



AGENDA
BOARD of CLALLAM COUNTY COMMISSIONERS
 223 East 4th Street, Room 160
 Port Angeles, Washington
February 10, 2026 – 10 a.m.

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

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 836 9266 4344 and passcode: 12345 and use *9 to raise your hand.

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/83692664344> and use meeting ID: 836 9266 4344 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://clallamcountywa.gov/meetings>

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

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 (10 minutes total)

CONSENT AGENDA – Any Commissioner may remove items for discussion

- 1a Approval of vouchers for the week of
 The Following warrants and electronic payments are approved for payment:

Accounts Payable:	Total
Warrant numbers: 9949142-9949279	\$4,788,872.51
Electronic payments dates: n/a	\$0.00
Total Accounts Payable:	\$4,788,872.51

- 1b Approval of payroll for a period ending January 15
 The following voucher/warrants/electronic payments are approved for payment:

Payroll	Total
Warrant Numbers	
183690 – 184006, 9948940 – 9948956	\$906,916.74
Electronic Payment Date	
1/23/2026 – 1/26/2026	\$328,297.29
Total Payroll:	\$1,235,214.03

- 1c Approval of minutes for the week of February 2
- 1d Resolution appointing Dorothea Hoffmann to the Crescent Community Advisory Council
- 1e Resolution appointing Leah Rathwell and Lisa Law to the Olympic Area Agency on Aging
- 1f Resolution appointing Pete Tjemsland to the Board of Health

REPORTS AND PRESENTATIONS

AGENDA for the Meeting of February 10, 2026
CLALLAM COUNTY BOARD OF COMMISSIONERS
Page 2

CONTRACTS AND AGREEMENTS

- 2a Agreement with Washington State Parks and Recreation Commission for boating safety
- 2b Agreement with Washington Traffic Safety Commission for traffic safety programs
- 2c Agreement with Washington State Military Department and State 911 Funds for emergency dispatch
- 2d Contract amendment 9 with Department of Health for the consolidated contract

BUDGET

- 3a Notice that the following budget reductions will be considered for adoption on February 24:
Parks & Facilities-Capital Projects – The Parks Fair & Facilities Department requests that 2026 budget funds be returned to the Ending Fund Balance because the project was completed and paid for in 2025/(\$10,000)
- 3b Notice that the following supplemental appropriations will be considered for adoption on February 24:
Health & Human Services-Environmental Health
 - Department of Health Consolidated Contract Amendment #9 adds a \$218,392 two-year pollution identification and correction (PIC) grant, funding professional services for Tyler software consultants, with additional funds to be added later/\$47,877
 - Environmental Health received a Puget Sound Partnership (PSP) grant to fund onsite septic projects and support implementation of the Tyler Health module for managing septic inspections/\$94,292

Public Works-Roads – Lodging Tax award from the City of Forks for the Calawah to Sitkum Sol Duc Road segment of the Olympic Discovery Trail/\$44,000

Sheriff-Emergency Services - Wildfire defense plan costs were mostly incurred and reimbursed in 2025, but final expenses and some reimbursements will occur in 2026/\$38,685

Sheriff-Jail - The fingerprint machine was purchased in 2025, with reimbursement through the NCHIP Grant received in 2026/\$19,497

Sheriff-Operations - A quarterly payment for 2025 Jamestown Contract Policing services was received in 2026, requiring an increase to the 2026 revenue line to properly record the payment/\$75,000

Sheriff-Nine-One-One Enhanced - A new E911 dispatch equipment grant requires increasing both revenue and expenditure lines to account for the additional funds/\$178,289

Noxious Weed Control - Unused funds from last year’s WA Department of Agriculture knotweed grant, due to staff shortages, will be used for seasonal staff and vehicle rental before the grant expires in June 2027/\$8,200

Parks & Facilities-Capital Projects - The Parks Fair & Facilities Department requests 2025 budget funds be carried over to 2026 to complete the Courthouse Security/Safety Assessment project, delayed due to procurement issues/\$73,757
- 3c Resolution calling for a hearing to be held February 24 at 10:30 a.m. to consider adopting the following debatable emergencies:
Coroner – Funding needed to purchase equipment such as gurneys & a loading deck to convert van for decedent transport/\$10,000
Sheriff-Animal Control - A two-day spay and neuter clinic is planned for late February to help address pet overpopulation. The event, organized by Center Valley Animal Rescue and Spay to Save, is requesting \$4,925 in county funding for supplies, facility rental, and volunteer meals/\$4,925
Parks & Facilities-Real Estate Excise Tax (REET) – The Parks Fair & Facilities Department is requesting an additional \$80,000 to cover cost overruns for the Courthouse/Juvenile TRANE Upgrade project beyond the 2026 budget allocation/\$80,000

AGENDA for the Meeting of February 10, 2026
CLALLAM COUNTY BOARD OF COMMISSIONERS
Page 3

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
Meetings are held in the BOCC Board Room 160 unless indicated otherwise

Monday, February 9:

9:00 a.m. Work Session

Tuesday, February 10:

10:00 a.m. Board Meeting

Wednesday, February 11:

8:00 a.m. Coffee with Colleen (Virtually with EDC)

Thursday, February 12:

1:00 p.m. KONP Radio Show (Live on KONP Radio 101.7 FM)

Friday, February 13:

4:00 p.m. KSQM Radio Show (Live on KSQM Radio 91.5 FM)

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.



1a
FEB 10 2026

Date of report: February 4, 2026

General Fund	\$2,645,999.61
Other Funds	\$2,142,872.90
Total	\$4,788,872.51

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 _____ 2026.

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

MIKE FRENCH, Chair

RANDY JOHNSON

MARK OZIAS

TODD MIELKE, County Administrator

Accounts Payable Expenditures

February 2 - 6, 2026

Fund #	Department	Expenditures		Use Tax		Totals by Dept. (less use tax)	
		General Fund (GF)	Other Non-GF Funds	GF	Non-GF		
00100.211	Assessor	1,756.00				Assessor	1,756.00
00100.221	Auditor	4,062.66				Auditor	4,062.66
00100.241/244/291/831	Commissioners (BOCC)	2,360,448.14				BOCC	2,915,448.14
19941.291	BOCC - Opportunity Fund		555,000.00				
00100.843	Coroner	15,490.00				Coroner	15,490.00
00100.331-334	Dept. of Community Develop't (DCD)	3,216.14				DCD	3,216.14
11301.511	Health & Human Services (HHS)		11,862.77			HHS	55,791.41
00100.511	HHS - Environmental Health	8,339.86					
11322.511	HHS - Homeless Task Force		13,845.25				
11323.511	HHS - Chem Dep/Mental Hlth		21,743.53				
	Human Resources (HR)					HR	31,215.78
50401.461	HR - Risk Management		1,831.38				
50501.461	HR - Workers Compensation		29,384.40				
00100.411	Information Technology (IT)	17,706.78				IT	48,739.39
30701.411	IT - Capital Projects		31,032.61				
00100.851	Juvenile Services	6,774.00				Juvenile Svcs.	6,774.00
13001.381	Noxious Weeds - Nox Weed Control		624.22			Nox. Weeds	624.22
00100.911/912	Parks Fair Facilities (PFF)	2,275.82				PFF	2,275.82
00100.841-842	Prosecuting Attorney	66.00				Prosecutor	66.00
	Public Works (PW)					PW	1,465,132.92
10101.611	PW - Roads		9,323.10				
30805.611	PW - Broadband Infrastructure		1,416,234.03				
41401.611	PW - Clallam/Seki Sewer		1,916.79				
42401.611	PW - Carlsborg Sewer		63.47				
43401.611	PW - Bullman Beach Water System		1,079.74				
50301.611	PW - ER&R (Equip't Rental & Revolving)		36,515.79				
00100.811-815,817	Sheriff	176,432.38				Sheriff	207,610.27
00100.818	Sheriff - Jail Medical/Clinical Svcs	21,508.18					
11008.811	Sheriff - OPNET Drug		459.02				
11065.811	Sheriff - OPSCAN Operations		1,505.00				
11068.811	Sheriff - Stonegarden		6,993.77				
11080.811	Sheriff - Inmate Commissary		711.92		5.61		
00100.861	Superior Court	15,918.96		384.93		Superior Court	15,918.96
00100.891	Superior Court Clerk	69.62				Clerk	69.62
00100.231	Treasurer	10,845.14				Treasurer	13,585.64
12201.231	Treasurer - O&M (Operation & Maintenance)		2,740.50				
00100.931	WSU Extension	705.00				WSU Ext	705.00
	Total	2,645,614.68	2,142,867.29	384.93	5.61	Total	4,788,481.97

Expenditures	4,788,481.97	Use Tax	390.54
	Grand Total		4,788,872.51

Report Reconciliation	
Total	4,788,481.97
Final Check Lists	4,788,481.97
Difference	-

VISA Statement Balance:	-
Statement date:	

TOTALS	
General Fund	2,645,999.61
Non-General Fund	2,142,872.90
GRAND TOTAL	4,788,872.51

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
2/10/2026	SWANSONS SERVICES CORP.	2025721	jminnoch1	63.00	5.61	63.00
2/10/2026	WACO COMPOSITES	011426-7	lhalberg	4,325.00	384.93	4,325.00
Totals:				4,388.00	390.54	4,388.00

0.*

2,417,029.16+ warrants
2,371,452.81+ JEs
4,788,481.97*+

0.*

0.*

4,788,481.97+
390.54+ use tax
4,788,872.51*+ grand total

0.*

Entry Title
Date

Inter Department Invoices
1/31/2026

entry #

E/R/B	Fund number	BARS number	Description	Debit	Credit	Comment
E	00100	.511. 56260.41.5140	HHS	1878.29		PIC2025-12 1/20/26
R	00100	.332. 34319.00.0025	DCD		1878.29	PIC2025-12 1/20/26
E	00100	.511. 56260.41.5140	HHS	128.70		PIC2025-12 1/20/26
E	00100	.332. 55492.45.0015	DCD		128.70	PIC2025-12 1/20/26
E	00100	.511. 56254.41.0020	HHS	2667.58		20262 2025 Septic Assessmt
R	00100	.231. 34142.00.0033	Treasurer		2667.58	20262 2025 Septic Assessmt
E	00100	.851. 52760.31.0067	Juv Svcs	2771.40		C25-049 Det Meals 12/25
R	00100	.815. 34270.00.0050	Sheriff		2771.40	C25-049 Det Meals 12/25
totals				7445.97	7445.97	
entry balance					0.00	

Totals By Fund:		
HHS	00100.511	4,674.57
Juv Svcs	00100.851	2,771.40
	Total	7,445.97

0.*

2,364,006.84+

7,445.97+

2,371,452.81*+

*Journal Entries
(JEs)*

0.*

Entry Title Inter Department Invoices
Date 1/31/2026

entry #

E/R/B	Fund number	BARS number	Description	Debit	Credit	Comment
B	00100 .000.	11110.00.0000	Assessor		1756.00	2026.006SC 12/25 vehicle rental
E	00100 .211.	51424.45.0015	Assessor	1756.00		2026.006SC 12/25 vehicle rental
R	50301 .611.	34810.00.0010	PW - ER&R		1756.00	2026.006SC 12/25 vehicle rental
B	50301 .000.	11110.00.0000	PW - ER&R	1756.00		2026.006SC 12/25 vehicle rental
B	00100 .000.	11110.00.0000	BOCC		1694882.00	2026 Risk Mgmt Interfund Billing
E	00100 .291.	51960.46.0020	BOCC	1694882.00		2026 Risk Mgmt Interfund Billing
R	50401 .461.	34847.00.0040	HR Risk		1694882.00	2026 Risk Mgmt Interfund Billing
B	50401 .000.	11110.00.0000	HR Risk	1694882.00		2026 Risk Mgmt Interfund Billing
B	00100 .000.	11110.00.0000	BOCC		635581.00	2026 Risk Mgmt Interfund Billing
E	00100 .291.	51960.46.0020	BOCC	635581.00		2026 Risk Mgmt Interfund Billing
R	50401 .461.	34847.00.0050	HR Risk		635581.00	2026 Risk Mgmt Interfund Billing
B	50401 .000.	11110.00.0000	HR Risk	635581.00		2026 Risk Mgmt Interfund Billing
B	00100 .000.	11110.00.0000	Coroner		990.00	2026.004SC 12/25 vehicle rental
E	00100 .843.	56320.45.0015	Coroner	990.00		2026.004SC 12/25 vehicle rental
R	50301 .611.	34810.00.0005	PW - ER&R		990.00	2026.004SC 12/25 vehicle rental
B	50301 .000.	11110.00.0000	PW - ER&R	990.00		2026.004SC 12/25 vehicle rental
B	00100 .000.	11110.00.0000	DCD		1200.00	CE 2026.001SC 12/25 vehicle rent
E	00100 .331.	52460.45.0015	DCD	1200.00		CE 2026.001SC 12/25 vehicle rent
R	50301 .611.	34810.00.0070	PW - ER&R		1200.00	CE 2026.001SC 12/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	1200.00		CE 2026.001SC 12/25 vehicle rent
B	00100 .000.	11110.00.0000	DCD		1260.00	Insp 2026.001SC 12/25 vehicle rent
E	00100 .333.	52420.45.0015	DCD	1260.00		Insp 2026.001SC 12/25 vehicle rent
R	50301 .611.	34810.00.0070	PW - ER&R		1260.00	Insp 2026.001SC 12/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	1260.00		Insp 2026.001SC 12/25 vehicle rent
B	00100 .000.	11110.00.0000	DCD		13.20	CP 2026.011SC 12/25 vehicle rent
E	00100 .334.	55860.45.0015	DCD	13.20		CP 2026.011SC 12/25 vehicle rent
R	50301 .611.	34810.00.0030	PW - ER&R		13.20	CP 2026.011SC 12/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	13.20		CP 2026.011SC 12/25 vehicle rent
B	00100 .000.	11110.00.0000	DCD		41.25	Strmkprs 2026.011SC 12/25 vehicle rent
E	00100 .332.	55492.45.0015	DCD	41.25		Strmkprs 2026.011SC 12/25 vehicle rent
R	50301 .611.	34810.00.0030	PW - ER&R		41.25	Strmkprs 2026.011SC 12/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	41.25		Strmkprs 2026.011SC 12/25 vehicle rent
B	00100 .000.	11110.00.0000	DCD		9.90	Bldg 2026.011SC 12/25 vehicle rent
E	00100 .333.	55850.45.0015	DCD	9.90		Bldg 2026.011SC 12/25 vehicle rent
R	50301 .611.	34810.00.0030	PW - ER&R		9.90	Bldg 2026.011SC 12/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	9.90		Bldg 2026.011SC 12/25 vehicle rent
B	11323 .000.	11110.00.0000	HHS		96.00	Oct-Dec25 Clerk Therapeutic Court
E	11323 .511.	56611.41.5010	HHS	96.00		Oct-Dec25 Clerk Therapeutic Court
R	00100 .891.	34630.00.0010	Clerk		96.00	Oct-Dec25 Clerk Therapeutic Court
B	00100 .000.	11110.00.0000	Clerk	96.00		Oct-Dec25 Clerk Therapeutic Court

Totals By Fund:		
Assessor	00100.211	1,756.00
BOCC	00100.291	2,330,463.00
Coroner	00100.843	990.00
DCD	00100.33*	2,524.35
HHS	00100.511	3,665.29
	11301.511	59.19
	11323.511	21,743.53
Juv Svcs	00100.851	1,470.00
Nox Weeds	13001.381	564.48
Prosecutor	00100.841	66.00
WSU Ext	00100.931	705.00
Total		2,364,006.84
math check *		

Entry Title Inter Department Invoices
Date 1/31/2026

entry #

E/R/B	Fund number	BARS number	Description	Debit	Credit	Comment
B	11323 .000.	11110.00.0000	HHS		3890.17	Dec25 DPA Therapeutic Court
E	11323 .511.	56611.41.5165	HHS	3890.17		Dec25 DPA Therapeutic Court
R	00100 .841.	34270.04.0018	Prosecutor		3890.17	Dec25 DPA Therapeutic Court
B	00100 .000.	11110.00.0000	Prosecutor	3890.17		Dec25 DPA Therapeutic Court
B	11301 .000.	11110.00.0000	HHS		59.19	2025.277SC 11/25 fuel
E	11301 .511.	56276.31.0020	HHS	59.19		2025.277SC 11/25 fuel
R	50301 .611.	34850.14.0200	PW - ER&R		59.19	2025.277SC 11/25 fuel
B	50301 .000.	11110.00.0000	PW - ER&R	59.19		2025.277SC 11/25 fuel
B	00100 .000.	11110.00.0000	HHS		1885.29	2026.078R 11/16-12/15/25 septic plan review
E	00100 .511.	56254.41.0020	HHS	1885.29		2026.078R 11/16-12/15/25 septic plan review
R	10101 .611.	34589.00.0020	PW - Roads		1885.29	2026.078R 11/16-12/15/25 septic plan review
B	10101 .000.	11110.00.0000	PW - Roads	1885.29		2026.078R 11/16-12/15/25 septic plan review
B	00100 .000.	11110.00.0000	HHS - EH		890.00	2026.002SC 12/25 vehicle rent
E	00100 .511.	56254.45.0015	HHS - EH	890.00		2026.002SC 12/25 vehicle rent
R	50301 .611.	34810.00.0040	PW - ER&R		890.00	2026.002SC 12/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	890.00		2026.002SC 12/25 vehicle rent
B	00100 .000.	11110.00.0000	HHS - EH		890.00	2026.002SC 12/25 vehicle rent
E	00100 .511.	56256.45.0015	HHS - EH	890.00		2026.002SC 12/25 vehicle rent
R	50301 .611.	34810.00.0040	PW - ER&R		890.00	2026.002SC 12/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	890.00		2026.002SC 12/25 vehicle rent
B	11323 .000.	11110.00.0000	HHS		10133.40	Dec-25 Drug Court
E	11323 .511.	56611.41.5040	HHS	10133.40		Dec-25 Drug Court
R	00100 .861.	34630.00.0020	Sup Court		10133.40	Dec-25 Drug Court
B	00100 .000.	11110.00.0000	Sup Court	10133.40		Dec-25 Drug Court
B	11323 .000.	11110.00.0000	HHS		7623.96	Dec-25 LIFT Court
E	11323 .511.	56611.41.5150	HHS	7623.96		Dec-25 LIFT Court
R	00100 .861.	34630.00.0010	Sup Court		7623.96	Dec-25 LIFT Court
B	00100 .000.	11110.00.0000	Sup Court	7623.96		Dec-25 LIFT Court
B	00100 .000.	11110.00.0000	Juv Svcs		1470.00	2026.009SC 12/25 vehicle rental
E	00100 .851.	52760.45.0015	Juv Svcs	1470.00		2026.009SC 12/25 vehicle rental
R	50301 .611.	34810.00.0060	PW - ER&R		1470.00	2026.009SC 12/25 vehicle rental
B	50301 .000.	11110.00.0000	PW - ER&R	1470.00		2026.009SC 12/25 vehicle rental

Entry Title
Date

Inter Department Invoices
1/31/2026

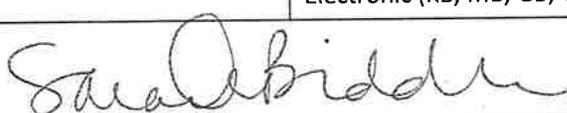
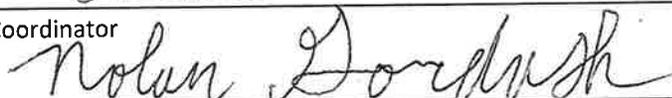
entry #

E/R/B	Fund number	BARS number	Description	Debit	Credit	Comment
B	13001 .000.	11110.00.0000	Nox Weeds		535.00	2026.007SC 12/25 vehicle rental
E	13001 .381.	55360.45.0015	Nox Weeds	535.00		2026.007SC 12/25 vehicle rental
R	50301 .611.	34810.00.0070	PW - ER&R		535.00	2026.007SC 12/25 vehicle rental
B	50301 .000.	11110.00.0000	PW - ER&R	535.00		2026.007SC 12/25 vehicle rental
B	13001 .000.	11110.00.0000	Nox Weeds		29.48	25MB4Q 2025 Q4 Postage
E	13001 .381.	55360.42.0020	Nox Weeds	29.48		25MB4Q 2025 Q4 Postage
R	00100 .291.	34170.00.0030	PW - ER&R		29.48	25MB4Q 2025 Q4 Postage
B	00100 .000.	11110.00.0000	PW - ER&R	29.48		25MB4Q 2025 Q4 Postage
B	00100 .000.	11110.00.0000	Prosecutor		66.00	2026.012SC 12/25 Vehicle Rental
E	00100 .841.	51535.45.0015	Prosecutor	66.00		2026.012SC 12/25 Vehicle Rental
R	50301 .611.	34810.00.0800	PW - ER&R		66.00	2026.012SC 12/25 Vehicle Rental
B	50301 .000.	11110.00.0000	PW - ER&R	66.00		2026.012SC 12/25 Vehicle Rental
B	00100 .000.	11110.00.0000	WSU Ext		705.00	2026.008SC 12/25 Vehicle Rental
E	00100 .931.	57121.45.0015	WSU Ext	705.00		2026.008SC 12/25 Vehicle Rental
R	50301 .611.	34810.00.0120	PW - ER&R		705.00	2026.008SC 12/25 Vehicle Rental
B	50301 .000.	11110.00.0000	PW - ER&R	705.00		2026.008SC 12/25 Vehicle Rental
TOTALS				4728013.68	4728013.68	2364006.84

Records Management Destruction Log

Please refer to your authorized Retention Schedules to complete this form. Instructions on Page 2.

Disposition Authority Number (DAN)	Records Series Title	Date/Date Range of Records	Eligible Destruction Date <small>(As dictated by your retention schedule)</small>	Description	Location
	Accounts Payable voucher backup	2019	2026	Accounts Payable voucher backup warrant #s 9840272-9856963	Old basement vault
	Journal Entry backup	2019	2026	JE backup	Old basement vault
	US Bank VISA statements & reconciliation backup	2019	2026	US Bank VISA statements & reconciliation backup	Old basement vault
	BOCC warrant approval agenda items	2019	2026	BOCC warrant approval agenda items	Old basement vault

Method of Destruction: <input type="checkbox"/> Shred paper records yourself, in your department/unit <input type="checkbox"/> Utilize locked bins for paper shredding through vendor <input type="checkbox"/> Dispose of electronic records only <input type="checkbox"/> Other: <u>LeMay Mobile Shredding</u>		Volume to be Destroyed: Number of files: _____ Number of Boxes: <u>20</u> Electronic (KB, MB, GB, TB): _____		Name of Agency/Department: Clallam County Auditor's Office _____ Date of Destruction: <u>1/5/2026</u>	
Signatures of Approving Officials: <div style="text-align: center;">  <hr/> Department Records Management Coordinator </div> <div style="text-align: center;">  <hr/> Supervisor/Director/Records Officer (RO) LeMay certification of destruction on file </div> <hr/> Shredding Vendor (if applicable)				For Official Use Only (must complete before destruction): Date Recv'd for Review: _____ Date Approved: _____	

Auditor

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	2/10/2026	0000390	COMPLETE LINE, LLC, TH	245805	1/16/2026	MONTHLY PLANNER FOR FIN	20.16	20.16
	2/10/2026	0001140	OLYMPIC PRINTERS INC	38350	1/21/2026	ELECTIONS WEBSITE STAMF	79.50	79.50
	2/10/2026	0036103	WSACA	WSA-2025-12-01	12/31/2025	2026 ANNUAL MEMBERSHIP I	3,963.00	3,963.00
Sub total for U S BANK:								4,062.66

4,062.66+
 584,985.14+
 14,500.00+
 691.79+
 25,648.83+
 1,831.38+
 29,384.40+
 48,739.39+
 2,532.60+
 59.74+
 2,275.82+
 36,515.79+
 9,323.10+
 1,419,294.03+
 58,167.45+
 127,934.64+
 21,508.18+
 15,918.96+
 69.62+
 13,585.64+
 2,417,029.16*+
 0**

Bocc

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/10/2026	0000382	GENERAL CODE LLC	GCI0019244	1/29/2026	MUNICIPAL CODE-CUMULATI	493.50
				GCI0019274	1/29/2026	MUNICIPAL CODE-WEB UPD/	117.50
	2/10/2026	0001420	SECURITY SERVICES NV	147606	1/28/2026	COURTHOUSE/JUV SVCS SE	5,635.58
				147950	1/28/2026	COURTHOUSE/JUV SVCS SE	4,633.70
	2/10/2026	0001426	SEQUIM, CITY OF	19941.25.006 C	1/28/2026	CITY OF SEQUIM 19941.25.00	555,000.00
	2/10/2026	0002447	GIBBS, GORDON	GG JAN 2026	1/28/2026	BOE MTG 1/28/2026 MILEAGE	84.83
	2/10/2026	0021617	WOLFLEY LAW OFFICE P	JUL25-JAN26 JV	1/28/2026	JUL2025 TO JAN2026 TRUAN	17,500.00
	2/10/2026	0042590	KLAHN, ANGI	AK JAN2026	1/29/2026	PENS,SWIFFER,TRASH BAGS	75.04
	2/10/2026	0047008	CINCOTTO, KARI	KC JAN 2025	1/28/2026	S ORTH RETIREMENT CAKE,	44.99
	2/10/2026	0050460	BENNU LAW LLC	844	1/29/2026	00316-CLALLAM COUNTY-PV,	1,400.00
						Sub total for U S BANK:	584,985.14

Conover

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>
	2/10/2026	0042898	KING COUNTY FINANCE 2170240	1/29/2026	KCME AUTOPSIES	14,500.00	14,500.00
Sub total for U S BANK:							14,500.00

DCD

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	2/10/2026	0000034	AIR FLO HEATING CO	REF 1-22-26	1/26/2026	REFUND BMEC2026-00018	83.16	83.16
	2/10/2026	0000196	BILLS PLUMBING & SANIT	S1239	1/1/2026	G133 SANIKAN REPLACEMEN	326.70	326.70
	2/10/2026	0028817	DAVES HEATING & COOL	REF 1-21-26	1/26/2026	REFUND BMEC2026-00014	41.58	
				REF 1-21-26 II	1/26/2026	REFUND BMEC2026-00016	15.59	57.17
	2/10/2026	0038337	INSIDEOUT SOLUTIONS I	101243	12/17/2025	G133 WEBSITE SERVICES	75.00	75.00
	2/10/2026	0046683	ODP BUSINESS SOLUTIO	454466438001	1/16/2026	CP OFFICE SUPPLIES	91.45	
				454326172001	1/16/2026	CE AND ADMIN OFC SUPPLIE	58.31	149.76
						Sub total for U S BANK:		691.79

HHS

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	2/10/2026	0051782	JERONIMO BROTHERS P	RJ 11-29-25	11/29/2025	HOPS - PAINTING - 140 C ST.	4,778.00	4,778.00
	2/10/2026	0016427	MCKESSON MEDICAL-SU	24932936	1/21/2026	HOPS - EPINEPHRINE PENS	1,067.18	
				24936398	1/21/2026	HOPS - EPINEPHRINE PENS	1,067.18	
				24901702	1/14/2026	HOPS - EPINEPHRINE JR PEN	587.77	
				24901703	1/14/2026	HOPS - EPINEPHRINE PEN	479.41	3,201.54
	2/10/2026	0049218	SQUEAKY CLEAN SERVIC	369-2026	1/27/2026	HOPS - CLEANING/SANITIZIN	1,000.00	
				370-2026	1/27/2026	HOPS - CLEANING/SANITIZIN	960.00	1,960.00
	2/10/2026	0001508	STERICYCLE, INC	8013227884	1/23/2026	HOPS - SYRINGE DISPOSAL	91.53	91.53
	2/10/2026	0033201	WESTSIDE PIZZA	WP 01-20-26	1/20/2026	HOPS - GROUP SUPPORT SL	181.05	181.05
	2/10/2026	0001812	WSALPHO	MACSA-2Q25-0	6/30/2025	HOPS - SEMI-ANNUAL MEDIC	1,591.46	1,591.46
	2/10/2026	0000591	FORKS ABUSE PROGRAM	11322-25-FAMH	1/22/2026	HTF - WEST END HOPE - DEC	3,163.11	3,163.11
	2/10/2026	0032029	SARGE'S PLACE	11322-25-SVS-C	12/12/2025	HTF - CASE MANAGER - NOV	2,980.44	
				11322-25-SVS-C	1/23/2026	HTF - CASE MANAGER - DEC	2,980.44	
				11322-25-SVS-R	1/26/2026	HTF - KITCHEN REMODEL & I	2,490.79	
				11322-25-SVS-R	12/12/2025	HTF - KITCHEN REMODEL & I	2,230.47	10,682.14
Sub total for U S BANK:								25,648.83

HR

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	2/10/2026	0001136	OLYMPIC MEDICAL CENT	9712107354840	1/28/2026	PRE EMPLOYMENT	1,186.00	1,186.00
	2/10/2026	0025115	RADIA INC PS	DOS 122625 BL	1/28/2026	PRE EMPLOYMENT	238.80	238.80
	2/10/2026	0046341	CIVICPLUS LLC	357269-PRR	1/28/2026	PUBLIC RECORDS SOFTWAF	406.58	406.58
Sub total for U S BANK:								1,831.38

HR Payroll

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>
	2/10/2026	0001707	WA ST DEPT OF, LABOR ; 4Q2025L&I	1/27/2026	4TH QTR 2025 L & I (WORKEF	29,384.40	29,384.40
Sub total for U S BANK:							29,384.40

IT

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/10/2026	0001603	TYLER TECHNOLOGIES II CI100-00237058	1/29/2026	IT20260129 - EDEN 2026 ANN	31,032.61	31,032.61
	2/10/2026	0039383	INFO-TECH RESEARCH G 241604	1/29/2026	IT20260128 - UPGRADE TO C	17,706.78	17,706.78
Sub total for U S BANK:							48,739.39

Juv Svcs

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/10/2026	0017787	DAIRY FRESH FARMS INC 8122602004	1/20/2026	DET FOOD	84.59	84.59
	2/10/2026	0041147	AMERIGAS PROPANE LP 3185951371	1/20/2026	UTILITIES	1,127.81	
			3186229650	1/26/2026	UTILITIES	898.32	2,026.13
	2/10/2026	0046683	ODP BUSINESS SOLUTIO 453562443001	1/12/2026	OFFICE SUPPLIES	356.68	
			454039033001	1/13/2026	OFFICE SUPPLIES	54.48	
			453743495001	1/10/2026	OFFICE SUPPLIES	10.72	421.88
						Sub total for U S BANK:	2,532.60

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/10/2026	0000679	GRANT, FRED	Grant2026 1-27	1/27/2026 TRAVEL REIMBURSEMENT F	27.26	27.26
	2/10/2026	0009870	ADOLPHSEN, ERIC	Adolphsen2026	1/27/2026 TRAVEL REIMBURSEMENT F	17.11	17.11
	2/10/2026	0046488	STONEMAN, ROBERTA	Stoneman2026	1/27/2026 TRAVEL REIMBURSEMENT F	15.37	15.37
Sub total for U S BANK:							59.74

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/10/2026	0000114	ARROW SEPTIC PUMPIN s1230	1/29/2026	SMPK FWB SANIKAN	115.00	115.00
	2/10/2026	0000196	BILLS PLUMBING & SANIT s3670733	1/29/2026	RDG PRO RATED DEC SANIK	28.35	28.35
	2/10/2026	0001252	PORT ANGELES, CITY OF 48731-101384 1	1/29/2026	VET DEC UTIL & GARBAGE	684.19	684.19
	2/10/2026	0001300	PUBLIC UTILITY DISTRICT				
			13575 01/26	1/29/2026	SC JAN ELECT	544.92	
			13572 01/26	1/29/2026	SC JAN ELECT	310.78	
			75463 01/26	1/29/2026	SC JAN ELECT	274.65	
			13573 01/26	1/29/2026	SC JAN ELECT	134.63	
			13571 01/26	1/29/2026	SC UNMETERED LIGHT	22.35	1,287.33
	2/10/2026	0033367	MCFARLEN, RICK				
			RMcFarlen Trvl 1	1/29/2026	ADM R MCFARLEN TRVL TRA	160.95	160.95
Sub total for U S BANK:							2,275.82

Public Works ER & R

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	2/10/2026	0000099	A-1 AUTO PARTS	73247	1/27/2026	PARTS FOR 110 110	42.53	42.53
	2/10/2026	0000172	BAXTER A/P OFFICE	95291	1/23/2026	PARTS FOR PA	8.00	8.00
	2/10/2026	0000592	FORKS AUTO ELECTRIC	321398	1/28/2026	BATTERY FOR 167 167	186.79	186.79
	2/10/2026	0000772	INDUSTRIAL HYDRAULIC	A354692	1/19/2026	PARTS FOR LC STORES	730.59	
			A354691	1/19/2026	REPAIR FOR 452 452	725.21	1,455.80	
	2/10/2026	0000848	PAPE KENWORTH NORTH	15897376	1/27/2026	PARTS FOR 242 242	138.10	138.10
	2/10/2026	0000894	LARSCO INC	1122950-01	1/28/2026	PARTS FOR HEAVY SHOP PA	241.13	241.13
	2/10/2026	0001059	NC MACHINERY CO	PACS0133644	1/14/2026	PARTS FOR 836 836	209.22	209.22
	2/10/2026	0001140	OLYMPIC PRINTERS INC	38364	1/21/2026	BULK PAPER	243.94	243.94
	2/10/2026	0001187	PAPE MACHINERY INC	16612867	1/16/2026	PARTS FOR 844 844	645.34	
			16596739	1/21/2026	PARTS FOR 803 803	282.42	927.76	
	2/10/2026	0001251	PORT ANGELES AUTO GL	0075361	1/21/2026	REPAIRS FOR S377 S377	81.68	81.68
	2/10/2026	0001300	PUBLIC UTILITY DISTRICT	21685-01/26	1/21/2026	12/21/26~01/21/26 51 BEDROC	1,687.69	
			9896-0226	1/22/2026	160 GRANT RD 02/26	605.26		
			109032-0226	1/22/2026	GRAVEL PIT RD 02/26	56.00	2,348.95	
	2/10/2026	0001405	LES SCHWAB TIRE CENT	38000981953	1/26/2026	TIRES FOR 243 243	1,239.59	1,239.59
	2/10/2026	0001551	TACOMA SCREW PRODU	140163915-00	1/20/2026	BRAKE CLEANING PARTS - P	248.37	248.37
	2/10/2026	0001781	WHITEHEADS AUTO PAR	335555	1/27/2026	PARTS FOR 179 179	469.87	
			335557	1/27/2026	PARTS FOR S362 S362	75.55		
			335502	1/26/2026	PARTS FOR 147 147	4.58	550.00	
	2/10/2026	0004448	DAREN'S POINT S TIRE &	0105130	1/28/2026	TIRES FOR 183 183	2,072.32	
			0105157	1/28/2026	PARTS FOR 157MP 157MP	71.82	2,144.14	
	2/10/2026	0006886	SYSTEMS FOR PUBLIC S	52475	1/26/2026	PARTS FOR S354 S354	789.97	789.97
	2/10/2026	0022435	RACE STREET AUTO PAR	738761	1/23/2026	PARTS FOR 243 243	151.87	
			739308	1/28/2026	PARTS FOR 446 446	118.37		
			739272	1/28/2026	PARTS FOR SM SHOP	96.61		
			738518	1/21/2026	PARTS FOR 137 137	78.45		
			739306	1/28/2026	PARTS FOR 401 401	64.15		
			739033	1/26/2026	PARTS FOR 619 619	56.03	565.48	
	2/10/2026	0042872	PROPANE NORTHWEST	1520454986	1/26/2026	PROPANE ~ LC	668.13	668.13

Bank : apbank U S BANK

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/10/2026	0043469	PETROCARD	0578273-IN	1/21/2026	DYED DIESLE ~ LC	7,945.51
				0578747-IN	1/27/2026	DYED DIESEL ~ CB	5,988.88
				0578561-IN	1/26/2026	UNLEADED ~ LC	3,228.17
				0578746-IN	1/27/2026	UNLEADED ~ CB	2,927.50
				0313417-IN	1/9/2026	SHELL GADUS OIL ~ PA	130.47
							20,220.53
	2/10/2026	0045811	SYN-TECH SYSTEMS INC	328583	1/19/2026	HOSE SHUTDOWN FOR 20-FI	42.00
							42.00
	2/10/2026	0046926	SNAP ON CREDIT	01142644283	1/14/2026	APOLLO D9 SCANNER FOR P	4,103.35
							4,103.35
	2/10/2026	0049733	VESTIS SERVICES LLC	5120823553	1/22/2026	SANITATION SERVICE ~ SQ E	39.10
							39.10
	2/10/2026	0051398	SEATTLE PUMP & EQUIP	018112	1/26/2026	PRESSURE WASHER NOZZLI	21.23
							21.23
Sub total for U S BANK:							36,515.79

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/10/2026	0000085	ANGELES CONCRETE PR 61355	1/14/2026	MAINTENANCE SUPPLIES -EI	3,512.83	
			61331	1/13/2026	MAINTENANCE SUPPLIES -EI	2,278.65	5,791.48
	2/10/2026	0000329	CO-OP FARM AND GARDE 133646	1/28/2026	MAINTENANCE SUPPLIES - S	66.67	66.67
	2/10/2026	0000546	EXPRESS SERVICES, INC 33443041-10101	1/28/2026	01/19-01/25/26 EXPRESS MAC	959.32	959.32
	2/10/2026	0000709	HARBOR SAW & SUPPLY 874412	1/21/2026	MAINTENANCE SUPPLIES -LC	274.40	
			874397	1/21/2026	MAINTENANCE SUPPLIES -LC	134.24	
			873646	1/15/2026	MAINTENANCE SUPPLIES -P/	39.16	447.80
	2/10/2026	0000714	HARTNAGEL BLDG SUPP 890183	1/26/2026	MAINTENANCE SUPPLIES -EI	83.62	83.62
	2/10/2026	0001156	OLYPEN INC 2610130-0018	1/30/2026	OLYPEN SERVICE	161.25	161.25
	2/10/2026	0001300	PUBLIC UTILITY DISTRICT 110606-012026	1/20/2026	12/16-01/14/26 SCENIC OVER	127.78	127.78
	2/10/2026	0001540	SWAIN'S GENERAL STOR 353954	1/29/2026	MAINTENANCE SUPPLIES - E	208.77	208.77
	2/10/2026	0026957	LEITZ FARMS INC 130205	1/26/2026	MAINTENANCE SUPPLIES -TF	215.08	215.08
	2/10/2026	0038943	SIX ROBBLEES INC 23P11909	1/14/2026	MAINTENANCE SUPPLIES - P	491.06	491.06
	2/10/2026	0041522	GORMLEY, COLE GORML11626CI	1/16/2026	GORMLEY-CDL LICENSING	136.00	
			2595-GORMLY	1/15/2026	GORMLEY-CDL HASMAT	85.25	
			TESTGORM116	1/16/2026	GORMLEY-CDL KNOWLEDGE	35.00	256.25
	2/10/2026	0051749	COLUMBIA BODY MFG CO 42412	1/15/2026	MAINTENANCE SUPPLIES -P/	514.02	514.02
Sub total for U S BANK:							9,323.10

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/10/2026	0000091	ANGELES MILLWORK & L 384176	1/27/2026	MAINTENANCE SUPPLIES- W	72.52	72.52
	2/10/2026	0001300	PUBLIC UTILITY DISTRIC 23007-012126	1/21/2026	12/16-01/19/26 176 FRONT ST	1,086.57	
			23221-012126	1/21/2026	12/17-01/19/26 12901 HWY 112	299.68	
			22991-012126	1/21/2026	12/16-01/19/26 HWY 112 OPP	251.29	
			23040-012126	1/21/2026	12/17-01/19/26 FRONT ST	206.73	1,844.27
	2/10/2026	0001300	PUBLIC UTILITY DISTRIC 119586-012226	1/22/2026	12/18-01/07/26 1453 W WASHI	63.47	63.47
	2/10/2026	0000546	EXPRESS SERVICES, INC 33443041-43401	1/28/2026	01/12-01/25/26 EXPRESS CRC	986.57	986.57
	2/10/2026	0001300	PUBLIC UTILITY DISTRIC 24561-012226	1/22/2026	12/18-01/18/26 BULLMAN BEA	93.17	93.17
	2/10/2026	0049882	ASTOUND BROADBAND CCG029	12/31/2025	BROADBAND CONSTRUCTIO	1,415,454.03	1,415,454.03
	2/10/2026	0001300	PUBLIC UTILITY DISTRIC 17489 PUD	1/27/2026	BROADBAND CONSULTING	585.00	
			17488 PUD	1/27/2026	BROADBAND CONSULTING	195.00	780.00
Sub total for U S BANK:							1,419,294.03

Sherriff (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>	
	2/10/2026	0001556	AXON ENTERPRISE INC	INUS412181	1/1/2026	70 BUNDLES OF TASERS & 7	58,167.45	58,167.45
Sub total for U S BANK:							58,167.45	

Sheriff (2)

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	2/10/2026	0049401	8TH STREET CAR WASH	CCS-012526	1/25/2026	CAR WASHES	25.00	25.00
	2/10/2026	0000270	CAPTAIN TS	54070	12/26/2025	UNIFORMS-MILLER, JOHN SO	329.97	329.97
	2/10/2026	0004211	CENTURYLINK	333961510-Feb2	1/17/2026	DATA CONNECTION	325.80	325.80
	2/10/2026	0000628	GALLS LLC	033687647	1/8/2026	UNIFORM & DUTY GEAR-EST	972.84	
				033373518	12/5/2025	UNIFORM & DUTY GEAR-PAU	415.99	
				033758156	1/15/2026	UNIFORMS - ESTES	394.94	
				033699160	1/6/2026	UNIFORM-PAUL	316.24	
				033741670	1/13/2026	UNIFORM-ESTES	267.92	
				033770638	1/16/2026	UNIFORMS-ESTES	125.68	
				033782993	1/17/2026	UNIFORMS-ESTES	100.40	
				033661253	1/6/2026	UNIFORMS - NEWHOUSE	93.92	
				033870028	1/27/2026	UNIFORM-ESTES	75.76	
				033842910	1/23/2026	UNIFORM-ESTES	39.14	
				033842895	1/23/2026	UNIFORM-ESTES	38.56	
				033668398	1/6/2026	DUTY GEAR-ESTES	31.43	
				033842925	1/23/2026	DUTY GEAR-LEPLEY	31.31	
				033729636	1/12/2026	UNIFORMS - NANKANI	22.13	
				033397598	12/8/2025	UNIFORM-PAUL	7.78	2,934.04
	2/10/2026	0000674	GOVCONNECTION, INC.	77218590	1/7/2026	MONITORS	707.64	707.64
	2/10/2026	0037247	HAIR BY NICOLE	012726	1/27/2026	INMATE HAIRCUTS	360.00	360.00
	2/10/2026	0041605	HD SUPPLY	9245106482	1/21/2026	JAIL SUPPLIES	121.88	
				9244594030	1/7/2026	KITCHEN SUPPLIES	67.50	
				9244545519	1/6/2026	JAIL SUPPLIES	62.75	
				9244855518	1/14/2026	JAIL SUPPLIES	10.24	262.37
	2/10/2026	0000812	JIFFY CLEANERS	012626	1/26/2026	UNIFORM & TABLECLOTHS C	475.88	475.88
	2/10/2026	0033486	LN CURTIS & SONS INC	INV1031101	1/22/2026	UNIFORM NAME PATCHES-E	54.45	54.45
	2/10/2026	0001022	MOTOROLA SOLUTIONS,	8282266184	1/16/2026	PORTABLE RADIOS	37,182.00	
				8282266386	1/16/2026	PORTABLE RADIO CHARGER	793.23	
				8282265119	1/14/2026	JAIL - MICROPHONE CLIPS	103.35	38,078.58
	2/10/2026	0004964	NAPA AUTO PARTS	738352	1/20/2026	CAR BATTERY	257.60	
				737521	1/12/2026	OIL & FILTER, WIPERS, TUNE	201.42	
				737800	1/14/2026	SEALANT- SAR VEHICLE	35.92	494.94
	2/10/2026	0049723	NEW HORIZONS COMMU	C157521-A	1/1/2026	JAIL INTERNET CONNECTION	288.92	288.92
	2/10/2026	0029266	NI GOVERNMENT SERVIC	25122909221	1/8/2026	SATELLITE PHONE SERVICE	53.08	53.08

Bank : apbank U S BANK		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	2/10/2026	0001828	NIKOLA ENGINEERING IN 48961	1/21/2026	END POINTS 1/1/26-1/31/26	1,179.20	1,179.20	
	2/10/2026	0015513	OLYMPIC PENINSULA CO 2025-12-CCFR	1/8/2026	SERVICE EXPENSE, TRAVEL,	62,601.88	62,601.88	
	2/10/2026	0001252	PORT ANGELES, CITY OF 91080	11/13/2025	STONEGARDEN E24-326 OFF	2,335.69		
			91562	12/29/2025	STONEGARDEN E24-326 OFF	1,785.50		
			90877	11/10/2025	STONEGARDEN E24-326 OFF	1,522.58		
			82495-151160-J:	1/14/2026	UTILITIES - FRONT ST	533.57	6,177.34	
	2/10/2026	0051784	REYES VALDOVINOS, KE 011626	1/16/2026	ACADEMY MILEAGE	2,042.48	2,042.48	
	2/10/2026	0001426	SEQUIM, CITY OF FY24-002E	11/5/2025	STONEGARDEN E25-331 EQL	1,350.00	1,350.00	
	2/10/2026	0001543	SWANSONS SERVICES C 2025721	1/15/2026	INDIGENT PACKS	63.00	63.00	
	2/10/2026	0001579	TIME KEEPING SYSTEMS CLA010263368	1/12/2026	1 YR SUPPORT GUARD 1 RE/	2,495.00	2,495.00	
	2/10/2026	0001586	TRAFFIC SAFETY SUPPL INV087683	1/13/2026	CUSTOM NOTICE & NO DUMI	188.96	188.96	
	2/10/2026	0001677	WA ASSOC OF SHERIFFS INV033194	1/14/2026	ACCREDITATION ANNUAL FE	4,500.00	4,500.00	
	2/10/2026	0001697	WA ST CRIMINAL JUSTICI 201142468	1/26/2026	CORRECTIONS OFFICER AC/	2,946.11	2,946.11	
Sub total for U S BANK:							127,934.64	

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/10/2026	0000084	ANGELES COMMUNICATI 35650	1/22/2026	RELOCATION OF CABLES	1,928.65	1,928.65
	2/10/2026	0000087	ANGELES ELECTRIC INC 23785	1/15/2026	JAIL-OUTLETS FOR NURSE S	1,001.52	1,001.52
	2/10/2026	0000595	FORKS COMMUNITY HOSE 80003852-Dec20	12/29/2025	INMATE MEDICAL	57.00	57.00
	2/10/2026	0001123	OLYMPIC AMBULANCE SERVICE 25-316707	12/26/2025	INMATE MEDICAL	129.06	129.06
	2/10/2026	0001136	OLYMPIC MEDICAL CENT OMC-1.29.26	1/29/2026	INMATE MEDICAL	6,309.74	6,309.74
	2/10/2026	0001136	OLYMPIC MEDICAL CENT 460176-Jan26	1/4/2026	INMATE MEDICAL	63.00	63.00
	2/10/2026	0001198	PART WORKS INC, THE INV127384	1/26/2026	JAIL MEDICAL ROOM VACUUI	221.30	221.30
	2/10/2026	0001254	PORT ANGELES FIRE DEPT 15-2025-000060	12/21/2025	INMATE MEDICAL	177.35	
			15-2025-000057	12/4/2025	INMATE MEDICAL	177.35	
			15-2025-000057	12/6/2025	INMATE MEDICAL	177.35	
			15-2025-000057	12/3/2025	INMATE MEDICAL	177.35	
			15-2025-000058	12/13/2025	INMATE MEDICAL	177.35	886.75
	2/10/2026	0001508	STERICYCLE, INC 8013149544	1/16/2026	BIO-HAZARD WASTE	20.72	20.72
	2/10/2026	0004826	OLYMPIC MEDICAL PHYS 71236092750	8/25/2025	INMATE MEDICAL	87.26	
			71236110640	8/26/2025	INMATE MEDICAL	77.39	
			71236079530	8/25/2025	INMATE MEDICAL	38.88	203.53
	2/10/2026	0024409	ULINE 203349740	1/26/2026	MED CLINIC OPERATING SM/	621.58	621.58
	2/10/2026	0025115	RADIA INC PS ZEM5PL3	1/10/2026	INMATE MEDICAL	49.53	
			ZEMJI4R	1/12/2026	INMATE MEDICAL	31.40	
			ZELY8AR	1/3/2026	INMATE MEDICAL	23.18	104.11
	2/10/2026	0048022	SOUND INPATIENT PHYSICIAN ZEGYHZ1	7/16/2025	INMATE MEDICAL	120.43	120.43
	2/10/2026	0051208	MDCOMMERCE INC 5234	12/10/2025	BILLING SERVICES NOV 2025	1,522.50	
			5273	1/16/2026	BILLING SERVICES DEC 2025	1,500.00	3,022.50
	2/10/2026	0051389	TIGER MEDICAL 0001351240	1/29/2026	ECG CART & ACCESSORIES	5,610.53	
			0001329798	11/24/2025	ECG CART & ACCESSORIES	751.77	
			0001336398	12/15/2025	ECG CART & ACCESSORIES	455.99	6,818.29
Sub total for U S BANK:							21,508.18

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/10/2026	0043520	SUBWAY	2/A-630461	1/28/2026	1/22/26 - ST. V. ENGELBRIGH	179.80
				2/A-630353	1/28/2026	1/21/26 - ST V. ENGELBRIGH	170.24
	2/10/2026	0046683	ODP BUSINESS SOLUTIO	454576071001	1/28/2026	1/07/26 - OFFICE SUPPLIES, C	139.33
				456139074001	1/28/2026	1/14/26 - OFFICE SUPPLIES, I	123.07
				454575910001	1/28/2026	1/07/26 - OFFICE SUPPLIES, F	62.75
	2/10/2026	0048426	ONE STEP SOFTWARE IN	27439	1/28/2026	2026 SOFTWARE RENEWAL,	1,680.00
	2/10/2026	0050577	CTW PLLC/CTW LAW FIR	2348	1/28/2026	1/07/26 - IN RE GOEBEL, 25-4-	3,328.57
				2254	1/28/2026	10/31/25 - IN RE GOEBEL, 25-	2,486.56
				2210	1/28/2026	9/12/25 - IN RE GOEBEL, 25-4-	1,286.14
	2/10/2026	0050689	YELISH & BARKER PLLC	06552	1/28/2026	IN RE FELLOWS, 25-4-00103-1	2,137.50
	2/10/2026	0051777	WACO COMPOSITES	011426-7	1/28/2026	1/14/26 - ARMORCOR X3, BUL	4,325.00
Sub total for U S BANK:							15,918.96

Clerk

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>	
	2/10/2026	0020849	U S BANK	USBANKJAN202	1/29/2026	MAINTENANCE RENEWAL DE	17.42	17.42
	2/10/2026	0050797	PINKENS, SAFA	SAFAPJUVYTR/	1/29/2026	CLERK TRAVEL -JUVENILE C,	52.20	52.20
Sub total for U S BANK:							69.62	

Treasurer

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	2/10/2026	0000331	CLALLAM COUNTY AUDIT 26-180222	1/28/2026	REMOVAL OF CURRENT USE	1,218.00	
			26-180322	1/28/2026	REMOVAL OF FORESTLAND	1,218.00	
			26-180384	1/28/2026	REMOVAL OF FORESTLAND	304.50	2,740.50
	2/10/2026	0001179	PACIFIC OFFICE EQUIPM 1171220	1/28/2026	EQUIP MAINTENANCE	128.03	128.03
	2/10/2026	0028820	US BANK, TREASURY MG 2025USBANK	1/28/2026	BANKING CHARGES	10,705.11	10,705.11
	2/10/2026	0040381	ACI PAYMENTS INC 1000152946	1/28/2026	OPAY RETURNS	12.00	12.00
					Sub total for U S BANK:		13,585.64

Payroll and Benefits Paid for semi-monthly payroll: January 23, 2026					
Fund Name	Fund Number	Gross Earnings Paid by Fund #	Benefits Paid by Fund #	Employees Paid by Fund #	Total Expenditures
COUNTY (Semi-Monthly)					
General Fund	00100	802,582.91	139,220.24	223	941,803.15
HHS	11301	30,087.44	4,982.48	11	35,069.92
HHS-Dev Disabilities	11331	3,074.61	492.30	1	3,566.91
Prosecutor-Local Crime Victim	11701	5,300.88	844.25	2	6,145.13
Treasurer- O&M	12201	457.25	73.38	1	530.63
Auditor-Doc Preservation	12401	2,926.66	469.03	1	3,395.69
Noxious Weed Control	13001	7,963.04	1,475.88	3	9,438.92
Veterans Relief	19914	5,476.54	877.32	2	6,353.86
Affordable Housing Sales Tax	19951	5,016.07	786.86	1	5,802.93
American Rescue Plan Act	19961	3,333.33	512.76	1	3,846.09
HR-Risk Management	50401	11,996.59	1,805.41	5	13,802.00
HR-Workers Compensation	50501	1,787.18	291.20	2	2,078.38
		880,002.50	151,831.11		1,031,833.61
ROADS					
PW - Roads	10101	175,830.85	31,957.25	62	207,788.10
PW - Flood Control	10135	4,068.05	656.07	4	4,724.12
PW - Broadband Infrastructure	30805	458.22	84.84	1	543.06
PW - Solid Waste	40201	1,014.43	175.70	4	1,190.13
Clallam Bay/Sekiu Sewer	41401	14,047.67	2,533.07	9	16,580.74
PW - Carlsborg Sewer M&O	42401	1,407.96	244.73	5	1,652.69
ER&R	50301	23,766.81	4,278.86	10	28,045.67
		220,593.99	39,930.52		260,524.51
TOTALS		\$1,100,596.49	\$191,761.63		\$1,292,358.12

Prepared by:



Sherry Nelson, Deputy Auditor

COPY



Payroll Ending: 1/15/2026

The following voucher/warrants/electronic payments are approved for payment:

Payroll	Total
Warrant Numbers	
183690 – 184006, 9948940 – 9948956	\$906,916.74
Electronic Payment Date	
1/23/2026 – 1/26/2026	\$328,297.29
Total Payroll:	\$1,235,214.03

pyLDFnd
01/21/2026 1:56:29PM
Check Date: 01/23/2026

Labor Distribution Totals By Fund
CLALLAM COUNTY
01/01/2026 to 01/15/2026-2 Cycle sc

Fund Worked : 00100
Emps : 223

Earnings Code & Description		Amount	Hours	Earnings Code & Description		Amount	Hours
r	REGULAR	615,110.81	15,702.63	h	HOLIDAY	53,986.03	1,390.20
v	VACATION	33,358.22	859.82	s	SICK	29,697.27	768.07
o15s	OVERTIME X 1.5 - SHERIFF DEPT	13,031.03	202.75	o20m	OT X 2.0 - CORR MANDATORY/SHRF	12,884.30	202.00
fh	FLOATING HOLIDAY	10,075.76	271.50	o25vju	OT X 2.5 - CORR VOLUNTEER/JUVI	8,713.21	122.75
h25	HOLIDAY WORKED X 2.5	8,159.87	70.00	mil	MILITARY LEAVE	3,300.53	77.00
ohjd	OT HOLIDAY - JUV DETENTION	1,864.97	42.00	accred	ACCREDITATION PAY	1,663.59	
boot	BOOT STIPEND	1,600.00		ldpa	DPA LONGEVITY PAY	1,202.54	
stby	STANDBY PAY	1,093.92	24.00	fl	FUNERAL LEAVE	1,032.48	24.00
o25h	OT X 2.5 - HRS OVER HOL PAY	1,021.37	9.25	auto	AUTO ALLOWANCE CONTRACTUAL	1,020.00	
cu	COMP USED	714.12	25.00	aute	AUTO ALLOWANCE ELECTED	680.00	
fto	FTO PREMIUM	580.13	252.00	bsba	BS/BA EDUCATION INCENTIVE	430.59	
detpay	DETECTIVE PAY	381.22		aaas	AA/AS EDUCATION INCENTIVE	254.41	
oth	OVERTIME X 1.5 - HOURLY	236.29	12.50	phsm	PHONE STIPEND SMART PHONE	180.00	
uapr	URINE ANALYSIS PREMIUM	141.50		biling	BILINGUAL INCENTIVE	66.86	
adml	ADMINISTRATIVE LEAVE PAID	45.20	1.00	asp	SHERIFF ACTING SUPERVISOR PAY	20.02	13.00
aspj	ACTING SUPERVISOR PAY JUVENILE	16.79	12.00	o15j	OVERTIME x 1.5 - JUV DETENTION	10.56	0.25
inst1	INSTRUCTOR PREMIUM PAY	9.32	4.00				
Totals:						802,582.91	20,085.72

Deduction Code and Description		Amount	Deduction Code and Description		Amount
fedtx	FEDERAL WITHHOLDING TAX	69,817.97	socsec	SOCIAL SECURITY	49,162.22
pers2	PERS 2 RETIREMENT	28,394.95	401a	401A DEFERRED COMPENSATION	18,206.52
medtx	MEDICARE TAX	11,497.64	icm457	ICMA DEFERRED COMP	11,106.58
leoff2	LEOFF 2 RETIREMENT	9,655.56	psers	PSERS RETIREMENT	6,567.16
fmilatx	WA Paid Family & Medical Leave	6,398.32	l&i	L&I - SELF INSURED	4,808.70
rth457	ROTH-ICMA DEFERRED COMP	4,339.54	wacare	WA Long-Term Care	4,090.72
pers3	PERS 3 RETIREMENT	3,722.19	udteam	UNION DUES - TEAMSTERS	3,545.20
h457	MASSMUTUAL 457	1,549.31	dshs	DSHS CHILD SUPPORT	1,174.92
dshsca	DSHS CHILD SUPPORT CALIFORNIA	750.00	udpd1	UNION DUES - 1619 D	660.00
n457	NATIONWIDE 457	563.21	udmp	UNION DUES - 1619 MP	552.80
udcd1	UNION DUES - 1619 CD	511.71	pers1	PERS 1 RETIREMENT	208.70
perscu	PERS RETIREMENT CATCH UP	80.79	udcd2	UNION DUES - 1619 CD	77.53
udpd2	UNION DUES - 1619 D	75.00	udcs	UNION DUES - 1619 CS	69.10
garnfe	GARNISHMENT FEE	1.50			
Totals:					237,587.84

pyLDFnd
 01/21/2026 1:56:29PM
 Check Date: 01/23/2026

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle sc

Fund Worked : 00100
 # Emps : 223

<u>Benefit Code and Description</u>		<u>Amount</u>	<u>Benefit Code and Description</u>		<u>Amount</u>
socsec	SOCIAL SECURITY	49,162.22	pers2	PERS 2 RETIREMENT	28,977.45
l&i	L&I - SELF INSURED	15,204.43	401a	401A DEFERRED COMPENSATION	13,584.58
medtx	MEDICARE TAX	11,497.64	psers	PSERS RETIREMENT	6,757.22
leoff2	LEOFF 2 RETIREMENT	6,022.02	pers3	PERS 3 RETIREMENT	3,185.90
frmlatx	WA Paid Family & Medical Leave	2,559.29	unemp	UNEMPLOYMENT	1,991.61
pers1	PERS 1 RETIREMENT	194.09	perscu	PERS RETIREMENT CATCH UP	83.79
				Totals:	139,220.24
				Gross Earnings by Fund:	802,582.91
				Total Fund Deductions:	237,587.84
				Fund Net:	564,995.07
					20,085.72

pyLDFnd
 01/21/2026 1:56:29PM
 Check Date: 01/23/2026

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle sc

Fund Worked : 11301
 # Emps : 11

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	
r	REGULAR	26,287.36	820.20	h	HOLIDAY	2,734.77	84.80	
s	SICK	756.77	20.00	v	VACATION	308.54	8.00	
				Totals:		30,087.44	933.00	
<u>Deduction Code and Description</u>		<u>Amount</u>	<u>Deduction Code and Description</u>		<u>Amount</u>			
socsec	SOCIAL SECURITY	1,865.40	fedtx	FEDERAL WITHHOLDING TAX	1,796.03			
pers2	PERS 2 RETIREMENT	1,618.71	401a	401A DEFERRED COMPENSATION	1,029.22			
medtx	MEDICARE TAX	436.26	udteam	UNION DUES - TEAMSTERS	316.00			
fmlatx	WA Paid Family & Medical Leave	242.87	l&i	L&I - SELF INSURED	198.51			
wacare	WA Long-Term Care	174.52	udmp	UNION DUES - 1619 MP	34.55			
				Totals:	7,712.07			
<u>Benefit Code and Description</u>		<u>Amount</u>	<u>Benefit Code and Description</u>		<u>Amount</u>			
socsec	SOCIAL SECURITY	1,865.40	pers2	PERS 2 RETIREMENT	1,678.89			
401a	401A DEFERRED COMPENSATION	560.32	medtx	MEDICARE TAX	436.26			
l&i	L&I - SELF INSURED	254.19	fmlatx	WA Paid Family & Medical Leave	97.15			
unemp	UNEMPLOYMENT	90.27						
				Totals:	4,982.48			
						Gross Earnings by Fund:	30,087.44	933.00
						Total Fund Deductions:	7,712.07	
						Fund Net:	22,375.37	

pyLDFnd
 01/21/2026 1:56:29PM
 Check Date: 01/23/2026

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle sc

Fund Worked : 11331
 # Emps : 1

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	
r	REGULAR	2,699.02	77.25	h	HOLIDAY	279.51	8.00	
v	VACATION	52.41	1.50	s	SICK	43.67	1.25	
				Totals:		3,074.61	88.00	
<u>Deduction Code and Description</u>		<u>Amount</u>	<u>Deduction Code and Description</u>		<u>Amount</u>			
fedtx	FEDERAL WITHHOLDING TAX	258.58	socsec	SOCIAL SECURITY	190.63			
pers2	PERS 2 RETIREMENT	165.41	icm457	ICMA DEFERRED COMP	61.49			
medtx	MEDICARE TAX	44.58	udteam	UNION DUES - TEAMSTERS	39.50			
fmlatx	WA Paid Family & Medical Leave	24.82	wacare	WA Long-Term Care	17.83			
I&i	L&I - SELF INSURED	15.41					Totals:	818.25
<u>Benefit Code and Description</u>		<u>Amount</u>	<u>Benefit Code and Description</u>		<u>Amount</u>			
socsec	SOCIAL SECURITY	190.63	pers2	PERS 2 RETIREMENT	171.56			
401a	401A DEFERRED COMPENSATION	61.49	medtx	MEDICARE TAX	44.58			
fmlatx	WA Paid Family & Medical Leave	9.93	unemp	UNEMPLOYMENT	9.22			
I&i	L&I - SELF INSURED	4.89					Totals:	492.30
						Gross Earnings by Fund:	3,074.61	88.00
						Total Fund Deductions:	818.25	
						Fund Net:	2,256.36	

Fund Worked : 11701
 # Emps : 2

Earnings Code & Description		Amount	Hours	Earnings Code & Description		Amount	Hours
r	REGULAR	4,742.66	142.10	h	HOLIDAY	480.35	14.40
s	SICK	77.87	2.40				
				Totals:		5,300.88	158.90

Deduction Code and Description		Amount
fedtx	FEDERAL WITHHOLDING TAX	389.79
401a	401A DEFERRED COMPENSATION	265.05
pers2	PERS 2 RETIREMENT	122.89
fmlatx	WA Paid Family & Medical Leave	42.79
I&i	L&I - SELF INSURED	28.35

Deduction Code and Description		Amount
socsec	SOCIAL SECURITY	328.66
pers3	PERS 3 RETIREMENT	150.84
medtx	MEDICARE TAX	76.86
wacare	WA Long-Term Care	30.75
Totals:		1,435.98

Benefit Code and Description		Amount
socsec	SOCIAL SECURITY	328.66
pers2	PERS 2 RETIREMENT	127.46
medtx	MEDICARE TAX	76.86
unemp	UNEMPLOYMENT	15.90

Benefit Code and Description		Amount
pers3	PERS 3 RETIREMENT	168.34
401a	401A DEFERRED COMPENSATION	106.02
fmlatx	WA Paid Family & Medical Leave	17.11
I&i	L&I - SELF INSURED	3.90
Totals:		844.25

Gross Earnings by Fund:	5,300.88	158.90
Total Fund Deductions:	1,435.98	
Fund Net:	3,864.90	

Fund Worked : 12201
 # Emps : 1

Earnings Code & Description		Amount	Hours	Earnings Code & Description		Amount	Hours
r	REGULAR	368.92	14.20	s	SICK	46.76	1.80
h	HOLIDAY	41.57	1.60				
Totals:						457.25	17.60

Deduction Code and Description		Amount
n457	NATIONWIDE 457	45.72
socsec	SOCIAL SECURITY	28.35
fedtx	FEDERAL WITHHOLDING TAX	7.29
udteam	UNION DUES - TEAMSTERS	5.80
I&i	L&I - SELF INSURED	2.83

Deduction Code and Description		Amount
401a	401A DEFERRED COMPENSATION	45.72
pers2	PERS 2 RETIREMENT	24.60
medtx	MEDICARE TAX	6.63
fmlatx	WA Paid Family & Medical Leave	3.69
Totals:		170.63

Benefit Code and Description		Amount
socsec	SOCIAL SECURITY	28.35
401a	401A DEFERRED COMPENSATION	9.14
fmlatx	WA Paid Family & Medical Leave	1.48
I&i	L&I - SELF INSURED	0.90

Benefit Code and Description		Amount
pers2	PERS 2 RETIREMENT	25.51
medtx	MEDICARE TAX	6.63
unemp	UNEMPLOYMENT	1.37
Totals:		73.38

Gross Earnings by Fund:	457.25	17.60
Total Fund Deductions:	170.63	
Fund Net:	286.62	

pyLDFnd
 01/21/2026 1:56:29PM
 Check Date: 01/23/2026

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle sc

Fund Worked : 12401
 # Emps : 1

<u>Earnings Code & Description</u>	<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>	<u>Amount</u>	<u>Hours</u>
r REGULAR	2,660.60	80.00	h HOLIDAY	266.06	8.00
			Totals:	2,926.66	88.00

<u>Deduction Code and Description</u>	<u>Amount</u>
fedtx FEDERAL WITHHOLDING TAX	203.14
pers2 PERS 2 RETIREMENT	157.45
medtx MEDICARE TAX	42.44
fmlatx WA Paid Family & Medical Leave	23.62
I&i L&I - SELF INSURED	15.96

<u>Deduction Code and Description</u>	<u>Amount</u>
socsec SOCIAL SECURITY	181.45
icm457 ICMA DEFERRED COMP	100.00
udteam UNION DUES - TEAMSTERS	37.50
wacare WA Long-Term Care	16.98
Totals:	778.54

<u>Benefit Code and Description</u>	<u>Amount</u>
socsec SOCIAL SECURITY	181.45
401a 401A DEFERRED COMPENSATION	58.53
fmlatx WA Paid Family & Medical Leave	9.45
I&i L&I - SELF INSURED	5.07

<u>Benefit Code and Description</u>	<u>Amount</u>
pers2 PERS 2 RETIREMENT	163.31
medtx MEDICARE TAX	42.44
unemp UNEMPLOYMENT	8.78
Totals:	469.03

Gross Earnings by Fund:	2,926.66	88.00
Total Fund Deductions:	778.54	
Fund Net:	2,148.12	

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle sc

Fund Worked : 13001
 # Emps : 3

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	
r	REGULAR	6,054.84	203.00	v	VACATION	841.50	25.75	
h	HOLIDAY	723.93	24.00	s	SICK	342.77	11.25	
				Totals:		7,963.04	264.00	
<u>Deduction Code and Description</u>		<u>Amount</u>	<u>Deduction Code and Description</u>		<u>Amount</u>			
fedtx	FEDERAL WITHHOLDING TAX	625.05	socsec	SOCIAL SECURITY	493.71			
pers2	PERS 2 RETIREMENT	428.42	401a	401A DEFERRED COMPENSATION	307.49			
medtx	MEDICARE TAX	115.46	l&i	L&I - SELF INSURED	78.51			
fmlatx	WA Paid Family & Medical Leave	64.27	udteam	UNION DUES - TEAMSTERS	58.00			
wacare	WA Long-Term Care	46.18	udmp	UNION DUES - 1619 MP	34.55			
				Totals:	2,251.64			
<u>Benefit Code and Description</u>		<u>Amount</u>	<u>Benefit Code and Description</u>		<u>Amount</u>			
socsec	SOCIAL SECURITY	493.71	pers2	PERS 2 RETIREMENT	444.34			
l&i	L&I - SELF INSURED	213.51	401a	401A DEFERRED COMPENSATION	159.26			
medtx	MEDICARE TAX	115.46	fmlatx	WA Paid Family & Medical Leave	25.71			
unemp	UNEMPLOYMENT	23.89					Totals:	1,475.88
						Gross Earnings by Fund:	7,963.04 264.00	
						Total Fund Deductions:	2,251.64	
						Fund Net:	5,711.40	

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle sc

Fund Worked : 19914
 # Emps : 2

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>
r	REGULAR	4,759.76	144.00	h	HOLIDAY	475.97	14.40
s	SICK	240.81	6.40				
				Totals:		5,476.54	164.80

<u>Deduction Code and Description</u>		<u>Amount</u>
socsec	SOCIAL SECURITY	339.55
pers2	PERS 2 RETIREMENT	294.64
medtx	MEDICARE TAX	79.41
fmlatx	WA Paid Family & Medical Leave	44.21
l&i	L&I - SELF INSURED	28.73

<u>Deduction Code and Description</u>		<u>Amount</u>
fedtx	FEDERAL WITHHOLDING TAX	339.35
401a	401A DEFERRED COMPENSATION	222.09
udteam	UNION DUES - TEAMSTERS	75.50
wacare	WA Long-Term Care	31.76
Totals:		1,455.24

<u>Benefit Code and Description</u>		<u>Amount</u>
socsec	SOCIAL SECURITY	339.55
401a	401A DEFERRED COMPENSATION	109.54
fmlatx	WA Paid Family & Medical Leave	17.68
l&i	L&I - SELF INSURED	9.12

<u>Benefit Code and Description</u>		<u>Amount</u>
pers2	PERS 2 RETIREMENT	305.59
medtx	MEDICARE TAX	79.41
unemp	UNEMPLOYMENT	16.43
Totals:		877.32

Gross Earnings by Fund:	5,476.54	164.80
Total Fund Deductions:	1,455.24	
Fund Net:	4,021.30	

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle sc

Fund Worked : 19951
 # Emps : 1

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	
r	REGULAR	3,178.63	61.00	s	SICK	833.74	16.00	
v	VACATION	416.87	8.00	h	HOLIDAY	416.83	8.00	
auto	AUTO ALLOWANCE CONTRACTUAL	170.00						
						Totals:	93.00	
						5,016.07		
<u>Deduction Code and Description</u>		<u>Amount</u>	<u>Deduction Code and Description</u>		<u>Amount</u>			
fedtx	FEDERAL WITHHOLDING TAX	699.95	socsec	SOCIAL SECURITY	311.00			
pers2	PERS 2 RETIREMENT	260.72	401a	401A DEFERRED COMPENSATION	242.30			
medtx	MEDICARE TAX	72.73	fmlatx	WA Paid Family & Medical Leave	40.49			
wacare	WA Long-Term Care	29.09	l&i	L&I - SELF INSURED	15.96			
						Totals:	1,672.24	
<u>Benefit Code and Description</u>		<u>Amount</u>	<u>Benefit Code and Description</u>		<u>Amount</u>			
socsec	SOCIAL SECURITY	311.00	pers2	PERS 2 RETIREMENT	270.41			
401a	401A DEFERRED COMPENSATION	96.92	medtx	MEDICARE TAX	72.73			
fmlatx	WA Paid Family & Medical Leave	16.19	unemp	UNEMPLOYMENT	14.54			
l&i	L&I - SELF INSURED	5.07					Totals:	786.86
						Gross Earnings by Fund:	93.00	
						Total Fund Deductions:	1,672.24	
						Fund Net:	3,343.83	

Fund Worked : 19961
 # Emps : 1

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>
sigbon	SIGNING BONUS	3,333.33					
Totals:						3,333.33	
<u>Deduction Code and Description</u>		<u>Amount</u>		<u>Deduction Code and Description</u>		<u>Amount</u>	
fedtx	FEDERAL WITHHOLDING TAX	442.46		psers	PSERS RETIREMENT	230.33	
socsec	SOCIAL SECURITY	206.67		medtx	MEDICARE TAX	48.33	
401a	401A DEFERRED COMPENSATION	39.52		fmlatx	WA Paid Family & Medical Leave	26.91	
wacare	WA Long-Term Care	19.34		l&i	L&I - SELF INSURED	17.80	
udcd1	UNION DUES - 1619 CD	16.29		udcd2	UNION DUES - 1619 CD	2.47	
Totals:						1,050.12	
<u>Benefit Code and Description</u>		<u>Amount</u>		<u>Benefit Code and Description</u>		<u>Amount</u>	
psers	PSERS RETIREMENT	237.00		socsec	SOCIAL SECURITY	206.67	
medtx	MEDICARE TAX	48.33		fmlatx	WA Paid Family & Medical Leave	10.76	
unemp	UNEMPLOYMENT	10.00		Totals:			
						512.76	
Gross Earnings by Fund:						3,333.33	0.00
Total Fund Deductions:						1,050.12	
Fund Net:						2,283.21	

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle sc

Fund Worked : 50401
 # Emps : 5

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	
r	REGULAR	10,223.65	270.56	h	HOLIDAY	1,074.70	28.50	
s	SICK	386.45	10.25	v	VACATION	311.79	8.00	
				Totals:		11,996.59	317.31	
<u>Deduction Code and Description</u>		<u>Amount</u>	<u>Deduction Code and Description</u>		<u>Amount</u>			
fedtx	FEDERAL WITHHOLDING TAX	1,401.60	socsec	SOCIAL SECURITY	743.80			
pers2	PERS 2 RETIREMENT	465.41	medtx	MEDICARE TAX	173.95			
401a	401A DEFERRED COMPENSATION	100.38	fmlatx	WA Paid Family & Medical Leave	96.83			
icm457	ICMA DEFERRED COMP	92.23	l&i	L&I - SELF INSURED	69.31			
wacare	WA Long-Term Care	50.17	rth457	ROTH-ICMA DEFERRED COMP	20.72			
				Totals:	3,214.40			
<u>Benefit Code and Description</u>		<u>Amount</u>	<u>Benefit Code and Description</u>		<u>Amount</u>			
socsec	SOCIAL SECURITY	743.80	pers2	PERS 2 RETIREMENT	482.72			
401a	401A DEFERRED COMPENSATION	239.93	medtx	MEDICARE TAX	173.95			
l&i	L&I - SELF INSURED	90.28	fmlatx	WA Paid Family & Medical Leave	38.73			
unemp	UNEMPLOYMENT	36.00						
				Totals:	1,805.41			
						Gross Earnings by Fund:	11,996.59	317.31
						Total Fund Deductions:	3,214.40	
						Fund Net:	8,782.19	

pyLDFnd
 01/21/2026 1:56:29PM
 Check Date: 01/23/2026

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle sc

Fund Worked : 50501
 # Emps : 2

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	
r	REGULAR	1,553.06	30.51	h	HOLIDAY	142.54	2.80	
s	SICK	91.58	2.00					
				Totals:		1,787.18	35.31	
<u>Deduction Code and Description</u> <th><u>Amount</u></th> <td></td> <td colspan="2"><u>Deduction Code and Description</u> <th><u>Amount</u></th> <td></td> </td>		<u>Amount</u>		<u>Deduction Code and Description</u> <th><u>Amount</u></th> <td></td>		<u>Amount</u>		
fedtx	FEDERAL WITHHOLDING TAX	221.23		socsec	SOCIAL SECURITY	110.87		
pers2	PERS 2 RETIREMENT	96.13		medtx	MEDICARE TAX	25.92		
icm457	ICMA DEFERRED COMP	23.65		fmlatx	WA Paid Family & Medical Leave	14.42		
wacare	WA Long-Term Care	10.38		l&i	L&I - SELF INSURED	5.58		
				Totals:		508.18		
<u>Benefit Code and Description</u> <th><u>Amount</u></th> <td></td> <td colspan="2"><u>Benefit Code and Description</u> <th><u>Amount</u></th> <td></td> </td>		<u>Amount</u>		<u>Benefit Code and Description</u> <th><u>Amount</u></th> <td></td>		<u>Amount</u>		
socsec	SOCIAL SECURITY	110.87		pers2	PERS 2 RETIREMENT	99.72		
401a	401A DEFERRED COMPENSATION	41.81		medtx	MEDICARE TAX	25.92		
fmlatx	WA Paid Family & Medical Leave	5.77		unemp	UNEMPLOYMENT	5.34		
l&i	L&I - SELF INSURED	1.77						
				Totals:		291.20		
						Gross Earnings by Fund:	1,787.18	35.31
						Total Fund Deductions:	508.18	
						Fund Net:	1,279.00	

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle sc

Fund Worked : - Totals -
 # Emps : 247

Earnings Code & Description		Amount	Hours	Earnings Code & Description		Amount	Hours
r	REGULAR	677,639.31	17,545.45	h	HOLIDAY	60,622.26	1,584.70
v	VACATION	35,289.33	911.07	s	SICK	32,517.69	839.42
o15s	OVERTIME X 1.5 - SHERIFF DEPT	13,031.03	202.75	o20m	OT X 2.0 - CORR MANDATORY/SHRF	12,884.30	202.00
fh	FLOATING HOLIDAY	10,075.76	271.50	o25vju	OT X 2.5 - CORR VOLUNTEER/JUVI	8,713.21	122.75
h25	HOLIDAY WORKED X 2.5	8,159.87	70.00	sigbon	SIGNING BONUS	3,333.33	
mil	MILITARY LEAVE	3,300.53	77.00	ohjd	OT HOLIDAY - JUV DETENTION	1,864.97	42.00
accred	ACCREDITATION PAY	1,663.59		boot	BOOT STIPEND	1,600.00	
ldpa	DPA LONGEVITY PAY	1,202.54		auto	AUTO ALLOWANCE CONTRACTUAL	1,190.00	
stby	STANDBY PAY	1,093.92	24.00	fl	FUNERAL LEAVE	1,032.48	24.00
o25h	OT X 2.5 - HRS OVER HOL PAY	1,021.37	9.25	cu	COMP USED	714.12	25.00
aute	AUTO ALLOWANCE ELECTED	680.00		fto	FTO PREMIUM	580.13	252.00
bsba	BS/BA EDUCATION INCENTIVE	430.59		detpay	DETECTIVE PAY	381.22	
aaas	AA/AS EDUCATION INCENTIVE	254.41		oth	OVERTIME X 1.5 - HOURLY	236.29	12.50
phsm	PHONE STIPEND SMART PHONE	180.00		uapr	URINE ANALYSIS PREMIUM	141.50	
biling	BILINGUAL INCENTIVE	66.86		adml	ADMINISTRATIVE LEAVE PAID	45.20	1.00
asp	SHERIFF ACTING SUPERVISOR PAY	20.02	13.00	aspj	ACTING SUPERVISOR PAY JUVENILE	16.79	12.00
o15j	OVERTIME x 1.5 - JUV DETENTION	10.56	0.25	inst1	INSTRUCTOR PREMIUM PAY	9.32	4.00
Totals:						880,002.50	22,245.64

Deduction Code and Description		Amount	Deduction Code and Description		Amount
fedtx	FEDERAL WITHHOLDING TAX	76,202.44	socsec	SOCIAL SECURITY	53,962.31
pers2	PERS 2 RETIREMENT	32,029.33	401a	401A DEFERRED COMPENSATION	20,458.29
medtx	MEDICARE TAX	12,620.21	icm457	ICMA DEFERRED COMP	11,383.95
leoff2	LEOFF 2 RETIREMENT	9,655.56	fmlatx	WA Paid Family & Medical Leave	7,023.24
psers	PSERS RETIREMENT	6,797.49	l&i	L&I - SELF INSURED	5,285.65
wacare	WA Long-Term Care	4,517.72	rth457	ROTH-ICMA DEFERRED COMP	4,360.26
udteam	UNION DUES - TEAMSTERS	4,077.50	pers3	PERS 3 RETIREMENT	3,873.03
h457	MASSMUTUAL 457	1,549.31	dshs	DSHS CHILD SUPPORT	1,174.92
dshsca	DSHS CHILD SUPPORT CALIFORNIA	750.00	udpd1	UNION DUES - 1619 D	660.00
udmp	UNION DUES - 1619 MP	621.90	n457	NATIONWIDE 457	608.93
udcd1	UNION DUES - 1619 CD	528.00	pers1	PERS 1 RETIREMENT	208.70
perscu	PERS RETIREMENT CATCH UP	80.79	udcd2	UNION DUES - 1619 CD	80.00
udpd2	UNION DUES - 1619 D	75.00	udcs	UNION DUES - 1619 CS	69.10
garnfe	GARNISHMENT FEE	1.50			
Totals:					258,655.13

pyLDFnd
01/21/2026 1:56:29PM
Check Date: 01/23/2026

Labor Distribution Totals By Fund
CLALLAM COUNTY
01/01/2026 to 01/15/2026-2 Cycle sc

Fund Worked : - Totals -
Emps : 247

<u>Benefit Code and Description</u>	<u>Amount</u>
socsec SOCIAL SECURITY	53,962.31
l&i L&I - SELF INSURED	15,793.13
medtx MEDICARE TAX	12,620.21
leoff2 LEOFF 2 RETIREMENT	6,022.02
fmlatx WA Paid Family & Medical Leave	2,809.25
pers1 PERS 1 RETIREMENT	194.09

<u>Benefit Code and Description</u>	<u>Amount</u>
pers2 PERS 2 RETIREMENT	32,746.96
401a 401A DEFERRED COMPENSATION	15,027.54
psers PSERS RETIREMENT	6,994.22
pers3 PERS 3 RETIREMENT	3,354.24
unemp UNEMPLOYMENT	2,223.35
perscu PERS RETIREMENT CATCH UP	83.79

Totals: 151,831.11

Grand Total Gross Earnings: 880,002.50 22,245.64

Grand Total Deductions: 258,655.13

Grand Total Net: 621,347.37

pyLDFnd
 01/21/2026 2:22:53PM
 Check Date: 01/23/2026

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle s

Fund Worked : 10101
 # Emps : 62

Earnings Code & Description		Amount	Hours	Earnings Code & Description		Amount	Hours
r	REGULAR	127,747.57	3,524.00	h	HOLIDAY	15,998.91	440.00
s	SICK	7,682.17	218.50	v	VACATION	7,448.52	196.50
boot	BOOT STIPEND	6,000.00		fh	FLOATING HOLIDAY	5,986.23	152.00
o15r	OVERTIME X 1.5 - ROADS DEPT	3,310.62	61.50	cu	COMP USED	2,371.50	73.00
auto	AUTO ALLOWANCE CONTRACTUAL	340.00		c15r	COMP EARNED X 1.5 ROADS	-1,054.67	-21.50
				Totals:		175,830.85	4,644.00

Deduction Code and Description		Amount	Deduction Code and Description		Amount
fedtx	FEDERAL WITHHOLDING TAX	14,546.76	socsec	SOCIAL SECURITY	10,925.67
pers2	PERS 2 RETIREMENT	8,650.25	icm457	ICMA DEFERRED COMP	3,902.86
401a	401A DEFERRED COMPENSATION	2,709.90	medtx	MEDICARE TAX	2,555.21
udteam	UNION DUES - TEAMSTERS	1,767.05	l&i	L&I - SELF INSURED	1,513.28
fmlatx	WA Paid Family & Medical Leave	1,421.93	wacare	WA Long-Term Care	898.72
h457	MASSMUTUAL 457	661.40	pers3	PERS 3 RETIREMENT	454.52
udmp	UNION DUES - 1619 MP	137.88	perscu	PERS RETIREMENT CATCH UP	3.85
			Totals:		50,149.28

Benefit Code and Description		Amount	Benefit Code and Description		Amount
socsec	SOCIAL SECURITY	10,904.85	pers2	PERS 2 RETIREMENT	8,953.07
l&i	L&I - SELF INSURED	4,753.11	401a	401A DEFERRED COMPENSATION	3,209.62
medtx	MEDICARE TAX	2,550.34	fmlatx	WA Paid Family & Medical Leave	567.67
unemp	UNEMPLOYMENT	508.57	pers3	PERS 3 RETIREMENT	504.51
perscu	PERS RETIREMENT CATCH UP	5.51			
			Totals:		31,957.25

Gross Earnings by Fund:	175,830.85	4,644.00
Total Fund Deductions:	50,149.28	
Fund Net:	125,681.57	

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle s

Fund Worked : 10135
 # Emps : 4

<u>Earnings Code & Description</u>	<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>	<u>Amount</u>	<u>Hours</u>
r REGULAR	3,648.34	87.00	s SICK	419.71	10.00
			Totals:	4,068.05	97.00

<u>Deduction Code and Description</u>	<u>Amount</u>
fedtx FEDERAL WITHHOLDING TAX	357.11
socsec SOCIAL SECURITY	252.25
medtx MEDICARE TAX	59.01
fmlatx WA Paid Family & Medical Leave	32.84
wacare WA Long-Term Care	23.59
pers3 PERS 3 RETIREMENT	9.54

<u>Deduction Code and Description</u>	<u>Amount</u>
401a 401A DEFERRED COMPENSATION	344.15
pers2 PERS 2 RETIREMENT	208.31
udmp UNION DUES - 1619 MP	33.60
icm457 ICMA DEFERRED COMP	23.77
l&i L&I - SELF INSURED	17.91
udteam UNION DUES - TEAMSTERS	3.59
Totals:	1,365.67

<u>Benefit Code and Description</u>	<u>Amount</u>
socsec SOCIAL SECURITY	252.25
401a 401A DEFERRED COMPENSATION	83.32
fmlatx WA Paid Family & Medical Leave	13.13
pers3 PERS 3 RETIREMENT	10.96

<u>Benefit Code and Description</u>	<u>Amount</u>
pers2 PERS 2 RETIREMENT	216.05
medtx MEDICARE TAX	59.01
unemp UNEMPLOYMENT	12.20
l&i L&I - SELF INSURED	9.15
Totals:	656.07

Gross Earnings by Fund:	4,068.05	97.00
Total Fund Deductions:	1,365.67	
Fund Net:	2,702.38	

Fund Worked : 30805
 # Emps : 1

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>
r	REGULAR	458.22	7.00				
				Totals:	458.22	7.00	

<u>Deduction Code and Description</u>		<u>Amount</u>
icm457	ICMA DEFERRED COMP	44.51
socsec	SOCIAL SECURITY	28.49
medtx	MEDICARE TAX	6.66
wacare	WA Long-Term Care	2.66

<u>Deduction Code and Description</u>		<u>Amount</u>
fedtx	FEDERAL WITHHOLDING TAX	33.09
pers3	PERS 3 RETIREMENT	22.25
fmlatx	WA Paid Family & Medical Leave	3.70
I&i	L&i - SELF INSURED	2.20
Totals:		143.56

<u>Benefit Code and Description</u>		<u>Amount</u>
socsec	SOCIAL SECURITY	28.49
401a	401A DEFERRED COMPENSATION	13.75
medtx	MEDICARE TAX	6.66
unemp	UNEMPLOYMENT	1.38

<u>Benefit Code and Description</u>		<u>Amount</u>
pers3	PERS 3 RETIREMENT	25.57
I&i	L&i - SELF INSURED	7.51
fmlatx	WA Paid Family & Medical Leave	1.48
Totals:		84.84

Gross Earnings by Fund:	458.22	7.00
Total Fund Deductions:	143.56	
Fund Net:	314.66	

Fund Worked : 40201
 # Emps : 4

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>
r	REGULAR	1,014.43	23.00				
				Totals:		1,014.43	23.00
<u>Deduction Code and Description</u>		<u>Amount</u>	<u>Deduction Code and Description</u>		<u>Amount</u>		
fedtx	FEDERAL WITHHOLDING TAX	96.10	socsec	SOCIAL SECURITY	62.92		
pers2	PERS 2 RETIREMENT	47.54	401a	401A DEFERRED COMPENSATION	22.99		
icm457	ICMA DEFERRED COMP	15.07	medtx	MEDICARE TAX	14.71		
fmlatx	WA Paid Family & Medical Leave	8.20	pers3	PERS 3 RETIREMENT	6.36		
wacare	WA Long-Term Care	5.89	l&i	L&I - SELF INSURED	5.55		
udmp	UNION DUES - 1619 MP	4.69	udteam	UNION DUES - TEAMSTERS	3.59		
				Totals:	293.61		
<u>Benefit Code and Description</u>		<u>Amount</u>	<u>Benefit Code and Description</u>		<u>Amount</u>		
socsec	SOCIAL SECURITY	62.92	pers2	PERS 2 RETIREMENT	49.30		
401a	401A DEFERRED COMPENSATION	21.61	medtx	MEDICARE TAX	14.71		
l&i	L&I - SELF INSURED	13.54	pers3	PERS 3 RETIREMENT	7.31		
fmlatx	WA Paid Family & Medical Leave	3.27	unemp	UNEMPLOYMENT	3.04		
				Totals:	175.70		
				Gross Earnings by Fund:	1,014.43	23.00	
				Total Fund Deductions:	293.61		
				Fund Net:	720.82		

pyLDFnd
 01/21/2026 2:22:53PM
 Check Date: 01/23/2026

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle s

Fund Worked : 41401
 # Emps : 9

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	
r	REGULAR	8,114.57	226.75	s	SICK	4,124.96	99.75	
h	HOLIDAY	1,203.95	32.00	fh	FLOATING HOLIDAY	389.38	8.00	
o15r	OVERTIME X 1.5 - ROADS DEPT	214.81	4.75					
				Totals:		14,047.67	371.25	
<u>Deduction Code and Description</u>		<u>Amount</u>	<u>Deduction Code and Description</u>		<u>Amount</u>			
fedtx	FEDERAL WITHHOLDING TAX	1,054.46	socsec	SOCIAL SECURITY	871.09			
pers2	PERS 2 RETIREMENT	713.49	401a	401A DEFERRED COMPENSATION	278.73			
medtx	MEDICARE TAX	203.73	icm457	ICMA DEFERRED COMP	156.68			
udteam	UNION DUES - TEAMSTERS	125.92	fmlatx	WA Paid Family & Medical Leave	113.39			
l&i	L&I - SELF INSURED	98.17	wacare	WA Long-Term Care	81.48			
pers3	PERS 3 RETIREMENT	38.15	udmp	UNION DUES - 1619 MP	24.37			
				Totals:	3,759.66			
<u>Benefit Code and Description</u>		<u>Amount</u>	<u>Benefit Code and Description</u>		<u>Amount</u>			
socsec	SOCIAL SECURITY	871.09	pers2	PERS 2 RETIREMENT	740.03			
l&i	L&I - SELF INSURED	302.35	401a	401A DEFERRED COMPENSATION	284.53			
medtx	MEDICARE TAX	203.73	fmlatx	WA Paid Family & Medical Leave	45.36			
pers3	PERS 3 RETIREMENT	43.83	unemp	UNEMPLOYMENT	42.15			
				Totals:	2,533.07			
						Gross Earnings by Fund:	14,047.67	371.25
						Total Fund Deductions:	3,759.66	
						Fund Net:	10,288.01	

Fund Worked : 42401
 # Emps : 5

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>
r	REGULAR	1,407.96	32.50				
				Totals:		1,407.96	32.50
<u>Deduction Code and Description</u>		<u>Amount</u>	<u>Deduction Code and Description</u>		<u>Amount</u>		
fedtx	FEDERAL WITHHOLDING TAX	129.61	socsec	SOCIAL SECURITY	87.31		
pers2	PERS 2 RETIREMENT	68.71	401a	401A DEFERRED COMPENSATION	36.26		
medtx	MEDICARE TAX	20.41	icm457	ICMA DEFERRED COMP	14.09		
fmlatx	WA Paid Family & Medical Leave	11.37	wacare	WA Long-Term Care	8.17		
l&i	L&I - SELF INSURED	7.89	udmp	UNION DUES - 1619 MP	6.39		
pers3	PERS 3 RETIREMENT	6.36	udteam	UNION DUES - TEAMSTERS	5.51		
				Totals:	402.08		
<u>Benefit Code and Description</u>		<u>Amount</u>	<u>Benefit Code and Description</u>		<u>Amount</u>		
socsec	SOCIAL SECURITY	87.31	pers2	PERS 2 RETIREMENT	71.27		
401a	401A DEFERRED COMPENSATION	29.48	medtx	MEDICARE TAX	20.41		
l&i	L&I - SELF INSURED	20.18	pers3	PERS 3 RETIREMENT	7.31		
fmlatx	WA Paid Family & Medical Leave	4.54	unemp	UNEMPLOYMENT	4.23		
				Totals:	244.73		
Gross Earnings by Fund:						1,407.96	32.50
Total Fund Deductions:						402.08	
Fund Net:						1,005.88	

Fund Worked : 50301
 # Emps : 10

<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>	<u>Earnings Code & Description</u>		<u>Amount</u>	<u>Hours</u>
r	REGULAR	20,497.59	600.00	h	HOLIDAY	1,934.35	56.00
v	VACATION	872.79	24.00	s	SICK	264.70	8.00
o15r	OVERTIME X 1.5 - ROADS DEPT	197.38	4.00				
Totals:						23,766.81	692.00

<u>Deduction Code and Description</u>		<u>Amount</u>	<u>Deduction Code and Description</u>		<u>Amount</u>
socsec	SOCIAL SECURITY	1,452.72	fedtx	FEDERAL WITHHOLDING TAX	1,423.64
pers2	PERS 2 RETIREMENT	1,260.60	401a	401A DEFERRED COMPENSATION	436.66
medtx	MEDICARE TAX	339.77	udteam	UNION DUES - TEAMSTERS	249.34
l&i	L&I - SELF INSURED	205.95	fmlatx	WA Paid Family & Medical Leave	189.12
icm457	ICMA DEFERRED COMP	153.54	wacare	WA Long-Term Care	135.91
dshs	DSHS CHILD SUPPORT	102.00	udmp	UNION DUES - 1619 MP	34.92
garnfe	GARNISHMENT FEE	0.50			
Totals:					5,984.67

<u>Benefit Code and Description</u>		<u>Amount</u>	<u>Benefit Code and Description</u>		<u>Amount</u>
socsec	SOCIAL SECURITY	1,473.54	pers2	PERS 2 RETIREMENT	1,326.19
l&i	L&I - SELF INSURED	565.41	401a	401A DEFERRED COMPENSATION	421.02
medtx	MEDICARE TAX	344.64	fmlatx	WA Paid Family & Medical Leave	76.75
unemp	UNEMPLOYMENT	71.31			
Totals:					4,278.86

Gross Earnings by Fund:	23,766.81	692.00
Total Fund Deductions:	5,984.67	
Fund Net:	17,782.14	

Labor Distribution Totals By Fund
 CLALLAM COUNTY
 01/01/2026 to 01/15/2026-2 Cycle s

Fund Worked : - Totals -
 # Emps : 67

Earnings Code & Description		Amount	Hours	Earnings Code & Description		Amount	Hours
r	REGULAR	162,888.68	4,500.25	h	HOLIDAY	19,137.21	528.00
s	SICK	12,491.54	336.25	v	VACATION	8,321.31	220.50
fh	FLOATING HOLIDAY	6,375.61	160.00	boot	BOOT STIPEND	6,000.00	
o15r	OVERTIME X 1.5 - ROADS DEPT	3,722.81	70.25	cu	COMP USED	2,371.50	73.00
auto	AUTO ALLOWANCE CONTRACTUAL	340.00		c15r	COMP EARNED X 1.5 ROADS	-1,054.67	-21.50
				Totals:		220,593.99	5,866.75

Deduction Code and Description		Amount	Deduction Code and Description		Amount
fedtx	FEDERAL WITHHOLDING TAX	17,640.77	socsec	SOCIAL SECURITY	13,680.45
pers2	PERS 2 RETIREMENT	10,948.90	icm457	ICMA DEFERRED COMP	4,310.52
401a	401A DEFERRED COMPENSATION	3,828.69	medtx	MEDICARE TAX	3,199.50
udteam	UNION DUES - TEAMSTERS	2,155.00	l&i	L&I - SELF INSURED	1,850.95
fmlatx	WA Paid Family & Medical Leave	1,780.55	wacare	WA Long-Term Care	1,156.42
h457	MASSMUTUAL 457	661.40	pers3	PERS 3 RETIREMENT	537.18
udmp	UNION DUES - 1619 MP	241.85	dshs	DSHS CHILD SUPPORT	102.00
perscu	PERS RETIREMENT CATCH UP	3.85	garnfe	GARNISHMENT FEE	0.50
			Totals:		62,098.53

Benefit Code and Description		Amount	Benefit Code and Description		Amount
socsec	SOCIAL SECURITY	13,680.45	pers2	PERS 2 RETIREMENT	11,355.91
l&i	L&I - SELF INSURED	5,671.25	401a	401A DEFERRED COMPENSATION	4,063.33
medtx	MEDICARE TAX	3,199.50	fmlatx	WA Paid Family & Medical Leave	712.20
unemp	UNEMPLOYMENT	642.88	pers3	PERS 3 RETIREMENT	599.49
perscu	PERS RETIREMENT CATCH UP	5.51			
			Totals:		39,930.52

Grand Total Gross Earnings:	220,593.99	5,866.75
Grand Total Deductions:	62,098.53	
Grand Total Net:	158,495.46	



FEB 10 2026

BOARD of CLALLAM COUNTY COMMISSIONERS MINUTES for the week of February 2-6, 2026

EXECUTIVE SESSION – January 29, 2026 at 10 a.m.

The Board convened in open session at 10 a.m., on January 29, 2026, to discuss collective bargaining. Present were Commissioners Ozias, French and Johnson, Administrator Mielke, Sheriff's Office King and Wenzl, Finance Department Lane and Turner, Human Resources Dennler and outside legal Lynch

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.

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

The Board recessed into executive session at 10 a.m.

The Board convened in open session at 10:30 a.m. and CMF noted no action will be taken

The meeting concluded at 10:30 a.m.

WORK SESSION – 9 a.m.

The work session convened at 9 a.m., Monday, February 2, 2026. Present were Commissioners Ozias, Johnson and French and Administrator Mielke.

Items of discussion per the agenda published January 29 were:

- Calendar/Correspondence
- Resolution appointing Dorothea Hoffmann to the Crescent Community Advisory Council
- Resolution appointing Leah Rathwell and Lisa Law to the Olympic Area Agency on Aging
- Resolution appointing Pete Tjemsland to the Board of Health
- Discussion and next steps regarding placing a monument on County property for Justice Susan Owens
- Open County position review
- Agreement with Administrative Office of the Courts for document conversion
- Agreement with Washington State Parks and Recreation Commission for boating safety
- Agreement with Washington Traffic Safety Commission for traffic safety programs
- Agreement with Washington State Military Department and State 911 Funds for emergency dispatch
- Animal Solutions Advisory Committee update
- Contract amendment 9 with Department of Health for the consolidated contract
- Pollution, Identification and Correction PIC Program update
- Energy efficiency - LED and Water Heat Pump Replacement Projects update
- Law Library update

The meeting concluded at 11:57 a.m.

REGULAR MEETING OF THE BOARD OF CLALLAM COUNTY COMMISSIONERS

Chair French called the meeting to order at 10 a.m., Tuesday, February 3, 2026. Also present were Commissioner Ozias and Administrator Mielke. Commissioner Johnson was excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Added item 3a regarding the Joint Public Safety Facility

ACTION TAKEN: CMOm to adopt the agenda as modified, CMFs, mc

BOARD of CLALLAM COUNTY COMMISSIONERS
MINUTES for the week of February 2-6, 2026
Page 2

PUBLIC COMMENT

- John Worthington, Sequim, commented items 1d and 1e
- Nicole Rasmussen, commented on item 2c
- Ed Bowen, Clallam Bay, commented on item 2c
- Debra Willey Boynton, Clallam Bay, commented on item 1c
- Denise Lapio, Sequim, commented on item 1a
- Mike Doherty, Port Angeles, commented on item 1c

CONSENT AGENDA – Any Commissioner may remove items for discussion

- 1a Approval of vouchers for the week of January 26
The Following warrants and electronic payments are approved for payment:

Accounts Payable:	Total
Warrant numbers: 9948957-9949080	\$1,078,435.10
Electronic payments dates: n/a	\$ 0.00
Total Accounts Payable:	\$1,078,435.10

- 1b Approval of minutes for the week of January 26
1c Letter of support for the Slip Point Lighthouse Station Project
1d Resolution appointing Chase O’Neil and Rebecca Mahan to the North Pacific Coast Lead Entity
1e Resolution appointing Chase O’Neil and Rebecca Mahan to the Marine Resources Committee
1f Request to approve an extension of Island View RV Park Binding Site Plan LDV2021-00005 to 5/20/27
1g Resolution calling for a hearing to be held on Tuesday, February 17, 2026 at 10:30 a.m. regarding surplus property – firearms
1h Notice to call for hearing to be held on Tuesday, February 17, 2026 at 10:30 a.m. regarding surplus property – real property

ACTION TAKEN: CMOM to approve the consent agenda as presented, CMFs, mc

ADMINISTRATION

- 3a Joint Public Safety Facility

ACTION TAKEN: CMOM to authorize the County and City Leadership Team for the Joint Public Safety Facility Project to reject all bids and advertise for the project again, CMFs, mc

REPORTS AND PRESENTATIONS

- CMO reported on Slip Point Lighthouse, Solid Waste Advisory Committee, Solid Waste Management Plan
- CMF report on Port Angeles Chamber Awards Gala

CONTRACTS AND AGREEMENTS

- 2a Agreement with Department of Agriculture for Fairgrounds Rodeo Arena Renovation Project

ACTION TAKEN: CMOM to approve, CMFs, mc

- 2b Agreement with City of Forks for housing and medical for defendants

ACTION TAKEN: CMOM to approve, CMFs, mc

- 2c Easement agreement with Wallerstedt and Horton for culvert replacement project on Quandary Creek

ACTION TAKEN: CMOM to approve, CMFs, mc

- 2d Agreement with Administrative Office of the Courts for document conversion

ACTION TAKEN: CMOM to approve, CMFs, mc

**BOARD of CLALLAM COUNTY COMMISSIONERS
MINUTES for the week of February 2-6, 2026
Page 3**

PUBLIC COMMENT

- Dennis Dixon, Port Angeles, commented on ICE
- John Worthington, Sequim, commented on culverts
- Eric Fehrmann, Sequim, commented on Joint Public Safety Facility, Recompete, apprenticeship programs, legislation, socially disadvantage
- Kenneth Reandeau, Port Angeles, commented on competing interests
- Ed Bowen, Clallam Bay, commented on Elwha lands, Commissioner Forum, Flag Day, SB 5855
- Unknown name, commented on democracy, pathocracy, harm reduction
- George Peterson, Sequim, commented on the approach to addiction, 4PA, the condition of Port Angeles, fentanyl crisis
- Mark Curtis, Sequim, commented on harm reduction
- Denise Lapio, Sequim, commented on ICE, public health, COVID, Jamestown S'Klallam Tribe, YMCA, discrimination
- Karin Cummins, Sequim, commented being a complainer, policy, harm reduction, ICE
- Gayle, commented on ICE
- Jeff Tozzer, Sequim, commented on cousin his Becky, addiction, housing first, Towne Road, Jamestown Tribe, participation in work session

The meeting concluded at 11:06 a.m. and continued until Monday, February 9, 2026 at 9 a.m.

The Board of Commissioners attended a Coffee with Colleen and Housing Solutions Committee Meeting during the week of February 2, 2026.

PASSED AND ADOPTED this 10th day of February 2026

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

Randy Johnson

ATTEST:

Loni Gores, MMC, Clerk of the Board

Mark Ozias

BOCC Mail Correspondences Received from other Jurisdictions

PUBLIC NOTICE

- Administrative Process for a Shoreline Substantial Development Permit Application and Associated SEPA Checklist (25-0175 and 25-0176) -

Application Type: Shoreline Substantial Development Permit and SEPA Checklist

Zone: IH – Industrial Heavy

Description: Construction of 43,125 Sq.Ft. Boat Manufacturing Building with associated office space.

Submitted: October 29, 2025

Applicant: Renaissance Property Holdings, LLC.

Determined Complete: November 5, 2025

Location: Parcel Numbers 06-30-00-0010500, 010506, 010515, 010536, 011000

Comment Period Close: Written comment must be received by February 22, 2026

RECEIVED
CLALLAM COUNTY COMMISSIONERS

JAN 26 2026

WHAT: The City of Port Angeles received a shoreline substantial development application. Application information may be found on the City's website: <https://www.cityofpa.us/145/Current-Projects-and-Plans>

HOW TO COMMENT: Interested parties are encouraged to comment on the proposal and may request a copy of the decision once it's been made and any appeal rights. Any interested parties may submit written comment during the 30-day public comment period. Written comments must be submitted prior to the close of the public comment period, February 22, 2026, care of the Department of Community & Economic Development (DCED) ced@cityofpa.us or 321 E 5th Street, Port Angeles WA 98362 c/o DCED.

DATE/TIME OF VIRTUAL PUBLIC HEARING: This permit type is processed administratively, and a public hearing will not be conducted for this proposal. Written public comment provided on or before February 22, 2026 will be the only chance for the public to provide testimony prior to an administrative decision.

DECISION AND APPEAL INFORMATION: The Director's decision will be made based on the Staff Report, record, and written public comment, within 100 days of the date of completeness determination. Any appeal of this decision shall be filed within 14 days after the date of decision.

NOTICE OF SEPA CHECKLIST SUBMITTAL

WHAT: The City of Port Angeles received a SEPA Checklist associated with the above application proposal.

STATE ENVIRONMENTAL POLICY ACT: It is expected that a Determination of Non-Significance will be issued for the project per the WAC 197-11-355 optional DNS process. This may be the only opportunity to comment on the environmental impacts of the proposal. The proposal may include mitigation measures under applicable codes, and the project review process may incorporate or require mitigation measures regardless of whether an EIS is prepared. A copy of the subsequent threshold determination for the specific proposal may be obtained upon request.

Interested parties are encouraged to comment on the proposal and may request a copy of the decision once it's been made. Any interested parties may submit written comment during the 14-day public comment period care of the Department of Community & Economic Development (DCED) via email ced@cityofpa.us, or addressed to 321 E 5th St., Port Angeles, WA 98362 no later than the comment period closing date of February 6, 2026.

LINK TO PROJECT INFORMATION: <https://www.cityofpa.us/145/Current-Projects-and-Plans>

FOR ADDITIONAL INFORMATION PLEASE CONTACT: Courtney Bornsworth, *Natural Resources & Grant Administrator/Associate Planner* at (360) 417-4750 or ced@cityofpa.us.

PUBLISH ON: January 23, 2026



AGENDA ITEM SUMMARY

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

10
FEB 10 2026

Department: BOCC

WORK SESSION Meeting Date: 2-2-26

REGULAR AGENDA Meeting Date: 2-10-26

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 Crescent Community Advisory Council due to an expiration of term.

A press release was issued during the month of December 2025 soliciting applications from interested citizens. One application was received.

Commissioner French supports the appointment of Dorothea Hoffmann to the Crescent 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 a resolution to reappoint.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

* 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 _____, 2026

APPOINTING A MEMBER TO THE
CRESCENT COMMUNITY ADVISORY COUNCIL

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A vacancy exists on the Crescent Community Advisory Council due to an expiration of term.
2. A press release was issued during the month of December 2025 soliciting applications from interested citizens. One application was received.
3. Commissioner French supports the appointment of Dorothea Hoffmann to the Crescent Community Advisory Council.

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

1. **Dorothea Hoffmann** is appointed to serve as the At-large representative for a term expiring December 31, 2027.

PASSED AND ADOPTED this 10th day of February 2026

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias

ATTEST:

Randy Johnson

Loni Gores, MMC, Clerk of the Board

Mike French, Chair

c: Appointee
CCAC
A22.26

FEB 10 2026



AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION Meeting Date: 2-2-26

REGULAR AGENDA Meeting Date: 2-10-26

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 Olympic Area Agency on Aging Advisory Council due to expired terms.

A press release was issued during the month of October 2025 soliciting applications from interested citizens.

The Olympic Area Agency on Aging Advisory Council recommends the appointments of Leah Rahwell and Lisa Law.

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

None

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

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: Board of Commissioners

* 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 _____, 2026

APPOINTING MEMBERS TO THE
OLYMPIC AREA AGENCY ON AGING ADVISORY COUNCIL

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Vacancies exist on the Olympic Area Agency on Aging Advisory Council due to expired terms.
2. A press release was issued during the month of December 2025 soliciting applications from interested citizens. Two new applications were received.
3. The Olympic Area Agency on Aging Advisory Council recommends the appointments of Leah Rathwell and Lisa Law.

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

1. **Leah Rathwell** is appointed as a Clallam County Representative to a term expiring December 31, 2027.
2. **Lisa Law** is appointed as a Clallam County Representative to a term expiring December 31, 2027.

PASSED AND ADOPTED this 10th day of February 2026

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias

Randy Johnson

Mike French

ATTEST:

Loni Cores, MMC, Clerk of the Board

c: Appointees
Olympic Area Agency on Aging
A22.167

12

FEB 10 2026



AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION Meeting Date; 2-2-26

REGULAR AGENDA Meeting Date: 2-10-26

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:

A vacancy exists on the Clallam County Board of Health for the City Council Member.

A notice of vacancy was issued to the press in December 2025 to solicit applications.

The City of Sequim identified Arnold "Pete" Tjemsland as the City Council Member representative.

City of Port Angeles, City of Forks and City of Sequim unanimously support the appointment.

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?)
Approval of Resolution.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners, HHS

Relevant Departments: Board of Commissioners and HHS

* 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)

Board of Health Tjemsland 2-10-26.docx
Revised: 3-04-2019



RESOLUTION _____, 2026

APPOINTING A MEMBER TO THE
CLALLAM COUNTY BOARD OF HEALTH

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A vacancy exists on the Clallam County Board of Health for the City Council Member.
2. A notice of vacancy was issued to the press in December 2025 to solicit applications.
3. The City of Sequim identified Arnold "Pete" Tjemsland as the City Council Member representative.
4. City of Port Angeles, City of Forks and City of Sequim unanimously support Arnold "Pete" Tjemsland.
5. The Health and Human Services Deputy Director supports the appointment of Arnold "Pete" Tjemsland.

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

1. **Arnold "Pete" Tjemsland** is appointed as the City Council Member representative for a term ending December 31, 2028.

PASSED AND ADOPTED this 10th day of February 2026

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias

Randy Johnson

ATTEST:

Loni Gores, MMC, Clerk of the Board

Mike French, Chair

C: A22.176
Appointee
HHS



ja
FEB 10 2026

AGENDA ITEM SUMMARY

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

Department: Sheriff

WORK SESSION **Meeting Date: 2/2/2026**

REGULAR AGENDA **Meeting Date: 2/10/2026**

Required originals approved and attached?
Will be provided on:

Item summary:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Call for Hearing | <input checked="" type="checkbox"/> Contract/Agreement/MOU - Contract # 11003-26-01 | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Proclamation | <input type="checkbox"/> Budget Item |
| <input type="checkbox"/> Draft Ordinance | <input type="checkbox"/> Final Ordinance | <input type="checkbox"/> Other |

Documents exempt from public disclosure attached:

Executive summary: The Sheriff's Office Boating Unit receives annual revenue from Washington State Parks and Recreation Commission for participating in specific boating safety events and reporting requirements. The amount is a calculated portion of the Vessel Registration Fees collected by the State, and then disbursed to eligible entities.

Budgetary impact: Estimate already included in 2026 budget

Recommended action: Board approval

County Official signature & print name: Sheriff King

A handwritten signature in blue ink, appearing to read "King", written over a horizontal line.

Name of Employee/Stakeholder attending meeting: _Chief Biasell_

Relevant Departments: _Sheriff_

Date submitted: 1/27/2026

* 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)

RECEIVED

DEC 18 2025

11003-26-01

PROSECUTING ATTORNEY



INTERGOVERNMENTAL AGREEMENT

Between

WASHINGTON STATE PARKS AND RECREATION COMMISSION

And

Clallam County Sheriff's Office

Agency Size Category: Medium

Marine Lead: Nicholas Cannady, 360-460-6897

AGREEMENT#: VRF 527-167

THIS AGREEMENT is between the Washington State Parks and Recreation Commission, "STATE PARKS," and Clallam County Sheriff's Office the "AGENCY".

THE PURPOSE OF THIS AGREEMENT is to establish a cooperative framework between STATE PARKS and the AGENCY to enhance the performance of boating safety and education services in the state per RCW 88.02.650, WAC 352-65-040(10) and WAC 352-65.010. The goal is to reduce the number and severity of recreational boating casualties of all types associated with recreational boating and ensure a safe and enjoyable boating environment for all users.

THEREFORE, IT IS MUTUALLY AGREED THAT:

SUMMARY STATEMENT

In exchange for vessel registration fees, transmitted to the AGENCY by the Washington State Treasurer, AGENCY shall furnish the necessary personnel, equipment, material, and services and otherwise do all things necessary for, or incidental to, the performance of marine law enforcement and other duties as defined in Chapter 79A.60 RCW - REGULATION OF RECREATIONAL VESSELS.

PERIOD OF PERFORMANCE

The term of this agreement, once signed by STATE PARKS, shall end on September 30, 2026.

RECORDS MAINTENANCE

The parties to this agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records are subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this agreement must be retained for six years after expiration, and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties must have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. Each party shall utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

INDEPENDENT CAPACITY

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

AGREEMENT ALTERATIONS AND AMENDMENTS

This agreement may be amended by mutual agreement of the parties. Such amendments are not binding unless they are in writing.

INDEMNIFICATION

Each party is responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.

TERMINATION FOR CAUSE

If STATE PARKS determines that AGENCY is not in compliance with the minimum requirements of this agreement, the State Parks Marine Law Enforcement Coordinator will notify AGENCY in writing of the deficiency. AGENCY will have forty-five days following receipt of the notice of deficiency to submit a plan satisfactory to STATE PARKS to remedy the deficiency. If, after forty-five days, AGENCY has not submitted a plan to STATE PARKS for remedying the deficiency or is unable to demonstrate its ability to meet minimum requirements, STATE PARKS will have the

option to terminate this agreement. If AGENCY disagrees with STATE PARKS' decision to cancel this agreement, AGENCY may seek a hearing per chapter 34.05 RCW, the Administrative Procedure Act to contest this decision.

DISPUTES

In the event that a dispute arises under this agreement, it will be determined by a Dispute Board in the following manner: Each party to this agreement appoints one member to the Dispute Board. The members so appointed jointly appoint an additional member to the Dispute Board. The Dispute Board reviews the facts, contract terms, and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board is final and binding on the parties hereto.

GOVERNANCE

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

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

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

ASSIGNMENT

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

WAIVER

A failure by either party to exercise its rights under this agreement does not preclude that party from subsequent exercise of such rights and does not constitute a waiver of any other rights under this agreement unless stated to be such, in writing, signed by an authorized representative of the party, and attached to the original agreement

SEVERABILITY

If any provision of this agreement or any provision of any document incorporated by reference is held invalid, such invalidity does not affect the other provisions of this agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this agreement are declared to be severable.

ALL WRITINGS CONTAINED HEREIN

This agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement exist or bind the parties.

CONTRACT MANAGEMENT

The contract representative for each of the parties are responsible for and are the contact person for all communications and billings regarding the performance of this agreement.

The Contact Representative for AGENCY is:

Nicholas Cannady, Deputy

Clallam County Sheriff's Office

360-460-6897

nicholas.cannady@clallamcountywa.gov

The Contract Representative for STATE PARKS is:

Bryan Alexander, Marine Law Enforcement Coordinator

(360) 902-8835.

IN WITNESS WHEREOF, the parties have executed this agreement.

**Washington State Parks and
Recreation Commission**

Clallam County Sheriff's Office

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved As To Form:

Michael Young

Asst. Attorney General

12/21/17

Approved as to form only by: _____

Jay Reno
Civil Deputy Prosecuting Attorney
Clallam County

Exhibit A

AGENCY REQUIREMENTS

Signed Agreement:

AGENCY shall sign an Approved Program Agreement with STATE PARKS that contains all qualifications and requirements necessary to establish or maintain eligibility to receive vessel registration fees as established by RCW 88.02.650. AGENCY agrees to use the A-299 Web Forms to provide information necessary to complete the annual Approved Program Agreement. AGENCY agrees to utilize the web-enabled process designated by STATE PARKS to generate the Approved Program Agreement. AGENCY agrees to complete the submission process by October 15, 2025.

Designated Marine Lead / Conference Attendance / Surveys:

AGENCY must designate a "Marine Lead" - the Deputy/Officer/or Supervisor (LT, SGT, Undersheriff) that is responsible for interacting with STATE PARKS on all issues and matters related to AGENCY's Marine Law Enforcement unit. Duties include but are not limited to:

- Ensuring all required reports are completed and submitted to STATE PARKS within document due date guidelines.
- Submitting personnel names to attend training courses and conferences.
- Attending the annual Fall Conference or designating another to attend.
- Ensuring that all commissioned officers/deputies identified in the A-299 Web Form have received Marine Law Enforcement Training.
- Ensuring that all tasks identified on the BOAT Currency Web Form are current and up to date.
- Taking proactive steps to ensure that his/her agency will have all necessary equipment and other necessary infrastructure in place so to utilize the SECTOR system for all boating related safety inspections and warnings. Inspections can be entered into SECTOR at the time of the inspections or at a later time.
- Communicating with STATE PARKS on all matters and issues that may arise around recreational boating safety and marine law enforcement and disseminating information within their agency as appropriate.
- Responding to any and all recreational boating safety surveys sent by STATE PARKS within the requested timeline.
- Ensuring that all data on their agency held by STATE PARKS is up to date and accurate.

Reporting Recreational Boating Activities and Financial Data:

Training Currency Forms: AGENCY agrees to complete a BOAT Currency Web Form for each officer/deputy identified in their A-299 Web Form by October 15 of each year. Only officers/deputies whose training qualifications are current will be considered trained.

Summary of Activity Report Web Forms: AGENCY agrees to use the Summary of Activity Report (SOAR) web form to report all required recreational boating safety (RBS) activities. AGENCY may report the activities daily, monthly, or quarterly using the SOAR Web Forms.

Utilize SOAR Web Forms: AGENCY will use the Summary of Activity Report (SOAR) web form designated by STATE PARKS to report all required RBS Activities.

Reporting Frequency: AGENCY must submit a Summary of Activity Report (SOAR) at least quarterly to STATE PARKS. However, it may report RBS Activities daily or monthly using the SOAR Web Forms.

Review and Approval of SOAR: STATE PARKS will provide AGENCY with a summary of all reported RBS Activities at the end of the quarter and provide AGENCY with the opportunity to correct, update, and/or amend their report to address any inaccuracies or omissions. If all information is correct, AGENCY will print, sign, and submit a copy of the SOAR quarterly summary to STATE PARKS by the designated deadline.

Due Dates: The SOAR is due to STATE PARKS by the 15th of the month following the end of the quarter as follows:

Quarter	Beginning Date	End Date	SOAR Due Date
First Quarter	January 1	March 31	April 15
Second Quarter	April 1	June 30	July 15
Third Quarter	July 1	September 30	October 15
Fourth Quarter	November 1	December 31	January 15

Vessel Registration Fee Expenditure Report: AGENCY will use the Vessel Registration Fee Expenditure Report Web Form to provide STATE PARKS with accounting information as directed. AGENCY agrees to submit this form by October 15 of each year.

EXHIBIT B
FUNDING REQUIREMENTS

AGENCY Financial System Report: AGENCY agrees to provide STATE PARKS with a report from the AGENCY'S financial system that demonstrates that vessel registration fees (VRFs) are deposited in a dedicated account and showing the deposit of state vessel registration funds received from the Office of State Treasurer. See Exhibit E for an example. This report may not be an Excel spreadsheet, and it must be submitted with the Vessel Registration Fee Expenditure Report.

VRF Fund Balance Report: AGENCY agrees to provide STATE PARKS a report from the AGENCY financial system showing the fund balance of the dedicated VRF account. See Exhibit E for an example. VRF fund balance on this system-generated report should match the bottom line on the VRF report ("Total Remaining Balance of State VRF funds for Fiscal Year").

Provide Local Spending: AGENCY agrees to contribute local funds to provide financial support to its marine law enforcement program to augment the funding provided through VRFs.

Limitation on Use of Funds: AGENCY agrees to use VRFs solely for recreational boating safety purposes, which include all activities or expenditures identified in the document "Allowable Costs and Expenditures for State Vessel Registration Fees and Federal Assistance Grants," as now existing or as may be updated in the future. This document can be found on the MLE Forms Website at: <http://mle.parks.wa.gov/>. AGENCY may charge actual, direct administrative costs to the VRF account. An example would be actual staff hours spent to fill out forms, or to maintain the dedicated account. AGENCY agrees not to charge administrative fees based on an estimated percentage of a staff person's time.

Local Ordinances, STATE PARKS notification: AGENCY agrees that if it adopts a local ordinance governing recreational boating, the ordinances will be at least as restrictive as, but may be more restrictive than, Washington State boating laws and regulations.

EXHIBIT C

OPERATIONAL REQUIREMENTS

Officer/Deputy Qualifications: AGENCY agrees to utilize officers/deputies with law enforcement certificates from the Criminal Justice Training Commission that authorize them to enforce all boating laws and regulations. Officers/deputies who have completed equivalent training may be approved by the STATE PARKS Director or designee.

Officer/Deputy Training Required: AGENCY agrees to ensure that all officers/ deputies involved in the recreational boating safety program attend the Washington State Basic Marine Law Enforcement Training course. STATE PARKS may decide to provide this training at no charge to AGENCY. Only officers/deputies that have attended this training will be considered trained. The AGENCY recognizes the National Association of Boating Law Administrators' Boating Crewmember Course or the Federal Law Enforcement Training Centers' Marine Law Enforcement Training Program as an equivalent course. Officers/deputies may attend an alternative and equivalent course with prior written STATE PARKS approval.

New Programs, Officers/Deputies, Must Acquire Training Within One Year: AGENCY agrees to acquire required training for officers/deputies within one year of becoming an approved program, and within one year for each newly assigned boating safety officer/deputy.

Training Currency: AGENCY must submit a BOAT Currency Requirements Report Web Form for all active personnel listed on the roster submitted with the A-299 Web Form by October 15 each year. These reports must be submitted at least annually but may be updated throughout the year. If AGENCY feels that they will be unable to complete all training tasks required, it shall submit a statement of explanation to the Marine Law Enforcement Coordinator.

Document Additional Training: AGENCY agrees to list on the A-299 form any additional training courses its personnel have completed.

Vessels and Equipment: AGENCY agrees to acquire and make available the necessary boating safety patrol equipment, including vessels capable of serving the minimum requirements outlined in this agreement. Patrol vessels must be properly marked and properly equipped as provided in chapter 88.02 RCW and chapter 352-60 WAC.

Vessel, Aircraft, Vehicle and Equipment Inventory Required: AGENCY agrees to supply STATE PARKS with an inventory of all vessels, aircraft, vehicles, and equipment utilized in the recreational boating safety missions along with details of how they are equipped each year in the A-299 web form.

Information required on the A-299 includes:

- **Vessels:** STATE PARKS requires the following data on each vessel:
 - Name
 - Manufacturer
 - Radio equipped (Y/N): Radio equipped means the vessel has an agency radio installed or "hardwired". Non-radio equipped boats are vessels that do not have radios installed. Portable radios may be carried on these boats, but they would be considered non-radio equipped. Examples include personal watercraft, drift boats, jon boats, kayaks, and inflatable rafts (motorized or non-motorized).
 - SECTOR equipped (Y/N): SECTOR equipped boats are the patrol vessels that are SECTOR equipped with a computer or tablet plus printer and scanner, including those that are permanently installed or "hardwired" OR portable cased units that are taken on an off the vessel. Non-SECTOR equipped boats are vessels that do not have a computer, tablet, printer installed or a cased kit.
 - Model
 - Length
 - Type of propulsion
 - Horsepower
 - Year purchased
 - Funds used to purchase the vessel (local, state, or federal)
 - Percent of time employed for the RBS mission

- **Aircraft:** The number of aircraft in your agency and the percentage they used for RBS activities.
 - Aircraft type
 - Manufacturer
 - SECTOR/Radio equipped
 - Model
 - Year
 - Funds Used for Purchase
 - Percent of time employed for the RBS mission

- **Vehicles:** Other Patrol Vehicles (Trucks, Cars, SUVs, ATVs) The number of other patrol vehicles assigned to the marine services unit and the percentage they are used for RBS activities
 - Vehicle Type
 - Manufacturer
 - SECTOR/Radio equipped
 - Model
 - Year

- Funds Used for Purchase
- Percent of time employed for the RBS mission
- **Equipment Valued at \$5000.00 Dollars** (i.e. Engines, Electronics, etc.): Agencies are required to update their inventory of durable items defined as having a cost or value of \$5000.00 dollars or more. Only items listed under "allowable expenses" defined in in the document "Allowable Costs and Expenditures for State Vessel Registration Fees and Federal Assistance Grants" (found on the MLE Forms Website at <http://mle.parks.wa.gov/>) should be purchased with vessel registration fees.
 - Equipment Type
 - Manufacturer
 - Model
 - Year purchased
 - Funds used for Purchase (local, state, federal)

Sale of Vessels Purchased with Vessel Registration Fees or STATE PARKS Provided Federal Funding: AGENCY agrees to notify STATE PARKS 60 days in advance of the sale date of any vessel purchased with federal funds provided by STATE PARKS. The sale of vessels purchased with state dollars, when sold at the end of their useful life, must be consistent with the AGENCY's policies and procedures. AGENCY agrees to remove the vessel from the Patrol Vessel Inventory once it is sold.

Boating Accident Reports Required, Timeline to Submission: AGENCY agrees to submit accident reports to STATE PARKS (in compliance with RCW 79A.60.200, RCW 79A.60.220 and WAC 352-70) as follows:

- For any boating accident resulting in a death, or in an injury requiring hospitalization, AGENCY agrees to:
 - Notify STATE PARKS within 48 hours of becoming aware of the incident.
 - Fill out and submit a complete Boating Accident Investigation Report (BAIR – form number A-425) within ten days of the occurrence.
 - Include the results of any other investigation conducted by the agency, including but not limited to statements from witnesses or any party involved, photos, maps, or additional information.
 - Submit, within one week of completion, any coroner's reports concerning the death of any person resulting from the boating accident.
- In addition to the requirements above, for any boating accident resulting in a death, or in an injury requiring hospitalization, OR damage to any vessel or property of two thousand dollars or more, OR a vessel is a complete loss, OR a person disappears from the vessel under circumstances that indicate death, AGENCY agrees to submit a Boating Accident Report (BAR – Form number A-440) within 10 days of the occurrence to STATE PARKS.

Boater Assistance: AGENCY agrees to create and maintain the ability to respond, or coordinate response to, boating emergencies that occur within AGENCY's jurisdiction and document each occurrence and report it to STATE PARKS through the Summary of Activity

Report (SOAR) Web Form as prescribed in this agreement. AGENCY agrees to report each incident utilizing the following definitions:

- **Search & Rescue/Recovery:** Search and rescue (SAR) is defined as a water-borne response (including aircraft) involving a person or vessel **in peril**. AGENCY agrees to only report SAR cases on the Summary of Activity Report (SOAR) Web Form that were assigned a case number by their agency or a USCG MISLE Case ID Number and an Urgent Marine Information Broadcast (UMIB) initiated by the USCG. Agencies should not report assists (defined below) as SAR cases.
- **Assist:** An "Assist" is defined as aid where there is no immediate danger to the vessel or its occupants. This includes vessels involved in boating accidents, disabled, aground, out of fuel, or otherwise unable to reach a safe mooring under its own power. Assistance may include providing a tow, jump start, re-floating, re-righting, fuel, repair, repair parts, assisting persons in the water, etc. This does NOT include the salvage of a vessel once abandoned, or commercial vessels. AGENCY agrees to report responses of this nature as assists and will report the number of vessels assisted and the number of persons assisted on the SOAR web form.

Boating Safety Patrols Required, Minimum Hours: AGENCY agrees to patrol on the waters of its jurisdiction with the intent of enforcing Washington State Boating Safety Laws and Regulations and to promote boating safety some minimum hours based on their agency size (Small – 133, Medium – 255, Large - 436) per year during peak boating hours within AGENCY's jurisdiction. Patrol hours can be a combination of hours patrolling on the water in a vessel as well as hours spent at boat launch ramps or other appropriate shore-side enforcement activities.

Enforcement of Boating Laws Required: AGENCY agrees to enforce all Washington State boating safety laws and regulations including vessel registration laws as specified in Title 88 RCW, and as specified in local codes or ordinances. In addition, AGENCY shall document and report the numbers of inspections and warnings for each type of boating violation through SECTOR either at the time of the inspection or at a later time. STATE PARKS recommends that AGENCY adopt a zero-tolerance policy in the enforcement of mandatory boater education card carriage, life jacket wear/carriage, boating under the influence, and rules of the road violations, and strongly consider issuing citations for violations of these laws, in all circumstances.

Boating Safety Inspections Required: AGENCY shall complete a minimum number of written boating safety inspections based on their agency size (Small – 92, Medium – 283, Large – 372) using the SECTOR system or Form #A-274 during enforcement and informational contacts when considered safe and appropriate to document boater compliance with state boating laws. STATE PARKS will provide boating safety inspection forms. AGENCY shall enter all inspections through SECTOR either at the time of the inspections or at a later time.

Boating Safety Education Program Required, Designated Officer or Deputy: AGENCY shall create, adopt, and/or maintain a boating safety education and information program. At a minimum AGENCY shall designate an officer/deputy to coordinate the activities of the boating safety education program. AGENCY shall ensure that the designated boating safety education officer/deputy receives training from STATE PARKS. AGENCY agrees that the designated officer or deputy will oversee AGENCY's boating safety education and outreach program including, but not limited to, coordinating activities listed in Exhibit F. AGENCY is not obligated to engage in all outreach and education activities listed in Exhibit F but it must ensure that its program is appropriate for the types of boating and primary boating accidents within AGENCY's jurisdiction.

Waterway Marking: AGENCY agrees to place and maintain Aids to Navigation (ATONs) as appropriate, within the waters of AGENCY's jurisdiction. AGENCY agrees to report to STATE PARKS the number and hours spent placing or maintaining only the ATONs that they are responsible for within its jurisdiction on the SOAR web form. AGENCY agrees to use only those waterway markers that conform to the United States Aids to Navigation System.

EXHIBIT D
NOTES AND DEFINITIONS

Washington STATE PARKS' Marine Law Enforcement Training Program is accredited through the National Association of State Boating Law Administrators Boat Operation and Training (BOAT) Program. As a term of accreditation, STATE PARKS must ensure that all active marine officers and deputies maintain proficiency in basic recreational boating safety skills. This is important because these skills are perishable but critical to operate in a marine environment. STATE PARKS recognizes that there are many different circumstances that could prevent training from being completed (wildfires, maintenance issues, staffing shortfalls, etc.). Each circumstance will be evaluated on its own merits.

Approved Program: A marine law enforcement program that has signed an Approved Program Agreement with Washington State Parks and is in good standing.

Boating Safety Patrol: The total number of hours that all agency vessels patrolled on the water. These are the actual hours as documented on the patrol vessel hour meter or logbook. Note that this is different than officer on-water patrol hours. If two officers are patrolling on a single vessel for eight hours, you would report eight boating safety patrol hours and 16 officer on-water patrol hours. The patrol hours do not include transit time to the body of water to be patrolled.

Instructor Qualified Certified Boating Education Instructors: Any officer/deputy designated as Certified Boating Education Instructors must be listed as Instructor Qualified for the Adventures in Boating course by the State Parks Education and Outreach Program Manager. STATE PARKS considers education and outreach activities a key component of preventing boating injuries and fatalities. Classroom instruction, school presentations, and participation in Community Events, along with Dealer and Rental site visits, and effective use of media are crucial to preventing boating accidents and fatalities.

Local Spending: These are funds appropriated by the city or county government used for boating safety programs. Local funds cannot include state or federal grant dollars.

Peak Boating Hours: STATE PARKS defines peak boating hours as four hours on Friday afternoon/evening and 8 hours Saturday and Sunday for weekends from Memorial Day to Labor Day, which equals approximately 332 hours per boating season. STATE PARKS also recognizes that AGENCY may be impacted by non-traditional Peak Boating seasons due to hunting and fishing activities. STATE PARKS maintains this patrol hour goal to ensure local agencies are focused on injury prevention activities. While many agencies patrol many more

hours than 332 and many agencies patrol less than 332 hours, the goal to achieve these patrol hours remains the same. While the patrol hour goal is 332 hours, STATE PARKS has collected data for patrol hours performed by all participating agencies over a period of years and has established the average boat log hours for agencies based on jurisdiction population size according to the U.S. Census. Patrol hours are considered a critical metric. It is used by STATE PARKS to determine if an agency is complying with the minimum requirements. Failing to achieve the minimum number of hours of patrol (based on size) could be a factor in determining ineligibility for vessel registration fees.

RBS Activities: AGENCY is required to report all RBS activities to STATE PARKS on the Summary of Activity Report (SOAR) web form. RBS Activities include, but are not limited to, enforcement activities, outreach and education, and administrative support.

Trained: Commissioned officer/deputy trained by the CJTC or equivalent who has attended the Basic Marine Law Enforcement Course or STATE PARKS approved equivalent and has maintained currency requirements documented on the BOAT Currency Web Form. AGENCY must have a trained officer/deputy aboard a vessel in order to use vessel registration fees to pay either the trained officer or untrained officers/deputies.

Web-enabled Forms: These are forms located on the website <http://mle.parks.wa.gov/> that are the official documents used by STATE PARKS in the administration of state vessel registration fees and federal financial assistance grants. These forms replace paper versions used prior to CY 2018 and must be used as a condition of ongoing eligibility to receive state vessel registration fees.

NOTE: Use of SECTOR/TRACS is mandatory during all operating hours.

EXHIBIT E
FINANCIAL REPORT EXAMPLES

Example of a VRF Fund Balance Report

XXXXXX County
Fund Master – All Funds
Balances as of 06/06/2017

Key	Cash in Funds	Pooled Cash	Pooled Investment	Investment Funds	Cash & Investments	Total Payables	Available Funds
130-Boating Safety	57,294.64	0.00	0.00	0.00	57,294.64	7,300.64	64,595.28
	57,294.64	0.00	0.00	0.00	57,294.64	7,300.64	64,595.28

Balance as of 06/06/2017 matches Bottom Line (Total Remaining Balance on VRF Report

Example of a Financial System Report

XXXXXXX County
Treasurer Cash Receipt
Receipt #
EFWA12345678

Date of
Transfer /
Deposit

Date: 060602017

Received From: StateOfWAMonthlyEFT

Customer ID # 8910

Clerk: David Smith

Fund/Key	Revenue	Description	Amount
130	33600840	State Boating Safety	\$20,744.72
Total Receipt Amount			\$20,744.72

Deposited into
Dedicated Account
For Boating Safety

Correct Amount
Received

EXHIBIT F

EDUCATION AND OUTREACH TACTICS AND SUGGESTED GOALS

- **Boating Safety Presentations to Schools:** These are presentations to local public and private schools, K-12, colleges or universities.
 - Small Agency, 10 hours
 - Medium Agency, 15 hours
 - Large Agency, 25 hours

- **Vessel Rental Site Visits:** These are site visits to local vessel rental sites if they exist. The intent is to ensure the employees and renters are following the guidance on the Motor Vessel Rental Safety Checklist (Form number P&R A-446 - Rev 04/2017). These can also be site visits to businesses that rent out kayaks, canoes, stand-up paddleboards or other small non-motorized craft. The intent of visits in this case is to emphasize basic safety behaviours such as encouraging renters to always wear a life jacket and encouraging boating in low hazard areas.
 - Small Agency, 2 visits
 - Medium Agency, 4 visits
 - Large Agency, 6 visits

- **Participation in Community Events:** These are events like county fairs, parades, and night outs that have the ability to reach large numbers of community members. A qualified event requires face-to-face interaction with community members. Participation on the water in regattas, races, opening days where there is little to no face-to-face interaction between officers/deputies and community members does not count as a "Community Event". Also, maintaining a screen line or security area at an on-water event does not count for reporting event hours on the SOAR.
 - Small Agency, 40 hours
 - Medium Agency, 150 hours
 - Large Agency, 275 hours

- **Vessel Dealer Site Visits:** These are visits to vessel dealerships and brokers, where applicable, to ensure they are following dealer registration laws, educate them on any safety issues with type of vessels they sell, and checks that required safety equipment is on board during test rides and sea trials. Dealers should also be encouraged to remind their customers of the mandatory boater education requirement.
 - Small Agency, 5 visits
 - Medium Agency, 10 visits
 - Large Agency, 15 visits

- **Education Classes:** This is classroom instruction of the Adventures in Boating course sanctioned by Washington State Parks that qualifies passing students to obtain a Mandatory Boater Education Card.
 - Small Agency, 15 students, 1 Class
 - Medium Agency, 20 students, 1 Class
 - Large Agency, 50 students, 1 Class

- **Professional Prevention Partners (Safe Kids, Power Squadron, USCG Auxiliary, etc.):** Engaging partners can multiply the effectiveness of a marine law enforcement program's effectiveness by increasing its area of influence and leveraging the resources of partners. Partnering activities include meetings, conference calls, event participation, and actual on-water time. Agencies should report the hours spent working with Prevention Partners conducting RBS activities in their jurisdictions as well as meetings, conference calls etc.
 - Small Agency, 1 hour
 - Medium Agency, 3 hours
 - Large Agency, 5 hours

Media Contacts: Agencies should distribute recreational boating safety content through their own social media channels, social media channels of their partners, or the news media.

- **Owned Media:** This is the number of hours spent on this activity and the number of posts or articles distributed through communication channels that are owned and managed by the agency, like the agency website, social media channels (Facebook, Twitter), newsletters, etc.
 - Small Agency, 4 hours
 - Medium Agency, 8 hours
 - Large Agency, 16 hours
- **Earned Media:** This is the number of hours spent on this activity and the number of articles broadcast through media channels that are not managed by the agency. Examples include stories in the newspaper, radio, television. Agencies should also count the number of recreational boating safety posts on the social media channels of partner organizations when the agency can show that the posts are the result of its interaction with that partner.
 - Small Agency, 4 hours
 - Medium Agency, 8 hours
 - Large Agency, 16 hours
- **Campaigns; Operation Dry Water, Spring Aboard, National Safe Boating Week, and Safe Paddling Week:** See the SOAR web form for reporting requirements, and goals for all agencies regardless of size is participation in these campaigns. The State Parks Recreational Boating Safety Communication staff will distribute content to all agencies for each of the campaigns, making participation quick and simple. These campaigns can have a powerful impact if all agencies participate.
 - **Water Safety Day – School Outreach** May 15, 2026, marks Washington State's 3rd Annual Water Safety Day. The AGENCY is encouraged to introduce and promote the Water Safe Washington program to a minimum of three schools located within its county or city. The AGENCY is encouraged to support school registration and participation in Water Safe Washington activities as part of its broader boating and water safety education efforts.

- **Safe Paddling Week** – *Awareness Campaign* *Safe Paddling Week* is a newly launched initiative sponsored by the Washington State Parks Recreational Boating Safety Program. The campaign aims to raise public awareness about essential paddling safety practices, including the consistent use of personal flotation devices (PFDs), seeking proper training, and adopting responsible on-water behaviours.
- **The Operation Dry Water campaign** is a national campaign focused on the deterrence of boating under the influence. It is a combination of emphasis patrols and media the weekend before the Fourth of July.
- **The Spring Aboard campaign** is a national campaign designed to encourage all boaters to take a recreational boating safety class. It occurs in late March.
- **National Safe Boating Week** is a nationally observed week focused on encouraging all boaters to wear their lifejackets. In addition to media posts, agencies are encouraged to participate in “Wear IT” events. More information will be distributed in the late winter about this campaign to help agencies effectively participate. This campaign is sponsored by the National Safe Boating Council

EXHIBIT G

DATA ENTERED ON THE A-299 FORM

Washington State Parks & Recreation Commission – Recreational Boating Program

Request for Boating Safety Program Approval

Application Year:

2026

AGENCY INFO	
Agency Name	Agency Size
Clallam County Sheriff's Office	Medium
Agency Signing Officer Title	Signing Officer First Name
Sheriff	Brian
Signing Officer Last Name	Dedicated Account Number
King	11003

STAFFING

Roles	SAW ID	Rank	First Name	Last Name	Commission	FT/PT	Email Address	Date of Marine L.E. Training	Training Current?	Non-WA Parks Courses
Supervisor, Boating Safety Officer		Sergeant	Eric	Munger	Regular	Part time/Sea sonal	eric.munger@cl allamcountywa. gov	5/10/2007	Yes	

Lead Accident Investigator, Boating Safety Officer, Certified Boating Ed Instructor		Deputy	William	Cortani	Regular	Part time/Seasonal	bill.cortani@clallamcountywa.gov	4/11/2013	Yes	
Boating Safety Officer, Coordinator of Boating Education, Fiscal Lead, Supervisor	bdknutson	Sergeant	Brian	Knutson	Regular	Part time/Seasonal	brian.knutson@clallamcountywa.gov	5/18/2017	Yes	
Boating Safety Officer		Deputy	Jim	Dixon	Regular	Part time/Seasonal	jim.dixon@clallamcountywa.gov	5/18/2017	Yes	
Boating Safety Officer		Deputy	Jeff	Pickrell	Regular	Full time	jpickrell@co.clallam.wa.us	4/13/2014	Yes	
Boating Safety Officer		Deputy	Eric	Morris	Regular	Part time/Seasonal	eric.morris@clallamcountywa.gov	5/3/2018	Yes	
Boating Safety Officer		Deputy	Sean	Hoban	Regular	Full time	shoban@co.clallam.wa.us	5/3/2018	Yes	
Boating Safety Officer		Deputy	Dylan	Heck	Regular	Part time/Seasonal	dylan.heck@clallamcountywa.gov	9/24/2020	Yes	
Boating Safety Officer		Deputy	Cody	Anderson	Regular	Part time/Seasonal	cody.anderson@clallamcountywa.gov	9/24/2020	Yes	
Boating Safety Officer		Deputy	Donald	Kitchen	Regular	Part time/Seasonal	dkitchen@co.clallam.wa.us	5/13/2021	Yes	
Boating Safety Officer		Deputy	Seth	Parker	Regular	Part time/Seasonal	seth.parker@clallamcountywa.gov	5/5/2022	Yes	

Boating Safety Officer		Deputy	Hector	Eagan	Regular	Part time/Seasonal	hector.eagan@clallamcountywa.gov	5/5/2022	Yes	
Boating Safety Officer, Marine Lead		Deputy	Nicholas	Cannady	Regular	Part time/Seasonal	nicholas.cannady@clallamcountywa.gov	4/27/2023	Yes	
Other RBS Personnel		Deputy	Shailah	Wood	Regular	Part time/Seasonal	shailah.wood@clallamcountywa.gov			Has a Washington State Boater's Education Card
Boating Safety Officer		Deputy	Patrick	Glass	Regular	Part time/Seasonal	patrick.glass@clallamcountywa.gov	4/10/2025	Yes	
Boating Safety Officer		Deputy	Shailah	Wood	Regular	Part time/Seasonal	shailah.wood@clallamcountywa.gov	4/10/2025	Yes	
Other RBS Personnel		Deputy	Michael	Loucks	Regular	Part time/Seasonal	michael.loucks@clallamcountywa.gov		No	
Other RBS Personnel		Deputy	Tyler	Leisten	Regular	Part time/Seasonal	tyler.leisten@clallamcountywa.gov		No	
Supervisor, Boating Safety Officer	bdknutson	Sergeant	Eric	Munger	Regular	Part time/Seasonal	eric.munger@clallamcountywa.gov	5/10/2007	Yes	Has a Washington State Boater's Education Card

Number of Full Time RBS Officer	Number of Part Time/Seasonal RBS Officers
0.00	8.00
Number of Other RBS Officers	Marine Lead Mobile Phone
0.00	360-460-6897

Updated 11/7/2025

BOAT PATROL SCHEDULE

Patrol Season Begins	Patrol Season Ends
1/1/2026	12/31/2026

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Patrol Hours	0.00	0.00	0.00	8.00	0.00	0.00	8.00
Number of Officers	0.00	0.00	0.00	2.00	0.00	0.00	2.00
Number of Vessels	0.00	0.00	0.00	1.00	0.00	0.00	1.00

Total Planned Patrol Hours
300.00

Total Planned Inspections
300.00

RBS EQUIPMENT, VESSELS, AIRCRAFT AND VEHICLES

Type	Vessel Name	Vehicle/ Aircraft/ Equipment Type	Manufacturer	Sector/ Radio	Model	Length	Propulsion Type	Horse Power	Year	Funds Used for Purchase	% Time Used for RBS
Vessels	Protector		Lee Shore	SECTOR equipped,Radi o equipped,	Swiftsil ver	26.00	Outboard	400.00	2,011		60.00
Vessels	Commander		Lifeproof	SECTOR equipped,Radi o equipped,	Center console	21.00	Outboard	250.00	2,023	Federal Financial Assistance provided by WA Parks,	100.00
Vessels	(None)		Alumaweld	Radio equipped,	Alumaw eld	16.00	Manual	1.00	1,985		1.00
Vehicles		Truck	Chevrolet		Silverad o				2,012		98.00

Number of Radio Equipped Boats	Number of Non-Radio Equipped Boats
3.00	0.00
Number of Aircraft	Number of Other Patrol Vehicles
0.00	1.00
Number of Vessels SECTOR Equipped	Number of Vessels Non-SECTOR Equipped
2.00	1.00

LOCAL ORDINANCES

EXHIBIT H

RCW and WACs listed in THE PURPOSE OF THIS AGREEMENT

RCW 88.02.650

Deposit of fees in general fund—Allocation for boating safety and education and law enforcement purposes.

(1) General fees for vessel registrations collected by the director must be deposited in the general fund. Except as provided in subsection (2) of this section, any amount above one million one hundred thousand dollars per fiscal year must be allocated to counties by the state treasurer for boating safety/education and law enforcement programs. Eligibility for boating safety/education and law enforcement program allocations is contingent upon approval of the local boating safety program by the state parks and recreation commission. Fund allocation must be based on the numbers of registered vessels by county of moorage. Each benefiting county is responsible for equitable distribution of such allocation to other jurisdictions with approved boating safety programs within the county. Any fees not allocated to counties due to the absence of an approved boating safety program must be allocated to the state parks and recreation commission for awards to local governments to offset law enforcement and boating safety impacts of boaters recreating in jurisdictions other than where registered. Jurisdictions receiving funds under this section shall deposit the funds into an account dedicated solely for supporting the jurisdiction's boating safety programs. These funds may not replace existing local funds used for boating safety programs.

(2) During the 2015-2017 fiscal biennium, if 2015 *Engrossed Senate Bill No. 5416 is enacted before August 1, 2015, any amount above one million three hundred fifty thousand dollars per fiscal year must be allocated to counties by the state treasurer for boating safety, education, and law enforcement programs.

WAC 352-65-010

What is the purpose of boating safety program approval?

The purpose of boating safety program approval is to establish a process to review and approve local boating safety programs and to make funds available to local governments to support their boating safety education, information, and law enforcement activities and to offset out-of-county boater impacts.

WAC 352-65-040

What are the minimum requirements necessary to obtain boating safety program approval?

The minimum requirements necessary to obtain boating safety program approval are as follows:

(1) Boating accident reporting and investigation.

(a) Each county or local jurisdiction must provide an assurance that all serious or fatal recreational boating accidents will be thoroughly investigated to the maximum extent possible, and that copies of the investigative reports will be submitted to state parks as specified in RCW 88.12.175.

(b) The approved county or local jurisdiction must support the statewide boating accident reporting system by:

(i) Providing recreational boaters with copies of the state required boating accident report (BAR) form and informing recreational boaters of their responsibility to submit the completed BAR as specified in RCW 88.12.155; and

(ii) Submitting to state parks a completed BAR form which includes all available information about the accident or casualty as specified in chapter 352-70 WAC.

(2) Boater assistance. The county or local jurisdiction will have the ability to respond or coordinate response to recreational boating emergencies which occur within its jurisdiction. Such emergencies may include swift water response, open water rescue, ice rescue, vessel fire, overdue boater search, or other boating-related emergencies or distress calls.

(3) Training. The county or local jurisdiction will be responsible for acquiring the training for its assigned boating safety program personnel. The training will include basic boating safety officer training as provided by the United States Coast Guard, state parks, or any county or local jurisdiction whose training program is approved by state parks.

Such training must be acquired within one year of initiating a new boating safety program, and within one year for each newly assigned boating safety officer.

(4) Rules and regulations. When the county or local jurisdiction adopts ordinances governing recreational boating, the ordinances must be as restrictive but may be more restrictive than Washington state boating laws and regulations.

(5) Enforcement. The county or local jurisdiction must:

(a) Provide:

(i) Officers with law enforcement certificates from the criminal justice training commission which authorizes such officers to enforce all boating laws and regulations or officers who have completed such other training program as may be approved by the director or designee;

(ii) A patrol schedule that ensures such officers patrol the waterways during peak recreational boating periods;

(iii) The necessary boating safety patrol equipment, including vessel(s) capable of serving the minimum requirements of this section. The patrol vessel must be properly marked and properly equipped as provided in chapter 88.02 RCW and chapter 352-60 WAC;

(b) Respond to on-water complaints, accidents, and emergencies;

(c) Enforce safety equipment, vessel operation, noise level, navigation and harbor improvements, and registration laws as specified in Title 88 RCW, and as specified in local codes or ordinances.

(6) Boating safety education and information. The county or local jurisdiction must have a boating safety education and information program as follows: Have a designated officer, trained by state parks, to coordinate the activities of boating safety education instructors, act as liaison to boating safety education organizations, and to coordinate:

(a) Boating safety presentations which may include any of the following: Presentations in primary and secondary schools, to boating organizations, and youth groups.

(b) Boating safety instruction. A public course of instruction using lessons and materials from state parks education curriculum, or other state or nationally recognized curriculum approved by state parks.

(c) Boating safety information. Distribute boating safety information and materials, including materials provided by state parks, to boating and outdoor recreation organizations, the boating public, public agencies, and the local media.

(7) Waterway marking. The county or local jurisdiction will use only those waterway markers which conform to the uniform state waterway marking system found in chapter 352-66 WAC.

(8) Boating safety inspections. The county or local jurisdiction will complete written boating safety inspections during enforcement and informational contacts when considered safe and appropriate to document boater compliance with state boating laws. State parks will provide boating safety inspection forms. A copy of the completed inspection will be submitted to state parks for statistical purposes.

(9) Reports. The county or local jurisdiction agrees to submit an annual report of activities performed through the boating safety program and to submit an annual report of all program expenditures. The county or local jurisdiction agrees to participate in statewide boating surveys coordinated by state parks.

(10) Limitations on use of funds. These funds are intended to increase education and enforcement efforts and to stimulate greater local participation in boating safety and are not to supplant existing local funds used for boating safety programs. The county or local jurisdiction agrees to deposit boat registration fees allocated by the state treasurer under RCW 88.02.040, into an account dedicated solely for boating safety purposes which include all activities or expenditures identified in this section.



2b
FEB 10 2026

AGENDA ITEM SUMMARY

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

Department: Sheriff

WORK SESSION **Meeting Date: 2/2/2026**

REGULAR AGENDA **Meeting Date: 2/10/2026**

Required originals approved and attached?
Will be provided on:

Item summary:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Call for Hearing | <input checked="" type="checkbox"/> Contract/Agreement/MOU - Contract # 811-26-01 | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Proclamation | <input type="checkbox"/> Budget Item |
| <input type="checkbox"/> Draft Ordinance | <input type="checkbox"/> Final Ordinance | <input type="checkbox"/> Other |

Documents exempt from public disclosure attached:

Executive summary: Renewal of grant funding from Washington Traffic Safety Commission for up to \$15,000 over the period of 10/1/25 – 9/30/26. This funding is for reimbursement of overtime shifts spent on emphasis patrols in support of statewide programs such as "Click it or Ticket" and distracted driving campaigns.

Budgetary impact: Historically these patrols have not totaled large amounts of expenditures or corresponding reimbursement revenue, but we can add it via supplemental if it appears its needed.

Recommended action: Board approval

County Official signature & print name: Sheriff King 

Name of Employee/Stakeholder attending meeting: Chief Biasell

Relevant Departments: Sheriff

Date submitted: 01/27/2026

* 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)



811-26-01

**INTERAGENCY AGREEMENT BETWEEN THE
Washington Traffic Safety Commission**

AND

Clallam County Sheriff's Office

THIS AGREEMENT is made and entered into by and between the Washington Traffic Safety Commission, hereinafter referred to as "WTSC," and SUB RECIPIENT NAME Clallam County Sheriff's Office, hereinafter referred to as "SUB-RECIPIENT."

NOW THEREFORE, in consideration of the authority provided to WTSC in RCW 43.59 and RCW 39.34, terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties mutually agree as follows:

1. PURPOSE OF THE AGREEMENT:

The purpose of this Agreement is to provide funding, provided by the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) and allowed under the Assistance Listings Catalog of Federal Domestic Assistance (CFDA) numbers 20.600 and 20.616 for traffic safety grant project 2026-HVE-5724-Region 1 HVE, specifically to provide funding for the law enforcement agencies in WTSC Region 1 to conduct straight time or overtime enforcement activities (traffic safety emphasis patrols) as outlined in the Statement of Work (SOW), in support of Target Zero priorities. The Target Zero Manager (TzM) and/or the Law Enforcement Liaison (LEL) shall coordinate the SOW with the SUB-RECIPIENT with the goal of reducing traffic crashes.

WTSC grant 2026-HVE-5724-Region 1 HVE was awarded to the WTSC Region 1 to support collaborative efforts to conduct HVE activities. By signing this agreement, the SUB-RECIPIENT can seek reimbursement for straight time or overtime for approved law enforcement activity expenses incurred as a participant in the region's HVE grant.

2. PERIOD OF PERFORMANCE

The period of performance of this Agreement shall commence upon the date of execution by both parties, but not earlier than October 1, 2025, and remain in effect until September 30, 2026 unless terminated sooner, as provided herein.

3. SCOPE OF WORK

3.1.1 Problem ID and/or Opportunity

In 2023, Washington State experienced the deadliest year on its roads since 1990. The trajectory of this rise in fatalities reflects a broader trend of increasing impairment-related crashes, speeding, and compounding issues in law enforcement, medical, and judicial systems. This uptick in fatal crashes is deeply intertwined with impaired driving, law enforcement challenges, and societal impacts.



A Decade of Increasing Traffic Fatalities

The rise in fatalities has been both sharp and persistent:

- 2015 saw a drastic 19.3% increase in traffic fatalities, the largest single-year jump since data collection began in 1968.
- Following this spike, fatalities stabilized between 2015 and 2019.
- In 2020, despite pandemic-related reductions in traffic volume, fatalities climbed 6.7%, from 538 to 574.
- The situation worsened in 2021-2023, when fatalities surged by 20.2%, from 674 in 2021 to 810 in 2023, the highest number since 1990. This five-year increase represents the most rapid rise in traffic fatalities recorded in Washington State's history.
- Pedestrian fatalities were a record-high of 157 in 2023 and pedestrian serious injuries reached 472, also a record high for the state.

This project will fund locally coordinated enforcement mobilizations to address impaired driving, distracted driving, seat belt safety, speeding, and motorcycle safety. Funding and events will be organized by local Target Zero Managers (TZMs) & the statewide Law Enforcement Liaison networks and their local Target Zero Task Force. These patrols will also be coordinated with the Washington State Patrol (WSP). Target Zero Managers will establish or strengthen relationships with key WSP district personnel to improve interagency coordination.

3.1.2 Project Purpose and Strategies

This project will fund High Visibility Enforcement (HVE) and Traffic Safety Enforcement Program (TSEP) patrols to prevent impaired driving, distracted driving, seat belt use, speeding, and motorcycle safety. High Visibility Enforcement (HVE) and Traffic Safety Enforcement Program (TSEP) patrols are designed to create deterrence by increasing the expectation of a citation/fine/arrest. Officers may also remove high risk (impaired) drivers when encountered. So together, this countermeasure works by preventing dangerous driving behaviors and stopping those who still decide to engage in those behaviors. Funding and events will be organized by local TZMs, LELs, and their local Target Zero Task Force. Task forces will use local data and professional judgement to determine enforcement priorities for their jurisdictions and will schedule and plan enforcement and outreach activities. Regional participation in the following National Campaigns is mandatory:

- Impaired driving enforcement during the Holiday DUI campaign (December 2025).
- Distracted driving enforcement during the Distracted Driving campaign (April 2026)
- Seat belt enforcement during the Click It or Ticket campaign (May 2026).
- Impaired driving enforcement during the Summer DUI campaign (August 2026).

These patrols will also be coordinated with the Washington State Patrol (WSP). Target Zero Managers will establish or strengthen relationships with key WSP district personnel to improve interagency coordination with the WSP.

3.1.3 Requirements for National Mobilizations and Traffic Safety Enforcement Program (TSEP)

3.1.3.1. HVE events will be data informed; based on crash data, anecdotal evidence, and the professional judgement of task force members. WTSC strongly believes in the expertise of local officers to understand



the highest priority areas in their communities to focus their efforts.

3.1.3.2. The SUB-RECIPIENT will ensure that all officers participating in these patrols are BAC certified and have received and passed the SFST refresher training.

3.1.3.3. SUB-RECIPIENT will ensure all officers participating in Impaired Driving patrols have also received Advanced Roadside Impaired Driving Enforcement (ARIDE) training.

3.1.3.4. SUB-RECIPIENT shall ensure all participating personnel will use the WEMS system provided by the WTSC to record all activities in digital activity logs conducted by their commissioned officers pursuant to the HVE events. Participating officers will fill out all applicable fields of the digital activity log and use the comments field to provide details on irregularities, challenges or other details that would help explain what was encountered during their shift. SUB- RECIPIENT will also ensure all supervisors and fiscal staff have the ability to review and edit those activity logs.

3.1.4 Project Intent and Best Practice

3.1.4.1. SUB-RECIPIENT is encouraged to help their Region Task Force fulfill the requirement to participate in the four mandatory National Campaigns. (Holiday DUI campaign in December 2025, Distracted Driving campaign in April 2026, Click It or Ticket campaign in May 2026, and Summer DUI campaign in August 2026).

NOTE: Agencies must participate in speed or impaired driving enforcement under this agreement to be eligible to receive funding under the WASPC equipment grant.

3.1.4.2. SUB-RECIPIENT is strongly encouraged to participate in their task force to plan and execute enforcement events.

3.1.4.3. Regional task force will be submitting quarterly progress reports and SUB-RECIPIENT is encouraged to participate to the fullest extent possible. Quarterly progress reports are due January 15, April 15, July 15, and October 15.

3.1.4.4. WTSC encourages participating officers to prioritize violations that directly contribute to the injury and death of road users, such as impaired driving, speeding, distracted driving, non-restraint, etc.

3.1.4.5. SUB-RECIPIENT should promote patrol events through all earned, owned and, if funded, paid media that is available so that the public is made aware of the event before, during, and after the enforcement takes place. It is best practice to translate messages as needed and invite local media involvement in the effort to reach communities in which HVE will occur.

3.1.4.6. SUB-RECIPIENT should strive to actively enforce traffic safety laws focused on collision causing behaviors in priority areas throughout the year outside of HVE events.

3.1.4.7. When participating in motorcycle patrols SUB-RECIPIENT should focus on the illegal and unsafe



driving actions of all motor vehicles interacting with motorcycles. This includes speeding, failure to yield to a motorcycle, following too closely to a motorcycle, distracted driving, etc.

3.1.4.8. When participating in motorcycle patrols SUB-RECIPIENT should ensure that enforcement will focus on the illegal and unsafe driving actions of motorcycles that are known to cause serious and fatal crashes. This includes impaired driving, speeding, and following too closely.

3.1.4.9. Performance will be monitored by the regional TZM, LEL, and Task Force, as well as WTSC. WTSC reserves the right to designate specific officers as ineligible for cost reimbursement. This will occur if an officer is determined to not have not met the purpose/intent of this grant in multiple emphasis patrols.

3.1.4.10. Funds can be used to support the mentoring of officers in traffic enforcement. This can be focused on impaired driving, or general traffic enforcement.

For DUI mentorship, WTSC has found it to be best practice to include a mix of instruction and practical experience. The mentor should be a DRE when possible, or a highly effective DUI emphasis patrol officer with a minimum of ARIDE training. Mentor/mentee activities will be pre-approved by the TZM or LEL after the mentee submits their interest.

3.1.4.11. Community outreach/collaboration: Funds can be used to pay for traffic safety focused community outreach and collaboration activities. The operational approach for regional community outreach and collaboration activities should be developed at the Task Force level and be approved by the WTSC. WTSC recommends that these activities include an opportunity for the audience to provide feedback on local traffic safety priorities and activities, which ideally will influence the region's plan for traffic safety programming.

3.1.4.12. In order to receive funding from this grant, agencies must participate with the regional traffic safety task force/coalition in the planning efforts for these activities.

3.1.4.13. WTSC also encourages all law enforcement agencies in Washington to utilize WTSC's data analysis resources, such as interactive dashboards and data from a statewide attitudinal survey, as well their regional Target Zero Manager to identify priorities for engaging with the community.

3.1.4.14. WTSC will provide tools for documenting community collaboration activities, such as the WEMS activity log.

3.1.5 NATIONAL AND STATE-WIDE MOBILIZATIONS

Not all agencies are required to participate in all of the mobilizations listed below. However, the region must have some law enforcement participation in all of the mobilizations listed. Dates are tentative and may change when NHTSA publishes their FFY2026 mobilization calendar.

Mobilization Dates

Holiday DUI December 16, 2025 – January 1, 2026



U Drive. U Text. U Pay. April 6 – 13, 2026
Click It or Ticket May 11 – May 31, 2026
It's a Fine Line (optional if funded) July 2026 (Dates TBD)
DUI Drive Sober or Get Pulled Over August 19 – September 7, 2026

3.2 PROJECT GOALS

Prevent traffic crashes to reduce traffic related deaths and serious injuries through active, visible, consistent, and targeted traffic law enforcement, law enforcement training, and community outreach. Law enforcement can have a profound effect on traffic safety and this project aims to increase participation to accomplish that.

3.3 COMPENSATION

3.3.1 The Compensation for the straight time or overtime work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The cost of accomplishing the work described in the SOW will not exceed dollar total from amounts listed below. Payment for satisfactory performance shall not exceed this amount unless the WTSC and SUB-RECIPIENT mutually agree to a higher amount in a written Amendment to this Agreement executed by both the WTSC and SUB-RECIPIENT. Comp-time is not considered overtime and will not be approved for payment. All law enforcement agencies who are active members of the Region's traffic safety task force with a fully executed grant agreement are eligible to participate in this grant.

3.3.2 WTSC will reimburse for personnel straight time or overtime expenses at 150 percent of the officer's normal salary rate plus SUB-RECIPIENT's contributions to employee benefits, limited to the following:

- FICA
- Medicare
- Any portion of L&I that is paid by the employer (SUB-RECIPIENT)
- Retirement contributions paid by the employer (SUB-RECIPIENT) can be included if the contribution is based on a percentage of their hours worked.

Health insurance, or any other benefits not listed above, are not eligible for reimbursement.

The SUB-RECIPIENT will provide law enforcement officers with appropriate equipment (e.g., vehicles, radars, portable breath testers, etc.) to participate in the emphasis patrols.

3.3.3 Funding alterations are permitted as follows: Upon agreement by the regional TZM and all other parties impacted by a proposed budget alteration, the budget category amounts may be increased or decreased without amending this agreement, so long as the total grant award amount does not increase. HVE grant funds should be managed collaboratively by the SUB-RECIPIENT and the TZM.

These alterations must be requested through email communication between the regional TZM and assigned WTSC Program Manager. This communication shall include details of the requested budget modifications and a description of why these changes are needed. The TZM will also send an updated



quarterly Operations Plan to the WASPC representative monitoring the project if the budget modification will result in changes to the previously submitted plan.

3.3.4 These funds, designated for salaries and benefits, are intended to pay for the hourly straight time or overtime costs and proportional amounts of fringe benefits of commissioned staff pursuing the activities described in the statement of work. These funds may not be used for any other purpose for example any work required to maintain a law enforcement commission including recertification trainings like firearm qualification. This agreement is expressly designated to fund salaries and benefits. By signing this agreement, SUB-RECIPIENT agrees to supply all necessary equipment and vehicles needed to accomplish the work in the scope of work. WTSC is not responsible for any equipment that is lost, stolen, or destroyed in the execution of the scope of work.

3.3.5 Dispatch: WTSC will reimburse communications officers/dispatch personnel for work on this project providing SUB- RECIPIENT has received prior approval from their region's TZM. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.

3.3.6 Transport Officers: WTSC will reimburse transport officers for their work on this project providing SUB-RECIPIENT has received approval from their regions TZM. The TZM will work with the regional LEL to determine if need is warranted for the type of HVE activity. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.

3.3.7 The law enforcement agency involved will not schedule individual officer overtime shifts for longer than eight hours. WTSC understands there may be instances when more than eight hours are billed due to DUI processing or other reasons and an explanation should be provided on the WEMS Officer Activity Log.

3.3.8 The law enforcement agency involved will ensure that any reserve officer for whom reimbursement is claimed has exceeded his/her normal weekly working hours when participating in an emphasis patrol and is authorized to be paid at the amount requested. Reserve officers may only be paid at the normal hourly rate and not at the 150 percent overtime rate.

3.4 PROJECT COSTS

The WTSC has awarded **\$15,000.00** to the WTSC Region 1 Traffic Safety Task Force for the purpose of conducting coordinated HVE enforcement and community outreach/collaboration activities. The funding must be used for traffic safety purposes in the areas of impaired driving, distracted driving, occupant restraint use, speeding, and motorcycle safety. See the project in WEMS for an updated distribution of funding by specific emphasis area.

By signing this agreement, the SUB-RECIPIENT can seek reimbursement for approved straight time or overtime expenses incurred as a participant in this grant. Funds are expressly designated for staffing activities and may not be used for other expenses that may be incurred, such as vehicle damage, supply replacement, etc. All activity must be coordinated by the region's traffic safety task force and TZM to be eligible for reimbursement.



APPLICABLE STATE AND FEDERAL TERMS AND CONDITIONS:

4. ACTIVITY REPORTS

The SUB-RECIPIENT agrees to have all personnel who work HVE patrols submit a WEMS Officer Activity Log within 24 hours of the end of all shifts worked. These same logs will be associated with invoices as detailed in the "BILLING PROCEDURE" section. Use of the Officer Activity Log in the WTSC's online grant management system, WEMS, is required. Supervisor review and accuracy certification will also be done in WEMS.

5. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Agreement shall be made by the WTSC.

6. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties in the form of a written request to amend this Agreement. Such amendments shall only be binding if they are in writing and signed by personnel authorized to bind each of the Parties. Changes to the budget, SUB-RECIPIENT'S Primary Contact, and WTSC Program Manager can be made through email communication and signatures are not required.

7. ALL WRITINGS CONTAINED HEREIN

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

8. ASSIGNMENT

The SUB-RECIPIENT may not assign the work to be provided under this Agreement, in whole or in part, without the express prior written consent of the WTSC, which consent shall not be unreasonably withheld. The SUB-RECIPIENT shall provide the WTSC a copy of all third-party contracts and agreements entered into for purposes of fulfilling the SOW. Such third-party contracts and agreements must follow applicable federal, state, and local law, including but not limited to procurement law, rules, and procedures. If any of the funds provided under this Agreement include funds from NHTSA, such third-party contracts and agreements must include the federal provisions set forth in this Agreement in sections 32 through 40.

9. ATTORNEYS' FEES

In the event of litigation or other action brought to enforce the Agreement terms, each party agrees to bear its own attorney fees and costs.

10. BILLING PROCEDURE

All invoices for reimbursement of HVE activities will be done using the WTSC's grant management system, WEMS. WEMS Officer Activity logs will be attached to invoices, directly linking the cost of the



activity to the invoice. Because the activity, approval, and invoicing are all done within WEMS, no back up documentation is required in most cases.

Once submitted by the SUB-RECIPIENT, invoices are routed to the regional TZM for review and approval. The TZM will submit all approved invoices to the WTSC via WEMS within 10 days of receipt.

Payment to the SUB-RECIPIENT for approved and completed work will be made by warrant or account transfer by WTSC within 30 days of receipt of such properly documented invoices acceptable to WTSC. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 45 days after the expiration date of this Agreement. All invoices for goods received or services performed on or prior to June 30, 2026, must be received by WTSC no later than August 10, 2026. All invoices for goods received or services performed between July 1, 2026 and September 30, 2026, must be received by WTSC no later than November 15, 2026.

11. CONFIDENTIALITY / SAFEGUARDING OF INFORMATION

The SUB-RECIPIENT shall not use or disclose any information concerning the WTSC, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of the WTSC, or as may be required by law.

12. COST PRINCIPLES

Costs incurred under this Agreement shall adhere to provisions of 2 CFR Part 200 Subpart E.

13. COVENANT AGAINST CONTINGENT FEES

The SUB-RECIPIENT warrants that it has not paid, and agrees not to pay, any bonus, commission, brokerage, or contingent fee to solicit or secure this Agreement or to obtain approval of any application for federal financial assistance for this Agreement. The WTSC shall have the right, in the event of breach of this section by the SUB-RECIPIENT, to annul this Agreement without liability.

14. DISPUTES

14.1. Disputes arising in the performance of this Agreement, which are not resolved by agreement of the parties, shall be decided in writing by the WTSC Deputy Director or designee. This decision shall be final and conclusive, unless within 10 days from the date of the SUB-RECIPIENT's receipt of WTSC's written decision, the SUB-RECIPIENT furnishes a written appeal to the WTSC Director. The SUB-RECIPIENT's appeal shall be decided in writing by the Director or designee within 30 days of receipt of the appeal by the Director. The decision shall be binding upon the SUB-RECIPIENT and the SUB-RECIPIENT shall abide by the decision.

14.2. Performance During Dispute. Unless otherwise directed by WTSC, the SUB-RECIPIENT shall continue performance under this Agreement while matters in dispute are being resolved.

14.3 In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties hereto agree that any such action or proceedings



shall be brought in the superior court situated in Thurston County, Washington.

15. GOVERNANCE

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

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

15.2.1. Applicable federal and state statutes and rules

15.2.2. Terms and Conditions of this Agreement

15.2.3. Any Amendment executed under this Agreement

15.2.4. Any SOW executed under this Agreement

15.2.5. Any other provisions of the Agreement, including materials incorporated by reference

16. INCOME

Any income earned by the SUB-RECIPIENT from the conduct of the SOW (e.g., sale of publications, registration fees, or service charges) must be accounted for, reported to WTSC, and that income must be applied to project purposes or used to reduce project costs.

17. INDEMNIFICATION

17.1. To the fullest extent permitted by law, the SUB-RECIPIENT shall indemnify and hold harmless the WTSC, its officers, employees, and agents, and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs of whatsoever kind ("claims") brought against WTSC arising out of or in connection with this Agreement and/or the SUB-RECIPIENT's performance or failure to perform any aspect of the Agreement. This indemnity provision applies to all claims against WTSC, its officers, employees, and agents arising out of, in connection with, or incident to the acts or omissions of the SUB-RECIPIENT, its officers, employees, agents, contractors, and subcontractors. Provided, however, that nothing herein shall require the SUB-RECIPIENT to indemnify and hold harmless or defend the WTSC, its agents, employees, or officers to the extent that claims are caused by the negligent acts or omissions of the WTSC, its officers, employees or agents; and provided further that if such claims result from the concurrent negligence of (a) the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors, and (b) the WTSC, its officers, employees, or agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors.



17.2. The SUB-RECIPIENT agrees that its obligations under this Section extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents in the performance of this agreement. For this purpose, the SUB- RECIPIENT, by mutual negotiation, hereby waives with respect to WTSC only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions chapter 51.12 RCW.

17.3. The indemnification and hold harmless provision shall survive termination of this Agreement.

18. INDEPENDENT CAPACITY

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

19. INSURANCE COVERAGE

19.1. The SUB-RECIPIENT shall comply with the provisions of Title 51 RCW, Industrial Insurance, if required by law.

19.2. If the SUB-RECIPIENT is not required to maintain insurance in accordance with Title 51 RCW, prior to the start of any performance of work under this Agreement, the SUB-RECIPIENT shall provide WTSC with proof of insurance coverage (e.g., vehicle liability insurance, private property liability insurance, or commercial property liability insurance), as determined appropriate by WTSC, which protects the SUB-RECIPIENT and WTSC from risks associated with executing the SOW associated with this Agreement.

20. LICENSING, ACCREDITATION, AND REGISTRATION

The SUB-RECIPIENT shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of this Agreement. The SUB-RECIPIENT shall complete registration with the Washington State Department of Revenue, if required, and be responsible for payment of all taxes due on payments made under this Agreement.

21. RECORDS MAINTENANCE

21.1. During the term of this Agreement and for six years thereafter, the SUB-RECIPIENT shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. These records shall be subject to inspection, review, or audit by authorized personnel of the WTSC, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration. The Office of the State Auditor, federal auditors, the WTSC, and any duly authorized representatives shall have full access and the right to examine any of these materials during this period.

21.2. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving them a reasonable opportunity to respond. Each party will utilize reasonable security



procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

22. RIGHT OF INSPECTION

The SUB-RECIPIENT shall provide right of access to its facilities to the WTSC or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement. The SUB-RECIPIENT shall make available information necessary for WTSC to comply with the right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The SUB-RECIPIENT shall upon request make available to the WTSC and the United States Secretary of the Department of Health and Human Services all internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this Agreement.

23. RIGHTS IN DATA

23.1. WTSC and SUB-RECIPIENT agree that all data and work products (collectively called "Work Product") pursuant to this Agreement shall be considered works made for hire under the U.S. Copyright Act, 17 USC §101 et seq., and shall be owned by the state of Washington. Work Product includes, but is not limited to, reports, documents, pamphlets, advertisement, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, designs, plans, diagrams, drawings, software, and/or databases to the extent provided by law. Ownership includes the right to copyright, register the copyright, distribute, prepare derivative works, publicly perform, publicly display, and the ability to otherwise use and transfer these rights.

23.2. If for any reason the Work Product would not be considered a work made for hire under applicable law, the SUB-RECIPIENT assigns and transfers to WTSC the entire right, title, and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

23.3. The SUB-RECIPIENT may publish, at its own expense, the results of project activities without prior review by the WTSC, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by NHTSA and the WTSC. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other actions required to protect the public interest.

24. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the SOW under this Agreement, the WTSC may terminate the Agreement under the "TERMINATION FOR CONVENIENCE" clause, without the 30-day notice requirement. The Agreement is subject to renegotiation at the WTSC's discretion under any new



funding limitations or conditions.

25. SEVERABILITY

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

26. SITE SECURITY

While on WTSC premises, the SUB-RECIPIENT, its agents, employees, or sub-contractors shall conform in all respects with all WTSC physical, fire, or other security policies and applicable regulations.

27. TAXES

All payments of payroll taxes, unemployment contributions, any other taxes, insurance, or other such expenses for the SUB- RECIPIENT or its staff shall be the sole responsibility of the SUB-RECIPIENT.

28. TERMINATION FOR CAUSE

If the SUB-RECIPIENT does not fulfill in a timely and proper manner its obligations under this Agreement or violates any of these terms and conditions, the WTSC will give the SUB-RECIPIENT written notice of such failure or violation, and may terminate this Agreement immediately. At the WTSC's discretion, the SUB-RECIPIENT may be given 15 days to correct the violation or failure. In the event that the SUB-RECIPIENT is given the opportunity to correct the violation and the violation is not corrected within the 15-day period, this Agreement may be terminated at the end of that period by written notice of the WTSC.

29. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Agreement, either party may terminate this Agreement, without cause or reason, with 30 days written notice to the other party. If this Agreement is so terminated, the WTSC shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

30. TREATMENT OF ASSETS

30.1. Title to all property furnished by the WTSC shall remain property of the WTSC. Title to all property furnished by the SUB- RECIPIENT for the cost of which the SUB-RECIPIENT is entitled to be reimbursed as a direct item of cost under this Agreement shall pass to and vest in the WTSC upon delivery of such property by the SUB-RECIPIENT. Title to other property, the cost of which is reimbursable to the SUB-RECIPIENT under this Agreement, shall pass to and vest in the WTSC upon (i) issuance for use of such property in the performance of this Agreement, or (ii) commencement of use of such property in the performance of this Agreement, or (iii) reimbursement of the cost thereof by the WTSC in whole or in part, whichever first occurs.

30.2. Any property of the WTSC furnished to the SUB-RECIPIENT shall, unless otherwise provided herein



or approved by the WTSC, be used only for the performance of this Agreement.

30.3. The SUB-RECIPIENT shall be responsible for any loss or damage to property of the WTSC which results from the negligence of the SUB-RECIPIENT or which results from the failure on the part of the SUB-RECIPIENT to maintain and administer that property in accordance with sound management practices.

30.4. If any WTSC property is lost, destroyed, or damaged, the SUB-RECIPIENT shall immediately notify the WTSC and shall take all reasonable steps to protect the property from further damage.

30.5. The SUB-RECIPIENT shall surrender to the WTSC all property of the WTSC upon completion, termination, or cancellation of this Agreement.

30.6. All reference to the SUB-RECIPIENT under this clause shall also include SUB-RECIPIENT's employees, agents, or sub- contractors.

31. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement.

APPLICABLE CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS (23 CFR PART 1300 APPENDIX A):

32. BUY AMERICA ACT

The SUB-RECIPIENT will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using federal funds. Buy America requires the SUB-RECIPIENT to purchase only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use federal funds to purchase foreign produced items, the WTSC must submit a waiver request that provides an adequate basis and justification, and which is approved by the Secretary of Transportation.

33. DEBARMENT AND SUSPENSION

Instructions for Lower Tier Certification

33.1. By signing this Agreement, the SUB-RECIPIENT (hereinafter in this section referred to as the "lower tier participant") is providing the certification set out below and agrees to comply with the requirements of 2 CFR part 180 and 23 CFR part 1200.

33.2. The certification in this section is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the lower tier participant knowingly



rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

33.3. The lower tier participant shall provide immediate written notice to the WTSC if at any time the lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

33.4. The terms covered transaction, civil judgement, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200.

33.5. The lower tier participant agrees by signing this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by WTSC.

33.6. The lower tier participant further agrees by signing this Agreement that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions, and will require lower tier participants to comply with 2 CFR part 180 and 23 CFR part 1200.

33.7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

33.8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

33.9. Except for transactions authorized under paragraph 33.5. of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.



Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

33.10. The lower tier participant certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

33.11. Where the lower tier participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Agreement.

34. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

34.1. The SUB-RECIPIENT shall:

34.1.1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the SUB-RECIPIENT's workplace, and shall specify the actions that will be taken against employees for violation of such prohibition.

34.1.2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the SUB-RECIPIENT's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations occurring in the workplace.

34.1.3. Make it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 34.1.1. of this section.

34.1.4. Notify the employee in the statement required by paragraph 34.1.1. of this section that, as a condition of employment under the grant, the employee will abide by the terms of the statement, notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction, and notify the WTSC within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

34.1.5. Take one of the following actions within 30 days of receiving notice under paragraph 34.1.3. of this section, with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

34.1.6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

35. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

In accordance with FFATA, the SUB-RECIPIENT shall, upon request, provide WTSC the names and total



compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received \$25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

36. FEDERAL LOBBYING

36.1. The undersigned certifies, to the best of his or her knowledge and belief, that:

36.1.1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

36.1.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

36.1.3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

36.2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

37. FEDERAL NONDISCRIMINATION (Title VI, 42 U.S.C. § 2000d et seq.)

37.1. During the performance of this Agreement, the SUB-RECIPIENT agrees:

37.1.1. To comply with all federal statutes and implementing regulations relating to nondiscrimination ("Federal

Nondiscrimination Authorities"). These include but are not limited to:

37.1.1.1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252

37.1.1.2. 49 CFR part 21

37.1.1.3. 28 CFR section 50.3



- 37.1.1.4. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- 37.1.1.5. Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.)
- 37.1.1.6. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.)
- 37.1.1.7. The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.)
- 37.1.1.8. The Civil Rights Restoration Act of 1987
- 37.1.1.9. Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189)

37.1.2. Not to participate directly or indirectly in the discrimination prohibited by any federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR Part 21 and herein.

37.1.3. To keep and permit access to its books, records, accounts, other sources of information, and its facilities as required by the WTSC, USDOT, or NHTSA in a timely, complete, and accurate way. Additionally, the SUB-RECIPIENT must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance

37.1.4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding Agreement, the WTSC will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies, and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

37.1.5. In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the SUB-RECIPIENT hereby gives assurance that it will promptly take any measures necessary to ensure that: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA".

37.1.6. To insert this clause, including all paragraphs, in every sub-contract and sub-agreement and in every solicitation for a sub- contract or sub-agreement that receives federal funds under this program.

38. POLITICAL ACTIVITY (HATCH ACT)

The SUB-RECIPIENT will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

39. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

The SUB-RECIPIENT will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists. This Agreement does not include any aspects or elements of helmet usage or checkpoints, and so fully complies with this requirement.

40. STATE LOBBYING



None of the funds under this Agreement will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

41. CERTIFICATION ON CONFLICT OF INTEREST

GENERAL REQUIREMENTS

41.1. No employee, officer or agent of the SUB-RECIPIENT who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the 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 personal interest in or a tangible personal benefit from an entity considered for a subaward.

41.2. Based on this policy:

41.2.1. The SUB-RECIPIENT shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents. The code or standards shall provide that the SUB-RECIPIENT's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential sub-awardees, including contractors or parties to subcontracts and establish penalties, sanctions or other disciplinary actions for violations, as permitted by State or local law or regulation.

41.2.2. The SUB-RECIPIENT shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

41.3. No SUB-RECIPIENT, including its officers, employees or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities.

41.3.1. The SUB-RECIPIENT shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to WTSC. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.

41.3.2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine



that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.

41.3.3. Conflicts of interest that require disclosure include all past, present or currently planned organizational, financial, contractual or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any SUB-RECIPIENT, affiliate, proposed consultant, proposed subcontractor and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a SUB-RECIPIENT, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

42. DESIGNATED CONTACTS

The following named individuals will serve as designated contacts for each of the parties for all communications, notices, and reimbursements regarding this Agreement:

The Contact for the SUB- RECIPIENT is:

Josh Ley

joshua.ley@clallamcountywa.gov
360-460-2919

The Contact for WTSC is:

Jerry Noviello
WTSC Program Manager
jnoviello@wtsc.wa.gov
360-725-9897

AUTHORITY TO SIGN

The undersigned acknowledge that they are authorized to execute this Agreement and bind their respective agencies or entities to the obligations set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement.

SUB-RECIPIENT:

Signature



Printed Name

Title

Date

Approved as to form only by:

Jay Reno
Civil Deputy Prosecuting Attorney
Clallam County

WASHINGTON TRAFFIC SAFETY COMMISSION

Name: Jerry Noviello
Title: Program Manager

Date

FEB 10 2026



AGENDA ITEM SUMMARY

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

Department: Sheriff

WORK SESSION Meeting Date: 2/02/2026

REGULAR AGENDA Meeting Date: 2/10/2026

Required originals approved and attached?
Will be provided on:

Item summary:

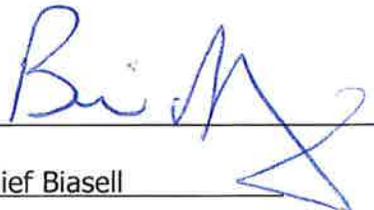
- Call for Hearing
- Contract/Agreement/MOU - Contract # 11061-26-01
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

Executive summary: This is a renewal of grant funding awarded by the state to counties in support of emergency dispatch centers. Since our dispatch center, PenCom, is run by the City of Port Angeles, we receive these funds and pass them through to their agency. PenCom will use this funding for eligible equipment purchases.

Budgetary impact: will be added via budget supplemental

Recommended action: Board approval

County Official signature & print name: Sheriff King 

Name of Employee/Stakeholder attending meeting: Chief Biasell

Relevant Departments: Sheriff, PenCom

Date submitted: 1/27/2026

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

Agenda Item Summary E911 Grant 2026
Revised: 3-04-2019

**SECO COUNTY/WSP Equipment Contract SFY 2026/27
CONTRACT FACE SHEET**

11061-26-01

1. Contractor Name and Address: Clallam County Agency (COUNTY) 321 E 5th Street Port Angeles, Washington 98362	2. Contract Amount: \$ 178,289	3. Contract Number E26-096
4. Contractor's Contact Person, phone number: Karl Hatton/360.417.4911 khatton@pencom.us	5. Contract Start Date July 1, 2025	6. Contract End Date August 15, 2027
7. MD Program Manager/phone number: Teresa Lewis/253.512.7481 teresa.lewis@mil.wa.gov	8. Unique Entity Identifier (UEI #): JV6JJNELRBS5	9. UBI # (state revenue): 054-004-559

10. Funding Authority: **Washington State Military Department and State 911 Funds**

11. Funding Source Agreement #: RCW 38.52.510, .540, .545 WAC Chapter 118-66	12. Program Index# & Obj/SubObj: 79282 / NZ	13. CFDA # & Title: NA	14. TIN or SSN: 91-6001298
--	---	--------------------------------------	--

15. Service Districts: (BY LEGISLATIVE DIST): 24th (BY CONGRESSIONAL DIST): 6th	16. Service Area by County(ies): CLALLAM	17. Women/Minority-Owned, State Certified? <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES, OMWBE #
---	--	---

18. Contract Classification: <input type="checkbox"/> Personal Services <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Public/Local Gov't <input type="checkbox"/> Collaborative Research <input type="checkbox"/> A/E <input type="checkbox"/> Other	19. Contract Type (check all that apply): <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Grant <input type="checkbox"/> Agreement <input type="checkbox"/> Intergovernmental (RCW 39.34) <input type="checkbox"/> Interagency
20. Contractor Selection Process: <input checked="" type="checkbox"/> "To all who apply & qualify" <input type="checkbox"/> Competitive Bidding <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E RCW <input type="checkbox"/> N/A <input type="checkbox"/> Advertised? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	21. Contractor Type (check all that apply): <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> VENDOR <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> OTHER

22. BRIEF DESCRIPTION:
This is a reimbursement contract. Reimbursement is limited to the maximum equipment contract amount, services, and other listed budget categories on an actual cost basis for eligible, approved, and incurred equipment expenses as described in WAC 118-66-050(3) and the Washington State Military Department (DEPARTMENT) State 911 Coordination Office (SECO) policies, incorporated herein by reference in the amounts described in the Budget Sheet (Attachment E).

IN WITNESS THEREOF, the DEPARTMENT and COUNTY (Parties) have executed this Contract on the day and year last specified below. This Contract Face Sheet, Special Terms and Conditions (Attachment A), General Terms & Conditions (Attachment B), Statement of Work (Attachment C), SECO Equipment Contract Reimbursement Schedule (Attachment D), Budget Sheet (Attachment E), and the Equipment Maintenance Certification Log (Attachment F), govern the rights and obligations of the Parties to this Contract.

In the event of an inconsistency in this Contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- (a) **Applicable State Statutes and Regulations**
- (b) **Statement of Work**
- (c) **Special Terms and Conditions**
- (d) **General Terms and Conditions, and**
- (e) **Any other provisions of the contract incorporated by reference.**

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

RECEIVED
DEC 18 2025
PROSECUTING ATTORNEY

WHEREAS, the Parties hereto have executed this contract on the day and year last specified below,
FOR THE DEPARTMENT: _____ FOR THE COUNTY: _____

Signature _____ Date _____ Seth Daniel Nickerson, Chief Financial Officer Washington State Military Department APPROVED AS TO FORM Dierk Meierbachtol (signature on file) 4/5/2023 Assistant Attorney General	Signature _____ Date _____ Mike French, Chairman Clallam County Board of Commissioners Approved as to form only by:  Jay Reno Civil Deputy Prosecuting Attorney Clallam County
--	---

SPECIAL TERMS AND CONDITIONS

I. INTRODUCTION:

The DEPARTMENT through the State 911 Coordination Office (SECO) coordinates and facilitates the implementation and operation of 911 emergency communications throughout the state. It is authorized to enter into agreements for statewide services and to reimburse the COUNTY/WSP Communications for eligible expenses from appropriated excise tax revenue retained in the state 911 account.

II. KEY PERSONNEL:

The individuals listed below shall be considered Key Personnel; however, either party may designate a substitute by advance written notification to the other party.

COUNTY/WSP:		DEPARTMENT:	
Name	Karl Hatton	Name	Teresa Lewis
Title	Deputy Director	Title	SECO 911 Contract Assistance Program Manager
E-Mail	khatton@pencom.us	E-Mail	teresa.lewis@mil.wa.gov
Phone	360.417.4911	Phone	253.512.7481

III. ADMINISTRATIVE REQUIREMENTS:

The Parties shall use the following to determine allowable cost principles: State Office of Financial Management (OFM) Regulations-State Administrative and Accounting Manual (SAAM) and the Local Government Budget and Accounting Reporting System (BARS).

IV. ELIGIBLE EXPENSES AND PRIORITIES ESTABLISHED BY THE LEGISLATURE:

Priorities for expenditure of state 911 funds have been established by both the state legislature and the DEPARTMENT:

- A. RCW 38.52.540(1) provides that funds from the state 911 account must be “used only to support the priorities established in RCW 38.52.545, procure, fund, and manage the statewide 911 emergency communications system network, purchase goods and services that support the counties and Washington state patrol public safety answering points in providing 911 baseline level of service statewide, assist the counties and Washington state patrol public safety answering points to provide 911 emergency communications systems and associated administrative and operational costs, acquire 911 hardware, software, and technology appropriate to support a 911 emergency communications system, 911 emergency communications training and public education, support the statewide coordination and management of the 911 emergency communications system, and for modernization needs as technology evolves of the 911 emergency communications systems statewide”;
- B. RCW 38.52.540(3) provides that the State 911 Coordinator is “authorized to enter into statewide agreements to improve the efficiency of the 911 emergency communications system and shall specify by rule the additional purposes for which moneys, if available, may be expended from this account”;
- C. RCW 38.52.545 provides that “In specifying rules defining the purposes for which available state 911 moneys may be expended, the state 911 coordinator, with the advice and assistance of the 911 advisory committee, must consider needs necessary to provide a baseline level of 911 service by individual counties and their designated Washington state patrol public safety answering points. Priorities for available 911 emergency communications system funding are as follows: (1) To procure, fund, and manage the statewide 911 network and supporting services, and assure that 911 dialing is operational statewide; (2) To assist counties and Washington state patrol public safety answering points to provide 911 emergency communications systems and associated administrative and operational costs as necessary to assure that they can achieve a baseline level of service for 911 operation; and (3) To assist counties and their designated Washington state patrol public safety answering points to acquire 911 hardware, software, and technology to support a 911 emergency communications system baseline level of service”;
- D. WAC 118-66-020 reiterates the 911 funding purposes and priorities established by the legislature;
- E. WAC 118-66-040 describes County eligibility for funding;

- F. WAC 118-66-045 describes Washington state patrol (WSP) eligibility for funding; and
- G. WAC 118-66-050 lists expenses that may be eligible for reimbursement based on a reasonable prioritization by the state 911 coordinator and in accordance with the purposes and priorities established by statute and regulation.

V. THE PARTIES AGREE THAT THE FOLLOWING ELIGIBLE EXPENSES AND PRIORITIES ARE ESTABLISHED IN CONTRACT:

- A. Consistent with the statutes and regulations cited herein, this Contract provides reimbursement solely for certain approved eligible expenses described in WAC 118-66 incurred by the COUNTY/WSP, in support of 911 calls originating statewide, including eligible expenses in the following prioritization: (1) 911 statewide dialing, (2) 911 baseline level of service, and (3) capital items. Payment for 911 statewide dialing will be made, contingent upon available funding, only for eligible approved expenses identified in RCW 38.52.545 and WAC 118-66-050. In the advent of the unavailability or loss of state funding, responsibility for the continued operation of the statewide 911 network, and all related costs, will be transferred to the individual counties, on a pro rata basis. This Contract contains one category of eligible expenses: 911 Equipment as described below:
 - 1. 911 Equipment expenses are only reimbursed pursuant to this Contract. Equipment expenses consist of statewide dialing, basic service, and capital items listed in WAC 118-66 and defined in the SECO Policies and set out in Section VII D of this Contract. Equipment funding is only available when the COUNTY has:
 - a. Imposed the maximum county 911 excise tax allowed under RCW 82.14B.030(1) and RCW 82.14B.030(2);
 - b. Expended its local revenue on eligible 911 expenses and needs additional reimbursement assistance to meet its eligible basic service operating expenses.
 - c. Eligible 911 expenses as described in WAC 118-66.
 - d. A 911 system that is completely enhanced for wireline and wireless 911 services.
- B. Expenses.
 - 1. General Reimbursement Requirements for COUNTY/WSP:
 - a. Contingent upon funding availability, reimbursement will be made only for eligible approved expenses identified in RCW 38.52.545 and WAC 118-66;
 - b. Approved eligible expenses will be reimbursed at amounts not to exceed limits established in SECO Policy, as provided in Section VII D of this Contract;
 - c. In the event, funding will not cover all contract eligible amounts, individual line items will be funded in full or not at all;
 - d. Funding is for use in the primary Public Safety Answering Points (PSAP) only, unless otherwise specified in applicable DEPARTMENT policy, as provided Section VII D of this Contract;
 - 2. Ineligible Items:

Expenses not listed in WAC 118-66, and not directly associated with the equipment of the 911 emergency communications system are not eligible for state financial assistance or reimbursement under this Contract.
 - 3. Expense Documentation and Approval:
 - a. COUNTY/WSP must submit documentation of eligible expenses to the DEPARTMENT; including identification of vendor, warrant number, date, and applicable 911 eligible expense categorization as set out in Section VII E below;
 - b. COUNTY/WSP must submit eligible Expense Reports and/or requests for reimbursement, so they are received by the DEPARTMENT by the last day following the month in which payment was made, including additional hard copy documentation required by an "Action Plan" due to audit findings;
 - c. Expenses contained in Expense Reports not submitted by the last day following payment, including additional hard copy documentation as required by "Action Plans", will not be reimbursed;
 - d. Expense Reports will be processed in the order received by the DEPARTMENT;

- e. The DEPARTMENT may request additional documentation and/or information from COUNTY/WSP pertaining to reimbursement requests, and any delay in providing the requested information may result in delay in reimbursement or reduced reimbursement;
- f. All approved training expenses must be submitted as a whole after the training with the exception of conference registration fee, which may be submitted for reimbursement in advance;
- g. Training expenses are exempt from the 30-day submittal requirement but must be submitted for reimbursement within 90 days of the actual training;
- h. Prior to purchasing or leasing any equipment or software, COUNTY/WSP must submit a written quote to the DEPARTMENT for review and approval. Without prior written approval the purchase or lease will not be eligible for reimbursement by the DEPARTMENT.

VI. PERFORMANCE PERIOD AND PAYMENT:

Payment by the DEPARTMENT to the COUNTY/WSP shall only be made as reimbursement for eligible expenses approved by the DEPARTMENT and incurred between **July 1, 2025**, and **June 30, 2027**, which is also known as the performance period. Work started prior to July 1, 2025, and/or not complete by June 30, 2027, will be considered outside the performance period and therefore not eligible for reimbursement. The COUNTY/WSP shall not request payment in anticipation of expenditures not yet incurred.

VII. THE COUNTY/WSP AGREES TO:

- A. **Local Funding:** The COUNTY warrants that it has authorized collection of the local 911 excise tax authorized under RCW 82.14B.030(1), RCW 82.14B.030(2) and/or RCW 82.14B.030(3) and that these funds are being used for wireline and/or wireless eligible expenses listed in WAC 118-66 to operate the 911 system in the county. Consistent with RCW 38.52.540(2), the COUNTY will not request, receive or expend funds under this Contract for wireline and wireless eligible expenses if it has not imposed the maximum county 911 tax allowed under RCW 82.14B.030(1) for switched access lines, and will not request, receive or expend funds under this contract for wireless eligible expenses if it has not imposed the maximum county 911 tax allowed under RCW 82.14B.030(2) for radio access lines.
- B. **Use of Funding:** The COUNTY/WSP warrants that the funds provided by the DEPARTMENT as described in the Budget Sheet (Attachment E), shall be used by the COUNTY/WSP solely for reimbursement of those approved incurred eligible expenses as described in WAC 118-66 and the SECO policies incorporated herein that are necessary to operate 911 statewide. Reimbursement shall be made consistent with SECO policies, as set out in Section VII D of this Contract, for approved expenses described in WAC 118-66 that are incurred between **July 1, 2025**, and **June 30, 2027**.
- C. **Consolidation:** If the COUNTY receives funds under this Contract in support of a consolidated primary Public Safety Answering Point (PSAP), the COUNTY warrants to maintain and operate the consolidated PSAP for three (3) years from the date of the consolidation and thereafter for the life of this contract. Failure to comply with this requirement requires the county to repay all funds and will result in a recapture of funds as provided in the General Terms and Conditions. For purposes of this Contract, a consolidated PSAP is one operated by or on behalf of a county as the primary PSAP for all operations of 911 call-taking and call transfer activities in that county. The consolidated PSAP may also be engaged in, pursuant to interlocal agreement, the dispatching of public safety resources serving several jurisdictions. A primary PSAP is one that initially answers all 911 calls within the county.
- D. **SECO 911 Policies:** The COUNTY/WSP agrees to abide by all of the following SECO Policies, as written and/or amended, available at [SECO Policies](#) Link and incorporated by reference:
 - SECO County/WSP Equipment Contract Policy (PDF)
 - SECO Statewide Services Support Policy (PDF)
 - SECO Salaries and Benefits Summary (PDF)
- E. **Reimbursement Requests and Reporting Requirements:** Not more often than monthly, the COUNTY/WSP shall submit invoice vouchers (Form A-19) to the DEPARTMENT requesting reimbursement for expenses. The COUNTY/WSP agrees to use forms and/or systems provided by the DEPARTMENT for necessary reports.

In addition to any reports as may be required elsewhere in this contract, the COUNTY/WSP shall prepare and submit the following reports to the DEPARTMENT's Key Personnel:

<u>Financial Reports</u>	<u>#/Copies</u>	<u>Completion Date</u>
Expense Reports	1	No later than 30 days following the end of the month
SECO Project Grant – Quarterly Progress Report	4/8	Required quarterly (every three months)
Final Reimbursement Request	1	July 31, 2027

All contract work must not start prior to July 1, 2025, and must be delivered, installed/completed and accepted by June 30, 2027; although the final report may be submitted by July 31, 2027, as described above. Final billing not received by July 31, 2027, will not be processed.

- F. **Reallocation of Funds:** The COUNTY/WSP is allowed to reallocate funds within the equipment category as needed. Budget categories are as specified or defined on the budget sheet of the contract. Any changes to budget categories other than in compliance with this paragraph will not be reimbursed.
- G. **Compliance with Law:** The COUNTY/WSP will comply with all state and federal laws applicable to counties/state.
- H. **Equipment Management:** All equipment purchased under this Contract by the COUNTY/WSP will be recorded and maintained in the COUNTY/WSP's equipment inventory system.
 1. All equipment purchases reimbursed through this Contract will be owned by and will be the sole responsibility of the COUNTY/WSP.
 2. The COUNTY/WSP shall be responsible for any and all operational and maintenance expenses and for the safe operation of its equipment including all questions of liability. The COUNTY/WSP shall develop appropriate maintenance schedules and procedures to ensure the equipment is well maintained and kept in good operating condition, for the purpose of reducing the need for future reimbursements from the state account.
 3. The COUNTY/WSP shall maintain equipment records that include: a description of the property; the manufacturer's serial number, model number, or other identification number; the source of the equipment, who holds title; the acquisition date; the cost of the equipment; the location, use and condition of the equipment at the date the information was reported; and disposition data including the date of disposal and sale price of the property.
 4. Records for equipment shall be retained by the COUNTY/WSP for a period of six years from the date of the disposition, replacement, or transfer. If any litigation, claim, or audit is started before the expiration of the six-year period, the records shall be retained by the COUNTY/WSP until all litigation, claims, or audit findings involving the records have been resolved.
 5. The COUNTY/WSP shall take a physical inventory of the equipment and reconcile the results with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the records shall be investigated by the COUNTY/WSP to determine the cause of the difference. The COUNTY/WSP shall, in connection with the inventory, verify the existence of the equipment, current utilization of the equipment, and continued need for the equipment by the COUNTY/WSP.
 6. The COUNTY/WSP shall develop a control system to ensure adequate safeguards to prevent loss, damage, and theft of the property. Any loss, damage or theft shall be investigated, and a report generated and sent to the DEPARTMENT.
- I. **Responsibility for Project/Statement of Work/Work Plan:** While the DEPARTMENT undertakes to assist the COUNTY/WSP with the project/statement of work/work plan (project) by providing state excise tax funds pursuant to this Contract, the project itself remains the sole responsibility of the COUNTY/WSP. The DEPARTMENT accepts no responsibility to the COUNTY/WSP, or to any third party, other than as is expressly set out in this Contract.

The responsibility for the design, development, construction, implementation, operation, and maintenance of the project, as these phrases are applicable to this project, is solely that of the COUNTY/WSP, as is responsibility for any claim or suit of any nature by any third party related in any way to the project.

Prior to the start of any construction activity, the COUNTY/WSP shall ensure that all applicable Federal, State, and local permits and clearances are obtained.

The COUNTY/WSP shall defend, at its own cost, any and all claims or suits at law or in equity, which may be brought against the COUNTY/WSP in connection with the project. The COUNTY/WSP shall not look to the DEPARTMENT, or to any of their employees or agents, for any performance, assistance, or any payment or indemnity, including but not limited to cost of defense and/or attorneys' fees, in connection with any claim or lawsuit brought by any third party related to any design, development, construction, implementation, operation and/or maintenance of a project.

VIII. CONDITIONED UPON COUNTY/WSP'S FULFILLMENT OF ITS CONTRACT ABOVE THE MILITARY DEPARTMENT AGREES TO THE FOLLOWING:

- A. Within thirty (30) days of receipt and approval of signed, dated invoice vouchers (state form A-19), and upon satisfactory completion of tasks and documentation of costs as required under this Contract, the DEPARTMENT will reimburse the COUNTY/WSP up to the maximum of **\$178,289**, or actual cost, whichever is lower, pursuant to the schedule set out in the SECO Equipment Contract Reimbursement Schedule (Attachment D) and as authorized by this Contract and WAC 118-66.
- B. If a question arises about the requested reimbursement, the COUNTY/WSP will be notified via e-mail and/or telephone call and will have five (5) working days to provide the requested information. If information satisfactory to the DEPARTMENT has not been provided within that time, the expense in question will be subtracted and the balance of approved, eligible, and incurred expenses will be processed for reimbursement.
- C. Conditioned upon COUNTY/WSP's fulfillment of its obligations under this Contract, the DEPARTMENT will provide ESINet services to the COUNTY/WSP within available funds.

GENERAL TERMS & CONDITIONS

- 1) **DEFINITIONS:** As used throughout this Contract the following terms shall have the meanings set forth below:
 - a. "DEPARTMENT" shall mean the Washington State Military DEPARTMENT (WMD), or any of the officers or other officers lawfully representing that DEPARTMENT and includes the State 911 Coordination Office (SECO).
 - b. "COUNTY" shall mean the named county performing services under this contract or grant. It shall include any subcontractor retained by the COUNTY as permitted under the terms of this Contract.
 - c. "Subcontractor" shall mean one, not in the employment of the COUNTY, who is performing all or part of those services under this Contract under a separate contract with the COUNTY. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.
 - d. "PSAP" means Public Safety Answering Point as defined in WAC 118-66.
 - e. "WAC" is defined and used herein to mean the Washington Administrative Code.
 - f. "RCW" is defined and used herein to mean the Revised Code of Washington.
- 2) **ACCESS TO PUBLIC RECORDS:**
 - a. The Parties acknowledge that the DEPARTMENT is subject to RCW 42.56, the Public Records Act, and that records prepared, owned, used or retained by the DEPARTMENT relating to the conduct of government or the performance of any governmental or proprietary function are available for public inspection or copying, except as exempt under RCW 42.56 or other statute which exempts or prohibits disclosure of specific information or records.
 - b. The COUNTY/WSP shall provide access to data generated under this Contract to the DEPARTMENT and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the COUNTY/WSP's reports, including computer models and methodology for those models.
 - c. Access to Data - State law prohibits state agencies from entering into agreements when the contractor could charge additional costs to the agency, the Joint Legislative Audit and Review Committee, or the Office of the State Auditor for access to data generated under the Contract, thus all such data will be provided at no additional expense. For the purposes of this requirement, "data" includes all information that supports the findings, conclusions, and recommendations of the contractor's reports, including computer models and methodology for those models.
- 3) **ADVANCE PAYMENTS PROHIBITED:** No payments in advance or in anticipation of services or supplies to be provided under this Contract shall be made by the DEPARTMENT.
- 4) **AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336,** 42 U.S.C. 12101 et seq. (also referred to as the "ADA") and its' implementing regulations at 28 CFR Part 35. The COUNTY/WSP must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunication.
- 5) **ATTORNEY'S FEES:** Except as provided in the section entitled "Recapture Provisions", in the event of litigation or other action brought to enforce the terms of this Contract or alternate dispute resolution process, each party agrees to bear its own attorney's fees and costs.
- 6) **COMPLIANCE WITH APPLICABLE STATUTES, RULES, AND DEPARTMENT POLICIES:** The COUNTY/WSP shall comply with, and the DEPARTMENT is not responsible for determining compliance with, any and all applicable federal, state, and local laws, regulations, executive orders, and/or policies. This obligation includes, but is not limited to, nondiscrimination laws and/or policies; the ADA; Ethics in Public Service (RCW 42.52); Covenant Against Contingent Fees (e.g., Federal Acquisition Regulation 48 CFR Sec. 52.203-5); Public Disclosure (RCW 42.56); and safety and health regulations. In the event of the COUNTY/WSP's noncompliance or refusal to comply with any applicable law, regulation, executive order or policy, the DEPARTMENT may rescind, cancel, or terminate the Contract in whole or in part in its sole discretion. The COUNTY/WSP is responsible for all costs or liability arising from its failure to comply with applicable law, regulation, executive order or policy.
- 7) **CONTRACT MODIFICATIONS:** The Parties may, from time to time, request changes to the Contract. All mutually agreed changes shall be incorporated by written amendment. No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the Parties and any oral understanding or agreements shall not be binding.

- 8) **COUNTY/WSP'S EMPLOYEES NOT EMPLOYEE OF DEPARTMENT:** The COUNTY/WSP, and/or employees, sub-contractors or agents performing under this Contract, are not employees or agents of the DEPARTMENT in any manner whatsoever. The COUNTY/WSP will not be presented as nor claim to be an officer or employee of the DEPARTMENT or of the State of Washington for any reason, nor will the COUNTY/WSP make any claim, demand, or application to or for any right, privilege or benefit applicable to an officer or employee of the DEPARTMENT or of the State of Washington, including, but not limited to, Workers' Compensation coverage, unemployment insurance benefits, social security benefits, retirement membership or credit, or privilege or benefit which would accrue to a civil service employee under RCW 41.06. It is understood that if the COUNTY/WSP is another state agency, the officers and employees are employed by the State of Washington in their own right.
- 9) **DISCLOSURE:** The use or disclosure by any Party of any information concerning the DEPARTMENT, or its ESINet provider, for any purpose not directly connected with the administration of the DEPARTMENT's or the COUNTY/WSP's responsibilities with respect to services provided under this Contract is prohibited except by prior written consent of the DEPARTMENT or as required to comply with RCW 42.56, the Public Records Act or a court order. Disclosure of any information concerning the ESINet is controlled by the Non-Disclosure Agreement between the Parties
- 10) **DISPUTES:** Except as otherwise provided in this Contract, when a bona fide dispute arises between the Parties and it cannot be resolved through discussion and negotiation, either party may request a dispute hearing. The Parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by the DEPARTMENT, a representative appointed by the COUNTY/WSP, and a third party mutually agreed upon by both Parties. The team shall, by majority vote, resolve the dispute. The Parties agree that this dispute process shall be final and there will be no appeal of the decision.
- 11) **GOVERNING LAW AND VENUE:** This Contract shall be governed by the laws of the State of Washington. In the event of a lawsuit involving this Contract, venue shall be proper only in Thurston County. The COUNTY/WSP, by execution of this Contract, acknowledges the jurisdiction of the courts of Washington in this matter.
- 12) **HOLD HARMLESS:** The COUNTY/WSP agrees to defend, hold harmless, and indemnify the State of Washington and the DEPARTMENT, their officers, agents, employees, and assigns against any and all damages or claims from damages resulting or allegedly resulting from the COUNTY/WSP's performance or activities hereunder and that of any sub-contractor hired by the COUNTY/WSP.
- 13) **INSURANCE, INDUSTRIAL COVERAGE:** Prior to performing work under this Contract, the COUNTY/WSP shall provide industrial insurance coverage for the COUNTY/WSP's employees, as may be required by Title 51 RCW. The DEPARTMENT will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for a consultant or any subcontractor or employee of the COUNTY/WSP, which may arise during the performance of services under this Contract. Before the start of any work required by this Contract, the COUNTY/WSP shall deliver to the DEPARTMENT certificates of insurance reflecting that the COUNTY/WSP has obtained all the insurance coverage required by this section.
- 14) **INSURANCE, GENERAL COVERAGE:** The DEPARTMENT and its officers, employees, and agents, while acting in good faith within the scope of their official duties, are covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.), and successful claims against the DEPARTMENT and its employees, officers, and agents in the performance of their official duties in good faith under this Contract will be paid from the tort claims liability account as provided in RCW 4.92.130. COUNTY/WSP hereby notifies the DEPARTMENT that as a County Government of the State of Washington and in accordance with Washington law, COUNTY/WSP has full loss coverage for itself, its officers, employees and agents, through self-insurance and/or the purchase of insurance. Upon the DEPARTMENT's request, COUNTY/WSP will provide the DEPARTMENT with details of its self-insured retention, proof of its additional insurance, and all loss coverage. This program of self-insurance and/or purchased insurance includes general liability, automobile liability, workers compensation and employers' liability.
- 15) **LIABILITY:** To the extent permitted by applicable law, each party to this Contract shall be responsible for injury or death to persons and damage to property resulting from negligence on the part of itself, its employees, agents, officers, contractors, or subcontractors. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any third party.
- 16) **LIMITATION OF AUTHORITY:** Only the assigned Authorized Signature for the DEPARTMENT or an assigned delegate by writing (delegation to be made prior to action) shall have the express, implied, or

apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this Contract is not effective or binding unless made in writing and signed by the authorized person.

- 17) **LOSS OF FUNDING:** In the event funding from state or federal sources is withdrawn, reduced, or limited in any way after the effective date of the Contract, the DEPARTMENT may suspend or terminate or renegotiate the Contract without cause under the "Termination" clause and without the thirty (30) day notice requirement.
- 18) **NONASSIGNABILITY:** Neither this Contract, nor any claim arising under this Contract, nor the work to be provided under this Contract, and any claim arising thereunder, shall be assigned or delegated by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.
- 19) **NONDISCRIMINATION:** During the performance of this Contract, the COUNTY/WSP shall comply with all federal and state nondiscrimination statutes and regulations. These requirements include, but are not limited to:
- a. Nondiscrimination in Employment: The COUNTY/WSP shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, citizenship or immigration status, family with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of trained dog guide or service animal by a person with a disability. This requirement does not apply, however, to a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities.
 - b. The COUNTY/WSP shall take action to ensure that employees are employed and treated during employment without discrimination because of their race, creed, color, national origin, citizenship or immigration status, family with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment, or recruitment selection for training, including apprenticeships and volunteers.
- 20) **RECAPTURE PROVISION:** In the event the COUNTY/WSP fails to expend funds under this Contract in accordance with applicable federal, state, and local laws and/or the provisions of the Contract, the DEPARTMENT reserves the right to recapture funds in an amount equivalent to the extent of noncompliance. Such right of recapture shall exist for the life of the project following Contract termination. Repayment by the COUNTY/WSP of funds under this recapture provision shall occur within thirty (30) days of demand.

In the event the DEPARTMENT is required to institute legal proceedings to enforce the recapture provision, the DEPARTMENT shall be entitled to its costs thereof, including attorney fees from the Contractor.

- 21) **RECORDS, MONITORING AND AUDIT ACCESS:**
- a. The COUNTY/WSP shall perform under the terms of the Contract and the DEPARTMENT may conduct reasonable and necessary monitoring of the COUNTY/WSP's performance.
 - b. To permit such monitoring, the COUNTY/WSP shall maintain books, records, documents, and other evidence and accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the DEPARTMENT, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or agreement.
 - c. The COUNTY/WSP will retain all books, records, documents, and other materials relevant to this Contract for six (6) years from the date final payment is made hereunder, and make them available for inspection by persons authorized under this provision.
 - d. The DEPARTMENT or the State Auditor or any of their representatives and federal officials so authorized by law, rule, regulation, or agreement shall have full access to and the right to examine during normal business hours and as often as the DEPARTMENT or the State Auditor may deem necessary, all of the COUNTY/WSP's records with respect to all matters covered in this Contract. Such rights last for six (6) years from the date final payment is made hereunder.

- e. The COUNTY shall cooperate with and freely participate in any monitoring, audit or evaluation activities conducted by the DEPARTMENT that are pertinent to the intent of this Contract.
- 22) **SEVERABILITY:** If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Contract which can be given effect without the invalid provision, and to this end the provisions of this Contract are declared to be severable.
- 23) **SUB-CONTRACTING:** The COUNTY/WSP shall comply with all applicable procurement laws, rules and requirements. This will include the use of a competitive procurement process in the award of any contracts with its contractors and sub-contractors that are entered into under this Contract. All contracts and sub-contracting agreements entered into pursuant to this Contract shall incorporate this Contract by reference.
- 24) **TERMINATION:**
- a. If, through any cause, the COUNTY/WSP or its contractors or sub-contractors shall fail to fulfill in a timely and proper manner its obligations under this Contract or if the COUNTY/WSP or its sub-contractors shall violate any of its covenants, agreements, or stipulations of this Contract, the DEPARTMENT shall thereupon have the right to terminate this Contract and withhold the remaining allocation if such default or violation is not corrected within thirty (30) days after submitting written notice to the COUNTY/WSP describing such default or violation.
 - b. Notwithstanding any provisions of this Contract, either party may terminate this Contract without cause by providing written notice of such termination, specifying the effective date thereof, at least thirty (30) days prior to such date. If this Contract is so terminated, the DEPARTMENT shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination. Upon notice of such termination, the DEPARTMENT reserves the right to suspend all or part of the Contract, withhold further payments, and prohibit the COUNTY/WSP from incurring additional obligations of funds.
 - c. Reimbursement for eligible expenses incurred by the COUNTY/WSP prior to the effective date of such termination shall be as the DEPARTMENT reasonably determines.
 - d. The DEPARTMENT may unilaterally terminate or suspend all or part of this Contract without cause, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this Contract.
- 25) **TRAVEL AND SUBSISTENCE REIMBURSEMENT:** If reimbursement of travel or subsistence expenses are included as part of this Contract, they shall be paid in accordance with rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended. The COUNTY/WSP is required to provide to the DEPARTMENT copies of receipts for any travel related expenses other than meals and mileage that are authorized under this Contract.
- 26) **TREATMENT OF ASSETS:** Upon successful completion of the terms of this Contract, all assets, including equipment, purchased through this Contract will be owned by the COUNTY/WSP unless otherwise specified by the funding source. The COUNTY/WSP shall be responsible for any and all operation and maintenance expenses and for the safe operation of said equipment including all questions of liability.
- 27) **WAIVER OF DEFAULT:** Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of the Contract shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Contract unless stated to be such in writing, signed by the Director or Contracts Administrator and attached to the original Contract.

STATEMENT OF WORK
SECO COUNTY/WSP EQUIPMENT CONTRACT - SFY2026/27
July 1, 2025 – June 30, 2027

BASIC LEVEL OF OPERATING SERVICES

- Maintenance Deliverables
 - The County/WSP Communications will maintain the equipment per manufacturer's recommendations.
 - The County/WSP Communications will complete and return to the DEPARTMENT the equipment maintenance certification log (See Attachment F).

EQUIPMENT

- Equipment purchases are limited to eligible expenses outlined in WAC 118-66 and in accordance with Budget Sheet (See Attachment E).
- Capital equipment purchases must be pre-approved by the SECO.

SECO EQUIPMENT CONTRACT REIMBURSEMENT SCHEDULE

(for more details about eligible equipment refer to the SECO Equipment Support Policy. ALL equipment purchases MUST BE PRE-APPROVED BY THE SECO IT STAFF and recommended caps are subject to change with prior approval from the SECO.)

ELIGIBLE ITEM		STATE REIMBURSEMENT
CPD6	NG911 Modernization	Costs related to modernization of the 911 System as authorized and pre-approved by the State 911 Coordinator.
S1	Customer Handling Equipment (CHE) /Telephone System	Purchase or lease and installation of the hardware and software components required to support a CPE/ Telephone system including spares kit that are compliant or compatible with future Next Generation Technology requirements.
S1.2	CHE CPU	Replacement of CPE system Central Processing Units (CPU) at the call receiver workstation based on a five-year life cycle.
S1.3	CHE Server	Replacement of CPE system call processing server at the backroom CPE, based on a five-year life cycle.
S2	ANI/ALI Display Equipment	Replacement of ANI/ALI display equipment. Recommended cap of \$500 per approved PSAP call receiving position, based on a five-year life cycle.
S3	PSAP Mapping	Hardware and software capable of converting latitude and longitude (and, when available, altitude) to a map display at the 911 call answering positions at the PSAP. Can be part of CPE, Computer Aided Dispatch (CAD) or standalone system, but only eligible under one category.
S3.2	Migration to new mapping platform/software	A one-time purchase of a required migration to new mapping platform or software has a recommended cap of \$15,000 per PSAP.
S3.3	PSAP Mapping CPU	Replacement of PSAP Mapping System Central Processing Units (CPU) at the call receiver workstation based on a five-year life cycle. <i>For stand-alone systems, only.</i>
S3.4	PSAP Mapping Server	For the mapping administrator to manipulate the mapping data prior to movement to the mapping system, based on a five-year life cycle.
B1	Uninterruptible Power Supply (UPS)	Purchase or lease and installation of the hardware and software components required to support PSAP WAC eligible equipment which should provide a minimum of 30 minutes of operations.
B1.2	UPS Battery Replacement	Replacement of batteries, to include an entire battery bank.
B7.1	911 GIS Modernization	Hardware, software, and services used by the 911 Mapping/GIS Coordinator to create, edit, and maintain GIS Data used in call routing and synchronization of ALI & GIS data. Recommended cap of \$10,000 (per contract year).
B9	Mapping Display Equipment	Equipment capable of displaying 911 call locations on a map. Recommended cap of \$500 per approved PSAP call receiving position, based on five-year life cycle.
B10	911 Management Information Systems (MIS)	Equipment that collects, stores, and collates 911 call data into reports and statistics.

ATTACHMENT D (cont)

C1	Logging Recorder for 911 Calls	Purchase or lease and installation of the hardware and software components required for basic logging/voice recorder as recommended by NENA standards.
C2	Computer-Aided Dispatch (CAD) System Hardware and Software	Purchase or lease and installation of the hardware and software basic components. At a minimum, it shall consist of hardware, call entry module, Teletype interface and ANI/ALI controllers. CAD could also include PSAP Mapping.
C2.3	CAD CPU	Replacement of CAD CPU at the PSAP call receiver workstation based on a five-year life cycle.
C2.4	CAD Server	Replacement of CAD call processing server, based on a five-year life cycle.
C2.5	CAD Display Equipment	Replacement of display equipment has a recommended cap of \$1,000 per approved PSAP call receiving position, based on a five-year life cycle.
C3	Auxiliary Generator	Purchase or lease and installation of an auxiliary generator to support 911 telephone services for back-up purposes. Recommended cap of \$40,000 and the expense must be pro-rated if used for other than PSAP operations.
C4	Clock Synchronizer	Purchase or lease and installation of the hardware and software components required for a basic clock synchronizer as recommended by NENA standards to include the necessary modules purchased at the same time to integrate the master clock signaling to the PSAP's electronic system.
C5	Console Furniture	Purchase of console furniture for 911 call receiving equipment has a recommended cap of \$15,000 per approved call receiving position with a ten-year life cycle. The SECO may authorize exceeding the cap if market evidence indicates the current cap is not sufficient.

BUDGET SHEET
SECO COUNTY/WSP EQUIPMENT CONTRACT – SFY2026/27
 July 1, 2025 – June 30, 2027

	SFY2026/27
Capital Equipment	\$ 178,289.00
TOTAL CONTRACT NOT TO EXCEED	\$ 178,289.00

EQUIPMENT MAINTENANCE CERTIFICATION LOG
SECO COUNTY/WSP EQUIPMENT CONTRACT – SFY2026/27
July 1, 2025 – June 30, 2027

CLALLAM County certifies that all maintenance has been scheduled and completed on an annual basis for the following equipment:

<u>Equipment</u>	<u>Vendor/ Inhouse</u>	<u>Vendor Name</u>	<u>Anticipated/Scheduled Timeframe</u>
Customer Premise Equipment (CPE)			
PSAP Mapping			
Uninterruptible Power Supply (UPS)			
911 Management Information System (MIS)			
Logging Recorder			
Computer-Aided Dispatch System			
Auxiliary Generator			
Clock Synchronizer			
Call Receiver Console Furniture			

Signature (name and title)

Date

2d



AGENDA ITEM SUMMARY

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

FEB 10 2026

Department: Health and Human Services

WORK SESSION Meeting Date February 2, 2026

REGULAR AGENDA Meeting Date: February 10, 2026

Required originals approved and attached?
Will be provided on:

Item summary:

- Call for Hearing
- Contract/Agreement/MOU - Contract # 11301-25-CONCON, Amendment#9
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

Executive summary:

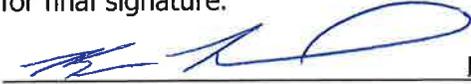
Attached is Consolidated Contract Amendment #9 between the Department of Health and Clallam County Health and Human Services for the following program areas:

1. Women, Infant, and Children (WIC) in the amount of \$36,165.
2. National Estuary Program – Shellfish in the amount of \$218,392.
3. Office of Drinking Water Group A in the amount of \$5,200.
4. Maternal & Child Health Block Grant (MCHB) in the amount of \$11,040.

The total Consolidated Contract allocation for the Health and Human Services Department is \$270,797.

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?** A budget supplemental is scheduled for February 24, 2026 for the NEP in the amount of \$47,877.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?) Approve and move to regular BOCC meeting for final signature.

County Official signature & print name:  Kevin LoPiccolo

Name of Employee/Stakeholder attending meeting: Kevin LoPiccolo

Relevant Departments: Health and Human Services

Date submitted: January 28, 2026

* 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) 11301-25-CONCON, Amendent #9 Revised: 3-04-2019

CLALLAM COUNTY BUDGET CHANGE FORM

COPY



Date Submitted: 01/14/2026 **Budget Hearing/Meeting Date:** 02/24/2026

- 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
---------------------------------	-----------	--------------------	--------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS – Env Health	33366.12.3300	National Estuary PS SS12 Task 3	47,877
			NEP	
Total				47,877

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS – Env Health	56254.41.0020	Professional Services	47,877
Total				47,877

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract Amendment #9 is adding funding for a PIC grant through the National Estuary program. This will be a 2 year grant for \$218,392. This budget supplemental is adding funding to the professional services line to subcontract with Tyler software consultants. Additional funding that has been awarded will be brought in at a later date after further project task determination and planning have been completed.

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

COPY

CLALLAM COUNTY HEALTH & HUMAN SERVICES
2025-2027 CONSOLIDATED CONTRACT

CONTRACT NUMBER: CLH32045

AMENDMENT NUMBER: 9

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

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

- 1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/sites/pages/home.aspx?cid=9a94688dn2d94d3ea80ac7fbc32e4d7c>
 - Adds Statements of Work for the following programs:
National Estuary Program Shellfish Strategic Initiative 2.0 - Effective January 1, 2026
 - Amends Statements of Work for the following programs:
Maternal & Child Health Block Grant - Effective January 1, 2025
Office of Drinking Water Group A Program - Effective January 1, 2025
WIC Nutrition Program - Effective January 1, 2025
 - Deletes Statements of Work for the following programs:
- 2. Exhibit B-9 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-8 Allocations as follows:
 - Increase of \$270,797 for a revised maximum consideration of \$5,767,261.
 - Decrease of _____ for a revised maximum consideration of _____.
 - No change in the maximum consideration of _____.
Exhibit B Allocations are attached only for informational purposes.
- 3. Exhibit C Federal Grant Awards Index, incorporated by this reference, and located in the ConCon, Funding & BARS library at the URL provided above.

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

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

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

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

APPROVED AS TO FORM ONLY
Assistant Attorney General

Approved as to form only by:

Jay Reno
Civil Deputy Prosecuting Attorney
Clallam County

Indirect Rate January 1, 2025 through December 31, 2025: 32.15%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #**	BARS Revenue Code**	Statement of Work LHJ Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FFY25 USDA WIC Client Svs Contracts	7WA700WA7	Amd 7	10.557	333.10.55	05/01/25	09/30/25	10/01/24	09/30/25	\$512	\$254,363	\$254,363
FFY25 USDA WIC Client Svs Contracts	7WA700WA7	Amd 7	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	(\$30,000)		
FFY25 USDA WIC Client Svs Contracts	7WA700WA7	Amd 2	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$84,438		
FFY25 USDA WIC Client Svs Contracts	7WA700WA7	Amd 1	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$199,413		
FFY26 WIC Client Svs Contracts USDA	7WA700WA7	Amd 9	10.557	333.10.55	10/01/25	09/30/26	10/01/25	09/30/26	\$36,165	\$63,447	\$63,447
FFY26 WIC Client Svs Contracts USDA	7WA700WA7	Amd 8	10.557	333.10.55	10/01/25	09/30/26	10/01/25	09/30/26	\$27,282		
PS SSI2 Subaward Management Task 3	01J89801	Amd 9	66.123	333.66.12	01/01/26	11/30/27	07/01/21	06/30/28	\$218,392	\$218,392	\$218,392
FFY25 Swimming Beach Act IAR (ECY)	01J74301	Amd 2	66.472	333.66.47	03/01/25	10/31/25	01/01/25	11/30/25	\$5,850	\$5,850	\$5,850
FFY25 PHEP BP2-CDC-LHJ Partners	NU90TU000055	Amd 8	93.069	333.93.06	07/01/25	06/30/26	07/01/25	06/30/26	\$25,556	\$58,979	\$88,571
FFY25 PHEP BP2-CDC-LHJ Partners	NU90TU000055	Amd 6	93.069	333.93.06	07/01/25	06/30/26	07/01/25	06/30/26	\$33,423		
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 3	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$6,000	\$29,592	
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 1	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$23,592		
FFY24 CDC PPHF Ops	NH23IP922619	Amd 1	93.268	333.93.26	01/01/25	06/30/25	07/01/23	06/30/25	\$854	\$854	\$854
FFY25 CDC VFC Ops	NH23IP922619	Amd 4	93.268	333.93.26	01/01/25	06/30/25	07/01/24	06/30/25	\$566	\$566	\$566
COVID 19 Vaccines R4	NH23IP922619	Amd 4	93.268	333.93.26	01/01/25	06/30/25	07/01/20	06/30/25	\$77,854	\$77,854	\$77,854
FFY19 ELC ED Immunizations CDC	NU50CK000515	Amd 8	93.323	333.93.32	07/01/25	06/30/26	07/01/25	07/30/26	\$10,000	\$10,000	\$10,000
FFY20 ELC EDE LHJs CDC	NU50CK000515	Amd 1, 6	93.323	333.93.32	01/01/25	12/31/25	01/15/21	07/31/26	\$57,500	\$57,500	\$57,500
FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 2	93.354	333.93.35	01/01/25	06/30/25	07/01/23	06/30/25	\$81,628	\$81,628	\$81,628
PH Infrastructure Comp A1-LHJ	NE110E000053	Amd 8	93.967	333.93.96	01/01/25	11/30/27	12/01/22	11/30/27	\$200,000	\$340,932	\$340,932
PH Infrastructure Comp A1-LHJ	NE110E000053	Amd 3	93.967	333.93.96	01/01/25	11/30/27	12/01/22	11/30/27	\$140,932		
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 4	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$9,094	\$59,281	\$59,281
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 1	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$50,187		
FFY25 MCHBG Special PR HRSA 2	B04MC54583	Amd 8	93.994	333.93.99	10/01/25	09/30/26	10/01/25	09/30/26	\$5,519	\$5,519	\$5,519
FFY26 MCHBG LHJ Contracts HRSA YR1	B04MC55473	Amd 9	93.994	333.93.99	10/01/25	09/30/26	10/01/25	09/30/26	\$11,040	\$11,040	\$11,040
FFY26 MCHBG LHJ Contracts HRSA YR1		Amd 8	93.994	333.93.99	10/01/25	09/30/26	10/01/25	09/30/26	(\$66,916)	\$0	
FFY26 MCHBG LHJ Contracts HRSA YR1		Amd 6	93.994	333.93.99	10/01/25	09/30/26	10/01/25	09/30/26	\$66,916		
Rec Shellfish/Biotoxin		Amd 5	N/A	334.04.93	07/01/25	06/30/26	07/01/25	06/30/26	\$7,000	\$7,000	\$10,300
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$3,300	\$3,300	

Indirect Rate January 1, 2025 through December 31, 2025: 32.15%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	Statement of Work		DOH Use Only Chart of Accounts		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Start Date	Funding Period End Date	Funding Period Start Date	Funding Period End Date			
Small Onsite Management (ALEA)		Amd 7	N/A	334.04.93	07/01/26	06/30/27	07/01/25	06/30/27	\$6,573	\$6,573	\$29,362
Small Onsite Management (ALEA)		Amd 8	N/A	334.04.93	07/01/25	06/30/26	07/01/25	06/30/27	(\$4,923)	\$21,319	
Small Onsite Management (ALEA)		Amd 7	N/A	334.04.93	07/01/25	06/30/26	07/01/25	06/30/27	\$26,242		
Small Onsite Management (ALEA)		Amd 6	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	(\$18,607)	\$1,470	
Small Onsite Management (ALEA)		Amd 3	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$20,077		
SFY27 Wastewater Management-GFS		Amd 7	N/A	334.04.93	07/01/26	06/30/27	07/01/26	06/30/27	\$31,822	\$31,822	\$97,802
SFY26 Wastewater Management-GFS		Amd 7	N/A	334.04.93	07/01/25	06/30/26	07/01/25	06/30/26	\$21,778	\$21,778	
SFY25 Wastewater Management-GFS		Amd 6	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$18,607	\$44,202	
SFY25 Wastewater Management-GFS		Amd 3	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$25,595		
SFY26 FPHS-LHJ Funds-GFS		Amd 8	N/A	336.04.25	07/01/25	06/30/26	07/01/25	06/30/26	\$76,000	\$2,123,000	\$4,223,000
SFY26 FPHS-LHJ Funds-GFS		Amd 6	N/A	336.04.25	07/01/25	06/30/26	07/01/25	06/30/26	\$2,047,000		
SFY25 FPHS-LHJ Funds-GFS		Amd 1	N/A	336.04.25	01/01/25	06/30/25	07/01/24	06/30/25	\$2,100,000	\$2,100,000	
SFY25 FPHS-LHJ-Redirect Funds		Amd 1	N/A	336.04.25	01/01/25	06/30/25	07/01/24	06/30/25	\$120,000	\$120,000	\$120,000
YR1 Stimulus - Local Asst (10% of 15%) SS		Amd 9	N/A	346.26.64	01/01/25	12/31/27	07/01/23	06/30/28	\$2,600	\$5,000	\$5,000
YR1 Stimulus - Local Asst (10% of 15%) SS		Amd 5	N/A	346.26.64	01/01/25	12/31/27	07/01/23	06/30/28	\$2,400		
YR 28 SRF - Local Asst (15%) SS		Amd 5	N/A	346.26.64	01/01/25	12/31/27	07/01/24	06/30/29	(\$3,400)	\$0	\$0
YR 28 SRF - Local Asst (15%) SS		Amd 4	N/A	346.26.64	01/01/25	12/31/27	07/01/24	06/30/29	\$3,400		
YR 27 SRF - Local Asst (15%) SS		Amd 4	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25	(\$2,400)	\$0	
YR 27 SRF - Local Asst (15%) SS		Amd 1	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25	\$2,400		
Sanitary Survey Fees SS-State		Amd 9	N/A	346.26.65	01/01/25	12/31/27	07/01/23	12/31/27	\$2,600	\$5,000	\$5,000
Sanitary Survey Fees SS-State		Amd 5	N/A	346.26.65	01/01/25	12/31/27	07/01/23	12/31/27	(\$1,000)		
Sanitary Survey Fees SS-State		Amd 4, 5	N/A	346.26.65	01/01/25	12/31/27	07/01/23	12/31/27	\$1,000		
Sanitary Survey Fees SS-State		Amd 1, 5	N/A	346.26.65	01/01/25	12/31/27	07/01/23	12/31/27	\$2,400		
YR1 Stimulus - Local Asst (10% of 15%) TA		Amd 5	N/A	346.26.66	01/01/25	12/31/27	07/01/23	06/30/28	\$1,000	\$1,000	\$1,000
YR 28 SRF - Local Asst (15%) TA		Amd 5	N/A	346.26.66	01/01/25	12/31/27	07/01/24	06/30/29	(\$1,000)	\$0	\$0
YR 28 SRF - Local Asst (15%) TA		Amd 4	N/A	346.26.66	01/01/25	12/31/27	07/01/24	06/30/29	\$1,000		
YR 27 SRF - Local Asst (15%) TA		Amd 4	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/25	(\$1,000)	\$0	
YR 27 SRF - Local Asst (15%) TA		Amd 1	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/25	\$1,000		
TOTAL									\$5,767,261	\$5,767,261	
Total consideration:				\$5,496,464							
				\$270,797							
GRAND TOTAL				\$5,767,261							
										Total Fed	\$1,275,797
										Total State	\$4,491,464

*Assistance Listing Number fka Catalog of Federal Domestic Assistance
**Federal revenue codes begin with "333". State revenue codes begin with "334".

**Exhibit A
Statement of Work
Contract Term: 2025-2027**

DOH Program Name or Title: Maternal & Child Health Block Grant – Effective January 1, 2025

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH32045

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

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

Period of Performance: January 1, 2025 through September 30, 2026

Statement of Work Purpose: The purpose of this statement of work (SOW) is to support local interventions that impact the target population of the Maternal and Child Health Block Grant.

Revision Purpose: The purpose of this revision is to add FFY26 MCHBG LHJ CONTRACTS HRSA YR1 funding.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY25 HRSA MCHBG LHJ CONTRACTS	78101251	93.994	333.93.99	01/01/25	09/30/25	59,281	0	59,281
FFY26 MCHBG LHJ CONTRACTS HRSA YR1	78101261	93.994	333.93.99	10/01/25	09/30/26	0	11,040	11,040
FFY25 MCHBG SPECIAL PR HRSA 2	7810125A	93.994	333.93.99	10/01/25	09/30/26	5,519	0	5,519
						0	0	0
						0	0	0
						0	0	0
TOTALS						64,800	11,040	75,840

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Maternal and Child Health Block Grant (MCHBG) Administration				
1a	Report actual expenditures for the six-month period from October 1, 2024 through March 31, 2025.	Submit actual expenditures using the MCHBG Budget Workbook to DOH Community Consultant.	May 16, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
1b	Develop 2025-2026 MCHBG Budget Workbook for October 1, 2025 through September 30, 2026 using DOH-provided template.	Submit MCHBG Budget Workbook to DOH Community Consultant.	September 5, 2025	
1c	Participate in DOH-sponsored annual MCHBG meeting.	LHJ Contract Lead or designee will attend meeting.	September 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1d	Report actual expenditures for October 1, 2024 through September 30, 2025.	Submit actual expenditures using the MCHBG Budget Workbook to DOH Community Consultant.	December 5, 2025	See Program Specific Requirements and Special Billing Requirements.
1e	Report actual expenditures for the six-month period from October 1, 2025 through March 31, 2026.	Submit actual expenditures using the MCHBG Budget Workbook to DOH Community Consultant.	May 15, 2026	
1f	Report annual FTE billed to MCHBG.	Submit FTE information on DOH-provided template.	July 1, 2026	
1g	Develop 2026-2027 MCHBG Budget Workbook for October 1, 2026 through September 30, 2027 using DOH-provided template.	Submit MCHBG Budget Workbook to DOH Community Consultant.	September 4, 2026	
1h	Participate in DOH-sponsored MCHBG fall regional meeting.	LHJ Contract Lead or designee will attend regional meeting.	September 30, 2026	
Implementation				
2a	Report 2024-25 MCHBG-funded activities and outcomes using DOH-provided reporting template. As a foundation of your MCHBG work determine how processes and programs can close gaps in health outcomes.	Submit monthly reports to DOH Community Consultant. Describe in your updates within each activity of the monthly report how you are intentionally focused on closing gaps in health outcomes.	January 15, 2025 February 15, 2025 March 15, 2025 April 15, 2025 May 15, 2025 June 15, 2025 July 15, 2025 August 15, 2025 September 15, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period. See Program Specific Requirements and Special Billing Requirements.
2b	Develop 2025-26 MCHBG reporting document for October 1, 2025 through September 30, 2026 using DOH-provided template.	Submit MCHBG reporting document to DOH Community Consultant.	Draft – August 15, 2025 Final – September 12, 2025	
2c	Report 2025-26 MCHBG-funded activities and outcomes using DOH-provided reporting template. As a foundation of your MCHBG work determine how processes and programs can close gaps in health outcomes.	Submit monthly reports to DOH Community Consultant. Describe in your updates within each activity of the monthly report how you are intentionally focused on closing gaps in health outcomes.	September report due October 15, 2025 November 15, 2025 December 15, 2025 January 15, 2026 February 15, 2026 March 15, 2026 April 15, 2026 May 15, 2026 June 15, 2026 July 15, 2026 August 15, 2026 September 15, 2026	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2d	Develop 2026-27 MCHBG Monthly Reporting Template for October 1, 2026 through September 30, 2027 using DOH-provided template.	Submit MCHBG reporting document to DOH Community Consultant.	Draft – August 14, 2026 Final – September 11, 2026	
Children and Youth with Special Health Care Needs (CYSHCN)				
3a	Complete intake and renewal, per reporting guidance supplied by DOH, on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance. If no CYSHCN care coordination (enabling service) is provided in a given quarter, email the CHIF administrator at DOH-CHIF@doh.wa.gov and indicate that zero clients were served during the quarter. No spreadsheet is necessary when zero clients are served.	Submit data to DOH per CYSHCN Program guidance.	January 15, 2025 April 15, 2025 July 15, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period. See Program Specific Requirements and Special Billing Requirements.
3b	Identify unmet needs for CYSHCN on Medicaid and refer to DOH CYSHCN Program for approval to access Diagnostic and Treatment funds as needed.	Submit completed Health Services Authorization forms and Central Treatment Fund requests directly to the CYSHCN Program as needed.	30 days after forms are completed. Through September 30, 2025	
3c	Review your program's entry on ParentHelp123.org annually for accuracy.	Document in the Administrative box on your MCHBG report that you have updated information on your local CYSHCN program with WithinReach/Help Me Grow.	September 30, 2025	
3d	Support improvements to the local system of care (public health services and systems/policy, systems, and environment) for CYSHCN. Refer to the Focus of Work document for example activities and priority areas.	Submit updates as part of monthly reporting document.	January 15, 2025 February 15, 2025 March 15, 2025 April 15, 2025 May 15, 2025 June 15, 2025 July 15, 2025 - August 15, 2025 September 15, 2025	
3e	Complete intake and renewal, per reporting guidance supplied by DOH, on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance. If no CYSHCN care coordination (enabling service) is provided in a given quarter, email the CHIF administrator at DOH-CHIF@doh.wa.gov and indicate that zero clients were served during the quarter. No spreadsheet is necessary when zero clients are served.	Submit data to DOH per CYSHCN Program guidance.	October 15, 2025 January 15, 2026 April 15, 2026 July 15, 2026	
3f	Review your program's entry on Help Me Grow's ParentHelp123 Resource Finder annually for accuracy.	Document in the Administrative box on your MCHBG report that you have updated	September 30, 2026	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		information on your local CYSHCN program with WithinReach/Help Me Grow.		
3g	Support improvements to the local system of care (public health services and systems/policy, systems, and environment) for CYSHCN. Refer to the Focus of Work document for example activities and priority areas.	Submit updates as part of monthly reporting document.	September report due October 15, 2025 November 15, 2025 December 15, 2025 January 15, 2026 February 15, 2026 March 15, 2026 April 15, 2026 May 15, 2026 June 15, 2026 July 15, 2026 August 15, 2026 September 15, 2026	
MCHBG Assessment and Evaluation				
4a	As part of the ongoing 5-year MCHBG Needs Assessment, participate in activities developed and coordinated by DOH using DOH-provided reporting template.	Submit documentation as requested by DOH.	September 30, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period. See Program Specific Requirements and Special Billing Requirements.
4b	Provide summary of outcomes of MCHBG-funded work completed from October 1, 2024 through September 30, 2025 using DOH-provided reporting template.	Submit documentation as requested by DOH.	November 21, 2025	
4c	As part of the ongoing 5-year MCHBG Needs Assessment, participate in activities developed and coordinated by DOH using DOH-provided reporting template.	Submit documentation as requested by DOH.	September 30, 2026	

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

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

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

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

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

Program Specific Requirements

Special Requirements:

All training costs and all travel expenses for such training (for example: per diem, hotel, registration fees) must be pre-approved, unless identified in pre-approved Budget Workbook. Submit a paragraph to your Community Consultant explaining why the training is **necessary** to implement a strategy in the approved work plan. Details should also include total cost of the training and a link to or brochure of the training. Retain a copy of the Community Consultant's approval in your records.

Program Manual, Handbook, Policy References:

CYSHCN Information and Resources:

[Children and Youth with Special Health Care Needs Website\(wa.gov\)](http://www.wa.gov)

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

1. At least 30% of federal Title V funds must be used for preventive and primary care services for children and at least 30% must be used for services for children with special health care needs. [Social Security Law, Sec. 505(a)(3)].
2. Funds may not be used for:
 - a. Inpatient services, other than inpatient services for children with special health care needs or high-risk pregnant women and infants, and other patient services approved by Health Resources and Services Administration (HRSA).
 - b. Cash payments to intended recipients of health services.
 - c. The purchase or improvement of land, the purchase, construction, or permanent improvement of any building or other facility, or the purchase of major medical equipment.
 - d. Meeting other federal matching funds requirements.
 - e. Providing funds for research or training to any entity other than a public or nonprofit private entity.
 - f. Payment for any services furnished by a provider or entity who has been excluded under Title XVIII (Medicare), Title XIX (Medicaid), or Title XX (social services block grant).[Social Security Law, Sec 504(b)].
3. If any charges are imposed for the provision of health services using Title V (MCH Block Grant) funds, such charges will be pursuant to a public schedule of charges; will not be imposed with respect to services provided to low-income mothers or children; and will be adjusted to reflect the income, resources, and family size of the individual provided the services. [Social Security Law, Sec. 505 (1) (D)].

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

Check-ins with DOH Community Consultant as needed.

Billing Requirements:

Payment is contingent upon DOH receipt and approval of all deliverables and an acceptable A19-1A invoice voucher. Payment to completely expend the "Total Consideration" for a specific funding period will not be processed until all deliverables are accepted and approved by DOH. Invoices must be submitted monthly by the 30th of each month following the month in which the expenditures were incurred and must be based on actual allowable program costs. Billing for services on a monthly fraction of the "Total Consideration" will not be accepted or approved.

Special Instructions:

Contact DOH Community Consultant for approval of expenses not reflected in pre-approved Budget Workbook.

**Exhibit A
Statement of Work
Contract Term: 2025-2027**

DOH Program Name or Title: National Estuary Program Shellfish Strategic Initiative
2.0 - Effective January 1, 2026

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH32045

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

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

Period of Performance: January 1, 2026 through November 30, 2027

Statement of Work Purpose: The purpose of this statement of work (SOW) is to enhance the management of the On-Site Sewage System (OSS) database serving the Sequim Bay-Dungeness Watershed Clean Water District and greater Clallam County. This initiative will modernize data management practices, improve OSS inspection records, and align with regulatory standards, ensuring the protection of water quality in the region. By integrating the Tyler Enterprise Permitting and Licensing (EPL) system with Online Responsible Management Entity (RME) inspection software, the project will facilitate real-time data exchange and automate compliance reporting. These efforts aim to streamline workflows, reduce environmental risks, and bolster the County's Pollution Identification and Correction (PIC) program.

Furthermore, this project strategically addresses the needs of historically underserved and disproportionately impacted communities within the Clean Water District. Public-facing tools, such as interactive maps and dashboards, will enhance community engagement by providing residents with real-time information about OSS compliance. Comprehensive training sessions will prepare staff to utilize these new systems effectively while fostering collaborations with Tribal partners to uphold shared environmental responsibilities. The overall goal is to create a robust and sustainable framework for OSS management that not only enhances operational efficiency but also safeguards the essential natural resources vital to the community's cultural and economic livelihood.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
PS SSI2 SUB AWARD MANAGEMENT TASK 3	261K1213	66.123	333.66.12	01/01/26	11/30/27	0	218,392	218,392
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	218,392	218,392

Description (e.g., "shellfish beds reopened")	Units (e.g., acres)	Targets/Estimate ("number")
Upgrade and/or maintain shellfish growing areas in watershed assessment growing areas	Acres	24,908
Increase completeness of OSS inspection records	Percentage	95

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<p>Clallam County (hereafter referred to as the subrecipient) will manage all project components, including but not limited to subcontract(s), invoice submission, budget, and deliverable completion and submission.</p> <p>The subrecipient will upload deliverables to their contract folder on the Shellfish Strategic Initiative Lead' (SIL's) Subrecipient Share Point site, then email Shellfish SIL Administrative Assistant, Theo Jones; theo.jones@doh.wa.gov and Contract Manager, Megan Schell; megan.schell@doh.wa.gov. The Contract Manager will provide access to the Shellfish SIL's Subrecipient Share Point site where the subrecipient can access the Shellfish SIL Grant Guidance.</p> <p>Use the following naming convention for deliverables when uploading to Sharepoint: <i>Task Number, Task Name/Description, Contract Number</i>.</p>				
<p>TASK 1. Project Development This task must be completed before initiating any other work under this subaward. Work completed prior to the completion of Task 1 will be ineligible for reimbursement under this subaward</p>				
1.1	<p>Quality Assurance Project Plan (QAPP) Development. Per EPA sub-award terms and conditions, for projects that involve the collection, production, evaluation, or use of environmental information, the sub-recipient must submit a Quality Assurance Project Plan (QAPP) to the Washington State Department of Ecology's NEP Quality Coordinator (NEP QC) using EPA's NEP guidance for QAPPs. Project work should not begin until the Quality Assurance Project Plan (QAPP) has Quality Assurance approval. At contract start, the subrecipient must work with the NEP QC to ensure the project meets quality assurance requirements per the contract terms and conditions.</p> <p>The subrecipient is also required to conduct and document an annual review of the approved QAPP with ECOLOGY for projects exceeding one year in duration. For any changes prior to the annual review the subrecipient must contact the NEP QC to confirm required documentation. Changes may include but are not limited to new sampling sites, extended timeline, updated methods, and changes to analysis.</p>	<p>a. QAPP or waiver</p> <p>b. QAPP review</p>	<p>a. Within 30 days of contract execution date.</p> <p>b. Annually (N/A for waivers)</p>	<p>Reimbursement up to \$1,911 based on actual costs.</p>
1.2	<p>Project Factsheet Using the templates provided, the subrecipient must complete an initial one-page Project Factsheet at the outset of the contract. A final one-page Project Factsheet is due at the end of the contract.</p> <p>The initial factsheet will provide an overview of the project and a brief description of the subrecipient's organization. The subrecipient will submit the initial factsheet with the first quarterly progress report.</p>	<p>a. Initial Project Factsheet</p> <p>b. Final Project Factsheet</p>	<p>a. Due with first quarterly report</p> <p>b. 2 weeks prior to contract end date</p>	

	Invoices received more than 45 days after contract expiration may not be eligible for reimbursement.			
2.2	Data Reporting The subrecipients will report additional data requirements as determined by NEP. The subrecipient and the NEP Data and Information Coordinator, Abigail Ames Abigail.ames@doh.wa.gov , will determine what data variables will be reported on within 60 days of contract execution. Data reporting will be collected every six months with the quarterly reports during those cycles.	Data Reporting	Annually April 1 Annually October 1	
2.3	Water Quality eXchange (WQX) Data Reporting The Water Quality Exchange (WQX) is the tool for data partners to submit monitoring data to EPA. If the subrecipient collects any physical, chemical, or environmental data (e.g., dissolved oxygen, water temperature, salinity, turbidity, pH, phosphorous, total nitrogen, E. coli or enterococci, and other biological and habitat data), then the subrecipient's QAPP will specify data to be reported through WQX. Data for a calendar year (Jan. 1 – Dec 31) must be submitted at least annually. See WQX information, including tutorials, at https://www.epa.gov/waterdata/water-quality-data-wqx .	WQX Data Reporting, if applicable	At least annually by December 31	
2.4	Subcontracts and Subawards The subrecipient may execute one or more subcontracts (professional services agreements) for Task 5 - API Integration. Selection of subcontractor must comply with applicable provisions of 2 CFR Part 200 and the EPA Subaward Policy . A meeting(s) may be held to clarify the scope, schedule, and deliverables for the subcontract. The subrecipient and subcontractor will execute the contract and hold a kick-off meeting.	<ul style="list-style-type: none"> a. Subawards b. Kick-off meeting summary c. Updates on subcontractor progress as delivered by subcontractor 	<ul style="list-style-type: none"> a. 30 days after contract execution b. Prior to beginning subcontracted work c. Per Task 2 Reporting Schedule and as needed 	
Task 3. Requirement Analysis				
This task lays the technical groundwork for successful system integration by defining requirements and validating existing data. Clallam County will analyze current OSS data sources, workflows, and system needs to produce a comprehensive integration plan. Stakeholder workshops will be held to ensure user needs and technical considerations are accurately captured. These activities result in a complete set of requirements and cleaned historical data, which will guide subsequent development tasks.				
3.1	Data Inventory and Field Mapping The Database Specialist will conduct a detailed review of existing OSS datasets across Tyler EPL, OnlineRME, and ArcGIS. Data fields will be mapped for compatibility, and any gaps will be documented in a preliminary integration matrix. This ensures alignment of system inputs and avoids conflicts during later integration.	Integration Matrix	March 31, 2026	Reimbursement up to \$25,366 based on actual costs.

3.2	Stakeholder Workshop and Workflow Documentation Workshops (technical/data/system focused) will be convened with IT staff, contractors, and program managers to validate workflows and identify missing requirements. User stories and use cases will be collected to capture practical needs from field staff and administrators. The outcomes will be summarized in meeting notes and incorporated into the requirements plan.	Stakeholder Workshop Notes	March 31, 2026	
3.3	Creation of Data Dictionary and Metadata Documentation The Database Specialist will review historical OSS records to identify inconsistencies, duplicates, or errors. Corrections will be applied using defined cleanup rules, and all changes will be logged for transparency. A validated dataset will be produced for use in integration testing and ongoing program operations.	a. Data Dictionary and Metadata Documentation b. Historical Data Cleanup Summary	a. December 31, 2026 b. December 31, 2026	
Task 4. Process Improvement & Change Management This task prepares the County's organizational structure and policies for adoption of the new integrated OSS database system. As workflows are modernized, staff will need updated Standard Operating Procedures (SOPs) and revised business rules to align with the capabilities of Tyler EPL and OnlineRME integration. The County will also perform a change impact assessment to anticipate how new systems will alter daily operations, roles, and responsibilities. These activities ensure that technology improvements are reinforced with corresponding organizational adjustments, minimizing disruption and supporting long-term sustainability.				
4.1	Process Mapping and Workshops Staff will conduct structured workshops (policy/procedure/organizational adoption focused) to document existing OSS workflows. Each process will be mapped step-by-step to identify redundancies, inefficiencies, and pain points. Outputs will include both "as-is" and "to-be" workflow diagrams to inform future SOPs and integration requirements.	As-Is and To-Be Workflow Diagrams	June 30, 2026	Reimbursement up to \$20,634 based on actual costs.
4.2	Policy and Business Review Current policies and enforcement triggers will be reviewed to assess alignment with automated data exchanges and new reporting tools. Recommendations for updates will address issues such as inspection scheduling, record retention, and compliance tracking. Drafted updates will be presented to County leadership for approval before integration is finalized.	Recommended Policy and Business Rule Updates	December 31, 2026	
4.3	Change Impact and Readiness Assessment An assessment will be completed to evaluate how system integration will affect staff workloads, training needs, and enforcement practices. The analysis will identify high-priority areas requiring transition support, such as IT	Change Impact Assessment	December 31, 2026	

	resource allocation or Environmental Health Specialist workflows. Findings will be used to develop a change management plan with milestones and communications strategies.			
<p>Task 5. API Integration This task delivers the technical build-out of data integration between Tyler EPL, OnlineRME, and ArcGIS. The contractor and vendor team will configure APIs and build middleware to automate the secure transfer of OSS inspection data. Specific measures, including secure transmission protocols, audit logging, and error handling, will be implemented to protect data integrity. Successful completion will enable near real-time reporting, reduce manual entry, and ensure data is both accurate and current for programmatic use.</p>				
5.1	<p>Design of Integration Specification Technical specifications will be finalized, documenting field mappings, authentication methods, and expected data flows. Error handling and retry procedures will be included to prevent data loss or corruption during transfer. This specification will serve as the blueprint for development and testing.</p>	Integration Specifications	September 30, 2026	Reimbursement up to \$84,360 based on actual costs.
5.2	<p>Middleware Development and Vendor Coordination The contractor will develop middleware to act as a translation layer between Tyler EPL and OnlineRME. Simultaneously, the Tyler vendor will configure API endpoints and provide necessary credentials for access. This will include payment of the annual licensing fee for the Tyler Health Module to enable enhanced health data integration capabilities. Coordination between vendor and contractor teams will be managed by the Database Specialist to ensure compatibility.</p>	Middleware Code	June 30, 2027	
5.3	<p>Implementation of Security and Audit Protocols Security measures such as TLS encryption, role-based access controls, and audit logging will be applied to safeguard data. Audit logs will record key system events, including failed transfers and unauthorized access attempts. These logs will be reviewed periodically to ensure compliance with security standards.</p>	Security and Audit Protocol Implementation	June 30, 2027	
5.4	<p>Testing and Validation of Data Exchange Automated test scripts will be executed, first in an isolated dev/test environment followed by the production environment, to confirm that all required fields are transmitted correctly and in the proper format. Validation will also confirm that system statuses, inspection reports, and compliance records remain consistent across platforms.</p>	Testing Outcomes Documentation	June 30, 2027	

	Testing outcomes will be documented and approved prior to production deployment.			
Task 6. Data Quality and Security Enhancements This task focuses on protecting the integrity and security of OSS data once system integration is complete. Automated dashboards will continuously monitor data quality, ensuring that anomalies and inconsistencies are detected early. Security risk assessments will identify vulnerabilities, and mitigation measures will be put in place to prevent unauthorized access or data breaches. Collectively, these activities will provide confidence that data guiding enforcement and public reporting is accurate, reliable, and protected.				
6.1	Development of Data Quality Dashboards Automated dashboards will be configured to check for missing fields, duplicate entries, and invalid values in OSS records. Alerts will notify administrators of anomalies in real time, allowing for rapid remediation. This proactive monitoring reduces the risk of inaccurate compliance reporting.	Data Quality Dashboards	June 30, 2027	Reimbursement up to \$19,447 based on actual costs.
6.2	Security Risk Assessment A risk assessment will be conducted to evaluate vulnerabilities within the integrated system, including potential API security gaps. Recommendations will be prioritized based on severity and feasibility, and corrective measures will be tracked to completion. The assessment will be documented in a formal report.	Security Risk Assessment Report	June 30, 2027	
6.3	Implementation of Audit Logging and Retention Policies Audit logging will be established to capture all changes to OSS records and data exchanges between systems. Retention policies will be defined to ensure logs are stored securely. These measures provide accountability and support incident investigations, should they occur.	Audit Logging and Retention Policies Implementation	June 30, 2027	
Task 7. Geospatial Report Automation This task creates automated reporting and visualization tools to strengthen decision-making within the OSS program. Integration with ArcGIS will produce nightly compliance reports, interactive dashboards, and a public-facing map of OSS system status. Internal dashboards will help staff identify high-risk areas and trends, while public tools will improve transparency and community engagement. By automating geospatial reporting, the County ensures timely, consistent access to information that supports enforcement and water quality protection.				
7.1	Customization of Reporting Module Tyler's reporting module will be configured to generate compliance data in formats compatible with ArcGIS. Reports will be scheduled to run nightly, ensuring that compliance information is consistently up to date. Staff will review outputs regularly to confirm accuracy.	Customized Reporting Module	June 30, 2027	Reimbursement up to \$23,026 based on actual costs.
7.2	Development of Internal Dashboards	Internal Dashboards	June 30, 2027	

	Dashboards will be designed for internal use, highlighting trends in system failures, inspection rates, and geographic clusters of risk. These dashboards will support staff in targeting resources where they are most needed. Custom filters will allow staff to drill down by sub-watershed or environmentally sensitive area.			
7.3	<p>Publication of Public-Facing OSS Map A public interactive map will be published to allow residents and partners to view OSS compliance status in real time. Sensitive fields will be excluded to maintain privacy while still promoting accountability. The map will be updated automatically from the nightly report feed and hosted on County platforms.</p> <p>EPA Programmatic Condition E. Recognition of EPA Funding will be applied</p> <p>Reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement:</p> <p>“This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”</p>	Public-Facing OSS Map	September 30, 2027	
<p>Task 8. User Acceptance Testing (UAT) This task validates the system’s readiness for production by subjecting it to rigorous user acceptance testing. A structured plan will be developed to test functionality, performance, and security. Deficiencies identified during testing will be logged, remediated, and re-tested to ensure full compliance with requirements. Successful completion of this task confirms that the system is stable, accurate, and ready for deployment.</p>				
8.1	<p>Development of UAT Plan The Database Specialist will prepare a formal test plan that outlines test cases, acceptance criteria, and required outcomes. Test cases will cover end-to-end scenarios such as inspection intake, report upload, and compliance status changes. Acceptance thresholds will be agreed upon in advance with department managers.</p>	UAT Plan	June 30, 2027	Reimbursement up to \$16,538 based on actual costs.
8.2	<p>Execution of Test Cases Staff and contractors will execute test cases in a controlled environment using historical datasets.</p>	Test Case Execution Documentation	June 30, 2027	

	Outcomes will be documented in detail, including any errors or unexpected system behaviors (e.g., response time, handing of high-volume data exchange, etc.). Issues will be logged in a centralized system for resolution tracking.			
8.3	Resolution and Re-Testing of Issues Contractors will address identified issues and re-submit fixes for validation. Regression testing will be conducted to ensure that resolved issues do not introduce new problems. A final validation report will summarize all tests and confirm readiness for production.	Final Validation Report	November 30, 2027	
8.4	Deployment Plan Develop a rollout plan, including migration to production, data synchronization, and phased go-live.	Deployment Plan	June 30, 2027	
8.5	Post-Deployment Verification Monitor initial system performance, verify data flows, and address immediate issues in the first 30-60 days post-go-live.	Post-Deployment Verification Report	November 30, 2027	
Task 9. Staff Training This task builds staff capacity to operate and maintain the integrated OSS system beyond the grant period. Training will be comprehensive, covering both technical and programmatic functions, and will include written manuals, quick-reference guides, and video tutorials. Live training sessions and knowledge transfer workshops will prepare staff to handle daily tasks as well as more advanced troubleshooting. These efforts ensure that Clallam County can sustain the new system without long-term reliance on external vendors.				
9.1	Development of Training Materials A user manual will be created that details system functionality and workflows, accompanied by quick-reference guides for common tasks. Video tutorials will be produced to provide visual, step-by-step instructions accessible on demand. These materials will be reviewed and approved for accuracy before being distributed.	a. User Manual b. Quick-Reference Guides c. Video Tutorials	a-c. November 30, 2027	Reimbursement up to \$16,538 based on actual costs.
9.2	Delivery of Training Sessions Live training sessions will be conducted for program staff and IT administrators. Sessions will include hands-on exercises using the live system to reinforce learning. Attendance will be tracked, and participants will be encouraged to provide feedback on content and delivery.	Training Session Feedback	November 30, 2027	
9.3	Knowledge Transfer to IT Staff Dedicated workshops will be held for IT staff to ensure they are equipped to manage integrations, troubleshoot errors, and perform system maintenance. Documentation will be transferred, including runbooks and escalation protocols. IT	a. Knowledge Transfer Workshops Documentation b. Ongoing Maintenance Plan	a-b. November 30, 2027	

	staff will be asked to demonstrate competence by completing simulated tasks under supervision.			
Task 10. Broader Impacts and Communication				
This task ensures that the outcomes and benefits of the project are communicated effectively to partners and peer jurisdictions. The County will prepare a webinar to highlight key findings and lessons learned. The product will be designed for accessibility and relevance to different audiences, including Tribal partners and other counties managing OSS programs. This activity builds transparency and promotes replication of best practices across Puget Sound.				
10.1	<p>Implementation of Outreach Activities At least one webinar or similar event will be hosted to share lessons learned with peer jurisdictions and stakeholders. Materials such as slide decks, recordings, and written summaries will be developed for distribution. Feedback will be solicited from participants to assess effectiveness and guide improvements in future outreach efforts. For example, WSHEA, WOSSA, or DOH PIC or OSS regional meetings. When venue is decided, reach out to DOH for approval.</p> <p>EPA Programmatic Condition E. Recognition of EPA Funding will be applied</p> <p>Reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement:</p> <p>“This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”</p>	<p>a. Webinar Materials (Slide Decks, Recordings, Summaries)</p> <p>b. Outreach Feedback</p>	<p>a. Draft due at least two weeks prior to event(s).</p> <p>b. November 30, 2027</p>	Reimbursement up to \$1,910 based on actual costs.

Budget Category	Amount
Personnel/Salaries	\$103,342
Fringe Benefits	\$31,003
Travel	\$0
Equipment (federal definition – anything over \$5,000)	\$0
Supplies	\$0
Contracts Tyler Technologies, Inc. for data management system integration	\$47,877
Other	\$0
Total Direct Charges	\$182,223
Indirect Charges (federally approved rate) 35%	\$36,170
TOTAL – Not to Exceed	\$218,392

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

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

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

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

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

Program Specific Requirements

Program Manual, Handbook, Policy References:

Clallam County On-Site Septic System Management Plan, June 12, 2007

Special References (i.e., RCWs, WACs, etc.):

WAC 246-272A, RCW 70.118A, Puget Sound Action Agenda

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

The DOH program contact may conduct at least one monitoring visit during the life of this project. The type, duration, and timing of visit will be determined and scheduled in cooperation with the subawardee.

Billing Requirements:

Invoicing is required at least quarterly. All final invoices should be sent within 45 days of contract completion and should be marked FINAL.

Special Instructions:

Progress reports are due to DOH on the following dates: January 15, April 1, July 15 and October 1, annually and upon contract completion. Reports will be uploaded to subrecipients contract folder on the subrecipients Sharepoint page: [NEP Subrecipient Resources - Home \(sharepoint.com\)](#) Email megan.schell@doh.wa.gov to confirm delivery.

2 CFR 200

The grant for this contract was fully funded prior to the Office of Management and Budget's revisions to 2 CFR 200 that went into effect on October 1, 2024. Follow OMB Guidance prior to the 2024 Revision.

Budget Revisions

If budget revisions are needed to the Overall Budget as shown above and the total cost of the revisions are less than 10% of the contract total, a formal amendment may not be needed but work plan revisions and budget revisions must be submitted to DOH Contract Manager for review and approval prior to implementing any revision.

If the budget revision is >10% of the contract total OR is in a previously unbudgeted category (e.g., if there have not been costs in supplies previously, and the revision is to now include money for supplies), a formal amendment is needed.

EPA Terms and Administrative Conditions

The following provisions are the pass-thru requirements of all U.S. EPA - DOH subawards funded under cooperative agreement PC-01J89801 and will apply to all work funded under this agreement.

Administrative Conditions

National Administrative Terms and Conditions General Terms and Conditions

The General Terms and Conditions of this agreement are updated in accordance with the link below. However, these updated conditions apply solely to the funds added with this amendment and any previously awarded funds not yet disbursed by the recipient as of the award date of this amendment. The General Terms and Conditions cited in the original award or prior funded amendments remain in effect for funds disbursed by the recipient prior to the award date of this amendment.

The subrecipient agrees to comply with the current EPA general terms and conditions available at: [EPA General Terms and Conditions effective October 1, 2023 or later](#).

These terms and conditions are binding for disbursements and are in addition to or modify the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award. The EPA repository for the general terms and conditions by year can be found at: [Grant Terms and Conditions | US EPA](#).

Programmatic Conditions

HABITAT, SHELLFISH, and STORMWATER Strategic Initiative Leads - (PC) Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program Programmatic Terms and Conditions: 6/2021

A. Semi-Annual Performance Reports

The subrecipient shall submit performance reports every six (6) months during the life of the project. Reports are due 30 calendar days after the end of each reporting period. Reports shall be submitted to the NEP Contract Manager and will be provided electronically. In accordance with 2 CFR 200.328, as appropriate, the subrecipient agrees to submit performance reports that include brief information on each of the following areas:

1. A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
2. The reasons why established goals were not met, if appropriate;
3. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs. In addition to the semi-annual performance reports, the subrecipient shall immediately notify the NEP contract manager of developments that have a significant impact on the award-supported activities. As appropriate, the subrecipient agrees to inform the NEP contract manager as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

B. Final Performance Report

The subrecipient shall submit a final performance report through-quarterly reporting, which is due 60 calendar days after the expiration or termination of the award. The report shall be submitted to the NEP contract manager and must be provided electronically. The report shall generally contain the same information as

in the periodic reports, but should cover the entire project period. After completion of the project, the NEP contract manager may waive the requirement for a final performance report if the NEP contract manager deems such a report is inappropriate or unnecessary.

C. Program Income – Addition

If program income is generated, the subrecipient is required to account for program income related to this project. Program income earned during the project period shall be retained by the subrecipient and shall be added to funds committed to the project by EPA and the subrecipient, and shall be used to further eligible project objectives.

D. Information Collection Requirements

NEP and the subrecipient agree to comply with the requirements of the Paperwork Reduction Act in completing the project. Because the scope of work includes a survey, a questionnaire or similar information-gathering activity, the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.), requires NEP to obtain Office of Management and Budget (OMB) clearance prior to the subrecipient's collection of information by means of identical questions posed to 10 or more persons.

The subrecipient will provide to the NEP contract manager the following information: (1) description of the information to be collected; (2) explanation of the need for the information; and (3) to whom the survey is being directed.

E. Recognition of EPA Funding

Reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement:

“This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”

F. Annual Conferences

The subrecipient may attend one or more appropriate conferences each year, which may be within the Puget Sound region. The specific conferences will be determined in consultation with the NEP contract manager. The purpose of this requirement is to provide subrecipients with opportunities to learn about and benefit from other relevant initiatives and programs that relate to the funded work; to exchange information about their funded work with organizations that may benefit from their experience; and generally to raise awareness within the Puget Sound, Salish Sea, and large aquatic ecosystem protection and restoration communities of the funded work. Example of potentially relevant conferences include, but are not limited to, the biennial Salish Sea Ecosystem Conference; local or regional meetings of Tribal, professional, scientific, or other relevant associations. Specific conferences will depend on the nature of the work proposed. Subrecipient will be allowed to use award funds to pay for travel and lodging. Subrecipient should include anticipated costs for attending conferences in their proposed budget.

G. Peer Review

The results of this project may affect management decisions relating to Puget Sound. Prior to finalizing any significant technical products, the Principal Investigator (PI) of this project must solicit advice, review and feedback from a technical review or advisory group consisting of relevant subject matter specialists. A record of comments and a brief description of how respective comments are addressed by the PI will be provided to the Project Monitor prior to releasing any final reports or products resulting from the funded study.

H. Competency of Organizations Generating and/or Using Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, subrecipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <http://www.epa.gov/fem/lab> or a copy may also be requested by contacting the NEP contract manager for this award.

Federal Assistance Agreement Funds Up To \$200,000

Subrecipient agrees that if the total federal funding obligated on this award exceeds \$200,000 (resulting from subsequent amendments to this agreement) and will involve the use or generation of environmental data it will (unless it has otherwise done so) demonstrate competency prior to carrying out any activities involving the generation or use of environmental data under this agreement. Federal Assistance Agreement Funds Exceed or Expect to Exceed \$200,000 Subrecipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre- award demonstration of competency is not practicable. Subrecipient agrees to submit documentation and demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data.

I. WQX Requirement

Subrecipients are required to institute standardized reporting requirements into their work plans and include such costs in their budgets. All water quality data generated in accordance with an EPA approved Quality Assurance Project Plan as a result of this assistance agreement, either directly or by subaward, will be required to be transmitted into the Water Quality Portal (WQP) using either WQX or WQX web. Water quality data appropriate for the Water Quality Portal (WQP) include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. The Water Quality Exchange (WQX) is the water data schema associated with the EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the Water Quality Portal structure. WQX web is a web-based tool to convert data into the WQX format for smaller data generators that are not direct partners on the Exchange Network. More information about WQX, WQX web, and the Water Quality Portal, including tutorials, can be found at <https://www.epa.gov/waterdata/water-quality-data-wqx>

If activities submitted as match for this federal assistance agreement involve the generation of water quality data, the resulting information must be publicly accessible (in the Water Quality Portal or some other database). Subrecipients are encouraged to develop a cross walk between any non-WQX database utilized for the storage of water quality data associated with match activities and EPA's Water Quality Exchange (WQX).

J. Riparian Buffers

Riparian buffer restoration projects in agricultural areas shall be consistent with the interim riparian buffer recommendations provided to EPA and the Natural Resource Conservation Service by National Marine Fisheries Service letters of January 30, 2013 (stamp received date - February 4, 2013) and April 9, 2013 (stamp received date – April 16, 2013), or the October 28, 2013 guidance.

Grantees shall confirm in writing projects' consistency with the recommendations referenced above. When developing project proposals, grantees also should consider the extent to which proposals include appropriate riparian buffers or otherwise address pollution sources on other water courses on the properties in the project area to support water quality and salmon recovery.

Deviations can only be obtained through an exception approved by EPA. In order for EPA to evaluate a request for an exception, the grantee must submit the scientific rationale demonstrating adequacy of buffers for supporting water quality and salmon recovery. The request must summarize tribal input on the scientific rationale or other relevant issues. The scientific rationale could be developed from sources such as site-specific assessment data, salmon recovery plans, Total Maximum Daily Loads (TMDLs) and the state nonpoint plan. EPA will confer with the National Oceanic and Atmospheric Administration (NOAA) and the Washington Department of Ecology and provide the opportunity for affected tribes to consult with EPA before making a final decision on a deviation request. NEP contact for riparian buffers: Lea Shields, lea.shields@doh.wa.gov.

K. International Travel (Including Canada) – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

All International Travel must be approved by the Office of International and Tribal Affairs (OITA) BEFORE travel occurs. Even a brief trip to a foreign country, for example to attend a conference, requires OITA approval. Please contact your NEP contract manager as soon as possible if travel is planned out of the country, including Canada and/or Mexico, so that they can obtain appropriate approvals from EPA Headquarters. If you have questions, please contact your NEP contract manager listed on the front page of the Award Document.

L. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov

M. Model Programmatic Subaward Reporting Requirement (GPI-16-01)

The subrecipient must report on its subaward monitoring activities under 2 CFR 200.331(d). Examples of items that must be reported if the pass-through entity has the information available are: Summaries of results of reviews of financial and programmatic reports. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance. Environmental results the subrecipient achieved. Summaries of audit findings and related pass-through entity management decisions. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.331(e), 2 CFR 200.207 and the 2 CFR Part 200.338 Remedies for Noncompliance.

N. Lobbying and Litigation — PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION. ALL Subrecipients.

- a. The chief executive officer of this subrecipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the U.S. unless authorized under existing law. The subrecipient shall abide by the Cost Principles available at 2 CFR 200 which generally prohibits the use of federal grant funds for litigation against the U.S. or for lobbying or other political activities.
- b. The subrecipient agrees to comply with Title 40 CFR Part 34, New Restrictions on Lobbying. The recipient shall include the language of this provision in award documents for all subawards exceeding \$100,000, and require that subrecipients submit certification and disclosure forms accordingly.
- c. In accordance with the Byrd Anti-Lobbying Amendment, any subrecipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
- d. Contracts awarded by a subrecipient shall contain, when applicable, the anti-lobbying provision as stipulated in the Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- e. Pursuant to Section 18 of the Lobbying Disclosure Act, the subrecipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are ineligible for EPA subawards.

O. EPA's Substantial Involvement

EPA will be substantially involved in this project by participating in the following activities: (1) Within the first nine months of the project, EPA reserves the right to negotiate work plan and budget; (2) monitor the project management and execution throughout the assistance agreement's project and budget period; (3) provide

technical assistance and coordination as requested or needed by the subrecipient; and (4) review and approve technical deliverables, including 30-day preaward review of subaward agreements to ensure consistency with the collaborative intent of the National Estuary Program.

P. Quality Assurance Requirements (2 CFR 1500.11)

As of February 17, 2023, any project, including work performed by Grantees, that involves the collection, production, evaluation, or use of environmental information requires an approved QAPP prior to the start of work.

Acceptable Quality Assurance documentation (QAPP) must be submitted to the DOH Contract Manager and NEP Quality Coordinator (NEP QC) within 30 days of the acceptance of this agreement or another date as negotiated with the DOH Contract Manager. No work involving direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology shall be initiated under this project until the DOH Contract Manager, in concert with the NEP Quality Coordinator, has approved the quality assurance document. Additional information on these requirements can be found at the EPA Office of Grants and Debarment website:

<https://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial>.

Instructions to Submit Quality Assurance Documents for Review DOH and the NEP QC will determine if a QAPP is required for this project. If a QAPP is required, subrecipients will work with DOH and NEP QC to develop and submit a QAPP for approval. The QAPP development and approval process is a multi-step process. More information about QAPPs can be found at <https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>.

Q. ULO Stretch Goal:

Subrecipients of EPA assistance agreements that include subawards in the approved workplan should manage their programs and subaward funding in ways that reduce the length of time that federal funds obligated and committed to subaward projects are "unspent" federal funds, not yet drawn down through disbursements to subaward recipients. EPA encourages the reduction of these unliquidated obligations (ULOs) by applying the following programmatic term and condition to the FY2021 Strategic Initiative Lead cooperative agreements with subaward projects. Assistance agreement subrecipients are to apply these "stretch" goals throughout the life of the assistance agreement and to confer with your NEP Contract Manager whenever instances arise that make attainment of these stretch goals unlikely.

Stretch Goal: A stretch goal for utilization of funds for each new strategic initiative lead grant with subawards is established. All funds should be spent by 21/2 years in order for incremental funding to be considered at levels otherwise available for the fourth year of the grant.

Funds Awarded July 2021 Should all Be Drawn Down by March 2024.

Funds Awarded in FY2022 (October 1, 2021-September 30, 2022) Should all Be Drawn Down by March 2025

Funds Awarded in FY2023 (October 1, 2022-September 30, 2023) Should all Be Drawn Down by March 2026

Funds Awarded in FY2024 (October 1, 2023-September 30, 2024) Should all Be Drawn Down by March 2027

Funds Awarded in FY2025 All Should Be Drawn down by award end date + 90 days.

R. Animal Subjects — PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

Subrecipient agrees to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 USC 2131-2156. Subrecipient also agrees to abide by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training." (Federal Register 50(97): 20864-20865. May 20, 1985). The nine principles can be viewed at: <http://www.nal.usda.gov/awic/pubs/IACUC/vert.htm>.

S. Copyrighted Material and Data – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

In accordance with 2 CFR 200.315, EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes. Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the subrecipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as “co-regulators” or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA’s authorization to the other grantee to use the copyrighted works or other data. Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

1. the selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
2. termination or expiration of this agreement. In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

T. Light Refreshments and/or Meals PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION. APPLICABLE TO ALL AGREEMENTS EXCEPT STATE CONTINUING ENVIRONMENTAL PROGRAMS (AS DESCRIBED BELOW):

Unless the event(s) and all of its components are described in the approved workplan, the subrecipient agrees to obtain prior approval from EPA for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops and outreach activities (events). The subrecipient must send requests for approval to the NEP Contract Manager and include:

1. An estimated budget and description for the light refreshments, meals, and/or beverages to be served at the event(s);
2. A description of the purpose, agenda, location, length and timing for the event; and,
3. An estimated number of participants in the event and a description of their roles.

Costs for light refreshments and meals for subrecipient staff meetings and similar day-to-day activities are not allowable under EPA assistance agreements. Subrecipients may address questions about whether costs for light refreshments, and meals for events may be allowable to the subrecipient’s NEP Contract Manager; however, the Agency Award Official or Grant Management Officer will make final determinations on allowability. Agency policy prohibits the use of EPA funds for receptions, banquets and similar activities that take place after normal business hours unless the subrecipient has provided a justification that has been expressly approved by EPA's Award Official or Grants Management Officer.

EPA funding for meals, light refreshments, and space rental may not be used for any portion of an event where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

Note: U.S. General Services Administration regulations define light refreshments for morning, afternoon or evening breaks to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. (41 CFR 301-74.7)

FOR STATE CONTINUING ENVIRONMENTAL PROGRAM GRANT SUBRECIPIENTS EXCLUDING STATE UNIVERSITIES: If the state maintains systems capable of complying with federal grant regulations at 2 CFR 200.432 and 200.438, EPA has waived the prior approval requirements for the use of EPA funds for light refreshments and/or meals served at meetings, conferences, and training, as described above. The state may follow its own procedures without requesting prior approval from EPA. However, notwithstanding state policies, EPA funds may not be used for (1) evening receptions, or (2) other evening events

(with the exception of working meetings). Examples of working meetings include those evening events in which small groups discuss technical subjects on the basis of a structured agenda or there are presentations being conducted by experts. EPA funds for meals, light refreshments, and space rental may not be used for any portion of an event (including evening working meetings) where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol. By accepting this award, the state is certifying that it has systems in place (including internal controls) to comply with the requirements described above.

U. State Grant Cybersecurity - PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

1. The subrecipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.
2. (1) EPA must ensure that any connections between the subrecipient's network or information system and EPA networks used by the subrecipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition. If the subrecipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the NEP Contract Manager and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into

Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data. (2) The subrecipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The subrecipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the subrecipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the NEP Contract Manager. Nothing in this condition requires the subrecipient to contact the NEP Contract Manager on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

V. Pre-award Costs - (2 CFR 200.209 and 200.458; 2 CFR 1500.8)

Pre-award costs have been approved in accordance with the subrecipient's application.

**Exhibit A
Statement of Work
Contract Term: 2025-2027**

DOH Program Name or Title: Office of Drinking Water Group A Program - Effective January 1, 2025

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH32045

SOW Type: Revision **Revision # (for this SOW)** 3

Period of Performance: January 1, 2025 through December 31, 2027

Funding Source <input checked="" type="checkbox"/> Federal Contractor <input checked="" type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input checked="" type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input type="checkbox"/> Reimbursement <input checked="" type="checkbox"/> Fixed Price
--	--	---

Statement of Work Purpose: The purpose of this statement of work is to provide funding to the LHJ for conducting sanitary surveys and providing technical assistance to small community and non-community Group A water systems

Revision Purpose: Decrease the number of surveys of Transient Community Systems to 1. Increase the number of Non Transient Non Community surveys of 499 systems and less to 6. Update rate of reimbursement for each sanitary survey of Transient Non Community (TNC) systems to \$1,000. Update rate of reimbursement to \$1,500 for each sanitary survey of a Non Transient Non Community (NTNC) system of 499 connections and less. Update rate of reimbursement for Special Purpose Investigations (SPI) to \$750 for each SPI on Transient Non Community Systems. Update rate of reimbursement for technical assistance to an hourly rate of \$250 for each hour spent, rather than the tiered system of hourly reimbursement. Change from quarterly billing to monthly.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
SANITARY SURVEY FEES	24112522	N/A	346.26.65	01/01/25	12/31/27	2,400	2,600	5,000
YR 27 SRF - LOCAL ASST (15%) SS	24119227	N/A	346.26.64	01/01/25	06/30/25	0	0	0
YR 27 SRF - LOCAL ASST (15%) TA	24119227	N/A	346.26.66	01/01/25	06/30/25	0	0	0
YR 28 SRF - LOCAL ASST (15%) SS	24119228	N/A	346.26.64	01/01/25	12/31/27	0	0	0
YR1 STIMULUS - LOCAL ASST (10% OF 15%) SS	24144240	N/A	346.26.64	01/01/25	12/31/27	2,400	2,600	5,000
YR 28 SRF - LOCAL ASST (15%) TA	24119228	N/A	346.26.66	01/01/25	12/31/27	0	0	0
YR1 STIMULUS - LOCAL ASST (10%OF15%) TA	24144240	N/A	346.26.66	01/01/25	12/31/27	1,000	0	1,000
TOTALS						5,800	5,200	11,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Trained LHJ staff will conduct sanitary surveys of small community and non-community Group A water systems identified by the DOH Office of Drinking Water (ODW) Regional Office. See Special Instructions for task activity.	Provide Final* Sanitary Survey Reports to ODW Regional Office. Complete Sanitary Survey Reports shall include: 1. Cover letter identifying significant deficiencies, significant findings, observations, recommendations, and referrals for further ODW follow-up.	Final Sanitary Survey Reports must be received by the ODW Regional Office within 30 calendar days of conducting the sanitary survey.	Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$400 for each sanitary survey of a non-community system with three or fewer connections. \$1,000 for each sanitary survey of a Transient Non-Community (TNC) system.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>The purpose of this statement of work is to provide funding to the LHJ for conducting sanitary surveys and providing technical assistance to small community and non-community Group A water systems.</p>	<ol style="list-style-type: none"> 2. Completed Small Water System checklist. 3. Updated Water Facilities Inventory (WFI). 4. Photos of water system with text identifying features 5. Any other supporting documents. <p>*Final Reports reviewed and accepted by the ODW Regional Office.</p>		<p>Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$800 for each sanitary survey of a non-community system with four or more connections and each community system. <i>\$1,500 for each sanitary survey of a non-Transient Non-Community (NTNC) and Community systems with 499 and less connections.</i></p> <p>Payment is inclusive of all associated costs such as travel, lodging, per diem.</p> <p>Payment is authorized upon receipt and acceptance of the Final Sanitary Survey Report within the 30-day deadline. Late or incomplete reports may not be accepted for payment.</p>
2	<p>Trained LHJ staff will conduct Special Purpose Investigations (SPI) of small community and non-community Group A water systems identified by the ODW Regional Office.</p> <p>See Special Instructions for task activity.</p>	<p>Provide completed SPI Report and any supporting documents and photos to ODW Regional Office.</p>	<p>Completed SPI Reports must be received by the ODW Regional Office within 2 working days of the service request.</p>	<p>Upon acceptance of the completed SPI Report, the LHJ shall be paid \$800 for each SPI. <i>\$750 for each SPI on Transient Non-Community (TNC) system.</i> Payment is inclusive of all associated costs such as travel, lodging, per diem. Payment is authorized upon receipt and acceptance of completed SPI Report within the 2-working day deadline. Late or incomplete reports may not be accepted for payment.</p>
3	<p>Trained LHJ staff will provide direct technical assistance (TA) to small community and non-community Group A water systems identified by the ODW Regional Office.</p> <p>See Special Instructions for task activity.</p>	<p>Provide completed TA Report and any supporting documents and photos to ODW Regional Office.</p>	<p>Completed TA Report must be received by the ODW Regional Office within 30 calendar days of providing technical assistance.</p>	<p>Upon acceptance of the completed TA Report, the LHJ shall be paid for each technical assistance activity as follows:</p> <ul style="list-style-type: none"> • Up to 3 hours of work: \$250 • 3-6 hours of work: \$500 • More than 6 hours of work: \$750 <p><i>\$250 per hour for each technical assistance activity.</i></p> <p>Payment is inclusive of all associated costs such as consulting fee, travel, lodging, per diem.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
4	LHJ staff performing the activities under tasks 1, 2 and 3 attend periodic required survey training as directed by DOH. See Special Instructions for task activity.	For training attended in person, prior to attending the training, submit an "Authorization for Travel (Non-Employee)" DOH Form 710-013 to the ODW Program Contact for approval (to ensure enough funds are available).	Annually	For training attended in person, LHJ shall be paid mileage, per diem, lodging, and registration costs as approved on the pre-authorization form in accordance with the current rates listed on the OFM Website http://www.ofm.wa.gov/resources/travel.asp

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

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

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

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

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

Program Specific Requirements

Data Sharing

The Office of Drinking Water will share water system information and files with the local health jurisdiction to support the work identified in this statement of work. To request water system data please contact the regional office with the name of the water system, water system ID#, specific information being requested and any timeline requirements. If allowable, please give administrative staff 3 to 5 business days to provide records.

Program Manual, Handbook, Policy References: Field Guide (DOH Publication 331-486).

Special References

Chapter 246-290 WAC is the set of rules that regulate Group A water systems. By this statement of work, ODW contracts with the LHJ to conduct sanitary surveys (and SPIs and provide technical assistance) for small community and non-community water systems with groundwater sources. ODW retains responsibility for conducting sanitary surveys (and SPIs and provide technical assistance) for small community and non-community water systems with surface water sources, large water systems, and systems with complex treatment.

LHJ staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work. See special instructions under Task 4, below.

Special Billing Requirements

The LHJ shall submit ~~quarterly~~ *monthly* invoices within 30 days following the end of the ~~quarter-month~~ in which work was completed, noting on the invoice the *quarter month* and year being billed for. Payment cannot exceed a maximum accumulative fee of ~~\$4,800~~ *\$10,000* for **Task 1**, and **1,000** for **Task 2, Task 3 and Task 4** combined during the contracting period, to be paid at the rates specified in the Payment Method/Amount section above. When invoicing for sanitary surveys, bill half to BARS Revenue Code 346.26.64 and half to BARS Revenue Code 346.26.65.

When invoicing for **Task 1**, submit the list of WS Name, ID #, Amount Billed, Survey Date and Letter Date for which you are requesting payment.
When invoicing for **Task 2-3**, submit the list of WS Name, ID #, TA Date and description of TA work performed, and Amount Billed.

When invoicing for **Task 4**, submit receipts and the signed pre-authorization form for non-employee travel to the ODW Program Contact below and a signed A19-1A Invoice Voucher to DOH Grants Management, billing to BARS Revenue Code 346.26.66 under Technical Assistance (TA).

Special Instructions

Task 1

Trained LHJ staff will evaluate the water system for physical and operational deficiencies and prepare a Final Sanitary Survey Report which has been accepted by ODW. Detailed guidance is provided in the *Field Guide for Sanitary Surveys, Special Purpose Investigations and Technical Assistance* (Field Guide). The sanitary survey will include an evaluation of the following eight elements: source; treatment; distribution system; finished water storage; pumps, pump facilities and controls; monitoring, reporting and data verification; system management and operation; and certified operator compliance. If a system is more complex than anticipated or other significant issues arise, the LHJ may request ODW assistance.

- No more than 2 surveys of non-community systems with three or fewer connections to be completed between January 1, 2025 and December 31, 2025.
- No more than 5 surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2025 and December 31, 2025.
- *No more than 1 survey of Transient Non-Community (TNC) systems to be completed between January 1, 2026, and December 31, 2026.*
- *No more than 6 surveys of Non-Transient Non-Community (NTNC) and Community systems with 499 and less connections to be completed between January 1, 2026, and December 31, 2026.*

The process for assignment of surveys to the LHJ, notification of the water system, and ODW follow-up with unresponsive water systems; and other roles and responsibilities of the LHJ are described in the Field Guide.

Task 2

Trained LHJ staff will perform Special Purpose Investigations (SPIs) as assigned by ODW. SPIs are inspections to determine the cause of positive coliform samples or the cause of other emergency conditions. SPIs may also include sanitary surveys of newly discovered Group A water systems. Additional detail about conducting SPIs is described in the Field Guide. The ODW Regional Office must authorize in advance any SPI conducted by LHJ staff.

Task 3

Trained LHJ staff will conduct Technical Assistance as assigned by ODW. Technical Assistance includes assisting water system personnel in completing work or verifying work has been addressed as required, requested, or advised by the ODW to meet applicable drinking water regulations. Examples of technical assistance activities are described in the Field Guide. The ODW Regional Office must authorize in advance any technical assistance provided by the LHJ to a water system.

Task 4

LHJ staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work.

If required trainings, workshops or meetings are not available, not scheduled, or if the LHJ staff person is unable to attend these activities prior to conducting assigned tasks, the LHJ staff person may, with ODW approval, substitute other training activities to be determined by ODW. Such substitute activities may include one-on-one training with ODW staff, co-surveys with ODW staff, or other activities as arranged and pre-approved by ODW. LHJ staff may not perform the activities under tasks 1, 2, and 3 without completing the training that has been arranged and approved by ODW.

**Exhibit A
Statement of Work
Contract Term: 2025-2027**

DOH Program Name or Title: WIC Nutrition Program - Effective January 1, 2025

Local Health Jurisdiction Name: Clallam County Health & Human Services
Contract Number: CLH32045

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

Funding Source <input checked="" type="checkbox"/> Federal Subrecipient <input type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input checked="" type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
---	--	---

Period of Performance: January 1, 2025 through December 31, 2027

Statement of Work Purpose: To provide Women, Infants, and Children (WIC) Nutrition Program services by following WIC federal regulations, WIC state office policies and procedures, WIC directives, and other rules. Refer to the Program Specific Requirements section of this document.

Revision Purpose: To add funds to FFY26 WIC CLIENT SVS CONTRACTS USDA.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY25 USDA WIC CLIENT SVS CONTRACTS	76101251	10.557	333.10.55	01/01/25	09/30/25	254,363	0	254,363
FFY26 WIC CLIENT SVS CONTRACTS USDA	76101261	10.557	333.10.55	10/01/25	09/30/26	27,282	36,165	63,447
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						281,645	36,165	317,810

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	WIC Nutrition Program			See "Billing Requirements" below.
1.1	Maintain authorized participating caseload at 100% based on quarterly average as determined from monthly caseload management reports generated at state WIC office. The Department of Health (Department) State WIC Nutrition Program has the option of reducing authorized participating caseload and corresponding funding when: <ol style="list-style-type: none"> 1. Unanticipated funding situations occur. 2. Reallocations are necessary to redistribute caseload statewide. 3. Caseload declines. 	Outcomes based on monthly participation data from state WIC caseload management reports.	Authorized participating caseload for October 2024 through September 2025 =870	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.2	Submit the annual Nutrition Services Plan for each year of the contract.	Nutrition Services Plan	First year due 9/30/25 Second year due 9/30/26 Third year due 9/30/27	Payment withheld if not received by due date.
1.3	Submit the annual Nutrition Services Expenditure Report for each year of the contract.	Nutrition Services Expenditure Report	11/30/25 11/30/26 11/30/27	Payment withheld if not received by due date.
1.4	Tell participants about other health services in the agency. If needed, develop written agreements with other health care agencies and refer participants to these services.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.5	Provide nutrition education services to participants and caregivers in accordance with federal and state requirements.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.6	Issue WIC benefits while assuring adequate WIC card security and reconciliation.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.7	Collect data, maintain records, and submit reports to effectively enforce the non-discrimination laws (Refer to Civil Rights Assurances below).	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.8a	Submit entire WIC and Breastfeeding Peer Counseling Budget Workbook for each year of the contract	Budget Workbook	First year due 9/30/25 Second year due 9/30/26 Third year due 9/30/27	
1.8b	Submit Rev-Exp Report spreadsheet from the WIC Budget Workbook monthly with A-19	Revenue and Expense Report and A-19	First year due monthly through September 30, 2025 Second year due monthly through September 30, 2026 Third year due monthly through September 30, 2027	
2	Breastfeeding Promotion			See "Billing Requirements" below.
2.1	Provide breastfeeding promotion activities in accordance with federal and state requirements.	Status report of chosen activities in Nutrition Services Plan. Documentation must be available for review by WIC monitor staff.	First year due 11/30/25 Second year due 11/30/26 Third year due 11/30/27 Biennial WIC Monitor	
2.2	Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects:	Status report of chosen activities in Nutrition Services Plan.	First year due 8/30/25 Second year due 8/30/26 Third year due 8/30/27	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> ▪ Provide staff, health care providers and community partners virtual breastfeeding training resources. ▪ Work with employers who likely employ low-income people to create worksite environments that support breastfeeding. ▪ Work with birthing hospitals to improve maternity care practices that affect WIC participant breastfeeding rates. ▪ Provide participants access to lactation consultants. Other projects will need pre-approval from the State WIC Office	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
3	Farmers Market Nutrition Program (FMNP)			See "Billing Requirements" below.
3.1	Issue FMNP benefits to eligible WIC participants by September 30 of the current year. Participants have until October 31 of the current year to use FMNP benefits at authorized farmers markets and farm stores	Document in a Family Alert that FMNP benefits were issued. Set the end date to October 31 of the current year for the alert to dismiss at the end of the season.	Biennial WIC Monitor	

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

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

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

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

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

Program Specific Requirements

Program Manual, Handbook, Policy References:

The local agency shall be responsible for providing services according to rules, regulations and other information contained in the following:

- WIC Federal Regulations, USDA, and FNS 7CFR Part 246.
- Washington State WIC Nutrition Program Policy and Procedure Manual
- Office of Management and Budget, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200
- Farmers Market Nutrition Program Federal Regulations, USDA, FNS 7CFR Part 248
- Other directives issued during the term of the contract

Staffing Requirements:

The local agency shall:

- Use Competent Professional Authority staff, as defined by WIC policy, to determine participant eligibility, prescribe an appropriate food package and offer nutrition education based on the participants' needs.
- Use a Registered Dietitian (RD) or other qualified nutritionist to provide nutrition services to high-risk participants, to include development of a high-risk care plan. The RD is also responsible for quality assurance of WIC nutrition services. See WIC Policy for qualifications for a Registered Dietitian and other qualified nutritionist.
- Assign a qualified person to be the Breastfeeding Coordinator to organize and direct local agency efforts to meet federal and state policies regarding breastfeeding promotion and support. The Breastfeeding Coordinator must be an International Board-Certified Lactation Consultant or attend an intensive lactation management course, or other state approved training.

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

The local agency shall follow the instructions found in the Policy and Procedure Manual under WIC Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Special References (i.e., RCWs, WACs, etc.):

What is the WIC program?

1. The WIC program in the state of Washington is administered by the Department of Health.
2. The WIC program is a federally funded program established in 1972 by an amendment to the Child Nutrition Act of 1966. The purpose of the program is to provide nutrition and health assessment; nutrition education; nutritious food; breastfeeding counseling; and referral services to pregnant, breastfeeding, and postpartum women, infants, and young children in specific risk categories.
3. Federal regulations governing the WIC program (7 CFR Part 246) require implementation of standards and procedures to guide the state's administration of the WIC program. These regulations define the rights, responsibilities, and legal procedures of WIC employees, participants, persons acting on behalf of a participant, and retailers. They are designed to promote:
 - a. High quality nutrition services;
 - b. Consistent application of policies and procedures for eligibility determination;
 - c. Consistent application of policies and procedures for food benefit issuance and delivery; and
 - d. WIC program compliance.
4. The WIC program implements policies and procedures stated in program manuals, handbooks, contracts, forms, and other program documents approved by the USDA Food and Nutrition Service.
5. The WIC program may impose sanctions against WIC participants for not following WIC program rules stated on the WIC rights and responsibilities.
6. The WIC program may impose monetary penalties against persons who misuse WIC benefits or WIC food but who are not WIC participants.

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

Program and fiscal monitoring are done on a biennial (every two years) basis and are conducted onsite.

The local agency must maintain on file and have available for review, audit and evaluation:

- All criteria used for certification, including information on income, nutrition risk eligibility and referrals
- Program requirements
- Nutrition education
- All financial records

Assurances/Certifications:**1. Computer Equipment Loaned by the Department of Health WIC Nutrition Program**

In order to perform WIC program activities, the Department requires computer equipment, such as computers, signature pads, document scanners, card readers and printers to be in local WIC clinics or to be transported to mobile clinics. This equipment ("Loaned Equipment") is owned by the Department and loaned to the local agency (Contractor). The Loaned Equipment is supported by the Department. This equipment shall be used for WIC business only or according to WIC Policy and Procedures.

An inventory of Loaned Equipment is kept by the Department. Each time Loaned Equipment is changed, the parties shall complete the Equipment Transfer Form and the Department updates the inventory. A copy of the Transfer Form will be provided to the contractor. Copies of the updated inventory list may be requested at any time.

The local agency agrees to:

- a. Defend, protect and hold harmless the Department or any of its employees from any claims, suits or actions arising from the use of this Loaned Equipment.
- b. Assume responsibility for any loss or damage from abnormal wear or use, or from inappropriate storage or transportation. The Department may enforce this by:
 - 1) Requiring reimbursement from the local agency of the value of the Loaned Equipment at the time of the loss or damage.
 - 2) Requiring the local agency to replace the Loaned Equipment with equipment of the same type, manufacturer, and capabilities (as pre-approved by the Department), or
 - 3) Assertion of a lien against the Contractor's property.
- c. Notify the Department immediately of any damage to Loaned Equipment.
- d. Notify the Department prior to moving or replacing any Loaned Equipment.

The Department recommends Contractors carry insurance against possible loss or theft.

2. Civil Rights Assurance

- a. The local agency shall perform all services and duties necessary to comply with federal law in accordance with the following Civil Rights Assurance.
- b. "The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the ground of race, color, national origin, sex, age or handicap, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
- c. "By accepting this assurance, the Program applicant agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Service, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees, as long as it receives assistance or retains possession of any assistance from the Department. The person or persons whose signatures appear on the contract are authorized to sign this assurance on behalf of the Program applicant."

3. 2CFR 200

The local agency shall comply with all the fiscal and operations requirements prescribed by the state agency as directed by Federal WIC Regulations (7CFR part 246.6), 2CFR part 200, the debarment and suspension requirements of 2CFR part 200.213, if applicable, the lobbying restrictions of 2CFR part 200.245, and FNS guidelines and instructions and shall provide on a timely basis to the state agency all required information regarding fiscal and program information.

Billing Requirements:

1. Definitions

Contract Period: January 1, 2025 – December 31, 2027

Contract Budget Periods: The time period for which the funding is budgeted.

- There are four federal budget periods

January 1, 2025, through September 30, 2025

October 1, 2025, through September 30, 2026

October 1, 2026, through September 30, 2027

October 1, 2027, through December 31, 2027

2. Billing Information:
- Billings are submitted on an A19-1A invoice. These invoices are provided by the Department in the WIC Budget Workbook and include accounting codes for different budget categories.
 - A19s are submitted monthly and must be received by the Department within 30 days following the close of each calendar month. Additional A19s may be submitted at any time but must be received within 45 days of the close of the federal budget period.
 - Funds are allocated by budget categories and by federal budget periods (refer to the budget spreadsheet).
 - Funds are encumbered or spent only during the budget period; no carry forward from previous time periods or borrowing from future time periods is allowed.
 - Payments are limited to the amounts allocated for the budget period for each budget category.
 - Billings are based on actual costs for completed activities. Advance payments are not allowed. Back-up documentation must be retained by the local agency and available for inspection by the Department or other appropriate authorities.
- Payments will be made only for WIC approved expenditures. Refer to the Washington State WIC Nutrition Program Policy and Procedure Manual Volume 2, Chapter 4 – Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
 - If billing for indirect costs, a Cost Allocation Plan or Federal Indirect Cost Agreement must be submitted prior to payment.

Special Instructions:

The local agency shall:

- Maintain complete, accurate, and current accounting of all local, state, and federal program funds received and expended.
- Provide, as necessary, a single audit in accordance with the provisions of 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This circular requires all recipients and sub-recipients of federal funds to have a single audit performed should they spend \$750,000 or more of federal grants or awards from all sources. Contractors spending less than \$750,000 in federal grants or awards may also be subject to audit.
- Use Breastfeeding Peer Counseling (BFPC) Program funds only to support the peer counseling program. Once the program is established and peer counselors are trained, the majority of the salary costs must be paid to peer counselors to provide direct services to WIC participants. For a list of allowable costs see Volume 2, Chapter 4 – Allowable Costs. The priority use of BFPC funds is to hire and train peer counselors to provide breastfeeding peer counseling services to WIC participants.

SPECIAL REQUIREMENTS			
Contract Budget Period	Time Period special requirement funds are available	Amount	Special Requirement Description
January 1, 2025 – September 30, 2025	January 2025 – September 2025	4,000	For general training funds. This funding is for all WIC staff to participate in WIC-related training. Added in the USDA WIC Client Services Contracts category to cover training registrations, travel expenses, staff time to participate in training (salary/benefits for part time or contractor), and other approved training expenses.

Other:

Any program requirements that are not followed may be subject to corrective action and may result in monetary fines or repayment of funds.



AGENDA ITEM SUMMARY

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

3a

FEB 10 2026

Department: BOCC

WORK SESSION Meeting Date: 2-9-26

REGULAR AGENDA Meeting Date: 2-10-26

Required originals approved and attached?

Will be provided on:

Item summary:

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- 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 February 24, 2026.

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?**
See attached form(s).

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

County Official signature & print name:  Eleanor Hill

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

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

Budget Reductions 2-10-26
Revised: 3-04-2019



NOTICE OF BUDGET REDUCTION

Notice is hereby given Clallam County will consider by Resolution of the Board the budget reduction shown below on February 24, 2026 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Parks & Facilities-Capital Projects – The Parks Fair & Facilities Department requests that 2026 budget funds be returned to the Ending Fund Balance because the project was completed and paid for in 2025/(\$10,000)

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: February 10, 2026

Mike French, Chair

Publish: February 14 and 21, 2026

Bill: Commissioners' Office

c: Budget Coordinator
Department(s)
Treasurer

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: January 30, 2026

Budget Hearing/Meeting Date: February 24, 2026

- 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.	30501.911. ✓	Budget Name	Parks and Facilities – Capital Projects ✓
---------------------------------	--------------	--------------------	---

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30501.911. ✓	Parks and Facilities – Capital Projects ✓	59476.63.2248 ✓	Courthouse Fuel Tank Repair/ Maintenance ✓	-\$10,000 ✓
Total				-\$10,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30501.911. ✓	Parks and Facilities – Capital Projects ✓	50800.00.0000 ✓	Ending Fund Balance ✓	-\$10,000 ✓
Total				-\$10,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Parks Fair & Facilities Department requests that funds from the approved 2026 budget be returned to the Ending Fund Balance. This project, while originally planned for 2026, was completed and paid for within the 2025 budget year.

County Official Approval: _____

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

R M C C O
Todd Mielke

Eric
[Signature]



AGENDA ITEM SUMMARY

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

3b

FEB 10 2026

Department: BOCC

WORK SESSION Meeting Date: 2/9/26

REGULAR AGENDA Meeting Date: 2/10/26

Required originals approved and attached?

Will be provided on:

Item summary:

- | | | |
|---|--|--|
| <input type="checkbox"/> Call for Hearing | <input type="checkbox"/> Contract/Agreement/MOU - Contract # | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Proclamation | <input type="checkbox"/> Budget Item |
| <input type="checkbox"/> Draft Ordinance | <input type="checkbox"/> Final Ordinance | <input checked="" type="checkbox"/> 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 February 24, 2026.

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

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

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

County Official signature & print name:  Eleanor Hill

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

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

Budget Supplementals 2-10-26
Revised: 3-04-2019



NOTICE OF SUPPLEMENTAL APPROPRIATIONS BUDGET MEETING

Notice is hereby given Clallam County will consider by Resolution of the Board, the supplemental budget appropriations in the following funds pursuant to RCW 36.40.100, at 10 a.m. on February 24, 2026 in the Commissioners' Meeting Room (160) of the Clallam County Courthouse.

Health & Human Services-Environmental Health

- Department of Health Consolidated Contract Amendment #9 adds a \$218,392 two-year pollution identification and correction (PIC) grant, funding professional services for Tyler software consultants, with additional funds to be added later/\$47,877
- Environmental Health received a Puget Sound Partnership (PSP) grant to fund onsite septic projects and support implementation of the Tyler Health module for managing septic inspections/\$94,292

Public Works-Roads – Lodging Tax award from the City of Forks for the Calawah to Sitkum Sol Duc Road segment of the Olympic Discovery Trail/\$44,000

Sheriff-Emergency Services - Wildfire defense plan costs were mostly incurred and reimbursed in 2025, but final expenses and some reimbursements will occur in 2026/\$38,685

Sheriff-Jail - The fingerprint machine was purchased in 2025, with reimbursement through the NCHIP Grant received in 2026/\$19,497

Sheriff-Operations - A quarterly payment for 2025 Jamestown Contract Policing services was received in 2026, requiring an increase to the 2026 revenue line to properly record the payment/\$75,000

Sheriff-Nine-One-One Enhanced - A new E911 dispatch equipment grant requires increasing both revenue and expenditure lines to account for the additional funds/\$178,289

Noxious Weed Control - Unused funds from last year's WA Department of Agriculture knotweed grant, due to staff shortages, will be used for seasonal staff and vehicle rental before the grant expires in June 2027/\$8,200

Parks & Facilities-Capital Projects - The Parks Fair & Facilities Department requests 2025 budget funds be carried over to 2026 to complete the Courthouse Security/Safety Assessment project, delayed due to procurement issues/\$73,757

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: February 10, 2026

Mike French, Chair

Publish: February 14 and 21, 2026

Bill: Commissioners

c: Budget Coordinator

Treasurer

Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 01/14/2026 ✓ Budget Hearing/Meeting Date: 02/24/2026 ✓

- 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
---------------------------------	-----------	--------------------	--------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS – Env Health	33366.12.3300 ✓	National Estuary PS SS12 Task 3 ✓	47,877
Total				47,877

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS – Env Health ✓	56254.41.0020 ✓	Professional Services ✓	47,877
Total				47,877

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract Amendment #9 is adding funding for a PIC grant through the National Estuary program. This will be a 2 year grant for \$218,392. This budget supplemental is adding funding to the professional services line to subcontract with Tyler software consultants. Additional funding that has been awarded will be brought in at a later date after further project task determination and planning have been completed.

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

Jodd Melthe

Etie

SeCLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 01/20/2026 ✓ Budget Hearing/Meeting Date: 02/24/2026 ✓

- 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 ✓
---------------------------------	-------------	--------------------	----------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511 ✓	HHS – Env Health ✓	33366.45.6200 ✓	PSP – OSS Management ✓	94,292 ✓
Total				94,292 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511 ✓	HHS – Env Health ✓	56254.31.0020 ✓	Operating supplies ✓	1,704 ✓
00100.511 ✓	HHS – Env Health ✓	56254.41.0020 ✓	Professional Services ✓	48,370 ✓
00100.511 ✓	HHS – Env Health ✓	56254.41.5075 ✓	Interfund: HHS Operations ✓	16,568 ✓
00100.511 ✓	HHS – Env Health ✓	56254.45.0010 ✓	Building / Office Rental ✓	2,000 ✓
00100.511 ✓	HHS – Env Health ✓	56254.49.0150 ✓	Homeowner Septic Incentives ✓	18,000 ✓
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance ✓	7,650 ✓
Total				94,292 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Environmental Health has been awarded a new grant from the Puget Sound Partnership. This grant provides revenues for onsite septic projects. It will also cover the initial cost and implementation of the Tyler Health module to manage onsite septic inspection information.

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

[Handwritten Signature]
[Handwritten Signature]

[Handwritten Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 01.28.26 ✓

Budget Hearing/Meeting Date: 02.24.26 ✓

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

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

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

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

Budget Reduction – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	10101.611	Budget Name	PW - Roads ✓
---------------------------------	-----------	--------------------	--------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
10101.611 ✓	PW – Roads ✓	33700.00.0060 ✓	Lodging Tax Award – City of Forks ✓	\$44,000 ✓
Total				\$44,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
10101.611 ✓	PW – Roads ✓	59510.41.7777 ✓	PW Other Services and Charges ✓	\$44,000 ✓
Total				\$44,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Lodging Tax award from the City of Forks for the Calawah to Sitkum Sol Duc Road segment of the Olympic Discovery Trail.

County Official Approval:

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

Todd Muelke

Effie

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/28/2026 ✓

Budget Hearing/Meeting Date: 2/24/2026 ✓

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

Budget Number xxxxx.xxx.	11061.811 ✓	Budget Name	Sheriff – Nine-One-One Enhanced ✓
---------------------------------	-------------	--------------------	-----------------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11061.811 ✓	Sheriff - Nine-One-One Enhanced ✓	33401.80.0033 ✓	Enhanced 911 from Emergency Management ✓	178,289 ✓
Total				178,289 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11061.811 ✓	Sheriff - Nine-One-One Enhanced ✓	52870.41.0570 ✓	E911 Reimbursements to PenCom ✓	178,289 ✓
Total				178,289 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Due to a grant awarded for E911 dispatch equipment, both the revenue line and corresponding expenditure line needs to be increased to receive and disburse the unanticipated extra funds.

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

[Signature]
[Signature]

[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: January 30, 2026 ✓

Budget Hearing/Meeting Date: February 24, 2026 ✓

- 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.	30501.911. ✓	Budget Name	Parks and Facilities – Capital Projects ✓
---------------------------------	--------------	--------------------	---

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30501.911. ✓	Parks and Facilities – Capital Projects ✓	50800.00.0000 ✓	Ending Fund Balance ✓	\$73,757 ✓
Total				\$73,757 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30501.911. ✓	Parks and Facilities – Capital Projects ✓	59476.63.2145 ✓	Courthouse Security/Safety Assessment ✓	\$73,757 ✓
Total				\$73,757 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Parks Fair & Facilities Department is requesting that funds in the approved 2025 budget be carried over to 2026 to complete the Courthouse Security/Safety Assessment project. Delays in product procurement have pushed the anticipated completion date to early 2026, rather than late 2025 as originally planned.

County Official Approval: _____

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

R. Muelle
Todd Muelle

Eric
[Signature]



AGENDA ITEM SUMMARY

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

36

FEB 10 2026

Department: BOCC

WORK SESSION Meeting Date: 2/9/26

REGULAR AGENDA Meeting Date: 2/10/26

Required originals approved and attached?

Will be provided on:

Item summary:

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- 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 February 24, 2026

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

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

See attached forms.

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:  Eleanor Hill

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

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

Budget Debatables 2-10-26
Revised: 3-04-2019



BUDGET RESOLUTION _____, 2026

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:

Coroner – Funding needed to purchase equipment such as gurneys & a loading deck to convert van for decedent transport/\$10,000

Sheriff-Animal Control - A two-day spay and neuter clinic is planned for late February to help address pet overpopulation. The event, organized by Center Valley Animal Rescue and Spay to Save, is requesting \$4,925 in county funding for supplies, facility rental, and volunteer meals/\$4,925

Parks & Facilities-Real Estate Excise Tax (REET) – The Parks Fair & Facilities Department is requesting an additional \$80,000 to cover cost overruns for the Courthouse/Juvenile TRANE Upgrade project beyond the 2026 budget allocation/\$80,000

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 February 24, 2026 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 10th day of February 2026

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

Randy Johnson

Mark Ozias

ATTEST:

Loni Gores, MMC, Clerk of the Board

Publish: February 14 and 21, 2026

Bill: Commissioners

c: Budget Coordinator
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 01/27/2026

Budget Hearing/Meeting Date: 2/24/2026

- 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.	00100.843	Budget Name	Coroner
---------------------------------	-----------	--------------------	---------

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	10,000
Total				\$10,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.843	Coroner	56320.35.0010	Small Tools & Minor Equipment	10,000
Total				\$10,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Funding needed to purchase equipment such as gurneys and a loading deck to convert van for decedent transport

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

John Melke

Ettil

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/28/2026 ✓

Budget Hearing/Meeting Date: 2/24/2026 ✓

- **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.	00100.813	Budget Name	Sheriff – Animal Control
---------------------------------	-----------	--------------------	--------------------------

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 ✓	4,925 ✓
Total				4,925 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.813 ✓	Sheriff – Animal Control ✓	55430.31.0065 ✓	Food ✓	700 ✓
00100.813 ✓	Sheriff – Animal Control ✓	55430.41.0020 ✓	Professional Services ✓	4,225 ✓
Total				4,925 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

To help combat the overpopulation problem our county faces with cats and dogs, the Animal Solutions Advisory Committee has been working with animal service providers to offer free or low cost spay and neuter clinics for our citizens. Since there is far more demand than surgery schedules and donations allow, a larger scale, two-day clinic is planned for the end of February to make head way against the waiting lists and help halt accidental breeding. Center Valley Animal Rescue and Spay to Save will be the primary organizers, and are requesting a \$4,000 county donation towards their supply costs. An additional amount of \$225 is being requested to cover the rental rate for use of a fairgrounds building for the event, and \$700 to provide lunch and refreshments for the volunteers running the event.

County Official Approval: _____

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

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: January 30, 2026

Budget Hearing/Meeting Date: February 24, 2026

- 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.	30101.911.	Budget Name	Parks and Facilities – REET
---------------------------------	------------	--------------------	-----------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911.	Parks and Facilities – REET	50800.00.0000	Ending Fund Balance	\$80,000
Total				\$80,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911.	Parks and Facilities – REET	59476.62.1625	Courthouse/Juvenile TRANE Upgrade	\$80,000
Total				\$80,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Parks Fair & Facilities Department is requesting additional funding for the Courthouse/Juvenile TRANE Upgrade project due to increased costs. The original \$200,000 estimate from 4–5 years ago is about \$80,000 below the updated total. The new estimate includes a \$215,000 quote, \$17,000 in engineering costs, 8.9% tax, and a 10% contingency, bringing the total to approximately \$280,000.

County Official Approval: 

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



