



WORK SESSION

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street, Room 160

Port Angeles, Washington

May 22, 2023

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 Agreement amendment 12 with Department of Health for Infectious Disease Prevention Services-SSP, Injury & Violence Prevention Overdose Data to Action, Office of Immunization COVID-19 Vaccine, OSS LMP Implementation, and Zoonotic Disease Program
- 3 Contract Amendment A with Washington State Department of Commerce for Multi-Jurisdictional Gang-Drug Task Force
- 4 Discussion regarding a proposed Beer Garden at the Clallam County Fair

Public Works

- 5 Call for hearing to be held Tuesday, June 27 at 10:30 a.m. regarding a proposed vacation of a portion of Hermison Road

Community Development

- 6 Agreement amendment 11 with Shannon & Wilson, Inc. for Lower Dungeness River Floodplain Project
- 7 Discussion regarding draft ordinance amendment to repeal and replace Title 33, Zoning, Chapter 33.53 Landscape and Lighting Requirements

Board of Commissioners

- 8 Resolution reappointing David Colthorp and Lawrence Dempsey to the Port Crescent Pioneer Cemetery Advisory Board

General Discussion/Items for Future Agendas

- Department of Transportation Highway 101 Project Discussion (June 26 at 9 a.m.)
- Department of Natural Resources Quarterly Report Meeting (June 26 at 1 p.m.)
- Department of Natural Resources Quarterly Report Meeting (August 21 at 1 p.m.)

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)

MAY 22 2023

Department: Health and Human Services

WORK SESSION ☒ Meeting Date: May 22, 2023

REGULAR AGENDA ☒ Meeting Date: May 30, 2023

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

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 11301-22-CONCON, Amendment#12 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Attached is Consolidated Contract Amendment #12 between Department of Health and Clallam County Health and Human Services. As proposed, the amendment will decrease the allocation by \$28,469.

Consolidated Contract Amendment adds Statements of work to the Infectious Disease Prevention Services- SSP, and amends Statement of Work to Injury & Prevention Overdose Data to Action; Immunization COVID-19; OSS LMP Implementation and Zoonotic Disease Program.

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 will be prepared separately.

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

Approve and move to regular BOCC meeting for final signature.

County Official signature & print name:  Kevin LoPiccolo

Name of Employee/Stakeholder attending meeting: Kevin LoPiccolo

Relevant Departments: Health and Human Services

Date submitted: May 17, 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)

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

CONTRACT NUMBER: CLH31005

AMENDMENT NUMBER: 12

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

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

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/siteways/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
 - ☒ Adds Statements of Work for the following programs:
Infectious Disease Prevention Services-SSP - Effective July 1, 2023
 - ☒ Amends Statements of Work for the following programs:
Injury & Violence Prevention Overdose Data to Action - Effective September 1, 2022
Office of Immunization COVID-19 Vaccine - Effective January 1, 2022
OSS LMP Implementation - Effective January 1, 2022
Zoonotic Disease Program-WNV Mosquito Surveillance - Effective June 1, 2022
 - ☐ Deletes Statements of Work for the following programs:
2. Exhibit B-12 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-11 Allocations as follows:
 - ☐ Increase of _____ for a revised maximum consideration of _____.
 - ☒ Decrease of \$28,469 for a revised maximum consideration of \$4,492,584.
 - ☐ No change in the maximum consideration of _____.
Exhibit B Allocations are attached only for informational purposes.

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

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

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

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

APPROVED AS TO FORM ONLY
Assistant Attorney General

Indirect Rate January 1, 2022 through December 31, 2022: 28.94%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	Statement of Work LHHJ Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FFY24 USDA WIC Client Svs Contracts	NGA Not Received	Amd 10	10,557	333,10,55	10/01/23	12/31/23	10/01/23	12/31/23	\$55,713	\$55,713	\$466,951
FFY23 USDA WIC Client Svs Contracts	7WA700WA7	Amd 10	10,557	333,10,55	10/01/22	09/30/23	10/01/22	09/30/23	\$167,138	\$227,463	
FFY23 USDA WIC Client Svs Contracts	7WA700WA7	Amd 1	10,557	333,10,55	10/01/22	09/30/23	10/01/22	09/30/23	\$60,325		
FFY22 USDA WIC Client Svs Contracts	7WA700WA7	Amd 1	10,557	333,10,55	01/01/22	09/30/22	10/01/21	09/30/22	\$183,775	\$183,775	
FFY23 USDA WIC Prog Mgmt CSS	7WA700WA7	Amd 10	10,557	333,10,57	01/01/23	09/30/23	10/01/22	09/30/23	\$2,800	\$2,800	\$2,800
FFY22 USDA FMNP Prog Mgmt	7WA810WA7	Amd 4	10,572	333,10,57	05/01/22	09/30/22	10/01/21	09/30/22	\$572	\$572	\$572
PS SSI 1-5 OSS Task 4	01J18001	Amd 2	66,123	333,66,12	01/01/22	05/31/22	07/01/17	06/30/23	\$36,970	\$36,970	\$36,970
PS SSI 1-5 PIC Task 4	01J18001	Amd 9	66,123	333,66,12	01/01/22	11/30/23	07/01/17	11/30/23	(\$44,131)	\$267,677	\$267,677
PS SSI 1-5 PIC Task 4	01J18001	Amd 2, 7	66,123	333,66,12	01/01/22	11/30/23	07/01/17	11/30/23	\$311,808		
FFY23 Swimming Beach Act Grant IAR (ECY)	NGA Not Received	Amd 11	66,472	333,66,47	03/01/23	10/31/23	03/01/23	10/31/23	\$6,500	\$6,500	\$13,000
FFY22 Swimming Beach Act Grant IAR (ECY)	NGA Not Received	Amd 2	66,472	333,66,47	03/01/22	10/31/22	01/01/22	11/30/22	\$6,500	\$6,500	
FFY22 PHEP BP4 LHHJ Funding	NU90TP922043	Amd 7	93,069	333,93,06	07/01/22	06/30/23	07/01/22	06/30/23	\$58,979	\$58,979	\$114,661
FFY21 PHEP BP3 LHHJ Funding	NU90TP922043	Amd 4	93,069	333,93,06	01/01/22	06/30/22	07/01/21	06/30/22	\$32,090	\$55,682	
FFY21 PHEP BP3 LHHJ Funding	NU90TP922043	Amd 2	93,069	333,93,06	01/01/22	06/30/22	07/01/21	06/30/22	\$23,592		
FFY22 Overdose Data to Action Prev	NU17CE925007	Amd 10	93,136	333,93,13	09/01/22	08/31/23	09/01/22	08/31/23	\$155,332	\$249,749	\$393,691
FFY22 Overdose Data to Action Prev	NU17CE925007	Amd 9	93,136	333,93,13	09/01/22	08/31/23	09/01/22	08/31/23	\$7,417		
FFY22 Overdose Data to Action Prev	NU17CE925007	Amd 7	93,136	333,93,13	09/01/22	08/31/23	09/01/22	08/31/23	\$87,000		
FFY21 Overdose Data to Action Prev	NU17CE925007	Amd 4	93,136	333,93,13	01/01/22	08/31/22	09/01/21	08/31/22	\$34,252	\$143,942	
FFY21 Overdose Data to Action Prev	NU17CE925007	Amd 2	93,136	333,93,13	01/01/22	08/31/22	09/01/21	08/31/22	\$109,690		
COVID19 Vaccines	NH23IP922619	Amd 12	93,268	333,93,26	01/01/22	06/30/24	07/01/20	06/30/24	(\$35,254)	\$187,476	\$187,476
COVID19 Vaccines	NH23IP922619	Amd 4	93,268	333,93,26	01/01/22	06/30/24	07/01/20	06/30/24	\$222,730		
COVID19 Vaccines R4	NH23IP922619	Amd 1	93,268	333,93,26	01/01/22	06/30/24	07/01/20	06/30/24	\$359,803	\$359,803	\$359,803
FFY19 COVID CARES	NU50CK000515	Amd 2	93,323	333,93,32	01/01/22	04/22/22	04/23/20	07/31/24	\$9,372	\$9,372	\$9,372
FFY19 ELC COVID Ed LHHJ Allocation	NU50CK000515	Amd 2	93,323	333,93,32	01/01/22	10/18/22	05/19/20	10/18/22	\$68,654	\$68,654	\$68,654
FFY20 ELC EDE Care Coordination	NU50CK000515	Amd 7	93,323	333,93,32	01/16/22	09/30/22	01/15/21	07/31/23	\$40,704	\$122,111	\$122,111
FFY20 ELC EDE Care Coordination	NU50CK000515	Amd 2, 7	93,323	333,93,32	01/16/22	09/30/22	01/15/21	07/31/23	\$81,407		
FFY20 ELC EDE LHHJ Allocation	NU50CK000515	Amd 4, 9, 11	93,323	333,93,32	01/01/22	12/31/23	01/15/21	07/31/24	(\$54,305)	\$436,445	\$436,445
FFY20 ELC EDE LHHJ Allocation	NU50CK000515	Amd 2, 9, 11	93,323	333,93,32	01/01/22	12/31/23	01/15/21	07/31/24	\$490,750		

Indirect Rate January 1, 2022 through December 31, 2022: 28.94%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #**	BARS Revenue Code**	Statement of Work LHHJ Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FFY23 Vector-borne T2&3 Epi ELC FPH	NGA Not Received	Amd 12	93.323	333.93.32	08/01/23	09/30/23	08/01/23	09/30/23	\$1,200	\$1,200	\$6,000
FFY22 Vector-borne T2&3 Epi ELC FPH	NU50CK000515	Amd 12	93.323	333.93.32	08/01/22	07/31/23	08/01/22	07/31/23	\$1,800	\$3,300	
FFY22 Vector-borne T2&3 Epi ELC FPH	NU50CK000515	Amd 5, 12	93.323	333.93.32	08/01/22	07/31/23	08/01/22	07/31/23	\$1,500		
FFY21 Vector-borne T2&3 Epi ELC FPH	NU50CK000515	Amd 5	93.323	333.93.32	06/01/22	07/31/22	08/01/21	07/31/22	\$1,500	\$1,500	
FFY23 MCHBG LHHJ Contracts	B04MC47453	Amd 7	93.994	333.93.99	10/01/22	09/30/23	10/01/22	09/30/23	\$66,916	\$66,916	\$123,180
FFY22 MCHBG LHHJ Contracts	B04MC45251	Amd 4	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$6,077	\$56,264	
FFY22 MCHBG LHHJ Contracts	B04MC45251	Amd 1	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$50,187		
State Drug User Health Program		Amd 12	N/A	334.04.91	07/01/23	12/31/23	07/01/23	12/31/23	\$7,500	\$7,500	\$7,500
Rec Shellfish/Biotoxin		Amd 11	N/A	334.04.93	01/01/22	06/30/23	07/01/21	06/30/23	\$3,350	\$13,850	\$13,850
Rec Shellfish/Biotoxin		Amd 7	N/A	334.04.93	01/01/22	06/30/23	07/01/21	06/30/23	\$3,000		
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/22	06/30/23	07/01/21	06/30/23	\$7,500		
Small Onsite Management (ALEA)		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$15,000	\$15,000	\$33,785
Small Onsite Management (ALEA)		Amd 12	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	(\$3,715)	\$18,785	
Small Onsite Management (ALEA)		Amd 1	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$22,500		
Wastewater Management-GFS		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$30,000	\$30,000	\$30,000
FPHS-LHHJ-Proviso (YR2)		Amd 6	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$1,243,000	\$1,243,000	\$1,782,486
FPHS-LHHJ-Proviso (YR2)		Amd 7	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	(\$690,000)	\$0	
FPHS-LHHJ-Proviso (YR2)		Amd 1	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$690,000		
FPHS-LHHJ-Proviso (YR1)		Amd 9	N/A	336.04.25	01/01/22	06/30/22	07/01/21	06/30/23	(\$150,514)	\$539,486	
FPHS-LHHJ-Proviso (YR1)		Amd 1	N/A	336.04.25	01/01/22	06/30/22	07/01/21	06/30/23	\$690,000		
YR 25 SRF - Local Asst (15%) (FO-SW) SS		Amd 11	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	\$3,000	\$3,000	\$6,800
YR24 SRF - Local Asst (15%) (FO-SW) SS		Amd 7	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	(\$1,600)	\$3,800	
YR24 SRF - Local Asst (15%) (FO-SW) SS		Amd 1	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$5,400		
Sanitary Survey Fees (FO-SW) SS-State		Amd 11	N/A	346.26.65	01/01/22	12/31/23	07/01/21	12/31/23	\$3,000	\$6,800	\$6,800
Sanitary Survey Fees (FO-SW) SS-State		Amd 7, 11	N/A	346.26.65	01/01/22	12/31/23	07/01/21	12/31/23	(\$1,600)		
Sanitary Survey Fees (FO-SW) SS-State		Amd 1, 11	N/A	346.26.65	01/01/22	12/31/23	07/01/21	12/31/23	\$5,400		
YR 25 SRF - Local Asst (15%) (FO-SW) TA		Amd 11	N/A	346.26.66	01/01/23	12/31/23	01/01/23	12/31/23	\$1,000	\$1,000	\$2,000
YR24 SRF - Local Asst (15%) (FO-SW) TA		Amd 1	N/A	346.26.66	01/01/22	12/31/22	07/01/21	06/30/23	\$1,000	\$1,000	
TOTAL									\$4,492,584	\$4,492,584	
Total consideration:	\$4,521,053									GRAND TOTAL	\$4,492,584
	(\$28,469)										
GRAND TOTAL	\$4,492,584									Total Fed	\$2,609,363
										Total State	\$1,883,221

Clallam County Health & Human Services

EXHIBIT B-12
ALLOCATIONS
Contract Term: 2022-2024

Page 4 of 19
Contract Number: CLH31005
Date: April 1, 2023

Indirect Rate January 1, 2022 through December 31, 2022: 28.94%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #**	BARS Revenue Code**	Statement of Work LHHJ Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			

*Catalog of Federal Domestic Assistance

**Federal revenue codes begin with "333". State revenue codes begin with "334".

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Infectious Disease Prevention Services-SSP - Effective July 1, 2023

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

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

Period of Performance: July 1, 2023 through December 31, 2023

Funding Source ☐ Federal <Select One> ☒ State ☐ Other	Federal Compliance (check if applicable) ☐ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Statement of Work Purpose: The purpose of this statement of work (SOW) is to provide Syringe Service Programs to clients living in Clallam County

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
STATE DRUG USER HEALTH PROGRAM	12405100	N/A	334.04.91	07/01/23	12/31/23	0	7,500	7,500
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	7,500	7,500

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Syringe Service Program (SSP)	To provide comprehensive Syringe Service Program (SSP) to people who use drugs (PWUD). This plan of action is directed to distribute syringes to communities that use drugs to prevent transmission of infectious disease. SSP programs will operate during scheduled hours to provide new harm reduction supplies and syringes to prevent transmission of disease. SSP will offer referrals to address social determinants of health. The contractor will enter all deliverable data into DOH provided database for tracking SSP activities.	All data is entered into DOH provided database for tracking SSP activities monthly.	Data is entered into database by the 15th of the following month.	\$7,500- State Drug User Health

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

Program Specific Requirements/Narrative

Fiscal Guidance

- i) **Funding** –The LHJ shall submit all claims for payment for costs due and payable under this statement of work by January 31, 2024. DOH will pay belated claims at its discretion, contingent upon the availability of funds.
- ii) The LHJ agrees to reimburse DOH for expenditures billed to the DOH for costs that are later determined through audit or monitoring to be disallowed under the requirements of 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- iii) **Submission of Invoice Vouchers** – On a monthly basis, the LHJ shall submit correct A19-1A invoice vouchers for amounts billable to DOH under this statement of work.
All A19-1A invoice vouchers must be submitted by the 25th of the following month.

The LHJ shall use and adhere to the DOH Infectious Disease Reimbursement Guidelines and Forms when submitting A19-1A invoice voucher payment requests to DOH.

Exhibit A
Statement of Work
Contract Term: 2022-2024

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

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

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

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

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

Revision Purpose: The purpose of this revision is to edit language under Strategy 9 and remove contingency language around naloxone purchase. Program specific requirements like restrictions on funds and billing requirements have been updated.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change None	Total Allocation
FFY22 OVERDOSE DATA TO ACTION PREV	77520272	93.136	333.93.13	09/01/22	08/31/23	249,749	0	249,749
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						249,749	0	249,749

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.	Strategy 5: Foster ongoing collaborative relationships with community partners involved in overdose response.	Progress report: Report on meetings, events, and projects demonstrating collaboration with community partners.	Quarterly progress reports to DOH for all tasks.	Monthly invoices for actual cost reimbursement will be submitted to DOH.
2.	Strategy 6: Track current drug use patterns and overdose history and link overdose survivors to harm reduction and treatment services. They will collect and track non-HIPPA data for stimulant overdoses and HIPPA data for opioid overdoses (per Clallam County's declaration of opioid overdose as a reportable condition, as allowed by WAC 246-101-505 (3) granting each local health officer the authority to require the notification of additional conditions of public health importance	Progress report: Describe program design, procedures, and policies. Describe successes, challenges, and ongoing changes to program. Demonstrate how work aligns with OD2A logic model.	Due Dates: September-November due December 9, 2022. December-February due March 10, 2023. March-May due June 9, 2023.	Total of all invoices will not exceed \$249,749 through August 31, 2023. (See Special Billing Requirements below.)

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	occurring within the jurisdiction of the local health officer) through ESSENCE and only follow up with an individual if the overdose is disclosed in the SSP by those individuals. They have replaced the practice of cold calls to overdose survivors recognizing that outreach from trusted individuals with established relationships fosters more impactful long-term health and safety outcomes for overdose survivors.		June-August final report for this funding period due September 29, 2023.	
3.	Strategy 6: Establish linkages to care for people who have experienced opioid overdose including linking stimulant overdose survivors to evidenced-based treatment and wraparound services as needed. Clallam county will purchase Naloxone vending machines to increase low-barrier access to Naloxone.	Progress report: Report on how awareness and coordination of care was improved. Are there any changes in number of referrals or amount of awareness for evidence-based treatment? Were any policies or procedures developed?		
4.	Strategy 9: The Prevention Specialist will connect with MOUD providers and other treatment programs, as well as community outreach to people who use drugs. Clallam County will continue to distribute small items purchased in Y3 to overdose survivors and SSP participants to help encourage engagement in the program including personal hygiene items and warm clothes and supplies. Additional warmth and hygiene items will be purchased as needed. (paid for with redirected funding). <i>Clallam County will offer low-cost incentives to disproportionately affected populations in an effort to encourage engagement and retention in overdose prevention services.</i> Drug test strips will be purchased to distribute to Harm Reduction Health Center participants and partner agencies such as clinics and treatment programs. They will also be distributed for use by participants to test their drugs, thus providing them with more information to engage in harm reduction, safety planning, and overdose prevention (paid for with redirected funding). Clallam County will continue social media advertising to reach individuals who are at risk of overdose due to polysubstance use. The prevention specialist will work with the communications team to develop materials for social media	Progress report: Report on outreach endeavors with community partners. How was awareness increased on safer use practices? Provide media plan and data of outcomes. Report when fentanyl test strips are distributed, number of test kits distributed, and any feedback received. Demonstrate how work aligns with OD2A logic model.		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	advertisements. Harm Reduction billboard messages will be displayed for 9 months. Harm Reduction social media messaging will be "boosted" throughout Clallam County, and through other advertising and messaging avenues as needed. Clallam County will distribute and fentanyl test kits to people who use drugs and other community members when appropriate. **contingent on anticipated CDC approval** Clallam County will purchase a vehicle to offer mobile outreach including all services offered in our syringe exchange. This will increase the range of locations at which services are provided, and thus, increase the county's ability to connect their most remote community members with naloxone, overdose prevention education and linkage to care.			
5.	Dependent on LHJ need and contingent on CDC approval, the county may purchase and distribute naloxone under prevention strategies. Funding cannot be spent for naloxone until the LHJ <i>submits a naloxone request form to DOH and</i> receives written approval from DOH. Reimbursement for naloxone purchases will be allowable after written approval is provided by DOH.	Progress report, if applicable: a. Number of staff/volunteers trained to use and distribute naloxone kits i. If possible, please share the description/topics of the training b. Number of kits purchased and in inventory c. Number of people who received naloxone kits and education on use i. If possible, please share the description/contents of the provided education d. Number of nasal kits distributed i. If applicable, the number of kits distributed through vending machines and settings for vending machine locations ii. If possible, please share an average/estimate of number of kits/doses given per person e. Number of intramuscular kits distributed i. If possible, please share an average/estimate of number of kits/doses given per person f. Number of overdose reversals reported i. If known, please share the number of doses used per overdose reversal		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		g. Do you plan to make any changes/updates in implementation or to the implementation plan? h. What have been successes/challenges in distribution? Please share any lessons learned or innovations.		
6.	Participate in quarterly calls with DOH and other grant partners. Share lessons learned and successes. More frequent one on one calls with DOH when needed.	Collaboration with other partners and DOH to improve statewide efforts to address the opioid/all drug epidemic.		

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

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

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

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

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

Program Specific Requirements

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

- Subrecipients may not use funds for research.
- Subrecipients may not use funds for clinical care except as allowed by law.
- Subrecipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, subrecipients may not use funds to purchase furniture or equipment.
- No funds may be used for:
 - Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.
 - In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (<https://www.cdc.gov/grants/additional-requirements/index.html>).
- Program funds cannot be used for **purchasing naloxone**, implementing or expanding drug “take back” programs or other drug disposal programs (e.g. drop boxes or disposal bags), or directly funding or expanding direct provision of substance abuse treatment programs. Such activities are outside the scope of this Notice of Funding Opportunity (NOFO). *As of November 2022, FFY22 Overdose Data to Action Funds may be used to purchase naloxone. Programs must receive prior approval from CDC, delivered as written approval from DOH, before purchasing naloxone.*

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

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

Billing Requirements:

Billing on an A19-1A invoice voucher must be received by DOH monthly. *DOH must receive correct and complete invoices within 45 days of the end of the period of performance for this statement of work.*

Special Instructions:

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

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

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Office of Immunization COVID-19 Vaccine - Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

SOW Type: Revision **Revision # (for this SOW)** 6

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Period of Performance: January 1, 2022 through June 30, 2024

Statement of Work Purpose: The purpose of this statement of work (SOW) is to provide funding to conduct COVID-19 vaccine activities.

Revision Purpose: The purpose of this revision is to decrease the allocation amount.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Decrease (-)	Total Allocation
COVID19 Vaccines R4	74310230	93.268	333.93.26	01/01/22	06/30/24	359,803	0	359,803
COVID 19 Vaccines	74310229	93.268	333.93.26	01/01/22	06/30/24	222,730	-35,254	187,476
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						582,533	-35,254	547,279

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
The purpose of this statement of work is to identify activities and provide funding to support COVID vaccine response outreach, education, and operations. The activities may include other vaccines recommended for the audience population, as long as COVID vaccine is the primary focus and references to other vaccines are secondary.				
3.A	Identify activity/activities to support COVID vaccine response in your community, using the examples below as a guideline. Example 1: Develop and implement communication strategies with health care providers, community, and/or other partners to help build vaccine confidence broadly and among groups anticipated to receive early vaccination, as well as dispel vaccine misinformation. Document and provide a plan that shows the communication strategies used with health care providers and other partners and the locally identified population anticipated to reach.	Summary of the engagement strategies to be used with health care providers and other partners, and the locally identified population to be reached.	January 31, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Example 2: Engage in other vaccination planning activities such as partnership development, provider education, vaccination point of dispensing (POD) planning, tabletop exercises, engagement with communities, leaders, non-traditional provider, or vulnerable populations to develop strategies to ensure equitable access to vaccination services			
3.B	Implement the communication strategies or other activities, working with health care providers and other partners to reach the locally identified population, support providers in vaccination plans, and support equitable access to vaccination services.	Written report describing activity/activities and progress made to-date and strategies used (template to be provided)	June 30, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.C	Catalog activities and conduct an evaluation of the strategies used	Written report, showing the strategies used and the final progress of the reach (template to be provided)	June 30, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.D	As needed to meet community needs, perform as a vaccine depot to provide COVID vaccine. Duties include ordering and redistributing of COVID-19 vaccine, assure storage space for minimum order sizes, initiating transfer in the Immunization Information System (IIS), coordinate with providers for physical transport of doses, and maintaining inventory of COVID vaccine by manufacturer. Immunization COVID-19 funding is specifically required to address COVID-19 vaccination activities. However, the funding can be leveraged to also address and incorporate other non-COVID vaccination activities concurrent to COVID-19 vaccination activities. For example, COVID vaccine storage and distribution may also support monkeypox vaccine storage and distribution, concurrently	a. Complete a redistribution agreement. b. Report inventory reconciliation page. c. Report lost (expired, spoiled, wasted) vaccine to the IIS. d. Report transfer doses in the IIS and VaccineFinder. e. Monitor and maintain vaccine temperature logs from digital data logger and/or the temperature monitoring system for a minimum of 3 years.	a. Submit upon completion b. Reconcile and submit inventory once monthly in the IIS. c. Report lost vaccine within 72 hours in the IIS. d. Update within 24 hours from when transfers occur. e. Download as needed (retain temperature data on site for 3 years)	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.E	As needed to meet community needs, expand operations to increase vaccine throughput (i.e., providing vaccinations during evenings, overnight, and on weekends) or adjust vaccine delivery approaches to optimize access. Activities may include vaccine strike teams, mobile vaccine clinics, satellite clinics, temporary, or off-site clinics to travel and provide vaccination services in non-traditional settings, or to supplement the work of local health departments in underserved communities, and may include administration costs for other vaccines co-administered at the events. These activities may be done by the local health department or in collaboration with community partners. (See Restrictions on Funds below)	Reports summarizing quantity, type, and frequency of activities	December 31 and June 30, annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3.F	At the LHJ discretion, provide incentives to persons receiving COVID vaccine, adhering to <i>LHJ Guidance for COVID Initiatives Application</i> requirements and allowable/unallowable use of federal funds.	a. LHJ Incentive Plan Proposal b. Report that summarizes quantity of incentives purchased and distributed	a. Prior to implementing b. June 30, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

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

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

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

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

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

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: OSS LMP Implementation - Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

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

Funding Source ☐ Federal <Select One> ☒ State ☐ Other	Federal Compliance (check if applicable) ☐ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Period of Performance: January 1, 2022 through December 31, 2023

Statement of Work Purpose: The purpose of this statement of work is to fund implementation of the on-site sewage system (OSS) local management plan (LMP).

Revision Purpose: To revise the task budgets and remove \$3,715 from unspent ALEA funds during the 1/1/22-6/30/22 funding period.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Decrease (-)	Total Allocation
SMALL ONSITE MANAGEMENT (ALEA)	26705100	N/A	334.04.93	01/01/22	06/30/22	22,500	-3,715	18,785
WASTEWATER MANAGEMENT - GFS	26701100	N/A	334.04.93	01/01/22	06/30/22	0	0	0
SMALL ONSITE MANAGEMENT (ALEA)	26705100	N/A	334.04.93	07/01/22	06/30/23	15,000	0	15,000
WASTEWATER MANAGEMENT - GFS	26701100	N/A	334.04.93	07/01/22	06/30/23	30,000	0	30,000
						0	0	0
						0	0	0
TOTALS						67,500	-3,715	63,785

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Local Management Plan Administration This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ local management plan and OSS loan program. Also included are activities such as: attending necessary meetings (including travel costs) and training that is germane to the overall project; and supplies and services needed to complete tasks. Clallam County Environmental Health Department (EHD) staff will also participate in meetings and conferences on regional projects including Puget Sound On-site Sewage Funding Programs and Best Management Project.	- Meet reporting requirements, including: - Electronic copy of progress report and mapping data including: - Number of systems with known system type. - Number of septic systems with current inspections. - Number of septic failures - Attend DOH sponsored meetings. - Attend any necessary training.	Report Due Date: June 15, 2022 January 15, 2023 June 15, 2023 December 31, 2023 Task is ongoing throughout the project period.	\$16,875 \$8,967

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		Attend meetings and conferences on regional projects as needed.		
2	Data Management & QA/QC Clallam County EHD is in the process of developing & maintaining quality assurance / quality control (QA/QC) on operation and maintenance (O&M) tracking methods for all septic systems in the OSS database developed in previous biennium funding rounds. Tasks include - Updating address and parcel records for related O&M cases as needed and investigating previous on-site sewage system (OSS) designation; - Performing outlier analysis of existing data sets and correcting systemic errors as needed; - Continuing to track and report on failing systems; - Updating our database by entering inspection reports, existing hard copy permits and as-built drawings; - Tracking and mapping progress in identifying unknown OSS and performing necessary database updates; and, Continue to scan additional records as located or submitted.	- QA/QC of database to address information for tracking permits. - Continue to make database updates and reporting function improvements. - Enter OSS inspection and other related records in the database (i.e. keep database current). - Prepare and manipulate data for mapping and reporting purposes. - Produce GIS maps of OSS in the marine recovery areas (MRA). - Maintain OSS records available online.	Report Due Date: June 15, 2022 January 15, 2023 June 15, 2023 December 31, 2023 Task is ongoing throughout the project period.	\$33,750 \$31,643
3	OSS Owner Outreach & Education LHJ will offer Septics 101 and Septics 201 clinics to homeowners, and perform other educational activities as needed, such as staffing booths at local festivals and presenting to local groups. Classroom instruction is needed to supplement online trainings to serve all populations. Septics 101 is focused on homeowner education and provides information about septic system maintenance and the importance of having systems inspected regularly. Septics 201 provides homeowners an overview of the What, Why, & How of safely inspecting their septic system. If Septics 201 is completed appropriately, it can provide the OSS owner with certification to perform their own septic inspections under certain eligibility conditions. DVD and CD copies of Septics 101 and 201 will be generated and made available to Clallam County libraries and at the EHD counter for loan to OSS owners who are not computer savvy or do not have a high-speed internet connection.	- Hold up to three (3) Septic in-person, or virtual, clinics for general public. Whether Septics 101 or Septics 201 is presented will depend on public requests. - Copy Septics 101 and 201 videos to CD and DVDs for loan at Clallam County libraries and the EH counter. - Other educational activities as needed such as participating at festivals and presenting septic information to local community groups or school events.	Report Due Date: June 15, 2022 January 15, 2023 June 15, 2023 December 31, 2023 Task is ongoing throughout the project period.	\$11,475 \$19,574
4	Incentives This task is to provide incentives to homeowners for having septic system inspections performed; unknown septic systems located, and diagrams of the system developed; septic tank	Subsidize the cost of OSS inspections, locates, pumping, and/or upgrades to facilitate future inspections, while funding lasts.	Report Due Date: June 15, 2022 January 15, 2023 June 15, 2023	\$5,400 \$3,601

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	pumping, if appropriate; and OSS upgraded to make systems easily accessible for future inspections. OSS upgrades could include installing risers on the OSS access points, observation ports, or other improvements.	Anticipate providing at least thirty (30) incentives.	December 31, 2023 Task is ongoing throughout the project period.	

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

Program Specific Requirements

Restrictions on Funds:

These funds can NOT be used for local match to federal grants.

Special References:

WAC 246-272A and RCW 70A.110

State funds from the Aquatic Lands Enhancement Account must be used to implement elements and activities of the local on-site sewage management plans that do not conflict with and are consistent with the goals, strategies, objectives, and actions of the Puget Sound Action Agenda.

Definitions:

Failure: A condition of an on-site sewage system or component that threatens the public health by inadequately treating sewage or by creating a potential for direct or indirect contact between sewage and the public. Examples of failure include: (a) Sewage on the surface of the ground; (b) Sewage backing up into a structure caused by slow soil absorption of septic tank effluent; (c) Sewage leaking from a sewage tank or collection system; (d) Cesspools or seepage pits where evidence of ground water or surface water quality degradation exists; (e) Inadequately treated effluent contaminating ground water or surface water; or (f) Noncompliance with standards stipulated on the permit.

Maintenance and Monitoring: The actions necessary to keep the on-site sewage system components functioning as designed. Periodic or continuous checking of an on-site sewage system, which is performed by observations and measurements, to determine if the system is functioning as intended and if system maintenance is needed. Monitoring also includes maintaining accurate records that document monitoring activities.

Billing Requirements:

1. Billings are submitted on an A19-1A form, which is provided by DOH.
2. A19-1A forms may be submitted monthly and must be submitted bi-monthly at minimum.

Special Instructions:

Semi-annual progress reports, including marine recovery area (MRA) mapping data, are due to DOH via email to mail to: Roger.Parker@doh.wa.gov and taylor.warren@doh.wa.gov. Progress Report Due Dates: January 15, 2022, June 15, 2022, December 31, 2022 June 15, 2023 and December 31, 2023.

The report format will be provided by DOH and may be modified throughout the contract period via email announcement.

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Zoonotic Disease Program-WNV Mosquito Surveillance - Effective June 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

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

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Period of Performance: June 1, 2022 through September 30, 2023

Statement of Work Purpose: The purpose of this statement of work is for Clallam County Health & Human Services to conduct weekly mosquito surveillance for West Nile virus (WNV) in Clallam County during mosquito season, June through September. The detection of the virus in mosquito populations serves as an early warning of disease risk in the localized area. It alerts the local health department to strengthen educational outreach and mosquito control to minimize the health impact of mosquito-borne disease on communities. In addition, data generated by surveillance advances our understanding of the emergence and spread of vector mosquitoes and pathogens in western Washington.

Revision Purpose: Extend the period of performance from September 30, 2022 to September 30, 2023, add funding and extend FFY22 funding end date from 09/30/22 to 07/31/23, add FFY23 funding from 08/01/23 to 09/30/23, and add task language and Program Specific Requirements for continuation of WNV surveillance activities.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY21 Vector-borne T2&3 Epi ELC FPH	1882121B	93.323	333.93.32	06/01/22	07/31/22	1,500	0	1,500
FFY22 Vector-borne T2&3 Epi ELC FPH	1882122B	93.323	333.93.32	08/01/22	07/31/23	1,500	1,800	3,300
FFY23 Vector-borne T2&3 Epi ELC FPH	TBD	93.323	333.93.32	08/01/23	09/30/23	0	1,200	1,200
						0	0	0
						0	0	0
						0	0	0
TOTALS						3,000	3,000	6,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Conduct weekly mosquito trapping at two (2) site locations in Clallam County. • Purchase of dry ice <i>or</i> CO2 canisters, as needed • Set and collect traps Record field data on DOH-provided reporting forms, including zero catch information.	Submit two (2) weekly collections of mosquitoes along with complete corresponding data on reporting forms for trapping events to DOH. Should no mosquitoes be collected during a trapping event, the data reporting form documenting the effort is to be emailed to the DOH Program contact.	Weekly by Thursday during mosquito season, June through September	<i>Payment for task will be reimbursed for actual expenses up to the maximum available within the funding periods described in the Funding Table above.</i> See below Restrictions on Funds.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
				<i>Reimbursement up to \$3,000 (including staff time, transportation, and costs related to mosquito surveillance activities)</i>

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

Federal Funding Accountability and Transparency Act (FFATA)

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

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

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

Program Specific Requirements

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

The current project period is June 1, 2023 – September 30, 2023. Billing outside this date range will be provided to DOH at no cost.

CDC Funding Regulations and Policies: <https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf>

Billing Requirements: LHJ may bill monthly. Invoices must be received no more than 60 days after the billing period.



AGENDA ITEM SUMMARY

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

MAY 22 2023

Department: Sheriff

WORK SESSION ☒ Meeting Date: 5/22/23

REGULAR AGENDA ☒ Meeting Date: 5/30/23

Required originals approved and attached? ☒

Will be provided on:

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 11008-23-01 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary: This is an amendment to our existing grant contract with Washington State Commerce Department for Multi-Jurisdictional Gang-Drug Task Force. This amendment adds additional funding for the purchase of a digital money counter that produces digital documentation sufficient to enter as evidence.

Budgetary impact: A supplemental budget action will be submitted.

Recommended action: This contract amendment is pending in DocuSign, recommend that the Chair of the Board approve it digitally following our discussion.

County Official signature & print name: Brian King, Sheriff

Name of Employee/Stakeholder attending meeting: Ron Cameron

Relevant Departments: Sheriff

Date submitted: 5/17/23

* 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)



Contract Number: F20-31440-203

Amendment Number: A

**Washington State Department of Commerce
Community Services Division
Community Safety Unit
Justice Assistance Grant/Byrne Formula Grant**

COPY

1. Contractor Clallam County Sheriff's Office 223 E 4TH ST STE 3 PORT ANGELES, Washington 98362		2. Contractor Doing Business As (optional)	
3. Contractor Representative (only if updated) Amy Bundy Commander Clallam County Sheriff's Office amy.bundy@clallamcountywa.gov		4. COMMERCE Representative (only if updated) Anica Stieve Program Manager (360) 890-6199 anica.stieve@commerce.wa.gov PO Box 42525 1011 Plum St SE Olympia, WA 98504-2525	
5. Original Contract Amount (and any previous amendments) \$226,563.00	6. Amendment Amount \$9,850.00	7. New Contract Amount \$236,413.00	
8. Amendment Funding Source Federal: X State: Other: N/A:		9. Amendment Start Date 04/20/23	10. Amendment End Date 09/30/2023
11. Federal Funds (as applicable): \$236,413.00	Federal Agency: <u>Department of Justice</u>		ALN: <u>16.738</u>
12. Amendment Purpose: Amend budget to add additional \$9,850.00 to Equipment for purchase of needed equipment			

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".

FOR CONTRACTOR _____ Mark Ozias, County Commissioner _____ Date Approved as to Form Only  Deputy Prosecuting Attorney	FOR COMMERCE _____ Cindy Guertin-Anderson, Assistant Director _____ Date APPROVED AS TO FORM ONLY _____ Sandra Adix Assistant Attorney General _____ 3/20/2014 Date
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Amendment

This Contract is **amended** as follows:

Attachment B Budget**Amend Budget:**

Budget	Total
Salaries	\$108,823.00
Benefits	\$36,010.00
Overtime	\$1,000.00
Goods and Services	\$66,652.00
Equipment	\$13,078.00
Indirect	\$1,000.00
Total	\$226,563.00

To Read:

Budget	Total
Salaries	\$108,823.00
Benefits	\$36,010.00
Overtime	\$1,000.00
Goods and Services	\$66,652.00
Equipment	\$22,928.00
Indirect	\$1,000.00
Total	\$236,413.00

Additional funds in the amount of \$9,850 in the Equipment category will be used to purchase additional needed equipment, including currency counter.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.



DocuSign Contract Review and Routing Form

Office of Firearm Safety and Violence Prevention – Community Safety Unit

Type of Action: New Contract/Grant ☐ Amendment ☒ IAG ☐
Federal ☒ State ☐

Contractor/Grantee Name: Clallam County Sheriff's Office

Contract/Grant Number: F20-31440-203

Term: 4/20/2023 to 9/30/2023

Review by:	Name:	Date:	Initials:
Contract Manager	Anica Stieve	4/25/2023 8:55 AM PDT	AS
Portfolio Manager	Abigail Snyder	4/25/2023 9:22 AM PDT	AS
Executive Director	Kate Kelly	4/25/2023 9:50 AM PDT	K Kelly

Certificate Of Completion

Envelope Id: AA033B25F6924DF0978713F780B2430D

Status: Sent

Subject: Please DocuSign: F20-31440-203 - Amendment A - Justice Assistance Grant

Division:

Community Services and Housing

Program: Justice Assistance Grant

ContractNumber: F20-31440-203

DocumentType:

Contract Amendment

Source Envelope:

Document Pages: 3

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 3

Brianna Gomez-Catalan

AutoNav: Enabled

1011 Plum Street SE

Enveloped Stamping: Enabled

MS 42525

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Olympia, WA 98504-2525

brianna.gomez-catalan@commerce.wa.gov

IP Address: 198.239.10.220

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Status: Original

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Holder: Brianna Gomez-Catalan

Location: DocuSign

brianna.gomez-catalan@commerce.wa.gov

Security Appliance Status: Connected

Pool: StateLocal

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Pool: Washington State Department of Commerce

Location: DocuSign

Signer Events

Anica Stieve

anica.stieve@commerce.wa.gov

Security Level: Email, Account Authentication
(None)**Signature**

Signature Adoption: Pre-selected Style

Using IP Address: 147.55.149.242

Timestamp

Sent: 4/25/2023 8:52:23 AM

Viewed: 4/25/2023 8:54:37 AM

Signed: 4/25/2023 8:55:25 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Abigail Snyder

abigail.snyder@commerce.wa.gov

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 198.239.106.251

Sent: 4/25/2023 8:55:26 AM

Viewed: 4/25/2023 9:19:44 AM

Signed: 4/25/2023 9:22:04 AM

Electronic Record and Signature Disclosure:

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Kate Kelly

kate.kelly@commerce.wa.gov

Security Level: Email, Account Authentication
(None)

Signature Adoption: Uploaded Signature Image

Using IP Address: 147.55.149.245

Sent: 4/25/2023 9:22:05 AM

Viewed: 4/25/2023 9:50:03 AM

Signed: 4/25/2023 9:50:19 AM

Electronic Record and Signature Disclosure:

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Signer Events	Signature	Timestamp
Mark Ozias mozias@co.clallam.wa.us County Commissioner Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 3/15/2022 1:33:49 PM ID: af9d68c0-f700-43b4-8906-681bb1620eb5		Sent: 4/25/2023 9:50:23 AM
Cindy Guertin-Anderson cindy.guertin-anderson@commerce.wa.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Elizabeth Wagnitz elizabeth.wagnitz@clallamcountywa.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/25/2023 9:50:21 AM Viewed: 4/25/2023 9:58:16 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/25/2023 8:52:23 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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From time to time, Washington State Department of Commerce (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.15 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Washington State Department of Commerce:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@commerce.wa.gov

To advise Washington State Department of Commerce of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@commerce.wa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Washington State Department of Commerce

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to docusign@commerce.wa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Washington State Department of Commerce

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to docusign@commerce.wa.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Washington State Department of Commerce as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Washington State Department of Commerce during the course of your relationship with Washington State Department of Commerce.

4



AGENDA ITEM SUMMARY

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

MAY 22 2023

Department: Parks, Fair, & Facilities

WORK SESSION ☒ Meeting Date: May 22, 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: guidance and counsel

Documents exempt from public disclosure are attached: ☐

Executive summary: The Park, Fair, & Facilities Department and Representatives of the Fair Board will brief the Board of Commissioners on a proposed Beer Garden to be held at the Clallam County Fair during the Rodeo on Friday and Saturday evenings.

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?)
Provide guidance and counsel.

County Official signature & print name: Don Crawford Don Crawford, Director

Name of Employee/Stakeholder attending meeting:

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

Date submitted: May 16, 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)

CLALLAM COUNTY
PARKS, FAIR, & FACILITIES DEPARTMENT
Conceptual Plan for

BEER CONCESSION SERVICES AT THE CLALLAM COUNTY FAIR

1. Purpose of Request

The Clallam County Fair is committed to providing family-friendly, high customer satisfaction, and a compliant Beer Concessions Services (Beer Garden) within fair event venues. Therefore, Clallam County Parks, Fair, & Facilities Department will enter into an agreement with a 501(c)(3) organization with a Special Occasion license to furnish all staffing (& training), equipment, and necessary supplies to provide Beer Concessions Services (Beer Garden) at the Clallam County Fairgrounds.

2. Concessionaire

Concessionaire will be a registered 501(c)(3) organization with a Special Occasion license to host a beer garden East of grandstands, during the Clallam County Fair Rodeo Performances, starting one hour before the start of the rodeo and ending one hour after completion of the rodeo. The agreement will be awarded annually on a single-year basis. The concessionaire will work with the beer garden committee and beer garden committee will review after the Clallam County Fair is over.

3. Performance Expectations and Standards

Concessionaire shall be allowed to sell beer subject to the following additional restrictions:

- A. Concessionaire will be a registered 501(c)(3) organization with a Special Occasional license to host a Beer Garden.
- B. Beer Concessions will conform to the Washington State Liquor and Cannabis Board rules.
- C. All Concessionaire staff will complete the alcohol server training program the Washington Liquor Control Board provides. Training is included in WSLCB rules and obtaining State MAST 13 card.
- D. Concessionaire will provide a minimum of three (3) employees at the Beer Garden venue ingress to screen underage and over-served individuals.

- E. No Beer will be taken into or out of the designated areas for consumption.
- F. Concessionaire will sign the written agreement provided by the County.
- G. In addition to the other insurance requirements contained herein, the User shall procure and maintain Liquor Liability insurance for the duration of the agreement in the amount of \$1,000,000 for each occurrence. The County is to be endorsed as an additional insured on Liquor Liability insurance.

4. Other Requirements

The Concessionaire will briefly and concisely describe the provider's capabilities to satisfy all legal requirements. Concessionaire must include the following information:

1. Legal name and registration of 501(c)(3) organization. Include the address of the principal place of business, phone numbers, email contact, and primary person to contact.
2. A narrative background of the proposer's ability and experience in providing concessions, business experience; how long has this organization or individual been in business, descriptions of the company, and numbers of employees.
3. Concessionaire will provide the following:
 - A. Identify services proposed to provide.
 - B. List the initial prices of the above items.
 - C. Describe safety procedures along with a site plan.
 - D. Staffing plan for Beer Garden Venue.
 - E. Contact information for onsite supervisory staff.
 - F. What type, if any, temporary site improvements are proposed?
 - G. A minimum of three references indicating recent experience with concessions. References should include the company/organization name, contact person, and telephone number.
 - H. An explanation of routine cleaning and preventative maintenance schedules intended to assure an attractive appearance for alcohol concession equipment and proactive prevention of potential operating problems.

5. Fees & Concessionaire Sponsorships

The Concessionaire will pay the Clallam County Fair a vendor fee of ...18%.....
(\$.....). The Beer Concessionaire will also pay (%) of net sales.



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

Department: Public Works

WORK SESSION ☒ **Meeting Date: 5/22/2023**

REGULAR AGENDA ☐ **Meeting Date: 5/30/2023**

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 |

Documents exempt from public disclosure attached: ☐

Executive summary:

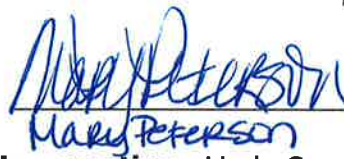
This item is a resolution Calling for a Public Hearing on June 27, 2023, to discuss a petition received to vacate a portion of Hermison Road, in Forks, Washington.

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 petition was received with the \$800 application fee and if approved, the applicants will have to pay fair market value for the improvements to the property.

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

The Commissioners review, approve and sign this resolution to hold a public hearing on June 27, 2023

County Official signature & print name:   Joe Donisi, PE

Name of Employee/Stakeholder attending meeting: Linda Capps

Relevant Departments: Public Works

Date submitted: 5-17-2023



CR RESOLUTION ____, 2023

CALL FOR HEARING ON THE PROPOSED VACATION OF A PORTION OF HERMISON ROAD

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A petition has been received seeking to vacate a portion of county right of way, alleging that the right-of-way is useless as a part of the general road system and that the public will be benefited from its vacation.

Said right of way petitioned to be abandoned is described as follows:

Hermison Road in the relation to the South line of Government Lot 8 (SE ¼ SE ¼) of Section 19, Township 28 North, Range 14 West, W.M., Clallam County, Washington, as more particularly described on the attached recorded Record of Survey (Exhibit A) AFN# 2022- 1441619.

Together with and subject to easements, right-of-way, conditions, encumbrances, and restriction of records, if any.

2. RCW 36.87 sets the requirements for the Board to consider vacation and abandonment of public rights of way and these requirements have been met.

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

1. Hereby declares its intent to vacate and abandon right of way described above.
2. Instructs the County Engineer to examine the above described right of way and to report his opinion as to whether the right of way should be vacated and abandoned, whether the right of way is in use or has been in use, the condition of the right of way, whether it will be advisable to preserve it for the county road system in the future, whether the public will be benefited by the vacation and abandonment, and all other facts, matters, and things which will be of importance to the board, prior to the public hearing date set below.
3. Instructs publication, posting, and notification procedures be followed as per RCW 36.87.
4. Sets a public hearing to consider the vacation request, to be held in the Commissioners' Meeting Room, Room 160, Clallam County Courthouse, 223 E. 4th Street, Port Angeles, Washington, on Tuesday, June 27, 2023 at 10:30 a.m.

PASSED AND 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

PLEASE PUBLISH: 6/9/2023 & 6/16/2023

PLEASE BILL: Clallam County Public Works Dept.



Clallam County, WA



0 0.03 0.05 mi

1:4,514

5/17/2023 1:45 PM

We are happy to share our maps and hope that you find them helpful. Please be advised, however, that these maps are intended to serve as a guide to the general location of features shown. The accuracy of the individual layers varies and layers may not align with one another. Determination of actual regulatory location of features shown on this map typically requires a field examination by qualified staff. Any person or entity that relies on any information contained herein does so at their own risk. Clallam County makes no warranty of the accuracy or usefulness of this data.



AGENDA ITEM SUMMARY

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

60
MAY 22 2023

Department: DCD

WORK SESSION ☒ Meeting Date: 5.22.2023

REGULAR AGENDA ☒ Meeting Date: 5.30.2023

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

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 334.16.005-11 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Amendment 11 updates Clallam County's contract with Shannon & Wilson (S&W) to attend to elements required during the Emergency Declaration and to redesign elements of the levee surfacing.

The accelerated construction of key levee components, through change orders to the original Phase 1 construction contract, requires a revision to the Clallam County (County) Lower Dungeness River Floodplain Restoration & Levee/Road Realignment Project. Amendment 11's scope of services provides a narrative of task budget/overruns for the design and permit services through Contract Amendment No. 10 (Tasks 223 and 226). Amendment 11 also describes work to be performed by S&W to provide engineering support to produce and redesign construction documents of levee surfacing elements as needed: incorporate selected elements of the original Phase 2 into 2023 bid documents; design new elements; and support during construction including field engineer, inspector field observation, survey and permit support for upcoming Bid and Construction Phases of the Lower Dungeness Levee Surfacing Project.

Phase 2 elements that were completed through change order to the Phase 1 construction contract include but are not limited to:

1. Removal of the existing levee
2. Partial grading of side channel networks
3. Construction of ELJs (Jamestown S'Klallam Tribe Design)
4. Removal of old Towne Road and contaminated materials
5. Construction of Phase 2 levee tie ins
6. Relocation of utilities

* 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)

Additional Tasks are listed below:

- Task 300 – Shannon and Wilson Phase 2 Redesign and Bid Assistance
- Task 301 – Shannon and Wilson Construction Engineering
- Task 302 – Shannon and Wilson Trail/Parking Design and Bid Assistance
- Task 303 – Shannon and Wilson As-built Drawings
- Task 304 – Shannon and Wilson Towne Road Removal Support
- Task 310 – HDR Phase 2 Redesign and Bid Assistance
- Task 311 – HDR Construction Engineering
- Task 312 – HDR Trail/Parking design and Bid Assistance
- Task 320 – Johnston Land Surveying Construction Support
- Task 321 – Johnston Land Surveying As-built Survey

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?** ☐

Costs associated with the work are paid for through a grant with the Recreation and Conservation Office

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

Please sign the amendment

County Official signature & print name:



Name of Employee/Stakeholder attending meeting: Cathy Lear, Bruce Emery, Joe Donisi

Relevant Departments: DCD, Roads

Date submitted: 5.17.2023

* 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)



PERSONAL SERVICES AGREEMENT AMENDMENT 11

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

Name: Shannon and Wilson, Inc.
Address: 400 North 34th Street Suite 100
Seattle WA 98103
Phone N^o: 206.695.6941

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

This Amendment is comprised of:

- ☒ Attachment A – Scope of Work
- ☒ Attachment B – Compensation

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

The term of this Amendment shall commence on the 30th day of May 2023 and shall, unless terminated as provided elsewhere in the Agreement, end on the 31st day of December 2024.

IN WITNESS WHEREOF, the parties have executed this Agreement on this 30th day of May 2023.

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS



Mark Ozias, Chair

Print name: Gus Kays

Title: Senior Associate Engineer

Date: May 16, 2024

Originals: BOCC
Vendor
Initiating Department

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

SCOPE OF WORK

Background

The accelerated construction of key Phase 2 levee components, through change orders to the original Phase 1 construction contract, requires a revision to the Clallam County (County) Lower Dungeness River Floodplain Restoration & Levee/Road Realignment Project. This scope of services describes work to be performed by Shannon & Wilson (S&W) to provide engineering support to produce and redesign construction documents of Phase 2 design elements as needed; incorporate elements of the original Phase 2 into 2023 bid documents; design new elements; and support during construction including field engineer, inspector field observation, survey and permit support for upcoming Bid and Construction Phases of the Lower Dungeness Levee Surfacing Project. Phase 2 elements that were completed through change order to the Phase 1 construction contract include but are not limited to:

1. Removal of the existing levee
2. Partial grading of side channel networks
3. Construction of ELJs (Jamestown S'Klallam Tribe Design)
4. Removal of old Towne Road and contaminated materials
5. Construction of Phase 2 levee tie ins
6. Relocation of utilities

Additional Tasks are listed below:

- Task 300 – Shannon and Wilson Phase 2 Redesign and Bid Assistance
- Task 301 – Shannon and Wilson Construction Engineering
- Task 302 – Shannon and Wilson Trail/Parking Design and Bid Assistance
- Task 303 – Shannon and Wilson As-built Drawings
- Task 304 – Shannon and Wilson Towne Road Removal Support
- Task 310 – HDR Phase 2 Redesign and Bid Assistance
- Task 311 – HDR Construction Engineering
- Task 312 – HDR Trail/Parking design and Bid Assistance
- Task 320 – Johnston Land Surveying Construction Support
- Task 321 – Johnston Land Surveying As-built Survey

The scope of services provides a narrative of task budget/overruns for the design and permit services through Contract Amendment No. 10 (Tasks 223 and 226). All other remaining tasks through Amendment 10 are considered closed and remaining budget not reallocated for Tasks 223 and 226 will be applied to Amendment 11 additional tasks.

TASK 211. PROJECT MANAGEMENT

The following project management services will be provided:

- Monthly progress reports and invoicing.
- Contract coordination and project document filing.

- Staffing / scheduling.
- Coordination with the County and subconsultants.

TASK 223. PHASE 2 OFFICE ENGINEERING

The following tasks and services will be provided by S&W during the Phase 1 of the construction Project.

- Review and provide written comments on submittals, plans and shop drawings.
- Review and provide written responses to Requests for Information (RFIs).
- Review and provide written responses to Submittals.
- Review Requests for Approval of Materials (RAMs).
- Review and Issue Change Order Amendments (with County approval).
- Develop a project levee operations and maintenance plan.

This task is amended to include design coordination for changes to the Phase 2 construction plans between Phase 1 and 2 and Road Redesign, Pressure relief system analysis and design, and initial Towne Road removal coordination with Ecology.

TASK 226. PHASE 2 PERMITTING ASSISTANCE

The following tasks and services will be provided by S&W during the Phase 1 of the construction Project.

- Provide permit assistance and support throughout the construction contract including the following tasks.
- Review and assist County with environmental permit compliance for construction phase; permit modifications related to River's Edge are provided under separate contract.
- Provide input to permit related RFIs.
- Provide permit as-built report for regulatory agency submittal.

This task is amended to include permitting coordination for changes to the Phase 2 construction plans and up to \$15,000 in post construction monitoring support.

TASK 300. SHANNON AND WILSON PHASE 2 REDESIGN AND BID ASSISTANCE

This task describes work to be performed by S&W to provide engineering support for construction document production and redesign of Phase 2 design elements as needed and incorporation of elements of the original Phase 2 into 2023 bid documents as existing. Phase 2 Elements that were completed through change order to the Phase 1 construction contract are listed above.

Phase 2 elements requiring redesign include:

1. Removal of the roundabout at the Sequim-Dungeness Way and Anderson Road intersection to be replaced with a signed intersection.
2. Updates to stormwater facilities based on redesigns and updated project conditions.

The following bid-phase services will be provided:

- Assistance with contract final review and bid advertisement.
- Answer Contractor calls and attend calls with the County during Bid Phase.
- Answer Contractor questions and Requests for Information (RFIs) and issue up to five addenda during Bid Phase.
- Review and provide comments and tabulate Contractor bids / costs at bid opening.
- Maintain copies of current construction contract documents and files for County and S&W.
- Attend 1 site visit during bid-phase.

TASK 301. SHANNON AND WILSON CONSTRUCTION ENGINEERING

The following tasks and services will be provided by S&W during the 2023 construction Project.

- Coordination of engineering and field observation services including invoicing and project management.
- Review and provide written comments on submittals, plans and shop drawings.
- Review and provide written responses to Requests for Information (RFIs).
- Review and provide written responses to Submittals.
- Review Requests for Approval of Materials (RAMs).
- Review and Issue Change Order Amendments (with County approval).
 - Review field activities for contract specification compliance.
 - Develop a project levee operations and maintenance plan.
- Provide on-site field construction observations for:
 - Excavations and subgrade preparation.
 - Geosynthetic installations.
 - Fill placement and compaction.
 - Settlement observations.
 - Riprap and erosion and sediment control installations.
 - Erosion control BMPs and seeding.
 - Floodplain/wetland mitigation excavations.
 - Erosion control seeding areas.
- Provide memorandum of site visit documenting what was observed, discussed, reviewed to determine the Work observed is in general conformance with the requirements of the Contract Documents for work associated with the Project. Document activities observed making notes of deficiencies and any issues requiring resolution.
- Perform Quality Control field sampling and laboratory testing not to exceed \$5,000
- Field observer participates in on-site construction meetings on as-needed basis as requested by the County or Engineer.

- Lead engineer to attend Pre-construction and weekly contractor meetings (assumes 50% are video conference).
- Coordination on closeout of project including final invoicing and delivery of final CAD files to Client.

TASK 302. SHANNON AND WILSON TRAIL/PARKING DESIGN

The conversion of Towne Road to a trail impacted the County Lower Dungeness project with design and construction contract reconfigurations now needed. This scope of services describes work to be performed by S&W to provide engineering support for construction document production and redesign of trail and parking modifications to the 2023 road design elements as needed and incorporation of remaining elements of the original Phase 2 into 2023 bid documents as existing. Trail and parking elements included in the new construction contract include but are not limited to:

1. Stormwater treatment for Towne Road Levee top (Eberle Driveway)
2. Ramp removal
3. Slump Repair
4. Hydroseeding
5. Guardrails along MSE walls
6. Interim parking area south of the levee with a turnaround

TASK 303. SHANNON AND WILSON AS-BUILT DRAWINGS

Two versions, Construction 2021-2022 and Construction 2023. Shannon and Wilson will compile records provided during construction by the contractor and field observations into a drawing set based on the contract drawings and updated post construction survey to create an As-built (Record Drawing) set.

TASK 304. SHANNON AND WILSON TOWNE ROAD REMOVAL SUPPORT

The objective of the remedial action proposed at the site is to obtain a written determination from Department of Ecology (Ecology) stating that no further remedial action is necessary to address any of the contamination at or migrating from the site.

This task will provide for regulatory coordination with Ecology to achieve a No Further Action (NFA) determination. This task assumes the previous sampling will be sufficient to demonstrate the effectiveness of remedial action, and that no subsequent remedial design is necessary.

- Participation in up to three meetings with Clallam County to review sampling results and refine the summary for site closure.
- Preparation of technical memoranda if requested by Clallam County to explain the sampling approach, road removal activities, and sampling results.

- Participation in up to three meetings with Ecology to present the sampling monitoring data and make a case for NFA.

TASK 310. HDR PHASE 2 REDESIGN AND BID ASSISTANCE

This scope of services describes work to be performed by HDR to provide engineering support for construction document production and redesign of Phase 2 design elements to reflect as-built conditions from construction of the levee due to the project phasing and changes due to direction to removal the roundabout from the project including:

- Redesign of plans for roadway paving, guardrails, intersection design, and stormwater. Including removal of the roundabout and replacement with a stop-controlled intersection and revising the stormwater elements to reside on the southeastern side of the levee.
- Update contract specification special provisions to reflect new conditions and elements of work.
- Provide updated Engineer's Opinion of Probable Construction Costs.
- Coordinate with Prime and County during redesign through series of meeting calls.
- The following bid-phase services will be provided:
 - Assistance with contract final review and bid advertisement.
 - Answer Contractor calls and attend calls with the County during Bid Phase.
 - Answer Contractor questions and RFIs and issue up to two addenda during Bid Phase.
 - Review and provide comments on tabulated Contractor bids / costs at bid opening.
 - Maintain copies of current construction contract documents and design CAD files for County and S&W.
 - Attend up to 1 site visit during bid-phase (2 people)

TASK 311. HDR CONSTRUCTION ENGINEERING

Provide engineering support during construction phase including response to RFIs or questions, review of RAMs, and participation in weekly management calls. Provide periodic construction field observation services during construction phase of guardrail, compost amended vegetated filter strips (CAVFS), parking lots, turnarounds, and recreational trail.

1. Coordination of engineering and field observation services including invoicing and project management.
2. Review up to 8 submittals. This review could be for response to RFI's, submitted shop drawing review, or RAMs review. Each submittal review is anticipated to take 8 hours or less.
3. Review and assist with up to 2 change orders (Assumed at up to 20 hours of effort for design changes per change).
4. Lead engineer to participate in weekly 1-hour construction coordination call / meeting.
5. Provide engineer field observation for up to six single day site visits.

- a. Provide memorandum of site visit documenting what was observed, discussed, reviewed to determine the Work observed is in general conformance with the requirements of the Contract Documents for work associated with the Project.
 - b. Document activities observed making note of deficiencies and any issues requiring resolution.
6. Participate in weekly construction or County requested meetings during working hours. (Assumed virtual, up to 8 one-hour meetings.)
7. Coordination on closeout of project including final invoicing and delivery of final CAD files to Client.

TASK 312. HDR TRAIL/PARKING DESIGN

This scope of services describes work to be performed by HDR to provide engineering support for construction document production and design for conversion of the Task 310 road design to incorporate a Trail and Parking Design replacing the paved road, and design of CAVFS replacing the stormwater conveyance system. This task includes preparation of these changes in the bid documents using Phase 2 construction as existing conditions including:

- Redesign of plans for roadway surface, parking area, turn around area, guardrail placement at Eberle driveway and wall sections, and stormwater.
- Provide stormwater memo.
- Update contract specification special provisions.
- Provide updated engineer's opinion of probable cost.

Stormwater Memo will be a 1-page narrative with supporting calculations documenting treatment BMP sizing in compliance with Clallam County standards. It is assumed this work will include one draft submittal and one final submittal incorporating any comments from the County. Guardrail installation will be limited to the areas around Eberle driveway and along the retaining wall section approaching Anderson Road. No additional grading outside these areas will be designed to accommodate future guardrail placement.

TASK 320 – JOHNSTON LAND SURVEYING CONSTRUCTION SUPPORT

The Contractor is assigned survey responsibility for the construction contract including reestablishing survey control, grade staking, and construction quality control. Johnston Land Surveying and / or S&W will provide survey for the following items upon request:

- Professional Land Survey check / reestablish project survey control points and property corners.
- Verifying the clearing limits / construction line limits.
- Grade checks for quality control and pay surveys upon request.
- Settlement plate survey checks.
- Provide material quantity survey or measurement checks.
- Other miscellaneous survey.
- Project management and coordination for survey activities.

COMPENSATION

1. ☒ **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of Six hundred seventy one fifty two DOLLARS and fifty CENTS (\$671,052.50) for the completed work set forth in Attachment A. Payments for completed tasks shall be made no more frequently than ☒ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☐ other (specify) _____.

Each request for payment shall be supported by an invoice specifying the tasks completed up to the request for payment and the payment amount requested. In no event shall payment be sought in an amount which represents a percentage of the fee greater than the percentage of completed tasks.

OR

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

Name/Position

Hourly Rate

Payments for completed tasks shall be made no more frequently than ☐ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☐ other (specify) _____.

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

In no event shall Contractor be compensated in excess of _____ DOLLARS (\$) for the completed work set forth in Attachment "A."

2. AND

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

OR

☐ **b.** The County shall reimburse the Contractor for actual expenses incurred for travel, telephone, copiers and computer. Reimbursement for airfare, mileage, meals, and/or accommodations shall be at the same rate as that applicable to county employees traveling on county business.

OR

☐ **c.** Other (specify): _____

Project Name: Amendment 11

Project No.: 21112559

Budget Summary

Date: 5/10/2023

		Consultant		Subconsultants				Total \$	
No.	Task/Subtask Name	Shannon & Wilson	HDR	Johnston Land Survey					
Task 223 - Shannon and Wilson Phase 2 Office Engineering									
223.0	Design Changes Engineering	\$ 40,910.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,910.00	
Task Subtotal \$		\$ 40,910.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,910.00	
Task 226 - Shannon and Wilson Phase 2 Permitting Assistance									
226.0	Design Changes Permitting	\$ 40,270.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,270.00	
Task Subtotal \$		\$ 40,270.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,270.00	
Task 300 - Shannon and Wilson Phase 2 Redesign and Bid Assistance									
300.1	PM/Meetings	\$ 29,570.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,570.00	
300.2	Sub Coordination	\$ 2,450.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,450.00	
300.3	Plans	\$ 34,830.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,830.00	
300.4	Specs	\$ 25,940.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,940.00	
300.5	Construction Cost	\$ 17,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,800.00	
300.6	Bid Support	\$ 7,160.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,160.00	
Task Subtotal \$		\$ 117,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,750.00	
Task 301: Shannon and Wilson Construction Engineering									
301.0	PM/Meetings	\$ 10,240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,240.00	
301.1	Plans/Shop Drawings	\$ 4,360.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,360.00	
301.2	Requests for Information	\$ 6,140.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,140.00	
301.3	Submittals	\$ 7,920.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,920.00	
301.4	Requests for Approval of Materials	\$ 2,580.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,580.00	
301.5	Change Orders	\$ 14,920.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,920.00	
301.6	Pay Apps	\$ 11,740.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,740.00	
301.7	Site Inspection	\$ 107,570.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,570.40	
301.8	Weekly Meeting	\$ 8,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,900.00	
Task Subtotal \$		\$ 174,370.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174,370.40	
Task 302: Shannon and Wilson Trail/Parking Design									
302.0	PM/Meetings	\$ 9,380.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,380.00	
302.1	Sub Coordination	\$ 3,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,250.00	
302.2	Plans	\$ 13,050.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,050.00	
302.3	Specs	\$ 5,760.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,760.00	
302.4	Construction Cost	\$ 4,080.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,080.00	
302.5	Bid Support	\$ 6,360.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,360.00	
302.6	Addendum	\$ 8,450.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,450.00	
Task Subtotal \$		\$ 50,330.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,330.00	
Task 303: Shannon and Wilson As-built Drawings									
303.0	PM/Meetings	\$ 3,220.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,220.00	
303.1	Sub Coordination	\$ 5,470.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,470.00	
303.2	Plans	\$ 13,650.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,650.00	
Task Subtotal \$		\$ 22,340.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,340.00	
Task 304: Shannon and Wilson Towne Road Removal Support									
304.0	Memo	\$ 7,530.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,530.00	
304.1	Meetings	\$ 7,640.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,640.00	
Task Subtotal \$		\$ 15,170.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,170.00	
Task 310 - HDR Phase 2 Redesign and Bid Assistance									
310.1	Project Setup	\$ -	\$ 5,591.56	\$ -	\$ -	\$ -	\$ -	\$ 5,591.56	
310.2	PS&E	\$ -	\$ 44,998.24	\$ -	\$ -	\$ -	\$ -	\$ 44,998.24	
310.3	Bid Support	\$ -	\$ 13,022.28	\$ -	\$ -	\$ -	\$ -	\$ 13,022.28	
Task Subtotal \$		\$ -	\$ 63,612.08	\$ -	\$ -	\$ -	\$ -	\$ 63,612.08	
Task 311: HDR Construction Engineering									
311.1	Submittal review	\$ -	\$ 14,943.16	\$ -	\$ -	\$ -	\$ -	\$ 14,943.16	
311.2	Change Orders	\$ -	\$ 7,160.42	\$ -	\$ -	\$ -	\$ -	\$ 7,160.42	
311.3	Weekly Meeting	\$ -	\$ 3,461.42	\$ -	\$ -	\$ -	\$ -	\$ 3,461.42	
311.4	Field Visit	\$ -	\$ 14,929.64	\$ -	\$ -	\$ -	\$ -	\$ 14,929.64	
311.5	Coordination and Closeout	\$ -	\$ 5,204.96	\$ -	\$ -	\$ -	\$ -	\$ 5,204.96	
311.6	Coordination for Ops and Management	\$ -	\$ 5,812.46	\$ -	\$ -	\$ -	\$ -	\$ 5,812.46	
Task Subtotal \$		\$ -	\$ 51,512.06	\$ -	\$ -	\$ -	\$ -	\$ 51,512.06	
Task 312: HDR Trail/Parking Design and Bid Assistance									
312.1	Plans	\$ -	\$ 35,629.50	\$ -	\$ -	\$ -	\$ -	\$ 35,629.50	
312.2	Storm Memo	\$ -	\$ 3,566.94	\$ -	\$ -	\$ -	\$ -	\$ 3,566.94	
312.3	Specs	\$ -	\$ 2,976.44	\$ -	\$ -	\$ -	\$ -	\$ 2,976.44	
312.4	Cost	\$ -	\$ 2,051.32	\$ -	\$ -	\$ -	\$ -	\$ 2,051.32	
312.5	Coordination and Calls	\$ -	\$ 2,723.76	\$ -	\$ -	\$ -	\$ -	\$ 2,723.76	
Task Subtotal \$		\$ -	\$ 46,947.96	\$ -	\$ -	\$ -	\$ -	\$ 46,947.96	
Task 320: Johnston Land Surveying Construction Support									
320.0	Pre Con and Con Survey	\$ 2,210.00	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ 18,210.00	
Task Subtotal \$		\$ 2,210.00	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ 18,210.00	
Task 321: Johnston Land Surveying As-built Survey									
321.0	As-built Survey	\$ 3,130.00	\$ -	\$ 26,500.00	\$ -	\$ -	\$ -	\$ 29,630.00	
Task Subtotal \$		\$ 3,130.00	\$ -	\$ 26,500.00	\$ -	\$ -	\$ -	\$ 29,630.00	
TOTALS		\$ 466,480.40	\$ 162,072.10	\$ 42,500.00	\$ -	\$ -	\$ -	\$ 671,052.50	

Budget Breakdown: Shannon & Wilson

No.	Task/Subtask Name	Billing Rates	Sr. Vice President	Senior Associate	Associate	Senior Prof. III	Senior Prof. II	Senior Prof. I	Prof. IV	Prof. III	Senior Tech. Svcs.	Senior Office Svcs.	Total # Hours	Labor Cost	Invoiced ODCs	Total \$
Task 223 - Shannon and Wilson Phase 2 Office Engineering																
223	Design Changes Engineering		30	60		60			60		8		218	\$ 40,910.00	\$ -	\$ 40,910.00
	Subtotal Hours	0	30	60	0	60	0	0	0	0	8		218			
	Subtotal \$	\$ -	\$ 7,350.00	\$ 13,500.00	\$ -	\$ 11,100.00	\$ -	\$ -	\$ -	\$ 7,800.00	\$ -	\$ 1,160.00		\$ 40,910.00	\$ -	\$ 40,910.00
Task 226 - Shannon and Wilson Phase 2 Permitting Assistance																
226	Design Changes Permitting		8	82		20					8		118	\$ 25,270.00	\$ 15,000.00	\$ 40,270.00
	Subtotal Hours	0	8	82	0	20	0	0	0	0	8		118			
	Subtotal \$	\$ -	\$ 1,960.00	\$ 18,450.00	\$ -	\$ 3,700.00	\$ -	\$ -	\$ -	\$ -	\$ 1,160.00			\$ 25,270.00	\$ 15,000.00	\$ 40,270.00
Task 300 - Shannon and Wilson Phase 2 Redesign and Bid Assistance																
300.1	PM/Meetings		64	4		54		20					142	\$ 29,570.00	\$ -	\$ 29,570.00
300.2	Sub Coordination		10			-							10	\$ 2,450.00	\$ -	\$ 2,450.00
300.3	Plans	4	42	4		24		120					194	\$ 34,830.00	\$ -	\$ 34,830.00
300.4	Specs		32		5	60		40					137	\$ 25,940.00	\$ -	\$ 25,940.00
300.5	Construction Cost		24			32		40					96	\$ 17,800.00	\$ -	\$ 17,800.00
300.6	Bid Support		8			20		10					38	\$ 7,160.00	\$ -	\$ 7,160.00
	Subtotal Hours	4	180	8	5	190	0	230	0	0	0		617			
	Subtotal \$	\$ 1,200.00	\$ 44,100.00	\$ 1,800.00	\$ 1,000.00	\$ 35,150.00	\$ -	\$ 34,500.00	\$ -	\$ -	\$ -			\$ 117,750.00	\$ -	\$ 117,750.00
Task 301: Shannon and Wilson Construction Engineering																
301.0	PM/Meetings		32		12								44	\$ 10,240.00	\$ -	\$ 10,240.00
301.1	Plans/Shop Drawings		8		12								20	\$ 4,360.00	\$ -	\$ 4,360.00
301.2	Requests for Information		12		16								28	\$ 6,140.00	\$ -	\$ 6,140.00
301.3	Submittals		16		20								36	\$ 7,920.00	\$ -	\$ 7,920.00
301.4	Requests for Approval of Materials		4		8								12	\$ 2,580.00	\$ -	\$ 2,580.00
301.5	Change Orders		16		16			60					92	\$ 14,920.00	\$ -	\$ 14,920.00
301.6	Pay Apps		12		44			56					56	\$ 11,740.00	\$ -	\$ 11,740.00
301.7	Site Inspection		32		24				600				656	\$ 90,640.00	\$ 16,930.40	\$ 107,570.40
301.8	Weekly Meeting		20		20								40	\$ 8,900.00	\$ -	\$ 8,900.00
	Subtotal Hours	0	152	0	172	0	0	0	660	0	0		984			
	Subtotal \$	\$ -	\$ 37,240.00	\$ -	\$ 34,400.00	\$ -	\$ -	\$ -	\$ 85,800.00	\$ -	\$ -			\$ 157,440.00	\$ 16,930.40	\$ 174,370.40
Task 302: Shannon and Wilson Trail/Parking Design																
302.0	PM/Meetings		24		10			10					44	\$ 9,380.00	\$ -	\$ 9,380.00
302.1	Sub Coordination		10		4								14	\$ 3,250.00	\$ -	\$ 3,250.00
302.2	Plans		10		8			60					78	\$ 13,050.00	\$ -	\$ 13,050.00
302.3	Specs		8		16			4					28	\$ 5,760.00	\$ -	\$ 5,760.00
302.4	Construction Cost		4		8			10					22	\$ 4,080.00	\$ -	\$ 4,080.00
302.5	Bid Support		8		16			8					32	\$ 6,360.00	\$ -	\$ 6,360.00
302.6	Addendum		10		12			24					46	\$ 8,450.00	\$ -	\$ 8,450.00
	Subtotal Hours	0	74	0	74	0	0	116	0	0	0		264			
	Subtotal \$	\$ -	\$ 18,130.00	\$ -	\$ 14,800.00	\$ -	\$ -	\$ 17,400.00	\$ -	\$ -	\$ -			\$ 50,330.00	\$ -	\$ 50,330.00
Task 303: Shannon and Wilson As-built Drawings																
303.0	PM/Meetings		6		5			5					16	\$ 3,220.00	\$ -	\$ 3,220.00
303.1	Sub Coordination		16		4			5					25	\$ 5,470.00	\$ -	\$ 5,470.00
303.2	Plans		10		8			64					82	\$ 13,650.00	\$ -	\$ 13,650.00
	Subtotal Hours	0	32	0	17	0	0	74	0	0	0		123			
	Subtotal \$	\$ -	\$ 7,840.00	\$ -	\$ 3,400.00	\$ -	\$ -	\$ 11,100.00	\$ -	\$ -	\$ -			\$ 22,340.00	\$ -	\$ 22,340.00
Task 304: Shannon and Wilson Towne Road Removal Support																
304.0	Memo	4	12			16	5						37	\$ 7,530.00	\$ -	\$ 7,530.00
304.1	Meetings	8	16			8							32	\$ 7,640.00	\$ -	\$ 7,640.00
	Subtotal Hours	12	28	0	0	24	5	0	0	0	0		69			
	Subtotal \$	\$ 3,600.00	\$ 6,860.00	\$ -	\$ -	\$ 3,960.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -			\$ 15,170.00	\$ -	\$ 15,170.00
Task 310 - HDR Phase 2 Redesign and Bid Assistance																
310.1	Project Setup												0	\$ -	\$ -	\$ -
310.2	PM&I												0	\$ -	\$ -	\$ -
310.3	Bid Support												0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0		0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Task 311: HDR Construction Engineering																
311.1	Submittal review												0	\$ -	\$ -	\$ -
311.2	Change Orders												0	\$ -	\$ -	\$ -
311.3	Weekly Meeting												0	\$ -	\$ -	\$ -
311.4	Field Visit												0	\$ -	\$ -	\$ -
311.5	Coordination and Closeout												0	\$ -	\$ -	\$ -
311.6	Coordination for O&M and Management												0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0		0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Task 312: HDR Trail/Parking Design and Bid Assistance																
312.1	Plans												0	\$ -	\$ -	\$ -
312.2	Storm Memo												0	\$ -	\$ -	\$ -
312.3	Specs												0	\$ -	\$ -	\$ -
312.4	Cost												0	\$ -	\$ -	\$ -
312.5	Coordination and Calls												0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0		0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Task 320: Johnston Land Surveying Construction Support																
320	Pre Con and Con Survey		6			4							10	\$ 2,210.00	\$ -	\$ 2,210.00
	Subtotal Hours	0	6	0	0	4	0	0	0	0	0		10			
	Subtotal \$	\$ -	\$ 1,470.00	\$ -	\$ -	\$ 740.00	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 2,210.00	\$ -	\$ 2,210.00
Task 321: Johnston Land Surveying As-built Survey																
321	As-built Survey		9			5							14	\$ 3,130.00	\$ -	\$ 3,130.00
	Subtotal Hours	0	9	0	0	5	0	0	0	0	0		14			
	Subtotal \$	\$ -	\$ 2,205.00	\$ -	\$ -	\$ 925.00	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 3,130.00	\$ -	\$ 3,130.00

Budget Breakdown: HDR

No.	Task/Subtask Name	Senior PM	Proj Account	Transpo Eng	Storm Eng	OC Mang	PM	PM 2	CAD	PIC	Total # Hours	Labor Cost	Involved ODCs	Total \$
	Billing Rates	\$114.53	\$112.00	\$191.90	\$176.93	\$368.03	\$288.00	\$255.39	\$105.60	\$333.86				
Task 223 - Shannon and Wilson Phase 2 Office Engineering														
223	Design Changes Engineering										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 226 - Shannon and Wilson Phase 2 Permitting Assistance														
226	Design Changes Permitting										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 300 - Shannon and Wilson Phase 2 Redesign and Bid Assistance														
300.1	PM/Meetings										0	\$ -	\$ -	\$ -
300.2	Sub Coordination										0	\$ -	\$ -	\$ -
300.3	Plans										0	\$ -	\$ -	\$ -
300.4	Specs										0	\$ -	\$ -	\$ -
300.5	Construction Cost										0	\$ -	\$ -	\$ -
300.6	Bid Support										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 301: Shannon and Wilson Construction Engineering														
301.0	PM/Meetings										0	\$ -	\$ -	\$ -
301.1	Plans/Shop Drawings										0	\$ -	\$ -	\$ -
301.2	Requests for Information										0	\$ -	\$ -	\$ -
301.3	Submittals										0	\$ -	\$ -	\$ -
301.4	Requests for Approval of Materials										0	\$ -	\$ -	\$ -
301.5	Change Orders										0	\$ -	\$ -	\$ -
301.6	Pay Apps										0	\$ -	\$ -	\$ -
301.7	Site Inspection										0	\$ -	\$ -	\$ -
301.8	Weekly Meeting										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 302: Shannon and Wilson Trail/Parking Design														
302.0	PM/Meetings										0	\$ -	\$ -	\$ -
302.1	Sub Coordination										0	\$ -	\$ -	\$ -
302.2	Plans										0	\$ -	\$ -	\$ -
302.3	Specs										0	\$ -	\$ -	\$ -
302.4	Construction Cost										0	\$ -	\$ -	\$ -
302.5	Bid Support										0	\$ -	\$ -	\$ -
302.6	Addendum										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 303: Shannon and Wilson As-built Drawings														
303.0	PM/Meetings										0	\$ -	\$ -	\$ -
303.1	Sub Coordination										0	\$ -	\$ -	\$ -
303.2	Plans										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 304: Shannon and Wilson Towne Road Removal Support														
304.0	Memo										0	\$ -	\$ -	\$ -
304.1	Meetings										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 310 - HDR Phase 2 Redesign and Bid Assistance														
310.1	Project Setup	8	4	4	4		4				24	\$ 5,591.56	\$ -	\$ 5,591.56
310.2	PS&E	8		88	75		15		74		260	\$ 44,807.59	\$ 190.65	\$ 44,998.24
310.3	Bid Support			24	24		8	4	8		68	\$ 13,022.78	\$ -	\$ 13,022.78
	Subtotal Hours	16	4	116	103	0	27	4	82	0	352			
	Subtotal \$	\$ 5,032.48	\$ 448.00	\$ 22,260.40	\$ 18,223.79	\$ -	\$ 7,776.00	\$ 1,021.56	\$ 8,659.20	\$ -	\$ -	\$ 63,421.43	\$ 190.65	\$ 63,612.08
Task 311: HDR Construction Engineering														
311.1	Submittal review			28	28		6	8	8		78	\$ 14,943.16	\$ -	\$ 14,943.16
311.2	Change Orders			14	14		4		8		40	\$ 7,160.42	\$ -	\$ 7,160.42
311.3	Weekly Meeting			8	8			2			18	\$ 3,461.42	\$ -	\$ 3,461.42
311.4	Field Visit			24	24		8	8			64	\$ 13,199.04	\$ 1,730.60	\$ 14,929.64
311.5	Coordination and Closeout			8	8			8	2		26	\$ 5,204.96	\$ -	\$ 5,204.96
311.6	Coordination for Ols and Management		12			2		12		2	28	\$ 5,812.46	\$ -	\$ 5,812.46
	Subtotal Hours	0	12	82	82	2	18	38	18	2	254			
	Subtotal \$	\$ -	\$ 1,344.00	\$ 15,735.80	\$ 14,508.36	\$ 736.06	\$ 5,184.00	\$ 9,704.82	\$ 1,900.80	\$ 667.72	\$ -	\$ 49,781.46	\$ 1,730.60	\$ 51,512.06
Task 312: HDR Trail/Parking Design and Bid Assistance														
312.1	Plans			92	60	4	4	2	40		202	\$ 35,629.50	\$ -	\$ 35,629.50
312.2	Storm Memo				16	2					18	\$ 3,566.94	\$ -	\$ 3,566.94
312.3	Specs			2	2		6	2			12	\$ 2,976.44	\$ -	\$ 2,976.44
312.4	Cost			4	4		2				10	\$ 2,051.32	\$ -	\$ 2,051.32
312.5	Coordination and Calls			6	6			2			14	\$ 2,723.76	\$ -	\$ 2,723.76
	Subtotal Hours	0	0	104	88	6	12	6	40	0	256			
	Subtotal \$	\$ -	\$ -	\$ 19,857.60	\$ 15,569.84	\$ 2,208.18	\$ 3,456.00	\$ 1,532.34	\$ 4,224.00	\$ -	\$ -	\$ 48,947.96	\$ -	\$ 48,947.96
Task 320: Johnston Land Surveying Construction Support														
320	Pre Con and Con Survey										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 321: Johnston Land Surveying As-built Survey														
321	As-built Survey										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Breakdown: Johnston Land Survey

No.	Task/Subtask Name	Principal Surveyor	Senior Project Manager	Project Surveyor	Survey Technician	2 Man Survey Crew									Total # Hours	Labor Cost	Involved ODCs	Total \$
	Billing Rates	\$148.00	\$138.00	\$108.00	\$100.00	\$208.00												
Task 223 - Shannon and Wilson Phase 2 Office Engineering																		
223	Design Changes Engineering														0	\$	-	\$
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0	\$	-	\$
Task 226 - Shannon and Wilson Phase 2 Permitting Assistance																		
226	Design Changes Permitting														0	\$	-	\$
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0	\$	-	\$
Task 300 - Shannon and Wilson Phase 2 Redesign and Bid Assistance																		
300.1	PM/Meetings														0	\$	-	\$
300.2	Sub Coordination														0	\$	-	\$
300.3	Plans														0	\$	-	\$
300.4	Specs														0	\$	-	\$
300.5	Construction Cost														0	\$	-	\$
300.6	Bid Support														0	\$	-	\$
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0	\$	-	\$
Task 301: Shannon and Wilson Construction Engineering																		
301.0	PM/Meetings														0	\$	-	\$
301.1	Plans/Shop Drawings														0	\$	-	\$
301.2	Requests for Information														0	\$	-	\$
301.3	Submittals														0	\$	-	\$
301.4	Requests for Approval of Materials														0	\$	-	\$
301.5	Change Orders														0	\$	-	\$
301.6	Pay Apps														0	\$	-	\$
301.7	Site Inspection														0	\$	-	\$
301.8	Weekly Meeting														0	\$	-	\$
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0	\$	-	\$
Task 302: Shannon and Wilson Trail/Parking Design																		
302.0	PM/Meetings														0	\$	-	\$
302.1	Sub Coordination														0	\$	-	\$
302.2	Plans														0	\$	-	\$
302.3	Specs														0	\$	-	\$
302.4	Construction Cost														0	\$	-	\$
302.5	Bid Support														0	\$	-	\$
302.6	Addendum														0	\$	-	\$
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0	\$	-	\$
Task 303: Shannon and Wilson As-built Drawings																		
303.0	PM/Meetings														0	\$	-	\$
303.1	Sub Coordination														0	\$	-	\$
303.2	Plans														0	\$	-	\$
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0	\$	-	\$
Task 304: Shannon and Wilson Towne Road Removal Support																		
304.0	Memo														0	\$	-	\$
304.1	Meetings														0	\$	-	\$
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0	\$	-	\$
Task 310 - HDR Phase 2 Redesign and Bid Assistance																		
310.1	Project Setup														0	\$	-	\$
310.2	PS&I														0	\$	-	\$
310.3	Bid Support														0	\$	-	\$
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0	\$	-	\$
Task 311: HDR Construction Engineering																		
311.1	Submittal review														0	\$	-	\$
311.2	Change Orders														0	\$	-	\$
311.3	Weekly Meeting														0	\$	-	\$
311.4	Field Visit														0	\$	-	\$
311.5	Coordination and Closeout														0	\$	-	\$
311.6	Coordination for OEs and Management														0	\$	-	\$
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0	\$	-	\$
Task 312: HDR Trail/Parking Design and Bid Assistance																		
312.1	Plans														0	\$	-	\$
312.2	Storm Memo														0	\$	-	\$
312.3	Specs														0	\$	-	\$
312.4	Cost														0	\$	-	\$
312.5	Coordination and Calls														0	\$	-	\$
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0	\$	-	\$
Task 320: Johnston Land Surveying Construction Support																		
320	Pre Con and Con Survey														0	\$	-	\$ 16,000.00
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0	\$	-	\$ 16,000.00
Task 321: Johnston Land Surveying As-built Survey																		
321	As-built Survey														0	\$	-	\$ 26,500.00
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0	\$	-	\$ 26,500.00



AGENDA ITEM SUMMARY

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

7
MAY 22 2023

Department: DCD

WORK SESSION ☒ Meeting Date: 5-22-2023

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 |

Documents exempt from public disclosure attached: ☐

Executive summary:

Staff worked with the Planning Commission in 2018 to develop an ordinance that allowed a more functional landscape design than the current standards. A recommended draft ordinance was forwarded to the Board of County Commissioners (BOCC) by a vote of 6-0. The BOCC held a public hearing on the previous proposed amendments on May 15, 2018, but had the following issues before considering adopting the proposed amendments.

1. When trees and shrubs obtained maturity the spacing proposed within the visual buffer and visual screens would not fit within the area provided.
2. That the Landscaping Ordinance was too inflexible.
3. That there should be mechanisms for rectifying landscaping that was not successful.
4. That a vision triangle should be provided for corner lots.
5. That excessive landscaping requirement could impact the limited commercial and industrial area within Clallam County.
6. That visual screens or buffers should be provided between more intensive development within the Urban Growth Area and Limited Area of More Intensive Rural Development (LAMIRD) and Rural Areas.
7. That the Landscaping Ordinance was not provided to the Permit Advisory Board.

The BOCC voted to table the Landscaping Ordinance to have the issues above addressed.

In 2023 the Planning Commission held five workshops (January 18, February 15, March 15, April 19, and May 3) on a revised ordinance to address the BOCC concerns. On May 3, 2023 the Planning Commission scheduled this matter for a public hearing on June 21, 2023.

The revised landscaping requirements provide a standard landscape screen and buffer, which is similar to the current landscape requirements. Instead of requiring standard width of landscaping visual screens and visual buffers (one size fits all) as required in the current

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

Clallam County Zoning Code (Section 33.53), DCD revised landscaping requirements dated May 16, 2023 (revised ordinance) which provides a landscaping screen width based on the existing and adjacent use (See Table 33.53.020). This change will also allow for a reduced width with the use of fencing, decorative block walls, berms, and/or hedges.

An alternative landscape screen and buffer is also provided, which bases the spacing of the trees and shrubs on the mature crown width of trees and shrubs. This is intended to allow more flexibility/creativity and ensure that these plants will fit within the landscaping areas provided, while meeting the objectives of the revised landscaping requirements.

Provided that an equivalent number of trees and shrubs are provided to the standard or alternative visual screen or buffer, the revised landscaping requirements also allow visual screen and buffer widths to be varied to accommodate larger trees, provide more usable landscaped areas, and for more visually appealing development.

The revised landscaping requirements also allow the use of smaller sized native plants than the standards set for non-native plants. Incentivizing native plants is intended to encourage the retention of native vegetation, as well as less maintenance and improved habitat value.

DCD added a general lighting section in Section 33.53.090 to address lighting issues. Currently DCD addresses lighting issues through SEPA by issuing a Mitigation Determination of Non-Significance since there are no county lighting standards.

DCD has also provided a copy of Pierce County's approved list of trees, shrubs and groundcover, which would be modified for Clallam County. The approved plant list is referenced in Section 7 of the proposed revisions.

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?)
Discuss the draft revisions to the Landscaping Ordinance

County Official signature & print name:



Name of Employee/Stakeholder attending meeting: Greg Ballard, Senior Planner

Relevant Departments: DCD

Date submitted: 5-17-2023

* 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)

Ordinance

Amending Title 33, Zoning, Chapter 33.53, Landscape and Lighting Requirements, of the Clallam County Code, to repeal all section of Chapter 33.53, Landscape Requirements and replace with the following:

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Section 1. Section 33.53.010, Purpose, is created to read as follows:

The landscaping and lighting requirements specified in this chapter are intended to foster aesthetically pleasing development which will protect and preserve the appearance and character of the county. These regulations are intended to increase the compatibility of adjacent land uses due to development by minimizing the potential for noise, light, odor, visual, and stormwater impacts created from such uses. In addition, landscaping requirements may also sequester carbon out of the atmosphere and prevent against the heat-island effect by providing shade. Promoting efficient lighting can lower energy usage, and the use of lighting mitigation (fixtures, shields, timers, etc.) can help preserve the dark sky of the community.

Section 2. Section 33.53.020, Applicability, is created to read as follows:

The standards set forth in this chapter shall apply to the following:

- (1) Urban Density Subdivisions in Urban Growth Areas and Limited Areas of More Intensive Rural Development (LAMIRD) per Sections 33.22.300(2)&(3) CCC;
- (2) Multi Family development, RV Parks, and Mobile Home Parks
- (3) Public Institutions or Recreational Uses
- (4) Above Ground Utility Buildings or Facilities
- (5) Commercial and Light Industrial Development within fully enclosed structures
- (6) Commercial Uses (not within enclosed structures), Industrial Developments defined in 33.03.010(47) CCC, or including outdoor activities that generate substantial noise, odors, vibration, etc.
- (7) Expansion of existing building footprints or uses greater than 50% for above listed development.
- (8) Uses requiring landscaping as a condition of conditional use permits under Chapter 33.27 of this Title, and
- (9) Uses requiring landscaping in other sections of this Title.

Table 33.53.020 below provides the standard buffer requirements between existing and proposed uses (see attached).

Table 33.53.020 Perimeter Landscaping Between Existing and Proposed Uses¹

Proposed Use	Existing Adjacent Use						
	Rural Residential Subdivisions	Urban/LAMIRD ⁴ Subdivisions	Multi-family, RV & MH Parks	Public & Recreational Use	Utility Building & Facilities	Commercial & Light Industrial ²	Com, Ind, & outdoor processing ³
	Rural Residential Subdivisions	[L] LS(10) or Bar+LB(5)	[M] LS(15) or Bar+LB(10)	[L] LS(10) or Bar+LB(5)	[L] LS(10) or Bar+LB(5)	[M] LS(15) or Bar+LB(5)	[H] LS(25) or Bar+LS(10)
	Urban/LAMIRD ⁴ Subdivisions	[L] LS(10) or Bar+LB(5)	[M] LS(15) or Bar+LB(5)	[M] LS(15) or Bar+LB(5)	[L] LS(10) or Bar+LB(10)	[M] LS(15) or Bar+LB(5)	[H] LS(25) or Bar+LS(15)
	Multi family, RV & MH Parks	[H] LS(20) or Bar+LS(10)	[M] LS(15) or Bar+LB(10)	[M] LS(15) or Bar+LB(5)	[M] LS(15) or Bar+LB(10)	[M] LS(15) or Bar+LB(5)	[H] LS(25) or Bar+LS(15)
	Public & Recreational Use	[M] LS(15) or Bar+LB(10)	[L] LS(10) or Bar+LB(5)	[M] LS(15) or Bar+LB(10)	[L] LS(10) or Bar+LB(5)	[L] LS(10) or Bar+LB(5)	[M] LS(15) or Bar+LB(10)
	Utility Buildings & Facilities	[L] LS(10) or Bar+LB(5)	[L] LS(10) or Bar+LB(5)	[M] LS(15) or Bar+LB(10)	[L] LS(10) or Bar+LB(5)	[L] LS(10) or Bar+LB(5)	[L] LS(10) or Bar+LB(5)
	Commercial & Light Industrial ²	[H] LS(20) or Bar+LS(15)	[M] LS(15) or Bar+LB(10)	[M] LS(15) or Bar+LB(10)	[L] LS(10) or Bar+LB(5)	[L] LS(10) or Bar+LB(5)	[M] LS(15) or Bar+LB(5)
	Com, Ind, & outdoor processing ³	[H] LS(25) or Bar+LS(15)	[H] LS(25) or Bar+LS(15)	[H] LS(25) or Bar+LS(15)	[H] LS(20) or Bar+LS(10)	[L] LS(10) or Bar+LB(5)	[M] LS(15) or Bar+LB(5)

Potential Nuisance potential between uses

Low [L]
 Moderate [M]
 High [H]

Standard Width (number of feet) and type landscaping

LB= Landscaping Buffer

LS= Landscape Screen

Bar= fence, wall, berm, or hedge

(#)=Required Standard Landscaping Width in Feet

Footnotes

1. Landscaping Requirement for Zoning CUP based on most similar use and determined by the Hearing Examiner
2. Commercial Use within a fully enclosed structures, and Light Industrial Use defined in Section 33.03.010(50)CCC
3. Commercial Use (not within fully enclosed building), Industrial Use defined in Section 33.03.010(47) CCC, and outdoor processing activities that generates substantial noise, odors, vibrations etc.
4. Applies to residential subdivisions in Urban Area and Limited Areas of More Intensive Rural Development (LAMIRD)

Section 3. Section 33.53.030, Landscape Plans, is created to read as follows:

Landscape plans shall consist of a scaled drawing and narrative that contain the following information:

- (1) Proposed retention of existing vegetation and plant types.
- (2) The location of existing and proposed plants.
- (3) Spacing between individual plants.
- (4) Location, quantity, size and name, both botanical and common names, of all proposed plants.
- (5) Location of impervious surfaces and hardscape features.
- (6) Location and dimensions of all existing or proposed structures, property lines, easements, parking lots and driveways, roadways and rights-of-way, sidewalks, monument/freestanding signs, refuse dumpsters, fences, walls, freestanding electrical equipment, and stormwater facilities.
- (7) Location and specification of outdoor and security lighting and mitigation measures consistent with Section 33.53.090.
- (8) Proposed location of fencing, decorative block wall, berms, and/or hedges.
- (9) Location of a vision clearance triangle on corner lots.
- ~~(10) Assurance that required landscaping/lighting is installed as designed and is successful throughout the lifetime of the proposal, as required under Section 33.53.110.~~

Section 4. Section 33.53.040, Landscape Requirements, is created to read as follows:

(1) General Requirements

- a. Noxious weed species (as defined in WAC 16-750 or by the Clallam County Noxious Weed Department) and Scotch Broom (invasive species) are required to be removed from all landscaped areas throughout the lifetime of the project. Other invasive species are required to be removed if they impact the achievement of the purpose of this Chapter.
- b. The retention of existing vegetation in place of new plants is encouraged and allowed.
- c. Vegetation shall not obscure line of sight at intersections of public roads or state highway.
- d. Corner lots shall maintain a vision clearance triangle consisting of an area in which no visual obstruction, such as a structure, signage, fence, tree or shrub higher than 24 inches above grade shall be permitted. Such triangular area shall have one angle formed by the front lot line and the side lot line separating the lot from the side street, extending 15 feet along both street frontages. The third side of the triangle shall be a straight line connecting the two lot lines at the 15-foot point on each. No trees, shrubs or other visual obstructions over 24 inches in height shall be permitted along the street within the vision clearance triangle (Figure 1). Larger vision triangles may be required, based on the road classifications, as specified by city, state or federal transportation agencies or departments.

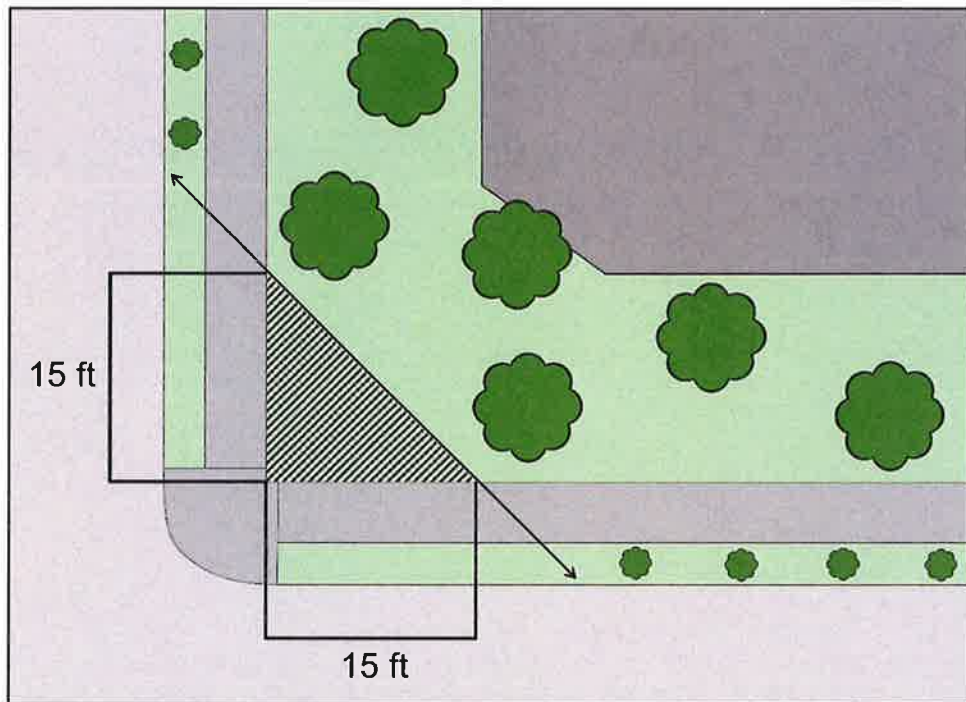


Figure 1 – 15-ft clearance example.

- e. Planting patterns throughout the landscaped area should promote tree and shrub spacing and clustering versus a linear planting approach.
 - f. The Administrator or Hearing Examiner may consider limiting landscape visual screens and buffers to be located around the perimeter of the development site (as opposed to the perimeter of the entire lot) where only a small part of the lot and/or street frontage are developed. For example, requiring landscaping immediately around a small public utility building and related improvements with a small footprint on a lot that is vacant or containing development not otherwise requiring landscaping subject to this chapter.
 - g. Required landscape visual screens and buffers may include sidewalks and stormwater management features that are integrated with the landscaping design, provided the planting requirements are met and that the purpose and intent of this Chapter are met.
 - h. Vegetation along state or county right-of-way shall not obstruct or otherwise impact any roadway or sidewalk.
 - i. The planting of trees within 10 feet of sidewalks or parking areas shall require root barriers (minimum 18 inches in depth) to prevent root heaving.
 - j. Soil amendments and mulch are required to help maintain a healthy landscape.
 - k. Drought tolerant and native vegetation is encouraged as a means of reducing water use.
 - l. Trees, shrubs, and ground cover shall have a survivability of 100% after the first year, 75% after the second year, and 66% after the third year. The landowner shall replace any dead trees, shrubs, and groundcover within 30 days of notification by the Administrator and to comply with these thresholds.
 - m. All landscaping shall be maintained in a healthy growing condition for the life of the development.
- (2) A landscape visual screen is required for the developed area of commercial, industrial

public/industrial uses, above ground utilities/facilities, and zoning conditional uses along any property line adjacent to residentially zoned areas. New subdivisions and binding site plans located within an urban growth area or LAMIRD require a landscape visual screen along any property line adjacent to non-urban growth area lands to ensure compatibility with existing and potential land uses.

- a. The width of the standard visual screen planting shall be as specified in Table 33.53.020.
- b. The standard visual screen shall include large trees planted 20 feet on center with 1 understory tree and two shrubs planted on 6 feet on center between the large trees (Figure 2).

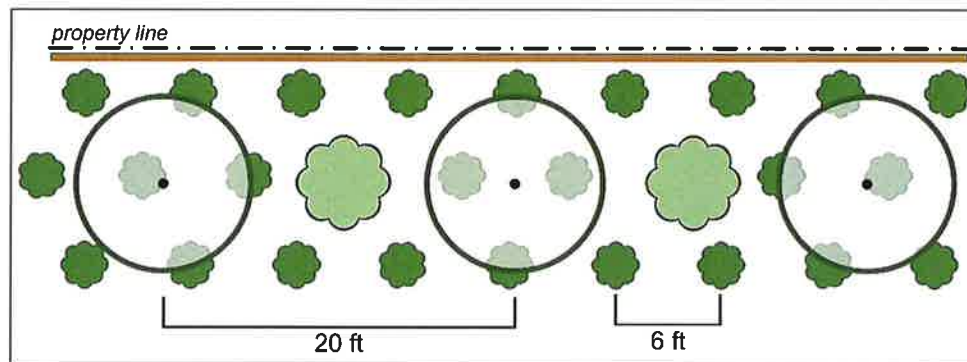


Figure 2 – Overhead view of example screen, with the large circles representing large trees.

- c. The visual screen shall be comprised of a minimum 75% evergreen tree species.
- d. Understory trees, shrubs (no more than 25% deciduous) and groundcover shall be interspersed between the larger trees and along the edges of landscaped areas to form a contiguous screen and to promote visually appealing landscaping (Figure 3).
- e. As an alternative to the standard visual screen spacing outlined above, the trees and shrubs selected shall not exceed 75% of the projected width as specified in Table 33.53.070(A) CCC. For example, if a large tree has a projected crown width of 20 feet, a spacing of 15 feet on center would be required. Understory trees and shrubs with a projected width of 10 feet would be spaced at 7.5 feet on center.

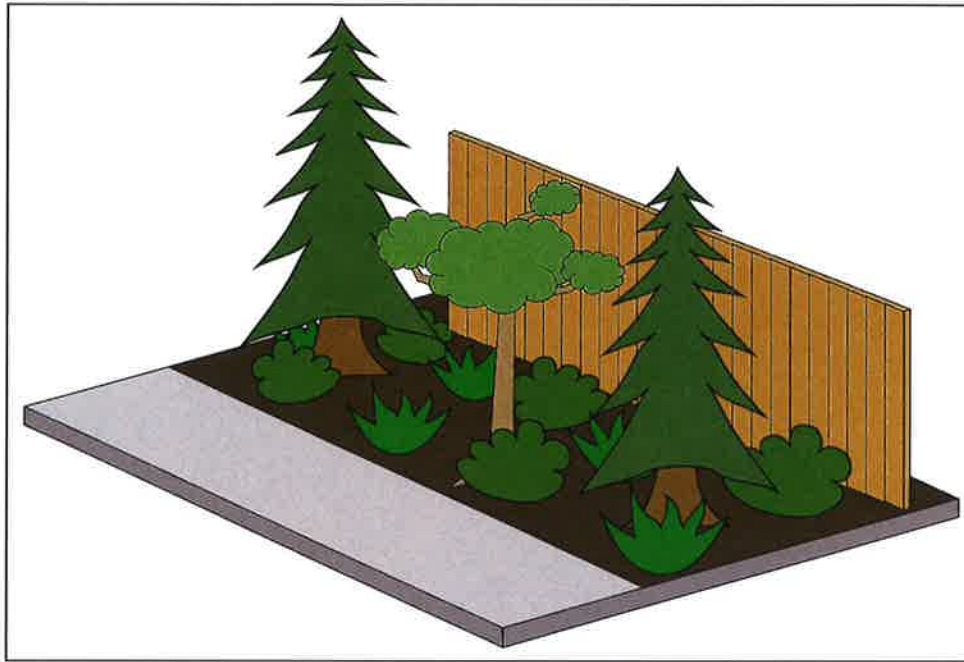


Figure 3 – Oblique view of an example screen.

- f. The Administrator or the Hearing Examiner may allow the buffer width to be varied (minimum 5 foot width), provided that an equivalent number of trees, shrubs, and groundcover to the standard or alternative landscape screen is provided within the modified landscaped area to achieve a more visually appealing effect.
- (3) A landscape buffer is required along road frontages for all uses set forth in Section 33.53.020 CCC. A landscape buffer is intended to provide for the aesthetic character and visual enhancement of the development site.
 - a. The standard landscape buffer shall be at least 10 feet in width and include an assortment of large evergreen and deciduous trees planted 25 feet on center (Figures 4 & 5).

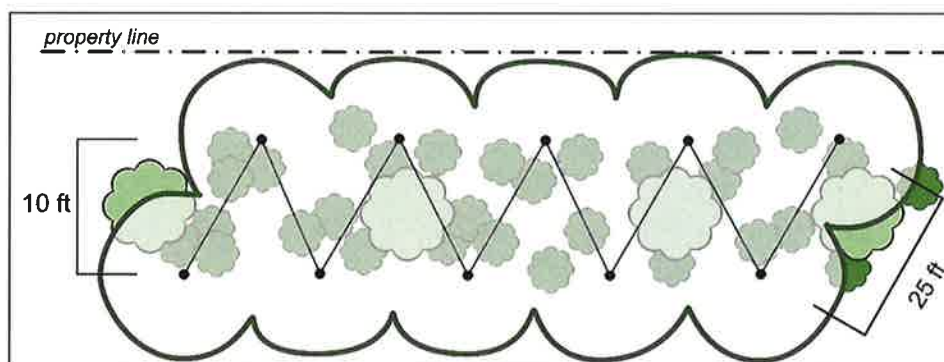


Figure 4 – Overhead view of example buffer.

- b. The landscape buffer shall be comprised of a minimum of 50% evergreen species, with the remaining areas being comprised of deciduous or slowing growing trees.
- c. A minimum of two understory trees or shrubs (no more than 50% deciduous) and groundcover shall be interspersed between the larger trees.
- d. As an alternate to the standard landscape buffer spacing outlined above, the spacing of the trees

and shrubs selected should provide twice the projected width as specified in Table 33.53.070(A) CCC. For example, if a large tree has a projected crown width of 20 feet, a spacing of 40 feet on center would be required. Understory trees and shrubs with a projected width of 10 feet would be spaced at 20 feet on center.

- e. The Administrator or the Hearing Examiner may allow the buffer width to be varied (minimum 3 foot width) provided that an equivalent number of trees, shrubs, and groundcover (to the standard or alternative landscape buffer) is provided within the modified landscaped area to achieve a more visually appealing effect, provide larger landscape nodes, or to accommodate larger trees.

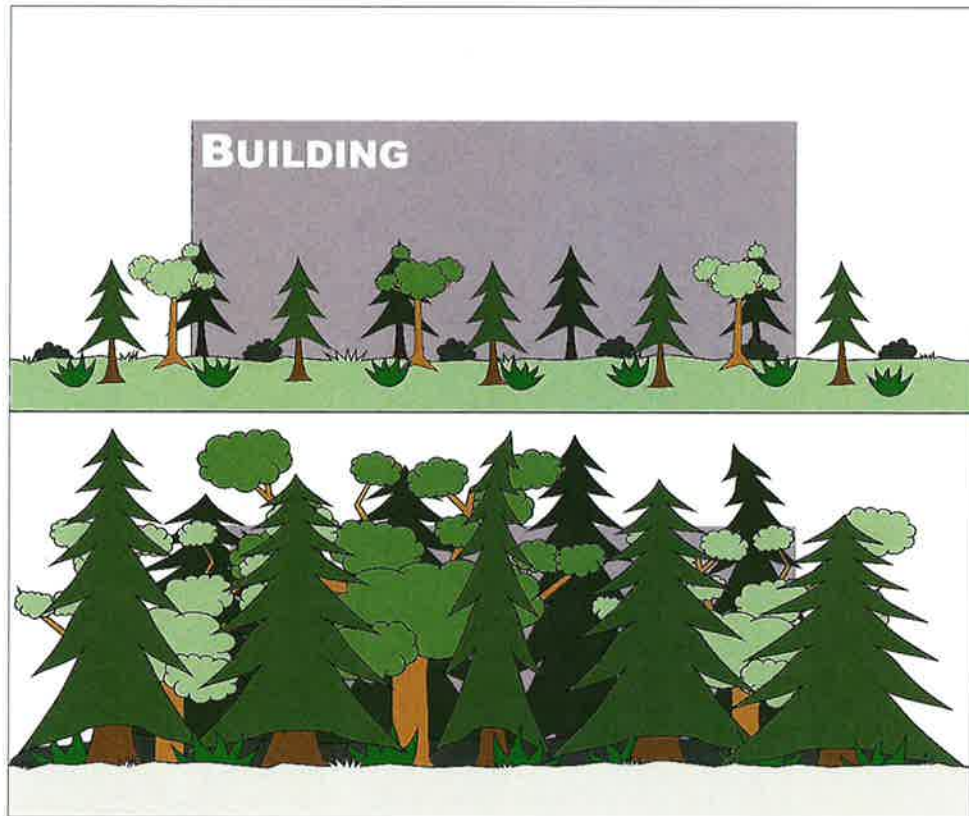


Figure 5 – Example buffer at time of planting and its future ability to obscure development.

- (4) A Barrier comprised of solid fencing, block wall, berm, or hedge, may be allowed by the Administrator to reduce the required width of a landscape Visual Screen as specified in Table 33.53.020 CCC. For High, Moderate and Low potential impacts per Table 33.53.020 the barrier shall be as follows: High: a seven foot high solid barrier comprised of berms, solid fence, or wall or a combination thereof; Moderate: five foot high barrier; Low: three foot berm or hedge.

Section 5. Section 33.53.050, Parking Lot Landscape, is created to read as follows:

A minimum 5 foot wide landscape buffer shall be required along the perimeter of any parking lot subject to Section 33.53.020 with 10 or more parking spaces to ensure compatibility with adjacent land uses, minimize the view from county or private roads (serving more than 4 parcels), and to foster aesthetically pleasing development.

- (1) The landscape buffer shall incorporate tree, shrub and groundcover plantings consistent with CCC 33.53.040(30, above).

- (2) Surface parking lots, with more than 20 parking spaces shall provide landscaping islands at the end of every parking row with a maximum spacing of at least one island for every 12 parking spaces. Each island shall cover an area equivalent to one parking space and shall contain at least 1 tree, shrubs and groundcover.
- (3) If the parking lot is located behind the building and is not adjacent to a residential zone or road frontage, landscaping islands are not required but are encourage.

Section 6. Section 33.53.060, Screening of Refuse Disposal Dumpsters, above ground utilities is created to read as follows:

The following standards apply to development outlined in Section 33.53.020 above. All refuse disposal dumpsters shall be screened, and other infrastructure and above ground utilities (i.e. loading docks, sani cans, propane tanks, generators, etc) may require screening as determined by the Administrator or Hearing Examiner to meet the purpose of this Chapter. The screening shall be comprised of solid wood fence, hedges, decorative block wall or an equivalent opaque material that provides safe access to the facilities, meets applicable safety requirements, and achieves the purpose of this Chapter.

Section 7. Section 33.53.070, Plant Standards, is created to read as follows:

Type of Vegetation	Minimum plant/plant container size specification
Groundcover	1 Quart
Shrubs	2 Gallon
Trees	1.5" dbh*

*dbh – Diameter at breast height

- (1) Ground cover (evergreen or deciduous plantings) shall be planted at 3-foot spacing in all directions.
- (2) Shrubs (evergreen or deciduous plantings) should be planted at 7-foot spacings and in a staggered pattern throughout the landscape area to avoid a linear appearance. The Administrator may modify the spacing for shrub plantings based on expected height and width of species at maturity.
- (3) Native trees and shrubs are encouraged as they tend to utilize less water, provides habitat functions, and require less maintenance compared to non-native plants. To encourage their use, younger and smaller native trees and shrubs are allowed. The specification for native trees is 1-inch at breast height; the specification for native shrubs is #1 (gallon); and the specification for native groundcover is 4-inch containers.
- (4) The Administrator may allow the use of smaller sized trees, shrubs, and ground cover upon a demonstration that adequate stock of the sought-after species, or suitable substitute, are not reasonably available in the required specification size; and the plan is modified to increase the planting density of the type of vegetation commensurate to the reduction in plant size.
- (5) List of approved street trees and shrubs with expected height, width (see Table 33.53.070 insert when finished), ...

Section 8. Section 33.53.080, Alternative Landscape Plan, is created to read as follows:

Alternative landscape designs may be allowed if, upon review by the Administrator (for Type I & II Permits) or Hearing Examiner (for Type III Permits); the alternative design is consistent with the following:

- (1) Existing significant site constraints due to unusual lot size or shape, topography, soil conditions, existing development (buildings, utilities, power lines, irrigation lines, sidewalks, etc....), existing easement restrictions, or other unique circumstance are such that full compliance with these standards is impractical for such development or use;
- (2) Alternative visual screen landscaping designs and widths may be considered by the Administrator or the Hearing Examiner that provide for an effective, natural screen of the development site that is appropriate based on the existing conditions, zoning and existing and potential land uses to prevent nuisances and is aesthetically pleasing.
- (3) Alternative landscape buffer designs and widths may be considered by the Administrator or Hearing Examiner that promotes effective visual buffering of the development site.
- (4) The Administrator or the Hearing Examiner shall attach conditions to any alternative landscape plan or modification from the standards of this Chapter necessary to protect the public health, safety or welfare, or to assure that the spirit and intent of this chapter is maintained.

Section 9. Section 33.53.090, Outdoor and Security Lighting, is created to read as follows:

New outdoor, security, or other light source emitting from land uses shall be directed downward and shielded to prevent glare and light encroachment onto neighboring properties and roads.

When new outdoor lighting has the potential to significantly impact adjacent uses or roadways, the Administrator may require a lighting plan. The lighting plan shall note the location, type, and intensity of lighting. The lighting plan shall demonstrate how location, type, and other mitigation measures (i.e. Shielding, downlighting, timers, motion sensors, etc.) will prevent glare and light trespass. Energy efficient outdoor lighting should be utilized unless it is demonstrated to be infeasible to meet the intended objective. For large or complex commercial, industrial, subdivision, multi-family, Shoreline, Zoning Conditional Use, or other projects requiring a public hearing, the Administrator may require the lighting plan to be prepared by a qualified professional. The approved plan shall be implemented as a condition of approval of required development permits. Any significant changes to the number of lighting fixtures, location, and intensity of exterior lighting will require an updated lighting plan to be approved by the Administrator.

Section 10. Section 33.53.100, Assurance of Landscaping, is created to read as follows:

- (1) The Administrator or the Hearing Examiner may require, as a condition of the granting of a development permit requiring an approved Landscaping Plan, that the applicant furnish security in the form of a bond, cash escrow account, an irrevocable letter of credit or other security acceptable to the County in its sole discretion, in an amount determined to be sufficient to complete the restoration and replanting of the property in accordance with the terms of the approved Landscaping Plan. The security shall be in an amount equal to 110 percent of the fair market value (i.e. bids or invoices) of the implementation of the approved landscaping plan, including material and labor costs.
- (2) The creation of a security account of the required landscaping may be required through a public hearing, or when the Administrator or the Hearing Examiner determines that the success of the landscaping is needed to ensure compatibility with the existing and/or potential adjacent land uses. The account shall be held by, or in the name of, the Clallam County Treasurer for a minimum of three years. and the Administrator may use the funds in the account to have the required landscaping installed as designed if the landscaping installed by the applicant is unsuccessful, or if the applicant does not replace dead trees and shrubs within 30 days of notification by the Administrator.

- (3) Alternatively, the Administrator may allow the landowner to sign a maintenance contract with a landscape company for up to 3 years to ensure that the landscaping installed is maintained, and that dead trees and shrubs are replaced within 30 days of notification by the Administrator. The Administrator may also require documentation with photos for up to 3 years to ensure that the landscaping is successful.

Section 11. Section 33.53.110, Enforcement, is created to read as follows:

- (1) The Administrator is authorized to carry out inspections for the life of the project to ensure compliance with these landscaping standards.
- (2) If required landscaping per the issued development permit is dead, altered, or not successfully implemented, then required landscaping shall be replaced within 30 days of notification by the Administrator. Alternatively, the Administrator may require a revised landscaping plan to rectify the unsuccessful landscaping.
- (3) Any person who fails to comply with the standards contained within this Chapter and/or any person who fails to comply with a final written order may be subject to enforcement as outlined in Title 20 of Clallam County Codes.

Section 12. Section 33.53.120, Effectiveness/No Retroactivity, is created to read as follows:

- (1) This Chapter shall become effective on [_____, 2023]
- (2) This Chapter shall be prospective in operation only.
- (3) The provisions of this Chapter shall not apply to existing required landscaping or approved landscaping plans for which all previously required permits were obtained and successfully implemented prior to the effective date.
- (4) The provisions of this Chapter shall not apply to a project or development not yet constructed provided that an appropriate residential or commercial building permit has been obtained and the permit bears a date prior to the effective date of this Chapter.

ADOPTED this _____ day of _____ 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, Clerk of the Board

Mike French

Table 33.53.070

New Table 18J.15.100-1 Preapproved Tree List (1)(2)(3)						
Tree Genus	Tree Species or Variety	Tree Common Name	Anticipated Mature Height (ft)	Anticipated Mature Width (ft)	West Coast Native	Characteristics Evergreen  Deciduous  Ornamental  Overhead Utility  Friendly 
<i>Abies</i>	<i>pinsapo</i>	Spanish Fir	50	20		
<i>Acer</i>	<i>ginnala</i>	Amur Maple	20	20		 
<i>Acer</i>	<i>griseum</i>	Paperbark Maple	25	14		 
<i>Amelanchier</i>	<i>alnifolia</i>	Standing Ovation Serviceberry	15	3	✓	  
<i>Amelanchier</i>	<i>x grandiflora</i>	Apple Serviceberry	20	20	✓	  
<i>Amelanchier</i>	<i>laevis</i>	Snowcloud Serviceberry	25	15	✓	  
<i>Arbutus</i>	<i>unedo</i>	Strawberry Tree	20	25		  
<i>Betula</i>	<i>utilis</i> var. <i>jaquemontii</i>	Jacquemonti Birch	40	30		
<i>Callitropsis</i>	<i>nootkatensis</i>	Weeping Alaska Yellow Cedar	35	8	✓	
<i>Callitropsis</i>	<i>nootkatensis</i>	Alaska Yellow Cedar	50	25	✓	
<i>Calocedrus</i>	<i>decurrens</i>	Incense Cedar	70	12	✓	
<i>Carpinus</i>	<i>betulus</i>	European Hornbeam	40	25		
<i>Carpinus</i>	<i>caroliniana</i>	American Hornbeam	25	20		 
<i>Cercidiphyllum</i>	<i>japonicum</i>	Katsura Tree	50	25		
<i>Cercis</i>	<i>canadensis</i>	Eastern Redbud	25	30		  
<i>Chamaecyparis</i>	<i>obstusa</i>	Hinoki Cypress	15	8		 
<i>Chamaecyparis</i>	<i>pisifera</i>	Sawara Cypress	50	15		

<i>Chamaecyparis</i>	<i>lawsoniana</i>	Port Orford Cedar or Lawson Cypress	60	20	✓	
<i>Chionanthus</i>	<i>retusus</i>	Chinese Fringe Tree	15	15		  
<i>Cladastris</i>	<i>kentukea</i>	American Yellowwood	30	40		 
<i>Cornus</i>	<i>controversa</i>	June Snow Dogwood	30	40		 
<i>Cornus</i>	<i>mas</i>	Cornelian Cherry	25	20		  
<i>Cornus</i>	<i>kousa</i>	Kousa Dogwood	25	25		  
<i>Cornus</i>	<i>kousa x nuttallii</i>	Starlight Dogwood	30	20	✓	 
<i>Cotinus</i>	<i>coggygia</i> or <i>obovatus</i>	Smoke Tree	25	20		  
<i>Crataegus</i>	<i>crusgalli</i> var. <i>inermis</i>	Thornless Cockspur Hawthorn	25	25		  
<i>Crataegus</i>	<i>x lavalleyi</i>	Lavalle Hawthorn	25	20		  
<i>Crataegus</i>	<i>viridis</i>	Winter King Hawthorn	25	25		  
<i>Cryptomeria</i>	<i>japonica</i>	Black Dragon Japanese Cedar	15	10		 
<i>Cryptomeria</i>	<i>japonica</i>	Japanese Plume Cedar	30	10		
<i>Cupressus</i>	<i>arizonica</i> var. <i>glabra</i>	Smooth Cypress	30	15		
<i>Davidia</i>	<i>involucrata</i>	Dove Tree	30	30		 
<i>Eucalyptus</i>	<i>neglecta</i> or <i>parvula</i>	Hardy Silver Gum	40	15		
<i>Fagus</i>	<i>sylvatica</i>	Fastigate Beech	25	6		
<i>Franklinia</i>	<i>alatamaha</i>	Franklin Tree	25	20		  
<i>Ginkgo</i>	<i>biloba</i>	Maidenhair Tree	45	35		
<i>Gleditsia</i>	<i>triacanthos</i>	Honey locust	40	30		
<i>Gymnocladus</i>	<i>dioicus</i>	Kentucky Coffee Tree	50	35		
<i>Halesia</i>	<i>tetraptera</i>	Carolina Silverbell	35	30		 
<i>Hamamelis</i>	<i>x intermedia</i>	Witchhazel	20	15		  
<i>Juniperus</i>	<i>scopulorum</i>	Rocky Mountain Juniper	15	6	✓	 
<i>Koelreuteria</i>	<i>paniculata</i>	Golden Rain Tree	25	20		  
<i>Laburnum</i>	<i>x watereri</i>	Golden Chain Tree	25	20		  

<i>Lagerstroemia</i>	<i>indica</i>	Crepe Myrtle	20	10		
<i>Maackia</i>	<i>amurensis</i>	Amur Maackia	25	25		
<i>Magnolia</i>	<i>stellata</i>	Star Magnolia	20	15		
<i>Magnolia</i>	<i>acuminata x denudata</i>	Butterflies Magnolia	20	20		
<i>Magnolia</i>	<i>kobus</i>	Kobus Magnolia	25	15		
<i>Magnolia</i>	<i>x soulangeana</i>	Saucer Magnolia	30	30		
<i>Malus</i>	<i>sp.</i>	Crabapple	20	12		
<i>Malus</i>	<i>tschonoskii</i>	Tschonoskii Crabapple	35	22		
<i>Nyssa</i>	<i>sylvatica</i>	Tupelo	40	30		
<i>Ostrya</i>	<i>virginiana</i>	American Hophornbeam	40	25		
<i>Oxydendrum</i>	<i>arboreum</i>	Sourwood	25	20		
<i>Parrotia</i>	<i>persica</i>	Persian Ironwood	30	25		
<i>Picea</i>	<i>orientalis</i>	Oriental Spruce	50	20		
<i>Picea</i>	<i>omorika</i>	Serbian Spruce	50	25		
<i>Picea</i>	<i>abies</i>	Norway Spruce	60	20		
<i>Pinus</i>	<i>mugo</i>	Mugo Pine	20	20		
<i>Pinus</i>	<i>parviflora</i>	Japanese White Pine	25	15		
<i>Pinus</i>	<i>contorta</i> var. <i>contorta</i>	Shore Pine	30	15	✓	
<i>Pinus</i>	<i>flexilis</i>	Vanderwolf's Pyramid Pine	40	20	✓	
<i>Prunus</i>	<i>virginiana</i>	Chokecherry	25	20		
<i>Quercus</i>	<i>myrsinifolia</i>	Bambooleaf Oak	30	25		
<i>Quercus</i>	<i>robur x bicolor</i>	Regal Prince Oak	45	18		
<i>Rhamnus</i>	<i>purshiana</i>	Cascara	25	20	✓	
<i>Sciadopitys</i>	<i>verticillata</i>	Japanese Umbrella Pine	25	20		
<i>Sequoiadendron</i>	<i>giganteum</i>	Blue Giant Sequoia	50	25	✓	
<i>Stewartia</i>	<i>pseudocamellia</i>	Japanese Stewartia	25	12		
<i>Styrax</i>	<i>japonicus</i>	Japanese Snowbell	25	20		
<i>Styrax</i>	<i>obassia</i>	Fragrant Snowbell	25	25		

<i>Syringa</i>	<i>reticulata</i>	Japanese Tree Lilac	25	20		
<i>Trochodendron</i>	<i>aralioides</i>	Wheel Tree	20	20		
<i>Tsuga</i>	<i>mertensiana</i>	Mountain Hemlock	20	8	✓	
<i>Tsuga</i>	<i>diversifolia</i>	Northern Japanese Hemlock	40	20		
<i>Ulmus</i>	<i>caprinifolia x parvifloia</i>	Frontier Elm	40	30		
<i>Zelkova</i>	<i>serrata</i>	Japanese Zelkova	24	30		
<i>Betula</i>	<i>papyrifera</i>	Paper Birch	50	30	✓	
<i>Betula</i>	<i>nigra</i>	River Birch	40	35	✓	
<i>Catalpa</i>	<i>bignoniodes</i>	Eastern Catalpa	40	30		
<i>Catalpa</i>	<i>x erubescens</i>	Purple Catalpa	45	45		
<i>Catalpa</i>	<i>speciosa</i>	Northern Catalpa	50	30	✓	
<i>Cedrus</i>	<i>deodara</i>	Deodar Cedar	50	30		
<i>Celtis</i>	<i>occidentalis</i>	Hackberry	45	35		
<i>Cupressus</i>	<i>bakerii</i>	Baker Cypress	50	35	✓	
<i>Eucommia</i>	<i>ulmoides</i>	Hardy Rubber Tree	45	45		
<i>Juglans</i>	<i>regia</i>	English Walnut	50	50		
<i>Magnolia</i>	<i>acuminata</i>	Cucumber Magnolia	50	40		
<i>Phellodendron</i>	<i>amurense</i>	Eyestopper Cork Tree	40	35		
<i>Quercus</i>	<i>bicolor</i>	Swamp White Oak	50	50		
<i>Quercus</i>	<i>canby</i>	Sierra Red Oak	45	40	✓	
<i>Quercus</i>	<i>chrysolepis</i>	Canyon Live Oak	55	30	✓	
<i>Quercus</i>	<i>coccinea</i>	Scarlet Oak	50	40		
<i>Quercus</i>	<i>garryana</i>	Oregon White Oak	60	50	✓	
<i>Quercus</i>	<i>ilex</i>	Holm Oak	50	50		
<i>Quercus</i>	<i>imbricaria</i>	Shingle Oak	55	50		
<i>Quercus</i>	<i>kelloggii</i>	California Black oak	60	45	✓	
<i>Quercus</i>	<i>macrocarpa</i>	Bur Oak	50	50		

<i>Quercus</i>	<i>muehlenbergii</i>	Chinquapine Oak	50	45		
<i>Quercus</i>	<i>phellos</i>	Willow Oak	50	50		
<i>Quercus</i>	<i>rubra</i>	Red Oak	50	40		
<i>Sophora</i>	<i>japonica</i>	Japanese Pagoda Tree	40	40		
<i>Tillia</i>	<i>tomentosa</i>	Silver Linden	60	50		
<i>Ulmus</i>	<i>parviflora</i>	Emerald Vase Elm	50	35		
<i>Zelkova</i>	<i>serrata</i>	Japanese Zelkova	60	50		
<i>Zelkova</i>	<i>carpinifolia</i>	Caucasian Elm	60	50		
<i>Aesculus</i>	<i>hippocastanum</i>	Horse Chestnut	75	70		 
<i>Fagus</i>	<i>sylvatica</i>	European Beech	80	50		
<i>Liriodendron</i>	<i>tulipifera</i>	Tulip Tree*	60	25		
<i>Lithocarpus</i>	<i>densiflorus</i>	Tanoak	75	90	✓	
<i>Metasequoia</i>	<i>glyptostroboides</i>	Dawn Redwood	70	25		
<i>Pinus</i>	<i>ponderosa</i>	Ponderosa Pine*	100	22	✓	
<i>Platanus</i>	<i>x acerifolia</i>	London Plane Tree	55	40		
<i>Platanus</i>	<i>orientalis</i>	America Sycamore	75	75		
<i>Psuedotsuga</i>	<i>menziesii</i>	Douglas-fir*	80	20	✓	
<i>Quercus</i>	<i>falcata</i>	Spanish Oak	80	50		
<i>Quercus</i>	<i>frainetto</i>	Italian Oak	80	60		
<i>Sequoia</i>	<i>sempervirens</i>	Coastal Redwood*	100	25	✓	
<i>Sequoiadendron</i>	<i>giganteum</i>	Giant Redwood	80	50	✓	
<i>huja</i>	<i>plicata</i>	Western Red-Cedar*	100	25	✓	
<i>Ulmus</i>	<i>americana</i>	American Elm	70	65		
<i>Ulmus</i>	<i>japonica x wilsoniana</i>	Accolade Elm	70	60		

(1) All trees included list in Table 18J.15.100-1 are suitable for use as street trees and parking lot trees.

(2) Any tree species that is not listed in Table 18J.15.100-1 may be administratively approved by the Planning and Public Works Department as an alternative to a listed tree as appropriate to the proposed use and planting location.

(3) Evergreen trees are not pre-approved street trees or parking lot trees and may only be approved by the Planning and Public Works Department on a case-by-case basis.

1

Table 18J.15.100-3.2. Recommended Shrubs Species Suitable for use in landscape areas; not all plants listed will be appropriate for areas that require only native plants.		
Serviceberry <i>Amelanchier alnifolia</i>	Labrador tea <i>Ledum groenlandicum</i>	Ramanas rose <i>Rosa rugosa</i>
Strawberry tree <i>Arbutus unedo</i>	Russian arborvitae <i>Microbiota decussate</i>	Rosemary <i>Rosmarinus officinalis</i>
Winter blooming camellia <i>Camellia sasanqua</i>	Oregon wax myrtle <i>Myrica californica</i>	Senecio <i>Senecio greyii</i>
Wild lilac <i>Caenothus species</i>	Persian parrotia <i>Parrotia persica</i>	Common lilac <i>Syringa vulgaris</i>
Rock rose <i>Cistus species</i>	Wild mock orange <i>Philadelphus lewisii</i>	Tamarisk <i>Tamarix species</i>
Smoke tree <i>Cotinus coggygria</i>	Ninebark <i>Physocarpus species</i>	Evergreen huckleberry <i>Vaccinium ovatum</i>
Hardy ice plant <i>Delosperma nubigenum</i>	Portugal laurel <i>Prunus lusitanica</i>	Yew <i>Taxus species</i>
Broom <i>Genista species</i>	Firethorn <i>Pyracantha species</i>	Thyme <i>Thymus species</i>
Pacific rhododendron <i>Rhododendron macrophyllum</i>	Red huckleberry <i>Vaccinium parviflorum</i>	Juniper <i>Juniperus species</i>
Sumac <i>Rhus glabra or typhina</i>	Chaste tree <i>Vitex agnus-castus</i>	Kerria <i>Kerria japonica</i>
Nootka rose <i>Rosa nootka</i>	Yucca <i>Yucca species</i>	Crape myrtle <i>Lagerstroemia indica</i>

2

Table 18J.15.100-4.3. Recommended Groundcover Species Suitable for use in landscape areas; not all plants listed will be appropriate for areas that require only native plants.		
Manzanita, Kinnikinnick <i>Arctostaphylos species</i>	Bunchberry <i>Cornus canadensis</i>	Salal <i>Gaultheria shallon</i>
Wild ginger <i>Asarum caudatum</i>	Coastal strawberry <i>Fragaria chiloensis</i>	Oregon grape <i>Mahonia species</i>
Barberry <i>Berberis species</i>	Wild strawberry <i>Fragaria virginiana</i>	Western trillium <i>Trillium ovatum</i>
Cotoneaster <i>Cotoneaster species</i>		

3

4



Table 18J.15.100-5.4. Recommended Vine Species Suitable for use in landscape areas; not all plants listed will be appropriate for areas that require only native plants.		
Evergreen clematis <i>Clematis armandii</i>	Honeysuckle <i>Lonicera species</i>	Wisteria <i>Wisteria species</i>

18J.15.120 Plant Installation.

The purpose of this Section is to ensure compliance of applicable plant-related design standards through installation concurrent with development of a project site.

C. Standards.

1. All applicable landscaping is to be installed prior to operation of commercial businesses and prior to the occupancy of dwelling units in residential projects.
2. The Department shall be contacted to perform an Accessory Element Inspection of installed landscaping, irrigation, and retained vegetation.
3. Except for short plat, large lot, and preliminary plat applications, all required landscaping shall be installed prior to issuance of occupancy permits unless performance bonds or other appropriate security (including letters of credit) are approved by the Department. Acceptance of performance bonds or other security in place of installation shall be at the discretion of the Department based on the scale of the project, phasing, etc.
4. Landscaping required per this Chapter for short plats, large lots, and preliminary plats, shall be installed or bonded, or otherwise financially guaranteed, prior to final approval.
5. Refer to PCC 18J.15.100, Plant Lists, for required plant selection standards.
6. Plants shall not be placed where they interfere with site drainage, obstruct traffic sight distance for ingress or egress of the site, or otherwise interfere with traffic safety, obstruct utilities or access to utilities, or where they shall require frequent pruning to control interference with overhead power lines. Trees planted in the vicinity of overhead power lines or under power lines shall not exceed a mature height of 25 feet to avoid conflict with utility lines and maintenance crews.





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MAY 22 2023

AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION ☒ **Meeting Date: 5-22-23**

REGULAR AGENDA ☒ **Meeting Date: 5-30-23**

Item summary:

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

Executive summary:

A vacancy exists on the Port Crescent Pioneer Cemetery Advisory Board due to the expiration of terms.

A press release was issued January 2023 to solicit applications; the current members with the expiring terms were notified. No other applications were received.

The members whose terms are expiring notified the Board of Commissioner's in writing that they are interested in being considered for reappointment.

Mike French, Commissioner District III, approves the reappointments of David Colthorp and Lawrence Dempsey to the Port Crescent Pioneer Cemetery 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 resolution reappointing.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: Board of Commissioners

Date submitted: 5-11-23

* Work Session Meeting - Submit 1 single sided/not stapled copy Port Crescent Pioneer Cemetery Colthorp & Dempsey 5-30-23
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019



RESOLUTION _____, 2023

REAPPOINTING MEMBERS TO THE
PORT CRESCENT PIONEER CEMETERY ADVISORY BOARD

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A vacancy exists on the Port Crescent Pioneer Cemetery Advisory Board due to the expiration of terms.
2. A press release was issued January 2023 to solicit applications; the current members with the expiring terms were notified. No other applications were received.
3. The members whose terms are expiring notified the Board of Commissioner's in writing that they are interested in being considered for reappointment.
4. Mike French, Commissioner District III, approves the reappointments of David Colthorp and Lawrence Dempsey to the Port Crescent Pioneer Cemetery Advisory Board.

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

1. **David Colthorp** is reappointed to the Port Crescent Pioneer Cemetery for a term expiring June 30, 2028.
2. **Lawrence Dempsey** is reappointed to the Port Crescent Pioneer Cemetery for a term expiring June 30, 2028.

PASSED AND ADOPTED this 30th day of May 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Mike French

ATTEST:

Loni Gores, Clerk of the Board

c: A22.16
Appointee (s)