



WORK SESSION AGENDA

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street Room 160

Port Angeles, Washington

Monday, August 16, 2021 – 8:00 a.m.

****ATTENTION****

In response to the current Governors order Clallam County is now operating under the Washington Ready Plan. To be in compliance with the Washington Ready Plan and to reduce the spread of COVID the following general requirements for COVID safety for meetings held in the Board of Commissioners Board Room are as follows:

1. All attendees are encouraged to provide contact information on a sign in sheet which will be retained for 28 days for contact tracing purposes.
2. Public seating areas and Board member seating must be arranged to ensure physical distancing is maintained.
3. Meeting attendees must follow current face covering guidelines.
4. No food or drink should be consumed in the BOCC Board Room.
5. Meeting organizers shall clean or arrange to have cleaned high-touch surfaces before and after each meeting.
6. Hand sanitizing stations will be available in the BOCC Board Room.
7. Keep doors and windows open where possible to improve ventilation.
8. The Chair of the meeting shall ensure current masking and social distancing practices are enforced and practiced by all event attendees.

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

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

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

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

Administration – 9 a.m.

1. Calendar/Correspondence
2. Treasurer's Office request to hire a Fiscal Specialist II position

Request 

3. Agreement with the Washington State Administrative Office of the Courts for support of the Family and Juvenile Court Improvement Plan

Agreement 

4. Agreement with the Washington State Administrative Office of the Courts for the purpose of reimbursement costs associated with hiring of attorneys to represent a parent or court visitor

Agreement 

5. Agreement with Children's Home Society of Washington for Parents for Parents Program Department of Community Development

Agreement 

Department of Community Development

6. Resolution authorizing action on current use assessment (CUA) applications pursuant to Clallam County Code Chapter 27.08, Open Space

Resolution 

Board of Commissioners

7. Clallam County Broadband Team request to appoint Clallam County as the lead applicant for grant application process

Request 

8. Resolution appointing Walter Morton to the Clallam Bay / Sekiu Community Action Team

Resolution 

Budget

9. Discussion and request to adjustment American Rescue Plan Act funds for Food Support for Local Banks category.

Discussion and Request 

10. Discussion on proposed budget revisions to be considered on August 31 (5b)*

Budget revisions 

11. Discussion of proposed supplemental appropriations to be considered on August 31 (5c)*

Supplemental appropriations 

12. Discussion of proposed budget emergencies to be considered on August 31 (5d)*

Budget emergencies 

General Discussion/Items for Future Agendas

- A. Department of Natural Resources Meeting (August 23 – 1 p.m.)
- B. Commissioners Conversation Meeting – TBD Topic (September 13 – 7:30 a.m.)
- C. Continued Work Session Meeting – TBD Topic (September 13 – 1 p.m.)

D. Olympic National Forest update (October TBD)

E. Noise Ordinance (TBD)

EXECUTIVE SESSION

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

- Other items may be added at the discretion of the Board and additional Work Sessions may be scheduled if more time is needed to allow for adequate discussion.
- Written testimony presented by members of the public during the Board meeting is considered a public document and must be submitted to the Clerk of the Board.
- Copies of public documents from Board meetings are available by contacting the Public Records Department.



AGENDA ITEM SUMMARY

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

2
8/16/21

Department: Treasurer

WORK SESSION ☒ **Meeting Date:** August 16, 2021

REGULAR AGENDA ☐ **Meeting Date:**

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Treasurer's office request to hire Fiscal Specialist II (entry-level) position to assist the office in meeting daily and long-term goals and objectives.

Budgetary impact: Budget change to be submitted for debatable emergency.

If a budget action is required, has it been submitted and a copy attached? ☐

Recommended action: We request the BOCC approve to increase our front-line support staff. Please see attached Treasurer's Request to Hire or Recruit Staff and Treasurer's Justification of Position.

County Official signature & print name: Teresa Marchi Teresa Marchi

Name of Employee/Stakeholder attending meeting: Teresa Marchi / Jennifer White

Relevant Departments: Treasurer

Date submitted: August 10, 2021

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



Treasurer's Request to Hire or Recruit Staff

223 E. 4th St., Suite 3 • Port Angeles, WA • 98362

Position: **Fiscal Specialist II**

Department: **Treasurer**

☒ New Position ☐ Replacement Replacement for: _____

☐ Renewal/Extension of Contract

Posting: ☐ In-House Only ☐ Public

Anticipated Start-Date: **October 1, 2021** Months remaining 2021: **3**

Range: **46** Step: **1** Anticipated Beginning Salary: **\$20.32hr / \$3,521mo / \$42,253yr**

2021 Anticipated Salary Cost:	\$10,563	2021 Anticipated Benefits:	\$4,823
		2021 Total Anticipated Cost:	\$15,386

2022 Anticipated Salary Cost:	\$43,743	2022 Anticipated Benefits:	\$23,492
		2022 Total Anticipated Cost:	\$67,235

Appointment Type

☒ Full-Time Permanent ☐ Part-Time Permanent - Specify hours per week:

☐ Contracts – Term: Reason for Contract:

Funding Source

Wage/Salary Source: **General Fund Reserves** Budget Number: **00100.293**

☐ Operating Funds ☐ Other (please define):

Office space allocated: ☒ Yes ☐ No – if no, give reason:

Authorization and request

After thoroughly assessing the needs of the department and our services to the County and Community, I find this hire justifiable and necessary for the success of our office.

Teresa Marchi

HIRING MANAGER, TERESA MARCHI, TREASURER DATE

ATTACHED: Justification of position, 7/1/21 Wages, Fiscal II Job Description.



Treasurer's Justification of Position

223 E 4th St., Suite 3 • Port Angeles, WA • 98362

Position: **Fiscal Specialist II**

Department: **Treasurer**

Range: **46** Step: **1**

Beginning Salary: **\$20.32hr / \$3,521mo / \$42,253yr**

REASON FOR REQUEST (Briefly explain why this position is necessary):

We are currently understaffed and struggling to complete daily tasks. In an effort to conserve public funds, the current Treasurer has not replaced a worker that was needed in 2017 due to an abrupt Treasurer resignation that occurred that same year. With the pandemic guiding departments to develop contactless transactions; it has significantly increased our workloads and has forced staff to work on many special projects to be able to meet the needs of the Public and County. Electronic REET implementation, as well as necessary upgrades to servers, tax title sales, and increasing payment options to the Public; have all contributed directly to the overwhelming daily tasks. We require dedicated customer service, mail processing, payment processing, and special project assistance in order to be successful in all areas. By having a dedicated worker to complete the daily tasks it will significantly redistribute the work load across our office.

POSITION OVERVIEW (Briefly state the primary purpose of this position):

The purpose of this position will be to assume many of the office daily tasks and is an entry-level position.

POSITION DESCRIPTION (Briefly state the primary duties and responsibilities of this position):

This position will primarily be our front-line customer service worker. Assisting public at the counter; on the phone and through email; processing and distributing mail; processing payments; inputting address changes. If there is additional time, they will be trained to input REET/EREET and run all daily reports required for their daily activities and to balance the REET account daily.

SPECIAL SKILLS (List specialized clerical, administrative, technical skills needed to perform duties):

Keyboarding; willing to be trained on department programs/software- and successfully operate such; ability to use 10-key by touch; great communication and customer service skills; good problem solving and resolution skills; strong time management; ability to adapt to changing and growing work environment.

PHYSICAL REQUIREMENT (List minimum physical requirements or labor skills necessary):

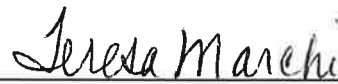
Typically requires prolonged walking, standing and sitting for 30+mins at a time; ability to lift 30+ lbs.; finger dexterity for typing and 10-key operation; able to focus on computer screens for 2+hrs at a time; able to push cart for storage units on carpet and concrete surfaces; manage noise level in the office work environment at a moderate level.

ADDITIONAL SKILLS/PROFESSIONAL CHARACTERISTICS (List any education, formal training, knowledge, skills, and abilities desired for this position):

High School Diploma required

ADDITIONAL CONSIDERATION:

We would like to note our office has worked for as long as we have been able to reserve public funds by workers assuming additional duties for the past 3.5 years. It is no longer feasible or efficient to continue at the current rate. We have 2 senior staff who intend to retire within the next 1-1.5 years and the Treasurer's office requires adequately trained staff to make this transition successful. At this time, we would like to onboard one support staff now, to assist with this.



Hiring Manager, Teresa Marchi, Treasurer

Date

I-I-21+1.00%

7-I-21 Teamster, FLSA Exempt, 1619MP, 1619LC, DPA

Range	Period	1	2	3	4	5	6	7	8	9
41	Hourly	17,954	18,404	18,865	19,335	19,819	20,315	20,823	21,342	21,876
	40 Hr Monthly	3,112.15	3,189.95	3,269.69	3,351.44	3,435.21	3,521.10	3,609.12	3,699.35	3,791.85
	Annual	37,345.78	38,279.44	39,236.23	40,217.25	41,222.50	42,253.23	43,309.44	44,392.23	45,502.16
42	Hourly	18,404	18,865	19,335	19,819	20,315	20,823	21,342	21,876	22,423
	40 Hr Monthly	3,189.95	3,269.69	3,351.44	3,435.21	3,521.10	3,609.12	3,699.35	3,791.85	3,886.64
	Annual	38,279.44	39,236.23	40,217.25	41,222.50	42,253.23	43,309.44	44,392.23	45,502.16	46,639.64
43	Hourly	18,865	19,335	19,819	20,315	20,823	21,342	21,876	22,423	22,984
	40 Hr Monthly	3,269.69	3,351.44	3,435.21	3,521.10	3,609.12	3,699.35	3,791.85	3,886.64	3,983.80
	Annual	39,236.23	40,217.25	41,222.50	42,253.23	43,309.44	44,392.23	45,502.16	46,639.64	47,805.65
44	Hourly	19,335	19,819	20,315	20,823	21,342	21,876	22,423	22,984	23,559
	40 Hr Monthly	3,351.44	3,435.21	3,521.10	3,609.12	3,699.35	3,791.85	3,886.64	3,983.80	4,083.40
	Annual	40,217.25	41,222.50	42,253.23	43,309.44	44,392.23	45,502.16	46,639.64	47,805.65	49,000.75
45	Hourly	19,819	20,315	20,823	21,342	21,876	22,423	22,984	23,559	24,147
	40 Hr Monthly	3,435.21	3,521.10	3,609.12	3,699.35	3,791.85	3,886.64	3,983.80	4,083.40	4,185.49
	Annual	41,222.50	42,253.23	43,309.44	44,392.23	45,502.16	46,639.64	47,805.65	49,000.75	50,225.87
46	Hourly	20,315	20,823	21,342	21,876	22,423	22,984	23,559	24,147	24,751
	40 Hr Monthly	3,521.10	3,609.12	3,699.35	3,791.85	3,886.64	3,983.80	4,083.40	4,185.49	4,290.11
	Annual	42,253.23	43,309.44	44,392.23	45,502.16	46,639.64	47,805.65	49,000.75	50,225.87	51,481.33
47	Hourly	20,823	21,342	21,876	22,423	22,984	23,559	24,147	24,751	25,370
	40 Hr Monthly	3,609.12	3,699.35	3,791.85	3,886.64	3,983.80	4,083.40	4,185.49	4,290.11	4,397.36
	Annual	43,309.44	44,392.23	45,502.16	46,639.64	47,805.65	49,000.75	50,225.87	51,481.33	52,768.35
48	Hourly	21,342	21,876	22,423	22,984	23,559	24,147	24,751	25,370	26,004
	40 Hr Monthly	3,699.35	3,791.85	3,886.64	3,983.80	4,083.40	4,185.49	4,290.11	4,397.36	4,507.31
	Annual	44,392.23	45,502.16	46,639.64	47,805.65	49,000.75	50,225.87	51,481.33	52,768.35	54,087.78
49	Hourly	21,876	22,423	22,984	23,559	24,147	24,751	25,370	26,004	26,654
	40 Hr Monthly	3,791.85	3,886.64	3,983.80	4,083.40	4,185.49	4,290.11	4,397.36	4,507.31	4,619.99
	Annual	45,502.16	46,639.64	47,805.65	49,000.75	50,225.87	51,481.33	52,768.35	54,087.78	55,439.88
50	Hourly	22,423	22,984	23,559	24,147	24,751	25,370	26,004	26,654	27,320
	40 Hr Monthly	3,886.64	3,983.80	4,083.40	4,185.49	4,290.11	4,397.36	4,507.31	4,619.99	4,735.49
	Annual	46,639.64	47,805.65	49,000.75	50,225.87	51,481.33	52,768.35	54,087.78	55,439.88	56,825.91
51	Hourly	22,984	23,559	24,147	24,751	25,370	26,004	26,654	27,320	28,003
	40 Hr Monthly	3,983.80	4,083.40	4,185.49	4,290.11	4,397.36	4,507.31	4,619.99	4,735.49	4,853.87
	Annual	47,805.65	49,000.75	50,225.87	51,481.33	52,768.35	54,087.78	55,439.88	56,825.91	58,246.42
52	Hourly	23,559	24,147	24,751	25,370	26,004	26,654	27,320	28,003	28,704
	40 Hr Monthly	4,083.40	4,185.49	4,290.11	4,397.36	4,507.31	4,619.99	4,735.49	4,853.87	4,975.21
	Annual	49,000.75	50,225.87	51,481.33	52,768.35	54,087.78	55,439.88	56,825.91	58,246.42	59,702.51
53	Hourly	24,147	24,751	25,370	26,004	26,654	27,320	28,003	28,704	29,421
	40 Hr Monthly	4,185.49	4,290.11	4,397.36	4,507.31	4,619.99	4,735.49	4,853.87	4,975.21	5,099.60
	Annual	50,225.87	51,481.33	52,768.35	54,087.78	55,439.88	56,825.91	58,246.42	59,702.51	61,195.16
54	Hourly	24,751	25,370	26,004	26,654	27,320	28,003	28,704	29,421	30,155
	40 Hr Monthly	4,290.11	4,397.36	4,507.31	4,619.99	4,735.49	4,853.87	4,975.21	5,099.60	5,227.09
	Annual	51,481.33	52,768.35	54,087.78	55,439.88	56,825.91	58,246.42	59,702.51	61,195.16	62,725.05
55	Hourly	25,370	26,004	26,654	27,320	28,003	28,704	29,421	30,155	30,910
	40 Hr Monthly	4,397.36	4,507.31	4,619.99	4,735.49	4,853.87	4,975.21	5,099.60	5,227.09	5,357.75
	Annual	52,768.35	54,087.78	55,439.88	56,825.91	58,246.42	59,702.51	61,195.16	62,725.05	64,293.02

*Ranges 1-25 are excluded due to WA State Minimum Wage Law

2018=\$11.50/hour 2019=\$12.00/hour 2020=\$13.50

*1619LC hired prior to 7/1/2018 will be paid an additional 5% in their respective range/step

Class Summary

The responsibilities of this classification include providing technical, financial, accounting and/or fiscal support services. Duties also include basic coding of financial, accounting and/or fiscal information, calculating accounts payable and accounts receivable and cashiering.

Distinguishing Characteristics

This is the second level of a four-level classification series. The Fiscal Specialist II differs from other classifications in this series in that the incumbent performs financial, accounting and/or fiscal support tasks that are technically or procedurally complex. Duties include performing basic coding of financial accounting and/or fiscal information; performing calculations involving accounts receivable and accounts payable; and reconciliation of accounts and payroll. Work is performed under general supervision and requires a moderate degree of independent judgment. This classification is distinguished from general office support and customer service support classification series in that the incumbent's primary focus is technical accounting and financial support.

Essential Functions

- Provide specialized and/or technical information that requires moderate interpretation of established policies, procedures and guidelines to internal and/or external customers. Some incumbents may have to deal with sensitive and/or potentially volatile situations
- Compile data that may require information searches through files, contracts, records, microfilm, or computer files, including spreadsheets and/or customized database applications
- Perform basic numerical calculations involving accounts payable, accounts receivable, cashiering, reconciliation of accounts, monitoring of routine expenditures, payroll and/or other applications
- Perform basic coding of financial, accounting and/or fiscal information
- Establish, maintain, modify, retrieve and track financial, accounting and/or fiscal information using a variety of methods
- Enter, obtain and/or verify financial, accounting and/or fiscal information following established clearly defined methods and guidelines
- Provide technical assistance to customers with regard to appropriate and applicable codes, policies, regulations, contracts and laws
- Maintain, inventory, order, collect and distribute supplies and/or equipment
- May compose, draft, type and/or word process, proofread and edit documents, contracts and/or correspondence
- Process mailings and documents that may require attaching related correspondence or information; select mail to handle personally where the response requires specialized

knowledge of the assigned function; identify priority and/or time-sensitive matters; and maintain security and confidentiality.

- Conduct orientation and/or train coworkers
- Modify and update assigned work procedures

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Knowledge of the job assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description

Knowledge of clerical and administrative procedures, practices and policies

Knowledge of modern office procedures, methods and equipment including computers and related software

Knowledge of principles of business letter writing, research and report preparation

Knowledge of physical standards for work involving computer use including appropriate seating, arm and/or wrist usage

Knowledge of conflict resolution techniques and problem-solving skills

Knowledge of general office principles and practices

Knowledge of software applications relative to the position assignment

Knowledge of proper English grammar, usage and spelling

Knowledge of word processing and spreadsheet applications

Knowledge of basic accounting and mathematics

Skill in:

Skill in keyboarding (speed required may vary according to position assignment)

Skill in communication (oral and written)

Skill in interpersonal and human relations

Skill in organization

Skill in problem-solving

Skill in customer service, in person and via telephone (discretion, patience, etiquette, professionalism)

Skill in using 10-key machine by touch

Skill in numerical analysis

Skill in operation of a variety of office equipment, such as fax machine and copier

Skill in following oral and written instructions

Skill in adapting to changes in work load demand

Skill in following through on assignments

Skills in acquiring knowledge of specialized terminology relevant to position assignment

Skill in taking initiative

Skill in conducting research for a specific work assignment

Skill in working on multiple projects simultaneously

Skill in maintaining confidentiality of sensitive matters

Ability to:

Ability to demonstrate competency in required job skills and knowledge

Ability to communicate clearly and effectively, both verbally and in writing, with coworkers, other government agencies, contractors, and the general public
Ability to work independently and as part of a team, coordinating with others to facilitate teamwork
Ability to perform multiple tasks simultaneously under tight deadlines, prioritizing work and managing own time
Apply common sense understanding when carrying out instructions furnished in written or oral form
Ability to learn and apply new skills
Ability to keep abreast of current developments using available resources effectively
Ability to be inquisitive
Ability to be methodical and logical
Ability to demonstrate attention to detail
Ability to demonstrate accuracy and thoroughness at all times
Ability to be organized, showing excellent administrative skills
Ability to select and use appropriate communication methods
Ability to get along well with others
Ability to cooperate in a team environment
Ability to problem solve in a group environment
Ability to confront difficult situations while maintaining objectivity
Ability to keep emotions under control
Ability to establish and maintain effective relations
Ability to exhibit good listening and comprehension
Ability to meet attendance standards necessary for successful job performance

Education and Experience Required:

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.

Education:

High school diploma or general education degree (GED)

Experience:

Prior experience and/or training preferred; to perform this job successfully, an individual should have a great deal of computer knowledge and ability.

Licensing/Certification Requirements

Washington State Driver's License
U.S. citizenship (selected positions)
Pass polygraph test (selected positions)
Pass Psychological Evaluation (selected positions)
Pass Physical (selected positions)
Drug testing (selected positions)
Pass Background Check
Pass OSHA/Designated Required Training

Note: Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.

Physical Demands and Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the Fiscal Specialist will be working primarily in an office setting. The work typically requires prolonged walking and standing for 30+ minutes at a time. The employee is occasionally required to sit, stand, walk, stoop, bend, kneel, crouch, reach, push, pull, twist; use ladders/stepstools, use hands to finger, handle or feel, talk or hear. The employee must occasionally lift and/or move up to 30+ pounds. There will be focus on a computer screen for 2+ hours at a time which will require specific vision abilities. The employee will be required to push a cart to storage units and push over carpets, concrete and aggregate surfaces. The noise level in the work environment is moderate.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High Exposure Designation

The employee assigned to this position may work within a high exposure classification as defined under the Occupational Safety & Health Act and Washington Administrative Code governing Washington Industrial Safety & Health Act for blood borne pathogens protocols.

Essential Worker Designation

The employee assigned to this position may be designated as an “essential worker.” Essential workers are required by the county to respond and perform work functions during an emergency in order to ensure the protection of the health, safety, and welfare of the citizens of Clallam County and public facilities and property located therein. The county maintains the right to recall essential workers during any emergency and/or as necessary to restore governmental functions during extended emergencies.

Requirement for Confidentiality

The employee assigned to this position works in the capacity of a confidential employee and is required to maintain confidentiality with regard to a broad range of matters including, but not limited to: employee performance, the management of protected health information, and matters protected by the attorney – client privilege. Any breach of this requirement of employment may result in immediate discipline, up to and including termination.

General Disclaimer

The statements contained herein reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may be directed to perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.



AGENDA ITEM SUMMARY

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

3
8/16/21

Department: Superior Court

WORK SESSION ☒ Meeting Date: August 16, 2021,

REGULAR AGENDA ☒ Meeting Date: August 24, 2021

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

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 861.21.004 (Replaces 861.20.003) | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

The court is seeking approval of the attached Interagency Agreement between the State of Washington Administrative Office of the Court (AOC) and Clallam County Superior Court for support of the Family and Juvenile Court Improvement Plan (FJCIP). This has been an ongoing grant since 2009 and reimburses the County for the cost of the Court Facilitator in the amount of \$29,673. This contract is for the period July 1, 2021 through June 30, 2022.

The Court Facilitator provides assistance to pro se court participants explaining court process and procedures and providing forms. The Court Facilitator works with parents of dependency cases at the end of the dependency process for the purpose of entering parenting plans. DSHS refers parties to the Court Facilitator to assist with third party custody matters which keeps children from entering into the dependency process.

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

No budgetary impact. Grand revenue funds and expenditures are allocated in the budget.

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

Approval of interagency agreement.

County Official signature & print name: Brent Basden BRENT BASDEN

Name of Employee/Stakeholder attending meeting: Lacey Fors

Relevant Departments: Superior Court

Date submitted: 8/06/21

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

FJCIP Agenda Item Contract Renewal 2021-2022

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

Revised: 3-04-2019

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

**INTERAGENCY AGREEMENT ICA22021
BETWEEN
WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS
AND
CLALLAM COUNTY SUPERIOR COURT
FOR THE SUPPORT OF
FAMILY AND JUVENILE COURT IMPROVEMENT PLAN (FJCIP)**

(861.21.004) < Replaces 861.20.003 >

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

PURPOSE

The purpose of this agreement is to engage the services of the Court to improve and support family and juvenile court operations as set forth in the Family and Juvenile Court Improvement Plan (FJCIP) legislation RCW 2.56.220-230.

Funds received under this agreement may only be used to supplement, not supplant, any other local, state or federal funds received for the Court.

DESCRIPTION OF SERVICES

The Court will:

- a. Assign a Chief Judge for the family and juvenile court for a minimum term of two (2) years;
- b. Hire a Case Management Coordinator within a timeframe acceptable to both AOC and the Court, and provide that Coordinator with training in the area of family and juvenile law;
- c. Document that all judicial officers serving in the county's FJCIP project have completed the 30 hours of education required under RCW 2.56.230.
- d. Implement the principle of one judicial team hearing all of the proceedings in a case involving one family, especially in dependency cases;
- e. Submit a spending plan detailing the intended use of funds received under this agreement to AOC by August 31, 2021;
- f. Submit a report comparing actual expenditures with the submitted spending plan to AOC by June 30, 2022;
- g. Submit or update a "local improvement plan" identifying the specific staffing, facility, case management and/or operational improvement(s) that the Court intends to accomplish during this project, and identifying which Unified Family Court (UFC) principle(s) are targeted.

The Court's local improvement plan shall:

1. Identify case types that will be impacted (family, juvenile or both);
2. Explain what the local improvement is and how it will enhance current court operations;

3. List the specific UFC principle(s) the local improvement is targeted to meet;
4. Describe potential barriers to implementing the local improvement;
5. Describe measurable outcomes for which data will be collected;
6. Develop and document a plan to identify those children who have been in foster care for at least 15 of the past 22 months; and
7. Be finalized and provided to AOC by August 31, 2021.

The Court shall submit to the AOC semi-annual reports of court's activities and progress on measurable outcomes related to Family/Juvenile Court activities during the preceding quarter. Semi-annual reports are due September 30, 2021 and March 31, 2022.

PERIOD OF PERFORMANCE

The period of performance under this Contract shall be from July 1, 2021 through June 30, 2022.

COMPENSATION

- a. AOC shall reimburse the Court a maximum of **\$29,673** for FJCIP coordinator salary and benefits costs incurred during the term of this agreement.
- b. The Court shall submit invoices to AOC for expenditures no more frequently than monthly, and no less frequently than quarterly. Invoices shall be submitted on state form A-19.
- c. Before payment can be processed, properly-completed A-19 invoices must be submitted to:
Financial Services
Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504-1170
- d. If this agreement is terminated, the Court shall only receive payment for performance rendered or costs incurred in accordance with the terms of this agreement prior to the effective date of termination.
- e. The Court shall maintain sufficient backup documentation of expenses under this agreement.
- f. Payments made by AOC within 30 days of receipt of a properly-completed A-19 invoice shall be deemed timely.
- g. AOC, in its sole discretion and upon notice, may initiate revenue sharing and reallocate funding among recipients of funding governed by the Family and Juvenile Court Improvement Plan legislation. If, in AOC's assessment, the Court is unlikely to expend the maximum agreement amount, AOC may reduce the maximum agreement amount. AOC may increase the maximum agreement amount if additional funds become available.

APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of Washington State (Legislature) for the performance of this Agreement. If sufficient appropriations and authorization are not made or removed by the Legislature, this Agreement will terminate immediately upon written notice being given by the AOC to the Court. The decision as to whether appropriations are sufficient to perform the duties under this Agreement is within the sole discretion of AOC.

INDEPENDENT CAPACITY

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

AGREEMENT ALTERATIONS AND AMENDMENTS

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

RECORDS, DOCUMENTS, AND REPORTS

The Court shall maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the AOC and the Office of the State Auditor, or so authorized by law, rule, regulation, or agreement. The Court will retain all books, records, documents, and other material relevant to this agreement for six years after settlement, and make them available for inspection by persons authorized by this provision.

RIGHT OF INSPECTION

The Court shall provide right of access to its facilities to the AOC, or any of its officers, or to any other authorized agent or official of the state of Washington at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this agreement.

DISPUTES

Disputes arising under this Agreement shall be resolved by a panel consisting of one representative from the AOC, one representative from the Court, and a mutually agreed upon third party. The dispute panel shall thereafter decide the dispute with the majority prevailing. Neither party shall have recourse to the courts unless there is a showing of noncompliance or waiver of this section.

TERMINATION

Either party may terminate this Agreement upon thirty (30) days written notice to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

GOVERNANCE

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

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

- a. Applicable state and federal statutes and rules;
- b. Description of Services; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

ASSIGNMENT

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

WAIVER

A failure by either 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 and attached to the original Agreement.

SEVERABILITY

If any provision of this Agreement, or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision and to this end the provisions of this Agreement are declared to be severable.

ENTIRE AGREEMENT

This agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be considered to exist or to bind any of the parties to this agreement unless otherwise stated in this agreement.

COUNTERPARTS

Each party agrees that a facsimile (FAX) or scanned transmission of any original document shall have the same effect as the original. Any signature required on an original shall be completed and sent to the other party, as applicable, when a facsimile copy has been signed. The parties agree that signed facsimile or scanned copies of documents shall be given full effect as if an original.

CONTRACT MANAGEMENT

The program managers noted below shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement:

AOC Project Manager	Court Contract Manager
Kelly Warner-King PO Box 41170 Olympia, WA 98504 kelly.warner-king@courts.wa.gov (206) 920-2414	Lacey Fors 223 E 4th St., Ste 8 Port Angeles, WA 98362-3015 lfors@co.clallam.wa.us

AGREED:**ADMINISTRATIVE OFFICE
OF THE COURTS**

Dawn Marie Rubio 8-5-2021
Signature Date

Dawn Marie Rubio
Name

State Court Administrator
Title

COURT

Lacey Fors 7/28/21
Signature Date

Lacey Fors
Name

Superior Court Administrator
Title

Approved as to form only by:

Elizabeth Stanley
Elizabeth Stanley
Civil Deputy Prosecuting Attorney
Clallam County

County Commissioner
Date: _____

CONTRACT MANAGEMENT

The program managers noted below shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement:

AOC Project Manager	Court Contract Manager
Kelly Warner-King PO Box 41170 Olympia, WA 98504 kelly.warner-king@courts.wa.gov (206) 920-2414	Lacey Fors 223 E 4th St., Ste 8 Port Angeles, WA 98362-3015 lfors@co.clallam.wa.us

AGREED:**ADMINISTRATIVE OFFICE
OF THE COURTS****COURT**

Signature

Date

Name

Title

Signature

Date

Name

*Title***Approved as to form only by:**


Elizabeth Stanley
Civil Deputy Prosecuting Attorney
Clallam County

County Commissioner



AGENDA ITEM SUMMARY

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

4
8/16/21

Department: Superior Court

WORK SESSION ☒ Meeting Date: August 16, 2021

REGULAR AGENDA ☒ Meeting Date: August 24, 2021

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

Item summary:

- | | |
|---|--|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 861.21.006 (Replaces 861.21.002) |
| ☐ Resolution | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Superior Court is asking for approval of an Interagency Agreement contract renewal between the Washington State Administrative Office of the Courts (AOC) and Clallam County Superior Court for the purpose of reimbursement costs associated with hiring of attorneys to represent a parent or court visitor in accordance with the Uniform Guardianship Act implemented by the State as of January 1, 2021, in connection with minor guardianship cases. The total amount of this contract renewal is for \$127,745 for the time period of July 1, 2021, through June 30, 2022.

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 court is asking for funds in the amount of \$127,745 to be entered into our 2021-2022 budget in support of costs specifically associated with UGA appointments for court cases.

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

County Official signature & print name: Bret Bink 8/11/2021

Name of Employee/Stakeholder attending meeting: Lacey Fors

Relevant Departments: Superior Court

Date submitted: 8/11/21

* Work Session Meeting - Submit 1 single sided/not stapled copy Agenda Item Summary - UGA Interagency Renewal Agreement 2021-2022

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

Revised: 3-04-2019

INTERAGENCY AGREEMENT IAA22046
BETWEEN
WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS
AND
CLALLAM COUNTY SUPERIOR COURT

(861.21.006) < Replaces 861.21.002 >

THIS AGREEMENT (Agreement) is entered into by and between the Administrative Office of the Courts (AOC) and Clallam County Superior Court, for the purpose of reimbursing the Clallam County Superior Court (Court) for attorney appointments under RCW 11.130.200(5) and court visitor appointments under RCW 11.130.195(4).

1. DEFINITIONS

For purposes of this contract, the following definitions apply:

- a) "Attorney appointed for a parent" means an attorney appointed under RCW 11.130.200(5).
- b) "Court visitor" means a person appointed under RCW 11.130.195(4).
- c) "UGA appointment services" means attorneys appointed for a parent under RCW 11.130.200(5) and court visitors as appointed under RCW 11.130.195(4).

2. PURPOSE

The purpose of this Agreement is to partner with individual local courts in providing UGA appointment services.

3. DESCRIPTION OF SERVICES TO BE PROVIDED

- a) The Court will ensure that the funding under this contract is used only for reimbursement of costs paid to attorneys appointed for a parent or court visitors. Other costs are not eligible for reimbursement, including but not limited to: judicial officer time, administrative costs (overhead or indirect), court staff time, etc. No prepayment will be made under this Agreement.
- b) The Court agrees to provide a bimonthly report on UGA appointment services cost and usage data. At a minimum, this reporting will include:
 - 1) Case numbers.
 - 2) Purpose of appointment (attorney appointed for a parent or a court visitor), including to whom counsel was provided; and
 - 3) Amount billed per party.
- c) In addition, the Court agrees to report any expected surplus for revenue sharing to AOC by July 26, 2022, and to provide any request for revenue sharing by July 26, 2022 for prioritization by the SCJA.
- d) The Court may elect to pay for UGA appointment services that are not in accordance with the provisions of this agreement; however, such payments will not be reimbursed.

4. PERIOD OF PERFORMANCE

Performance under this Agreement begins **July 1, 2021**, regardless of the date of execution, and ends on **June 30, 2022**.

5. COMPENSATION

- a) The Court may be reimbursed a maximum of **\$127,745** for UGA appointment services costs incurred during the period of July 1, 2021 to June 30, 2022. No reimbursement will be made under this Agreement for UGA appointment services incurred after June 30, 2022, and any reimbursement beyond this amount will be denied.
- b) If this agreement is terminated, the Court will only receive payment for performance rendered or costs incurred in accordance with the terms of this agreement prior to the effective date of termination.
- c) The Court will submit its A-19 invoices monthly or bimonthly to:
ReimbursementProgram@courts.wa.gov. Forms A-19 submitted under this agreement must include:
 - 1) Billing reports from attorneys and visitors whose costs are being reimbursed, including hours billed and services provided; and
 - 2) Payment documents from the Court indicating case number; amount paid, and payee.
- d) Data required in 3b above must be submitted electronically to the AOC in conjunction with the bimonthly invoice.
- e) Payment to the Court for approved and completed work will be made by warrant or account transfer by AOC within 30 days of receipt of a properly-completed invoice and the completed data report.
- f) The Court must maintain sufficient backup documentation of expenses under this Agreement.
- g) The AOC, upon consultation with the SCJA and after May 1, 2022, may initiate revenue sharing and reallocate funding among courts as prioritized by the SCJA. If such adjustments are made, Court will be notified by letter and e-mail from AOC, and such a letter will be attached to this agreement as Addendum A.

6. TREATMENT OF ASSETS AND PROPERTY

The AOC is the owner of any and all fixed assets or personal property jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

7. RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement are "works for hire" as defined by the U.S. Copyright Act of 1976 and are owned by the AOC. Data includes, but is not limited to: reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and video and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights. In the event that any of the deliverables under this Agreement include material not included within the definition of "works for hire," the Court hereby assigns such rights to the AOC as consideration for this Agreement.

Data which is delivered under this Agreement, but which does not originate therefrom, must be transferred to the AOC with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so; provided, that such license is limited to the extent which the Court has a right to grant such a license. The Court must advise the AOC, at the time of delivery of data furnished under this Agreement, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Agreement. The AOC must receive prompt written notice of each notice or claim of copyright infringement received by the Court with respect to any data delivered under this Agreement. The AOC reserves the right to modify or remove any restrictive markings placed upon the data by the Court.

8. INDEPENDENT CAPACITY

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

9. AGREEMENT ALTERATIONS AND AMENDMENTS

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

10. RECORDS, DOCUMENTS, AND REPORTS

The Court must maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. These records are subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the AOC, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or Agreement. The Court will retain all books, records, documents, and other material relevant to this Agreement for six years after settlement, and make them available for inspection by persons authorized under this provision.

11. RIGHT OF INSPECTION

The Court will provide right of access to its facilities to the AOC, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement.

12. DISPUTES

Disputes arising under this Agreement will be resolved by a panel consisting of one representative from the AOC, one representative from the Court, and a mutually agreed upon third party. The dispute panel will thereafter decide the dispute with the majority prevailing. Neither party has recourse to the courts unless there is a showing of noncompliance or waiver of this section.

13. TERMINATION

Either party may terminate this Agreement upon thirty (30) days written notice to the other party. If this Agreement is so terminated, the parties are liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

14. GOVERNANCE

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

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

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

15. ASSIGNMENT

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

16. WAIVER

A failure by either party to exercise its rights under this Agreement does not preclude that party from subsequent exercise of such rights and is not 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 and attached to the original Agreement.

17. SEVERABILITY

If any provision of this Agreement, or any provision of any document incorporated by reference is held invalid, such invalidity does not affect the other provisions of this Agreement which can be given effect without the invalid provision and to this end the provisions of this Agreement are declared to be severable.

18. AGREEMENT MANAGEMENT

The program managers noted below are responsible for and are the contact people for all communications and billings regarding the performance of this Agreement:

AOC Program Manager	Court Program Manager
Shelley Ireland Court Association Coordinator PO Box 41170 Olympia, WA 98504-1170 shelley.ireland@courts.wa.gov (360) 704-1924	Lacey Fors Court Administrator 223 E 4th St Ste 8 Port Angeles, WA 98362-3015 lfors@co.clallam.wa.us (360) 417-2386

19. ENTIRE AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement are considered to exist or to bind any of the parties to this agreement unless otherwise stated in this Agreement.

AGREED:**Administrative Office of the Courts****Contractor**

Signature

Date

Signature

Date

Chris Stanley

Name

Brent Basden

Name

Director, MSD

Title

Presiding Judge

Title

County Commissioner

Elizabeth Stanley
Approved as to form only
Elizabeth Stanley, Clallam County Chief Civil DPA

Date



AGENDA ITEM SUMMARY

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

5
8/16/21

Department: Superior Court

WORK SESSION ☒ Meeting Date: August 16, 2021

REGULAR AGENDA ☒ Meeting Date: August 24, 2021

Required originals approved and attached? ☐

Will be provided on:

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 861.21.003 (Replaces 861.19.002) | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Parents for Parents is a court-based parenting engagement, mentor and education program that promotes the safe and timely reunification of children with their parents, or an alternative permanency outcome when reunification is not a viable goal. The program is run by a Parent for Parent Coordinator who has been through a dependency themselves. The program is supervised by the Court Facilitator and Superior Court.

This contract is an agreement between the Children's Home Society of Washington and Clallam County Superior Court. It is 100% funded by the Children's Home Society of Washington. This is a two-year contract in the amount of \$75,000 from July 1, 2021 through June 30, 2023 (a total of \$37,500 per year).

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 program is 100% funded through the Children's Home Society of Washington. There is not budgetary impact to the court or County.

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

We are asking that this contract be signed and approved.

County Official signature & print name: Brent Basden **BRENT BASDEN**

Name of Employee/Stakeholder attending meeting: Lacey Fors

Relevant Departments: Superior Court

Date submitted: 8/09/21

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

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

P4P Contract 2021-2023, Agenda Summary

Revised: 3-04-2019

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

**AGREEMENT BETWEEN
CHILDREN'S HOME SOCIETY OF WASHINGTON
AND
CLALLAM COUNTY SUPERIOR COURT 2021-2023**

(861. 21. 003) < Replaces 861.19.002 >

This Agreement, made by and between Children's Home Society of Washington, hereinafter referred to as CHSW, and Clallam County Superior Court hereinafter referred to as the Contractor, governs the provision of work, the collection of data and payment of authorized services rendered.

Contractor:
Clallam County Superior Court
223 E. 4th St. Suite 8
Port Angeles, WA 98362

TERMS AND CONDITIONS

Exhibits Incorporated by Reference:

In addition to the rights and obligations of the parties set forth below in this Agreement, the rights and obligations of the parties to this Agreement shall be subject to, and governed by, the following attached exhibits:

Exhibit A: Statement of Work

Exhibit B: Budget

Exhibit C: Parents for Parents Program Description

Exhibit D: Parents for Parents Parent Ally Qualifications

Exhibit E: Parent Ally Program Coordinator Job Description

IT IS MUTUALLY AGREED THAT:

Section A. Statement of Work

The Contractor will provide Parents for Parents services to families in Clallam County as outlined in the attached Statement of Work, Exhibit A.

Section B. Period of Performance

The period of performance governing this Agreement will be July 1, 2021, through June 30, 2023.

Section C. Budget

CHSW will pay the Contractor up to \$75,000, for those services, described in the Statement of Work, attached as Exhibit A, and according to the Budget, attached as Exhibit B. Administrative fees for this Agreement should not exceed ten percent of the contracted Budget.

Section D. Current/Future Support

CHSW is funded through a contract from the Washington State Office of Public Defense. This Agreement is subject to continuing funding from the Washington State Office of Public Defense. In the event funding is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to the normal completion, CHSW may unilaterally terminate this Agreement or may reduce its scope and budget.

Section E. Reports/Invoices/Documentation

Invoices

The Contractor will submit quarterly invoices to CHSW no more frequently than monthly and at least quarterly.

Invoices should be emailed to CHSW Accounts Payable - COAccounting@chs-wa.org

Reports

The Contractor will submit the following to CHSW within 20 days following the end of each month:

- Parents for Parents Monthly Online Data Report, internet link provided by CHSW

Payment is conditional on meeting the requirements of the Statement of Work, Exhibit A and receipt of completed monthly data report. Payment will be made thirty (30) days after receipt of the invoice form.

The Contractor will provide CHSW with documentation of all services provided by the Contractor related to this Agreement, upon request.

During the Agreement period and following its termination, the Contractor, and any subcontractors resulting from this Agreement, shall follow accounting procedures and shall maintain books, records, documents, and other evidence in the performance of this Agreement. The Contractor will retain all books, records, documents, and other materials relevant to the

provision of services under this Agreement for a period of seven (7) years from the date of final payment. Any person authorized by CHSW shall have full access to and the right to inspect excerpts, audit or examine any of these records at all reasonable times for a period of seven (7) years.

Section F. Audit Requirements

The Contractor is required to complete an annual independent audit that meets generally accepted accounting standards and OMB Circular A-133, if applicable. A copy of the audit will be available to CHSW, upon request.

Section G. Nondiscrimination/Confidentiality

The Contractor certifies that all goods to be furnished and/or services to be rendered within this Agreement, including employment, will be provided to people without discrimination because of a person's race, color, gender, religion, sexual orientation, disability, marital status, national origin, age, veteran status or any other characteristic protected by law.

The Contractor will respect the rights of consumers at all times and ensure the confidentiality of consumer information in accordance with all applicable confidentiality statutes, laws, and regulations. All consumer records will be maintained in a secure, locked file.

Section H. Compliance with the Health Insurance Portability Accountability Act

Waived.

Section I. Contractor Status

In providing services under this Agreement, the Contractor is an independent agent, and neither it nor its officers, agents or employees are employees of Children's Home Society of Washington for any purposes and will not be held up as such. The Contractor will be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services.

Section J. Criminal History

Waived

Section K. Licenses/Registrations/Accreditation

The Contractor will comply with all applicable local, state, and federal licensing, accreditation and registration requirements and standards, necessary for the performance of this Agreement.

Section L. Subcontracting

The Contractor shall not enter into subcontracts for any of the work contemplated under this Agreement without obtaining prior written approval of CHSW.

Section M. Insurance

By the date of execution of this Agreement, the Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property, which may arise from, or in connection with, the performance of this Agreement. The Contractor shall pay the cost of such insurance. The Contractor shall provide a Certificate of Insurance to CHSW or evidence of self-insurance, naming CHSW as additional insured.

Minimum limits of insurance shall be at least:

- General Liability: \$1 Million combined single limit per occurrence by bodily injury, personal injury, and property damage, and for those policies with aggregate limits, a \$2 Million aggregate limit.
- Professional Liability, Errors, and Omissions coverage: \$3 Million
- Automobile Liability: If automobiles are used in the performance of this Agreement, a minimum of \$1 Million combined single limit per accident for bodily injury and property damage is required.
- Workers' Compensation: Statutory requirements of the State of Washington. Employee Dishonesty Coverage in the amount of this Agreement.

Section N. Hold Harmless/indemnification

Each party to this Agreement shall protect, defend, indemnify, and hold harmless the other party, their officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the indemnifying party, its officers, employees, and/or agents. Each party agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each party by mutual negotiation, hereby waives, as respects the other party only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event either party incurs any judgment, award, and/or cost arising therefrom including attorney's fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the other party.

Section O. Federal Programs

Contractor represents and warrants that Contractor has not been excluded from federal programs. Contractor will immediately notify CHSW if Contractor becomes excluded from any federal program or is subject to proceedings that may lead to exclusion. Exclusions from any federal program are a basis for immediate termination of this Agreement.

Section P. Governing Law

The Contractor is required to comply with all applicable local, state and federal laws and regulations. Breach of this provision shall be grounds for termination of this Agreement.

This Agreement and the right and obligations of the parties shall be governed by the laws of the State of Washington. The Contractor is required to comply with all applicable local, state and federal laws and regulations. Breach of this provision shall be grounds for termination of this Agreement. Venue shall be King County, Washington.

Section Q. Agreement Modifications

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

This Agreement shall be subject to the written approval of the President/CEO of CHSW and the approved delegate of the Contractor. Only the President/CEO or his delegate shall have the expressed, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Agreement. Changes are not effective or binding, unless made in writing and signed by the President/CEO or his delegate and the approved delegate of the Contractor.

Section R. Notification of Significant Changes

The Contractor will notify CHSW in writing of changes in key personnel or problems, which have significant impact on Contractor activities.

Section S. Severability

If any part, term, or provision of this Agreement is held by a court to be illegal, the validity of the remaining portions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the invalid portion. If it should appear that any part, term, or provision conflicts with statutes, then that part, term, or provision shall be deemed inoperative, and this Agreement shall be modified to such statutory provision.

Section T. Corrective Action

The Contractor is required to meet the terms and conditions of this Agreement. Should an Agreement violation or a performance deficiency be identified by CHSW, the Contractor will receive a written notice for corrective action unless CHSW determines termination is appropriate. The Contractor must submit a corrective action plan within thirty (30) days from the written notice from CHSW. In the case of a material breach, however, CHSW may require an immediate corrective action plan and its implementation in lieu of termination.

CHSW will approve or disapprove the Contractor's corrective action plan in writing within fourteen (14) days of receipt of the plan. If approved, the Contractor will be required to implement the plan and ensure correction of the deficiency. If the Contractor does not correct the deficiency, submit a corrective action plan within thirty (30) days, or CHSW deems the plan unsatisfactory, CHSW will take the necessary action. Such action may include, but is not limited to, reduction in Contractor payment or termination in whole or in part of the Agreement. All corrective action correspondence shall be delivered by certified mail, return receipt requested.

Section U. Termination of Agreement

Either party may resolve to discontinue this Agreement with thirty (30) days written notification to the other party.

CHSW will pay for all services rendered up to the date of termination of this Agreement, less prior interim payments, if any. Upon payment of such sums, CHSW shall be discharged from all liability to the Contractor hereunder, and this Agreement shall be considered terminated unless extended in writing by mutual agreement between the parties.

Section V. Addresses for Official Communication

Dave Newell
President & CEO
Children's Home Society of Washington
PO Box 15190
Seattle, WA 98115-0190

Brandon Mack
Commissioner
Clallam County Superior Court
223 E. 4th St. Suite 8
Port Angeles, WA 98362

In witness thereof, Children's Home Society of Washington and the Contractor have signed this Agreement.

**CHILDREN'S HOME SOCIETY
OF WASHINGTON**



Dave Newell
President & CEO

CONTRACTOR



Brandon Mack
Commissioner

County Commissioner

Elizabeth Stanley
Approved as to form only by
Elizabeth Stanley
Clallam County Chief Civil DPA

EXHIBIT A:
STATEMENT OF WORK

Parents for Parents Program
July 1, 2021 – June 30, 2023

The Contractor will:

- 1) Serve as the host of the Parents for Parents Program (P4PP), as summarized in Exhibit C;
- 2) Partner with local stakeholders and CHSW to ensure the Parents for Parents program is consistent with program components listed on the Model Fidelity Checklist and the program design in the Parents for Parents Start-Up Guide and Dependency 201 Start-Up Guide, provided by CHSW;
- 3) Contract with one or more parents, who have had personal experience with the Dependency system and successfully resolved his/her child welfare case (hereafter referred to as Parent Allies) to provide program leadership and coordination. All Parent Allies must meet and adhere to the qualifications listed in Exhibit D;
- 4) Hire one Parent Ally to serve as the Parent Ally P4P Coordinator, as summarized in Exhibit E;
- 5) Compensate Parent Allies at a rate competitive with like services in your local community;
- 6) Provide Parent Allies with training and support to develop “soft skills” necessary for workplace success;
- 7) Provide for a minimum of four hours per month of clinical and administrative supervision for Parent Allies working in the program;
- 8) Host monthly or quarterly Parents for Parents Program Advisory Committee meetings;
- 9) Work with CHSW to discuss any rural considerations needed in order to ensure quality outreach of services/support to dependency-involved parents in Clallam County;
- 10) Provide the P4P Coordinator with working space and office supplies, including telephone, access to copy machine, computer access and storage space, as needed to implement the program;
- 11) Provide for the liability insurance of the P4P Coordinator and Parent Allies;

- 12) Provide for accessible meeting space and equipment for the Dependency 101 classes and other Parents for Parents meetings.
- 13) Offer Dependency 101/201 classes and other Parents for Parents meetings to Clallam County's dependency-involved parents- class materials and dependency information may be brought to Clallam County's parents at court or offered through a technology platform;
- 14) Provide opportunities for P4P Parent Allies to participate in trainings that will increase their understanding of the needs of families in the child welfare system and of resources and services that can support them. Track the training provided to Parent Allies;
- 15) Support the gathering, maintenance and reporting of Parents for Parents client and program information and data, as described in the Start-up Guide and required by any program evaluations that may be conducted;
- 16) Manage program finances and maintain financial records that will be provided to CHSW upon request;
- 17) Consistent with the submission of each invoice, provide CHSW with monthly data reports. Information to include the following:
 - a) Information on Parent Allies working for the program;
 - b) Information on outreach and attendance at Dependency 101 and 201 classes (if applicable);
 - c) Information on other outreach provided by Parent Allies.
- 18) Support funding efforts by CHSW on behalf of the Parents for Parents program, in addition to seeking additional funding streams, in order to support the ongoing needs of the program.

CHSW will:

- 1) Provide the Contractor with ongoing training and technical assistance to coordinate and assist the program in meeting program requirements, consistent with the program design in the Parents for Parents Start-Up Guide and Dependency 201 Start-Up Guide;
- 2) Maintain a statewide database on Parents for Parents program data;
- 3) Provide opportunities for local Parents for Parents program representatives to meet to network with one another, share information, ideas and resources, and collaborate in the on-going work to improve P4P services and systems;

- 4) Work with a researcher to evaluate select, well-established Parents for Parents programs, with the goal of ultimately establishing Parents for Parents as an Evidence Based Program, if funding becomes available;
- 5) Work with local Parents for Parents programs and stakeholders to develop an expanded program component to further support parents in the child welfare system;
- 6) Provide information and support to stakeholders in the seeking of funding for the program, and
- 7) Provide leadership in seeking increased funding for the Parents for Parents program.

EXHIBIT B:
BUDGET

July 1, 2021- June 30, 2023

Two-Year Budget: Funds may be allocated as shown in the budget below, there may be up to 10% variation to accommodate local program needs.

Parent Ally Compensation (including Parent Coordinator & Program support stipends)	\$52,500
Clinical Supervision	\$7,000
Program Expenses (supplies, food, meeting costs, etc.)	\$3,500
Administration (not to exceed 10%)	\$7,000
Carryforward Balance from Fiscal Year 19-21	\$5,000
Total	\$75,000

EXHIBIT C:
PARENTS FOR PARENTS SUMMARIZED PROGRAM DESCRIPTION

Parents for Parents is an early engagement, parent mentoring and education program that promotes the safe and timely reunification of children with their parents, or an alternative permanency outcome when reunification is not a viable goal and supports the preservation of families with in-home dependency cases. The program serves families, who are in the dependency system within Washington State, and services are initiated when a child has been removed from his or her home by Child Protective Services. Parents receive information and support to navigate the dependency system and, whenever possible, to safely reunify with their child(ren), as well as to understand and provide their child(ren) with resources to promote their optimal development.

Services are provided by Parent Allies, who are parents who have successfully navigated the child welfare system. Services include:

- 1) Outreach and support to parents at all dependency-related hearings, beginning with the shelter care hearing;
- 2) Maintaining and distributing updated information about community resources and services that can assist families in the dependency system;
- 3) A Dependency 101 class that educates parents about the dependency system they must navigate in order to have their children returned, empowers them with tools and resources they need to be successful with their case plan, and provides information that helps them understand and support the needs of their children,
- 4) A curriculum-based Dependency 201 class that provides ongoing support to parents throughout their dependency case. This includes building a support network, training on life skills and accessing resources.
- 5) Individual peer support to help parents involved with the child welfare system, including telephone/electronic support.

Stakeholders meet regularly in Advisory Committee meetings to discuss the local program, trouble shoot problems, identify ways to optimize its success within their local community, identify resources to share with parents, etc.

EXHIBIT D:
P4P PARENT ALLY QUALIFICATIONS

- Dependency case has been closed;
- Satisfactory background check clearance and no criminal infractions since the case has been closed;
- Accepts responsibility for issues that brought their child(ren) into care
- Demonstrated continuing attention to positive and healthy life style (e.g., active in recovery, mental health, strong social support, etc.);
- Mentally and emotionally stable;
- Time/capacity to meet the hours and needs of the program;
- Ability to maintain confidentiality;
- Ability to work independently and as a team player;
- Ability to respect cultural diversity;
- Motivated; able to follow directions, ask questions and learn assigned tasks;
- Effective oral and written communication skills; legible penmanship;
- Positive attitude;
- Ability to maintain good working relationships with courts, stakeholders and the community;
- Respectful and considerate;
- Dependable;
- Solution-oriented versus problem-oriented;
- Noted willingness to help others succeed;
- Ability to maintain objectivity and professionalism;
- Ability to be detail orientated;
- Appropriate communication skills, and
- Able to accept supervision and coaching.

EXHIBIT E:
PARENT ALLY PARENTS FOR PARENTS PROGRAM COORDINATOR
JOB DESCRIPTION

Summary Description — In collaboration with the P4P Program Supervisor, the Parent Ally P4P Program Coordinator is responsible for the overall functioning of the Parents for Parents program. S/he is the primary "public face" for Parent Allies in his/her respective community, ensures that the Parents for Parents program reflects the high standards and values of Parent Ally work and ensures that the Parents for Parents program is coordinated with other Parent Ally work in the community.

1) P4PP Staffing

- Collaborate with the P4P Program Supervisor to recruit, engage, train and monitor the Parent Ally Program Supports.
- Collaborate with the P4P Program Supervisor in decisions and actions related to the temporary or permanent termination of Parent Ally Program Supports, if and as needed. Create and maintain a system for recording and reporting on Parent Ally Program Supports' training, services provided, and compensated hours worked. Track unpaid volunteer time related to the Parents for Parents program.
- Create and maintain a system for accounting and distribution of stipends for Parent Ally Program Supports and for payment for other program expenses.
- Collaborate with the P4P Program Supervisor to observe and assess the work of the Parent Ally Program Supports. Provide additional coaching and support as needed.
- Participate in weekly supervision to discuss pertinent details regarding the program and to process issues that surface in the course of their work that may interfere with their work and/or personal well-being.

2) Advisory Committee

- Serve as leader and facilitator of the Advisory Committee.
- Work with Advisory Committee members to plan for and schedule presentations by representatives of all systems at Dependency 101 classes.
- Collaborate with the P4P Program Supervisor to create the agenda for the meetings of the P4P Advisory Committee.
- Send out meeting reminders to all Advisory Committee members in a timely manner.

- Work with Advisory Committee members to identify and troubleshoot issues that surface in the implementation of Parents for Parents. Discuss work of the Parent Allies from the perspective of the Advisory Committee members.
- Ensure that minutes are taken at each meeting and distributed in a timely manner. Maintain a record of attendance and minutes from all meetings.
- Follow through on agreements made at Advisory Committee meetings.

3) Dependency Hearings

- Collaborate with county personnel to identify strategies for accessing the court docket in order to identify and reach out to parents attending Shelter Care Hearings and subsequent dependency hearings.
- Ensure that all Shelter Care Hearings and subsequent dependency hearings are covered by the Parent Ally P4P Coordinator and/or other Parent Ally Program Supports.
- Ensure that accurate contact and demographic information is collected on all parents with whom outreach is made.
- Invite all parents with whom outreach is made to attend a Dependency 101 class.
- Provide parents with written materials about resources that can assist them in their case. Provide for telephone follow up to parents who have signed up for the class, ideally once a week prior to the class and then one day immediately prior to the class.

4) Dependency 101/201 Class

- Ensure that each Dependency 101/201 class is covered by a Parent Ally facilitator, a representative from each system, and additional Parent Ally Program Supports, as needed. Update Dependency 101/201 curriculum, as needed.
- Ensure that all handouts for Dependency 101/201 classes are updated, developed and available for each meeting. Ensure that folders and surveys are properly numbered. Maintain a system for ensuring that snacks and other required materials are available for all Dependency 101/201 meetings.
- Work with Parent Ally Program Supports, court personnel and other system stakeholders to recruit and sign people up for the Dependency 101/201 classes.
- Complete tracking sheets for each parent at the class, whose tracking sheet has not yet been completed.
- Ensure all pre/post surveys are completed and collected.

5) Client data

- Create and maintain a database on all parents served, including: names and contact information; demographic information; assistance needs, and records of contacts with parents, including telephone contacts, attendance at Dependency 101 class, input from pre-and-post Dependency 101 and 201 surveys, and all other P4P services received.

6) Resource Bank

- Maintain sufficient supply of printed information on resources to be accessed by families.
- Ensure that folders for Dependency 101 class are accurately completed and available in sufficient supply for all classes.

7) Community

- Make/coordinate Parent Ally presentations at child welfare forums, conferences, trainings, etc., as approved by P4P Supervisor and after ensuring main program components of this contract are met.
- Coordinate Parents for Parents work with other Parent Ally work in the community, when/if applicable, as approved by the P4P Supervisor and after ensuring other program components of this contract are met.

8) Reunification Day Celebrations

- If all the core components of the program are met, program staff may participate in the planning committee and event to strengthen the Parents for Parents program visibility, recruitment efforts and continued stakeholder buy-in.

MEMORANDUM OF LIABILITY COVERAGE ("MLC")

FOR THE

WASHINGTON COUNTIES RISK POOL ("WCRP") JOINT SELF-INSURANCE LIABILITY PROGRAM

DECLARATIONS

1. **MLC NUMBER:** 2021-RISKPOOL-CLCO
2. **MLC PERIOD:** From 12:00:01 a.m. on October 1, 2020
until 12:00:01 a.m. on October 1, 2021
3. **MEMBER COUNTY:** Clallam County
c/o Board of County Commissioners
County Courthouse
223 East 4th St., Suite 4
Port Angeles, Washington 98362-3000
4. **LIMIT OF LIABILITY COVERAGE:** \$10,000,000 each **occurrence**
5. **DEDUCTIBLE:** \$100,000 each **occurrence**
6. **COVERAGES:** The joint self-insurance liability coverage as is afforded by this MLC is only for the coverages that are indicated below. WCRP's liability under this MLC shall be subject to all terms and conditions herein and any endorsements attached.
- a. **Bodily injury**
 - b. **Personal injury**
 - c. **Property damage**
 - d. **Errors and omissions**
 - e. **Advertising Injury**
7. **DEFINITION OF TERMS:** Terms appearing in bold type in the provisions of this MLC shall be interpreted only as defined in Section 6, DEFINITIONS.
8. **MLC COMPOSITION:** This MLC consists of this Declarations page, the Coverage Form and applicable endorsements.

Dated this 1st day of October 2020.

WASHINGTON COUNTIES RISK POOL

By: 
Vickie L. Raines, FY 2021 President



AGENDA ITEM SUMMARY

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

6
8/16/21

Department: Department of Community Development

WORK SESSION ☒ **Meeting Date:** August 16, 2021

REGULAR AGENDA ☒ **Meeting Date:** August 24, 2021

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: Current Use Assessment Approval |

Documents exempt from public disclosure attached: ☐

Executive summary:

In the first half of 2021, Clallam County received 1 requests for reclassification from the Farm & Agriculture and Designated Forest Land Tax Designations into the Open Space Tax Program (Current Use). DCD Staff prepared staff reports for each application determining their eligibility for the Open Space program as well as analyzing the tax shifts that would result from said application. On August 4, 2021 the Clallam County Planning Commission held a public meeting reviewing the provided staff reports. The Planning Commission voted 7-0 to recommend that the Board of Clallam County Commissioners take action on the approval of the First Half 2021 Current Use Assessment Applications consistent with the provided reports.

Budgetary impact: No Budgetary Impact. Approval of the Open Space Tax Program (Current Use) applications will result in new tax classifications for subject parcels, but will have no direct budgetary impact. **If a budget action is required, has it been submitted and a copy attached?** ☐

Recommended action: Vote to Approve Current Use Assessment Applications for the First Half of 2021

County Official signature & print name: Mary Ellen Winborn Mary Ellen Winborn

Name of Employee/Stakeholder attending meeting: Holden A. Fleming

Relevant Departments: Department of Community Development & Office of the Assessor

Date submitted: 8/11/2021

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



RESOLUTION _____, 2021

AUTHORIZING ACTION ON CURRENT USE ASSESSMENT (CUA) APPLICATIONS
PURSUANT TO CLALLAM COUNTY CODE CHAPTER 27.08, OPEN SPACE

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The Clallam County Open Space Code (CCC 27.08) was adopted pursuant to RCW 84.34, commonly known as the Open Space Tax Act.
2. The purpose of the Open Space Tax Act is to promote the preservation of open space, natural features, natural resources, scenic beauty and public recreation for the social well-being of the state and its citizens by valuing property based on its current use, rather than the highest and best use.
3. In the first half 2021, Clallam County received one request for reclassification into the Open Space Program.
4. In accordance with Clallam County Codes 27.08, Open Space; 26.01, Planning Agency; and Title 31, Comprehensive Plan, the Planning Commission held a duly advertised public hearing August 4, 2021 and motioned to approve the one Open Space reclassification application by a vote of 7-0.
5. The recommendation of the Planning Commission and corresponding changes in land valuation are reflected below:

Table A

Application Number	Applicant Name	Parcel Number	Parcel Acres	Acreage added to Program	Program Applied for	Tax Shift to Owner	Tax Shift to Public
CUA2021-00001	Michael Young & Theresa Joyce	143129-210115	19	18	O/S RECLASS	\$331	\$0

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

1. Approve the first half 2021 Current Use Assessment application and corresponding changes reflected above as consistent with Clallam County Code, Chapter 27.08, Open Space.

PASSED AND ADOPTED this _____ day of _____ 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, CMC, Clerk of the Board

Bill Peach

Staff Report to the Board of County Commissioners

1st Half 2021 Current Use Assessment Applications

August 11, 2021

BACKGROUND

The Clallam County Open Space Code (CCC 27.08) was adopted pursuant to RCW 84.34, commonly known as the Open Space Tax Act. The purpose of the Open Space Tax Act is to promote the preservation of open space, natural features, natural resources, scenic beauty and public recreation for the social well-being of the state and its citizens by valuing property based on its current use, rather than its highest and best use. Open Space properties are assessed based on Public Benefit Resources as identified and adopted by the local legislative authority. The tax burden resulting from approval in the program is shifted to other tax payers in that taxing district. The intent is that the tax shift is offset by the public benefit derived by maintaining the property in its current use according to the chapter.

Attached are the packet items for review in preparation for the public hearing regarding the 1st Half 2021 Current Use Assessment (CUA) applications (reclassification).

- Statistical Summary Tables
- Data Spreadsheet for New and Reclassification Applications (Table 1)
- Draft Decision Document
- Individual Staff Reports

See below for a description of each section

APPLICATION DATA

Table 1 contains the summary information for the reclassification application under consideration: name, parcel number, acreage, and tax effect.

DECISION DOCUMENT

Chapter 27.08 does not require that the Planning Commission prepare Findings of Fact and Conclusions of Law when making a recommendation to the Board of County Commissioners for action on CUA Applications. However, it is important to ensure that any recommendation of the Planning Commission is well documented and that the intent of the recommendation is clearly stated to the Board of County Commissioners for their consideration and action. That is why this Decision Document has been submitted for your consideration. These documents summarize the application currently under consideration.

Notwithstanding any additional changes, staff would recommend that this document be cited when making final recommendations on this matter. Certainly, if there are any changes that affect the outcome or decisions reached on any application, staff will modify this document accordingly to ensure it reflects the record.

STAFF REPORTS

Staff reports for each application under consideration are included in the County Commissioner's packets. Applications, professional reports and other supporting documents are not included, but available online. To read individual applications at Clallam.net, follow the "Permits and Licenses" link to the "online permit system."

STATISTICAL SUMMARIES

The tables below provide a summary of the one new case under consideration in this cycle and the corresponding tax shift as a result of approval of staff recommendations. The second table below provides a summary of the Farm Reclassification reviews included in this round. The Staff Reports provide case-specific data that shows how the property owners will be affected should staff's recommendations be approved by the Board of County Commissioners. Staff recommends approval of the Reclassification review presented in this round (1 parcel, 1 owner).

Note that the Farm Reclassifications and DFL Reclassifications result in a tax increase to the owners of individual parcels but constitute a net benefit to the public, shown in parenthesis (). This is because the taxable value (otherwise known as the Productivity Value, PV) of the farm or forest land acreage represented is "flat valued" before taxation whereas the Open Space discount is a percentage deducted from the market value.

First Half 2021 Reclassifications to Open Space	
ACREAGE WITH TAX INCREASES (Reclassification to O/S) on 1 PARCEL	18
DOLLAR AMOUNT OF TAX INCREASES (to owners) ON 1 PARCEL*	(\$331)

* SHIFTED FROM THE PUBLIC BACK TO THE INDIVIDUAL OWNER

TABLE 1: First-Half 2021 Current Use Assessment Open Space Applications, new and reclassifications

Application Number	Applicant Name	Parcel Number	Parcel Acres	Acreage added to Program	Program Applied for	Tax Shift to Owner	Tax Shift to Public
CUA2021-00001	Michael Young & Theresa Joyce	143129-210115	19	18	O/S RECLASS	\$331	\$0

Respectfully Submitted,



Holden A. Fleming, AICP

Department of Community Development, Clallam County

1st Half 2021 Current Use Assessment Applications
Decision Document of the Clallam County Planning Commission
August 4, 2021

BACKGROUND

The Clallam County Open Space Code (CCC 27.08) was adopted pursuant to RCW 84.34, commonly known as the Open Space Tax Act. The purpose of the Open Space Tax Act is to promote the preservation of open space, natural features, natural resources, scenic beauty and public recreation for the social well-being of the state and its citizens by valuing property based on its current use, rather than the highest and best use. An Open Space application's tax valuation is based on Public Benefit Resources as identified by the Ratings Table and adopted by the Planning Commission. The tax burden resulting from approval in the program is shifted to tax payers not enrolled in the program within the respective taxing district. The intent is the tax shift is offset by the public benefit derived by maintaining the property in its current use.

In the first half 2021, the Clallam County Assessor's Office received 1 application for reclassifying 1 parcels into the County's Open Space Program from the Farm and Agriculture/Designated Forest Land classification.

In accordance with the Clallam County Open Space Code (CCC 27.08), Planning Agency (CCC 26.01), and Title 31, Clallam County Comprehensive Plan, the Planning Commission held a duly advertised public hearing on August 4, 2021.

Following the close of the public hearing and after consideration of the applications, staff recommendation, public testimony, and other information provided at the public hearing, the Clallam County Planning Commission by a vote of 7-0 hereby recommends that the Board of Clallam County Commissioners take action on the First Half 2021 Current Use Assessment Applications consistent with Table 1

Respectfully Submitted,



Holden A. Fleming, AICP

Department of Community Development, Clallam County

Staff Report to the Planning Commission

Current Use Assessment CUA2021-00001

July 28, 2021

Prepared by the Clallam County Department of Community Development,
Planning Division
223 East Fourth Street, Port Angeles (360) 417-2277

1. PROJECT INFORMATION:

- A. Applicant: Michael Young & Theresa Joyce
12951 Hoko-Ozette Rd.
Clallam Bay, WA 98326
- B. Property IDs: 143129-210115 (geographic) (86151 property)
- C. Parcel Acreage: 19.0 total acres
- D. Acreage Under Review: 18.0
- E. Home Site: A. Yes, 1 acre
- F. Legal Description: NE NW LYNG S OF HOKO/OZETTE RD R/W EXC EASES
- G. Zoning: R5, Rural Low
- H. Review Synopsis: Property is being reviewed as a reclassification request from Farm and Agriculture to Current Use. Previous Staff Report or case unknown.

2. PLANNING DIVISION ANALYSIS:

The parcel is eligible for several categories under the Public Benefit Rating System (PBRs) CCC 27.08.060. See discussion in Findings.

The subject parcel qualifies for 8 PBRs points on the acreage for a 30% reduction.

Public Benefit Description	Clallam County Code Reference	Public Benefit Rating Points
Floodway/Floodplain	CCC27.08.060(1)(2)	0
Wetlands, Class III	CCC27.08.060(8)	2
Type 1 Stream (Big River)	CCC27.08.060(4)	3
Rural Shoreline	CCC27.08.060(9)	0
Development Pressure/Zoning	CCC27.08.060(16)(a)	3
Total		8

3. FINDINGS OF FACT, CONCLUSIONS, AND RECOMMENDED ACTION:

A. Findings of Fact and Conclusions of Law:

1. The Audit Review for Current Use Assessment has been reviewed in accordance with the requirements of Chapter 27.08 Clallam County Code. Only the eligible criteria are addressed in this report.
2. The subject parcel is granted points for the presence of Big River and the presence of an unrated wetland showing on the Critical Areas map. However, PBRs points are not granted for Shorelines or Floodway/Floodplains when Stream points are granted. *"Points shall not be assigned if the associated stream also qualifies the subject property for benefit points . . ."(CCC 27.08.060(1)(9).*
3. The parcel is granted points for "subdividability," as described under the eligibility language of the definition found at CCC 27.08.060(16)(a) (*"large enough to be legally subdividable"*).
4. This review grants 30% discount on the eligible acreage. See below table for tax summary:

Current Assessed Value*	Value if Approved **	2020 Levy Rate (per \$1000 of Value) tax area 302	Tax on Current Assessed Value	Estimated Tax if Approved	Estimated Tax Shift to Other Taxpayers
\$2,844	\$33,190	10.894250510499	\$31	\$362	(\$331)

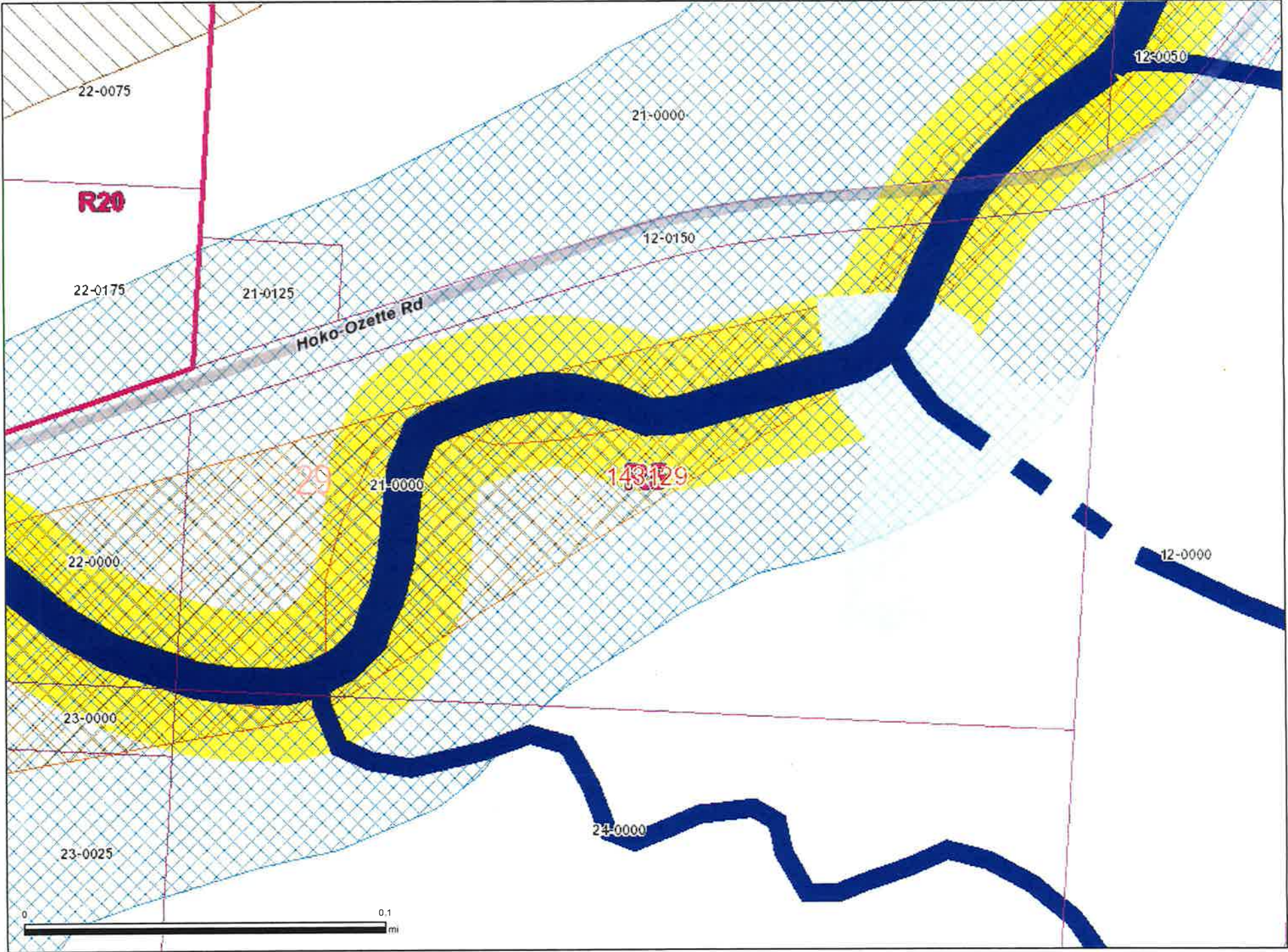
* This is Farm Assessed value of \$158/ac on 18 acres

**A. This is 70% of full Market Value of \$47,414 or 30% off

B. Recommended Action:

Based on the above analysis and citing the findings and conclusions, the Planning Division recommends **approval** of the reclassification Review for current use assessment.

The subject areas are eligible for a 30% reduction in land valuation for 18 acres total.
Staff contact: Holden Fleming, Planning Dept. (360) 417-2277





AGENDA ITEM SUMMARY

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

7
8/16/21

Department: BOCC

WORK SESSION ☒ Meeting Date: August 16, 2021

REGULAR AGENDA ☒ Meeting Date:

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

The Clallam County Broadband Team has been made aware of a grant that is due October 1st, 2021 through the Washington State Public Works Board for \$5 million dollars to fund projects to expand broadband. The Broadband Teams needs to have a lead entity for the grant application and the Broadband Team has recommended the 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?** ☐
None

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the county to be the lead applicant for the grant.

County Official signature & print name: Chelsea Lierly

Name of Employee/Stakeholder attending meeting: Chelsea Lierly

Relevant Departments: BOCC

Date submitted: 8/11/2021

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

Washington State Public Works Board
Broadband Construction Grant
Federal Application Guidelines

July 14, 2021

Guidelines subject to change based on the release of final guidance for the use of Coronavirus Capital Projects Account funds.

Public Works Board PO Box 42525
Olympia, WA 98504
www.pwb.wa.gov
Broadband@commcerce.wa.gov
564-999-1927

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PWB BROADBAND CONSTRUCTION GRANT AND LOAN PROGRAM

Notice: These guidelines are subject to change based on the release of the final Coronavirus Capital Projects Account (CVC-2) guidance.

The Public Works Board (PWB) is authorized by state statute ([RCW 43.155.160](#)), to establish a competitive construction grant broadband program (PROGRAM) to award funding to eligible applicants in order to promote the expansion of access to broadband service in unserved areas of the state.

The legislature appropriated federal funding from the Coronavirus Capital Projects Account (CVC-2), less allowed administrative costs for deployment by the Board. It is recommended to use the interim rule for the Coronavirus State and Local Fiscal Recovery Funds to open this cycle as full federal guidelines have not yet been released.

However please note that these guidelines are subject to change once the final Coronavirus Capital Projects Account (CVC-2) guidance is released.

The focus for CVC-2 funds are critical capital broadband projects that directly enable work, education, and health monitoring including remote options, in response to the public health emergency. "All projects must demonstrate that they meet the critical connectivity needs highlighted and amplified by the COVID-19 pandemic."

Focus is on households and businesses without access to broadband and those with connections that do not provide minimally acceptable speeds.

Federal Eligible applicants: local governments, tribes, and special purpose

districts.

Projects must also be designed to serve unserved or underserved households and businesses, defined as those that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed.

Awards under this federally funded PROGRAM are to assist in the acquisition, installation, and construction of last mile infrastructure that supports broadband services, and to assist in strategic planning for deploying broadband service in **unserved** and **underserved** areas. For CVC-2 funding, unserved and underserved are defined as speeds below 25/3.

In selecting an area to be served by a project, recipients are encouraged to avoid investing in location that have existing agreement to build reliable wireline service with minimum speeds of 100 Mbps download and 20 Mbps upload by December 31, 2024

Eligible projects are expected to be designed to deliver, upon project completion, service that reliably meets or exceeds symmetrical upload and download speeds of 100 Mbps. There may be instances in which it would not be practicable for a project to deliver such service speeds because of the geography, topography, or excessive costs associated with such a project. In these instances, the affected project would be expected to be designed to deliver, upon project completion, service that reliably meets or exceeds 100 Mbps download and between at least 20 Mbps and 100 Mbps upload speeds and be scalable to minimum of 100 Mbps symmetrical for download and upload

Notice: These guidelines are subject to change based on the release of the final Coronavirus Capital Projects Account (CVC-2) guidance.

speeds.

Broadband Construction Funding

There are approximately \$43,310,000 as grants for Federal PROGRAM funding. Awards are determined through a competitive process.

The maximum amount of funding that the PWB may provide for any applicant is \$2 million dollars, except that the PWB may choose to fund projects qualifying for an exception up to \$5 million dollars. Qualifying exceptions are for projects in rural counties, or areas identified as Indian country, as defined in [WAC 458-20-192](#).

The application cycle is open from July 14, 2021 to October 1, 2021. Applications are due by midnight October 1, 2021. Application rating and ranking begins October 4th. The Board will make conditional awards in November 2021, pending the CVC-2 federal guidelines publication.

Internet Service Providers Notification

In order to meet statutory requirements and be eligible for consideration for funding under this PROGRAM, applicants must submit written evidence that all entities providing broadband service near the proposed project area have been notified at least six weeks (by August 26th) prior to submission of an application to the PWB on October 1st. Such notices must request each broadband service provider's plan to upgrade broadband service in the project area to speeds that meet or exceed the state's definition for broadband service as defined in RCW [43.330.530](#), within the time frame specified in the proposed grant activities.

Under federal guidelines, recipients are

encouraged to avoid investing in locations that have existing agreements to build reliable wireline service with minimum speed of 100 Mbps download and 20 Mbps upload by December 31, 2024.

Time of Performance

Federal guidance released to-date specifies that awardees must incur costs between the time of Public Works Board award and December 31, 2024. Awardees must expend all funds for the financial obligations incurred by December 31, 2026. Project completion is 4 years under this PROGRAM.

Eligible Project Activities and Costs

Costs must be directly related to the scope of work of the project being financed by the PROGRAM. Eligible project activities and costs include:

- Design, architectural, and engineering work;
- Building permits/fees;
- Archeological/historical review;
- Construction labor and materials;
- Demolition/site preparation;
- Indirect Rate: federal approved indirect rate or 10 percent of the modified total direct costs
- Capitalized equipment;
- Construction or project management
- Landscaping; and
- Salaries and benefit expenses
- Real property when purchased specifically for the project, and associated costs. *

****Costs directly associated with property acquisition include: appraisal fees, title opinions, surveying fees, real estate fees, title transfer taxes, easements of record, and legal expenses.***

Notice: These guidelines are subject to change based on the release of the final Coronavirus Capital Projects Account (CVC-2) guidance.

Ineligible Costs

The following costs are not eligible for reimbursement:

- Internal administrative activities
- Fundraising activities
- Computers or office equipment
- Rolling stock (such as vehicles and generators)
- Lease payments for rental of equipment or facilities
- Mortgages and property leases (including long-term).

Online Application Instructions

All applications for the PROGRAM, are submitted electronically through ZoomGrants. Paper copies are not accepted.

Click [Apply for PWB Broadband Construction ZoomGrants](#) to reach the ZoomGrants website. If you have a ZoomGrants account, log in and follow the instructions. If you are a new user, complete the required information for a new ZoomGrants account to create a profile. Please do not use "The" as the first word in the agency name.

Once the agency profile has been created, select Public Works Board Broadband Construction, check the "apply" button, and start your proposal. Answers are automatically saved.

PROGRAM applications must be submitted to the PWB no later than midnight on Friday, October 1, 2021.

Objection Process

Within 30 days of the close of the grant application cycle on October 4, the PWB shall publish on its website the proposed

geographic broadband service area and the proposed broadband speeds for each application submitted (see page XX for additional information).

Federal requirements-Uniform Guidance (2 CFR Part 200)

The following are some of the federal requirements, pending the release of CRV-2 guidelines:

- Cost Principles and Single Audit Act
- Davis Bacon, must pay the higher of federal or state prevailing wage
- Prepare financial statements, including the Schedule of Expenditures of federal Awards
- Quarterly and possible annual reporting requirements, until March 31, 2027
- [Suspension & debarment, professional services or contractor](#), verified that entities are not suspended, debarred, or otherwise excluded prior to awarding a contract
- Professional Services, engineering requires competitive proposals
- Methods of procurement – Sealed Bids for construction

Distressed Rural Counties and Indian Country

Distressed status are applicants with projects in rural counties and/or Indian Country.

Definition of Distressed Area

Rural counties are defined as those with a population density of fewer than 100 persons per square mile or a county smaller than 225 square miles, as determined by the Office of Financial Management ([RCW 43.160.020](#)). A project located in any of these 30 rural counties, or [Indian Country](#) would qualify for up to \$5 million award.

30 Rural Counties Qualifying for Distressed Status

Adams	Douglas	Island	Mason	Skamania
Asotin	Ferry	Jefferson	Okanogan	Stevens
Chelan	Franklin	Kittitas	Pacific	Wahkiakum
Clallam	Garfield	Klickitat	Pend Oreille	Walla Walla
Columbia	Grant	Lewis	San Juan	Whitman
Cowlitz	Grays Harbor	Lincoln	Skagit	Yakima

Notice: These guidelines are subject to change based on the release of the final Coronavirus Capital Projects Account (CVC-2) guidance.

Hardship Eligibility for all Washington State Counties

Area	Washington State Median Household Income (MHI) Estimates by County				Washington State Unemployment by County		PWB Broadband Hardship Assessment	
	2018	2019 (estimate)	2020 (projection)	County meets three- year criteria	Three Year Average Unemployment Rate (Jan 2018 to Dec 2020) (Not seasonally adjusted)	Distressed Area Unemployment Rate Greater Than or Equal to 6.8%	Washington State County is Rural and Qualifies for Distressed Status	County meets Income and Unemployment Criteria for Severely Distressed Status
Washington State	\$72,297	\$76,840	\$81,668	-	5.7%	-	-	-
75% State MHI	\$54,223	\$57,630	\$61,251	-	-	-	-	-
Adams County	\$52,870	\$54,412	\$56,012	Yes	6.2%	-	Yes	-
Asotin County	\$50,748	\$55,844	\$61,453	-	4.6%	-	Yes	-
Benton County	\$67,912	\$71,479	\$75,233	-	6.3%	-	-	-
Chelan County	\$60,747	\$63,501	\$66,380	-	6.0%	-	Yes	-
Clallam County	\$55,664	\$56,042	\$56,422	-	7.8%	Yes	Yes	-
Clark County	\$71,659	\$77,894	\$84,671	-	6.0%	-	-	-
Columbia County	\$46,550	\$48,237	\$51,235	Yes	6.1%	-	Yes	-
Cowlitz County	\$54,588	\$52,370	\$52,178	-	7.1%	Yes	Yes	-
Douglas County	\$65,913	\$63,087	\$60,382	-	6.5%	-	Yes	-
Ferry County	\$42,212	\$49,008	\$58,068	Yes	11.5%	Yes	Yes	Yes
Franklin County	\$62,516	\$65,712	\$69,072	-	7.2%	Yes	Yes	-
Garfield County	\$44,606	\$48,709	\$52,951	Yes	6.6%	-	Yes	-
Grant County	\$58,053	\$61,799	\$65,786	-	7.3%	Yes	Yes	-
Grays Harbor County	\$46,139	\$54,936	\$66,859	-	3.6%	Yes	Yes	-
Island County	\$63,138	\$69,056	\$75,530	-	6.2%	-	Yes	-
Jefferson County	\$57,485	\$62,281	\$67,477	-	7.1%	Yes	Yes	-
King County	\$93,707	\$101,135	\$109,151	-	4.4%	-	-	-
Kitsap County	\$74,150	\$76,803	\$79,551	-	5.7%	-	-	-
Kittitas County	\$54,372	\$57,840	\$61,530	-	6.7%	-	Yes	-
Klickitat County	\$57,198	\$61,312	\$65,722	-	6.6%	-	Yes	-
Lewis County	\$57,945	\$59,476	\$61,047	-	7.3%	Yes	Yes	-
Lincoln County	\$50,480	\$57,812	\$65,739	-	5.6%	-	Yes	-
Mason County	\$61,624	\$67,390	\$73,697	-	7.6%	Yes	Yes	-
Okanogan County	\$47,536	\$44,028	\$40,778	Yes	7.4%	Yes	Yes	Yes
Pacific County	\$45,237	\$49,292	\$53,710	Yes	6.4%	Yes	Yes	Yes
Pend Oreille County	\$43,299	\$45,214	\$47,214	Yes	3.6%	Yes	Yes	Yes
Pierce County	\$71,206	\$74,774	\$78,518	-	6.7%	-	-	-
San Juan County	\$64,058	\$71,121	\$78,963	-	5.3%	-	Yes	-
Skagit County	\$65,182	\$62,055	\$59,078	-	6.8%	Yes	Yes	-
Skamania County	\$60,767	\$65,318	\$70,210	-	6.8%	Yes	Yes	-
Snohomish County	\$86,435	\$88,442	\$90,497	-	4.9%	-	-	-
Spokane County	\$55,535	\$56,065	\$56,302	-	6.5%	-	-	-
Slovens County	\$44,363	\$47,671	\$51,227	Yes	7.9%	Yes	Yes	Yes
Thurston County	\$69,757	\$75,047	\$80,738	-	6.0%	-	-	-
Wahkiakum County	\$52,305	\$57,411	\$63,009	-	7.5%	Yes	Yes	-
Walla Walla County	\$55,721	\$58,513	\$61,445	-	5.5%	-	Yes	-
Wahcom County	\$61,244	\$67,533	\$74,469	-	5.0%	-	-	-
Whitman County	\$53,100	\$53,705	\$54,316	Yes	4.9%	-	Yes	-
Yakima County	\$50,010	\$54,203	\$58,736	Yes	7.7%	Yes	Yes	Yes
Source: Office of Financial Management, Bureau of Economic Analysis; Employment Security Department. Updated May 13, 2020.				Source: Employment Security Department (LMEA); U.S. Bureau of Labor Statistics. Local Area Unemployment Statistics. Updated April 23, 2021.		Source: Office of Financial Management.	Purple indicates county meets severely distressed hardship status.	

THRESHOLD REQUIREMENTS AND MANDATORY ATTACHMENTS

The following are threshold requirements and mandatory attachments necessary to qualify for PROGRAM funding (if applicable to applicants).

Capital Facilities Plan Standards (Counties and Cities Not Planning Under GMA)

Jurisdictions not planning under the GMA (Growth Management Act) must have adopted a Capital Facilities Plan for all systems they own on or before the application deadline. The following standards are the minimum requirements for a Capital Facilities Plan (CFP) as established by the Board.

- a. Inventory major system components, show locations and capabilities, and assess the overall capital needs for the specific system(s) involved;
- b. Forecast future needs for the capital facilities, show location, and capabilities of expanded or new capital facilities;
- c. Identify, prioritize, and coordinate major capital improvement projects over a six-year period;
- d. Estimate capital project costs and identify financing alternatives for each project identified. Transportation projects and funding must be consistent with locally-established service standards;
- e. Must be updated on a regular basis. We recommend at least once every two (2) years. In no case will a plan over six (6) years old be accepted;
- f. Must be consistent with the comprehensive plans of neighboring jurisdictions;
- g. Must have provided opportunity for early and continuous public participation; and
- h. Must be consistent with, and an element of, the comprehensive plan formally adopted by the governing body of the local jurisdiction.

For letter “f” above, the PWB will give special interpretation to special purpose districts. Special purpose districts need to show consistency with the Comprehensive Land Use Plan of the counties and/or cities in which they provide services.

Committed Internet Service Provider

To apply for constructions funds, an applicant must have a committed Internet Service Provider (ISP) if the applicant isn’t currently the retail ISP.

In order to show that an ISP will partner with the applicant, but will do so only if PWB funding is made available to the applicant, PWB requires a signed Contingency Agreement(s) between the applicant and each ISP named in the application.

Notice: These guidelines are subject to change based on the release of the final Coronavirus Capital Projects Account (CVC-2) guidance.

Documentation of Community Support

Please provide documentation identifying community involvement and support for the proposed project (letters of support, meeting agendas/minutes, marketing materials, crowdfunding commitments etc.).

Evidence of unserved status of proposed project area

Please provide evidence regarding the unserved nature of the area(s) impacted by this project. Acceptable evidence of the unserved area can be illustrated by service location address or block of addresses and/or a map with a representative sampling of data points indicating service location and subscriber speeds.

Governor's Executive Order 21-02 Compliance

Archaeological & Cultural Resources

In order to protect the rich cultural heritage of Washington State, Governor Jay Inslee signed Governor's Executive Order 21-02 (GEO 21-02). All projects awarded state capital funds must have consultation conducted with the Department of Archaeology & Historic Preservation (DAHP) and any federally recognized Indian tribes that may have cultural/historic interest or concerns in your project's vicinity.

However, if projects, through federal involvement, will be subject to Section 106 of the National Historic Preservation Act, that approval may satisfy the GEO 21-02 process.

Please remember that the GEO 21-02 process must be completed prior to the start of Broadband Construction.

Process Administration

- In ZoomGrants, attach the EZ1 form or prior-approved Section 106 documentation.
- The PWB Program Director & Tribal Liaison will conduct the consultation with Department of Archaeology & Historic Preservation DAHP and the Tribes.

Greenhouse Gas Policy

[RCW 70.235.070](#) requires the PWB to consider, when awarding loan funds, whether entities receiving funds have adopted policies to reduce greenhouse gas emissions (GHG) and whether projects proposed for funding are consistent with Washington's limits on GHGs, goals to reduce vehicle miles traveled, and applicable federal emissions reduction standards.

The PWB identifies a Greenhouse Gas policy as a specific policy adopted by applicant jurisdictions; whereby, the jurisdictions identify the policies (broadly or narrowly) by which they will reduce consumption of energy including, but not limited to, the reduction of GHGs.

Growth Management Act (GMA) Compliance – At time of application!

Applicants planning under GMA must have adopted the Comprehensive Plan and Development Regulations prior to applying for PWB loans. Applicants must be in GMA compliance with no

Notice: These guidelines are subject to change based on the release of the final Coronavirus Capital Projects Account (CVC-2) guidance.

findings before the Growth Management Hearings Board at the time of application submission to be eligible for funding. Compliance will be verified by Board staff. For questions, contact the Growth Management Services (GMS) unit within the Department of Commerce at (360) 725-3000.

Growth Management Act (GMA) In Conformance – At time of contract!

Applicants planning under GMA must have adopted the Comprehensive Plan and Development Regulations prior to contract execution. Applicants that are not in conformance because their periodic update is overdue, have five months to achieve conformance. Otherwise, their award letters will be withdrawn by the PWB. Conformance will be verified by Board staff. For questions, contact the Growth Management Services (GMS) unit within the Department of Commerce at (360) 725-3000.

Indirect Rates

Attach the Federal approved indirect rate letter from the approving agency or the “Certification of Indirect Costs” rate. If you don’t have a current negotiated federal approval letter, you may charge 10% De Minimis rate per 2 CRF §200.414.

Internet Service Provider Notification

The applicant will mail certified letters (see ISP Notification form) to providers. The letter asks for each broadband service provider’s plan to upgrade broadband service in the project area to speeds that meet or exceed the state’s broadband goals no later than August 26, 2021. These letters, and the certified receipt must be submitted with the applicant’s online grant application. Provide each document that was sent as well as all responses from each internet service provider if one was received, or indicate that no response was received.

Project Location Information

Project Location Information, includes a written description of the specific roads, streets, neighborhoods, or other bounding information describing the project area with specificity as well as latitude-longitude coordinates <https://www.gps-coordinates.net/>. In addition attach a shape file.

Real Estate Excise Tax (REET)

For counties, cities, and towns, the applicant must impose the one-quarter of one-percent REET as allowed by [RCW 82.46.010\(2\)](#) at the time of application. To check your jurisdiction’s status, go to <https://dor.wa.gov/sites/default/files/legacy/Docs/forms/RealEstExcsTx/RealEstExTxRates.pdf>

Special Purpose District Consistency with Local Comprehensive Land Use Plans

Capital Improvement Plans of special purpose districts must show consistency with the Comprehensive Land Use Plans of the local jurisdiction(s) in which they reside.

Suspension & Debarment

PWB Staff will verify the applicant and committed internet service provider(s) are not suspended, debarred, or otherwise excluded from receiving federal funding during application review.

OBJECTION PROCESS

A broadband service provider near the proposed project area may object to an application for broadband construction funding. Objections must be made within 30 days from the time the proposed project area information is posted to the [PWB's Broadband website](#). The Board is not authorized to consider objections received after the close of business of the 30th day.

Objectors must complete the Objection Intake form. The Objector's contact information, project information including maps, and the nature of the objection will be posted to the Board's Broadband webpage.

Only objections that demonstrate the following circumstances will be considered:

- The proposed project will result in overbuild because the objecting party currently provides, or has begun construction to provide, broadband service to end users at speeds equal to or greater than state speed goals (RCW [43.330.536](#)); or
- The objecting party commits to complete construction of broadband infrastructure and provide broadband service to the end users in the project area at speeds equal to or greater than state speed goals (RCW [43.330.536](#)) within 24 months of the date that the Board intends to issue awards.

The Objection Intake form will serve as the sworn affidavit to the facts in the objection and the objector's commitment to providing confidential financial and business information if requested by the PWB.

The Board reserves the right to require an objector to provide a bond, letter of credit, or other indicia of financial commitment guaranteeing the construction project's completion.

Credible objections will be included as additional information in evaluating applications for funding. A partial objection may not disqualify an entire application. Recommendations for funding awards, including those with objections, will be forwarded to the Board for its consideration.

SCORING AND TECHNICAL ASSISTANCE?

The proposed Scoring points are divided into the following areas:

- Need, Goals, & Impact - Maximum Score 30 points
- Outreach & Engagement - Maximum Score 10 points
- Planning Readiness & Feasibility - Maximum Score 45 points
- Equity, Access & Affordability - Maximum Score 15 points

A maximum of 100 points may be achieved for the entire application and the minimum score to meet funding threshold is 65 points.

Who should I contact if I have a questions?

Questions about the content of your application:

Shelia Richardson, PWB Broadband Program Manager,
Shelia.Richardson@commerce.wa.gov or 564-999-1927

Questions about Cultural Resources Review:

Connie Rivera, PWB Program Director and Tribal Liaison
Connie.Rivera@commerce.wa.gov or 360-704-9535

ZoomGrants Technical questions, contact Tech Support Desk:

Questions@ZoomGrants.com (866) 323-5404 ext. 2

STATE BROADBAND OFFICE: BROADBAND DEFINITIONS

Public-Private Partnership: a partnership among one or more government entities and one or more non-government entities for the purpose of expanding broadband access.

Local Government Entity: any of the following:

- a. City;
- b. County;
- c. Federally recognized tribes;
- d. Special Purpose District

Affordable: Broadband service is available at comparable rates in all parts of the state consistent with the requirements of the Federal Communications Commission (FCC).

Open Access: Access to broadband infrastructure or services is available on terms that are reasonable, effective, transparent, and non-discriminatory.

Shovel Ready (Project Readiness): A project is at the stage where workers can be employed and construction can begin within a six month window, clock starts on award date.



8
8/16/21

AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 08-16-21

REGULAR AGENDA ☒ **Meeting Date:** 08-24-21

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

A vacancy exists on the Clallam Bay/Seki Community Action Team due the expiration of the term for the At-large representative.

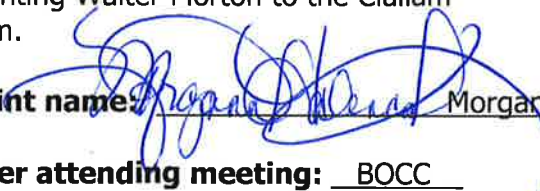
A press release was issued May 2021 soliciting applications from interested citizens. One application was received.

The District III Commissioner, Bill Peach endorses the appointment of Walter Morton to the Clallam Bay/Seki Community Action Team.

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 Walter Morton to the Clallam Bay/Seki Community Action Team.

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

Name of Employee/Stakeholder attending meeting: BOCC

Relevant Departments: BOCC

Date submitted: 08-10-21

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

Appointing Walter Morton 08-24-21
Revised: 3-04-2019



RESOLUTION _____, 2021

APPOINTING A MEMBER TO THE
CLALLAM BAY/SEKIU COMMUNITY ACTION TEAM

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A vacancy exists on the Clallam Bay/Sekiu Community Action Team due the expiration of the term for the At-large representative.
2. A press release was issued during the month of May 2021 soliciting applications from interested citizens. One application was received.
3. The District III Commissioner, Bill Peach endorses the appointment of Walter Morton to the Clallam Bay/Sekiu Community Action Team.

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

1. **Walter Morton** is appointed as an At-large representative for a term expiring December 31, 2023.

PASSED AND ADOPTED this twenty-fourth day of August 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, CMC, Clerk of the Board

Bill Peach

c: Appointee(s)
File A22.154

9
8/16/21



AGENDA ITEM SUMMARY

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

Department: BOCC - Finance

WORK SESSION ☒ Meeting Date: August 16, 2021

REGULAR AGENDA ☐ Meeting Date:

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

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other ARPA Fund – New Hope Food Bank |

Documents exempt from public disclosure attached: ☐

Executive summary:

The Board of County Commissioners on July 6, 2021 approved \$700,000 of the total \$15.02 million dollars of American Rescue Plan funds to be allocated to *Food Support for Local Food Banks* of which \$50,000 is related to the request from New Hope Food Bank in Clallam Bay for construction of a pole barn for food storage needs. Upon further evaluation of its facility needs by its board and the challenges remaining in its current building, New Hope Food Bank has subsequently increased their request for ARPA funds to \$275,000 to allow them to purchase an old Bank of America building in Clallam Bay to move into as their current building is no longer safe to operate in. There are substantial safety issues in their current building and they were unsuccessful in locating a contractor to bid on the extensive work needed on the building. They are also no longer able to meet the increase in food security needs in the area due to the COVID-19 pandemic in their current location and have had to rely on assistance from the local fire department in supporting food security needs in the community.

The revised amount would fund the \$195,000 purchase price of the closed Clallam Bay Bank of America building and provide \$80,000 to reconfigure the new space for operation as a food bank including adding a 2nd exit, removing the vault, remodeling a bathroom, and acquiring needed shelving and other food storage equipment.

In the current location clients have to drive 3 to 4 miles west of Clallam Bay to access the Food Bank. A majority of the clientele that utilizes the food bank do not have a means of transportation so the further distance from town has made it challenging for clients to access the food bank. The new location would be in downtown Clallam Bay close to numerous businesses utilized by the community and the food bank's client base on a daily basis such as the community center, the church, the health clinic, etc. This new location also has a paved parking lot which provides easier access to all community members.

* 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)

ARPA Funds - New Hope Food Bank 8.16.21
Revised: 3-04-2019

To date, New Hope has only been able to raise approximately \$27,000 to support building or acquiring a new building to replace its current facility.

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 bring the approved funding level up to \$925,000 for the ARPA funds committed by the BOCC to the *Food Support for Local Banks* category in order to provide the additional needed to support New Hope Food Bank's funding request in support of its transition to a new facility.

County Official signature & print name: Chelsea Lierly Chelsea Lierly

Name of Employee/Stakeholder attending meeting: Chelsea Lierly and Mark Lane

Relevant Departments: BOCC and Finance

Date submitted: 8/11/2021

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

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

Entry #: 4

Date Submitted: 8/2/2021 10:20 AM

APPLICANT BACKGROUND INFORMATION:**Business/Organization Name**

New Hope Food Bank

Legal Name if different from Business/Organization Name

same

Address

16693 Highway 112, Clallam Bay, Washington 98326

Mailing Address (if different)

PO Box 336, Clallam Bay, Washington 98326

WA State UBI

601-234-733

TIN (Tax Identification Number)

91-1352736

Date Business/Organization Opened*

4/30/1971

Organization**Type**

Non-Profit

Name of Business/Organization Owner/Principal Contact

Alice M Langebartel

Other contact names (if applicable)

Tom Hull

Phone

(360) 963-2452

Email for the person responsible for grant

cbaog01@gmail.com

COVID-19 IMPACTS:**What is the amount of money you are requesting:**

\$275,000.00

Please select the eligible use category that fits your needs:

Negative Economic Impacts

Please describe the negative financial and operational impact COVID-19 has had on your organization.

AMERICAN RESCUE PLAN ACT – FUNDING REQUEST FOR CLALLAM COUNTY
NEW HOPE FOOD BANK,

The New Hope Food Bank (NHFB) is a 501(c)3 non-profit organization and has been in existence for more than 30 years in a single-wide mobile home on property belonging to the Clallam Bay Assembly of God Church and has been provided oversight, volunteer workers, and other volunteers from different churches in our community for the NHFB.

The economy in our very rural area of Clallam Bay/Seki has been hit hard with businesses going bankrupt, others moving out of our area because of the negative impacts sustained. Clallam Bay/ Seki is a seasonal rural area that offer fishing, hiking, bird watching, surfing, camping, etc. The COVID-19 has negatively impacted our area economy because businesses had to shut down, churches had to close their doors, and many have not recovered from these negative impacts to our small rural area.

The New Hope Food Bank respectfully is looking to request funding to help our food bank and community by purchasing a building and property of its own. This property is situated behind what used to be the general grocery store who went bankrupt due to the economy, and is adjacent to another business known as Morgan's, which was a restaurant that went out of business. Many of the small businesses have suffered negative financial and operational impacts and have left the area.

The building and property the New Hope Food Bank are requesting to purchase with funding from the ARPA Grant opportunity was the only banking business in our rural area known as the Bank of America. They pulled out of our rural area because of the negative downturn in the economy.

COVID-19 provided an extreme negative impact to our food bank and provided challenges to our operational structure, extra layers of health implementations, strained our volunteers who continued to give their all to making the food bank viable to serve our communities affected by COVID-19. The New Hope Food Bank received more food and produce from other government agencies that tested the size and conditions of our single-wide mobile home, which is in need of a new building. The single-wide mobile is in need of extensive repairs and renovations and the storage area is inadequate to meet the needs of our community.

Because of COVID-19, the New Hope Food Bank is in need of a larger building, which will need some modifications to accommodate our freezers, refrigerators and storage space and would give easier access to our community members because we would be located in the downtown area, and this would make easier access for our volunteers who bring the food from the Forks food bank that receives food from Northwest Harvest and USDA through the Port Angeles Food Bank. The single-wide mobile is no longer a viable building, with its repairs, electrical and extreme renovations it would cost, this would put the New Hope Food Bank in a negative financial and operational situation to which we could lose the ability to subcontract with these services, which in turn would negatively affect our community members who need and depend on the food bank services here in Clallam Bay/Seki.

Please briefly describe how you would use any funds that were awarded under this program:

The funds would be used to purchase a building and property that once was used for the Bank of America. They had to leave due to the downturn in the economy. The funding would also go towards renovations to meet the food bank requirements, i.e. storage for food products, freezers, refrigerators, offloading area for easy access for our volunteers to unload cases of food boxes, produce boxes, etc. This funding would provide a better non-profit location, building, property and access to more community members who need and depend on our services.

Please briefly describe the impact to your organization if you do not receive the funds requested:

If we do not receive the funds requested, we would probably have to close our doors and wait until we can raise the funds ourselves, which could take a few years. COVID-19 has really put the New Hope Food Bank in an organizational and financial situation to where we could not build a new building at this time and would need to postpone getting a new building, plus we would have to close our doors and no longer subcontract with USDA and Northwest Harvest programs that have been such a reliable source of food.

Please indicate how much, if any, other COVID-relief funding your organization has received and what it was used for.

The New Hope Food Bank has not been provided with any other COVID-relief funding. The New Hope Food Bank subcontracts with USDA and Northwest Harvest. We received more in food products. We receive small donations from church members and the Albert Haller Grant, which helps us to buy our Thanksgiving and Christmas Holiday food baskets and fill them with all the things to provide a Thanksgiving Dinner and Christmas Dinner for those who would otherwise go without.

Please indicate any other COVID-related relief that you have applied for or will be applying for that you are awaiting a response.

This is the only grant that the New Hope Food Bank has applied for during this COVID-19 pandemic because most grants don't provide the amount of money needed to buy a building and property to house our food bank.

If your request for funding is related to a water, sewer, or broadband infrastructure project, please indicate how this project meets the infrastructure requirements criteria under ARPA. For water/sewer projects, the project must be eligible to receive financial assistance through the Environmental Protection Agency's Clean Water State Revolving Funds (CWSRF) or Drinking Water State Revolving Fund (DWSRF). For Broadband projects, the project must target unserved or underserved households or businesses not currently served by a wireline connection that delivers at least 25 mbps download speeds and 3 mbps of upload speeds and the project as designed will deliver minimum download and upload speeds of 100 mbps.

NA

If applicable, please describe how the funding if awarded, would enable your organization to provide assistance to disproportionately impacted by COVID-19 populations, households or geographic areas including addressing health disparities, building stronger neighborhoods and communities as it relates to homelessness, affordable housing, addressing educational disparities worsened by COVID, and promoting healthy childhood environments.

COVID-19 has affected our small rural communities populations, and households because many would not come out to get their food baskets because of the COVID-19 pandemic. People were afraid to go anywhere. Drugs and Alcohol have also had a huge impact on our little rural community many of which don't have good housing, vehicles and food. If awarded this funding, it will put New Hope Food Bank, closer to these people in the community to better serve them and hopefully build stronger neighborhoods and therefore, communities.

Has your organization been made ineligible to receive federal assistance due to debarment, suspension, ineligibility or by voluntary exclusion for lower tier covered transactions?

No

Additional Comments

I have attached pictures and the legal description of the property and building the New Hope Food Bank is looking to purchase and renovate with these grant funds. Thank you for this grant opportunity and taking the time to review our proposal.

In submitting this application I swear under penalty of perjury under the laws of the State of Washington that the foregoing information contained in this application is true and correct to the best of my knowledge and belief.

Yes

Certification:

Name

Alice Langebartel

Title

NHFB Secretary/Coordinator

Date

8/2/2021

Please provide any other supporting materials that would assist us in assessing your application (pre-COVID or COVID); financial statements, operational metrics, key invoices/quotes, a detailed list for proposed use of funds, project plans for water, sewer or broadband infrastructure projects, etc.

Upload your completed W-9 here in pdf or jpg



W9.pdf
1.03 MB



Photos of BofA CB.pdf
2.14 MB



Legal Description BofA CB.pdf
53.59 KB



image.png
1.32 MB







New Hope Food Bank- current location



























Proposed New Location - Bank of America building

Cross Property 360 Property View

33 Bogachiel St, Clallam Bay, WA 98326

Photos





Information Deemed Reliable But Cannot Be Guaranteed. Lot Size and Square Footage Are Estimates. 7/29/2021 1:30:46 PM.



AGENDA ITEM SUMMARY

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

10
8/14/21
SB

Department: BOCC

WORK SESSION ☒ Meeting Date: 08/16/21

REGULAR AGENDA ☒ Meeting Date: 08/17/21

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached budget revisions on August 31, 2021.

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?** ☐

Parks & Facilities – \$13,862

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: Morgann Halencak

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

Date submitted: August 10, 2021

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



NOTICE OF BUDGET REVISION MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget revision shown below on August 31, 2021 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Parks & Facilities – Reallocation of funds to pay wages for one Seasonal Ranger hired through Express Personnel for four months/\$13,862

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: August 17, 2021

Mark Ozias, Chair

Publish: August 22 and 29, 2021

Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: August 6, 2021 ✓

Budget Hearing/Meeting Date: August 31, 2021

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

Budget Number xxxxx.xxx.	00100.911. ✓	Budget Name	Parks & Facilities ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.911. ✓	Parks & Facilities ✓	57680.10.0600 ✓	Extra Help	\$13,862
Total				\$13,862 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.911. ✓	Parks & Facilities ✓	57680.41.1030 ✓	Personnel Services	\$13,862
Total				\$13,862 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

To reallocate funds to pay wages for one Seasonal Ranger hired through Express Personnel for four months. The funds were allocated to the Extra Help expenditure line, however these wages are paid from the Personnel Services expenditure line directly to Express Personnel.

County Official Approval: _____

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

[Signature]

8/6/21

[Signature]

114



AGENDA ITEM SUMMARY

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

11
8/16/21
SC

Department: BOCC

WORK SESSION ☒ Meeting Date: 08/16/21

REGULAR AGENDA ☒ Meeting Date: 08/17/21

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

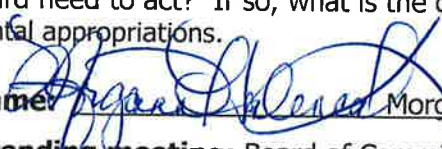
Board of Clallam County Commissioner will consider adopting by Resolution the attached supplemental appropriations on August 31, 2021

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?** ☐

Non Departmental - \$400,000
Sheriff – Jail - \$31,000
Sheriff – Nine-One-One - \$43,480
Health and Human Services – Environmental Health - \$11,000
Health and Human Services – Environmental Health - \$6,500
Public Works – Flood Control - \$30,000

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:  Morgann Halencak, Deputy Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

Date submitted: August 10, 2021

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



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 August 31, 2021 in the Commissioners' Meeting Room (160) of the Clallam County Courthouse.

Non Departmental – Additional funds from FEMA COVID-19 Relief funding projected to be received this year/\$400,000

Sheriff – Jail – Additional funds from Washington State Department of Ecology Solid Waste Management Community Litter Cleanup Program for cleanup crew supervisor and tool costs/\$31,000

Sheriff – Nine-One-One Enhanced – Additional funding from reimbursement from Washington State Military Department, State E911 Coordination Office for County Coordinator Professional Development Contracts #E21-010 and #E22-012/\$43,480

Health and Human Services – Environmental Health

- Additional funding from the Department of Health Consolidated Contract #22 for the shellfish program, Group A water system, and mosquito trapping/\$11,000
- Additional funding from Department of Health Consolidated Contract #21 for the BEACH program/\$6,500

Public Works – Flood Control – Additional funding from Washington State Department of Ecology for Stormwater Discharge Phase 1 consultant costs/\$30,000

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: 17 August 2021

Mark Ozias, Chair

Publish: August 22 and 29

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 7/16/2021 ✓

Budget Hearing/Meeting Date: 8/31/2021 ✓

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

Budget Number xxxxx.xxx.	00100.291 ✓	Budget Name	NonDepartmental ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.291 ✓	NonDepartmental ✓	33397.00.9100 ✓	FEMA COVID-19 Relief Funds	400,000
Total				400,000 ✓

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	400,000
Total				400,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

FEMA COVID-19 Relief funding projected to be received this year based on 2020 through September, 2021 eligible costs.

County Official Approval: _____

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

[Signature]

[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM

JUL 15 2021



Date Submitted: 07/15/21

Budget Hearing/Meeting Date: 08/31/21 ✓

- ☒ **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.	0100.815 ✓	Budget Name	Sheriff - Jail ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.815 ✓	Sheriff – Jail ✓	33403.10.0010 ✓	Community Litter Clean-Up Agreement Grant	31,000
Total				31,000 ✓

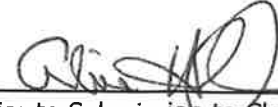
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.815 ✓	Sheriff – Jail ✓	59423.64.0010 ✓	Machinery and Equipment	2,000
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	29,000
Total				31,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reimbursement from Washington State Department of Ecology Solid Waste Management Community Litter Cleanup Program Agreement for FY2021 litter cleanup crew supervisor and tool costs. The remainder of the funding will be spent and reimbursed in FY2022.

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



CLALLAM COUNTY BUDGET CHANGE FORM

JUL 15 2021



Date Submitted: 07/15/21

Budget Hearing/Meeting Date: 08/31/21 ✓

- ☒ **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.	11061.811 ✓	Budget Name	Sheriff – Nine-One-One Enhanced ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11061.811 ✓	Sheriff– Nine-One-One Enhanced ✓	33401.80.0033 ✓	Enhanced 911 from Emergency Management	43,480
Total				43,480 ✓

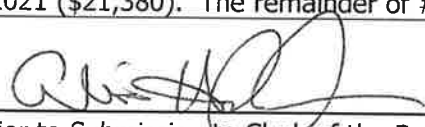
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11061.811 ✓	Sheriff– Nine-One-One Enhanced ✓	52870.41.0570 ✓	E911 Reimbursements to PenCom	43,480
Total				43,480 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Receipt of reimbursement from Washington State Military Department, State E911 Coordination Office, for County Coordinator Professional Development Contract #E21-010 remaining from FY2020 that was expended and reimbursed (\$22,100) over the original FY2021 budgeted amount, and new Contract #E22-012 for the amount expected to be expended and reimbursed in FY2021 (\$21,380). The remainder of #E22-012 will be accounted for in FY2022 (\$21,380).

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



CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

JUL 26 2021



Date Submitted: 7-28-21

Budget Hearing/Meeting Date: 8-31-21

- ☒ **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.	00100.511	Budget Name	HHS – Environmental Health
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS – Env Health	33404.91.0050	DOH WNV Mosquito Testing	3,000
00100.511	HHS – Env Health	33404.93.0000	Shellfish Con Con	4,000
00100.511	HHS – Env Health	34626.64.0000	Group A Water Systems – Part 1	2,000
00100.511	HHS – Env Health	34626.65.0000	Group A Water Systems – Part 2	2,000
Total				11,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS – Env Health	56252.31.0020	Operating Supplies	1,000
00100.511	HHS – Env Health	56252.31.0075	Laboratory Supplies	1,000
00100.511	HHS – Env Health	56259.42.0020	Postage	1,000
00100.293	General Fund Reserves	50800.00.0000	Ending Fund Balance	8,000
Total				11,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Supplemental funding is being received from the Department of Health. Consolidated Contract #22 adds \$4,000 for the shellfish program to provide testing and sampling of recreational shellfish areas; adds \$4,000 for Group A water system testing; and adds \$3,000 to perform mosquito trapping to test for the West Nile Virus.

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

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

AUG 06 2021



Date Submitted: 8/3/21

Budget Hearing/Meeting Date: 8/31/21

- ☒ **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.	00100.511 ✓	Budget Name	HHS – Environmental Health ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511 ✓	HHS – Env Health ✓	33366.47.2000 ✓	EPA Swimming Beach Act Grant	6,500
Total				6,500 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511 ✓	HHS – Env Health ✓	56252.31.0075 ✓	Laboratory Supplies	1,000
00100.511 ✓	HHS – Env Health ✓	56259.42.0020 ✓	Postage	1,000
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	4,500
Total				6,500 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract #21 adds \$6,500 for the BEACH program to provide testing and sampling of recreational county beaches.

County Official Approval: 

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



110

AUG 06 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 08.04.21

Budget Hearing/Meeting Date: 08.31.21 ✓

- ☒ **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.	10135.611 ✓	Budget Name	Public Works – Flood Control
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
10135.611 ✓	PW-Flood Control ✓	33366.12.3200 ✓	EPA LID Stormwater Discharge Phase 1	\$30,000
Total				\$30,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
10135.611 ✓	PW-Flood Control ✓	55310.41.7777 ✓	PW – Other Services & Charges	\$30,000
Total				\$30,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

New Washington State Department of Ecology grant LID for Stormwater Discharge in Clallam County, Phase 1 revenue, consultant costs.

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

[Handwritten signature]



AGENDA ITEM SUMMARY

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

12
8/16/21
5d

Department: BOCC

WORK SESSION ☒ Meeting Date: 08/16/21

REGULAR AGENDA ☒ Meeting Date: 08/17/21

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

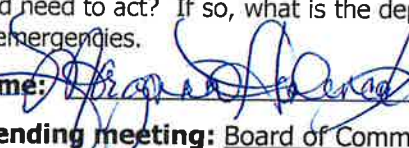
Board of Clallam County Commissioner will consider adopting by Resolution the attached debatable emergencies on August 31, 2021

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?** ☐

General Fund Reserves - \$300,000
General Fund Reserves - \$300,000
Department of Community Development – Dungeness Reservoir - \$300,000
Department of Community Development – Dungeness Reservoir - \$300,000
Treasurer – REET Electronic Technology - \$2,800
Clerk - \$75,000
Human Resources – Workers' Compensation Claims - \$50,000
Human Resources – Unemployment Compensation - \$20,000
Auditor - \$23,943
Non Departmental – Opportunity Fund - \$230,000
Parks & Facilities - \$9,022

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:  Morgann Halencak, Deputy Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

Date submitted: August 10, 2021

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

Budget Debatables 08-17-21
Revised: 3-04-2019



BUDGET RESOLUTION _____, 2021

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:

General Fund Reserves

- Additional funding to provide bridge working capital for the Dungeness Off-Channel Reservoir Project (1 of 4)/\$300,000
- Repayment of funds used to provide bridge working capital for the Dungeness Off-Channel Reservoir Project (4 of 4)/\$300,000

Department of Community Development – Dungeness Reservoir

- Additional funding to provide bridge working capital for the Dungeness Off-Channel Reservoir Project (2 of 4)/\$300,000
- Repayment of funds used to provide bridge working capital for the Dungeness Off-Channel Reservoir Project (3 of 4)/\$300,000

Treasurer – REET Electronic Technology – Additional funding to migrate Harris Govern Tax Assessment Software from old server to new server/\$2,800

Clerk – Additional Funding for costs relating to resentencing and refunding Legal Financial obligations as a result of the Supreme Court Blake decision/\$75,000

Human Resources – Workers' Compensation Claims – Additional funding to cover the Department of Labor & Industries costs for 2021/\$50,000

Human Resources – Unemployment Compensation – Additional funding to cover unanticipated costs due to fraudulent claims during COVID pandemic/\$20,000

Auditor – Additional funding to expend balance of CTCL COVID response funds received in 2020 and return unused funds to the granting entity/\$23,943

Non Departmental – Opportunity Fund – Additional funding from Opportunity Fund to fund higher portion of Clallam County Economic Development Council's personnel costs/\$230,000

Parks & Facilities - Additional funding for expenses related to COVID-19 for services expenditures incurred in July, 2021 expected to be reimbursed through FEMA/\$9,022

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 August 31, 2021 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 17th day of August 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

ATTEST:

Loni Gores, CMC, Clerk of the Board

Publish: August 22, 2021

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 7/12/2021 ✓

Budget Hearing/Meeting Date: 8/31/2021 ✓

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

Budget Number xxxxx.xxx.	00100.293 ✓	Budget Name	General Fund Reserves ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	300,000
Total				300,000 ✓

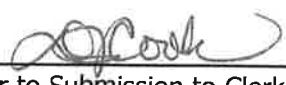
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	59714.00.0090 ✓	Transfer to Dungeness Reservoir	300,000
Total				300,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funding to provide bridge working capital for the Dungeness Off-Channel Reservoir Project. (1 of 4)

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



CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 7/12/2021 ✓

Budget Hearing/Meeting Date: 8/31/2021 ✓

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

Budget Number xxxxx.xxx.	00100.293 ✓	Budget Name	General Fund Reserves ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	39714.00.0100 ✓	Transfer from Dungeness Reservoir	300,000
Total				300,000 ✓

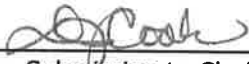
EXPENDITURES

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	300,000
Total				300,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Repayment of funds used to provide bridge working capital for the Dungeness Off-Channel Reservoir Project. (4 of 4)

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




100

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 7/12/2021 ✓

Budget Hearing/Meeting Date: 8/31/2021 ✓

- **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.	30401.331 ✓	Budget Name	DCD - Dungeness Reservoir ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30401.331 ✓	DCD - Dungeness Reservoir ✓	39714.00.0090 ✓	Transfer from General Fund Reserves	300,000
Total				300,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30401.331 ✓	DCD - Dungeness Reservoir ✓	55310.41.0020 ✓	Professional Services	300,000
Total				300,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funding to provide bridge working capital for the Dungeness Off-Channel Reservoir Project. (2 of 4)

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

[Signature]
[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 7/12/2021 ✓

Budget Hearing/Meeting Date: 8/31/2021 ✓

- **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.	30401.331 ✓	Budget Name	DCD - Dungeness Reservoir ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30401.331 ✓	DCD - Dungeness Reservoir ✓	50800.00.0000	Ending Fund Balance	300,000
Total				300,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30401.331 ✓	DCD - Dungeness Reservoir ✓	59714.00.0100 ✓	Transfer to General Fund Reserve	300,000
Total				300,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Repayment of funds used to provide bridge working capital for the Dungeness Off-Channel Reservoir Project. (3 of 4)

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

JUL 22 2021

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 7/22/2021

Budget Hearing/Meeting Date: 8/31/2021

- ☐ **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.	12231.231 ✓	Budget Name	Treasurer – REET Electronic Technology ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
12231.231 ✓	Treasurer – REET Electronic Technology	50800.00.0000	Ending Fund Balance	2,800
Total				2,800 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
12231.231 ✓	Treasurer – REET Electronic Technology	51422.48.0050 ✓	Computer Systems Maintenance	2,800
Total				2,800 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Migrate Harris Govern Tax and Assessment Software from old server to new server because of continuing problems with old server.

County Official Approval:

Teresa Maxecki

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

[Signature]

104

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

JUL 30 2021



Date Submitted: 7/29/2021 ✓

Budget Hearing/Meeting Date: 8/31/2021 ✓

- **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.	00100.891 ✓	Budget Name	Clerk ✓
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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	75,000
Total				75,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.891 ✓	Clerk ✓	51861.49.0190 ✓	Blake LFO Settlements	75,000
Total				75,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Estimated additional funding for costs relating to resentencing and refunding of Legal Financial Obligations (LFO) as a result of the Supreme Court Blake decision.

County Official Approval: _____

N. Botnen

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

[Signature]

108

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 7/28/2021

Budget Hearing/Meeting Date: 8/31/2021

- **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.	50501.461 ✓	Budget Name	HR – Workers' Compensation Claims ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
50501.461 ✓	HR – Workers' Compensation ✓ Claims	50800.00.0000 ✓	Ending Fund Balance	50,000
Total				50,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
50501.461 ✓	HR – Workers' Compensation ✓ Claims	51768.41.1006 ✓	Department of Labor and Industry	50,000
Total				50,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The monies budgeted for the HR-Risk Management Workers Compensation was not adequate to cover the Department of Labor & Industries costs for 2021.

County Official Approval: _____

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

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 7/28/2021

Budget Hearing/Meeting Date: 8/31/2021

- **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.	50701.461 ✓	Budget Name	HR – Unemployment Compensation ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
50701.461 ✓	HR – Unemployment Compensation ✓	50800.00.0000	Ending Fund Balance	20,000
Total				20,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
50701.461 ✓	HR – Unemployment Compensation ✓	51771.20.0040 ✓	Unemployment Compensation	20,000
Total				20,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Unanticipated costs due to fraudulent claims during COVID pandemic.

County Official Approval: _____

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

106

AUG 06 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 8/2/2021

Budget Hearing/Meeting Date: 8/31/2021

- ☐ **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.	00100.221 ✓	Budget Name	Auditor ✓
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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	23,943
Total				23,943

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.221 ✓	Auditor ✓	51440.31.0010 ✓	Office Supplies	727
00100.221 ✓	Auditor ✓	51440.35.0010 ✓	Small Tools and Minor Equipment	4,061
00100.221 ✓	Auditor ✓	51440.41.0020 ✓	Professional Services	583
00100.221 ✓	Auditor ✓	51440.48.0040 ✓	Equipment - Repair and Maintenance	3,210
00100.221 ✓	Auditor ✓	51440.49.0060 ✓	Registration	460
00100.221 ✓	Auditor ✓	51440.49.0090 ✓	Miscellaneous Expense	14,902
Total				23,943 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

To expend balance of CTCL COVID Response grant funds received in 2020 and to return unused funds (\$14,902) to the granting entity.

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

109

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 8/06/2021 ✓

Budget Hearing/Meeting Date: 8/31/2021 ✓

- **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.	19941.291 ✓	Budget Name	NonDept – Opportunity Fund
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19941.291 ✓	NonDept – Opportunity Fund ✓	50800.00.0000 ✓	Ending Fund Balance	230,000
Total				230,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19941.291 ✓	NonDept – Opportunity Fund ✓	55210.41.0113 ✓	Economic Development Council	230,000
Total				230,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funding needed from Opportunity Fund to fund a higher portion of the Clallam County Economic Development Council's personnel costs, including additional staffing costs relating to the EDC's administration of the Lifeboat3 Program that is funded through a \$3 million American Rescue Plan Act subrecipient agreement. Utilizing Opportunity Funds for this purpose will enable more ARPA funding to be available for Lifeboat3 small business and nonprofit financial assistance grants.

County Official Approval: _____

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

[Handwritten signature]

CLALLAM COUNTY BUDGET CHANGE FORM

AUG 06 2021



Date Submitted: August 6, 2021 ✓

Budget Hearing/Meeting Date: August 31, 2021 ✓

- **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 Reserves	50800.00.0000 ✓	Ending Fund Balance	\$9,022
	General Fund			
	Reserves			
Total				\$9,022 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.911. ✓	Parks & Facilities ✓	57680.41.1030 ✓	Personnel Services	\$9,022
Total				\$9,022 ✓

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 2021. This is to cover the ~~goods and~~ services expenditures incurred in July 2021, and are expected to be reimbursed through FEMA reimbursements.

County Official Approval:

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

[Signature] 08/04/2021

[Signature]

[Signature]

112