutcat@hotmail.com 162 Holley Cr P.A 98362

Catherine SKAE Kiehl *Catherine Foster SKae*
112 Sea Bluff Ln. Port Angeles WA 98362

Kathy Trainor
122 Cypress Cr. Port Angeles WA 98362
360-681-8536

Sherry Stout
41 Ivy Ln.
Port Angeles WA
360-670-7115

David Hill
202 Cypress Cr.
Port Angeles, WA

Don G. Hill - 98362

PETITION TO STOP NOISE FROM MASON WING WALKER ACADEMY AIRCRAFT DISTURBING THE COMMUNITY AND WILDLIFE ON SHORE AND SEA

Ida Birney ~~Ida Birney~~ 57 Holley Circle Port Angeles WA
Susanna Hafner Susanna Hafner 619-248-8297 98362
302 Cypress Circle susanna.hafner@sbcglobal.net

Peter + Dawn Weston Webb 360 471-3851
110 Sea Bluff Ln
Port Angeles, WA 98362

JEFF SAJO (714) 726-3874
169 W. Washington ST,
Sequim, WA 98382

Kent BOSTER
181 CYPRESS
SEQUIM, WA 98362

Fred Swenson + Kathleen Swenson
Fred SWENSON
181 CYPRESS, Port Angeles 98362

~~Sequim, WA~~
Brad Hermanson
111 Cypress Cir Port Angeles 98362

PETITION TO STOP NOISE FROM MASON WING WALKER ACADEMY AIRCRAFT DISTURBING THE COMMUNITY AND WILDLIFE ON SHORE AND AT SEA

- Lee Stephens 272 MONTERRA P. Angeles
- 272 MONTERRA, PORT ANGELES, WA 98362
- MRS LEE STEPHENS 272 MONTERRA, PA 98362
- Doris Souzervill 162 LAUDERDALE SEQUIM 98362
- Dana + Wendy Watson 564 Osborn Rd. PA
- James and Treason 32 Heather Circle 98362
- Russell 32 Heather Circle 98362
- PARIS ANNE HEART 51 Heather Circle 98362
- Paris Anne Heart
- HESS Gushers
- Trudy Wilkins 252 Seaside 98362
- Mr. H. H. H. 624 Finn Hall 98362
- Sethin Buchanan Finn Hall 98362
- Leslie Greenwell 642 GEORGE RD PA 98362
- Mr. Greenwell 83 Goble Rd PA 98362
- Mr. Greenwell 201 Goble Rd 98362
- Rose Bureau 182 Holly Circle PA 98362
- Sharon Shepley 182 Holly Circle PA 98362
- Mr. W. 802 Gunn ROAD PA 98362
- Michael Coulson 802 Gunn Rd, PA 98362
- 482 MONTERRA PR. PA 98362
- o'connor



AGENDA ITEM SUMMARY

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

H1
10/11/22

Department: PAO/Human Resources

WORK SESSION ☐ Meeting Date:

REGULAR AGENDA ☒ Meeting Date: 10-11-22

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 220 – Classification, Work Hours and Compensation.

Hold a public hearing on a Resolution regarding proposed changes to Policy 220 – Classification, Work Hours and Compensation.

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?)

Hold a public hearing on a Resolution regarding proposed changes to Policy 220 – Classification, Work Hours and Compensation.

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

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

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

Date submitted: 9-12-22

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



RESOLUTION _____, 2022

ADOPTING AMENDMENTS TO
POLICY 220 CLASSIFICATION, WORK HOURS, AND COMPENSATION

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Formal policies and procedures were developed and implemented in 2004 to ensure accountability in government and consistency of process.
2. Periodic updates are required as government rules and regulations change as well as current practices.
3. The proposed amendments to the policy were posted on the Intranet to allow staff time to review and comment. Prosecuting Attorney's Office reviewed the policy amendments.
4. A public hearing was held October 11, 2022 to solicit testimony.

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

1. The amendments to Policy 220 Classification, Work Hours, and Compensation are adopted for inclusion in the Clallam County Administrative Policy Manual.

PASSED AND ADOPTED this 11th day of October, 2022

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, CMC, Clerk of the Board

Bill Peach

Table of Contents

CLASSIFICATION, WORK HOURS, AND COMPENSATION Policy 220

.1 CLASSIFICATION	33
1.1 PREPARATION OF CLASSIFICATIONS.....	33
1.2 ALLOCATION OF POSITIONS.....	33
1.3 CLASSIFICATION AND POSITION DESCRIPTION SPECIFICATIONS.....	33
1.4 DESCRIPTION CHANGES	44
1.5 USE OF CLASS TITLES.....	44
1.6 CONSOLIDATED CLASSIFICATION LIST.....	44
.2 RECLASSIFICATION	55
2.1 PROCEDURES FOR COUNTY OFFICIAL TO REQUEST RECLASSIFICATION.....	55
(1) <i>County Official Evaluates Need to Change Classification</i>	55
(2) <i>County Official Considers Alternatives</i>	66
(3) <i>County Official Submits Request with Budget</i>	66
2.2 EMPLOYEE MAY REQUEST RECLASSIFICATION	66
2.3 HUMAN RESOURCES REVIEWS ALL RECLASSIFICATION REQUESTS.....	66
2.4 COUNTY ADMINISTRATOR TO APPROVE	66
2.5 FUNDING AND BUDGET IMPACTS.....	77
2.6 DETERMINATION OF ESTABLISHED MARKET	77
2.7 NOTICE TO THE UNION	77
2.8 IMPLEMENTATION OF RECLASSIFICATION RECOMMENDATION	77
2.9 STATUS OF EMPLOYEES AFFECTED BY RECLASSIFICATION.....	77
.10 RESPONSIBILITIES AND AUTHORITIES OF MANAGERS AND SUPERVISORS.....	88
10.1 MANAGERS (INCLUDING COUNTY OFFICIALS).....	88
10.2 SUPERVISORS	99
10.3 LEAD WORKERS.....	99
.20 COMPENSATION.....	1010
20.1 BASIS OF SALARY	1010
20.2 RATES OF PAY	1010
20.3 BEGINNING EMPLOYEE SALARY.....	1010
20.5 ELECTED OFFICIAL SALARY.....	1111
20.6 BENEFITED COURT COMMISSIONER SALARY.....	1111
20.7 JUDGES SALARIES.....	1111
20.9 STEP INCREASES	1111
20.10 COST OF LIVING ADJUSTMENTS.....	1111
20.11 PROVISIONS SHOULD NO LABOR AGREEMENT BE IN PLACE	1212
20.12 RATE/STEP PLACEMENT UPON PROMOTION	1212
20.13 STEP PLACEMENT ON DEMOTION	1212
20.14 STEP PLACEMENT UPON RECALL	1212
(1) <i>Recall to Former Classification</i>	1212
(2) <i>Recall to a Lower Classification</i>	1413

(3) Hiring after the Recall Period has Expired.....	1413
.30 HOURS OF WORK	1413
30.1 LIMITATIONS FOR TEMPORARY, EXTRA HELP, AND SEASONAL WORKERS.....	1514
30.2 MEAL PERIOD.....	1514
30.3 REST PERIODS.....	1514
30.4 BREAK TIME FOR NURSING MOTHERS	1514
.35 OVERTIME	1514
35.1 AUTHORIZATION FOR OVERTIME.....	1514
35.2 DEFINITION OF OVERTIME	1615
35.3 OVERTIME RATE.....	1615
35.5 COMPENSATORY TIME.....	1615
35.6 TIME-OFF PLAN FOR NON-REPRESENTED FLSA EXEMPT EMPLOYEES.....	1615
35.7 OVERTIME HOURS NOT TO AFFECT BENEFITS.....	1716
35.8 EMERGENCY/DISASTER OPERATIONS	1716
.37 VEHICLE ALLOWANCE	1716
.40 COMPENSATION FOR STAND-BY AND ON CALL STATUS.....	1817
.42 COMPENSATION FOR HIGHER CLASSIFICATION WORK.....	1817
.43 COMPENSATION FOR LEAD WORKER	1817
.44 COMPENSATION UPON TERMINATION.....	1817
.45 BENEFIT CASH OUT UPON TRANSITION FROM EMPLOYEE TO ELECTED OFFICIAL	1817
.50 PAYROLL	1918
50.1 TIME SHEETS	1918
50.2 PAY PERIODS/PAYDAY	1918
50.3 GARNISHMENT OF WAGES/LIENS.....	2019
50.4 DIRECT DEPOSIT OF PAYCHECKS	2019
50.5 PAYROLL DEDUCTIONS.....	2019
.60 RELOCATION EXPENSES	2019
60.1 ELIGIBILITY	2120
60.2 TAXABILITY OF RELOCATION EXPENSES	2120
.100 CONSOLIDATED CLASSIFICATION/POSITION LIST	2120

CLASSIFICATION, WORK HOURS, AND COMPENSATION

.1 CLASSIFICATION

1.1 Preparation of Classifications

A classification plan inventorying the duties and responsibilities of all jobs in County service has been developed and implemented. The class plan groups jobs into categories that are basically similar in difficulty and responsibility of work performed and in education, training, and experience requirements. The plan was developed after consultation with County Officials and other persons technically familiar with the character of the work. The Human Resources Director is the designated individual with responsibility of overseeing the continual maintenance and administration of the plan. No County Official shall be granted authority to alter classification without prior approval of the County Administrator with appeal to the Board of County Commissioners, except as otherwise granted by the Charter or this policy.

1.2 Allocation of Positions

A classification title and description shall identify each class. Every position shall be allocated to a classification within the adopted plan. In cases where more than one position exists in a classification, a position description shall further clarify job duties specific to each job. When the classification contains a single position, the classification and position description is combined. Each newly created position will be assigned to the approved classification and shall be clearly defined in the classification description. Employees shall be notified of the assignment of their positions and the class title as it appears on the class description. Positions that are part of a career track will be designated in the classification description.

When a new position is proposed the County Official shall immediately transmit a comprehensive statement of the proposed duties and responsibilities and the rationale for the new position to the Human Resources Director. The Human Resources Director shall investigate the proposal and assign the position to the appropriate class in the classification plan.

All changed or newly created positions shall be presented to the County Administrator for approval of allocation and preliminary budget prior to initial filling and appointment. Positions will not be created without a defined revenue source.

1.3 Classification and Position Description Specifications

Class and Position specifications have the following definition and scope:

- a. They are explanatory only and not restrictive.
- b. In determining the assignment of any position to a class, the specifications shall be considered as a whole, comparing general duties, responsibilities, minimum

- qualifications and relationships to other positions in order to obtain an inclusive picture of the position and place it in the class which embraces it.
- c. The outline of principal duties of work performed shall mean general duties or tasks. It is not intended to prescribe the specific duties of a given position nor to limit the ability of the County Official to modify or alter the detailed tasks involved in the duties, so long as they remain within the general definition of the class.
 - d. The minimum qualification defines the class to which the position shall be allocated by outlining the least acceptable qualifications required to effectively perform the work.
 - e. The class specifications may include additional requirements that are determined to be necessary for the maximum performance of the particular class. These requirements may include possession of a Washington motor vehicle operator's license, physical condition, or any other bona fide qualification pertinent to the position covered by the class specifications.
 - f. Nothing in the class specification is to be interpreted as restricting a supervisor in assigning an employee of one class to perform some of the duties of a higher class for a limited period of time. Such assignment to perform work of a higher class for a limited period comes within the requirements of work in all classes. When an employee is assigned to perform the entire job function of a higher classification for a period of more than two weeks, the employee may be paid at the higher range, assuring that the employee will be compensated a minimum of 5 percent over their current rate.

1.4 Description Changes

Class and position descriptions are treated as living documents with the specific intent that as the duties of the job change, those changes will be reflected in the descriptions. The Human Resources Department maintains the original descriptions for all County jobs, including those under the jurisdiction of Elected Officials and the Civil Service. Prior to any modification, classification and/or position description changes shall first be reviewed by the Director and approved by the Administrator as detailed in this chapter.

1.5 Use of Class Titles

The class title shall be the official title of every position assigned to the class for the purpose of personnel action and shall be used on all payroll, budget estimates, and official records and reports relating to that position. Position titles may be authorized by the Director and used for the purposes of internal administration or in contacts with the public when more than one position exists within a classification.

1.6 Consolidated Classification List

The Director is responsible for maintaining a listing of all classifications and positions in the County, including County Officials and employees. The list shall also contain, at a minimum, the salary range, union status, essential worker status, bloodborne risk, and recurring training requirements of each position. The consolidated list shall serve as the

official classification and position list under the classification plan. The list is contained in section 100 of this policy.

.2 RECLASSIFICATION

Unless previously approved by the County Administrator, it shall be the responsibility of the County Official to require employees to work within their assigned classifications, except in situations where an employee may occasionally or intermittently work out of classification. County Officials are not authorized to re-organize job functions which will require reclassification of existing employees without the approval of the County Administrator.

The Board of Commissioners considers the collective bargaining process as the proper venue for adjustments of salary and benefits for classifications and/or groups of employees. Reclassifications may be considered for individual positions that meet the following criteria.

The following factors may be considered as evidence of possible eligibility for reclassification:

- a. A majority of job duties have changed to the extent they are more accurately reflected in another existing classification description;
- b. A majority of job duties have changed to the extent the job entails a different skill set, which requires increased education or experience in order to perform essential job functions.

The following circumstances are not factors to be considered reasons for reclassification:

- a. Increased volume of the same level of work;
- b. Added duties of a similar nature already covered by the current classification or requiring similar skills, education, or experience;
- c. Duties within a current classification that have not been previously assigned;
- d. Additional assigned duties in a higher classification unless those duties become a majority of the current position;
- e. Enhanced technological tools to perform current duties;
- f. Salary differences for similar jobs in other jurisdictions;
- g. Reclassifications which occur in other departments.

2.1 Procedures for County Official to Request Reclassification

A County Official may request a classification change to meet business needs. Prior to classification or reclassification, the following steps shall be documented in writing and submitted to the Human Resources Director.

(1) County Official Evaluates Need to Change Classification

First, the County Official will evaluate:

- a. Recruitment or retention problems
- b. Service delivery changes or enhancements

- c. Value of the position to the department
- d. Internal equity
- e. Availability of funds
- f. Level of duties assigned to an existing position
- g. Reorganization opportunities due to vacancy

(2) County Official Considers Alternatives

Prior to requesting reclassification, the County Official will consider the following alternatives:

- a. Can work be accomplished within current classification?
- b. Is higher-level work short-term or can a specific project be addressed with out-of-class pay?

(3) County Official Submits Request with Budget

If the County Official decides to proceed with a reclassification request, they will normally submit the request as part of the department's budget submittal. When business needs require an immediate classification change and funding is available within current year's budget, a County Official may submit a request outside the budget process.

2.2 Employee May Request Reclassification

In the event the County Official does not submit a request for reclassification and the employee believes their current assigned duties meet the eligibility criteria as established above, the employee may submit a request for reclassification directly to the Human Resource Director and the County Official. The request will be processed by the Director in the normal course of work priority.

2.3 Human Resources Reviews All Reclassification Requests

When the duties and responsibilities of an existing position are so changed or proposed to be changed, meeting the criteria above, the County Official may request the Human Resources Director conduct a reclassification analysis. All reclassification requests shall be presented in writing accompanied with supporting documentation. The Human Resources Department shall prepare recommendations to the County Administrator.

2.4 County Administrator to Approve

Upon receipt of the recommendations from the Human Resource Director, the County Administrator shall review the results and take action to approve or deny the request.

2.5 Funding and Budget Impacts

The Board of Commissioners may limit consideration of reclassifications based upon financial condition of the County and establish a minimum amount the wage must be under-compensated in order for a reclassification to be considered.

It is the policy of the Board to consider reclassifications that are in excess of 20 percent lower than the established market for the position. The Board may modify the percentage at the time of adoption of the annual countywide budget.

2.6 Determination of Established Market

It is the County's goal to set top step compensation at the average wage for benchmark jobs using a combined market of Western Washington Counties within a population range and assessed evaluation of 60 percent larger and 60 percent smaller than Clallam County. For jobs where there is insufficient market data available within the established comps, the Director may recommend using such other relevant compensation data as may be appropriate and/or a point factor matrix that measures the job complexity and responsibility in relation to other established positions within the County's classification system.

2.7 Notice to the Union

Prior to implementation of reclassification, the Director will notify the Union in writing of the County's intent to reclassify the position. The Union may request a meeting for the purpose of reviewing the data and recommendations. In the event the Union fails to respond within 10-days, the County will commence implementation.

2.8 Implementation of Reclassification Recommendation

Unless otherwise approved by the Administrator, the employee subject to the reclassification will be placed at step 1 of the new range, or, the step of the new range that is approximately 5 percent higher than the employee's current salary, whichever is greater. The step increase date will be modified to reflect the first day of the month following one year from the reclassification date.

2.9 Status of Employees Affected by Reclassification

The status of employees affected by reclassification occurring in the administration of the classification plan shall be resolved in the following manner:

An employee whose position is reclassified to a higher level than the class in which the employee has regular status shall be considered to be a temporary appointee to the higher class. As such, the employee shall be eligible to compete on a promotional basis for the reclassified position; provided, however, that such promotional examination shall be given, or notice of such examination shall be published, within 60 calendar days of the effective date of reclassification. Only those employees who successfully pass the

examination for the position shall be considered for the position. Employees so promoted shall serve a probationary status in the new class.

If the employee is not appointed as the result of the examination, with County Official approval, the employee may be transferred to a vacant position in the same classification as that in which the employee has regular status. If no vacancy exists, the employee shall be laid off and entitled to bumping rights as specified in the applicable labor agreement.

OR;

When reclassification occurs and the position that has been reclassified contains only one employee, the employee occupying the affected position may be retained in the position without examination provided that:

- a. The Director determines that the reclassification results from an official recognition of a change in duties and responsibilities that has already occurred;
- b. The County Official determines that the performance of the duties and responsibilities of the incumbent has been satisfactory;
- c. The incumbent possesses the minimum qualifications for the new class; and
- d. Such other factors as are relevant and appropriate to the establishment of salaries for each position, in the context of the County's total compensation system.

The above conditions are included as a means of encouraging proper classification and organization without jeopardizing the status of employees. If all of the above conditions cannot be met, the County Official and the Human Resources Director shall be guided by other appropriate provisions of these rules.

.10 RESPONSIBILITIES AND AUTHORITIES OF MANAGERS AND SUPERVISORS

Managers, supervisors, and lead workers are key to the success of the organization. These levels are identified in classification and/or job descriptions. Managers and supervisors may delegate authorities but retain responsibility for any function so delegated.

10.1 Managers (including County Officials)

Detailed management responsibilities are contained in the "Regular Management Responsibilities" document that is a part of the County's classification plan. The document is available on the intranet on the "Reference Documents" page. All managers are required to have a working knowledge of the document. In addition, managers have the following responsibilities and authorities.

- a. Appoint employees to positions within their respective departments or divisions according to these policies.
- b. Administer provisions of labor contracts, County and department policies, and procedures and delegate such authority to supervisory personnel.

- c. Plan and organize the functions and activities of their department or divisions.
- d. Prioritize, direct, and control the activities of personnel to ensure effective and efficient services are provided within allocated Resources.
- e. Ensure that citizen complaints and/or allegations of violation of policies and procedures are investigated. Delegate, and/or conduct and document investigations of complaints against employees and administer corrective and/or disciplinary action if appropriate.
- f. Provide supervision to any supervisory or line level personnel directly under their command.
- g. Maintain knowledge of the County organization as a whole and participate, as a member of the management team, in solutions to countywide issues. Managers are expected to understand and be supportive of decisions made for the good of county citizens, even when such decisions may impact their department or division.

10.2 Supervisors

Detailed supervisory responsibilities are contained in the "Regular Supervisory Responsibilities" document that is a part of the County's classification plan. The document is available on the intranet on the "Reference Documents" page. All supervisors are required to have a working knowledge of the document. In addition, supervisors have the following responsibilities and authorities.

- a. Participate with managers in personnel and administrative decisions.
- b. Enforce provisions of labor contracts, County, and department policies and procedures.
- c. Formulate and recommend changes to policies and procedures.
- d. Assure that work assignments are made with the objective of utilizing the skills of assigned employees to the fullest extent of available resources.
- e. Provide supervision and performance evaluation of assigned employees.
- f. Direct the day-to-day activities of personnel assigned to them.
- g. Conduct and document investigations of complaints against employees. Make recommendations for corrective and/or disciplinary action if appropriate.
- h. Maintain knowledge of their department organization as a whole and participate, as a member of the management team, in solutions to department issues. Supervisors are expected to understand and be supportive of decisions made for the good of their department, even when such decisions may impact the function or personnel they supervise.

10.3 Lead Workers

Lead workers may be either regular positions or, a temporary assignment in the absence of the regularly assigned supervisor. Lead workers have authority to direct the day-to-day activities of personnel assigned to them. They are not granted the supervisory responsibilities and authorities listed above.

.20 COMPENSATION

The County maintains a compensation plan to provide for equitable pay for its employees. The compensation plan includes, but is not limited to classification descriptions, salary schedules, labor agreements, and resolutions establishing salary and benefits. The County Administrator, in consultation with the Director, is responsible to administer the compensation plan.

20.1 Basis of Salary

All FLSA non-exempt employees shall be paid based on the actual number of hours worked, including authorized absences with pay, to the total number of hours worked, including authorized holidays, in the payroll period.

All FLSA exempt employees shall be paid a predetermined monthly salary. Payroll and compensation practices and procedures shall account on an hour-for-hour basis the accrual and use of paid leave. Provided, however, that employees exempt from the overtime requirements of FLSA shall not have their salary reduced during the workweek in which they performed any work with the following exceptions:

- Docking of salary is permissible under the law for administration of protected leave under Family Medical Leave Act, Americans with Disabilities Act, Pregnancy Disability Act and Military leave; and
- For infractions of security regulations of major significance promulgated by the County or another government agency, or for infractions of safety rules of major significance intended to prevent serious danger to the workplace or to other employees.

20.2 Rates of Pay

Each employee and County Official shall be paid at one of the steps of the range prescribed for the classification. Temporary and Extra Help workers shall be paid at the range established for un-skilled, semi-skilled, or skilled workers as approved by the Director.

20.3 Beginning Employee Salary

Unless otherwise provided, all employees should be hired at the entry step of the range. A County Official who believes that, based on the qualifications and prior experience of the candidate, an appointment should be made at a step higher than the first step will present their request in writing to the Director, who has authority to approve or deny the request up to Step 5 of the pay schedule. Requests for appointment beyond Step 5, or that require a budget change shall be approved by the Administrator.

20.5 Elected Official Salary

Salaries for the Assessor, Auditor, Community Development Director, County Commissioners, Sheriff, and Treasurer are set by the Board of Commissioners in Resolution ~~44, 2018~~12, 2020 and reflected in the Consolidated Position List.

20.6 Benefited Court Commissioner Salary

Salaries for the benefit eligible Family Court Commissioner and District Court Commissioner are set by the Board pursuant to the below specified percentage of the judge salary for the respective court to which assigned:

- Year 1 – 80 percent of the Judge salary
- Year 2 – 85 percent of the Judge salary
- Year 3 and above – 90 percent of the Judge salary

20.7 Judges Salaries

Salaries for District Court and Superior Court Judges are set pursuant to RCW by the Washington Citizens' Commission on Salaries for Elected Officials.

20.9 Step Increases

Step increases for regular, benefited employees and Appointed County Officials shall be at 12-month intervals. Step increases shall be subject to written satisfactory evaluation of job performance as determined by the County Official. Increases shall be effective on the first day of the month following the 12-month anniversary except when the anniversary falls on the first day of the month in which case the increase shall be effective on that day.

Temporary, Part Time non-benefited including retirement only, or Extra Help Workers with no break in service shall be eligible for step increases after 2080 hours of work. Road and Parks seasonal workers returning from the prior year's service shall be eligible for advancement to the next step in the same assigned range.

20.10 Cost of Living Adjustments

Cost of Living Adjustments are part of the negotiated labor agreement for represented employees.

The salary schedule for County Officials, Charter exempt, non-represented, temporary, and extra help employees shall be adjusted in an amount the same as any cost of living adjustment granted to the management and professional unit not less than zero nor to exceed three percent. Except that the wage for Court Commissioner, County Prosecuting Attorney, ~~Chief Deputy Prosecutor, Chief Civil Deputy Prosecutor,~~ and

District Court ~~2-Judges~~ shall only be adjusted when salaries are modified by the state. ~~Further except that County Commissioners shall receive a 2 percent cost of living adjustment annually until the COLA provisions of Resolution 117, 2008 become effective.~~

20.11 Provisions Should No Labor Agreement be in Place

In the event agreement has not been reached between the County and Local 1619-MP prior to the expiration of the then existing agreement, ~~Elected Officials listed in section 20.4 and~~ Charter exempt, non-represented, temporary and extra help employees shall be compensated at their previous rate plus the last County offered COLA increase, if any, not less than zero nor to exceed three percent.

In addition, the employment group identified in this sub-section ~~and Elected Officials~~ shall receive the last County-offered increase in County contribution to medical/dental/vision, if any. Any increases awarded under this section shall be effective until settlement by Local 1619-MP at which time any additional wages and benefits, including any settlement for retroactive payments shall also be paid. Benefit eligible Judges and Court Commissioners shall have county paid medical benefit contributions adjusted according to the settlement.

20.12 Rate/Step Placement upon Promotion

~~Whenever an employee is promoted, the employee shall be hired into the new position on the County's 9-step pay plan at the step in the new range that is equal in pay to one step higher than the employee's salary in the old position. The employee's anniversary date shall be changed to reflect the date of the promotion.~~

Whenever an employee is promoted, the employee shall be hired into the new range/step of the appropriate pay schedule as a rate no less than five percent high than the employee's salary prior to the promotion. A County Official who believes that a salary increase of more than five percent should be offered shall present a request for a higher rate and a justification to the Human Resources Director in writing. The Human Resources Director has the authority to approved or deny the request up to Step 5 of the appropriate pay schedule. Requests for appointment beyond Step 5 or requests that require a budget change must be approved by the County Administrator.

20.13 Step Placement on Demotion

When a demotion occurs, the County Official shall recommend to the Director a salary for the demoted employee within the salary range of the lower classification which may be less than or equal to the employee's present salary. If a new anniversary date is established, the new anniversary date shall be noted at the time of the demotion on the personnel action documentation.

20.14 Step Placement upon Recall

(1) Recall to Former Classification

Employees returned to their former classification during the recall period shall be placed at the same step and benefit accrual rates as when they left employment. Adjusted Date of Hire and Adjusted Date of Classification shall be modified to reflect the layoff period.

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(2) Recall to a Lower Classification

Employees recalled during the lay off period, to a classification lower than the classification from which they were laid off shall be placed at a step determined by the Director, in consultation with the County Official. Unless approved by the Administrator, the employee shall not be returned at a wage higher than at the time of lay off, or at a step higher than that approved in the budget. Adjusted Date of Hire and Adjusted Date of Classification shall be modified to reflect the layoff period.

(3) Hiring after the Recall Period has Expired

A previous employee re-hired through the competitive process after their time on the recall list has expired is hired as a new employee. Seniority, benefit accrual, and salary are as if the employee had not previously been employed by the County.

.30 HOURS OF WORK

All County positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") and Washington Minimum Wage Act regulations.

It is the policy of the County to establish a workweek of 40 hours with a 7-day workweek. Alternate workweeks of 40, 37.5, and 35 hours may only be established by the Administrator based upon business necessity. The workweek runs 12:01 a.m. Monday through Sunday 12 midnight.

The County recognizes that County Officials are responsible to perform their work functions without regard to a set number of hours in the workday or workweek. It is also recognized that each County Official requires one employee to be a confidential employee, available to work when necessary to accomplish essential tasks. The County Charter requires Elected County Officials to designate one individual as exempt from the Personnel System to serve as their chief deputy or administrative assistant. It is the policy of the County that each Elected and Appointed County Official may designate a 40-hour workweek for one individual in their office.

For law enforcement, corrections, and detention employees, the established work period may be subject to C.F.R. 29, Section 207(k), (referred to as 7k). Employees are responsible for accurately reporting all hours worked according to these policies.

Sheriff's Department and Juvenile Department employees work schedules may be established based upon 24-hour operation. Workweek for employees, other than those scheduled on a 24-hour operation, shall be four or five consecutive days, evenly divided according to the assigned work hours, but may be varied depending upon business necessity.

Employees shall be assigned to work either a standard or alternate/flex workweek. The workday and workweek shall be established by the County Official of each department and kept

on file with the payroll clerk for that department. The workday and workweek may be changed to accommodate the efficient operation of the department.

30.1 Limitations for Temporary, Extra Help, and Seasonal Workers

Work hours of extra help employees shall be restricted to 69 hours per calendar month. The work hours for temporary and seasonal workers whether skilled, semi-skilled, or unskilled shall be limited by the County Official so as not to qualify the employee for any benefits, including retirement, unless specifically approved by the Director. County Officials are required to be familiar with Department of Retirement Systems' rules, labor contracts, and other regulations that affect employee benefit eligibility.

30.2 Meal Period

All employees shall be granted a meal period of one-half hour or one hour as determined by the County Official. Meal periods shall be taken at a non-public location away from the workstation.

30.3 Rest Periods

All employee work schedules shall provide for a 15-minute rest period during each one-half shift. An additional rest period may be granted for each additional 2-hour increment that an employee is required to work beyond the normal shift. Rest periods may be required to be taken at the workstation.

30.4 Break Time for Nursing Mothers

A nursing mother shall be entitled to unpaid breaks for up to one year after the birth of her child. Such breaks must consist of a "reasonable" amount of time for expressing milk as frequently as needed by the nursing mother.

The County provides a space that is shielded from view and free from intrusion from coworkers and the public. Upon request, an eligible nursing mother will be issued a key to the designated space.

35 OVERTIME

County Officials are responsible to schedule employees in order to provide adequate service while minimizing overtime. Overtime shall only be authorized for business necessity and only within budgeted funds. No overtime shall be authorized for employee convenience.

35.1 Authorization for Overtime

All overtime shall be approved in advance by the employee's supervisor; however, in the case of emergency, the employee shall notify the supervisor as soon as possible of the need to work overtime.

35.2 Definition of Overtime

Unless otherwise specified in a labor agreement, overtime shall be considered as time worked in excess of 40 for the workweek. Part-time or extra help employees whose hours are set at less than 40 shall not be eligible for overtime until the total work hours exceed 40.

35.3 Overtime Rate

Unless otherwise specified in a labor agreement, the rate of compensation for overtime worked shall be 1-1/2 times the employee's regular rate of pay including any shift differential, standby pay, incentive pay or any pay added to the rate as established in the pay plan.

35.5 Compensatory Time

Employees may accrue compensatory time in lieu of overtime payments, with the approval of the supervisor. Unless otherwise specified by labor agreement, employees may not accrue time in excess of 40 hours. Compensatory time will be accrued at the rate of 1-1/2 hours for each hour of authorized overtime worked. The employee and the supervisor are encouraged to schedule use of compensatory time by mutual agreement. The County may purchase back the entire compensatory time balance of any employee, or a portion thereof, at any time with written notice to the employee. The employee may convert compensatory time to overtime by written request.

35.6 Time-off Plan for Non-Represented FLSA Exempt Employees

Non-Represented employees exempt under the FLSA are salaried and exempt from over time. Such employees may flex time off within a month with Department Head approval. In a calendar month employee hours of work and hours of paid leave shall total not less than the regularly scheduled hours of work for the month.

- a. Non-Represented employees who are exempt under FLSA shall be entitled to earn hour for hour time off commencing with the sixth (6th) hour **worked** beyond their regularly assigned workweek of 37.5 or 40. An annual maximum of two (2) weeks may be earned and either accumulated or used. Such hours must be used as time off prior to the end of the calendar year and shall not be eligible for cash payment or used for the purpose of extending benefits beyond the last active at work day. Flex time (where the employee still works their full 37.5 or 40 hours per week, but on a flexible schedule) off is authorized under this provision. Such flexible schedule is termed an alternative workweek. Except in the case of an emergency that requires immediate action, hours in excess of the fifth (5th) hour require pre-approval by the Department Head.

35.7 Overtime Hours not to Affect Benefits

Overtime Hours shall not be credited toward any employee benefit accruals or have any affect on probation, step, or other accrual dates.

35.8 Emergency/Disaster Operations

All FLSA exempt employees performing emergency/disaster duties when working full-time under any activation level designated by the County Commissioners for which the State approves the County for public disaster assistance will be compensated as follows:

- a. Employees will be paid at straight time the sum of their regular hourly rate for those hours worked in excess of 40 in a workweek as a result of full-time work in support of a significant emergency, declared disaster, or Emergency Management Assistance Compact (EMAC) or other Mutual Aid activations/deployments as determined by the County Administrator or designee. During federally declared disasters overtime compensation will be limited to cash payments.
- b. For those hours worked during the activation, one dollar (\$1) is added to an employee's regular rate in lieu of any other forms of additional compensation including, but not limited to, callback, standby, shift differential, split shift differential, assignment pay, and/or schedule change.
- c. Unless otherwise noted in writing, employees will retain the assigned workweek while supporting emergency/disaster operations. However, employees' assigned work hours may be different from their regularly assigned work hours.
- d. These provisions are limited to qualifying work performed in the Clallam County Emergency Operations Center, in a Joint Field Office, and work in direct support of EMAC or other Mutual Aid activations/deployments.

.37 VEHICLE ALLOWANCE

A monthly vehicle allowance is provided to certain County Officials. The vehicle allowance is intended to partially reimburse the County Official for travel as part of official business within Clallam County. Travel outside Clallam County shall be reimbursed in accordance with the County's travel reimbursement policy. When traveling outside the County, County Officials who receive vehicle allowance shall deduct the mileage traveled within the County from their total mileage. Unless otherwise provided by contract, the monthly vehicle allowance amount shall be set annually as part of the budget adoption process.

Unless provided a County vehicle in accordance with the County's vehicle policy, the following Elected Officials shall receive monthly vehicle allowance: Assessor, Auditor, Commissioners, Director of the Department of Community Development, Prosecuting Attorney, and Treasurer.

Vehicle allowance will be authorized, in writing, by this policy, employment contract, or Personnel Action Form, approved by the Administrator.

.40 COMPENSATION FOR STAND-BY AND ON CALL STATUS

Time spent in stand-by status is considered compensable hours. Time spent in On-Call status is not considered compensable hours, except that any time spent actually working is paid.

.42 COMPENSATION FOR HIGHER CLASSIFICATION WORK

Except for on-the-job training purposes, whenever an employee is assigned to perform the entire job function of a higher classification for a period of two weeks, the employee may be paid at the higher range for a minimum increase of 5 percent (two steps on the 9-step scale). Performance of such duties on an occasional basis, for short periods, or for training purposes is not subject to pay increase. Out of class pay will not be paid while an employee is on any form of leave unless approved by the Director.

.43 COMPENSATION FOR LEAD WORKER

An employee who is assigned lead worker responsibilities shall be paid a minimum increase of 5 percent (two steps on the 9-step scale) for all hours active at work. Lead worker pay shall not be paid while an employee is on any form of leave, unless approved by the Director.

.44 COMPENSATION UPON TERMINATION

Upon an employee's separation from County employment, the employee will receive the following compensation at the time of the next regularly scheduled payroll:

- a. Wages for all hours that have not been paid
- b. Any holiday pay due
- c. Accrued vacation up to the maximum accrual allowed
- d. Accrued sick leave at the following percentages:
 - 100 percent if death occurs while employed or employee is totally disabled in the line of duty
 - 10 percent if separated other than termination for cause
 - 20 percent upon retirement
 - None if terminated for cause
- e. Any applicable severance pay

Note: Upon retirement PERS 1 employees hired after 1 January 1996 shall be paid for a maximum of 240 hours combined vacation and sick leave unless otherwise provided by contract.

.45 BENEFIT CASH OUT UPON TRANSITION FROM EMPLOYEE TO ELECTED OFFICIAL

Upon election to a County office an employee may choose to cash accrued vacation and/or sick leave benefit as if separated other than termination for cause. In such event payout shall be calculated at the last rate of pay for the last position held prior to election to office.

In the event an election is made not to cash out vacation and/or sick leave, such accruals may be frozen at the earned rate and be eligible for cash out at the time the person ends employment with the County.

.50 PAYROLL

~~NOTE: Section 50.1 and 50.2 below were implemented as of May 2006. The impacts of the pay date change have been fully bargained with the all of County's unions. The Human Resources Director is specifically authorized to make official notices about payroll practices to unions, employees, and Jr. Taxing Districts.~~

In addition, the County has reserved the right in the future to compensate all non-exempt FLSA employees based upon the hourly rate. Currently the County utilizes a compensation formula of annual salary divided by 24 half-months.

50.1 Time Sheets

The County utilizes an electronic sheet to record daily time activity for all employees and County Officials. It is the responsibility of each employee to accurately record all hours worked and leave used prior to the end of each daily shift. Exceptions to this practice shall only be acceptable when extenuating circumstances beyond the employee's control prevent record keeping for a given day. In such event, it is the employee's responsibility to accurately document the prior day's time at the start of the next shift. Time sheets must be completed and submitted to the timekeeper by the end of the shift on the last working day of the month.

The County payroll system will not process countywide payroll until every employee's time has been processed. Therefore, employees and their supervisors will be held accountable for any failure to timely submit accurate time records. When failure to do so occurs, the County Auditor will authorize input of assumed data in order to process payroll. Such assumed data will be subject to correction based upon accurate information received in the subsequent payroll period. When this inconvenience is caused by an employee or supervisor, appropriate discipline will be recommended.

Falsification of time records shall be grounds for immediate discipline, up to and including discharge.

50.2 Pay Periods/Payday

~~Beginning November 1, 2014 and annually thereafter d~~During open enrollment, employees ~~who currently have monthly payroll~~ will have the opportunity to choose between monthly or semimonthly payroll to be effective for 12 months starting January 1 of the following year. ~~For those choosing semimonthly payroll, Semimonthly~~ pay periods are the 1st through the 15th and the 16th to the last day of each calendar month and employees are paid on the 10th and the 25th of each month for the preceding half month. For exempt/salaried employees one-half of their monthly salary will be paid each semimonthly period.

~~For those choosing a monthly payroll, the~~ The monthly pay period begins the 1st day of the month and ends the last day of each month and employees are paid on the 10th of each month for the preceding month. If no written choice is made by the deadline, the default is semimonthly payroll.

If a payday falls on a weekend or courthouse holiday, paychecks will be available deposited on the last workday-banking day before the normal payday. ~~Paychecks are normally distributed by supervisors and are available before close of business hours.~~

50.3 Garnishment of Wages/Liens

The County is required by law to accept legal garnishments or liens attached to employee wages. Garnishments and liens require the County to withhold a portion of the employee's disposable earnings for the satisfaction of a debt, and remit the withheld amount to the court or the Internal Revenue Service. If a garnishment or lien is received by the County, the employee will be so notified by Payroll, and may be encouraged to seek the advice of a professional financial counselor.

Wage garnishments and liens place an administrative expense and burden on the County. ~~Multiple garnishments or liens may indicate that the employee has disregarded his or her obligation to pay debts on a timely basis and has shifted the responsibility to the County.~~ For every transaction processed, the County will charge the maximum statutory fees allowable. ~~Receipt of three or more salary garnishments on an employee's wages within 12 consecutive months for three or more separate debts may result in disciplinary action, including discharge.~~

50.4 Direct Deposit of Paychecks

The County utilizes direct deposit of paychecks for the convenience of employees. ~~Effective July 1, 2011, all~~ employees shall utilize direct deposit. Employees can access information about payroll deductions, benefits, and leave accruals through the online employee self-service center.

Employees may direct the deposit of their paycheck into two bank accounts of their choice. The Direct Deposit Enrollment Form and other required documentation must be completed and submitted to the Human Resources Department to authorize direct deposit.

50.5 Payroll Deductions

The County will withhold from an employee's paycheck those deductions required by law, authorized benefits, union dues, and purposes approved by the Administrator.

.60 RELOCATION EXPENSES

Exceptional circumstances may warrant ~~consideration of~~ reimbursing a new employee for certain reasonable costs and expenses directly related to relocation. In all such cases, approval must be obtained from the Administrator before extending any offer to reimburse the employee for relocation expenses. Relocation reimbursements or estimates should be considered in conjunction with determining appropriate salary offers, as they are in effect a part of the new employee's first year earnings, and should be consistent with the employee's salary level.

60.1 Eligibility

Reimbursement for relocation expenses will only be considered for candidates for full-time positions in those instances where substantial recruiting efforts have not identified a sufficient number of qualified applicants living within a reasonable commuting distance of the County. Prior to receiving such reimbursement, individuals must agree that, if they voluntarily separate from the County within two years of the effective date of their appointment, they will repay any monies received for relocation expenses.

60.2 Taxability of Relocation Expenses

The Internal Revenue Service currently requires that each employee report as regular income all amounts received from or paid by his/her employer for the expense of moving from one residence to another. All applicable taxes are the sole responsibility of the employee, and will not be reimbursed by the County.

.100 CONSOLIDATED CLASSIFICATION/POSITION LIST

The County's consolidated list of classifications and positions is available on the County's internet site at www.clallam.net/employment.

PUBLIC HEARING

Amending Clallam County Policy 220 Classification, Work Hours, and Compensation

NOTICE: The Clallam County Board of Commissioners will conduct a public hearing on Tuesday October 11, 2022 at 10:30 a.m., or as soon thereafter as possible in the Commissioners' Meeting Room of the Clallam County Courthouse, 223 East 4th Street, Room 160, Port Angeles, Washington. The public hearing is to consider the policy listed above. All proposed policies are available on the County website www.clallam.net or a free copy can be mailed to you upon request.

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

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

PROPONENT: Clallam County Board of Commissioners
223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
Telephone: 360.417.2233

FORMAL IDENTIFICATION: Amending Clallam County Policy 220 Classification, Work Hours, and Compensation

SUMMARY OF PROPOSED CHANGES:

Amending Clallam County Policy 220 Classification, Work Hours, and Compensation See copy of full Policy details at: <http://www.clallam.net/bocc/drafts.html>

Publish: September 30, 2022
Bill: Human Resources

Loni Gores, CMC, Clerk of the Board



AGENDA ITEM SUMMARY

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

H2
10/11/22

Department: BOCC

WORK SESSION ☐ Meeting Date:

REGULAR AGENDA ☒ Meeting Date: 10-11-22

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 Chapter 7.01 Junk Dealers – Secondhand Dealers needs repealed.
Hold a public hearing and request to approve 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?)

To continue the effort to keep the Clallam County Code up to date, the code section relating to Chapter 7.01 junk Dealers – Secondhand Dealers needs repealed.
Hold a public hearing and request to approve Ordinance.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners, Sheriff's Office, Department of Community Development, Health and Humans Services – Environmental Health, Prosecuting Attorney's Office

Relevant Departments: Board of Commissioners, Sheriff's Office, Department of Community Development, Health and Human Services – Environmental Health, Prosecuting Attorney's Office

Date submitted: September 12, 2022

* 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 repealing in its entirety
Chapter 7.01 Junk Dealers – Secondhand Dealers

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Section 7.01.010, Definitions, is amended to read as follows:

~~“Junk” means old rope, old iron, brass, copper, tin and lead; salvaged parts and accessories from wrecked automobiles; rubber, rags, empty bottles, paper, bagging, parts of machinery, scrap metals of all kinds, and other worn out and discarded articles, materials, and odds and ends that can be reused.~~

~~“Secondhand dealer” means any person within the County who engages in the purchase, sale, trade, barter or exchange of secondhand goods, other than “junk” as defined in this chapter.~~

~~Hereby repealed in its entirety~~

Section 7.01.020, Bond and license, is amended to read as follows:

~~Any person, firm, association, or corporation engaging in the business of buying, selling, or collecting junk or secondhand goods shall provide a surety bond listing the County as additional insured in the penal sum of \$1,000 conditioned upon the due observance, faithful performance, and compliance with Clallam County codes as now in effect or hereinafter amended.~~

~~In addition to the surety bond, a license purchased from the Auditor in the amount listed in the Clallam County Consolidated Fee Schedule (Chapter 5.100 CCC) is required for each individual business.~~

~~Hereby repealed in its entirety~~

Section 7.01.030, Fence, is amended to read as follows:

~~All sides of the junkyard premises open to view from public ways or adjoining occupied areas shall be fenced with a nontransparent material at least six feet in height.~~

~~Hereby repealed in its entirety~~

Section 7.01.040, Receipt and sales, is amended to read as follows:

~~It is unlawful for any junk or secondhand dealer to take, receive, or purchase personal property of any kind or nature, or any article or thing of value, from a minor, persons intoxicated or appearing to be intoxicated, or persons known to have been convicted of larceny or burglary. Further, it is unlawful to receive, take, or purchase any personal property, goods, or thing of value from any person or persons who refuse to make known their name, place of residence, or to submit to a general description, or knowingly make any false entry of any matter or thing required to be made under the Clallam County Code.~~

~~Hereby repealed in its entirety~~

Section 7.01.050, Recordkeeping, is amended to read as follows:

~~Every junk or secondhand dealer shall maintain a record book that includes a full and accurate description of goods purchased together with the name, apparent age, signature, residence of the vendor, and date and time. The entries shall be written in English and in ink.~~

~~—The book shall be available for inspection by members of the Sheriff's Department. If the vendor is a minor, a statement of the fact, the amount paid, and the date and hour of purchase must be included.~~

~~Hereby repealed in its entirety~~

Section 7.01.060, Hours of operation, is ~~amended to read as follows:~~

~~It shall be unlawful for any secondhand store or junk shop to remain open or transact business between the hours of 6:00 p.m. and 6:00 a.m. of any day except Saturday, when stores may remain open until 8:00 p.m.~~

~~Hereby repealed in its entirety~~

Section 7.01.070, Alteration of property, is ~~amended to read as follows:~~

~~It shall be unlawful for a junk or secondhand store to alter items received before five days from the date of purchase or receipt have elapsed; provided, a representative of the Sheriff's Department, after examination of a specific quantity of junk or secondhand goods, may permit the same to be sold, removed, melted or otherwise disposed of within a period of time less than that specified.~~

~~Hereby repealed in its entirety~~

Section 7.01.080, Violations, is ~~amended to read as follows:~~

~~—Any person violating or failing to comply with any of the terms and provisions of this chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be subject to a fine of not more than \$100 or imprisonment of not more than 30 days, or by both.~~

~~—Every person concerned in any act or omission in violation of this chapter, whether he directly performs or omits to perform any act in violation of this chapter, or aids or abets the same whether present or absent, and every person who directly or indirectly counsels, encourages, hires, commands, induces or otherwise procures the terms of this chapter shall be proceeded against and prosecuted as such.~~

~~Hereby repealed in its entirety~~

ADOPTED this _____ day of _____ 2022

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, CMC, Clerk of the Board

Bill Peach

PUBLIC HEARING

An ordinance repealing in its entirety
Clallam County Code Chapter 7.01 Junk Dealers – Secondhand Dealers

NOTICE: The Clallam County Board of Commissioners will conduct a public hearing on Tuesday October 11, 2022 at 10:30 a.m., or as soon thereafter as possible in the Commissioners' Meeting Room of the Clallam County Courthouse, 223 East 4th Street, Room 160, Port Angeles, Washington. The public hearing is to consider the ordinance listed above. All proposed ordinances are available on the County website www.clallam.net or a free copy can be mailed to you upon request.

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

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

PROPONENT: Clallam County Board of Commissioners
223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
Telephone: 360.417.2233

FORMAL IDENTIFICATION: Clallam County Code Chapter 7.01 Junk Dealers – Secondhand Dealers

SUMMARY OF PROPOSED CHANGES:

7.01.010 Definitions - Hereby repealed in its entirety
7.01.020 Bond and license - Hereby repealed in its entirety
7.01.030 Fence - Hereby repealed in its entirety
7.01.040 Receipt and sales - Hereby repealed in its entirety
7.01.050 Recordkeeping - Hereby repealed in its entirety
7.01.060 Hours of operation - Hereby repealed in its entirety
7.01.070 Alteration of property - Hereby repealed in its entirety
7.01.080 Violations - Hereby repealed in its entirety

Publish: September 30, 2022
Bill: Board of Commissioners

Loni Gores, CMC, Clerk of the Board

26
10/11/22



AGENDA ITEM SUMMARY

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

Department: Clallam County Health and Human Services

WORK SESSION ☒ Meeting Date: September 26, 2022

REGULAR AGENDA ☒ Meeting Date: October 11, 2022

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

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU 11301-22-TPHD | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Attached you will find an interlocal agreement between Clallam County Health and Human Services and Tacoma-Pierce County Health Department for the creation of a Clallam County Provider Resources Website. This website will be designed to support local providers with the latest disease information. This will be a centralized location for providers to access; health news and alerts, report notifiable conditions, COVID-19 updates, vaccination schedules, and more. This agreement is at no cost to Clallam County.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
No budgetary impacts.

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

County Official signature & print name: Jennifer Oppelt, Jennifer Oppelt

Name of Employee/Stakeholder attending meeting: Jenny Oppelt and Karissa McLane

Relevant Departments: Health and Human Services

Date submitted: September 20, 2022

* 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)

**INTERLOCAL AGREEMENT BETWEEN
TACOMA-PIERCE COUNTY HEALTH DEPARTMENT
And
CLALLAM COUNTY HEALTH & HUMAN SERVICES**

This Agreement is made and entered into by and between Tacoma-Pierce County Health Department, hereinafter referred to as **DEPARTMENT**, and CLALLAM COUNTY HEALTH & HUMAN SERVICES hereinafter referred to as the **HEALTH JURISDICTION**. The **DEPARTMENT** and the **HEALTH JURISDICTION** are collectively referred to as the "parties."

I. RECITALS

WHEREAS, the **DEPARTMENT** is a local health department as provided for under Chapters 70.05, 70.08, and 70.46 RCW, with funding to support the Provider Resources Website as a Shared Service between local health jurisdictions.

WHEREAS, the **HEALTH JURISDICTION** is a local health department as provided for under Chapters 70.05, 70.08, and 70.46 RCW.

WHEREAS, it is the purpose of this Agreement to provide for the funding and execution of services as described in Addenda A, B and C attached hereto and incorporated herein; and

WHEREAS, the **DEPARTMENT** and the **HEALTH JURISDICTION** have the authority to enter into this Agreement pursuant to RCW 39.34.030; and

WHEREAS, the parties desire to enter into this Agreement for cooperative action; now, therefore, the parties agree as follows:

II. DEFINITIONS

As used herein, the following terms shall have the meanings set forth below:

- A. **Agreement** means this Agreement together with the attached Addenda, and any other documents incorporated therein. Any oral representations or understandings not incorporated herein are excluded. Attached hereto and made a part hereof for all purposes are the following:

Addendum	Number of Pages	Description
A	2	Scope of Work
B	1	Dissolution of Grant Funding
C	1	Grant Funding Allocation

- B. **DEPARTMENT Representative** means the individual or individuals designated and authorized by the **DEPARTMENT** to receive notices and to act for it in all matters relating to this Agreement, or the designee of such individual.

C. **HEALTH JURISDICTION Representative** means the individual designated and authorized by the **HEALTH JURISDICTION** to receive notices and to act for it in all matters relating to this Agreement, or the designee of such individual.

D. **Services** means all work performed by the **DEPARTMENT** or the **HEALTH JURISDICTION** pursuant to and governed by this Agreement, including Addenda A, B and C.

III. TERM

The term of this Agreement shall be: September 15, 2022 through December 31, 2024, unless amended or terminated earlier pursuant to the terms and conditions herein.

IV. HOLD HARMLESS

- A. Each party shall defend, indemnify, and hold harmless the other party, and its appointed and elected officials, employees, and agents from and against all liability, loss, cost, damage and expense, including but not limited to costs and attorney's fees in defense thereof, because of claims, suits and/or actions arising from any negligent or intentional act or omission asserted or arising or alleged to have arisen directly or indirectly out of or in consequence of the performance of this Agreement by the first party's appointed or elected officials, employees, and agents.
- B. In the event of liability for damages caused by or resulting from concurrent negligence of both parties, each party's liability shall be only to the extent of its negligence.
- C. This duty to defend, indemnify and hold harmless shall apply regardless of whether a claim is brought pursuant to the Industrial Insurance Act, RCW Title 51, or otherwise, and each party waives any immunity whatsoever with respect to its duty to defend, indemnify and hold harmless. This duty to defend, indemnify and hold harmless shall apply regardless of whether this Agreement is executed after the Services described herein begin and shall extend to claims arising after this Agreement is terminated.

V. RECORDS

- A. The **DEPARTMENT** and the **HEALTH JURISDICTION** shall each maintain and preserve books, records, documents, and other materials, including but not limited to online data, that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the Services described herein for a period of eight (8) years after the earlier of either the Agreement expires by its terms or the Agreement is terminated in accordance with Section VII below. These records shall be subject to copying, inspection, review, or audit by personnel of either party, and other personnel duly authorized by law. The **DEPARTMENT** shall retain all books, records, documents, online data, and other material relevant to the Services described in Addendum A, which materials shall be made available to the **HEALTH JURISDICTION** upon request.

- B. All records, documents, and other materials arising from or relating to the Agreement, including this Agreement, are considered public records and subject to disclosure upon request pursuant to the Public Records Act, Chapter 42.56 RCW.

VI. OWNERSHIP OF WORK PRODUCT

All right, title, and interest in anything the **DEPARTMENT** develops or produces under this Agreement, whether finished or not, shall become the property of the **DEPARTMENT**, including, without limitation, all inventions, data, software, works of authorship, designs, know-how, ideas, and information.

VII. TERMINATION

Either party may terminate this Agreement for any reason by giving the other party at least ninety (90) days' written notice. If this Agreement is so terminated after website completion, the **DEPARTMENT** will transfer hosting and all associated costs to the **HEALTH JURISDICTION** within 30 days of termination. If the **HEALTH JURISDICTION** does not take ownership of the site, the **DEPARTMENT** will take down the website.

VIII. INTERPRETATION

In the event of an inconsistency found in the terms and conditions contained within this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and State Statutes and Regulations;
- Addenda A, B and C; and
- The provisions of this Agreement.

IX. PERFORMANCE

The parties shall perform all Services in accordance with all applicable professional standards and agree that they will use only qualified, competent personnel in the execution of these Services.

X. AMENDMENTS

Either party may request changes to this Agreement. Proposed changes, which are mutually agreed upon, shall be incorporated by written amendments to this Agreement. No changes to this Agreement are valid or binding on either party unless first reduced to writing and signed by the Representatives of both parties.

XI. NON-DISCRIMINATION

Each party covenants that in providing the Services described in Addendum A, no person shall be excluded from participation therein, denied the benefits thereof, or otherwise be subjected to discrimination with respect thereto on the grounds of race, creed, color, national origin, families with

children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

XII. DISPUTES

This Agreement shall be administered and interpreted under the laws of the State of Washington. In the event that a dispute arises in the interpretation or application of this Agreement, both parties are to proceed to good faith negotiation to resolve said disputes. The parties may also agree in writing to mediation if negotiation is not successful in resolving the dispute. However, in the event such disputes cannot be resolved, the dispute may be appealed to the parties' Directors or their designee for resolution. In the event the Directors are unable to resolve the dispute, either party may pursue relief in Superior Court. Jurisdiction of litigation arising from this Agreement shall be in the State of Washington. Venue for all actions arising pursuant to this Agreement shall lie within Pierce County, Washington.

XII. SERVICES MANAGEMENT

The Services described in Addendum A shall be performed under the coordination and cooperation of both party representatives. ~~Each party shall provide assistance and guidance to the other party as necessary for the successful performance and goals of this Agreement.~~

XIV. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions acknowledged by both parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind the parties hereto.

XV. NO SEPARATE ENTITY

This Agreement does not establish a separate legal entity to perform the Services described in Addendum A. The parties designate the following persons to jointly administer this cooperative undertaking:

On behalf of the **DEPARTMENT:**

Ericka Case, Program Manager
Emily Holloway, Project Manager
Tacoma-Pierce County Health Department
3629 S D Street | Tacoma, WA 98418
Phone: (253) 341-2568; (253) 281.8021
Email: ecase@tpchd.org; eholloway@tpchd.org

On behalf of the **HEALTH JURISDICTION:**

Kevin LoPiccolo, Director
Clallam County Health & Human Services
111 East 3rd Street | Port Angeles, WA 98362
Phone: (360) 417-2523
Email: kevin.lopiccolo@clallamcountywa.gov

XVI. AGREEMENT EXECUTION

DEPARTMENT and **HEALTH JURISDICTION** each represent and warrant that they have the power, authority, and legal right to enter into this Agreement by and through the undersigned Representatives, they have taken all action necessary to authorize the execution, delivery, and performance of this Agreement and all other documents and instruments otherwise required or contemplated hereunder and thereunder, any and all of which do not and shall not contravene the provisions of any governing document or agreement or instrument to which **DEPARTMENT** or **HEALTH JURISDICTION** is bound, and shall not cause or result in any violation, breach or default of, or accelerate any payment under, any such agreement or instrument.

IN WITNESS THEREOF the parties hereto have executed this Agreement as of the date(s) set forth below.

HEALTH JURISDICTION Authorized Signature

DEPARTMENT Authorized Signature

Mark Ozias Date
Chair

Nigel Turner Date
Division Director

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

Anthony L-T Chen, MD, MPH Date
Director of Health

Approved as to form only by:

Elizabeth Stanley
Clallam County Prosecuting Attorney

Tacoma-Pierce County Health Department
3629 South D Street
Tacoma, WA 98418

ADDENDUM A: SCOPE OF WORK AND SPECIFIC CONDITIONS

This Addendum A applies to the agreement (Agreement) between The **TACOMA-PIERCE COUNTY HEALTH DEPARTMENT (DEPARTMENT)** and **CLALLAM COUNTY HEALTH & HUMAN SERVICES (HEALTH JURISDICTION)** and in Addenda B and C, the parties agree as follows.

While grant funding under Foundational Public Health Services exists at the current level or greater:

1. **HEALTH JURISDICTION's Responsibilities:**

- 1.1. Authorize the **DEPARTMENT** by means of this Agreement to act as the **HEALTH JURISDICTION's** representative and provide Provider Resources Website updates, development and training.
- 1.2. Hold the **DEPARTMENT**, its appointed and elected officials, employees, and agents harmless from any actual or purported damage due to inaccurate content on the Provider Resources Website or during times of unavoidable lack of access to the **DEPARTMENT's** Provider Resources Website.
- 1.3. Maintain the security of the Provider Resources Website. This includes but is not limited to adhering to the standard practices for strong password generation and user account management.
- 1.4. Review the Provider Resources Website content. Provide the **DEPARTMENT** in writing with revisions to the content in sufficient detail to allow the **DEPARTMENT** to create revised pages and content that complies with the **HEALTH JURISDICTION's** requirements (the Clallam County Health & Human Services Provider Resource WA Website).
- 1.5. Designate at least one staff person to administer the local content on the Provider Resources Website. The **DEPARTMENT** will provide technical support for local pages but will not curate content.
- 1.6. Designate at least one person to assist the **DEPARTMENT** with establishing branding for the Provider Resources Website.
- 1.7. Manage the email subscription services and be solely responsible for the costs.
- 1.8. Manage all updates and local content in a manner and form that adheres to Web Content Accessibility Guidelines. A copy of these guidelines will be provided by the **DEPARTMENT** during the initial training session.
- 1.9. Manage and execute all records requested under the Public Records Act, Chapter 42.56 RCW of the Clallam County Health & Human Services Provider Resource WA Website.
- 1.10 Participate in meetings and collaborative sessions with the **DEPARTMENT** and other stakeholders.

1.11 Participate in evaluation and performance measurement components as required by project funders.

1.12 In consultation with the **DEPARTMENT**, create and implement strategies to promote the use of the Provider Resources Website and engage providers in its use.

2. **The DEPARTMENT's Responsibilities:**

2.1. Create the Clallam County Health & Human Services Provider Resource WA Website based on the project plan agreed to by the **HEALTH JURISDICTION** and the **DEPARTMENT** and make it available online.

2.2. Host the Provider Resources Website on behalf of the **HEALTH JURISDICTION**.

2.3. Provide training and support to the designated staff of the **HEALTH JURISDICTION** for updates and editing of their Provider Resources website.

2.4. Provide training and support with the email marketing software to the designated staff of the **HEALTH JURISDICTION**.

2.5. Provide ongoing technical assistance to the **HEALTH JURISDICTION** staff in support of the Provider Resources Website.

2.6. Provide timely and accurate updates to core content on the Provider Resources Website that feed into the **HEALTH JURISDICTION's** Provider Resources site.

2.7. Assist in the creation and execution of branding and communication planning for the **HEALTH JURISDICTION's** Provider Resources site.

ADDENDUM B: DISSOLUTION OF GRANT FUNDING

This Addendum B applies to the agreement (Agreement) between **TACOMA-PIERCE COUNTY HEALTH DEPARTMENT (DEPARTMENT)** and **CLALLAM COUNTY HEALTH & HUMAN SERVICES (HEALTH JURISDICTION)** and Addenda A and C, the parties agree as follows:

In the event grant funding no longer exists:

1. **The HEALTH JURISDICTION's Responsibilities:**

- 1.1. Assume all management of the Clallam County Health & Human Services Provider Resource WA Website content and updates.
- 1.2. Manage hosting and assume all associated costs for the Clallam County Health & Human Services Provider Resource WA Website.
- 1.3. Manage hosting and assume all associated costs for the Clallam County Health & Human Services Provider Resource WA email marketing account.

2. **The DEPARTMENT's Responsibilities:**

- 2.1. Assist the **HEALTH JURISDICTION** in transferring the current website to the hosting platform chosen by the **HEALTH JURISDICTION**.
- 2.2. Assist the **HEALTH JURISDICTION** in transferring the credentials for the email marketing account to platform chosen by the **HEALTH JURISDICTION**
- 2.3. Provide necessary technical training of existing Provider Resources platform to the **HEALTH JURISDICTION** staff.

ADDENDUM C: ALLOCATION OF GRANT FUNDING

This Addendum C applies to the agreement (Agreement) between **TACOMA-PIERCE COUNTY HEALTH DEPARTMENT (DEPARTMENT)** and **CLALLAM COUNTY HEALTH & HUMAN SERVICES (HEALTH JURISDICTION)**. In addition to the terms and conditions set forth in the Agreement and Addenda A and B, the parties agree as follows:

While grant funding exists at the current level or greater:

1. **Grant Allocation:**

- 1.1. The **DEPARTMENT** will use a portion of Washington State Foundational Public Health Services funding to pay for a resource to administer, maintain and update the main Provider Resources WA website.
- 1.2. The **DEPARTMENT** will use a portion of Foundational Public Health Services funding to pay for a resource to manage onboarding and training all contracted **HEALTH JURISDICTIONS**.
- 1.3. The **DEPARTMENT** will use a portion of Foundational Public Health Services funding to pay for hosting costs for the Provider Resources WA site and associated Provider Resources child sites.
- 1.4. The **DEPARTMENT** will use a portion of Foundational Public Health Services funding to pay for email marketing accounts for each Provider Resources child sites.



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda) 26 10/11/22

Department: Prosecuting Attorney's Office

WORK SESSION ☒ **Meeting Date: 09/26/2022**

REGULAR AGENDA ☒ **Meeting Date: 10/11/2022**

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

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 843.22.001 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Signature requested on the updated interlocal agreement with the Thurston County Coroner's Office. The agreement memorializes the terms and fees associated with Clallam County autopsies hosted at Thurston County's facility. We will continue utilizing the Thurston County facility as it includes a true autopsy suite, has access to services not immediately available at our local funeral homes, and to accommodate pathologist scheduling. Our last agreement had a one year duration and this new agreement will run for three years.

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

Funds have already been allocated in the budget.

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

Approve and sign the agreement. Return to the Prosecuting Attorney's Office to my attention.

County Official signature & print name: Mark Nichols Mark Nichols

Name of Employee/Stakeholder attending meeting: Christi Wojnowski and Nathan Millett

Relevant Departments: Prosecuting Attorney's Office

Date submitted: 9/21/2022

* 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)

**INTERLOCAL AGREEMENT FOR PATHOLOGY SERVICES
BETWEEN THURSTON COUNTY AND CLALLAM COUNTY**

This Interlocal Agreement for Pathology Services ("Agreement") is entered into between Thurston County, through the Thurston County Coroner's Office, ("Thurston") and Clallam County, through the Ex-Officio Coroner ("Clallam"), both political subdivisions of Washington state.

RECITALS

- A. The Interlocal Cooperation Act, Chapter 39.34 RCW, allows public agencies, such as Thurston County and Clallam County, to enter into cooperative agreements to more efficiently provide services within their jurisdictions.
- B. Thurston County, through the Thurston County Coroner's Office, is capable of providing regional pathology and associated services for death investigations.
- C. The Clallam County Ex-Officio Coroner needs pathology and associated services for death investigations which Thurston County has the ability to provide.
- D. The parties would mutually benefit from the Thurston County Coroner's Office providing pathology and associated services for death investigations ("Services") to Clallam County subject to the terms and conditions of this Agreement.

AGREEMENT

NOW THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, and the mutual promises and covenants, the parties agree as follows:

- 1. **PURPOSE.** The purpose of this Agreement is to provide for the joint and cooperative undertaking of the parties to extend Services to Clallam, identify those persons responsible for administering the Services, and define the responsibilities of the parties as contemplated in RCW 39.34.030.
- 2. **ORGANIZATION.** No separate legal or administrative entity is created by this Agreement nor do the Parties intend to create through this Agreement a separate legal or administrative entity subject to suit.
- 3. **ADMINISTRATOR.** The Thurston County Coroner and Clallam County Coroner, or their designees, will administer this Agreement for each party.
- 4. **SCOPE OF SERVICES.** Thurston, through its Coroner's Office, will provide the Services identified in Attachment A (Scope of Services & Compensation) which is attached and incorporated in full by reference. All Services will be provided based on Clallam County's needs and Thurston County's available resources.

5. **COMPENSATION.** Compensation for the Services provided is set forth in Attachment A (Scope of Services & Compensation) which is attached and incorporated in full by reference.
6. **EFFECTIVE DATE/DURATION.** This Agreement shall be effective from the date this Agreement is last executed by both parties and shall remain in effect for three (3) years, unless terminated or extended. This Agreement may be extended for additional consecutive one (1) year term upon the written agreement of the Parties.
7. **TERMINATION.** Either party may terminate this Agreement upon 15-days prior written notice to the other.
8. **PROPERTY.** The parties do not anticipate the acquisition of property for the performance of this Agreement and any property acquired by a party during this Agreement shall be held by and remain the property of the acquiring party.
9. **NONDISCRIMINATION.** No party will discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88-354 and Americans with Disabilities Act of 1990 in the performance of this Agreement.
10. **EFFECTIVE DATE/FILING.** This Agreement will take effect when executed by the parties. Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor's Office or, alternatively, listed by subject on the web site or other electronically retrievable public source in compliance with RCW 39.34.040.
11. **NOTICE.** All notices will be delivered in writing to the Thurston County Coroner or Clallam County Coroner. Notice mailed by regular post (including first class) shall be deemed to have been given on the second business day following the date of mailing, if properly mailed and addressed. Notices sent by certified or registered mail shall be deemed to have been given on the day next following the date of mailing, if properly mailed and addressed. For all types of mail, the postmark affixed by the United States Postal Service shall be conclusive evidence of the date of mailing.

Thurston County Coroner's Office 2925 37 th Ave SW Tumwater, WA 98512 (360) 867-2140 FAX: (360) 867-2141	Clallam County Coroner's Office 223 East 4 th Street, Suite 11 Port Angeles, WA 98362 (360) 565-2669 FAX: (360) 417-2469
---	---
12. **COMPLIANCE WITH LAWS.** The parties shall comply with all applicable laws, rules and regulations pertaining to them in connection with the Services provided and matters covered in the Agreement.
13. **IMPLIED CONTRACT TERMS.** Each provision of law and any terms required by law to be in the Agreement are made a part of the Agreement as if fully stated in it.

14. COUNTERPARTS. This Agreement may be executed in any number of counterparts, and with facsimile, email, or electronic signatures, all of which shall be deemed to constitute one and the same instrument, with each counterpart deemed an original.
15. INDEPENDENT CAPACITY. The employees and agents of each party who are engaged in the performance of this Agreement shall continue to be the employees or agents of that party and shall not be considered, for any purpose, to be employees or agents of the other party to this Agreement. Neither party shall have the authority to bind the other nor control the employees, agents or contractors of the other party to this Agreement. All rights, duties and obligations of a party shall remain with that party.
16. CHANGES, MODIFICATIONS, AND AMENDMENTS. This Agreement may be changed, modified, or amended, only by written agreement executed by the parties hereto.
17. NO THIRD-PARTY RIGHTS. This Agreement is intended to be solely between the parties. No part of this Agreement shall be construed to add, supplement, or amend existing rights, benefits, or privileges of any third party, including without limitation, employees of either party.
18. ASSIGNMENT. The rights or obligations under this Agreement, and any claims arising thereunder, are not assignable or delegable by either party.
19. WAIVER. A failure by any party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party.
20. SEVERABILITY. The provisions of this Agreement are severable. Any term or condition of this Agreement or application thereof deemed to be illegal, invalid, or unenforceable, in whole or in part, shall not affect any other terms or conditions of the Agreement and the parties' rights and obligations will be construed and enforced as if the Agreement did not contain the particular provision.
21. SURVIVAL. Those provisions of the Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive. Those provisions include, without limitation, the respective responsibilities of each party, compensation, and indemnification.
22. HEADINGS. Headings of this Agreement are for convenience only and shall not affect the interpretation of this Agreement.
23. ENTIRE AGREEMENT. This Agreement contains the entire understanding of the parties and supersedes any other agreement or understanding of the parties relating to the subject matter of this Agreement.

24. AUTHORIZATION. Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

Dated this 16th day of SEP, 2022

Dated this 20th day of Sept., 2022.

Thurston County Coroner's Office

Clallam County Coroner's Office



Gary Warnock, Coroner



Mark Nichols, Ex-Officio Coroner

Thurston County Civil Attorney


Rick Peters

Board of Clallam County Commissioners


Mark Ozias, Chair

**ATTACHMENT A
SCOPE OF SERVICES &
COMPENSATION**

1. Facility. Thurston County maintains a facility in which autopsies and any other postmortem examinations are performed. Some of the supplies and equipment necessary for conducting required examinations include: protective supplies, (such as gowns, gloves, aprons, face shields, boots, and shoe covers); containers for bodies and tissue samples; items used in performance of autopsies (such as syringes, scalpels, scissors, forceps, chisels, knives, saws, and photographic film); and cleaning supplies (such as soaps, detergents, and disinfectants).
2. Thurston County will provide the following Pathology Services for Clallam County which shall include the services identified in the chart below. The associated fees for each service represent the actual cost to Thurston County for providing the services per deceased. Clallam County will provide urine cups, toxicology kits, DNA pads, and fingerprint cards, for use with Clallam County autopsy cases in which services requested require such supplies.

Service	Fee (for each deceased person)
Autopsy, case evaluation, report	n/a
External examination	n/a
Autopsy technician services	n/a
Transcription services	n/a
Facility usage	\$150.00
Histology cassette services	n/a
Laboratory Services	n/a
X-Ray	\$250.00
Specimen/Tissue Storage	n/a

3. Transportation of Deceased. Clallam County will remain responsible for transportation of the deceased for all purposes. Within three (3) business days of receipt of oral or written notice from Thurston County that the Services have been completed, Clallam County shall have the body of the deceased removed from the Thurston County Coroner's Office and transported to the funeral home. The body may be picked up from the Thurston County Coroner's Office between 8:00am and 5:00pm. Pickups outside these hours are not permitted. Failure to remove the body of the deceased within five (5) business days, without the prior consent of the Thurston County Coroner may result in the assessment of an additional fee of \$50 per day.
4. Autopsy/Inspection Photographs. Autopsy/inspection photographs taken will be provided to Clallam County.
5. Specimen/Tissue Samples. Specimen and tissue samples will be returned to Clallam County for storage and/or destruction.
6. Death Investigations. Clallam County will provide its own death investigation services.
7. Personal Property. Clallam County will remain responsible for the retention and disposition of all personal property of the deceased as required by law. Any personal property of the deceased received by Thurston County with the body of the deceased will be retained in a safe location

until returned to Clallam County for disposition.

8. Excluded Services. The following services, when requested by Clallam County, will be assessed at an additional fee. The fee charged will be the actual cost to Thurston County for providing such services.
 - Transportation services
 - Expert consultation services
 - Testimony and associated costs (e.g. travel)
 - Death investigation services
 - External fees for services
9. Jurisdiction. The parties agree that jurisdiction of the body of the deceased is with the County where the death occurred.



AGENDA ITEM SUMMARY

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

2c
10/11/22

Department: **Juvenile Services**

WORK SESSION ☒ Meeting Date: 10/03/2022

REGULAR AGENDA ☒ Meeting Date: 10/11/2022

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

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 851.22.008 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Contract services between Port Angeles Public School District and Juvenile Services to provide mental health school support services for the school year 2022-2023

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

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 Jacobson Jody Jacobson

Name of Employee/Stakeholder attending meeting:

Cindy Hanson Cindy Hanson

Relevant Departments: _____

Date submitted: 09/22/2022

* 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

School Year: 2022/2023
SCHOOL DISTRICT CONTRACT
FOR SERVICES

BETWEEN

District: Port Angeles Public School District
(Hereinafter referred to as District)
905 W 9th, Port Angeles, WA 98362

AND

Agency: Clallam County Juvenile and Family Services
(Hereinafter referred to as Agency)
1912 W 18th Street Port Angeles, WA 98363
Contact Name: Jody Jacobsen
Phone number: 360-565-2639

SECTION 1

CONTRACTED SERVICES

The AGENCY will provide mental health school support services for the 2022-2023 school year. The AGENCY will select and provide a minimum of one counselor to the DISTRICT. The selected counselor(s) will report directly to the Director of Special Service. The agency counselor will work with school-based staff (school counselor, administrators) to coordinate referrals and caseload prioritization. All caseload student Progress Reports and correspondence will be provided directly to the Director of Special Services.

The selected counselor(s) will provide 20 hours of weekly services to include:

- Consulting with school personnel in order to support the academic achievement of students within the context of his or her social and emotional well-being.
- Promoting students' emotional and social well-being to ensure early identification of mental health needs, and to offer timely access to mental health services to address social, emotional, or behavioral issues, resulting in school and life success through improved social and emotional maturity.
- Providing evidence-based counseling services that are aligned with the school and classroom behavioral goals for caseload students, in conjunction with coordinating with any mental health counseling services the student is already receiving from Peninsula Behavioral Health (PBH) or another mental health service provider.
- Providing direct communication with PBH or any other mental health service providers for caseload students, with appropriately prepared and signed Releases of Information (ROI).
- Establishing at least one district approved evidence-based behavior Progress Monitoring goal for each caseload student. The behavioral goal(s) will be established through collaboration with school administrative staff, classroom teachers, and information provided by the Director of Special Services. The student behavioral goal(s) will need to be realistically aligned with the anticipated student-counselor contact hours at each school.

Contracted Services Continued:

- Delivering Progress Reports for each caseload student with a frequency, and established format, which meets district evidence-based behavioral Progress Monitoring reporting requirements.
- Attending Individual Educational Plan (IEP) meetings and school suspension/expulsion meetings for caseload students, at the request of either the school administrator or Director of Special Services, as weekly time limits allow.
- Notifying the Director of Special Services directly with observations about potential mental health counseling needs that may not already be provided in the existing service plans for caseload students.
- All activities including but not limited to travel, meetings, reporting, case management documentation, referrals, and counseling services will occur within the 20-hour weekly limit. Daily reporting time and locations will need to be flexible to accommodate the ever changing needs of the clients and administration at each location.

The preliminary list of schools by order of importance follows:

1. Stevens Middle School
2. Additional schools may be added by mutual agreement of both parties and by adding an addendum to this contract that is signed by both parties.

This contract can be renewed up to two years if mutually agreed upon by June 10th of each preceding school year.

SECTION 2 **PAYMENT**

The District agrees to pay a fixed fee for these services at the rate of 97.43 per hour. Total charges will not exceed \$72,000. The District is not liable any mileage charges.

The Agency will provide the District an invoice for services performed on a monthly basis. Invoice will details hours/days worked, and # of students served. It is agreed that monthly payment for services rendered shall be mailed or made available to the Agency within thirty (30) days of invoice submission.

Invoices shall be sent to:

Port Angeles School District, Director of Special Services
905 W 9th, Port Angeles, WA 98362
Attention: Special Services Department

Invoices may alternatively be submitted by email rsummers@portangelesschools.org

SECTION 3

INDEPENDENT CONTRACTOR STATUS

The District and the Agency agree that the Agency and the Agency's employee(s) and agent(s) are not employees of The District. Agency and Agency's employee(s) and agent(s) shall provide the results required in this Contract as an independent contractor. The District shall not control or supervise the manner in which this Contract is performed except as expressly provided herein. Nothing in this Contract shall be construed to create a partnership, agency relationship, or employer-employee relationship. Neither party may incur debts or make commitments for the other party.

SECTION 4

CONFIDENTIALITY

In providing services under this Contract, the Agency and Agency personnel may have access to the District's student(s) personally identifiable education records and other confidential information regarding the student. Likewise, the District and District personnel may have access to the Agency's Patient(s) (District's Student(s)) personally identifiable healthcare information and records and other confidential information regarding the Student (Agency's Patient).

District and Agency agree that they and their respective personnel will maintain the confidentiality of Confidential Information. The use or disclosure of any Confidential Information for any purpose not directly connected to the District's or the Agency services under this Contract is strictly prohibited except where required or authorized by law.

SECTION 5

REPRESENTATION and EMPLOYMENT

Agency shall not represent itself as an employee, representative, or spokesperson for the District.

SECTION 6

RECORDS

Agency shall be responsible for maintaining and securing any records or logs necessary to justify, support, and document the services provided under this Contract. Agency shall retain such records for not less than the period prescribed by law. All duly authorized auditors of Agency and the District shall have access to and examine said records.

SECTION 7

INSURANCE

Agency shall be responsible for their own insurance. Agency shall be providing direct services to students on the District's behalf. If Agency is self-insured or a member of a liability pool, evidence of its status as a self-insured entity shall be provided to the District. If requested by the District, Agency must describe its financial condition and the self-insured/liability pool funding mechanism. If Agency is self-insured or is a member of a liability pool, then the District, or any other third party, need not be named as additional insureds under the self-insurance / liability pool coverage policies if said policies prohibit the Agency from naming third parties as additional insureds.

Agency will notify the District within three (3) days in the event of cancellation or modification of such insurance. Agency's failure to maintain such insurance policies shall be grounds for the District's immediate termination of this Contract. The provisions of this paragraph shall survive the expiration or termination of this Contract with respect to any event occurring prior to such expiration or termination.

SECTION a

TAXES

Agency acknowledges that the District is not withholding federal income tax or FICA (Social Security) tax from Agency's compensation or paying Washington State unemployment, industrial insurance, or any other taxes on behalf of Agency or Agency's personnel. Any applicable sales tax shall be in addition to the contracted rate and paid by the District.

The Agency is responsible for the payment of any Federal, State, and local income taxes imposed by any lawful jurisdiction as a result of income relating to the performance and payment of this Contract.

SECTION 9

CONTACT WITH MINORS

The Agency is responsible to conduct a thorough background check on all personnel, agents and employees, including inquiries regarding full-disclosure of any and all history of conviction of crime(s) against children or vulnerable adults as per RCW 43.43.834. Such disclosure will be obtained in writing, signed by the applicant and sworn under penalty of perjury, and retained in Agency's personnel records. Background clearance will include Washington State Patrol and may include Department of Social and Health Services.

Agency shall prohibit any employee or agent from working in contact with children if the employee or agent has pled guilty to or been convicted of a felony crime involving the physical neglect of a child under chapter 9A.42 RCW, the physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW), sexual exploitation of a child under chapter 9.68A RCW, sexual offenses under chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction.

Failure to comply with this section shall be grounds for the District to immediately terminate this Contract. Termination based on this section shall supersede any other termination clause within this document.

SECTION 10

LICENSES, PERMITS, AND WARRANTY

Agency warrants that it has the requisite training, skill, and experience necessary to provide the services under this Contract and is appropriately accredited and licensed by all applicable agencies and governmental entities. Provider shall be responsible for maintaining any and all licenses, permits, or other requirements for doing business or providing services under this Contract. Agency agrees to comply with all applicable laws, orders, rules, regulations, and ordinances.

SECTION 11

NONDISCRIMINATION

The District is an equal opportunity employer. By entering into this Contract, Agency assures the District that Agency complies with all laws and regulations pertaining to nondiscrimination. No person shall, on the grounds of race, creed, religion, color, national origin, sex, sexual orientation, age, marital status, veterans' status or disability, be excluded from participation in, be denied benefits of, or otherwise subject to discrimination under any activity performed pursuant to this Contract.

SECTION 12

ASSIGNMENT

Agency shall not let, assign, or transfer this Contract or any interest therein or any part thereof without the prior written consent of the District.

The District shall not contract with, hire, employ, or otherwise assign the responsibilities for provision of services of this contract without prior written consent of the Agency.

SECTION 13

INDEMNIFICATION

The Agency and the District hereby agree to indemnify and hold the other party harmless from and against any and all liability, losses, damage claims or causes of action and expenses connected therewith, including reasonable attorney's fees caused by directly or indirectly by or as a result of the performance of the other party's duties under this Agreement. All activities performed by Agency and the District are performed at their own risk, and both parties agree to indemnify, defend and hold one another harmless from any liability, claim or expense (including reasonable attorneys' fees) arising out of any of its acts or omissions under this Agreement, or breach thereof. The provisions of this paragraph shall survive the expiration or termination of this Contract with respect to any event occurring prior to such expiration or termination.

SECTION 14

TERMINATION

Either party may terminate the Contract with or without cause before the end of its term by giving thirty (30) days written notice to the designated contact person. If the Contract is terminated upon thirty days' notice, the parties shall be liable only for the performance rendered prior to the termination date.

SECTION 15

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

This contract is subject to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education and District and Agency agree to abide by the stipulations and requirements of the FERPA rulings, as it exists at the time this Contract is signed and/or as it is amended and such amendment comes into effect during the duration of this Contract.

SECTION 16

DEBARMENT

Agency certifies that to the best of their knowledge/belief its principals and/or the Agency as an entity are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department. Further, Agency certifies that they are not presently indicted for or have not within a three year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract.

Agency agrees to notify the District if it should become debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts during the life of this Contract. The District will review the circumstances surrounding the notification and determine the eligibility of the Agency to continue to provide services. If it is determined that the District will not be funded for this Contract due debarment or suspension, or if it is determined that the Agency rendered an erroneous certification, in addition to any other remedies available to the District, the District may terminate this Contract for default.

SECTION 17

AGREEMENT

This written Contract constitutes the entire Agreement between District and Agency. No alterations or variations of the terms of this Contract shall be effective unless reduced to writing and executed by both parties.

SECTION 18

SEVERABILITY

Each clause of this Contract stands independent of all other clauses. If any clause of this Contract or the application thereof to any persons or circumstances is held invalid, such invalidity shall not affect the other terms, conditions, or applications which can be given effect without the invalid term, condition, or application. Should any clause be adjudged invalid, that judgment shall not invalidate the total Contract; only clauses judged invalid shall not be enforced.

SECTION 19

APPLICABLE LAW

This Contract shall be governed by the laws of the State of Washington and any claim, suit, or other legal action pertaining to this Contract shall be brought under the laws of the State of Washington in Clallam County, Washington.

SECTION 20
SIGNATURE

The persons signing on behalf of both parties of this contract, the District and District employee(s) or agent(s) and the Agency and Agency's employee(s) or agent(s) signing this document certify that he/she is the person duly qualified and authorized to bind the District and the Agency to the foregoing Contract and, under penalty of perjury, certifies that the federal tax identification numbers provided (below) are correct.

Modifications

Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.

Executed this 25 day of August 2022.

Port Angeles Public School District,

Rachel Summers

Authorized Signature:

Printed Name: *Rachel Summers*

Title: *Special Services Director*

Clallam County Representative:

Authorized Signature:

Printed Name:

Title:

Approved as to form only by:

Elizabeth Stanley

Clallam County Deputy Prosecuting Attorney



AGENDA ITEM SUMMARY

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

2d
10/11/22

Department: Juvenile Services

WORK SESSION ☒ Meeting Date: 10/03/2022

REGULAR AGENDA ☒ Meeting Date: 10/11/2022

Required originals approved and attached? ☒

Will be provided on:

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 851.22.009 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Contract amendment between Salish Behavioral Health Administrative Services Organization (SBH-ASO) and Clallam County Juvenile & Family Services True Star Behavioral Health Services for substance use disorder outpatient services. Reduction in revenue for contract period ending 12/31/22.

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 change will be necessary.

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

Review and sign.

County Official signature & print name: _____

Judy Jansen

Name of Employee/Stakeholder attending meeting: _____

Chdy Hanson

Relevant Departments: _____

Date submitted: 09/23/2022

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

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

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

CONTRACT AMENDMENT B

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

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

1. **Page 1: Amount** is amended as follows:

\$64,972.20

2. **Attachment B: Statement of Work for Criminal Justice Treatment Account** is deleted at replaced as attached.

3. **Attachment C: Budget** is deleted entirely and replaced as attached.

4. If this Contract Amendment extends the expiration date of the Contract, then the Contractor shall provide an updated certificate of insurance evidencing that any required insurance coverages are in effect through the new contract expiration date. The Contractor shall submit the certificate of insurance to:

Program Lead, Salish Behavioral Health Administrative Services Organization
Kitsap County Department of Human Services
614 Division Street, MS-23
Port Orchard, WA 98366

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

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

This amendment shall be effective July 1, 2022.

Dated this ____ day of _____, 2022.

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

Edward E. Wolfe, Chair

Charlotte Garrido, Commissioner

Robert Gelder, Commissioner

DATE

ATTEST

Dana Daniels, Clerk of the Board

**CONTRACTOR:
True Star Behavioral Health
Services**

Mark Ozias, Chair
Clallam County Board of
Commissioners

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

DATE

Approved as to form only by:

Elizabeth Stanley
Clallam County Deputy Prosecuting Attorney

ATTACHMENT B-1: Statement of Work for Criminal Justice Treatment Account

Criminal Justice Treatment Account (CJTA)

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

ATTACHMENT B-1: Statement of Work for Criminal Justice Treatment Account

- l. Interim Services;
- m. Community Outreach;
- n. Involuntary Commitment Investigations and Treatment;
- o. Room and Board (Residential Treatment Only);
- p. Transportation;
- q. Childcare Services;
- r. Urinalysis;
- s. Treatment in the jail, limited to 8 sessions that may include:
 - i. Engaging individuals in SUD treatment;
 - ii. Referral to SUD services;
 - iii. Administration of Medications for the treatment of Opioid Use Disorder (MOUD) to include the following
 - 1. Screening for medications for MOUD
 - 2. Cost of medications for MOUD
 - 3. Administration of medications for MOUD
 - iv. Coordinating care;
 - v. Continuity of care; and
 - vi. Transition planning.
- t. Employment services and job training;
- u. Relapse prevention;
- v. Family/marriage education;
- w. Peer-to-peer services, mentoring and coaching;
- x. Self-help and support groups;
- y. Housing support services (rent and/or deposits);
- z. Life skills;
- aa. Spiritual and faith-based support;

ATTACHMENT B-1: Statement of Work for Criminal Justice Treatment Account

bb. Education; and

cc. Parent education and child development.

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

7. MAT in Therapeutic Courts

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

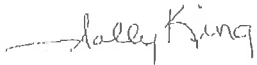
1. The Contractor, under the provisions of this contractual agreement, will abide by the following guidelines related to CJTA and Therapeutic Courts:
 - a. The Contractor must have policy and procedures allowing Participants at any point in their course of treatment to seek FDA-approved medication for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

ATTACHMENT B-1: Statement of Work for Criminal Justice Treatment Account

- iii. Requiring discontinuation, titration, or alteration of their MOUD medication regimen as a necessary component of meeting program requirements for graduation from a Therapeutic Court program.
 - c. All decisions regarding an individual's amenability and appropriateness for MOUD will be made by the individual in concert with the Individuals medical professional.
- 8. CJTA Quarterly Progress Report
 - a. The Contractor will submit a CJTA Quarterly Progress Report within thirty (30) calendar days of the state fiscal quarter end using the reporting template. CJTA Quarterly Progress Report must include the following program elements:
 - i. Number of Individuals served under CJTA funding for that time period;
 - ii. Barriers to providing services to the criminal justice population;
 - iii. Strategies to overcome the identified barriers;
 - iv. Training and technical assistance needs;
 - v. Success stories or narratives from Individuals receiving CJTA services; and
 - vi. If a therapeutic court provides CJTA funded services: the number of admissions of Individuals into the program who were either already on medications for opioid use disorder, referred to a prescriber of medications for opioid use disorder, or were provided information regarding medications for opioid use disorder.

ATTACHMENT C: BUDGET/RATE SHEET

Budget Summary			
Contractor: True Star Behavioral Health			
Contract No:	KC-486-20		
Contract Period:	01/01/21 - 12/31/22		
Expenditure	Previous	Changes this Contract	Current
Period 1: 01/01/21 - 12/31/21			
CJTA	35,061.00	0.00	35,061.00
SUD Youth Services and Supports (DMA)	6,850.00		6,850.00
Period 1 Budget Total	41,911.00	0.00	41,911.00
Period 2: 01/01/22 - 12/31/22			
CJTA	35,061.20	(12,000.00)	23,061.20
Period 2 Budget Total	35,061.20	(12,000.00)	23,061.20
Contract Total	76,972.20	(12,000.00)	64,972.20

CERTIFICATE OF MEMBERSHIP IN THE WASHINGTON COUNTIES RISK POOL	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE JOINT SELF-INSURANCE LIABILITY COVERAGE AFFORDED BY THE WASHINGTON COUNTIES RISK POOL	
MEMBER COUNTY: Clallam County, Washington Attn: Tom Reyes, Risk Manager 223 East Fourth St, Suite 16 Port Angeles, WA 98362	Liability Coverage Afforded by the: Washington Counties Risk Pool 2558 R W Johnson Rd SW, Suite 106 Bremerton, WA 98512-6103
Clallam County (the "County") is a member of the Washington Counties Risk Pool (the "Pool"), as authorized by RCW 48.62.031, and the County is covered by the Pool's Joint Self-Insurance Liability Program. The Pool's Joint Self-Insurance Liability Program was created by interlocal cooperative agreement amongst the Pool's member counties to share risks by "jointly, self-insuring" certain third-party liabilities. The Pool is <u>NOT</u> an insurance company. Claims that are covered under a Memorandum of Liability Coverage ("MLC") from the Pool and were submitted under Chapter 4.96 RCW ("Actions against political subdivisions, municipal and quasi-municipal corporations") against the County, its employees, officers, volunteers and agents and/or actions in connection with or incidental to the performance of an agreement/contract which the County and/or its officers, employees or volunteers are found to be liable for will be paid by the Pool and/or the County.	
MLC NUMBER: MLC EFFECTIVE DATE: MLC EXPIRATION DATE: LIMITS OF LIABILITY EACH OCCURRENCE BI AND PD COMBINED:	20212022RISKPOOL-CLCO October 1, 2021 October 1, 2022 \$10,000,000
TYPES OF LIABILITY COVERAGE AFFORDED: <u>General Liability</u> Including: Bodily Injury Personal Injury Property Damage Errors and Omissions/Professional Advertising Injury <u>Automobile Liability</u>	
DESCRIPTION OF OPERATIONS/LOCATION/VEHICLE	CANCELLATION
Requested by: Health & Human Services, Juvenile, and Public Works Department Various contracts to provide services During the MLC Period 10/1/21 - 10/1/22	SHOULD THE ABOVE DESCRIBED MLC BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUER WILL ENDEAVOR TO PROVIDE THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION NOR LIABILITY OF ANY KIND UPON THE ISSUER OR ITS AGENTS OR REPRESENTATIVES.
CERTIFICATE HOLDER:	ISSUE DATE:
Sullish Behavioral Health Administrative Services Organization (SHHASO) Klaskan County 614 Division St, MS-23 Port Orchard WA 98366	September 7, 2021  Claims Specialist

Visit our [tips page](#) to learn how to best use the Exclusions Database. If you experience technical difficulties, please email the webmaster at webmaster@oig.hhs.gov.

Exclusions Search Results: Entities

No Results were found for

- True Star Behavioral Health Services

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

Search conducted 9/9/2022 1:04:48 PM EST on OIG LEIE Exclusions database.
Source data updated on 9/8/2022 8:00:00 AM EST



AGENDA ITEM SUMMARY

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

2e
10/11/22

Department: Health and Human Services

WORK SESSION ☒ **Meeting Date:** October 3, 2022

REGULAR AGENDA ☒ **Meeting Date:** October 11, 2022

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

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 11301-22-CONCON, Amendment#7 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Attached is Consolidated Contract Amendment #7 between Department of Health and Clallam County Health and Human Services, which subtracts \$436,601 from the previous amendment. The reallocation or subtraction was an error on the part of DOH Consolidated Contract #6. This does not change the budget amount that Clallam County received.

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 FPHS funding has been budgeted.

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

County Official signature & print name:  KEVIN LoPiccolo

Name of Employee/Stakeholder attending meeting: Kevin LoPiccolo

Relevant Departments: Health and Human Services

Date submitted: September 28, 2022

* 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)

11301-22-CONCON, Amendment #7
Revised: 3-04-2019

**CLALLAM COUNTY HEALTH & HUMAN SERVICES
2022-2024 CONSOLIDATED CONTRACT**

CONTRACT NUMBER: CLH31005**AMENDMENT NUMBER: 7**

PURPOSE OF CHANGE: To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and CLALLAM COUNTY HEALTH & HUMAN SERVICES, a Local Health Jurisdiction, hereinafter referred to as "LHJ", pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

IT IS MUTUALLY AGREED: That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:

<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/sitepages/home.aspx?e1:9a94688da2d94d3ca80ac7fbc32e4d7c>

- ☒ Adds Statements of Work for the following programs:
Executive Office of Resiliency & Health Security-PHEP - Effective July 1, 2022
Injury & Violence Prevention Overdose Data to Action - Effective September 1, 2022
- ☒ Amends Statements of Work for the following programs:
COVID-19 Mass Vaccination-FEMA - Effective January 1, 2022
COVID-19 Care Coordination - Effective January 16, 2022
Foundational Public Health Services (FPHS) - Effective January 1, 2022
Injury & Violence Prevention Overdose Data to Action - Effective January 1, 2022
Maternal & Child Health Block Grant - Effective January 1, 2022
NEP PIC NTA 0153 Enhanced Phase 2 - Effective January 1, 2022
Office of Drinking Water Group A Program - Effective January 1, 2022
Office of Immunization COVID-19 Vaccine - Effective January 1, 2022
Recreational Shellfish Activities - Effective January 1, 2022
- ☐ Deletes Statements of Work for the following programs:

2. Exhibit B-7 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-6 Allocations as follows:

- ☐ Increase of _____ for a revised maximum consideration of _____.
- ☒ Decrease of \$436,601 for a revised maximum consideration of \$4,310,448.
- ☐ No change in the maximum consideration of _____.
Exhibit B Allocations are attached only for informational purposes.

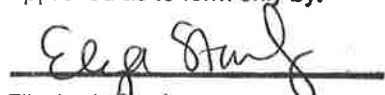
Unless designated otherwise herein, the effective date of this amendment is the date of execution.

ALL OTHER TERMS AND CONDITIONS of the original contract and any subsequent amendments remain in full force and effect.

IN WITNESS WHEREOF, the undersigned has affixed his/her signature in execution thereof.

CLALLAM COUNTY HEALTH & HUMAN SERVICES	STATE OF WASHINGTON DEPARTMENT OF HEALTH
Signature:	Signature:
Date:	Date:

Approved as to form only by:


Elizabeth Stanley
Civil Deputy Prosecuting Attorney
Clallam County

APPROVED AS TO FORM ONLY
Assistant Attorney General

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: COVID-19 Care Coordination -
Effective January 16, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

SOW Type: Revision **Revision # (for this SOW)** 1

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Period of Performance: January 16, 2022 through September 30, 2022

Statement of Work Purpose: To provide Clallam County with Care Coordination Services to identified populations of clients located in the County for the purposes of providing health and social services to support individuals who are in isolation and quarantine from the COVID-19. The LHJ, in combination with other entities under contract with DOH, will provide care coordination services using the COVID-19 Care Coordination System for supporting case investigation and contract tracing efforts 7 days a week. The LHJ shall provide all necessary personnel, equipment, materials, goods and services and otherwise do all things necessary for or incidental to the performance of the work as described below.

Revision Purpose: The purpose of this revision is to extend the period of performance from June 30, 2022 to September 30, 2022 and add \$40,704 in additional funding to support continuation of activities for the period of 07/01/22-09/30/22

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY20 ELC EDE CARE COORDINATION	7110820E	93.323	333.93.32	01/16/22	09/30/22	81,407	40,704	122,111
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						81,407	40,704	122,111

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Provide care coordination to clients using community health workers/community care coordinators who are trained in the COVID-19 Care Model and the Care Coordination System (CCS) using the Community Health Record and HealthBridge features.	Care coordination data entered in the DOH Community Health Record and Health Bridge	Daily	Reimbursement for actual costs not to exceed total funding allocation for specified funding period.
2	Track services to clients using the provided CCS to document and track progress and outcomes in the DOH Community Health Record.			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3	Review contact tracing and case investigation information and track changes in client symptoms or needs via the DOH Community Health Record.			
4	Follow-up and ensure loop is closed on referrals to support client essential needs and supplies by documenting regularly in the Community Health Record.			
5	Through the Community Health Record System identify unserved and underserved individuals within the identified populations referred from community and statewide partners and enroll them as clients through the COVID-19 Care Model.			
6	Secure client signature or verbal consent as permissible of the DOH's Release of Information/Consent form and document in the DOH Community Health Record prior to the gathering of client protected health information (PHI).			
7	Work collaboratively and respectfully with other DOH advisory members, staff and local/regional community partners to identify community needs, review regional initiatives, evaluate COVID-19 Care Model results and support the DOH and local COVID-19 Care Model program goals and objectives.			
8	Support each CHW/CCC for enrichment and personal growth through required attendance at DOH required care coordination training sessions. Proper notice will be provided to the agencies and coordinators by DOH.			
9	Work with the DOH staff, according to DOH requirements, the CHW/CCC in the agency's charge, to achieve a high standard of care for its clients and high quality of service.			
10	Work and partner with local agencies collaboratively and respectfully to support coordinate or services to reduce risks face within the communities served; and			
11	The LHJ shall make an effort to ensure that clients receive from all staff members' effective, understandable, and respectful care that is provided in a manner compatible with their cultural health beliefs and practices and preferred language.			
12	The LHJ shall ensure that clients with limited English-speaking skills receive Language Access Services as outlined in Title VI of the Civil Rights Act of 1964, including but not limited to:			
	✓ Offer and provide language assistance services, including bilingual staff and interpreter services, at no cost to each client with limited English proficiency at all points of contact, in a timely			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	manner during all hours of operation. ✓ Provide to clients in their preferred language both verbal offers and written notices informing them of their right to receive language assistance services. ✓ Assurance that the competence of language assistance provided to limited English proficient clients by interpreters and bilingual staff. Family and friends shall not be used to provide interpretation services (except on request by the client). ✓ Make available easily understood patient-related materials and post signage in the languages of the commonly encountered groups and/or groups represented in the Contractor's service area.			

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Data Universal Numbering System (DUNS®) number.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Program Specific Requirements

The LHJ shall include these requirements in all approved subcontracts.

DOH shall provide the LHJ with the appropriate and necessary training for informed consent and for data collected using the Care Coordination System.

Community Resources:

The LHJ shall make a reasonable and ongoing effort, throughout the contract period, to secure resources from private and public entities to supplement the administrative, operational, and development and training costs under this program. Documentation of any collaborative efforts and securing of resources that benefit this program shall be kept current and on file in the office of the LHJ and shall be available for review upon request by DOH staff. Additionally, the LHJ shall support efforts to keep the COVID-19 Care Connect Washington Resource and Referral Directory (HealthBridge) updated with local resources (new, changed, removed) following DOH process and procedures to ensure that local Care Coordinators in the region are able to refer clients to necessary and needed resources.

Written Policies and Procedures/Documents on File:

Written policies and procedures, consistent with federal and state regulations, as applicable, shall be kept on file in the office of the LHJ and available for review at the request of DOH staff. Such policies and procedures shall include, but not be limited to, as appropriate:

- Job Descriptions
- Confidentiality Policy

In addition, the LHJ shall keep on file and available for review upon request by DOH staff, documents consistent with federal and state regulations, which shall include, but not be limited to:

- Latest Agency Audit
- Subcontractor Agreements

The LHJ shall include these requirements in all approved subcontracts

Responsibilities of DOH:

DOH will:

- Initiate the Community Health Record from referrals made to the State COVID-19 Care Center System.
- Refer clients to the LHJ.
- Develop referral network(s) with providers, clinics, community-based organizations, government, grassroots organization, as appropriate, and at the discretion of the local health jurisdictions, to increase the community members served and reached.
- Provide guidance, direction and training to the LHJ as outlined below:
 - ✓ Provide required training on the COVID-19 Care Coordination program, Community Health Record documentation, and other associated skills-building training to support the CHW/CCC workforce;
 - ✓ Provide or arrange for training for the Contractor's CHW/CCC in the COVID-19 Care Model method and in the use of the DOH Community Health Record System;
 - ✓ Support the Contractor in performing quality improvement and quality assurance activities;
 - ✓ Communicate and report the DOH COVID Care model results and achievements to contracted partners and the community using the Community Health Record System;
- Promptly communicate to the LHJ any change in the DOH COVID-19 Care Coordination program process or any other document or procedure related to the administration of activities performed by the LHJ.

Billing Requirements:

DOH will provide the LHJ an electronic Budget Workbook that includes electronic A19s (Invoice Vouchers). The LHJ will Submit A19s (Invoice Vouchers) monthly. Invoice Vouchers are due within 30 days following the month expenditures were incurred except for the month of June, when the A19 is due on July 10th.

Payment is contingent upon DOH receipt and approval of all deliverables and an acceptable A19 invoice vouchers.

Other:

Contractor - Primary Point of Contact	
Name: Karissa McLane	Title: Public Health Nurse Supervisor
Office Phone: 360-565-2612	Mobile Phone:
Email Address: kmclane@co.clallam.wa.us	
Mailing Address: 111 E. 3rd St. Port Angeles, WA 98362	

Washington State Department of Health – Primary Point of Contact	
Name: Robin Albrandt	Title: Regional Care Coordination Liaison
Office Phone:	Mobile Phone: 564-999-1569
Email Address: robin.albrandt@doh.wa.gov	
Mailing Address: PO Box 47855, Olympia, WA 98504-7855	

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: COVID-19 Mass Vaccination-FEMA - Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

SOW Type: Revision **Revision # (for this SOW)** 4

Period of Performance: January 1, 2022 through June 30, 2023

Funding Source ☒ Federal Contractor ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Statement of Work Purpose: The purpose of this statement of work is to establish the task activities, funding period, and billing details for cost reimbursement of FEMA-funded mass vaccination clinics in Washington state.

Revision Purpose: The purpose of this revision is to extend the period of performance from September 30, 2022 to June 30, 2023, add funding details for MASS VACCINATION CATZ 100%, add language to task 1, add a new task 2 for documentation, and add language to Program Specific Requirements.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change None	Total Allocation
*MASS VACCINATION FEMA 100%	934V0200	97.036	333.97.03	01/01/22	09/30/22	0	0	0
*MASS VACCINATION CATZ 100%	934G0200	97.036	333.97.03	07/02/22	06/30/23	0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	0	0

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.	*NOTE: Task activities for Mass Vaccination Clinics in this statement of work are NOT CONSIDERED SUBRECIPIENT but are as a CONTRACTOR of DOH. DOH reimbursement provided for local mass vaccination clinic (see definition below) planning, implementation and operations in coordination between Unified Command and the Regional Incident Management Team (IMT) to administer the vaccine efficiently, quickly, equitably, and safely in all regions of			*Reimbursement of eligible costs. MASS VACCINATION FEMA 100% Funding (MI 934V0200) (See Program Specific Requirements below)

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Washington State. State Supported, Regionally Coordinated, Locally Implemented. The Local Health Jurisdiction submitted a Mass Vaccination plan to the Department of Health for approval. Definition: Mass vaccination clinics defined as those outside of the usual healthcare delivery method such as pop-up clinics, mobile clinics, non-clinical facility (fairgrounds, arenas, etc.). Guidance on vaccination protocols must be followed as provided by DOH and CDC. The Department of Health modeled the State of Washington State Patrol Fire Mobilization framework to quickly implement and carry out the Mass Vaccination effort as outlined by FEMA. This process specifically implements contracting with local jurisdictions once capacity is exceeded to effectively carry out the emergency mission as efficiently, equitably, and quickly as possible on a Statewide basis. <i>Contracted partners need to be prepared to receive direction and updates at least monthly from <u>COVID-19 Vaccine Information for Healthcare Providers Washington State Department of Health</u> on operational and regulatory guidance from CDC and DOH.</i>			
1A	The Department of Health contracted with regional incident management teams and/or regional incident management organizations and works in close coordination and cooperation with Local health jurisdiction (LHJ) to support the COVID-19 Mass Vaccination efforts. The LHJ meets with the contract manager at the department a minimum of once a month and has ongoing conversations around planning and scheduling of mass vaccination efforts as needed. DOH will coordinate with the LHJ and regional IMT/IMO around planning and implementation of mass vaccination clinics/sites provided within the county(s) with a regional incident management team/organization as approved by DOH.	Submit to DOH a mass vaccination plan including: • type of site, • site locations, • throughput, • considerations made to ensure equity to historically marginalized populations, • and to the extent possible a regional map of sites/locations.	Within 30 days of contract amendment execution.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Request for regional IMT should be submitted through the normal process through WebEOC. DOH will coordinate with the LHJ and regional IMT/IMO regarding carrying out the filed mass vaccination plan within the county. Regional IMT will be under the delegation authority of DOH and they are to provide support and coordination for all efforts around vaccine planning, resource support and general guidance and information sharing in order to regionally coordinate efforts. Local jurisdictions will maintain all decisional authority around vaccination planning and execution within their jurisdiction/district. Provide any information as requested by the regional IMT.			
1B	Funding for eligible Mass Vaccination activities are reimbursed on actual costs as outlined in the DOH guidance to provide the services and to carry out the mission. Funding will be dependent on full participation in the LHJ and IMT processes and all documentation will be required to be provided to fully close out funding requests by the end of the mission period of performance. Allowable costs include expenses such as facility rentals, staff to conduct planning, management, support and operation of the site, medical personnel for vaccinations, site security personnel, wrap around services for staff (meals, travel, lodging), equipment (which must be pre-approved by IMT/DOH if it exceeds \$5,000 each), supplies for vaccinations and site operation. LHJs should provide narratives to help assist IMT and DOH finance know what expenditures were necessary to carry out the mission.	Submit estimated budget for the mass vaccination plan. Monthly Cost Summary Spreadsheet to the IMT/IMO by the fifth of the following month.	Within 30 days of contract amendment execution. Monthly	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1C	Vaccination data – will be maintained according to current state and federal requirements. Vaccine Registration Systems – If a local jurisdiction or region does not have a registration system(s) the include internet based, phone option and other methods to ensure equitable registration, the state PrepMod system and tools will be available for use.	Submission of vaccine use into WA IIS database within 24hrs of use. Jurisdiction/Regions will ensure a fair and equitable process for registration of eligible Washingtonians across all available modalities.	Daily	
1D	Regularly report on vaccinations sites and operational activities (number of vaccinations, personnel to operate the site, challenges, successes to share for learning across the public health system).	Provide monthly situation report to IMT/IMO on status of implementation of mass vaccination plan, or more frequently if that is the LHJ procedure. Sites operating for the time period, vaccines administered by site for the time period, estimated costs for the time period, any challenges/successes of note, including assistance requested.	Monthly	
2	<i>Documentation for closeout: Provide backup documentation for the cost summary workbooks submitted for cost reimbursement. Staff time, supplies, and equipment purchases under \$5,000 (with written approval from the Department of Health FEMA team) will be allowed to provide the required documentation for project closeout with FEMA. Each employee will need to fill out a category Z workbook with their time worked on documentation daily and will be required to submit it to the DOH FEMA team monthly. Any costs incurred prior to January 21, 2021, will need to be identified and submitted on prior written approval by DOH FEMA team.</i>	• Payroll Policies • Pull payroll documents from your system of record • Time sheets • Receipts/Invoices for any expenses that are not payroll related • Executed Contract Documents with Sub-Contractors • Equipment records of LHJ-owned equipment that are on the 2019 FEMA equipment rate list, otherwise they are supplies/commodity costs	Monthly	<i>*Reimbursement of eligible costs.</i> <i>MASS VACCINATION CATZ 100% Funding (MI 934G0200)</i> <i>(See Program Specific Requirements below)</i>

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on USASpending.gov by DOH as required by P.L. 109-282.

Program Specific Requirements

Program Manual, Handbook, Policy References

Emergency Response Plan (or equivalent)

Medical Countermeasure/Mass Vaccination Plan

Language Access Planning Tool

Billing Requirements:

Monthly invoices must be submitted timely to the regional IMT/Organization for review/approval prior to submission to DOH for reimbursement.

Contract Master Index (MI) Code: 934V0200 General Mass Vaccination

BARS Revenue Code: 333.97.03 Mass Vaccination Reimbursement

Special Instructions:

The LHJ is considered a CONTRACTOR of DOH not a subrecipient for this portion of the statement of work. An allocation of funds is not provided as these FEMA funds are only available as reimbursement of costs associated with implementation of the mass vaccination plan.

Detailed documentation must be maintained as directed by the regional IMT/Organization and DOH to substantiate costs associated with these activities for submission to FEMA upon request by DOH *using CATZ funds for documentation from July 2, 2022 through June 30, 2023.*

Eligible costs from the timeframe of January 1, 2022 through September 30, 2022 include facility rentals, medical and support staff for planning, management, support, and operations; as well as wrap-around services for staff (i.e., meals, travel, lodging). Regular and overtime pay associated with this project is allowable for all staff working under this project and must be billed as a direct charge; timesheets are required documentation and must be available upon request by DOH. Indirect rates are not applicable to these funds. Eligible equipment includes facility infection control measures, personal protective equipment (PPE), storage equipment, coolers, freezers, temperature monitoring devices, portable vaccine units for transportation, supplies such as emergency medical supplies (for emergency medical care needs that may arise in the administration of the vaccine), containers for medical waste, as well as proper storage as needed for canisters of liquid nitrogen or dry ice. Eligible equipment purchase costs should not exceed \$5,000 per piece. Equipment over \$5,000 a piece must be preapproved by the IMT and should be leased rather than purchased. Any diversion from the list of pre-approved expenses will require a narrative on the purchase rationale and will be subject to IMT approval prior to reimbursement. Timesheets are required documentation for all activities related to this project. Staff time-in / time-out must be recorded, as well as a brief description of their activities. A general description of activities is acceptable for those working at the vaccine site; more detailed/specific description is required for those not working at the vaccine site.

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Executive Office of Resiliency and Health Security-
PHEP-Effective July 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

SOW Type: Original **Revision # (for this SOW)**

Period of Performance: July 1, 2022 through June 30, 2023

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Statement of Work Purpose: The purpose of this statement of work is to establish funding and tasks to support and sustain LHJ public health emergency preparedness as part of statewide public health emergency preparedness, resilience and response.

Notes: Regional Emergency Response Coordinator LHJs (RERCs): Benton-Franklin, Chelan-Douglas, Clark, Kitsap, Seattle-King, Snohomish, Spokane, Tacoma-Pierce, and Thurston

Local Emergency Response Coordinator LHJs (LERCs): Adams, Asotin, Clallam, Columbia, Cowlitz, Garfield, Grant, Grays Harbor, Island, Jefferson, Kittitas, Klickitat, Lewis, Lincoln, Mason, NE Tri-County, Okanogan, Pacific, San Juan, Skagit, Skamania, Wahkiakum, Walla Walla, Whatcom, Whitman, and Yakima

Revision Purpose: NA

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY22 PHEP BP4 LHJ Funding	31102480	93.069	333.93.06	07/01/22	06/30/23	0	58,979	58,979
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	58,979	58,979

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
PHEP BP4 LHJ Funding				Reimbursement for actual costs not to exceed total funding consideration amount.
1 All LHJs	Across Domains and Capabilities Complete reporting templates as requested by DOH to comply with program and federal grant requirements, including mid-year and end-of-year reports.	Mid- and end-of-year reports on template provided by DOH. Additional reporting may be required if federal requirements change.	December 31, 2022 June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2 All LHJs	Across Domains and Capabilities Submit names, position titles, email addresses and phone numbers of key LHJ staff responsible for this statement of work, including management, Emergency Response Coordinator(s), and accounting and/or financial staff.	Submit information by August 1, 2022, and any changes within 30 days of the change. Mid- and end-of-year reports on template provided by DOH. Note any changes or no change.	August 1, 2022 Within 30 days of the change. December 31, 2022 June 30, 2023	
3 All LHJs	Across Domains and Capabilities Review and provide input to DOH on public health emergency preparedness plans developed by DOH, upon request from DOH.	Mid- and end-of-year reports on templates provided by DOH. Input provided to DOH upon request from DOH.	December 31, 2022 June 30, 2023	
4 All LHJs	Domain 1 Community Resilience Capability 1 Community Preparedness Participate in emergency preparedness events (for example, trainings, meetings, conference calls, and conferences) to advance LHJ, regional, or statewide public health preparedness. Note: For Seattle-King County and Tacoma-Pierce County, the LHJ is the region.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	
5 All LHJs	Domain 1 Community Resilience Capability 1 Community Preparedness Coordinate with DOH to complete a jurisdictional public health and medical hazard risk assessment	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	
6 All LHJs	Domain 1 Community Resilience Capability 1 Community Preparedness DOH/EPRR anticipates many changes in the next months to years as we incorporate lessons learned from the COVID-19 response. In preparation for these changes, the LHJ may use PHEP funding to participate in training and/or learning discussions in the following areas: - Adaptive Leadership - Change Management - Trauma-Informed Change Management - Trauma-Informed Systems	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	• Trauma-Informed Practice • Outward Mindset • Growth Mindset • Racial Equity and/or Social Justice • Community Resilience • Climate Change and Health Equity • Related topics – prior approval from EPRR required for training topics other than those listed above. Note: Prior approval from DOH/EPRR is required for any out-of-state travel.			
7 All LHJs Note for RERCs	Domain 1 Community Resilience Capability 1 Community Preparedness Connect with new and/or existing partners to develop working relationships that promote capabilities, capacity, and community resilience, including, but not limited to: • Local and/or regional Emergency Manager(s). • Local and/or regional hospitals. • Local and/or regional elected officials. • Local and/or regional Community Health Workers (CHWs). • Local and/or regional organizations that work with groups disproportionately impacted by public health emergencies or incidents. (For RERCs, this may include some or all the groups identified in Activity 8)	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	
8 RERCs for their LHJ	Domain 1 Community Resilience Capability 1 Community Preparedness – Disproportionately Impacted Populations Update and maintain LHJ plan(s) to mitigate barriers and other issues facing populations at risk of experiencing disproportionate impacts of public health emergencies or incidents. 8.1 Identify populations in the LHJ at risk of experiencing disproportionate impacts of public health emergencies or incidents. Populations may include race/ethnicity, disability, age, geography, and other factors as appropriate for LHJ.	Mid- and end-of-year reports on templates provided by DOH. Plans available upon request.		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Use Washington Tracking Network to identify social vulnerability to hazards - <u>Information by Location Washington Tracking Network (WTN)</u>. 8.2 Develop or update an LHJ engagement plan that outlines how you will engage directly with the populations identified in 8.1 before, during and after an emergency or incident. 8.3 With the identified populations in the LHJ, describe the populations and identify barriers and other issues they may face before, during and after an emergency or incident. 8.4 Develop or update a document (procedure, checklist, job action sheet, or other) that describes LHJ plans to mitigate barriers and other issues identified in 8.2 before, during and after an emergency or incident.			
9 All LHJs	Domain 2 Incident Management Capability 3 Emergency Operations Coordination Gather and submit data for LHJ performance measure 1: Amount of time (in minutes) to mobilize a public health and medical response. Notes: “Mobilize a response” is defined as the first verbal briefing of the response team from the initial notification to the public health responders in the area. - The target is to mobilize a response within 45 minutes. - DOH will provide additional guidance about submitting performance measure data.	LHJ performance measure data (PM 1)	June 30, 2023	
10 All LHJs	Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training & Exercise Gather and submit data for LHJ performance measure 2: Percent of public health and medical responders who are trained on their role during a public health response. Note: DOH will provide additional guidance about submitting performance measure data.	LHJ performance measure data (PM 2)	June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
11 All LHJs	Domain 2 Incident Management Capability 3 Emergency Operations Coordination Gather and submit data for LHJ performance measure 3: Percent of Corrective Action Plan items completed by due date. Notes: - Develop corrective action plans following the Homeland Security Exercise and Evaluation Program (HSEEP). - DOH will provide additional guidance about submitting performance measure data.	LHJ performance measure data (PM 3)	June 30, 2023	
12 All LHJs	Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training & Exercise Based on availability of training, participate in at least one Public Health Emergency Preparedness Training provided by region, DOH, DOH-contracted partner, or DOH-approved trainer in person or via webinar. Notes: - DOH will work with regions and LHJs to customize and schedule training(s). - Participation in an activation, exercise or real-world event may be considered additional training, but does not take the place of the requirement to participate in at least one training as described above. - For Seattle-King County and Tacoma-Pierce County, the LHJ is the region	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	
13 RERCs for their PHEP region	Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training & Exercise Participate in quarterly DOH Training & Exercise Call (unless cancelled). Call topics may include, but not limited to: - Training and exercise opportunities. - Delivery of training and exercises. - Training and exercise opportunities.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Note: For Seattle-King County and Tacoma-Pierce County, the LHJ is the PHEP region.			
14 LERCs	Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training & Exercise 14.1 Review LHJ public health preparedness and response capabilities and identify gaps, priorities, and training needs. 14.2 Provide input to Regional Emergency Response Coordinators (RERCs) for Integrated Preparedness Planning Workshop Guide. 14.3 Participate in Integrated Preparedness Planning Workshop (IPPW) unless cancelled. The Workshop is planned for January 2023.	14.2 Input to RERCs Mid-year report on template provided by DOH 14.3 Participation in IPPW.	14.2 As requested by RERCs December 31, 2022 14.3 As requested by DOH.	
15 RERCs with their PHEP region except Seattle-King and Tacoma-Pierce	Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training & Exercise 15.1 Work with Local Emergency Response Coordinators (LERCs) in region to review regional public health preparedness and response capabilities and identify gaps, priorities, and training needs. 15.2 Complete Integrated Preparedness Planning Workshop Guide with input from LERCs in region. Guide will be provided by DOH. 15.3 Participate in Integrated Preparedness Planning Workshop (IPPW) unless cancelled. The Workshop is planned for January 2023.	Mid-year report on template provided by DOH. 15.2 Completed Integrated Preparedness Planning Workshop Guide. 15.3 Participation in IPPW.	December 31, 2022 15.3 As requested by DOH.	
16 Seattle-King and Tacoma-Pierce	Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training & Exercise 16.1 Review LHJ preparedness and response capabilities and identify gaps, priorities, and training needs. 16.2 Complete Integrated Preparedness Planning Workshop Guide. Guide will be provided by DOH.	Mid-year report on template provided by DOH. 16.2 Completed Integrated Preparedness Planning Workshop Guide. 16.3 Participation in IPPW.	December 31, 2022 16.3 As requested by DOH.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	16.3 Participate in Integrated Preparedness Planning Workshop (IPPW) unless cancelled. The Workshop is planned for January 2023.			
17 RERCs for their LHJ	Domain 2 Incident Management Capability 3 Emergency Operations Coordination Participate in one or more exercises or real-world incidents testing each of the following: • The process for requesting and receiving resource support • The process for gaining, maintaining, and sharing situational awareness of, as applicable: ○ The functionality of critical public health operations ○ The functionality of critical healthcare facilities and the services they provide ○ The functionality of critical infrastructure serving public health and healthcare facilities (roads, water, sewer, power, communications) ○ Number of disease cases ○ Number of fatalities attributed to an incident ○ Development of an ESF#8 situation report, or compilation of situational awareness information to be included in a County situation report ○ Emergency Operations Center (EOC) or Incident Command System (ICS) activation Note: The communication drill (Activity 22) does not meet the requirement for participation in an exercise or real world event.	Mid- and end-of-year reports on template provided by DOH.	December 31, 2022 June 30, 2023	
18 All LHJs	Domain 2 Incident Management Capability 3 Emergency Operations Coordination 18.1 Provide immediate notification to DOH Duty Officer at 360-888-0838 or hanalert@doh.wa.gov for all response incidents involving use of emergency response plans and/or incident command structures. 18.2 Produce and provide situation reports (sitreps) documenting LHJ activity during all incidents. Sitrep may be developed by the LHJ or another jurisdiction that includes input from LHJ.	Mid- and end-of-year reports on template provided by DOH.	December 31, 2022 June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
19 All LHJs	Domain 2 Incident Management Capability 3 Emergency Operations Coordination Complete or participate in After Action Reports (AARs) after each incident or exercise. Notes: - An AAR may be completed part-way through an extended response, for example, COVID-19. - Follow Homeland Security Exercise and Evaluation Program (HSEEP) guidelines for process and documentation. - Include name, title, and organization of each participant in documentation (AAR). - Outreach may need to be conducted to gather input from entities not able to participate in an AAR meeting.	Mid- and end-of-year reports on template provided by DOH. After-Action Report(s)/Improvement Plan(s)	December 31, 2022 June 30, 2023	
20 All LHJs <i>except</i> Seattle-King	Domain 2 Incident Management Capability 3 Emergency Operations Coordination Coordinate or participate in a county Emergency Support Function (ESF) 8 AAR for COVID-19. Participants include, but not limited to: - Local Health Officer - Public Health Official(s) - Emergency Manager - Regional Health Care Coalition - Local and regional hospitals, if in your county - Federally Qualified Health Center(s), if in your county - Accountable Community of Health - Emergency Medical Services Medical Program Director - County Coroner or Medical Examiner Notes: - Follow Homeland Security Exercise and Evaluation Program (HSEEP) guidelines for process and documentation. - Include name, title, and organization of each participant in documentation (AAR).	Mid- and end-of-year reports on template provided by DOH. After-Action Report/Improvement Plan	December 31, 2022 June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- Outreach may need to be conducted to gather input from entities not able to participate in an AAR meeting. - This may be completed part-way through the COVID-19 response. - This AAR may be used to meet the requirement above as well (Activity 19).			
21 Seattle-King	Domain 2 Incident Management Capability 3 Emergency Operations Coordination 21.1 Participate in and contribute to AAR(s) convened by ESF 8 partners and stakeholders such as emergency management and healthcare coalitions. 21.2 Compile key themes from partners' AARs into an ESF 8 AAR. The ESF 8 AAR should also include corrective actions gathered by reviewing documents and conducting hotwashes, interviews, and surveys of ESF 8 partners and stakeholders that did not conduct or were not included in other regional AARs Notes: - Follow Homeland Security Exercise and Evaluation Program (HSEEP) guidelines for process and documentation. - Include organization of each participant in documentation (AAR). - Outreach may need to be conducted to gather input from entities not able to participate in an AAR meeting. - This may be completed part-way through the COVID-19 response - This AAR may be used to meet the requirement above as well (Task #19).	Mid- and end-of-year reports on template provided by DOH. After-Action Report/Improvement Plan	December 31, 2022 June 30, 2023	
22 All LHJs	Domain 3 Information Management Capability 4 Emergency Public Information and Warning - Communication 22.1 Participate in Monthly Public Health Communicator Call/Webinar by joining call/webinar and/or following	Mid- and end-of-year reports on templates provided by DOH. If you use a real-world event to meet 22.2, 22.3, and 22.4, submit hotwash or AAR with report.	December 31, 2022 June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	information on the public health communicator online collaborative workspace (for example, Basecamp). 22.2 Participate in at least one risk communication drill offered by DOH between July 1, 2022, and June 30, 2023. Drill will occur via webinar, phone, and email. DOH will offer one July 1 – December 31, 2022, and one drill between January 31 – June 30, 2023. 22.3 Conduct a hot wash evaluating LHJ participation in the drill (22.2). 22.4 Identifying and implementing communication strategies in real world incident will satisfy need to participate in drill. Conduct a hot wash or After Action Review (AAR) evaluating LHJ participation in communication strategies during the incident. Notes: • Participation in a real world event may meet the requirement for 22.2, 22.3, and 22.4. • If the real-world event response is ongoing, LHJ may opt to conduct a hot wash or AAR evaluating communication strategies to date or include a summary of communication activities and one sample of communication in mid-year or end-of year report.	If the real-world event is ongoing, submit hotwash or AAR, or brief summary of communication activities and one sample of communication with report.		
23 All LHJs	Domain 3 Information Management Capability 4 Emergency Public Information and Warning Gather and submit data for LHJ performance measure 7: Amount of time to identify and implement communication strategies during a response or exercise. Notes: • The target is within the first six hours. • DOH will provide additional guidance about submitting performance measure data.	LHJ performance measure data (PM 7)	June 30, 2023	
24 All LHJs	Domain 3 Information Management Capability 6 Information Sharing	Mid- and end-of-year reports on template provided by DOH.	December 31, 2022 June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	24.1 Maintain Washington Secure Electronic Communications, Urgent Response and Exchange System (WASECURES) as primary notification system. 24.2 Participate in DOH-led notification drills. 24.3 Conduct at least one LHJ drill using LHJ-preferred staff notification system. Notes: - Registered users must log in quarterly at a minimum. - DOH will provide technical assistance to LHJs on using WASECURES. - LHJ may choose to use another notification system <u>in addition to</u> WASECURES to alert staff during incidents.			
25 RERCs for their PHEP region	Domain 3 Information Management Capability 6 Information Sharing 25.1 Participate in quarterly DOH-led WASECURES Users Group, 25.2 Provide technical assistance to LHJs in PHEP region as needed. (<i>Except Seattle-King and Tacoma-Pierce, for these LHJs, the LHJ is the PHEP region.</i>)	Mid- and end-of-year reports on template provided by DOH.	December 31, 2022 June 30, 2023	
26 All LHJs	Domain 3 Information Management Capability 6 Information Sharing Provide Essential Elements of Information (EEIs) during incident response upon request from DOH. Note: DOH will request specific data elements from the LHJ during an incident response, as needed to inform decision making by DOH and state leaders, as well as federal partners when requested.	Mid- and end-of-year reports on template provided by DOH.	December 31, 2022 June 30, 2023	
27 All LHJs RERCs additional activity	Domain 4 Countermeasures and Mitigation Capability 8 Medical Countermeasures Dispensing Capability 9 Medical Countermeasures Management and Distribution	Mid- and end-of-year reports on template provided by DOH. Updated MCM plan.	December 31, 2022 June 30, 2023 June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Note for CRI LHJs	Update and maintain Medical Countermeasure (MCM) Plans for LHJ and/or PHEP Region. RERCs – Gather input and provide technical assistance to LERCs in PHEP region, as needed. MCM plans include: - Number of local points of dispensing (PODs) and number for which a point-to-point distribution plan from local distribution site to dispensing site has been jointly confirmed by LHJ and POD operator (for example, nursing home, local agency, public POD, and independent pharmacy). (LHJ PM 5, see activity #28) Notes - DOH will provide technical assistance to LHJs on core elements of an MCM plan, including hosting MCM planning sessions. - LHJs are not required to maintain a hub. LHJs may partner with other organizations to centralize distribution. If LHJs opt to maintain a hub, this should be included in the MCM plan. - LHJ Performance Measure data is due June 30, 2023. LHJs will report data for LHJ PM 5, see activity #28. - CRI LHJs – See also CRI activity #4.			
28 All LHJs	Domain 4 Countermeasures and Mitigation Capability 9 Medical Countermeasures Management and Distribution Gather and submit data for LHJ performance measure 5: Number of local points of dispensing (PODs) and number for which a point-to-point distribution plan from local distribution site to dispensing site has been jointly confirmed by LHJ and POD operator (for example, nursing home, local agency, public POD, and independent pharmacy).	LHJ performance measure data (PM 5)	June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
29 RERCs for their LHJs	Domain 4 Countermeasures and Mitigation Capability 11 Non-Pharmaceutical Interventions Update and maintain logistical support plans for individuals placed into isolation or quarantine (this need not include identification of quarantine facilities). Notes: - Plans must meet requirements defined in Washington Administrative Code (WAC) 246-100-045. - LHJ may also conduct a drill or tabletop exercise to exercise plans.	Mid- and end-of-year reports on template provided by DOH. Plans available upon request.	December 31, 2022 June 30, 2023	
30 RERCs for their LHJs	Domain 4 Countermeasures and Mitigation Domain 14 Responder Safety and Health Develop and/or update Responder Safety and Health Plan describing how the safety and health of LHJ responders will be attended to during emergencies.	Mid- and end-of-year reports on templates provided by DOH. Plan available upon request.	December 31, 2022 June 30, 2023	
31 All LHJs	Domain 5 Surge Management Capability 10 Medical Surge Engagement with regional Health Care Coalition (HCC) or Healthcare Alliance: - Northwest Healthcare Response Network (Network) - Regional Emergency and Disaster (REDi) Healthcare Coalition - Healthcare Alliance (Alliance) During each reporting period (see notes below), participate in one or more of the following activities: - Meetings - Communication - Regional meeting, in person or virtually. - Subgroup (catchment area, committee, district, etc. (meeting in person or virtually) - Discussions pertaining to ESF8 and HCC or Alliance roles and responsibilities. - Development of Disaster Clinical Advisory Committee (DCAC) meetings. May include identifying local clinical participants, attending meetings via webinar and reviewing planning efforts.	Briefly describe engagement in mid- and end-of-year reports on template provided by DOH.	December 31, 2022 June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- Planning - Planning process to inform on the roles and responsibilities of public health, including reviewing HCC or Alliance plans for alignment with local ESF8 plans. - Drills and Exercises - Drill or exercise, including redundant communications, WATrac, Medical Response Surge Exercise (MRSE), or other drills and exercises to support planning and response efforts. - Response - Information sharing process during incidents. - Coordination with HCC or Alliance during responses involving healthcare organizations within your jurisdiction. Notes: - Reporting periods are July 1 – December 31, 2022 and January 1 – June 30, 2023 - LHJs in HCC or Alliance regions: - Alliance: Clark, Cowlitz, Klickitat, Skamania and Wahkiakum. - Network: Clallam, Grays Harbor, Island, Jefferson, Kitsap, Lewis, Mason, Pacific, San Juan, Seattle-King, Skagit, Snohomish, Tacoma-Pierce, Thurston, and Whatcom. - REDi: Adams, Asotin, Benton-Franklin, Chelan-Douglas, Columbia, Garfield, Grant, Kittitas, Lincoln, NE Tri, Okanogan, Spokane, Walla Walla, Whitman, and Yakima.			
32 All LHJs	Domain 5 Surge Management Capability 10 Medical Surge Gather and submit data for LHJ performance measure 8: Percent of Critical Healthcare Facilities whose functional status can be assessed by the local health jurisdiction in an emergency. Notes: “Critical Healthcare Facilities” are hospitals, skilled nursing facilities, blood centers, and dialysis centers.	LHJ performance measure data (PM 8)	June 30, 2023	

Page 26 of 72

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	DOH will provide additional guidance about submitting performance measure data.			
33 RERCs for their LHJ	Domain 5 Surge Management Capability 10 Medical Surge Develop and maintain agreements with facilities that could serve as an Alternate Care Facility (ACF) or a Federal Medical Station (FMS).	Mid- and end-of-year reports on templates provided by DOH. Agreements available upon request.	December 31, 2022 June 30, 2023	
34 RERCs for their LHJ	Domain 5 Surge Management Capability 10 Medical Surge Develop and maintain specific vendor lists for logistical support services for Alternate Care Facilities (ACF) or Federal Medical Stations (FMS) operations including at a minimum: - Biohazard/Waste Management - Feeding - Laundry - Communications - Sanitation	Mid- and end-of-year reports on templates provided by DOH. Lists available upon request.	December 31, 2022 June 30, 2023	
Additional activities as requested by the LHJ:				
LHJ Request Clark 1	Provide volunteer opportunities and trainings to enhance volunteer skills and maintain interest in PHEP Region 4 Medical Volunteer Corps. Note: PHEP Region 4: Clark, Cowlitz, Skamania, and Wahkiakum LHJs.	Mid- and end-of-year reports on templates provided by DOH. Sign in sheets and agendas for trainings conducted by Clark County available upon request.	December 31, 2022 June 30, 2023	
LHJ Request Kitsap 1	Provide information and warnings to community and response partners.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	
LHJ Request Kitsap 2	Provide consultation and grant support to Clallam and Jefferson Local Emergency Response Coordinators (LERCs) as requested. Provide consultation to DOH on behalf of Region 2 as requested.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
LHJ Request Kitsap 3	3.1 Compile regional data on notifiable conditions and issues of public health concern. These data are posted and updated regularly on the Kitsap, Clallam, and Jefferson LHJ websites. 3.2 Compile and distribute data on Populations with Access and Functional Needs for Kitsap, Jefferson, and Clallam to support equitable emergency preparedness and response work.	Mid- and end-of-year reports on templates provided by DOH. Website screenshots available upon request.	December 31, 2022 June 30, 2023	
LHJ Request Spokane 1	Maintain Medical Reserve Corp (MRC) program coordination activities including recruitment, registration, training, engagement, meetings, and documentation.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	
LHJ Request Spokane 2	As the Region 9 lead, provide support, resources, and assistance to Region 9 LHJs and tribes.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	
LHJ Request Spokane 3	Update and maintain agreements and/or subcontracts with partners to provide needed services and resources for incident response.	Mid- and end-of-year reports on templates provided by DOH. Agreements and subcontracts available upon request.	December 31, 2022 June 30, 2023	
LHJ Request Tacoma-Pierce 2	Participate in planning with local healthcare partners and community stakeholders to support local emergency preparedness on tasks not led by HCCs.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	
LHJ Request Tacoma-Pierce 3	Participate in planning with Environmental Health partners and community stakeholders to support local emergency preparedness tasks.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	
LHJ Request Tacoma-Pierce 4	Participate in alternate care system planning lead by regional partners and the healthcare coalition to inform a coordinated operational multi-regional response plan.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	
LHJ Request Thurston 1	Domain 5 Surge Management Capability 15 Volunteer Management 1.1 Maintain a Medical Reserve Corps (MRC) unit. 1.2 Maintain and update policies and procedures to recruit, training, mobilize and deploy volunteers registered by the	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2022 June 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	local jurisdiction to support health and medical response operations. 1.3 Identify target mission sets for development within the MRC unit.			

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Program Specific Requirements

Special Requirements:

Any subcontract/s must be approved by DOH prior to executing the contract/s.

Submit deliverables to the Emergency Preparedness, Resilience & Response ConCon deliverables mailbox at concondeliverables@doh.wa.gov, unless otherwise specified.

Restrictions on Funds:

Please reference the Code of Federal Regulations:

https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=58ffddb5363a27f26e9d12ccec462549&ty=HTML&h=L&mc=true&r=PART&n=pt2.1.200#se2.1.200_1439

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Foundational Public Health Services (FPHS) -
Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

SOW Type: Revision **Revision # (for this SOW)** 1

Period of Performance: January 1, 2022 through June 30, 2022

Funding Source ☐ Federal <Select One> ☒ State ☐ Other	Federal Compliance (check if applicable) ☐ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☐ Reimbursement ☒ Periodic Distribution
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Statement of Work Purpose: The purpose of this statement of work (SOW) is to specify how state funds for Foundational Public Health Services (FPHS) will be used for the period of performance. Per RCW 43.70.512, these funds are for the governmental public health system to deliver FPHS services statewide in the most effective, efficient and equitable manner possible with the funds available.

The FPHS Steering Committee with input from FPHS Subject Matter Expert (SME) Workgroups and the Tribal Technical Workgroup is the decision making body for FPHS. For SFY22, the Steering Committee is using an iterative approach to decision making. Determining investments for SFY22 (July 1, 2021 – June 30, 2022). This means that additional tasks and/or funds may be added to an LHI's FPHS SOW as these decisions are made.

These funds are to be used as directed and allocated by the FPHS Steering Committee. As the global COVID-19 pandemic and the public health response to it continues and begins to abate, these FPHS funds can be braided with and used to supplement other short-term pandemic response funding as needed for FPHS activities during this period of performance through 06/30/22. Responding to pandemics, epidemics and public health emergencies are foundational services of the governmental public health system.

Note:

The total SFY22 funding allocation is for the period of July 1, 2021 through June 30, 2022. The funding allocations will be divided into two six-month lump sum amounts that will be disbursed at the beginning of each six month period as follows: July 1, 2021; January 1, 2022. The July payment will be disbursed upon completion of the FPHS Annual Report.

The SFY22 July 1, 2021 disbursement of funds was completed in the 2018-2021 consolidated contract and is included in this statement of work for informational purposes only.

FPHS funds must be spent in the state fiscal year (SFY) in which they are appropriated by the legislature, allocated, and disbursed. Legislative appropriations lapse at the end of each state fiscal year. (RCW 43.88.140)

Spending and spending projections must be reported as required by the FPHS Steering Committee. Funds that are projected to be unspent by the close of the state fiscal year must be reallocated per the process developed by the FPHS Steering Committee to assure that all funds appropriated by the legislature can be spent by the governmental public health system to deliver FPHS within the year that the funds are appropriated. Unspent funds revert to the state treasury and must be returned to DOH by July 15th of each year for return to the Office of Financial Management.

Revision Purpose: Changing Period of Performance end date to June 30, 2022 to reflect this work and funding associated to SFY22. Also removing the funds associated with FPHS-LHI-PROVISO (YR2) as it's now reflected in the Statement of Work effective July 1, 2022.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Decrease (-)	Total Allocation
				Start Date	End Date			
FPHS-LHJ-PROVISO (YR1) Note: Total YR1 allocation is for SFY22 (07/01/21-06/30/22)	99202111	N/A	336.04.25	01/01/22	06/30/22	690,000	0	690,000
FPHS-LHJ-PROVISO (YR2)	99202112	N/A	336.04.25	07/01/22	06/30/23	690,000	-690,000	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						1,380,000	-690,000	690,000

BARS Expenditure. Code 562.xx	FPHS	Tasks / Activities / Short Description	Funds to provide FPHS in:		SFY22	SFY23	21-23 BIENNIAL
			Your jurisdiction	Other jurisdictions			
10-17, 20, 21, 23-29, 40-53, 93	All – CD, EPH, CCC, Assessment	Reinforcing Capacity (Assessment, CD, EPH, CCC)	X		250,000	250,000	500,000
10	Assessment	CHA/CHIP	X		30,000	30,000	60,000
20, 21, 23-29, 93	CD	Communicable Disease (CD)	X		135,000	135,000	270,000
24	CD	Hepatitis C	X		30,000	30,000	60,000
40-53, 93	EPH	Environmental Public Health (EPH)	X		245,000	245,000	490,000
TOTAL					\$690,000	\$690,000	\$1,380,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	In coordination with FPHS Steering Committee and Subject Matter Expert (SME) workgroups FPHS funds are to be used to increase delivery of FPHS services statewide as measured through FPHS annual reporting, indicators, metrics and other data compiled and analyzed by contractors, DOH and Subject Matter Expert (SME) Workgroups. Results are published in the annual FPHS Investment Report. FPHS indicator metrics available here .	Routine reporting of spending and spending projections. Process and reporting template TBD and provided by the FPHS Steering Committee via DOH. FPHS annual reporting (template provided by the FPHS Steering Committee via DOH).	TBD For SFY22 (07/01/21 – 06/30/22) due by 08/15/22 For SFY23 (07/01/22 – 06/30/23) due by 08/15/23	Each year, the July payment will be disbursed upon completion of the FPHS Annual Report.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Reinforcing Capacity – <u>These funds are to each LHJ to deliver FPHS in their own jurisdiction</u> – In coordination with the FPHS Steering Committee and Subject Matter Expert (SME) Workgroups, provide FPHS Communicable Disease (CD), Environmental Public Health (EPH), Assessment (Surveillance & Epidemiology) and / or any or all of the other FPHS Cross-cutting Capabilities (CCC) as defined in the most current version of the FPHS definitions. Suggested BARS expenditure codes: 652.xx - 10-17, 20, 21, 23-29, 40-53.			
2	Assessment – CHA/CHIP (FPHS definitions G.3) – <u>These funds are to each LHJ to deliver FPHS in their own jurisdiction</u> – In coordination with the FPHS Steering Committee and Subject Matter Expert (SME) Workgroups, conduct and complete a comprehensive community health assessment and identify health priorities arising from that assessment, including analysis of health disparities and the social determinants of health as defined in the most current version of the FPHS definitions. • Conduct a local and/or regional comprehensive community health assessment (CHA) every three to five years in conjunction with community partners. • Develop a local and/or regional community health improvement plan (CHIP) in conjunction with community partners. These funds can be used for any CHA/CHIP activity or service (e.g., data analysis, focus groups, report writing, process facilitation) and may be used to contract with other LHJs for staff time or services. Coordinate with the Spokane Regional Health District to participate in <u>County Health Insights</u>. Suggested BARS expenditure codes: 562.11.			
3	Communicable Disease (CD) (FPHS definitions C.1, 2, 3, 4, 6) – <u>These funds are to each LHJ to deliver FPHS in their own jurisdiction</u> – In coordination with the FPHS Steering Committee and Subject Matter Expert (SME) Workgroups, provide FPHS CD services as defined in the most current version of the FPHS definitions. These funds can (and actually are intended to) be braided with temporary pandemic emergency funding such that when those funds run out, FPHS funds can be used to retain staff there were hired with pandemic emergency funds if the jurisdictions desires to retain them and/or to hire additional staff if needed and/or contract with other LHJs for staff time or services for delivering FPHS CD. As the pandemic response wains, staff funded with FPHS funds are to shift focus to providing some or all of the FPHS CD services. This includes maintaining access to and use of data systems created during the pandemic and others under development and case investigation and contact tracing for sexually transmitted disease and other communicable and notifiable conditions within the mandated timeframes. Emphasis should be placed on addressing syphilis and gonorrhea cases. 1. Provide timely, statewide, locally relevant and accurate information statewide and to communities on prevention and control of communicable disease and other notifiable conditions. 2. Identify statewide and local community assets for the control of communicable diseases and other notifiable conditions, develop and implement a prioritized control plan addressing communicable diseases and other notifiable conditions and seek resources and advocate for high priority prevention and control policies and initiatives regarding communicable diseases and other notifiable conditions. 3. Promote immunization through evidence-based strategies and collaboration with schools, health care providers and other community partners to increase immunization rates. 4. Ensure disease surveillance, investigation and control for communicable disease and notifiable conditions in accordance with local, state and federal mandates and guidelines. Suggested BARS expenditure codes: 562.xx – 20, 21, 23-29.			
4	Communicable Disease – Hepatitis C (FPHS definitions C.4.o-p) – <u>These funds are to select LHJs to deliver FPHS in their own jurisdiction.</u> – In coordination with the FPHS Steering Committee and Subject Matter Expert (SME) Workgroups, address Hepatitis C cases in the jurisdiction per guidance developed by the statewide FPHS Communicable Disease Workgroup, including, but not limited to: shared priorities, standardized surveillance, minimum standards of practice, common metrics and staffing models. The allocation of these funds is based on burden of disease using the most current Hepatitis C data. Allocations will be revised biennially using updated data. The priorities for the 2021-2023 biennium (July 2021 – June 2023):			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- Surveillance – entering labs into Washington Disease Reporting System (WDRS), enter acute cases into WDRS. - Investigation – focus on acute cases: people aged 35 or younger, newly diagnosed, pregnant women, people seen in the ED/inpatient, Black, Indigenous and People of Color, or other historically marginalized population, and incorporate Hepatitis B work. Suggested BARS expenditure codes: 562.24.			
5	Environmental Public Health (EPH) (FPHS definitions B.3 & 4) – <u>These funds are to each LHJ to deliver services in their own jurisdiction.</u> In coordination with the FPHS Steering Committee and Subject Matter Expert (SME) Workgroups, these funds are for each LHJ to deliver FPHS EPH services in their jurisdiction as defined in the most current version of the FPHS definitions and supplement existing funding specifically for: - Develop, implement and enforce laws, rules, policies and procedures for maintaining the health and safety of retail food service inspections and shellfish monitoring, that address environmental public health concerns. (B.3.b) - Develop, implement and enforce laws, rules, policies and procedures for ensuring the health and safety of wastewater and facilities, including onsite septic design and inspections, wastewater treatment and reclaimed water, that address environmental public health concerns. (B.3.e) - Develop, implement and enforce laws, rules, policies and procedures for ensuring the health and safety of solid waste and facilities, including hazardous waste streams (e.g. animal waste, solid waste permitting and solid waste inspections), that address environmental public health concerns. (B.3.f) - Develop, implement and enforce laws, rules, policies and procedures for ensuring the health and safety of schools, including through education and plan review that address environmental public health concerns. (B.3.g) These funds can be used to retain, hire and/or contract with other LHJs for staff time or services and for staff training as needed to provide the following FPHS EPH services that are not appropriately funded with fees. Each LHJ will be responsible to report on their progress on FPHS deliverables even if contracted with other LHJs (FPHS funds are intended to build capacity and not intended to justify the reduction of existing fee revenue): - Food Safety (FPHS definitions B.3.b.) – Respond to food safety concerns that are not appropriately funded such as foodborne illness threats, requests for technical assistance and addressing new and emerging business models. Every local jurisdiction in Washington is expected to respond to foodborne illness outbreaks, food safety inquiries and provide preventative education for the general public and technical assistance. - Sewage Safety (FPHS definitions B.3.e-f) – Respond to sewage concerns and public health threats and provide technical assistance that are not appropriately funded to ensure that sewage is handled appropriately to limit potential exposure to sewage. Every local jurisdiction in Washington is expected to ensure sewage is properly managed. On-Site Septic (OSS) permitting, enforcement and providing technical assistance and education to OSS owners are fee funded activities and should be funded through fees or local government who sets the fees. These FPHS funds provide resources to support activities for which a fee cannot be charged such as: responding to OSS failures, surfacing sewage, OSS safety concerns, and similar issues. These funds can also be used for concerns related to large on-site sewage systems, other OSS-related concerns that do not involve locally permissible systems, and other sewage-related issues, regardless of whether they are related to a fee-for-service activity. Examples of activities FPHS funds can be used for: - Work with partners to educate and inform public on OSS monitoring and maintenance - Work with the public, policy makers and partners to assess needs and develop plans and solutions for wastewater management in their communities. - Respond to complaints, act as needed, and assure that failing OSS are identified and promptly repaired. - Conduct Pollution Identification and Correction (PIC) investigations where water quality is impaired to identify failing septic systems and other pollution sources. - Ensure that sewage from both OSS and other sources is adequately handled to create barriers to potential exposure to sewage. - Adequate qualified staff to evaluate proposals, inspect new installations and repairs, assess cause of OSS failure, and comply with requirements in state law.			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- Schools Safety (FPHS definition B.3.g) – Assure safe and effective learning environments for children attending K-12 schools – public, private and parochial. Every local jurisdiction in Washington is expected to work collaboratively with DOH, ESDs and local school districts and use the model program to assure consistency to regularly evaluate each K-12 for health and safety concerns and provide mandated services per WAC 246-366. Initial priorities include: - Build partnerships with school officials, local boards of education, parent teacher associations, education service districts, and other school focused entities. - Participate with statewide public health groups to standardize school program implementation. - Focus on schools that have not previously been inspected to assess current conditions - Focus on existing elementary schools for first phase of inspections program - Indoor Air Quality - Classroom - Healthy cleaning and indoor environments - Playground - Drinking water (lead) Suggested BARS expenditure codes: 562.xx – 40-53.			

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Program Specific Requirements

Program Manual, Handbook, Policy References:

All FPHS Resources – www.doh.wa.gov/fphs or [FPHS | Powered by Box](#)

Special References (i.e., RCWs, WACs, etc.):

Link to RCW 43.70.512 – [RCW 43.70.512: Public health system—Foundational public health services—Intent. \(wa.gov\)](#)

Link to RCW 43.70.515 – [RCW 43.70.515: Foundational public health services—Funding. \(wa.gov\)](#)

Definitions:

FPHS Definitions – <https://wsalphi.box.com/s/qb6ss10mxbrajx0fla742lw6zcfxzohk>

Special Instructions:

There are two different BARS Revenue Codes for “state flexible funds” to be tracked separately and reported separately on your annual BARS report. These two BARS Revenue Codes and definitions from the State Auditor’s Office (SAO’s) are listed below along with a link to the BARS Manual. 336.04.25 is the new BARS Revenue Code to use for the Foundational Public Health Services (FPHS) funds included in this statement of work.

336.04.24 – County Public Health Assistance

Use this account for the state distribution authorized by the 2013 2ESSB 5034, section 710. The local health jurisdictions are required to provide reports regarding expenditures to the legislature from this revenue source.

336.04.25 – Foundational Public Health Services

Use this account for the funding designated for the local health jurisdictions to provide a set of core services that government is responsible for in all communities in the WA state. This set of core services provides the foundation to support the work of the broader public health system and community partners. At this time the funding from this account is for delivering ANY or all of the FPHS communicable disease services (listed above) and can also be used for the FPHS capabilities that support FPHS communicable disease services as defined in the most current version of FPHS Definitions.

Public Health Budgeting, Accounting and Reporting System (BARS) Resources: www.doh.wa.gov/lhjfundings

DOH Program Contact

Marie Flake, Special Projects, Foundational Public Health Services, Washington State Department of Health

Mobile Phone 360-951-7566 / marie.flake@doh.wa.gov

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Injury & Violence Prevention Overdose Data to Action - Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

SOW Type: Revision **Revision # (for this SOW)** 2

Period of Performance: January 1, 2022 through August 31, 2022

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Statement of Work Purpose: Clallam County Health & Human Services (CCHHS) will support strategies 5, 6 and 9. CCHHS will reduce unintentional opioid overdoses through improved opioid overdose data-gathering, and by direct outreach and service coordination for people who have a non-fatal overdose. CCHHS will partner with local first responders to develop a comprehensive and timely data-sharing process for opioid overdoses which will augment currently available emergency department data to better understand the scope and direction of the opioid epidemic. This data will be used to develop and implement strategies to strengthen local evidence-based approaches to prevention, intervention and referral to treatment. Develop an overdose fatality review committee.

Revision Purpose: The purpose of this revision is to add an activity under strategy 9.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change None	Total Allocation
FFY21 OVERDOSE DATA TO ACTION PREV	77520271	93.136	333.93.13	01/01/22	08/31/22	143,942	0	143,942
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						143,942	0	143,942

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.	Strategy 5: Integration of State and Local Prevention and Response Efforts. Develop an overdose fatality review committee to review fatal overdoses for missed opportunities for prevention and intervention.	Progress report: Report on process and progress of OFR committee. Once established, report number of OFRs completed, findings, recommendations and next steps/use of findings. Demonstrate how work aligns with Overdose Data to Action (OD2A) logic model.	Quarterly progress reports to DOH for all tasks. Due Dates: September-November due December 10, 2021.	Monthly invoices for actual cost reimbursement will be submitted to DOH. Total of all invoices will not exceed \$143,942 through August 31, 2022.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2.	Strategy 6: Establishing Linkages to Care by tracking current drug use patterns and overdose history and linking overdose survivors to harm reduction and treatment services through Clallam County staff or subcontractors as needed. Clallam County will collect non-HIPPA data for stimulant overdoses through ESSENCE and only follow up with an individual if the overdose is disclosed in the SSP by those individuals. Clallam County will continue to investigate and track all opioid overdoses.	Progress report: Describe program design, procedures, and policies. Describe successes, challenges, and ongoing changes to program. Demonstrate how work aligns with OD2A logic model.	December-February due March 10, 2022. March-May due June 10, 2022. June-August final report for this funding period due September 30, 2022.	(See Special Billing Requirements below.)
3.	Strategy 9: Empower individuals to make safer choices. Through the syringe service program and outreach endeavors with community partners, increase awareness on safer use practices and other harm reduction methods. Clallam County will offer incentives to overdose survivors and SSP participants to help encourage engagement in the program including personal hygiene items and warm clothes and supplies. Clallam County will also work with a media vendor or contractor to implement a paid media plan that will reach individuals who are at risk of overdose due to polysubstance use. Clallam County will also develop education outreach materials which will be designed to promote harm reduction messaging for overdose prevention for both opioids and stimulants. Clallam County will distribute naloxone (DOH provides us with naloxone) and fentanyl test kits to people who use drugs and other community members when appropriate. <i>Clallam County will purchase a vehicle to offer mobile outreach including all services offered in its syringe exchange, this will significantly expand CCHHS's ability to connect the most remote community members with naloxone, overdose prevention education and linkage to care.</i>	Progress report: provide media plan and data of outcomes. Provide a copy of materials developed. Report when of fentanyl test strips are distributed and number of test kits distributed, and any feedback received.		
4.	Participate in quarterly calls with DOH and other grant partners. Share lessons learned and successes. More frequent one on one calls with DOH when needed.	Collaboration with other partners and DOH to improve statewide efforts to address the opioid/all drug epidemic.		

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Data Universal Numbering System (DUNS®) number.

Program Specific Requirements

Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):

- Subrecipients may not use funds for research.
- Subrecipients may not use funds for clinical care except as allowed by law.
- Subrecipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, subrecipients may not use funds to purchase furniture or equipment.
- No funds may be used for:
 - Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.
 - In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (<https://www.cdc.gov/grants/additionalrequirements/ar-35.html>).
 - Program funds cannot be used for purchasing naloxone, implementing or expanding drug “take back” programs or other drug disposal programs (e.g. drop boxes or disposal bags), or directly funding or expanding direct provision of substance abuse treatment programs. Such activities are outside the scope of this Notice of Funding Opportunity (NOFO).

Monitoring Visits (i.e., frequency, type, etc.):

DOH program staff may conduct site visits up to twice per funding year.

Billing Requirements:

Billing on an A19-1A invoice voucher must be received by DOH monthly. A new consolidated contract will begin Jan. 1, 2022 with funds left from this contract.

Special Instructions:

The following funding statement must be used for media (publications, presentations, manuscripts, posters, etc.) created using OD2A funding:

This publication (journal article, etc.) was supported by the Grant or Cooperative Agreement Number, NU17CE925007, funded by the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services.

Other:

These funds are a continuation of contract CLH18239.

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Injury & Violence Prevention Overdose Data to Action - Effective September 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

SOW Type: Original **Revision # (for this SOW)**

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Period of Performance: September 1, 2022 through August 31, 2023

Statement of Work Purpose: The purpose of this statement of work (SOW) is to add level funding for Overdose Data to Action (OD2A) Year 3 Supplement. Clallam County Health & Human Services (CCHHS) will support strategy 5 - Integration of State and Local Prevention Efforts, strategy 6 - Establishing Linkages to Care, and strategy 9 - Empowering Individuals to Make Safer Choices.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY22 OVERDOSE DATA TO ACTION PREV	77520272	93.136	333.93.13	09/01/22 08/31/23	0	87,000	87,000
					0	0	0
					0	0	0
					0	0	0
					0	0	0
					0	0	0
TOTALS					0	87,000	87,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.	Strategy 5: Start an Overdose Fatality Review group that will review all fatal overdoses that have occurred in Clallam County and identify any missed opportunities for prevention and intervention that may have prevented the overdose death (for both stimulant and opioid fatalities).	Progress report: Report on process and progress of OFR committee. Once established, report number of OFRs completed, findings, recommendations, and next steps/use of findings. Demonstrate how work aligns with Overdose Data to Action (OD2A) logic model.	Quarterly progress reports to DOH for all tasks. Due Dates: September-November due December 9, 2022. December-February due March 10, 2023. March-May due June 9, 2023.	Monthly invoices for actual cost reimbursement will be submitted to DOH. Total of all invoices will not exceed \$87,000 through August 31, 2023. (See Special Billing Requirements below.)
2.	Strategy 6: Track current drug use patterns and overdose history and link overdose survivors to harm reduction and treatment services. Since stimulant overdoses are not a reportable condition in Clallam County, collect non-HIPPA	Progress report: Describe program design, procedures, and policies. Describe successes, challenges, and ongoing		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	data for stimulant overdoses through ESSENCE and only follow up with an individual if the overdose is disclosed in the SSP by those individuals. Continue to investigate and track all opioid overdoses that occur within the county.	changes to program. Demonstrate how work aligns with OD2A logic model.	June-August final report for this funding period due September 29, 2023.	
3.	Strategy 6: Establish linkages to care for people who have experienced opioid overdose including linking stimulant overdose survivors to evidenced-based treatment and wraparound services as needed.	Progress report: Report on how awareness and coordination of care was improved. Are there any changes in number of referrals or amount of awareness for evidence-based treatment? Were any policies or procedures developed?		
4.	Strategy 9: The Prevention Specialist will connect with MOUD providers and other treatment programs, as well as community outreach to people who use drugs. Clallam County will continue to distribute small items purchased in Y3 to overdose survivors and SSP participants to help encourage engagement in the program including personal hygiene items and warm clothes and supplies. Clallam County will continue social media advertising to reach individuals who are at risk of overdose due to polysubstance use. The prevention specialist will work with the communications team to develop materials for social media advertisements. The county plans to secure funding to pay for the placement of the ads. Clallam County will distribute naloxone (DOH provides us with naloxone) and fentanyl test kits to people who use drugs and other community members when appropriate.	Progress report: Report on outreach endeavors with community partners. How was awareness increased on safer use practices? Provide media plan and data of outcomes. Report when fentanyl test strips are distributed, number of test kits distributed, and any feedback received. Demonstrate how work aligns with OD2A logic model.		
5.	Participate in quarterly calls with DOH and other grant partners. Share lessons learned and successes. More frequent one on one calls with DOH when needed.	Collaboration with other partners and DOH to improve statewide efforts to address the opioid/all drug epidemic.		

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on USASpending.gov by DOH as required by P.L. 109-282.

Program Specific Requirements

Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):

- Subrecipients may not use funds for research.
- Subrecipients may not use funds for clinical care except as allowed by law.
- Subrecipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, subrecipients may not use funds to purchase furniture or equipment.
- No funds may be used for:
 - Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.
 - In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (<https://www.cdc.gov/grants/additional-requirements/index.html>).
- Program funds cannot be used for purchasing naloxone, implementing or expanding drug “take back” programs or other drug disposal programs (e.g. drop boxes or disposal bags), or directly funding or expanding direct provision of substance abuse treatment programs. Such activities are outside the scope of this Notice of Funding Opportunity (NOFO).

Monitoring Visits (i.e., frequency, type, etc.):

DOH program staff may conduct site visits up to twice per funding year.

Billing Requirements:

Billing on an A19-1A invoice voucher must be received by DOH monthly.

Special Instructions:

The following funding statement must be used for media (publications, presentations, manuscripts, posters, etc.) created using OD2A funding:

This publication (journal article, etc.) was supported by the Grant or Cooperative Agreement Number, NU17CE925007, funded by the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Maternal and Child Health Block Grant - Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

SOW Type: Revision **Revision # (for this SOW)** 2

Period of Performance: January 1, 2022 through September 30, 2023

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Statement of Work Purpose: The purpose of this statement of work (SOW) is to support local interventions that impact the target population of the Maternal and Child Health Block Grant.

Revision Purpose: The purpose of this revision is to provide additional funding, add activities and deliverable due dates, and extend the period of performance and funding period from September 30, 2022 to September 30, 2023 for continuation of MCHBG related activities.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY22 MCHBG LHJ CONTRACTS	78101221	93.994	333.93.99	01/01/22 09/30/22	56,264	0	56,264
FFY23 MCHBG LHJ CONTRACTS	78101231	93.994	333.93.99	10/01/22 09/30/23	0	66,916	66,916
					0	0	0
					0	0	0
					0	0	0
					0	0	0
TOTALS					56,264	66,916	123,180

Task #	Activity	Deliverables/Outcomes	Due Date/ Time Frame	Payment Information and/or Amount
Maternal and Child Health Block Grant (MCHBG) Administration				
1a	Report actual expenditures for the six-month period October 1, 2021 through March 31, 2022	Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager	May 27, 2022	Reimbursement for actual costs, not to exceed total funding consideration. Action Plan and Progress Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
1b	Develop 2022-2023 MCHBG Budget Workbook for October 1, 2022 through September 30, 2023 using DOH provided template.	Submit MCHBG Budget Workbook to DOH contract manager	September 9, 2022	
1c	Participate in DOH sponsored MCHBG fall regional meeting.	Designated LHJ staff will attend regional meeting.	September 30, 2023	

Page 44 of 72

Task #	Activity	Deliverables/Outcomes	Due Date/ Time Frame	Payment Information and/or Amount
1d	Report actual expenditures for October 1, 2021 through September 30, 2022.	Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.	December 2, 2022	See Program Specific Requirements and Special Billing Requirements.
1e	Develop 2022-2023 MCHBG Budget Workbook for October 1, 2022 through September 30, 2023 using DOH provided template.	Submit MCHBG Budget Workbook to DOH contract manager.	September 9, 2022	
1f	Report actual expenditures for the six-month period from October 1, 2022 through March 31, 2023.	Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.	May 19, 2023	
Implementation				
2a	Report activities and outcomes of 2022 MCHBG Action Plan using DOH- provided template.	Submit quarterly Action Plan reports to DOH Contract manager.	January 15, 2022 April 15, 2022 July 15, 2022	Reimbursement for actual costs, not to exceed total funding consideration. Action Plan and Progress Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period. See Program Specific Requirements and Special Billing Requirements.
2b	Develop 2022-2023 MCHBG Action Plan for October 1, 2022 through September 30, 2023 using DOH-provided template.	Submit MCHBG Action Plan to DOH contract manager.	Draft August 19, 2022 Final- September 9, 2022	
2c	Report activities and outcomes of 2023 MCHBG Action Plan using DOH- provided template.	Submit monthly Action Plan reports to DOH Contract manager.	July-Sept 2022 quarterly report due October 15, 2022 November 15, 2022 December 15, 2022 January 15, 2023 February 15, 2023 March 15, 2023 April 15, 2023 May 15, 2023 June 15, 2023 July 15, 2023 August 15, 2023 September 15, 2023	
2d	Develop 2023-2024 MCHBG Action Plan for October 1, 2023 through September 30, 2024 using DOH-provided template.	Submit MCHBG Action Plan to DOH contract manager.	Draft- August 18, 2023 Final- September 8, 2023	
Children and Youth with Special Health Care Needs (CYSHCN)				
3a	Complete Child Health Intake Form (CHIF) using the CHIF Automated System on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance.	Submit CHIF data into Secure Access Washington website: https://secureaccess.wa.gov	January 15, 2022 April 15, 2022 July 15, 2022	Reimbursement for actual costs, not to exceed total funding consideration. Action Plan and Progress Reports must only

Task #	Activity	Deliverables/Outcomes	Due Date/ Time Frame	Payment Information and/or Amount
3b	Identify unmet needs for CYSHCN on Medicaid and refer to DOH CYSHCN Program for approval to access Diagnostic and Treatment funds to meet the need.	Submit completed Health Services Authorization forms and Central Treatment Fund requests directly to the CYSHCN Program as needed.	30 days after forms are completed.	reflect activities paid for with funds provided in this statement of work for the specified funding period. See Program Specific Requirements and Special Billing Requirements.
3c	Work with partners to share updated local CYSHCN resources with Within Reach / Help Me Grow (HMG).	Review resources for your local area on ParentHelp123.org annually for accuracy and submit any updates to Within Reach.	September 30, 2022	
3d	<i>Complete intake and renewal, per reporting guidance supplied by DOH, on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance.</i>	<i>Submit data to DOH per CYSHCN Program guidance.</i>	<i>October 15, 2022 January 15, 2023 April 15, 2023 July 15, 2023</i>	
3e	Identify unmet needs for CYSHCN on Medicaid and refer to DOH CYSHCN Program for approval to access Diagnostic and Treatment funds as needed.	Submit completed Health Services Authorization forms and Central Treatment Fund requests directly to the CYSHCN Program as needed.	30 days after forms are completed.	
3f	Work with partners to share updated local CYSHCN resources with Within Reach / Help Me Grow (HMG).	Review resources for your local area on ParentHelp123.org annually for accuracy and submit any updates to Within Reach.	September 30, 2023	

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal subrecipient funding.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on USASpending.gov by DOH as required by P.L. 109-282.

Program Specific Requirements

*All training costs and all travel expenses for such training (for example: per diem, hotel, registration fees) must be pre-approved, unless identified in preapproved Budget Workbook. Submit a paragraph to your Community Consultant explaining why the training is **necessary** to implement a strategy in the approved work plan. Details should also include total cost of the training and a link to or brochure of the training. Retain a copy of the Community Consultant's approval in your records.*

Program Manual, Handbook, Policy References:

Children and Youth with Special Health Care Needs Manual -

<https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/PublicHealthSystemResourcesandServices/LocalHealthResourcesandTools/MaternalandChildHealthBlockGrant/ChildrenandYouthWithSpecialHealthCareNeeds>

Health Services Authorization (HSA) Form

<http://www.doh.wa.gov/Portals/1/Documents/Pubs/910-002-ApprovedHSA.docx>

Restrictions on Funds:

1. At least 30% of federal Title V funds must be used for preventive and primary care services for children and at least 30% must be used services for children with special health care needs. [Social Security Law, Sec. 505(a)(3)].
2. Funds may not be used for:
 - a. Inpatient services, other than inpatient services for children with special health care needs or high risk pregnant women and infants, and other patient services approved by Health Resources and Services Administration (HRSA).
 - b. Cash payments to intended recipients of health services.
 - c. The purchase or improvement of land, the purchase, construction, or permanent improvement of any building or other facility, or the purchase of major medical equipment.
 - d. Meeting other federal matching funds requirements.
 - e. Providing funds for research or training to any entity other than a public or nonprofit private entity.
 - f. Payment for any services furnished by a provider or entity who has been excluded under Title XVIII (Medicare), Title XIX (Medicaid), or Title XX (social services block grant).[Social Security Law, Sec 504(b)].
3. If any charges are imposed for the provision of health services using Title V (MCH Block Grant) funds, such charges will be pursuant to a public schedule of charges; will not be imposed with respect to services provided to low income mothers or children; and will be adjusted to reflect the income, resources, and family size of the individual provided the services. [Social Security Law, Sec. 505 (1) (D)].

Monitoring Visits: Telephone calls with DOH contract manager as needed.

Billing Requirements: Payment is contingent upon DOH receipt and approval of all deliverables and an acceptable A19-1A invoice voucher. Payment to completely expend the "Total Consideration" for a specific funding period will not be processed until all deliverables are accepted and approved by DOH. Invoices must be submitted quarterly by the 30th of each month following the quarter in which the expenditures were incurred and must be based on actual allowable program costs. Billing for services on a monthly fraction of the "Total Consideration" will not be accepted or approved.

Special Instructions: Contact DOH contract manager *below* for approval of expenses not reflected in approved budget workbook.

MCHBG funds may be expended on COVID-19 response activities that align with maternal and child health priorities. Examples may include:

- Providing support in educating the MCH population about COVID-19 through partnerships with other local agencies, medical providers, and health care organizations.
- Working closely with state and local emergency preparedness staff to assure that the needs of the MCH population are represented.
- Funding infrastructure that supports the response to COVID-19. For example, Public Health Nurses who are routinely supported through the Title V program may be able to be mobilized, using Title V funds or separate emergency funding, to support a call center or deliver health services.
- Partnering with parent networks and health care providers to provide accurate and reliable information to all families.
- Engaging community leaders, including faith-based leaders, to educate community members about strategies for preventing illness

Restrictions listed above continue to apply.

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: NEP PIC NTA 0153 Enhanced Phase 2 -
Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

SOW Type: Revision **Revision # (for this SOW)** 1

Period of Performance: January 1, 2022 through November 30, 2023

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Statement of Work Purpose: The purpose of this statement of work (SOW) is to protect and recover (upgrade) harvestable shellfish beds within Dungeness Bay. Tasks include: monitor water quality, and identify and correct sources of pollution (e.g., onsite sewage systems, agriculture, pet waste) in Upper Matriotti Creek and Bell Creek, as well as previous PIC focus areas. This work also supports an OSS cost-share program as a subaward to Clallam Conservation District.

Note: The total funding allocation is the estimated unspent funding from the 2018-2021 contract and may be adjusted if necessary in a future contract amendment.

Revision Purpose: The purpose of this revision is to extend the period of performance and funding end date from September 30, 2022 to November 30, 2023.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change None	Total Allocation
PS SSI 1-5 PIC TASK 4	261K1208	66.123	333.66.12	01/01/22	11/30/23	311,808	0	311,808
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						311,808	0	311,808

GOALS & MEASURABLE OBJECTIVES

This simply summarizes key deliverables and measures called out in the tasks below. This table is a component of the FEATS report.

Description (e.g., "shellfish beds reopened")	Units (e.g., "acres")	Targets ("number")
Number of upgraded acres from Conditionally Approved to Approved in Dungeness Bay	Acres	90
Number of landowners in PIC target area educated about purpose of PIC projects to improve water quality	Landowners	100
Number of priority pollution sources identified in PIC focus area(s)	On-site septic systems (OSS), agriculture, pet waste	5
Number of OSS failures identified	OSS failures	10
Number of OSS failures corrected	OSS corrected	10
Number of OSS cost share projects completed	OSS Corrected	10

Number of hotspots identified	Hotspots found	5
Number of hotspots corrected	Hotspots fixed	5
Number of enforcement actions	Enforcement	5

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount				
TASK 1. PROJECT DEVELOPMENT This task must be completed before initiating any other work under this subaward. Work completed prior to the completion of Task 0 will be ineligible for reimbursement under this subaward.								
1.0	PROJECT SPATIAL DATA COORDINATES Provide relevant spatial data for the project in the following format: (latitude, longitude). Please use a representative sample site in the project area as applicable or the coordinates of a subrecipient’s office may also be used when a specific project site is not available. PROJECT LOCATION: <table><tr><td>18a. Latitude</td><td></td><td>18b. Longitude</td><td></td></tr></table>	18a. Latitude		18b. Longitude		Project Spatial Data and Climate Assessment	By first Quarterly Report	Reimbursement up to \$1,176 based on actual costs.
18a. Latitude		18b. Longitude						
1.2	QUALITY ASSURANCE PROJECT PLAN (QAPP) DEVELOPMENT Work related to collecting or using environmental data may not begin until a Quality Assurance Project Plan (QAPP) is completed and approved. DOH and Ecology’s NEP Quality Coordinator (NEP QC) will determine if a QAPP is required for this project. DOH will notify subrecipient in writing if a QAPP is required or is not required. If a QAPP is required, subrecipients will work with DOH and NEP QC to develop and submit a QAPP for approval. The QAPP development and approval process is a multi-step process. See EPA Federal Terms and Conditions, Programmatic Condition M. Quality Assurance Requirements (2 CFR 1500.11) in this agreement for directions. For more information, review the Washington State Department of Ecology’s NEP Quality Assurance web page: https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees .	QAPP (if required) a. QAPP addendum submitted for review and approval b. QAPP approved with fully executed signature page	a. 30 days after contract start date. b. Before collecting or analyzing environmental data.					
1.3	EVALUATION PLAN AND REPORTING FORM (DOH TEMPLATE): Before beginning work, subrecipient will complete the Evaluation Plan (a short one-page planning document) describing the program’s plans for evaluation, including data collection methods. Then, following project completion, they will complete the Evaluation Reporting Form (a short one-page document used to discuss the outcome results and what the results say about the impact and success of the program activities).	a. Evaluation Plan b. Evaluation Reporting	a. Draft due within 60 days of agreement start date. b. 30 days before contract end date					

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
TASK 2. PROJECT MANAGEMENT AND REPORTING This task describes the data collection and reporting requirements associated with this subaward. Maintenance of project records, submittal of payment vouchers, fiscal forms, and progress reports; compliance with applicable procurement, contracting and inter-local agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project and submittal of required performance items. Carry out project in accordance with any completion dates outlined in the agreement. Refer to and comply with all underlying federal terms and conditions.				
2.1	PROJECT FACTSHEET Create a project factsheet (using provided template) and submit in MS Word and PDF with first quarterly report. An updated factsheet is due at the end of the contract.	Project Fact Sheet	Due with first Quarterly Report	Reimbursement up to \$8,736 based on actual costs.
2.2	MONTHLY INVOICING AND PROGRESS SUMMARY The subrecipient will submit invoices with all applicable forms included following the DOH ConCon billing process. Invoices must be submitted monthly after work is completed. Invoices will be reviewed for consistency with progress. The subrecipient will email monthly invoices to NEPInvoices@doh.wa.gov and deliverables to the DOH Contract Manager. The reporting periods are synced to inform the grant program's EPA reporting schedule; therefore, it is critical that the subrecipient submit according to the following schedule. Progress reports shall include, at a minimum: • A description of the work completed in the last month, including total spending by the subrecipient any partners and any completed deliverables. • The status and completion date for the project activities and near-term deliverables. • Description of any problem or circumstances affecting the completion date, scope of work, or costs. • Evidence that you have satisfactorily completed all the reporting requirements (see below).	Invoices and Project Summaries	Monthly (FEATS will serve as quarterly project summary for Quarter 1 and Quarter 3, annually. See FEATS schedule in Task 2.3)	
2.3	FEATS (TEMPLATE WILL BE PROVIDED) Complete bi-annual <i>Financial and Ecosystem Accounting Tracking System</i> (FEATS) progress reports, as well as a final FEATS report. The final FEATS report, reflecting the final project billing, will be provided during project closeout, after the end of the grant, and will describe the entire project, highlighting project outcomes and discussing lessons learned. See also EPA Terms and Conditions, Programmatic Conditions A. <i>Semi-Annual Performance Reports</i> and B. <i>Final Report</i> in this agreement.	Semi-annual FEATS reports	April 1 and October 1, annually and upon contract completion.	
2.4	PUGET SOUND PARTNERSHIP REQUIRED NTA REPORTING NTA owners are required to report to the Puget Sound Partnership (PSP) on the implementation status of their actions on a semiannual basis and the financial status of their actions on an annual basis. Consult with PSP for specific deadlines.	a. Implementation Status	a. Annual, spring and fall and upon contract end.	

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		b. Financial Status	b. Annual, summer and upon contract end.	
2.5	WATER QUALITY EXCHANGE (WQX) DATA REPORTING WQX refers to an electronic database for water quality monitoring data developed by EPA. If subrecipients collect any physical, chemical or environmental data (e.g. dissolved oxygen, water temperature, salinity, turbidity, pH, phosphorous, total nitrogen, E. coli or Enterococci, and other biological and habitat data) WQX reporting will be required. Data can be submitted quarterly or annually for an entire calendar year (Jan. 1 – Dec. 31). To assist in tracking in WQX, name your project as follows: <i>NEP_2019_(insert organization name)</i>; the unique project ID needs to be 35 characters or less. Include the WQX ID in the quarterly progress reports. Error! Hyperlink reference not valid. is an entry verification sample for reference.	Proof of WQX data entry	Quarterly per Task 2.2-2.3 schedule Final WQX entry completed upon contract completion	
2.6	WOMEN/MINORITY-OWNED BUSINESS (MBE/WBE) REPORTS Subrecipients are required to submit MBE/WBE utilization reports annually. Reports will be in the following format and will include all qualifying purchases. Reporting periods are from October 1 to September 30 annually. Reports are due to DOH 15 calendar days after the end of each reporting period.	MBE/WBE Reporting (See EPA Terms and Conditions: Administrative Condition B in this document for reporting form)	October 15, annually and upon contract completion	
2.7	BROADER COMMUNICATIONS (PRESENT AT REGIONAL CONFERENCE AND SUBMIT PROJECT PHOTOS) Participate in and present project outcomes at a regional event relevant to the project topic (conference, forum, stakeholder workshop, etc.). Work with DOH to determine targeted audience and ensure purpose of communication is clear. Submit draft materials to DOH for review prior to event. In addition, submit high-quality project photos or video clips of the project (process, progress, etc.). Ensure anyone in the photo or video has signed a release in case photos or videos are used for future publications. NOTE: INTERNATIONAL TRAVEL REQUIRES PRE-APPROVAL.	a. Present at regional conference, for example PIC or WSEHA Submit draft presentation materials to DOH for review b. Submit photos	a. Minimum two-week review b. By contract end date	
2.8	FINAL PROJECT REPORT (DOH TEMPLATE) A brief final report (approximately 1-2 pages) will be written by the project owners that describes the methods, results, lessons learned and recommendations for future work. The final report will evaluate the success of achieving the performance measures identified in the detailed project plan. Included with the final project report will be an updated Project Factsheet (see 2.1).	a. Draft Final Report Final Report	a. Draft due 30 days prior to contract end date; Final due upon contract completion	

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		b. Updated Fact Sheet (see Task 2.1)	b. Contract end date	
TASK 3. POLLUTION IDENTIFICATION AND CORRECTION (PIC) Failing onsite septic systems (OSS) will be identified and repaired; working OSS will be monitored and maintained by providing education, technical and financial assistance, and enforcing routine inspection requirements. Agricultural (AG) problems contributing to fecal pollution will be identified and remediated. Best management practices (BMPs) and education for animal and pet waste will be implemented. Protocols for investigative actions within the PIC area including definition of a hotspot, dye testing, site inspections, and OSS enforcement can be found in the 2014 document "Pollution Identification and Correction for the Sequim Bay-Dungeness Watershed Clean Water District".				
3.1	PIC PROGRAM COORDINATION PIC advisory group meetings with project partners will be held quarterly or as needed to advance collaborative work in the PIC project area. Partners will report on their work according to a format developed by the group. The advisory group will select the next PIC focus area (Phase 2). Group will provide oversight, guidance and structure for consistent procedures for the PIC program. PIC sub-meetings specific to PIC outside of Clean Water Work Group (CWWG) as needed throughout project. Coordinate with landowners within the project area. Hold one (1) to two (2) open house public meetings in the Project Area to inform landowners of project Determine segmented sampling locations in PIC Project Area. Review history of landowner cooperation and access points in conjunction with locations of OSS and AG to determine best sampling locations.	Describe progress in quarterly and FEATS reports. a. Documentation of PIC focus area (Phase 2) selected by PIC Partners and CWWG b. Meeting frequency – CWWG Quarterly Meetings (submit notes and attendance) for all CWWG meetings conducted under this contract c. -Meeting notes and attendance for any meetings conducted under this contract d. Open House meeting agenda, attendance, and handouts provided for all Open House's conducted under this contract. e. Submit map with segmented sampling sites	Per Task 2 reporting schedule a. Project area map December 1, 2020 b. Quarterly per Task 2.2-2.3 schedule as applicable c. Quarterly per Task 2.2-2.3 schedule as applicable d. Quarterly per Task 2.2-2.3 schedule as applicable e. Segmented sampling sites map December 1, 2020	Reimbursement up to \$56,956 based on actual costs.

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3.2	POLLUTION IDENTIFICATION AND CORRECTION This includes conducting sanitary surveys and sampling shoreline tributaries to identify sources of fecal coliform bacteria and/or E. coli bacteria. Once a source is identified, the SUBRECIPIENT will work to eliminate or mitigate the source. All pollution identification data paid for by the grant will be shared with state or federal agencies upon request. Within the PIC project area Clallam County will conduct pollution source follow-up, technical assistance, and enforcement with regulatory backstopping by Clallam County Department of Community Development, USDA, and WDFW as needed, depending on facility type.	a. Investigation Flowchart* (submit updated charts as needed and with new funds) b. Collect approximately 425 water samples c. Report the number of sites requiring resampling d. Conduct approximately 5 sanitary surveys e. Report number of failing septic systems identified f. Report number of failing septic systems corrected	a. With Draft QAPP or before sampling begins b. 10% by December 31, 2020 30% by February 28, 2022 60% by April 30, 2022 c. Quarterly per Task 2.2-2.3 schedule as applicable d. By contract end date e-f. FEATS (Task 2) in the format: • number, • type, • location, and • status of pollution sources identified	
3.3	OUTREACH AND EDUCATION The Subrecipient will develop a long-term education and outreach plan and implementation methodology in the Dungeness Watershed/Focus Area. This plan may incorporate Evaluation Plan and Report Form from Task 1.3. The Subrecipient will develop educational and marketing tools based on the Plan. The Subrecipient will conduct presentations to local groups and organizations, and attend fairs or events. The Subrecipient will then develop an evaluation report that assesses the success of the education and outreach effort (may incorporate Report from Task 1.3). Submit draft materials to DOH for minimum two-week review prior to distributing.	a. Plan and implementation methodology b. Develop educational and marketing tools. These include brochures, postcards, direct mailings, and social media campaigns.	a. June 30, 2021 b. June 30, 2021 c. Per Task 2 schedule	

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Recognition of EPA Funding Per EPA Programmatic Term and Condition #5 in this award, reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement: “This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J18001 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”	c. Report on presentations to local groups and organizations, and attend fairs or events d. Evaluation report (include additional or amended education and marketing tools).	d. August 30, 2022 October 30, 2023	
3.4	STRATEGIC PLANNING/SUSTAINABLE FUNDING EFFORTS (specific efforts and related costs may vary) Strategic planning efforts will be conducted to develop and implement a plan to enhance the SUBRECIPIENT'S PIC efforts to reduce bacterial contamination in the shellfish growing areas of Clallam County. The SUBRECIPIENT will develop a strategic plan, which addresses the key elements in the <u>Pollution Identification and Correction (PIC) Program Guidance</u> developed by Kitsap Public Health District in partnership with the Departments of Health and Ecology, dated February 2016.	a. Draft planning/funding documents b. List of planning partners c. Planning timeline d. Final plan	a. January 15, 2021 b. January 15, 2021 c. January 15, 2021 d. Completed final plan due: January 15, 2021 and subject to revisions through January 15, 2022	
3.5	PIC TRAINING AND WORKSHOPS Sponsor one PIC workshop and/or other trainings/events to share information and resources around the region. This may be done in coordination with other PIC Program Coordinators. Attend relevant PIC trainings/workshops.	a. Coordinate a minimum of one PIC Workshop or other training. b. Attend PIC relevant trainings/workshops.	a. September 30, 2022 b. N/A	
TASK 4. CLALLAM CONSERVATION DISTRICT ONSITE SEPTIC COST-SHARE PROGRAM IMPLEMENTATION Clallam Conservation District (CCD) will manage funds and cost-share projects for onsite septic system (OSS) repairs. Clallam County Environmental Health will be responsible for oversight of the funds for the project and all sub-subrecipients as outlined in the <i>Guidelines</i>. <u>DOH will periodically assess progress of expenditures and may withdraw funds if they are not being spent in a timely manner.</u> The CCD OSS Cost-Share program will provide the following services: • Conduct outreach to landowners and stakeholders regarding OSS cost-share program • Assist applicants with application process • Review and approve/disapprove applications • Complete cost-share process through installation and County approval. • Conduct administrative tasks for grant reporting, coordination, and cost share reimbursement.				

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	• Maintain project records and submit grant reporting information. • Collect and report necessary information for payment vouchers. • Provide administrative assistance to participants to meet reporting requirements for cost share reimbursement. • Submit progress reports and cost share reimbursements with the number, type, cost and location, as well as before and after photos of each OSS project completed and in progress and the total amount spent for each reporting period and a running total. • SECTION 106 Before any ground disturbing work has started the Subrecipient will work with DOH to conduct cultural resource review for funded repairs in a timely manner. The Subrecipient will submit an EZ1 Form and will maintain an up-to-date Inadvertent Discovery Plan (IDP). (The IDP is also submitted as a deliverable.) The Subrecipient shall comply with the additional requirements under Section 106 of the National Historic Preservation Act (NHPA, 36 CFR 800). Subrecipient shall take reasonable action to avoid, minimize, or mitigate adverse effects to archeological and historic resources. Activities associated with archaeological and historic resources are an eligible reimbursable cost subject to approval by DOH. Subrecipient shall: a) Contact DOH NEP Program to discuss any Cultural Resources requirements for the project: • For capital construction projects, if required, comply with Governor Executive Order 05-05, Archaeology and Cultural Resources. • For projects with any federal involvement, if required, comply with the National Historic Preservation Act. • Any cultural resources federal or state requirements must be completed prior to the start of any work on the project site. b) Submit an Inadvertent Discovery Plan (IDP) to DOH prior to implementing any project that involves ground disturbing activities. DOH will provide the IDP form. DOH shall: • Keep the IDP at the project site. • Make the IDP readily available to anyone working at the project site. • Discuss the IDP with staff and contractors working at the project site. • Implement the IDP when cultural resources or human remains are found at the project site. c) If any archeological or historic resources are found while conducting work under this Agreement: • Immediately stop work and notify the DOH NEP Program, the Department of Archaeology and Historic Preservation at (360) 586-3064, any affected Tribe, and the local government. d) If any human remains are found while conducting work under this Agreement: • Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, and then the DOH NEP Program. e) Comply with RCW 27.53, RCW 27.44.055, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting cultural resources and human remains.			
4.1	OSS Cost-Share Program: a. Upon receiving a referral from Clallam County Environmental Health, Clallam Conservation District (CCD) will vet and assist applicants and submit a list of proposed OSS Cost-Share projects for DOH review. DOH will review the projects and locations for eligibility. b. CCD will administer funds for up to 75% of the system repair or replacement and 100% of the design costs of approved cost-share OSS system replacements. c. Report on the number, type and location of OSS systems installed and/or in progress and the total spent for each reporting period and the total to date spent. Submit before and after photos of each installation. The final report will provide a summary of completed OSS Cost-Share projects.	a. Submit CCEH referral and proposed OSS Cost-Share project to DOH prior to CCD Board approval. b. Documentation, including photos, for 10 cost-share projects c. Describe progress in quarterly and FEATS reports.	a. Ongoing b. September 20, 2022 November 30, 2023 c. Per Task 1 schedule	Reimbursement up to \$244,100 based on actual costs.

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
TASK 5. INDIRECT COSTS Indirect costs calculated at 33.81% of salaries.				
5.1	Indirect costs calculated at 33.81% of salaries.	Invoiced on a continuing basis.	Ongoing	Reimbursement up to \$11,847 based on actual costs.

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Program Specific Requirements

BUDGET	
Category	Amount
Personnel/Salaries	\$35,040
Fringe Benefits	\$14,016
Travel	\$0
Equipment (federal definition – anything over \$5,000)	\$0
Supplies	\$0
<u>Contracts</u>	
Lincoln Street Shipping: shipping nutrient samples at \$420	\$4,970
UW Marine Lab: nutrient analysis at \$4,550	
Other	
• CCEH Water Lab: \$12,750 for 425 samples	
• Clallam Conservation District subaward for OSS	
Cost-Share program: \$244,100	
• Room Rental: \$92	
	\$256,942
Total Direct Charges	\$310,968
Indirect Charges (federally approved rate) 33.81% **verify approved rate at INSERT GRANTS UNIT LINK**	\$11,847
TOTAL – Not to Exceed \$322,815	\$322,815

Special Requirements:**Federal Funding Accountability and Transparency Act (FFATA)**

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Data Universal Numbering System (DUNS®) number.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](https://www.usaspending.gov) by DOH as required by P.L. 109-282.

Program Manual, Handbook, Policy References:

Clallam County On-Site Septic System Management Plan, June 12, 2007

Pollution Identification and Correction for the Sequim Bay-Dungeness Watershed Clean Water District, December 2014

Staffing Requirements:

This project will utilize existing staff including the Environmental Health Water Quality Specialist, onsite grant Environmental Health Specialist, Database Administrator, and Health and Human Services Accounting Office working on the PIC Program.

Special References:

WAC 246-272A, RCW 70.118A, Puget Sound Action Agenda, Interim PIC Program Protocols

Federal funds from the Environmental Protection Agency (EPA) National Estuary Program (NEP) Account must be used to implement elements and activities of the local on-site sewage management plans that do not conflict with and are consistent with the goals, strategies, objectives, and actions of the Puget Sound Action Agenda.

Monitoring Visits:

The DOH program contact may conduct at least one monitoring visit during the life of this project. The type, duration, and timing of visit will be determined and scheduled in cooperation with the subawardee. The DOH Fiscal Monitoring Unit may at least one fiscal monitoring visit during the life of this project.

Special Instructions:

Progress reports are due to DOH via email to jill.stewart@doh.wa.gov on April 1st, and October 1st of every year, and upon project completion. Minority and Women-Owned business Reporting is due to megan.schell@doh.wa.gov on the following dates: October 15 annually, and upon project completion.

All environmental data must be entered by the LHJ into EPA's Water Quality Exchange data system (WQX) at <https://www.epa.gov/waterdata/water-quality-data-wqx>. The semi-annual report format and data reporting requirements will be provided by DOH and may be modified throughout the contract period via email announcement.

Program Specific Requirements/Narrative

The following provisions are the pass-thru requirements of all U.S. EPA - DOH subawards funded under cooperative agreement PC01J18001.

Administrative Conditions**1. General Terms and Conditions**

The General Terms and Conditions of this agreement are updated in accordance with the link below. However, these updated conditions apply solely to the funds added with this statement of work and any previously awarded funds not yet disbursed by the subrecipient as of the award date of this amendment. The General Terms and Conditions cited in the original award or prior funded amendments remain in effect for funds disbursed by the subrecipient prior to the award date of this amendment.

The subrecipient agrees to comply with the current EPA general terms and conditions available at: https://www.epa.gov/sites/production/files/2019-09/documents/fy_2020_epa_general_terms_and_conditions_effective_october_1_2019.pdf

These terms and conditions are binding for disbursements and are in addition to or modify the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at <http://www.epa.gov/grants/grant-terms-and-conditions>.

2. Extension of Project/Budget Period Expiration Date

EPA has not exercised the waiver option to allow automatic one-time extensions for non-research grants under 2 CFR 200.308 (d)(2). Therefore, if a no-cost time extension is necessary to extend the period of availability of funds the subrecipient must submit a written request to the DOH Contract Manager prior to the budget/project period expiration dates. **The written request must include:** a justification describing the need for additional time, an estimated date of completion, and a revised schedule for project completion including updated milestone target dates for the approved workplan activities. In addition, if there are overdue reports required by the general, administrative, and/or programmatic terms and conditions of this assistance agreement, the subrecipient must ensure that they are submitted along with or prior to submitting the no-cost time extension request.

3. Disadvantaged Business Enterprise (DBEs)

UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES

GENERAL COMPLIANCE, 40 CFR, Part 33

The subrecipient agrees to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33 except as described below based upon the associated class deviation.

EPA MBE/WBE CERTIFICATION, 40 CFR, Part 33, Subpart B

A class exception to the following provisions of Subpart B of 40 CFR Part 33 has been issued suspending the EPA MBE/WBE certification program: §33.204(a)(3) providing that an entity may apply to EPA MBE or WBE certification after unsuccessfully attempting to obtain certification as otherwise described in §33.204; and §33.205 through and including §33.211. The class exception was authorized pursuant to the authority in 2 CFR 1500.3(b).

SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, the subrecipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that subrecipients, loan recipients, and prime contractors also comply.

Records documenting compliance with the six good faith efforts shall be retained:

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- (f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302

The subrecipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302 (a)-(d) and (i).

BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)

Subrecipients of a Continuing Environmental Program Grant or other annual reporting grant agree to create and maintain a bidders list. Subrecipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D

A class exception to the entire Subpart D of 40 CFR Part 33 has been authorized pursuant to the authority in 2 CFR 1500.3(b). Notwithstanding Subpart D of 40 CFR Part 33, subrecipients are not required to negotiate or apply fair share objectives in procurements under assistance agreements.

MBE/WBE REPORTING- SPECIFIC CHANGES PURSUANT TO CLASS DEVIATION, 40 CFR, Part 33, Subpart E

When required, the subrecipient agrees to complete and submit a "MBE/WBE Utilization Under Federal Grants and Cooperative Agreements" report (EPA Form 5700-52A) on an annual basis. The current EPA Form 5700-52A can be found at the EPA Grantee Forms Page at

<https://www.epa.gov/grants/epa-grantee-forms>.

Annual reports are due by October 1st of each year. Final reports are due by October 15th or 90 days after the end of the project period, whichever comes first.

This provision represents an approved deviation from the MBE/WBE reporting requirements as described in 40 CFR, Part 33, Section 33.502.

4. Contingent Funding

EPA is funding this agreement incrementally. There is no guarantee of funding beyond the first year. The **Total Approved Assistance Amount** identified on Line 12 of the budget table of this award is contingent upon the availability of appropriated funds, EPA funding priorities, and satisfactory progress in carrying out the activities described in the scope of work. If EPA informs the recipient that the amount on Line 12 will be reduced, the recipient agrees to provide an updated workplan.

5. Indirect Costs for States and Tribal (also listed in General Terms and Conditions)

The cost principles of 2 CFR 200 Subpart E are applicable, as appropriate, to this award.

In addition to the General Terms and Conditions "Indirect Cost Rate Agreements", if the subrecipient does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal in accordance with 2 CFR 200 Appendix VII.

For State Agencies

The subrecipient must send its proposal to its cognizant federal agency within six (6) months after the close of the governmental unit's fiscal year. If EPA is the cognizant federal agency, the state subrecipient must send its indirect cost rate proposal within six (6) months after the close of the governmental unit's fiscal year to:

Regular Mail

Financial Analysis and Rate Negotiation Service Center Office of Acquisition Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC 3802R Washington, DC 20460

Mail Courier (e.g. FedEx, UPS, etc.)

Financial Analysis and Rate Negotiation Service Center Office of Acquisition Management
US Environmental Protection Agency
1300 Pennsylvania Avenue, NW, 6th floor Bid and Proposal Room Number 61107 Washington, DC 20004

For Indian Tribe

If the subrecipient does not have a previously established indirect cost rate, the subrecipient must submit their indirect cost rate proposals to:

National Business Center Indirect Cost Services
U.S. Department of the Interior 2180 Harvard Street, Suite 430 Sacramento, CA 95815-3317

The subrecipient agrees to comply with the audit requirements in accordance with 2 CFR 200 Subpart F.

6. Consultant Cap (also listed in General Terms and Conditions)

EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by subrecipients or by a subrecipient's contractors or subcontractors is limited to the maximum daily rate for a Level IV of the Executive Schedule, available at:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the subrecipient will pay these in accordance with their normal travel reimbursement practices). The annual salary is divided by 2087 hours to determine the maximum hourly rate, which is then multiplied by 8 to determine the maximum daily rate.

Programmatic Conditions

Program Programmatic Terms and Conditions: 3/2020

1. Semi-Annual Performance Reports

The subrecipient shall submit performance reports for EPA's Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS) every six (6) months during the life of the project. Reports are due the first calendar days after the end of each reporting period. The reporting periods shall end March 31st and September 30th of each calendar year. Reports shall be submitted to the DOH Contract Manager electronically on the FEATS form provided by the Contract Manager.

In accordance with 2 CFR 200.328, as appropriate, the subrecipient agrees to submit performance reports that include brief information on each of the following areas:

- (a) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
- (b) The reasons why established goals were not met, if appropriate;
- (c) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

In addition to the semi-annual performance reports, the subrecipient shall immediately notify the DOH Contract Manager of developments that have a significant impact on the award-supported activities. As appropriate, the subrecipient agrees to inform the DOH Contract Manager as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

2. Final Performance Report

The subrecipient shall submit a final performance report through FEATS, which is due 90 calendar days after the expiration or termination of the award. The report shall be submitted to the DOH Contract Manager and must be provided electronically. The report shall generally contain the same information as in the periodic reports but should cover the entire project period. After completion of the project, the DOH Contract Manager may waive the requirement for a final performance report if the DOH Contract Manager deems such a report is inappropriate or unnecessary.

3. Program Income - Addition

If program income is generated, the subrecipient is required to account for program income related to this project. Program income earned during the project period shall be retained by the subrecipient and shall be added to funds committed to the project by DOH and the subrecipient, and shall be used to further eligible project objectives.

4. Recognition of EPA Funding

Reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement:

"This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J18001 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

5. Peer Review

The results of this project may affect management decisions relating to Puget Sound. Prior to finalizing any significant technical products the Principal Investigator (PI) of this project must solicit advice, review and feedback from a technical review or advisory group consisting of relevant subject matter specialists. A record of comments and a brief description of how respective comments are addressed by the PI will be provided to the Project Monitor prior to releasing any final reports or products resulting from the funded study.

6. Competency of Organizations Generating and/or Using Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, subrecipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at https://www.epa.gov/sites/default/files/2017-05/documents/policy_to_assure_the_competency_of_organizations.pdf.

Federal Assistance Agreement Funds Exceed or Expect to Exceed \$200,000

Subrecipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable. Subrecipient agrees to submit documentation and demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data.

R10 Quality Assurance Team Contact: Donald M. Brown at (206) 553-0717 or email: brown.donaldM@epa.gov.

7. WQX Requirement (Updated STORET Condition – Water Quality Exchange Replaces STORET) – 3/2020

Subrecipients are required to institute standardized reporting requirements into their work plans and include such costs in their budgets. All water quality data generated in accordance with an EPA approved Quality Assurance Project Plan (QAPP) as a result of this assistance agreement, either directly or by subaward, will be required to be transmitted into the Water Quality Portal (WQP) using either WQX or WQX web.

Water quality data appropriate for the Water Quality Portal (WQP) include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. The Water Quality Exchange (WQX) is the water data schema associated with the EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the Water Quality Portal structure. WQX web is a web-based tool to convert data into the WQX format for smaller data generators that are not direct partners on the Exchange Network. More information about WQX, WQX web, and the Water Quality Portal, including tutorials, can be found at:

<https://www.epa.gov/waterdata/water-quality-data-wqx>.

If activities submitted as match for this federal assistance agreement involve the generation of water quality data, the resulting information must be publicly accessible (in the Water Quality Portal or some other database). Subrecipients are encouraged to develop a cross walk between any non-WQX database utilized for the storage of water quality data associated with match activities and EPA's Water Quality Exchange (WQX).

8. Riparian Buffers

Riparian buffer restoration projects in agricultural areas shall be consistent with the interim riparian buffer recommendations provided to EPA and the Natural Resource Conservation Service by National Marine Fisheries Service letters of January 30, 2013 (stamp received date - February 4, 2013) and April 9, 2013 (stamp received date – April 16, 2013), or the October 28, 2013 guidance. Grantees shall confirm in writing projects' consistency with the recommendations referenced above. When developing project proposals, grantees also should consider the extent to which proposals include appropriate riparian buffers or otherwise address pollution sources on other water courses on the properties in the project area to support water quality and salmon recovery. Deviations can only be obtained through an exception approved by EPA. In order for EPA to evaluate a request for an exception, the grantee must submit the scientific rationale demonstrating adequacy of buffers for supporting water quality and salmon recovery. The request must summarize tribal input on the scientific rationale or other relevant issues.

The scientific rationale could be developed from sources such as site-specific assessment data, salmon recovery plans, Total Maximum Daily Loads (TMDLs) and the state nonpoint plan. EPA will confer with the National Oceanic and Atmospheric Administration (NOAA) and the Washington Department of Ecology and provide the opportunity for affected tribes to consult with EPA before making a final decision on a deviation request.

9. International Travel (Including Canada) – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

All International Travel must be approved by the Office of International and Tribal Affairs (OITA) BEFORE travel occurs. Even a brief trip to a foreign country, for example to attend a conference, requires OITA approval. Please contact your DOH Contract Manager as soon as possible if travel is planned out of the country, including Canada and/or Mexico, so that they can obtain appropriate approvals from EPA Headquarters. If you have questions, please contact your DOH Contract Manager listed on the approval page of the Award Document.

10. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov

11. Lobbying and Litigation — PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.**All Subrecipients.**

- i. The chief executive officer of this subrecipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the U.S. unless authorized under existing law. The subrecipient shall abide by the Cost Principles available at 2 CFR 200 which generally prohibits the use of federal grant funds for litigation against the U.S. or for lobbying or other political activities.
- ii. The subrecipient agrees to comply with Title 40 CFR Part 34, New Restrictions on Lobbying. The subrecipient shall include the language of this provision in award documents for all subawards exceeding \$100,000 and require that subrecipients submit certification and disclosure forms accordingly.
- iii. In accordance with the Byrd Anti-Lobbying Amendment, any subrecipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
- iv. Contracts awarded by a subrecipient shall contain, when applicable, the anti-lobbying provision as stipulated in the Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- v. Pursuant to Section 18 of the Lobbying Disclosure Act, the subrecipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are ineligible for EPA subawards.

12. Quality Assurance Requirements (2 CFR 1500.11)

Acceptable Quality Assurance documentation (QAPP) must be submitted to the DOH Contract Manager and NEP Quality Coordinator (NEP QC) within 30 days of the acceptance of this agreement or another date as negotiated with the DOH Contract Manager. No work involving direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology shall be initiated under this project until the DOH Contract Manager, in concert with the NEP Quality Coordinator, has approved the quality assurance document. Additional information on these requirements can be found at the EPA Office of Grants and Debarment website: <https://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial>.

Instructions to Submit Quality Assurance Documents for Review

DOH and the NEP QC will determine if a QAPP is required for this project. If a QAPP is required, subrecipients will work with DOH and NEP QC to develop and submit a QAPP for approval. The QAPP development and approval process is a multi-step process. More information about QAPPs can be found at <https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>.

13. ULO Stretch Goal:

Subrecipients should manage their programs and subaward funding in ways that reduce the length of time that federal funds obligated and committed to subaward projects are "unspent" federal funds, not yet drawn down through disbursements to subaward subrecipients.

Assistance agreement subrecipients are to apply these "stretch" goals throughout the life of the assistance agreement and to confer with your DOH Contract Manager whenever instances arise that make attainment of these stretch goals unlikely.

Stretch Goal: All funds should be spent by 2 ½ years of award start date.

Funds Awarded in FY2020 All Should Be Drawn down September 30, 2022.

14. Animal Subjects — PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

Subrecipient agrees to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 USC 2131-2156. Subrecipient also agrees to abide by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training." (Federal Register 50(97): 20864-20865. May 20, 1985). The nine principles can be viewed at:

<http://www.nal.usda.gov/awic/pubs/IACUC/vert.htm>. For additional information about the Principles, the subrecipient should consult the Guide for Care and Use of Laboratory Animals, prepared by the Institute of Laboratory Animal Resources, National Research Council and can be accessed at: <http://www.nap.edu/readingroom/books/labrats/>.

15. Copyrighted Material and Data – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

In accordance with 2 CFR 200.315, EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes.

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the subrecipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as "co-regulators" or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA's authorization to the other grantee to use the copyrighted works or other data.

Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

- The selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
- termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

16. Light Refreshments and/or Meals PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION. APPLICABLE TO ALL AGREEMENTS EXCEPT STATE CONTINUING ENVIRONMENTAL PROGRAMS (AS DESCRIBED BELOW):

Unless the event(s) and all of its components are described in the approved contract and budget, the subrecipient agrees to obtain prior approval from DOH for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops and outreach activities (events). The subrecipient must send requests for approval to the DOH Contract Manager and include:

- (1) An estimated budget and description for the light refreshments, meals, and/or beverages to be served at the event(s);
- (2) A description of the purpose, agenda, location, length and timing for the event; and,
- (3) An estimated number of participants in the event and a description of their roles.

Costs for light refreshments and meals for subrecipient staff meetings and similar day-to-day activities are not allowable under EPA assistance agreements.

Subrecipients may address questions about whether costs for light refreshments, and meals for events may be allowable to the subrecipient's DOH Contract Manager; however, the EPA Agency Award Official or EPA Grant Management Officer will make final determinations on allowability. Agency policy prohibits the use of EPA funds for receptions, banquets and similar activities that take place after normal business hours unless the subrecipient has provided a justification that has been expressly approved by EPA's Award Official or Grants Management Officer.

EPA funding for meals, light refreshments, and space rental may not be used for any portion of an event where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

Note: U.S. General Services Administration regulations define light refreshments for morning, afternoon or evening breaks to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. (41 CFR 301-74.7)

FOR STATE CONTINUING ENVIRONMENTAL PROGRAM GRANT SUBRECIPIENTS EXCLUDING STATE UNIVERSITIES:

If the state maintains systems capable of complying with federal grant regulations at 2 CFR 200.432 and 200.438, EPA has waived the prior approval requirements for the use of EPA funds for light refreshments and/or meals served at meetings, conferences, and training, as described above. The state may follow its own procedures without requesting prior approval from EPA. However, notwithstanding state policies, EPA funds may not be used for (1) evening receptions, or (2) other evening events (with the exception of working meetings). Examples of working meetings include those evening events in which small groups discuss technical subjects on the basis of a structured agenda or there are presentations being conducted by experts. EPA funds for meals, light refreshments, and space rental may not be used for any portion of an event (including evening working meetings) where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

By accepting this award, the state is certifying that it has systems in place (including internal controls) to comply with the requirements described above.

17. State Grant Cybersecurity - PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

The subrecipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.

- (1) EPA must ensure that any connections between the subrecipient's network or information system and EPA networks used by the subrecipient to transfer data under this agreement, are secure.

For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the subrecipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

- (2) The subrecipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The subrecipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the subrecipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the subrecipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Office of Drinking Water Group A Program - Effective January 1, 2022.

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

SOW Type: Revision **Revision # (for this SOW)** 1

Period of Performance: January 1, 2022 through December 31, 2022

Funding Source ☒ Federal Contractor ☒ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☐ Reimbursement ☒ Fixed Price
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Statement of Work Purpose: The purpose of this statement of work is to provide funding to the LHJ for conducting sanitary surveys and providing technical assistance to small community and non-community Group A water systems

Revision Purpose: The purpose of Revision 1 is to adjust the number of Sanitary Surveys and allocations.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change Decrease (-)	Total Allocation
SANITARY SURVEY FEES (FO-SW) SS-STATE	24232522	N/A	346.26.65	01/01/22	12/31/22	5,400	-1,600	3,800
YR 24 SRF - LOCAL ASST (15%) (FO-SW) SS	24239224	N/A	346.26.64	01/01/22	12/31/22	5,400	-1,600	3,800
YR 24 SRF - LOCAL ASST (15%) (FO-SW) TA	24239224	N/A	346.26.66	01/01/22	12/31/22	1,000	0	1,000
						0	0	0
						0	0	0
						0	0	0
TOTALS						11,800	-3,200	8,600

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Trained LHJ staff will conduct sanitary surveys of small community and non-community Group A water systems identified by the DOH Office of Drinking Water (ODW) Regional Office. See Special Instructions for task activity. The purpose of this statement of work is to provide funding to the LHJ for conducting sanitary surveys and providing technical assistance to small	Provide Final* Sanitary Survey Reports to ODW Regional Office. Complete Sanitary Survey Reports shall include: - Cover letter identifying significant deficiencies, significant findings, observations, recommendations, and referrals for further ODW follow-up. - Completed Small Water System checklist. - Updated Water Facilities Inventory (WFI).	Final Sanitary Survey Reports must be received by the ODW Regional Office within 30 calendar days of conducting the sanitary survey.	Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$400 for each sanitary survey of a non-community system with three or fewer connections. Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$800 for each sanitary survey of a non-community system with four or more connections and each community system. Payment is inclusive of all associated costs such as travel, lodging, per diem.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	community and non-community Group A water systems.	4. Photos of water system with text identifying features 5. Any other supporting documents. *Final Reports reviewed and accepted by the ODW Regional Office.		Payment is authorized upon receipt and acceptance of the Final Sanitary Survey Report within the 30-day deadline. Late or incomplete reports may not be accepted for payment.
2	Trained LHJ staff will conduct Special Purpose Investigations (SPI) of small community and non-community Group A water systems identified by the ODW Regional Office. See Special Instructions for task activity.	Provide completed SPI Report and any supporting documents and photos to ODW Regional Office.	Completed SPI Reports must be received by the ODW Regional Office within 2 working days of the service request.	Upon acceptance of the completed SPI Report, the LHJ shall be paid \$800 for each SPI. Payment is inclusive of all associated costs such as travel, lodging, per diem. Payment is authorized upon receipt and acceptance of completed SPI Report within the 2-working day deadline. Late or incomplete reports may not be accepted for payment.
3	Trained LHJ staff will provide direct technical assistance (TA) to small community and non-community Group A water systems identified by the ODW Regional Office. See Special Instructions for task activity.	Provide completed TA Report and any supporting documents and photos to ODW Regional Office.	Completed TA Report must be received by the ODW Regional Office within 30 calendar days of providing technical assistance.	Upon acceptance of the completed TA Report, the LHJ shall be paid for each technical assistance activity as follows: • Up to 3 hours of work: \$250 • 3-6 hours of work: \$500 • More than 6 hours of work: \$750 Payment is inclusive of all associated costs such as consulting fee, travel, lodging, per diem. Payment is authorized upon receipt and acceptance of completed TA Report within the 30-day deadline. Late or incomplete reports may not be accepted for payment.
4	LHJ staff performing the activities under tasks 1, 2 and 3 attend periodic required survey training as directed by DOH. See Special Instructions for task activity.	For training attended in person, prior to attending the training, submit an "Authorization for Travel (Non-Employee)" DOH Form 710-013 to the ODW Program Contact for approval (to ensure enough funds are available).	Annually	For training attended in person, LHJ shall be paid mileage, per diem, lodging, and registration costs as approved on the pre-authorization form in accordance with the current rates listed on the OFM Website http://www.ofm.wa.gov/resources/travel.asp

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent. To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov. Information about the LHJ and this statement of work will be made available on USASpending.gov by DOH as required by P.L. 109-282.

Program Manual, Handbook, Policy References: Field Guide (DOH Publication 331-486).

Special References:

Chapter 246-290 WAC is the set of rules that regulate Group A water systems. By this statement of work, ODW contracts with the LHJ to conduct sanitary surveys (and SPIs and provide technical assistance) for small community and non-community water systems with groundwater sources. ODW retains responsibility for conducting sanitary surveys (and SPIs and provide technical assistance) for small community and non-community water systems with surface water sources, large water systems, and systems with complex treatment.

LHJ staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work. See special instructions under Task 4, below.

Special Billing Requirements

The LHJ shall submit quarterly invoices within 30 days following the end of the quarter in which work was completed, noting on the invoice the quarter and year being billed for. Payment cannot exceed a maximum accumulative fee of ~~\$10,800~~ **7,600** for Task 1, and **\$1,000** for Task 2, Task 3 and Task 4 combined during the contracting period, to be paid at the rates specified in the Payment Method/Amount section above. When invoicing for sanitary surveys, bill half to BARS Revenue Code 346.26.64 and half to BARS Revenue Code 346.26.65.

When invoicing for Task 1, submit the list of WS Name, ID #, Amount Billed, Survey Date and Letter Date for which you are requesting payment.

When invoicing for Task 2-3, submit the list of WS Name, ID #, TA Date and description of TA work performed, and Amount Billed.

When invoicing for Task 4, submit receipts and the signed pre-authorization form for non-employee travel to the ODW Program Contact below and a signed A19-1A Invoice Voucher to DOH Grants Management, billing to BARS Revenue Code 346.26.66 under Technical Assistance (TA).

Special Instructions

Task 1

Trained LHJ staff will evaluate the water system for physical and operational deficiencies and prepare a Final Sanitary Survey Report which has been accepted by ODW. Detailed guidance is provided in the *Field Guide for Sanitary Surveys, Special Purpose Investigations and Technical Assistance* (Field Guide). The sanitary survey will include an evaluation of the following eight elements: source; treatment; distribution system; finished water storage; pumps, pump facilities and controls; monitoring, reporting and data verification; system management and operation; and certified operator compliance. If a system is more complex than anticipated or other significant issues arise, the LHJ may request ODW assistance.

- No more than ~~3~~ **1** surveys of non-community systems with three or fewer connections to be completed between January 1, 2022 and December 31, 2022.
- No more than ~~12~~ **9** surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2022 and December 31, 2022.

The process for assignment of surveys to the LHJ, notification of the water system, and ODW follow-up with unresponsive water systems; and other roles and responsibilities of the LHJ are described in the Field Guide.

Task 2

Trained LHJ staff will perform Special Purpose Investigations (SPIs) as assigned by ODW. SPIs are inspections to determine the cause of positive coliform samples or the cause of other emergency conditions. SPIs may also include sanitary surveys of newly discovered Group A water systems. Additional detail about conducting SPIs is described in the Field Guide. The ODW Regional Office must authorize in advance any SPI conducted by LHJ staff.

Task 3

Trained LHJ staff will conduct Technical Assistance as assigned by ODW. Technical Assistance includes assisting water system personnel in completing work or verifying work has been addressed as required, requested, or advised by the ODW to meet applicable drinking water regulations. Examples of technical assistance activities are described in the Field Guide. The ODW Regional Office must authorize in advance any technical assistance provided by the LHJ to a water system.

Task 4

LHJ staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work.

If required trainings, workshops or meetings are not available, not scheduled, or if the LHJ staff person is unable to attend these activities prior to conducting assigned tasks, the LHJ staff person may, with ODW approval, substitute other training activities to be determined by ODW. Such substitute activities may include one-on-one training with ODW staff, co-surveys with ODW staff, or other activities as arranged and pre-approved by ODW. LHJ staff may not perform the activities under tasks 1, 2, and 3 without completing the training that has been arranged and approved by ODW.

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Office of Immunization COVID-19 Vaccine - Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

SOW Type: Revision **Revision # (for this SOW)** 3

Period of Performance: January 1, 2022 through June 30, 2024

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Statement of Work Purpose: The purpose of this statement of work (SOW) is to provide funding to conduct COVID-19 vaccine activities.

Revision Purpose: The purpose of this revision is to revise language for the COVID vaccine depot activity.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change None	Total Allocation
COVID19 Vaccines R4	74310230	93.268	333.93.26	01/01/22	06/30/24	359,803	0	359,803
COVID 19 Vaccines	74310229	93.268	333.93.26	01/01/22	06/30/24	222,730	0	222,730
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						582,533	0	582,533

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
The purpose of this statement of work is to identify activities and provide funding to support COVID vaccine response outreach, education, and operations. The activities may include other vaccines recommended for the audience population, as long as COVID vaccine is the primary focus and references to other vaccines are secondary.				
3.A	Identify activity/activities to support COVID vaccine response in your community, using the examples below as a guideline. Example 1: Develop and implement communication strategies with health care providers, community, and/or other partners to help build vaccine confidence broadly and among groups anticipated to receive early vaccination, as well as dispel vaccine misinformation. Document and provide a plan that shows the communication strategies used with health care providers and other partners and the locally identified population anticipated to reach.	Summary of the engagement strategies to be used with health care providers and other partners, and the locally identified population to be reached.	January 31, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Example 2: Engage in other vaccination planning activities such as partnership development, provider education, vaccination point of dispensing (POD) planning, tabletop exercises, engagement with communities, leaders, non-traditional provider, or vulnerable populations to develop strategies to ensure equitable access to vaccination services			
3.B	Implement the communication strategies or other activities, working with health care providers and other partners to reach the locally identified population, support providers in vaccination plans, and support equitable access to vaccination services.	Mid-term written report describing activity/activities and progress made to-date and strategies used (template to be provided)	June 30, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.C	Catalog activities and conduct an evaluation of the strategies used	Final written report, showing the strategies used and the final progress of the reach (template to be provided)	December 31, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.D	Between January 1, 2022, and June 30, 2022 , December 31, 2022 perform as a vaccine depot to provide COVID vaccine. Duties include ordering and redistributing of COVID-19 vaccine, assure storage space for minimum order sizes, initiating transfer in the Immunization Information System (IIS), coordinate with providers for physical transport of doses, and maintaining inventory of COVID vaccine by manufacturer. <i>Immunization COVID-19 funding is specifically required to address COVID-19 vaccination activities. However, the funding can be leveraged to also address and incorporate other non-COVID vaccination activities concurrent to COVID-19 vaccination activities. For example, COVID vaccine storage and distribution may also support monkeypox vaccine storage and distribution, concurrently</i>	a. Complete a redistribution agreement. b. Report inventory reconciliation page. c. Report lost (expired, spoiled, wasted) vaccine to the IIS. d. Report transfer doses in the IIS and VaccineFinder. e. Monitor and maintain vaccine temperature logs from digital data logger and/or the temperature monitoring system for a minimum of 3 years.	a. Complete by January 31 (if not previously submitted) b. Reconcile and submit inventory once monthly in the IIS. c. Report lost vaccine within 72 hours in the IIS. d. Update within 24 hours from when transfers occur. e. Download as needed (retain temperature data on site for 3 years)	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.E	As needed to meet community needs, expand operations to increase vaccine throughput (i.e., providing vaccinations during evenings, overnight, and on weekends). Activities may include vaccine strike teams, mobile vaccine clinics, satellite clinics, temporary, or off-site clinics to travel and provide vaccination services in non-traditional settings, or to supplement the work of local health departments in underserved communities, and may include administration costs for other vaccines co-administered at the events. These activities may be done by the local health department or in collaboration with community partners. (See Restrictions on Funds below)	Quarterly reports summarizing quantity, type, and frequency of activities	March 31, Annually June 30, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.F	At the LHJ discretion, provide incentives to persons receiving COVID vaccine, adhering to <i>LHJ Guidance for COVID Initiatives Application</i> requirements and allowable/unallowable use of federal funds.	a. LHJ Incentive Plan Proposal b. Quarterly report that summarizes quantity of	a. Prior to implementing b. March 31, Annually June 30, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		incentives purchased and distributed		

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Recreational Shellfish Activities -
Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

SOW Type: Revision **Revision # (for this SOW)** 1

Period of Performance: January 1, 2022 through June 30, 2023

Funding Source ☐ Federal <Select One> ☒ State ☐ Other	Federal Compliance (check if applicable) ☐ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Statement of Work Purpose: The purpose of this statement of work (SOW) is to provide funds for shellfish harvesting safety.

Revision Purpose: The purpose of this revision is to add funds for biotoxin monitoring.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
Rec. Shellfish/Biotoxin	26402600	N/A	334.04.93	01/01/22	06/30/23	7,500	3,000	10,500
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						7,500	3,000	10,500

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Biotoxin Monitoring - Collect monitoring samples on schedule according to Department of Health (DOH) Biotoxin Monitoring Plan, coordinate deviations from the schedule with DOH, notify DOH in advance if samples cannot be collected. - Conduct emergency biotoxin sampling when needed. - Post / remove recreational shellfish warning and / or classification signs on beaches and restock cages as needed. - Issue biotoxin news releases during biotoxin closures in Clallam County. - This task may also include recruiting, training, and coordination of volunteers, and fuel reimbursement funds for volunteer biotoxin monitoring.	Submit annual report on DOH approved format of activities for the year, including the number of sites monitored and samples collected, and number and names of beaches posted with signs.	Email Report to DOH by February 15, 2023 (See Special Instructions below.)	\$7,100 \$10,100

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	Outreach • Staff educational booths at local events. • Distribute safe shellfish harvesting information.	Submit annual report including the number of events staffed and amount of educational materials distributed.	Email Report to DOH by: February 15, 2023 (See Special Instructions below.)	\$400

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Program Specific Requirements

Program Manual, Handbook, Policy References: Department of Health's Biotxin Monitoring Plan

Special References:

Chapter 246-280 WAC

<http://www.doh.wa.gov/CommunityandEnvironment/Shellfish/RecreationalShellfish>

<http://www.doh.wa.gov/AboutUs/ProgramsandServices/EnvironmentalPublicHealth/EnvironmentalHealthandSafety/ShellfishProgram/Biotoxins>

Billing Requirements:

- ~~1. Billings are submitted on an A19-1A form, which is provided by DOH.~~
- ~~2. A19-1A forms may be submitted monthly and must be submitted bi-monthly at minimum.~~

Special Instructions:

Report for work performed in 2022 must be submitted via email to Liz Maier (liz.maier@doh.wa.gov) by February 15, 2023.

The report format will be provided by DOH and may be modified throughout the period of performance via email announcement.

Indirect Rate January 1, 2022 through December 31, 2022: 28.94%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #**	BARS Revenue Code**	Statement of Work LHJ Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FFY23 USDA WIC Client Svs Contracts	NGA Not Received	Amd 1	10.557	333.10.55	10/01/22	09/30/23	10/01/22	09/30/23	\$60,325	\$60,325	\$244,100
FFY22 USDA WIC Client Svs Contracts	7WA700WA7	Amd 1	10.557	333.10.55	01/01/22	09/30/22	10/01/21	09/30/22	\$183,775	\$183,775	
FFY22 USDA FMNP Prog Mgmt	7WA810WA7	Amd 4	10.572	333.10.57	05/01/22	09/30/22	10/01/21	09/30/22	\$572	\$572	\$572
PS SSI 1-5 OSS Task 4	01J18001	Amd 2	66.123	333.66.12	01/01/22	05/31/22	07/01/17	06/30/23	\$36,970	\$36,970	\$36,970
PS SSI 1-5 PIC Task 4	01J18001	Amd 2, 7	66.123	333.66.12	01/01/22	11/30/23	07/01/17	11/30/23	\$311,808	\$311,808	\$311,808
FFY22 Swimming Beach Act Grant IAR (ECY)	NGA Not Received	Amd 2	66.472	333.66.47	03/01/22	10/31/22	01/01/22	11/30/22	\$6,500	\$6,500	\$6,500
FFY22 PHEP BP4 LHJ Funding	NU90TP922043	Amd 7	93.069	333.93.06	07/01/22	06/30/23	07/01/22	06/30/23	\$58,979	\$58,979	\$114,661
FFY21 PHEP BP3 LHJ Funding	NU90TP922043	Amd 4	93.069	333.93.06	01/01/22	06/30/22	07/01/21	06/30/22	\$32,090	\$55,682	
FFY21 PHEP BP3 LHJ Funding	NU90TP922043	Amd 2	93.069	333.93.06	01/01/22	06/30/22	07/01/21	06/30/22	\$23,592		
FFY22 Overdose Data to Action Prev	NGA Not Received	Amd 7	93.136	333.93.13	09/01/22	08/31/23	09/01/22	08/31/23	\$87,000	\$87,000	\$230,942
FFY21 Overdose Data to Action Prev	NU17CE925007	Amd 4	93.136	333.93.13	01/01/22	08/31/22	09/01/21	08/31/22	\$34,252	\$143,942	
FFY21 Overdose Data to Action Prev	NU17CE925007	Amd 2	93.136	333.93.13	01/01/22	08/31/22	09/01/21	08/31/22	\$109,690		
COVID19 Vaccines	NH23IP922619	Amd 4	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$222,730	\$222,730	\$222,730
COVID19 Vaccines R4	NH23IP922619	Amd 1	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$359,803	\$359,803	\$359,803
FFY19 COVID CARES	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	04/22/22	04/23/20	07/31/24	\$9,372	\$9,372	\$9,372
FFY19 ELC COVID Ed LHJ Allocation	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	10/18/22	05/19/20	10/18/22	\$68,654	\$68,654	\$68,654
FFY20 ELC EDE Care Coordination	NU50CK000515	Amd 7	93.323	333.93.32	01/16/22	09/30/22	01/15/21	07/31/23	\$40,704	\$122,111	\$122,111
FFY20 ELC EDE Care Coordination	NU50CK000515	Amd 2, 7	93.323	333.93.32	01/16/22	09/30/22	01/15/21	07/31/23	\$81,407		
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 4	93.323	333.93.32	01/01/22	12/31/22	01/15/21	07/31/24	(\$54,305)	\$436,445	\$436,445
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	12/31/22	01/15/21	07/31/24	\$490,750		
FFY22 Vector-borne T2&3 Epi ELC FPH	NGA Not Received	Amd 5	93.323	333.93.32	08/01/22	09/30/22	08/01/22	07/31/23	\$1,500	\$1,500	\$3,000
FFY21 Vector-borne T2&3 Epi ELC FPH	NU50CK000515	Amd 5	93.323	333.93.32	06/01/22	07/31/22	08/01/21	07/31/22	\$1,500	\$1,500	
FFY23 MCHBG LHJ Contracts	NGA Not Received	Amd 7	93.994	333.93.99	10/01/22	09/30/23	10/01/22	09/30/23	\$66,916	\$66,916	\$123,180
FFY22 MCHBG LHJ Contracts	B04MC45251	Amd 4	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$6,077	\$56,264	
FFY22 MCHBG LHJ Contracts	B04MC45251	Amd 1	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$50,187		

Indirect Rate January 1, 2022 through December 31, 2022: 28.94%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	Statement of Work		DOH Use Only Chart of Accounts		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Start Date	Funding End Date	Funding Start Date	Funding End Date			
Rec Shellfish/Biotoxin		Amd 7	N/A	334.04.93	01/01/22	06/30/23	07/01/21	06/30/23	\$3,000	\$10,500	\$10,500
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/22	06/30/23	07/01/21	06/30/23	\$7,500		
Small Onsite Management (ALEA)		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$15,000	\$15,000	\$37,500
Small Onsite Management (ALEA)		Amd 1	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$22,500	\$22,500	
Wastewater Management-GFS		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$30,000	\$30,000	\$30,000
FPHS-LHJ-Proviso (YR2)		Amd 6	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$1,243,000	\$1,243,000	\$1,933,000
FPHS-LHJ-Proviso (YR2)		Amd 7	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	(\$690,000)	\$0	
FPHS-LHJ-Proviso (YR2)		Amd 1	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$690,000		
FPHS-LHJ-Proviso (YR1)		Amd 1	N/A	336.04.25	01/01/22	06/30/22	07/01/21	06/30/23	\$690,000	\$690,000	
YR24 SRF - Local Asst (15%) (FO-SW) SS		Amd 7	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	(\$1,600)	\$3,800	\$3,800
YR24 SRF - Local Asst (15%) (FO-SW) SS		Amd 1	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$5,400		
Sanitary Survey Fees (FO-SW) SS-State		Amd 7	N/A	346.26.65	01/01/22	12/31/22	07/01/21	06/30/23	(\$1,600)	\$3,800	\$3,800
Sanitary Survey Fees (FO-SW) SS-State		Amd 1	N/A	346.26.65	01/01/22	12/31/22	07/01/21	06/30/23	\$5,400		
YR24 SRF - Local Asst (15%) (FO-SW) TA		Amd 1	N/A	346.26.66	01/01/22	12/31/22	07/01/21	06/30/23	\$1,000	\$1,000	\$1,000
TOTAL									\$4,310,448	\$4,310,448	
Total consideration:	\$4,747,049									GRAND TOTAL	\$4,310,448
	(\$436,601)										
GRAND TOTAL	\$4,310,448									Total Fed	\$2,290,848
										Total State	\$2,019,600

*Catalog of Federal Domestic Assistance

**Federal revenue codes begin with "333". State revenue codes begin with "334".



AGENDA ITEM SUMMARY

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

3a
10/11/22

Department: BOCC

WORK SESSION ☒ **Meeting Date: 9-26-22**

REGULAR AGENDA ☒ **Meeting Date: 10-11-22**

Item summary:

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

Executive summary:

Vacancies exist on the Clallam County Board of Health due to restructure in membership positions.

A press release was issued during the month of May 2022 soliciting applications from interested citizens. Two applications were received.

Jamestown S'Klallam Tribe made a recommendation to appoint Paul Cunningham to the Clallam County Board of Health.

Lower Elwha Klallam Tribe made a recommendation to appoint Christia Skerbeck to the Clallam County Board of Health.

American Indian Health Commission approved of the appointments of Paul Cunningham and Christia Skerbeck to the Clallam County Board of Health (Clallam County Code 41.01.020).

Department of Health and Human Services and membership endorse the appointments of Paul Cunningham and Christia Skerbeck to the Clallam County Board of Health.

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

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Request review and approval of the Resolution.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners and Health and Human Services Department

Relevant Departments: Board of Commissioners and Health and Human Services Department
Date submitted: June 13, 2022

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



RESOLUTION _____, 2022

APPOINTING MEMBERS TO THE
CLALLAM COUNTY BOARD OF HEALTH

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Vacancies exist on the Clallam County Board of Health due to restructure in membership positions.
2. A press release was issued during the month of May 2022 soliciting applications from interested citizens. Two applications were received.
3. Jamestown S'Klallam Tribe made a recommendation to appoint Paul Cunningham to the Clallam County Board of Health.
4. Lower Elwha Klallam Tribe made a recommendation to appoint Christia Skerbeck to the Clallam County Board of Health.
5. American Indian Health Commission approved of the appointments of Paul Cunningham and Christia Skerbeck to the Clallam County Board of Health (Clallam County Code 41.01.020).
6. Department of Health and Human Services and membership endorse the appointments of Paul Cunningham and Christia Skerbeck to the Clallam County Board of Health.

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

1. **Paul Cunningham** is appointed as the Jamestown S'Klallam Tribe representative for a term ending December 31, 2025.
2. **Christia Skerbeck** is appointed as the Lower Elwha Tribe representative for a term ending December 31, 2025.

PASSED AND ADOPTED this 11th day of October 2022

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

ATTEST:

Loni Gores, CMC, Clerk of the Board

C: A22.176
Appointee
HHS



AGENDA ITEM SUMMARY

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

3b
10/11/22

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 9-26-22

REGULAR AGENDA ☒ **Meeting Date:** 10-11-22

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

A vacancy exists on the Planning Commission for representation of District IIIc due to a resignation.

A press release was issued during the month of June 2022 soliciting applications from interested citizens within District III. One application was received.

The Department of Community Development and the District III County Commissioner supports the appointment of Jane Hielman to fill the vacant position as the District IIIc representative.

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

None

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

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners and Department of Community Development

Relevant Departments: Board of Commissioners and Department of Community Development

Date submitted: 9-21-22

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

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



RESOLUTION _____, 2022

APPOINTING A MEMBER TO THE PLANNING COMMISSION

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A vacancy exists on the Planning Commission for representation of District IIIc due to a resignation.
2. A press release was issued during the month of June 2022 soliciting applications from interested citizens within District III. One application was received.
3. The Department of Community Development and the District III County Commissioner supports the appointment of Jane Hielman to fill the vacant position as the District IIIc representative.

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

1. **Jane Hielman** is appointed as the District IIIc representative to complete the term ending December 31, 2022, and to an additional four-year term ending December 31, 2026.

PASSED AND ADOPTED this 11th day of October, 2022

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

ATTEST:

Loni Gores, CMC, Clerk of the Board

Bill Peach

A22.172
Appointee
DCD



3C
10/11/22

AGENDA ITEM SUMMARY

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

Department: IT

WORK SESSION ☒ Meeting Date: 10-03-22

REGULAR AGENDA ☒ Meeting Date: 10-11-22

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 PURCHASE ORDER |

Documents exempt from public disclosure attached: ☐

Executive summary:

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
FUNDS ARE ALREADY IN APPROVED 2022 BUDGET

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
P.O. EXCEEDS DEPARTMENT HEAD SIGNATORY LIMIT. RECOMMEND BOCC CHAIR
COUNTER-SIGN PURCHASE ORDER

County Official signature & print name:  MARK DOTEN

Name of Employee/Stakeholder attending meeting: _____ NARK DOTEN

Relevant Departments: INFORMATION TECHNOLOGY

Date submitted: 09/27/2022

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



CLALLAM COUNTY
Information Technology Department
 223 East Fourth Street, Suite 13 Port Angeles, WA 98362-3015 360.417.2346
 Mark Doten

09/23/2022

CDW-G (0000289)

120 South Riverside
Chicago, IL 60606Attn: **Danny Higgins** dannhig@cdwg.com

Phn: 877.625.7671

Fax: 312.705.3457

P.O.#.....

Budget#...

SRF#.....

Dept.....

For.....

IT20220923

30701.411.59418.64.1290

N/A

Information Technology (IT)

Annual Renewal: Artic Wolf managed
detection

Network Services Renewal: "Artic Wolf" - Managed network and systems breach/security compromise detection and response notification system. Term 10-15-22 thru 10-14-23

Dear Danny:

Please place on-order for Clallam County the following:

Mfg Part#	Description	Price	Qty	Extension
N/A	Annual Renewal: "Artic Wolf" - Managed network and systems breach/security compromise detection and response notification system. Term 10-15-22 thru 10-14-23	0.00	1	0.00
N/A	Artic Wolf MDR Users Lic CLD	97.00	450	43,650.00
N/A	Artic Wolf Managed Detection and Response license	75.00	170	12,750.00
N/A	Artic Wolf 200 Series 2x 10G SFP+ Sensor	2,475.00	1	2,475.00
N/A	Artic Wolf MDR Log Retention Lic 1 Yr	6.00	620	3,720.00
N/A	Arctic wolf platform license 1 access	0.00	620	0.00

Subtotal: 62,595.00

8.8% Tax: 5,508.36

Shipping: 0.00

Total: 68,103.36

Please apply any additional bid discounts and confirm the availability. **Please bill and ship to the Information Technology Department. Do not ship partial. Please ship complete unless otherwise notified.**

Thank you.

Sincerely,


 Mark Doten
 Information Technology Director

 Mark Ozias, Chair
 Board of Clallam County
 Commissioners

Xc:



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

Review and Complete Purchase

MARK DOTEN,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

ACCOUNT MANAGER NOTES: Thanks!

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MWSX871	8/1/2022	ARCTIC WOLF RENWAL	3723164	\$68,103.36

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>ARCTIC WOLF MDR USER LIC CLD</u> Mfg. Part#: AW-MDR-USER Electronic distribution - NO MEDIA Contract: Washington NVP Software (ADSP016-130652 06016)	450	5839578	\$97.00	\$43,650.00
<u>Arctic Wolf Managed Detection and Response - 1 server</u> Mfg. Part#: AW-MDR-SE Electronic distribution - NO MEDIA Contract: Washington NVP Software (ADSP016-130652 06016)	170	5744220	\$75.00	\$12,750.00
<u>Arctic Wolf 200 Series 2x LOG 5FP+ Sensor</u> Mfg. Part#: AW-MDR-2XX-S-10GT Electronic distribution - NO MEDIA Contract: Washington NVP Software (ADSP016-130652 06016)	1	5787562	\$2,475.00	\$2,475.00
<u>ARCTIC WOLF MDR LOG RETENTION LIC 1Y</u> Mfg. Part#: AW-MDR-1YR Electronic distribution - NO MEDIA Contract: Washington NVP Software (ADSP016-130652 06016)	620	6124471	\$6.00	\$3,720.00
<u>Arctic Wolf Platform - license - 1 access</u> Mfg. Part#: AW-PLATFORM Electronic distribution - NO MEDIA Contract: Washington NVP Software (ADSP016-130652 06016)	620	6773750	\$0.00	\$0.00

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#), unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for

delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

SUBTOTAL	\$62,595.00
SHIPPING	\$0.00
SALES TAX	\$5,508.36
GRAND TOTAL	\$68,103.36

PURCHASER BILLING INFO

Billing Address:
CLALLAM COUNTY
ACCTS PAYABLE
223 E 4TH ST STE 13
PORT ANGELES, WA 98362-3000
Phone: (360) 417-2000
Payment Terms: Net 30 Days-Govt State/Local

DELIVER TO

Shipping Address:
CLALLAM COUNTY
MARK DOTEN
223 E 4TH ST STE 13
PORT ANGELES, WA 98362-3000
Phone: (360) 417-2000
Shipping Method: ELECTRONIC DISTRIBUTION

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Danny Higgins | (877) 625-7671 | dannhig@cdwg.com

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Support



Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

© 2022 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



AGENDA ITEM SUMMARY

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

4a
10/11/22

Department: Community Development

WORK SESSION ☒ **Meeting Date: 10/03/2022**

REGULAR AGENDA ☒ **Meeting Date: 10/11/2022**

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

The Clallam County Department of Community Development has a petty cash fund that is no longer utilized.

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?)

Please authorize by Resolution the closure of the Department of Community Development Petty Cash Fund.

County Official signature & print name: Rich Meier Rich Meier

Name of Employee/Stakeholder attending meeting: Rich Meier

Relevant Departments: DCD and Treasurer

Date submitted: 10/23/2022

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



RESOLUTION _____, 2022

CLOSING THE DEPARTMENT OF COMMUNITY DEVELOPMENT PETTY CASH FUND

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The Department of Community Development has a petty cash fund in the amount of \$100 that is no longer necessary and requests to have this fund terminated.

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

1. Close the Department of Community Development petty cash fund with the \$100 balance to be returned to the Treasurer.

PASSED AND ADOPTED this _____ day of October, 2022

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

ATTEST:

Loni Gores, Clerk of the Board

Bill Peach



AGENDA ITEM SUMMARY

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

Department: DCD

WORK SESSION ☒ **Meeting Date: 10/3/2022**

REGULAR AGENDA ☒ **Meeting Date: 10/11/2022**

Required originals approved and attached? ☐
Will be provided on: 10/11/2022

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary: The applicant is requesting final approval of Phase I of a 54-site RV Park, LDV2021-00005, which will create 29 sites. An open record hearing was conducted on May 6, 2021 and the Hearing Examiner issued a decision on May 20, 2021 with 27 Conditions. Various departments have reviewed the final documents, as well as special council for the Prosecuting Attorney's Office regarding the fence along the western property line. DCD has determined that the conditions for final approval have been met.

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?)
 Signature of the Board

County Official signature & print name: RICH MEIER

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

Relevant Departments: DCD

Date submitted: 9/28/2022

* 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)

**BEFORE THE HEARING EXAMINER
FOR CLALLAM COUNTY**

In the Matter of the Application of	)	No. LDV 2021-00005
	)	
Randy Simmons	)	Island View RV Park BSP
	)	
<u>For a Binding Site Plan</u>	)	FINDINGS, CONCLUSIONS, AND DECISION

SUMMARY OF DECISION

The request for a binding site plan to allow development of a 54-site RV park, to be accomplished in two phases, on two parcels totaling 6.07 acres, located west of Port Angeles, north of the junction of Highway 101 and Highway 112, is **APPROVED**. Conditions are necessary to address specific impacts of the proposal.

SUMMARY OF RECORD

Hearing Date:

The Hearing Examiner held an open record hearing on the request on May 6, 2021, using remote technology due to the ongoing COVID-19 pandemic.

Testimony:

The following individuals presented testimony under oath at the open record hearing:

Donella Clark, County Senior Planner
Randy Simmons, Applicant
Tracy Gudgel, Project Engineer

Exhibits:

The following exhibits were admitted into the record:

1. Staff Report, dated April 28, 2021
2. Land Use Application, dated February 19, 2021; Dry Creek Water Association, Inc., Membership Certification, dated November 9, 2020; email from Tracy Gudgel to Donella Clark, dated March 2, 2021, with email string; Island View Properties Site Map, dated February 27, 2020; Preliminary Site Layout (Sheet 1 of 2), dated February 18, 2021; Vicinity Map (Sheet 2 of 2), dated February 18, 2021
3. Quit Claim Deed AFN2021-1414259, dated February 12, 2021
4. SEPA Environmental Checklist Application with SEPA Environmental Checklist, dated February 18, 2021
5. SEPA Determination of Nonsignificance, issued March 25, 2021; Staff Memorandum, dated March 24, 2021

*Findings, Conclusions, and Decision
Clallam County Hearing Examiner
Island View RV Park BSP
No. LDV 2021-00005*

6. Comments from Clallam County Environmental Health Services, dated March 1, 2021, with email string
7. Comment from Clallam County Fire Marshal, dated March 1, with email string
8. Plat Evaluation Form, Clallam County Road Department comments, review completed March 1, 2021
9. Comment from Department of Ecology, dated April 14, 2021
10. Notice Materials:
 - a. Notice of Complete Application, dated March 11, 2021
 - b. Declaration of Mailing, dated March 25, 2021; Memorandum from Donella Clark, Notice of Public Hearing, dated March 25, 2021, with parcel map and mailing labels
 - c. Declaration of Posting, dated March 30, 2021, with Notice of Application
 - d. Second Declaration of Posting, dated April 15, 2021, with Notice of Application
 - e. Legal Invoice, *Peninsula Daily News* (#PDN923239), dated March 29, 2021; Affidavit of Publication, *Peninsula Daily News*, dated March 29, 2021; Classified Proof, published March 29, 2021
 - f. Legal Invoice, *Peninsula Daily News* (#PDN925225), dated April 21, 2021; Affidavit of Publication, *Peninsula Daily News*, dated March April 21, 2021; Classified Proof, published April 22, 2021
11. Letter from Tracy Gudgel, P.E., Zenovic & Associates, Inc., to Clallam County, dated April 20, 2021, with 1971 USGS soil survey map
12. Revised Plans, dated May 3, 2021
 - a. RV Site Layout (Sheet 1 of 3)
 - b. Vicinity Map (Sheet 2 of 3), updated with annotations
 - c. Typical RV Stall Layout (Sheet 3 of 3)
 - d. RV Site Layout (Sheet 1 of 3), with highlighted asphalt road section
13. Preliminary Stormwater Report, Zenovic & Associates, Inc., dated May 5, 2021
14. Uniform Plumbing Code, Appendix E

The Hearing Examiner enters the following findings and conclusions based upon the testimony and exhibits admitted at the open record hearing:

FINDINGS

Application and Notice

1. Randy Simmons (Applicant) requests approval of a binding site plan (BSP) to allow development of a 54-site RV park, to be accomplished in two phases, located on two parcels totaling 6.07 acres. Associated improvements would include an on-site septic system that would connect to each of the RV sites, stormwater infiltration trenches, visitor parking spaces, an office/clubhouse building that would include bathrooms and showers, an internal road system providing access to the property from Granite Road, recreation areas, and landscaping. Phase 1 of the project would include development of the western portion of the property for 29 RV sites, the community office/clubhouse

Findings, Conclusions, and Decision
Clallam County Hearing Examiner
Island View RV Park BSP
No. LDV 2021-00005

building, recreation areas, and infrastructure improvements necessary to serve the 29 RV sites. Phase 2 would include development of the eastern portion of the property for the remaining 25 RV sites and associated infrastructure. The property is located west of Port Angeles, north of the junction of Highway 101 and Highway 112.¹ *Exhibit 1, Staff Report, page 1; Exhibit 2; Exhibit 12; Exhibit 13.*

2. Clallam County (County) received the application on February 18, 2021. On February 25, 2021, the County routed the application to reviewing departments and agencies, requesting that any comments on the proposal be submitted by March 8, 2021. The County received comments from the County Road Department, Environmental Health Division, and Building Division, which are discussed in detail below. The County determined that the application was complete on March 11, 2021. The County originally provided notice of the application and associated open record hearing by mailing notice to property owners within 600 feet of the subject property on March 25, 2021; by publishing notice in the *Peninsula Daily News* on March 29, 2021; and by posting notice on-site on March 30, 2021. The scheduled April 15, 2021, open record hearing was later cancelled because County staff was unable to produce a hearing record due to a COVID-19-related quarantine. The open record hearing was rescheduled for May 6, 2021, and the County provided notice of the rescheduled hearing by posting notice on-site on April 15, 2021, and by publishing notice in the *Peninsula Daily News* on April 21, 2021. The County's notice materials explained that comments on the proposal could be provided up until the close of the public hearing scheduled for May 6, 2021. *Exhibit 1, Staff Report page 2; Exhibits 6 through 8; Exhibit 10.*
3. The County did not receive any comments from members of the public in response to its notice materials. As noted above, the County received three comments on the proposal from reviewing County departments. Specifically:
 - The County Environmental Health Division submitted a comment noting that soil evaluations have been completed and that the Applicant's professional engineer or licensed septic designer would be required to provide calculations to determine the total number of lots that could be served by an on-site septic system based on gallons of sewage per day, as well as to determine the area required to accommodate primary and repair septic drainfields. The County Environmental Health Division also noted that the proposed office/clubhouse building would need to be connected to the on-site septic system, the septic tanks would need to be located outside of traffic and parking areas, the areas designated for dumpsters would require road areas sufficient for garbage truck access, and a water availability letter would be required.

¹ The property is identified by tax parcel numbers 073014-210010 and 073014-210100. *Exhibit 1, Staff Report, page 1.* A legal description is provided with the Quit Claim Deed. *Exhibit 3.*

- The County Road Department submitted a comment noting that the project would require a commercial road approach onto Granite Road but would not require a traffic study, right-of-way improvements, or other mitigation measures.
- The County Building Division submitted a comment describing certain fire code and building code requirements applicable to RV parks and stating that the location of required ADA accessible features, fire apparatus routes, and fire hydrants should be noted on the binding site plan.

Exhibit 1, Staff Report, page 2; Exhibits 6 through 8.

Environmental Review

4. The Clallam County Department of Community Development (DCD) acted as lead agency and analyzed the environmental impacts of the project as required by the State Environmental Policy Act (SEPA), Chapter 43.21C Revised Code of Washington (RCW). DCD analyzed the Applicant's environmental checklist and other available information and determined that the proposal would not have a probable significant adverse impact on the environment. Accordingly, DCD issued a Determination of Nonsignificance (DNS) on March 25, 2021, with a comment deadline of April 14, 2021. The County received general comments from the Washington State Department of Ecology about appropriate solid waste management, toxics cleanup, and water quality management. No other comments specific to SEPA were received, and the DNS was not appealed. *Exhibit 1, Staff Report, pages 2 and 17; Exhibit 4; Exhibit 5; Exhibit 9.*

Comprehensive Plan and Zoning

5. The property is located within the Dry Creek Neighborhood of the Port Angeles Regional Planning Area under the County Comprehensive Plan. *Clallam County Code (CCC) 31.04.440*. The Dry Creek Neighborhood is bounded to the east by the City of Port Angeles, to the west by Elwha River, to the north by the Strait of Juan de Fuca, and to the south by the headwaters area of Dry Creek. *CCC 31.04.440*. The property is designated as "Rural Neighborhood Commercial" under the Comprehensive Plan. The purpose of the Rural Neighborhood Commercial designation is to provide for limited commercial services that meet the convenience needs of residents in rural areas and to achieve a high degree of compatibility with rural areas through the use of small buildings, small overall area devoted to commercial uses, and design and layout elements providing screening from objectionable features to residential areas. The Rural Neighborhood Commercial designation encourages tourist commercial uses, local convenience stores, small-scale service providers, and RV and manufactured home parks blended into the rural environment with landscaping. *CCC 31.04.225. Exhibit 1, Staff Report, pages 9 through 12.*
6. County staff identified the following Comprehensive Plan policy, specific to the Dry Creek Neighborhood, as relevant to the proposal:

(7) Public Services and Facilities.

- (a) [Policy No. 22] Water service is provided to this neighborhood by the Dry Creek Water District. For those areas inside the UGA, further land divisions should be permitted only when PUD or City water is extended pursuant to a UGA Urban Services and Development Agreement or upon annexation.

7. County staff also identified the following Comprehensive Plan goals and policies, specific to rural land under CCC.31.04.230, as relevant to the proposal:

(6) Goals and Policies to Control Rural Commercial Activities.

...

- (b) Policy 12. Development of existing rural neighborhood commercial designations within the Lake Sutherland LAMIRD [(Limited Area of More Intensive Rural Developments)], Larid's Corner LAMIRD, Granny's Café LAMIRD, and Indian Creek LAMIRD should be allowed within their respective logical outer boundaries, and shall be subject to the following standards:

- (i) Allowable land uses should be limited to uses of such type, scale, size, or intensity as already existed as of July 1, 1990, including:

- Tourist facilities like snack bars, gift shops, antique stores and gas stations, [and] RV parks

...

- (ii) Standards should be set for the development of the property, including:

- Limiting the percentage of impervious surface to maintain an "open" atmosphere;
- Requiring setbacks, buffers and screening to separate commercial and industrial land uses from adjacent residential zones;
- Requiring high standards of highway and building landscaping to protect rural character; [and]
- Limiting the size of any one building to under 10,000 square feet to avoid large-scale facilities in rural areas.

- (c) Policy 13. Commercial uses allowed in rural residential designations should be limited to those which would not

impact rural character. Standards shall be set for recreational uses in rural areas, including recreational vehicle parks and commercial outdoor oriented activities. The following revisions should be made to the allowed uses, conditional uses and standards in rural zones:

- (i) Commercial outdoor oriented recreational use in rural residential designations shall be limited to boat launching facilities, golf courses, campgrounds and similar uses carried on outside of buildings in order to direct intensive commercial uses such as motels, hotels, restaurants and variety stores to locate in appropriate areas including urban growth areas or in rural commercial designations.
- ***
- (v) Standards for buffering and landscaping to ensure compatibility with surrounding rural land uses shall be accomplished.
- (vi) Standards for noise, traffic, light and glare, and other nuisance characteristics shall be implemented.
- (vii) Rural commercial and recreational commercial uses in rural areas shall be located on a minimum parcel size of five acres.

Exhibit 1, Staff Report, pages 10 through 12.

8. The property is zoned Rural Neighborhood Commercial (RNC). The purpose of the RNC zone is “to provide limited, low impact, neighborhood commercial activities in rural areas where uses of such type, scale, size, or intensity already existed as of July 1, 1990.” CCC 33.15.050. RV parks are an allowed use in the RNC zone. CCC 33.15.050(1). CCC 33.15.050 provides performance standards applicable to development in the RNC zone, including standards governing allowable density, lot dimensions, and minimum setbacks. Performance standards applicable to RV parks, however, are governed by CCC 29.35.100. CCC 29.35.100(2) provides for a maximum allowable density of 25 RV spaces per acre of gross site area, but states that the maximum allowable density may be reduced due to septic system constraints or other site characteristics. County staff determined that the proposal to develop 54 RV sites on 6.07 acres would comply with the maximum density standard when accounting for the size of a septic system that would be required to serve the 54 sites. County staff also determined that the proposal would comply with dimensional standards requiring RV sites to be located at least 25 feet from any park boundary line abutting a public street and at least four feet from any park boundary line not abutting a public street, and to be a minimum of 17 feet wide. CCC 29.35.100(3). In addition, County staff determined that the proposal would exceed applicable recreation space standards by providing 36,830 square feet of on-site

recreation space and would satisfy sewage disposal standards by providing restroom facilities within the proposed office/clubhouse building. CCC 29.35.100(6); CCC 29.35.200(1). County Senior Planner Donella Clark testified at the hearing that the proposed RV park would not be required to provide a dump station because each of the sites would be connected to the on-site septic system, consistent with the Uniform Plumbing Code and the intent of the County's RV park sewage disposal standards. *Exhibit 1, Staff Report, pages 1 and 6 through 9; Exhibit 2; Exhibit 12; Exhibit 14; Testimony of Ms. Clark.*

9. The property is located within a "limited area of more intensive rural development" (LAMIRD) and, therefore, the proposed development is subject to LAMIRD standards under Chapter 33.22 CCC. The purpose of the County's LAMIRD standards is to "minimize impacts on the rural character of neighboring less intensive rural residential zoning districts as a result of commercial, industrial, mixed use, duplex, and multifamily in-fill and redevelopments within LAMIRDs." CCC 33.22.100(2). County staff reviewed the proposal and determined that, with conditions, it would meet all LAMIRD development standards, including standards governing maximum impervious surface areas, maximum lot coverage, minimum structure and activity setbacks from less-intensive rural residential zoning districts, screening, and landscaping. *Exhibit 1, Staff Report, pages 14 through 16; Exhibit 2; Exhibit 12.*

Existing Property and Proposed Development

10. The 6.07-acre undeveloped property was historically used as a log yard and is relatively flat, with little vegetation. As noted above, the Applicant requests a BSP to allow development of a 54-site RV park with associated infrastructure and amenities. The Applicant would construct an internal asphalt road to provide access to the property from Granite Road. The asphalt road would extend from Granite Road through the center of site until reaching the on-site septic system facilities, continue west to the western property line, and then continue south along the western property line. Access to the individual RV sites would be provided by gravel roads connecting to the asphalt road. County staff determined that the proposed asphalt road would reduce the amount of dust potentially impacting residential property to the west of the site. The Applicant would provide additional screening from neighboring uses by installing required perimeter landscaping, as well as fencing along the western property line. Water service would be provided by Dry Creek Water, a group water system. The Applicant would be required to provide water availability verification to the County Environmental Health Division prior to final plat approval. Zenovic and Associates, Inc., provided a preliminary stormwater report for the proposal, dated May 5, 2021, which indicates that stormwater runoff from impervious surfaces would be directed to on-site infiltration trenches. The County Road Department would review the Applicant's final stormwater plan prior to final plat approval. *Exhibit 1, Staff Report, pages 1, 2, 6, 18, and 19; Exhibit 2; Exhibit 12; Exhibit 13.*

11. Properties to the east and south of the subject property are zoned RNC and consist of commercial development and vacant land. Properties immediately to the north are zoned RNC and are developed with a fire station and an electric plant. Property further to the north, across Power Plant Road, is zoned Rural Character Conservation 3. Properties to the west are zoned Rural Low and are developed with single-family residences. *Exhibit 1, Staff Report, pages 1 and 2; Exhibit 12.*

Critical Areas

12. No critical areas were identified on or near the property. County staff reviewed the proposal and determined that it would be consistent with the requirements of the County Critical Areas Ordinance. *Exhibit 1, Staff Report, pages 2 and 17.*

Binding Site Plan

13. Under RCW 58.17.035, a city, town, or county “may adopt by ordinance procedures for the divisions of land by use of a binding site plan as an alternative to the procedures” normally required for the subdivision of land under the State Subdivision Act, for divisions of property for lease as provided in RCW 58.17.040(5). RCW 58.17.040(5) provides that Chapter 58.17 RCW (Plats – Subdivisions – Dedications) shall not apply to “[a] division for the purpose of lease when no residential structure other than mobile homes or travel trailers are permitted to be placed upon the land when the city, town, or county has approved a binding site plan for the use of the land in accordance with local regulations.” In Clallam County, a binding site plan entails a drawing to scale that:
- (a) Identifies and shows the areas and locations of all streets, roads, improvements, utilities, and open spaces;
 - (b) Contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land as established by the County; and
 - (c) Contains provisions making any development conform with the site plan.

CCC 29.03.100(5). CCC 29.03.100(5)(c) also provides that a binding site plan may be used to “create lots for the purpose of lease or rent, not for sale or transfer.” *Exhibit 1, Staff Report, pages 3 and 4.*

14. Like all subdivisions of land within the county, binding site plans must be consistent with the County’s subdivision requirements (Title 29 CCC); the Comprehensive Plan (Title 31 CCC); the Zoning Code (Title 33 CCC); the Shoreline Master Program (Title 35 CCC); the Floodplain Management Code (now included within Chapter 27.12 CCC); the Environmental Policy Code (Chapter 27.01 CCC); the Critical Areas Code (Chapter 27.12 CCC); and the public health, safety, welfare, use, and interest. CCC 29.10.100. Additionally, as discussed above, CCC 29.35.100 provides subdivision standards specific to RV parks, including standards related to individual site conditions, density, site

dimensions, recreation areas, water supply, and sewage disposal. *Exhibit 1, Staff Report, pages 3 through 9.*

15. County staff analyzed the proposal and determined that, with conditions, it would be consistent with the requirements for a binding site plan, noting:
- The proposed new internal asphalt and gravel roadways would comply with the minimum access, street standards, and improvement requirements of CCC 29.30.200. The proposed asphalt roadway would reduce the amount of dust potentially impacting adjacent residential property to the west of the site.
 - The Applicant proposes to connect the RV sites to Dry Water Creek, a group water system. The Applicant would be required to provide water availability verification to the County Environmental Health Division prior to final plat approval. Each of the proposed sites would be connected to a large on-site septic system.
 - The Applicant would be required to provide underground electrical and telephone utilities to each site. All improvements required for the proposed development would be verified prior to final plat approval.
 - The proposed development would be consistent with goals and policies of the Comprehensive Plan.
 - The proposal would comply with performance standards applicable to property within a LAMIRD.
 - Dumpster/recycling facilities for the property would be required to be screened and to be located more than 70 feet from the western property line adjacent to residential property to the west.
 - The Applicant would be required to submit and receive approval of a final landscaping plan prior to issuance of the building permit for the office/clubhouse building. The final landscape plan would be required to include fencing details.
 - The property is not located within the jurisdiction of the State of Washington Shoreline Management Act or the Clallam County Shoreline Master Program.
 - The property is not located within a floodplain and, therefore, the Clallam County Floodplain Management Code does not apply to the proposal.
 - The proposal is consistent with the requirements of the Clallam County Critical Areas Ordinance.
 - A DNS was issued for the proposal.
 - Conditions would ensure that the public health, safety, welfare, use, and interest would be preserved and protected. Specifically, County staff recommends conditions requiring fire hydrants to be installed and shown on the final plat, connection to Dry Creek water, installation of a septic system, issuance of a building permit, landscaping that includes a wooden fence along the western property line, a commercial road approach, and construction of roads on the site.

Exhibit 1, Staff Report, pages 6 through 17.

16. County staff also determined that the proposal would comply with the subdivision standards specific to RV parks, noting:
- The site is large, flat, and previously disturbed. Minor grading would be necessary to develop the RV sites and internal roadways. The proposed layout utilizes disturbed areas and would restore approximately eight percent of the site with recreational areas and landscaping.
 - The proposal to develop 54 RV sites is based on the required size of the on-site septic system.
 - The proposed RV sites would be set back 40 feet from Granite Road to the south, over 60 feet from Power Plant Road to the north, 35 feet from the east and west property lines, and at least 10 feet from all other property lines.
 - The RV sites are proposed as 30-foot typical angled spaces throughout the park, with maximum dimensions of 12 feet by 40 feet to accommodate 40-foot-long RVs.
 - A total of 36,830 square feet of recreation space would be provided on-site, exceeding the minimum eight percent requirement. The recreation areas would include a 3,573 square foot area near the office/clubhouse building, the stormwater infiltration area, the septic drainfield reserve area, and trails throughout the landscaping screen.
 - Water is proposed to be provided by the Dry Creek Water system.
 - The central office/clubhouse building would include bathrooms and showers for visitors, with the farthest RV site located approximately 400 feet from the building.
 - The Applicant has been working with a septic designer and has a site registration for the property. The septic system would be reviewed and approved by the Washington State Department of Health. The system would be required to be approved and installed prior to final plat approval at each development phase.

Exhibit 1, Staff Report, pages 8 and 9.

Testimony

17. County Senior Planner Donella Clark testified generally about the application and how the County reviewed the proposal for consistency with the Comprehensive Plan, zoning ordinances, and criteria for a binding site plan. She explained that the project would be located within a small pocket of commercially zoned properties near the intersection of Highways 101 and 112 where RV parks are an allowed use. Ms. Clark stressed that the proposed RV park would be less intensive than the previous log yard on the property, that it would serve as an ideal recreation area for tourists visiting the Olympic peninsula, and that there is demand for additional RV parks in the region. She detailed how the proposed internal roadways would meet code standards, explaining that County staff had recommended a section of the roadways to be asphalted to address heavier traffic through the center of the property and to help reduce dust that could potentially impact residential

property to the west. Ms. Clark also detailed how the proposal would meet all other requirements of the municipal code, including standards applicable to properties within a LAMIRD. *Testimony of Ms. Clark.*

18. Applicant Randy Simmons testified that he agrees with County staff's analysis of the proposal as detailed in the staff report. He also noted that he does not intend on allowing short-term or transient rentals on-site and, accordingly, no such facilities would be provided. *Testimony of Mr. Simmons.*
19. Project Engineer Tracy Gudgel of Zenovic and Associates, Inc., testified that the Applicant agrees with County staff's recommendation to asphalt a portion of the proposed internal roadways. He noted that the project would include measures to protect the on-site septic drainfield from vehicular traffic and that the Applicant would agree to a condition of approval requiring such measures. Mr. Gudgel explained that the proposed on-site septic system would require approval from the Washington State Department of Health. He explained that each RV site would be connected to the on-site septic system and, thus, the project would not require a dump station under Uniform Plumbing Code standards. Mr. Gudgel explained that Waste Management would provide trash collection service to the property. He stressed that the project would restore areas previously disturbed by the former log yard use of the property with landscaping on each RV site and throughout the property. *Testimony of Mr. Gudgel.*
20. Ms. Clark testified that the County would not oppose removal of the RV dump station from the proposed development. She explained that the proposal would be consistent with Uniform Plumbing Code standards requiring RV dump stations only for RV sites not equipped with drainage system connections and, therefore, would meet the intent of the County's RV park sewage disposal standards. Ms. Clark also explained that, while phased development is allowed under the municipal code, full development of the proposal would still need to occur within five years (regardless of phasing). *Testimony of Ms. Clark.*

Staff Recommendation

21. Ms. Clark testified that County staff recommends approval of the binding site plan, with conditions. Mr. Simmons and Mr. Gudgel testified that the Applicant understands and would adhere to the recommended conditions of approval. *Exhibit 1, Staff Report, pages 17 through 21; Testimony of Ms. Clark; Testimony of Mr. Simmons; Testimony of Mr. Gudgel.*

CONCLUSIONS

Jurisdiction

The Hearing Examiner has jurisdiction to hear and grant preliminary approval of binding site plans. CCC 26.04.060(3)(c); CCC 29.13.200. As the legislative authority for Clallam County,

the Board of Commissioners grants final approval for a binding site plan upon finding that the Applicant has complied with all requirements and conditions of the municipal code. CCC 29.13.300.

Criteria for Review

Under CCC 29.13.200, the Hearing Examiner may approve a preliminary subdivision or binding site plan only if it is found to be consistent with the requirements of CCC 29.10.100. This includes ensuring the proposal complies with and is consistent with the following provisions:

1. The standards of Title 29 CCC, Subdivisions;
2. The Comprehensive Plan;
3. The Zoning Code;
4. The Shoreline Master Program;
5. The Floodplain Management Code;
6. The Environmental Policy Code;
7. The Critical Areas Code;
8. The Consolidated Permit Process Code;
9. The public health, safety, welfare, use, and interest.

CCC 29.10.100.

CCC 29.35.100 provides the following subdivision standards specific to binding site plans for RV parks and mobile home parks:

- (1) General Requirements. A camper vehicle park shall be adapted to individual site conditions and the plat should use terrain, existing trees, shrubs and rock formations with a minimum of disturbance of the land. Conditions of soil, groundwater level, drainage and topography shall not create hazards to the property or the health or safety of the occupants.
- (2) Density Requirements. The density shall not exceed twenty-five (25) camper vehicle spaces per acre of gross site area, except that the density may be reduced if any of the following conditions exist:
 - (a) A septic tank and drainfield sewage disposal system is proposed for use and field inspection of soil conditions, groundwater conditions, relation to surface waters, proximity to groundwater supplies, and soils evaluations indicate that the higher density could result in a public health hazard.
 - (b) Any other situation where the physical characteristics or locational characteristics of the site would indicate that the higher density could adversely affect the public health, safety and general welfare.
- (3) Dimensional Standards.
 - (a) All camper vehicle sites shall be located at least twenty-five (25) feet from any park boundary line abutting upon a public street or highway.

Findings, Conclusions, and Decision
Clallam County Hearing Examiner
Island View RV Park BSP
No. LDV 2021-00005

- (b) All camper vehicle sites shall be located at least four (4) feet from any park boundary that does not abut upon a public street or highway.
 - (c) Camper vehicle sites shall be a minimum of seventeen (17) feet wide.
- (4) Required Recreation Area. In all camper vehicle parks, there shall be at least one recreation area other than streets and utility areas which shall be easily accessible from all camper vehicle spaces. The size of such recreation area shall be not less than eight (8) percent of the gross site area or 2,500 square feet, whichever is greater.
- (5) Water Supply. Water supply shall comply with State and County health regulations, and Uniform Building Code regulations, as they apply.
- (6) Sewage Disposal Requirements.
 - (a) A restroom facility shall be constructed in compliance with the Uniform Building Code, as it applies, and shall be provided at one or more locations in the camper vehicle park, and shall be located within 500 feet of any camper vehicle site not provided with an individual sewer connection.
 - (b) Sewage Disposal Systems. Sewage disposal systems shall be in compliance with State and County health regulations, as they apply.
 - (c) Dump Station. Each camper vehicle park shall be provided with an approved dump station in the ratio of one for every 100 camper vehicle spaces or fractional part thereof.

In addition, CCC 29.13.200 provides:

- (1) Any person interested in an application for a subdivision or binding site plan may appear at the hearing set for review thereof and comment on the application. After completion of its public hearing, the Hearing Examiner shall grant preliminary approval of the application if the Hearing Examiner finds that it is consistent with CCC 29.10.100.
- (2) When the Hearing Examiner determines that additional information is necessary, action on said application shall be continued until such information is available; provided, that the extension shall not exceed thirty (30) days unless the applicant consents to a longer period.
- (3) The Hearing Examiner may attach to any decision of approval such reasonable conditions as may be necessary to assure that the development will comply with the criteria for approval and standards established by this title and other applicable codes, and to further the public health, safety and welfare, use and interest.

Findings, Conclusions, and Decision
Clallam County Hearing Examiner
Island View RV Park BSP
No. LDV 2021-00005

- (4) The Hearing Examiner's decision shall be based on findings of fact and conclusions of law and shall reference the requirements of adopted County code or State law.
- (5) Records of hearings and information before the Hearing Examiner on preliminary subdivisions and binding site plans shall be kept by the Administrator and shall be available for public inspection upon request.

The Revised Code of Washington (RCW) provides for an alternative method of land division – binding site plans:

A city, town, or county may adopt by ordinance procedures for the divisions of land by use of a binding site plan as an alternative to the procedures required by this chapter. The ordinance shall be limited and only apply to one or more of the following: (1) The use of a binding site plan to divisions for sale or lease of commercially or industrially zoned property as provided in RCW 58.17.040(4); (2) divisions of property for lease as provided for in RCW 58.17.040(5);² and (3) divisions of property as provided for in RCW 58.17.040(7). Such ordinance may apply the same or different requirements and procedures to each of the three types of divisions and shall provide for the alteration or vacation of the binding site plan, and may provide for the administrative approval of the binding site plan.

RCW 58.17.035.

The criteria for review adopted by the Clallam County Board of Commissioners are designed to implement the requirement of Chapter 36.70B RCW to enact the Growth Management Act. In particular, RCW 36.70B.040 mandates that local jurisdictions review proposed development to ensure consistency with County development regulations, considering the type of land use, the level of development, infrastructure, and the characteristics of development. *RCW 36.70B.040.*

Conclusions Based on Findings

With conditions, the proposal would comply with and be consistent with applicable requirements of the County's Subdivision Code, Comprehensive Plan, Zoning Code, Environmental Policy Code, and Critical Areas Code, and would be consistent with the public health, safety, welfare, use, and interest.³ The County provided reasonable notice of the application and associated public hearing and opportunity to comment on the proposal. The County did not receive any public comments on the proposal. The County reviewed the application and determined that it would be consistent with the requirements of the County's

² RCW 58.17.040(5) provides that Chapter 58.17 RCW (Plats – Subdivisions – Dedications) is inapplicable and shall not apply to “[a] division for the purpose of lease when no residential structure other than mobile homes, tiny houses, or tiny houses with wheels as defined in RCW 35.21.686, or travel trailers are permitted to be placed upon the land when the city, town, or county has approved a binding site plan for the use of the land in accordance with local regulations.”

³ The Shoreline Master Program is inapplicable to the current proposal, and no structural development is proposed within a recognized floodplain, rendering the Floodplain Management Code inapplicable.

Subdivision Code, including subdivision standards specific to RV parks under CCC 29.35.100 and performance standards specific to development on property within a LAMIRD. The Hearing Examiner concurs with County staff's determination. The proposal, as conditioned, would provide an internal roadway system meeting the County's access and street standards; provide utility connections to each RV site, including connections to an on-site septic system and to water supplied by the Dry Creek Water system; provide 36,830 square feet of on-site recreation space; comply with LAMIRD performance standards; and comply with all density requirements, dimensional standards, and sewage disposal requirements specific to RV parks. Under the County's interpretation of its sewage disposal provisions for RV parks, an on-site RV dump station would not be required for the proposal because septic system connections would be provided to each RV site. Conditions would ensure that the proposed septic system obtains approval from the Washington State Department of Health and that the associated drainfields would be adequately protected from damage from vehicular and RV traffic.

The property is located within the Dry Creek Neighborhood of the Port Angeles Regional Planning Area and is designated Rural Neighborhood Commercial under the Comprehensive Plan. The Rural Neighborhood Commercial designation encourages tourist commercial uses such as RV parks. County staff identified relevant Comprehensive Plan policies specific to the Dry Creek Neighborhood and to development on rural land and determined that the proposal would be consistent with those policies. The Hearing Examiner concurs with County staff's determination. The proposed RV park would be adequately served by water supplied by the Dry Creek Water system and would comply with development regulations designed to ensure that commercial development within a LAMIRD would be compatible with the area's rural character. The property is zoned Rural Neighborhood Commercial (RNC), which is intended to provide limited, low-impact, neighborhood commercial activities in rural areas. RV parks are an allowed use in the RNC zone. As noted above, the proposal would comply with subdivision standards specific to RV parks under CCC 29.35.100, including standards related to individual site conditions, density, site dimensions, recreation areas, water supply, and sewage disposal.

The County Department of Community Development analyzed the environmental impacts of the project, determined that it would not have a probable significant adverse impact on the environment, and issued a DNS, which was not appealed. There are no critical areas identified within or near the property. Accordingly, the proposal would be consistent with the County Critical Areas Ordinance and includes provisions that would ensure that the project would be consistent with the public health, safety, welfare, use, and interest. Conditions, as detailed below, are necessary to ensure that the proposal complies with and is consistent with all necessary requirements for approval of the binding site plan. *Findings 1 – 21.*

DECISION

Based on the preceding findings and conclusions, the request for a binding site plan to allow development of a 54-site RV park, to be accomplished in two phases, located west of Port Angeles, north of the junction of Highway 101 and Highway 112, is **APPROVED**, with the following conditions:

Findings, Conclusions, and Decision
Clallam County Hearing Examiner
Island View RV Park BSP
No. LDV 2021-00005

1. The conditions developed for this application were based on information provided by the Applicant and other elements of the public record. The Applicant is proposing a 54 site RV park. Potable water will be provided to each site by Dry Creek Water, and each site connected to an on-site septic system. Access is provided off Granite Road, a County road. This decision and conditions of approval are subject to change if information provided by the Applicant or their authorized representative proves inaccurate.
2. A final Mylar shall be submitted, approved, and finalized in conformance with Chapter 29.20 CCC and shall include the location of all roads, trails, utilities, and fire hydrants. The complete plat number and existing parcel numbers must appear at the top right corner of the final plat as follows:

Plat No. LDV2021-00005
Parcel No. 073014-210100

3. A final stormwater plan shall be approved by the Road Department and implemented prior to final plat approval. The stormwater plan shall indicate the existing disturbed and impervious areas and shall show either a reduction of the impervious areas or find alternatives to meet the 35 percent impervious surfacing required per Chapter 33.22 CCC.
4. Prior to final plat approval, the Applicant shall provide Water Availability Verification (WAV) to the Environmental Health Division. The application shall be accompanied by a letter from Dry Creek Water stating that the distribution system has been installed in accordance with their requirements and specifications. The improvements may be installed in phases to serve each phase of this proposal.
5. The Applicant shall provide construction plans and specifications for the extension of the water system to the Clallam County Fire Marshal. The plans must be stamped by a registered, professional engineer licensed in the State of Washington. The Clallam County Fire Marshal shall approve these plans in writing prior to installation of the system.
6. The location of all hydrants shall be noted on the final plat and all distances verified by a surveyor. Hydrants shall be installed as specified in Table A of CCC 21.02.035. The Applicant should consult the Clallam County Fire Marshal for further information. Approval of the hydrant placement by the Fire Marshal shall be submitted prior to final plat approval.
7. This proposal entails the installation of a large on-site septic system. The septic systems (i.e. tanks and drainfields) will have to be engineered, distribution lines installed to each RV Space, and a maintenance and operation plan approved prior to final plat approval for

Findings, Conclusions, and Decision
Clallam County Hearing Examiner
Island View RV Park BSP
No. LDV 2021-00005

each phase of this proposal (per CCC 29.30.400(2)(b)). The operation maintenance entity approved by public agencies of jurisdiction shall own and manage the community sewage disposal system consistent with applicable State and County requirements. The improvements may be installed in phases to serve each phase of this proposal.

8. The final plat shall state the properties are served by Dry Creek water system and on-site septic.
9. A commercial road approach shall be obtained and installed prior to final plat approval. Contact the Road Department for the appropriate permit and specifications of the approach.
10. The internal road system shall be installed to serve the phase proposed. Roads are noted as typically 25 feet wide. The central road shall be asphalted in accordance with CCC 29.30.200(1)(b), as well as the road along the western property line. All other internal roads shall be a minimum 9-inch gravel base with a minimum three (3) –inch crushed gravel surfacing. The RV Spaces and internal roads shall be noted on the face of the final binding site plan.
11. A building permit shall be obtained for the single structure proposed within the RV park. Restrooms are required per the building code prior to use of the RV park, but other amenities proposed in the building are not a building code requirement.
12. A landscaping plan shall be submitted and approved prior to issuance of the building permit in accordance with Chapters 33.22 and 33.53 CCC, with particular importance to the western property line. The landscaping plan shall include placement of a fence along the western property line that shall be constructed of solid wood or masonry per CCC 33.22.300(3).
13. Location of the dumpster/recycling shall be shown on the final plat map and shall be over 70 feet from the western property line and appropriately screened in accordance with Chapter 33.22 CCC.
14. Prior to the installation of any signage, a signage plan and a certificate of compliance shall be submitted to DCD Planning for review and approval. This plan shall meet the requirements of CCC 33.57.040.
15. The Applicant shall implement measures ensuring that on-site drainfield areas are adequately protected from vehicular and RV traffic.
16. In accordance with CCC 29.30.700, the responsibility for the maintenance and operation of any common facilities, including roads, shall be determined prior to final plat

Findings, Conclusions, and Decision
Clallam County Hearing Examiner
Island View RV Park BSP
No. LDV 2021-00005

approval. Said facilities may be maintained and operated by the land divider, a lot owners' association, a public agency or a private agency consistent with applicable state requirements. However, no public or private agency has been designated for the maintenance of common facilities, and is therefore not being considered as part of this proposal. If said common facilities are to be owned and managed by a lot owners' association, said lot owner's association shall be established prior to final approval. The association is responsible for operating and maintaining all common facilities which have been dedicated or deeded to it by the land divider. The by-laws of the association shall authorize, at a minimum, the following responsibilities and authorities:

- To enforce covenants and conditions required by this Title, or in the lot owner's association.
- To levy and collect assessments against all lots to adequately accomplish the association's responsibilities.
- To collect money from unit owners to finance future improvements.
- To collect delinquent assessments through the courts, including money to pay for the costs of court action.
- To enter into contracts to build, maintain and manage common facilities required by this Title.
- To allow amendments to the by-laws for improvements required by this Title require a land division alteration to be submitted, approved and finalized in accordance with this Title.

17. Prior to final plat approval, underground utilities must be installed to each lot by the land divider including, but not limited to electrical and telephone. Television cable is optional, provided that if cable service is installed, it must be installed underground. Reservation of all required utility easements must be assured and clearly shown on the face of the final plat.
18. All required improvements shall be installed by the land divider after the County has granted preliminary approval and prior to final approval in accordance with the following procedures:
 - Underground utilities, sanitary sewers, and storm drains installed in the road right-of-way shall be constructed before surfacing of streets. Stubs for service connections for underground utilities and sanitary sewers shall be placed so as to avoid disturbance of street improvements when service connections are made.
 - A drawing showing required improvements as constructed shall be signed by the designer or installer, retained by the land divider and shall be submitted and filed with the Road Department upon completion of the improvements.

- Lot Grading: Grading and filling of lots in a land division having an average slope of ten (10) percent or more shall be in compliance with the most recent edition of the Uniform Building Code adopted by Clallam County, and comply with the Chapter 27.12 CCC, and the Clallam County Drainage Manual, if applicable.
 - Minimum improvements required by this Title shall be installed at the expense of the land divider prior to final approval.
 - The County Public Works Department shall inspect and approve all required construction prior to final approval.
19. Prior to inspection of the required improvements, the Applicant shall submit a completed *Affidavit of Improvements* and *Improvement Inspection Request* (forms available at the Clallam County Department of Community Development).
 20. The Applicant shall submit a Certificate of Title dated no earlier than 30 days prior to submitting for final plat approval.
 21. The above requirements are subject to change if proposed lot sizes or any other information provided by the Applicant or their authorized representative proves inaccurate.
 22. Current year property taxes (year in which the subdivision is to receive final approval) and any delinquent assessments for which the property may be liable to be paid in full to the Clallam County Treasurer.
 23. Upon completion of all of the above requirements, the Applicant shall submit the certificate of title and three (3) copies of the proposed final plat and appropriate fees for review by the Administrator for final approval.
 24. All certification stamps and signatures shall be in permanent black ink.
 25. The Clallam County Auditor will only accept a final plat which shall consist of one or more pages, each 18 inches wide by 24 inches, clearly and legibly drawn on polyester base (mylar) film with a minimum thickness of three mil. All drawing and lettering on the final plat shall be in permanent black ink. The only acceptable alternative is photographically processed mylar film copies (photographically processed means fixed line silver based photopositive chemical process). The following processes are not acceptable: Diazo (ammonia) process mylar, electrostatic mylar, wash off (wet erasable) mylar, sepia paper, pencil on mylar or tracing paper.

Findings, Conclusions, and Decision
Clallam County Hearing Examiner
Island View RV Park BSP
No. LDV 2021-00005

26. As the legislative authority for Clallam County, the Board of Commissioners shall grant final approval upon finding that the Applicant has complied with all requirements and conditions consistent with this chapter. The Administrator shall forward a final subdivision along with a statement on whether or not all requirements have been met, including a recommendation to the Board for its action. The Board shall take action on final subdivisions at its next regularly scheduled meeting.
27. A final plat which meets all of the requirements of Title 29 CCC and of this decision shall be submitted to the Administrator for processing and approval within five (5) years of the date of this preliminary land division approval. The land divider may divide the land division into two phases, staging installation of minimum improvements and the survey of the land division according to the approved phasing scheme. The final plat may be presented to the County at any time during the period of preliminary approval. The preliminary approval shall be null and void unless a final plat is approved and recorded during the original five-year approval period.

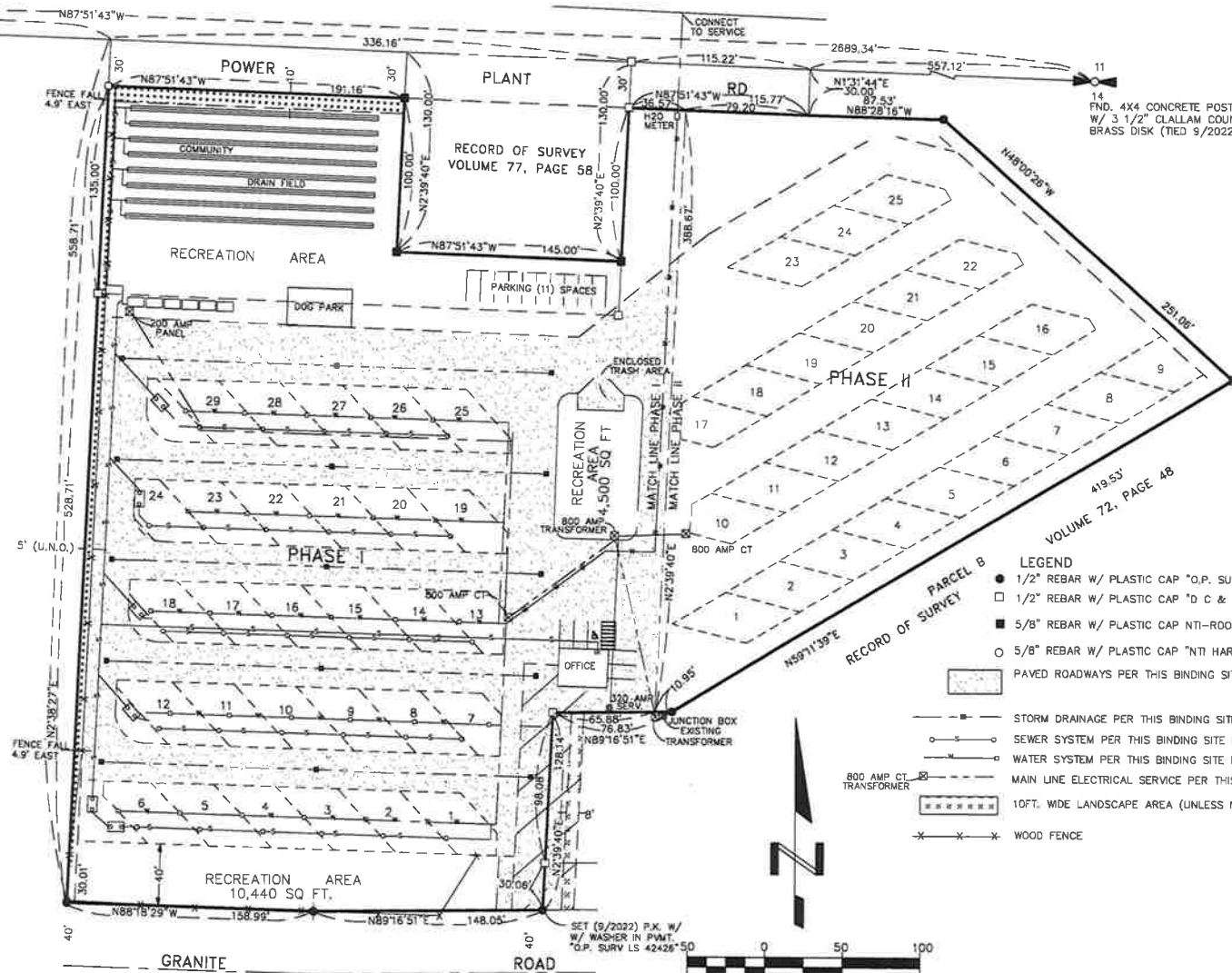
DECIDED this 20th day of May 2021.



ANDREW M. REEVES
Hearing Examiner
Sound Law Center



FND (9/2022) 5/8" REBAR W/ 3 1/2" ALUM. DISK (SEE SURVEY VOL. 80, PG. 7 FOR ADDITIONAL HISTORY AND INFORMATION)

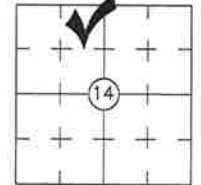


LEGEND

- 1/2" REBAR W/ PLASTIC CAP "O.P. SURV LS 42426" (SET 9/2022)
- 1/2" REBAR W/ PLASTIC CAP "D C & A LS 22329" (FND, 9/2022)
- 5/8" REBAR W/ PLASTIC CAP NTI-ROORDA PLS 36825" (FND, 9/2022)
- 5/8" REBAR W/ PLASTIC CAP "NTI HARKSELL PLS 32430" (FND, 9/2022)

- PAVED ROADWAYS PER THIS BINDING SITE PLAN
- STORM DRAINAGE PER THIS BINDING SITE PLAN
- SEWER SYSTEM PER THIS BINDING SITE PLAN
- WATER SYSTEM PER THIS BINDING SITE PLAN
- MAIN LINE ELECTRICAL SERVICE PER THIS BINDING SITE PLAN
- 10FT. WIDE LANDSCAPE AREA (UNLESS NOTED OTHERWISE)
- WOOD FENCE

Sec. 14, T.30N., R.7W., W.M.



PAGE 1 OF 2

SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF TITLE 29, CCC, AND THE STATE SURVEY RECORDING ACT, TITLE 59, RCW.



BRIAN N CAYS, PLS
CERTIFICATE NO. 42426

DATE SIGNED _____

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____
20____, AT _____ M, IN BOOK _____ OF
PLATS, AT PG. _____, AT THE REQUEST OF
OLYMPIC PENINSULA SURVEYING AND DRAFTING, INC.

AUDITOR'S FILE NO. _____ DEPUTY COUNTY AUDITOR

ISLAND VIEW R.V. PARK

BINDING SITE PLAN

A PORTION OF

NE. 1/4, NW. 1/4, Sec. 14, T.30N., R.7W., W.M.

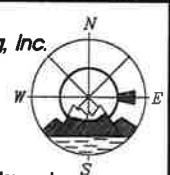
Clallam County, Washington

for

Island View Properties, LLC

Olympic Peninsula
Surveying and Drafting, Inc.

P.O. Box 3234
Sequim, WA 98382
(360) 460-2934
opsurveying@olypen.com



Surveyed and Mapped
July, 2022

Job No. SIMMONS-1151

LEGAL DESCRIPTION

(SEE DEED A.F.NO. 2021-1414259)

PARCEL A RECORDED IN VOL. 72 OF SURVEYS, PG. 48, UNDER RECORDING NO. 2011-1274041 BEING A PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SEC. 14, TWP. 30 NORTH, RANGE 7 W, W.M., CLALLAM COUNTY, WA.

(SEE DEED A.F.NO. 2019-1383043)

THE NORTH 165 FEET OF THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 14, TOWNSHIP 30 NORTH, RANGE 7 WEST, W.M.; EXCEPT THAT PORTION CONVEYED TO CLALLAM COUNTY FIRE DISTRICT #2 BY DEED RECORDED UNDER CLALLAM COUNTY AUDITOR'S FILE NO. 413673. SITUATE IN CLALLAM COUNTY, STATE OF WASHINGTON.

BASIS OF BEARING

THE BASIS OF BEARING FOR THIS SURVEY IS ASSUMED TO BE N87°51'43"E, ALONG THE NORTH LINE OF THE NW 1/4, OF SECTION 14, T.30N., R.7W., W.M., AS SHOWN ON THAT RECORD OF SURVEY RECORDED IN VOLUME 37 OF SURVEYS, PAGE 93, RECORDS OF CLALLAM COUNTY, WASHINGTON.

SURVEY METHODS

THIS SURVEY WAS PERFORMED USING A 3 SEC. TOPCON GM SERIES TOTAL STATION. SOME DISTANCES WERE MEASURED USING A STEEL TAPE. ACCURACY MEETS STANDARDS SET FORTH BY WAC 332-130-090. ALSO USED STONEX S85A STAND ALONE GPS RECEIVER.

SECTION SUBDIVISION

FOR SECTION SUBDIVISION USED THIS SURVEY SEE THAT RECORD OF SURVEY AS RECORDED IN VOLUME 37 OF SURVEYS, PAGE 93, RECORDS OF CLALLAM COUNTY, WASHINGTON. COMPARE ALSO SURVEY VOLUME 72, PAGE 48, VOLUME 77, PAGE 58 AND VOLUME 81, PAGE 33, RECORDS OF CLALLAM COUNTY, WASHINGTON.

NOTES:

NO PORTION OF THIS LAND DIVISION MAY BE ALTERED, AMENDED, DELETED, ADDED TO OR CHANGED IN ANY MANNER EXCEPT BY THE LAND DIVISION PROCEDURES SET FORTH IN CLALLAM COUNTY CODE CHAPTER 29 CCC.

ALL LOTS SHALL BE A VALID LAND USE NOTWITHSTANDING A CHANGE IN ZONING LAWS OR OTHER APPLICABLE REGULATIONS FOR A PERIOD OF FIVE YEARS FROM THE DATE OF RECORDING OF THIS SHORT PLAT.

SETBACKS SHALL CONFORM WITH CLALLAM COUNTY ZONING CODES AS THEY APPLY.

NOTES:

- 1) THE SURVEYED PARCEL MAY BE SUBJECT TO EASEMENTS OR OTHER ENCUMBRANCES EITHER RECORDED OR UNRECORDED NOT SHOWN HEREON. THIS SURVEY HAS NOT DETERMINED THE EXISTENCE OF ALL SUCH EASEMENTS OR ENCUMBRANCES OR THE EFFECT ON THE SURVEYED PARCEL EXCEPT AS SPECIFICALLY SHOWN HEREON.
- 2) EXTERIOR BOUNDARIES HAVE NOT BEEN FULLY MAPPED FOR ENCROACHMENTS.
- 3) THIS SURVEY MAY DEPICT EXISTING FENCE LINES AND OTHER OCCUPATIONAL INDICATORS THAT MAY INDICATE A POTENTIAL FOR CLAIMS OF UNWRITTEN TITLE. LEGAL OWNERSHIP BASED UPON UNWRITTEN TITLE CLAIMS HAS NOT BEEN RESOLVED BY THIS SURVEY.
- 4) LOTS WITHIN THIS SHORT PLAT ARE TO BE SERVED BY THE DRY CREEK WATER SYSTEM.

HOMEOWNER'S ASSOCIATION

UPON ASSUMPTION OF LOT OWNERSHIP WITHIN THIS PLAT ALL LOTS WITHIN THIS SUBDIVISION ARE AUTOMATICALLY MEMBERS OF THE HOMEOWNER'S AGREEMENT AS FILED UNDER AUDITORS FILE NO. _____ RECORDS OF CLALLAM COUNTY, WASHINGTON.

TREASURER'S CERTIFICATE

ALL TAXES AND ANY DELINQUENT ASSESSMENTS FOR WHICH THE LAND DIVISION MAY BE LIABLE HAVE BEEN DULY PAID AS REQUIRED BY CHAPTER 58.08.040 RCW.

TREASURER _____

DEPUTY _____

DATE _____

APPROVALS

ADMINISTRATOR

THE FINAL SHORT PLAT IS CONSISTENT WITH THE PRELIMINARY APPROVAL. ALL CONDITIONS IMPOSED THEREOF HAVE BEEN MET AND THE LAND DIVISION CONFORMS TO ALL APPLICABLE COUNTY LAND USE CONTROLS.

DATE _____

ADMINISTRATOR _____

SANITARIAN

THE FINAL SHORT PLAT HAS MET ALL STATE AND COUNTY REQUIREMENTS PERTAINING TO SEWAGE DISPOSAL AND POTABLE WATER.

DATE _____

COUNTY HEALTH OFFICIAL _____

ENGINEER

I HEREBY APPROVE ALL SURVEY DATA SHOWN, INCLUDING MATHEMATICAL CLOSURE OF ALL LOTS, BLOCKS AND BOUNDARIES, AND CERTIFY THAT AS OF THIS DATE AND TO THE BEST OF MY KNOWLEDGE, ALL REQUIRED ROAD DRAINAGE (IF ANY) AND OTHER IMPROVEMENTS (IF ANY) ADDRESSED IN RCW 58.17.160(1) HAVE BEEN CONSTRUCTED IN CONFORMANCE WITH PLANS AND SPECIFICATIONS APPROVED BY THE AGENCY OF LEGAL JURISDICTION.

DATE _____

COUNTY ENGINEER _____

BOARD OF COUNTY COMMISSIONERS:

RANDY JOHNSON _____

DATE _____

MARK OZIAS _____

DATE _____

BILL PEACH _____

DATE _____

CLERK OF THE BOARD _____

DATE _____

DEDICATION AND DECLARATION

KNOW ALL PERSONS BY THESE PRESENTS THAT I, THE UNDERSIGNED OWNER OF THE LAND HEREIN DESCRIBED, DECLARE THIS PLAT TO BE CREATED BY MY OWN FREE WILL AND CONSENT. I ALSO GRANT TO CLALLAM COUNTY, PUD NO. 2 AND THE DRY CREEK WATER SYSTEM THE RIGHT TO USE THE EASEMENTS AS PLATTED FOR THE USES AND PURPOSES SHOWN HEREON. THE PLATTOR HEREBY ACCEPTS ALL RESPONSIBILITY FOR ALL CLAIMS AND DAMAGES WHICH MAY BE OCCASIONED TO ANY OTHER LAND OR PERSONS BY THE ACTIONS OF SAID PLATTOR AUTHORIZED BY THE COUNTY IN RELATION TO THIS PLAT. I HEREBY ACCEPT THIS PLAT.

ISLAND VIEW PROPERTIES, LLC
A WASHINGTON LIMITED LIABILITY COMPANY

RANDY SIMMONS _____

ACKNOWLEDGEMENT

STATE OF _____

COUNTY OF _____

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC, PERSONALLY APPEARED RANDY SIMMONS, REPRESENTATIVE OF ISLAND VIEW PROPERTIES LLC, A WASHINGTON LIMITED LIABILITY COMPANY, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME AS HIS FREE AND VOLUNTARY ACT. IN WITNESS WHEREOF I HAVE SET MY HAND AND AFFIXED MY OFFICIAL SEAL ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

MY COMMISSION
EXPIRES _____

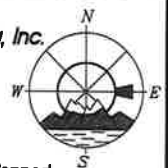
NOTARY PUBLIC IN AND FOR THE
STATE OF _____
RESIDING IN _____



ISLAND VIEW R.V. PARK
BINDING SITE PLAN
A PORTION OF
NE. 1/4, NW. 1/4, Sec. 14, T.30N., R.7W., W.M.
Clallam County, Washington
for
Island View Properties, LLC

Olympic Peninsula
Surveying and Drafting, Inc.

P.O. Box 3234
Sequim, WA 98282
(360) 460-2934
opsurveying@olypen.com



Surveyed and Mapped
July, 2022

Job No. SIMMONS-11151



AGENDA ITEM SUMMARY

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

5a
10/11/22

Department: Public Works/Roads Dept.

WORK SESSION ☐ Meeting Date:

REGULAR AGENDA ☒ Meeting Date: October 11, 2022

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 6-Year Transportation Imp. Program |

Documents exempt from public disclosure attached: ☐

Executive summary:

The Clallam County Six-Year Transportation Improvement Program (TIP) is updated annually pursuant to RCW 36.81.121. The Six-Year TIP identifies current and planned transportation improvement projects over the next six years for roads (e.g., new construction, reconstruction, widening, resurfacing, etc...), bridges, non-motorized trails (e.g., Olympic Discovery Trail) and other improvements (e.g., culvert replacements) related to Clallam County managed transportation facilities. It also serves as the basis for preparing and adopting the County's Annual Construction Program for transportation improvements. The Six Year TIP does not include general maintenance (e.g., chip seal surfacing) of the County's transportation system that is a significant part of the Department annual operations and budget.

Staff introduced the Draft 6-Year TIP (2023-2028) and a review schedule at the Board's October 3, 2022 work session. This included holding a November 8, 2022 public hearing on the Draft Six Year TIP (2023-2028) before the Board of County Commissioners (BOCC). A call for public hearing notice is attached. Prior to the November 8 BOCC hearing, the Clallam County Planning Commission will hold an October 19, 2022 public hearing on the Draft Six Year (2023-2028) TIP. The Draft Six Year (2023-2028) TIP and more information about the TIP update process is also attached.

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?** ☐

Clallam County transportation improvement projects are based on the adopted Six-Year TIP and Annual Construction Program. Pursuant to RCW 36.81.121 and WAC 136-16-018, Clallam County must adopt both an updated Six-Year TIP for the ensuing six calendar years (i.e., 2023-2028) and also an updated Annual Construction Program for the ensuing year (i.e., 2023) ***prior to*** adopting the Clallam County 2023 Budget.

* 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)

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

Staff recommends the Board schedule a public hearing on the Draft Six-Year TIP (2023-2028) on November 8, 2022. A call for public hearing notice is attached.

County Official signature & print name: _____



Steve Gray

Name of Employee/Stakeholder attending meeting: Steve Gray

Relevant Departments: Public Works/Road Department

Date submitted: October 5, 2022

* 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

Clallam County Six-Year (2023-2028) Transportation Improvement Program

NOTICE: The Clallam County Board of Commissioners will conduct a public hearing on Tuesday, November 08, 2022 at 10:30 a.m., or as soon thereafter as possible in the Commissioners' Meeting Room of the Clallam County Courthouse, 223 East 4th Street, Room 160, Port Angeles, Washington. The public hearing is to consider the Clallam County Six-Year (2023-2028) Transportation Improvement Program (TIP). A full copy of the Draft Six-Year (2023-2028) TIP can be found on the Clallam County website www.clallam.net or a free copy can be mailed to you upon request.

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

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

PROPONENT: Clallam County Board of Commissioners
223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
Telephone: 360.417.2233

FORMAL IDENTIFICATION: Clallam County Six-Year (2023-2028) Transportation Improvement Program

SUMMARY:

The Six-Year TIP is annually updated pursuant to RCW 36.81.121 and identifies both current and planned transportation improvement projects over the next-six years. The Draft Six-Year (2023-2028) TIP contains 31 planned projects that are programmed for engineering design, right-of-way, and/or construction work phases over the next 6-years, and 49 planned (unfunded) projects that could be programmed if funding and resources become available. For each project, there is a brief project description and other information such as functional classification, improvement types, project length, funding status and sources, date work phase(s) started (or estimated to begin) and estimated local expenditures. The TIP does not include annual maintenance (e.g., chip seal resurfacing) of the County's transportation system. For more information, contact Steve Gray, Transportation Program Manager, at 360-417-2290.

Publish: October 14, 21, and 28, 2022
Bill: Public Works/Roads Department

Loni Gores, CMC, Clerk of the Board



Clallam County Public Works/Road Department

223 E. Fourth St., Suite 6

Port Angeles, WA 98362-3000

360-417-2290 Fax: 360-417-2513 E-mail: steve.gray@clallamcountywa.gov

TO: Interested Parties

SUBJ: Draft Clallam County Six Year (2023-2028) Transportation Improvement Program

The Clallam County Six Year Transportation Improvement Program (TIP) is an important tool to schedule the funding of upcoming transportation projects. The County's program is updated every year as previous projects are completed, and as new projects come into the planning and budgeting horizon. The TIP does not include annual transportation system maintenance activities.

ATTACHMENTS:

1. Public Meeting and Hearing Schedule on the *Draft Clallam County Six-Year (2023-2028) Transportation Improvement Program (TIP)*, where to obtain more information, and where to send written comments.
2. Memo containing an overview about the Six Year Transportation Improvement Program (TIP) and update process.
3. Draft Clallam County Six Year (2023-2028) Transportation Improvement Program (TIP) under review.

**PUBLIC MEETING AND HEARING SCHEDULE ON
CLALLAM COUNTY SIX-YEAR (2023-2028) TRANSPORTATION
IMPROVEMENT PROGRAM (TIP)**

Public Meeting	Subject	Location	How to Participate Virtually
Oct. 3, 2022 Clallam County Board of Commissioners 9:00 a.m.	Introduction and overview of the Draft Six Year (2023-2028) TIP.	Clallam County Courthouse, Room 160 223 East 4 th Street Port Angeles, WA	Zoom Audio Only: Call (253)-215-8782 & use Meeting ID: 875 561 7844 & Passcode: 12345 Zoom Video Conference: Visit https://zoom.us/join & use Meeting ID: 875 561 7844 & Passcode: 12345
Oct. 5, 2022 Clallam County Planning Commission 6:00 p.m.	Introduction and overview of the Draft Six Year (2023-2028) TIP.	Clallam County Courthouse, Room 160 223 East 4 th Street Port Angeles, WA	Zoom Audio Only: Call (253)-215-8782 and use Meeting ID: 857 7304 5582 and Passcode: 12345 Zoom Video Conference: Visit https://zoom.us/join and use Meeting ID: 857 7304 5582 and Passcode: 12345
Oct. 11, 2022 Clallam County Board of Commissioners 10:00 a.m.	Call for a Nov. 8, 2022 Public Hearing on the Draft Six Year (2023- 2028) TIP	Clallam County Courthouse, Room 160 223 East 4 th Street Port Angeles, WA	Zoom Audio Only: Call (253)-215-8782 & use Meeting ID: 875 561 7844 & Passcode: 12345 Zoom Video Conference: Visit https://zoom.us/join & use Meeting ID: 875 561 7844 & Passcode: 12345
Oct. 19, 2022 Clallam County Planning Commission 6:00 p.m.	Public Hearing on the Draft Six Year (2023- 2028) TIP.	Clallam County Courthouse, Room 160 223 East 4 th Street Port Angeles, WA	Zoom Audio Only: Call (253)-215-8782 and use Meeting ID: 857 7304 5582 and Passcode: 12345 Zoom Video Conference: Visit https://zoom.us/join and use Meeting ID: 857 7304 5582 and Passcode: 12345
Nov. 8, 2022 Clallam County Board of Commissioners 10:30 a.m.	Public Hearing on Resolution to adopt Six Year (2023-2028) TIP.	Clallam County Courthouse, Room 160 223 East 4 th Street Port Angeles, WA	Zoom Audio Only: Call (253)-215-8782 & use Meeting ID: 875 561 7844 & Passcode: 12345 Zoom Video Conference: Visit https://zoom.us/join & use Meeting ID: 875 561 7844 & Passcode: 12345
Nov. 22 or 29, 2022 Clallam County Board of Commissioners 10:00 a.m.	Resolution to adopt the Annual Construction Program for 2023 based on first year of the adopted Six Year (2023- 2028) TIP.	Clallam County Courthouse, Room 160 223 East 4 th Street Port Angeles, WA	Zoom Audio Only: Call (253)-215-8782 & use Meeting ID: 875 561 7844 & Passcode: 12345 Zoom Video Conference: Visit https://zoom.us/join & use Meeting ID: 875 561 7844 & Passcode: 12345

Where to View/Obtain the Draft Six Year (2023-2028) Transportation Improvement Program (TIP):

The Draft Six Year (2023-2028) TIP is available on Clallam County website www.clallam.net (under "Current Issues") and Public Works/Road Department webpage at: [Transportation Improvement Program \(clallam.net\)](http://www.clallam.net/transportation-improvement-program)

Copies of the Draft Six Year (2023-2028) TIP can also be obtained at the below address during regular business hours or be emailed/mailed upon request by contacting:

Clallam County Public Works/Road Department
RE: Six-Year Transportation Improvement Program
223 East Fourth Street, Suite 6
Port Angeles, WA 98362-3000
Email: roads@ClallamCountyWA.gov
360-417-2379

For More Information:

Steve Gray
Clallam County Public Works/Road Department
Transportation Program Manager
Phone: 360-417-2290

Where to Send Written Comments:

Clallam County Public Works/Road Department
RE: Six-Year Transportation Improvement Program
223 East Fourth Street, Suite 6
Port Angeles, WA 98362-3000

Or

Clallam County Board of Commissioners
RE: Six-Year Transportation Improvement Program
223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015

DRAFT (09-28-2022)

SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM 2023 TO 2028



Clallam County Public Works/Roads Department
223 E. Fourth Street, Suite 6
Port Angeles, WA 98362-3000
roads@co.clallam.wa.us

Clallam County Six-Year (2023-2028) Transportation Improvement Program (TIP)

Guide to Codes and Acronyms

Road Functional Class

06=Rural Minor Arterial	16=Urban Minor Arterial
07=Rural Major Collector	17=Urban Collector Arterial
08=Rural Minor Collector	18=Urban Minor Collector
09=Rural Local Access	19=Urban Local Access
00=No functional classification (e.g., trails)	

Improvement Types

01=New construction	08=New Bridge Construction
02=Relocation Project	09=Bridge or Culvert Replacement
03=Reconstruction	10=Bridge Rehabilitation
04=Major Widening	11=Minor Bridge Rehabilitation
05=Minor Widening	12=Safety/Traffic Operation
06=Other Enhancements	23=Transit
07=Resurfacing	32=Non-Motor Vehicle Project (e.g., trail)

Project Phase

PE = Preliminary Engineering
RW = Right-of Way
CN = Construction

Funding Status

C = Completed Phase in prior year(s).
S = Secured (funded)
S/P = Secured partial funding or application for funding pending.
P/U = Planned (Unfunded).

Federal Fund Codes

FEMA=Federal Emergency Management Agency Hazard Mitigation Program
FLAP=Federal Lands Access Program
HSIP=Highway Safety Improvement Program
STBG=Surface Transportation Block Program
STP(BR)=Surface Transportation Program (Bridge)
TA=Transportation Alternatives
NHSAM=National Highway System Asset Management Program
USFWS=U.S. Fish & Wildlife Service
NOAA=Natl. Oceanic & Atmospheric Administration Fish Barrier Grant

State Fund Codes

CAPP=County Arterial Preservation Program
RAP=Rural Arterial Program
UATA=Urban Arterial Trust Account
RCO=Recreation Conservation Office
RCO-FBRB = RCO Fish Barrier Removal Board
RCO-SRFB = RCO Salmon Recovery Funding Board
RCO-WCRRRI = RCO WA. Coast Restoration & Resiliency Initiative

Other Fund Codes (local funding)

PRVT=Private Donation
LEKT = Lower Elwha Klallam Tribe
JSKT=Jamestown S' Klallam Tribe Tribal Transportation Funding
CCLTG=Clallam County Lodging Tax Grant
REET=Clallam County Real Estate Excise Tax Funds

Local Funds By Phase Explanation

Local funding comes primarily from the property tax road levy and the County's share of the state Motor Vehicle Fuel Tax. Other potential funding may include Real Estate Excise Tax and other County funding.

CLALLAM COUNTY
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM
2023 - 2028

Hearing Date: _____
Adoption Date: _____
Resolution No.: _____

TIP Project No.	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 COSTS IN THOUSANDS OF DOLLARS												EXPENDITURE SCHEDULE (LOCAL AGENCY) [See Footnote]			
					Project Phase	Funding Status	Phase Start	FUNDING SOURCE INFORMATION (BY PHASE)						Total	2023	2024	2025	2026 to 2028		
								Federal Fund Type	Federal Funds by Phase	State or Other Fund Type	State or Other Funds by Phase	Local Funds by Phase								
ROAD CAPITAL CONSTRUCTION PROJECTS																				
1	Black Diamond Road (31030) [698-1507] MP 2.66 to MP 3.40 Shoulder widening, improve recoverable slopes, and potential separated bike and pedestrian path. HSIP = \$268,000. Target to apply for additional HSIP grant funding needed for construction.	8	5	0.74	PE	S	2015	HSIP	18			20	38	20						
					RW	S	2023				50	50								
					CN	S/P	2024		250		490	740	740							
					Totals				268	0	560	828	70	740	0	0				
2	Carlsborg Road (94270) [698-1902] MP 1.01 to 1.76 Resurface, restore and shoulder widening. RAP = \$472,500; REET \$375,000 (estimate)	7	3	0.75	PE	S	2019	RAP & REET			27	3	30	20						
					RW	S	2022				50	50	50							
					CN	S	2023				820		820	820						
					Totals				0	847	53	900	890	0	0	0	0			
3	Dry Creek Road (31870) [698-1601] MP 0.00 to MP 0.68 Rehabilitate, resurface, restore, widen, and partial realignment between US 101 and Edgewood Drive. Construction anticipated to be completed in 2022 . RAP= \$1,035,000; LEKT=\$125,000	7	3	0.68	PE	C	2018	RAP & LEKT			218	24	242							
					RW	C	2020				154	17	171							
					CN	S	2020				663	730	1,393	10						
					Totals				0	1,035	771	1,806	10	0	0	0	0			
4	Dungeness Natl. Wildlife Refuge(DNWR) Access Improvements (45350, 45890, 94170) [698-2001] Relocate part of the Voice of America Rd. away from bluff; realign the Kitchen-Dick Rd and Lotzgesell Rd. curve; add dedicated left-turn lane into the County Park and DNWR entrance; and widening. FLAP = \$1,729,438	7	2	1.44	PE	S	2022	FLAP	166			26	192	132						
					RW	C						0								
					CN	S	2023		1,563		244	1,807	1,807							
					Totals				1,729	0	270	1,999	132	1,807	0	0				
5	Health Road (45850) [698-1910] MP 0.00 to MP 1.50 Shoulder widening	9	5	1.5	PE	S	2023					15	15	15						
					RW	S	2023					15	15	15						
					CN	S	2024					65	65	65						
					Totals				0	0	95	95	30	65	0	0				
6	Hoko-Ozette Road (#91460) M.P. 19.5. Relocate road segment (~ 400 feet or less) away from slide area, reconstruct and resurface. May need 40 to to 50-feet of additional right-of-way.	7	2	0.08	PE	S	2022					10	10	5	5					
					RW	S	2022					10	10	5	5					
					CN	S/P	2023					150	150	150						
					Totals				0	0	170	170	10	160	0	0				
7	Kitchen-Dick Rd. (94170) & Old Olympic Hwy (94120) Roundabout Preliminary concept design and public process for potential roundabout traffic flow intersection improvement and state / federal (e.g., HSIP) future road safety grant application.	7	3	0.2	PE	S	2023					40	40	20	20					
					RW							0								
					CN							0								
					Totals				0	0	40	40	20	20	0	0				
8	Joyce Piedmont Road (92210) [SCP-21001] MP 0.0 to 4.3 Reconstruction, realignment, widening, resurfacing and safety improvements. Project delivered by Western Federal Lands Highway Division . FLAP = 6,487,000 (Use State Toll Credits for Match)	7	2	4.3	PE	S	2019	FLAP	564	State Toll Credits		30	594	5	5	5	15			
					RW	S	2024					90	90		90					
					CN	S	2024		5,923		923		6,846							
					Totals				6,487	923	120	7,530	5	95	5	15				
9	Sequim-Dungeness Way (95250) & Woodcock Rd. (52500) Roundabout [698-1803] MP 2.42 to MP 2.62 Roundabout safety & traffic flow intersection improvement. Construction completed and open in 2022. Potential minor improvements in 2023. HSIP=\$788,206; STBG=\$350,000	17	3	0.2	PE	C	2020	HSIP STBG	45			45	90							
					RW	C	2021					23	23							
					CN	S	2021		1,138		55	1,193	10							
					Totals				1,183	0	123	1,306	10	0	0	0				

CLALLAM COUNTY
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM
2023 - 2028

Hearing Date: _____
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Resolution No.: _____

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					Project Phase	Funding Status	Phase Start	FUNDING SOURCE INFORMATION (BY PHASE)						Total	2023	2024	2025	2026 to 2028		
								Federal Fund Type	Federal Funds by Phase	State or Other Fund Type	State or Other Funds by Phase	Local Funds by Phase								
10	South Airport Road (93230) MP 0.00 to MP 0.682 Pre-level and overlay and section of grind and overlay. Cooperative project with the City of Port Angeles. NHSAM = \$1,038,280	16	7	0.68	PE	S	2022	NHSAM	20				20	10						
					RW								0							
					CN	S	2023		1,018				1,018	1,018						
					Totals				1,038		0	0	1,038	1,028	0	0	0	0		
11	Towne Road (52270) [698-1701] MP 0.76 to MP 1.99 Spot improvements for shoulders and sight distance between Woodcock Road and future alignment on top of relocated levee.	9	6	1.23	PE	S	2025					70	70				10			
					RW	S	2026					60	60				60			
					CN	S	2026					460	460				460			
					Totals				0		0	590	590	0	0	0	530			
12	Towne Road (52270) [698-1606] MP 1.99 to Seq. Dung. Way Reconstruct and relocate segment of Towne Rd. on top of completed relocated levee section. Dungeness River Floodplain Restoration Grant (DRFR) and/or REET = \$1,200,000 (estimate)	9	2 3 5 7	0.75	PE	C	2020			DRFR & REET			0							
					RW	C	2020							0						
					CN	S	2022					1,200	800	2,000	1,990	10				
					Totals				0		1,200	800	2,000	1,990	10	0	0			
13	Undi Road (11670) [SCP-21002]. Road improvements related to the Jefferson County Undi Road Bypass Project. Funded by a Federal Lands Access Program (FLAP) Award to Jefferson County. Project delivered by Western Federal Lands Highway Div. FLAP \$2,034,407	9	3 5	1.29	PE	S	2020	FLAP					0							
					RW								0							
					CN	S	2023						0							
					Totals				0		0	0	0	0	0	0	0			
BRIDGE REPLACEMENT, PRESERVATION, AND REHABILITATION PROJECTS																				
14	Clallam Slough Bridge Replacement (19400 BR1) On Frontier Street (19400) MP 0.07 to MP 0.44 Demolish bridge and replace with new bridge and approaches designed to current standards. Design anticipated to be completed in 2022. STP(BR) = \$5,193,100	8	4 9	0.37	PE	S	2020	STP(BR)	1,298				1,298							
					RW	C	2022						0							
					CN	S	2023		3,895				3,895	3,873	10					
					Totals				5,193		0	0	5,193	3,873	10	0	0			
15	Hoko Falls Bridge (91460BR2) [698-1804] on Hoko-Ozette Road (91460) MP 6.88 to MP 6.91 Various bridge preservation work (replace expansion joints, clean bridge, prepare & paintbearings, seal deck).	7	10	0.03	PE	S	2024					25	25			25				
					RW								0							
					CN	S	2025					175	175				175			
					Totals				0		0	200	200	0	0	25	175			
16	Sol Duc River Bridge (11200BR1) On Quillayute Road (11200) MP 6.47 to MP 6.52 Bridge preservation. Prep and paint steel truss bridge. STP(BR) = \$2,790,000	8	10	0.05	PE	S	2023	STP(BR)	170			23	193	96	96					
					RW								0							
					CN	S	2025		2,620				2,620			2,620				
					Totals				2,790		0	23	2,813	96	96	2,620	0			
17	Weel Bridge (18760BR1) On Weel Road (18760) MP 0.39 Bridge preservation. Prep and paint steel girder bridge. STB(BR) = \$1,822,200	9	10	0.19	PE	S	2023	STP(BR)	115			15	130	65	65					
					RW								0							
					CN	S	2025		1,745				1,745			1,745				
					Totals				1,860		0	15	1,875	65	65	1,745	0			
CULVERT AND FISH PASSAGE CAPITAL PROJECTS																				
18	Bear Creek Rd. (20210) Culvert Replacements MP 1.74 & 1.78 Fish passage improvement. Delivered by Trout Unlimited. Design: RCO-SRFB = \$137,625; Private = \$97,000. Construction: USFWS = \$992,000. Pending NOAA & RCO-FBRB Grant Applications = \$992,000.	9	9	0.01	PE	S	2021	USFWS		RCO-FBRB & PRVT	235	0	235							
					RW	S	2023					5	5	5						
					CN	S/P	2024		992		992	0	1,984							
					Totals				992		1,227	5	2,224	5	0	0	0			

CLALLAM COUNTY
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM
2023 - 2028

Hearing Date: _____
Adoption Date: _____
Resolution No.: _____

TIP Project No.	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 Types(s)	Total Length (mi.)	PROJECT COSTS IN THOUSANDS OF DOLLARS										EXPENDITURE SCHEDULE (LOCAL AGENCY) [See Footnote]			
					Project Phase	Funding Status	Phase Start	FUNDING SOURCE INFORMATION (BY PHASE)						Total	2023	2024	2025	2026 to 2028
								Federal Fund Type	Federal Funds by Phase	State or Other Fund Type	State or Other Funds by Phase	Local Funds by Phase						
19	Crescent Beach Rd (22990) Culvert Replacement MP 0.32 Replace failed culvert. Requesting FEMA emergency relief funding approval for the culvert replacement.	9	9	0.01	PE	C	2022	FEMA				0	0					
					RW							0	0					
					CN	S/P	2023					200	200	200				
					Totals				0		0	200	200	200	0	0	0	
20	East Lake Pleasant Rd. Road Culvert Replacement on Quandry Creek (16170) MP 0.737. Fish Passage Improvement Project. Delivered by Wild Salmon Center & Partners. Prelim. Design: PRVT = \$75K. Pending Federal Grant for final design (\$130K) & Construction (\$1.6 million).	9	9	0.01	PE	S/P	2023	NOAA	130	PRVT	75		205					
					RW	P/U	2024					10	10		10			
					CN	P/U	2025		1,600					1,600				
					Totals						75	10	85	0	10	0	0	
21	Hoko-Ozette Road Culvert Replacement (91460) MP 5.77 Replace two failing culverts.	7	9	0.01	PE	S	2022					20	20	20				
					RW								0					
					CN	S	2022					200	200	200				
					Totals						0	220	220	220	0	0	0	
22	Johnson Creek Triple Culvert Replacement on Hoko-Ozette Rd (91460) MP 9.4 [SCP-21003]. Fish passage improvement. Delivered by North Olympic Salmon Coalition. RCO-FBRB=\$3,951,896; RCO-SRFB = \$1,015,889; PSAR = \$440,663; & USFWS = \$72,090	7	9	0.01	PE	C	2020	USFWS	72	RCO & PSAR	339	60	471					
					RW	S/P	2022					100	100	100				
					CN	S	2023				4,470		4,470					
					Totals				72		4,809	160	5,041	100	0	0	0	
23	Kugal Creek Culvert Replacement Cooper Ranch Rd.(91460) MP 0.24 [SCP-21006] Fish passage improvement. Delivered by Pacific Coast Salmon Coalition. Construction to be completed &crossing opened in 2022. RCO-SRFB = \$780,000; RCO-WCRRRI = \$206,000	9	9	0.01	PE	C	2019			RCO	165	40	205					
					RW								0					
					CN	S	2022				986	360	1,346	10				
					Totals				0		1151	400	1,551	10	0	0	0	
24	Quillayute Rd. (11200) Culvert Replacement. MP. 1.41 Fish passage improvement on tributary to Sol Duc River. Delivered by Wild Salmon Center & Partners. Prelim. Design: PRVT = \$75K. Pending Federal Grant for final design (\$130K) & Construction (\$1.6 million).	8	9	0.01	PE	S/P	2023		130	PRVT	75		205					
					RW	S/P	2024					5	5		5			
					CN	P/U	2025		1,600				1,600					
					Totals				1,730		75	5	1,810	0	5	0	0	
25	Wisen Creek & Swede Roads Culvert Replacements (20550, 20460) [698-2002] MP 0.13 & 0.38 (Wisen) & MP 0.0 (Swede). Fish passage improvements. Delivered by Trout Unlimited. Design:RCO-SRFB=\$137,896 Construction: USFWS=\$551,000. Pending NOAA & RCO-FBRB Grants = \$551,000	9	9	0.01	PE	C	2020	USFWS		RCO	137	25	162					
					RW	S	2023					5	5	5				
					CN	P/U	2023		1,102				1,102					
					Totals				1102		137	30	1,269	5	0	0	0	
NON-MOTORIZED TRANSPORTATION IMPROVEMENT PROJECTS (e.g., Olympic Discovery Trail, sidewalks)																		
26	Olympic Discovery Trail (ODT)--Forks Calawah River Park to Sitkum-Sol Duc Road (aka "A" Rd.) [698-1907] Construct ~1-mile trail and a multi-user, Calawah River trail bridge crossing. Federal: TA = \$450,000 + STBG = \$825,000; PRVT= \$300,000	0	32	1	PE	S	2021	TA STBG	65	PRVT		10	75	60				
					RW	C	2018					145	145					
					CN	S	2023		1,210		300		1,510		750	750		
					Totals				1,275		300	155	1,730	60	750	750	0	
27	ODT-Forks to La Push Trail Corridor Acquisition [698-2101] Acquire trail corridor between US 101 and Olympic National Park adjacent to SR 110. Costs eligible for local grant match for PE & CN phases (see TIP #28). RCO=\$905,456; CCLTG=\$300,000; PRVT=\$20,000	0	32	9.7	PE					RCO, CCLTG & PRVT			0					
					RW	S	2021				1,207		1,207	670	537			
					CN								0					
					Totals				0		1207	0	1,207	670	537	0	0	

CLALLAM COUNTY
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM
2023 - 2028

Hearing Date: _____

Adoption Date: _____

Resolution No.: _____

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								Federal Fund Type	Federal Funds by Phase	State or Other Fund Type	State or Other Funds by Phase	Local Funds by Phase	Total	2023	2024	2025	2026 to 2028
28	Olympic Discovery Trail (ODT)--Forks to La Push [698-2101] Design and 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 = 5.1 to 11.3 million	0	32	12	PE	S	2021	FLAP	2,117				2,117				
					RW					0							
					CN	S	2025		9,210		372	9,582				372	
					Totals			11,327		0	372	11,699	0	0	0	372	
29	Countywide Olympic Discovery Trail (ODT) Trail Corridor Gap Acquisition [698-1607, 698-2102, 698-2103] Various locations countywide in current ODT gaps.	0	32		PE												
					RW	S/P	2022				300	300	50	50	50	150	
					CN												
					Totals			0		0	300	300	50	50	50	150	
VARIOUS LOCATION PROJECTS																	
30	Countywide Overlay Surface Improvements Road resurfacing improvements at various County locations.		7		PE	S	2022					120	120	20	20	20	60
					RW												
					CN	S	2022				1,080	1,080	180	180	180	540	
					Totals			0		0	1,200	1,200	200	200	200	600	
31	Countywide Various Improvements Traffic control devices, signage, safety (e.g., guardrails), shoulder widening, drainage, surfacing upgrades, or other improvements. County misc. right-of-way & engineering project services.		6		PE	S	2022					120	120	20	20	20	60
					RW					180	180	30	30	30	90		
					CN	S	2022				300	300	50	50	50	50	
					Totals			0		0	600	600	100	100	100	200	
TOTAL FUNDED PROJECTS								37,046			12,986	7,487	57,519	9,849	4,720	5,495	2,042

NOTE: The estimated Local Agency (i.e., Clallam County) project expenditures for the 2023-2028 planning period may be less than the total costs shown by project funding source and phase. This may be due to one or more of the following reasons:

- 1) The project is underway and has expended project funds prior to Year 2023;
- 2) The project funding award is not to Clallam County and the project is being delivered by another agency or organization without any County match required;
- 3) The project funding award is not to Clallam County and the project is being delivered by another agency or organization with only a County match shown;
- 4) A project phase may not be completed to after Year 2028; and/or
- 5) Other project funding circumstances.

CLALLAM COUNTY
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2023 - 2028

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PLANNED (UNFUNDED PROJECTS)																		
U1	Anderson Road (East) (#47990) MP 0.00 to MP 0.45 (Cays Rd. to Thorton Drive-east crossing) Drainage, Widen, Resurfacing.	18	3	0.45	PE	P/U							50					
					RW	P/U							100					
					CN	P/U							500					
					Totals				0		0	650	650					
U2	Atterberry Road (#44300) M.P. 0.00 to M.P. 2.78 Reconstruct road between Sherburne Road and Hooker Road Widen, Regrade, Drainage - 3 Phases	8	2	2.78	PE	P/U							200					
					RW	P/U							400					
					CN	P/U							3,000					
					Totals				0		0	3600	3,600					
U3	Barr Road (North) (#43110) M.P. 0.18 to M.P. 0.82 Reconstruct road north of SR 101 to west 90 degree corner Widen, Regrade, Drainage - 2 Phases	18	2	0.64	PE	P/U							50					
					RW	P/U							100					
					CN	P/U							900					
					Totals				0		0	1050	1050					
U4	Brown Road (#53810) M.P. 0.97 to M.P. 1.47 Sequim City Limits to Port Williams Road 3R upgrade plus walkways/bikeway	19	5	0.50	PE	P/U							60					
					RW	P/U							75					
					CN	P/U							500					
					Totals				0		0	635	435					
U5	Edgewood Drive (93110) - Rife Rd. to Reddick Rd. MP 0.87 to MP 2.38 Rehabilitate, resurface, restore, widen, and partial realignment	7	3	1.51	PE	P/U							150					
					RW	P/U							300					
					CN	P/U							2,500					
					Totals				0		0	2,950	2,950					
U6	Edgewood Drive, Reddick to City Limits (#93110) M.P. 2.38 to M.P. 2.99 Reconstruct Road to Major Collector Standards Widen, Realign, Regrade, Resurface	16	3	0.61	PE	P/U							100					
					RW	P/U							200					
					CN	P/U							1,200					
					Totals				0		0	1,500	1500					
U7	Ennis Creek Road (#36200) M.P. 0.00 to M.P. 0.27 Baker Street to Front Street 3R upgrade plus walkway/bikeway	19	5	0.27	PE	P/U							60					
					RW	P/U							60					
					CN	P/U							400					
					Totals				0		0	520	520					
U8	Happy Valley Road (50300) MP 0.74 to MP 1.44 Reconstruct road north of McFarland Dr. to west of 3rd Ave, widen regrade, and drainage improvements.	8	3	0.7	PE	P/U							50					
					RW	P/U												
					CN	P/U							500					
					Totals				0		0	550	550					
U9	Heath Road Connector to Gilbert Road (#45850) Heath Road to Gilbert Road, No. 45850 Construct Connector Road between Heath and Gilbert Carlsborg Transportation Study #13	19	2	0.08	PE	P/U							300					
					RW	P/U							300					
					CN	P/U							1,300					
					Totals				0		0	1,900	1,900					

Agency: Clallam County
County No.: 5

CLALLAM COUNTY
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM
2023 - 2028

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Resolution No.: _____

TIP Project No.	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 Types(s)	Total Length (mi.)	PROJECT COSTS IN THOUSANDS OF DOLLARS												
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								Federal Fund Type	Federal Funds by Phase	State or Other Fund Type	State or Other Funds by Phase	Local Funds by Phase	Total	2023	2024	2025	2026 to 2028
U10	Hoko-Ozette Road, No. 91460 Various segments M.P. 0.00 to M.P. 21.31 Reconstruct road away from Big River bank in 4 phases M.P. 0.79-1.0, 2.2-2.4, 2.7-3.0, 4.1-4.4	7	02	1.01	PE	P/U						120					
					RW	P/U					100						
					CN	P/U					750						
					Totals	0	0	970	970								
U11	Kirk Road Extension M.P. 0.28 to M.P. 0.50 Upgrade Existing Road and Extend to Atterberry Road Carlsborg Transportation Study #10	9	03	0.22	PE	P/U						150					
					RW	P/U					100						
					CN	P/U					600						
					Totals	0	0	850	850								
U12	Marine Drive (#47530) M.P. 0.00 to M.P. 0.72 Cays Road to Cline Spit Road Bluff Drainage Enhancements	9	05	0.72	PE	P/U						58					
					RW	P/U					40						
					CN	P/U					533						
					Totals	0	0	631	631								
U13	Mary Clark Road (#20100) M.P. 2.32 to M.P. 2.60 Realign road at Bear Springs Hatchery Corner	9	02	0.28	PE	P/U						10					
					RW	P/U					25						
					CN	P/U					150						
					Totals	0	0	185	185								
U14	Mill Road Traffic Island (#44930) M.P. 0.00 Install Raised Traffic Island to make Mill Road Right-in & Right Out Only Intersection. Carlsborg Transportation Study # 11D	18	05	0.1	PE	P/U						50					
					RW	P/U					30						
					CN	P/U					110						
					Totals	0	0	190	190								
U15	Mill Road Extension to Business Park Loop (#44930) M.P. 0.57 to 0.70 Extend Mill Road to tie into the industrial Business Park Loop Carlsborg Transportation Study # 6	18	05	0.13	PE	P/U						50					
					RW	P/U					50						
					CN	P/U					250						
					Totals	0	0	350	350								
U16	Mt. Angeles Road M.P. 0.47 to M.P. 1.12 Proposed Rural Arterial Program Project Widen, Realign, Regrade, Resurface	8	02	0.65	PE	P/U						75					
					RW	P/U					65						
					CN	P/U					600						
					Totals	0	0	740	740								
U17	Old Olympic Highway (#94120) M.P. 4.00 to 6.67 Widen, Regrade, Pulverize, Resurface & Drainage from McDonald Creek Bridge to Cays Road.	7	03	2.67	PE	P/U						100					
					RW	P/U											
					CN	P/U					920						
					Totals	0	0	1,020	1,020								
U18	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	4.5	PE	P/U						225					
					RW	P/U					300						
					CN	P/U					2,250						
					Totals	0	0	2,775	2,775								

CLALLAM COUNTY
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM
2023 - 2028

Hearing Date: _____
Adoption Date: _____
Resolution No.: _____

TIP Project No.	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 COSTS IN THOUSANDS OF DOLLARS												
					Project Phase	Funding Status	Phase Start	FUNDING SOURCE INFORMATION (BY PHASE)						EXPENDITURE SCHEDULE (LOCAL AGENCY) [See Footnote]			
								Federal Fund Type	Federal Funds by Phase	State or Other Fund Type	State or Other Funds by Phase	Local Funds by Phase	Total	2023	2024	2025	2026 to 2028
U19	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	7.0	PE	P/U						350					
					RW	P/U						500					
					CN	P/U						3,500					
					Totals				0		0	4,350	4,350				
U20	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 Mary Clark Rd (Sappho area) and Forks ("A" road).	0	32	11.0	PE	P/U						310					
					RW	P/U						500					
					CN	P/U						3,100					
					Totals							3,910	3,910				
U21	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	3.5	PE	P/U						50					
					RW												
					CN	P/U						1,000					
					Totals				0		0	1,050	1,050				
U22	Parkwood Boulevard Traffic Island (#44940) M.P. 0.00 Install Raised Traffic Island to make Parkwood Boulevard a Right-in & Right-Out Only Intersection. Carlsborg Transportation Study #11D.	9	05 06 07	0.1	PE	P/U						30					
					RW	P/U						50					
					CN	P/U						110					
					Totals				0		0	190	190				
U23	Pioneer Road (#35820) M.P. 0.00 to M.P. 0.39 Reconstruct road between SR 101 & Baker Street Widen, Regrade, Drainage - 2 Phases	19	02 03 05 07	0.39	PE	P/U						60					
					RW	P/U						100					
					CN	P/U						400					
					Totals				0		0	560	560				
U24	Quillayute Road (#11200) M.P. 1.72 to 2.87 Quillayute Weather Station to Mina Smith Road Regrade, Drain, Widen, Resurface	8	03 04 07	1.15	PE	P/U						100					
					RW	P/U						100					
					CN	P/U						875					
					Totals				0		0	1,075	1,075				
U25	Runnion Road, East (#44730) M.P. 0.89 to M.P. 1.14 Carlsborg Road to Mill Road Regrade, Drain, Widen, Resurface	8	03 04 07	0.25	PE	P/U						20					
					RW	P/U						25					
					CN	P/U						105					
					Totals				0		0	150	150				
U26	Runnion Road Roundabout (#44730) M.P. 0.89 At the intersection with Carlsborg Road and realigned Spath Road construct a four-legged roundabout. Carlsborg Transportation Study #1	8	03 04 07	0.25	PE	P/U						78					
					RW	P/U						100					
					CN	P/U						900					
					Totals				0		0	1,078	1,078				
U27	Sequim-Dungeness Way (#95250) M.P. 1.00 to 4.62 Sequim City Limits to Marine Drive, except Woodcock Road vicinity Repave	7	06 07	3.62	PE	P/U						30					
					RW												
					CN	P/U						2000					
					Totals				0		0	2,030	2,030				

CLALLAM COUNTY
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM
2023 - 2028

Hearing Date: _____
Adoption Date: _____
Resolution No.: _____

TIP Project No.	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 Types(s)	Total Length (mi.)	PROJECT COSTS IN THOUSANDS OF DOLLARS										EXPENDITURE SCHEDULE (LOCAL AGENCY) [See Footnote]			
					Project Phase	Funding Status	Phase Start	FUNDING SOURCE INFORMATION (BY PHASE)					Total	2023	2024	2025	2026 to 2028	
								Federal Fund Type	Federal Funds by Phase	State or Other Fund Type	State or Other Funds by Phase	Local Funds by Phase						
U28	Spath Road (#45420) M.P. 0.00 to M.P. 0.80 Kitchen-Dick Road to Carlsborg Road Regrade, Drain, Widen, Resurface	919	030407	0.8	PE	P/U						50						
					RW	P/U					106							
					CN	P/U					600							
					Totals				0		0	756	756					
U29	Spath Road to West Runnion Road Connector Route (#45420) M.P. 0.0.80 (Spath Road) to M.P. 0.60 (West Runnion Road) Construct New Connector Segment between Spath and West Runnion Roads. Carlsborg Transportation Study # 5	19	1	1.26	PE	P/U					100							
					RW	P/U					90							
					CN	P/U					800							
					Totals				0		0	990	990					
U30	Spencer Road Connector to Mill Road (#44660) M.P. 1.50 to Mill Road Construct New Connector Segment between Spencer Road and Mill Road. Carlsborg Transportation Study # 14	19	1	0.75	PE	P/U					300							
					RW	P/U					300							
					CN	P/U					1884							
					Totals				0		0	2,484	2,484					
U31	Sunland Non-motorized Trail Trail beside Taylor Blvd in Sunland for pedestrian access from Sequim-Dungeness Way & Dung Way to Holland Road.		32	2	PE	P/U					40							
					RW	P/U					40							
					CN	P/U					300							
					Totals				0		0	380	380					
U32	Towne Rd. (52270) & Sequim-Dungeness Way (95250) Roundabout Roundabout safety & traffic flow intersection improvement at future Towne Rd. / Seq.-Dung. Way intersection (See TIP # 11). Design was funded under Dungeness River Floodplain Restoration Project grants.	7	367	0.2	PE	C												
					RW	C												
					CN	P/U					1,000							
					Totals							1,000	1,000	0	0	0	0	
U33	Trout Creek Bridge Replacement (#91460 BR4) M.P. 17.19 to M.P. 17.29 Hoko-Ozette Road	7	0409	0.1	PE	P/U					50							
					RW	P/U					10							
					CN	P/U					475							
					Totals				0		0	535	535					
U34	US 101 Underpasses of McDonald Creek Bridge (#94120 BR1) Reconnect S. Barr & Sherburne Roads to North Side of US 101 by extending these County Roads under the New McDonald Creek US 101 Bridges.	7	040907	0.09	PE	P/U					200							
					RW													
					CN	P/U					1948							
					Totals				0		0	2,148	2,148					
U35	Winterhawk to West Runnion Connector (#44730) Construct new Connector Segment between Winterhawk St. and West Runnion Rd. Carlsborg Transportation Study # 12.	19	1	0.25	PE	P/U					50							
					RW	P/U					20							
					CN	P/U					90							
					Totals				0		0	160	160					

CLALLAM COUNTY
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM
2023 - 2028

Hearing Date: _____
Adoption Date: _____
Resolution No.: _____

TIP Project No.	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 Types(s)	Total Length (mi.)	PROJECT COSTS IN THOUSANDS OF DOLLARS										EXPENDITURE SCHEDULE (LOCAL AGENCY) [See Footnote]			
					Project Phase	Funding Status	Phase Start	FUNDING SOURCE INFORMATION (BY PHASE)						Total	2023	2024	2025	2026 to 2028
								Federal Fund Type	Federal Funds by Phase	State or Other Fund Type	State or Other Funds by Phase	Local Funds by Phase						
Planning Pedestrian and Bicyclist Road Safety Study																		
U36	West Hendricksen Rd. (#51740) MP 0.88 to 1.65 Pedestrian & Bicyclist Road Safety Audit Study. Pending Tribal Transportation Program Safety Fund Grant by Jamestown S' Klallam Tribe (JSKT).	19	32		Study	P/U			22									
								JSKT										
					Totals				22		0	0	22					
U37	Old Blyn Highway (#56830) MP 0.19 to 2.02 Pedestrian & Bicyclist Road Safety Audit Study. Pending Tribal Transportation Program Safety Fund Grant by Jamestown S' Klallam Tribe (JSKT).	9	32		Study	P/U			22									
								JSKT										
					Totals				22		0	0	22					
Unfunded Culvert Replacement Projects																		
U38	Hoko-Ozette Rd (91460) Culvert Replacement (Culvert #: 800001331) M.P. 2.92 Fish Passage Improvement Project. Pending RCO-FBRB Grant Application for Design Only by North Olympic Salmon Coalition.	7	9	0.01	PE	P/U					RCO-FBRB	200						
					RW	P/U												
					CN	P/U												
					Totals				0		200	0	200					
U39	Hoko-Ozette Rd (91460) Culvert Replacement (Culvert #: 800001279) M.P. 6.38 Fish Passage Improvement Project. Pending RCO-FBRB Grant Application for Design Only by North Olympic Salmon Coalition.	7	9	0.01	PE	P/U					RCO-FBRB	200						
					RW	P/U												
					CN	P/U												
					Totals				0		200	0	200					
U40	Hoko-Ozette Rd (91460) Culvert Replacement (Culvert #: 800001275) M.P. 6.83 Fish Passage Improvement Project. Pending RCO-FBRB Grant Application for Design Only by North Olympic Salmon Coalition.	7	9	0.01	PE	P/U					RCO-FBRB	200						
					RW	P/U												
					CN	P/U												
					Totals				0		200	0	200					
U41	Matriotti Creek Culvert Replacement on Ward Rd. (46110) (WDFW ID: 99922) MP 0.22 Fish passage improvement project. Pending NOAA federal grant application for design & construction.	9	9	0.01	PE	P/U			65									
					RW	P/U			14									
					CN	P/U			318									
					Totals				397				397					
U42	Matriotti Creek Culvert Replacements on Lamar Ln. (46130) (WDFW ID: 999848 & 999849) MP 0.2 & 0.35 Fish passage improvement project. Pending NOAA federal grant application for design & construction.	9	9	0.02	PE	P/U			130									
					RW	P/U			28									
					CN	P/U			636									
					Totals				794				794					
U43	Matriotti Creek Culvert Replacement on Cays Rd. (45750) (WDFW ID: 999841) MP 1.1 Fish passage improvement project. Pending NOAA federal grant application for design & construction.	8	9	0.01	PE	P/U			50									
					RW	P/U												
					CN	P/U			252									
					Totals				302				302					
U44	Matriotti & Owl Creek Culvert Replacements on Spath Rd. (45420) (WDFW ID: 931235 & 999820) MP 0.42 & 0.97 Fish passage improvement project. Pending NOAA federal grant application for design & construction.	9	9	0.02	PE	P/U			95									
					RW	P/U			10									
					CN	P/U			464									
					Totals				569				569					

CLALLAM COUNTY
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM
2023 - 2028

Hearing Date: _____
Adoption Date: _____
Resolution No.: _____

TIP Project No.	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 Types(s)	Total Length (mi.)	PROJECT COSTS IN THOUSANDS OF DOLLARS										EXPENDITURE SCHEDULE (LOCAL AGENCY) [See Footnote]			
					Project Phase	Funding Status	Phase Start	FUNDING SOURCE INFORMATION (BY PHASE)					Total	2023	2024	2025	2026 to 2028	
								Federal Fund Type	Federal Funds by Phase	State or Other Fund Type	State or Other Funds by Phase	Local Funds by Phase						
U45	Matriotti Creek Culvert Replacement on W. Runnion Rd. (44730) (WDFW ID: 999819) MP 0.22 Fish passage improvement project. <i>Pending NOAA federal grant application for design & construction.</i>	19	9	0.01	PE	P/U		NOAA	48									
					RW	P/U			10									
					CN	P/U			238									
					Totals				296				296					
U46	Matriotti Creek Culvert Replacement on Atterberry Rd. (44300) (WDFW ID: 999928) MP 2.74 Fish passage improvement project. <i>Pending NOAA federal grant application for design & construction.</i>	8	9	0.01	PE	P/U		NOAA	48									
					RW	P/U												
					CN	P/U			238									
					Totals				286				286					
U47	Matriotti Creek Culvert Replacement on Frost Rd. (44350) (WDFW ID: 999931) MP 0.38 Fish passage improvement project. <i>Pending NOAA federal grant application for design & construction.</i>	9	9	0.01	PE	P/U		NOAA	40									
					RW	P/U			10									
					CN	P/U			225									
					Totals				275				275					
U48	Chicken Coop Creek Culvert Replacement on Old Blyn Hwy (56830) and Olympic Discovery Trail (WDFW ID: 80000294) Fish passage improvement project. <i>Pending NOAA federal grant application for design & construction.</i>	9	9	0.01	PE	P/U		NOAA	309									
					RW	P/U												
					CN	P/U			1,518									
					Totals				1,827				1,827					
U49	Chicken Coop Creek Culvert Replacement on E. Sequim Bay Rd. (57250) (WDFW ID: 80000296) Fish passage improvement project. <i>Pending NOAA federal grant application for design & construction.</i>	9	9	0.01	PE	P/U		NOAA	309									
					RW	P/U												
					CN	P/U			1,104									
					Totals				1,413				1,413					
TOTAL UNFUNDED PROJECTS														50,515				

604
10/11/22



AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION ☒ Meeting Date: 10/10/22

REGULAR AGENDA ☒ Meeting Date: 10/11/22

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioners will consider adopting by Resolution the attached budget reduction on October 25, 2022
Budget reductions – a reduction in revenues and/or expenditures.

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

See attached notice

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

County Official signature & print name: Loni Gores Loni Gores

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

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



NOTICE OF BUDGET REDUCTION

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget reduction shown below on October 25, 2022 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Department of Community Development – Lower Dungeness Floodplain – Due to revised cost projection for 2022 and 2023, Lower Dungeness Floodplain will not be returning any funding back to General Fund Reserves in 2022/\$1,850,000 (1 of 2)

General Fund Reserves - Due to revised cost projection for 2022 and 2023, Lower Dungeness Floodplain will not be returning any funding back to General Fund Reserves in 2022/\$1,850,000 (2 of 2)

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

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: October 11, 2022

Mark Ozias, Chair

Publish: October 15, 2022
Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 9/21/2022

Budget Hearing/Meeting Date: 10/25/2022

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

Budget Number xxxxx.xxx.	30301.331 ✓	Budget Name	DCD - Lwr Dungeness Floodplain ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30301.331 ✓	DCD - Lwr Dungeness Floodplain	59714.00.0080 ✓	Transfer to General Fund Reserves	1,850,000
Total				1,850,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30301.331	DCD - Lwr Dungeness Floodplain	50800.00.0000	Ending Fund Balance	1,850,000
Total				1,850,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Due to the revised Lwr Dungeness Floodplain cost projection for 2022 and 2023, Lwr Dungeness Floodplain will not be returning any funding back to the General Fund Reserves in 2022. (1 of 2)

County Official Approval: _____

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

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 9/21/2022

Budget Hearing/Meeting Date: 10/25/2022

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

Budget Number xxxxx.xxx.	00100.293 ✓	Budget Name	General Fund Reserves ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	39714.00.0080 ✓	Transfer from Lwr Dungeness Floodplain	1,850,000
Total				1,850,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	1,850,000
Total				1,850,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Due to the revised Lwr Dungeness Floodplain cost projection for 2022 and 2023, Lwr Dungeness Floodplain will not be returning any funding back to the General Fund Reserves in 2022. (2 of 2)

County Official Approval: _____

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

[Handwritten signature]

66
10/11/22



AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION ☒ Meeting Date: 10/10/22

REGULAR AGENDA ☒ Meeting Date: 10/11/22

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

Item summary:

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

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached budget revisions on October 25, 2022.

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

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

See attached notice

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

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

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



NOTICE OF BUDGET REVISION MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget revision shown below on October 25, 2022 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Department of Community Development – Lower Dungeness Floodplain – To ensure flood protection work is completed on Lower Dungeness River Project before the flood season begins in November 2022/\$4,434,997

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

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: October 11, 2022

Mark Ozias, Chair

Publish: October 15

Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 9/21/2022

Budget Hearing/Meeting Date: 10/25/2022

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

Budget Number xxxxx.xxx.	30301.331 ✓	Budget Name	DCD - Lwr Dungeness Floodplain ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30301.331 ✓	DCD - Lwr Dungeness Floodplain	33403.10.3146 ✓ /	Lwr Dungeness Floodplain Enhancement Imp	4,434,997 ✓
Total				4,434,997 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30301.331 ✓	DCD - Lwr Dungeness Floodplain	33315.61.4000 ✓ /	USFWS Lwr Dung Floodplain Reconnection	177,075
30301.331 ✓	DCD - Lwr Dungeness Floodplain	33403.30.0030 ✓ /	RCO Lwr Dungeness Floodplain Restoration	4,257,922
Total				4,434,997 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Revision of grant revenue and grant projects required to ensure flood protection work is completed on the Lower Dungeness River Project before the flood season begins in November of 2022.

County Official Approval:

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

100

bc
10/11/22



AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION ☒ Meeting Date: 10/10/22

REGULAR AGENDA ☒ Meeting Date: 10/11/22

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached supplemental appropriations on October 25, 2022
Supplemental appropriations – increased expenditures due to unanticipated federal, state, and local funds.

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

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

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

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

Budget Supplementals 10-11-22
Revised: 3-04-2019



NOTICE OF SUPPLEMENTAL APPROPRIATIONS BUDGET MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board, the supplemental budget appropriations in the following funds pursuant to RCW 36.40.100, at 10 a.m. on October 25, 2022 in the Commissioners' Meeting Room (160) of the Clallam County Courthouse.

Department of Community Development – Lower Dungeness Floodplain – To ensure flood protection work is completed on Lower Dungeness River Project before the flood season begins in November 2022/\$3,631,639

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

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: October 11, 2022

Mark Ozias, Chair

Publish: October 15
Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 9/21/2022

Budget Hearing/Meeting Date: 10/25/2022

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

Budget Number xxxxx.xxx.	30301.331 ✓	Budget Name	DCD - Lwr Dungeness Floodplain ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30301.331 ✓	DCD - Lwr Dungeness Floodplain ✓	33403.30.0030 ✓	RCO Lwr Dungeness Floodplain Restoration ✓	3,631,639
Total				3,631,639 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30301.331 ✓	DCD - Lwr Dungeness Floodplain ✓	55310.41.0020 ✓	Professional Services ✓	1,797,371
30301.331 ✓	DCD - Lwr Dungeness Floodplain ✓	50800.00.0000 ✓	Ending Fund Balance ✓	1,834,268
Total				3,631,639 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional grant revenue for grant projects required to ensure flood protection work is completed on the Lower Dungeness River Project before the flood season begins in November of 2022.

County Official Approval: _____

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



AGENDA ITEM SUMMARY

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

6d
10/11/22

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 10/10/22

REGULAR AGENDA ☒ **Meeting Date:** 10/11/22

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached debatable emergencies on October 25, 2022

Debatable emergency – Public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.

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

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

County Official signature & print name: Loni Gores Loni Gores

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

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



BUDGET RESOLUTION _____, 2022

CALL FOR HEARING FOR DEBATABLE EMERGENCIES IN THE FUNDS LISTED BELOW

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Pursuant to RCW 36.40.140, the following facts constitute a public emergency that could not reasonably have been foreseen at the time of making the budget:

Parks & Facilities - Additional funding for expenses related to COVID-19 for goods and services expenditures incurred in August and September, 2022 expected to be reimbursed through FEMA/\$14,656

General Fund Reserves - Additional funding due to the revised Lower Dungeness Floodplain grant reimbursement and costs projections for 2022 and 2023/\$650,000 (1 of 2)

Department of Community Development – Lower Dungeness Floodplain - Additional funding due to the revised Lower Dungeness Floodplain grant reimbursement and costs projections for 2022 and 2023/\$650,000 (2 of 2)

NonDept – Affordable Housing Sales Tax - For the new Housing Solutions Coordinator position/\$23,980

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

1. A public hearing on the debatable emergencies listed above will be held October 25, 2022 at 10:30 a.m. in Room 160 of the Clallam County Courthouse.
2. A copy of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

PASSED AND ADOPTED this 11th day of October 2022

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, CMC, Clerk of the Board

Bill Peach

Publish: October 15, 2022

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM

SEP 27 2022



Date Submitted: September 27, 2022 Budget Hearing/Meeting Date: October 25, 2022 ✓

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

Budget Number xxxxx.xxx.	00100.911. ✓	Budget Name	Parks & Facilities ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	\$ 14,656
Total				\$ 14,656 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.911. ✓	Parks & Facilities ✓	57680.31.0035 ✓	Cleaning and Sanitation Supplies	\$ 1,442
00100.911. ✓	Parks & Facilities ✓	57680.41.1030 ✓	Personnel Services	\$ 13,214
Total				\$ 14,656 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

To pay for additional expenses related to the Covid 19 virus event in Clallam County that were paid from the Parks and Facilities budget in 2022. This is to cover the goods and services expenditures incurred in August and September 2022, and are expected to be reimbursed through FEMA reimbursements.

County Official Approval: _____

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

97

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 9/21/2022

Budget Hearing/Meeting Date: 10/25/2022

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
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- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.293	Budget Name	General Fund Reserves
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserves	50800.00.0000	Ending Fund Balance	650,000
Total				650,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserves	59714.00.0070	Transfer to Dungeness Floodplain	650,000
Total				650,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

GRANT REIMBURSEMENT

Due to the revised Lwr Dungeness Floodplain cost projections for 2022 and 2023, Lwr Dungeness Floodplain will need additional funding from the General Fund Reserves in 2022. (1 of 2)

County Official Approval:

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

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 9/21/2022

Budget Hearing/Meeting Date: 10/25/2022

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

Budget Number xxxxx.xxx.	30301.331	Budget Name	DCD - Lwr Dungeness Floodplain
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30301.331 ✓	DCD - Lwr Dungeness Floodplain	39714.00.0070 ✓	Transfer from General Fund Reserves	650,000
Total				650,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30301.331 ✓	DCD - Lwr Dungeness Floodplain	50800.00.0000	Ending Fund Balance	650,000
Total				650,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

GRANT REIMBURSEMENT

Due to the revised Lwr Dungeness Floodplain cost projections for 2022 and 2023, Lwr Dungeness Floodplain will need additional funding from the General Fund Reserves in 2022. (2 of 2)

County Official Approval: _____

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

[Handwritten signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 9/29/2022

Budget Hearing/Meeting Date: 10/25/2022

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
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- **Budget Reduction** – a reduction in revenues and/or expenditures

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

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19951.291	NonDept – Affordable Housing Sales Tax	50800.00.0000	Ending Fund Balance	23,980
Total				23,980

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19951.291	NonDept – Affordable Housing Sales Tax	56540.10.0010	Regular Time	13,750
19951.291	NonDept – Affordable Housing Sales Tax	56540.20.0020	Benefits	5,230
19951.291	NonDept – Affordable Housing Sales Tax	56540.31.0010	Supplies	1,000
19951.291	NonDept – Affordable Housing Sales Tax	56540.41.0020	Professional Services	2,000
19951.291	NonDept – Affordable Housing Sales Tax	56540.43.0010	Travel - Business	2,000
Total				23,980

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funds for the new Housing Solutions Coordinator. This new position will identify projects and work collaboratively with housing providers, builders, real estate professionals, non-profit agencies and local governments that could help alleviate the housing challenges facing residents of Clallam County.

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

102