



AGENDA

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street Room 160
Port Angeles, Washington
Tuesday, May 11, 2021 – 9:00 a.m.

****ATTENTION****

In response to the current Governors order Clallam County has moved Phase 3 of the Healthy Washington Roadmap to Recovery Plan. To be in compliance with the Healthy Washington Roadmap to Recovery Plan the following general requirements for COVID safety for meetings held in the Board of Commissioners Board Room are as follows:

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

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

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

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

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT FOR AGENDA ITEMS – Please limit comments to three minutes

CONSENT AGENDA – Any Commissioner may remove items for discussion

- 1a. Approval of vouchers for the week of May 3

Approval of vouchers 

- 1b. Approval of minutes for the week of May 3

Approval of minutes 

- 1c. Letter of support for Marine Resource Committee

Letter of Support 

- 1d. Proclamation recognizing the week of May 9 as Peace Officers' Memorial Week

Proclamation 

REPORTS AND PRESENTATIONS

CONTRACTS AND AGREEMENTS

- 2a. Agreement amendment 2 with United States Forest Service for noxious weed control

Agreement amendment 2 

- 2b. Agreement with Clallam County Genealogical Society for the Heritage Grant Program

Agreement 

- 2c. Agreement with New Dungeness Light Station for the Heritage Grant Program

Agreement 

- 2d. Agreement with North Olympic History Center for the Heritage Grant Program

Agreement 

- 2e. Agreement with Sequim Museum for the Heritage Grant Program

Agreement 

BIDS AND AWARDS

- 3a. Notice of call for bids to be received no later than 10 a.m., Tuesday, June 15, 2021 for Courthouse Pressure Wash and Minor Repair Project

Notice of call for bids 

- 3b. Notice of call for bids to be received no later than 10 a.m., Tuesday, May 25, 2021 for 2021 Hot Mix Asphalt and CSS-1 Liquid Asphalt Requirements

Notice of call for bids 

- 3c. Approval of the Homelessness Task Force recommendations for 2021 Proposals

Approval of recommendations 

ADMINISTRATION

- 4a. Resolution appointing Justin Pollack to the Carlsborg Community Advisory Council

Resolution 

- 4b. Resolution appointing Helen Kenoyer to the Behavioral Health Program Fund Advisory Board

Resolution

- 4c. Notice of hearing to be held Tuesday, May 25, 2021 at 10:30 a.m. for amending Clallam County Policy 560 – Purchasing, Bids, Contracts

Notice of hearing

- 4d. Resolution creating new Non-Departmental – American Rescue Plan Act Special Revenue Fund

Resolution

BUDGET

- 5a. Notice that the following budget reductions will be adopted by Resolution on May 25: Department of Community Development – Administration – Budget reduction due to removal of Administrative Specialist II position from DCD Administration (1 of 2)/(\$55,595)

Budget reductions

- 5b. Notice that the following supplemental appropriations will be adopted by Resolution on May 25:
Health and Human Services - Operations
* Additional funds from Department of Health for COVID-19 activities/\$65,666
* Additional funds from Department of Health for public health activities and increasing immunization rates/\$25,457
* Additional funds from Department of Health Consolidated Contract #20 for COVID-19 services/\$1,366,617
Health and Human Services - Environmental Health
* Additional funds from Department of Ecology for Solid Hazardous Waste program activities/\$17,754
* Additional funds from Department of Health Consolidated Contract #20 for COVID-19 services/\$60,000
* Additional funds from Department of Health Consolidated Contract #20 for water system technical assistance and sanitary surveys/\$6,600
Health and Human Services - Administration
* Additional funds from the Department of Health for COVID-19 activities/\$88,589
* Additional funds from Department of Health Consolidated Contract #20 for COVID-19 services/\$60,000
Sheriff - Operation Stonegarden - Additional funds from 2020 Operation Stonegarden Program Grant to be expended in FY2021/\$169,763
Department of Community Development - Dungeness Reservoir - Clallam Conservation funding for consulting on the Dungeness Reservoir Project/\$70,000

Supplemental Appropriations

- 5c. Resolution calling for a hearing to be held May 25 at 10:30 a.m. for the following debatable emergencies:
Sheriff - Operations - Additional funding for salary and benefits for Planner III position moved from DCD - Long Range Planning to Sheriff Operations/\$69,981
Sheriff - VRF Boating Program - Additional funding for unanticipated engine repair costs/\$11,250
Department of Community Development - Permit Center - Additional funding for salary and benefits for added Planner I position (2 of 2)/\$55,595
Non Departmental - Opportunity Fund - Additional funding for the final 2020 Economic Development Council contract invoice not received until 2021/\$20,000
Parks and Facilities - Additional funding for additional expenses related to COVID 19 for goods and services expenditures incurred in April 2021 expected to be reimbursed through

FEMA/\$11,139

Parks and Facilities - REET - Additional funding for emergency replacement of commercial jail clothing dryer/\$17,000

General Fund Reserves - Additional funding for Serenity House shelter expansion (1 of 2)/\$370,000

Health and Human Services - Operations - Additional funding for Serenity House shelter expansion (2 of 2)/\$370,000

Debatable Emergencies 

PUBLIC COMMENT – Please limit comments to three minutes

EXECUTIVE SESSION

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

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

Monday, May 10:

9:00 a.m. **Work Session**
12:00 p.m. **WSAC Virtual COVID Update**
12:00 p.m. **Housing as Health Care discussion (Webinar)**

Tuesday, May 11:

10:00 a.m. **Board Meeting**

Wednesday, May 12:

8:00 a.m. **Housing Solution Summit**

Thursday, May 13:

8:00 a.m. **Housing Solution Summit**
1:00 p.m. **KONP**
4:00 p.m. **KSQM**

Friday, May 14:

10:00 a.m. **COVID-19 Briefing**
1:30 p.m. **Law Enforcement Officer's Memorial Day Event**

INSTRUCTIONS FOR SPEAKING AT A COMMISSIONERS' MEETING:

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

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

Note: Written testimony presented by members of the public during the Board meeting is considered a public document and must be submitted to the Clerk of the Board. Copies of

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



19
5/11/21

Date of report: May 5, 2021

General	\$125,882.68
Other	\$902,317.31
Total	\$1,028,199.99

STATE OF WASHINGTON)
County of Clallam)

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

WITNESS MY HAND AND OFFICIAL SEAL THIS _____ DAY OF _____ 2021.

SHOONA RIGGS COUNTY AUDITOR

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

BOARD OF COMMISSIONERS
CLALLAM COUNTY, WASHINGTON

MARK OZIAS, Chair

BILL PEACH

RANDY JOHNSON

RICH SILL (County Administrator)

Weekly Expenditures

May 3 - 7, 2021

Fund #	Department	Expenditures		Use Tax	
		General Fund	Other	General Fund	Other
00100.211	Assessor	1,204.70			
00100.221	Auditor	21,394.43			
00100.241/291	Commissioners (BOCC)	2,067.81			
19914.291	BOCC - Veterans Relief		1,333.11		
00100.331-334	Dept. of Community Develop't (DCD)	895.57			
30301.331	DCD - Lower Dungeness Floodplain		108,136.51		
11301.511	Health & Human Services (HHS)		5,716.16		
00100.511	HHS - Environmental Health	3,936.10		25.86	
11322.511	HHS - Homeless Task Force		3,334.20		
11323.511	HHS - Chem Dep/Mental Hlth		18,561.84		
11324.511	HHS - Affordable Housing		602.97		
11331.511	HHS - Developmental Disabilities		144,214.25		
00100.411	Information Technology (IT)	15,616.52			
00100.851	Juvenile Services	3,744.21			
00100.911/912	Parks Fair Facilities (PFF)	11,075.65			
00100.841-843	Prosecuting Attorney	5,738.08		21.47	
11701.841	Pros Atty - Local Crime Victim		949.22		
	Public Works (PW)				
10101.611	PW - Roads		262,142.40		
10135.611	PW - Flood Control		1,928.15		
40201.611	PW - Solid Waste		1,146.74		
41401.611	PW - Clallam/Seki Sewer		300,423.85		
42401.611	PW - Carlsborg Sewer		403.25		
43401.611	PW - Bullman Beach Water System		335.90		
50301.611	PW - ER&R (Equip't Rental & Revolving)		51,316.73		
00100.811-815	Sheriff	48,830.71			
00100.816	Sheriff - Jail Medical	3,062.81			
11008.811	Sheriff - OPNET Drug		333.57		
11065.811	Sheriff - OPSCAN Operations		740.37		
11080.811	Sheriff - Inmate Commissary		272.00		8.09
00100.861	Superior Court	6,311.92			
00100.861	Superior Court Jury	1,297.44			
12201.231	Treasurer - O&M (Operation & Maintenance)		418.00		
00100.931	WSU Extension	659.40			
Total		125,835.35	902,309.22	47.33	8.09

Report Reconciliation		Totals			
Total	1,028,144.57	General Fund	125,882.68		
Final Check Lists	1,028,144.57	Other	902,317.31		
Difference	-	Total	1,028,199.99	Use Tax	55.42

COPY

Prepared by: _____

Sara DeBiddle, Clallam County Auditor's Office

Invoice History Use Tax Report
CLALLAM COUNTY

Tran Date	Vendor Name	Invoice / Credit Memo No.	Doc Group	Taxable Amount	Tax Amount	Invoice Total
5/3/2021	SWANSONS SERVICES CORP.	1434194	jkoon	48.00	4.22	48.00
5/3/2021	SWANSONS SERVICES CORP.	1431523	jkoon	44.00	3.87	44.00
5/11/2021	MICROTECH SCIENTIFIC	18226	cthompso	293.82	25.86	293.82
5/11/2021	TRI-TECH FORENSICS INC	345470	tpavlak	244.00	21.47	244.00
Totals:				629.82	55.42	629.82

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0000360	CLALLAM COUNTY ER&R	2021.112E	4/29/2021	VEHICLE RENTAL FOR APRIL	634.44	634.44
5/11/2021	0021386	STAPLES ADVANTAGE	8061977398	4/29/2021	OFFICE SUPPLIES	70.26	70.26
5/11/2021	0036103	WSACA	WSACA 2021 JL	4/29/2021	REGISTRATIONS FOR PAM AI	500.00	500.00
Sub total for U S BANK:							1,204.70

0.*
1,204.70+
21,394.43+
2,067.81+
109,032.08+
176,365.52+
15,616.52+
3,744.21+
11,075.65+
6,687.30+
51,316.73+
262,142.40+
304,237.89+
50,176.65+
3,062.81+
6,311.92+
1,297.44+
418.00+
1,333.11+
659.40+
1,028,144.57*
0.*

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05/04/2021 3:00:39PM

Final Check List
CLALLAM COUNTY

Auditor

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	5/11/2021	0040004	CLEAR BALLOT GROUP INC	Inv CBG31117	5/1/2021	HARDWARE/SOFTWARE LIC	21,394.43	21,394.43
Sub total for U S BANK:							21,394.43	

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Final Check List
CLALLAM COUNTY

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Page: 1

Bank : apbank U S BANK

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>	
	5/11/2021	0001240	PITNEY BOWES	3313414009	4/29/2021	POSTAGE METER MACHINE I	2,067.81	2,067.81
Sub total for U S BANK:							2,067.81	

DCD

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0000360	CLALLAM COUNTY ER&R	2021.106E	4/26/2021	APRIL 2021 FLEET VEHICLE L	398.67	398.67
5/11/2021	0000799	JAMESTOWN SKLALLAM TRIE	2132-5	4/13/2021	G146 TASK 6 PROFESSIONAL	45,452.01	45,452.01
5/11/2021	0001113	OFFICE DEPOT, INC	169113609001	4/20/2021	ADMIN OFFICE SUPPLIES	64.01	
			169479439001	4/21/2021	ADMIN OFFICE SUPPLIES	56.27	
			169480457001	4/21/2021	ADMIN OFFICE SUPPLIES	15.22	135.50
5/11/2021	0001252	PORT ANGELES, CITY OF	MARCH 2021 D	4/13/2021	MARCH 2021 LANDFILL DCD	341.40	341.40
5/11/2021	0002337	BAUMANN, CHERYL	BAUMANN 3-30	3/30/2021	G133 2021 SALMON RECOVER	20.00	20.00
5/11/2021	0036994	SHANNON & WILSON INC	121879	4/5/2021	G146 TASK 3 PROFESSIONAL	48,446.50	
			122156	4/26/2021	G146 TASK 4 PROFESSIONAL	14,238.00	62,684.50
Sub total for U S BANK:							109,032.08

Final Check List
CLALLAM COUNTY

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Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	5/11/2021	0000335	CLALLAM COUNTY DEPT OF, PIC 2021 03	4/21/2021	WQ-PIC MARCH 2021	3,108.21	3,108.21
	5/11/2021	0000769	IDEXX DISTRIBUTION INC 3082923062	4/15/2021	WLAB-VESSELS/W/ST AND S	355.14	
			3082783478	4/26/2021	WLAB-COLI P/A COMPARATO	52.58	407.72
	5/11/2021	0001920	MICROTECH SCIENTIFIC 18226	4/14/2021	WLAB-PETRI DISH W/PAD	293.82	293.82
	5/11/2021	0001659	VWR INTERNATIONAL LLC 8804449213	4/15/2021	WLAB-ELECTRODE	126.35	126.35
	5/11/2021	0040427	NORPOINT GROUP LLC 1163 NPG	4/26/2021	HOPS - SDC SECURITY SERV	4,102.00	4,102.00
	5/11/2021	0001159	ON THE MOVE MEDIA, INC 2920	4/26/2021	HOPS - COVID-19 TRANSIT C	1,341.60	1,341.60
	5/11/2021	0001508	STERICYCLE, INC 3005523880	4/19/2021	HOPS - SYRINGE DISPOSAL	105.00	105.00
	5/11/2021	0001499	TAYLOR COMMUNICATIONS II 49457452	4/17/2021	HOPS - CERTIFICATE PAPER	167.56	167.56
	5/11/2021	0000591	FORKS ABUSE PROGRAM 11322-19-FAP 2-	4/15/2021	HTF - DOMESTIC VIOLENCE I	1,358.80	1,358.80
	5/11/2021	0025990	NONDEPARTMENTAL, CLALLA 21MB006-4	4/12/2021	HTF - Q1 2021 POSTAGE	5.15	5.15
	5/11/2021	0026762	THE ANSWER FOR YOUTH 11322-19-TAFY1	4/24/2021	HTF - BRIDGING THE GAP 9 -	1,880.25	
			11322-19-TAFY2	4/24/2021	HTF - STEPS FOR SUCCESS	90.00	1,970.25
	5/11/2021	0025990	NONDEPARTMENTAL, CLALLA 21MB006-3	4/12/2021	CD/MH - Q1 2021 POSTAGE	25.83	25.83
	5/11/2021	0001209	PENINSULA BEHAVIORAL HEA 11323-21-PBH-L	4/21/2021	CD/MH - ACCESS TO BH SER	15,089.76	15,089.76
	5/11/2021	0001763	WEST END OUTREACH 11323-21-WEO :	4/14/2021	CD/MH - BEHAVIORAL HEALT	3,446.25	3,446.25
	5/11/2021	0000591	FORKS ABUSE PROGRAM 11324-19-FAP 2-	4/15/2021	AH - EMERGENCY SHELTER I	602.97	602.97
	5/11/2021	0000396	CONCERNED CITIZENS, FOR CC State March	4/21/2021	DDD - STATE CONTRACT - M/	43,545.50	43,545.50
	5/11/2021	0001017	MORNINGSIDE INC MS State March	4/26/2021	DDD - STATE CONTRACT - M/	59,718.75	59,718.75
	5/11/2021	0017530	PIERCE JONES & ASSOCIATE PJA State March	4/21/2021	DDD - STATE CONTRACT - M/	40,950.00	40,950.00
Sub total for U S BANK:							176,365.52

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05/04/2021 3:31:10PM

Final Check List
CLALLAM COUNTY

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Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0004211	CENTURYLINK	3604527831-042	4/28/2021	MAIN COURT HOUSE	1,432.69	
			3604172850-042	4/28/2021	DID ROLLOVER (PRI ACCT)	1,358.36	
			206T222202-042	4/28/2021	COURTHOUSE T1 (#2)	490.14	
			3604529079-042	4/28/2021	PUBLIC HEALTH - 3RD ST	319.95	
			3604574863-042	4/28/2021	JUVIE FAX LINES (3)	288.44	
			206T211472-042	4/28/2021	FORKS T-1 LINE	233.16	
			3605651032-042	4/28/2021	MODEM POOL	134.28	
			3606832263-042	4/28/2021	SEQUIM SHERIFF #2	85.90	
			3604574397-042	4/28/2021	JUVIE COURTROOM FAX	66.85	
			3606832192-042	4/28/2021	SEQUIM SHERIFF #1	63.99	
			3604570323-042	4/28/2021	PA SHOP PHONE SWITCH	60.38	
			3604576843-042	4/28/2021	JUVIE PHONE SWITCH	60.38	
			3604521625-042	4/28/2021	TELEPHONE SEITCH MAINT I	58.08	
			3604579810-042	4/28/2021	PUBLIC DSL	52.67	4,705.27
5/11/2021	0033094	SMARTDRAW SOFTWARE LL	1306777	4/28/2021	IT20210419A - LICENSE RENE	4,346.57	4,346.57
5/11/2021	0037119	KNOWBE4, INC.	INV127582	4/28/2021	PERS20210428 - KNOWBE4 (	6,564.68	6,564.68
Sub total for U S BANK:							15,616.52

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Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0000360	CLALLAM COUNTY ER&R	2021.114E	4/26/2021	VEHICLE RENTAL/LEASE	1,500.00	1,500.00
5/11/2021	0000363	CLALLAM COUNTY SHERIFF	C21-011	4/20/2021	DET MEALS	577.20	577.20
5/11/2021	0000371	CLALLAM TRANSIT SYSTEM	2021-J04	4/30/2021	PRO SVCS	54.00	54.00
5/11/2021	0000628	GALLS LLC	018190150	4/21/2021	UNIFORMS & CLOTHING	313.00	
			018190152	4/21/2021	UNIFORMS & CLOTHING	282.01	
			018190148	4/21/2021	UNIFORMS & CLOTHING	222.25	
			018190149	4/21/2021	UNIFORMS & CLOTHING	106.73	
			018190147	4/21/2021	UNIFORMS & CLOTHING	84.22	
			018178665	4/20/2021	UNIFORMS & CLOTHING	64.63	
			018166476	4/19/2021	UNIFORMS & CLOTHING	64.63	
			018190151	4/21/2021	UNIFORMS & CLOTHING	6.85	1,144.32
5/11/2021	0017787	DAIRY FRESH FARMS INC	8082111219	4/22/2021	DET FOOD	104.85	104.85
5/11/2021	0028699	SOUND PUBLISHING INC	PDN923725	4/7/2021	ADVERTISING-LEGAL NOTICI	213.30	213.30
5/11/2021	0041537	MCKESSON MEDICAL-SURGI	18130366	4/15/2021	DET SUPPLIES	51.66	51.66
5/11/2021	0043864	ZOOM VIDEO COMMUNICATI	INV73961658	3/12/2021	SOFTWARE LICENSE	98.88	98.88
Sub total for U S BANK:							3,744.21

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0000091	ANGELES MILLWORKS & LUM	286807	4/29/2021	CDJ 2 FIBERGLASS HANDLE	84.84	84.84
5/11/2021	0000374	CLEANTECH CARPET CARE	676976	4/29/2021	CH 2ND FLOOR SCRUB & WA	2,795.00	2,795.00
5/11/2021	0000677	GRAINGER INC	9877037557	4/29/2021	CH KEYED PADLOCKS	168.94	
			9881509930	4/29/2021	CH BACKPACK SPRAYER	118.19	
			9874647416	4/29/2021	CH SILICONE RUBBER SHEE	42.38	329.51
5/11/2021	0000750	HOME DEPOT CREDIT SERV	1012055	4/29/2021	FG LIGHTS FOR OFFICE PAIN	1,086.81	
			4523381	4/29/2021	CH REPLACEMENT DEWALT	172.99	
			7622844	4/29/2021	DRA MISCELLANEOUS BUILD	136.07	
			1512826	4/29/2021	SMPK PT W PAINT AND SUPP	125.82	
			6053991	4/29/2021	CDJ PAINT AND SUPPLIES	114.94	
			521482	4/29/2021	SMPK PT W SPRAYER AND C	62.98	
			0123480	4/29/2021	CDJ BUILDING SUPPLIES	36.87	
			4011604	4/29/2021	SMPK PT W PAINT AND SUPP	26.07	
			8622710	4/29/2021	RHF PVC BALL VALVE	5.42	1,767.97
5/11/2021	0001074	NEW PIG CORP	4932056-00	4/29/2021	CH STORM DRAIN FILTERS F	672.43	672.43
5/11/2021	0001576	THURMAN SUPPLY	751894	4/29/2021	CDJ STAINLESS CLAMP HOSI	39.86	39.86
5/11/2021	0025092	PIERCE, SUSAN	Pierce 4/2021	4/29/2021	ADM TUESDAY VOLUNTEER :	23.47	23.47
5/11/2021	0027917	COMMERCIAL REPAIR	263267	4/29/2021	VET ICE MACHINE WATER LE	408.80	408.80
5/11/2021	0041295	C & C TIMBER INC	8944	4/29/2021	DRA 240 BUNDLES FIREWOC	837.60	837.60
5/11/2021	0041504	IML SECURITY SUPPLY	2838413	4/29/2021	JUV HIGH SECURITY CONCE	1,246.23	
			2839937	4/29/2021	JUV TRACK ROLLERS	246.96	1,493.19
5/11/2021	0041605	HOME DEPOT PRO	608585485	4/29/2021	CH COVID HAND SANITIZER	1,581.78	
			613311612	4/29/2021	JUV BATH TISSUE, TOWELS,	425.49	
			612812800	4/29/2021	CH TRASH LINERS, MOPS, B	388.50	
			910655854	4/29/2021	CDJ FROSTED WINDOW FILM	143.49	
			613843994	4/29/2021	JUV SCRAPER MAT 60X36	83.72	2,622.98
Sub total for U S BANK:							11,075.65

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0000546	EXPRESS SERVICES, INC	25278451	4/29/2021	EXPRESS	2,921.79	2,921.79
5/11/2021	0000674	GOVCONNECTION, INC.	71179731	4/29/2021	TABLET COVER	115.94	115.94
5/11/2021	0001113	OFFICE DEPOT, INC	167873199001	4/29/2021	OFFICE SUPPLIES	51.82	
			164421096001	4/29/2021	OFFICE SUPPLIES	43.20	
			167872807001	4/29/2021	OFFICE SUPPLIES	17.47	
			164429154001	4/29/2021	OFFICE SUPPLIES	11.73	124.22
5/11/2021	0001136	OLYMPIC MEDICAL CENTER	60005598256	4/29/2021	OMC BILL	250.00	
			537868406	4/29/2021	OMC BILL	250.00	
			538602359	4/29/2021	OMC BILL	250.00	
			60010207581	4/29/2021	OMC BILL	225.00	
			600010207577	4/29/2021	OMC BILL	225.00	1,200.00
5/11/2021	0001179	PACIFIC OFFICE EQUIPMENT	1077260	4/29/2021	POE CONTRACT	196.41	
			1077259	4/29/2021	POE CONTRACT	167.60	
			1077261	4/29/2021	POE CONTRACT	158.89	
			1077263	4/29/2021	POE CONTRACT	66.25	
			1077258	4/29/2021	POE CONTRACT	56.38	
			1077262	4/29/2021	POE CONTRACT	3.01	648.54
5/11/2021	0001252	PORT ANGELES, CITY OF	74359-155474 4	4/29/2021	UTILITES 74359-155474	243.63	243.63
5/11/2021	0036251	SNIPE, ZACHARY	SNIPE4/29/21	4/29/2021	TRAVEL REIMBURSEMENT	864.18	864.18
5/11/2021	0041050	ESHOM, JESSICA	337310	4/29/2021	COVID SWABS	325.00	325.00
5/11/2021	0041515	TRI-TECH FORENSICS INC	345470	4/29/2021	DWI SPECIMEN KIT	244.00	244.00
Sub total for U S BANK:							6,687.30

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0000172	BAXTER A/P OFFICE	15-728966	4/22/2021	Synchromas trans oil - PA S315	75.94	75.94
5/11/2021	0000546	EXPRESS SERVICES, INC	25314503 E	4/21/2021	Personnel services - PA ER&R	1,239.60	1,239.60
5/11/2021	0000592	FORKS AUTO ELECTRIC	758359	4/21/2021	Circuit breaker - LC 240	37.98	37.98
5/11/2021	0000594	DECKER CITY HARDWARE, TI	641986	4/20/2021	Rat snap traps - LC	24.38	
			642214	4/21/2021	Propane - LC 831	13.49	37.87
5/11/2021	0000599	FORKS OUTFITTERS	20APR2021	4/20/2021	Nylon rope, tomcat gel - LC	12.13	12.13
5/11/2021	0000709	HARBOR SAW & SUPPLY	650442	4/22/2021	Horiz. shaft engine; labor p PA 2	514.07	
			650258	4/22/2021	Carburetor - PA 731	35.69	549.76
5/11/2021	0000772	INDUSTRIAL HYDRAULICS INC	A333785	4/19/2021	Stucci 1" dust plug, cap - PA 61	218.60	
			A333784	4/19/2021	192" double - jacke - LC 225	182.59	401.19
5/11/2021	0000848	PAPE KENWORTH NORTHWE	10579315	4/20/2021	Transmission, core - PA 904	11,656.83	
			10579312	4/20/2021	Bearings, clutch - PA 904	1,003.41	
			10581909	4/22/2021	Breaker circuits - LC	61.22	
			10587190	4/26/2021	Core deposit - PA 904	-6,359.36	6,362.10
5/11/2021	0001059	NC MACHINERY CO	PACS0116854	4/16/2021	Pin AS, sleeve brg - PA 850	484.41	
			PACS0116770	4/9/2021	O rings, conn., pl. kit, switch GP-	273.25	
			PACS0115784 C	1/13/2021	CR: Hose as (s/b Roads pay) -	-168.62	589.04
5/11/2021	0001187	PAPE MACHINERY INC	12454221	2/8/2021	Switch, MOM - PA 452	553.90	553.90
5/11/2021	0001300	PUBLIC UTILITY DISTRICT	21685/04222021	4/22/2021	Electric utility charges - LC	602.71	602.71
5/11/2021	0001378	RUDELL AUTO MALL	180926	4/22/2021	Sensor - PA S315	90.11	90.11
5/11/2021	0001463	SNAP-ON TOOLS	42121107243	4/21/2021	1/2 /8 Cobination set - PA 20-SM	411.26	411.26
5/11/2021	0001551	TACOMA SCREW PRODUCTS	14406945	4/22/2021	Cloth, elbows, bushings... - PA	509.91	
			14406638	4/20/2021	Recycled white cloths - PA	244.80	
			14405178	4/7/2021	Gloves, corded earplugs - PA	215.20	969.91
5/11/2021	0001781	WHITEHEADS AUTO PARTS IN	192926	4/20/2021	Wiper blades - LC 179	31.96	
			192879	4/19/2021	Hood lift suprt - LC 617	28.05	60.01
5/11/2021	0017663	ARAMARK UNIFORM SVCS IN	512000040783	4/20/2021	Laundry services - PA	48.26	
			512000045592	4/27/2021	Laundry services - PA	19.27	
			512000042321	4/22/2021	Laundry services - SQ	16.32	
			512000042289	4/22/2021	Laundry services - LC	16.28	100.13
5/11/2021	0018831	APPLIED INDUSTRIAL TECHN	7021341023	4/19/2021	Pitch asy, c-style crossbar - SQ	1,240.29	1,240.29

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0022435	RACE STREET AUTO PARTS	530929	4/15/2021	Alternator, core deposit - PA 57	183.96	
			531959	4/21/2021	Water pump - PA S293	51.54	
			527630	3/24/2021	Fuel filter - SQ 905	36.70	
			531638	4/20/2021	Ujoint - PA 904	34.77	
			531035	4/15/2021	Fuel filters - PA Stores	33.23	
			530818	4/14/2021	Filters - PA Stores	25.36	
			527627	3/24/2021	Fuel filter - SQ 905	19.30	
			527629	3/24/2021	Return: Fuel filter - SQ 905	-19.30	365.56
5/11/2021	0040272	MATT'S TOOLS USA LLC	117484	4/20/2021	M18 fuel powerstate 1/2 dr driv-	399.79	399.79
5/11/2021	0041488	WEX BANK DBA WRIGHT EXP	4953444/050621	5/6/2021	Fuel purchases - PA 20-OPNET	222.06	222.06
5/11/2021	0042872	PROPANE NORTHWEST	1503974792	4/28/2021	Propane delivery - SQ	93.73	93.73
5/11/2021	0043469	PETROCARD	409208-IN	4/15/2021	Diesel fuel purchase - LC	5,750.48	
			409399-IN	4/20/2021	Spirax S6 AXRME 75W90 pail -	1,151.18	6,901.66
5/11/2021	0045052	CHELAN COUNTY	15001-01487	4/14/2021	CG7 Used Van Purchase - PA C	30,000.00	30,000.00
Sub total for U S BANK:							51,316.73

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0000056	ALPINE PRODUCTS INC	TM-200393	3/16/2021	MAINTENANCE SUPPLIES - A	27,568.01	27,568.01
5/11/2021	0000360	CLALLAM COUNTY ER&R	2021.108E	4/26/2021	04/21 EQUIPMENT RENT	154,309.67	154,309.67
5/11/2021	0000546	EXPRESS SERVICES, INC	25314503-10101	4/21/2021	04/12/21~04/16/21 ROADS	6,854.96	6,854.96
5/11/2021	0000709	HARBOR SAW & SUPPLY	650283	4/22/2021	MAINTENANCE SUPPLIES - P	83.62	83.62
5/11/2021	0000885	LAKESIDE INDUSTRIES, INC	157933	4/24/2021	HMA COMM, CSS TACK - PA	38,483.54	
			157934	4/24/2021	HMA COMM - SQ	12,029.47	
			157617	4/17/2021	HMA COMMERCIAL - SQ	11,042.45	
			157616	4/17/2021	HMA COMMERCIAL - PA	8,379.98	
			157067	4/17/2021	EZ STREET ASPHALT - LC	1,135.09	
			157069	4/17/2021	EZ STREET ASPHALT - PA	161.76	71,232.29
5/11/2021	0001300	PUBLIC UTILITY DISTRICT	110606-042021	4/20/2021	03/17/21~04/15/21 SCENIC VIE	100.99	100.99
5/11/2021	0001540	SWAIN'S GENERAL STORE IN	286275	4/29/2021	FIELD SUPPLIES - SURVEY	27.96	27.96
5/11/2021	0001551	TACOMA SCREW PRODUCTS	14406945-10101	4/22/2021	MAINTENANCE SUPPLIES - P	339.33	
			14406771	4/21/2021	MAINTENANCE SUPPLIES - L	305.03	644.36
5/11/2021	0017663	ARAMARK UNIFORM SVCS IN	512000040784	4/20/2021	LAUNDRY SERVICE - PA	16.32	
			512000045593	4/27/2021	LAUNDRY SERVICE - PA	16.32	32.64
5/11/2021	0041605	HOME DEPOT PRO	612542209	4/20/2021	MAINTENANCE SUPPLIES - D	1,287.90	1,287.90
Sub total for U S BANK:							262,142.40

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0000361	CLALLAM COUNTY ROAD DEF	2021.026R	4/26/2021	03/16/21~04/15/21 EMPLOYEE	524.60	524.60
5/11/2021	0026025	KAWAL, LARA	LKL04.30.21	4/30/2021	04/21 STORMWATER DISCHA	1,403.55	1,403.55
5/11/2021	0000360	CLALLAM COUNTY ER&R	2021.109E	4/26/2021	04/21 MISC EQUIPMENT REN	1.77	1.77
5/11/2021	0000361	CLALLAM COUNTY ROAD DEF	2021.027R	4/26/2021	03/16/21~04/15/21 EMPLOYEE	133.34	133.34
5/11/2021	0000546	EXPRESS SERVICES, INC	25314503-40201	4/21/2021	04/12/21~04/18/21 SOLID WAS	658.47	658.47
5/11/2021	0001739	WA STATE UNIVERSITY	0421	4/29/2021	04.21 FOOD RECOVERY COC	353.16	353.16
5/11/2021	0000360	CLALLAM COUNTY ER&R	2021.110E	4/26/2021	04/21 EQUIPMENT RENT	2,391.76	2,391.76
5/11/2021	0000361	CLALLAM COUNTY ROAD DEF	2021.028R	4/26/2021	03/16/21~04/21/21 EMPLOYEE	856.99	856.99
5/11/2021	0000594	DECKER CITY HARDWARE, TI	642107	4/20/2021	MAINTENANCE SUPPLIES - V	136.70	136.70
5/11/2021	0033609	INTERWEST CONSTRUCTION	101-20-028 (2)	4/5/2021	SEKIU AIRPORT ROAD EST 2	224,654.19	
			1290-4	4/2/2021	SEKIU EMERGENCY PUMP S	37,080.22	
			1290-5	4/27/2021	SEKIU EMERGENCY PUMP S	19,417.68	281,152.09
5/11/2021	0033610	INTERWEST CONSTRUCTION	101-20-028 2RE	4/5/2021	SEKIU AIRPORT ROAD EST 2	11,823.90	
			1290-04 RET	4/2/2021	SEKIU EMERGENCY PUMP S	1,791.32	
			1290-05 RET	4/27/2021	SEKIU EMERGENCY PUMP S	938.05	14,553.27
5/11/2021	0000841	KAMAN IND TECHNOLOGIES	IL915447	4/14/2021	MAINTENANCE SUPPLIES - V	37.19	37.19
5/11/2021	0001300	PUBLIC UTILITY DISTRICT	23007-042621	4/26/2021	03/22/21~04/20/21 176 FRONT	764.42	
			22991-042621	4/26/2021	03/22/21~04/20/21 15180 HWY	182.80	
			23221-042621	4/26/2021	03/22/21~04/20/21 12901 HWY	180.80	
			23040-042621	4/26/2021	03/22/21~04/20/21 FRONT ST	167.83	1,295.85
5/11/2021	0000360	CLALLAM COUNTY ER&R	2021.111E	4/26/2021	04/21 EQUIPMENT RENT	254.00	254.00
5/11/2021	0000361	CLALLAM COUNTY ROAD DEF	2021.029R	4/26/2021	03/16/21~04/15/21 EMPLOYEE	49.21	49.21
5/11/2021	0001641	VERIZON WIRELESS	9878343744	4/23/2021	04/21 MACHINE TO MACHINE	100.04	100.04
5/11/2021	0000546	EXPRESS SERVICES, INC	25314503-43401	4/12/2021	04/12/21~04/18/21 BBWA	258.80	258.80
5/11/2021	0025990	NONDEPARTMENTAL, CLALLA	21MB004-2-4340	4/28/2021	2021 Q1 POSTAGE	10.71	10.71
5/11/2021	0001300	PUBLIC UTILITY DISTRICT	24561-042621	4/26/2021	03/21/21~04/21/21 BULLMAN E	66.39	66.39
Sub total for U S BANK:							304,237.89

Final Check List
CLALLAM COUNTY

Sheriff

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0000360	CLALLAM COUNTY ER&R	2021.105E	4/27/2021	MILEAGE	40,814.22	
			2021.115E	4/26/2021	RENTAL OF CHAIN GANG VEI	3,800.00	44,614.22
5/11/2021	0000374	CLEANTECH CARPET CARE	676975	4/23/2021	CARPET CLEANING	250.00	250.00
5/11/2021	0000628	GALLS LLC	017408507	1/13/2021	UNIFORM - EAGAN, EARLS	543.98	
			017541972	1/29/2021	UNIFORM - EAGAN, EARLS	20.92	564.90
5/11/2021	0001255	PRICE FORD LINCOLN MERCI	668239/1	4/22/2021	INSTALL TRAILER HITCH - KE	826.07	826.07
5/11/2021	0001540	SWAIN'S GENERAL STORE IN	286229	4/28/2021	TOILET TANK CLEANER - EMI	23.79	23.79
5/11/2021	0001543	SWANSONS SERVICES CORP	1434194	4/22/2021	INDIGENT PACKS	48.00	
			1431523	4/15/2021	INDIGENT PACKS	44.00	92.00
5/11/2021	0001603	TYLER TECHNOLOGIES INC.	045-335883a	4/9/2021	PAYROLL SOFTWARE IMPL	1,280.00	1,280.00
5/11/2021	0004211	CENTURYLINK	206-T01-0387-A	4/16/2021	DATA CONNECTION 4/16 - 5/	215.37	215.37
5/11/2021	0004212	KING, BRIAN	041221	4/12/2021	TRAVEL - COEUR D'ALENE, ID	213.50	213.50
5/11/2021	0006690	CLARK, NATHAN	041121	4/11/2021	TRAVEL - SPOKANE	7.00	7.00
5/11/2021	0026698	JOHNSON, LINDA	04162021	4/16/2021	OPNET PETTY CASH REIMBL	333.57	333.57
5/11/2021	0027917	COMMERCIAL REPAIR	263282	4/16/2021	REPAIR AND MAINTENANCE I	616.21	616.21
5/11/2021	0034860	KITCHEN, DONALD	032821	3/28/2021	TRAVEL - SEATTLE	101.66	101.66
5/11/2021	0037042	OFFICE DEPOT	168354596001	4/15/2021	OFFICE SUPPLIES	238.93	
			169954131001	4/21/2021	OFFICE SUPPLIES	63.17	
			160047346001	2/25/2021	OFFICE SUPPLIES	38.07	
			166282330001	4/10/2021	OFFICE SUPPLIES	4.99	345.16
5/11/2021	0037247	HAIR BY NICOLE	042721	4/27/2021	INMATE HAIRCUTS	180.00	180.00
5/11/2021	0039613	MCKELLAR, ESTHER	032221	3/22/2021	TRAVEL - BURIE	147.12	147.12
5/11/2021	0041488	WEX BANK DBA WRIGHT EXP	4953444/050621	4/7/2021	GASOLINE	34.16	34.16
5/11/2021	0041605	HOME DEPOT PRO	607569753	3/24/2021	KITCHEN SUPPLIES	17.36	17.36
5/11/2021	0042622	BOYDEN, ELIZABETH	113-9317011-55	4/22/2021	BOOKS - GUIDE FOR FIRE AN	295.56	295.56
5/11/2021	0044624	HECK, DYLAN	032821	3/28/2021	TRAVEL - SEATTLE	19.00	19.00
Sub total for U S BANK:							50,176.65

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0001136	OLYMPIC MEDICAL CENTER	OMC 4.29.21	4/29/2021	INMATE MEDICAL	2,744.28	2,744.28
5/11/2021	0004826	OLYMPIC MEDICAL PHYSICIAN	71226656290	4/29/2021	INMATE MEDICAL	67.80	
			71226637130	4/29/2021	INMATE MEDICAL	37.00	
			71226626810	4/29/2021	INMATE MEDICAL	24.80	129.60
5/11/2021	0025115	RADIA INC PS	Z7RA2XC	4/29/2021	INMATE MEDICAL	52.60	
			Z7PZ7YA	4/29/2021	INMATE MEDICAL	42.80	95.40
5/11/2021	0041537	MCKESSON MEDICAL-SURGI	18124199	4/14/2021	CLINIC SUPPLIES	93.53	93.53
Sub total for U S BANK:							3,062.81

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0000674	GOVCONNECTION, INC.	71036000	4/29/2021	2/10/21-PRINTER FOR JUDGE	347.29	347.29
5/11/2021	0001113	OFFICE DEPOT, INC	167392002001	4/29/2021	4/06/21-OFFICE SUPPLIES, EI	178.78	
			16846715001	4/29/2021	4/12/21-OFFICE SUPPLIES, B/	95.63	
			167393904001	4/29/2021	4/06/21-OFFICE SUPPLIES, L/	46.23	320.64
5/11/2021	0001139	OLYMPIC PERSONAL GROWT01		4/29/2021	4/07/21-DRUG TESTING (CJT/	315.00	315.00
5/11/2021	0001949	LEWIS, DAVID	LEW1703222	4/29/2021	16-7-00241-3/242-1, IN RE	67.50	67.50
5/11/2021	0002298	JOHN D BLACK, PLLC	22286	4/29/2021	17-1-00398-0, ST. V. J.FREE, /	150.00	
			22278	4/29/2021	20-1-00112-05, ST. V. C. SMITI	75.00	225.00
5/11/2021	0020849	U S BANK	39742	4/29/2021	4/28/21-NADCP RISE 21, DRU	745.00	745.00
5/11/2021	0039420	MUCKLEY, TIFFANY	MUC1703227	4/29/2021	4/12/21-MILEAGE RE DEP 201	64.40	64.40
5/11/2021	0039985	PORTER, RICHARD	POR1703233	4/29/2021	21-4-00001-05, IN RE COUGH	430.07	430.07
5/11/2021	0000674	GOVCONNECTION, INC.	70830382	4/30/2021	12/31/20-AOC/SC EMPLOYEE	3,249.24	
			70814965	4/30/2021	12/28/20-AOC/SC EMPLOYEE	297.95	
			70819643	4/30/2021	12/29/20-AOC/SC EMPLOYEE	249.83	3,797.02
Sub total for U S BANK:							6,311.92

Clerk - Jury

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0019890	NASH, AMY	SUPCT2168421	4/1/2021	JURY PAYMENT	11.68	11.68
5/11/2021	0032156	HILL, RICKY	SUPCT2168304	4/1/2021	JURY PAYMENT	26.80	26.80
5/11/2021	0032202	RIFE, CARLEY	SUPCT2171147	4/1/2021	JURY PAYMENT	26.72	26.72
5/11/2021	0035950	SCHMID, THOMAS	SUPCT2171200	4/1/2021	JURY PAYMENT	21.20	21.20
5/11/2021	0039300	BROWN, CAMERON	SUPCT2170736	4/1/2021	JURY PAYMENT	60.32	60.32
5/11/2021	0041471	SIEG, DENISE	SUPCT2169275	4/1/2021	JURY PAYMENT	50.24	50.24
5/11/2021	0041489	KAY, THOMAS	SUPCT2169630	4/1/2021	JURY PAYMENT	11.12	11.12
5/11/2021	0045065	FUKUNAGA, RYLIN	SUPCT2168451	4/1/2021	JURY PAYMENT	19.52	19.52
5/11/2021	0045066	BELBIN, CHRISTY	SUPCT2167106	4/1/2021	JURY PAYMENT	53.60	53.60
5/11/2021	0045067	GALLAGHER, TAMRA	SUPCT2167406	4/1/2021	JURY PAYMENT	11.68	11.68
5/11/2021	0045068	GOBUTY, BARBARA	SUPCT2170199	4/1/2021	JURY PAYMENT	29.04	29.04
5/11/2021	0045069	GORDON, JUDY	SUPCT2169985	4/1/2021	JURY PAYMENT	32.40	32.40
5/11/2021	0045070	HAMILTON, SHARI	SUPCT2166563	4/1/2021	JURY PAYMENT	11.68	11.68
5/11/2021	0045071	HARRISON, KAYANA	SUPCT2167002	4/1/2021	JURY PAYMENT	43.60	43.60
5/11/2021	0045072	HASTINGS, PAMELA	SUPCT2166933	4/1/2021	JURY PAYMENT	14.48	14.48
5/11/2021	0045073	HAUSLER, ROBERT	SUPCT2166546	4/1/2021	JURY PAYMENT	25.68	25.68
5/11/2021	0045074	HENDRICKSON, J	SUPCT2171583	4/1/2021	JURY PAYMENT	14.48	14.48
5/11/2021	0045075	ISETT, TRISTAN	SUPCT2171474	4/1/2021	JURY PAYMENT	12.80	12.80
5/11/2021	0045076	BOECKERMANN, BYRON	SUPCT2166661	4/1/2021	JURY PAYMENT	31.20	31.20
5/11/2021	0045077	JOHNSON, GARRETT	SUPCT2170025	4/1/2021	JURY PAYMENT	51.36	51.36
5/11/2021	0045078	KING, RICHARD	SUPCT2169309	4/1/2021	JURY PAYMENT	31.84	31.84
5/11/2021	0045079	KOESTER, MELODY	SUPCT2171441	4/1/2021	JURY PAYMENT	18.96	18.96
5/11/2021	0045080	LAVENDER, SCOTT	SUPCT2168296	4/1/2021	JURY PAYMENT	29.60	29.60
5/11/2021	0045081	LIKINS, ANDREW	SUPCT2170137	4/1/2021	JURY PAYMENT	31.28	31.28
5/11/2021	0045082	LINGAN, HENRY	SUPCT2170647	4/1/2021	JURY PAYMENT	38.00	38.00
5/11/2021	0045083	LYMAN, ESTENE	SUPCT2169327	4/1/2021	JURY PAYMENT	26.72	26.72
5/11/2021	0045084	MILLER, JANET	SUPCT2168154	4/1/2021	JURY PAYMENT	31.28	31.28
5/11/2021	0045085	MOILANEN, MARTIN	SUPCT2167104	4/1/2021	JURY PAYMENT	31.28	31.28
5/11/2021	0045086	MOREAULT, ANNE	SUPCT2167465	4/1/2021	JURY PAYMENT	29.04	29.04
5/11/2021	0045087	MOULD, TINA	SUPCT2167502	4/1/2021	JURY PAYMENT	58.08	58.08
5/11/2021	0045088	MULVEY, DANIEL	SUPCT2167354	4/1/2021	JURY PAYMENT	60.32	60.32
5/11/2021	0045089	OMAN, NANCY	SUPCT2171488	4/1/2021	JURY PAYMENT	11.68	11.68
5/11/2021	0045090	PALMER, CRAIG	SUPCT2167138	4/1/2021	JURY PAYMENT	21.20	21.20
5/11/2021	0045091	THOMPSON, EDNA	SUPCT2170879	4/1/2021	JURY PAYMENT	22.32	22.32

Bank : apbank U S BANK

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0045092	CARLSON, BARBARA ANN	SUPCT2170308	4/1/2021	JURY PAYMENT	14.48	14.48
5/11/2021	0045093	WAHLSTEN, JEFFREY	SUPCT2169264	4/1/2021	JURY PAYMENT	21.12	21.12
5/11/2021	0045094	WEST, ISAIAH DUANE	SUPCT2169739	4/1/2021	JURY PAYMENT	39.12	39.12
5/11/2021	0045095	WILL, LYNNETTE	SUPCT2169718	4/1/2021	JURY PAYMENT	87.20	87.20
5/11/2021	0045096	WRIGHT, CHRISTY	SUPCT2167001	4/1/2021	JURY PAYMENT	17.84	17.84
5/11/2021	0045097	DELGADO, MARTHA	SUPCT2167311	4/1/2021	JURY PAYMENT	26.72	26.72
5/11/2021	0045098	DOUGLAS, JEFFREY	SUPCT2169305	4/1/2021	JURY PAYMENT	35.68	35.68
5/11/2021	0045099	ELDRED, ANGELA	SUPCT2167537	4/1/2021	JURY PAYMENT	29.04	29.04
5/11/2021	0045100	FLOTTO-MYERS, KRISTI	SUPCT2170175	4/1/2021	JURY PAYMENT	11.68	11.68
5/11/2021	0045101	FORSELL, JARL	SUPCT2170689	4/1/2021	JURY PAYMENT	13.36	13.36
Sub total for U S BANK:							1,297.44

Treasurer

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0000331	CLALLAM COUNTY AUDITOR	21-128156	4/29/2021	DFL REMOVAL RECORDING 2	104.50	
			21-128212	4/29/2021	DFL REMOVAL RECORDING 2	104.50	
			21-128253	4/29/2021	DFL REMOVAL RECORDING 2	104.50	
			21-128303	4/29/2021	DFL REMOVAL RECORDING 2	104.50	418.00
Sub total for U S BANK:							418.00

Veterans

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/1/2021	0020849	U S BANK	BD5972 4/28/21	4/28/2021	FOOD	300.00	
			PD1598 4/28/21	4/28/2021	FOOD	150.00	
			WS7621 4/28/21	4/28/2021	FOOD	150.00	
			LV9835 4/28/21	4/28/2021	FOOD	100.00	700.00
5/1/2021	0020849	U S BANK	FC8568 4/28/21	4/28/2021	FOOD	150.00	
			LV9835 4/28/21	4/28/2021	FOOD	50.00	200.00
4/28/2021	0001031	MT PLEASANT IGS	BD5972 4/28/21	4/28/2021	FUEL	200.00	200.00
4/28/2021	0001252	PORT ANGELES, CITY OF	SE2067 4/28/21	4/28/2021	UTILITIES	233.11	233.11
Sub total for U S BANK:							1,333.11

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5/11/2021	0000360	CLALLAM COUNTY ER&R	2021.113E	5/3/2021	APRIL 2021 VEHICLE #166 RE	405.00	405.00
5/11/2021	0001738	WA STATE UNIVERSITY	032021	5/3/2021	GLEANNING PROGRAM COOR	254.40	254.40
Sub total for U S BANK:							659.40



BOARD of CLALLAM COUNTY COMMISSIONERS MINUTES for the week of May 3 – 7, 2021

16
5/11/21

WORK SESSION – 9 a.m.

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

Items of discussion per the agenda published April 29 were:

- Calendar/Correspondence
- Notice of call for bids to be received no later than 10 a.m., Tuesday, June 15, 2021 for Courthouse Pressure Wash and Minor Repair Project
- Review of funding recommendations of the Homelessness Task Force Review Committee
- Pre-application questionnaire for substance abuse disorder prevention services
- Agreement amendment 2 with United States Forest Service for noxious weed control
- Notice of call for bids to be received no later than 10 a.m., Tuesday, May 25, 2021 for 2021 Hot Mix Asphalt and CSS-1 Liquid Asphalt Requirements
- Agreement amendment 1 with Jamestown S'Klallam Tribe to provide restoration services for the Lower Dungeness River corridor on lands that are within the Floodplain Restoration Project area
- Agreement amendment 5 with Anchor QEA, LLC for the Agnew Irrigation District's irrigation outtake of McDonald Creek Project
- Resolution appointing Justin Pollack to the Carlsborg Community Advisory Council
- Resolution appointing Helen Kenoyer to the Behavioral Health Program Fund Advisory Board
- Agreement with Clallam County Genealogical Society for the Heritage Grant Program
- Agreement with New Dungeness Light Station for the Heritage Grant Program
- Agreement with North Olympic History Center for the Heritage Grant Program
- Agreement with Sequim Museum for the Heritage Grant Program
- Notice of hearing to be held Tuesday, May 25, 2021 at 10:30 a.m. for amending Clallam County Policy 560 – Purchasing, Bids, Contracts
- Resolution creating new Non-Departmental – American Rescue Plan Act Special Revenue Fund

Meeting concluded at 11:22 a.m. and continued to the executive session convening at 1:30 p.m. to discuss the acquisition of real estate by purchase in Clallam Bay.

EXECUTIVE SESSION

The Board convened in open session at 1:30 p.m. to discuss the acquisition of real estate by purchase in Clallam Bay. Present were Commissioners Ozias, Johnson and Peach, Human Resources Director/Administrator Sill, Chief Deputy Prosecuting Attorney Stanley, Chief Financial Officer Lane and Park Supervisor Merrill.

This Executive Session is necessary to discuss the possible acquisition of real estate by purchase.

Pursuant to RCW 42.30.110(1)(b), a governing body may hold an executive session "to consider the acquisition of real estate by purchase when public knowledge regarding such consideration would cause a likelihood of increased price."

ACTION TAKEN: CRJm to recess to executive session for 30 minutes, CBPs, mc

Board convened in open session at 2:02 p.m.

CMO noted no action will be taken. The Board has authorized the Parks Department to continued negotiations.

Meeting adjourned at 2:02 p.m.

BOARD of CLALLAM COUNTY COMMISSIONERS
MINUTES for the week of May 3 – 7, 2021
Page 2

REGULAR MEETING OF THE BOARD OF CLALLAM COUNTY COMMISSIONERS

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

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

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

CONSENT AGENDA

1a Approval of vouchers for the week of April 26

1b Approval of minutes for the week of April 26

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

REPORTS AND PRESENTATIONS

- CRJ commented on Trust Land performance assessment, Marty Brewer, homeless students.
- CMO commented on Washington County Risk Pool Implicit Bias training.

CONTRACTS AND AGREEMENTS

2a Agreement with Clallam Conservation District for Environmental Site Assessment for Dungeness Off-channel Reservoir Project

ACTION TAKEN: CRJm to approve, CMOs, mc

2b Agreement amendment 1 with Green Solutions, LLC. for update of the Clallam County Solid Waste Management Plan

ACTION TAKEN: CRJm to approve, CMOs, mc

2c Agreement amendment 1 with Jamestown S'Klallam Tribe to provide restoration services for the Lower Dungeness River corridor on lands that are within the Floodplain Restoration Project Area

ACTION TAKEN: CRJm to approve, CMOs, mc

2d Agreement amendment 5 with Anchor QEA, LLC for the Agnew Irrigation District's irrigation outtake of McDonald Creek Project

ACTION TAKEN: CRJm to approve, CMOs, mc

PUBLIC WORKS

3a Landowner acknowledgement form for fish passage barrier removal on Bear Creek Road and Iverson Road

ACTION TAKEN: CRJm to approve, CMOs, mc

Meeting concluded at 10:18 a.m. and continued to 9 a.m., Monday, May 10.

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

BOARD of CLALLAM COUNTY COMMISSIONERS
MINUTES for the week of May 3 – 7, 2021
Page 3

The Board of Commissioners attended WSAC Virtual Assembly – COVID 19 update and a COVID-19 Briefing during the week of May 3.

PASSED AND ADOPTED this eleventh day of May 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

ATTEST:

Loni Gores, Clerk of the Board

KEY TO ABBREVIATIONS:

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

m moved
mc motion carried
s seconded

DRAFT



AGENDA ITEM SUMMARY

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

IC
5/11/21

Department: BOCC

WORK SESSION ☒ Meeting Date: 5-10-21
REGULAR AGENDA ☒ Meeting Date: 5-11-21

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Letter of Support for the Clallam MRC:

The Northwest Strait Initiative (NWS) is pursuing ongoing federal funding at the \$3M level. If successful, we believe this could add around \$100,000 to each of the MRCs budgets while also funding other emerging NWSI programs. The Clallam MRC has been working to obtain full funding for its programmatic work and this presents a great opportunity to do so.

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

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

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners and MRC

Relevant Departments: Board of Commissioners

Date submitted: May 4, 2021

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

Marine Resource Committee letter 5-11-21.docx
Revised: 3-04-2019



Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
Email: commissioners@co.clallam.wa.us

MARK OZIAS, District 1, Chair
RANDY JOHNSON, District 2
BILL PEACH, District 3

RICH SILL, County Administrator

File: A72

May 11, 2021

Senator Patty Murray
154 Russell Senate Office Building
Washington DC, 20510

Dear Senator Murray,

We write today to urge you to seek ongoing federal support that fully-funds the Northwest Straits (NWS) Marine Conservation Initiative at \$3 million per year. The Initiative's leadership and work is critical to the health of our marine resources in our county, and six others—a majority of counties in the Puget Sound region.

The NWS Initiative provides technical assistance, coordination, and base funding support to seven county-based Marine Resources Committees (MRC), including the Clallam County MRC. The work that MRCs do protects and restores our valuable marine resources and nearshore environment. Our county, like others, faces ongoing pressures from population growth, climate change, and habitat loss, making the contributions of MRCs more important than ever.

MRCs are made up of local volunteers who prioritize and lead restoration, monitoring and education projects and serve as advisory bodies to local elected officials like us. The MRC serves a unique role by convening a diversity of community perspectives from tribal, economic, recreational, and environmental interests to prioritize and initiate consensus-driven work which in our county has included shore bird and marine habitat monitoring, oil spill response training and biotoxin monitoring in shellfish.

Project implementation through our MRC is a cost-effective way of contributing to recovery and protection of marine resources that are important to our county residents and the local economy. Funding and support from the NWS Initiative assures we can maintain this locally driven approach to solving problems in our region.

We appreciate your ongoing commitment to the NWS Initiative and hope that we can count on your help to see that this important work will continue and be adequately funded.

Sincerely,

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach



PROCLAMATION

RECOGNIZING THE WEEK OF MAY 9-15, 2021 AS PEACE OFFICERS' MEMORIAL WEEK

WHEREAS, the Congress and the President of the United States have designated May 9-15, 2021 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police week; and

WHEREAS, the members of the Clallam County Sheriff's Office and federal, state, and local law enforcement play an essential role in safeguarding the rights and freedoms of the citizens of Clallam County; and

WHEREAS, the men and women of law enforcement unceasingly provide a vital public service; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of our law enforcement agencies, and that members of our law enforcement agencies recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression.

NOW, THEREFORE, WE THE BOARD OF CLALLAM COUNTY COMMISSIONERS, with great pride and gratitude call upon all citizens of Clallam County and upon all patriotic, civic, and educational organizations to observe the week of May 9 -15, 2021 as Peace Officers' Memorial Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

We further call upon all citizens of Clallam County to observe this week in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes. Clallam County's ceremony will be held on May 14th at Veterans Memorial Park on Lincoln Street at 1:30 pm.

Signed this eleventh day of May 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach



29
5/11/21

AGENDA ITEM SUMMARY

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

Department: Extension/Noxious Weed Control

WORK SESSION ☒ **Meeting Date:** 5-3-21

REGULAR AGENDA ☒ **Meeting Date:** 5-11-21

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

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 13001-381-21-001 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

A modification to increase funding under a current USFS agreement.

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 impact has been included in the 2021 budget.

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

County Official signature & print name: Cathy A. Lucero

Name of Employee/Stakeholder attending meeting: Cathy Lucero

Relevant Departments: Noxious Weed Control Board

Date submitted: 4-28-21

13001381.21.001



USDA Forest Service

OMB 0596-0217
FS-1500-19

MODIFICATION OF GRANT OR AGREEMENT

PAGE	OF PAGES
1	8

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 18-PA-11060900-005 (Clallam and Jefferson County Noxious Weed Inventory and Treatment)		2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: 002
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Olympic National Forest 1835 Black Lake Boulevard, SW Olympia, WA 98512		5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Olympic National Forest 1835 Black Lake Boulevard, SW Olympia, WA 98512	
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Clallam, County of 223 E 4th St Port Angeles, WA 98362		7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):	

8. PURPOSE OF MODIFICATION

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
☐	CHANGE IN PERFORMANCE PERIOD:
☒	CHANGE IN FUNDING: Add funding \$100,000.00
☒	ADMINISTRATIVE CHANGES: Update U.S. Forest Service Contacts - see box 9
☐	OTHER (Specify type of modification):

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):

This modification is to add funding in the amount of \$100,000.00. Any previously obligated funds will remain available.

The following provisions are updated to reflect this modification:

IV. A. PAYMENT/REIMBURSEMENT. The U.S. Forest Service shall reimburse the Cooperator for the U.S. Forest Service's share of actual expenses incurred, not to exceed \$100,000.00 as shown in the Financial Plan, Attachment A.2. The U.S. Forest Service shall make payment upon receipt of the Cooperator's monthly invoice. Each invoice from the Cooperator shall display the total project costs for the billing period, separated by U.S. Forest Service and the Cooperator's share. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the Cooperator's full match towards the project, as shown in the financial plan, and be submitted no later than 90 days from the expiration date.

Each invoice must include, at a minimum:

1. Cooperator's name, address, and telephone number.
2. U.S. Forest Service agreement number.
3. Invoice date.
4. Performance dates of the work completed (start & end).
5. Total invoice amount for the billing period, separated by the U.S. Forest Service and Cooperator share with in-kind contributions displayed as a separate line item.
6. Display all costs, both cumulative and for the billing period, by separate cost element as shown on the financial plan.
7. Cumulative amount of the U.S. Forest Service payments to date.
8. Statement that the invoice is a request for payment by 'reimbursement'.
9. If using SF-270, a signature is required.
10. Invoice Number, if applicable.

The invoice shall be forwarded to:

EMAIL: SM.FS.asc_ga@usda.gov
FAX: 877-687-4894



POSTAL: USDA Forest Service
Albuquerque Service Center
Payments – Grants & Agreements
101B Sun Ave NE
Albuquerque, NM 87109

Send a copy to: Cheryl Bartlett, Forest Botanist
Olympic National Forest
1835 Black Lake Boulevard, SW
Olympia, WA 98512
(360) 956-2283
cheryl.bartlett@usda.gov

V. A. PRINCIPLE CONTACTS

U.S. Forest Service Program Manager Contact - Cheryl Bartlett, Forest Botanist, Olympic National Forest, 1835 Black Lake Blvd SW, Olympia, WA 98512, (360) 956-2283, cheryl.bartlett@usda.gov
U.S. Forest Service Administrative Contact - Amy Verellen, Lead Grants Management Specialist, 215 Melody Lane, Wenatchee, WA 98801, (509) 664-9231, amy.verellen@usda.gov

V.L. LIMITATION OF FUNDS. U.S. Forest Service funds in the amount of \$100,000.00 are currently available for performance of this agreement through November 30, 2023; previously obligated funds remaining will be available through the expiration date of this agreement. The U.S. Forest Service's ability to provide additional funding is contingent upon the availability of appropriated funds from which payment can be made. There is no legal liability on the part of the U.S. Forest Service for any payment above this amount until the Cooperator receives notice of availability confirmed in a written modification by the U.S. Forest Service.

J.10. FEDERAL TORT CLAIMS ACT. The United States, acting by and through the U.S. Forest Service, hereby agrees to bear any and all liabilities of any kind related to the exercise of the U.S. Forest Service's rights under the Federal Tort Claims Act (FTCA), 28 U.S.C. 2671 et. seq., or any other applicable act wherein Congress specifically waived sovereign immunity of the United States.

10. ATTACHED DOCUMENTATION (Check all that apply):

☐	Revised Scope of Work
☒	Revised Financial Plan
☐	Other:

11. SIGNATURES

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. CLALLAM COUNTY SIGNATURE	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE	11.D. DATE SIGNED
(Signature of Signatory Official)		(Signature of Signatory Official)	
11.E. NAME (type or print): MARK OZIAS		11.F. NAME (type or print): KELLY D. LAWRENCE	
11.G. TITLE (type or print): Commissioner Chair, Clallam County		11.H. TITLE (type or print): Forest Supervisor, Olympic National Forest	

12. G&A REVIEW

12.A. The authority and format of this modification have been reviewed and approved for signature by: KELLY UNDERWOOD KELLY M. UNDERWOOD U.S. Forest Service Grants & Agreements Specialist Digitally signed by KELLY UNDERWOOD Date: 2021.04.21 16:01:00 -07'00'	(Mod 02; 18-PA-11060900-005)	12.B. DATE SIGNED
--	------------------------------	-------------------



USDA Forest Service

OMB 0596-0217
FS-1500-19

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

Approved as to form only by:

 4/27/21

Elizabeth Stanley
Civil Deputy Prosecuting Attorney
Clallam County

Attachment: A.2USFS Agreement No.: 18-PA-11060900-005
Cooperator Agreement No.: Mod. No.: 2**Note: This Financial Plan may be used when:**

- (1) No program income is expected and
- (2) The Cooperator is not giving cash to the FS and
- (3) There is no other Federal funding

Agreements Financial Plan (Short Form)**Financial Plan Matrix:** Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
Direct Costs					
Salaries/Labor	\$13,384.80	\$75,880.00	\$18,035.00	\$900.00	\$108,199.80
Travel	\$0.00	\$5,400.00	\$5,400.00	\$0.00	\$10,800.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$0.00	\$3,108.19	\$1,800.00	\$0.00	\$4,908.19
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other					\$0.00
Subtotal	\$13,384.80	\$84,388.19	\$25,235.00	\$900.00	\$123,907.99
Coop Indirect Costs		\$15,611.81	\$4,668.48		\$20,280.29
FS Overhead Costs	\$1,606.18				\$1,606.18
Total	\$14,990.98	\$100,000.00	\$29,903.48	\$900.00	\$145,794.45
Total Project Value:					\$145,794.45

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 78.87%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 21.13%
Total (f+g) = (h)	(h) 100.00%

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Salaries/Labor

Standard Calculation				
Job Description	Cost/Day	# of Days		Total
Invasive Plant Program Coordinator	\$297.44	45.00		\$13,384.80
Total Salaries/Labor				\$13,384.80

Travel

Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
Total Travel				\$0.00

Equipment

Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00
Total Equipment				\$0.00

Supplies/Materials

Standard Calculation				
Supplies/Materials	# of Items	Cost/Item		Total
				\$0.00
Total Supplies/Materials				\$0.00

Printing

Standard Calculation				
Paper Material	# of Units	Cost/Unit		Total
				\$0.00
Total Printing				\$0.00

Other Expenses

Standard Calculation				
Item	# of Units	Cost/Unit		Total
				\$0.00
Total Other				\$0.00

Subtotal Direct Costs

\$13,384.80

Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs		Total
12.00%	\$13,384.80		\$1,606.18
Total FS Overhead Costs			\$1,606.18

TOTAL COST

\$14,990.98

WORKSHEET FOR

FS Cash to the Cooperator Cost Analysis, Column (b)

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days	Total
NWCB Coordinator	\$438.00	60.00	\$26,280.00
Field Technician	\$155.00	320.00	\$49,600.00
Total Salaries/Labor			\$75,880.00

Travel

Standard Calculation

Travel Expense	Cost/day	# days	Total
County Owned Vehicle	\$45.00	120.00	\$5,400.00
(insurance, gas, repairs)			\$0.00
Total Travel			\$5,400.00

Equipment

Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00
Total Equipment				\$0.00

Supplies/Materials

Standard Calculation

Supplies/Materials	# of Items	Cost/Item	Total
Herbicide and equipment, equipment repair, PPEs	1.00	\$3,108.19	\$3,108.19
Total Supplies/Materials			\$3,108.19

Printing

Standard Calculation

Paper Material	# of Units	Cost/Unit	Total
			\$0.00
Total Printing			\$0.00

Other Expenses

Standard Calculation

Item	# of Units	Cost/Unit	Total
			\$0.00
Total Other			\$0.00

Subtotal Direct Costs

\$84,388.19

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	Total
18.50%	\$84,388.19	\$15,611.81
Total Coop. Indirect Costs		\$15,611.81

TOTAL COST

\$100,000.00

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days	Total
NWCB Coordinator	\$438.00	20.00	\$8,760.00
Weed Specialist	\$265.00	35.00	\$9,275.00
Total Salaries/Labor			\$18,035.00

Travel

Standard Calculation

Travel Expense	Cost/Day	# of days	Total
County Owned Vehicle	\$45.00	120.00	\$5,400.00
(fuel, depreciation, insurance, repair, maintenance)			\$0.00
Total Travel			\$5,400.00

Equipment

Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00
Total Equipment				\$0.00

Supplies/Materials

Standard Calculation

Supplies/Materials	# of Items	Cost/Item	Total
Herbicide and applicators, small tools, repairs, PPE	1.00	\$1,800.00	\$1,800.00
Total Supplies/Materials			\$1,800.00

Printing

Standard Calculation

Paper Material	# of Units	Cost/Unit	Total
			\$0.00
Total Printing			\$0.00

Other Expenses

Standard Calculation

Item	# of Units	Cost/Unit	Total
			\$0.00
Total Other			\$0.00

Subtotal Direct Costs

\$25,235.00

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	Total
18.50%	\$25,235.00	\$4,668.48
Total Coop. Indirect Costs		\$4,668.48

TOTAL COST

\$29,903.48

WORKSHEET FOR

Cooperator In-Kind Contribution Cost Analysis, Column (d)

Salaries/Labor

Standard Calculation

Job Description	# of Members	Cost/Hour	# of Hours	# of Meetings	Total
Clallam County Volunteer Board Members	5	\$15.00	2.00	6	\$900.00
Total Salaries/Labor					\$900.00

Travel

Standard Calculation

Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
Total Travel				\$0.00

Equipment

Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00
Total Equipment				\$0.00

Supplies/Materials

Standard Calculation

Supplies/Materials	# of Items	Cost/Item	Total
			\$0.00
Total Supplies/Materials			\$0.00

Printing

Standard Calculation

Paper Material	# of Units	Cost/Unit	Total
			\$0.00
Total Printing			\$0.00

Other Expenses

Standard Calculation

Item	# of Units	Cost/Unit	Total
			\$0.00
Total Other			\$0.00

Subtotal Direct Costs

\$900.00

TOTAL COST

\$900.00

3
1/27/20

Clallam County Grant Application Information

DEPARTMENT: **Extension/Noxious Weeds**

DATE SUBMITTED TO W/S: **1/22/20**

GRANT NAME: **Secure Rural Schools, Title II**

APPLICATION DEADLINE: **2/1/20**

ISSUING AGENCY: **USDA Forest Service**

IS THIS A RENEWAL? **Yes**

LENGTH OF GRANT: **1 year-**

RENEWAL POSSIBLE? **Yes**

TOTAL AWARD: **\$67, 050**

ANNUAL AMOUNT

MATCH REQUIRED? **20%**

MATCH AMOUNT: **\$16,725**

DESCRIPTION OF GRANT AND PURPOSE:

This project is a comprehensive, cooperative program for noxious weed control on Forest Service lands that straddle both Jefferson and Clallam Counties. The project includes activities to survey, identify and control noxious weeds, coordinate actions and communication between local and Federal jurisdictions, and increases public awareness of noxious weed impacts. The Noxious Weed Control Board has worked directly with Forest Service personnel for the past 16 years to create both a strategic plan to achieve long term goals, (the Olympic National Forest Integrated Weed Management Plan), as well as annual action plans, to identify immediate priorities. We are well acquainted with Forest Service protocols and required documentation. We have made considerable progress to reducing the spread, and eliminating noxious weeds throughout Forest lands by cultivating this closely coordinated working partnership. This has enabled us to protect the use and value of land for county residents who would otherwise be negatively affected by the flow of noxious weeds from federal lands.

On Federal lands, the project will include surveys and treatment at sites previously identified and incorporated into the Olympic National Forest Integrated Weed Management Plan. The Weed Board will provide additional analysis and recommendation for effective control measures. Sites, treatment regimes and results are documented per Forest Service requirements.

The focus will be on areas where uncontrolled noxious weed populations on Federal, State, County, and private land are spreading and hindering control activities elsewhere. Additional emphasis will go to controlling weeds on Forest Service roads, in campgrounds, along trailheads, and in Forest Service gravel pits, which, due to heavy use or off-site movement of potentially infested materials, serve as the primary vectors of new weed invasions into wilderness areas or between various land ownerships. The Clallam Noxious Weed Control Board provides the vital link between private land owners and their federal neighbors.

Educational programs will increase public awareness of noxious weeds and the problems they create by directing the programs at members of the community who work in the forest, live near it, or recreate in it.

The project will include follow-up activities such as revegetation with native material as needed, and monitoring progress. Agency representatives meet regularly to communicate progress and to revise project direction as necessary.

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

This project provides a critical linkage between the weed control activities performed by county weed boards for the benefit of all county residents, and those noxious weed incursions which have been of concern, but neglected on federal lands, due to lack of funding. This grant will provide urgent financial support needed for seamless integration of weed control across jurisdictional boundaries.

This program helps to fund the rock source certification program that promotes "weed free" certification of private pits across the county. This certification program is a powerful prevention tool that stops the distribution of weed contaminated material throughout Clallam County. The Clallam County Noxious Weed Control Board and the Forest Service already work cooperatively in multi-agency efforts to control knotweed and other invasive species across several counties.

Well-directed educational programs and materials increase public awareness of noxious weeds in the Forest and encourage everyone to become involved with seeking out and reporting weed infestations. The survey/control component is critical to providing rapid investigation of and response to those reports. Additionally, this project promotes important cooperative relationships between the Forest Service and all its neighbors. All non-federal lands in the state are subject to state law requiring control of certain noxious weeds. Federal lands are required by the Federal Noxious Weed Act to meet or match our local program. By cooperatively working on weed problems across boundaries, this project alleviates the frustration that the public often feels when they find federal agencies aren't living up to the same weed control responsibilities as those residing within county jurisdiction.

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

Weeds know no boundaries. The grant concretely furthers our mission by extending noxious weed control to our federal neighbors and creating a consistent standard of weed control across multiple jurisdictions.

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

The grant increases an existing service only to the extent that it will cover control of noxious weeds on Olympic National Forest lands. If the grant were not available it is likely these services, although necessary, would be neglected due to lack of funding within the Forest Service itself.

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

The Forest Service has an established protocol to monitor and evaluate performance to which participating partners must adhere. The protocol requires timely delivery of treatment documentation, efficacy monitoring of 50% of treated acres, and an end of season written report summarizing accomplishments toward annual work plan goals, suggestions for future work, education, and often other technical other information that contributes to the overall project goal of minimizing noxious weeds.

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

Because services are being paid by and provided largely to the federal government, there is no expectation for the county to continue to provide these services in the future if the federal government does not continue to provide additional money for weed control.

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

To qualify for a participating agreement with the Forest Service, as we have done in the past, requires

a minimum of a 20% match. Money spent as a normal part of our weed control program, because it is coordinated with and directly protects National Forest interests, is allowed as match.

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

Impacts to other departments are minimal, but includes vehicle rental which we have discussed with ER&R.

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

As in previous years most positions (2-3) will be seasonal; the actual number depends on the level of funding, if any that is approved by the Resource Advisory Committee. Training and oversight of this crew is accommodated by utilizing some hours of existing positions.

All positions or expenses specifically related to the project are terminated at the end of the grant period or when funds have been exhausted. All wages and benefits are paid by Title II funding.

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

Yes.

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

Noxious weeds negatively impact our natural resources in many ways, such as impeding forest regeneration, degrading fish habitat, choking waterways, and replacing beneficial plants with non-palatable or poisonous species. This project will improve overall forest health and natural watershed functions while preserving multiple economic and recreational uses of our county lands. By preventing the spread of weeds from neighboring landowners such as Olympic National Forest, economic use of private property, as well as habitat and recreational use is also preserved.

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

Yes.

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

No.

WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.

Until a grant award is made, budget changes cannot be determined. A supplemental budget will be submitted if the grant application is successful.

OTHER COMMENTS

Please approve permission to seek these funds.

ELECTED OFFICIAL/DEPARTMENT HEAD SIGNATURE



Rich Sill, ADMINISTRATOR

APPROVAL

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



AGENDA ITEM SUMMARY

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

26
5/11/21

Department: BOCC/Heritage Advisory Board

WORK SESSION ☒ **Meeting Date:** 05/03/21

REGULAR AGENDA ☒ **Meeting Date:** 05/11/21

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

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract #291-21-005 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

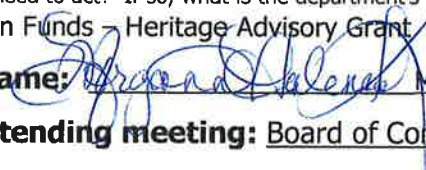
The Heritage Advisory Board called for applications from public entities or non-profit tax exempt organizations, which either operate or own a museum or similar historical institution within the boundaries of Clallam County which promote our local history, or perform educative, interpretive, or similar activities within the boundaries of Clallam County which promotes our local history or individuals or entities that own a property within Clallam County that is listed on Local, State, or National registers. The deadline for applications was February 24, 2021. April 5, 2021 the Heritage Advisory Board met to review the applications and made a recommendation to the BOCC for a one time expenditure.

The BOCC met on April 20, 2021 and approved Resolution 37, 2021 to authorize one time expenditures from the Historic Preservation Funds for approved Heritage Grant Applications. Approval of this agreement is needed to complete the process.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
\$2,400 Historic Preservation Funds – Heritage Advisory Grant

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

Approve agreement for Historic Preservation Funds – Heritage Advisory Grant

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners and Finance Department

Relevant Departments: Board of Commissioners and Finance Department

Date submitted: April 21, 2021

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

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

COUNTY	RECIPIENT
Clallam County Board of County Commissioners 223 E. 4 th Street, Suite 4 Port Angeles, WA 98362 _____ Mark Ozias, Chair Date Attested to: _____ Loni Gores, Clerk THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE CLALLAM COUNTY PROSECUTING ATTORNEY	Name of organization: _____ <u>Clallam County Genealogical Center</u> Address: <u>408 E. 8th Street</u> <u>Port Angeles, WA 98362</u> Signed by _____ Title _____ _____ Printed Name and Date: _____

RECIPIENT is/was a successful applicant for funds available under the Clallam County “Heritage Grant Fund” program, a grant program authorized by the County Commission because of the recording surcharge collected by the Auditor’s Office for historical preservation or historical programs pursuant to RCW 36.22.170(1)(a). The RECIPIENT agrees to comply with the terms and conditions listed in BoCC Resolution #2-2020 as well as all federal and state laws and regulations. COUNTY, in reliance upon the application of RECIPIENT and these assurances, awards RECIPIENT grant “Heritage Grant Funds” in the amount of \$ 2,400 .

RECIPIENT, in consideration of receiving these grant funds agrees to do the following:

- Use the Grant Funds to develop and operate programs which promote public interest in history, for example, research projects, locating and marking historical sites, providing self-guided tours for such sites, and similar activities AND/OR
- Use the Grant Funds to preserve or inventory objects and items of significance for the history of Clallam County or the north Olympic Peninsula.
- Spend Grant Funds in a manner reasonably consistent with RECIPIENT'S application for such funds, although RECIPIENT is authorized to redirect those funds to accomplish its goal.
- Provide to the Heritage Advisory Board on or before May 1, 2022 a brief written report describing what the grant funds allowed your organization to undertake, complete or conduct that would not have been possible (or less likely to occur) without these grant funds.



AGENDA ITEM SUMMARY

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

2C
5/11/21

Department: BOCC/Heritage Advisory Board

WORK SESSION ☒ **Meeting Date:** 05/03/21

REGULAR AGENDA ☒ **Meeting Date:** 05/11/21

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

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract #291-21-006 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

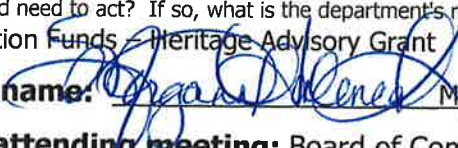
The Heritage Advisory Board called for applications from public entities or non-profit tax exempt organizations, which either operate or own a museum or similar historical institution within the boundaries of Clallam County which promote our local history, or perform educative, interpretive, or similar activities within the boundaries of Clallam County which promotes our local history or individuals or entities that own a property within Clallam County that is listed on Local, State, or National registers. The deadline for applications was February 24, 2021. April 5, 2021 the Heritage Advisory Board met to review the applications and made a recommendation to the BOCC for a one time expenditure.

The BOCC met on April 20, 2021 and approved Resolution 37, 2021 to authorize one time expenditures from the Historic Preservation Funds for approved Heritage Grant Applications. Approval of this agreement is needed to complete the process.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
\$8,600 Historic Preservation Funds – Heritage Advisory Grant

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

Approve agreement for Historic Preservation Funds – Heritage Advisory Grant

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners and Finance Department

Relevant Departments: Board of Commissioners and Finance Department

Date submitted: April 21, 2021

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

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

GRANT AGREEMENT

COUNTY	RECIPIENT
Clallam County Board of County Commissioners 223 E. 4 th Street, Suite 4 Port Angeles, WA 98362 Mark Ozias, Chair Date Attested to: Loni Gores, Clerk THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE CLALLAM COUNTY PROSECUTING ATTORNEY	Name of organization: <u>New Dungeness Light Station</u> Address: <u>P.O. Box 1283</u> <u>Port Angeles, WA 98362</u> Signed by _____ Title _____ _____ Printed Name and Date: _____

RECIPIENT is/was a successful applicant for funds available under the Clallam County “Heritage Grant Fund” program, a grant program authorized by the County Commission because of the recording surcharge collected by the Auditor’s Office for historical preservation or historical programs pursuant to RCW 36.22.170(1)(a). The RECIPIENT agrees to comply with the terms and conditions listed in BoCC Resolution #2-2020 as well as all federal and state laws and regulations. COUNTY, in reliance upon the application of RECIPIENT and these assurances, awards RECIPIENT grant “Heritage Grant Funds” in the amount of \$8,600.

RECIPIENT, in consideration of receiving these grant funds agrees to do the following:

- Use the Grant Funds to develop and operate programs which promote public interest in history, for example, research projects, locating and marking historical sites, providing self-guided tours for such sites, and similar activities AND/OR
- Use the Grant Funds to preserve or inventory objects and items of significance for the history of Clallam County or the north Olympic Peninsula.
- Spend Grant Funds in a manner reasonably consistent with RECIPIENT’S application for such funds, although RECIPIENT is authorized to redirect those funds to accomplish its goal.
- Provide to the Heritage Advisory Board on or before May 1, 2022 a brief written report describing what the grant funds allowed your organization to undertake, complete or conduct that would not have been possible (or less likely to occur) without these grant funds.



AGENDA ITEM SUMMARY

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

2d
5/11/21

Department: BOCC/Heritage Advisory Board

WORK SESSION ☒ **Meeting Date:** 05/03/21

REGULAR AGENDA ☒ **Meeting Date:** 05/11/21

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

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract #291-21-007 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

The Heritage Advisory Board called for applications from public entities or non-profit tax exempt organizations, which either operate or own a museum or similar historical institution within the boundaries of Clallam County which promote our local history, or perform educative, interpretive, or similar activities within the boundaries of Clallam County which promotes our local history or individuals or entities that own a property within Clallam County that is listed on Local, State, or National registers. The deadline for applications was February 24, 2021. April 5, 2021 the Heritage Advisory Board met to review the applications and made a recommendation to the BOCC for a one time expenditure.

The BOCC met on April 20, 2021 and approved Resolution 37, 2021 to authorize one time expenditures from the Historic Preservation Funds for approved Heritage Grant Applications.

Approval of this agreement is needed to complete the process.

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

\$14,500 Historic Preservation Funds – Heritage Advisory Grant

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

Approve agreement for Historic Preservation Funds – Heritage Advisory Grant

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners and Finance Department

Relevant Departments: Board of Commissioners and Finance Department

Date submitted: April 21, 2021

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

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

GRANT AGREEMENT

COUNTY	RECIPIENT
Clallam County Board of County Commissioners 223 E. 4 th Street, Suite 4 Port Angeles, WA 98362 Mark Ozias, Chair Date Attested to: Loni Gores, Clerk THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE CLALLAM COUNTY PROSECUTING ATTORNEY	Name of organization: North Olympic History Center Address: P.O. Box 1327 Port Angeles, WA 98362 Signed by Title Printed Name and Date:

RECIPIENT is/was a successful applicant for funds available under the Clallam County “Heritage Grant Fund” program, a grant program authorized by the County Commission because of the recording surcharge collected by the Auditor’s Office for historical preservation or historical programs pursuant to RCW 36.22.170(1)(a). The RECIPIENT agrees to comply with the terms and conditions listed in BoCC Resolution #2-2020 as well as all federal and state laws and regulations. COUNTY, in reliance upon the application of RECIPIENT and these assurances, awards RECIPIENT grant “Heritage Grant Funds” in the amount of \$14,500.

RECIPIENT, in consideration of receiving these grant funds agrees to do the following:

- Use the Grant Funds to develop and operate programs which promote public interest in history, for example, research projects, locating and marking historical sites, providing self-guided tours for such sites, and similar activities AND/OR
- Use the Grant Funds to preserve or inventory objects and items of significance for the history of Clallam County or the north Olympic Peninsula.
- Spend Grant Funds in a manner reasonably consistent with RECIPIENT’S application for such funds, although RECIPIENT is authorized to redirect those funds to accomplish its goal.
- Provide to the Heritage Advisory Board on or before May 1, 2022 a brief written report describing what the grant funds allowed your organization to undertake, complete or conduct that would not have been possible (or less likely to occur) without these grant funds.



AGENDA ITEM SUMMARY

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

2e
5/11/21

Department: BOCC/Heritage Advisory Board

WORK SESSION ☒ **Meeting Date:** 05/03/21

REGULAR AGENDA ☒ **Meeting Date:** 05/11/21

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

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract #291-21-008 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

The Heritage Advisory Board called for applications from public entities or non-profit tax exempt organizations, which either operate or own a museum or similar historical institution within the boundaries of Clallam County which promote our local history, or perform educative, interpretive, or similar activities within the boundaries of Clallam County which promotes our local history or individuals or entities that own a property within Clallam County that is listed on Local, State, or National registers. The deadline for applications was February 24, 2021. April 5, 2021 the Heritage Advisory Board met to review the applications and made a recommendation to the BOCC for a one time expenditure.

The BOCC met on April 20, 2021 and approved Resolution 37, 2021 to authorize one time expenditures from the Historic Preservation Funds for approved Heritage Grant Applications.

Approval of this agreement is needed to complete the process.

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

\$14,500 Historic Preservation Funds – Heritage Advisory Grant

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

Approve agreement for Historic Preservation Funds – Heritage Advisory Grant

County Official signature & print name: Morgan Halencak Morgan Halencak - Deputy Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners and Finance Department

Relevant Departments: Board of Commissioners and Finance Department

Date submitted: April 21, 2021

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

GRANT AGREEMENT

COUNTY	RECIPIENT
Clallam County Board of County Commissioners 223 E. 4 th Street, Suite 4 Port Angeles, WA 98362 Mark Ozias, Chair Date Attested to: Loni Gores, Clerk THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE CLALLAM COUNTY PROSECUTING ATTORNEY	Name of organization: <u>Sequim Museum</u> Address: <u>544 N. Sequim Ave.</u> <u>Sequim, WA 98382</u> Signed by Title Printed Name and Date: _____

RECIPIENT is/was a successful applicant for funds available under the Clallam County “Heritage Grant Fund” program, a grant program authorized by the County Commission because of the recording surcharge collected by the Auditor’s Office for historical preservation or historical programs pursuant to RCW 36.22.170(1)(a). The RECIPIENT agrees to comply with the terms and conditions listed in BoCC Resolution #2-2020 as well as all federal and state laws and regulations. COUNTY, in reliance upon the application of RECIPIENT and these assurances, awards RECIPIENT grant “Heritage Grant Funds” in the amount of \$14,500.

RECIPIENT, in consideration of receiving these grant funds agrees to do the following:

- Use the Grant Funds to develop and operate programs which promote public interest in history, for example, research projects, locating and marking historical sites, providing self-guided tours for such sites, and similar activities AND/OR
- Use the Grant Funds to preserve or inventory objects and items of significance for the history of Clallam County or the north Olympic Peninsula.
- Spend Grant Funds in a manner reasonably consistent with RECIPIENT’S application for such funds, although RECIPIENT is authorized to redirect those funds to accomplish its goal.
- Provide to the Heritage Advisory Board on or before May 1, 2022 a brief written report describing what the grant funds allowed your organization to undertake, complete or conduct that would not have been possible (or less likely to occur) without these grant funds.



AGENDA ITEM SUMMARY

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

39
5/11/21

Department: _____ Parks, Fair & Facilities

WORK SESSION ☒ Meeting Date: _____ 05.03.2021

REGULAR AGENDA ☒ Meeting Date: _____ 05.11.2021

Required originals approved and attached? ☐

Will be provided on:

Item summary:

- | | | |
|---|---|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # 301-21-001 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Notice of Call for Bids |

Documents exempt from public disclosure attached: ☐

Executive summary:

Courthouse Pressure Wash and Minor Repair Project.

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?** ☐

Yes, there is a budgetary impact. Funding for this project is approved in the 2021 REET I Project fund.

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

I recommend the BOCC approve the attached Notice of Call for Bids and authorize the Chair to sign.

County Official signature & print name: _____ Joel G. Winborn

Name of Employee/Stakeholder attending meeting: _____ Joel G. Winborn (via Bluejeans)

Relevant Departments: _____ Parks, Fair & Facilities

Date submitted: _____ April 12, 2021

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

**CLALLAM COUNTY PARKS, FAIR & FACILITIES
DEPARTMENT**

NOTICE OF CALL FOR BIDS

SEALED BIDS will be received by the Board of Clallam County Commissioners at 223 East 4th Street, Room 150, Port Angeles, Washington until ***Tuesday, 10:00 AM PST, June 15, 2021***, at which time they will be publicly opened and read aloud for:

Clallam County Courthouse Pressure Wash and Minor Repair Project

Complete drawings and specifications may be obtained from Pen Print, Inc., 230 E. 1st Street, Port Angeles, WA 98362, phone 360.457.3404. All bidding and related questions should be directed to **Joel G. Winborn, Director, Clallam County Parks, Fair & Facilities**.

The sealed bids must be clearly marked on the outside of the envelope, "**Bid Proposal – Clallam County Courthouse Pressure Wash and Minor Repair Project**". Bid documents delivered to other offices and received late by the Commissioner's Office will not be considered nor will bids received by facsimile or e-mail.

Clallam County will determine the lowest responsible bidder in accordance with the terms of Clallam County Code Section 3.12, and further reserves the right to reject any or all bids received, or to accept the bid which in its estimation best serves the interests of Clallam County or to waive informalities in the bidding.

"Clallam County hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award."

Construction Timeframe: (45) Calendar Days to Final Completion

There will be a mandatory on-site walk-through conducted ***Wednesday, June 9, 2021, at 2:00 PM PST***. Bidders shall meet at ***the Main Entrance of the Courthouse*** for a facility walk-through. Questions and clarifications will be taken at that time. This will be the only opportunity to access the facility so bring any tools needed to confirm information on drawings and specifications. We will then walk through the Project and all areas of work.

Date: _____

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Please publish: (PDN) ***May 16th and 23rd, 2021***

Loni Gores, Clerk of the Board, CMC

END OF SECTION 001000



3b
5/11/21

AGENDA ITEM SUMMARY

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

Department: Public Works/Road

WORK SESSION ☒ **Meeting Date: 05/03/2021**

REGULAR AGENDA ☒ **Meeting Date: 05/11/2021**

Required originals approved and attached? ☒

Will be provided on:

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

This item is the Call for Bids for the annual supply contract for the 2021 Hot Mix Asphalt and CSS-1 Liquid Asphalt products for the year 2021.

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 2021 Road Fund budget includes the necessary monies required for the purchase of these materials.

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

We recommend that the Commissioners review, approve and authorize the Chair to sign the Call for Bids.

County Official signature & print name: , Ross Tyler

Name of Employee/Stakeholder attending meeting: Ross Tyler & Joe Donisi

Relevant Departments: Public Works/Road Dept.

Date submitted: 04/28/2021

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

NOTICE OF INVITATION TO BID

SEALED BIDS will be received by the Board of Clallam County Commissioners at 223 E. Fourth Street, Room 150, Port Angeles, Washington, until 10:00 a.m., Tuesday, **May 25, 2021**, at which time they will be publicly opened and read aloud for the **2021 Hot Mix Asphalt and CSS-1 Liquid Asphalt Requirements** of the Clallam County Public Works Department.

Bid price is to include all applicable taxes and to include delivery to various locations. Complete specifications and bid forms may be obtained from the Public Works Department, 223 E. Fourth Street, Suite 6, Port Angeles, WA 98362, or by calling (360) 417-2319. All bidding and related questions regarding this supply contract may be directed to Brian Wahlsten at (360) 417-2378.

Sealed bids must be clearly marked on the outside of the envelope, "**BID PROPOSAL - 2021 HOT MIX ASPHALT REQUIREMENTS**". Address bid proposal to: Board of Clallam County Commissioners, 223 East 4th Street, Suite 4, Port Angeles, WA 98362, or hand deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Bid documents delivered to other offices and received late by the Commissioners' Office will not be considered, nor will bids received by facsimile or e-mail.

Clallam County hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Clallam County will determine the lowest responsible bidder in accordance with the terms of Clallam County Code Section 3.12.070; and reserves the right to reject any and all bids and to waive informalities in the process or to accept the bid which in its estimation best serves the interests of Clallam County.

APPROVED THIS _____ DAY OF _____, 2021.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Loni Gores, Clerk of the Board

PLEASE PUBLISH: *may 14 + 21*

PLEASE BILL: Clallam County Public Works Department
223 E. 4th St., Ste. 6
Port Angeles, WA 98362



AGENDA ITEM SUMMARY

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

3C
5/11/21

Department: Clallam County Health and Human Services

WORK SESSION ☒ **Meeting Date:** 5.3.21

REGULAR AGENDA ☒ **Meeting Date:** 5/11/21

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

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance
Funding Proposals | ☐ Final Ordinance | ☒ Other 2021 - 2023 Homelessness Program |

Documents exempt from public disclosure attached: ☐

Executive summary:

The attached report was submitted to the full Homelessness Task Force on April 6, 2021. The HTF has reviewed the attached recommendations made by the RFP Review Committee and have requested these be forwarded to the BOCC for approval.

If these recommendations are approved by the BOCC, Clallam County Health and Human Services will develop statements of work and contracts for final BOCC approval. 2021-2023 Homeless Housing And Assistance Funds (2163) RFP recommendations are in the amount of \$1,000,000.00. 2021-2023 Affordable Housing Funds (2060) RFP recommendations are in the amount of \$149,624.00.

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

Funds for proposals are in the HHS 2021 budget.

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

Approval Please.

County Official signature & print name:  KEVIN LoPiccolo

Name of Employee/Stakeholder attending meeting: Jenny Oppelt and Kevin LoPiccolo

Relevant Departments: Health and Human Services

Date submitted:

* Work Session Meeting - Submit 1 single sided/not stapled copy 21-23 Homelessness Program Funding Recommendations agenda Item Summary 5.3.2121

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

Revised: 3-04-2019

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

2021 – 2023 Homeless Program Funding (2163 & 2060) RFP Summaries and Recommendations

2163 - Homeless Housing and Assistance Funds:

Proposals: \$1,000,000 was available for the 2021-2023 cycle (\$500,000 per year) for homeless housing and assistance in Clallam County.

2060 – Affordable Housing Funds:

Proposals: \$ 170,000 was available for the 2021-2023 cycle (\$85,000 per year) for affordable housing in Clallam County.

Clallam County Health and Human Services received 15 proposals. Of these, 11 were for 2163 funding and 4 were for 2060 funding.

The total funds requested for 2163: **\$1,485,331.00**

The total funds requested for 2060: **\$ 149,624**

The following members volunteered to participate on the proposal review committee. Each member has no financial interests in any entity eligible to submit a proposal.

RFP Proposal Review Committee Members:

John DeBoer

Christy Smith

Corrie Matlock-Hightower

Mary Hogan

Patrice Varda-Daylo

Facilitators (not scoring proposals):

Jenny Oppelt

HHS provided review committee members a binder of information including the RFP, Scoring sheets, copy of each proposal in addition to agency audits or financial records. The process followed was similar to the previously used proposal selection processes. On March 22, 23 and 26, 2021, the review committee assembled virtually via Blue Jean where all 15 programs that submitted proposals provided a short presentation of their proposal and answered questions posed by the review committee members. The information provided helped clarify elements of the

proposals which ultimately helped in the final rating (i.e. recommended for funding/not recommended for funding/funded at a different rate than proposed) of the proposal.

The Review Committee discussed scores and information provided by agencies at intervals throughout the three days and again at the end of the last day.

Proposals and Recommendations: 2163 Funding:

	Agency	Title of Proposal	Description	Funds Request	Funds Recommended	Details
1.	Boys & Girls Club of the Olympic Peninsula	Life Skills Training & Evening Programming for Youth Experiencing or At Risk of Homelessness	Create a weekly Life Skills program for teens that will focus on the needs of youth at risk of, or experiencing, homelessness. Increase Teen Center hours of operation to include evenings, for teens who many not be sure where they will be sleeping that night. Build capacity for, and expand relationships with, other regional organizations service homeless youth and families.	2021-22 \$36,495 2022-23 \$46,035 Total: \$82,530	2021-22 \$36,495 2022-23 \$46,035 Total: \$82,530	Fully Fund. Clear proposal and budget. Youth oriented prevention of homelessness.
2.	Concerned Citizens	A Foot Forward: SNIFF	Support for people who experience homelessness by making sure the housing they have remains secure. Focus on providing support and assistance to homeless individuals and families by assisting these individuals in finding a home, getting a job, budgeting their money to sustain their home, gain life	2021-22 \$57,000 2022-23 \$57,000 Total: \$114,000	2021-22 \$38,734.85 2022-23 \$34,200.00 Total: \$72,934.85	Partially funded overall.

			skills.			
3.	Forks Abuse DBA Mariposa House	West End Hope	Provide shelter & housing support to domestic violence survivors and to provide emergency shelter & housing support to others with a history of trauma and significant barriers.	2021-22 \$36,974 2022-23 \$38,941 Total: \$75,915	2021-22 \$36,911.30 2022-23 \$38,916.80 Total: \$75,828.10	Fully Fund (with corrected indirect based on salaries only) based on historical use of funding and clear proposal and budget. West end program thus limited resources
4.	Healthy Families of Clallam County	Safely Home	Support services therapy, advocacy-based counseling, system/medical/legal advocacy, crisis intervention, 24/7/365 crisis line, emergency housing, emergency food and other basic needs, financial literacy education, short-term financial assistance i.e.; housing application fees, deposits, rental/utility assistance, cost of birth certificates, debt reduction and other client-identified needs.	2021-22 \$65,800 2022-23 \$67,800 Total: \$133,600	2021-22 \$61,708 2022-23 \$63,599 Total: \$125,307	Fully Fund (with corrected indirect based on salaries only) based on historical use of funding and clear proposal and budget.
5.	Lutheran Community Services Northwest	Healthy Families Project	Offer triage, basic needs assistance, eviction mitigation, in-take, goal setting and connection to critical community support to assist families and individuals as they move from homelessness to housed. Family center offers drop-in services with laundry, personal care items, food pantry,	2021-22 \$100,000 2022-23 \$100,000 Total: \$200,000	2021-22 \$64,534.85 2022-23 \$60,000 Total: \$124,534.85	Partially funded due to excess of ask, other projects with fewer resources.

			computer access, support in maintaining residence once housed, assistance with navigation of services available, and assistance in obtaining and keeping employment.			
6.	OlyCap	Sequim Warming Center	Warming Center is open in extreme weather for families and individuals to have a place where they can get out of the weather, get a warm drink and food, and to provide a link to services that they might not otherwise be able to access. Hours: 9 p.m. to 7 a.m. when the projected temperature is below 35 degrees.	2021-22 \$13,000 2022-23 \$13,000 Total: \$26,000	2021-22 \$13,000 2022-23 \$13,000 Total: \$26,000	
	North Olympic Regional Veteran's Housing Network	Sarge's Place Case Manager Salary	Funding for three-quarters of full-time case manager at homeless veterans shelter. Case manager works with clients daily, aids with medical/mental health/dental appointments, connects Veterans to community resources. Aids Veterans with referrals and connectivity to keep them from becoming homeless.	2021-22 \$40,809 2022-23 \$40,809 Total: \$81,618	2021-22 \$40,809 2022-23 \$40,809 Total: \$81,618	Fully fund (stable staff, clear success)
8.	Serenity House of Clallam County	Family Shelter Case Management	Salary for one FTE case manager who assists families as they move from living in tents or cars into sustainable households.	2021-22 \$42,000 2022-23 \$42,000	2021-22 \$30,000 2022-23 \$30,000	Portion funded due to underspending in 2020

				Total: \$84,000	Total: \$60,000	
9.	Serenity House of Clallam County	Shelter Funding for Shelter Aide Staff Supporting 24/7 Operations	In local Covid response, Serenity House has provided a shelter-in-place option for the homeless. This included 24x7 operations, providing 3 meals per day and additional security. Provide wraparound services in coordination with partnering agencies. Provides 8 aides for shelter, ensuring 3 people on each shift. They provide cleaning, laundry services, transportation to appointments, minor repairs, monitor restrooms and work with security.	2021-22 \$274,560 2022-23 \$274,560 Total: \$549,120	2021-22 \$147,280 2022-23 \$142,913.20 Total: \$290,193.20	Partially funded due to past use of funds throughout the agency, findings in audit, large ask
10.	TAFY	Bridging the Gap 10	This proposal is to provide funding for essential agency operational costs of mortgage, utilities, insurance, L&I, property taxes, and technology (fire system, security system, internet).	2021-22 \$43,424 2022-23 \$43,424 Total: \$86,848	2021-22 \$19,767 2022-23 \$19,767 Total: \$39,534	No indirect, insurance, prop. MORTGAGE ?? Tax, L&I (yes; tech, utilities)
11.	TAFY	STAR Fleet Operations	This program provides transitional housing and support for twenty men in early addiction recovery who would otherwise be homeless. Clients typically enter from an inpatient treatment program,	2021-22 \$27,775 2022-23 \$23,925 Total:	2021-22 \$10,760 2022-23 \$10,760 Total:	Funded portion to include: appliances, rental subsidies, utility, deposits, transportation, housing dep., wellness passes, clothing, and medical. Not funding indirect due to

			and are provided all the support services needed to exit them employed, housed, and instable recovery.	\$51,700	\$21,520	incorrect use, peer counselor/licensed pro. counselor due to duplication of accessible service in the community.
Total:				\$1,485,331	\$1,000,000	
Proposals and Recommendations: 2060 Funding:						
1.	Habitat for Humanity of Clallam County - Maloney Heights Raise the Roofs	Maloney Heights Raise the Roofs	Maloney Heights is a 14-house affordable home ownership community in Port Angeles. In 2022 we will begin construction on homes 13 & 14. This proposal is for new construction of the complete roof systems for these final two homes.	2021-22 \$0.00 2022-23 \$25,000 Total: \$25,000	2021-22 \$0.00 2022-23 \$25,000 Total: \$25,000	Fully fund. Clear proposal and budget.
2.	Healthy Families of Clallam County	Healthy Families Emergency Shelter	This proposal request will provide 65% of the cost of 7 emergency housing (shelter) master leased apartment units. The apartments provide emergency housing to victims of domestic/sexual violence, women, children and men. This program has trained staff for support and therapeutic services funded through other sources.	2021-22 \$35,607 2022-23 \$35,607 Total: \$71,214	2021-22 \$35,607 2022-23 \$35,607 Total: \$71,214	Fully fund. Clear proposal and budget.
3.	North Olympic Regional Veteran's Housing	Sarges Place Utilities & Capitol for Sequim	Funding to aid with the water, garbage removal and power bills associated with Sarge's Place shelter and Camp Sol Duc	2021-22 \$11,000 2022-23	2021-22 \$11,000 2022-23	Fully fund. Clear proposal and budget.

	Network	Homeless Veteran's House	permanent supportive housing project.	\$31,000 Total: \$42,000	\$31,000 Total: \$42,000	
4.	TAFY	Steps to the STARS	Two capital projects are needed for safety and to improve living conditions for clients in the STAR House clean and sober transitional housing program. A new roof for the small house will extend the longevity of that 80-year old living space as well as provide some badly needed insulation. The weathered, exterior staircase and small balcony, at the main entrance to the larger group living quarters, need replacement for ongoing client safety.	2021-22 \$1,410 2022-23 \$10,000 Total: \$11,410	2021-22 \$1,410 2022-23 \$10,000 Total: \$11,410	Fully fund. Clear proposal and budget.
	TOTAL			\$149,624	\$149,624	



AGENDA ITEM SUMMARY

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

49
9/11/21

Department: BOCC

WORK SESSION ☒ Meeting Date: 05-03-21

REGULAR AGENDA ☒ Meeting Date: 05-11-21

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Vacancies exist on the Carlsborg Community Advisory Council due to the expiration of terms. A press release was issued during the month of February 2021 soliciting applications from interested citizens. One application was received.

The Director of the Department of Community Development endorses the appointment of Justin Pollack to the Carlsborg Community Advisory Council.

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

None

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve and sign resolution appointing Justin Pollack to the Carlsborg Community Advisory Council.

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

Name of Employee/Stakeholder attending meeting: Mary Ellen Winborn

Relevant Departments: DCD/BOCC

Date submitted: 04-16-21

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



RESOLUTION _____, 2021

APPOINTING A MEMBER TO THE
CARLSBORG COMMUNITY ADVISORY COUNCIL

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Vacancies exist on the Carlsborg Community Advisory Council due to the expiration of terms.
2. A press release was issued during the month of February 2021 soliciting applications from interested citizens. One application was received.
3. The Director of the Department of Community Development endorses the appointment of Justin Pollack to the Carlsborg Community Advisory Council.

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

1. **Justin Pollack** is appointed as Business or Real Property Owner within the Carlsborg Village Center representative for a term ending December 31, 2022.

PASSED AND ADOPTED this eleventh day of May, 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

ATTEST:

Loni Gores, CMC, Clerk of the Board

Bill Peach

A22.172
Appointee
DCD



AGENDA ITEM SUMMARY

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

4b
5/11/21

Department: BOCC

WORK SESSION ☒ Meeting Date: 05-03-21

REGULAR AGENDA ☒ Meeting Date: 05-11-21

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

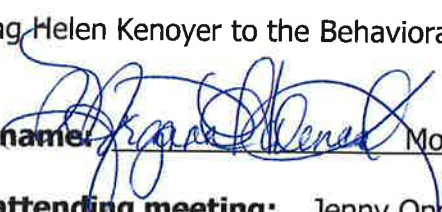
A vacancy exists on the Behavioral Health Advisory Board due to changes in the membership positions pursuant to Resolution 32, 2020. A press release was issued during the month of February 2021 soliciting applications from interested citizens. Two applications were received.

Health and Human Services and the board membership endorse the appointment of Helen Kenoyer to the Behavioral Health Program Fund 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 appointing Helen Kenoyer to the Behavioral Health Program Fund Advisory Board.

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

Name of Employee/Stakeholder attending meeting: Jenny Oppelt

Relevant Departments: HHS/BOCC

Date submitted: 04-16-21

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

Appointing Helen Kenoyer 05-11-21
Revised: 3-04-2019



RESOLUTION _____, 2021

APPOINTING A MEMBER TO THE BEHAVIORAL HEALTH PROGRAM
FUND ADVISORY BOARD

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A vacancy exists on the Behavioral Health Advisory Board due to changes in the membership positions pursuant to Resolution 32, 2020.
2. A press release was issued during the month of February 2021 soliciting applications from interested citizens. Two applications were received.
3. Health and Human Services and the board membership endorse the appointment of Helen Kenoyer to the Behavioral Health Program Fund Advisory Board.

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

1. **Helen Kenoyer** is appointed as the Consumer/Past Consumer of Substance Use Disorders Services representative for a term ending December 31, 2023

PASSED AND ADOPTED this eleventh day of May 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

ATTEST:

Loni Gores, CMC, Clerk of the Board

c: A22.52
Appointee(s)
HHS



AGENDA ITEM SUMMARY

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

4C
5/11/21

Department: Finance

WORK SESSION ☒ Meeting Date: 5/3/2021

REGULAR AGENDA ☒ Meeting Date: 5/11/2021 ✓

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Following the single audit of Clallam County for 2019, the County received a Management Letter from the Office of the Washington State Auditor relating to deficiencies in the County's written procurement policies. While no financial wrongdoing was identified, the SAO identified required language that was missing in County policies. This language relates to the use of federal funding and is required by 2016 changes to the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (known as the Uniform Guidance).

The County must update its procurement policies in order to be in compliance with federal law and to avoid future audit findings from the SAO. The County's procurement policies are set forth in Policy 560 – Purchasing, Bids, Contracts.

The proposed changes in the attached draft of Policy 560 are only the changes that are necessary to come into compliance with federal law. There are many other updates to Policy 560 that could be made to improve workflows for county staff. Those changes will be addressed at a future date. Time is of the essence for the currently proposed changes and an overhaul of the entire policy will be a time consuming process.

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

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Review proposed changes to Policy 560 and call for a public hearing on this matter.

County Official signature & print name:

Elizabeth Stanley

Employee/Stakeholder attending meeting: Elizabeth Stanley, Mark Lane, Shoona Riggs

- * 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)

560 Agenda Item Summary
Revised: 3-04-2019

Relevant Departments: Auditor, Finance, PAO

Date submitted: 4/21/2021

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

560 Agenda Item Summary
Revised: 3-04-2019

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

PUBLIC HEARING

Proposed Amendments to Clallam County Policy 560 Purchasing, Bids, Contracts

NOTICE: The Clallam County Board of Commissioners will conduct a public hearing on Tuesday, May 25, 2021 at 10:30 a.m., or as soon thereafter as possible in the Commissioners' Meeting Room of the Clallam County Courthouse, 223 East 4th Street, Room 160, Port Angeles, Washington. The public hearing is to consider the policy listed above. All proposed policies are available on the County website www.clallam.net or a free copy can be mailed to you upon request.

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

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

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

FORMAL IDENTIFICATION: Resolution Amendment Policy 560 Purchasing, Bids, Contracts

SUMMARY OF PROPOSED CHANGES:

Updates to policy language relating to spending thresholds and apparent conflicts of interest as required by federal Uniform Guidance

Publish: May 14, 2021
Bill: Board of County Commissioners.

Loni Gores, CMC, Clerk of the Board



**Office of the Washington State Auditor
Pat McCarthy**

December 14, 2020

County Commissioners
Clallam County
Port Angeles, Washington

Management Letter

This letter includes a summary of specific matters that we identified in planning and performing our single audit of Clallam County from January 1, 2019 through December 31, 2019. We believe our recommendations will assist you in improving the County's internal controls and compliance in these areas.

We will review the status of these matters during our next audit. We have already discussed our comments with and made suggestions for improvements to County officials and personnel. If you have any further questions, please contact me at (360) 790-6848.

This letter is intended for the information and use of management and the governing body and is not suitable for any other purpose. However, this letter is a matter of public record and its distribution is not limited.

We would also like to take this opportunity to extend our appreciation to your staff for the cooperation and assistance given during the course of the audit.

Sincerely,

[Insert Electronic Signature]

Carol Ehlinger, MEd, Program Manager

Attachment

Preliminary Draft - Please do not duplicate, distribute, or disclose.

Management Letter

Clallam County

January 1, 2019 through December 31, 2019

Procurement procedures

The County reported \$1,509,814 in Highway Planning and Construction Cluster grant funds (CFDA 20.205) on the Schedule of Expenditures of Federal Awards for fiscal year 2019.

Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) requires federal award recipients to establish and follow internal controls to ensure compliance with all program requirements. These controls include understanding grant requirements and monitoring the effectiveness of established controls. When using federal funds to procure goods and services, Uniform Guidance also requires recipients to follow their own documented procurement procedures, which must reflect the most restrictive of applicable federal, state, and local laws.

For this award, in addition to the Uniform Guidance, the County needed to follow the procurement policies in the Washington State Department of Transportation (WSDOT) Local Agency Guidelines (LAG) Manual, which referenced the federal regulations. The County's procurement policy outlines requirements applicable to state and local regulations. However, the policy's threshold to solicit competitive bids for public works projects is less restrictive than federal regulations and was not consistent with the thresholds included in the County code. In addition, the policies do not establish requirements for performing a cost or price analysis for procurement in excess of limits set by Uniform Guidance. Although the County performed a cost analysis and solicited competitive bids for the project as required, Uniform Guidance requires that the County's own written procedures must conform to the federal procurement requirements to ensure a cost or price analysis is performed and it follows the most restrictive of federal, state, or local thresholds and procedures for all transactions procured with federal funds.

In addition, the County's policies do not fully address the Uniform Guidance requirements regarding standards of conduct. Specifically, policies do not prohibit employee, officer or agent participation in the selection, award, or administration of a contract supported by a federal award when there is a real or apparent conflict of interest.

We recommend the County update its own written procedures to address all federal procurement requirements in compliance with Uniform Guidance, ensure the policies are consistent with County code, and ensure all departments implement the procedures consistently.

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PURCHASING, BIDS, CONTRACTS

.1 PURPOSE

- To convey Board of Clallam County Commissioners approval and delegation policies and procedures consistent with the Clallam County Purchasing Ordinance, CCC 3.12.
- To list necessary contractual language so those contracts are enforceable, legally sound, and contain appropriate wording.
- To achieve uniformity in the process of purchasing and preparing County contracts.
- To ensure that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any County program or activity.

.2 GENERAL PROVISIONS

2.1 Written Contracts / When Required

A written contract may be initiated by the County or by the other party to the agreement. It must be signed by at least one authorized representative from each party. Appendix A contains a table representing requirements for written contracts.

(1) Written Contract Always Required for Certain Purchases

A written contract is always required for the following types of purchases:

- a. All lease or rental agreements for real property
- b. All intergovernmental agreements
- c. All grants to Clallam County
- d. All union labor agreements
- e. All services with the exception of minor services such as repairs, etc where academic credentials or professional expertise are not required.
- f. Cooperative purchasing agreements
- g. Maintenance and licensing agreements (except licenses and/or maintenance agreements for standardized, non-customized, software or hardware)
- h. Other contracts/agreements deemed necessary by the BOCC or offices/departments

(2) Written Contract Required for Purchase of Goods Over \$25,000

A written contract is required for purchase of goods when the purchase by a department of a similar item from a single vendor exceeds \$25,000 per year; or,

when total business by a department with a single vendor for purchase of goods exceeds or is expected to exceed \$25,000 in a calendar year.

(3) Written Contract Required For Certain Purchases Over \$7,500

A written contract is required for the following purchases of more than \$7,500:

- a. Construction projects or "public works" contracts.
- b. Agreements for rental or lease of equipment.

2.2 Contract to be Fully Executed Prior to Purchase

Contracts should be completely executed prior to the start of any activity covered under the contract. Retroactive contracting is discouraged and an explanation must be included in the executive summary submitted during the approval process.

2.3 Conflicts to be avoided

No elected official, employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the elected official, employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The elected officials, officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

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Employees, elected officials, officers and agents of the County shall avoid conflicts of interests in the award and administration of all contracts. Failure to do so shall render the related contract null and void, and will result in disciplinary actions being taken by the County up to and including termination. Individuals may also be subject to other civil or criminal liability or penalty as available to the County to pursue under law;

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2.43 Other Considerations for Purchase of Goods or Services

Prior to making a purchase for the acquisition of goods or services, County Officials are responsible to:

- a. Ensure that the purchase of goods or services is in accordance with the Clallam County Code, this policy, and any applicable grant requirements.
- b. Determine that funding is available in the appropriate budget and, if not submit the required budget change documents prior to the purchase.
- c. If a contract spans more than one calendar year, consider the impact on future budgets and include a non-appropriation clause. The standardized contract contains a non-appropriation clause that can be used on other contracts as well.

2.54 Sub-dividing Purchase Not Allowed

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

4 CONTRACT AWARD AND EXECUTION (SEE APPENDIX B)

4.1 Board Award and Approval Required for Certain Contracts

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

4.2 Administrator may Award and Approve Certain Contracts

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

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

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

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

Purchase of Goods – The Public Works Director may delegate authority to approve purchase of goods from the ER&R Fund, the REET Fund, or the Capital Outlay Fund that do not require a formal bid or a formal contract. The Public Works Department may approve payment for purchase of fuel and payment for utility services. Purchase of oil products for road maintenance from the state bid or interlocal agreement may be approved by department personnel.

4.4 County Officials may Approve Certain Documents

Vendor agreements such as work orders, work requests, etc. for commonly used minor services such as repairs where academic credentials or professional expertise are not required, in an amount less than \$10,000 may be approved by the County Official. Purchase of goods less than \$10,000 may be approved by the County Official. County Officials may approve the County's personal services agreements in an amount less than \$10,000. County Officials may not approve other formal contracts that contain a liability clause or intergovernmental agreements no matter the dollar amount.

In order to be eligible for approval by the County Official, the purchase must be made within the current calendar year and funds for the purchase have been previously allocated in the budget. The County Official is responsible to comply with any applicable bidding requirements, capital budgetary restrictions, review by the Prosecuting Attorney if required, and contract indexing. Approval for any purchase that requires informal or formal bidding under this policy may not be delegated by the County Official to a subordinate other than their designated acting in their absence (charter exempt in the case of elected officials).

.5 CONTRACT AMENDMENTS

Amendments (change orders, addendum) will be in writing and signed by both parties. Amendments cannot alter the nature of the project or change its scope beyond what a reasonable bidder would consider a modification, as opposed to a different project. Specific cases should be reviewed with the Prosecuting Attorney to determine whether the proposed changes require an amendment or a new contract. Expired contracts may not be amended. In cases where the County anticipates additions to the scope of work as more funding becomes available, bid specifications (if required) and the original contract's scope of work should so state. The following rules govern the approval of amendments, and change orders:

- a. Contracts approved by the Administrator may be amended by the Administrator.
- b. Contracts approved by the Board must be amended by the BOCC, except that, the Board may authorize approval of amendments by the Administrator.

- c. Change orders and addendums on Public Works construction projects may be approved by the County Engineer, Public Works Director, or Administrator.
- d. Change orders and addendums on projects under the supervision of the Parks, Fairs, and Facilities Department may be approved by the Parks, Fairs, and Facilities Director or the Administrator.

.7 CONTRACTUAL LANGUAGE

This section is intended to ensure that a contract includes certain contract language so that the contract is enforceable, legally sound, and contains appropriate wording. It will also serve to highlight the difference between "form" and "substance."

7.1 Contract Elements

The contract elements listed below are generally required in all contracts. Exceptions may be approved by the Prosecuting Attorney's Office.

- a. Contract title
- b. Name, address, phone, and fax numbers of all parties
- c. County's authorized representative
- d. Contractor's legal entity type
- e. Purpose, scope of the contract, or scope of work
- f. Term or duration of the contract
- g. Compensation and payment terms
- h. Provisions for modifications and changes
- i. Provisions for contract termination
- j. Provisions for remedies if there is a violation or breach of contract terms
- k. Clause describing dispute resolution
- l. Non-discrimination language
- m. Insurance, liability, indemnification language

In addition to the above, for those contracts funded through Federal awards, the following additional contractual provisions are required to be included:

- a. For contracts over \$10,000, provisions to address termination for cause and for convenience by the County.
- b. Provision requiring compliance with the Equal Employment Opportunity as amended by Executive Order 11375.
- c. For prime construction contracts over \$2,000, provision requiring compliance with the Davis-Bacon Act (40 U.S.C 3141-3148) as supplemented by Department of Labor regulations, including requiring contractors to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor and not less than once per week. Also provision requiring contractor compliance with the Copeland "Anti-Kickback" Act as supplemented by Department of Labor regulations.
- d. For contracts over \$100,000 that involve the employment of mechanics or laborers, provisions requiring compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C 3701-3708).

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- e. For Federal awards meeting the definition of a "funding agreement", contracts with a small business firm or nonprofit organization that allow substitution of parties, assignment or performance of experimental, developmental or research work under the funding agreement, provisions are to be included requiring compliance with the Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Governmental Grants, Contracts and Cooperative Agreements (37 CFR Part 4010).
- f. For Contracts in excess of \$150,000, provisions requiring compliance with the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C 1251-1387).
- g. Provisions requiring compliance with mandatory standards and policies relating to energy efficiency outlined by the state of Washington's energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201)
- h. Provisions requiring contractor representation that it is compliance with Federal Debarment and Suspension requirements.
- i. For contracts over \$100,000, provisions requiring contractor compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

[LANGUAGE ABOVE TAKEN FROM APPENDIX II OF PART 200]

7.2 Standardized Contracts Encouraged

Standard form contracts are maintained by the County for Personal/Professional Services and for Architectural/Engineering Services. These contracts have been pre-approved as to form by the Prosecuting Attorney. The Prosecuting Attorney's Office will review standardized contracts at least biannually.

When a County department initiates a contract, a standardized contract will be used whenever possible. Standardized Contracts are maintained on the County's Intranet.

7.3 Vendor Contracts

A vendor/contractor may provide the County with a written pre-printed contract document. Common vendor supplied contracts include purchase agreements, maintenance and licensing agreements, and work orders. Vendor contracts must be reviewed by the prosecuting attorney prior to approval.

7.4 Grant Contracts

Contract language required by the conditions of a private, federal or state grant will be included. Grant contracts must be reviewed by the prosecuting attorney prior to approval.

.8 CONSULTATION WITH THE PROSECUTING ATTORNEY AND APPROVAL AS TO FORM

8.1 Standardized Contracts

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Contracts using pre-approved forms are not required to be reviewed for form by the Prosecuting Attorney's Office prior to the solicitation for bids or prior to executing the contract as long as no changes have been made to the standardized language and insurance requirements have been applied at, or above, the matrix contained in Appendix C. Departments are encouraged to consult the Prosecuting Attorney's Office for assistance on complex or unfamiliar scope of work or compensation sections. Commonly used pre-approved contract forms are located on the County's Intranet site.

8.2 Review of Non-Standard Form Contracts and Vendor Contracts

Written contracts not using an approved Standardized Form must be reviewed by the Prosecuting Attorney's Office prior to the approval of the contract, except that, contracts for repairs to be completed as part of an emergency declaration do not require Prosecutor review if the review is not able to be accomplished in a timely manner. In addition, service orders or work orders for minor services where academic credentials or professional expertise are not required in an amount under \$7,500, and purchase orders for purchase of goods less than \$25,000 do not require prosecutorial review. If these documents contain an indemnity clause or liability clause it must still be reviewed by the prosecutor.

10 FEDERAL FUNDS – SUBRECIPIENTS AND VENDORS

10.1 Sub recipients and Vendors

The County Official in the department responsible for the contract is responsible to ensure that awards and/or payments are not made to any party who is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs. Prior to signing a contract with a sub recipient or vendor the County Official responsible for administration of the contract is responsible to ensure that sub recipients or vendors are eligible to receive federal funds.

10.2 Contract Requirements for Sub recipients

When the County contracts with a sub recipient who distributes federal funds, the sub-recipient is subject to the Single Audit Act. Contracts with sub recipients will include the language addressing the following:

- a. The secondary recipient of the federal funds should be referred to in the contract as a "sub recipient" once it is determined that they are a sub recipient, not a vendor.
- b. Single Audit requirements should be defined for sub recipients:
 - A requirement that the sub-recipient comply with the Single Audit Act of 1984 as amended.
 - A requirement that the sub recipient permits independent auditors access to its financial records.

- A requirement that the sub recipient maintain accounting records that will enable identification of all federal funds received and expended by catalog of federal domestic assistance number (CFDA#).
- A requirement that if a Single Audit is required, a copy of the audit report is submitted to the County, within the time limit set forth in the Single Audit act.
- A requirement that if a Single Audit is not required, the County is allowed to perform a fiscal review of the sub recipient's financial records.
- A requirement that if a sub recipient is debarred or suspended from participation in federal programs during the contract period, the contract is voided.
- A requirement that the sub recipient check the "List of Parties Excluded From Federal Procurement and Non-procurement Programs," prior to awarding sub-grants or contracts.

10.3 Title VI Contract Requirements

- a. Appendix D shall be included in every contract subject to Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) the Act and the applicable implementing Regulations.
- b. Appendix E shall be included, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
- c. The appropriate clauses set forth in Appendix F shall be included, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under a Federal Aid Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under a Federal Aid Program.

15 CONTRACT ADMINISTRATION

Contract administration is the process by which the County, acting through one or more of its officials or staff, assures performance of contractual obligations. This encompasses all activity by the County and the contractor from the time the contract is awarded until the time the contract work has been completed and accepted, payment is made, all disputes resolved, and the contract has been formally closed out.

15.1 Contract Administration Responsibilities

Contract administration may include, but is not limited to, the following functions:

- a. Ensuring required insurance or other required documents are obtained and documented prior to commencement of work, and maintained throughout the term of the contract.

- b. Making payments to contractors according to the terms of the contract.
- c. Providing interpretations of terms and conditions of the contract to the contractor.
- d. Giving technical direction and assistance to contractors.
- e. Inspecting and accepting work performed by contractors.
- f. Preparing modifications to contracts.
- g. Reviewing certain proposed subcontracts if contract terms require such reviews.
- h. Terminating contracts for cause, convenience or default.
- i. Maintaining a contract file.
- j. Closing out the contract when it is completed.
- k. Providing assistance in the event of an audit.

15.2 Responsibility for Administration of Contracts

The County Official initiating the contract is responsible for the administration of the contract. Each contract will be assigned a contract officer by the initiating department who, on behalf of the County, will be responsible for coordinating the applicable contract management activities listed above for the assigned contract(s).

15.3 Index and Tracking of Contracts Required

The County maintains a contract tracking and indexing system designed to ensure that a centralized record of each contract is maintained where County Officials can monitor contract expiration, compliance and other issues. County Officials are responsible to ensure that the contract index is completed properly, accurately reflects the department's contracts, and is maintained during the life of the contract. Indexes are maintained on the County intranet.

All written contracts approved by the Board, the Administrator, or a County Official must be indexed and reflect the index number on the contract document. Amendments, change orders, or supplements that change compensation and/or the term of the contract must be indexed using the number of the original contract followed by a sequential "amendment" number in the next field. Amendments, change orders, and supplements may be indexed using a new number but must reflect a reference to the original contract number.

Unless otherwise approved by the Administrator, a unique identifying number will be assigned by the County Official responsible for the contract, to each new contract in the following form: the three digit budget identifier assigned to the budget from which the funds are allocated, followed by the two digit year of the contract execution date, followed by a sequence number of up to five characters that may include any combination of numbers and letters assigned by the department which will uniquely identify the contract within the initiating department or office. For example, the first contract written in Human Resources for 2017 could be assigned the number 461.17.01. In order to provide for proper tracking, the identifying number will be written on the upper right of each contract, amendment, or change order.

15.4 Document Retention, Official File, Public Disclosure

The official contract file including either an original signed contract or a copy of the signed contract and all documents associated with the contract will be maintained by the initiating department. Any destruction of these records will be in accordance with approved retention schedules in the appropriate department. Requests for public disclosure of contracts and related documents will be referred to the initiating department. Documents associated with a contract would include but not be limited to: vendor list printout, written/phone quotation form, bid specifications, bid quotations, RFP's, contract proposals, activity reports, requests for reimbursement, and any other documents made or received by the County in connection with the contract or agreement.

An original contract and any approved amendments are retained by the Clerk of the Board. The Commissioners Office file does not include supporting documents and is not considered the official file.

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If, due to the dollar amount, the purchasing transaction does not require a written contract in accordance with the Contracting Policy, all documents leading up to the purchase/expenditure may be attached to the original payment voucher. The original payment voucher is retained by the Auditor's office.

.20 BID PROCEDURES (EXCEPT PUBLIC WORKS PROJECTS)

20.1 Formal Bids Required for Purchase of Goods in Excess of \$25,000

In accordance with CCC 3.12, formal bids are required for purchases in excess of \$25,000. In addition, certain purchases require formal bidding in accordance with RCW. County Officials are responsible to have knowledge of those purchases required to comply with formal bid procedures.

(1) Bid Documents to be Maintained

Departments are responsible to maintain solicitations, responses, contracts, and other documents related to any purchase made using formal bid procedures and to make them available for public inspection and disclosure. The file will be retained according to the department's retention schedule.

(2) County Official Responsibilities for Formal Bids

The County Official responsible for the purchase is responsible for the following:

- a. Preparation of Specifications - Specifications should be detailed. If the County anticipates that the contract period, the quantity of items to be purchased and/or the scope of work may be modified or increased, the specifications should so state.
- b. Preparation of an independent cost or price analysis for any purchase of goods over \$150,000 to be funded with Federal awards, with such analysis to be completed prior to receiving of bids.
- cb. Preparation of Call for Bids - The Call for Bids form is available on the County intranet. Bid responses must be received by the Clerk of the Board, not the department. Bids must be received by the Clerk of the Board no later than 10AM on the date of bid opening. Arrival at any other County office or location is not acceptable. Bids must arrive sealed and must be clearly marked on the outside as stated in the Call for Bid. The bid opening date is scheduled for a regular meeting of the Board and must be a minimum of 14 days after the Call for Bids is approved by the Board. A longer period for response is acceptable.
- de. Preparation of Bid Response Form or Documents.
- ed. Submission of Documents to the Board for work session and regular agenda in accordance with Policy 120.
- fe. Payment for the cost of advertising and/or call for bids in the County's legal newspaper.

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- gf. Publication of the call for bids, other than that required in the County's legal newspaper, and payment for such.
- hg. Distribution of specifications and/or response packets to prospective bidders.
- ih. Pre-bid meeting if appropriate.
- ji. Evaluation of bid responses after bid opening and recommendation for award to the Board or Administrator as appropriate.
- kj. Notification to bidders of the award.
- lk. Preparation of a written contract including any required review, recording in the County's contract index, and submittal for approval.
- ml. Completion and submittal of the Bid Confirmation Form.
- nm. Administration of the contract per this policy.
- on. Establishment and maintenance of official contract file including bid specifications, responses, contract, and other related documents.

(3) Clerk of the Board Responsibilities

- a. Publication of the call for bids as required by law.
- b. Accepting and securing bid responses.
- c. Ensuring full execution of the contract once approved by the County.
- d. Distribution and filing of fully executed contract.

20.2 Informal Bids/Quotes Required for Purchase of Goods between \$5,000 and \$25,000

In accordance with CCC 3.12, purchases where the purchase price is between \$5,000 and \$25,000 require that informal bids be solicited prior to the purchase.

(1) Vendor List to be Maintained

A categorized list of vendors shall be maintained in accordance with the requirements of applicable RCW's and CCC 3.12 by the Clerk of the Board. The Clerk of the Board shall advertise in January and July in the County's legal newspaper, the existence of the list and solicit vendors to be included. Vendors may submit required data to the County and be added to the list at any time. The County's vendor list shall be published on the County's Internet site. The Clerk of the Board will establish forms and procedures for maintaining the list.

(2) Solicitation of Informal Bids/Quotes

Solicitation of informal bids may be made in person or by mail, telephone, fax, or e-mail. Responses must be in writing and may be fax, e-mail, or may be pages from published catalogs, published advertisements, or other written documents. Any solicitation must include at least 3 vendors, if available, from the County's Vendor List. Vendors not on the County's Vendor list may be solicited in addition.

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(3) Bid/Quote Documents to be Maintained

Departments are responsible to maintain solicitations, responses, contacts, and other documents related to any purchase made using informal bid procedures and to make them available for public inspection and disclosure. The file will be retained according to the department's retention schedule.

(4) List of Purchases Made Using Informal Bids/Quotes to be Published

The Auditor is responsible to publish and post, at least every 2 months, a listing of all purchases made using informal bidding procedures. The list will contain at a minimum, the vendor name, a brief description of the item(s) purchased, the amount of the purchase, the date, and the department that made the purchase and possesses the official file. The list may be published on the County's internet site and posted on the public bulletin board in the Courthouse.

(5) County Official Responsibilities When Using Informal Bid Procedures

The County Official responsible for the purchase is responsible for the following:

- a. Preparation of Specifications - Specifications should be detailed. If the County anticipates that the contract period, the quantity of items to be purchased, and/or the scope of work may be modified or increased, the specifications should so state.
- b. Solicitation to vendors in accordance with this policy.
- c. Evaluation of bid responses and award to the lowest bidder as defined in this policy.
- d. Preparation of a written contract if required, including any required review, recording in the County's contract index, and submittal for approval.
- e. Completion and submittal of the Bid Confirmation Form.
- f. Administration of the purchase/contract per this policy.
- g. Establishment and maintenance of official purchase/contract file including bid specifications, responses, contract, and other related documents.

20.3 Requests for Proposals/Qualifications Required for Certain Services

Except as exempted below, acquisition of services, anticipated to be in an amount exceeding \$75,000, require a formal request for proposals or qualifications (RFP/RFQ). In addition, certain services may require an RFP/RFQ by statute, grant, or other requirements. County Officials are required to have knowledge of those services requiring non-standard purchasing procedures.

20.4 Informal Proposal Process Required for Services between \$25,000 and \$75,000

Services expected to cost between \$25,000 and \$75,000 require an informal proposal process to be followed. County Officials are responsible to solicit at least 3 providers to make informal, written proposals. Section 20.2 (2) and (3) apply. If the department chooses to advertise the RFP/RFQ, costs are the responsibility of the department. Proposals shall be returned to the department requesting the informal proposal process. Proposals must be evaluated by the initiating department and the service awarded based on criteria including but not limited to, the proposal that best meets the County's needs, qualifications, and price.

Departments may use the informal proposal process to solicit proposals for services under \$25,000 when they believe the process would result in a broader response and/or better quality proposal.

20.5 Certain Services Exempt from Requirements for Proposals

Certain services are exempt from the bidding or RFP/RFQ procedures required under this section unless otherwise required by statute. They include:

- a. Attorney Services, including indigent defense
- b. Insurance Services, including bonding
- c. Tourism promotional services
- d. Services of the Economic Development Council
- e. Architects and professional engineers
- f. Registered surveyors
- g. Expert witnesses for litigations or potential litigation
- h. Medical professionals including but not limited to doctors, psychiatrists, and psychologists
- i. County fair entertainment
- j. Training for County employees

20.6 Requirements for Formal and Informal RFP/RFQ

(1) Proposals and Other Documents to be Maintained

Departments are responsible to maintain solicitations, responses, contacts, and other documents related to any services acquired using these procedures and to make them available for public inspection and disclosure. The file will be retained according to the department's retention schedule.

(2) County Official Responsibilities for Requests for Proposals for Services

The County Official responsible for the acquisition of services is responsible for the following:

- a. Preparation of Specifications/Scope of Work/Qualification of Vendors - Specifications should be detailed. If the County anticipates that the contract period and/or the scope of work may be modified or increased, the specifications should so state.
- b. Preparation of an independent cost or price analysis for any purchase of services over \$150,000 to be funded with Federal awards, with such analysis to be completed prior to receiving of bids.
- c. Preparation of RFP/RFQ - The RFP/RFQ form is available on the County intranet. Responses must be received by the Clerk of the Board, not the department. Proposals must be received by the Clerk of the Board no later than 10AM on the date of scheduled opening. Arrival at any other County office or location is not acceptable. Proposals must arrive sealed and must be clearly marked on the outside as stated in the RFP/RFQ. The proposal opening date is scheduled for a regular meeting of the Board and must be a minimum of 14 days after the RFP/RFQ is approved by the Board. A longer period for response is acceptable.
- de. Preparation of RFP/RFQ Response Form or documents.
- ed. Submission of documents to the Board for work session and regular agenda in accordance with Policy 120.
- fe. Payment for the cost of advertising the RFP/RFQ in the County's legal newspaper.
- gf. Publication, other than that required in the County's legal newspaper, and payment for such.
- hg. Distribution of specifications and/or response packets to prospective bidders.
- ih. Pre-proposal meeting if appropriate.
- ji. Evaluation of responses after proposal opening and recommendation for award to the Board or Administrator as appropriate.
- kj. Notification to proposers of the award.
- lk. Preparation of a written contract including any required review, recording in the County's contract index, and submittal for approval.
- ml. Completion and submittal of the Bid Confirmation Form.
- nm. Administration of the contract per this policy.
- on. Establishment and maintenance of official contract file including proposal specifications, responses, contract, and other related documents.

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(3) Clerk of the Board Responsibilities for RFP/RFQ for Services (Formal RFP/RFQ Only)

- a. Publication of the RFP/RFQ as required by law.
- b. Accepting and securing responses.

- c. Ensuring full execution of the contract once approved by the County.
- d. Distribution and filing of fully executed contract.

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20.7 Required Title VI Notices in all solicitations for bids for work or material.

In accordance with the County's Title VI Plan, all solicitations for bids for work or material shall include the following notice:

"Clallam County hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award."

.30 BID PROCEDURES FOR PUBLIC WORKS PROJECTS

30.1 Formal Bids Required for Non-Federal Award Funded Public Works Projects of \$200,000 or More and Federal Award Funded Public Works Projects over \$150,000

In accordance with CCC 3.12, formal bids are required for non-Federal award funded Public Works projects of an estimated value of \$200,000 or more. In addition, public works projects require formal bidding in accordance with RCW and the Standard Specifications for Road, Bridge, and Municipal Construction and for Federal award funded Public Works Projects of an estimated value over \$150,000. County Officials in departments requiring such services are responsible to have knowledge of those services required and comply with formal bid procedures.

(1) Bid Documents to be Maintained

Departments are responsible to maintain solicitations, responses, contacts, and other documents related to any contracted project made using formal bid procedures and to make them available for public inspection and disclosure. The file will be retained according to the department's retention schedule.

(2) Public Works Director Responsibilities for Formal Public Works Bids

The Public Works Director is responsible for the following:

- a. Preparation of Specifications - Specifications should be detailed and as per the Standard Specifications for Road, Bridge and Municipal Construction where required. If the County anticipates that the contract period, the quantity of items to be purchased and/or the scope of work may be modified or increased, the specifications should so state.
- b. Preparation of an independent cost or price analysis for any purchase of goods and/or services over \$150,000 to be funded with Federal awards, with such analysis to be completed prior to receiving of bids.
- c. Preparation of Call for Bids - The Call for Bids form is available on the County intranet. Bid responses must be received by the Clerk of the Board, not the department. Bids must be received by the Clerk of the Board no later than

10 a.m., or other time as determined by the Clerk of the Board, on the date of bid opening. Delivery to or arrival at any other County office or location is not considered receipt by the Clerk of the Board. Bids must arrive sealed and must be clearly marked on the outside as stated in the Call for Bid. The bid opening date is scheduled for a regular meeting of the Board to allow for publications to occur once each week for two consecutive weeks prior to bid opening. A longer period for response is acceptable and is required by certain grant funding sources.

- c. Preparation of Bid Response Form or Documents.
- d. Submission of Documents to the Board for work session and regular agenda in accordance with Policy 120.
- e. Payment for the cost of advertising and/or call for bids.
- f. Publication of the Call for Bids in other than that required in the County's legal newspaper and payment of such publication.
- g. Distribution of specifications and/or response packets to prospective bidders.
- h. Pre-bid meeting if appropriate.
- i. Evaluation of bid responses after bid opening and recommendation for award to the Board or Administrator as appropriate.
- j. Notification to bidders of the award.
- k. Preparation of a written contract including any required review, recording in the County's contract index, and submittal for approval.
- l. Completion and submittal of the Bid Confirmation Form or pre-approved Bid Tabulation Form.
- m. Administration of the contract in accordance with this policy, per the project specifications and any requirements set by a grant funding source.
- n. Establishment and maintenance of official contract file including bid specifications, responses, contract, and other related documents.

(3) Clerk of the Board Responsibilities

- a. Publishing of the Call for Bids as required by Statute.
- b. Accepting and securing bid responses.
- c. Ensuring full execution of the contract once approved by the County.
- d. Distribution and filing of fully executed contract.

30.2 Small Works Procedures - Public Works

Procedures for Small Works Projects, including the Small Works Roster shall be in accordance with RCW 39.04 and CCC 3.12. Responses to bids for Small Works Projects may be received by the Public Works Department.

30.3 Required Title VI Notices in all Federally-Funded programs.

In accordance with the County's Title VI Plan, all solicitations for bids for work or material in all federally-funded programs shall include the following notice in all solicitations for work or material:

"Clallam County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award."

.35 BID CONFIRMATION FORM REQUIRED/PAYMENT VERIFICATION PROCEDURES

Any purchase of goods or services, including any Public Works project, that requires a formal bid, informal quotes, small works procedures, or an RFP/RFQ requires the completion of the "Bid Confirmation Form" or other approved form. The Bid Confirmation Form is located on the County's Intranet site. The form must be completed by the department responsible for the bid process. The form must contain information from all responders to the bid process.

In any case where a written contract is required, the form must be submitted to the Board, Administrator, or Public Works Director/County Engineer as the case may be, as part of the request to award the bid/contract.

In lieu of providing an actual copy of the contract with the payment voucher as required by CCC 3.12.050, the bid confirmation form must be submitted with the first voucher for payment submitted to Auditor's accounts payable. The form is used by the Auditor's accounts payable to verify that the bid process has been accomplished and to include in reporting of contracts awarded under the informal bid process. The contract number will be noted on subsequent vouchers. In situations where a written contract is required but bidding is not required, the contract number will be noted on each voucher.

.40 SOLE SOURCE PURCHASES

Solicitation of formal bids, informal bids/quotes, and/or an RFP/RFQ may be dispensed with where the purchases are clearly and legitimately limited to a single source of supply or which involve special facilities or market conditions. Terms may be established by direct negotiation. Sole source is not intended to limit a purchase to a particular brand or vendor unless no other brand/vendor is able to supply goods or services that meet specifications of a business nature required by the county. Used materials, supplies or equipment may be purchased using this section.

County Officials requesting approval of a purchase as sole source are required to complete and submit a "Sole Source Purchase Request" form. The form will be approved prior to the request.

In the case of purchase of goods or services that otherwise would require a formal bid or request for proposals, the form must be submitted and approved by the Board of Commissioners. In the case of purchases that otherwise would require informal bid/quote, the Administrator may approve the form. The form must then be submitted, with the voucher for payment, to the Auditor's accounts payable.
The approval of a purchase of goods or services as sole source does not alter contract requirements.

.42 EMERGENCIES

An emergency means unforeseen circumstances beyond the control of the County that either:

- a. Present a real, immediate threat to the proper performance of essential functions.
- b. Will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.

If an emergency exists, the Board of Commissioners may declare an emergency and award all necessary contracts for purchases or public works on behalf of the County to address the emergency without complying with any of the other provisions of this chapter. In situations requiring an immediate declaration of emergency, the County Administrator may, after making a reasonable attempt to contact each available Commissioner, declare the existence of an emergency.

If the County Administrator is unavailable, the Public Works Director, Sheriff, Prosecuting Attorney, Public Health Officer, or Director of the Department of Community Development, in that order, may, after making a reasonable effort to contact each available Commissioner, declare such emergency.

All emergencies declared by other than the Board of Commissioners shall be presented to the Board of Commissioners at their next regular meeting for consideration of ratification. If a contract is awarded under the authority of this section, a written finding of the existence of the emergency shall be made by the County Official and filed in the records of that official's office or department no later than two (2) weeks following the award of the contract.

Any contract entered into under these emergency provisions shall contain provisions allowing the County to terminate the contract for convenience or because of the conclusion of the emergency. The contract termination provisions shall provide that the County shall pay to the contractor only that portion of the contract price corresponding to work completed to the County's satisfaction prior to termination, together with costs necessarily incurred by the contractor in terminating the remaining portion of the work, less any payments previously made.

.44 COOPERATIVE PURCHASING

The County and its departments are encouraged to join with other units of local, state, or federal government in cooperative purchasing plans pursuant to RCW 39.34 or any other authorizing statute to the extent permitted by state law.

Cooperative purchasing agreements shall provide that each of the participating units of government shall be separately invoiced by the vendors or service providers for purchases made under such plans and that the County shall not be obligated for any purchases other than those required for its own use and supplied pursuant to the request of the County.

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.46 INTERGOVERNMENTAL PURCHASES

Purchases or services may be obtained from local, state, or federal entities (including but not limited to the state bid contracts and GSA contracts) upon direct negotiation without complying with bidding requirements in this policy.

.50 EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the County. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the County's Title VI Specialist for review and action.

In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:

- a. The date of alleged act of discrimination; or
- b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the County or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the County, the person shall be interviewed by the Title VI Specialist. If necessary, the Title VI Specialist will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the County's investigative procedures set forth in Administrative Policy 235.

Within 10 days, the Title VI Specialist will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as WSDOT and USDOT.

The County will advise WSDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to WSDOT:

- a. Name, address, and phone number of the complainant.
- b. Name(s) and address(es) of alleged discriminating official(s).
- c. Basis of complaint (i.e., race, color, national origin or sex)
- d. Date of alleged discriminatory act(s).
- e. Date of complaint received by the County.

- f. A statement of the complaint.
- g. Other agencies (state, local or Federal) where the complaint has been filed.
- h. An explanation of the actions the County has taken or proposed to resolve the issue raised in the complaint.
- i. Within 60 days, the Title VI Specialist will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the County Administrator. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
- j. Within 90 days of receipt of the complaint, the head of the County will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with WSDOT, or USDOT, if they are dissatisfied with the final decision rendered by the County. The Title VI Specialist will also provide WSDOT with a copy of this decision and summary of findings upon completion of the investigation.
- k. Contacts for the different Title VI administrative jurisdictions are as follows:

Washington State Department of Transportation
Office of Equal Opportunity, Title VI Program
PO Box 47314
Olympia, WA 98466
360.705.7098

Federal Highway Administration
Washington Division Office
711 Capitol Way South, Suite 501
Olympia, WA 98501
360.534.9325

.80 FREQUENTLY ASKED QUESTIONS

The questions and answers below are intended to guide employees in topics where questions are often asked. This is not intended to be an all-inclusive list of issues, topics, or answers. The information provided below is enforceable as a part of this policy.

- ***Can an Elected Official or Department Head (County Official) sign a contract?***

County Officials are authorized to sign vendor supplied documents such as work orders and work requests commonly used for minor services such as repairs in an amount less than \$10,000. In addition, purchase orders and purchase agreements for goods in an amount less than \$10,000 may be signed by the County Official. The limitations include installation, tax and shipping. To be eligible for approval by the County Official, funds for the purchase must have been previously allocated in the budget, and the purchase must be made in the current year's budget. County Officials may approve the County's personal services agreements in an amount less than \$10,000. County Officials may not approve other formal contracts that contain liability clauses or intergovernmental agreements.

Vendor documents approved by County Officials still require indexing and, if appropriate, prosecutor review. Bidding is also required, if applicable. A complete contract file with all associated documents must exist in the approving department. Approval for any purchase that requires bidding under this policy may not be delegated by the County Official to a subordinate other than their designated acting in their absence (charter exempt in the case of elected officials).

- ***Can a vendor contract form be used instead of a County contract?***

Yes, but when the contract is for the provision of services, the County standard personal services contract contains language required by the Prosecuting Attorney that may not be in a vendor's standard contract. For minor services such as repairs and for purchase of goods, many vendors use standard forms commonly called a service orders, service requests, work orders, or purchase orders.

- ***Does the Prosecuting Attorney need to approve "all" written contracts?***

No. Pre-approved contracts for various services including personal services contract, contract for training, fair vendor contracts, and others exist and do not need prosecutor's review if no changes have been made to the general or special conditions and the standardized insurance provisions have been followed (See Appendix C). For minor services such as repairs and purchase of goods, many vendors use a standard form commonly called a service order, service request, work order, or purchase order. These forms may be used and do not require prosecutorial review unless they contain an indemnity clause or liability clause. The appropriate official approving the form, should, however, read the form and if a question arises, consult the Prosecuting Attorney's Office before signing. Other vendor contracts or County contracts not previously approved require prosecutor review.

APPENDIX A
WRITTEN CONTRACTS REQUIRED

Type of Purchase	Written Contract Required
1. ALL: -Rental Agreements for Real Property -Intergovernmental Agreements -Grant Agreements -Union/Labor Agreements -Cooperative Purchase Agreements -Personal or Professional Services -Maintenance and Licensing Agreements	YES
2. Purchases of goods over \$25,000:	YES
3. Certain purchases over \$7,500: -Equipment leases or rentals -Repairs of fixed assets	YES
4. Purchase of goods less than \$25,000	NO
5. Repairs of fixed assets under \$10,000	NO

APPENDIX B
APPROVAL OF CONTRACTS

Type of Contract	Approval
1. All multi-year expenditure contracts exceeding \$25,000 unless a non-appropriation clause is included in the contract. (sec 4.1)	BOCC approves and awards
2. All union labor agreements. (sec 4.1)	BOCC approves and awards
3. Real property transactions. (sec 4.1)	BOCC approves and awards
4. Any agreement requiring a budget emergency or supplement not previously approved by the Board. (sec 4.1)	BOCC approves and awards
5. Any other contract or agreement which by statute must be approved by the governing body of the County. (sec 4.1)	BOCC approves and awards
6. All expenditure or revenue contracts more than \$50,000 per year. (sec 4.1)	BOCC approves and awards
7. Certain contracts \$50,000 or less per year. (sec 4.2)	Administrator approves and awards.
8. Small Works project contracts under \$35,000 (sec 4.3)	Public Works Director/County Engineer approves.

9. Vendor supplied work orders for services under \$10,000 or purchase orders for purchase of goods under 10,000. Certain conditions apply. (sec 4.4)	County Official Approves
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APPENDIX C
STANDARDIZED INSURANCE REQUIREMENTS

Type of Coverage	When Required	Occurrence Limit	Aggregate Limit
Professional Legal Liability	If contractor is a licensed professional including but not limited to the following: - Accountants - Architects - Attorneys - Contractors - Engineers - R/E Appraisers - R/E Brokers - Surveyors - Sanitararians	See Table Below	Not Applicable
Workers' Compensation	Statutory	Not Applicable	Not Applicable
Commercial General Liability	If there is contact with the public.	1. If less than \$25,000, the limit is \$500,000. 2. If between \$25,000 and \$1,000,000, the limit is \$1,000,000. 3. If between \$1,000,000 and \$5,000,000, the limit is \$2,000,000. 4. If greater than \$5,000,000 the limit is set by Risk Management Division.	1. If less than \$25,000, the limit is \$1,000,000. 2. If between \$25,000 and \$1,000,000, the limit is \$2,000,000. 3. If between \$1,000,000 and \$5,000,000 the limit is \$5,000,000. 5. If greater than \$5,000,000 the limit is set by Risk Management Division.

Type of Coverage	When Required	Occurrence Limit	Aggregate Limit
Automobile Liability	If driving is involved and contract is less than \$25,000.	\$100,000 each accident combined bodily injury and property damage.	\$300,000.
Business Automobile Liability	If driving is involved and contract is greater than \$25,000.	\$1,000,000 each accident combined bodily injury and property damage.	Not Applicable

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Appendix C (Continued)

PROFESSIONAL LIABILITY INSURANCE LIMIT SCHEDULE	
PROFESSIONS:	PROFESSIONAL LIABILITY
Accountants	\$1,000,000
Architects	1,000,000
Attorneys	1,000,000
Contractors	1,000,000
Counselors	250,000
Dietitians	100,000
Embalmer	1,000,000
Engineers	1,000,000
Escrow Agent	1,000,000
Fire Sprinkler System Contractors	1,000,000
Landscape Architects	250,000
Nutritionists	250,000
Private Detectives	500,000
Process Servers	250,000
Psychologists	1,000,000
Real Estate Appraiser	1,000,000
Real Estate Brokers	1,000,000
Surveyors	1,000,000
Veterinarians	1,000,000
HEALTH CARE	Medical Malpractice
Dental Hygienist	1,000,000
Dentists	1,000,000
Emergency Medical Technician	1,000,000
Nurses	1,000,000
Osteopaths	2,000,000
Pharmacists	1,000,000
Physical Therapist	1,000,000
Physicians	2,000,000
Sanitarians	1,000,000
Sex Offender Treatment Providers	1,000,000
TRADES	Errors & Omissions
Auctioneers	100,000

PROFESSIONAL LIABILITY INSURANCE LIMIT SCHEDULE	
Plumbers	500,000
Security Guards	100,000
Water Well Contractor/Operator	100,000

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APPENDIX D

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to WSDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance

In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

6. Incorporation of Provisions

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request WSDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

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APPENDIX E

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

1. GRANTING CLAUSE

NOW THEREFORE, Department of Transportation, as authorized by law, and upon the condition that the state of Washington will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the United States Department of Transportation and, also in accordance with an in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, the Department of Transportation WSDOT (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d - 4) does hereby remise, release, quitclaim, and convey unto the state of Washington all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

2. HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto the state of Washington, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the state of Washington, its successors, and assigns.

The state of Washington, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed (,) (and)* (2) that the state of Washington, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination of federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above mentioned non-discrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and

become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.¹

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¹ Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

APPENDIX F

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by (County) pursuant to the provisions of Assurance 8.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose of which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease has never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Washington State Department of Transportation pursuant to the provisions of Assurance 8.

The LESSEE, or himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

Chapter 3.12

PURCHASING, CONTRACTS, AND BONDS

Sections:

- 3.12.010 Definitions.**
- 3.12.020 Exemptions.**
- 3.12.030 Provisions mandatory.**
- 3.12.040 Multiyear contracts authorized.**
- 3.12.050 Purchases under \$25,000.**
- 3.12.060 Formal purchasing procedures.**
- 3.12.070 Awarding of bids/lowest responsible bidder.**
- 3.12.080 Single source vendors.**
- 3.12.090 Specifications.**
- 3.12.100 Dollar limit adjustments.**
- 3.12.110 Small works roster – Public works.**
- 3.12.120 Bid deposit.**
- 3.12.130 Contractor's bond.**
- 3.12.140 Contract execution.**
- 3.12.150 Bond sale procedures.**
- 3.12.160 Subdivisions prohibited.**
- 3.12.170 Insurance and official bonds.**
- 3.12.180 Policies authorized.**
- 3.12.190 Architects and engineers.**
- 3.12.200 Electronic data processing and telecommunications systems.**
- 3.12.210 Emergencies.**
- 3.12.220 Cooperative purchasing.**
- 3.12.230 Intergovernmental purchases.**
- 3.12.240 State law.**

3.12.250 Repealer.

3.12.260 Severability.

3.12.270 Effective date.

SOURCE: ADOPTED:

Ord. 76 11/23/77

AMENDED SOURCE: ADOPTED:

Ord. 165 08/24/82

Ord. 226 04/24/84

Ord. 355 09/26/89

Ord. 441 12/17/91

Ord. 562 02/21/95

Ord. 695 08/01/00

Ord. 770 02/22/05

Ord. 843 06/02/09

3.12.010 Definitions.

For purposes of this chapter, the following terms, phrases, words, and their derivations shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural include the singular, and vice versa.

(1) "Agency" means any department, agency, commission, bureau, or other unit in the county government using supplies or procuring contractual services as provided for in this chapter.

(2) "County" means the County of Clallam.

(3) "Board" means the Board of Clallam County Commissioners.

(4) "County Official" means elected officials, the County Administrator, Department Heads, and County Road Engineer appointed by the Board of County Commissioners, or their designees.

(5) "Purchase" means, in addition to acquisition of an ownership interest of goods, materials, supplies and equipment, the lease or rental of such property, those services identified by the Board by policy or required to be bid by State law and contracting for public works.

(6) "Supplies" means goods, supplies, materials, and equipment.

(7) "Purchase price" means the cost of the item or service, taxes, shipping, and all other fees.

(8) "Public work" means those projects contemplated by RCW Title 39.

3.12.020 Exemptions.

The following are exempt from the bidding provisions of this chapter:

(1) Services except as otherwise provided by the Board by policy and those services required to be bid by State law;

(2) The purchase of insurance and bonds;

(3) Those purchases of goods, materials, supplies, and equipment to be made at a public or private auction where the items can be obtained at a competitive price.

3.12.030 Provisions mandatory.

Except as provided herein, it shall be unlawful for any County Official to make any purchase within the scope of this chapter contrary to the provisions thereof and any such purchase shall be ultra vires and the County shall not be bound thereby unless so approved by the Board.

3.12.040 Multiyear contracts authorized.

In no event shall contracts for purchases exceed five years in length. Contracts which are let for a term less than five years may be extended, for a total period not to exceed five years, without the necessity of complying with the bid solicitation processes contained therein, but only if the additional years were requested to be bid in the bid specifications.

3.12.050 Purchases under \$25,000.

(1) All purchases estimated to have a purchase price in an amount less than \$5,000, and public works estimated to involve less than \$10,000, may be made without observing a bid solicitation process. It is the intent of this chapter that County Officials have flexibility and discretion for the expenditure of funds for minor purchases and public works.

(2) For all purchases estimated to have a purchase price in an amount between \$5,000 and \$25,000 inclusive, the County Official shall secure written bids from at least three different vendors whenever possible to assure that a competitive price is established and for awarding the contract for the purchase to the lowest responsible bidder. The solicitation of bids may be made by telephone, mail, electronic facsimile, or electronic mail. Bids shall be in writing, which includes prices published by vendors such as catalogs and/or advertisements, electronic facsimile, and electronic mail.

Immediately after the award is made, the solicitation and written bids shall be recorded in the records of the office or department, open to public inspection and made available by telephone inquiry.

A copy of the record or written bid shall be attached to the voucher submitted to the County Auditor for payment, along with a copy of any contract, invoice, or purchase order and shall clearly identify that the purchase was made pursuant to this section. Alternatively, the Board may establish procedures for the recording of bids and/or indexing of contracts.

(3) At least twice each year, the Clerk of the Board shall publish in the County's legal newspaper a notice of the existence of vendor lists and shall solicit the names of vendors for the lists. For purchases, solicitations for bids shall be made to those on the vendor lists. Nothing herein shall preclude the direct solicitation of bids from vendors not on the vendor list in addition to the use of the vendor lists.

(4) A list of the contracts awarded or purchases made pursuant to subsection (2) of this section shall be posted at least once every two months by the Auditor upon information provided by County Officials. The list shall

contain the name of the vendor awarded the contract or purchase, the amount of the contract or purchase, a brief description of the items purchased, the date of award, and the location where the bids for these contracts or purchases are available for public inspection.

3.12.060 Formal purchasing procedures.

(1) For all purchases estimated to have a purchase price in an amount in excess of \$25,000 or \$10,000 for public works, sealed bids shall be solicited by notice published at least one time each week for two consecutive weeks in the legal newspaper for the County. The first publication shall occur at least 13 calendar days prior to the last date upon which bids will be received and the latest publication shall occur at least five calendar days prior to bid opening.

(2) For purchases hereunder, it shall be the duty of each County Official to implement those provisions by:

(a) Preparing specifications, quantity requirements, and bid forms and initiating the requested bid procedures;

(b) Preparing advertisements and calls for bids for Board consideration establishing:

(i) The date, hour, and manner of bid acceptance and the time after which bids will not be received;

(ii) The character of the work to be done, or the materials, supplies, equipment or services to be purchased; and

(iii) Where the specifications may be seen or obtained;

(c) Filing a copy of bid specifications with the Clerk of the Board and providing copies of bid documents for vendors;

(d) Ensuring the Clerk of the Board receives and holds bids for the Board until time of opening. Bids shall be submitted sealed to the Clerk of the Board and shall be identified as bids on the envelopes and shall further identify the project for which the bid or qualification is submitted and the bid opening date. Bids shall be opened and read in public at a meeting of the Board at the time and place stated in the public notices;

(e) Tabulating, evaluating, and submitting recommendations of award, and preparing and transmitting notification of award to successful bidders upon approval of the Board;

(f) Maintaining records on bid solicitation and submissions, and the contractor's performance of its contract responsibilities.

(3) No bids shall be submitted by electronic facsimile or electronic mail.

(4) Nothing herein shall be construed to apply to public works projects subject to the small works roster.

3.12.070 Awarding of bids/lowest responsible bidder.

(1) Contracts may be awarded to the lowest responsible bidder or any or all bids may be rejected for good cause after bid opening, and further calls for bids may be made in the same manner as the original call. Immaterial

irregularities in bid proposals may be waived. Timely receipt of bids by the Clerk of the Board is deemed material and bids not received by the Clerk of the Board by the time specified shall not be considered by the Board. When determining "lowest responsible bidder," in addition to price, the following shall be considered:

- (a) The ability, capacity, and skill of the bidder to perform the contract;
- (b) Whether the bidder can perform the contract promptly, or within the time specified, without delay or interference;
- (c) The bidder's ability to perform the contract in a manner that is conducive to the prudent use of energy and natural resources;
- (d) The quality of performance of previous contracts with the County or with other contractees;
- (e) The sufficiency of financial resources. If it is known that a contractor is in default on the payment of taxes or other public monies due the County, State, or federal government it shall not have its bid accepted;
- (f) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
- (g) The ability of the bidder to provide future maintenance and service for the subject of the contract;
- (h) The number and scope of conditions attached to the bid;
- (i) The contractor's character, integrity, judgment, and reputation in the community and industry.

(2) When bids are not rejected and a contract is not awarded to the lowest bidder, a full and complete statement of the reasons therefor shall be prepared by the County Official and retained with any other papers relating to the transaction.

(3) If two or more lowest responsible bids are essentially equivalent in quality, cost, and ability to perform, the contract shall be awarded to one of the lowest responsible bidders by drawing lots in public view.

(4) "Good cause" as used in subsection (1) of this section means, but is not limited to:

- (a) Unavailable, inadequate, ambiguous specifications, terms, conditions, or requirements were cited in the solicitation;
- (b) Specifications, terms, conditions, or requirements have been revised;
- (c) The supplies or services being contracted for are no longer required;
- (d) The solicitation did not provide for consideration of all factors of cost to the agency;
- (e) Bids received indicate that the needs of the agency can be satisfied by a less expensive article differing from that for which the bids were solicited;
- (f) All otherwise acceptable bids received are at unreasonable prices or only one bid is received and the agency cannot determine the reasonableness of the bid price;
- (g) No responsive bid has been received from a responsible bidder; or

(h) The bid process was not fair or equitable.

(5) Negotiations can be entered into exclusively with the lowest responsible bidder in order to determine if the lowest responsible bid may be improved. This negotiation opportunity shall not be used to permit a bidder to change a nonresponsive bid into a responsive bid.

(6) A low bidder who claims error and fails to enter into a contract is prohibited from bidding on the same purchase or project if a second or subsequent call for bids is made for the purchase or project.

3.12.080 Single source vendors.

(1) Solicitation of bids may be dispensed with where the purchases are clearly and legitimately limited to a single source of supply or which involve special facilities or market conditions. Terms may be established by direct negotiation.

(2) Any contract let under the provisions of this chapter shall be supported by a report setting forth the factual basis for not soliciting bids which report shall be open to public inspection.

(3) Used goods, materials, supplies, or equipment may be purchased under this section due to the uniqueness of the condition, features, and wear and tear of the item.

3.12.090 Specifications.

(1) Unless otherwise specifically provided in the bid specifications, reference to any goods, materials, supplies, or equipment by trade name, make, or catalog number shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. All bids that offer a different trade name, make, or catalog number shall state whether the item offered is equal to the specification or an alternate and shall supply literature, if available, along with the bid. Bid specifications shall include a summary of this section. The County Official soliciting the bid shall determine whether the item is equal or alternate and such determination is final.

(2) In the event of discrepancies or omissions in the bid specifications, or ambiguity as to their meaning, the bidder shall immediately notify the County Official soliciting the bid who may issue written instructions and/or addenda and provide copies thereof to all those prospective bidders to whom specifications have been provided. Oral representations shall not be made and bidders shall not rely upon them except when made in a pre-bid conference that all prospective bidders may attend.

(3) Options to be exercised by the County to extend the term of a contract or increase the quantity of the goods, materials, supplies, equipment, or services to be purchased shall, if desired, be included in the specifications.

3.12.100 Dollar limit adjustments.

The dollar limits set forth in this chapter shall be adjusted automatically to reflect changes in limits established by the State Legislature in RCW 36.32.245, 36.32.250, and 39.04.155, as now or hereafter amended, and those limits are incorporated herein by reference as if fully set forth.

3.12.110 Small works roster – Public works.

(1) A small works roster shall be maintained for public work projects and shall be comprised of all contractors requesting inclusion and who are, where required by law, properly licensed or registered to perform work in the State of Washington. Whenever possible, participation by women and minority contractors shall be actively solicited. Bids provided in response to a solicitation hereunder shall be in writing and may include prices published by vendors such as catalogs and advertisements, electronic facsimile, and electronic mail.

(2) At least once a year, a notice of the existence of the roster shall be published in a newspaper of general circulation and names of contractors shall be solicited for the roster. In addition, responsible contractors may be added to the roster at any time they submit a written request and necessary records. As a condition of being placed on the roster, eligible contractors shall complete forms prescribed by the County and file information and certifications as determined by the County.

(3) The solicitation of bids may be made by telephone, mail, electronic facsimile, or electronic mail. Solicitations for bids shall include the date, hour and manner of bid submissions, the time after which bids will not be received, and an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. Detailed plans and specifications need not be included in the solicitation. Immediately after the award is made, the bids shall be recorded in the records of the office or department, open to public inspection, and made available by telephone inquiry. A copy of the record or written bid shall be attached to the voucher submitted to the County Auditor for payment, along with a copy of any contract, invoice, or purchase order and shall clearly identify that the purchase was made pursuant to this chapter.

(4) Whenever projects are done by contract for which the estimated cost is greater than \$10,000 but less than \$200,000, in lieu of utilizing formal bid procedures, proposals from appropriate contractors on the small works roster may be invited. Whenever possible, not less than five (5) separate appropriate contractors shall be requested to submit proposals on any individual contract. Solicitations may be invited from all appropriate contractors. However, if the estimated cost of the work is from \$100,000 to \$200,000, contractors not contacted by the County shall be notified that bids on the work are being sought. Such notice to the remaining contractors may be made by:

- (a) Publishing notice in a legal newspaper in general circulation in the area where the work is being done;
- (b) Notice by first class mail; or
- (c) Notice by electronic facsimile or electronic mail.

(5) Whenever public works projects are done by contract for which the estimated cost is greater than \$10,000 but less than \$35,000, in lieu of utilizing the procedures contained in subsection (4) of this section bids may be solicited from a minimum of three (3) contractors on the small works roster. A list of contractors contacted for projects and the contracts awarded during the previous twenty-four (24) months under this subsection shall be maintained including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date of contract award.

(6) Once a contractor on the small works roster has been offered an opportunity to submit a proposal, that contractor shall not be offered another opportunity on any contract until all other appropriate contractors, including minority and women contractors, have been afforded an opportunity to submit a proposal on a contract.

(7) When considering awarding a public work contract under this section, the contract shall be awarded or bids rejected in conformance with the process set forth in CCC 3.12.070, except insofar as inconsistent with the provisions herein.

(8) A list of the contracts awarded hereunder, except for limited public works projects, shall be posted at least once every year. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, the date of award, and the location where the bids for these contracts are available for public inspection.

(9) Every effort shall be made to equitably distribute the available work among all contractors on the roster so that no contractor or contractors are favored.

3.12.120 Bid deposit.

(1) In addition to those bids requiring a deposit pursuant to State law, the County may require a bid deposit in an amount not less than five (5) percent of the total bid for purchases made hereunder. If required, such requirement shall be included in the bid specifications.

(2) Bid deposits shall be in one or more of the same forms authorized by State law for public works contracts.

(3) If the bidder to whom a contract is awarded fails to enter into a contract consistent with the bid proposal or fails to furnish a required contractor's bond, within ten (10) days after the notice of award, the bid deposit may be forfeited to the County and the contract may be awarded to the next lowest responsible bidder.

Furthermore, a low bidder who claims error and fails to enter into a contract is prohibited from bidding on the same purchase or public work if a second or subsequent call for bids is made for the purchase or public work.

(4) Bid deposits may be returned, except for the apparent three (3) lowest responsible bidders, at any time after bid opening.

(5) The bid deposits of all unsuccessful bidders shall be returned after the contract is awarded, the contract is executed by the successful bidder, and the contractor's bond is furnished and accepted by the County.

3.12.130 Contractor's bond.

All performance and payment bonds provided pursuant to State law shall be issued by a surety company as surety who must agree to be bound by the laws of the State of Washington and subject to its jurisdiction. No bonds issued by individual sureties shall be accepted. Bonds shall be in a form consistent with State law.

3.12.140 Contract execution.

(1) The Board shall execute any contract, but may, by policy, delegate signing authority to County Officials, excluding their designees, for any such contracts and/or change orders hereunder. Notwithstanding a delegation of signing authority by the Board, nothing herein is intended to preclude County Officials from presenting the contract to the Board for its action.

(2) Where the Board has executed the contract and the contract provides for an option to extend the term of the contract or increase the quantities to be purchased, the County Official responsible for the management of that contract shall have the authority to exercise the option and execute any documents necessary to do so.

(3) All purchases and/or services shall be evidenced by a purchase order, invoice, contract of sale or the like. The Board shall establish, by policy, the requirements for written contracts.

3.12.150 Bond sale procedures.

Bonds shall be sold or refunded in the manner provided in State law.

3.12.160 Subdivisions prohibited.

No purchase shall be subdivided for the purpose of having a lesser dollar limit and, consequently, less formal procedures apply. Simultaneous purchases which, though similar, are unrelated or otherwise not constituent parts of a separate project, do not constitute subdivisions for purposes of this section.

3.12.170 Insurance and official bonds.

The purchase of insurance or official bonds may be made by direct negotiation without soliciting bids and the Board shall award purchases based upon the following:

- (1) Cost;
- (2) Company rating by A.M. Best, Standard and Poor, Moody and/or such other rating service recognized and relied upon in the insurance industry;
- (3) Loss control services;
- (4) Claims administration;
- (5) Any other factors that a prudent person would consider when acquiring insurance or faithful performance bonds.

Records of all proposals, communications, and investigations leading to the award shall be retained.

3.12.180 Policies authorized.

The County Administrator or his designee shall have authority to promulgate any rules, procedures, or policies necessary to implement:

- (1) This chapter that are not inconsistent herewith;
- (2) State statutes, as now or hereafter amended, authorizing direct or competitive negotiation which are not inconsistent therewith including, but not limited to, RCW 39.04.270 (Electronic Data Processing and Telecommunications Systems); Chapter 39.80 RCW (Architectural and Engineering Services); RCW 39.04.155 (Small Works Roster); or such other statutes as the Legislature may adopt or amend now or in the future.

3.12.190 Architects and engineers.

The services of architects and engineers who are licensed to practice under the authority of Chapter 18.08, 18.43, or 18.96 RCW shall be acquired pursuant to the procedures set forth in Chapter 39.80 RCW, as now or hereafter amended, and any rules, procedures or policies promulgated in compliance with this chapter.

3.12.200 Electronic data processing and telecommunications systems.

Electronic data processing and telecommunications equipment, software or services shall be acquired pursuant to the procedures set forth in RCW 39.04.270, as now or hereafter amended, and any rules, procedures, or policies promulgated in compliance with this chapter.

3.12.210 Emergencies.

(1) An "emergency" means unforeseen circumstances beyond the control of the County that either:

- (a) Present a real, immediate threat to the proper performance of essential functions; or
- (b) Will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.

(2) If an emergency exists, the Board of Commissioners may declare an emergency and award all necessary contracts for purchases or public works on behalf of the County to address the emergency without complying with any of the other provisions of this chapter. In situations requiring an immediate declaration of emergency, the County Administrator may, after making a reasonable attempt to contact each available Commissioner, declare the existence of an emergency. If the County Administrator is unavailable, the Public Works Director, Sheriff, Prosecuting Attorney, Public Health Officer, or Director of the Department of Community Development, in that order, may, after making a reasonable effort to contact each available Commissioner, declare such emergency. All emergencies declared by other than the Board of Commissioners shall be before the Board of Commissioners at their next regular meeting for ratification.

(3) If a contract is awarded under the authority of this section, a written finding of the existence of the emergency shall be made by the County Official and filed in the records of that official's office or department no later than two (2) weeks following the award of the contract.

(4) Any contract entered into hereunder shall contain provisions allowing the County to terminate the contract for convenience or because of the conclusion of the emergency. Such contract termination provisions shall provide that the County shall pay to the contractor only that portion of the contract price corresponding to work completed to the County's satisfaction prior to termination, together with costs necessarily incurred by the contractor in terminating the remaining portion of the work, less any payments previously made.

3.12.220 Cooperative purchasing.

(1) The County may join with other units of local, State, or Federal government in cooperative purchasing plans pursuant to Chapter 39.34 RCW or any other authorizing statute to the extent permitted by State law.

(2) Any such plan shall provide that each of the participating units of government shall be separately invoiced by the vendors or service providers for purchases made under such plans and that the County shall not be obligated for any purchases other than those required for its own use and supplied pursuant to the request of the County.

(3) Any proposed plan shall be approved by the Board.

3.12.230 Intergovernmental purchases.

Purchases or services may be obtained from local, State, or Federal entities upon direct negotiation without complying with the procedures specified herein.

3.12.240 State law.

Except as provided for herein, the provisions of State law control the purchase of goods, material, supplies, equipment, services, and the contracting for public works.

3.12.250 Repealer.

The following resolution and ordinances are repealed and of no force or effect: Resolution 1, 1977; Ordinance No. 76, 1977; No. 165, 1982; No. 226, 1984; No. 355, 1989; No. 441, 1991; No. 562, 1995; and No. 695, 2000.

3.12.260 Severability.

If any section, subsection, paragraph, sentence, clause, or phrase of this chapter is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this chapter; it being herein expressly declared that this chapter and each section, subsection, paragraph, sentence, clause and phrase thereof would have been adopted irrespective of the fact that one or more other sections, subsections, paragraphs, sentences, clauses, or phrases be declared invalid or unconstitutional.

3.12.270 Effective date.

This chapter shall take effect ten (10) days after adoption.



AGENDA ITEM SUMMARY

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

4d
5/11/21

Department: BOCC/Finance

WORK SESSION ☒ **Meeting Date:** 5/03/2021

REGULAR AGENDA ☒ **Meeting Date:** 5/11/2021

Required Originals Approved and Attached? ☒
Will Be Provided On:

Item Summary:*

- | | | |
|--|---|--------------------------------------|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU** | Contract # |
| ☒ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |
- Documents exempt from public disclosure attached: ☐

Executive Summary:

This resolution approves the creation of the new NonDept - American Rescue Plan Act fund, (19961.291).

The County will be receiving \$15 million in stimulus funds as a result of the American Rescue Plan Act, which will be eligible for use through December 31, 2024. This new funding will require periodic reporting and must be invested to earn interest separately. Creation of this new fund allows the County to meet all accounting and reporting requirements.

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 changes will be processed in June, 2021.

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

Please review and approve.

County Official signature & print name: Debi Cook 

Name of Employee attending meeting: Debi Cook, Mark Lane

Relevant Departments: BOCC, Finance

Date Submitted: 4/28/2021

* Work Session Meeting - Submit 1 single sided/not stapled copy Agenda Item Sum - Res American Rescue Plan Act 4-28-2021.docx
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019



RESOLUTION _____, 2021

CREATION OF NEW NONDEPT - AMERICAN RESCUE PLAN ACT SPECIAL REVENUE
FUND

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The County will be receiving approximately \$15 million in stimulus funds from the US Department of Treasury as a result of the American Rescue Plan Act enacted in March 2021, the first half of which is anticipated to be received in May 2021 with the remaining half to be paid to the County a year later in 2022. These funds will be eligible for use through December 31, 2024.
2. These funds will require periodic reporting to the US Department of Treasury of use of funds and unused funds. It is anticipated these funds will also need to be invested and earn interest separate from other County funds during the duration the County holds such funds.
3. Creation of this fund will allow the County to better meet anticipated accounting and reporting requirements for these new funds, help preserve year-to-year comparability of other County funds financial results, and enhance visibility of how such funds are used for purposes of our annual audit, internal reporting to the Board of County Commissioners, and external reporting to the public.

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

1. NonDept – American Rescue Plan Act (19961.291), a Special Revenue Fund, is now established.

PASSED AND ADOPTED this day of May, 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, Clerk of the Board

Bill Peach



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

59
5/11/21

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 05/10/21

REGULAR AGENDA ☒ **Meeting Date:** 05/11/21

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioners will consider adopting by Resolution the attached budget reduction on May 25, 2021

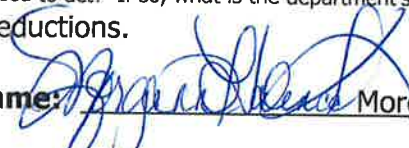
Budget reductions – a reduction in revenues and/or expenditures.

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

Department of Community Development -Administration – (\$55,595)

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

Approve the attached notice – Budget reductions.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

Date submitted: May 4, 2021

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



NOTICE OF BUDGET REDUCTION

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget reduction shown below on May 25, 2021 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Department of Community Development – Administration – Budget reduction due to removal of Administrative Specialist II position from DCD Administration (1 of 2)/(\$55,595)

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

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: May 11, 2021

Mark Ozias, Chair

Publish: May 16 and 23, 2021

Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

APR 21 2021

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 4-21-2021 ✓ Budget Hearing/Meeting Date: 5-25-2021 ✓

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

Budget Number xxxxx.xxx.	00100.331 ✓	Budget Name	DCD Administration ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.331 ✓	DCD Admin ✓	55864.10.0010 ✓	Regular Time	37,813
00100.331 ✓	DCD Admin ✓	55864.20.0020 ✓	Benefits	17,782
Total				55,595 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	55,595
Total				55,595 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

DCD is removing the Admin. Specialist II position from DCD Admin 00100.331 and adding a Planner I to DCD Permit Center 00100.333. (1 of 2)

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

A handwritten signature, likely of the County Official, written in dark ink.

47



AGENDA ITEM SUMMARY

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

Sb
5/11/21

Department: BOCC

WORK SESSION ☒ Meeting Date: 05/10/21

REGULAR AGENDA ☒ Meeting Date: 05/11/21

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached supplemental appropriations on May 25, 2021

Supplemental appropriations – increased expenditures due to unanticipated federal, state, and local funds.

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

Health and Human Services – Operations - \$65,666

Health and Human Services – Operations - \$25,457

Health and Human Services – Operations - 1,366,617

Health and Human Services – Environmental Health - \$17,754

Health and Human Services – Environmental Health - \$60,000

Health and Human Services – Environmental Health - \$6,600

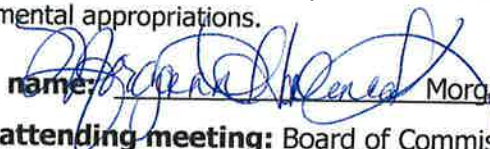
Health and Human Services – Administration - \$88,589

Health and Human Services – Administration - \$60,000

Sheriff – Operation Stonegarden – \$169,763

Department of Community Development – Dungeness Reservoir – \$70,000

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

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

Date submitted: May 4, 2021

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

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



NOTICE OF SUPPLEMENTAL APPROPRIATIONS BUDGET MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board, the supplemental budget appropriations in the following funds pursuant to RCW 36.40.100, at 10 a.m. on May 25, 2021 in the Commissioners' Meeting Room (160) of the Clallam County Courthouse.

Health and Human Services - Operations

- Additional funds from Department of Health for COVID-19 activities/\$65,666
- Additional funds from Department of Health for public health activities and increasing immunization rates/\$25,457
- Additional funds from Department of Health Consolidated Contract #20 for COVID-19 services/\$1,366,617

Health and Human Services – Environmental Health

- Additional funds from Department of Ecology for Solid Hazardous Waste program activities/\$17,754
- Additional funds from Department of Health Consolidated Contract #20 for COVID-19 services/\$60,000
- Additional funds from Department of Health Consolidated Contract #20 for water system technical assistance and sanitary surveys/\$6,600

Health and Human Services – Administration

- Additional funds from the Department of Health for COVID-19 activities/\$88,589
- Additional funds from Department of Health Consolidated Contract #20 for COVID-19 services/\$60,000

Sheriff – Operation Stonegarden – Additional funds from 2020 Operation Stonegarden Program Grant to be expended in FY2021/\$169,763

Department of Community Development – Dungeness Reservoir – Clallam Conservation funding for consulting on the Dungeness Reservoir Project/\$70,000

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

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: 11 May 2021

Mark Ozias, Chair

Publish: May 16 and 23

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM

APR 22 2021



Date Submitted: 4/22/21 ✓ Budget Hearing/Meeting Date: 5/25/21 ✓

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

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

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	33321.01.9010 ✓	DOH COVID-19 LHJ Local CARES	65,666
Total				65,666 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	50800.00.0000 ✓	Ending Fund Balance	65,666
Total				65,666 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Supplemental revenue received from the Department of Health for Covid-19 activities.

County Official Approval:

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

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CLALLAM COUNTY BUDGET CHANGE FORM

APR 22 2021



Date Submitted: 4/22/21

Budget Hearing/Meeting Date: 5/25/21

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

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

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	33604.25.0000 ✓	DOH FPHS Services	22,657
11301.511 ✓	HHS Operations ✓	33393.26.8000 ~~DOH~~	Increase Immunization Rates	2,800
Total				25,457 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	56210.31.0010 ✓	Office Supplies	2,000
11301.511 ✓	HHS Operations ✓	56210.31.0020 ✓	Operating Supplies	2,000
11301.511 ✓	HHS Operations ✓	50800.00.0000	Ending Fund Balance	21,457
Total				25,457 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Supplemental revenue received from the Department of Health for fundamental public health activities and for increasing immunization rates.

County Official Approval: _____

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

[Signature]

53

APR 22 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 4/22/21 ✓

Budget Hearing/Meeting Date: 5/25/21 ✓

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

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

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS OPS ✓	33393.26.8015 ✓	DOH Covid19 Vaccine Services	254,803
11301.511 ✓	HHS OPS ✓	33393.32.3010 ✓	DOH ELC COVID Ed LHJ Allocation	249,731
11301.511 ✓	HHS OPS ✓	33393.32.3020 ✓	DOH ELC EDE LHJ Allocation	862,083
Total				1,366,617 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS OPS ✓	50800.00.0000 ✓	Ending Fund Balance	300,000
11301.511 ✓	HHS OPS ✓	56210.4.0500 10.0500 ✓	Overtime	10,000
11301.511 ✓	HHS OPS ✓	56230.41.0020 ✓	Professional Services	897,317
11301.511 ✓	HHS OPS ✓	56230.41.4410 ✓	Advertising	35,000
11301.511 ✓	HHS OPS ✓	56230.45.0010 ✓	Building Office Rental	60,000
11301.511 ✓	HHS OPS ✓	56230.47.0090 ✓	Utilities	15,000
11301.511 ✓	HHS OPS ✓	56230.42.0010 ✓	Telephone	300
11301.511 ✓	HHS OPS ✓	59462.64.0010 ✓	Machinery and Equipment	4,000
11301.511 ✓	HHS OPS ✓	59462.64.5500 ✓	IT Capital	5,000
11301.511 ✓	HHS OPS ✓	56230.31.0020 ✓	Operating Supplies	15,000
11301.511 ✓	HHS OPS ✓	56230.31.0010 ✓	Office Supplies	20,000
11301.511 ✓	HHS OPS ✓	56230.49.0065 ✓	License Renewal	5,000
Total				1,366,617 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract amendment #20 is adding funding to provide covid-19 services. The funding will be used to pay for current employees who are reassigned to covid-19 duties and for overtime payments for those who are working the mass vaccination clinics.

County Official Approval: _____

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

APR 22 2021



Date Submitted: 4/22/21 ✓

Budget Hearing/Meeting Date: 5/25/21 ✓

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

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

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
~~00100.513~~	HHS – Env Health ✓	33403.14.0059	CPG Solid Waste Enforcement	17,754
00100.511				
Total				17,754 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	17,754
Total				17,754 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Funding is being received from the Department of Ecology for the Solid Hazardous Waste program activities.

County Official Approval: _____

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

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APR 22 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted:

4/22/21 ✓

Budget Hearing/Meeting Date:

5/25/21 ✓

☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds

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

☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law

☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase

☐ **Budget Reduction** – a reduction in revenues and/or expenditures

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

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511 ✓	HHS Env. Health ✓	33393.26.8015 ✓	DOH Covid19 Vaccine Services	40,000
00100.511 ✓	HHS Env. Health ✓	33393.32.3010 ✓	DOH ELC COVID Ed LHJ Allocation	10,000
00100.511 ✓	HHS Env. Health ✓	33393.32.3020 ✓	DOH ELC EDE LHJ Allocation	10,000
Total				60,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511 ✓	HHS Env. Health ✓	56252.10.0500 ✓	Overtime	2,000
00100.511 ✓	HHS Env. Health ✓	56256.10.0500 ✓	Overtime	3,000
00100.511 ✓	HHS Env. Health ✓	56254.10.0500 ✓	Overtime	3,000
00100.511 ✓	HHS Env. Health ✓	56260.10.0500 ✓	Overtime	2,000
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	50,000
Total				60,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract amendment #20 is adding funding to provide covid-19 services. The funding will be used to pay for current employees who are reassigned to covid-19 duties and for overtime payments for those who are working the mass vaccination clinics.

County Official Approval: _____

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

5A

APR 22 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 4/22/21

Budget Hearing/Meeting Date: 5/25/21

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

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

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511 ✓	HHS Env. Health ✓	34626.64.0000 ✓	Group A Water SS – Part 1	2,800
00100.511 ✓	HHS Env. Health ✓	34626.65.0000 ✓	Group A Water SS – Part 2	2,800
00100.511 ✓	HHS Env. Health ✓	34626.66.0000 ✓	Group A Water TA	1,000
Total				6,600 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS Env. Health	56252.31.0010 ✓	Office Supplies	500
11301.511	HHS Env. Health	56252.31.0075 ✓	Laboratory Supplies	1,500
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	4,600
Total				6,600 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract Amendment #20 adds \$6,600 for water system technical assistance and sanitary surveys.

County Official Approval: _____

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

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APR 22 2021

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 4/22/21 ✓

Budget Hearing/Meeting Date: 5/25/21 ✓

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

Budget Number xxxxx.xxx.	00100.513 ✓	Budget Name	HHS Administration ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.513 ✓	HHS Admin ✓	33321.01.9010 ✓	DOH COVID-19 LHJ LOCAL CARES	88,589
Total				88,589 ✓

EXPENDITURES

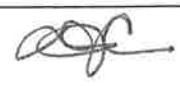
BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	88,589
Total				88,589 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Supplemental revenue received from the Department of Health for Covid-19 activities.

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



51

APR 22 2021

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 4/22/21 ✓

Budget Hearing/Meeting Date: 5/25/21 ✓

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

Budget Number xxxxx.xxx.	00100.513 ✓	Budget Name	HHS Administration ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.513 ✓	HHS Admin ✓	33393.26.8015 ✓	DOH Covid19 Vaccine Services	40,000
00100.513 ✓	HHS Admin ✓	33393.32.3010 ✓	DOH ELC COVID Ed LHJ Allocation	10,000
00100.513 ✓	HHS Admin ✓	33393.32.3020 ✓	DOH ELC EDE LHJ Allocation	10,000
Total				60,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.513 ✓	HHS Admin ✓	56210.10.0500 ✓	Overtime	10,000
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	50,000
Total				60,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract amendment #20 is adding funding to provide covid-19 services. The funding will be used to pay for current employees who are reassigned to covid-19 duties and for overtime payments for those who are working the mass vaccination clinics.

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



APR 15 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 04/14/2021 ✓

Budget Hearing/Meeting Date: 05/25/2021 ✓

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

Budget Number xxxxx.xxx.	11068.811 ✓	Budget Name	Sheriff - Operation Stonegarden Grant
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11068.811 ✓	Sheriff – Operation Stonegarden ✓	33397.06.7020 ✓	Operation Stonegarden 2020	\$ 169,763
Total				\$ 169,763 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11068.811 ✓	Sheriff – Operation Stonegarden ✓	52120.41.0510	Port Angeles Police Dept	\$ 62,000
ll	ll	52120.41.0515	Sequim Police Dept	\$ 12,000
ll	ll	52120.41.0555	WA State Fish & Wildlife	\$ 8,000
ll	ll	52120.41.5130	Sheriff	\$ 52,000
ll	ll	59421.64.0010	Machinery & Equip	\$ 33,298
ll	ll	52120.99.0010	Indirect Cost Charges	\$ 2,465
Total				\$ 169,763 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Funding from 2020 Operation Stonegarden Program Grant award #E21-202 that is anticipated to be expended in FY2020:.

FY2021.

County Official Approval: _____

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

[Handwritten signatures]

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APR 21 2021



CLALLAM COUNTY BUDGET CHANGE FORM

4/21/2021

Date Submitted: 04.16.21

Budget Hearing/Meeting Date: 05.25.21 ✓

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

Budget Number xxxxx.xxx.	30401.331 ✓	Budget Name	Community Development – Dungeness Reservoir ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30401.331 ✓	DCD – Dng Res ✓	34529.00.0020 ✓	Environmental Services	\$70,000
Total				\$70,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30401.331 ✓	DCD – Dng Res ✓	55310.41.0020 ✓	Professional Services	\$70,000
Total				\$70,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION: **FUNDING**

Clallam Conservation District grant for consulting on the Dungeness Reservoir Project.

County Official Approval: R. Tyle

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

[Handwritten signature]

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AGENDA ITEM SUMMARY

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

SC
5/11/21

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 5/10/21

REGULAR AGENDA ☒ **Meeting Date:** 5/11/21

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

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

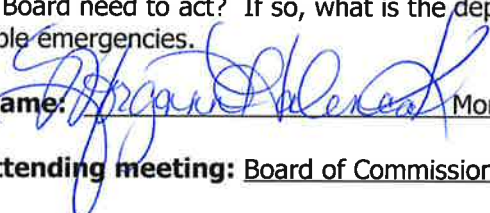
Board of Clallam County Commissioner will consider adopting by Resolution the attached debatable emergencies on May 25, 2021

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

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

Sheriff – Operations - \$69,981
Sheriff – VRF Boating Program – \$11,250
Department of Community Development – Permit Center – \$55,595
Non Departmental – Opportunity Fund – \$20,000
Parks and Facilities – \$11,139
Parks and Facilities – REET – \$17,000
General Fund Reserves – \$370,000
Health and Human Services – Operations - \$370,000

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

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

Date submitted: May 4, 2021

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

Budget Debatables 05-11-21
Revised: 3-04-2019



BUDGET RESOLUTION _____, 2021

CALL FOR HEARING FOR DEBATABLE EMERGENCIES IN THE FUNDS LISTED BELOW

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

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

Sheriff – Operations – Additional funding for salary and benefits for Planner III position moved from DCD – Long Range Planning to Sheriff Operations/\$69,981

Sheriff – VRF Boating Program – Additional funding for unanticipated engine repair costs/\$11,250

Department of Community Development – Permit Center – Additional funding for salary and benefits for added Planner I position (2 of 2)/\$55,595

Non Departmental – Opportunity Fund – Additional funding for the final 2020 Economic Development Council contract invoice not received until 2021/\$20,000

Parks and Facilities – Additional funding for additional expenses related to COVID 19 for goods and services expenditures incurred in April 2021 expected to be reimbursed through FEMA/\$11,139

Parks and Facilities – REET – Additional funding for emergency replacement of commercial jail clothing dryer/\$17,000

General Fund Reserves – Additional funding for Serenity House shelter expansion (1 of 2)/\$370,000

Health and Human Services – Operations – Additional funding for Serenity House shelter expansion (2 of 2)/\$370,000

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

1. A public hearing on the debatable emergencies listed above will be held May 25, 2021 at 10:30 a.m. in Room 160 of the Clallam County Courthouse.
2. A copy of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

PASSED AND ADOPTED this 11th day of May 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

ATTEST:

Loni Gores, CMC, Clerk of the Board

Publish: May 16, 2021

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

APR 22 2021

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 4/21/2021 ✓

Budget Hearing/Meeting Date: 5/25/2021 ✓

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

Budget Number xxxxx.xxx.	00100.811 ✓	Budget Name	Sheriff - Operations ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	69,981
Total				69,981 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.811 ✓	Sheriff - Operations ✓	52110.10.0010 ✓	Regular Time	49,521
00100.811 ✓	Sheriff - Operations ✓	52110.20.0020 ✓	Benefits	20,460
Total				69,981 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION: PERMANENT 9 IS EFFECTIVE

Planner III position moves from DCD-Long Range Planning to Sheriff Operations. This Planner III position move to the Sheriff's Department is permanent as of 4/01/2021. The DCD budget has been reduced in order to provide available funding for this position in the Sheriff Operations budget.

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

[Signature]

APR 27 2021

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 04/22/21

Budget Hearing/Meeting Date: 05/25/21

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

Budget Number xxxxx.xxx.	11004.811 ✓	Budget Name	Sheriff - VRF Boating Program ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11004.811 ✓	Sheriff - VRF ✓ Boating Program	50800.00.0000 ✓	Ending Fund Balance	11,250
Total				11,250 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11004.811 ✓	Sheriff - VRF ✓ Boating Program	52123.48.0040 ✓	Equipment – Repair and Maintenance	11,250
Total				11,250 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

To pay for unanticipated engine repair costs.

County Official Approval: _____

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

APR 21 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 4-21-2021 ✓

Budget Hearing/Meeting Date: 5-25-2021 ✓

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

Budget Number xxxxx.xxx.	00100.333	Budget Name	DCD Current Planning - Permit Center
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	55,595
Total				55,595 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.333	DCD Current Permit Planning Center	55860.10.0010 ✓	Regular Time	37,813
00100.333	DCD Current Permit Planning Center	55860.20.0020 ✓	Benefits	17,782
Total				55,595 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

DCD is removing the Admin. Specialist II position from DCD Admin 00100.331 and adding a Planner I to DCD Permit Center 00100.333. (2 of 2)

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

[Signature]
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CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 4/29/2021 ✓

Budget Hearing/Meeting Date: 5/25/2021 ✓

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

Budget Number xxxxx.xxx.	19941.291 ✓	Budget Name	NonDept – Opportunity Fund ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19941.291 ✓	NonDept – Opportunity Fund ✓	50800.00.0000 ✓	Ending Fund Balance	20,000
Total				20,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19941.291 ✓	NonDept – Opportunity Fund ✓	55210.41.0113 ✓	Economic Development Council	20,000
Total				20,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funds needed to cover the final 2020 Economic Development Council contract invoice not received until 2021.

County Official Approval: _____

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

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

APR 30 2021



Date Submitted: April 30, 2021 ✓

Budget Hearing/Meeting Date: May 25, 2021

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

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

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General-Reserves	50800.00.0000 ✓	Ending Fund Balance	\$11,139
	General Fund			
	Reserves			
Total				\$11,139 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.911.	Parks & Facilities	57680.31.0035 ✓	Cleaning and Sanitation Supplies	\$510
00100.911.	Parks & Facilities	57680.41.1030 ✓	Personnel Services	\$10,629
Total				\$11,139 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

To pay for additional expenses related to the Covid 19 virus event in Clallam County that were paid from the Parks and Facilities budget in 2021. This is to cover the goods and services expenditures incurred in April 2021, and are expected to be reimbursed through FEMA reimbursements.

County Official Approval:

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

[Signature]

04/30/2021

[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

APR 30 2021



Date Submitted: April 30, 2021 ✓

Budget Hearing/Meeting Date: May 25, 2021 ✓

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

Budget Number xxxxx.xxx.	30101.911. ✓	Budget Name	Parks and Facilities - REET ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911. ✓	Parks & Facilities - REET ✓	50800.00.0000 ✓	Ending Fund Balance	\$17,000
Total				\$17,000 ✓

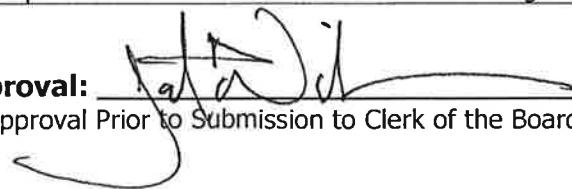
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911. ✓	Parks & Facilities - REET ✓	59419.64.2100 ✓	Jail Commercial Dryer	\$17,000
Total				\$17,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

To pay for emergency replacement of the commercial sized clothing dryer located in the Jail which is beyond repair.

County Official Approval:  04/30/2021

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



CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5/04/2021 ✓

Budget Hearing/Meeting Date: 5/25/2021 ✓

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

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

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	370,000
Total				370,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	59762.00.0000 ✓	Transfer to Health and Human Services	370,000
Total				370,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Funding for Serenity House bathroom improvements relating to the shelter expansion. (1 of 2)

County Official Approval: _____

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

[Handwritten signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5/04/2021 ✓

Budget Hearing/Meeting Date: 5/25/2021 ✓

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

Budget Number xxxxx.xxx.	11301.511 ✓	Budget Name	Health and Human Services - Operations ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	Health and Human Services - Operations ✓	39762.00.0000 ✓	Transfer from General Fund Reserves	370,000
Total				370,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	Health and Human Services - Operations ✓	56210.41.0020 ✓	Professional Services	370,000
Total				370,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Funding for Serenity House bathroom improvements relating to the shelter expansion. (2 of 2)

County Official Approval: _____

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

Two handwritten signatures in black ink, one above the other, located to the right of the County Official Approval line.