

# Kitsap Public Health District Consent Agenda Agreement Summary January 7, 2020

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
<b>1560 Amendment 3 (2037)</b>	NA	<b>City of Bremerton</b> <i>Reimbursement Agreement</i>	Amendment	01/01/2017-12/31/2020	<b>\$30,000</b>	<b>\$0</b>
<b>Description:</b> Extends the term to December 31, 2020 and adds additional \$30,000 funding in support of security guard services at Salvation Army for a revised maximum consideration of \$120,000.						
<b>1689 Amendment 1 (2050)</b>	WQC-2017-KitPHD-00039	<b>WA State Dept. of Ecology</b> <i>Water Quality Combined Financial Assistance Agreement</i>	Interlocal Agreement	03/01/2017-02/29/2020	\$100,000	\$0
<b>Description:</b> Extends the term to 4/30/2020 to allow KPHD adequate time to complete project task deliverables and final reporting requirements.						
<b>2045</b>	KC-021-20	<b>Kitsap County</b> <i>Kitsap Connect</i>	Interlocal Agreement	01/01/2020-12/31/2020	\$380,105	\$0
<b>Description:</b> Blue shading indicates the agreement was approved via email December 17th by Board Chair Robert Gelder and Vice-Chair Robert Putaansuu, and is on the January Consent Agenda for Board affirmation. Approves Contract with Kitsap County for our Kitsap Connect program through the County's 1/10 <sup>th</sup> of 1% grant program.						
<b>2046</b>	11323-20-DATA	<b>Clallam County</b> <i>Communicable Disease/Opioid Dashboard</i>	Interlocal Agreement	01/01/2020-12/31/2020	\$33,182	\$0
<b>Description:</b> KPHD epidemiology staff to prepare monthly communicable disease reports, update opioid surveillance dashboard/reports, and support general data requests for/from Clallam County.						

<b>2049</b>	KC-061-20	<b>Kitsap County</b> <i>Therapeutic Court Tax Programs</i>	Interlocal Agreement	01/01/2020-12/31/2020	\$48,146	\$0
<b>Description:</b> KPHD to provide monitoring and evaluation of the operation and delivery of Mental Health, Chemical Dependency and Therapeutic Court Tax Programs for the purpose of ensuring transparency, accountability and collaboration						
<b>2053</b>	KC-529-19	<b>Kitsap County</b> <i>Clean Water Kitsap</i>	Interlocal Agreement	01/01/2020-12/31/2020	\$1,230,000	\$0
<b>Description:</b> Provides a mechanism for implementation of programs within the Clean Water Kitsap (CWK) partnership to coordinate stormwater management programs and services to achieve a comprehensive approach to surface water management.						

**AMENDMENT NO. 3 TO SERVICES REIMBURSEMENT AGREEMENT  
BETWEEN CITY OF BREMERTON AND KITSAP PUBLIC HEALTH DISTRICT**

THIS AMENDMENT NO. 3 to the Services Reimbursement Agreement ("Agreement") entered March 6, 2017, between the City of Bremerton and Kitsap Public Health District, referred to collectively as the "Parties," for reimbursement of expenses for security services, is based upon the following recital of facts:

WHEREAS, the current Agreement expires December 31, 2019; and

WHEREAS, the Parties desire to extend the current term and reimbursement provisions of the Agreement; and

WHEREAS, the Agreement requires modification to be made by written instrument signed by both Parties;

**NOW THEREFORE**, the Parties hereby agree:

1. Section II of the Agreement, "Term," is hereby amended to extend the expiration date of the Agreement to December 31, 2020.

2. Section III of the Agreement, "Reimbursement," is hereby amended to increase the reimbursement to an amount not to exceed One Hundred Twenty thousand dollars and 00/100 (\$120,000.00), including any amount already paid to reimburse for services provided in 2017, 2018 and 2019.

3. All other terms of the Agreement as amended shall remain in full force and effect.

**IN WITNESS THEREOF**, the Parties hereto have executed this Amendment No. 3 as of the date and year last written below.

**KITSAP PUBLIC HEALTH DISTRICT**

**CITY OF BREMERTON**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
ROGER A. LUBOVICH, City Attorney

\_\_\_\_\_  
ANGELA WOODS, City Clerk



**AMENDMENT NO. 1  
TO AGREEMENT NO. WQC-2017-KitPHD-00039  
BETWEEN  
THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY  
AND  
Kitsap Public Health District**

**PURPOSE:** To amend the above-referenced agreement (AGREEMENT) between the state of Washington Department of Ecology (ECOLOGY) and Kitsap Public Health District (RECIPIENT) for the Kitsap County 4A and 4B Listed Stream Restoration Project (PROJECT).

The purpose of this amendment is to extend the expiration date to allow the RECIPIENT adequate time to complete project task deliverables and final reporting requirements.

IT IS MUTUALLY AGREED that the AGREEMENT is amended as follows:

Expiration Date:

Original: 02/29/2020 Amended: 04/30/2020

**CHANGES TO THE BUDGET**

**Funding Distribution EG170180**

Funding Title: Section 319 and Centennial

Funding Type: Grant

Funding Effective Date: 03/01/2017

Funding Expiration Date: 04/30/2020

Funding Source:

Title: Centennial - SFY17

Type: State

Funding Source %: 29.69%

Description: The Centennial Clean Water Program provides grants for nonpoint source pollution control activity projects and wastewater facility construction projects in smaller, financially distressed communities.

Title: Section 319 - SFY17

Type: Federal  
Funding Source %: 70.31%  
Description: The Environmental Protection Agency provides support to Washington State to implement its state nonpoint source management program developed under the Clean Water Act Section 201(g)(1)(B) Under Section 319(h). This program provides grants for nonpoint source pollution control efforts to local governments such as towns, cities, counties, and related special purpose districts, as well as tribal entities and nonprofit organizations.

Federal Awarding Agency: U.S. Environmental Protection Agency  
Federal Awarding Agency Contact: Michelle Wilcox  
Federal Awarding Agency Phone: 360-753-9469  
Federal Awarding Agency Email: wilcox.michelle@epa.gov  
Federal Awarding Agency Address: EPA Washington Operations Office 300 Desmond Dr SE # 102, Lacey, WA 98503

CFDA Catalog Name: Nonpoint Source Implementation

CFDA Number: 66.460  
FAIN: C9-00044909-0  
Research Grant: No  
Federal Award Date: 09/28/2015  
Total Federal Award Amount: \$2,887,900.00  
Federal Funds Obligated To Recipient: \$210,930.00

Approved Indirect Costs Rate: Approved Rate Negotiated Between ECOLOGY and RECIPIENT: 25%  
Recipient Match %: 25%  
InKind Interlocal Allowed: Yes  
InKind Other Allowed: No  
Is this Funding Distribution used to match a federal grant? Yes

Section 319 and Centennial	Task Total
Pollution Identification and Correction	\$ 342,666.00
Monitoring	\$ 26,667.00
Project Administration/Management	\$ 6,667.00
Public Education and Outreach	\$ 24,000.00

**Total: \$ 400,000.00**



**Funding Distribution Summary**

**Recipient / Ecology Share**

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
Section 319 and Centennial	25 %	\$ 100,000.00	\$ 300,000.00	\$ 400,000.00
Total		\$ 100,000.00	\$ 300,000.00	\$ 400,000.00

## AUTHORIZING SIGNATURES

All other terms and conditions of the original Agreement including any Amendments remain in full force and effect, except as expressly provided by this Amendment.

The signatories to this Amendment represent that they have the authority to execute this Amendment and bind their respective organizations to this Amendment.

This amendment will be effective 03/01/2020.

IN WITNESS WHEREOF: the parties hereto, having read this Amendment in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State  
Department of Ecology

Kitsap Public Health District

By: \_\_\_\_\_

Heather R. Bartlett  
Water Quality  
Program Manager

Date

By: \_\_\_\_\_

Keith James Grellner  
Administrator

Date

Template Approved to Form by  
Attorney General's Office



## **AGREEMENT KC-021-20**

This Agreement is entered into between Kitsap County and the Kitsap Public Health District for the Crisis Response and Coordinated Care Project (Kitsap Connect).

### **I. Purpose**

This Agreement is for the appropriation of \$380,105, for the purpose of augmenting state and federal funding of mental health, chemical dependency and therapeutic court programs and services with the goal of preventing and reducing the impacts of disabling chemical dependency and mental illness by creating and investing in effective, data-driven programs for a continuum of recovery-oriented systems of care per RCW 82.14.460 for the time period January 1, 2020 – December 31, 2020. Funding must be used solely for the purpose of providing for the operation or delivery of chemical dependency or mental health treatment programs and services and for the operation or delivery of therapeutic court programs and services. No funding provided under this Agreement may be used to supplant existing funding for these programs.

### **II. Collaboration and Collective Impact**

The Kitsap Public Health District shall take the initiative to work with other systems to reduce fragmentation or duplication and to strengthen working relationships utilizing collective impact strategies. The Kitsap Public Health District will provide quarterly updates on collaborative efforts and outreach activities that will include issues mutually identified by the Kitsap Public Health District and respective systems that can be addressed through collective impact strategies. Examples of such systems include: mental health, aging, veterans, child protection and welfare, adult protection and welfare, education, juvenile justice, housing, employment services, primary health care plans and other publicly-funded entities promoting substance abuse and mental health services.

All entities providing services to working age adults and youth shall establish a connection with the local WorkSource system to ensure people have access to employment training and placement services.

### **III. Identification and Coordination of Available Funding Sources**

The Kitsap Public Health District is required to identify and coordinate available funding resources to pay for the mental health and chemical dependency services funded by this Agreement, including Federal (Medicaid and Affordable Care Act, etc.), State, local, private insurance and other private sources. The 1/10<sup>th</sup> of 1% funding should be utilized as a Payor of Last Resort.

#### **IV. Project Description**

This project will provide behavioral health services within the Crisis Intervention level of the continuum of care and addresses the following strategic goals:

- Improve the health status and wellbeing of Kitsap County residents.
- Reduce the number of chemically dependent and mentally ill youth and adults from initial or further criminal justice system involvement.
- Reduce the number of people in Kitsap County who recycle through our criminal justice systems, including jails and prisons.
- Reduce the number of people in Kitsap County who use costly interventions including hospitals, emergency rooms, and crisis services.

Kitsap Connect is a multi-disciplinary collective impact program that provides innovative outreach, engagement, and care coordination services to 85 Kitsap residents in Bremerton and Central Kitsap who are inappropriately engaged with, and are the highest-utilizers of, costly health and social services including emergency medical services (EMS), emergency departments (ED), law enforcement and jail, and to those who are not effectively utilizing existing health and social resources. These practices place them at high risk for housing instability, eviction, homelessness, untreated or poorly managed mental illness, untreated chemical dependency, and complications from complex illness and disease.

#### **V. Project Activities**

Kitsap Public Health District will be the backbone agency for the Kitsap Connect collective impact program and coordinate the efforts of the following multi-disciplinary team:

**Program Coordinator (Kitsap Public Health District):** Responsibilities include leading daily huddle and weekly team meetings, coordination between partner agencies, data collection and entry for grant reporting, researching funding sources, attending community meetings, vets and outreaches to referrals, and on-going program improvement.

**Public Health Nurse (Kitsap Public Health District):** Responsibilities include coordination with medical providers and other health agencies, triages, community outreach, home visits, vital checks, medication management, attending appointments, and providing medication and health education.

**Housing Outreach Coordinator (Housing Solutions Center):** Responsibilities include actively researching housing opportunities, advocating to landlords, addressing barriers to housing such as lack of documents or legal issues, community outreach, home visits, and providing warm handover to Housing Case Manager upon client being housed.

**Licensed Mental Health Professional (Peninsula Community Health Services):** Responsibilities include serving Peninsula Community Health

Services (PCHS) Kitsap Connect clients, referring non-PCHS clients to appropriate mental health services, intake assessments, individual counseling, coordinating with other mental health providers for higher level of care if needed, and assisting with mental health crises and connecting to crisis triage, Designated Crisis Responders (DCR), and emergency services.

**Chemical Dependency Professional (Peninsula Community Health Services):** Responsibilities include serving Peninsula Community Health Services (PCHS) Kitsap Connect clients, referring non-PCHS clients to appropriate substance abuse services, coordinating recovery support services such as Medication Assisted Treatment (MAT), detoxification, inpatient/outpatient treatment, and providing supportive individual counseling for substance use disorders.

**Community Health Worker (Peninsula Community Health Services):** Responsibilities include outreach and engagement activities with Kitsap Connect clients via telephone, face-to-face meetings, etc in order to address key barriers to stability and linkages to services. This includes meeting clients at various agencies across the community to ensure optimal success engaging with services such as healthcare, behavioral health, transportation, applying for cell phones, attending appointments, picking up medications, etc.

**Case Manager (Salvation Army):** Responsibilities include overseeing all care coordination for caseload, coordination between appropriate team members and partners to ensure follow through, identifying and addressing barriers to accessing resources, accompanying clients to appointments, helping to obtain and fill out applications, community outreach and home visits.

## **VI. Project Design**

Kitsap Connect will provide care plans and outreach, engagement, and care coordination services. Care coordination will include accompaniment to behavioral health, housing, and social service appointments; tracking down official documents needed to secure housing or social security payments; coordinating transportation for clients to appointments; negotiating substance abuse recovery screening and placement; coordinating vital health care appointments necessary to stabilize the client's health; arranging for housing placement; and problem-solving when issues arise with service providers about client mis-behavior or non-compliance. Kitsap Connect will track progress for each client according to an established care plan, which the client participates in developing and modifying over time. Improvement in Knowledge, Behavior, and Status (KBS) within defined areas of concern for targeted intervention will be tracked including:

- Abuse - a client's ability to identify abusive behavior, strategize a safety plan, and internalize information around boundary setting in relationship.
- Health Care Supervision - client's obtaining preventative health care, receiving health care in a timely manner and following up on health care appointments – including behavioral health.

- Income - clients increasing their awareness of financial and community resources, developing a budget and prioritizing spending, and having money to pay for bare necessities.
- Mental Health - clients increasing their awareness of the effects of life stressors, coping skills, adverse mental health symptoms, and at least one treatment option for help; practicing mental health self-care.
- Residence— clients increasing their awareness of housing, resources, and tenant's rights; making an effort to look for stable housing and maintain housing; and identify household hazards.
- Substance Use – client's awareness of the dangers of substance use, self-awareness of use.
- Cognition – clients seeking, accepting, and utilizing resources/assistance, does for self what they are able, knowledge of deficits and ways to deal with limitations and having appropriate supports in place; knowledge of resources and how to access

## **VII. Project Outcomes and Measurements**

The Kitsap Public Health District will participate in the Evaluation Plan for Treatment Sales Tax Programs. Programs or services implemented under the Treatment Sales Tax are monitored by the Citizens Advisory Committee. The Kitsap Public Health District will have an evaluation plan with performance measures developed in partnership with Kitsap Public Health District Epidemiologist. The emphasis will be on capturing data at regular intervals that can be used to determine whether Treatment Sales Tax funded programs met expectations. Some common measures will be identified that will be reported on. Evaluation efforts must include standardized data collection and reporting processes that produce the following types of information:

- Quantity of services (outputs)
- Level of change occurring among participants (outcomes)
- Return-on-investment or cost-benefit (system savings) if evidence-based
- Adherence to the model (fidelity)
- Common measures (to be identified by the Citizens Advisory Committee and Kitsap Public Health District staff that all programs must report on)

Data will be collected to monitor the following goals and objectives identified by the Kitsap Public Health District:

Goal #1: Improve the mental health and physical health and well-being of highly vulnerable clients.

Objective #1: By December 31, 2020, serve at least 25 highly vulnerable, costly clients with established care plans.

Objective #2: By December 31, 2020, serve at least 60 community members in need who are not active Kitsap Connect clients to provide referrals and linkages to community resources.

Objective #3: By December 31, 2020, the following percent of enrolled clients (those participating at least 3 months-does not have to be consecutive) will make progress on their tailored care plan as evidenced by improved Knowledge, Behavior and Status (KBS) scores:

- Knowledge: 80%
- Behavior: 85%
- Status: 85%

Objective #4: By December 31, 2020, at least 30% of clients will report having becoming engaged or re-engaged with mental health services as measured by a quarterly survey and/or be regularly taking a medication to help with mental health concerns.

Objective #5: By December 31, 2020, 30% of clients report moderate to high level of confidence that they can reduce or eliminate dependence on alcohol or other drugs should they choose to as measured by a quarterly survey.

Goal #2: Enhance linkages to comprehensive services including care coordination, access to medication, prompt access to benefits, health care.

Objective #6: By December 31, 2020, there will be a 50% increase in the number of attended outpatient visits with Peninsula Community Health Services (PCHS) for high utilizers as compared to baseline.

Goal #3: Increase access to stable housing for those Kitsap County residents with mental illness and/or substance use disorders.

Objective #7: By December 31, 2020 50% of clients served in 2020 who entered the program as homeless will have been placed in either temporary or stable housing.

Goal #4: Improve the health and well-being of Kitsap Residents:

Objective #8: By December 31, 2020, 80% of clients served in 2020 report improvement in well-being as measured by an anonymous quarterly services survey.

Objective #9: By December 31, 2020, 90% of clients served in 2020 report moderate to high level of satisfaction with program as measured quarterly and at discharge with the internal Satisfaction Survey.

Objective #10: By December 31, 2020, there will be a statistically significant increase in the average Hope Score for the cohort (those participating at least 3 months-does not have to be consecutive) as compared to baseline as measured twice yearly with the Condensed Hope Scale.

Goal #5: Reduce usage of costly health, social, and public services resulting in cost savings.

Objective #11: By December 31, 2020, there will be a statistically significant decrease in the average emergency services used by high utilizers in the most recent 12 months enrolled in the program (those participating at least 3 months- does not have to be consecutive) compared to their baseline (12 months prior to enrollment).

Objective #12: By December 31, 2020, Emergency Medical Services high utilizers enrolled in the program (those participating at least 3 months- does not have to be consecutive) reduce the number of calls by 20 % from baseline.

Objective #13: By December 31, 2020, inappropriate or high emergency department utilizers enrolled in the program (those participating at least 3 months- does not have to be consecutive) reduce their number of Emergency Department visits by 20% from baseline.

Objective #14: By December 31<sup>st</sup> 2020, the number of jail bed days for enrolled participants (at least non/consecutive 3 months) statistically significantly decreased compared to equal time span before enrollment.

Goal #6: Improve system efficiency through enhanced coordination and collaboration of social, public, and health service providers.

Objective #15: By December 31, 2020, at least 20 High Utilizer Care Coordination Team meetings will be held with a variety of diverse partner agencies.

Objective #16: By December 31, 2020, 90% of agencies participating in care coordination and/or on the Advisory Committee will report improved collaboration via a Systems Assessment Survey during the 4<sup>th</sup> Quarter of program.

## **VIII. Data Collection**

The Kitsap Public Health District will provide a Quarterly Report to the Kitsap County Department of Human Services by April 30, July 31, October 31, 2020 and January 31, 2021 each year funding is received under this grant detailing progress made on program outcomes during the quarter, what other funding sources have been investigated, and what the future potential for alternative funding is. In addition, outcomes identified in the Evaluation Plan for Mental Health, Chemical Dependency and Therapeutic Court Programs will be reported.

## **IX. Billing and Payment**

Payments to Kitsap Public Health District shall be requested using an invoice form, which is supplied by the County. Kitsap Public Health District invoices must be sent to the County by the fifteenth (15th) calendar day after the end of the month.

The Kitsap Public Health District is authorized to receive payments in accordance with the cost reimbursable budget included under this Agreement. The Kitsap Public Health District will comply with the following standards as applicable.

Reimbursement Request – Upon Completion of each month, the Kitsap Public Health District must provide to the County a written explanation of expenditures which are less than 90% of, or more than 115% of the year-to-date budgeted total.

All payments to be made by the County under this Agreement shall be made to:

Kitsap Public Health District  
345 6th Street, Suite 300  
Bremerton, WA 98337

The Agreement shall not exceed the total amount indicated on the cover sheet of this Agreement and any other modifications hereof.

## **X. Duration**

This agreement is in effect from January 1, 2020 – December 31, 2020.

## **XI. Amendments**

This agreement may only be modified by one or more written amendments duly approved and executed by both parties.

## **XII. Attachments**

The parties acknowledge that the following attachments constitute a part of this agreement:

**Attachment A:      Budget**

This Agreement shall be effective January 1, 2020.

DATED this \_\_\_\_ day \_\_\_\_\_, 2019.

DATED this \_\_\_\_ day \_\_\_\_\_, \_\_\_\_ 2020.

**CONTRACTOR**  
**KITSAP PUBLIC HEALTH DISTRICT**

**KITSAP COUNTY BOARD OF**  
**COMMISSIONERS**

\_\_\_\_\_  
Keith Grellner, Administrator

\_\_\_\_\_  
**CHARLOTTE GARRIDO**, Chair

\_\_\_\_\_  
**ROBERT GELDER**, Commissioner

\_\_\_\_\_  
**EDWARD E. WOLFE**, Commissioner

**ATTEST:**

\_\_\_\_\_  
Dana Daniels, Clerk of the Board

**Approved as to form by the Prosecuting Attorney's Office**



# ATTACHMENT A: BUDGET SUMMARY/ESTIMATED EXPENDITURES

## Kitsap County Human Services Department Expenditure Plan: January 1, 2020 - December 31, 2020

Agency Name: Kitsap Public Health District  
 Project Name: Kitsap Connect  
 Contract: \$380,105 Contract # KC-021-20

Contract Line item	1/1/2020 3/31/2020	4/1/2020 6/30/2020	7/1/2020 9/30/2020	10/1/2020 12/31/2020	Total Budget
<b>Personnel</b>	<b>\$ 37,639.00</b>	<b>\$ 37,639.00</b>	<b>\$ 37,638.00</b>	<b>\$ -</b>	<b>\$ 112,916.00</b>
Administration	8,309.00	8,309.00	8,309.00	-	24,927.00
Staff	24,065.00	24,065.00	24,064.00	-	72,194.00
Total Benefits	5,265.00	5,265.00	5,265.00	-	15,795.00
<b>Supplies &amp; Equipment</b>	<b>\$ 1,100.00</b>	<b>\$ 1,100.00</b>	<b>\$ 1,100.00</b>	<b>\$ 1,100.00</b>	<b>\$ 4,400.00</b>
Equipment	-	-	-	-	-
Office Supplies	155.00	155.00	155.00	155.00	620.00
Client Incidentals	945.00	945.00	945.00	945.00	3,780.00
<b>Administration</b>	<b>\$ 7,589.00</b>	<b>\$ 8,857.00</b>	<b>\$ 9,119.00</b>	<b>\$ 9,817.00</b>	<b>\$ 35,382.00</b>
Advertising/Marketing	-	-	-	-	-
Charting Software	1,500.00	-	-	-	1,500.00
Communication	750.00	750.00	750.00	750.00	3,000.00
Insurance/Bonds	2,758.00	2,758.00	2,758.00	2,758.00	11,032.00
Dues	-	-	250.00	-	250.00
Training/Travel/Transportation	375.00	375.00	375.00	375.00	1,500.00
% Indirect (Limited to 5%)	2,206.00	4,974.00	4,986.00	5,934.00	18,100.00
Other (Describe):	-	-	-	-	-
Other (Describe):	-	-	-	-	-
<b>Operations &amp; Maintenance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Janitorial Service	-	-	-	-	-
Maintenance Contracts	-	-	-	-	-
Maintenance of Existing Landscaping	-	-	-	-	-
Repair of Equipment and Property	-	-	-	-	-
Utilities	-	-	-	-	-
Other (Describe):	-	-	-	-	-
Other (Describe):	-	-	-	-	-
<b>Sub-Contracts</b>	<b>\$ -</b>	<b>\$ 56,856.00</b>	<b>\$ 56,856.00</b>	<b>\$ 113,695.00</b>	<b>\$ 227,407.00</b>
Organization: KCR	-	11,156.00	11,156.00	22,313.00	44,625.00
Organization: PCHS	-	27,565.00	27,565.00	55,121.00	110,251.00
Organization: Salvation Army	-	18,135.00	18,135.00	36,261.00	72,531.00
<b>Project Budget Total</b>	<b>\$ 46,328.00</b>	<b>\$ 104,452.00</b>	<b>\$ 104,713.00</b>	<b>\$ 124,612.00</b>	<b>\$ 380,105.00</b>



## IT PERSONAL SERVICES AGREEMENT

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

Name: Kitsap Public Health District  
 Address: Norm Dicks Government Center  
 345 6<sup>th</sup> Street; Suite 300  
 Bremerton, WA 98337-1866  
 Phone N<sup>o</sup>: 360-900-7025

(hereinafter called "Contractor").

This Agreement is comprised of:

- ☒ Attachment A - Scope of Work
- ☒ Attachment B – Compensation
- ☒ Attachment C - General Conditions
- ☒ Attachment D - Special Terms and Conditions
- ☐ Attachment E (specify) –

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

The term of this Agreement shall commence on the 1st day of January 2020 and shall, unless terminated as provided elsewhere in the Agreement, terminate on the 31st day of December 2020.

IN WITNESS WHEREOF, the parties have executed this Agreement on this            day of            2019.

CONTRACTOR

CLALLAM COUNTY ADMINISTRATOR

\_\_\_\_\_

\_\_\_\_\_

Print  
name: \_\_\_\_\_

Title:  
\_\_\_\_\_

Date: \_\_\_\_\_, 2019

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

Originals: BOCC  
 Vendor  
 Initiating Department  
 Copies: 1 with Contract Summary

**SCOPE OF WORK**

Clallam County Health & Human Services utilizes Kitsap Health District Epidemiology Services for a variety of programs and services. In 2020, services shall include:

Preparation of monthly Communicable Disease Report	0.5 hours per month
Update opioid surveillance dashboard/report	3 hours per quarter
General data requests/support	varies (hours per month)

For services above, total compensation shall not exceed \$6,000.00 for contract period.

In addition, Kitsap Health District Epidemiology Services will provide support to develop and assist in implementing a monitoring and evaluation system for the Behavioral Health funded providers/services to include:

Activity	Timeline/description	Duration/Frequency	Total hours or miles	Who	Cost
Technical assistance (TA) to grantees for M&E development and refinement	January-March: review/research / prep and meet/email with all projects	7 hours x approx. 3 new projects 3.5 hours x 15 continuation projects (approx. 18 projects)	73.5	Epidemiologist I/II	\$5,880
	April-Dec: TA to grantees as needed	Estimate 4 hours x approx. 18 projects	72	Epidemiologist I/II	\$5,760
Setup content in electronic reporting web platform	March	2 hours x approx. 3 new projects	6	Epidemiologist II	\$510
Ongoing management of electronic reporting web platform and the addition of new features	January-December	24 hours split CJK	8	IT	\$880
Quarterly report review and dashboard development, updates, summaries	January-December	Approx. 18 projects x 4 quarters x 2 hours each	144	Epidemiologist I/II	\$11,520
Participate in/present at 2 Advisory committee meetings	dates TBD	2 hours x 2 meetings	4	Epidemiologist II	\$340
Input/supervision	ongoing	1/2 hour x 12 months	6	Program Manager	\$570
Travel hours for in person meetings	TA=5; Advisory committee=2	5 meetings * 3 hours travel	15	Epidemiologist II	\$1,275
Travel mileage for in person meetings (Bremerton NDGC - Clallam County Courthouse)	TA=5; Advisory committee=2	5 meetings * 154 miles roundtrip	770	IRA Approved Mileage Rate	\$447
				<b>ESTIMATE TOTAL:</b>	<b>\$27,182</b>

Total contract for the period January 1, 2020 – December 31, 2020 not to exceed \$33,182.00.

**COMPENSATION**

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

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

**OR**

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

<b><i>Name/Position</i></b>	<b><i>Hourly Rate</i></b>
Epidemiology Program Manager	\$95.00 hr.
Epidemiologist II	\$85.00 hr.
Epidemiologist I	\$75.00 hr.
IT Program Manager II	\$110.00 hr.

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

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

In no event shall Contractor be compensated in excess of Thirty three thousand one hundred eighty two DOLLARS (\$33,182) for the completed work set forth in Attachment "A."

**2. AND**

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

**OR**

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

**OR**

☒ **c.** Other (specify): Reimbursement for mileage at current Clallam County rate.

**GENERAL CONDITIONS**

1. Scope of Contractor's Services. The Contractor agrees to provide to the County services and any materials set forth in the project narrative identified as Attachment A during the agreement period. No material, labor, or facilities will be furnished by the County, unless otherwise provided for in the Agreement.
2. Accounting and Payment for Contractor Services. Payment to the Contractor for services rendered under this Agreement shall be as set forth in Attachment B. Unless specifically stated in Attachment B, the County will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract.

The County shall compensate the Contractor through the County voucher system for the Contractor's service pursuant to the fee schedule set forth in Attachment B.

3. Delegation and Subcontracting. Contractor's services are deemed personal and no portion of this contract may be delegated or subcontracted to any other individual, firm or entity without the express and prior written approval of the County Project Manager.
4. Independent Contractor. The Contractor's services shall be furnished by the Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Attachment B and the Contractor is not entitled to any county benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental or other insurance benefits, or any other rights or privileges afforded to Clallam County employees. The Contractor represents that it maintains a separate place of business, serves clients other than the County, will report all income and expense accrued under this contract with the Internal Revenue Service on a business tax schedule, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

In the event that either the state or federal government determines that an employer/employee or master/servant relationship exists rather than an independent contractor relationship such that Clallam County is deemed responsible for federal withholding, social security contributions, workers compensation and the like, the Contractor agrees to reimburse Clallam County for any payments made or required to be made by Clallam County. Should any payments be due to the Contractor pursuant to this Agreement, the Contractor agrees that reimbursement may be made by deducting from such future payments a pro rata share of the amount to be reimbursed.

Notwithstanding any determination by the state or federal government that an employer/employee or master/servant relationship exists, the Contractor, its officers, employees and agents, shall not be entitled to any benefits that Clallam County provides to its employees.

5. No Guarantee of Employment. The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.
6. Regulations and Requirements. This Agreement shall be subject to all federal, state, and local laws, rules, and regulations.
7. Right to Review. This contract is subject to review by any federal or state auditor. The County shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the County Project Manager. Such review may occur with or without notice, and may include, but is not limited to, on-site inspection by County agents or employees, inspection of all records or other materials that the County deems pertinent to the

Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for three (3) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

8. Modifications. Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
9. Termination for Default. If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. Mail, postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor agrees to bear any extra expenses incurred by the County in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

10. Termination for Public Convenience. The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion that such termination is in the interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County.
11. Termination Due to Insufficient Funds. If sufficient funds for payment under this contract are not appropriated or allocated or are withdrawn, reduced, or otherwise limited, the County may terminate this contract upon five (5) days written notice to the Contractor. No penalty or expense shall accrue to the County in the event this provision applies.
12. Termination Procedure. The following provisions apply in the event that this Agreement is terminated:
  - (a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.
  - (b) The Contractor shall provide the County with an accounting of authorized services provided through the effective date of termination.
  - (c) If the Agreement has been terminated for default, the County may withhold a sum from the final payment to the Contractor that the County determines necessary to protect itself against loss or liability.
13. Defense and Indemnity Agreement.

- (a) The Contractor agrees to hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability,

loss, expenses, damages and judgments of any nature whatsoever, including reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property (including loss of use thereof) or business (including economic loss), caused by or arising out of the Contractor's acts, errors or omissions in the performance of the Contract. Provided, however, that the Contractor's obligation under this provision will not extend to injury, sickness, disability, death or damage caused by or arising out of the sole negligence of the County, its officers, officials, employees or agents.

(b) With regard to any claim against the County, its officers, officials, employees and agents by any employee of the Contractor, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section will not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. It is clearly agreed and understood by the parties to the Contract that the Contractor expressly waives any immunity the Contractor might have had under such laws. By executing the Contract, the Contractor acknowledges that the foregoing waiver has been mutually negotiated by the parties as is required by RCW 4.24.115, and that the provisions of this Section will be incorporated, as relevant, into any contract the Contractor makes with any subcontractor or agent performing work under the Contract.

(c) The Contractor's obligations under these provisions include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by the Contractor, the Contractor's employees, agents or subcontractors.

14. Industrial Insurance Waiver. With respect to the performance of this Agreement and as to claims against the County, its appointed and elected officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, as now or hereafter amended, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. Along with the other provisions of this Agreement, this waiver is mutually negotiated by the parties to this Agreement.
15. Venue and Choice of Law. In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Clallam. This Agreement shall be governed by the law of the State of Washington.
16. Withholding Payment. In the event the County Project Manager determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the County Project Manager determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than ten (10) days after it determines to withhold amounts otherwise due. A determination of the County Project Manager set forth in a notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provision of the Disputes clause of this Agreement. The County may act in accordance with any determination of the County Project Manager which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to the Contractor by reason of good faith withholding by the County under this clause.

17. Rights and Remedies. The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
18. Patent/Copyright Infringement. Contractor will defend, indemnify and save harmless County, its appointed and elected officers, agents and employees from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of the Contractor's alleged infringement on any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against the County, its appointed and elected officers, agents and employees in any action. Such defense and payments are conditioned upon the following:
- (a) That Contractor shall be notified promptly in writing by County of any notice of such claim.
  - (b) Contractor shall have the right, hereunder, at its option and expense, to obtain for the County the right to continue using the information, in the event such claim of infringement, is made, provided no reduction in performance or loss results to the County.
19. Disputes:
- (a) General. Differences between the Contractor and the County, arising under and by virtue of the contract documents shall be brought to the attention of the County at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The records, orders, rulings, instructions, and decision of the County Project Manager shall be final and conclusive 30 days from the date of mailing unless the Contractor mails or otherwise furnishes to the County Administrator a written notice of appeal. The notice of appeal shall include facts, law, and argument as to why the conclusions of the County Project Manager are in error.

In connection with any appeal under this clause, the Contractor and County shall have the opportunity to submit written materials and argument and to offer documentary evidence in support of the appeal. Oral argument and live testimony will not be permitted. The decision of the County Administrator for the determination of such appeals shall be final and conclusive. Reviews of the appellate determination shall be brought in the Superior Court of Clallam County within 15 days of mailing of the written appellate determination. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered.
  - (b) Notice of Potential Claims. The Contractor shall not be entitled to additional compensation or to extension of time for (1) any act or failure to act by the County Project Manager or the County, or (2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the County. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the work performed, labor and material used, and all costs and additional time claimed to be additional.
  - (c) Detailed Claim. The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.



20. Ownership of Items Produced. All writings, programs, data, art work, music, maps, charts, tables, illustrations, records or other written, graphic, analog or digital materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of the County and constitute "work made for hire" as that phrase is used in federal and/or state intellectual property laws and Contractor and/or its agents shall have no ownership or use rights in the work.
21. Recovery of Payments to Contractor. The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work (Attachment A). In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may, at the County Project Manager's sole discretion, be required to repay to the County all monies disbursed to the Contractor for those parts of the project that are rendered worthless in the opinion of the County Project Manager by such failure to perform.

Interest shall accrue at the rate of 12 percent (12%) per annum from the time the County Project Manager demands repayment of funds.

22. Project Approval. The extent and character of all work and services to be performed under this Agreement by the Contractor shall be subject to the review and approval of the County Project Manager. For purposes of this Agreement, the County Project Manager is:

Name: Andy Brastad

Title: Director

Address: 111 E. 3<sup>rd</sup> Street

Telephone: 360-417-2329

E-mail: abrasad@co.clallam.wa.us

Fax: 360-452-9605

In the event there is a dispute with regard to the extent and character of the work to be done, the determination of the County Project Manager as to the extent and character of the work to be done shall govern subject to the Contractor's right to appeal that decision as provided herein.

23. Non-Discrimination. The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.
24. Subcontractors. In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between the County and the Contractor. The Contractor shall insure that in all subcontracts entered into, Clallam County is named as an express third-party beneficiary of such contracts with full rights as such.
25. No Third-Party Beneficiaries. This agreement is intended for the benefit of only the County and Contractor. This agreement does not confer any benefits, rights, or privileges upon any third party.
26. Standard of Care. The Contractor shall perform its duties hereunder in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession as the Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.

27. Time is of the Essence. Time is of the essence in the performance of this contract unless a more specific time period is set forth in either the Special Terms and Conditions or Scope of Work.
28. Notice. Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to the County Project Manager. Notice to the Contractor for all purposes under this Agreement shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.
29. Severability. If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.
30. Precedence. In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
  - (a) Applicable federal, state, and local statutes, ordinances, and regulations;
  - (b) Scope of Work (Attachment A) and Compensation (Attachment B);
  - (c) Special Terms and Conditions (Attachment D); and
  - (d) General Conditions (Attachment C).
31. Waiver. Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the parties hereto.
32. Attorney Fees. In the event that litigation must be brought to enforce the terms of this agreement, the prevailing party shall be entitled to be paid reasonable attorney fees.
33. Construction. This agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
34. Survival. Without being exclusive, Paragraphs 4, 7, 13-18, 20-21 and 30-34 of these General Conditions shall survive any termination, expiration, or determination of invalidity of this Agreement in whole or in part. Any other Paragraphs of this Agreement which, by their sense and context, are intended to survive shall also survive.
35. Entire Agreement. This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

**SPECIAL TERMS AND CONDITIONS**

- ☒ 1. **Reporting.** The Contractor shall submit written progress reports to the County Project Manager as set forth below:

- ☒ With each request for payment.
- ☐ Monthly.
- ☐ Quarterly.
- ☐ Semi-annually.
- ☐ Annually.
- ☐ Project completion.
- ☐ Other (specify):

Progress reports shall include, at a minimum, the following:

Reports shall include any problems, delays or adverse conditions which will materially affect the Contractor's ability to meet project objectives or time schedules together with a statement of action taken or proposed to resolve the situation. Reports shall also include recommendations for changes to the Scope of Work, if any. Payments may be withheld if reports are not submitted.

- ☒ 2. **Insurance.** The Contractor shall maintain in full force and effect during the term of this Agreement, and until final acceptance of the work, public liability and property damage insurance with companies or through sources approved by the state insurance commissioner pursuant to RCW Title 48, as now or hereafter amended. The County, its appointed and elected officials, agents and employees, shall be specifically named as additional insureds in a policy with the same company which insures the Contractor or by endorsement to an existing policy or with a separate carrier approved pursuant to RCW Title 48, as now or hereafter amended, and the following coverages shall be provided:

- ☒ **COMMERCIAL GENERAL LIABILITY:**
- |                                |             |                |
|--------------------------------|-------------|----------------|
| Bodily injury, including death | \$1,000,000 | per occurrence |
|                                | \$2,000,000 | aggregate      |
| Property damage                | \$          | per occurrence |
|                                | \$          | aggregate      |
- ☒ **ERRORS AND OMISSIONS or PROFESSIONAL LIABILITY with an Extended Reporting Period Endorsement (two year tail)**
- |  |           |                |
|--|-----------|----------------|
|  | \$500,000 | per occurrence |
|--|-----------|----------------|
- ☒ **WORKERS COMPENSATION:**
- |  |                  |
|--|------------------|
|  | Statutory amount |
|--|------------------|

- ☒ AUTOMOBILE: coverage on owned, non-owned, rented and hired vehicles
- |   |             |                |
|---|-------------|----------------|
| Bodily injury, liability, including death | \$1,000,000 | per occurrence |
|   | \$2,000,000 | aggregate      |
| Property damage liability                 | \$          | per occurrence |
|   | \$          | aggregate      |
- ☒ BUSINESS AUTOMOBILE LIABILITY: \$1,000,000 per occurrence

If the Errors and Omissions or Professional Liability insurance obtained is an occurrence policy as opposed to a claims-made policy, the Extended Reporting Period Endorsement is not required.

Any such policy of insurance the Contractor is required to obtain and maintain pursuant to this Agreement shall be primary over any third party liability coverage provided to Clallam County by and through its membership in the Washington Counties Risk Pool or WCRP. The third party liability coverage provided by the WCRP to Clallam County shall be non-contributory with respect to any policy of insurance the Contractor is required to obtain and maintain pursuant to this Agreement. The County shall have no obligation to report occurrences unless a claim or lawsuit is filed with it and the County has no obligation to pay any insurance premiums.

Evidence of primary insurance coverage shall be submitted to the County Project Manager within 20 days of the execution of the Agreement. The Agreement shall be void ab initio if the proof of coverage is not timely supplied.

If the proof of insurance or certificate of coverage indicating the County is an "additional insured" to a policy obtained by the Consultant in order to comply with this agreement refers to an endorsement (by number, abbreviation or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Consultant to obtain the full text of that endorsement and forward that full text to the County within 30 days of the execution of this Agreement.

The coverage limits identified herein shall not limit the potential liability of the Contractor and the Contractor's duty to defend, indemnify, and hold harmless shall apply to any liability beyond the scope of insurance coverage.

- ☐ 3. Liquidated Damages. For delays in timely completion of the work to be done or missed milestones of the work in progress, the Contractor shall be assessed \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) per day as liquidated damages and not as a penalty because the County finds it impractical to calculate the actual cost of delays. Liquidated damages will not be assessed for any days for which an extension of time has been granted. No deduction or payment of liquidated damages will, in any degree, release the Contractor from further obligations and liabilities to complete the entire project.

- ☐ 4. Other (specify):.

## AGREEMENT KC-061-20

This Agreement is entered into between Kitsap County and the Kitsap Public Health District to provide monitoring and evaluation services for 2020 Mental Health, Chemical Dependency and Therapeutic Court Tax Programs.

### **I. Purpose**

This Agreement is for the appropriation of \$48,146 for the purpose of ensuring that the implementation and evaluation of the strategies and programs funded by the Mental Health, Chemical Dependency and Therapeutic Court Treatment Sales Tax are transparent, accountable and collaborative per RCW 82.14.460 for the time period January 1, 2020 – December 31, 2020. Funding must be used solely for the purpose of providing monitoring and evaluation of the operation or delivery of chemical dependency or mental health treatment programs and services and for the operation or delivery of therapeutic court programs and services.

### **II. Project Description**

Kitsap County seeks to assure that citizens and policy makers spend the Treatment Sales tax funds collected in an accountable and transparent manner, with community input and support, and with measures to determine the effectiveness of these publicly-funded investments. Each funded program will be evaluated according to performance measures regarding cost effectiveness and the ability to attain stated goals. These programs shall achieve the following policy goals:

- Improve the health status and wellbeing of Kitsap County residents.
- Reduce the incident and severity of chemical dependency and/or mental health disorders in adults and youth.
- Reduce the number of chemically dependent and mentally ill youth and adults from initial or further criminal justice system involvement.
- Reduce the number of people in Kitsap County who recycle through our criminal justice systems, including jails and prisons.
- Reduce the number of people in Kitsap County who use costly interventions including hospitals, emergency rooms, and crisis services.
- Increase the number of stable housing options for chemically dependent and mentally ill residents of Kitsap County.

The Kitsap Public Health District will develop and measure specific performance outcomes to ensure funding is meeting proposed goals and those of Kitsap County's strategic plans. The Citizens Advisory Committee (CAC) will quarterly review performance outcomes, determine the success of funded proposals and achievement of County behavioral health goals. The CAC will submit an annual report to the BOC that lists programs funded, amounts allocated and expended, number of individuals served and performance outcomes along with recommended program and/or process changes based on the outcomes and evaluation data.

### III. Project Activities

The Kitsap Public Health District will be responsible for the following activities and be reimbursed at the following 2020 hourly rate per employee assigned to the project:

**Kitsap Public Health District Assessment and Epidemiology Program**  
**Kitsap County 1/10<sup>th</sup> of 1% Monitoring and Evaluation**  
**Scope of Work 2020**

KPHD Staff 2020 hourly rate:	
Epidemiologist I (evaluator)	\$75
Epidemiologist II (evaluator)	\$85
Program Manager (supervisor)	\$95
IT (database developer)	\$110

Activity	Timeline/description	Duration/Frequency	Total hours	Who	Cost
Technical assistance (TA) to projects for M&E development and refinement	January-December: Review, prep, and revise metrics with ongoing follow-up, data management	7 hours x new project; 3.5 hours x continuation project	101.5	Epidemiologist I/II	\$8,120
	January-December: Evaluation Meetings, TA to projects	2 hours x new meeting; 1 hour x continuation meeting, 1 hour adhoc TA	51	Epidemiologist I/II	\$4,080
Quarterly report review and dashboard development, updates, summaries	January-December	22 projects x 8	176	Epidemiologist I/II	\$14,080
Set-up measures and manage electronic reporting platform	January-December	2 hours x project	44	Epidemiologist II	\$3,740
Ongoing management of electronic reporting web platform and the addition of new features	January-December	24 hours split CJK	8	IT	\$880
Quarterly contractor meetings	January-December	4 meetings x 2 hours	8	Epidemiologist II	\$680
Participate in RFP Revision meetings, prep for meetings	January-December	Approx. 5 meetings annually x 2 hours. 10 hours review/input	20	Epidemiologist II	\$1,700
Participate in CAB meetings	January-December	1 meeting quarterly x 2 hours	8	Epidemiologist II	\$680
Conduct needs assessment for strategic planning	January-June	80 hours	80	Epidemiologist II	\$6,800
Develop Behavioral Health Dashboard	January-December	40 hours	40	Epidemiologist II	\$3,400
Participate in Clallam/Jefferson/ Kitsap 1/10 <sup>th</sup> of 1% program meetings	2 meetings + travel	2 meetings x 5 hours; 4 hours prep.	14	Epidemiologist II	\$1,190
	Average mileage 100 (Brem-Port Townsend round trip)	government rate 0.58/mile	2 trips	Epidemiologist II	\$116
Support/input/supervision	ongoing	1/2 hour x month	6	Program Manager	\$570
Time spent traveling to/from meetings	45 minute roundtrip to Kitsap County locations	45 minutes x approx. 19 trips, 4 CABs, 5 RFPs	21	Epidemiologist II	\$1,785
Mileage to/from meetings	Average 20 mile roundtrip	government rate 0.58/mile	Approx. 28 Trips	Epidemiologist II	\$325

<b>Evaluation Subtotal:</b>	<b>\$29,446</b>
<b>One-Tenth Online Subtotal:</b>	<b>\$18,700</b>
<b>Total:</b>	<b>\$48,146</b>

#### **IV. Data Collection**

The Kitsap Public Health District will provide a Quarterly Report to the Kitsap County Department of Human Services by April 30, July 31, October 31, 2020 and January 31, 2021 each year funding is received under this grant detailing progress made on program outcomes during the quarter, what other funding sources have been investigated, and what the future potential for alternative funding is. In addition, outcomes identified in the Evaluation Plan for Mental Health, Chemical Dependency and Therapeutic Court Programs will be reported.

#### **V. Billing and Payment**

Payments to Kitsap Public Health District shall be requested using an invoice form, which is supplied by the County. Kitsap Public Health District invoices must be sent to the County by the fifteenth (15th) calendar day after the end of the month.

The Kitsap Public Health District is authorized to receive payments in accordance with the cost reimbursable budget included under this Agreement. The Kitsap Public Health District will comply with the following standards as applicable.

Reimbursement Request – Upon Completion of each month, the Kitsap Public Health District must provide to the County a written explanation of expenditures which are less than 90% of, or more than 115% of the year-to-date budgeted total.

All payments to be made by the County under this Agreement shall be made to:

Kitsap Public Health District  
345 6th Street, Suite 300  
Bremerton, WA 98337

The Agreement shall not exceed the total amount indicated on the cover sheet of this Agreement and any other modifications hereof.

**KC-061-20**

This Agreement shall be effective January 1, 2020.

DATED this \_\_\_\_ day \_\_\_\_\_, 2019.

DATED this \_\_\_\_ day \_\_\_\_\_, 2020.

**KITSAP PUBLIC HEALTH DISTRICT**

**KITSAP COUNTY BOARD OF  
COMMISSIONERS**

\_\_\_\_\_  
Keith Grellner, Administrator

\_\_\_\_\_  
**CHARLOTTE GARRIDO** , Chair

\_\_\_\_\_  
**ROBERT GELDER** , Commissioner

\_\_\_\_\_  
**EDWARD E. WOLFE** , Commissioner

**ATTEST:**

\_\_\_\_\_  
Dana Daniels, Clerk of the Board

**Approved as to form by the Prosecuting Attorney's Office**



## ATTACHMENT A: BUDGET SUMMARY/ESTIMATED EXPENDITURES

### Kitsap County Human Services Department Expenditure Plan: January 1, 2020 - December 31, 2020

**Agency Name:** Kitsap Public Health District  
**Project Name:** Monitoring and Evaluation  
**Contract:** \$48,146 **Contract #** KC-061-20

Contract Line item	1/1/2020 3/31/2020	4/1/2020 6/30/2020	7/1/2020 9/30/2020	10/1/2020 12/31/2020	Total Budget
<b>Personnel</b>	\$ 9,800.00	\$ 9,800.00	\$ 7,350.00	\$ 7,350.00	\$ 34,300.00
Manager and Staff (Program Related)	7,350.00	7,350.00	5,500.00	5,500.00	25,700.00
Fringe Benefits	2,450.00	2,450.00	1,850.00	1,850.00	8,600.00
<b>Supplies &amp; Equipment</b>	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	-	-	-	-	-
Office Supplies	-	-	-	-	-
Other (Describe):	-	-	-	-	-
<b>Administration</b>	\$ 3,950.00	\$ 3,950.00	\$ 2,973.00	\$ 2,973.00	\$ 13,846.00
Advertising/Marketing	-	-	-	-	-
Audit/Accounting	-	-	-	-	-
Communication	-	-	-	-	-
Insurance/Bonds	-	-	-	-	-
Postage/Printing	-	-	-	-	-
Training/Travel/Transportation	110.00	110.00	110.00	110.00	440.00
% Indirect	-	-	-	-	-
Other: Monitoring & Evaluation Service	3,840.00	3,840.00	2,863.00	2,863.00	13,406.00
Other (Describe):	-	-	-	-	-
<b>Operations &amp; Maintenance</b>	\$ -	\$ -	\$ -	\$ -	\$ -
Janitorial Service	-	-	-	-	-
Maintenance Contracts	-	-	-	-	-
Maintenance of Existing Landscaping	-	-	-	-	-
Repair of Equipment and Property	-	-	-	-	-
Utilities	-	-	-	-	-
Other (Describe):	-	-	-	-	-
Other (Describe):	-	-	-	-	-
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	-	-	-	-	-
Other (Describe):	-	-	-	-	-
Other (Describe):	-	-	-	-	-
<b>Project Budget Total</b>	\$ 13,750.00	\$ 13,750.00	\$ 10,323.00	\$ 10,323.00	\$ 48,146.00

**INTERLOCAL AGREEMENT  
BETWEEN KITSAP COUNTY AND  
KITSAP PUBLIC HEALTH DISTRICT**

**I. PREAMBLE**

This Interlocal Agreement (AGREEMENT) is by and between Kitsap County (COUNTY), a municipal corporation whose principal offices are located at 614 Division Street, Port Orchard, WA 98366 and Kitsap Public Health District (DISTRICT), whose principal offices are at 345 6<sup>th</sup> Street, Suite 300, Bremerton, WA 98337.

**II. RECITALS**

Kitsap County Board of Commissioners enacted chapter 12.36 of the Kitsap County Code for the purpose of establishing a comprehensive approach to stormwater management pursuant to chapter 36.89 RCW. Chapter 12.36 KCC, called the County's "Stormwater Management Program," authorizes the coordination of stormwater management programs and services through interlocal or other operating agreements with other departments, governmental entities or special districts in order to achieve a comprehensive approach to surface water management.

A multi-agency partnership, now called Clean Water Kitsap, operates through interlocal agreements between Kitsap County (lead by the Public Works Department and including the Department of Community Development), Kitsap Public Health District, Kitsap Conservation District, Washington State University Extension Program, and Kitsap Public Utility District. Each member has identified areas of responsibility, program elements, and budgets consistent with chapter 12.36 KCC for the purpose of coordinating program implementation and administration.

COUNTY and DISTRICT now desire to enter into an AGREEMENT to provide funding, collected by Kitsap County through chapter 12.40 KCC, to assist in the implementation of DISTRICT programs through Clean Water Kitsap. Mutual benefits will accrue to the parties hereto and the people that each serves in the cooperative implementation of Clean Water Kitsap. The Interlocal Cooperation Act, chapter 39.34 RCW, further authorizes the parties hereto to enter into this AGREEMENT.

This AGREEMENT consists of the following documents:

1. Interlocal Agreement
2. Kitsap Public Health District 2020 Scope of Work and Compensation

**ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:****III. AGREEMENT****1. Purpose**

The purpose of the AGREEMENT will provide a mechanism for implementation of programs within the Clean Water Kitsap (CWK) partnership.

**2. Funding**

Funding for services provided shall be obtained from revenues derived from service charges authorized under chapter 12.36 KCC and assessed annually on parcels of real property in unincorporated Kitsap County. The COUNTY and the DISTRICT shall endeavor to seek and obtain, whenever possible, grants or other external funding sources to minimize the financial burden to the citizens of unincorporated Kitsap County.

**3. Scope of Work**

DISTRICT shall perform such duties and services as are listed on Exhibit A, attached hereto and incorporated herein by reference. Said services shall be performed in accordance with the approved Scope of Work and Budget specified in Exhibit A and as provided for in AGREEMENT. All services funded under this AGREEMENT shall be provided exclusively within the boundaries of unincorporated Kitsap County.

**4. Kitsap County Representative**

The Director of Public Works, or his/her designee, shall represent the Department of Public Works and the COUNTY in all matters pertaining to the services to be rendered under this AGREEMENT. All requirements of COUNTY pertaining to the services and materials to be rendered under this AGREEMENT shall be coordinated through said County representative. Pursuant to RCW 39.34.030(4)(a) the representative shall act as an administrator.

**5. Kitsap Public Health District Representative**

The Director of Environmental Health for DISTRICT, or his/her designee, shall represent the DISTRICT in all matters pertaining to the services and materials to be rendered under this AGREEMENT. All requirements of DISTRICT pertaining to the services or materials to be rendered under this AGREEMENT shall be coordinated through said District representative. Pursuant to RCW 39.34.030(4)(a) the representative shall act as an administrator.

**6. Program Reporting**

DISTRICT shall produce a mid-year progress update and a year-end report summarizing the work performed and evaluating the performance and results of the work performed

pertaining to this AGREEMENT.

Progress update shall include, but not be limited to, the following information:

- a. An update of the of work performed during the period and progress made to date, including performance indicators that reflect effectiveness of the program elements as set forth in Exhibit A – Scope of Work.
- b. Status of the project schedule.
- c. Description of any adverse conditions that have affected the program objectives and/or time schedules, and actions taken to resolve these issues.

Progress update and report shall be submitted as follows:

Semi-annual update report (January 1 to Jun 30) due Jul 30, 2020

Annual Year-end report (January 1 to December 31) due January 31, 2021

The Year End Report shall contain a summary of major accomplishments realized during the year. The report will be written in such a manner so as to allow a summary paragraph to be excerpted from the report and incorporated into the CWK Annual Executive Summary Report. DISTRICT shall also be responsible for submitting additional information to be included in the Annual Executive Summary Report. This information shall include, but not be limited to, photographs, slides, and any other graphics that would enhance the content and/or appearance of the Annual Executive Summary Report.

## **7. Performance Analysis**

COUNTY Representative shall complete a semi-annual performance analysis evaluating the services provided under the AGREEMENT for effectiveness and compliance with the program elements set forth in chapter 12.36 KCC and shall report to the CWK partnership.

## **8. CWK Agency Committee**

The DISTRICT shall participate on the existing CWK Agency Committee.

The DISTRICT Representative shall represent the DISTRICT on the CWK Agency Committee. The Director of Public Works and the Stormwater Management Program Manager shall represent COUNTY on the CWK Agency Committee. A representative from the Kitsap County Department of Community Development shall represent that agency on the CWK Agency Committee. A representative of the Washington State University Extension Program shall represent that agency on the CWK Agency Committee. A representative of the Kitsap Conservation District shall represent that agency on the CWK Agency Committee. A representative of the Kitsap Public Utility District shall represent that agency on the CWK Agency Committee.

The CWK Agency Committee shall hold quarterly meetings which shall focus on the following:

- a. Evaluating program performance to ensure that the program funding is used in the most effective manner.
- b. Ensuring that the CWK programs address water quality issues of most concern to the public.
- c. Providing a means to coordinate water quality programs among agencies to capitalize on each other's efforts and avoid duplication of activities.
- d. Providing a direct and effective means of communication among CWK agencies.
- e. Making recommendations for program revisions to the Director of Public Works and the Kitsap County Board of Commissioners.

## **9. Reimbursement**

COUNTY shall reimburse DISTRICT only for actual incurred costs upon presentation of a properly executed invoice in a form approved by COUNTY. Costs shall be charged, and funds reimbursed based upon appropriate program elements and cost categories as defined in Exhibit A. The sum of DISTRICT'S reimbursement requests during the duration of this Agreement shall not exceed \$1,230,000.00 the budget for all program elements combined as identified in Exhibit A.

The Kitsap County Board of Commissioners must approve any payment request by DISTRICT exceeding this maximum reimbursement amount in advance of the payment. DISTRICT may exceed line item amounts within individual program element budgets but shall not exceed the total budget for each individual program element without the approval of the Director of Public Works.

Reimbursement requests shall not be made more frequently than once a month. COUNTY reserves the right to withhold payments pending timely delivery of progress reports or documents as may be required under this AGREEMENT. COUNTY shall reimburse DISTRICT within 30 days of receipt of a properly executed District invoice.

## **10. Documentation of Costs & Maintenance of Records**

DISTRICT shall maintain all books, documents, receipts, invoices and records including payroll records necessary to sufficiently and properly reflect the expenditure of COUNTY funds. The accounting records must provide for a separate recording and reporting of all CWK program receipts and expenditures.

Financial records pertaining to matters authorized by this AGREEMENT are subject to inspection and audit by representatives of COUNTY or the State Auditor upon request. Financial records shall be preserved and made available to COUNTY and its agents for a period of six (6) years after the end of this AGREEMENT or, in the event of an audit, records shall be kept until the audit is completely resolved.

## **11. Property**

Title to property purchased by DISTRICT, the cost of which DISTRICT has been reimbursed as a direct item of cost under this AGREEMENT, shall pass to and vest to



DISTRICT. Property purchased with funds delivered pursuant to this AGREEMENT may be used only for the performance of this AGREEMENT and shall be purchased in accordance with applicable state law and COUNTY purchasing policies.

**12. Assignment**

DISTRICT shall not assign or subcontract any portion of the services provided within the terms of this AGREEMENT without obtaining prior written approval of COUNTY. All terms and conditions of the AGREEMENT shall apply to any approved subcontract or assignment related to this AGREEMENT.

**13. Nondiscrimination**

DISTRICT and COUNTY agree to comply with all applicable local, state, and/or federal laws and ordinances, and agree that they shall not discriminate in their employment practices or delivery of services or other activities on the grounds of race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental or physical handicap. DISTRICT and KITSAP COUNTY shall ensure that any subcontractor shall fully comply with this paragraph.

**14. Compliance with Laws**

DISTRICT shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to the performance of this AGREEMENT. DISTRICT agrees to comply with all the provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such act.

**15. Indemnity**

It is understood and agreed that this AGREEMENT is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this AGREEMENT. Each party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, and those of its officers, agents, and employees to the fullest extent required by law, and agrees to save, indemnify, defend, and hold the other party harmless from any such liability. In the case of negligence of both the COUNTY and DISTRICT, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party, and each party shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to the other party.

This indemnification clause shall also apply to any and all causes of action arising out of the performance of work activities under this AGREEMENT. Each contract for services or activities utilizing funds provided in whole or in part by this AGREEMENT shall include a provision that KITSAP COUNTY is not liable for damages or claims from damages arising from any subcontractor's performance or activities under the terms of the contracts.

For the purposes of this indemnification, the parties specifically and expressly waive any immunity granted under the Washington Industrial Insurance Act, Title 51 RCW. This

waiver has been mutually negotiated and agreed to by the parties. The provision of this section shall survive the expiration or termination of the Agreement.

**16. Insurance**

The DISTRICT certifies that it is part of a liability insurance pool or maintains appropriate liability insurance policies and agrees to pay for all losses for which DISTRICT is found liable.

Insurance carried by the DISTRICT shall be primary insurance with respect to any insurance or self-insurance programs maintained by the County and shall not contribute with it.

The policy shall provide, and the certificate shall reflect the insurance afforded applies separately to each insured against which a claim is made, or a suit is brought except with respect to the limits of the insurer's liability.

Upon request of the County, the DISTRICT shall furnish proof of liability insurance including policy limits.

The DISTRICT agrees to comply with all State requirements related to Workers Compensation Insurance.

**17. Amendments to Agreement**

The parties hereby further agree that this AGREEMENT cannot be amended or modified without the written concurrence of both parties.

**18. Modification for Funding Reasons**

COUNTY may negotiate modification of the AGREEMENT at any time if funding is reduced or limited in any way after the effective date of this agreement.

**19. Termination**

Either party to this AGREEMENT may elect to terminate this AGREEMENT for any reason by delivering a thirty (30) day written notice of intent to terminate to the other party. In the event of such termination, DISTRICT shall be compensated for the actual costs incurred prior to the time of notification of contract termination. DISTRICT shall also refund to COUNTY any balance of the unexpended 1995 initial payment of \$30,000.00, as identified in Kitsap County Contract 245-1995, within thirty (30) days of the closeout of the program.

**20. Duration of Agreement**

This Agreement is in effect from the January 1, 2020 through December 31, 2020.

**21. Filing**

This AGREEMENT shall be filed with the County Auditor following execution by all parties.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

**KITSAP PUBLIC HEALTH DISTRICT**

**BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**

\_\_\_\_\_  
Keith Grellner, Administrator

\_\_\_\_\_  
Charlotte Garrido, Chair

\_\_\_\_\_  
Robert Gelder, Commissioner

\_\_\_\_\_  
Edward E. Wolfe, Commissioner

**ATTEST:**

\_\_\_\_\_  
Dana Daniels, Clerk of the Board



**EXHIBIT A**

Scope of Work  
and Compensation

KITSAP PUBLIC HEALTH DISTRICT 2020 SCOPE OF WORK

TOTAL BUDGET: \$1,230,000

POLLUTION IDENTIFICATION AND CORRECTION PROGRAM

Budget: \$990,000

Goal 1: PROTECT PUBLIC HEALTH AND THE ENVIRONMENT FROM FECAL POLLUTION OF SURFACE WATERS

Tasks	Activities	Target	Performance Criteria
Identify and correct FC and/or EC pollution sources in high priority surface waters	Develop and implement the 2021 PIC priority workplan	11/30/2020	Priority workplan memo delivered to KCPW
	Conduct PIC surveys according to current PIC Protocols through DPR response, priority work areas, and Property Conveyance followups.	300	Number of PIC property inspections
		NA	% of properties with identified fecal pollution sources found during inspections
		NA	% of identified fecal pollutions sources found that have been corrected
	Send summary of Post Card survey to KCPW for previous calendar year	1/31/2021	Survey delivered to KCPW
Conduct Shoreline Monitoring in accordance with the Shoreline Monitoring Plan and Health District protocols	Complete shoreline survey work in accordance with the Shoreline Monitoring Plan.	Miller Bay and Yukon Harbor	Shoreline surveys completed
	Identify bacterial hotspots for shoreline discharges	NA	Number of new hotspots confirmed this year
	Investigate all newly identified shoreline "hot spots" within 12 months in accordance with Health District protocols	100%	% of new hotspots investigated within 12 months
Investigate public sewage complaints in a timely and efficient fashion.	Respond to public sewage complaints within <b>5 days</b> of receipt. Track and manage sewage complaints, and identify and correct failing OSS.	NA	Number of complaints
		100%	Percent of complaints responded to within 5 days
		NA	Number of failures found during complaint inspection
Investigate OSS deficient pump reports (DPR) from certified septic pumpers in a timely and efficient fashion.	Respond to selected DPRs within <b>7 days</b> of assignment. Track and manage DPR response, and identify and correct failing OSS.	NA	Number of reports responded to with field inspections
		100%	Percent of reports responded to within 7 days
		NA	Number of failures found
Investigate agricultural complaints in a timely and efficient fashion.	Respond to public agricultural complaints within <b>5 days</b> of receipt. Track and manage agricultural complaints. Identify and correct agricultural sources.	NA	Number of complaints
		100%	Percent of complaints responded to within 5 days
		NA	Number of sources found
		NA	Number of sources corrected
	Coordinate with the Kitsap Conservation District on correcting FC pollution caused by livestock waste, pursuant to existing interlocal agreement.	NA	Number of referrals to KCD for technical assistance
Investigate IDDE complaints in a timely and efficient fashion.	Coordinate with Kitsap County Public Works on the correction of FC sources discharging to (or from) the county's stormwater system. Conduct work in compliance with "KPHD/KCPW stormwater Illicit Detection and Elimination (IDDE) Protocol".	NA	Report # of referrals
Investigate citizen complaints related to water quality concerns in a timely and efficient fashion.	Respond to public water quality complaints within <b>5 days</b> of receipt. Track and manage water quality complaints. Identify and correct pollution sources.	NA	Number of complaints
		100%	Percent of complaints responded to within 5 days
		NA	Number of sources found
		NA	Number of sources corrected
	Issue advisories for lake algae blooms	NA	Number of algae bloom advisories

	Track and respond to reports of waterborne illness in cooperation with the Health District’s Communicable Disease Clinic and the Washington State Department of Health.	NA	Number of water borne illnesses reported and investigated implicating lake swimming beaches
Support financial options for Kitsap County residents to promote voluntary correction of failing on-site sewage systems	Participate in Ecology's Regional Loan Program	NA	Inform all owners of septic failures that Craft3 loans are available
Protect the public from spills from public sewer systems.	Respond to sewage spills in unincorporated Kitsap County pursuant to Health District’s “Sewage Spill Reporting and Response Procedures”. Report spills into or from the public storm drainage system to Kitsap 1. Post signage and issue health advisories to protect public health.	NA	Number of sewage spill advisories

MONITORING PROGRAM

Goal 2: MONITOR AND ASSESS POLLUTION OF KITSAP COUNTY WATERS

Budget: \$240,000

Tasks	Activities	Target	Performance Criteria
Determine fecal pollution levels (improvement and declines) in Kitsap County streams.	Collect water quality samples monthly to monitor for fecal coliform and/or E Coli bacterial contamination in streams.	100%	% of planned events completed
	Publish Annual Water Quality Monitoring Report	12/31/2020	
Test best available laboratory and field techniques to determine the presence of human contribution to confirmed "hot spots", prioritize for investigation.	Complete testing and demonstration of laboratory and field techniques that determine human contribution to county stormwater systems, shoreline "hot spots" and 4A and 4B streams. Examples include chemicals of emerging concern, bacteroides, microbial source tracking, etc.	NA	Report number and types of sampling
Conduct ongoing monitoring of Kitsap County lake public access areas and swimming beaches for water quality according to the program plan.	Issue advisories for elevated bacteria or other water quality concerns	NA	Number of advisories
Respond to requests for water quality data from the public	Provide stream, lake, and shoreline data to the public and other agencies upon request.	NA	Number of data requests

Goal 3: PROTECT THE PUBLIC FROM ILLNESSES RELATED TO SHELLFISH AND BIOTOXINS

Tasks	Activities	Target	Performance Criteria
Protect public health in Kitsap County by providing oversight, environmental monitoring, public information, and emergency investigative response for public areas known to be frequented by recreational shellfish harvesters.	Monitor shellfish for marine biotoxin at sentinel sites throughout Kitsap County.	100%	% of planned events completed
	Issue harvest advisories as appropriate. Post signs, update web page, and update 1-800-2BE-WELL hotline.	NA	Number of shellfish biotoxin health advisories

GOAL 4: ADDRESS OR ASSIST WITH FEDERAL, STATE AND COUNTY WATER QUALITY MANDATES AS REQUIRED

Tasks	Activities	Target	Performance Criteria
Assist Kitsap County with compliance with Federal Clean Water Act Section 303(d) and associated Total Maximum Daily Load Studies.	Provide data and comment to the State Department of Ecology to evaluate classification of Kitsap County water bodies for the state’s ongoing water quality assessments.	12/31/2020	Submit WQ data to Ecology
	Participate in Interagency Water Quality Team as needed in coordination with KCPW staff	As needed	Number of meetings attended

Assist Kitsap County with response to Washington State Department of Health commercial shellfish harvest classification changes.	Provide data and comment to the WA State Department of Health for use in shellfish area classification.	As needed	Respond to data requests from DOH Shellfish
Coordinate with Washington State Department of Health on shellfish growing area reclassification.	Find and correct bacterial pollution sources affecting shellfish growing areas.	NA	Respond to shellfish growing area reclassification downgrades to threatened or prohibited
	Implement the Shellfish Growing Area Closure Response Plan for the Chico Bay Growing area	NA	Number of responses to DOH parcel closure inquiries
		12/31/2020	Provide technical memo on status of implementing Chico Bay Closure Response Plan

Goal 5: INFORM AND EDUCATE THE PUBLIC ABOUT SURFACE WATER QUALITY AND POLLUTION



Tasks	Activities	Target	Performance Criteria
Prevent failing onsite sewage systems by promoting and providing education on the use of OSS to homeowners, community groups, the OSS industry, realtors, developers, builders, lenders, etc.	Conduct OSS Workshops in partnership with WSU Cooperative Extension	2 workshops	Number of workshops completed
		NA	Number of attendees
		90%	% occupancy of the workshop location
	Deliver educational presentations to community groups as requested	NA	Number of events and approximate number of attendees
		90%	% occupancy of the presentation venue
		NA	Number of attendees
	Assist with organizing and implementing the 2019 Water Festival and Salmon in the Classroom.	NA	Number of events
	Issue septic pumping vouchers as incentive for inspection of septic and provide education to property owners	NA	Number of vouchers issued (MAXIMUM 100)
Inform and educate the public about health and safety issues at lake swimming beaches.	Conduct intensive public outreach at Horseshoe, Island, Wildcat, and Long lakes	1/30/2021	Provide technical memo evaluating the effectiveness of the voucher program
		4 events	Number of outreach events
		NA	Total number of contacts during all events
Inform and educate the public about health and safety issues for polluted streams.	Assess summer season stream bacteria data to determine if posting of warning signs is necessary, as per policy. Post warning signs as appropriate.	6/30/2020	Update and review policy. Send Technical Memo to KCPW



**Kitsap Public Health Board Meeting**  
**Date: January 7, 2020**

**CONSENT AGENDA ITEM: Warrant and Electronic Fund Transfer (EFT) Registers**

Approvals:

	Signature	Date
Administrator		12/30/2019
Finance Manager		12/26/2019

**Recommended Motion:** Approval

**Items:**

Type	Warrant/EFT Date	Beginning Warrant	Ending Warrant	Total Amount
Accounts Payable	11/5/2019	3790247	3790267	\$ 41,247.21
Accounts Payable	11/6/2019	DD99823	DD99844	9,379.06
Accounts Payable	11/13/2019	3790768	3790776	19,796.10
Accounts Payable	11/14/2019	3790366	-	464.22
Accounts Payable	11/14/2019	DD10008	DD100018	3,283.10
Accounts Payable	11/19/2019	3791426	3791443	48,364.27
Accounts Payable	11/20/2019	DD100402	DD100433	13,215.00
<b>Accounts Payable Total</b>				<b>\$ 135,748.96</b>
Payroll PERS Payment (October)	11/13/2019	N/A	N/A	115,133.22
Payroll Taxes	11/27/2019	N/A	N/A	143,184.67
Payroll Benefits	11/27/2019	3791586	3791586	124,870.94
Payroll Benefits	11/27/2019	DD100498	DD100498	7,933.40
Payroll	11/27/2019	N/A	N/A	380,725.40
<b>Payroll Total</b>				<b>\$ 771,847.63</b>
<b>Grand Total</b>				<b>\$ 907,596.59</b>

**Kitsap Public Health Board Action:**

- ☐ Approve
- ☐ Deny
- ☐ Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		

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Date - 11/05/2011

Department		Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/Itm Date	Warrant Amount
00969 Kitsap Public Health D1	95969	385698	ALLIANT INSURANCE SERVICE		1561513	001	3790247	PK	11/05/19	50.00
Warrant total 3790247										50.00
		419644	BLUE DOT INVESTMENTS, LLC		1561737	001	3790248	PK	11/05/19	140.13
Warrant total 3790248										140.13
		419644	BLUE DOT INVESTMENTS, LLC		1561761	001	3790249	PK	11/05/19	140.42
Warrant total 3790249										140.42
		427396	BREMERTON COMMUNITY FARME		1561514	001	3790250	PK	11/05/19	382.00
Warrant total 3790250										382.00
		349323	CENTRAL KITSAP FARMERS MA		1561517	001	3790251	PK	11/05/19	48.00
Warrant total 3790251										48.00
		301784	COMCAST PO BOX 60533		1561670	001	3790252	PK	11/05/19	143.37
Warrant total 3790252										143.37
		261383	EMPLOYMENT SECURITY DEPT		1561812	001	3790253	PK	11/05/19	3,813.92
Warrant total 3790253										3,813.92
		339396	GIUNTOLI, PAUL		1561494	001	3790254	PK	11/05/19	37.12
Warrant total 3790254										37.12
		16054	KITSAP COUNTY DEPT OF ADM		1561524	001	3790255	PK	11/05/19	25,113.00
Warrant total 3790255										25,113.00

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Date - 11/05/1

[illegible]

Page  
Date

11/05/1

<u>Department</u>	<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Purchase Order</u>	<u>Voucher Number</u>	<u>Pay Itm</u>	<u>Warrant Number</u>	<u>Wrt Typ</u>	<u>Check/ Itm Date</u>	<u>Warrant Amount</u>
total									<u>136.82</u>
	229576	STRUCTURED		1561679	001	3790265	PK	11/05/19	<u>4,068.43</u>
Warrant 3790265									
total									4,068.43
	369036	SUNCREST / #2 APARTMENTS ONE TIME PAYMENT		1561544	001	3790266	PK	11/05/19	<u>373.33</u>
Warrant 3790266									
total									373.33
	217161	TAYLOR TECHNOLOGIES, INC.		1561550	001	3790267	PK	11/05/19	<u>341.30</u>
Warrant 3790267									
total									341.30
Department 95969									
total									<u>41,247.21</u>



WARRANTS BY DEPARTMENT  
A/P USE THIS REPORT FOR SORTING  
WARRANTS & GIVE TO IND DEPARTMT

Page  
Date

55  
11/05/19

Department 95969

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
Department 95969									
00969 95969									
Kitsap Public Health Di	409418	BURCHETT, BRIAN D		1561493	001	99823	PT	11/06/19	109.27
Warrant 99823									
total									109.27
	384173	CANON FINANCIAL SERVICES,		1561515	001	99824	PT	11/06/19	1,041.15
Warrant 99824									
total									1,041.15
	10476	FEDEX (PO BOX 371461 PITT		1561518	001	99825	PT	11/06/19	25.14
Warrant 99825									
total									25.14
	416794	JEFFERSON COUNTY FARMERS		1561519	001	99826	PT	11/06/19	1,158.00
Warrant 99826									
total									1,158.00
	387985	JOHNSON, RENEE K		1561495	001	99827	PT	11/06/19	91.64
Warrant 99827									
total									91.64
	393436	KATULA, DAYNA		1561498	001	99828	PT	11/06/19	168.30
Warrant 99828									
total									168.30
	252336	KIESS, JOHN F.		1561496	001	99829	PT	11/06/19	287.50
Warrant 99829									
total									287.50
	11553	KITSAP COMMUNITY RESOURCE		1561520	001	99830	PT	11/06/19	216.65
Warrant 99830									
total									216.65
	331520	KUSHNER, SIRI		1561497	001	99831	PT	11/06/19	374.70

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Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
00969 95969 Kitsap Public Health D1	401276	CRITERIA CORP		1563671	001	3790768	PK	11/13/19	1,635.00
Warrant 3790768 total									1,635.00
	239053	DALTON, MELANIE A.		1562930	001	3790769	PK	11/13/19	91.20
Warrant 3790769 total									91.20
	231611	MICROSOFT SERVICES PO BOX		1563188	001	3790770	PK	11/13/19	3,077.25
Warrant 3790770 total									3,077.25
	325212	MORGAN, NEWTON		1562939	001	3790771	PK	11/13/19	170.01
Warrant 3790771 total									170.01
	430757	NICHOLS, ELIZABETH K		1562941	001	3790772	PK	11/13/19	64.47
Warrant 3790772 total									64.47
	217750	NICOLAISEN, NIELS\		1563009	001	3790773	PK	11/13/19	158.37
Warrant 3790773 total									158.37
	409198	OFFICE DEPOT INC (POB 292		1563008	001	3790774	PK	11/13/19	183.38
Warrant 3790774 total									183.38
	327504	US BANK (JUNIOR DIST	ONL	1563014	001	3790776	PK	11/13/19	770.01
	327504	US BANK (JUNIOR DIST	ONL	1563016	001	3790776	PK	11/13/19	1,317.81
	327504	US BANK (JUNIOR DIST	ONL	1563016	002	3790776	PK	11/13/19	149.00
	327504	US BANK (JUNIOR DIST	ONL	1563057	001	3790776	PK	11/13/19	1,891.05
	327504	US BANK (JUNIOR DIST	ONL	1563059	001	3790776	PK	11/13/19	1,615.07
	327504	US BANK (JUNIOR DIST	ONL	1563061	001	3790776	PK	11/13/19	1,359.15

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total

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Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
Department 95969 00969 95969 Kitsap Public Health Di	404723	BIERMAN, DANA		1562928	001	100008	PT	11/14/19	80.00
Warrant 100008 total									80.00
	247234	BROWER, JANET L.		1562929	001	100009	PT	11/14/19	43.14
Warrant 100009 total									43.14
	279396	DAVE PURCHASE PROJECT/NAS		1562989	001	100010	PT	11/14/19	49.71
Warrant 100010 total									49.71
	10476	FEDEX (PO BOX 371461 PITT		1563006	001	100011	PT	11/14/19	73.10
Warrant 100011 total									73.10
	412198	HAMEL PATRICK B		1562931	001	100012	PT	11/14/19	147.65
Warrant 100012 total									147.65
	418815	KELLUM, LYNDSEY B.		1562936	001	100013	PT	11/14/19	243.85
Warrant 100013 total									243.85
	195219	OZARK UNDERGROUND LABORAT		1563005	001	100014	PT	11/14/19	500.00
Warrant 100014 total									500.00
	404729	RORK, IAN M.		1562943	001	100015	PT	11/14/19	179.00
Warrant 100015 total									179.00
	429745	ULACIA, NICHOLAS		1562945	001	100016	PT	11/14/19	27.14

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Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
00969 Kitsap Public Health D1	95969 419644	BLUE DOT INVESTMENTS, LLC		1564383	001	3791426	PK	11/19/19	910.40
Warrant total									910.40
	419644	BLUE DOT INVESTMENTS, LLC		1564504	001	3791427	PK	11/19/19	12,530.00
Warrant total									12,530.00
	323752	BREMERTON GOVERNMENT CENT		1563861	001	3791428	PK	11/19/19	28,425.50
Warrant total									28,425.50
	301784	COMCAST PD BOX 60533		1563956	001	3791429	PK	11/19/19	597.29
Warrant total									597.29
	430758	DUREN, ASHLEY		1563771	001	3791430	PK	11/19/19	214.89
Warrant total									214.89
	261383	EMPLOYMENT SECURITY DEPT		1564451	001	3791431	PK	11/19/19	50.65
Warrant total									50.65
	339396	GIUNTOLI, PAUL		1564369	001	3791432	PK	11/19/19	54.52
Warrant total									54.52
	425123	HOELSCHER, ELLA		1563879	001	3791433	PK	11/19/19	677.00
Warrant total									677.00
	426159	JOYCE, DOUGLAS L		1563881	001	3791434	PK	11/19/19	426.00
Warrant total									426.00

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Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
Department 95969 00969 95969 Kitsap Public Health Di	413333	ADER, SAM A		1563768	001	100402	PT	11/20/19	309.67
Warrant 100402 total									309.67
	226171	BROWN, STEVEN		1563769	001	100403	PT	11/20/19	372.94
Warrant 100403 total									372.94
	409418	BURCHETT, BRIAN D		1563939	001	100404	PT	11/20/19	99.53
Warrant 100404 total									99.53
	279396	DAVE PURCHASE PROJECT/NAS		1563862	001	100405	PT	11/20/19	31.94
Warrant 100405 total									31.94
	230974	EAKES, DEANNA		1563770	001	100406	PT	11/20/19	62.06
Warrant 100406 total									62.06
	215766	EVANS, ERIC		1563772	001	100407	PT	11/20/19	110.92
Warrant 100407 total									110.92
	10476	FEDEX (PO BOX 371461 PITT		1563863	001	100408	PT	11/20/19	31.56
Warrant 100408 total									31.56
	10940	GRELLNER, KEITH		1563775	001	100409	PT	11/20/19	401.92
Warrant 100409 total									401.92
	410696	GRIEGO, YANEISY		1563773	001	100410	PT	11/20/19	73.42

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09200

Account Ledger Inquiry

From Date/Period 11/01/19

Thru Date/Period 11/13/19

Ledger Type. . . AA

Subledger. . . . \*

Account. . . . . 95969.2315  
**ACCRUED EMPLOYEE BENEFITS**

Skip to Doc/Type . . . . .

Y-T-D Period End : . . . . . 5,210.44-

Cumul Period End : . . . . . 114,457.33-

**Additional Selections Exist**

O	DT	Document	Date	Explanation/Alpha	Debit	Credit	P
-	U1	366381	11/13/19	DAILY CASH TRANSMI	20,538.98		P
-	U1	366381	11/13/19	DAILY CASH TRANSMI	94,594.24		P
					115,133.22		

Ledger Total 115,133.22

Unposted Total

Opt: 1/2=Orig Entry 5=Details F17=Top F18=Totals F21=Prt Ldg F24=More



09200

Account Ledger Inquiry

From Date/Period 11/01/19  
Thru Date/Period 12/31/19  
Ledger Type. . . AA  
Subledger. . . . \*

Account. . . . . 95969.2317  
**ACCRUED TAXES**

Skip to Doc/Type . . . . .  
Y-T-D Period End : . . . . .  
Cumul Period End : . . . . .

**Additional Selections Exist**

0		DT	Document	Date	Explanation/Alpha	Debit	Credit	P
U1			368014	11/27/19	DAILY CASH TRANSMI	143,184.67		P
						143,184.67		
Ledger Total						143,184.67		
Unposted Total								

Opt: 1/2=Orig Entry    5=Details    F17=Top    F18=Totals    F21=Prt Ldg    F24=More

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Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Warrant Itm Number	Wrt Typ	Check/ Itm Date	Warrant Amount
	376565	WA HEALTH CARE AUTHORITY		1565818	001 3791595	PK	11/27/19	54,407.80
Warrant 3791595 total								54,407.80
	376566	WA HEALTH CARE AUTHORITY-		1565819	001 3791596	PK	11/27/19	3,713.90
Warrant 3791596 total								3,713.90
	376567	WA HEALTH CARE AUTHORITY-		1565820	001 3791597	PK	11/27/19	13,052.71
Warrant 3791597 total								13,052.71
	6779	WA STATE LABOR & IND INS		1565743	001 3791598	PK	11/27/19	3,679.85
Warrant 3791598 total								3,679.85
	6837	WA STATE TREASURER		1565764	001 3791599	PK	11/27/19	8,324.52
Warrant 3791599 total								8,324.52
	383133	WASHINGTON STATE TREASURE		1565822	001 3791600	PK	11/27/19	3,655.68
Warrant 3791600 total								3,655.68
	426141	WASHINGTON STATE TREASURE		1565842	001 3791601	PK	11/27/19	6,605.77
Warrant 3791601 total								6,605.77
	426137	WCIF FIRST CHOICE HEALTH		1565838	001 3791602	PK	11/27/19	172.48
Warrant 3791602 total								172.48
	426140	WCIF METLIFE ACCIDENT		1565841	001 3791603	PK	11/27/19	128.63
Warrant 3791603								

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Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
total									128.63
	426139	WCIF METLIFE CRITICAL		1565840	001	3791604	PK	11/27/19	54.15
Warrant 3791604 total									54.15
	426138	WCIF METLIFE HOSPITAL		1565839	001	3791605	PK	11/27/19	52.37
Warrant 3791605 total									52.37
	5606	WCIF STANDARD ACCIDENT		1565735	001	3791606	PK	11/27/19	286.09
Warrant 3791606 total									286.09
	5601	WCIF STANDARD BASIC LIFE		1565727	001	3791607	PK	11/27/19	744.80
Warrant 3791607 total									744.80
	341372	WCIF STANDARD LIFE INSURA		1565811	001	3791608	PK	11/27/19	1,765.03
Warrant 3791608 total									1,765.03
	360635	WCIF STANDARD STD		1565814	001	3791609	PK	11/27/19	447.60
Warrant 3791609 total									447.60
	5605	WCIF STANDARD VTL		1565732	001	3791610	PK	11/27/19	1,519.60
Warrant 3791610 total									1,519.60
	368370	WHIT-DELTA DENTAL OF WASH		1565815	001	3791611	PK	11/27/19	6,590.92
Warrant 3791611 total									6,590.92
	368371	WHIT-WILLIAMETTE		1565816	001	3791612	PK	11/27/19	1,877.15

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Kitsap County  
Summary Payroll Register

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Company - Home 00969 Kitsap Public Health District  
Home Bus. Unit 95969 Kitsap Public Health District

Deductions and taxes are confidential and have been redacted

Number	EMPLOYEE Name	Hours	Wages	Vendor#	Gross Pay	Deductions	Taxes	Net Pay	Check Control	I C	Err Msg
427227	ABAZI, ORNELA	173.36	4,894.00	1,445.86	4,894.00			3,927.80	9691108	N	
4563	ABNEY, BEVERLY M.	173.35	4,741.00	1,515.33	4,741.00			3,139.13	9691109	N	
278956	ACOSTA, NANCY M.	173.34	7,724.00	1,820.05	7,724.00			4,586.47	9691110	N	
413193	ADER, SAM A.	173.32	4,423.00	1,384.58	4,423.00			2,904.03	9691111	N	
407901	ADHIKARI, ANISH	173.33	6,661.00	1,302.90	6,661.00			4,553.72	9691112	N	
419470	ANDERSON, AMY C.	173.31	5,241.00	1,453.66	5,241.00			3,440.67	9691113	N	
215189	BANIGAN, LESLIE B.	173.33	6,571.00	1,291.20	6,571.00			4,624.41	9691114	N	
328436	BAZZELL, RICHARD L.	173.33	6,571.00	2,096.42	6,571.00			4,411.64	9691116	N	
419805	BELL, GUS J.	173.34	6,672.00	1,732.42	6,672.00			4,473.58	9691117	N	
407902	BERGER, ANGELINE C.	173.31	4,123.00	1,311.92	4,123.00			3,077.13	9691118	N	
404611	BIERMAN, DANA J.	156.01	5,409.00	1,223.31	5,409.00			4,050.49	9691119	N	
426250	BORJA, WINDIE R.	161.95	3,260.13	1,233.29	3,260.13			2,602.37	9691121	N	
2058	BOYSEN-KNAPP, KAREN	138.68	4,808.00	2,034.30	4,808.00			2,719.99	9691122	N	
245475	BROWER, JANET L.	173.35	7,922.00	1,839.80	7,922.00			5,448.47	9691123	N	
271677	BROWN, STEVEN J.	173.33	6,571.00	1,291.20	6,571.00			4,058.60	9691124	N	
409212	BURCHETT, BRIAN D.	173.34	4,011.00	958.14	4,011.00			2,983.65	9691125	N	
411387	CHANG, MARGO W.	173.36	3,351.00	1,009.83	3,351.00			2,664.79	9691126	N	
400655	CIULLA, LAURA M.	173.35	7,035.00	1,724.40	7,035.00			4,766.35	9691127	N	
246639	DALTON, MELANIE A.	175.83	7,502.88	997.21	7,502.88			5,773.73	9691128	N	
430735	DUREN, ASHLEY L.	172.35	4,203.61	1,405.28	4,203.61			3,168.27	9691129	N	
223648	EAKES, DEANNA L.	173.32	4,787.00	1,059.10	4,787.00			3,110.59	9691130	N	
4565	EVANS, ERIC V.	173.35	7,922.00	2,786.05	7,922.00			2,590.48	9691131	N	
340919	EVANS, KELLY A.	173.34	5,526.00	1,528.08	5,526.00			3,921.52	9691132	N	
288900	FANNING, LAUREN	152.25	4,567.50	26.93	4,567.50			4,194.88	9691133	N	
421693	FINE, GEORGE F.	86.67	1,879.00	1,048.53	1,879.00			1,466.29	9691134	N	
321284	FISK, APRIL K.	173.35	5,802.00	2,510.24	5,802.00			3,520.03	9691135	N	
356883	FONG, YOLANDA N.	173.34	9,449.00	2,510.38	9,449.00			6,694.51	9691136	N	
337331	GIUNTOLI, PAUL A.	173.33	6,571.00	1,664.04	6,571.00			4,165.56	9691137	N	
401905	GONZALEZ, ANNA K.	173.32	6,063.00	2,550.19	6,063.00			4,538.45	9691138	N	
1264	GRELLNER, KEITH J.	173.34	11,593.00	2,082.11	11,593.00			8,170.90	9691139	N	
421427	GRESS, NICOLE R.	173.30	3,369.00	1,806.16	3,369.00			2,523.59	9691140	N	
410072	GRIEGO, YANEISY	156.00	3,329.00	1,164.46	3,329.00			2,506.57	9691141	N	
355732	GUIDRY, JESSICA F.	173.35	7,922.00	2,786.05	7,922.00			5,605.59	9691142	N	
356336	GUZMAN, DAMARYS L.	173.31	4,194.00	1,787.17	4,194.00			2,894.23	9691143	N	
412171	HAMEL, PATRICK B.	173.35	5,927.00	1,629.49	5,927.00			3,957.29	9691144	N	
427228	HELVIK, BRITTANY M.	173.34	3,056.00	833.89	3,056.00			2,421.67	9691145	N	
4579	HOLDCROFT, GRANT A.	173.33	7,545.00	1,790.76	7,545.00			4,759.57	9691146	N	
270783	HOLDCROFT, JODIE ST	173.33	6,571.00	1,664.04	6,571.00			4,139.13	9691147	N	
1041	HOLT, JUDITH A.	173.35	8,522.00	1,633.89	8,522.00			4,926.86	9691148	N	
2726	HOLT, KAREN L.	173.35	7,922.00	2,404.51	7,922.00			5,161.90	9691149	N	
306605	HUGHES, RACHEL J.	173.33	3,900.00	1,316.54	3,900.00			2,855.16	9691150	N	
409213	HUNTER, KARI L.	173.33	6,843.00	1,464.13	6,843.00			4,757.92	9691151	N	
295036	JAMESON, BETTY S.	173.36	4,074.00	1,339.18	4,074.00			3,045.48	9691152	N	
400651	JOHANSON, KRISTA M.	173.31	3,714.00	1,724.72	3,714.00			2,826.30	9691153	N	
421429	JOHNSON, RENEE K.	173.31	5,376.00	1,233.73	5,376.00			3,897.32	9691154	N	
358933	JONES, KIMBERLY D.	173.33	6,571.00	1,291.20	6,571.00			4,493.88	9691155	N	
393427	KATULA, DAYNA R.	173.33	6,207.00	2,175.39	6,207.00			3,597.45	9691156	N	
418812	KELLUM, LYNDSY B.	104.01	3,606.00	961.79	3,606.00			2,392.60	9691157	N	
245476	KENCH, DONALD C.	173.33	3,867.00	2,083.69	3,867.00			2,616.19	9691158	N	

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Deductions and taxes are confidential and have been redacted

Number	EMPLOYEE Name	Hours	Wages	Vendor#	Gross Pay	Deductions	Taxes	Net Pay	Check Control	I Err C Msg
250913	KIESS, JOHN F.	173.34	9,449.00	2,930.03	9,449.00			6,270.90	9691159	N
421430	KINDSCHY, BRANDON J	173.32	5,120.00	2,366.83	5,120.00			3,644.62	9691160	N
16125	KNOOP, MELINA V.	173.33	6,571.00	1,664.04	6,571.00			4,358.75	9691161	N
243184	KRUSE, CHARLES H.	173.33	6,661.00	2,234.45	6,661.00			4,282.14	9691162	N
327580	KUSHNER, SIRI E.	173.33	8,571.00	2,870.49	8,571.00			6,539.70	9691163	N
416539	LAIRD, MELISSA Y.	173.35	7,922.00	1,839.80	7,922.00			5,523.29	9691164	N
429748	LAU, ANDREW S.	173.31	5,012.00	1,461.21	5,012.00			3,760.96	9691165	N
285038	LYTLE, ROSS D.	173.33	6,971.00	2,084.08	6,971.00			4,512.61	9691166	N
388104	MAZUR, KARINA MARIA	173.31	6,397.00	1,641.40	6,397.00			4,302.61	9691167	N
421431	MCDOWELL, STACI M.	173.34	4,011.00	1,665.35	4,011.00			3,188.96	9691168	N
387088	MCKINNON, BRYAN M.	173.31	5,376.00	1,273.27	5,376.00			4,200.87	9691170	N
429377	MCNAMARA, NICOLE E.	148.82	3,887.06	2,204.97	3,887.06			2,844.39	9691171	N
279971	MOEN, ANNE M.	173.31	5,241.00	1,923.38	5,241.00			3,589.15	9691172	N
406607	MOONTREE, KAELE L.	173.34	4,661.00	1,415.54	4,661.00			3,376.38	9691173	N
421227	MOORE, MEGAN R.	16.67	524.27	2,082.90	524.27			251.68	9691174	N
324204	MORGAN, W. NEWTON	173.33	6,571.00	2,096.42	6,571.00			4,641.50	9691175	N
312378	MORRIS, DAWN M.	138.67	3,830.00	851.80	3,830.00			2,790.84	9691176	N
406005	MURRAY, KEISHA R.	138.68	3,915.00	889.75	3,915.00			3,012.06	9691177	N
295033	NGUYEN, LOAN T.	138.65	3,440.00	1,824.69	3,440.00			2,193.55	9691178	N
430367	NICHOLS, ELIZABETH	161.01	6,237.45	1,466.23	6,237.45			4,210.48	9691179	N
208456	NICOLAISEN, NIELS K	173.33	6,571.00	2,222.75	6,571.00			4,647.42	9691180	N
3128	NOBLE, GREGORIA A.	173.34	4,876.00	1,153.54	4,876.00			3,168.37	9691181	N
22459	NORTH, EDWIN	173.33	8,571.00	2,870.49	8,571.00			1,290.43	9691182	N
405301	NUNO, CRYSTAL M.	173.35	5,927.00	1,207.41	5,927.00			3,291.98	9691183	N
426938	ONARHEIM, CARIN E.	173.29	3,835.00	941.24	3,835.00			2,720.54	9691184	N
243679	OUTHWAITE, MINDI L.	121.35	4,701.00	1,160.28	4,701.00			3,217.10	9691185	N
419118	PANDINO, LINDA E.	173.32	4,300.00	1,393.58	4,300.00			3,199.85	9691186	N
229901	PHIPPS, BETH M.	173.34	8,024.00	1,480.24	8,024.00			5,073.78	9691187	N
394466	PREWITT, SUSANA C.	173.31	4,200.00	982.73	4,200.00			3,176.16	9691188	N
1214	QUAYLE, TIMOTHY P.	173.34	6,828.00	2,256.18	6,828.00			4,584.68	9691189	N
418444	RAMUNNO, PHILIP M.	173.34	5,526.00	1,528.08	5,526.00			4,113.71	9691191	N
324654	RHEA, SUSAN R.	173.33	3,900.00	1,316.54	3,900.00			2,802.83	9691192	N
267073	RIDGE, BETTI L.	173.32	6,716.00	1,682.90	6,716.00			4,598.53	9691193	N
404613	RORK, IAN M.	173.35	4,644.00	1,413.34	4,644.00			3,462.12	9691194	N
425553	SHUHLER, YANA	173.37	3,209.00	1,275.88	3,209.00			2,304.23	9691195	N
361388	SMITH, TERRI L.	173.33	7,344.00	1,764.61	7,344.00			5,094.05	9691196	N
427776	SOOTER, THADDEUS L.	173.35	5,802.00	2,510.24	5,802.00			4,192.87	9691197	N
347366	STEDMAN, KELSEY E.	173.32	6,872.00	1,330.36	6,872.00			4,503.26	9691198	N
423168	STEWART, TOBBI S.	173.32	5,120.00	2,421.51	5,120.00			3,474.47	9691199	N
410415	STUNTZ, JAYME M.	137.87	5,206.04	2,429.81	5,206.04			3,571.10	9691200	N
1682	TURNER, DENISE M.	173.35	5,341.00	2,068.72	5,341.00			3,500.65	9691201	N
401072	TURNER, SUSAN E.	173.34	15,176.00	3,325.49	15,176.00			9,227.50	9691202	N
429750	ULACIA, NICHOLAS J.	132.45	2,919.23	1,185.32	2,919.23			2,148.67	9691203	N
426251	WAGNER, MARY K.	121.34	2,246.00	864.42	2,246.00			1,561.84	9691204	N
392243	WALTHER, SUSAN B.	173.34	6,223.00	2,051.14	6,223.00			4,066.18	9691205	N
14545	WELLBORN, BRIAN D.	129.99	2,900.00	1,162.11	2,900.00			1,733.22	9691206	N
397255	WENDT, JAN E.	173.34	6,672.00	2,235.89	6,672.00			4,914.26	9691207	N
431493	WINCHESTER, LAYKEN	112.00	2,468.48	751.14	2,468.48			1,928.68	9691208	N
426939	WINTERS, CHRISTOPHE	173.36	4,894.00	1,445.86	4,894.00			3,670.85	9691209	N



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Period - 11/30/19  
Payroll ID - 620Company - Home . . 00969 Kitsap Public Health District  
Home Bus. Unit . . 95969 Kitsap Public Health District

Deductions and taxes are confidential and have been redacted

Number	EMPLOYEE Name	Hours	Wages	Vendor#	Gross Pay	Deductions	Taxes	Net Pay	Check Control	I C	Err Msg
301566	YANDA, KERRIE L.	173.35	7,201.00	2,217.92	7,201.00			4,760.74	9691210	N	
2908	ZIMNY, JAMES A.	173.34	6,223.00	1,585.13	6,223.00			4,102.69	9691211	N	
Total.		16494.61	563,172.65	166,949.02	563,172.65	80,362.65	102,084.60	380,725.40			