



WORK SESSION AGENDA

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street Room 160

Port Angeles, Washington

Monday, June 12, 2023 – 9:00 a.m.

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

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

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

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

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

Administration ? 9 a.m.

1. Calendar/Correspondence
2. Pre-application questionnaire and letter of support for Washington State Administrative Office of the Courts for Therapeutic Courts (1c)*

Pre-application questionnaire and letter of support 

3. Auditor's Office informational update on Board approval process for County credit card changes

Informational update 

4. Discussion regarding the final stage of the hiring process for the Clallam County Administrator position

Discussion 

5. Request for waiver of bid/RFP/quote requirements for B&R Painting and Burton Flooring for the Harm Reduction Health Center (4c)*

Request 

6. Lease agreement with William H. Clevenger and John A. Gray for the property located at 325 ½ West 2nd Street for the Harm Reduction Health Center (2a)*

Lease Agreement 

Public Works

7. Letter of support for Natural Resources Conservation Service for the Dungeness Reservoir Project

Letter of support 

Board of Commissioners

8. Resolution appointing Mindy Mady and Cindy Kelly to the Fair Advisory Board

Resolution 

Budget

9. Discussion on proposed budget revisions to be considered on June 27 (5a)*

Budget revisions 

10. Discussion of proposed supplemental appropriations to be considered on June 27 (5b)*

Supplemental appropriations 

11. Discussion of proposed budget emergencies to be considered on June 27 (5c)*

Budget emergencies 

Continued Hearing(s) - Beginning at 6 p.m.- Sekiu Community Center

- H1. Proposed Clallam County Ordinance repealing and replacing Clallam County Chapter 13.04 - Clallam Bay Sekiu Sewerage Rate Schedule with a new chapter Clallam Bay / Sekiu Sewer System

Proposed ordinance 

General Discussion/Items for Future Agendas

- A. Department of Transportation Highway 101 Project Discussion (June 26 at 9 a.m.)
- B. Department of Natural Resources Quarterly Report Meeting (June 26 at 1 p.m.)
- C. Department of Natural Resources Quarterly Report Meeting (August 21 at 1 p.m.)
- D. Small Business Development Center update (August 28)

EXECUTIVE SESSION

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

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

- Copies of public documents from Board meetings are available by contacting the Public Records Department.



AGENDA ITEM SUMMARY

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

JUN 12 2023

Department: District Court I

WORK SESSION ☒ Meeting Date: 6/12/2023

REGULAR AGENDA ☒ Meeting Date: 6/13/2023

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 Discussion re: grant application |

Documents exempt from public disclosure attached: ☐

Executive summary: District Court I is in the process of applying to the Washington State Administrative Office of the Courts (AOC) for ongoing grant funding in support of Mental Health Court. A county grant application questionnaire and copy of AOC's grant application are attached for reference.

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? ☐ N/A

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?) **Discuss the grant offering. Author and sign a letter of support for Mental Health Court that can be submitted to AOC as part of the grant application.**

County Official signature & print name: David Neupert DAVID NEUPERT

Name of Employee/Stakeholder attending meeting: Judge David Neupert

Relevant Departments: Board of County Commissioners Office, District Court I, Prosecuting Attorney, Clallam Public Defender, County Finance Department (all of whom will be furnished with a copy of this AIS in advance of Monday's work session)

Date submitted: June 7, 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)

MHC AIS re grant application and ltr of support
Revised: 3-04-2019



MARK OZIAS, District 1, Chair
RANDY JOHNSON, District 2
MIKE FRENCH, District 3

Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
Email: commissioners@clallamcountywa.gov

RICH SILL, County Administrator

June 13, 2023

Washington Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504

Re: Clallam County District 1 Court Application for FY2024 Therapeutic Court Funding

Dear Washington Administrative Office of the Courts:

The Clallam County Commissioners wish to share our enthusiastic support of the Clallam County District Court I's allocation request to the Washington Administrative Office of the Courts. If awarded, this allocation would provide funding that will be used to support Clallam County District Court I's Mental Health Court Program. Mental health courts are specialty courts that were established to improve the response to individuals with serious mental illness who have come in contact with criminal justice system.

District Court 1 has been working together with the Clallam County Prosecutors, Public Defender's, Peninsula Behavioral Health, local law enforcement, and treatment providers to provide individuals in the criminal justice system, an alternative path to resolve legal matters. We anticipate the Court will continue to build on these existing relationships that will hold accused persons accountable and reduce recidivism.

Allocation funds will be used to maintain and potentially expand Mental Health Court's resource offerings. The program is an invaluable asset to Clallam County, and one that should continue as a necessary complement to the criminal justice system.

Thank you for your continued support of The Mental Health Court Program.

Sincerely,

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Mike French

Clallam County

Grant Application Information

DEPARTMENT: **District Court I**

DATE SUBMITTED TO W/S: **6/12/23**

GRANT NAME: **Therapeutic Courts in Courts of Limited Jurisdiction**

APPLICATION DEADLINE: **6/9/23**

ISSUING AGENCY: **Washington State Administrative Office of the Courts**

IS THIS A RENEWAL? **Yes**

LENGTH OF GRANT: **State Fiscal Year (FY) 2024 (July 1, 2023-June 30, 2024)**

RENEWAL POSSIBLE? **Yes**

TOTAL AWARD: **TBD**

ANNUAL AMOUNT :**TBD**

MATCH REQUIRED? **No**

MATCH AMOUNT: **N/A**

DESCRIPTION OF GRANT AND PURPOSE:

Grant funding is being offered to support new and existing therapeutic courts in courts of limited jurisdiction for FY24.

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

Grant funds will be used to support District Court I's Mental Health Court program. Mental health courts are specialty courts that were established to improve the response to individuals with serious mental illnesses who have come into contact with the criminal justice system.

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. District Court I started Mental Health Court in 2022. Grant funding would be used to support the program through a reimbursement model that would be at no cost to the county.

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?

Grant funds will be used to maintain and, depending on amount, potentially expand Mental Health Court's resources offerings. The program is an invaluable asset to Clallam County, and one that should continue as a necessary complement to the criminal justice system, regardless of grant funding.

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

Mental health court employs the use of performance measures (*e.g.*, % participants housed, appointment attendance, program participation, employment, etc.) to gauge success.

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 county formally supported the establishment of Mental Health Court prior to last year's successful application by District Court I to AOC for grant funding to support the program. In the event grant funding ceases to be available, unspent Hargrove fund monies can be used to do so.

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

This grant does not require a match.

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?

Mental Health Court impacts the operation of the Prosecuting Attorney's Office and Clallam Public Defender. These impacts have been previously discussed and both offices continue to support the operation of the program.

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?

The feasibility of any new positions would be dependent upon available funding (grant or otherwise) and would first be discussed with the county.

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

Yes.

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

No. Even without grant funding, unspent Hargrove fund monies could be used to support continued operation of the program.

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

I do not believe so.

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

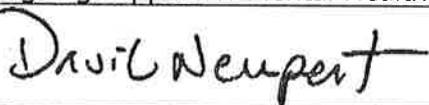
No.

WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.

Any monies received as a result of this grant application will be reimbursed to the county for grant covered expenses/activities.

OTHER COMMENTS

Your ongoing support of Mental Health Court is appreciated.



ELECTED OFFICIAL

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 ADMINISTRATIVE OFFICE OF THE COURTS

APPLICATION PACKET FOR FY2024 STATE FUNDING

Therapeutic Courts in Courts of Limited Jurisdiction

The Administrative Office of the Courts is pleased to announce the availability of approximately \$9.7 million in state funding to support new and existing therapeutic courts in courts of limited jurisdiction for FY24 (July 1, 2023-June 30, 2024). This is an ongoing funding stream, however, updated applications and budgets will be required in subsequent years. Please note, funding may not supplant existing funds for this purpose.

In this packet, you will find:

- Recommendations for accessing treatment and support services;
- Allowed cost categories with and explanation of how to budget for each;
- Application narrative; and
- Budget worksheet

To be considered complete, all application areas must be filled in, including the budget field and be signed by the county/city signing agent with supporting documents to include:

- A supporting letter from your county or city council;
- A supporting letter from your Prosecutor;
- A supporting letter from your Defender's Office, if applicable; and
- Other letters of support from partnering agencies are not required but are encouraged

If you have an existing therapeutic court, please attach documents that have already been prepared, including but not limited to:

- Policies and procedures
- Participant materials (handbooks, pamphlets, phase up applications, etc.)
- MOUs/contracts with involved agencies
- Participant contract template

Timeline of Events	
Activity	Date
Applications – Announcement & Publication	May 12, 2023
Zoom Office Hours 11:30A.M.-1:00P.M. (join here)	May 26, 2023
Applications Due	June 9, 2023
Application Review	June 12-23, 2023
Notification Letter and/or Contract	June 26-30, 2023

Applications with supporting documents attached should be returned to CLJTherapeuticCourtsApplications@courts.wa.gov no **later than June 9, 2023 at 5:00P.M.**

WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS

APPLICATION PACKET FOR FY2024 STATE FUNDING

Therapeutic Courts in Courts of Limited Jurisdiction

Recommended Trainings and Supportive Service Contacts

Best Practice and Training Resources:

Although there are not currently national best practices for every court type, there are many evidence-based practices that can be applied to all therapeutic court types. Practices addressed in NADCP's best practice standards such as equity and inclusion, roles and responsibilities of the judge, complementary treatment and social services can be applied to all therapeutic court types. Below are resources to begin exploring and implementing in your court. Every role should engage in training for therapeutic court when onboarding and on an ongoing basis throughout their tenure.

[Adult Drug Court Best Practice Standards - NADCP.org](#)

[E-Learning Center - NADCP.org](#)

[Community Courts Best Practices Template](#)

Treatment:

The most recent data from DSHS RDA is from 2018 and was reported in May 2021. This data shows that 96% of Drug Court participants were enrolled in Medicaid. Of the big six counties where we can see data, Thurston County had the least amount Medicaid enrolled participants at 86% and Spokane county had the most at 100%.

[Criminal Justice Treatment Account Dashboard \(wa.gov\) Thurston](#)

[Criminal Justice Treatment Account Dashboard \(wa.gov\) Spokane](#)

AOC Therapeutic Court dollars will be prioritized to support court costs. This should include coordinators and case managers who can take trainings to become Washington Healthplanfinder Navigators to maximize the number of participants accessing Medicaid services for behavioral health services and working towards holistic/whole person health as a means of sustaining long-term recovery.

[Community-based training | Washington State Health Care Authority](#)

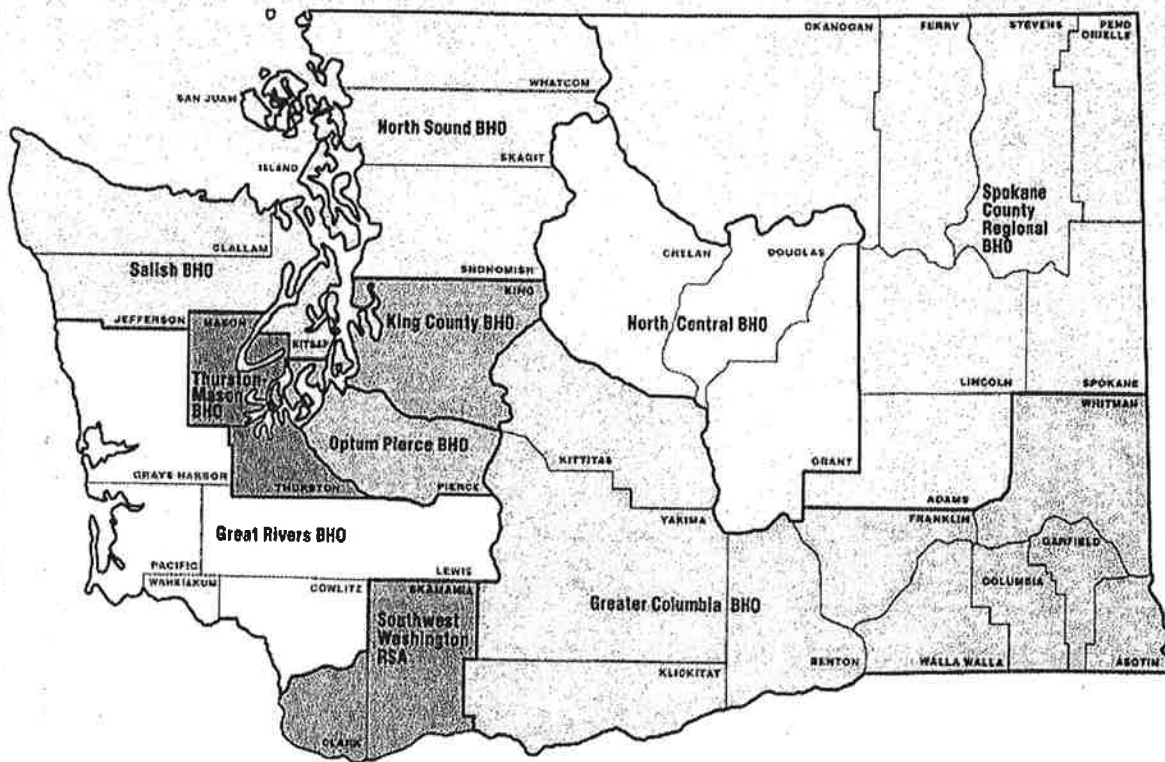
The Behavioral Health- Administrative Service Organization in your region is an integral partner to this work and should be able to assist you in making connections with Behavioral Health Agencies as well as [System Sequential Intercept Model](#) mapping and other useful community behavioral health initiatives and supports.

BH-ASO Region	Phone Number
Great Rivers	(360) 953-5117
Greater Columbia	(509) 737-2475
North Central (Carelon)	(360) 787-8633
North Sound	(360) 416-7013
Pierce (Carelon)	(253) 313-2275
Salish	(360) 337-4422
Southwest (Carelon)	(360) 787-8633
King	(206) 263-8997
Spokane	(509) 477-4570

WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS

APPLICATION PACKET FOR FY2024 STATE FUNDING

Therapeutic Courts in Courts of Limited Jurisdiction



Other Supportive Services:

We strongly suggest that coordinators and case managers take the SSI/SSDI Outreach, Access, and Recovery (SOAR) course to learn how to connect eligible participants with long-term financial supports through Social Security Income/Social Security Disability Insurance when appropriate.

SSI/SSDI Outreach, Access, and Recovery (SOAR) | SAMHSA

Having coordinators/case managers trained in both will greatly reduce the cost of behavioral health and support services paid for by the courts and more appropriately reroute those expenditures to dollars already available through other state and federal sources. This also extends access to services post Therapeutic Court involvement and keeps supports in place long-term, enhancing the opportunity for sustained recovery and holistic health which should result in reduced recidivism over time.

Other resources

- Housing and Recovery through Peer Services Program [harps-fact-sheet.pdf \(wa.gov\)](#)
- Housing and Essential Needs (HEN) Referral Program | DSHS [\(wa.gov\)](#)
- Other Supportive Housing Services | DSHS [\(wa.gov\)](#)
- Community Action Agencies (CAA) are public-private partnerships that aim to reduce poverty and promote self-sufficiency. These programs provide services spanning from job coaching to housing services. Each community has a unique CAA. Contact information can be found [here](#).

WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS

APPLICATION PACKET FOR FY2024 STATE FUNDING

Therapeutic Courts in Courts of Limited Jurisdiction

Cost Categories and Descriptions:

Salary: Covers the salary of assigned staff including coordinator, probation, case management, peer support, prosecutor, defense, judicial officer for hours and time dedicated to supporting therapeutic court operations, participants and hours spent directly in the courtroom. To do this, you will need to contact your HR department and set a grade and range for positions not already represented in your court. We suggest budgeting in the middle to upper ends of your salary range for each position to account for cost of living increases and salary negotiations

Benefits: Covers all benefits that your jurisdiction offers (sick, vacation, insurance, retirement, etc.) This number is often calculated as a percentage of an individual's salary and will require coordinating with your HR and/or fiscal office to get good numbers.

Program Equipment and Technology: Can cover the cost of computers, cell phones, IT expenses, or other program technology to equip staff and/or support participants. Can also be used to cover the cost of pre-existing agreements the agency has to maintain technology (i.e. IT services for computers used/purchased for and used by program staff)

Training/Travel: It is Best Practice to have all court roles/team members attend regular trainings. It will be a requirement of your deliverables that all roles attend regular trainings. This category can cover the cost of registration, lodging and meals at per diem rates.

Treatment: Assessments and treatment (MRT, T4C, CBT, groups, etc.) and drug and alcohol testing (onsite and confirmation) are allowable expenses when all other funding sources have been accessed and/or ruled out. *See Page 2, Treatment, for more information.*

Recovery Supports: recovery supports are defined as other supportive services meant to ensure participant success – e.g. housing, transportation services, including bus passes or car services providing transportation to court related activities, and direct provision of meals, water, and snacks, but excluding program incentives that would constitute a “gift.” This is an allowable expense if all other funding sources have been accessed and/or ruled out. *See Page 3, Other Supportive Services, for more information.*

*Local jurisdictions may have rules around expenditures that do not align with this category. Check with your local fiscal agent before including costs for this category

Other considerations: This funding cannot be used to supplant funding for renovation of/long-term leases for courtroom space.

WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS
APPLICATION FOR FY 2024 STATE FUNDING
Therapeutic Courts in Courts of Limited Jurisdiction

1. Name and title of applicant: Judge David Neupert
2. Name and title and contact information for signing agent: N/A
3. Jurisdiction: Clallam County District 1 Court
4. Phone number and email: 360-417-2453 david.neupert@clallamcountywa.gov
5. Has your court or city already received funds to support the activities for which you're requesting these state funds (this includes grants, CARES funding or any other COVID relief funding):
X Yes
5a. If yes, please describe including dollar amounts:
We received this grant previously in 2021 in the amount of \$231,151. The funding ends on June 30th, 2023

6. Please select the category that best represents your court's current position. Please select only one
☐ New Therapeutic Court
☒ Existing Therapeutic Court

Court type (e.g., community court, SUD court etc.) Mental Health Court

7. Please describe your court's program including your court type and target population. Include information on referral and entry criteria, the use of risk-needs-assessment tools, policies and procedures, contracts/MOUs with treatment agencies and other supporting services (if applicable).

Our current District Court Mental Health Court meets once per week. We currently average 4-6 participants who report to court regarding participation in treatment, housing, employment, and compliance with the Mental Health Court Contract. Participants are pre-conviction status on misdemeanor and/or nonviolent felony offense.

The Mental Health Court program includes participation from the prosecuting attorney's office, public defenders' office, mental health court manager, law enforcement, court, and local mental health and substance abuse disorder treatment providers.

The target population for Mental Health court is repeat offenders who present with a diagnosed and treatable mental health condition. The expected duration of the program will vary among participants; we expect our population will participate for 12 to 24 months. Our goal is to maintain accountability and reduce recidivism and its costs, both social and economic.

Our referrals come from a multifaceted approach to include the Public Defender's office, Clallam County Jail Mental Health Case Manager, Prosecuting Attorney's office, and private attorneys. Participants must have a willingness to participate in Mental Health Court, follow the policies and procedures (see attached), and required treatment recommendations.

WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS

APPLICATION FOR FY 2024 STATE FUNDING

Therapeutic Courts in Courts of Limited Jurisdiction

8. Briefly explain how your court's program does or will comply with evidence-based best practices/best practices standards if chosen to receive grant funding. Please be sure to cite your sources and how this pertains to your court type.

We have established and maintain best practices according to criteria in RCW 2.30.020/.030 and as established by National Association of Drug Court Professionals, Washington State Association of Drug Court Professionals, Washington State Association of Drug Courts, and Federal Substance Abuse and Mental Health Services Administration as relevant to Mental Health Courts.

9. Please indicate the types of data your program tracks and how your program tracks that data.

We are implementing a new computer program to better assist us in tracking our data. Currently we are using Microsoft Excel to track all aspects of the program. We measure active participants, inactive participants, potential participants, terminated/revoked participants, attendance, treatment attendance for both mental health and SUD disorders, substance abuse clean time, and program compliance which enables us to track progress for our phase approach.

10. Briefly explain how your court's program does or will address racial inequities and increase access to the courts.

We will maintain our relationships with local tribal court Judges and administrators and tribal treatment providers to determine the best methods to include participation by tribal members, as to recognize and accommodate cultural imperatives.

11. Briefly explain how your court collaborates with other courts and community partners to address substance use disorder and the behavioral health needs of defendants.

The District Court Mental Health Court works closely and continuously with local treatment providers. We will continue to build on these existing relationships that will hold accused persons accountable and reduce recidivism. Clallam County started one of the first adult drug courts in the state; its success over many years has been a good model for our Mental Health Court. Clallam County has a Juvenile Drug Court and a Living in Families Together (LIFT) therapeutic court program. Our County has an excellent record, reputation, and experience with therapeutic courts.

Mental Health Court services as a means of early intervention for offenders. It provides accountability and access to treatment, to limit recidivism and limit them from gradually committing more serious offenses. This will also benefit the Superior Court with a decreased felony caseload.

Clallam County has the largest per capita population of veterans of any county in the state. The Olympic Chapter of the Military Officers Association of America supports establishing a mental health court for our community. We anticipate an increase of returning veterans in our criminal justice system. We will target participant veterans diagnosed with treatable depression, PTSD, and related mental health issues.

WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS

APPLICATION FOR FY 2024 STATE FUNDING

Therapeutic Courts in Courts of Limited Jurisdiction

Provide a justification statement, including priority of costs for potential funding.

Clallam County is a rural area. We are challenged to hire, and retain, professional-level staff. We must offer a competitive salary and benefits for our Mental Health Court manager and the expected need for additional support staff. We also need to provide first-rate training which is available through annual conferences such as NADCP and WSADCP; this continuing education generates travel costs as does regular visits with other treatment courts throughout the State.

The majority of our current participants have experienced homelessness. Peninsula Behavioral Health (PBH), located in our judicial district, recently purchased and remodeled a former motel facility to provide permanent housing. PBH has promised four studio apartments to house Mental Health Court Participants. Those participants must agree to receive mental health services (and SUD services if required) to maintain eligibility for this benefit. We need to ensure access to services for our participants to stay in our program and thus maintain their housing.

A valid driver license is critical for our participants, for access to Mental Health Court meetings, treatment sessions, and employment. The Presiding Judge is a member of the DCMJA DOL Liaison Subcommittee tasked to develop a statewide template for therapeutic courts to establish relicensing programs. We can assist participants in removing barriers to relicensing via appropriate application of grant funds.

We also need financial resources to provide gap-funding for participants who may not qualify for Medicare or Medicaid yet lack private coverage or means to self-pay for mental health treatment. We pledge to make the best possible use of our funding to strengthen our program participants and, in turn, their families and our communities.

Applications with supporting documents attached should be returned to
CLJTherapeuticCourtsApplications@courts.wa.gov no **later than June 9, 2023 at 5:00P.M.**

WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS

APPLICATION FOR FY 2024 STATE FUNDING

Therapeutic Courts in Courts of Limited Jurisdiction

Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
\$ 165,600.00	11300	11300	11300	11300	11300	11300	16300	16300	16300	16300	16300	16300
\$ 9,780.00	715	715	715	715	715	1915	715	715	715	715	715	715
\$ 23,100.00	1925	1925	1925	1925	1925	1925	1925	1925	1925	1925	1925	1925
\$ 16,500.00	1375	1375	1375	1375	1375	1375	1375	1375	1375	1375	1375	1375
\$ 6,600.00	550	550	550	550	550	550	550	550	550	550	550	550
\$ 221,580.00												

Presiding Judge (Print Name): <u>David Neupert</u>	
Signature: <u>David Neupert</u>	Date: <u>June 1, 2023</u>
Administrator (Print Name): <u>MARRISSA Williams</u>	
Signature: <u>MW Williams</u>	Date: <u>June 1st, 2023</u>



AGENDA ITEM SUMMARY

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

3
JUN 12 2023

Department: Auditor's Office

WORK SESSION ☒ **Meeting Date:** June 12, 2023

REGULAR AGENDA ☐ **Meeting Date:**

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

Item summary:

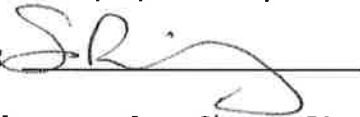
- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other – Information Only |

Documents exempt from public disclosure attached: ☐

Executive summary: The Auditor's Office has modified the approval timeline for County credit card charges to speed payment and better manage our workload. Currently, credit card charges are submitted to BOCC for approval on the consent agenda after all transactions have been audited through accounts payable. In order to streamline workflow and ensure timely payment, the process will be changed and current credit card charges will be included on the weekly agenda item as soon as the credit card statement is received. Credit card charges will continue to be audited as usual. This process will allow the accounts payable auditor a few extra days to audit and process the payment in a timely manner.

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?)
No action needed; this meeting is for informational purposes only.

County Official signature & print name:  Shoona Riggs

Name of Employee/Stakeholder attending meeting: Shoona Riggs and Sara DeBiddle

Relevant Departments: Auditor's Office

Date submitted: June 7, 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)

Weekly Expenditures

DATE

Fund #	Department	Expenditures		Use Tax	
		General Fund	Other	General Fund	Other
00100.211	Assessor				
00100.221	Auditor				
12401.221	Auditor - Document Preservation				
00100.241/291/831	Commissioners (BOCC)				
00100.331-334	Dept. of Community Develop't (DCD)				
30301.331	DCD - Lower Dungeness Floodplain				
30901.331	DCD - Carlsborg Water Mitigation				
00100.871	District Court I				
00100.871	District Court I - Jury				
13501.871	District Court - Probation				
00100.881	District Court II				
00100.881	District Court II - Jury				
11301.511	Health & Human Services (HHS)				
00100.511	HHS - Environmental Health				
11331.511	HHS - Developmental Disabilities				
11341.511	HHS - Foundational Public Hlth Svc				
00100.461	Human Resources (HR)				
50401.461	HR - Risk Management				
50501.461	HR - Workers Compensation				
50601.461	HR - Emp Healthcare				
50701.461	HR - Unemployment Compensation				
00100.411	Information Technology (IT)				
30701.411	IT - Capital Projects				
00100.851	Juvenile Services				
11401.821	Law Library				
13001/13051	Noxious Weed/LMD #2 (Lake Mgmt. Dist.)				
00100.911/912	Parks Fair Facilities (PFF)				
30101.911	PFF - REET 1 (Real Estate Excise Tax)				
30201.911	PFF - REET 2 (Real Estate Excise Tax)				
30501.911	PFF - Capital Projects				
00100.841-843	Prosecuting Attorney				
11701.841	Pros Atty - Local Crime Victim				
	Public Works (PW)				
10101.611	PW - Roads				
43401.611	PW - Bullman Beach Water System				
50301.611	PW - ER&R (Equip't Rental & Revolving)				
00100.811-815.817	Sheriff				
00100.816	Sheriff - Jail Medical				
12905.861	Superior Court - Dispute Resolution				
12911.861	Superior Court - Courthouse Facilitator				
00100.891	Superior Court Clerk				
00100.231	Treasurer				
12241.231	Treasurer - Land Assessment				
62400.221	Unclaimed Property Claims				
00100.931	WSU Extension				
Total		-	-	-	-

VISA Statement Balance:	
Statement Date:	

Report Reconciliation		Totals			
Total	-	General Fund	-		
Final Check Lists	-	Non-GF	-		
Difference	-	VISA Charges	-		
		Total	-	Use Tax	-

Prepared by: _____
Sara DeBiddle, Clallam County Auditor's Office

4
JUN 12 2023



AGENDA ITEM SUMMARY

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

Department: Human Resources

WORK SESSION ☒ Meeting Date: 6/12/2023

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 | ☒ Discussion |

Documents exempt from public disclosure attached: ☐

Executive summary: Discussion regarding the final stage of the hiring process for the position of Clallam County Administrator.

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

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Discussion and next steps regarding the hiring process for Clallam County Administrator.

County Official signature & print name: Tom Reyes Tom Reyes

Name of Employee/Stakeholder attending meeting: Tom Reyes/Brenda Wenzl

Relevant Departments: BOCC/Human Resources

Date submitted: 6/2/2023

* 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)

County Administrator - Final Testing Process Discussion
Revised: 3-04-2019



AGENDA ITEM SUMMARY

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

JUN 12 2023

Department: Health and Human Services

WORK SESSION ☒ Meeting Date: June 12, 2023

REGULAR AGENDA ☒ Meeting Date: June 13, 2023

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 – Bid Waiver |

Documents exempt from public disclosure attached: ☐

Executive summary:

Health and Human Services Department is in the process of doing improvements to the Harm Reduction Health Center located at 325 1/2 Second Street. Health and Human Services has obtained painting services from B&R painting, for interior and exterior painting. Also, as part of the interior improvements, Burton flooring will be installing approximately 1,500 square feet of vinyl flooring and a rubber base in the office area. Health and Human Services will be utilizing funds from Foundational Public Health Services to pay for these services.

Staff contacted various floor installers and painters to conduct the work at the subject property. Unfortunately, staff was only successful with finding the two vendors mentioned above. Due to the unresponsiveness to find the necessary vendors to perform the work, staff could not obtain the three quotes needed.

Attached are two quotes for the painting and flooring:

Burton Flooring - \$12,221
B&R Painting - \$6,931

Health and Human Services Department is requesting a waiver of the BID/RFP/Quote Requirement, pursuant to Clallam County Code, Chapter 3.12, and Administrative Policy 560, for work stated above (See attach Request for Waiver).

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?)
Support staff's request.

- * 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)

HRHC Improvements - BID Waiver
Revised: 3-04-2019

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

County Official signature & print name:  KEVIN LoPiccolo

Name of Employee/Stakeholder attending meeting: Kevin LoPiccolo

Relevant Departments: Health and Human Services

Date submitted: June 7, 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)

HRHC Improvements - BID Waiver
Revised: 3-04-2019

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



**REQUEST FOR WAIVER OF
BID/RFP/QUOTE REQUIREMENT**

Department: **Health and Human Services**

Date: June 13, 2023

Contract Number: 11301-23-BR

Pursuant to Clallam County Code Chapter 3.12, and Administrative Policy 560, a waiver of the Bid/RFP/Quote requirement for purchases of goods or services is requested.

Goods or Services to be Purchased: Interior and Exterior painting for property located at 325 ½ Second Street (Harm Reduction Health Center).

Cost of Purchase: \$6,931

Vendor to be Awarded Contract:

B&R Painting

I certify that after diligent inquiry, to the best of my knowledge the vendor indicated above is the sole provider of the goods/services detailed in this document.

By: _____

County Official Signature

Approved this _____ day of _____ 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair



**REQUEST FOR WAIVER OF
BID/RFP/QUOTE REQUIREMENT**

Department: **Health and Human Services**

Date: June 13, 2023

Contract Number: 11301-23-BF

Pursuant to Clallam County Code Chapter 3.12, and Administrative Policy 560, a waiver of the Bid/RFP/Quote requirement for purchases of goods or services is requested.

Goods or Services to be Purchased: Approximately 1,500 square feet of vinyl flooring to be installed for property located at 325 ½ Second Street (Harm Reduction Health Center).

Cost of Purchase: \$12,221

Vendor to be Awarded Contract:

Burton Flooring

I certify that after diligent inquiry, to the best of my knowledge the vendor indicated above is the sole provider of the goods/services detailed in this document.

By:


County Official Signature

Approved this _____ day of _____ 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

B&R PAINTING QUOTE

Proposal

Page #

of

pages



B & R PAINTING
1583 O'BRIEN RD
PORT ANGELES, WA 98362
360-452-2209

PROPOSAL SUBMITTED TO:

Clallam County Health Services

ADDRESS

111 E 3rd St.

JOB NAME

INTERIOR / EXTERIOR

JOB #

JOB LOCATION

325 1/2 E 2nd Port Angeles

DATE

May 3, 2023

DATE OF PLANS

PHONE #

(360) 461-0132

FAX #

ARCHITECT

We hereby submit specifications and estimates for: **A. Painting interior walls two coats, excluding Bathrooms.**

B. Paint Front of Building two coats, walls, trim and Doors

Labor \$ 4900⁰⁰

tax \$ 431²⁰

material inc tax \$ 1600⁰⁰

Total \$ 6931²⁰

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

\$ **6931²⁰**

Dollars

with payments to be made as follows: **Balance upon completion.**

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

[Signature]

Note - this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

BURTON FLOORING QUOTE

Burton Flooring Inc
5022 S. Doss Rd.
Port Angeles, WA 98362
360-457-6441
pa@burtonflooringinc.com



Estimate

ADDRESS
CLALLAM COUNTY HEALTH & HUMAN SERVICES DEPT.
111 E 3rd Street
PORT ANGELES, WA 98382

SHIP TO
CLALLAM COUNTY HEALTH & HUMAN SERVICES
DEPT.
325 1/2 2nd ST.
PORT ANGELES, WA 98382

ESTIMATE # DATE
4164 05/25/2023

QTY	ACTIVITY	RATE	AMOUNT
663.32	SQ.FT. CORETEC PRO CLASSICS - WATERPROOF SPC LUXURY VINYL PLANK - VV017-1012 DUXBURY OAK (IN-STOCK PRICE)	2.75	1,824.13
894.04	SQ.FT. CORETEC PRO CLASSICS - WATERPROOF SPC LUXURY VINYL PLANK - VV017-1012 DUXBURY OAK (NEEDS ORDERED)	3.29	2,941.39
360	FT. 4" RUBBER BASE - PINNACLE: COLOR T.B.D.	2.00	720.00
24	FT. RUBBER REDUCER TRANSITION	2.00	48.00
1,557.36	SQ.FT. VINYL PLANK INSTALL	2.25	3,504.06
360	FT. RUBBER BASE INSTALL	2.00	720.00
	TEAROUT, HAUL-AWAY & DISPOSAL EXISTING GLUE-DOWN CARPET		1,200.00
	REPAIR EXISTING VINYL [OR] TEAROUT & DISPOSAL (NOTE: WE WILL KNOW WHICH THIS WILL NEED, ONCE WE GET INTO THE FLOOR PREP).		275.00

ESTIMATE ONLY. DO NOT PAY FROM THIS DOCUMENT. AN INVOICE WILL
BE PROVIDED.

I agree to purchase the above products and or services. YOUR FINAL INVOICE
MAY BE DIFFERENT in the event of A) hidden problems with the floor (requiring
additional floor prep) or B) additional requested material/labor needed in order to
complete proper installation of the product AND satisfactory job completion.

SUBTOTAL	11,232.58
TAX (8.8%)	988.47
TOTAL	\$12,221.05

Accepted By _____

Accepted Date _____

24% APR interest on all unpaid balances after 30 days.

\$30 CHARGE FOR RETURNED CHECK.

Page 1 of 1



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JUN 12 2023
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AGENDA ITEM SUMMARY

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

Department: Health and Human Services

WORK SESSION ☒ **Meeting Date: June 12, 2023**

REGULAR AGENDA ☒ **Meeting Date: June 13, 2023**

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary: The Board of County Commissioners, at their March 20, 2023, Work Session provided support and direction to Health and Humans Services Department on securing a building lease for the property located at 325½ West 2nd Street, Port Angeles, for the use of the Harm Reduction Health Center. Staff has worked with the property owners to secure a lease for the subject property. The attached lease agreement has been reviewed and approved by the Prosecuting Attorney's Office and property owners.

Per Section .4, Contract Award and Execution, subsection 4.1c states that all contracts that will require a budget emergency or supplemental not previously approved, shall be approved by the Board of County Commissioners. Health and Human Services has created the necessary budget lines for the Harm Reduction Center, but the budget will not be approved until June 27, 2023

Staff has attached the Lease Agreement for the Boards consideration and Policy 560, Section .4 for review. The lease is effective July 1, 2023, but the lease provides the necessary considerations to access the building from May 1 to June 30, 2023, for necessary tenant improvements. The lease is effective July 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?** ☐

Budget lines have been set up and will be heard at the BOCC on June 27, 2023.

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

County Official signature & print name: Kevin LoPiccolo Kevin LoPiccolo

Name of Employee/Stakeholder attending meeting: Kevin LoPiccolo

Relevant Departments: Health and Human Services and BOCC

Date submitted: June 7, 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)

LEASE AGREEMENT

LEASE AGREEMENT

THIS AGREEMENT entered into this day by and between William H. Clevenger and John A. Gray hereinafter referred to as "Lessor" and Clallam County Health and Human Services hereinafter referred to as "Lessee".

WITNESSETH

Lessor hereby leases to Lessee, subject to the conditions hereinafter expressed that certain real property located in Clallam County, Washington, described as follows: Lots 15 and 16, Block 34, Original Townsite of Port Angeles, Clallam County, Washington. Commonly known as 325 ½ West 2nd Street.

(A) INITIAL TERM. The term of this lease shall be Five years beginning on July 1, 2023.

(B) ADDITIONAL TERM. The Lessee shall have the right to renew this lease for an additional agreed upon term from the end of the initial term of this lease so long as Lessor and Lessee mutually agree upon a rent schedule.

RENT. Lessee agrees to pay Lessor rental during the term of this lease per mutually agreed upon schedule list below, per month, payable on the 5th day of each calendar month. All rent shall be sent or delivered to a specified location established by the Lessors.

7/1/23	to	12/1/25	for	\$ 3,500.00 per month
1/1/26	to	7/30/28	for	\$ 4,000.00 per month

Lessee shall be allowed access between 5/1/23 and 6/30/23 rent free to clean and do repairs with no rental fee.

1. REPRESENTATIONS. Neither the Lessor nor its agents have made any representations with respect to the building, the land upon which it was erected, or the lease property except as expressly set forth herein, and no implication or otherwise except as inspected on the premises and determined that everything is in working order and the site is visually free of any contaminants or hazardous materials and agrees that the termination of their occupancy the premises shall be returned to Lessors in the same condition.

2. MAINTENANCE. The Lessee shall, during the term of this lease or any extension hereof, at their sole expense, keep the interior and exterior of the premises, including any fixtures, appurtenances, or other improvements thereto in good order and repair. The Lessor, during the term of this lease and any renewal or extension hereof, shall keep the structural support and exterior walls of the building in good order and repair, except that the Lessor shall not be called upon to make any such repairs occasioned negligence of Lessee, its agents, customers, or employees. Lessee shall maintain in good working order all plumbing, toilet facilities, and other

fixtures and equipment installed for the general supply of hot and cold water, heat and electricity. Lessor shall be responsible for the real estate taxes on the leased premises.

3. USE. Lessee shall use and occupy the premises for Clallam County Health and Human Services and related reasonable uses consented to by Lessor. The Lessee, at their own cost and expense, shall comply promptly with all rules, laws, and order of all state, federal, and municipal governments which may be applicable to the leased premises, and shall likewise comply with any requirements of the Fire Marshal concerning the premises. The Lessee shall not permit the premises to be used for any unlawful purpose or purposes that will injure the reputation of the same building or the building of which they are a part, nor increase the rate of fire insurance or other casualty insurance application thereto. Lease shall not sublet portions of the leased property without written consent from Lessor.

(A) Should Lessee receive a consent from Lessor to sublet a portion of the premises the Lessor agrees to pay a mutually agreed on a percentage of any rents received by Lessee to Lessor on a monthly basis.

4. ALTERATIONS. No change or alteration shall be made in the premises by Lessee without written consent of Lessor. Any work performed by Lessee with the consent of the Lessor shall comply with all laws, ordinances, rules, and regulations pertinent thereto.

5. INTERIOR BUILDING IMPROVEMENTS. The tenant may make the necessary interior changes to accommodate technology and HVAC improvements. Such improvements may include the installation of equipment and the necessary modifications, such as cutting through concrete walls, cabinet enclosures, etc., to accommodate said improvements.

6. UTILITIES. Lessee shall be responsible for all utility charges to the lease premises including, but not limited to gas, water, heating, electricity, sewer, garbage, and phone.

7. HAZARD INSURANCE. Lessor shall keep the building insured against loss or damage by fire with extended coverage endorsement in an amount to the full insurable values thereof. Lessee shall be responsible for any loss to the property of Lessee, or any property of any agent, independent contractor, or employees of Lessee.

8. INDEMNITY AND PUBLIC LIABILITY INSURANCE. Lessee covenants to save Lessor harmless at all times from all loss, liability, cost, claims, or demands for damages that may occur, or be claimed with respect to any person or persons, corporation, the premises or other property or chattels on or about the premises resulting from any cause whatsoever, including but not limited to any act done or omission of or through Lessee, or the agents, independent contractors, employees, or invitees of Lessee, or any person on or about the premises by reason of any of the Lessee's use, improvement or occupancy thereof, and any and all loss, cost, liability, or expense resulting there from (including attorney fees), and all times to maintain the premises in a safe condition. Lessee further covenants and agrees to maintain at all times during the term of this lease, comprehensive public liability insurance against property damage or personal injury. Parties understand and agree Grantee is self-insured and a member of a liability pool which includes coverage for professional liability, among other categories of coverage, in adequate quantity to protect against legal liability arising out of contract activities. Grantee shall provide evidence of its status as a self-insured entity meeting these requirements within fifteen (15) calendar days of the execution of this Agreement. Upon request by Grantor, Grantee must describe its financial condition and the self-insured / liability pool funding mechanism. Grantor, or any other third party, need not be named as additional insureds under the self-insurance / liability pool coverage policies as said policies prohibit the Grantee from naming third parties as additional insureds. Grantee shall give Grantor thirty (30) calendar days' advance notice of any self-insurance or liability pool cancellation or non-renewal.

9. WAIVER OF SUBROGATION. Lessor and Lessee hereby release each other from any and all liability and responsibility to the other or anyone claiming through or under them by way of subrogation of otherwise for any loss or damage to or injury to persons covered by any insurance then in force, even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone whom such party may be responsible, provided however, that this release shall be applicable and in force and effect only with respect to any loss or damage occurring during such time as the policy or policies of insurance covering this release shall not adversely affect to impair said insurance or prejudice the right date hereof.

10. TRESPASSING AND ILLEGAL DUMPING. The Lessee will be required to manage the property East to the center of Cherry Street and West 331½ in Port Angeles, WA. The Lessee shall be responsible for not allowing any overnight camping inside or outside the building property, camping gear, Personal Recreational Vehicles (RVs), trailers, boats, cars, trucks, boat trailers, shopping carts, drugs/drug paraphernalia, or makeshift homes are prohibited. Any unworking and/or abandoned vehicles or personal belongings will be removed from the site within 48 hours.

11. CARE AND USE OF PREMISES.

The Lessee will promptly notify the Lessor of any damage, or of any situation that may significantly be normal use of the Premises.

The Lessee shall not allow any illegal trade or activity on or about the premises.

The Lessee will not make (or allow to be made) any noise or nuisance which, in the reasonable opinion disturbs the comfort or convenience of other tenants.

All illicit drug, tobacco, and vaping product are prohibited inside the Premises.

If warranted, the Lessee may be responsible for hiring the necessary security to protect the Premises.

12. CONSENT. Unless otherwise specified herein, any consent required of one party as a condition to a right or action on the part of the other shall not be unreasonably withheld. This provision shall be interpreted in light of the reasonable circumstances and considerations giving rise to the constant requirement.

IN WITNESS WHEREOF. The parties hereto have executed this lease on this _____ day of June, 2023.

LESSORS:

LESSEE: Clallam County Health and Human Services

William H. Clevenger

Mark Ozias, Chair
Clallam County Board of County Commissioners

John A. Gray

9. WAIVER OF SUBROGATION. Lessor and Lessee hereby release each other from any and all liability and responsibility to the other or anyone claiming through or under them by way of subrogation of otherwise for any loss or damage to or injury to persons covered by any insurance then in force, even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone whom such party may be responsible, provided however, that this release shall be applicable and in force and effect only with respect to any loss or damage occurring during such time as the policy or policies of insurance covering this release shall not adversely affect to impair said insurance or prejudice the right date hereof.

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All illicit drug, tobacco, and vaping product are prohibited inside the Premises.

If warranted, the Lessee may be responsible for hiring the necessary security to protect the Premises.

12. CONSENT. Unless otherwise specified herein, any consent required of one party as a condition to a right or action on the part of the other shall not be unreasonably withheld. This provision shall be interpreted in light of the reasonable circumstances and considerations giving rise to the constant requirement.

IN WITNESS WHEREOF. The parties hereto have executed this lease on this 10TH day of May, 2023.

LESSORS:

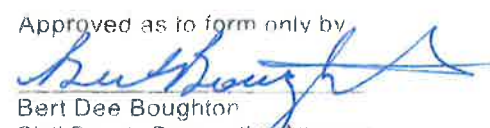

William H. Cleverger


John A. Gray

LESSEE:


Clallam County Health and Human Services
Kevin LoPiccolo, Director

Approved as to form only by


Bert Dee Boughton
Civil Deputy Prosecuting Attorney
Clallam County

POLICY 560

SECTION .4

2.5 Sub-dividing Purchase Not Allowed

County Officials are not allowed to sub-divide purchases that otherwise would require either a bidding process and/or a written contract in order to avoid those processes. Examples might include 1) purchasing equipment in one month and the installation of the equipment in another month. 2) Purchasing a piece of equipment in one purchase then purchasing accessories or add on parts in another purchase, etc.

4 CONTRACT AWARD AND EXECUTION (SEE APPENDIX B)

4.1 Board Award and Approval Required for Certain Contracts

- a. All contracts requiring budgeted expenditures in excess of \$50,000 in the current calendar year.
- b. All contracts that span more than one calendar year and require budgeted expenditures in excess of \$25,000 per year, unless a non-appropriation clause is included in the contract.
- c. All contracts that will require a budget emergency or supplement not previously approved.
- d. All union labor agreements.
- e. All real property transactions (acquisitions and disposals).
- f. Any other contract or agreement which by statute must be approved by the governing body of the County.
- g. Any other contract not specifically authorized by the BOCC for other approval.

4.2 Administrator may Award and Approve Certain Contracts

Contracts not required to be approved by the Board may be awarded and approved by the Administrator. Contracts on the small works roster are included in these dollar limits.

4.3 Public Works Director/County Engineer may Approve Certain Purchases and Documents

The following contracts under \$35,000 may be approved by the Public Works Director or County Engineer if funds for the project are previously approved in the budget. Such contracts must be indexed and approved by the Prosecuting Attorney's Office in accordance with this policy.

- a. Contracts awarded as a result of the small works procedures contained in this policy
- b. Small construction improvement projects or consultant agreements
- c. Architectural services agreements using the County's standard form agreement



AGENDA ITEM SUMMARY

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

JUN 12 2023

Department: Public Works

WORK SESSION ☒ Meeting Date: 6-12-23

REGULAR AGENDA ☐ Meeting Date: 6-20-23

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

Item summary:

- | | |
|---|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # |
| ☐ Resolution | ☐ Proclamation |
| ☐ Draft Ordinance | ☐ Budget Item |
| | ☒ Other: Request to USDA-Natural Resources Conservation Service Related to the Dungeness Reservoir Project |

Documents exempt from public disclosure attached: ☐

Executive summary: Last year Clallam County Public Works applied for a 2023 FY Appropriation through Senator Murray's Office to fund a component of the Dungeness Reservoir project. The County has secured the \$2,727,870 Congressional Direct Funding to pipe the Highland Irrigation Main Canal to increase capacity to 25 cfs and reduce infiltration and evaporation of the irrigation water. The Congressional funding was sent to USDA Natural Resources Conservation Service (NRCS) to distribute the funds. After some negotiations with NRCS, a process has been developed for Clallam County to use the funding. The first step will be for Clallam County to request that NRCS conduct a Preliminary Investigation Feasibility Report (PIFR) for the project. The PIFR will be paid for by NRCS. The PIFR will take about 6-9 months.

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

The assistance through NRCS program requires no match and no County funds. The PIFR will be paid by NRCS. The watershed plan and construction of the piping of the Highland Irrigation District's Main Canal will be paid with the Congressional Direct Funding secured. There is no budgetary impact except for staff time, which can be paid for through other grant funding or used as in-kind match for other aspects of the Dungeness Reservoir project.

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

Recommend approve attached letter requesting NRCS technical assistance on this portion of the Dungeness Reservoir project.

County Official signature & print name:  Steve Gray

Name of Employee/Stakeholder attending meeting: Steve Gray

Relevant Departments: Public Works

Date submitted: 6-7-2023

* 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)



MARK OZIAS, District 1, Chair
RANDY JOHNSON, District 2
MIKE FRENCH, District 3

Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
Email: commissioners@clallamcountywa.gov

RICH SILL, County Administrator

June 20, 2023

Roylene Comes at Night
State Conservationist
Natural Resources Conservation Service
11707 E, Sprague Ave, Suite 301
Spokane Valley, WA 99206-6125

Dear Ms. Comes at Night:

We request NRCS Watershed Program planning assistance for a potential Public Law (PL) 566 project in Clallam County HUC# 171100200306-Middle Dungeness River. The project would pipe approximately 1.5 miles of Highland Irrigation District's (HID) main canal to increase its capacity from 15 cfs to 25 cfs and to prevent evaporation and infiltration losses, making the system more efficient which can have positive impacts on instream flows and salmon habitat. Irrigation water quality will also be improved by the piping of the ditch by eliminating runoff and leaf litter entering that part of the system and eventually into the 1,600 acre-ft capacity off-channel reservoir known as the Dungeness Reservoir.

We are a county government with a legal interest in or responsibility for the watershed project proposed. We understand, as sponsor of a PL 566 planning effort, that NRCS needs to know that Clallam County has capabilities, if needed, that include:

- Assisting in the locally led planning effort,
- Contributing a share of the project costs, as determined by NRCS, by providing funds or eligible services necessary to undertake the activity,
- Before being credited with the value of any in-kind contributions for in-kind services and/or acquisition of land rights, Sponsor will negotiate an agreement with NRCS.
- Obtaining any necessary real property rights, by eminent domain, if necessary,
- Obtaining any needed water rights, and regulatory permits at the Sponsor's cost, if applicable,
- Agreeing to provide for any required operation and maintenance of the completed measures.

We look forward to working with NRCS staff to complete a Preliminary Investigation Findings Report (PIFR) to provide reasonable assurance that a potential watershed project can be developed that addresses a PL 566 purpose and that there are no apparent insurmountable obstacles to the completion of that project.

The names, addresses, and telephone numbers of the administrative and technical contact persons in our organization are as follows:

Steve Gray, Deputy Public Works Director
223 E. 4th Street, Suite 6
Port Angeles, WA 98362-3000
Steve.gray@clallamcountywa.gov
360-417-2290

Joe Donisi, County Engineer
223 E. 4th Street, Suite 6
Port Angeles, WA 98362-3000
Joe.donisi@clallamcountywa.gov
360-417-2404

Please contact them for any additional information that you might need in assessing our request.

Sincerely,

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Mike French

9

JUN 12 2023



AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION ☒ **Meeting Date: 6/12/23**

REGULAR AGENDA ☒ **Meeting Date: 6/20/23**

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Vacancies exist on the Clallam County Fair Advisory Board due to resignations.

A press release was issued during the month of April 2023 soliciting applications from interested citizens. Three applications were received.

The Deputy Director of Parks, Fair and Facilities supports the appointment of Mindy D. Mady and Cindy S. Kelly to the Fair Advisory Board.

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

None

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

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners, Parks, Fair & Facilities

Relevant Departments: Board of Commissioners, Parks, Fair & Facilities

Date submitted: 6-7-23

* 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)

Fair Board Mady & Kelly 6-20-23
Revised: 3-04-2019



RESOLUTION _____, 2023

APPOINTING MEMBERS TO THE FAIR ADVISORY BOARD

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Vacancies exist on the Clallam County Fair Advisory Board due to resignations.
2. A press release was issued during the month of April 2023 soliciting applications from interested citizens. Three applications were received.
3. The Deputy Director of Parks, Fair and Facilities supports the appointment of Mindy D. Mady and Cindy S. Kelly to the Fair Advisory Board.

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

1. **Mindy D. Mady** is appointed as the Home Arts/Hobbies and Crafts representative to complete a term ending January 1, 2024 and an additional four-year term ending January 1, 2028.
2. **Cindy S. Kelly** is appointed as the Grange representative for a term ending January 1, 2025.

PASSED AND ADOPTED this 20th day of June 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

ATTEST:

Loni Gores, MMC, Clerk of the Board

Mike French

c: A22.159
Parks, Fair, and Facilities
Appointee(s)



a
JUN 12 2023

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda) 5a

Department: BOCC

WORK SESSION ☒ Meeting Date: 6-12-23

REGULAR AGENDA ☒ Meeting Date: 6-13-23

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached budget revisions on June 27, 2023.

Budget revisions – Transfer or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase.

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

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice – Budget revisions.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

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



NOTICE OF BUDGET REVISION MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget revision shown below on June 27, 2023 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Parks and Facilities – Capital Projects – Transform existing shower facility into a fully functional Mother's Lounge/\$30,000

HHS – Operations – Foundational Public Health Services (FPHS) Lifecourse funding to be used for furnishing employee workstations and public service areas at the Harm Reduction Health Center/\$36,032

HHS – Foundational Public Health Services

- Funding for Forks Health Department related costs such as the building purchase, inspection and related costs, HVAC system, and flooring (1 of 2)/\$274,800
- Funding for the following HRHC – Harm Reduction Health Center costs: HVAC system, flooring, painting, and copy machine (1 of 2)/\$49,168

Sheriff – Jail - Contracted costs for Norpoint Services to provide courthouse security for the month of May 2023/\$20,570

Information Technology – Reallocation of current budgeted IT funds to more relevant BARS accounts and amounts/\$592,283

Geographic Information System - Reallocation of current budgeted GIS funds to more relevant BARS accounts and amount/\$7,500

A copy of the budget change forms may be reviewed at the office of the Board of County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: June 13, 2023

Mark Ozias, Chair

Publish: June 17

Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

CLALLAM COUNTY BUDGET CHANGE FORM

MAY 25 2023

Date Submitted: 5/25/2023
June 2, 2023

Budget Hearing/Meeting Date: June 27, 2023

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

Budget Number xxxxx.xxx.	30501.911. ✓	Budget Name	Parks and Facilities – Capital Projects ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30501.911. ✓	Parks and Facilities – Capital Projects	59419.63.2145 ✓	Courthouse Security/Safety Assessment	\$30,000 ✓
Total				\$30,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30501.911. ✓	Parks and Facilities – Capital Projects	59419.62.2210 ✓	Courthouse Building Repair/Improvements	\$30,000
Total				\$30,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Transform existing shower facility into an fully functional Mother's Lounge.

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

74

Jun 30 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5/30/23 Budget Hearing/Meeting Date: June 27, 2023 ✓

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

Budget Number xxxxx.xxx.	11301.511 ✓	Budget Name	HHS - Operations ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	56210.41.0020 ✓	Professional Services	25,000 ✓
11301.511 ✓	HHS Operations ✓	56210.31.0085 ✓	Immunization Vaccine / Supplies	5,000 ✓
11301.511 ✓	HHS Operations ✓	56210.41.4410 ✓	Advertising	6,032 ✓
Total				36,032 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	59462.62.2265 ✓	Harm Reduction Ctr Repairs / Improvements	36,032 ✓
Total				36,032 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The budget is being revised for expenditures that are occurring in the FPHS funding for the HRHC – Harm Reduction Health Center. This revision will allow the use of FPHS Lifecourse funding to be utilized for furnishing employee workstations and public service areas at the HRHC.

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


75

MAY 31 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5/30/23 Budget Hearing/Meeting Date: June 27, 2023 ✓

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

Budget Number xxxxx.xxx.	11341.511 ✓	Budget Name	HHS – Foundational Public Health Services ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11341.511 ✓	HHS – FPHS ✓	56210.49.0230 ✓	Unanticipated Projects	274,800 ✓
Total				274,800 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11341.511 ✓	HHS – FPHS ✓	56210.41.5075 ✓	Interfund: HHS Operations	274,800 ✓
Total				274,800 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The budget is being modified to reallocate FPHS – Fundamental Public Health Funding from unanticipated projects into the Interfund: HHS Operations line. The funding is to be used for the following Forks Health Department related costs: building purchase \$229,800; inspection and related costs \$5,000.; HVAC System \$25,000; flooring \$15,000. (1 OF 2)

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

[Signature]

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CLALLAM COUNTY BUDGET CHANGE FORM

11/30/23



Date Submitted: 5/30/23 Budget Hearing/Meeting Date: June 27, 2023 ✓

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

Budget Number xxxxx.xxx.	11341.511 ✓	Budget Name	HHS – Foundational Public Health Services ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11341.511 ✓	HHS – FPHS ✓	56210.49.0230 ✓	Unanticipated Projects	49,168
Total				49,168 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11341.511 ✓	HHS – FPHS ✓	56210.41.5075 ✓	Interfund: HHS Operations	49,168
Total				49,168 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The budget is being modified to reallocate FPHS – Fundamental Public Health Funding from unanticipated projects into the Interfund: HHS Operations line. The funding is to be used for the following HRHC – Harm Reduction Health Center costs: HVAC System \$23,000; Flooring \$15,000; Painting \$7,000; Copy Machine \$4,168. (1 of 2)

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

[Signature]
79

CLALLAM COUNTY BUDGET CHANGE FORM

JUN 01 2023



Date Submitted: 5/31/23

Budget Hearing/Meeting Date: 6/27/23

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

Budget Number xxxxx.xxx.	00100.815 ✓	Budget Name	Sheriff – Jail ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.815 ✓	Sheriff - Jail ✓	52360.10.0010 ✓	Regular Time	20,570 ✓
Total				20,570 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.815 ✓	Sheriff - Jail ✓	52360.41.1030 ✓	Personnel Services	20,570
Total				20,570 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Contracted costs for Norpoint Services to provide Courthouse security for the month of May 2023 total \$20,570. These costs are not budgeted, so we need to transfer budget from our staff salary lines into the professional services line. The staff salary lines have extra budget based on open positions that we are currently in the process of filling.

County Official Approval: _____

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

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JUN 05 2023

CLALLAM COUNTY BUDGET CHANGE FORM

6/06/2023

Date Submitted: 5/30/2023

Budget Hearing/Meeting Date: 6/27/2023



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

Budget Number xxxxx.xxx.	00100.411 ✓	Budget Name	Information Technology ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.411 .	Information Tech .	51888.31.0010 ✓	Office Supplies	1,000
00100.411 .	Information Tech .	51888.31.0054 ✓	Training Supplies	200
00100.411 .	Information Tech .	51888.35.0010 ✓	Small Tools and Minor Equipment	1,000
00100.411 .	Information Tech .	51888.35.0040 ✓	Copier/Fax Replacement	4,000
00100.411 .	Information Tech .	51888.42.0010 ✓	Telephone	12,500
00100.411 .	Information Tech .	51888.42.0016 ✓	County Phone - Regular and Fax	103,446
00100.411 .	Information Tech .	51888.42.0018 ✓	County Scan System	14,000
00100.411 .	Information Tech .	51888.42.0030 ✓	High Speed Voice/Data Communications	113,500
00100.411 .	Information Tech .	51888.43.0015 ✓	Travel - Special Meetings	1,500
00100.411 .	Information Tech .	51888.45.0015 ✓	Vehicle Rental/Lease	500
00100.411 .	Information Tech .	51888.48.0040 ✓	Equipment - Repair and Maintenance	5,000
00100.411 .	Information Tech .	51888.48.0080 ✓	Network Routers, Switches	73,700
00100.411 .	Information Tech .	51888.48.0105 ✓	Phone System Maintenance/Support	65,000
00100.411 .	Information Tech .	51888.48.0120 ✓	IT Copier and Multimedia Center	7,600
00100.411 .	Information Tech .	51888.48.0130 ✓	Hardware Maintenance	65,000
00100.411 .	Information Tech .	51888.48.0140	Software Renewal	109,337
00100.411 .	Information Tech .	51888.49.0040 ✓	Dues	500
00100.411 .	Information Tech .	51888.49.0041 ✓	Subscriptions	500
00100.411 .	Information Tech .	51888.49.0060 ✓	Registration	14,000
Total				592,283 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.411 .	Information Tech .	51888.31.0033 ✓	Furnishings	2,000
00100.411 .	Information Tech .	51888.31.0205 ✓	Technology Peripherals & Consumables	4,000
00100.411 .	Information Tech .	51888.35.0080 ✓	Network Equipment	200
00100.411 .	Information Tech .	51888.41.2000 ✓	System/Network Monitoring	5,500
00100.411 .	Information Tech .	51888.41.2005 ✓	AdHoc Support & Software Services	15,000
00100.411 .	Information Tech .	51888.41.2006 ✓	VOiP Licensing & Support	69,000
00100.411 .	Information Tech .	51888.42.0011 ✓	Mobile Phone & Data Plans	21,500
00100.411 .	Information Tech .	51888.42.0032 ✓	High Speed Data	60,000
00100.411 .	Information Tech .	51888.42.0033 ✓	Phone - Landline & VOiP Service	99,000
00100.411 .	Information Tech .	51888.43.0010 ✓	Travel - Business	7,000
00100.411 .	Information Tech .	51888.43.0020 ✓	Travel - Training	10,000
00100.411 .	Information Tech .	51888.48.0051 ✓	Network Maintenance/Support	35,000

00100.411 -	Information Tech •	51888.48.0100 ✓	Support Line and Software Services	6,000
00100.411 .	Information Tech ,	51888.48.0151 ✓	Video Conferencing Maintenance/Support	40,000
00100.411 *	Information Tech ,	51888.48.0152 ✓	Website & Webhosting Maintenance/Support	16,000
00100.411 ,	Information Tech •	51888.48.0153 ✓	IT Service Platforms Maintenance/Support	20,000
00100.411-	Information Tech •	51888.48.0154 ✓	Information Security Maintenance/Support	73,700
00100.411 ~	Information Tech *	51888.48.0155 ✓	SaaS - Software as a Service	103,383
00100.411 ^	Information Tech .	51888.48.0161 ✓	MS Office365	5,000
Total				592,283 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reallocation of current budgeted funds to more relevant BARS names and amounts.

County Official Approval:

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

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

JUN 05 2023



Date Submitted: 5/30/2023

Budget Hearing/Meeting Date: 6/27/2023

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

Budget Number xxxxx.xxx.	00100.421 ✓	Budget Name	Geographic Information System
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.421 ✓	GIS ✓	51881.43.0020 ✓	Travel – Training	1,500
00100.421 ✓	GIS ✓	51881.49.0060 ✓	Registration	6,000
Total				7,500 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.421 ✓	GIS ✓	51881.31.0033 ✓	Furnishings	1,000
00100.421 ✓	GIS ✓	51881.35.0010 ✓	Minor Tools and Equipment	500
00100.421 ✓	GIS ✓	51881.48.0155 ✓	SaaS – Software as a Service	6,000
Total				7,500 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reallocation of current budgeted funds to more relevant BARS ^{GIS} names and amounts. ^{ACCOUNTS}

County Official Approval: _____

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

85



AGENDA ITEM SUMMARY

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

10
JUN 12 2023
Sb

Department: BOCC

WORK SESSION ☒ Meeting Date: 6/12/23

REGULAR AGENDA ☒ Meeting Date: 6/13/23

Item summary:

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

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached supplemental appropriations on June 27, 2023
Supplemental appropriations – increased expenditures due to unanticipated federal, state, and local funds.

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

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

Approve the attached notice of supplemental appropriations.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

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

Budget Supplementals 6-13-23
Revised: 3-04-2019



NOTICE OF SUPPLEMENTAL APPROPRIATIONS BUDGET MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board, the supplemental budget appropriations in the following funds pursuant to RCW 36.40.100, at 10 a.m. on June 27, 2023 in the Commissioners' Meeting Room (160) of the Clallam County Courthouse.

HHS - Operations

- Receipt of funding from the Washington State Department of Health for drug users' health program supplies/\$7,500
- Funding for Forks Health Department related costs such as the building purchase, inspection and related costs, HVAC system, and flooring (2 of 2)/\$274,800
- Funding for the following HRHC – Harm Reduction Health Center costs: HVAC system, flooring, painting, and copy machine (2 of 2)/\$49,168

HHS Environmental Health – Receipt of funding from the Washington State Department of Health to perform mosquito trapping for West Nile Virus identification/\$3,000

Sheriff – OPNET Drug – Reimbursement for purchase of (1) digital currency counter that will adequately scan paper currency in a format suitable for retaining evidentiary value/\$9,850

Public Works – Road – Waterline and Sewer line work reimbursements from utility owners Dry Creek Water Association and the Lower Elwha Klallam Tribe/\$515,640

Copies of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: June 13, 2023

Mark Ozias, Chair

Publish: June 17

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM

MAY 23 2023



Date Submitted: May 19, 2023

Budget Hearing/Meeting Date: June 27, 2023

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

Budget Number xxxxx.xxx.	11301.511 ✓	Budget Name	HHS Operations ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	33404.91.0060 ✓	DOH Drug Users Health Program	7,500
Total				7,500 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	56210.31.0020 ✓	Operating Supplies	2,500
11301.511 ✓	HHS Operations ✓	56210.31.0087 ✓	Public Health Clinic Supplies	5,000
Total				7,500 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

New funding is being received from the Washington State Department of Health for drug users health program supplies. These supplies will be used for participants at the harm reduction health center.

County Official Approval:

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

[Handwritten signature]

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MAY 31 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5/31/2023 Budget Hearing/Meeting Date: June 27, 2023 ✓

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

Budget Number xxxxx.xxx.	11301.511 ✓	Budget Name	HHS - Operations ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	34620.00.0214 ✓	Interfund: FPHS Administration	274,800
Total				274,800 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	59462.62.2260 ✓	Forks HHS Building Purchase	229,800
11301.511 ✓	HHS Operations ✓	59462.62.2255 ✓	Forks Building Repairs / Improvements	45,000
Total				274,800 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funding from the FPHS – Foundational Public Health Services Lifecourse funding is being added to the budget to purchase the building that houses the Forks Health Department (229,800). Included is the HVAC 25,000; flooring 15,000; inspection, and related costs 5,000. (2 OF 2)

County Official Approval: Lisa Oprea 05.31.23
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

MAY 31 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5/30/23 Budget Hearing/Meeting Date: June 27, 2023 ✓

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

Budget Number xxxxx.xxx.	11301.511 ✓	Budget Name	HHS - Operations ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	34620.00.0214 ✓	Interfund: FPHS Administration	49,168
Total				49,168 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	59462.62.2265 ✓	Harm Reduction Ctr Repairs/ Improvements	49,168
Total				49,168 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funding from the FPHS – Foundational Public Health Services Lifecourse funding is being added to the budget to make improvements to prepare for the opening of the Harm Reduction Health Center. Included is the HVAC \$23,000; Flooring \$15,000; Painting \$7,000; and a Copy Machine \$4,168. (2 OF 2)

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


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CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

MAY 22 2023



Date Submitted: May 19, 2023

Budget Hearing/Meeting Date: June 27, 2023

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

Budget Number xxxxx.xxx.	00100.511 ✓	Budget Name	HHS Environmental Health ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511 ✓	HHS – Env Health ✓	33393.32.3030 ✓	Vector-Borne Dott Vector-borne T2#3	3,000
Total				3,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS – Env Health ✓	56253.31.0020 ✓	Operating Supplies	3,000
Total				3,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Revenue is being received from the Washington State Department of Health to perform mosquito trapping for West Nile Virus identification.

County Official Approval: _____

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

[Handwritten signature]

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JUN 01 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5/31/23

Budget Hearing/Meeting Date: 6/27/23 ✓

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

Budget Number xxxxx.xxx.	11008.811 ✓	Budget Name	Sheriff – OPNET Drug ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11008.811 ✓	Sheriff – OPNET Drug ✓	33316.73.8000 ✓	Narcotics Task Force Program	9,850
Total				9,850 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11008.811 ✓	Sheriff – OPNET Drug ✓	59421.64.0010 ✓	Machinery and Equipment	9,850
Total				9,850 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Washington State Commerce Department allocated additional funds in the form of a grant amendment to our Drug Task Force JAG grant. This additional funding of \$9,850 is to reimburse our purchase of (1) digital currency counter that will adequately scan paper currency in a format suitable for retaining evidentiary value.

County Official Approval: _____

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

MAY 30 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 05.26.23

Budget Hearing/Meeting Date: 06.27.23 ✓

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

Budget Number xxxxx.xxx.	10101.611 ✓	Budget Name	Public Works – Roads ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
10101.611 ✓	PW – Roads ✓	34410.00.0000 ✓	Road Maintenance and Repair Services	\$515,640
Total				\$515,640 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
10101.611 ✓	PW – Roads ✓	59530.63.7777	PW – Capital Other Improvements	\$515,640
Total				\$515,640 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Waterline and Sewer line work expenditure portions of CRP 1256 (Dry Creek Road Safety Improvements) that were not eligible for grant reimbursement are being reimbursed to the County by the utility owners: Dry Creek Water Association for \$190,143.53 and the Lower Elwha Klallam Tribe for \$325,496.54

County Official Approval: _____

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

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JUN 12 2023

5C



AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION ☒ Meeting Date: 6/12/23

REGULAR AGENDA ☒ Meeting Date: 6/13/23

Required originals approved and attached? ☐

Will be provided on:

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached debatable emergencies on June 27, 2023

Debatable emergency – Public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.

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

See attached form(s).

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

Approve the attached notice of debatable emergencies.

County Official signature & print name: Loni Gores Loni Gores

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

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

Budget Debatables 6-13-23
Revised: 3-04-2019



BUDGET RESOLUTION _____, 2023

CALL FOR HEARING FOR DEBATABLE EMERGENCIES IN THE FUNDS LISTED BELOW

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Pursuant to RCW 36.40.140, the following facts constitute a public emergency that could not reasonably have been foreseen at the time of making the budget:

Parks and Facilities – Funding for wages and benefits associated with the reclassification of the Administrative Specialist IV position to Administrative Operations Coordinator and pay equalization of the Facilities Maintenance Supervisor and eight Maintenance workers/\$35,000

NonDepartmental – Additional funding for a new Escrow Holding & Clearing account to be utilized to facilitate disbursement of earnest funds for real estate purchases by the County/\$30,000

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

1. A public hearing on the debatable emergencies listed above will be held June 27, 2023 at 10:30 a.m. in Room 160 of the Clallam County Courthouse.
2. A copy of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

PASSED AND ADOPTED this 13th day of June 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Mike French

ATTEST:

Loni Gores, CMC, Clerk of the Board

Publish: June 17, 2023
Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

MAY 15 2023



Date Submitted: May 8, 2023 Budget Hearing/Meeting Date: June 27, 2023 ✓

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

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

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293.	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	\$35,000
Total				\$ 35,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.911. ✓	Parks & Facilities ✓	57680.10.0010 ✓	Regular Time	\$32,300
00100.911. ✓	Parks & Facilities ✓	57680.20.0020 ✓	Benefits	\$ 2,700
Total				\$ 35,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

To fund additional wages and benefits associated with the reclassification of the Administrative Specialist IV position to Administrative Operations Coordinator, effective May 1, 2023. Additionally, to fund the pay equalization of the Facilities Maintenance Supervisor and eight Maintenance Workers to be consistent with similar positions in the Roads Department, approved in late 2022 after the 2023 Budget was finalized.

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

[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 6/01/2023 ✓

Budget Hearing/Meeting Date: 6/27/2023 ✓

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

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

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	30,000
Total				30,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.291 ✓	NonDepartmental ✓	58990.49.0300 ✓	Escrow Holding & Clearing	30,000
Total				30,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funding for a new Escrow Holding & Clearing account to be utilized to facilitate disbursement of earnest funds for real estate purchases by the County.

County Official Approval: _____

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

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AGENDA ITEM SUMMARY

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

H1
JUN 12 2023
@ 6pm
Seki Center

Department: **PUBLIC WORKS**

WORK SESSION ☐ Meeting Date:

REGULAR AGENDA ☒ Meeting Date: 6/12/23 @ 6pm

Required originals approved and attached? ☐

Will be provided on:

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary: The department has been tasked with creating an ordinance for the Clallam Bay/Seki Sewer System to capture all users of the utility. Furthermore, the goal of this ordinance is to create fair and equitable charges for use of the sewer system. This ordinance will repeal and replace the existing ordinance (CCC 13.04) in its entirety. The proposed ordinance is a comprehensive ordinance including definitions, connection requirements, user fees, permit requirements, system use regulations, and other sections common to utility system management, use, operations, and maintenance. The process of creating the new ordinance has involved input and collaboration with the Clallam Bay/Seki Sewer Advisory Committee. During the April 19th, 2023 Sewer Advisory Committee meeting, the committee voted to recommend presenting the new ordinance to the BOCC for adoption. Adoption of this proposed ordinance will result in a larger base of paying system users increasing funding for system operation and thereby reducing the burden on the county general fund. It will also provide for better information needed for planning future system needs in operation, maintenance and funding opportunities for required facility improvements.

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?** ☐

Ordinance adoption will result in additional revenue for operation of the Clallam Bay/Seki Sewer Systems

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

The department recommends the BOCC approve and adopt the proposed ordinance.

County Official signature & print name: Ronald Garcelon

Name of Employee/Stakeholder attending meeting: Steve Gray & Ronald Garcelon

Relevant Departments: PUBLIC WORKS

Date submitted: Wednesday, May 31, 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)

An ordinance repealing CCC 13.04 (Clallam Bay/Seki Sewerage Rate Schedule) in its entirety and replacing it with a new chapter of the Clallam County Code concerning regulation and administration of the Clallam Bay Seki sewer system, titled "Clallam Bay/Seki Sewer System".

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Section 1. Section .010, General Provisions, is created to read as follows:

(1) Purpose. The purpose of this chapter is to provide regulatory requirements for the use of the Clallam Bay Seki sewer system and administrative procedures for management of the Clallam Bay Seki sewer system as a utility of Clallam County established pursuant to RCW 36.94.

(2) Minimum standards. The requirements of this chapter are declared to be minimum standards and shall not be construed to prevent the enforcement of more stringent standards imposed by other ordinances, or by the authority of state law.

(3) Connection permit, and user fees established. This chapter sets forth the requirements, procedures, permit fees, connection fees, and monthly user fees for users of the Clallam Bay Seki sewer system.

(4) Severability. If any section of this division is adjudged to be invalid, such adjudication shall not affect the validity of the remaining portions.

Section 2. Section .020, Definitions, is created to read as follows:

Words and phrases used in this chapter, unless contrary to or inconsistent with the context, shall mean as follows:

(1) "Accessory Dwelling Unit" or "ADU" means a separate dwelling unit, containing habitable space, bathroom(s), and a kitchen, with a single-family dwelling or a separate structure associated with a single-family dwelling which is incidental and subordinate to the primary residential use of the property.

(1) (a) Detached. Those accessory dwelling units that are lawfully constructed within existing outbuildings, or stand alone, where the ADU does not share a common wall with the primary dwelling unit.

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

(2) "Authorized side sewer contractor" means a person having appropriate license, bond, insurance, as well as skills and abilities to do work incidental to the construction or repair of side sewers.

(3) "Base rate" means the fixed portion of the monthly user fee that does not vary with the amount of water usage.

(4) "Clallam Bay Seki sewer system" or "sewer system" or "public sewer system" means the Publicly Operated Treatment Works owned by Clallam County, including all present and future public interceptors' sewers, treatment plants, pump stations, outfalls, force mains, trunk lines, sewer mains, sub-mains, laterals, and appurtenances, easements, and rights of way, located in the Clallam Bay Seki Urban Growth Area, and the sewer lines connecting this system.

5) “Clallam Bay Sekiu general sewer plan” means the most recent “Clallam Bay Sekiu General Sewer/Wastewater Facilities Plan”.

(6) “Clean out” means a capped vertical structure connected in line with a side sewer or sewer main intended to be used only for flushing or other maintenance of that line.

(7) “Change of ownership” means any change that results in more than 50 percent new ownership or new individuals in control of a property, as reflected in a deed of trust, quit claim deed, purchase agreement, or other legally binding ownership document filed with the County Auditor.

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

(9) “Consumption fee” means the portion of the monthly user fee that is based on the amount of water consumed by each user as reported by the local water utility.

(10) “County” means Clallam County.

(11) “County inspector” means any employee of the County Public Works Department designated by the Director to inspect sewer facilities pursuant to this chapter.

(12) “Cover” means the depth of material between the top crown of the sewer pipe or drain and the finished grade immediately above it.

(13) “Department” means Clallam County Public Works Department.

(14) “Developer” means a property owner or their agent that is proposing property improvements that will trigger the provisions of the chapter.

(15) “Director” means the Public Works Director or designee, of the County Public Works Department.

(16) “Downspout” means a pipe which conveys water from the roof of a building to control structure or roadside drainage.

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

(18) “Equivalent residential unit” or “ERU” means a water service connection typical of a residential unit, consisting of a three-fourths inch or one-inch diameter service line with a five-eighths-inch meter.

(19) “Footing drain” means an open joint or perforated pipe located near the foundation of a building, intended to intercept and carry underground storm or drainage water away from the structure.

(20) “Force main” means a pressurized pipe conveying sewage from one or more side sewers.

(21) “Food Waste” means putrescible waste from the harvest, preparation, cooking and dispensing of food, and from the handling, storage, and sale of produce.

(22) “Properly shredded food waste” means food waste that has been shredded to such a degree that it will be carried or suspended freely under flow conditions normally prevailing in public sewers, with no particle larger than three-eighths of an inch in any dimension.

(23) “Industrial waste” means a liquid, solid or gaseous substance, or combination thereof, resulting from any process of industry, manufacturing, food processing, business, trade or research, including the development, recovering or processing of natural resources and including garbage, but distinguished from sanitary sewage or storm drainage.

(24) “LID” means a Local Improvement District established by the County.

(25) “Initial sewer connection” means the first sewer connection to a side sewer which serves a property interest thereon regardless of whether the property interest is owned or leased, and which is to be connected to and served by the sewer utility. The intent of this definition is to make clear that if there are multiple separate and distinct property interests located on a single legally defined lot the first connection to each distinctly held property interest is to be deemed to be an initial sewer connection. The “Initial sewer connection” may serve the following types of facilities, including but not limited to, Single Family Dwelling, Park Model or RV.

(26) “Lateral” or “sewer lateral” means that portion of a side sewer that is on public property and is publicly owned.

(27) “Mobile Home Park” means a lot or parcel of land occupied by two or more mobile homes on a rent or lease basis and approved by Clallam County pursuant to County regulations.

(28) “Natural outlet” means a watercourse, pond, lake, stream, river, ditch, or other body of surface water.

(29) “New development” means any development, redevelopment, or change of use of property that would necessitate either provision of a new sewer service or an expansion or upgrade of an existing septic system or sewer connection.

(30) “Park Model”, “Park Model RV” or “Recreational Park Trailer” means a trailer-type unit that is primarily designed to provide temporary living quarters for recreational, camping or seasonal use, that meets the following criteria: Built on a single chassis, mounted on wheels, Having a gross trailer area not exceeding 400 square feet in the set-up mode, certified by the manufacturer as complying with ANSI A119.5

(31) “Permit card” means a card, in a form prescribed by the Director, issued in conjunction with a permit, or a copy of the permit which shall be posted on the premises of the work being accomplished.

(32) “Person” means any individual, company, partnership, corporation, association, society or group and the singular term shall include the plural.

(33) “Pretreatment” means the treatment of effluent from a sanitary plumbing outlet or of industrial waste prior to its introduction into the sanitary sewer.

(34) “Public sewer system” means the Clallam Bay Sekiu sewer system used to collect, convey and treat wastewater generated in the Clallam Bay Sekiu UGA.

(35) “Public place,” “public area” or “street area” means any space dedicated to or acquired by the county for the use of the general public.

(36) “Public building” means a building or improvement which is used or owned by a governmental agency.

(37) “RV park” means a campground for day use and overnight accommodations by recreational vehicles or RVs.

(38) “Recreational vehicle” or “RV” means a vehicular-type unit primarily designed for recreational camping or travel use that has its own motive power or is mounted on or towed by another vehicle. The units include travel trailers, fifth-wheel trailers, folding camping trailers, truck campers, recreational park trailers, park model RV’s, park models and motor homes.

(39) “Recreational vehicle hookup” or “RV hookup” means an exterior sewer standpipe with a removable cap intended to serve one recreational vehicle sewer service. The use of such single RV hookups must be consistent with the applicable zoning requirements, occupancy usage and any other applicable requirements or restrictions set forth in CCC Title 33 pertaining to a “recreational vehicle” as that term is defined under WAC 296-150R-0020.

(40) “Residential complex” means a multi-family building i.e. apartments, condominiums, duplex, tri-plex

(41) “Sanitary plumbing outlet” means a plumbing outlet from a structure which carries the wastewater from sanitary facilities and plumbing fixtures, and which does not intentionally carry storm water or unpolluted water.

(42) “Sanitary sewer” means a sewer which carries wastewater and does not intentionally carry ground water from footing drain, storm water, or unpolluted water.

(43) “Sewer main” or “sub-main” means a sanitary sewer line that conveys wastewater from one or more side sewers.

(44) “Sewage” means waste discharged from sanitary plumbing outlets of buildings.

(45) “Side sewer” means a privately owned sanitary sewer pipe leading from the plumbing outlet at a building(s), RV’s connection or footing line(s) to the property line, together with the publicly owned sewer lateral connected to the sewer main.

(46) “Single-family Dwelling” means a dwelling unit intended for occupation by one family and including accessory improvements and uses. This definition includes manufactured homes such as mobile homes, modular homes and other homes manufactured in components or as one complete dwelling unit.

(47) “Storm drain” means a public or private drain which carries storm and surface waters or drainage, effluent from storm plumbing outlets, and other unpolluted water.

(48) “Storm plumbing outlet” means a plumbing outlet from a building or structure which carries surface water or unpolluted water.

(49) “Suspended solids” means solids that either float on the surface of or are in suspension in water, sewage or other liquids, and which are removable by filtering the liquid, and includes matter which, upon dilution with water or sewage, results in the formation of suspended solids.

(50) “UGA” or “Clallam Bay Sekiu UGA” means Clallam Bay Sekiu Urban Growth Area established by the County pursuant to the Growth Management Act, Chapter 36.70A RCW, for the unincorporated Clallam Bay Sekiu area.

(51) “Unpolluted water” means water in its natural state, or water which, after use for any purpose, is not substantially changed as to chemical or biochemical qualities. The Director may determine which water is unpolluted water.

(52) “User fee(s)” means the monthly fee charged each customer of the Clallam Bay Sekiu sewer system, consisting of a base rate and a consumption fee.

(53) “Wholesale sewer connection” means commercial properties such as mobile home parks or RV parks which contain multiple residential or recreational units where one water meter serves multiple sewer connections.

(54) “Wastewater” is a comprehensive term including industrial waste and sewage.

Section 3. Section .030, Connection requirements, is created to read as follows:

(1) Prohibition of new septic systems in the Clallam Bay Sekiu UGA. No new septic systems shall be permitted in the Clallam Bay Sekiu UGA, unless a waiver is granted pursuant to subsection (3)(d) below.

(2) Eligibility for sewer service.

(a) All properties within the Clallam Bay Sekiu UGA are eligible to apply for connection to the Clallam Bay Sekiu sewer system at any time. Applications for connection shall be submitted on forms provided by the County pursuant to section 040 below.

(b) Pursuant to RCW [36.70A.110](#)(4) no property outside the Clallam Bay Sekiu UGA shall be allowed to connect to the Clallam Bay Sekiu sewer system except in those limited circumstances that it has been demonstrated to the Director that such a connection is necessary to protect basic public health and safety and the environment. The Director shall consult with the Clallam County Health Officer and the Clallam County Department of Community Development for determining consistency with RCW 36.70A.110(4) and the Clallam County Comprehensive Plan.

(3) Connection required. The following sewer system connection requirements shall apply to properties in the Clallam Bay Sekiu UGA:

(a) Properties with existing septic systems that are within 200 feet of a sewer main or sub-main (as measured along the usual or most feasible route of access as determined by the Director) shall be required to connect to the Clallam Bay Sekiu sewer system within one year of the date of change in ownership.

(b) Properties farther than 200 feet from the nearest sewer main or sub-main (as measured along the usual or most feasible route of access as determined by the Director) shall be allowed to continue use of an existing properly functioning septic system until such time as a sewer main or sub-main is available within 200 feet of the property, at which time the provisions of subsection (3)(a) of this section shall apply. Nothing herein prohibits any property in the Clallam Bay Sekiu UGA from connecting to the Clallam Bay Sekiu sewer system at any time; however, all properties are responsible for the installation of any sewer main or sub-main extensions and sewer laterals necessary for such connection. All such sewer mains, sub-mains, and laterals shall meet standards for sewer facilities established by the County, and upon inspection and approval by the County shall be dedicated to the County.

(c) All new development on parcels within the Clallam Bay Sekiu UGA shall provide sewer service by connection to the Clallam Bay Sekiu sewer system unless a waiver from connection is provided pursuant to subsection (3)(d) of this section.

(d) The Director may grant a waiver from the requirement of subsection (3)(c) of this section upon finding all the following conditions have been met:

(i) The parcel is more than 200 feet from the nearest sewer main or sub-main (as measured along the usual or most feasible route of access as determined by the Director); and

(ii) The cost of connection to the Clallam Bay Sekiu sewer system (including the connection fees listed in subsection (6) below and all other costs to connect the building to the sewer main) is more than 150 percent of the total cost of a private septic system meeting the requirements of the Clallam County Environmental Health Division; and

To apply for a connection waiver, the property owner must submit a waiver application and remit to the Department a waiver review fee of \$150.

(e) When or if a Clallam Bay Sekiu sewer system main or sub-main is extended to within 200 feet (as measured along the usual or most feasible route of access as determined by the Director) of a property granted a waiver under this subsection, the property shall then be subject to the requirement of subsection (3)(a) of this section.

(4) Sewer service required for all new land divisions. Prior to final plat approval for all new land divisions as defined by CCC 29.03.100(26) within the Clallam Bay Sekiu UGA, sewer service shall be provided by extension of sewer mains, sub-mains, and lateral sewers as needed to serve each parcel in the division. All such sewer mains, sub-mains, and laterals shall meet standards for sewer facilities established by the County, and upon inspection and approval by the County shall be dedicated to the County.

(5) Connection required for failed septic systems. Any property within the Clallam Bay Sekiu UGA with a septic system that the local or State Health Department determines to be failing to provide the level of effluent treatment necessary to protect basic public health and safety is required to connect to the Clallam Bay Sekiu sewer system unless a waiver is granted pursuant to subsection (3) above.

(6) Connection fees.

(a) The connection fee for the Clallam Bay Sekiu sewer system shall be \$1,500 per ERU.

(b) Fees for sewer connection shall be payable at the time of submission of a connection permit application. No connection permit shall be issued by the Department unless all fees are paid in full by the applicant. This includes: the connection fee, connection permit application fee, right-of-way permit fees (if applicable) and one inspection fee.

(c) Equivalent Residential Unit (ERU) Factors. The factors for determining the proportional ERUs shall be in accordance with Table 1: Equivalent Residential Unit (ERU) Factors.

(e) If the actual water meter size installed is increased to provide for fire sprinkler installation, the applicant shall provide documentation of water use, fixture count, and a copy of the permitted plans showing the combined piping. The Director shall determine the appropriate equivalent residential unit factor based upon a standard installation for the use without fire sprinklers.

(f) For commercial property for which no water meter exists (for example, where the water supply is a private well) or for any instances in which a mix of residential and commercial uses exists in multiple structures on a single parcel served by a single water meter, the Director shall determine the ERU factor based on a determination of flow consistent with "Criteria for Sewage Works Design" published by the Washington State Department of Ecology in effect at the time with 125 gallons per day per ERU, a fixture count table, or other method deemed appropriate by the Director.

(g) All single-family dwellings shall be one ERU regardless of meter size.

(h) Failure to connect when required. In addition to any other penalty authorized by this chapter, a property owner who fails to connect to the Clallam Bay Sekiu sewer system within 90 days of receiving official notice to do so, shall be subject to a penalty that shall be a non-refundable monetary charge in an amount equal to the base monthly sewer rate that

would be charged against that property if it were connected to the sewer system. The Department shall assess the penalty against the property through its utility billing system.

Table 1: Equivalent Residential Unit (ERU) Factors

Type of Connection	ERU Factor
<u>Residential Connections</u>	
a. Initial sewer connection on a leased or owned lot (initial connection may serve the following types of facilities, including but not limited to, a Single-Family Dwelling, Park Model or RV)	1.0 ERU
b. Additional RV hookup	0.35 ERU per RV Hookup
c. Accessory Dwelling Unit (ADU), attached or detached	1.0 ERU
d. Residential Complex	1.0 ERU per dwelling unit
<u>Commercial Use Connections</u>	
a. Non-residential connections (i.e.) Commercial Use, Industrial, and Public. Connections based on the following meter size.	
Meter Size (inches)	
5/8 and 3/4	1.0
1	2.5
1-1/2	5.0
2	8.0
Meters sized greater than 2 inches or any use requiring an industrial pretreatment plan requires an approved engineering analysis of equivalent ERUs.	
b. Commercial Use Wholesale Account Connections	
Mobile Home Park	1.0 ERU per dwelling
RV Park	0.35 ERU per RV hookup

Section 4. Section .040, Sewer connection permits, is created to read as follows:

(1) Unlawful to connect, repair or alter without permit. It is unlawful to make any connection, addition or alteration to any public or private sewer system, drain or natural outlet

without complying with all of the provisions of this chapter and all other regulations in relation thereto, and without a valid permit issued by the Director. This includes replacement of a structure or mobile home. An authorized side sewer contractor or a property owner or their agent shall not break, alter, or tamper with any public sewer system or its appurtenances except to make a connection to an existing wye or tee under permit from the County.

(2) Application for permit.

(a) Application for the permit required by this chapter shall be filed with the Director stating the following:

- (i) The name of the property owner;
- (ii) The address of the property to be served;
- (iii) The property owner's mailing address;
- (iv) The side sewer contractor's name;
- (v) The legal description of the property to be served;
- (vi) The dimensions of the buildings to be served, including insets or ell;
- (vii) The location of buildings on the property;
- (viii) The purpose for which the building is to be used;
- (ix) The location of the proposed side sewer and other proposed works.
- (x) Details of any pressurized side sewer as specified in section 080(6) below.
- (xi) A count of all fixtures served by the proposed side sewer.
- (xii) Elevation of the lowest plumbing fixture, and elevation of side sewer at the building or foundation line.
- (xiii) Cover of side sewer at building or foundation line.
- (xiv) The size, length and material or private side sewer and the slope
- (xv) Approximate location of exterior utilities

(b) The Director may change or modify the application and designate the manner and place where the side sewer shall connect to the public sewer system, may specify the material, size and grade of the side sewer and determine whether or not a permit shall be granted. The Director may require the applicant to furnish plans prepared and stamped by a professional engineer, licensed in the State of Washington, where unusual or special circumstances dictate, or where deviation from the standards of section 080 of this chapter are proposed. The Director shall keep such records as deemed necessary of all side sewer permits and inspection reports.

(c) The Director may require property owners applying for a change of use, building, land division or sewer permits to perform upgrades to material and other standards of their permitted side sewer per section 080 of this chapter to address health or safety concerns, including the impact to operation of the Clallam Bay-Sekiu Sewer. The Director may use inspection or other relevant records of side sewer installation or require a visual inspection to assess the extent of upgrades required. Property owners may provide an engineered assessment of side sewers to the Department for consideration.

(d) Any work on Washington State Department of Transportation (WSDOT) right of way shall be in accordance with the current franchise between the County and WSDOT and will require approval by WSDOT prior to issuance of a sewer connection permit.

(3) Decommissioning permit.

When a structure is to be demolished, lost due to fire, or has been condemned and no sanitary sewer use is to be required of the property, a property owner may obtain a side sewer decommissioning permit from the Department.

(a) Minimum requirements for decommissioning include:

- (i) Confirmation of property line boundary
- (ii) Minimum of 20-feet piping exposed from delineated property boundary
- (iii) Physical disconnect of a minimum of 2-feet (downstream cut edge to upstream cut edge)
- (iv) Installation of push on PVC cap to match existing pipe diameter
- (v) Cap to remain exposed until inspection by County inspector completed
- (vi) Contractor to place pressure treated 2x4 adjacent to cap with minimum 24" exposed from existing grade to indicate cutoff location and backfill with native material
- (vii) Contractor to either grout remaining side sewer and abandon in place or remove all piping leading to building foundation

All costs, including inspection fee will be at the property owner's expense. Upon completion, an as built must be submitted to the county for the decommissioning permit to be finalized and for monthly sewer fees to be terminated.

Upon reconnection of any new development, a new sewer connection permit would be required along with current connection and other associated fees.

(4) Developer provided sewer facilities. In addition to the above permit requirements, all proposed developer provided sewer system facilities shall adhere to the following provisions:

(a) All developer owned, or developer supplied public sewer mains, force mains, pump station, or other facilities that convey sewage from one or more side sewers shall upon inspection and acceptance by the County be conveyed to County ownership. Where such facilities are on private property, an easement of sufficient size to facilitate maintenance as determined by the Director shall be granted to the County and filed with the County auditor.

(b) Approval of plans. Plans and specifications for all proposed developer provided sewage system facilities shall be submitted to the department for review and approval prior to construction. Plans shall be prepared by a professional engineer licensed in the state of Washington.

(c) Standards. All developer provided sewer system facilities shall adhere to the standards for sewer facilities established by the County and the "Criteria for Sewage Works Design" (commonly referred to as the Orange Book) published by the Washington State Department of Ecology in effect at the time.

(5) Work to conform to permit specifications - Posting. After approval of the application and issuance of the permit, it is unlawful to alter the permit or to do any work other than that provided for in the permit. If the permittee wishes to perform additional work, the Director may require that he secures an additional permit. One copy of the permit, or an additional card bearing the permit number, according to directions of the Director, shall be posted upon the work site at a place readily and safely accessible to the County inspector, and in a conspicuous place near the work being performed under the permit.

(6) Validity of permit. A permit issued under this chapter shall not be valid for a period of more than 120 days unless extended or renewed by the Director prior to the date of expiration or the sewer permit is issued in conjunction with a building permit in which case the expiration shall be matched to the building permit expiration date.

(7) Fees.

(a) Fees for sewer connection shall be as prescribed by subsection (7)(a) of this chapter and payable at the time of submission of a connection permit application. No connection permit shall be issued by the Department unless all fees are paid in full by the applicant. This includes: the connection fee, connection permit application fee, right-of-way permit fees (if applicable) and one inspection fee. Sewer permit fees are non-refundable.

(b) Connection permit fees shall be as follows:

(i) For residential: single family dwellings, residential complexes, RV, and public connections the permit fee shall be \$150.00.

(ii) For commercial use connections the fee shall be \$250.00.

(iii) Inspection fee shall be \$75 per inspection.

(c) Decommissioning permits per section (2)(a) shall be as follows:

(i) For all accounts the fee shall be \$150.00

Section 5. Section 050, Sewer system use regulations, is created to read as follows:

(1) Purpose. It is the purpose of this section to provide provisions to eliminate the discharge of certain harmful and potentially harmful materials into the public sewer system. This section is to be construed under the police powers granted the County and is for the protection and general welfare of the citizens of the Clallam Bay Sekiu UGA and the surrounding areas.

(2) Interceptors or grease traps required. For all commercial use kitchens, interceptors or grease traps are required. All grease traps and interceptors shall be constructed and installed, at a minimum, to comply with the uniform plumbing code specifications in effect at the time of installation, as administered by the County Building Division.

(3) Inspection.

(a) The Director or any other duly authorized employees of the County bearing proper credentials and identification shall be permitted to enter at reasonable hours upon all applicable facilities for the purposes of inspection, observation, measurement, sampling, and testing of interceptors or traps.

(b) Should the County find an interceptor to be out of compliance with the provisions of this chapter, the costs of the inspection, including both time, labor and/or any materials and/or services rendered by the County in connection with bringing the interceptor or trap into compliance, shall be borne by the owner of the premises upon which the interceptor or trap is located.

(c) The owner of any interceptor or trap or premises which is not in compliance shall be given notice by the County and shall be allocated 48 hours from the date of the notice to bring the interceptor or trap into compliance. If compliance is not forthcoming, the County shall have the right to correct the deficiency and to bring the interceptor or trap into compliance, all at the expense of the owner of the premises.

(d) Any expenses incurred by the County to remedy a non-compliant situation prohibited by subsection 050(3)(c) above shall constitute a lien against the premises charged, which lien may be foreclosed by the County in the same manner in which other sewer utility liens are foreclosed pursuant to state statute.

(4) Discharges of certain materials prohibited. The discharge into the sewer system by direct or indirect means of any of the following is hereby prohibited:

- (a) Subsoil foundation drains, curtain drains, or French drains;
- (b) Footing drains;
- (c) Window well drains;
- (d) Door well drains;
- (e) Yard drains, ditch water, runoff, or wash-down water;
- (f) Unroofed basement floor drains;
- (g) Overflows from unpolluted water storage facilities;
- (h) Clear water from refrigeration, reverse-cycle heat pumps and cooling or air conditioning equipment, except for periodic draining and cleaning of such systems;
- (i) Roof drains or downspouts from areas exposed to rainfall or other precipitation;
- (j) Surface or underground waters from any source other than the municipal domestic water systems;
- (k) Any liquid or vapor having a temperature higher than 140 degrees Fahrenheit (60 degrees Celsius);
- (l) Any waste that contains more than 150 parts per million by weight of fat, oil or grease;
- (m) Any gasoline, benzene, naphtha, oil, or other flammable liquid, solid or gas which by their nature or quantity are or may be sufficient either alone or by interaction with other substances to cause a fire or explosive hazard;
- (n) Any sand, mud, straw, hair, shaving, metal, glass, rags, diapers, wipes, feathers, tar, plastic, wood, paunch manure, non-biodegradable products, or any other solid or substance capable of causing obstruction to the flow in sewers or improper operation of the sewage works;
- (o) Any waste having a pH lower than 5.5 or higher than 11 or having any other corrosive property capable of causing damage or hazard to the sewer system structures, equipment, or personnel;
- (p) Any waste containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process;
- (q) Any waste containing suspended solids or viscous substances of such character and quantity that unusual attention or expense is required to handle such materials in the sewer system but in no cases solids greater than ¼ inch;
- (r) Pollutants including oxygen demanding pollutants (biochemical oxygen demand, chemical oxygen demand, etc.) released in a discharge at a flow rate and/or pollutant concentration, which, either singly or by interaction with other pollutants will cause interference;
- (s) Any obnoxious or malodorous gas or substance capable of creating a public nuisance;
- (t) Food waste, except that properly shredded food waste is not prohibited;
- (u) Wastewater containing any radioactive wastes or isotopes except as specifically approved by the Director in compliance with applicable state or federal regulations; and

(v) Materials defined as dangerous waste under Chapter 173-303 WAC as now enacted or hereafter amended.

(5) Unlawful to damage. It shall be unlawful for any person to maliciously, willfully or negligently break damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is part of the sewage system. Interceptors installed pursuant to this chapter shall be deemed, for purposes of this section, to be part of the sewage system.

(6) Unlawful to discharge. It shall be unlawful for any person to maliciously, willfully or negligently discharge any of the materials listed in subsection (4)(a)-(v) of this section 5.

Section 6. Section 060, Sewer maintenance regulations, is created to read as follows:

(1) Notice of inoperative or inadequate condition. Where it is determined by the Director that a side sewer is obstructed, broken, inoperative or inadequate and is a menace to health, or is liable to cause damage to public or private property, the Director shall give notice to the owner, agent or occupant of the property in which such condition exists. If the owner, agent or occupant refuses to reconstruct, relay, reconnect, repair or remove the obstruction of the side sewer within the time limit specified in such notice, the Director may authorize such work as may be necessary to comply with this section. The cost of such work authorized by the Director shall be charged to the property owner and shall become immediately payable to the County upon written notice of such amount being given to the property owner or posted upon the premises.

(2) Discharge of materials or stormwater due to inoperative or damaged side sewers. The property owner shall be responsible for capping all sanitary inlets before the time of demolition, and for paying all associated costs for capping cases of demolition, fire damage or other situations that may expose sanitary inlets to ensure there is no unlawful discharge to sewers.

(2) Use of existing side sewers. Where a new or converted building or new installation replaces an old one, an application shall be submitted, and a permit issued pursuant to the provisions of section 040 of this chapter. The use of an existing side sewer will be allowed when approved by the Director as conforming to all requirements of this chapter. No new connection fee will be required unless the new building or installation requires an increase in the water meter size.

(3) Backwater sewage valves.

(a) In any building, structure, or premises in which the plumbing outlets or other facilities are too low in elevation as determined by the Director to permit gravity flow to the public sewer system, wastewater shall be lifted mechanically and discharged into the public sewer.

(b) Whenever a situation exists involving the danger of backups of sewage or drainage from the public sewer system, the Director may prescribe a minimum elevation at which the plumbing outlet or side sewer may be discharged to the public sewer system. Wastewater from drains or side sewers below such minimum elevations shall be lifted mechanically to an elevation determined by the Director, or if approved by the Director, a backwater sewage valve may be installed provided the property owner shall record with the department an instrument as described in subsection 080(4) below. The effective operation of the backwater sewage valve shall be the responsibility of the owner of the sewer or drain.

(4) Unlawful to plant certain vegetation. It is unlawful to plant within 30 feet of any sanitary sewer or side sewer any tree or shrub whose roots are likely to enter and obstruct the flow of the sewers, for example specifically banned for planting within this 30- foot area are: willows, birches, oaks, poplars, cottonwoods, soft maples, and gum trees.

Section 7. Section 070, Repair and construction regulations, is created to read as follows:

(1) Trenches and excavations – safety standards.

(a) All trenches or excavations within four feet of any public place and all obstructions or encroachments upon a public place shall be barricaded and shored as required for public safety. It is unlawful to fail to maintain the lateral support of any public place while constructing, altering, or repairing any side sewer or storm drain. All trenches or excavations shall be covered during hours of inactivity of work on the side sewer.

(b) Barricades posted upon arterial streets or highways must conform to the standards established by the Washington State Department of Transportation (WSDOT), and/or such addenda to such standards as the County may establish.

(c) All work performed under the authority of this section shall be accomplished within the minimum safety standards prescribed by the Washington State Department of Labor and Industries (L&I). Evidence of failure to comply with the requirements of L&I shall be sufficient reason for the Director to order a stoppage of work until the required safety precautions are established on the job.

(2) County may complete unfinished work. Work within the limits of any public area shall be performed to completion with due diligence in accordance with a valid permit, and if any excavation is left open, whether covered or uncovered, beyond a time reasonably necessary to fill the same, the Director may cause the same to be backfilled and the public area restored forthwith. Cost incurred by the County in having such work performed shall be charged to the side sewer contractor in charge of such work and shall be immediately payable to the County by the contractor upon written notification of the amount thereof given to the contractor or posted at the location. A lien shall be placed on the property if payment is not received within 30 days of the date of written notification.

(3) Owner or contractor liable for County completion costs. If any work performed on a side sewer is not completed in accordance with the provisions of this Department and the plans and specifications as approved by the Director, and if the contractor or person doing the work refuses to properly construct and complete such work, notice of such failure or refusal shall be posted on the premises where the work is being done, and the Director may cause the work to be completed and the sewer connected in the proper manner, and the cost of such work and any materials necessary therefore shall be charged to the owner or contractor and be payable by the owner or contractor immediately upon the Director giving written notice of the amount thereof or posting a notice thereof on the premises. A lien shall be placed on the property if payment is not received within 30 days of the date of written notification.

(4) In no case shall the County be responsible for the maintenance or repair of side sewers on property not owned by the County.

Section 8. Section 080, Side sewer regulations, is created to read as follows:

(1) Lateral sewer contractor requirements.

(a) It is unlawful for anyone to construct, reconstruct or repair any sewer lateral unless they are authorized licensed and bonded side sewer contractor in the State of Washington, or is an employee of the Director performing assigned duties.

(b) Each side sewer contractor performing work on a sewer lateral shall file with the County a certificate of insurance from an insurance company licensed to do business in the state that the contractor carries public liability and property damage insurance in amounts deemed adequate by the Director. Such policy shall contain an endorsement naming the County, its officers, elected officials, employees, and agents, as an additional insured and providing for not less than 10 days' notice to the County of any change, cancellation, or expiration of such policy.

(c) An authorized side sewer contractor must secure their own permits, be responsible for all work accomplished under those permits and connect all plumbing outlets or facilities in a complete manner, as required by the Director.

(d) A property owner or their employee may construct, reconstruct, or repair a side sewer on their private property.

(2) Costs to be borne by owner. Costs and expense incidental to the installation, connection and maintenance of a side sewer shall be borne by the owner or occupant of the premises served by the side sewer.

(3) Easement required.

(a) Before a side sewer may be located on a building site other than the site being served by the side sewer, and before the Director issues a permit authorizing the laying of such a side sewer, the owner of the side sewer shall secure a written easement from the owner of the building site to be crossed. The Director may designate the manner and place that a side sewer may be connected to a sewer main. The easement shall be duly acknowledged and shall grant the right to occupy the property for side sewer or utility purposes. The easement shall be recorded in the office of the County Auditor, by the owner of the side sewer, and a copy of the recorded easement included with the side sewer permit application.

(b) Where a side sewer is to be connected in a public area to a side sewer which is owned by another and does not involve an easement, written permission for such connection shall be obtained from the owner of such side sewer and shall be filed with the Director before a permit authorizing such connection is issued.

(4) Variances to standards. If, in the opinion of the Director, physical conditions make compliance with the provisions of this section impracticable, the Director may issue a permit for installation of a side sewer requiring compliance with the provisions insofar as is reasonably possible, and such permit shall be issued only upon the condition that the property owner shall record with the County Auditor an instrument acceptable to the Director agreeing to save harmless and indemnify the County from any damage or injury resulting from such installation. Such instrument shall be upon a form approved by the County.

(5) Materials and standards –gravity side sewers.

(a) Materials and workmanship in connection with the installation of any side sewer or drain shall be gasketed, ASTM D3034 SDR 35 (i.e., Twinseal or comparable). No glue joints shall be allowed. Connection to the sewer main shall be by an approved tee, wye, or sanitary saddle.

(b) Six inches shall be the minimum diameter of pipe for gravity-flow sewer laterals except for single residential units which shall be a minimum of four inches.

(c) Not more than one residence or commercial building shall be connected to a side sewer except by permission of the Director, and in accordance with, rules and regulations of this chapter.

(d) Any one single-family dwelling shall be connected with not less than four-inch diameter pipe on private property; provided, that where a dual connection of two single-family dwellings, or a multiple dwelling or commercial building with a single-family dwelling is permitted by the Director, such connection shall be made with not less than six-inch diameter pipe below the point of dual connection.

(e) Any multiple dwelling, industrial or commercial building shall be connected with not less than six-inch diameter pipe on private property.

(f) Side sewer lines shall be located a minimum of 10 feet horizontally from water mains and water service lines. Side sewer lines shall cross water lines below the water line with a minimum vertical separation of 18 inches between the invert of the water line and the crown of the sewer; otherwise, sewer line is to be sleeved.

(g) If the vertical or horizontal separation contained in (5)(f) of this section cannot be maintained, construction shall be as follows: sewer shall be ductile iron (C151 or C104), HDPE (3408) or PVC (D3034) encased in concrete or in a one-quarter inch thick continuous steel, ductile iron, or pressure rated PVC pipe with all voids pressure-grouted with sand-cement grout or bentonite for a distance of at least ten feet each side of the center of the water main.

(h) Fittings, reducers, traps, etc., shall be of standard manufacture.

(i) Changes in line or grade shall be made with wyes or 45-degree bends, or for slight changes in line or grade, by setting each pipe out of line slightly, within the deflection angle allowed by the pipe manufacturer's specifications, or by using 10-degree, 22-1/2-degree or 30-degree bends supplied by pipe manufacturers.

(j) When laying around a 90-degree corner, a wye and 45-degree bend combination shall be used with the end of the wye constructed as a cleanout.

(k) Cleanouts are required at:

- (i) Foundations;
- (ii) On private property 2 feet from private property lines;
- (iii) For 45 degree or greater direction and/or grade changes; and
- (iv) For every 100 feet of sewer pipe.

(l) Reducers or wyes shall be used when changing the sizes of pipe. Pipe size may also be changed at a manhole.

(m) Grafts on four-inch, six-inch or eight-inch pipe shall not be allowed.

(n) A bend must not be used adjacent to a tee or wye at the main sewer but may be used at a length of pipe or more away from the main sewer unless the bend is manufactured as a part of the first length of pipe.

(o) Side sewer shall be laid on not less than two percent nor more than 100 percent grade; shall be not less than 30 inches from any foundation wall of any building, and if there is no foundation wall, not less than 30 inches from the outer lines of any footings, pilings or building supports. Side sewers shall have not less than 30 inches of cover at ditch lines, in paved areas, and at the property line, and 18 inches of cover on the private property. All

cover measurements shall be based on the established grade, or on existing improvements, or shall be determined by the Director.

(p) If a side sewer is to be constructed at more than 100 percent grade, or with less than the required minimum cover prescribed in this chapter, the Director may require special plans for the construction to be submitted for his approval, and he may require the use of ductile iron pipe, HDPE, or other material before approving the plan of construction. The wall thickness of the pipe to be used, and whether it should be encased in concrete or concrete with reinforcing steel, shall be determined by the Director.

(q) All sewer pipes are to be bedded in pea gravel, sand, or pea gravel/sand mix 2-4 inches below & 4-6 inches above.

(r) Whenever it becomes necessary to disturb pavement in connection with any work authorized under this chapter, the opening shall be not less than three feet square; provided, the Director may specify a size of opening and additional cuts to be made when needed to insure a proper backfill. Such pavement disturbances are subject to the fees established in CCC 5.100.245.

(s) No excavation shall be made in any public area except at the times and in the manner prescribed by the Director.

(t) A trash pump is to be on site or immediately available if water is present in the ditch.

(u) No debris shall enter the public sewer at any time. Any such unauthorized use shall constitute a violation.

(v) All work is to be left exposed for inspection pursuant to section 090 of this chapter.

(w) Backfill of excavation and tunnels under concrete or asphalt roadway surfacing and the restoration of these surfaces in public areas shall be accomplished by the contractor as directed by the Director.

(x) Tunnels or excavations under public sidewalks or under driveways in public places may be backfilled by a side sewer contractor; provided, that the material has been approved by the Director, and provided it is tamped in place with a mechanical tamper, in layers of not more than 8 inches loose thickness; except that, within two feet of finish grade the loose thickness layers shall not exceed six inches. The density of all such compaction shall be approved by the Director.

(y) Traffic control shall be the responsibility of the side sewer contractor and subject to the approval of the Director.

(6) Pressurized side sewers. In any building, structure, or premises in which the plumbing outlets are too low in elevation as determined by the Director to permit gravity flow to the public sewer system, wastewater shall be lifted mechanically and discharged into the public sewer. All such pressurized side sewers shall be designed by an authorized side sewer contractor or professional engineer licensed in the State of Washington, and a complete description of the pressure system shall be provided to the County as part of the sewer connection permit required in section 040 above. Information provided shall include:

- (a) diameter and materials of all pressurized lines;
- (b) pump manufacture, capacity, and rating;
- (c) size and location of pumping chamber or reservoir; and
- (d) any other information deemed necessary by the Director.

(7) Restoration to original condition. Streets, sidewalks, planting strips and other public areas disturbed or altered in the course of any side sewer work, shall be restored by the authorized side sewer contractor to the original surface condition as approved by the Director; and in the

event of the failure of the contractor to so restore the area the Director may make such restoration and charge the cost thereof to the side sewer contractor or property owner who shall, upon receiving written notice of the amount thereof or upon posting of such notice at the area, make immediate payment thereof to the County within 90 days.

(8) Manholes required. In any property served by a side sewer carrying industrial waste, the owner or the occupant shall install a manhole in the side sewer to facilitate observation, sampling and measurement of the wastes, when required by the Director. Such manhole shall be accessible, safely located and shall be constructed and installed in accordance with the plans approved by the Director. The manhole shall be installed and maintained by the owner or occupant at their sole expense.

Section 9. Section 090, Administration and Enforcement, is created to read as follows:

(1) Inspection of work.

(a) Any person performing any work pursuant to the provisions of this chapter shall notify the Department when the work will be ready for inspection and shall specify in such notification the location of the premises by address and the permit number issued pursuant to section 040above.

(b) On any request for inspection 48 hours notice plus Saturday, Sunday and holidays from the date and time of the request for inspection may be required by the Department.

(c) If the Department finds the work performed or materials used not in accordance with the permit, this chapter, and rules and regulations and the County "Standard Plans and Specifications" for side sewer construction as amended, the person doing the work and the owner of the premises shall be notified by posting a notice on or near the permit card. Such posted notice shall be all the notice that is required to be given of the defects in the work or the materials found in such inspection.

(d) The inspection shall include a visual inspection to determine that the side sewer is of tight construction and does not allow infiltration or ex-filtration of water; additional pressure testing may occur at the discretion of the Director. If the County inspector finds that the work and materials used are in accord with this section and the side sewer inspection is satisfactory, approval shall be granted. Upon such approval the trench or sewer within the street area shall be filled or covered in such a manner that no significant settlement shall occur for a period of one year. During this time the filled trench or sewer may be inspected by the County inspector who may order its refilling if at any time it is found that significant settlement has occurred, or that because of defective workmanship or material used, the work is otherwise unsatisfactory.

(e) If the permittee is an authorized side sewer contractor, either the contractor or a competent representative shall be on the premises whenever so directed to meet the inspector. A property owner shall also meet the inspector at a mutually convenient time during regular hours of business when requested.

(f) No trench shall be filled nor any sewer or drain covered until the work has been inspected and approved by the County inspector, and his approval noted on the card posted on the job site.

(g) The County inspector or other County official or employees of the County, bearing proper credentials and identification, may with the consent of the occupant or with the consent of the owner of unoccupied premises or pursuant to a lawfully issued warrant, enter upon any and all premises at all reasonable times for the purpose of inspection, observation,

measurement, sampling and testing of sewers and sewage waste in accordance with the provisions of this chapter.

(h) The County inspector or other County official or employees of the County, bearing proper credentials and identification, shall be permitted to enter all private properties through which the County holds a duly negotiated easement agreement for the purpose of inspection, observation, measurement, sampling, repair, and maintenance of any portion of the sewage works lying within the easement. All entry and subsequent work, if only on the easement shall be done in full accordance with the terms of the duly negotiated easement agreement pertaining to the private property involved.

(2) Promulgation of additional rules and policies. The Director may make rules and policies and amend them from time to time, not inconsistent with the provisions of this chapter, which are deemed necessary and convenient to carry out the provisions of this chapter.

(3) Violations.

(a) The Director is authorized to post notice on public or private property at or abutting the scene of any violation of this chapter, calling for the terms of this chapter to be complied with, and the notice may require the work to cease if necessary.

(b) It is unlawful for anyone to remove, mutilate, destroy, or conceal any notice issued or posted by the Director or the County inspector pursuant to the provisions of this chapter.

(c) Whoever violates any of the provisions of this chapter shall, in addition to any penalties provided for such violation, be liable for any expense, loss or damage occasioned thereby to the County.

(d) Violation of or failure to comply with the provisions of this chapter or submit an action plan within 30 days of receipt of violation notice shall subject the offender to a fine of \$100.00 each day that any violations or failure to comply exists after 30 days of receipt. Charges to be applied as a lien on the property until work as complete to the satisfaction of the Director as addressed in the violation notice.

(e) If a citation, notice, or order was issued in error, or if penalties were assessed in error, the Director may adjust the penalties assessed. The Director shall document the circumstances under which a decision was made to adjust penalties and such a statement shall become public record unless privileged.

Section 10. Section 100, Developer reimbursement, is created to read as follows:

(1) Purpose. The purpose of this developer reimbursement section is to define the rules and regulations for executing contracts between the County and developers for those portions of public sewer system constructed and paid for by private developers, and to provide a means for partial cost recovery through a charge to later users of the systems who did not contribute to the capital costs thereof, and for establishing assessment reimbursement areas defining which property is subject to such charges.

(2) Definitions. The following definitions shall apply to this section:

(a) "Assessment reimbursement area" or "benefit area" means that area within the Clallam Bay Sekiu UGA, which area includes parcels of real estate adjacent to, or likely to require connection to or service by, the Clallam Bay Sekiu sewer system improvements

constructed by a developer who has applied to the County for a developer reimbursement agreement pursuant to this section. The boundary of an "assessment reimbursement area" shall be drawn according to Section 10(4)(a) below.

(b) "Cost of construction" means those costs incurred for permit fees, design, acquisition of right of way and/or easements, labor, materials, and installation required to create an improvement which complies with County standards. In the event of a disagreement between the County and the developer concerning the "cost of construction" in a particular situation, the determination of the Director shall be final.

(c) "Developer reimbursement agreement" means a written contract between the County, as approved and executed by the Director, and one or more property owners providing for construction of sewer system facilities and for partial reimbursement to the party causing such improvements to be made of a portion of the costs of such improvements by owners of property benefitted by the improvements, as authorized and described in RCW 36.94.190.

(d) "Developer reimbursement charge" or "assessment" means a fair pro rata charge to be paid by an owner of property within an area benefitted by the private construction of public sewer, system improvements pursuant to this section.

(e) "Sewer system improvements or facilities" means the acquisition of rights-of-way and/or easements, design, inspection, and installation of improvements to County standards and includes such things as sewer mains and manholes, pump stations, force mains, and telemetry stations.

(3) Application for developer reimbursement agreement.

(a) Any property owner, who uses private funds to construct sewer system improvements that become the property of the County where the cost of construction is greater than \$20,000.00 to connect to existing Clallam Bay Sekiu sewer for the purpose of serving the area in which the real property of such owner is located, may apply to the County to establish a developer reimbursement agreement in order to recover a pro rata share of the costs from subsequent users of the system.

(b) The application must be on a form prescribed by the Director and must be accompanied by a nonrefundable application fee of \$1,000.

(c) The Director may require the applicant to submit a certified statement by a State of Washington licensed professional engineer containing an itemization of the total projected cost of the system improvements and a copy of the design drawings and specifications.

(d) The Director is authorized to establish policies and procedures for processing applications and determining eligibility of a system for a developer reimbursement agreement consistent with the requirements of this chapter.

(e) Applicants for developer reimbursement agreements must be in compliance with all County ordinances, rules and regulations in order to be eligible for processing of such agreements and must be current with the real estate property taxes owed on any parcel or parcels which are the subject of the proposed developer reimbursement agreement.

(f) A developer reimbursement agreement application shall not be accepted for the improvement of a developer's abutting right of way.

(g) The proposed improvements must be consistent with the Clallam Bay Sekiu general sewer plan.

(h) The County must have the capability and capacity to service the sewer facilities.

(i) The application must comply with the requirements of this chapter and all other applicable County regulations.

(4) Assessment reimbursement area and charge.

(a) The Director shall formulate an assessment reimbursement area (benefit area) based upon a determination of which parcels did not contribute to the original cost of the sewer system improvement(s) and are located within 200 feet of the provided improvements (as measured along the usual or most feasible route of access as determined by the Director).

(b) The Director will determine the assessment or charges for parcels within the assessment reimbursement area by calculating the fair pro rata share of the cost of construction for each property which might be served by the system, and thus within the benefit area, on the basis of acreage.

(c) A notice containing the assessment reimbursement area boundaries, the preliminary assessments or charges, and a description of the property owner's rights and options under this chapter, including the right to request a public hearing before the Clallam County Hearing Examiner with regard to the area boundaries and assessments, will be forwarded by registered mail to the property owners of record as shown on the records of the Clallam County Assessor within the proposed assessment reimbursement area.

(d) If any property owner requests a hearing regarding their inclusion in the proposed benefit area in writing within 20 days of the mailing of the notice, a hearing shall be held before the Clallam County Hearing Examiner. Notice of such hearing shall be given to all affected property owners.

(e) All notice requirements set forth in this chapter shall be the sole responsibility of the applicant and shall be satisfied by a notarized affidavit that the applicant has mailed the notices pursuant to the requirements set forth herein.

(f) After reviewing the public hearing testimony and the preliminary determination of the Director, the Board of County Commissioners may approve, modify, or reject the assessment reimbursement area and/or charges. If a property owner requests a hearing regarding their inclusion in the proposed benefit area, the Clallam County Hearing Examiner's determination shall be final.

(g) The survey or record reflecting the assessment reimbursement area or benefit area shall be recorded with the County Auditor and shall include a listing of all parcels (by tax number) or portions of parcels that are within it.

(5) Implementation of developer reimbursement agreement.

(a) The application for developer reimbursement agreement and the non-refundable application fee shall be submitted to the Director prior to acceptance by the County of the improvements. The application shall be in compliance with the requirements of this chapter and all other applicable County regulations.

(b) After the construction has been completed and accepted by the County in accordance with the terms of the developer reimbursement agreement, the final cost of the improvements shall be reviewed against the preliminary assessments established by the Director and the agreement and charges shall be modified accordingly.

(c) The developer reimbursement agreement, as modified if necessary, and a notice of the agreement and charge shall be recorded in the County Auditor's office within 30 days of the final execution of the agreement. It shall be the sole responsibility of the applicant to record the agreement and notice and pay the applicable filing fees.

(d) The applicant shall send by registered mail a copy of the agreement and notice to each owner of record of all properties subject to the developer reimbursement charge. The

applicant shall provide a notarized affidavit that the applicant has mailed the agreement and notice.

(e) Once the agreement and notice are recorded and mailed, the developer reimbursement agreement and charge shall be binding on all owners of record within the assessment reimbursement area.

(6) Rights and non-liability of County. The County reserves the right to refuse to enter into any developer reimbursement agreement or to reject any application thereof. All applicants for developer reimbursement agreements shall be deemed to release and waive any claims for any liability of the County in the establishment and enforcement of such agreements. The County shall not be responsible for locating any beneficiary or survivor entitled to benefits under developer reimbursement agreements. Any collected funds not claimed by a developer prior to the expiration of a developer reimbursement agreement shall inure to the benefit of the Clallam Bay Sekiu sewer system fund.

(7) Term of developer reimbursement agreements. Developer reimbursement agreements shall have an initial term of 15 years from the date of final acceptance by the County. If the developer is fully reimbursed for the cost of the improvements prior to the expiration of the agreement, then further developer reimbursement charges and payments shall not be made. If the developer is not fully reimbursed for the cost of the improvements, the County may extend the term for up to an additional five (5) years upon request of the developer.

(8) Ownership of system.

(a) Upon approval of a developer reimbursement agreement and the completion and acceptance of construction, the system shall become the property of the County. The County may charge and receive fees for utility system use according to the County's established rates.

(b) A copy of the engineering "as built" plans, specifications and drawings, including all necessary rights-of-way and easement documents shall be provided to the County prior to acceptance of the sewer facilities.

(c) No connection to or other use of the facilities will be allowed or permitted until the County has officially accepted the construction.

(9) Defective work. The applicant shall be responsible for all work found to be defective within one year after the date of acceptance of the improvements by the County. The applicant shall provide the County with a "maintenance guarantee bond" or equivalent acceptable to the County in the amount of ten percent of the value of the sewer facilities to be in effect for a period of one year from the date of final approval and acceptance of the facilities. If the applicant does not correct the work within a reasonable period after notice of the defect, the County shall be reimbursed for costs of correcting such defective work either by the applicant or by the bond proceeds.

(10) Connection/use prepayment requirement.

(a) Connection to or use of the facilities shall be prohibited, and development permission shall not be granted unless the County has received payment, or acceptable assurance of payment, of the developer reimbursement charge, including interest and administration costs.

(b) The County will exercise its best efforts to assure compliance with this section; provided, however, that in no event shall the County incur liability for an unauthorized connection to or use of the facilities.

(11) Removal of unauthorized connections. Whenever any connection is made into the sewer facilities without payment being made as required by this chapter, the Director may cause to be removed such unauthorized connection and all connecting pipe located in the County right of way without any liability to the County or County officials.

(12) Interest on developer reimbursement charge.

(a) The beneficiary of a developer reimbursement agreement will receive interest in accordance with the terms of this section.

(b) If the charge is paid within 30 days from the date of execution of the agreement, no interest is payable. Otherwise, interest is payable from the date of execution of the agreement to the date of payment of the developer reimbursement charge.

(c) The rate of interest will be fixed at the Federal Reserve rate for a ten-year Treasury Note on the date the developer reimbursement agreement is recorded.

(d) Interest is calculated on the basis of a 365-day year and is not compounded.

(e) Total interest payable may not exceed the principal amount of the developer reimbursement charge.

(13) Administration costs. The County shall add five percent, but not less than \$20.00 nor more than \$500.00, to each developer reimbursement charge as reimbursement for the County's administration costs.

(14) Payments of developer reimbursement charge.

(a) Each payment of the developer reimbursement charge shall be made to the County in one lump sum including interest and administrative costs. The County will pay over the amounts due to the beneficiary within 60 days of receipt.

(b) When the developer reimbursement fee for a particular lot or parcel has been paid, at the request of the owner/payer the Director will approve a certification of payment which may be recorded by said owner.

(c) Throughout the term of the agreement the person, partnership firm or entity that is the beneficiary of the developer reimbursement agreement shall in writing certify annually in January the name(s) and address(es) of the beneficiary. The County is not responsible for locating any person who may be entitled to benefits under any agreement. Failure to receive the annual certification required under this subsection will give the County cause to refuse to make payment under the agreement, and money received may become the sole and exclusive property of the County and shall be deposited in the Clallam Bay Sekiu sewer operating fund.

Section 11. Section 110, Sewer user fees, is created to read:

(1) Each residential, commercial, industrial and RV hookup, connected to the Clallam Bay Sekiu wastewater collection, treatment and disposal system shall be charged a monthly customer charge per the table found in section 3(6)(d). ERU factor determined by Section 3(6) Table1.

(2) Residential accounts. For residential use properties such as: single family dwellings, Residential complex, RV hookups, the monthly user fee shall be as follows:

(a) Metered water supply:

(i) Base rate: \$51.00 per ERU.

- (ii) Consumption rate: \$7.00 per one hundred cubic feet of monthly water use over 700 cubic feet per month.
 - (b) Un-metered water supply: for those accounts with an un-metered water supply the monthly user fee shall be \$58.80 per ERU.
- (3) Commercial use accounts. For commercial use properties served by a single water meter, including Wholesale Accounts, the user fee shall be as follows:
 - (a) Metered water supply:
 - (i) Base rate: \$56.50 per ERU.
 - (ii) Consumption rate: \$7.00 per one hundred cubic feet of monthly water use over 700 cubic feet per month.
 - (b) Un-metered water supply: for those accounts with an un-metered water supply the monthly user fee shall be \$58.80 per equivalent residential unit.
- (4) All properties shall be charged the monthly base rate established in subsections (2) and (3) of section 110 of this chapter starting from the first full month after the date of approval of the associated sewer permit. Usage charges shall go into effect from the date of the approval to cover the side sewer by the County inspector.
- (5) Installation of water meters.
 - (a) Property owners with non-consumptive water use (water use such as irrigation that does not result in wastewater being discharged into the sewer system) may at their expense install separate meters for such non-consumptive use. Metered non-consumptive use shall not be used to determine the user fees described in this section. Installation of such meters shall be per the standard of the local utility district. Before installation of non-consumptive flow meters, property owners shall provide the Director the plumbing details and any other information deemed necessary by the Director, sufficient to demonstrate that the non-consumptive uses is separate from the consumptive use.
- (6) Liens authorized for non-payment of user fees.
 - (a) To the extent provided by RCW 36.94.150, the delinquent utility charges shall become a lien upon the real property to which the utility services have been provided. The lien shall include those amounts (including the maximum penalty amount and interest rate) provided for under RCW 36.94.150. User fees shall become “delinquent” for the purposes of this section when such fees remain unpaid for 90 days as measured from the date of the bill or invoice which notified the customer of the amount owed by that customer, OR when such user fees greater than or equal to \$300.00 remain unpaid for 30 days as measured from the date of the bill or invoice which notified the customer of the amount owed by that user.
 - (b) The Department shall certify periodically the delinquencies to the auditor of the County at which time the lien shall attach.
 - (c) The County may, at the County’s sole discretion, file and record a notice of such lien with the office of the County auditor.
 - (d) Upon the expiration of 60 days after the attachment of the lien, the County may bring suit in foreclosure by civil action in the Superior Court of the County where the property is located. Costs associated with the foreclosure of the lien, including but not limited to advertising, title report, and personnel costs, shall be added to the lien upon filing of the foreclosure action. In addition to the costs and disbursements provided by statute, the court

may allow the County a reasonable attorney's fee. The lien shall be foreclosed in the same manner as the foreclosure of real property tax liens.

(e) The lien shall have priority over all other liens and interest in the real property to the extent provided by the laws of the state.

(f) Upon payment of all delinquent fees, the County shall notify the property owner of the release of lien. If the lien has been filed with the auditor, the County will file the release of lien with the County auditor.

(g) Upon written proof of economic hardship provided to the Director and sworn to under penalty of perjury pursuant to the laws of this State, the Director may waive and remove any penalty amount and interest accrued from an amount owed the County having the status of "delinquent."

(h) After not less than two years of usage by a particular customer and timely payments, that customer may seek from the Director to pay the same amount each month ("level payments") for the next 12 months after the request is made in writing to the Director. The level payment amount to be paid by the customer requesting such payments shall be computed as follows: One Hundred Ten Percent (110%) of the total amount of the last 12 bills generated prior to the request for level bills divided by 12 ($\div 12$), rounded to the next highest dollar. For successive years, the computation will be made annually based on 110% of what the bills would have been for the 12 prior months if a level payment plan had not been in place.

Section 12. Section .112, Repeal of prior fees, is created to read as follows:

The fees set in this chapter supersede any prior fees set by ordinance or resolution, specifically Ordinance No. 914 adopted November 22, 2016, for the administrative services covered herein.

Section 13. Section .112, Repeal of prior fees, is created to read as follows:

If any provision of this chapter is held invalid by a court of competent jurisdiction, the remaining provisions shall remain valid.

Section 14. Section .114, Effective date, is created to read as follows:

This chapter shall take effect (i.e., the effective date shall be) 90 days from adoption of the ordinance codified in this chapter. The existing CCC 13.04 which is repealed and replaced by this ordinance shall remain in full force and effect until the effective date of this new ordinance. The new rates shall take effect upon the first day of the first month following the adoption of the ordinance codified in this chapter.

ADOPTED this _____ day of _____ 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, CMC, Clerk of the Board

Mike French