



WORK SESSION AGENDA

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street Room 160

Port Angeles, Washington

Monday, July 31, 2023 – 9:00 a.m.

Executive Session - July 28, 2023 at 9:30 a.m.

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

Pursuant to RCW 42.30.110, an executive session will be held at 9:30 a.m., Friday, July 28, 2023 in the Commissioners Board Room, 223 East 4th Street, Port Angeles, Room 160. No Zoom option will be available.

An executive session is needed for discussion regarding Department of Natural Resources land purchase in Clallam County.

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Any action taken will be in open session.

Executive Session 

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

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

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

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

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

Modification

Modification added 7-27-23 - item 7 

Administration ? 9 a.m.

1. Calendar/Correspondence
2. Pre-application questionnaire with Administrative Office of the Courts for Small and Rural Court Security Matching Program

Pre-application questionnaire 

3. Health and Human Services request for three new positions to support operations and the Harm Reduction Health Center

Request 

Public Works

4. Briefing and request to process an easement for segment of the West Elwha Trail provided by Tracy Gudgel and Derek Adamire

Briefing and request to process an easement 

5. Easement amendment with Department of Natural Resources for a portion of Olympic Discovery Trail from Forks to LaPush

Easement 

Board of Commissioners

6. Discussion and next steps on preparing for the 2024 Legislative Steering Committee agenda

Discussion and next steps 

Sheriff's Office

7. Pre-application questionnaire and request for proposal form with Department of Commerce for Justice Assistance Grant Innovation Fund

Pre-application questionnaire and RFP Form 

General Discussion/Items for Future Agendas

- A. Department of Natural Resources Quarterly Report Meeting (August 21 at 1 p.m.)
- B. Small Business Development Center update (August 28)
- C. Department of Transportation Highway 101 Project Discussion (September 25 at 9 a.m.)
- D. Joint Meeting with the Port of Port Angeles (October 23 at 11 a.m. at BOCC)
- E. Department of Natural Resources Quarterly Report Meeting (November 20 at 1 p.m.)
- F. Department of Transportation Highway 101 Project Discussion (December 11 at 9 a.m.)

EXECUTIVE SESSION

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- 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.



**EXECUTIVE SESSION NOTICE
CLALLAM COUNTY BOARD OF COMMISSIONERS**

ES
7/28/23@
9am

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AGENDA ITEM SUMMARY

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

Department: Human Resources / BOCC

Executive Session ☒ **Meeting Date: 7-28-23 at 9:30 a.m.**

Item summary:

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

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Any action taken will be in open session.

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

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

An executive session is needed for discussion regarding Department of Natural Resources land purchase in Clallam County.

County Official signature & print name:  Randy Johnson, Commissioner

Relevant Departments: BOCC, Prosecuting Attorney's Office – Dee Boughton and Linda Capps

Date submitted: 7-25-23

* Work Session Meeting - Submit 1 single sided/not stapled copy Executive session Department of Natural land purchase 7-28-23
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

MEMORANDUM

LONI GORES
Clerk of the Board

July 31, 2023



TO: Board of Commissioners, Administrator Sill

RE: Agenda Modification(s)

FILE: A14.09.18

- The following item has been added to the July 31 work session:

Sheriff's Office

- 7 Pre-application questionnaire and request for proposal form with Department of Commerce for Justice Assistance Grant Innovation Fund



AGENDA ITEM SUMMARY

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

Department: Superior Court

WORK SESSION ☒ Meeting Date: 7/31/23

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: Pre-grant Application Request |

Documents exempt from public disclosure attached: ☐

Executive summary:

Superior Court is asking for the Board to review and approve a pre-grant application request to support a grant being offered by the Administrative Office of the Courts (AOC) for Small and Rural Court Security Matching Program to assist in the compliance of GR36 (Courthouse Security). For grant request, we will be asking to purchase a walk-thru security screening device and support of two (2) full-time armed security officers to be located at the front entrance of the courthouse single point of entry. The total estimated cost of these items is \$228,000. The grant offers reimbursement of up to 70% of cost incurred (which would be approximately \$160,000 reimbursed) for the period of August 1, 2023, through June 30, 2024.

(An additional grant application is available for continued support from AOC must be submitted by June 1, 2024, for ongoing support of equipment and services through June 30, 2025.)

This grant application is due to AOC by Tuesday, August 1, 2023.

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

This is a pre-grant application request. If awarded the grant, a budget modification or change form will be submitted by Superior Court for the amount of the grant.

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

We are asking for support from the Board for this pre-grant application request.

County Official signature & print name: _____

Lauren Erickson

Name of Employee/Stakeholder attending meeting: _____

Lacey Halberg

* 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)

Pre Grant Application Agenda Item Summary

Revised: 3-04-2019

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

j:\users\lacey.halberg\court security grant 2023\pre grant application agenda item summary.docx

Relevant Departments: Sheriff, Facilities

Date submitted:

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

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

Pre Grant Application Agenda Item Summary

Revised: 3-04-2019

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

j:\users\lacey.halberg\court security grant 2023\pre grant application agenda item summary.docx

Clallam County

Grant Application Information

DEPARTMENT: **Superior Court & Sheriff**

DATE SUBMITTED TO W/S: **7/31/23**

GRANT NAME: **Small & Rural Court Security Matching Program**

APPLICATION DEADLINE: **August 1, 2023**

ISSUING AGENCY: **Administrative Office of the Courts (AOC)**

IS THIS A RENEWAL? **No**

LENGTH OF GRANT: **Aug 2023 thru June 2024**

RENEWAL POSSIBLE? **No**

TOTAL AWARD: **Unknown**

ANNUAL AMOUNT: **Unknown**

MATCH REQUIRED? **Reimbursement of Costs at 70%** MATCH AMOUNT: **No**

DESCRIPTION OF GRANT AND PURPOSE:

Administrative Office of the Courts (AOC) is offering a Small and Rural Court Security Matching Program grant to assist courts with coming into compliance with GR36 (Court Security). This grant will be reimbursed at 70% of the costs.

EXPLAIN HOW THIS GRANT WILL BE USED FOR THE GOOD OF CLALLAM COUNTY CITIZENS:

Courthouse security improvements to support front entrance security screening equipment and assist in funding toward two (2) courthouse security officers at that location.

DOES THE GRANT ACTIVITY FURTHER THE DEPARTMENT'S MISSION OR CORE FUNCTIONS? HAS IT BEEN A PART OF LONG TERM DEPARTMENT OR COUNTY GOALS?

Yes, this will assist the County regarding long-term safety and security goals.

DOES THE GRANT ACTIVITY INCREASE AN EXISTING SERVICE OR ADD A NEW SERVICE? TO WHAT DEGREE? IF THE GRANT WERE NOT AVAILABLE, WOULD THE SERVICE HAVE BEEN NECESSARY?

If approved for this grant the courthouse will have a new service of providing screening and security support for everyone entering the courthouse and ensuring the safety and security of courthouse employees. This service is necessary for prevention purposes.

WHAT MEASUREMENTS (PERFORMANCE MEASURES) WILL BE USED TO EVALUATE THE SUCCESS OF THE ACTIVITIES PROVIDED BY THE GRANT? WILL PERFORMANCE MEASURES BE DEVELOPED?

Front entrance scanning equipment and security officers will assist in providing safety and security for citizens and employees while at the courthouse. Performance measures can be established. Reporting of incidents and information collected by the security officers will assist in creating performance measures.

DOES THE GRANT ACTIVITY CREATE A NEW SERVICE OR LEVEL OF SERVICE WHICH IS EXPECTED TO BE CONTINUED FROM LOCAL FUNDING AT THE END OF THE GRANT PERIOD?

The security screening equipment would be a one-time purchase with continued equipment maintenance to be supported by the County. If approved for this grant it includes support

of two security officers, long-term funding of these positions would need to be considered/supported by the County.

IF MATCHING FUNDS ARE REQUIRED, WHERE WILL THEY COME FROM? DOES THE DEPARTMENT HAVE EXISTING RESOURCES TO COVER MATCH REQUIREMENTS? FROM WHERE?

No matching funds are required for this grant. This grant will reimburse up to 70% of the total anticipated costs of \$228,000 (reimbursement estimate of \$160,000). Additional estimated funds in the amount of \$70,000 will need to be assumed by the County General Fund.

WILL THE ACTIVITY IN THIS GRANT HAVE IMPACTS ON OTHER DEPARTMENTS? HAS THIS BEEN DISCUSSED? DO OTHER DEPARTMENTS HAVE SUFFICIENT RESOURCES TO DEAL WITH ADDITIONAL IMPACTS?

Yes. This has been discussed with the GR36 court security committee, Superior Court, the Sheriff's office and Facilities all approve of this request.

WILL NEW POSITIONS BE ADDED? IF SO, HOW MANY AND WHAT TYPE ARE EXPECTED? ARE ALL WAGES AND BENEFITS PAID IN THE GRANT? WHAT WILL HAPPEN TO THE POSITIONS WHEN THE GRANT PERIOD ENDS?

Yes. We will be asking for two (2) armed courthouse security officers to man the front entrance security screening system and the grant will support up to 70% of this cost. We would like these positions to be funded full-time permanently.

DOES YOUR DEPARTMENT HAVE SUFFICIENT RESOURCES TO ADMINISTER THE GRANT? PROVIDE FOR TIMELY REIMBURSEMENT AND ACTIVITY REPORTS?

Yes, we do.

ARE THERE IMPACTS TO THE COUNTY IF THE GRANT IS NOT RECEIVED? WHAT ARE THEY?

If the grant is not approved, this long-term project will need to be fully funded by the County to ensure safety and security to the staff and public. The impacts of not having a security single point of entry of the courthouse may result in the lack of safety and security of County employees and the public.

ARE INDIRECT COSTS ALLOWABLE ON THIS GRANT? IF SO, ARE THERE LIMITATIONS? WILL THEY BE CHARGED AND ALLOCATED AS INDIRECT?

n/a

ARE THERE OTHER ACTIVITIES (GRANT OR OTHERWISE) THAT ARE BUDGETED FOR THIS YEAR THAT WILL NOT BE COMPLETED IF THIS GRANT IS APPROVED?

No.

WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.

If this grant is approved and funds are distributed, these funds will need to be added to our revenue and expenditure lines in the amount of \$228,000 as follows:

Security Screening: \$7,300

Court Security Officers (x2): \$220,000

[Grant application request of \$160,000 which is 70% of the estimated total cost.]

OTHER COMMENTS

We ask that the County review this request and accept our grant application which is due August 1, 2023.



Louren Erickson

ELECTED OFFICIAL/DEPARTMENT HEAD SIGNATURE

APPROVAL

Rich Sill, ADMINISTRATOR

Submit in **duplicate** to the Board of Commissioners for Work Session discussion and approval by the Administrator prior to application for any grant. The approved form must be included with the grant contract when it is submitted to the Board for approval. Refer to Administrative Policies 120 and 562.



WASHINGTON COURTS

WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS (AOC) Application for Small and Rural Court Security Matching Program

The Small and Rural Court Security Matching Program provides a **reimbursement** of a **percentage** of the overall cost to courts who meet the rural county criteria of [RCW 43.160.020](#) and the Office of Financial Management [rural county](#) list. Funds may only be used to assist court locations with coming into compliance with [GR 36](#).

1. Funds are to be used to supplement existing county funds for security improvements
2. Funds cannot reimburse for equipment purchased outside of this grant program
3. Funds cannot be used for staffing or administrative costs
4. Court Security Officers must not be court staff and must be compliant with [RCW 18.170](#)
5. Funds cannot be used for personal protective equipment for Court Security Officers
6. X-ray machines are not eligible for funding unless a working magnetometer, and two Court Security Officers are already available for entry screening

Please contact Kyle Landry, Court Security Consultant, with questions or to email your completed application along with supporting documentation at kyle.landry@courts.wa.gov. Applications will be screened by the Review Committee, and award letters and agreements distributed after approval as a reimbursement for purchases. Approval and dissemination of funds will be based on need, and not in the order they are received.

Applications for funding equipment and services through June 30, 2024 must be submitted for review by August 1, 2023.

Applications for funding equipment and services from July 1, 2024 to June 30, 2025 must be submitted for review by June 1, 2024.

Does your court location have a court security committee in place? ☒ Yes ☐ No

Does your court location have a court security plan? ☒ Yes ☐ No

Does your court location meet GR 36 minimum standards? ☐ Yes ☒ No

Which [GR 36](#) minimum standards does your court location have in place?

☒ Security Policy and Procedure ☐ Weapon Screening

☒ Security Cameras ☒ Duress Alarms

☒ Active Shooter Training ☒ Emergency Broadcast System

☐ Security Audit every three years

1. Name and Title of Applicant: LACEY HALBERG, SUPERIOR COURT ADMINISTRATOR
2. County/Jurisdiction: County CLALLAM ☒ Superior ☐ District ☐ Municipal
3. Court Address: 223 E. 4TH ST; SUITE 8; PORT ANGELES, WA 98362
4. Amount Requested \$ \$159,039 Funding Period: 7/1/23-6/30/24
5. Do you have the means to staff requested screening equipment? ☒ Yes ☐ No
6. Have reasonable efforts been made to minimize labor or installation costs? ☒ Yes ☐ No
7. I understand that this shared-cost model requires my court location to pay **all** costs up-front, and AOC will reimburse a percentage of the cost. (See Exhibit A and Exhibit B) ☒ Yes ☐ No

Equipment Eligibility Screening Questions [Please check boxes for sections which you are requesting equipment. Check all that apply]:

Security Screening Equipment

- ☒ There is space and an adequate power source to operate any requested equipment
- ☒ If requesting funding for an X-Ray, your location has a magnetometer and 2 Court Security Officers available for entry screening

Security Cameras

- ☐ This a new system where none existed previously
- ☐ This an addition to existing system
- ☐ This a replacement to an existing system

Alarm Systems

- ☐ This a new system where none existed previously
- ☐ This an addition to existing system
- ☐ This a replacement to an existing system

Duress Alarms/Emergency Broadcast System

- ☐ This a new system where none existed previously
- ☐ This an addition to existing system
- ☐ This a replacement to an existing system

Infrastructure upgrades

- ☐ The requested items are recommended by your security audit or court security committee
- ☐ This a new system where none existed previously
- ☐ This an addition to existing system
- ☐ This a replacement to an existing system

Miscellaneous security items (attach itemized list to application)

- ☐ The requested items are recommended by your security audit or court security committee

Court Security Officers

- ☒ Private security vendors offer services in your area
- ☒ Your request for funding supplements, but does not supplant existing funding

Item	Amount Requested	Estimated cost*	Vendor Selected
☒ Security Screening	<u>\$7,279.46</u>	\$4,500	Command Sourcing
☐ Security Cameras	_____	\$40,000	
☐ Alarm Systems	_____		
☐ Duress and/or Emergency Broadcast System	_____	\$18,000	
☐ Infrastructure upgrades	_____		
☐ Security Items**	_____		
☒ Court Security Officers	<u>\$55/hour (X2)</u>	\$52/hour	Norpoint Protective Services
Total Amount Requested	<u>\$159,039.00</u>		
* Amount does not guarantee full funding of all categories to each location.			
** Doors, Windows, etc. Provide itemized list of items and estimated costs.			

Brief Justification statement, including priority of costs for potential reimbursement. Please explain if your quote is above the estimated costs. [Attach additional pages as needed]

Total amount includes walk-thru screening and annual cost for two armed security officers. The total listed above is 70% of the actual cost (\$227,199.46).

**Total for two armed Court Security Officers: \$219,120

Total calculated for two officers at \$55 per hour x 8 hours per day x 249 business days per year.

See next page for justification statement.

Attach equipment and installation quotes or court security officer costs for all days you would like them to be on-site to the completed application.

By signing the application, the signatory certifies that the information presented is true and accurate.

Presiding Judge	<u>Brent Basden, Clallam County Superior Court Judge</u>
Signature	<u><i>Lauren Ericson</i></u> Date <u>7/26/23</u>

Justification Statement for Grant Approval: Walk-Thru Metal Detector and Court Security Officer Costs

Introduction:

We are seeking grant approval for the acquisition and implementation of a walk-thru metal detector system and the associated costs for court security officers in the Clallam County Courthouse. This request is crucial for enhancing the safety and security measures within our court premises. The proposed measures will mitigate potential security threats, ensure the safety of all individuals within the court, and maintain the integrity of the judicial process. Below is a brief justification statement outlining the need for these resources and the anticipated benefits they will provide.

1. Ensuring Public Safety:

The primary objective of the walk-thru metal detector and court security officer costs is to ensure the safety of all individuals, including judges, attorneys, court staff, and members of the public visiting the courthouse. By implementing a walk-thru metal detector system, we will be able to detect and prevent the entry of dangerous weapons or other prohibited items, thus minimizing the potential for violent incidents, assaults, or disruptions within the court. This proactive approach will create a secure environment that instills confidence in the justice system and promotes public trust.

2. Mitigating Security Threats:

In today's ever-evolving security landscape, courts face an increased risk of security threats, including acts of terrorism, targeted attacks, and the potential for armed individuals attempting to disrupt court proceedings. By employing a walk-thru metal detector system, we can significantly reduce the likelihood of such threats materializing. The presence of court security officers trained in threat assessment and response will further bolster our ability to identify and neutralize potential security risks swiftly and efficiently.

3. Upholding the Integrity of the Judicial Process:

Ensuring a fair and impartial judicial process is essential to upholding the rule of law. By implementing walk-thru metal detectors and maintaining a team of trained court security officers, we create an environment that promotes respect, order, and the rule of law. These security measures will help deter any attempts to intimidate or harm judges, witnesses, or other individuals involved in court proceedings. Additionally, by minimizing disruptions caused by security incidents, we can uphold the efficiency and effectiveness of court operations.

4. Cost-Effectiveness and Long-Term Benefits:

While there are upfront costs associated with acquiring a walk-thru metal detector system and employing court security officers, these investments are justified by the long-term benefits they provide. By preventing security incidents and potential harm, we mitigate the financial burden associated with legal liabilities, property damage, and disruptions to court proceedings. Moreover, the presence of robust security measures encourages public participation and instills confidence in the court system, ultimately contributing to the effective administration of justice.

Conclusion:

The grant approval for a walk-thru metal detector system and court security officer costs is crucial for ensuring public safety, mitigating security threats, upholding the integrity of the judicial process, and achieving long-term cost-effectiveness. These measures will enhance the security infrastructure of the Clallam County courthouse, instilling confidence in all stakeholders involved in the justice system. By securing this grant, we can create a safer environment, protect the rights of individuals, and maintain the efficient functioning of our courts.



Quotation

Command Sourcing, Inc.

6100 Horseshoe Bar Rd, STE A #228
Loomis, CA 95650
www.commandsourcing.com
sales@commandsourcing.com

QUOTE NO. 719231
DATE July 19, 2023

BILL TO Clallam County Sheriff
Attn: Accounts Payable
223 E 4th Street Suite 12
Port Angeles, WA 98362

SHIP TO Clallam County Sheriff
Attn: Chief Don Wenzl
223 E 4th Street Suite 12
Port Angeles, WA 98362

PO #	Submit Orders to:	Contact Person Email:	Contact Person Phone:	Payment Terms	Quote Valid Until
	Maggie Leach	maggie@commandsourcing.com	503-780-1867	Net 30	8/18/23

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	HIPEPLUS	CEIA HI-PE Plus Multizone Metal Detector HI-PE Plus Multi Zone Walk-Through Metal Detector, panel version, complete with four multi zone display bars programmable as pacing lights and/or 60 localization zones, low voltage DC power, RS-232 communication, anti-tamper on/off switch	\$ 4,228.00	\$ 4,228.00
0.00	ADACPLT	820mm (32.3") passage width - ***OPTIONAL*** ADA Compliant	\$ 625.00	\$ -
1.00	INSTAL	Installation/Travel - ON-SITE TECHNICIAN FOR SET- UP, SITE ACCEPTANCE PROCEDURE, VARIFICATION OF CALIBRATION, AND OPERATOR TRAINING	\$ 2,200.00	\$ 2,200.00
0.00	SLFINSTAL	Self Install with Phone Support ***OPTIONAL***	\$ 500.00	\$ -
0.00	HDTRN	Half Day Onsite Training - ***OPTIONAL*** 2 Hr Classroom, 2 Hr Hands-on	\$ 1,500.00	\$ -
1.00	S&H	Shipping and Handling	\$ 275.00	\$ 275.00

Subtotal: \$ 6,703.00

Sales Tax: \$ 576.46

Total: \$ 7,279.46

Sales tax is assessed by the purchaser out of the state of California. 4% service charge on payment by Credit Card. Return Policy: Command Sourcing must be notified prior to receipt of any returned items and a restocking fee may be assessed.



PERSONAL SERVICES AGREEMENT AMENDMENT 4

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

Name: Norpoint Protective Services

Address: 1010 South C Street
Port Angeles, WA 98363

Phone N°: 877.667.7676

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on month, day, year.

This Amendment is comprised of:



Attachment A – Scope of Work
Attachment B – Compensation

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

This agreement is modified to continue security services for the Courthouse and Juvenile and Family Services courtroom.

The term of this Amendment shall commence on the 1st day of May 2023 and shall, unless terminated as provided elsewhere in the Agreement, end on the 31st day of August 2023. This contract may be extended with a review of rates, services, and needs of CCSO and County Administrative staff. Review and contract writing will need to commence on August 5 and be completed by August 15, 2023.

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

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

Steven Bentley, Norpoint Protective Services

Mark Ozias, Chair

Title: _____

Date: _____ 2023

Originals: BOCC
Vendor
Initiating Department

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

SCOPE OF WORK

1. Norpoint Protective Services (NPS) will provide security services at, and for the Clallam County Courthouse located at 223 E 4th Street, Port Angeles, WA 98362 and the Clallam County Juvenile and Family Services Facility courtroom at 1912 W. 18th Street, Port Angeles, WA 98363.
2. NPS will provide properly trained, uniformed, and equipped licensed security personnel at the Courthouse, 8 hours a day, 5 days a week, Monday - Friday, except for County recognized holidays, from May 1, 2023 until August 31, 2023.
3. Starting May 1, 2023 until August 31, 2023, NPS will provide security personnel at the Juvenile and Family Services courtroom at 1912 W. 18th Street up to eleven hours per week, on a schedule to be determined and flexible based on that court schedule each week.
4. NPS security officer will be posted inside the courthouse for monitoring of the courthouse, courtrooms, and be posted at the security office on the 3rd floor and roaming as instructed. On scheduled dates determined by the Juvenile Court, a NPS security officer will be posted in or near the juvenile courtroom.
5. NPS will not under any circumstances, as a governmental agent, contractor, or at the request of a private entity, citizen, or any other, act in a manner that would violate any constitutional rights or freedoms available to an American citizen. Any requests will be immediately reported to an NPS supervisor and CCSO contract manager.
6. Due to the nature of the state of emergency, the emerging COVID19 pandemic, NPS reserves all rights to modification of how services are rendered and carried out, acting in the best interests of NPS personnel, CCSO, general public, county staff and employees, as conditions worsen or lessen, with input from the Contract Manager, while providing the required security coverage of the courthouse and grounds.
7. NPS will be supplied radios for communication to CC Courthouse staff. NPS will also be supplied a radio for communications to PENCOM, CCSO deputies, and other local LE and Fire agencies as needed in the event of an emergency. Radios will be stored on the chargers in the Courthouse security office when not in use during business hours.
8. NPS Security officers and supervisors will have access to necessary portions of the Clallam County courthouse and Juvenile Facility building, while on duty, and be provided the necessary credentials, physical keys, and digital access cards labeled "CC Court House Security" by the contract manager by start date.
9. NPS Security Officers will act at the request of CCSO deputies, Court Room Commissioners and Judges, in the capacity contracted and authorized to perform.
10. All Invoices will be based on actual costs.

COMPENSATION

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

SERVICE	RATE	DURATION	ANTICIPATED TOTALS
Courthouse Security Officer	\$55.00 per hour	8 hours per day (8:30am to 4:30pm) Closed weekends and holidays.	87 Days \$38,280.00
Courthouse Security Officer	\$55.00 per hour	8.5 hours per day (8:00am to 4:30pm) Closed weekends and holidays.	87 Days \$40,672.50
Juvenile Services Security Officer	\$55.00 per hour	Eleven (11) hours per week, scheduled based on court schedule.	17 weeks \$10,285.00
TOTAL			\$89,237.50

Payments for completed tasks shall be made no more frequently than ☒ every two weeks.

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

In no event shall Contractor be compensated in excess of EIGHTY-NINE THOUSAND, TWO HUNDRED THIRTY-SEVEN DOLLARS and FIFTY CENTS (\$89,237.50) for the completed work set forth in Attachment "A."

2. AND

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

EXHIBIT A

WASHINGTON STATE SMALL AND RURAL COURT SECURITY MATCHING PROGRAM

FUNDING CONDITIONS AND PAYMENT STRUCTURE

The Small and Rural Court Security Matching Program funding conditions and payment structure shall be as follows:

1. GENERAL FUNDING CONDITIONS

The Administrative Office of the Courts (AOC), shall reimburse courts under this Agreement for the cost of security equipment and other goods and services that improve security in the courts listed under Section 2, titled "Security Equipment and Services". This provision also includes Court Security Officers contracted through vendors compliant with RCW 18.170 under the conditions listed under Section 3, titled "Eligible Court Security Officer Costs".

Courts shall work with AOC staff in determining whether an expense that is not explicitly mentioned below, qualifies as a reimbursable expense under the Agreement.

Courts shall adhere to the reporting structure outlined in Section 4, titled "Reporting Schedule"

Only items and services purchased during the dates stated on the award letter are eligible for reimbursement. Awarded funding expires June 30th of the fiscal year it was awarded in.

Courts are responsible for paying the entire up-front cost of the equipment and services. AOC will reimburse the court at the established percentage for the county as established on the award letter up to their awarded amount. The maximum awarded amount will only be exceeded if excess funding exists and AOC approves the reimbursement.

The total cost may be spent in all approved categories at the court's discretion. Substitutions for similar equipment or services are allowed if it functions to fill a similar role to the equipment you requested in your application.

2. SECURITY EQUIPMENT AND SERVICES

A. Eligible Security Equipment

AOC will reimburse courts at the established percentage under this Agreement for the cost of purchasing and installing security equipment in the following categories:

1. Security screening equipment
 - I. Walk-thru metal detectors
 - II. Handheld metal detectors
 - III. X-ray machines if a court has a working magnetometer and 2 Court Security Officers on-site

2. Security Cameras
3. Entry alarm systems
4. Duress or Emergency broadcast systems
5. Security-related infrastructure upgrades
 - I. AOC approval for each item is necessary
6. Miscellaneous security items
 - I. AOC approval for each item is necessary

B. Eligible Services Supporting Court Security Equipment

AOC will reimburse courts at the established percentage under this Agreement for the cost of the following services to support court security:

1. Software licenses for security equipment
2. Labor costs associated with installation of security equipment
3. Maintenance of security equipment

C. Ineligible Security Equipment Costs

Security costs that meet the below criteria will not be reimbursed:

1. Security Equipment purchased outside of the eligible purchasing dates on the award letter
2. Equipment and services in spending categories not approved on the award letter unless approval was received at a later date by AOC
3. Court staffing or administrative costs
4. X-ray machines unless courts have 2 Court Security Officers available for entry screening and a working magnetometer
 - I. Because this funding is time-limited, a court may not meet the criteria for 2 Court Security Officers through the use of grant funds

3. COURT SECURITY OFFICERS

A. Eligible Court Security Officer Costs

AOC will reimburse courts at the established percentage under this Agreement for the cost of Court Security Officers. This reimbursement counts towards a court's overall total reimbursable amount on their award letter. Courts must select vendors who meet the compliant with RCW 18.170. Additional requirement are as follows:

1. Court Security Officers must be employed by a contractor compliant with all applicable local, state, and federal licensing, accreditation and registration requirements/standards necessary for the performance of their role.
2. The contractor will provide the following materials to the court administrator (or designee):
 - I. Contractor's search and screening policies

II. Contractors use of force policies

B. Ineligible Court Security Officer Costs

1. Court Security Officers employed by the courts
2. Personal equipment for Court Security Officers
3. Court Security Officer's benefits
 - I. Court staffing or administrative costs
 - II. Court Security Officers not in compliance with all applicable local, state, and federal licensing, accreditation and registration requirements/standards necessary for the performance of their role

4. REPORTING SCHEDULE

A. Reporting Requirements

The Court shall submit semi-annual reports to AOC documenting the progress of their security improvement projects.

These reports shall provide:

1. Statement confirming delivery of items claimed on the reimbursement form (A19)
2. Status of General Rule 36 compliance and remaining minimum court security standards to achieve compliance
3. The services provided to the courthouse for the corresponding period (licenses, contracted security, etc.)
4. Any challenges faced by the court during the corresponding period.

Reports shall be **submitted to** kyle.landry@courts.wa.gov

Reporting schedule:

Fiscal Year	Period	Report Due
2024	07/01/23-12/31/23	01/31/24
2024	01/01/24-06/30/24	07/15/24 Final Report
2025	07/01/24-12/31/24	01/31/25
2025	01/01/25-06/30/24	07/15/25 Final Report

Failure to submit a report by the due date may adversely affect the Contractor's eligibility for future funding. Failure to respond to attempts to contact by AOC may result in reallocation of the Court's funds to another court location in need.

5. SCOPE OF REIMBURSEMENT FUNDING

Reimbursement payments under this Agreement will only be made to the court or funding authority that has incurred the cost of the items and services eligible for reimbursement. Reimbursements will not exceed the awarded amount unless excess funding exists and is approved by AOC.

6. PAYMENT STRUCTURE

A. Reimbursement Rate

Courts shall submit an A19 with relevant invoices showing payment for equipment and services to payables@courts.wa.gov. The A19 shall include:

- I. Contract number (located on the award agreement)
- II. Total amount requested at shared-cost rate
(e.g. A court's invoice reflects \$1,000 in total. The court's shared-cost responsibility is 10%. The court requests \$900 reimbursement on their A19.)

1. Court Security Equipment

AOC will reimburse the entity named on the contract at the percentage established on the award letter (90-50%). Reimbursements count toward a court's total reimbursement limit (award amount).

2. Court Security Officers

AOC will reimburse the entity named on the contract at the percentage established on the award letter (90-50%). Reimbursements count toward a court's total reimbursement limit (award amount).

Exhibit B
Small & Rural Court Security Matching Grant Program
Shared-Cost Calculation

Small & Rural Court Shared-Costs

The Administrative Office of the Courts was allocated \$2,000,000 for the 2023-2025 biennium to improve court security in small and rural courts across the state.

ESSB 5187 states the following:

\$1,000,000 of the general fund—state appropriation for fiscal year 2024 and \$1,000,000 of the general fund—state appropriation for fiscal year 2025 are provided solely for the administrative office of the courts to use as matching funds to distribute to small municipal and county courts, located in a rural county as defined in RCW 43.160.020, for the purpose of increasing security for court facilities. Grants must be used solely for security equipment and services for municipal, district, and superior courts and may not be used for staffing or administrative costs.

- Courts must be located in a rural county as defined in [RCW 43.160.120](#)
- The Office of Financial Management compiles an annual list of counties meeting this definition. [Link to OFM rural county list](#)

Adams	15%	Klickitat	20%
Asotin	20%	Lewis	30%
Chelan	40%	Lincoln	30%
Clallam	30%	Mason	30%
Columbia	20%	Okanogan	15%
Cowlitz	40%	Pacific	20%
Douglas	40%	Pend Oreille	15%
Ferry	10%	San Juan	40%
Franklin	40%	Skagit	50%
Garfield	15%	Skamania	40%
Grant	40%	Stevens	20%
Grays Harbor	20%	Wahkiakum	20%
Island	50%	Walla Walla	30%
Jefferson	30%	Whitman	15%
Kittitas	20%	Yakima	30%

Shared-Cost Calculation

A shared cost framework has been created ranging from 10% to 50%. The shared cost indicates the percentage the location is expected to contribute towards security costs. Higher scores indicate an increased financial need and correlate to a lower shared cost percentage. Lower scores indicate healthier financial circumstances and an increased shared cost.

- There is increased granularity at the low end of the shared cost spectrum (10%-20%) to account for historically lower funding availability in these areas.
- A location's score will be calculated based on three factors: county revenue, median income, and poverty rate. Data for these factors is pulled from the US Census and other data aggregation sources.
- These factors can be updated as new data is released to account for a location's changing financial situation.
- Funding will be allocated to the neediest locations that have not received prior funding first with the goal of addressing every court's needs over time.

Score Average

SCORE	SHARED COST	County Revenue	Median Income	Poverty Rate
6	10%	6 Less than \$30,000,000	6 \$48,999 or less	6 15% or greater
5	15%	5 \$30,000,000-\$59,999,999	5 \$49,000-\$54,999	5 14%-14.9%
4	20%	4 \$60,000,001-\$99,999,999	4 \$55,000-\$59,999	4 13%-13.9%
3	30%	3 \$100,000,000-\$129,999,999	3 \$60,000-\$64,999	3 12%-12.9%
2	40%	2 \$130,000,000-\$159,999,999	2 \$65,000-\$69,999	2 11%-11.9%
1	50%	1 \$160,000,000 or greater	1 \$70,000 or greater	1 10.9% or less



- With the exception of revenue, which is obtained from the Washington State Auditor annually, data is pulled from the most recent census data.
- Step increases were calculated using the maximum and minimum numbers in a range.

The incremental step increases for the factors are:

County Revenue - Every \$30,000,000

- Counties with a revenue of \$250,000,000 or higher typically had a poverty rate at or below the state average.

Median income - Every \$5,000

- Counties with a median income of ~\$75,000 or higher typically had a poverty rate at or below the state average.

Poverty rate - Every 1%

- WA state: 9.9% poverty rate

Data is pulled from the following resources

- US Census
- Washington Office of Financial Management
- Washington State Auditor - Financial Intelligence Tool

Shared-Cost Equipment & Services Estimates

The estimated equipment costs below were extracted from security grant funding awarded in 2022-2023. The costs typically encompass taxes, shipping, and installation. These costs are the average that courts spent rounded to the nearest \$1,000. Actual costs may be above or below these estimates. Cameras and Duress / Emergency Broadcast Systems had a significant variance in pricing due to facilities' specific needs and existing infrastructure (historic buildings, inability to upgrade/integrate current systems, etc).

Installation costs typically made up a majority of the cost for those two categories. Courts that were able to expand on their existing system generally had significantly lower labor costs. Private security costs also exhibit variability due to factors such as facility location and proximity to existing security offices. The cost of this service may decrease as demand in rural areas allows private vendors to justify local hiring and satellite offices in closer proximity. This is not an exhaustive list of items eligible for the Security Grant. Items and services that allow a court to meet General Rule 36 minimum standards will be considered.

Court Cost-Sharing Examples				
Security Item Shared-cost	Entry Screening (~\$5,000)	Court Security (~\$52 Armed ~\$40 Unarmed)	Security Cameras (~\$40,000)	Duress/Emergency Broadcast Systems (~\$18,000)
10%	\$500	\$5/\$4	\$4,000	\$1,800
15%	\$750	\$8/\$6	\$6,000	\$2,700
20%	\$1,000	\$10/\$8	\$8,000	\$3,600
30%	\$1,500	\$16/\$12	\$12,000	\$5,400
40%	\$2,000	\$21/\$16	\$16,000	\$7,200
50%	\$2,500	\$26/\$20	\$20,000	\$9,000



AGENDA ITEM SUMMARY

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

3
7/31/23

Department: Health and Human Services

WORK SESSION ☒ **Meeting Date: July 31, 2023**

REGULAR AGENDA ☐ **Meeting Date:**

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Health and Humans Services is requesting three new positions to support Operations and the Harm Reduction Health Center. Exhibit A provides the type of position, cost of the position, and the funding source(s) to support the requested positions.

As proposed, the following positions are being requested. See Exhibit D, Organizational Structure.

Administrative Specialist III – This position is fulltime/benefitted. This position is a result of the departments realignment. The Administrative Specialist supports the finance and administration for Health and Humans Services. The duties consist of accounts payable, supporting the Developmental Disabilities Program, advisory boards, deposits, and other administrative support to Human Services program as needed. This position will be funded through the general fund, developmental disabilities, homeless Task Force and Chemical Dependency/Mental Health. (Exhibit B, Job Description)

Public Health Support Specialist – This position was created for Public Health, but the department is requesting a second Public Health Support Specialist to provide support in the Harm Reduction Health Center. This position is fulltime/benefitted. The Public Health Support Specialist provides logistical support for clinics including vaccine clinics; syringe services; and communicable disease testing. Perform data entry administration; syringe distribution; overdose reports; communicable disease investigations, etc. This position will be funded through FPHS/Opioid Settlement dollars. (Exhibit C, Job Description)

Harm Reduction Program Coordinator – This position is fulltime/benefitted. This is a new position that will oversee the Harm Reduction Health Center. The primary function is to organize, coordinate, and facilitate the County's Harm Reduction Programs. (Exhibit D, Job Description)

* 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)

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

Budget work will need to be completed and approved by the BOCC. Currently HHS has the necessary funding to move forward with the positions until budget is approved.

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

County Official signature & print name:

 KEVIN LoPiccolo

Name of Employee/Stakeholder attending meeting: Kevin LoPiccolo

Relevant Departments: Health and Human Services

Date submitted: July 26, 2023

EXHIBIT A

REQUESTED JOB

POSITIONS

POSITION	COST	FUNDING SOURCE
HRHC Coordinator	107,640	FPHS/CDMH/DOH
Public Health Support Specialist	90,238	Opioid Settlement
Administrative Specialist	102,725	DDD/HTF/CDMH/GF

EXHIBIT B

JOB DESCRIPTION

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Administrative Specialist III**Salary Range: 54****Department: Various****Reports to: Department Head/Manager/Supervisor****Pages: 1-6****Summary**

The responsibilities of this classification include performing clerical or office coordination of a specialized or technical in nature under limited supervision. The work involves independent judgment of complex and/or sensitive information that includes researching specialized or technical information, providing program-specific information to internal and external customers, distributing work to other office employees and providing direction and training.

Distinguishing Characteristics

This is the third level of a four-level classification series. The Administrative Specialist III differs from other classifications in this series in that incumbents perform a series of office coordination and support tasks that are specialized in scope and sensitive and/or complex in nature. Work is performed under limited supervision, requiring independent judgment. Responsibilities are not clearly covered by established procedures, and incumbents must often select the most effective methods, procedures and courses of action from several possible alternatives to accomplish the assigned task most effectively. The assigned duties require broad understanding and discretion in the application of established guidelines, policies and procedures. This classification is distinguished from the fiscal and customer service classifications in that the primary focus is clerical office support.

Typical Duties

- Provide and/or acquire authoritative program-specific information relating to assigned specialized or technical clerical support services that require interpreting established policies, procedures, codes, regulations and other relevant sources, to internal and/or external customers over the telephone, in writing and/or in person. Some employees may have to deal with sensitive and/or potentially volatile situations.
- Research and summarize specialized or technical information from varied sources. This may require selecting the most appropriate material and the use of spreadsheets and customized database applications.
- Organize, oversee, establish and maintain data sources that may include contracts, budgets, payroll, legal documents and/or other records.

- Compose, draft, summarize, prepare, proofread and/or edit documents, contracts, ordinances, motions and/or correspondence to ensure these conform to the appropriate use of the English language, specialized terminology and established procedures.
- Creates and maintains complex files and databases such as official records, legal case files, inmate files, criminal records and/or police reports. Maintains filing systems by deleting, purging and destroying records in accordance with established procedures.
- Process mail that may require attaching related correspondence or information before forwarding, respond to mail that can be handled personally, identify priority and/or time sensitive matters, and maintain security and confidentiality.
- Prepare budget and budget revision materials and/or federal or Washington State grant documents according to specific directions; perform financial, payroll or other financial/numeric work requiring the application of accepted bookkeeping or basic accounting methods and applications.
- Attend and record public and/or departmental hearings and/or meetings.
- Represent organization at various functions, including administrative hearings, proceedings, court inquiries, committees and meetings (may vary according to position assignment).
- Schedule meetings and maintain calendars for supervisor and/or organizational unit/program.

Essential Functions

- Meet attendance standards necessary for successful job performance
- Exercise sound judgment in the performance of assigned duties on the basis of law, applicable policies and procedures, and ethical responsibilities
- Prepare clear, concise, coherent, and grammatically correct written work product
- Be attentive to detail
- Communicate clearly and concisely, both orally and in writing
- Work independently
- Work well with others
- Prioritize work assignments
- Operate a variety of office equipment including, but not limited to, computers and installed software applications
- Establish and maintain positive and effective working relationships with those contacted in the course of work

Key Competencies for this Position

- **Ethics and Integrity:** Respects and maintains confidentiality. Earns trust, respect, and confidence through honesty, forthrightness, and professionalism in all interactions

- Valuing Diversity: Help create a work environment that embraces and appreciates diversity treats all with acceptance and respect; and values diverse perspectives
- Communication: Effective communication skills to convey thought and information clearly and concisely to a broad audience. Strong writing and editing skills
- Relationship Building: Proven skills to create and maintain effective teams and partnerships
- Multi-tasking: Proven multi-tasking skills with the ability to handle multiple assignments in various stages simultaneously. Ability to work in a fast-paced environment with changing priorities
- Analytical Skills: Analytical skills with exceptional attention to detail

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 customer service etiquette
 Knowledge of relevant information, including applicable policies, procedures, laws and regulations
 Knowledge of specialized terminology
 Knowledge of software applications; keyboarding skills (may vary according to position assignment)
 Knowledge of appropriate physical standards for computer work such as appropriate seating, arm and/or wrist use
 Knowledge of general office policies, principles and practices
 Knowledge of software applications and word processing skills relative to the position assignment
 Knowledge of accounting procedures and mathematics
 Knowledge of rules, regulations, codes, laws, policies, procedures and ordinances (may vary according to position assignment)
 Knowledge of specialized terminology (may be required according to position assignment)
 Knowledge of proper English grammar, usage and spelling
 Knowledge of conflict resolution techniques
 Knowledge of action tracking on specific work assignments or other items related to work position

Skill in:

Skill in interpersonal relationships
 Skill in organization
 Skill in being analytical
 Skill in research skills

Skill in technical writing
Skill in interpersonal and human relations
Customer service skills (in person and via telephone)
Skill in having discretion, patience, etiquette, professionalism
Skill in taking minutes
Skill in negotiating (using tact, diplomacy and persuasion)
Skill in making presentations to groups
Skill in following oral and written instructions and in following through on assignments
Skill in prioritizing workload and adapting to changes in workload demand
Skill in conducting research on a specific work assignment
Skill in problem-solving and troubleshooting
Skill in conflict resolution
Skill in oral and written communications
Skill in word processing, spreadsheets and specialized software programs
Skill in adapting to changes in work load demand
Skill in working on multiple projects simultaneously
Skill in maintaining confidentiality of sensitive matters
Skill in responding to emergencies
Skill in following oral and written instructions
Skill in composing/generating and editing correspondence
Skill in communicating with people of diverse backgrounds
Skill in meeting deadlines
Skill in working in stressful environments
Skill in prioritizing work
Skill in working independently
Skill in working in a team setting
Skill in determining validity of information received
Skill in reading and interpreting applicable documents specific to position assignment

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/Training

Associate's degree (AA) or equivalent from an accredited college or university with major course work in Office Management, Public Administration, or a closely related field, or any combination of education, training and work experience which demonstrates the incumbent is otherwise fully qualified.

Experience

Minimum of 5 years' experience in the clerical field or related area specializing in the area or field of assignment specific to the position (any other combinations of education and experience will be evaluated on an individual basis); 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 incumbent 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 daily 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 between 50 and 60 decibels.

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.

EXHIBIT C

JOB DESCRIPTION

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Position Title: Public Health Support Specialist

Classification Description: Prevention & Linkage to Care Coordinator

Salary Range: 52

Department: Health & Human Services

Reports to: Public Health Nurse Supervisor

Pages: 1-6

Summary

A Public Health Support Specialist provides public/community health services to promote the health and well-being of the community. Health promotion activities may range from community based health education and outreach to individual case management or contact tracing in support of preventing the spread of communicable disease. Perform a full range of administrative duties in support of special program areas including support of data management, supply management, and volunteer coordination. Perform related duties as assigned.

Scope of Responsibility

Individuals assigned to this classification are expected to apply working knowledge of evidence-based communicable disease prevention programs and strategies. The PHSS is responsible for reaching out to people (contacts) who have been exposed to or diagnosed with infectious disease and providing health education and guidance to interrupt ongoing disease transmission. Dialogue with patients will be guided by standard protocols to obtain any symptom history and other relevant health information, provide instructions for self-quarantine as needed, and make appropriate referrals to testing, clinical services, and other essential support services. This position will require prioritization, prompt action, and attention to detail in documentation and data management as multiple investigations will be conducted simultaneously. PHSS are required to comply with policies and procedures provided by the health department regarding confidentiality and data security for the handling of sensitive client information and protected health information. Individuals in this classification are able to respond to unique case management needs with efficiency and creativity. Individuals in this classification demonstrate the ability to synthesize public health information; adapt to and stay abreast of changing public health recommendations; and follow the direction of the Health Officer and nursing staff. This position reports directly to the Public Health Nurse Supervisor.

Typical Duties

- Participate in case investigations and contact tracing for reportable conditions, including case and contact interviews
- Establish, maintain, code, modify, track and/or retrieve information and compile data using multiple database formats

- Document patient care and patient communication activities in the appropriate manner, including paper charts and state databases as needed
- Complete all documentation and records with accuracy as directed or necessary for the patient's care
- Build positive working relations with clients, staff, schools, medical providers, social service providers and others throughout the community
- Work closely with individual patients to provide the necessary support for preventing the spread of communicable disease
- Respond to community inquiries regarding communicable disease including provision of resources or appropriately redirection of inquiries as needed
- Compose, draft, summarize, prepare, proofread and/or edit documents to ensure conformity to established policies, procedures, standards and formats
- Follow established policy and procedures related to the position
- Participate and contribute in a team-based environment
- Follow OSHA/WISHA (including usage of PPE) guidelines
- Follow HIPAA regulations
- Adapt and perform effectively in a continuously changing environment, and in occasional difficult situations
- Attend conferences, professional seminars and staff meetings as required
- Duties as assigned

Essential Functions

- Meet attendance standards necessary for successful job performance
- Exercise sound judgment in the performance of assigned duties on the basis of law, applicable policies and procedures, and ethical responsibilities
- Prepare clear, concise, coherent, and grammatically correct written work product
- Be attentive to detail
- Communicate clearly and concisely, both orally and in writing
- Work independently
- Work well with others
- Prioritize work assignments

- Operate a variety of office equipment including, but not limited to, computers and installed software applications
- Establish and maintain positive and effective working relationships with those contacted in the course of work

Key Competencies for this Position

- Ethics and Integrity: Respects and maintains confidentiality. Earns trust, respect, and confidence through honesty, forthrightness, and professionalism in all interactions
- Valuing Diversity: Help create a work environment that embraces and appreciates diversity treats all with acceptance and respect; and values diverse perspectives
- Communication: Effective communication skills to convey thought and information clearly and concisely to a broad audience. Strong writing and editing skills
- Relationship Building: Proven skills to create and maintain effective teams and partnerships
- Multi-tasking: Proven multi-tasking skills with the ability to handle multiple assignments in various stages simultaneously. Ability to work in a fast-paced environment with changing priorities
- Analytical Skills: Analytical skills with exceptional attention to detail

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 customer service etiquette

Knowledge of relevant information, including applicable policies, procedures, laws and regulations

Knowledge of specialized terminology

Knowledge of software applications; keyboarding skills (may vary according to position assignment)

Knowledge of appropriate physical standards for computer work such as appropriate seating, arm and/or wrist use

Knowledge of risk and protective factor theory and application

Knowledge of care Coordination and Case Management

Knowledge of community resources and the roles filled by different agencies

Knowledge of Government and private grant sources

Knowledge of computer and office equipment operation at an intermediate level

Knowledge of pertinent Federal, State and local laws, codes and safety regulations

Skill in:

Skill in interpersonal relationships
Skill in organization
Skill in being analytical
Skill in research skills
Skill in problem-solving and troubleshooting
Skill in conflict resolution
Skill in oral and written communications
Skill in word processing, spreadsheets and specialized software programs
Skill in adapting to changes in work load demand
Skill in working on multiple projects simultaneously
Skill in maintaining confidentiality of sensitive matters
Skill in responding to emergencies
Skill in following oral and written instructions
Skill in composing/generating and editing correspondence
Skill in communicating with people of diverse backgrounds
Skill in meeting deadlines
Skill in working in stressful environments
Skill in prioritizing work
Skill in working independently
Skill in working in a team setting
Skill in determining validity of information received
Skill in reading and interpreting applicable documents specific to position assignment
Skill in reading and interpreting applicable documents specific to position assignment

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/Training

Bachelor's degree from an accredited college or university with major course work in health education, chemical dependency, education, psychology, public health, or related field, **OR** a combination of education and experience that demonstrates competencies to complete the typical duties of this position.

Experience

Two years of experience working in the community as a prevention specialist, case manager, or closely related experience.

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.

Primarily in an office setting; however, employee will be required to work at off-site agencies and attend evening meetings; duties require sitting, standing, walking, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pushing, pulling, and twisting; requires a sense of touch, finger dexterity, and ability to grip with fingers and hands; ability to lift and carry up to 30 pounds; ability to work alone; ability to hear voice conversations; close, far, and side vision with depth perception; ability to operate a passenger vehicle; requires wearing of rubber or plastic gloves for first aid related activities.

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.

EXHIBIT D

JOB DESCRIPTION

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Harm Reduction Program Coordinator

Salary Range: 59

Department: Health & Human Services

Reports to: Deputy Director

Pages: 1-7

Summary

The primary function of this position is to organize, coordinate, and facilitate Clallam County's Harm Reduction Programs including the Harm Reduction Health Center and Overdose Prevention and Response. This position also works as a Harm Reduction Specialist offering program support and coverage as needed.

This position is characterized by effective judgment and discretion in meeting program and agency goals and objectives; carrying out program activities; reporting on results; and contributing to overall program development, implementation, monitoring, coordinating, and evaluating. There is an expectation for planning, coalition building, collaboration, coordination, policy development and evaluation in partnership with program participants and organizations such as healthcare providers, community agencies and other organizations.

Scope of Responsibility

Develop, integrate and monitor Harm Reduction program goals and objectives to ensure that program outcomes and grant requirements are achieved. Provide professional harm reduction expertise to related programs where required. Provide orientation, teaching and guidance to staff to assure safe practice and quality of services. Ensuring use of evidence-based practices. Develop and sustain effective working relationships with partner agencies and community partners. Work closely with the leadership team and Health Officer in organizational planning, including the development, implementation and evaluation of agency goals and priorities. Prepare and implement policies and procedures in harm reduction program areas. Research and write grant proposals to support harm reduction programs and activities in collaboration with management team.

Reports directly to the Deputy Director with effectiveness measured primarily through reports, conferences, occasional check of in-process work, and review of results achieved. Decisions could have a substantial impact on public relations, public safety, costs, and employee motivation.

Typical Duties

- Identify Harm Reduction program needs and opportunities, develop and plan annual program goals, monitor grant requirements and report as necessary, and perform program design and evaluation
- Uses harm reduction skills and knowledge in harm reduction programs and other public health programs as needed

- Assists in pursuing funding sources and drafting funding applications
- Develop standards of care and annual program work plans; review all relevant program information and identify trends
- Ensures leadership team is informed of Harm Reduction programs and issues; communicates on a regular basis with leadership team
- Enforce Federal, State and local policies and procedures remaining current in knowledge of local, State and Federal policies and regulations related to areas of assignment; work with legal counsel regarding interpretation of regulations; communicate regularly with local, State and Federal officials; transfer knowledge to staff and community members
- Prepare, administer and manage contracts and agreements with community-based service organizations and service providers to ensure compliance with federal, state, and local requirements.
- Develop and conduct monitoring activities to assure compliance with all contract requirements
- Provide guidance on harm reduction issues and act as an advisor to various organizations and committees and develop community support for programs and systems to enhance harm reduction programs
- Gather local, state, and federal data as needed to assist in priority development and goal setting related to Harm Reduction
- Coordinate the distribution of data related to Harm Reduction to local governmental agencies and community partners as needed
- Assist in the preparation of annual budgets for Harm Reduction programs
- Provide presentations to the Board of Health, Board of County Commissioners, and other stakeholders when necessary
- Represent the department by organizing and participating in advisory committees and serving on community task forces
- Establish and maintain strong working relations with community stakeholders including community-based service agencies, local and state governmental organizations, and members of the public
- Represent the Department in multi-agency and inter-jurisdictional meetings and community meetings

- Create and maintain required program policies and procedures
- Attend conferences, seminars, trainings, and other meetings as directed
- Perform other duties and projects as assigned

Essential Functions

- Meet attendance standards necessary for successful job performance
- Exercise sound judgment in the performance of assigned duties on the basis of law, applicable policies and procedures, and ethical responsibilities
- Prepare clear, concise, coherent, and grammatically correct written work product
- Be attentive to detail
- Communicate clearly and concisely, both orally and in writing
- Work independently
- Work well with others
- Prioritize work assignments
- Operate a variety of office equipment including, but not limited to, computers and installed software applications
- Establish and maintain positive and effective working relationships with those contacted in the course of work

Key Competencies for this Position

- Ethics and Integrity: Respects and maintains confidentiality. Earns trust, respect, and confidence through honesty, forthrightness, and professionalism in all interactions
- Valuing Diversity: Help create a work environment that embraces and appreciates diversity treats all with acceptance and respect; and values diverse perspectives
- Communication: Effective communication skills to convey thought and information clearly and concisely to a broad audience. Strong writing and editing skills
- Relationship Building: Proven skills to create and maintain effective teams and partnerships
- Multi-tasking: Proven multi-tasking skills with the ability to handle multiple assignments in various stages simultaneously. Ability to work in a fast-paced environment with changing priorities
- Analytical Skills: Analytical skills with exceptional attention to detail

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 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 specialized terminology
Knowledge of current trends and best practices in the fields of harm reduction and public health
Knowledge and ability to work with computer applications, including: Microsoft 365
Knowledge and skill in planning, evaluating and managing a budget consisting of multiple funding sources and subject to federal, state and local requirements

Skill in:

Skill in interpersonal relationships
Skill in organization
Skill in being analytical
Skill in research skills
Skill in problem-solving and troubleshooting
Skill in conflict resolution
Skill in oral and written communications
Skill in word processing, spreadsheets and specialized software programs
Skill in adapting to changes in work load demand
Skill in working on multiple projects simultaneously
Skill in maintaining confidentiality of sensitive matters
Skill in responding to emergencies
Skill in following oral and written instructions
Skill in composing/generating and editing correspondence
Skill in communicating with people of diverse backgrounds
Skill in meeting deadlines
Skill in working in stressful environments
Skill in prioritizing work
Skill in working independently
Skill in working in a team setting
Skill in determining validity of information received
Skill in reading and interpreting applicable documents specific to position assignment
Skill in analyzing and evaluating data and information and making appropriate recommendations
Interpersonal skills, including the ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, the public, the media, government officials and with other agencies and to provide services in a culturally sensitive manner

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/Training

Bachelor's degree in social work, public health or related field from an accredited college or university preferred. Medical Assistant license or higher preferred.

Experience

Five years' experience in harm reduction required. Three years' experience in public or community health preferred.

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.

Primarily in an office setting; however, individual will be required to travel to off-site facilities and to attend seminars, training and conferences; duties require sitting, standing, often times for long periods, walking on all types of terrain, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pushing, pulling, and twisting; requires a sense of touch, finger dexterity, and the ability to grip with hands and fingers; requires ability to hear normal voice conversations; requires close, far, side vision with color and depth perception; requires ability to lift and carry up to 30 pounds; requires working alone, in remote locations, subject to outside temperatures and inclement weather, including ice and snow; requires wearing of rubber or plastic gloves and other personal safety related equipment as may be prescribed for the job; ability to operate a passenger vehicle.

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

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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.

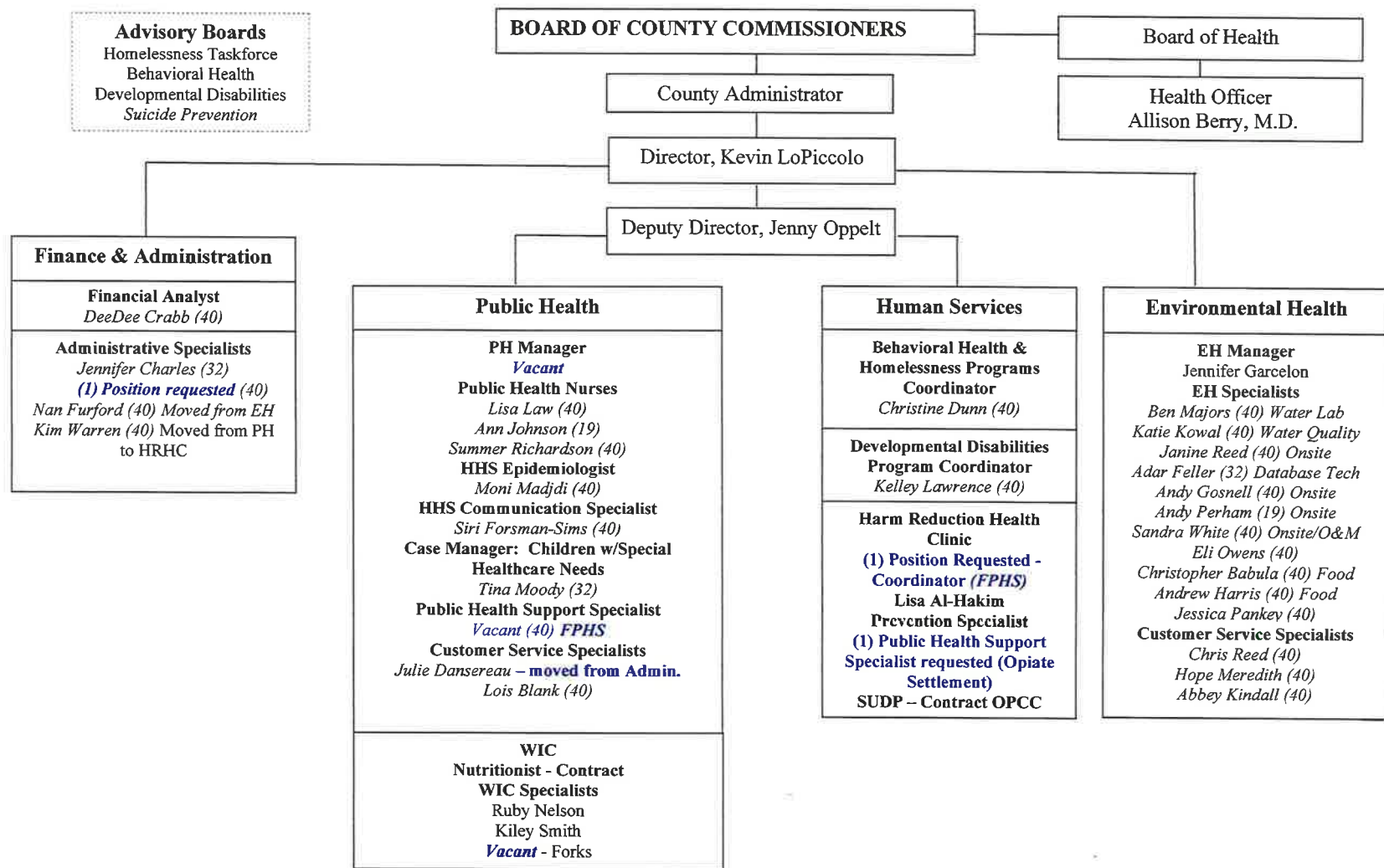
General Disclaimer

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.

EXHIBT D

ORGANIZATIONAL

CHART





4
7/31/23

AGENDA ITEM SUMMARY

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

Department: Public Works/Roads

WORK SESSION ☒ **Meeting Date:** 07/31/2023

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 Briefing – Follow up |

Documents exempt from public disclosure attached: ☐

Executive summary:

A segment of the West Elwha Trail was moved from its historic location in 2008, to where it sits now; rerouted along Wapiti Way. Per the Settlement Agreement, Auditor's File Number 2008-1219491, "The Easement shall become effective only upon the earlier of the following: 1) Payne's conveying the property to a third party, 2) death of the survivor between William and Helen Payne, or 3) upon the Payne's, or survivor between them, ceasing to occupy the property as his or her primary residence." The property has since changed hands, and now Tracy Gudgel and Derek Adamire own the property (TPN 073032-420200). They would like to change the historic alignment, to be moved slightly to the West to run along the Western border of the property to reduce the number of trail crossings for the property owner.

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 attached easement with the new location of the segment of the West Elwha Trail, provided by Tracy Gudgel & Derek Adamire.

County Official signature & print name: Steve Gray, Deputy Director

A handwritten signature in blue ink, appearing to read "Steve Gray".

Name of Employee/Stakeholder attending meeting: Linda Capps, Kaia Moore

Relevant Departments: Roads

Date submitted: 07/25/2023

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

AGENDA ITEM SUMMARY BOCC
Revised: 3-04-2019

WHEN RECORDED RETURN TO
Clallam County Road Department

Easement

THE GRANTOR Tracy D Gudgel and Derek C Adamire

for and in consideration of \$0.00 and other valuable consideration grants and conveys to **CLALLAM COUNTY, a political subdivision, by and through its Road Department**, a perpetual exclusive easement to establish, lay out, construct, alter, repair, improve, and maintain, a public trail system, including but not limited to drainage, utilities and other appurtenant facilities over, under, upon and across the hereinafter described lands, situate in the County of Clallam, State of Washington, and being a portion of Tax Parcel No. 073032 420200

SEE LEGAL DESCRIPTION ATTACHED AS EXHIBIT A

THIS EASEMENT REPLACES THE INTERIM (EXHIBIT B) AND PERMANENT (EXHIBIT C) EASEMENTS GRANTED IN THE SETTLEMENT AGREEMENT AND RELEASE DATED APRIL 17, 2008, RECORDED UNDER AUDITORS FILE NUMBER 2008-1219491

Dated July 11 20 23

Derek Adamire
GRANTOR:

Tracy Gudgel
GRANTOR:

STATE OF

SS.

COUNTY OF

On this 11th day of July 2023 before me personally appeared Derek Adamire + Tracy Gudgel to me known to be the individual(s) described in and who executed the foregoing instrument, and acknowledged that (he, she, they) signed and sealed the same as (his, her, their) free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.



Lisa M. Cornelson
Notary Public in and for the State of
Washington, residing at Clallam County
My commission expires 2/6/25

Exhibit A

10 FOOT WIDE TRAIL EASEMENT BEING FIVE FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE

THAT PORTION OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 30 NORTH, RANGE 7 WEST, WILLAMETTE MERIDIAN, CLALLAM COUNTY WASHINGTON, DESCRIBED AS FOLLOWS;

COMMENCING AT A 1/2-INCH STEEL PIPE SET IN CONCRETE WITH A 1-INCH METAL WASHER STAMPED "J. U. WRIGHT REGISTERED SURVEYOR PORT ANGELES" ATTACHED TO SAID PIPE WITH A NAIL AS SHOWN ON LAND CORNER RECORD RECORDED UNDER BOOK 2 OF MONUMENTS, PAGE 636, AUDITOR'S FILE NUMBER 506091, RECORDS OF SAID COUNTY MARKING THE CENTER-SOUTH SIXTEENTH CORNER OF SAID SECTION 32;

THENCE SOUTH 87° 30' 57" EAST ALONG THE NORTH LINE OF SAID NORTH HALF 86.52 FEET TO THE POINT OF BEGINNING OF THIS CENTERLINE DESCRIPTION.

SAID POINT OF BEGINNING BEARS NORTH 87° 30' 57" WEST 280.38 FEET FROM A 5/8-INCH REBAR WITH SURVEYOR'S PLASTIC IDENTIFICATION CAP STAMPED "NESARY PLS 22344" SET PER BOOK 16 OF SURVEYS, PAGE 51, RECORDS OF SAID COUNTY.

THENCE SOUTH 11° 50' 00" WEST 36.03 FEET;

THENCE SOUTH 15° 35' 30" WEST 89.94 FEET;

THENCE SOUTH 32° 00' 46" WEST 90.76 FEET TO A POINT WHICH IS 5 FEET EASTERLY OF THE WEST LINE OF SAID NORTH HALF WHEN MEASURED AT RIGHT ANGLES THERETO;

THENCE SOUTH 0° 29' 58" EAST PARALLEL WITH SAID WEST LINE 451.27 FEET;

THENCE CONTINUING PARALLEL WITH SAID WEST LINE SOUTH 3° 57' 50" EAST 9.26 FEET TO THE SOUTH LINE OF SAID NORTH HALF AND THE TERMINUS OF THIS CENTERLINE DESCRIPTION;

SAID TERMINUS POINT BEARS SOUTH 87° 47' 28" EAST 5.03 FEET FROM A 1/2-INCH STEEL PIPE SET IN CONCRETE WITH A 1-INCH METAL WASHER STAMPED "J. U. WRIGHT REGISTERED SURVEYOR PORT ANGELES" ATTACHED TO SAID PIPE WITH A NAIL AS SHOWN ON LAND CORNER RECORD RECORDED UNDER BOOK 2 OF MONUMENTS, PAGE 635, AUDITOR'S FILE NUMBER 506090, RECORDS OF SAID COUNTY MARKING THE CENTER-SOUTH-SOUTH SIXTY FOURTH CORNER SECTION 32.

THE SIDELINES OF SAID EASEMENT ARE TO BE EXTENDED OR SHORTENED TO BE COINCIDENT WITH THE NORTH AND SOUTH LINES OF SAID NORTH HALF.

THE BEARING CITED HEREIN ARE BASED ON THE WASHINGTON COORDINATE SYSTEM GRID, NORTH ZONE, NORTH AMERICAN DATUM OF 1927, (NAD27) AS NOTED ON BOOK 34 OF SURVEYS, PAGE 42, RECORDS OF SAID COUNTY. THE AVERAGE COMBINED SCALE AND ELEVATION FACTOR USED FOR THIS DESCRIPTION IS 0.99994. TO OBTAIN GROUND DISTANCES MULTIPLY DISTANCES CITED HEREIN BY 1.00006.

Exhibit B

Centerline Description For An Exclusive Interim Easement.

Basis of bearings and distances used for this centerline description is based upon Volume 16 of Surveys, Page 51, records of Clallam County, Washington;

A strip of land 5 feet in width, 2.5 feet of which lies on each side of the following described line for public pedestrian and equestrian use; TOGETHER WITH a strip of land 10 feet in width, 5 feet of which lies on each side of the following described line for an above ground easement to remove limbs and branches

Commencing at the NW corner of the N ½, SW ¼, SE ¼, Section 32, Township 30 North, Range 7 West, W.M. as shown on Clallam County right of way plat dated 4\16\08; Thence S 87°33'24" E a distance of 74.47 feet along the north line of the N ½, SW ¼, SE ¼ of said section 32 and the beginning of this centerline description; Thence S 62°13'29" E at a distance of 6.67 feet; Thence S 68°36'32" E a distance of 10.31 feet; Thence N 82°13'11" E a distance of 18.74 feet; Thence S 88°06'18" E a distance of 39.11 feet; Thence S 87°14'37" E a distance of 39.34 feet; Thence S 86°53'33" E a distance of 55.22 feet; Thence S 49°59'23" E a distance of 9.95 feet; Thence N 73°38'45" E a distance of 6.13 feet; Thence N 76°24'22" E a distance of 17.91 feet; Thence S 85°54'32" E a distance of 23.12 feet; Thence S 88°52'32" E a distance of 28.90 feet; Thence S 68°32'26" E a distance of 8.89 feet; Thence N 78°53'41" E a distance of 12.36 feet; Thence S 85°36'23" E a distance of 8.88 feet; Thence S 24°01'43" E a distance of 30.74 feet; Thence S 11°14'49" E a distance of 17.90 feet; Thence S 2°56'01" E a distance of 12.39 feet; Thence S 15°16'40" E a distance of 28.13 feet; Thence S 7°45'40" E a distance of 29.26 feet; Thence S 26°10'45" E a distance of 21.53 feet; Thence S 19°21'01" E a distance of 24.01 feet; Thence S 2°49'57" W a distance of 10.77 feet; Thence S 23°10'49" E a distance of 16.82 feet; Thence S 40°32'40" E a distance of 21.81 feet; Thence S 16°28'26" E a distance of 12.13 feet; Thence S 20°37'57" E a distance of 45.79 feet; Thence S 6°49'04" E a distance of 40.90 feet; Thence S 12°07'41" E a distance of 22.64 feet; Thence S 7°44'55" E a distance of 33.21 feet; Thence S 17°32'01" W a distance of 18.48 feet; Thence S 7°30'32" W a distance of 55.69 feet; Thence S 6°37'12" E a distance of 9.70 feet; Thence S 14°40'39" W a distance of 12.03 feet; Thence S 2°33'58" W a distance of 13.87 feet; Thence S 21°20'25" W a distance of 16.29 feet; Thence S 7°42'09" W a distance of 18.04 feet; Thence S 1°47'54" E a distance of 21.75 feet; Thence S 6°39'47" W a distance of 25.36 feet; Thence S 17°39'34" W a distance of 17.48 feet; Thence S 2°24'27" E a distance of 15.22 feet; Thence S 16°30'24" W a distance of 17.55 feet; Thence S 40°56'08" W a distance of 28.20 feet; Thence S 20°51'49" W a distance of 22.96 feet; Thence S 20°09'20" W a distance of 21.69 feet; Thence S 67°07'05" W a distance of 8.23 feet; Thence S 84°25'25" W a distance of 8.68 feet; Thence S 86°05'29" W a distance of 17.43 feet; Thence N 81°59'16" W a distance of 45.30 feet; Thence S 81°22'23" W a distance of 30.83 feet; Thence N 87°34'24" W a distance of 73.78 feet; Thence N 85°40'23" W a distance of 40.66 feet; Thence S 88°40'30" W a distance of 44.99 feet; Thence N 87°35'06" W a distance of 28.93 feet; Thence N 72°12'57" W a distance of 12.54 feet; Thence N 89°13'21" W a distance of 58.84 feet; Thence S 1°06'06" W a distance of 4.14 feet to a point on the south line of the N ½, SW ¼, SE ¼ of said section and end of this centerline description; Thence N 87°35'06" W a distance of 9.88 feet to the SW corner of the N ½, SW ¼, SE ¼ of said section 32; Thence S 0°30'49" E a distance of 662.86 feet to the South Quarter Corner of said section 32 as shown on said right of way plat.

Exhibit C

Centerline Description For An Exclusive Permanent Easement

Basis of bearings and distances used for this centerline description is based upon Volume 16 of Surveys, Page 51, records of Clallam County, Washington;

A strip of land 10 feet in width, 5 feet of which lies on each side of the following described line;

Commencing at the NW corner of the N $\frac{1}{2}$, SW $\frac{1}{4}$, SE $\frac{1}{4}$, Section 32, Township 30 North, Range 7 West, W.M. as shown on Clallam County right of way plat dated 4\16\08;
Thence S 87°33'24" E a distance of 74.47 feet along the north line of the N $\frac{1}{2}$, SW $\frac{1}{4}$, SE $\frac{1}{4}$ of said section 32 and the beginning of this centerline description;
Thence S 3°34'05" W a distance of 38.28 feet;
Thence S 7°01'55" W a distance of 98.37 feet;
Thence S 1°34'35" W a distance of 132.42 feet;
Thence S 1°35'56" E a distance of 86.91 feet;
Thence S 6°05'04" W a distance of 47.50 feet;
Thence S 4°49'48" E a distance of 51.31 feet;
Thence S 12°59'45" W a distance of 66.89 feet;
Thence S 6°02'39" W a distance of 43.27 feet;
Thence S 17°53'25" W a distance of 71.91 feet;
Thence S 1°06'06" W a distance of 30.15 feet to a point on the south line of the N $\frac{1}{2}$, SW $\frac{1}{4}$, SE $\frac{1}{4}$ of said section and end of this centerline description;
Thence N 87°35'06" W a distance of 9.88 feet to the SW corner of the N $\frac{1}{2}$, SW $\frac{1}{4}$, SE $\frac{1}{4}$ of said section 32;
Thence S 0°30'49" E a distance of 662.86 feet to the South Quarter Corner of said section 32 as shown on said right of way plat.

FOR: GEORGE AND GONNIE ALBING WIDOWS



FIELD CREW: SPARKS, GILLELAND



PUBLIC WORKS DEPARTMENT
ROAD DIVISION
223 EAST 4TH STREET SUITE C
PORT ANGELES, WA 98362
(360) 417-2379



AGENDA ITEM SUMMARY

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

5
7/31/23

Department: Roads/Public Works

WORK SESSION ☒ **Meeting Date: 07/31/2023**

REGULAR AGENDA ☒ **Meeting Date: 08/08/2023**

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

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 101-22-008A | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Washington State Department of Natural Resources granted us an easement for a portion of the Olympic Discovery Trail from Forks to LaPush. The Washington State Recreation and Conservation Office is being added as a third-party beneficiary.

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

County Official signature & print name: Steve Gray *Handwritten signature: Steve Gray*

Name of Employee/Stakeholder attending meeting: Linda Capps/Steve Gray

Relevant Departments: Roads

Date submitted: 07/26/2023

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

When recorded return to:
Department of Natural Resources
Olympic Region
Attn: Cathy Baker
411 Tillicum Lane
Forks, WA 98331



101-22-008A

WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES
HILARY S. FRANZ | COMMISSIONER OF PUBLIC LANDS

Grant of Easement:

Grantor(s): STATE OF WASHINGTON DEPARTMENT OF NATURAL RESOURCES

Grantee(s): CLALLAM COUNTY

Third-Party Beneficiary: STATE OF WASHINGTON RECREATION AND CONSERVATION OFFICE

Legal Description: Portion of the W1/2 of Section 21, Township 28 North, Range 14 West, W.M, Clallam County, WA.

Assessor's Property Tax Parcel or Account Number: 142821200000

Cross Reference: N/A

DNR Easement No. 50-103160

EASEMENT AMENDMENT

THIS EASEMENT AMENDMENT is made by and between CLALLAM COUNTY, a political subdivision of the State of Washington, acting by and through the Board of Clallam County Commissioners, herein referred to as "County" or "Grantee" and the STATE OF WASHINGTON, acting by and through the Department of Natural Resources, herein called "DNR."

RECITALS

- A. On October 3, 2022, County and DNR entered into an easement agreement ("Easement") which was recorded in the records of Clallam County, Washington on October 17, 2022 under Auditor File No.2022-1443755 and filed in the Office of the Commissioner of Public Lands under file number 50-103160.

- B. The Parties desire to amend the Easement to provide for the addition of a third-party beneficiary to the Easement and to document the obligation of the original Grantee and clarify the rights transferred to the third-party beneficiary ("Amendment.")

For and in consideration of Ten Dollars AND 00/100 (\$10.00) and the mutual benefits to be derived hereby, the Parties agree as follows:

AGREEMENT

1. The recording block is hereby replaced to the following:

Grant of Easement:

Grantor(s): STATE OF WASHINGTON DEPARTMENT OF NATURAL RESOURCES

Grantee(s): CLALLAM COUNTY

Third-Party Beneficiary: STATE OF WASHINGTON RECREATION AND CONSERVATION OFFICE

Legal Description: Portion of the W1/2 of Section 21, Township 28 North, Range 14 West, W.M, Clallam County, WA.

Assessor's Property Tax Parcel or Account Number: 142821200000

Cross Reference: N/A

DNR Easement No. 50-103160

This Easement is between CLALLAM COUNTY, a political subdivision of the State of Washington, acting by and through the Board of Clallam County Commissioners, individually referred to as "County" and the STATE OF WASHINGTON, acting by and through the Department of Natural Resources, herein called "DNR" dated as of October 3, 2022 "Effective Date." The STATE OF WASHINGTON by and through the Washington State Recreation and Conservation Office, individually referred to as "RCO," is a third-party beneficiary under this Easement and has certain rights hereunder.

2. The Conveyance clause is hereby replaced to the following:

Conveyance. DNR, for the consideration of THIRTY TWO THOUSAND AND NO/100 DOLLARS (\$32,000), and the terms and conditions specified, hereby, grants and conveys to the Grantee a non-exclusive 150-foot width easement in gross for the sole purpose of construction, operation, use, and maintenance of a not-for-profit, non-motorized, public recreational trail, over and across a parcel of land in Clallam County, legally described on that record of survey recorded in Clallam County, Washington on May 26, 2022 under Auditor File Number AFN# 2022-1438376 and by this reference made apart hereof ("Easement Area.")

For and in consideration of grant funding provided by RCO to County under project #20-1494A, RCO is hereby designated a third-party beneficiary to the Easement. RCO shall have the rights of access and enforcement, and the right to review and approve any modifications to the Easement to ensure compliance with the RCO Grant Agreement. In no way do RCO's rights relieve the County of its duties to enforce or comply with the terms of the Easement.

The purpose of the Easement shall not be changed or modified without the consent of DNR. Any unauthorized use of the Easement Area shall be considered a material breach of the Easement.

3. The Notice clause is hereby replaced to the following:

Notice. Any notices or submittals required or permitted under the Easement may be delivered personally, sent by facsimile machine, emailed with acknowledgment of receipt, or mailed first class, return receipt requested, to the following addresses or to such other place as the parties hereafter direct. Notice will be deemed given upon delivery, confirmation of facsimile or email, or three days after being mailed, whichever is applicable.

To DNR:
DEPARTMENT OF NATURAL RESOURCES
Olympic Region
411 Tillicum Lane
Forks, WA 98331
Phone: 360-374-2800

To County:
CLALLAM COUNTY
223 East 4th Street, Suite 6
Port Angeles, Washington 98362-3000
Phone: 360-417-2000

To RCO:
RECREATION AND CONSERVATION OFFICE
1111 Washington Street S.E.
Olympia, WA 98501
Phone: 360-902-3000

4. The Signature page is hereby amended to add RCO as an additional signatory:

STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

Dated: _____, 2023. By: _____

Scott T. Robinson
Deputy Director
1111 Washington Street S.E.
Phone: 360-902-3000

All exhibits referenced in the Amendment are incorporated as part of the Amendment and will only reflect changes resulting from this Amendment.

Except as amended hereby, the Easement shall remain in full force and effect as previously executed, and the Parties ratify the Easement as amended. The Amendment is limited as specified herein and shall not constitute a modification, acceptance or waiver of any other provision of the Easement. From and after the date hereof, all references to the Easement shall be deemed references to the Easement as amended.

The Amendment may be signed in counterparts, any one of which shall be deemed an original. Delivery by facsimile of an executed counterpart shall have the same effect as physical delivery of an original so long as the facsimile original is sent by overnight courier to the other party.

The Amendment requires the signature of the Parties and is effective on the date of the last signature below.

CLALLAM COUNTY BOARD OF COUNTY COMMISSIONERS

Dated: _____, 2023.

By: _____

Commissioner: Mark Ozias, Chair
Address: 223 East 4th Street, Suite 4
Port Angeles, Washington 98362-3000
Phone: 360-417-2000

Dated: _____, 2023.

By: _____

Commissioner: Randy Johnson
Address: 223 East 4th Street, Suite 4
Port Angeles, Washington 98362-3000
Phone: 360-417-2000

Dated: _____, 2023.

By: _____

Commissioner: Mike French
Address: 223 East 4th Street, Suite 4
Port Angeles, Washington 98362-3000
Phone: 360-417-2000

Approved as to form

7/26, 2023


Clallam County

STATE OF WASHINGTON
DEPARTMENT OF NATURAL RESOURCES

Dated: _____, 20____.



Todd Welker
Deputy Supervisor for State Uplands
PO Box 7000
1111 Washington Street SE
Olympia, WA 98504-7000
360-902-1600

Approved as to form
June 1, 2023
By Ben Welna
Assistant Attorney General
for the State of Washington

REPRESENTATIVE ACKNOWLEDGEMENT

State of Washington

County of _____

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that (he/she) signed this
instrument, on oath stated that (he/she) was authorized to execute the instrument and
acknowledged it as the Commissioner of Clallam County Washington to be the free and
voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

(Signature)

(Seal or stamp)

(Print Name)

Notary Public in and for the State of Washington,
residing at _____

My appointment expires _____

REPRESENTATIVE ACKNOWLEDGEMENT

State of Washington

County of _____

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that (he/she) signed this
instrument, on oath stated that (he/she) was authorized to execute the instrument and
acknowledged it as the Commissioner of Clallam County Washington to be the free and
voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

(Signature)

(Seal or stamp)

(Print Name)

Notary Public in and for the State of Washington,
residing at _____

My appointment expires _____

REPRESENTATIVE ACKNOWLEDGEMENT

State of Washington

County of _____

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that (he/she) signed this
instrument, on oath stated that (he/she) was authorized to execute the instrument and
acknowledged it as the Commissioner of Clallam County Washington to be the free and
voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

(Signature)

(Seal or stamp)

(Print Name)

Notary Public in and for the State of Washington,
residing at _____

My appointment expires _____

DNR ACKNOWLEDGEMENT

State of Washington

County of Thurston

I certify that I know or have satisfactory evidence that Todd Welker is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the Deputy Supervisor for State Uplands of the Department of Natural Resources of the State of Washington to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

(Signature)

(Seal or stamp)

(Print Name)

Notary Public in and for the State of Washington,
residing at _____

My appointment expires _____



6
7/31/23

AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION ☒ **Meeting Date: 7-31-23**

REGULAR AGENDA ☐ **Meeting Date:**

Item summary:

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

Executive summary:

Preparing for 2024 LSC Agenda:

The WA Association of Counties Legislative Steering Committee is getting organized for its 2024 "short session" legislative effort. The LSC will meet on August 17 to review previous/ongoing priorities and to consider new policy priority proposals. New proposals will be considered if they are:

- a. The proposal is a new "old" idea – meaning it is something or a variation of something WSAC or the legislature has worked on in the past and is not a completely new proposal.
- b. The proposal does not require a significant, new state budget appropriation.
- c. The proposal seeks to take advantage of a unique timing opportunity, or there is some other urgent need to pursue the proposal now.
- d. The proposal has broad application statewide and, while not urgent, may be "ripening" for action. Introducing the issue in a short session may be advantageous without expecting substantial progress in resolving it.

The purpose of today's discussion will be to determine whether Clallam County wishes to advance or advocate for a new proposal for consideration by the LSC.

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

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

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: Board of Commissioners

Date submitted: 7-20-23

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

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

Legislative Steering Committee 2024 7-31-23

Revised: 3-04-2019

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

From: Paul Jewell <pjewell@wsac.org>
Sent: Wednesday, July 19, 2023 3:10 PM
To: WSAC LSC Master List; WSAC Staff All; WSAC County Lobbyists
Subject: UPDATE - LSC Interim Plan - Please Read Thoroughly
Attachments: 2023 LSC Interim Regional Meeting Assignment List.docx



July 19, 2023

TO: WSAC Legislative Steering Committee (LSC) Members
County Lobbyists and Interested Parties

FROM: Paul Jewell, Policy Director & Interim LSC Coordinator
Washington State Association of Counties

SUBJECT: **LSC Meeting Date Announcement and Interim Plan**
Updating WSAC's Legislative Agenda and Regional Meetings

Your LSC Co-Chairs (Jefferson County Commissioner Kate Dean and Franklin County Commissioner Brad Peck) have created the following objectives for LSC's interim plan:

- A. Update the WSAC 2023-24 Legislative Agenda, and
- B. Assist LSC members with an enhanced understanding of regional and statewide county issues and the values and objectives of colleagues to promote effective association advocacy and a willingness to support committee collaboration.

To update the WSAC 2023-24 Legislative Agenda, we will utilize the list of potential issues that the LSC developed in the Spring and Fall of last year. That list included 35 proposals and the membership ultimately selected four proposals as part of the WSAC 2023-24 Legislative Agenda.

We were successful on all four priorities and several others were also effectively addressed even though they were not chosen as a priority. A refined and updated list will be the starting point for the update process.

To update the WSAC 2023-24 Legislative Agenda, your LSC Co-Chairs have developed the following strategy:

1. WSAC policy staff will review and refine the LSC list of potential proposals developed in May – September 2022. Staff will update the existing reports with new information as needed. Staff will also draft recommendations for new potential proposals.
2. **The LSC will convene virtually via Zoom on August 17, 2023, from 11:00 – 1:00** to review the staff-revised list. Members will also have an opportunity to submit new proposals at that time.
3. New proposals will be considered if they meet the following criteria:

- a. The proposal is a new “old” idea – meaning it is something or a variation of something WSAC or the legislature has worked on in the past and is not a completely new proposal.
 - b. The proposal does not require a significant, new state budget appropriation.
 - c. The proposal seeks to take advantage of a unique timing opportunity, or there is some other urgent need to pursue the proposal now.
 - d. The proposal has broad application statewide and, while not urgent, may be “ripening” for action. Introducing the issue in a short session may be advantageous without expecting substantial progress in resolving it.
4. After the 8/17/23 LSC meeting, WSAC policy staff will update the proposal reports based on member feedback and develop new reports for any new proposals accepted by the LSC.
 5. WSAC policy staff will work with other county lobbyists to develop a recommended updated WSAC 2023-24 Legislative Agenda.
 6. **The LSC will convene on September 21, 2023, in Ellensburg**, where WSAC policy staff will present the updated list of potential proposals, the corresponding reports, and the recommended updated WSAC 2023-24 Legislative Agenda. The LSC will decide which proposals to include in a recommended update.
 7. WSAC Policy Staff will develop final proposals for each policy priority the LSC recommends and present them to the LSC Co-Chairs for approval.
 8. The LSC Co-Chairs will present the final proposals to LSC members and the WSAC membership for their consideration and adoption at the County Leaders Conference in November.
 9. An additional LSC meeting may be scheduled before the County Leaders Conference if needed.

I will send out calendar invitations for the LSC meetings in August and September.

To complete the second objective, your LSC Co-Chairs have adopted two strategies:

- A. Coordinate five regional meetings for LSC members to attend. The meetings will include host members from the host counties and member attendees from outside the region. These will be large group meetings (9-10 members) supported by WSAC policy staff. The meetings will take place over a full day and allow host members to “show and tell” about issues pertinent and important to their counties. There will also be an opportunity for open conversation about statewide policy issues important to all counties. The day will conclude with a casual dinner with key House and Senate members as our guests.
- B. Coordinate small group meetings among LSC members in neighboring counties. WSAC policy staff will organize these meetings and lead discussions between members.

The 2023 legislative session was the first in-person “regular” session since 2020. For many LSC members, this was the first time they’ve been part of a non-virtual legislative session since being elected. These meetings are an opportunity to engage in meaningful conversation about issues important to counties outside of the pressure of the legislative session. They are also intended to help educate members about the variety of issues facing counties in different regions of the state.

WSAC policy staff has already contacted the hosts for the 5 regional meetings. The hosts are as follows:

#1 – Pacific County Commissioner Lisa Olsen & Wahkiakum County Commissioner Lee Tischer

#2 – King County Councilmember Sara Perry & Pierce County Councilmember Ryan Mello

#3 – Whitman County Commissioner Art Swannack & Garfield County Commissioner Jim Nelson

#4 – Whatcom County Councilmember Kayley Galloway & Skagit County Commissioner Lisa Janicki

#5 – Ferry County Commissioner Brian Dansel & Stevens County Commissioner Wes McCart

A complete list of the meetings, hosts, and assigned attendees for each meeting is attached to this email.

Planning is underway for the regional meetings, and many dates have not been finalized. WSAC will cover food costs and will organize travel during the meetings. Members will be notified as more information is available. Staff will also send out calendar invitations for each meeting as the dates are set.

The small group meetings will also be organized by WSAC policy staff in the coming months. Staff will contact members directly to set meeting times and other logistics.

All meetings will be completed by the end of 2023.

If you have any questions regarding this LSC interim plan, please give me or one of your LSC Co-Chairs a call or email.

I look forward to seeing you all virtually via Zoom at the next LSC meeting on August 17, 2023, from 11:00 – 1:00.

Thanks for everything you do for your counties and your continuing commitment to LSC.

Sincerely,

--

Paul Jewell | Policy Director – Water, Land Use, Environment & Solid Waste
Washington State Association of Counties | wsac.org
pjewell@wsac.org | 360.489.3024

Disclaimer: Documents and correspondence are available under state law. This email may be disclosable to a third-party requestor.



2023 LSC Interim Plan Regional Meetings Assignments

Regional Meeting #1 – Hosted by Pacific and Wahkiakum Counties

Date: September 14, 2023
Attendees: Commissioner Lisa Olsen (Host)
Commissioner Lee Tischer (Host)
Commissioner Michael Alvarez
Commissioner Brad Peck
Commissioner Dan Christopher
Commissioner Scott Hutsell
Commissioner Chris Branch
Commissioner Lisa Janicki
Commissioner Al French

Regional Meeting #2 – Hosted by Pierce and King Counties

Date: TBD
Attendees: Councilmember Sarah Perry (Host)
Councilmember Ryan Mello (Host)
Commissioner Chris Seubert
Commissioner Brian Dandel
Commissioner Danny Stone
Commissioner Lisa Olsen
Commissioner Richard Mahar
Commissioner Lee Tischer
Commissioner Art Swannack
Commissioner Amanda McKinney

Regional Meeting #3 – Hosted by Whitman and Garfield Counties

Date: TBD
Attendees: Commissioner Art Swannack (Host)
Commissioner Jim Nelson (Host)
Commissioner Mark Ozias
Councilor Michelle Belkott
Commissioner Richard Dahl
Commissioner Kate Dean
Councilmember Sarah Perry
Commissioner Sharon Trask
Commissioner Christine Minney

Regional Meeting #4 – Hosted by Skagit and Whatcom Counties

Date: TBD

Attendees: Councilmember Kayley Galloway (Host)
Commissioner Lisa Janicki (Host)
Commissioner Dan Blankenship
Commissioner Kevin Overbay
Commissioner Dan Sutton
Commissioner Jim Nelson
Commissioner Jill Warne
Commissioner Laura Osiadacz
Commissioner John Gentle
Commissioner Wes McCart

Regional Meeting #5 – Hosted by Stevens and Ferry Counties

Date: TBD

Attendees: Commissioner Brian Dandel (Host)
Commissioner Wes McCart (Host)
Commissioner Jill Johnson
Commissioner Sean Swope
Councilmember Ryan Mello
Councilmember Megan Dunn
Commissioner Carolina Mejia
Commissioner Todd Kimball
Councilmember Kaylee Galloway



AGENDA ITEM SUMMARY ^{#7 added 7/27/23}

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

Department: Sheriff's Office

WORK SESSION ☒ **Meeting Date:** July 31, 2023

REGULAR AGENDA ☒ **Meeting Date:** August 8, 2023

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

Item summary:

- | | | |
|---|--|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other Seeking BOCC authority to apply for equipment grant |

Documents exempt from public disclosure attached: ☐

Executive summary:

The Sheriff's Office has an opportunity to apply for a WA State Commerce Department grant (in the form of a Request For Proposal) under the Justice Assistance Grant Innovation Fund. We are seeking to obtain an effective, adaptable, tactical field robotic device that can aid in mitigating various life-safety risks unique to our community policing efforts and serve as an emergency management tool that can harden our County's resilience to hazard vulnerabilities. The grant does not require any matching. We are seeking a grant of \$78,107.18 to purchase the robotic device that is equipped with the following features: remote surveillance for tactical operations to keep law enforcement out of harm's way, bomb detection and removal of suspicious packages, two way audio for hostage or other crisis negotiation situations, ability to detect radioactive agents and other noxious chemicals in the environment, and the ability to clear rooms and buildings remotely with audio and video surveillance.

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

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

BOCC approve Sheriff's Office submission of the grant application (a condition under the application)

County Official signature & print name: *Amy Bundy* C103 Amy Bundy

Name of Employee/Stakeholder attending meeting: Chief Criminal Deputy Bundy, Diane Harvey

Relevant Departments: Sheriff's Office

Date submitted: 7/26/23

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

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

Clallam County

Grant Application Information

DEPARTMENT: **Sheriff's Office**

DATE SUBMITTED TO W/S: **7/26/23**

GRANT NAME: **Justice Assistance Grant Innovation Fund**

APPLICATION DEADLINE: **8/14/2023**

ISSUING AGENCY: **WA State Commerce Dept.** IS THIS A RENEWAL? **No**

LENGTH OF GRANT: **Single Purchase/12 months** RENEWAL POSSIBLE? **No**

TOTAL AWARD: **\$78,107.18** ANNUAL AMOUNT: **\$78,107.18**

MATCH REQUIRED? **NO** MATCH AMOUNT: **N/A**

DESCRIPTION OF GRANT AND PURPOSE:

This is an equipment grant for the purchase of a tactical field robotic device that is equipped with the following features: remote surveillance for tactical operations to keep law enforcement out of harm's way, bomb detection and removal of suspicious packages, two way audio for hostage or other crisis negotiation situations, ability to detect radioactive agents and other noxious chemicals in the environment, and the ability to clear rooms and buildings remotely with audio and video surveillance. This device can aid in mitigating various life-safety risk unique to our community policing efforts.

EXPLAIN HOW THIS GRANT WILL BE USED FOR THE GOOD OF CLALLAM COUNTY CITIZENS:

This device has the capacity to save lives and vastly increase deputy safety. The ability to detect explosives, radioactive agents will assist in keeping our citizens and our deputies safe.

DOES THE GRANT ACTIVITY FURTHER THE DEPARTMENT'S MISSION OR CORE FUNCTIONS? HAS IT BEEN A PART OF LONG TERM DEPARTMENT OR COUNTY GOALS?

Yes, this device provides for increased officer safety and allows the Sheriff's Office to better serve our community.

DOES THE GRANT ACTIVITY INCREASE AN EXISTING SERVICE OR ADD A NEW SERVICE? TO WHAT DEGREE? IF THE GRANT WERE NOT AVAILABLE, WOULD THE SERVICE HAVE BEEN NECESSARY?

This device provides certain capabilities that the Sheriff's Office currently does not have: bomb detection and radioactive agent analysis in real time. We have experienced calls for service relating to bomb threats and had to rely on other law enforcement to assist.

WHAT MEASUREMENTS (PERFORMANCE MEASURES) WILL BE USED TO EVALUATE THE SUCCESS OF THE ACTIVITIES PROVIDED BY THE GRANT? WILL PERFORMANCE MEASURES BE DEVELOPED?

This device has multi-function capability. We will track its use in the field as part of the grant requirements.

DOES THE GRANT ACTIVITY CREATE A NEW SERVICE OR LEVEL OF SERVICE WHICH IS EXPECTED TO BE CONTINUED FROM LOCAL FUNDING AT THE END OF THE GRANT PERIOD? The device has a warranty. When that warranty expires, there may be funding required for maintenance.

IF MATCHING FUNDS ARE REQUIRED, WHERE WILL THEY COME FROM? DOES THE DEPARTMENT HAVE EXISTING RESOURCES TO COVER MATCH REQUIREMENTS? FROM WHERE?

None Required.

WILL THE ACTIVITY IN THIS GRANT HAVE IMPACTS ON OTHER DEPARTMENTS? HAS THIS BEEN DISCUSSED? DO OTHER DEPARTMENTS HAVE SUFFICIENT RESOURCES TO DEAL WITH ADDITIONAL IMPACTS?

No impacts on other departments.

WILL NEW POSITIONS BE ADDED? IF SO, HOW MANY AND WHAT TYPE ARE EXPECTED? ARE ALL WAGES AND BENEFITS PAID IN THE GRANT? WHAT WILL HAPPEN TO THE POSITIONS WHEN THE GRANT PERIOD ENDS?

No new positions will be added.

DOES YOUR DEPARTMENT HAVE SUFFICIENT RESOURCES TO ADMINISTER THE GRANT? PROVIDE FOR TIMELY REIMBURSEMENT AND ACTIVITY REPORTS?

This is a one-time purchase of equipment. The grant requires a minimal report concerning the equipment.

ARE THERE IMPACTS TO THE COUNTY IF THE GRANT IS NOT RECEIVED? WHAT ARE THEY?

Yes, this equipment is being sought to mitigate the life-safety risks of deputies and the public.

ARE INDIRECT COSTS ALLOWABLE ON THIS GRANT? IF SO, ARE THERE LIMITATIONS? WILL THEY BE CHARGED AND ALLOCATED AS INDIRECT?

No.

ARE THERE OTHER ACTIVITIES (GRANT OR OTHERWISE) THAT ARE BUDGETED FOR THIS YEAR THAT WILL NOT BE COMPLETED IF THIS GRANT IS APPROVED?

No.

WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.

No budget changes are necessary.

OTHER COMMENTS



ELECTED OFFICIAL/DEPARTMENT HEAD SIGNATURE

APPROVAL

Rich Sill, ADMINISTRATOR

Submit in **duplicate** to the Board of Commissioners for Work Session discussion and approval by the Administrator prior to application for any grant. The approved form must be included with the grant contract when it is submitted to the Board for approval. Refer to Administrative Policies 120 and 562.

JAG Innovation Fund - RFP Response Form

Please see section three of the RFP for complete descriptions of each component. Each section needs to be completed or indicated as non-applicable in order to be considered responsive. If your proposal is the Apparently Successful Applicant, COMMERCE will use the information in this form to draft, negotiate and execute the contract. COMMERCE may request additional information from Apparently Successful Applicants.

ELECTRONIC PROPOSALS:

Proposals must be written in English and submitted electronically to the RFP Coordinator at the following Smartsheet web address: <https://app.smartsheet.com/b/form/ad6daefd57144e33b5fe7360e93cfcff>

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1. Letter of Submittal

See RFP Section 3.2 for complete details. Please fill in the blank spaces as applicable.

1. RFP Applicant: Entity Name: Clallam County Sheriff's Office Doing Business as: Clallam County Sheriff's Office Mailing Address: 223 E 4th Street, Suite 12, Port Angeles, WA 98362 Physical Address (if different than mailing): Email: brian.king@clallamcountywa.gov Phone: 360-417-2464		2. Fiscal Sponsor (as applicable) Name: Mailing Address: Physical Address (if different than mailing): Email: Phone:	
3. RFP Entity Representative (Primary Point of Contact) Name: Brian King Title: Clallam County Sheriff Phone: 360-417-2464 Email: brian.king@clallamcountywa.gov Name of Authorized Contract Signer (if different than above) Name: Mark Ozias Title: Clallam County Commissioner - Chair of Board of Commissioners Phone: 360 417-2233 Email: mark.ozias@clallamcountywa.gov		4. COMMERCE Representative Anica Stieve JAG Program Manager RFP Coordinator Anica.stieve@commerce.wa.gov	
5. Total Amount Requested \$ 78,107.18	6. Funding Source Federal: ☒ State: ☐ Other: ☐ N/A: ☐	7. Tentative Start Date October 2023	8. Tentative End Date September 2024
9. Tax ID # 91-6001298	10. State of WA Vendor # (SWV) 054-004559	11. Unique Business Identifier (UBI #) 054-004559	12. Unique Entity Identifier (UEI #) 254-004559
Application Purpose (Briefly describe proposal purpose – 3-5 sentences): The Clallam County Sheriff's Office seeks to enhance its crisis intervention, emergency and multi-jurisdictional Narcotics Enforcement Team response by procuring an innovative tactical field robot device that will significantly mitigate the life-safety risk of all law enforcement in the Olympic Peninsula Region, de-escalate threats and reduce the use of lethal force.			
Applicant Response Checklist: ☒ Letter of Submittal ☒ Exhibit A – Certifications and Assurances ☒ Exhibit B – Diverse Business Inclusion Plan ☒ Exhibit C – Worker's Rights Certification ☒ Project Proposal ☒ Budget Proposal If applicable: ☐ Proposed contract edits ☐ OMWBE Certification		Representative Submitting this RFP Response: Mark Ozias, Clallam County Commissioner - Chair of Board Name, Title Signature mark.ozias@clallamcountywa.gov/ 360 417-2233 Email & Phone (if different than item #1 above) Date	

Letter of Submittal (continued)

Title of Principle officer:

Name:

Work Address:

Phone Number:

Clallam County Commisioner - Chair of Board

Mark Ozias

223 E 4th Street, Suite 4, Port Angeles WA 98362

360 417-2233

Title of Principle officer:

Name:

Work Address:

Phone Number:

Title of Principle officer:

Name:

Work Address:

Phone Number:

Title of Principle officer:

Name:

Work Address:

Phone Number:

Legal status:

Year the entity was organized to
do business:

1854

Signature of Applicant

Date

Mark Ozias

Printed Name

Clallam County Commissioner - Chair

Title

2. Certifications And Assurances

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or entities for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by COMMERCE without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
5. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of COMMERCE, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not be knowingly disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant COMMERCE the right to contact references and others who may have pertinent information regarding the ability of the Proposer and the lead staff person to perform the services contemplated by this RFP.
10. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.
11. I/we are not debarred from doing business with the state of Washington or the United States.

I/We have reviewed the Contract and General Terms and Conditions and I/we: (check one)

☐ **are submitting proposed Contract edits. If proposed Contract edits are being submitted, I/we have attached them to this form.**
(See Section 2.13)

☐ **are not submitting proposed Contract edits. (Default if neither are checked)**

On behalf of the Proposer submitting this proposal, my signature below attests to the accuracy of the above statement as well as my authority to bind the submitting entity.

Signature of Applicant

Date

Mark Ozias

Printed Name

Clallam County Commissioner - Chair

Title

3. Project Proposal (SCORED)

Responses to proposal sections A through E combined should be no more than eight (8) pages total, standard margins, single spaced, 12pt. font, in PDF format to be attached in addition to this response form. Proposal sections F and G are required but do not count against the eight (8) page limit. Proposal responses for sections A through E in excess of eight (8) pages may be considered unresponsive and may not be evaluated. Applicants are not required to repeat the question in their responses, however applicants should organize/section their responses with items A – E labeled for ease of evaluation.

A.	<u>Innovation and Results (SCORED):</u> Include a complete description of the proposed approach and methodology for the project. Applicants are encouraged to address the following components as applicable to the proposed project: a) What is the proposed idea, project, program for which the applicant is seeking funding b) What need does the proposal address? Please use any anecdotal, qualitative or quantitative data to demonstrate need. c) How does the proposed idea/project align with one or more of the JAG Purpose Areas listed in Section 1, Item 1.1? d) How does the proposed idea/project align with one or more of the JAG Innovation Fund Priorities as listed in Section 1, Item 1.2?
B.	<u>Implementation (SCORED):</u> Please describe how the project/idea will be implemented. Applicants are encouraged to address the following components, as applicable to the proposed project: a) What group/communities will benefit from the proposed project/idea? If the proposal includes direct service provision, please describe the services that will be provided in detail – include who will be served and how many individuals will be served throughout the period. b) Timeline – please describe the timeline for implementation of the proposed work. Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project proposed in this RFP. c) Risks, challenges and/or barriers – please identify any risks, challenges or barriers to the proposed project's success. Include any proposed strategies to mitigate these issues. d) Subcontractors – if any subcontracted activities are proposed, include a detailed description of the purpose of subcontracting and the subcontracted services to be provided. Do not select subcontractors until all relevant requirements have been reviewed, including the Code of Federal Requirements if applicable.

C.	<u>Outcomes and Performance Measurement (SCORED):</u> Describe the impacts and outcomes the proposed project will achieve, including how these impacts and outcomes will be monitored, measured and reported to COMMERCE. Applicants are encouraged to address the following components, as applicable to the proposed project: a) How will the applicant assess or evaluate impact? Impact and outcomes must support the purpose of the JAG Innovation Fund RFP as described in Section 1.1. b) What metrics will be measured to indicate impact and outcomes? c) What tools will be used to measure and report outcomes? (ex. Pre/post surveys, final report, anecdotal data and information, etc.)
D.	<u>Equity and Collaboration (SCORED):</u> Describe how the proposed project advances equity and collaboration. Please include the following components: a) How does the proposed project work to address and/or reduce racial and economic disparity? How does it promote and strengthen racial equity efforts? b) If applicable, how will the proposed project/approach include meaningful engagement of, or a plan to engage, people with lived experience and those most impacted by the issue that the proposed project/approach will address? c) How does the proposed project leverage resources, collaboration and avoid duplication of work? Please describe any collaborative efforts or partnerships necessary to implement the proposed project.
E.	<u>Entity Expertise (SCORED):</u> Describe the Applicant's experience and ability to conduct the proposed project. Please include the following components: a) <u>Entity mission, vision and expertise</u> – include a description of the applicant's expertise to carry out the proposed project b) <u>Staff Qualifications and Experience</u> – identify staff who will be assigned to the potential contract and the amount of time each will be assigned to the project. Include any pertinent information on the individual's skills or experience that will be particularly relevant. Staff identified in the Proposal must actually perform the assigned work.
F.	Related Information (MANDATORY) Please complete using the space provided in this form. If the question is non-applicable please indicate that in the space provided.
	If the applicant or any known subcontractor contracted with the state of Washington during the past 24 months, indicate the name of the entity, the contract number and project description and/or other information available to identify the contract.

Clallam County, WA Project Proposal

Enhancing Crisis Intervention, Emergency and OPNET Tactical Operational Response

A. Innovation and Results

a. CCSO's Innovation Proposal

Here in rural Clallam County (population 77,000), our Sheriff's Office deals with many of the complex and challenging policing threats that larger urban counties and cities in Washington State face: active shooters, hostage situations, barricaded subjects, bomb threats, drug cartels, a fentanyl crisis, a behavioral health crisis, terrorism, high risk warrants. But unlike most of these larger jurisdictions' law enforcement departments, our Sheriff's Office has limited budget capability to purchase innovative, advanced equipment that would materially improve our tactical operations and significantly enhance the safety of our patrol deputies and our community at large.

The Clallam County Sheriff's Office proposal is to procure an effective, adaptable, tactical field robotic device that can act as a new aid in mitigating various life-safety risks unique to our community policing efforts. This device will also provide us with a new emergency management tool that can harden our County's resilience to the vulnerabilities that exist by virtue of our rural County's coastal/ Olympic Mountain/ Olympic National Forest location which subjects our residents to the threat of a catastrophic Cascadia earthquake, tsunamis generated from earthquakes and both Wildland-Urban Interface and traditional forest wildfires.

b. The Vital Community Policing and Officer Safety Needs Our Proposal Addresses

Clallam County has the following life-safety challenges: (1) engaging in robust OPNET (Olympic Peninsula Narcotics Enforcement Team) operations that place our team members (Federal Customs and Border Patrol, WA State Police, City Police and Clallam County Deputies) in high risk, life threatening surveillance, engagement, seizure and arrest activities (including a recent seizure of 400 pounds of methamphetamine with an approximate street value of seven million dollars); (2) the presence of a Department of Energy research lab complex (Pacific Northwest National Laboratory) where uranium is being extracted and pathogens (viruses and bacteria) are being studied in a Biosafety Level 2 controlled lab facility requiring the Sheriff's Office to be able to identify and mitigate potential security, biosafety, radiation and terrorism threat risks; (3) a recent increase in bomb threats (Walmart, Port Angeles High School, County Headquarters (requiring all County staff to evacuate for the day) where we currently have no ability to adequately detect the presence of potentially explosive devices or safely remove potentially dangerous items and must await law enforcement assistance hours away; (4) numerous calls of service involving hostage situations or encountering people in crisis where safe-distance effective communication capabilities are necessary to de-escalate the incidents and mitigate life safety risk for law enforcement, bystanders and victims; (5) developing the best

remote surveillance strategies to improve situational awareness during criminal investigations and reduce life-safety risks of our deputies in the field; and (6) planning for emergency management functions that require (a) ground surveillance of wild fire threats, (b) terrain surveillance during search and rescue incidents, (c) bridge, building inspections/ damage assessments after a catastrophic Cascadia earthquake or other severe hazard event, (d) quick and accurate identification of hazardous materials and transport of such HAZMAT materials to best contain them and protect the public at large.

In seeking to better serve the needs of our community and provide the highest possible safety to our law enforcement professionals, we believe that a customized tactical support robot can greatly enhance our operational and safety profile in the field. Custom manufactured by SuperDroid Robots, a company that has designed and built tactical robots for over twenty-five years, the LT2-F "Bulldog" is equipped with the following features: remote surveillance during OPNET/tactical operations and criminal investigations to keep law enforcement out of harm's way, bomb detection and removal of suspicious packages, two way audio for hostage or other crisis negotiation situations, ability to detect radioactive agents and other noxious chemicals in the environment, increase tactical entry options with the ability to cut wire, pierce windows and pull objects, ability to clear rooms and buildings remotely with audio and video surveillance and aid in the decision to deploy less than lethal force, ability to deflate tires of automobiles to reduce flight risk of suspects, and create recordings that can provide evidence for future forensic purposes. In addition to the manufacture of this customized robot, the manufacturer provides on-site training so very important in the integration of this device into our law enforcement and emergency management operations. We believe this robotic device has the capacity to save lives and vastly increase officer safety.

There is presently no robotic device like the SuperDroid available to law enforcement in the Olympic Peninsula Region. We are aware that Snohomish County Special Weapons and Tactics (SWAT) and Southwest Washington Regional SWAT both utilize tactical robots. The deployment of this equipment from a distant region would take many hours to transport (precious hours not available in a crisis intervention situation), assuming such equipment would even be at the ready to transport to us. We would utilize this tool as a regional asset and lend it to other neighboring law enforcement agencies as long as they have undergone proper training to use this device.

This versatile robot device will be deployed for use by OPNET, a local collaborative multi-jurisdictional task force whose mission is to identify, investigate, dismantle, and prosecute members of mid and upper-level drug trafficking organizations responsible for importing and selling controlled substances into both Clallam and Jefferson County. Drug trafficking generates violent crimes and drug users often commit offenses to support their drug habit. OPNET plays a critical frontline drug enforcement role in Clallam County.

We describe below three historical examples of what our tactical response to threats have consisted of and how a robotic device could greatly enhance life-safety, de-escalate the threat and materially improve our tactical approach.

1. **Terrorism Threat:** On December 14, 1999, Ahmed Ressam entered the United States via the Coho Ferry in Port Angeles Washington. Ressam was found to be in possession of more than 100 pounds of urea sulfate and 8 ounces of nitroglycerine and other components that were intended to be used in the manufacture of an explosive device that was to be detonated in a planned terrorist attack. At the time, agents with Customs and Border patrol had to test the chemicals by hand. Test kits that are used contain various acids and bases that could have reacted with the materials and caused detonation which could have killed or injured the agents. The use of a robot to perform this function would have eliminated this risk.
2. **Bomb Threat/Suspect Barricaded in Building:** On April 3, 2022, a man barricaded himself in a building on Marine Drive, in the City of Port Angeles (the largest City in Clallam County). The building was owned by the Port of Port Angeles. Law enforcement officers attempted to contact the suspect via phone. The suspect stated that he had bombs rigged inside the building and was prepared to detonate them. He made it known that he was aware that there was a large fuel tank under the building. At least 6 explosive devices were found after the suspect was taken into custody after a 7-hour standoff. To take the suspect into custody required members of the Washington State Patrol who risked their lives to breach the building. A robot, equipped with cameras and two-way communication would have allowed law enforcement to not only gather information in real time, negotiate “face to face”, and if necessary, breach the building all with law enforcement being out of harm’s way.
3. **Current Use Of “Throw Phones” Can Escalate the Crisis Situation:** Our current practice when dealing with armed and barricaded subjects involves the use of a throw phone. Unfortunately, it takes a tactical team to enter harm’s way to place the throw phone with the suspect. This dangerous task could be accomplished by a robot. Sadly, many of these incidents involve military veterans who suffer from PTSD. A throw phone, which is a box with a cable running from it to the receiver/transmitter unit is very similar in appearance to an IED, which tends to escalate the situation since to inform the subject to open the box it broadcasts a loud audible siren.

c. Our Proposal Aligns with JAG Purpose Areas

The purchase of a tactical operations robot aligns with two of the nine JAG purpose areas: 1) Planning, Evaluation and Technology Improvement and 2) Community Safety Enhancement and Law Enforcement Programs/Support. The robot will be an innovative technological improvement vastly increasing audio and visual information sharing in real time as

the crisis evolves and in certain cases providing a viable method of de-escalating situations and minimizing use of lethal force. See, e.g. Police Robots Could Reduce The Use of Deadly Force, Yana Welinder, The Center of Internet and Society (Stanford Law School) (July 14, 2016 CIS website). This robotic device will enhance community safety and support law enforcement safety in numerous tactical situations: (1) providing audio/visual remote surveillance information during any active shooter incident (schools, churches, businesses, festivals, public buildings, parks), (2) reducing the number of instances of lethal use of force which decreases the risk of collateral injury/death of law enforcement, victims and bystanders, and (3) identifying hazard materials so that immediate incident response can occur (establishing an isolation zone and effectuating evacuation protocols).

d. Our Proposal Aligns with JAG Innovation Fund Priorities and Criteria

The purchase of a tactical operations robot aligns with three of the five specific focus priority items: (1) "New ideas, projects or promising practices," (2) "enhancing system and community collaborations" and (3) "Expanding or supplementing existing work/programs." Deploying a tactical robot is an innovative approach to high-risk crisis situations where moment to moment surveillance is needed to make informed time sensitive decisions that minimize the life-safety risk of law enforcement, first responders, victims and bystanders. This new tactical approach will enhance the already robust level of cooperation that the Sheriff's Office has with its existing law enforcement partners: OPNET, Jefferson County law enforcement, Clallam County City Police, Tribal Police (Jamestown S'Klallam and Lower Elwha), WA State Police, US Park Service, US Customs and Border Patrol.

Our proposal meets the objectives of each of the ten JAG Innovation Criteria: (1) a new tactical operations approach that is not currently available in the Olympic Peninsula Region, (2) an approach that addresses the reduction of life-safety risk for law enforcement and our whole community, (3) data and best practice policies/procedures will be created and made available to Commerce and JAG that will benefit the efforts of all law enforcement, (4) we will work with neighboring law enforcement agencies so that they can train and exercise on this equipment, (5) we believe this robotic device will significantly reduce life-safety risk during crisis intervention and other high risk scenarios, (6) this program will build on our past efforts to have robust OPNET operations to reduce drugs and serious crime in our community, (7) we will collaborate with our existing law enforcement agency partners and forge even stronger bonds with them through training and exercise of this robotic device, (8) we have the expertise and track record to make this program a success, as measured by reducing the life-safety risk of law enforcement and the community at large, (9) we will maintain the equipment, and document outcomes using our own budget and (10) we will reach out to all neighboring law enforcement agencies for training opportunities, exercises and deployment to their communities of this tactical device.

B. Implementation

a. Our Whole Community Will Benefit/ Significant Law Enforcement Safety Benefit

As described in Section A above, this robotic tool will benefit our whole community because it provides law enforcement with an additional tactical tool that minimizes the life safety risk of law enforcement and everyone else at the scene during active shooter events, bomb threats, barricaded suspect incidents, terrorist threats, crisis intervention calls, hostage situations and emergency response calls, especially calls concerning with hazardous materials. These types of incidents can happen anywhere in our community, and we can be ready to deploy a vastly enhanced tactical response once the robot is integrated into our operations.

b. Our Implementation Timeline is Realistic Based Upon Prior Experiences

We anticipate the following timeline:

- Contracting with the Commerce Dept. – October 2023
- Procurement of the tactical robot – November 2023 – end of January 2024
- Drafting Policies and Procedures – November – December 2023
- Training – March – May 2024
- JAG Innovation Fund Cohort Meetings (Scheduled by Commerce)
- Future Collaborative Multi-Agency Tactical Exercise – September 2024

c. Risks, Challenges and Barriers and Our Mitigation Plan

We see little risk in obtaining the robot on time as this equipment is not subject to supply chain issues. Our greatest challenge is creating effective, best practice Policies and Procedures for utilizing the device. We plan on reaching out to the SWAT teams in Washington State to review their policies and procedures and then build off of that information.

d. No Service Subcontractors will be utilized.

C. Outcomes and Performance Measurements

a. The Robot's Impact will be Evaluated/ Outcomes Will Be Documented

Similar to how the Clallam County Sheriff's Office presently monitors the use and outcomes obtained from deploying our less-than-lethal force Taser devices, we will document in our arrest/crime report the use of the tactical robot and the outcome of such use. We will collect such data and would make it available on a yearly basis to Commerce and DOJ as requested and would also share with other law enforcement agencies in WA State who may be interested in enhancing their operational tactics with an innovative robotic device.

b. Metrics We Will Measure

Whenever law enforcement is dealing with promising innovations, quantitative ways of measuring capability and reliability to perform specific missions should be developed in order to understand the benefits and short-coming of the product. We will employ the following metrics: (1) whenever the tactical robot is deployed, it will be documented in our arrest/crime report (in OPNET or neighboring jurisdictions, we will separately create a performance report for the incident in order to track aa calls of service with this device), (2) we will describe the following in the Report: (a) reason for deployment, (b) did the robot meet the mission needs?, (c) did the robot aid in a non-lethal outcome?, (d) did the robot contribute to reducing the life-safety risk of law enforcement or others at the scene? And (e) did the robot aid in reducing the time of the service call based on prior experience with such calls?

c. Tools to Measure/Report Outcomes

As explained above, we will use our arrest/crime report or a performance report where the robot is used by another law enforcement team or agency.

D. Equity and Collaboration

a. Our Proposal Aids in Reducing Racial and Economic Disparity

Clallam County recognizes that drug overdose deaths have disproportionately impacted racial and ethnic minorities and that those who are social-economically disadvantaged may experience health inequities and disparities by residing in neighborhoods that have a higher serious crime rate. See How the War on Drugs Impacts Social Determinants of Health Beyond the Criminal Justice System, Annals of Medicine (Volume 54, July 2022). In 2021 alone, thirty-eight residents of Clallam County suffered a fatal drug overdose and sixty-seven of our residents were hospitalized for a non-fatal drug overdose. We currently have a number of innovative programs seeking to address these pressing issues: a new Harm Reduction Center, social worker ride-alongs with law enforcement during crisis scenarios involving mental health or substance abuse calls of service, and diversion strategies through our Drug Court, Juvenile Court and our recently created Behavioral Health Court.

Along with these programs, we need to continue our efforts to prevent the drugs and the drug dealers from coming into and remaining in our County. To do this effectively, we need to keep innovating our approach to making our neighborhoods safer and minimizing the life-safety risk of our law enforcement professionals who put their lives on the line every day. The tactical robot we wish to procure will assist us in enhancing our approach to combating the fentanyl crisis we currently face and allow us to better protect the public and first responders during crisis intervention situations.

The use of the robot for OPNET led arrests is a large part of our future tactical strategy. In line with our comprehensive community policing tactics, Clallam County deputies assist OPNET in making High Drug Emphasis arrests targeted in those neighborhoods where

statistically we have observed a higher number of drugs/narcotics violations, drug usage, drug overdoses and property crime in the area. We believe this is an effective community policing strategy. The drug/serious crime statistics for 2022 are attached in map and chart form as page 8 to the scored part of this Application. As the map demonstrates, most of the drug violations are occurring in our two largest cities: Port Angeles and Sequim. Most of the census tracts in these communities have been identified as overburdened, underserved, social-economically disadvantaged areas according to the Justice 40 Climate and Economic Justice Screening Tool developed under the Biden Administration.

b. Meaningful Engagement with Local Law Enforcement Agencies

Shortly after we order the robot, we will reach out to our neighboring law enforcement agencies to inform them of the acquisition and keep them posted on when training will be made available. We will share with them the Policies and Procedures created during our procurement process.

c. Collaboration will be Enhanced Through Our Robot Procurement

We already train and have tactical exercises with ten different law enforcement partners. Having a new versatile policing tool will most certainly bring all of our law enforcement partners together for additional training and tactical exercises utilizing this robotic device. Outcome usage data will be made available to our partners.

E. Entity Expertise

a. Entity Mission, Vision, Expertise

As delineated in each of our Annual Reports to our community, the Clallam County Sheriff's Office mission is a commitment to provide "Ethical, Quality, and Responsive Service to the community with Pride and Professionalism. This commitment encompasses the improvement of quality of life for those we serve, by delivering the highest standard of law enforcement services." The vision of our Sheriff's Office is "to foster an environment where citizens feel safe and take pride and comfort in the quality of life in our community; and that the quality of life will be positively impacted by the incorporation of community policing strategies, positive leadership, contemporary technologies, and efficient and effective use of resources in the delivery of all law enforcement services."

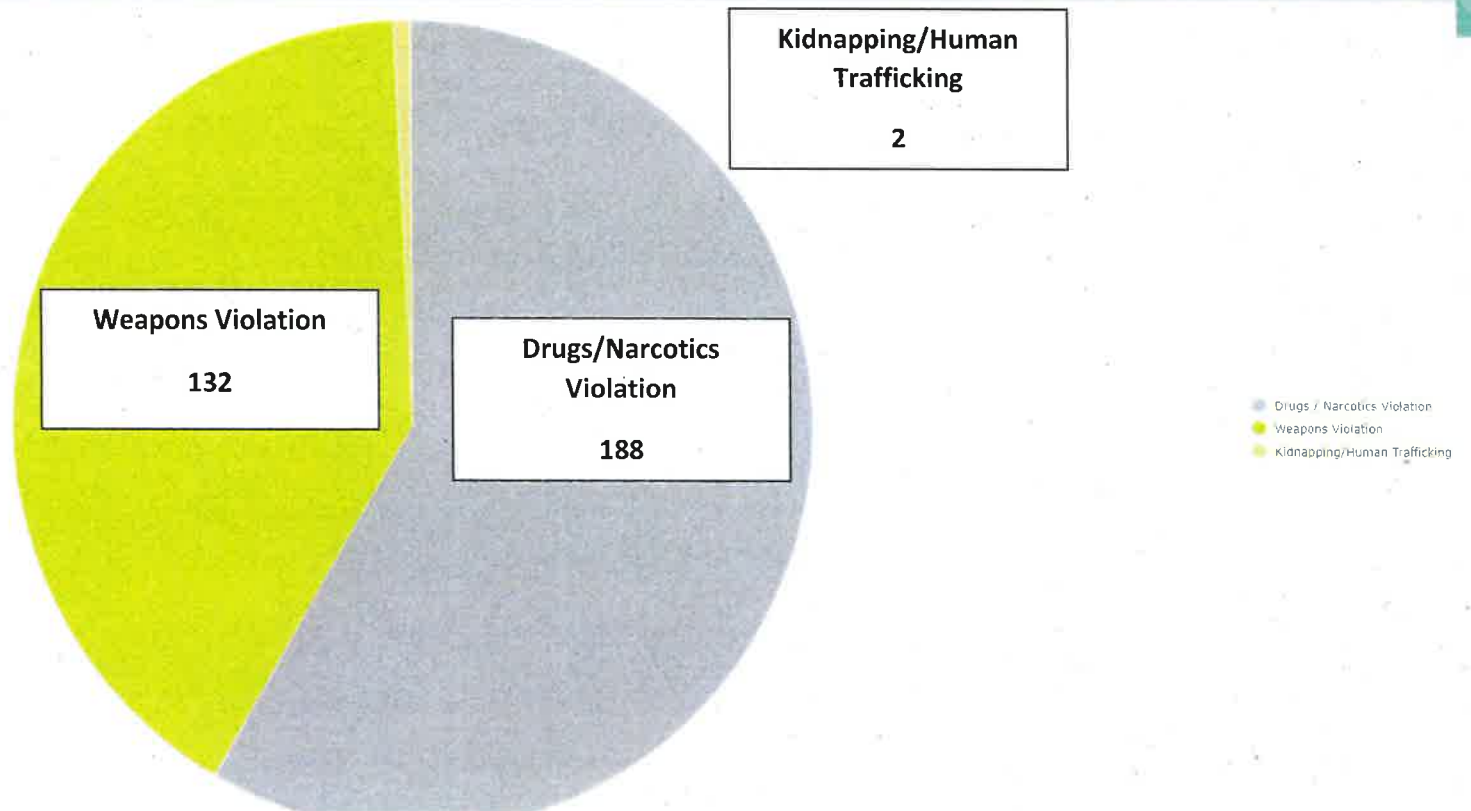
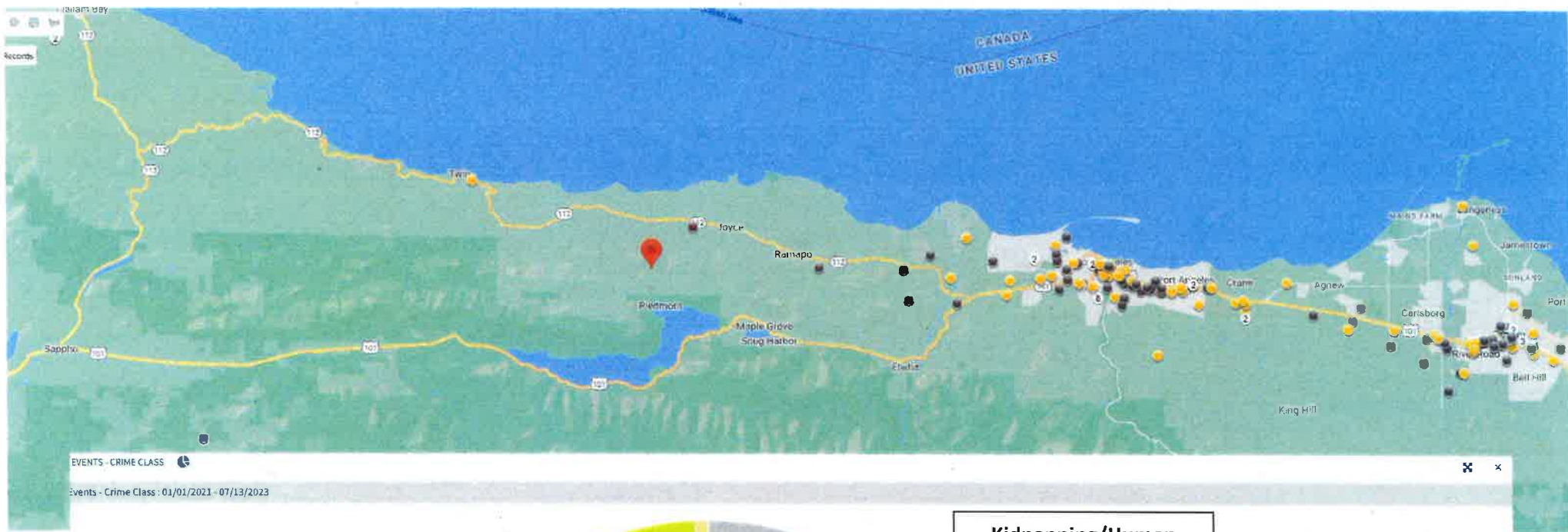
As part of our mission and vision to keep our community safe, our Sheriff's Office has created numerous programs and engaged in numerous projects requiring the creation of policies/procedures and a comprehensive training. Procuring equipment and assuring tactical training and setting and adhering to an exercise schedule is well within our expertise. We have successfully accomplished such activities with respect to our less-than-lethal Taser program, our

Jail Scanner program, our Marine Patrol program, our Search and Rescue program and we are currently procuring and scheduling training for our new Body-Worn Camera Program.

a. Our Staff are Qualified and Experienced to make the Robot Deployment Successful

This Procurement will be led by Chief Criminal Deputy Amy Bundy. Chief Bundy has extensive law enforcement experience to include drug recognition expert training, crisis intervention training, patrol tactics, hostage negotiations. As the Commander of OPNET and Chief Criminal Deputy of Operations, Chief Bundy is called out to or provides consultation concerning most critical incidents that occur in Clallam County. She has performed as Incident Commander in a variety of high risk tactical and police incidents to include barricaded subjects, high risk warrant services, and most recently the tragic house explosion in Sequim. Chief Bundy will research and author the Sheriff's Policy and Procedures in accordance with law and the Sheriff's Office mission, vision, and values.

DATA MAP/CHART FOR SECTION D. RESPONSE



Program Budget

Funding period start date - to end date 10/23-9/24

Agency Name: Clallam County Sheriff's Office	
Program Name: JAG Innovation Fund	
Contract Number: F23-31440-500	

Item	Amount by Fund Source				Total Project
	COMMERCE Funding	Other Fund Source	Other Fund Source	Other Fund Source	
PERSONNEL SERVICES					
Salaries (Full- & Part-Time)	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL - PERSONNEL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
GOODS & SERVICES					
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Supplies ²	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment ³	\$ 77,316.06	\$ -	\$ -	\$ -	\$ 77,316.06
Consultant and Subcontracted services ⁴	\$ -	\$ -	\$ -	\$ -	\$ -
Automobile Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Printing & Duplicating	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Rentals - Buildings	\$ -	\$ -	\$ -	\$ -	\$ -
Rentals - Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL - GOODS & SERVICES	\$ 77,316.06	\$ -	\$ -	\$ -	\$ 77,316.06
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Other Misc. Expenses ⁵ Shipping of Equipment	\$ 791.12	\$ -	\$ -	\$ -	\$ 791.12
Indirect & Administration Costs ⁶	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 78,107.18	\$ -	\$ -	\$ -	\$ 78,107.18

¹ Identify specific funding sources included under the "Other" column(s) above:	
	\$ -
	\$ -
	\$ -
	\$ -
Total	\$ -

² Operating Supplies - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$ -

³ Equipment - Itemize below:	
LT2 Advanced Bulldog Tactical Robot	\$ 64,958.06
HAZMAT sensors	\$ 10,623.00
Transport Case	\$ 865
Arm Tool Accessories	\$870
Total	\$77,316.06

⁴ Consultant and Subcontracted Services - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$ -

⁵ Other Miscellaneous Expenses - Itemize below:	
Shipping Costs	\$ 791.12
	\$
	\$
	\$
Total	\$ 791.12

⁶ Indirect Administration Costs - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$ -

⁶Indirect Administration Costs - Those costs referred to as overhead, overhead costs, or administrative costs. These are actual costs incurred to conduct the normal business activities of an organization and are not readily identified with or directly charged to a program, making it difficult to precisely assess each user's share. Those Indirect F&A expenses include:

- General Administration
- Departmental Administration
- Operation and Maintenance
- Building and Equipment Depreciation Non-Capitalized Interest
- Non-Capitalized Interest

Does the agency have a federally approved rate?

☐

Yes

☐

No

If yes, provide the rate:

5. Diverse Business Inclusion Plan

Please see Section 2.8 of the RFP for more information regarding the Diverse Business Inclusion Plan.

If awarded a contract as a result of this RFP,

	Yes	No
Do you anticipate subcontracting with, or is your entity, a State Certified Minority Business?	☐	☒
Do you anticipate subcontracting with, or is your entity, a State Certified Women's Business?	☐	☒
Do you anticipate subcontracting with, or is your entity, a State Certified Veteran Business?	☐	☒
Do you anticipate using, or is your entity, a Washington State Small Business?	☐	☒

If you answered No to all of the questions above, please explain:

Clallam County is a public entity that adheres to all State and Federal laws regarding the treatment of minorities. As a public entity, we do not have a Diverse Business Inclusion Plan.

☒ I/We do not plan to subcontract any of the work described in this RFP.

Please list the approximate percentage of work to be accomplished by each group:

Minority-Owned Businesses	%
Women-Owned Businesses	%
Veteran-Owned Businesses	%
Small Businesses	%

Please identify the person in your organization who will manage your Diverse Inclusion Plan responsibility:

Name: _____
 Title: _____
 Phone: _____
 Email: _____

* Please note that subcontracting must be done in accordance with contractual terms and conditions which may include specific subcontractor selection requirements. Do not select subcontractors until you have reviewed all applicable requirements.

OMWBE Certification (OPTIONAL AND NOT SCORED)

Include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) if certified minority-, women-, or veteran-owned firm(s) will be participating on this project. For more information please visit: <http://www.omwbe.wa.gov>.



6. Contractor Certification
EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS
WASHINGTON STATE GOODS & SERVICES CONTRACTS

Pursuant to the Washington State Governor’s Executive Order 18-03 (dated June 12, 2018), the Washington State Department of Commerce is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

Solicitation No.: F22-31440-500

I hereby certify, on behalf of the entity identified below, as follows (check one):

☒ **NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This entity does **NOT** require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

☐ **MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This entity requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

☐ This entity certifies it has no employees.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the entity listed herein.

Name: Clallam County

Print full legal name of entity

By Rich Sill
Rich Sill (Jul 24, 2023 11:28 PDT)

Signature of authorized person

Rich Sill

Printed Name

Title: County Administrator | HR Director
Title of person signing certificate

Place: Port Angeles, WA

Print city and state where signed

Date: 7/24/2023