

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
2205	KC-569-21	<b>Kitsap County</b> <i>Clean Water Kitsap</i>	Interlocal Agreement	01/01/2022-12/31/2022	<b>\$1,300,000</b>	<b>\$0</b>
<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.						
2206	NA	<b>Olympic Educational Service District</b> <i>Head Start</i>	Contract	11/01/2021-10/31/2022	<b>\$54,750</b>	<b>\$0</b>
<b>Description:</b> KPHD to provide professional services, training, and technical assistance appropriate to the needs of Head Start, Early Childhood Education and Assistance Program (ECEAP), and Early Head Start staff and enrollees, to include Public Health Nurse support to the Early Head Start Home Based services rendered to 44 eligible families.						

**CONTRACT NO. KC-569-21  
INTERLOCAL AGREEMENT**

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

**I. PREAMBLE**

This Interlocal Agreement (AGREEMENT) is by and between Kitsap County (COUNTY), a political subdivision, whose principal offices are located at 614 Division Street, Port Orchard, Washington 98366 and Kitsap Public Health District (DISTRICT), whose principal offices are at 345 6th Street, Suite 300, Bremerton, Washington 98337.

**II. RECITALS**

Kitsap County Board of Commissioners enacted Chapter 12.36 of the Kitsap County Code (KCC) 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, called Clean Water Kitsap, operates through interlocal agreements between Kitsap County Public Works Department, 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 2022 Scope of Work and Budget

**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 Attachment 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 Attachment 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 work performed during the period and progress made to date, including performance indicators that reflect effectiveness of the program elements as set forth in ATTACHMENT A – Scope of Work and Budget.
- 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 June 30) due July 31, 2022
- Annual Year-end report (January 1 to December 31) due January 31, 2023

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 Partnership Committee**

DISTRICT shall participate on the existing CWK Partnership Committee.

DISTRICT representative shall represent the DISTRICT on the CWK Partnership Committee. The Director of Public Works and the Stormwater Division Water Quality Manager shall represent the COUNTY on the CWK Partnership Committee. A representative of the Washington State University Extension Program shall represent that agency on the CWK Partnership Committee. A representative of the Kitsap Conservation District shall represent that agency on the CWK Partnership Committee. A representative of the Kitsap Public Utility District shall represent that agency on the CWK Partnership Committee.

The CWK Partnership 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 Attachment A. The sum of DISTRICT'S reimbursement requests during the duration of this Agreement shall not exceed **\$1,300,000.00** the budget for all program elements combined as identified in Attachment 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 and 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.

#### **20. Duration of Agreement**

This Agreement is in effect from the January 1, 2022 through December 31, 2022.

**21. Filing**

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021      Dated this \_\_\_\_ day of \_\_\_\_\_, 2021\_\_

**KITSAP PUBLIC HEALTH DISTRICT**

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

\_\_\_\_\_  
**KEITH GRELLNER, ADMINISTRATOR**

\_\_\_\_\_  
**ROBERT GELDER, CHAIR**

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

\_\_\_\_\_  
**CHARLOTTE GARRIDO, COMMISSIONER**

**ATTEST:**

\_\_\_\_\_  
**DANA DANIELS, CLERK OF THE BOARD**

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



## ATTACHMENT A SCOPE OF WORK AND BUDGET

Kitsap Public Health District 2022 Scope of Work and Budget				Total Budget: \$1,300,000	
Tasks		Activities	Performance Criteria	Target	
Program Element: Pollution Identification and Correction Program					
Goal 1: Protect Public Health and the Environment from Fecal Pollution of Surface Waters					
Identify and correct FC and/or EC pollution sources in high priority surface waters.		Develop and implement the 2022 PIC priority workplan.	Priority workplan memo delivered to KCPW	11/30/2022	
		Conduct PIC surveys according to current PIC Protocols through DPR response, priority work areas, and Property Conveyance follow-ups.	Number of PIC property inspections	325	
			% of properties with identified fecal pollution sources found during inspections	NA	
			% of identified fecal pollutions sources found that have been corrected	NA	
		Send summary of Post Card survey to KCPW for previous calendar year.	Survey delivered to KCPW	1/31/2023	
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.	Shoreline surveys completed	Port Orchard Passage & Dyes Inlet	
		Identify bacterial hotspots for shoreline discharges	Number of new hotspots confirmed this year	NA	
		Investigate all newly identified shoreline "hot spots" within 12 months in accordance with Health District protocols.	% of new hotspots investigated within 12 months	100%	
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.	Number of complaints	NA	
			Percent of complaints responded to within 5 days	90%	
			Number of failures found during complaint inspection	NA	
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.	Number of reports responded to with field inspections	NA	
			Percent of reports responded to within 7 days	90%	
			Number of failures found	NA	

Tasks	Activities	Performance Criteria	Target
Investigate agricultural complaints in a timely and efficient fashion.	Respond to public agricultural complaints within 5 days of receipt. Track and manage agricultural complaints. Identify and correct agricultural sources.	Number of complaints	NA
		Percent of complaints responded to within 5 days	90%
		Number of sources found	NA
		Number of sources corrected	NA
Investigate IDDE complaints in a timely and efficient fashion.	Coordinate with the Kitsap Conservation District on correcting FC pollution caused by livestock waste, pursuant to existing interlocal agreement.	Number of referrals to KCD for technical assistance	NA
		Number of referrals	NA
Investigate citizen complaints related to water quality concerns in a timely and efficient fashion.	Respond to public water quality complaints within 5 days of receipt. Track and manage water quality complaints. Identify and correct pollution sources.	Number of complaints	NA
		Percent of complaints responded to within 5 days	90%
		Number of sources found	NA
		Number of sources corrected	NA
		Number of algae bloom advisories	NA
Support financial options for Kitsap County residents to promote voluntary correction of failing on-site sewage systems. Protect the public from spills from public sewer systems.	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. Participate in Ecology's Regional Loan Program. 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.	Number of water borne illnesses reported and investigated implicating lake swimming beaches.	NA
		Percent of owners of septic failures informed that Craft3 loans are available.	100%
		Number of sewage spill advisories.	NA

Tasks	Activities	Performance Criteria	Target
<b>Program Element: Monitoring Program</b>			
<b>Goal 1: Monitor and Assess Pollution of Kitsap County Waters</b>			
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.	% of planned events completed.	100%
Test best available laboratory and field methods to determine the presence of human contribution to confirmed "hot spots," and prioritize for investigation.	Notify the public of potential health risks and provide a summary of water quality monitoring results and highlight form the 2020 water year. 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.	Publish Annual Water Quality Monitoring Report.	12/31/2022
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.	Report number and types of sampling.	NA
Respond to requests for water quality data from the public.	Provide stream, lake, and shoreline data to the public and other agencies upon request.	Number of advisories.	NA
<b>Goal 2: Protect the Public From Illnesses Related to Shellfish and Biotoxins</b>			
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. Issue shellfish harvest safety advisories. Post signs, update web page, and update information hotline (1-800-2BE-WELL).	Number of data requests.	NA
		% of planned events completed.	100%
		Number of shellfish biotoxin health advisories.	NA

Tasks	Activities	Performance Criteria	Target
<b>Goal 3: Address or Assist with Federal, State and County Water Quality Mandates</b>			
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. Participate in Interagency Water Quality Team as needed in coordination with KCPW staff.	Submit WQ data to Ecology.	12/31/2022
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.	Number of meetings attended.	Quarterly, or more as needed
Coordinate with Washington State Department of Health on shellfish growing area reclassification.	Find and correct bacterial pollution sources affecting shellfish growing areas.	Number of data requests responded to, from DOH Shellfish.	As needed
		Number of shellfish growing area reclassification downgrades to threatened or prohibited responded to.	NA
		Number of responses to DOH parcel closure inquiries.	NA
	Implement Chico Bay Closure Response Plan.	Provide technical memo on status of implementing Chico Bay Closure Response Plan.	12/31/2022
<b>Goal 4: Inform and Educate the Public About Surface Water Quality and Pollution</b>			
Prevent failing onsite sewage systems (OSS) 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, either virtual or in person, in partnership with CWK.	Number of workshops completed (Number and type of workshops, virtual or in-person, will be dependent on COVID needs and mandates)	3
	Issue septic pumping vouchers as incentive for inspection of septic and provide education to property owners.	Number of vouchers (maximum 50)	50 Vouchers at \$250/each (\$12,500 Total)
	Evaluate the effectiveness of the septic pumping voucher program.	Provide technical memo evaluating the effectiveness of the prior year's voucher program	1/30/2022
Inform and educate the public about health and safety issues at lake swimming beaches.	Engage with the public on swimming health and safety at lakes during sampling events.	Report educational contacts at lakes during sampling events	NA
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.	Report number of stream advisories posted	5/1/2022

**CONTRACT BETWEEN  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
HEAD START/ECEAP/EARLY HEAD START PROGRAMS**  
(hereafter referred to as OESD 114)

AND

**KITSAP PUBLIC HEALTH DISTRICT**  
(hereafter referred to as Contractor)

345 6<sup>th</sup> Street, Suite 300                      Bremerton, WA 98337  
(street address)                                      (city - state - zip)

This contract is for the purpose of providing professional services, training, and technical assistance appropriate to the needs of Head Start, Early Childhood Education and Assistance Program (ECEAP), and Early Head Start staff and enrollees, including Public Health Nurse support to the Early Head Start Home Based services to 44 eligible families. The Parties agree to abide by all terms and conditions established in the Contract including appendices and attachments.

**GENERAL PROVISIONS**

**Effective Dates**

This contract start date is November 1, 2021 or the date of execution by the Parties (whichever is later) and remains in effect until October 31, 2022.

**Billing and Payment**

Contractor will be paid for all agreed upon expenses expressly authorized in the Contract. Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination.

OESD 114 shall compensate Contractor by paying:

- Actual salary, benefit and indirect costs in effect when the work was completed.

Billing shall be done monthly with a final invoice submitted by November 30, 2022. Invoices received after the 15<sup>th</sup> of the month may not be paid until the following month. OESD 114 billing address is: Olympic ESD 114, Accounts Payable, 105 National Avenue N, Bremerton, WA 98312 or [acctspayable@oesd114.org](mailto:acctspayable@oesd114.org).

Total Contract amount: not to exceed \$54,750.00.

**Contract and Director Representatives**

OESD 114 and Contractor will each have a Contract Representative and a Director Representative. The Parties may change representatives upon providing written notice to the other party. The Parties' representatives are as follows:

Contract Representative for Contractor is: Yolanda Fong, Director of Community Health, 345 6<sup>th</sup> Street, Suite 300, Bremerton, WA 98337. Phone: (360) 728-2275.

Director Representative for Contractor is: Keith Grellner, Administrator, 345 6<sup>th</sup> Street, Suite 300, Bremerton, WA 98337. Phone: (360) 728-2284.

Contract Representatives for OESD 114 are: Maggie Healy, Early Head Start Program Manager (360) 782-5092 and Erin Schafer, Health Program Manager (360) 478-6877, 105 National Avenue N, Bremerton, WA 98312.

Director Representative for OESD 114 is: Kristen Sheridan, Director, Early Learning Department, 105 National Avenue N, Bremerton, WA 98312. Phone: (360) 405-5842.

#### Source of Funding

Reimbursement for Head Start and Early Head Start is subject to funding from the Department of Health and Human Services (DHHS), Administration for Children and Families, Office of Head Start. Funding from DHHS may be reduced or suspended by DHHS. The Catalogue of Federal Domestic Assistance (CFDA) number for federal funds is 93.600. ECEAP funds are state funds and not subject to federal requirements.

#### Use of Federal Funds

Contractor shall certify that no federal funds payable under this Contract will be paid by or on behalf of Contractor, to pay any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of Member of Congress in connection with the awarding of a federal contract, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract.

#### Independent Contractor

Contractor's services will be furnished by Contractor as an independent contractor and not as an employee or agent of OESD 114.

#### Termination

Either party may terminate this Contract in whole or in part with 30 days written notice to the other party. In that event, the OESD 114 will pay Contractor for all such costs incurred by Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.

If funding for the underlying project is withdrawn, reduced or limited in any way after the Contract is signed, OESD 114 may summarily terminate the Contract.

If for any reason, either party does not fulfill in a timely and proper manner its obligations under this Contract, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Contract may be terminated immediately by written notice of the aggrieved party to the other.

#### Amendments and Changes in Work

In order to be effective, any contract renewal, amendment or modification must be in writing and signed by both parties. Work under an amendment or modification may not commence until the contract renewal, amendment or modification has been approved by OESD 114.

#### Contractor's Agreement to Indemnify, Defend, and Hold Harmless

Contractor shall indemnify, defend (by counsel acceptable to Landlord), and hold harmless the OESD 114 and its Superintendent, Board members, officers, employees, and agents (collectively "OESD 114") from and against any and all claims, damages, demands, actions, lawsuits, liens, liabilities, penalties, fines, or other such proceedings including, without limitation, for personal injuries, loss of life, or property damage (collectively "Claims"), and shall pay all costs and reasonable attorney's fees incurred in the defense thereof, for any Claim arising from, resulting from, related to or connected with services performed or to be performed under this agreement by Contractor, its officers, employees, agents, representatives, or subcontractors of any tier to the fullest extent permitted by law, provided that Contractor shall not be liable to the OESD 114 if and to the extent such Claims arise out of the gross negligence or willful misconduct of the OESD 114. Solely for the purpose of effectuating the indemnification obligations under this Lease, and not for the benefit of any third parties (including but not limited to employees of Contractor), Contractor specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW.

### Records Maintenance and Ownership

Contractor shall maintain and/or submit records as described in Contractor Responsibilities. OESD 114 shall retain ownership of all family and child records including attendance records, monitoring forms, lesson plans, individual learning plans, completed assessments, and other reports.

### Equipment Ownership

Title to equipment and supplies acquired under this Contract shall vest, upon acquisition, in the Contractor except for loaned equipment.

### Audits

An annual audit shall be required for all program funds awarded under this Contract, with the exception of funds awarded to privately owned child care businesses. The audit shall be conducted by the Office of State Auditor, or an independent Certified Public Accounting firm selected by Contractor. Contractor shall be responsible for any audit exceptions incurred by its own organization.

### Governance

This Contract is governed by all applicable state or federal laws. The provisions of this Contract shall conform to those laws. In the event of an inconsistency in the terms of this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- a. applicable state and federal statutes and rules;
- b. statement of Contractor and OESD 114 responsibilities; and
- c. any other provisions of the Contract.

### Assignment

Contractor will perform under the Contract using only its employees or agents. Contractor's obligations and duties under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior written consent of OESD 114.

### Severability

If any provision of this Contract shall be held invalid by a court, such invalidity shall not affect the other provisions of the Contract. If any provision of the Contract conflicts with any applicable law, the provision will be deemed inoperative to the extent it does not conform to statutory requirements.

### All Writings Contained Herein

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

### Disputes

In the event that a dispute arises under this Contract, Contract Representatives for each party shall first attempt to resolve the dispute in the following manner: review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. If a determination acceptable to both parties is not made, the dispute will be referred to the Director Representatives to resolve. If a determination acceptable to both parties is not made, the Director Representatives shall mutually select a mediator to assist in seeking a determination. The mediator's determination shall be final and binding on the Parties hereto.

### Insurance

Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Contractor, their agents, representatives, employees or subcontractors. The insurance coverage will be at least 2 million dollars per occurrence for commercial general liability and automobile liability. Contractor's insurance will be primary to all other applicable coverage. Contractor will provide OESD 114 with a certificate of insurance evidencing coverage and naming OESD 114 as an additional insured for commercial general liability insurance.

#### Statutory and Regulatory Compliance

Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, regulations, guideline and standards applicable to any service provided pursuant to this Contract.

#### Nondiscrimination

The Parties hereto shall not discriminate against anyone in providing services under this Contract on the grounds of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veterans' status, or the presence of any sensory, mental or physical handicap.

#### Americans with Disabilities Act

OESD 114 agrees to comply with all provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such act.

#### Drug Free Workplace

Contractor will maintain a drug-free work place.

#### Confidentiality

Contractor and its employees will maintain the confidentiality of all information provided by OESD 114 or acquired by Contractor in performance of the Contract, except upon the prior written consent of OESD 114 or when disclosure is required or authorized by law or is required in the course of audit. Contractor will promptly notify OESD 114 in the event Contractor receives a demand or request for such information.

#### Choice of Law, Jurisdiction and Venue

Any action at law or other judicial proceeding arising out of the Contract will be instituted and maintained only in a court in Kitsap County, Washington.

#### Notices

Any notices will be in writing and delivered to the contract representative in person, by regular mail, or electronic format and will become effective upon the date of receipt.

#### Appendix A

The Certification Regarding Debarment, Suspension and Other Responsibility Matters-Primary Covered Transactions and Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (to be supplied to lower tier participants) form is incorporated into this Contract.

### **CONTRACTOR RESPONSIBILITIES**

#### **Head Start, ECEAP, and Early Head Start**

1. Provide training to OESD 114 Head Start, ECEAP, and/or Early Head Start staff such as:
  - Risk of tobacco use
  - Substance abuse prevention
  - Health Care Institute
  - Health Services
  - SIDS/Safe Sleep/Shaken Baby Syndrome
  - Post-partum/parental depression
  - Pediatric and public health issues as agreed upon with the OESD 114 Health Program Manager
  - Other topics as requested
2. Maintain membership on the OESD 114 Health Advisory Committee to assist with formulation of health policies and procedures.
3. Conduct classroom Health and Safety Observations. See Appendix B, OESD 114 Head Start/ECEAP/Early Head Start Classroom List.
4. Supply health education materials for classroom and parent education as requested by the OESD 114 Health Program Manager.



5. Attend trainings as requested.
6. Attend and participate in program self-assessments and all federally required reviews.
7. Contribute up to 25% in-kind match in non-federal in-kind or cash for Early Head Start funds only and complete the In-Kind Documentation Form with requested supporting documentation.
8. Provide health consulting as needed during the course of the Contract.

#### **Early Head Start, Early Head Start Child Care Partnership and Head Start Home Visiting**

1. Collaborate with OESD 114 staff to recruit and provide services to support Early Head Start.
2. Work with OESD 114 to recruit and enroll children with disabilities.
3. Provide office space (if available) at the Health District for 4 home visitors providing Early Head Start services to 44 families.
4. In collaboration with the OESD 114 Early Head Start staff, meet Head Start performance standards.
5. Attend and participate in Family Staffing meetings twice a year as requested by OESD 114 Early Head Start Program Manager.
6. Provide monthly Infant/Toddler Nurse Consultation (minimum of one hour per month) to Discovery Early Head Start and Olympic College Early Head Start when infants are present or as required.
7. Provide infant/toddler nurse consultation for each home visitor socialization team twice a year.
8. Collaborate monthly with Early Head Start/Head Start Home Based Coordinator Assistants regarding home based services.
9. Provide additional consultation as needed to the child care programs upon request which may include but is not limited to: infant/toddler health care policies and procedures staff training, parent information, infant/toddler care practices, and linkages to community resources.
10. OESD 114 and the nurse consultant will mutually agree upon dates for consultation services and training for the Discovery Early Head Start Learning Lab and coordinate activities to ensure compliance with this Contract.
11. Coordinate services available to enrolled prenatal families to include:
  - Participation in multidisciplinary team meeting with OESD 114 staff.
  - Identification of services OESD 114 prenatal families are receiving from Contractor.
12. Attend meetings and trainings as requested by Early Head Start Program Manager or Coordinator Assistants.
13. Screen for post-partum depression when processing referrals for expecting parents and provide follow-up regarding concerns or recommendations when appropriate.

#### **OESD 114 RESPONSIBILITIES**

1. Provide copies of Head Start and ECEAP Performance Standards, Administrative Regulations and forms and samples of record keeping systems to ensure compliance with Head Start and ECEAP guidelines.
2. Collaborate to ensure compliance with Washington Administrative Code (WAC).
3. Provide access to mental health services, nutrition services, and taxi services or bus passes used by enrolled families in order to participate in group socializations, meetings or trainings provided by OESD 114.
4. Provide training to home visitors and Public Health Nurse as needed or required.
5. Provide joint consultation between OESD 114 Early Head Start staff and the Public Health Nurse.
6. For the Early Head Start Home Visitors housed with Contractor,
  - Provide technical assistance to the Early Head Start home visitors through document support, observation of home visits, socializations, and during clinical consultation.
  - Provide supplies, laptops and other electronics to support the work of the home visitors.
7. Collaborate with Contractor staff to provide services to enrolled families.
8. Provide Contractor (Public Health Nurse) with OESD 114 program information such as classroom contacts, training schedule, Direct Service Team (DST) schedule, family staffing schedule, Health Advisory Committee meeting dates and notice of upcoming events.

IN WITNESS THEREOF, OESD 114 and Contractor have executed this Agreement.

**CONTRACTOR**

Who certifies that he/she is the person duly qualified and authorized to bind the Contractor so identified to the foregoing Agreement and under penalty of perjury, certifies the Social Security Number or Federal Identification Number provided is correct.

Date \_\_\_\_\_

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Business name, if different from above

Check appropriate box:

- ☐ Individual/Sole Proprietor  
☐ Corporation  
☐ Partnership  
☐ Limited Liability Company  
☐ Other \_\_\_\_\_

Address (number, street and apt. or suite #)

\_\_\_\_\_

City, state and zip code

\_\_\_\_\_

Reviewed By:

\_\_\_\_\_ Yolanda Fong

\_\_\_\_\_ Nancy Acosta

\_\_\_\_\_ Jan Wendt

\_\_\_\_\_ Melissa Laird

\_\_\_\_\_ April Fisk

**EDUCATIONAL SERVICE DISTRICT 114**

\_\_\_\_\_  
Gregory J. Lynch, Superintendent

Date \_\_\_\_\_

**OESD 114 USE ONLY**

\_\_\_\_\_ Kristen Sheridan  
Director, Early Learning Department

\_\_\_\_\_ Susan Jung Lathrop  
Asst Superintendent, Teaching & Learning

\_\_\_\_\_ Monica Hunsaker  
Assistant Superintendent of Finance

\_\_\_\_\_ Tina Schulz  
Executive Assistant to the Superintendent

## **APPENDIX A**

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS**

By signing and submitting this contract, the contractor, defined as the primary participant in accordance with 45 CFR 76 certifies to the best of his or her knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;
- (b) Have not within a 3-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) Are not presently or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this Contract. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. OESD and the Federal agency will determine whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions,” provided below without modification in all lower tier covered transactions.

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS (TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)**

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (b) Where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

## **APPENDIX B**

### **OESD 114 Head Start/ECEAP/Early Head Start Classroom List**

#### **Head Start**

Bud Hawk Elementary at Jackson Park  
Esquire Hills Elementary  
Madrona Heights Elementary  
Olympic College  
Wolfe Elementary

#### **ECEAP**

East Port Orchard Elementary  
Givens Community Center  
Green Mountain Elementary  
Manchester Elementary  
Olalla Elementary  
PineCrest Elementary  
Woodlands Elementary  
Theler Early Learning Center

#### **Early Head Start Child Care Partnership**

Discovery Alternative High School Center  
Olympic College

#### **Early Head Start**

Early Head Start Home Visitor Positions (14)

#### **Head Start**

Head Start Home Visitor Positions (2)

## New or Renewed Contracts for the Period of 09/01/2021 through 09/30/2021

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
<b>Active (6 contracts)</b>									
<b>DOH, Washington State</b>									
ID: 2198	Administration, Keith Grellner	Amendment	Closed	09/07/21	\$1,353,058.00	09/08/21	01/01/18	12/31/21	CLH18248
Description: Defines the joint and cooperative relationship and planning efforts between KPHD and DOH. The contract and all statements of work contained are intended to implement applicable objectives under the Public Health Improvement Plan and facilitate the delivery of public health services to the people of Washington.									
Initial funding = 1,353,058									
Amendment 1 + 63,249 = \$1,416,297									
Amendment 2 + 282,634 = \$1,698,931									
Amendment 3 + 578,009 = \$2,276,940									
Amendment 4 + 608,902 = \$2,885,842									
Amendment 5 + 57,258 = \$2,943,100									
Amendment 6 + 285,691 = \$3,228,791									
Amendment 7 +16,800 = \$3,245,591									
Amendment 8 + 151,537 = \$3,397,128									
Amendment 9 + 1,320,224 = \$4,717,352									
Amendment 10 + 921,764 = \$5,639,116									
Amendment 11 + 66,060 = \$5,705,176									
Amendment 12 + 11,500 = \$5,716,677									
Amendment 13 + 5,800 = \$5,722,477									
Amendment 14 +650,000 = \$6,372,477									
Amendment 15 +16,075 = \$6,388,522									
Amendment 16 +804,922 = \$7,193,474									
Amendment 17 + \$7,247,806 = \$14,441,280									
.....									
<b>First Five Fundamentals</b>									
ID: 2196	Parent/Child Health, Siri Kushner	Contract for Services	Closed		\$9,000.00	09/07/21	01/01/21	12/31/21	
Description: KPHD to support the capacity and infrastructure of Washington Communities for Children, build public awareness of and support for high quality early learning opportunities, and achieve a range of other goals (each of which are outlined in the DCYF Contract).									
.....									
<b>HCA, Washington State</b>									
ID: 2193	Assessment and Epidemiology, Siri Kushner	Data Sharing Agreement	Closed			09/09/21	09/09/21	12/31/23	K5439
Description: The data to be shared is set out below:									
1. Category 1 and category 2 data products containing quality and/or performance metrics specific to MTP Initiatives (Initiative-specific).									
2. Category 1 and category 2 provider reports specific to MTP Initiatives and/or overall Medicaid Transformation work (Provider reports).									
3. Category 1 and category 2 data products containing quality metrics in support of Medicaid Transformation work (MT support).									
4. Category 1 and category 2 ad hoc data products specific to the ACH's unique Medicaid Transformation data needs (ACH-specific).									
.....									
<b>Peninsula Community Health Services</b>									

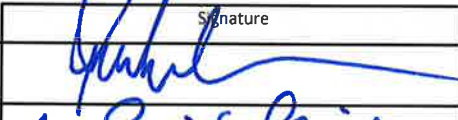
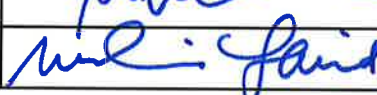
## New or Renewed Contracts for the Period of 09/01/2021 through 09/30/2021

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
ID: 2199	Community Health, Jessica Guidry	Amendment	Closed	09/07/21		09/16/21	01/21/21	12/31/21	
Description: This Agreement provides a means for Subcontractor, who is conducting mass vaccination clinics to support Kitsap Public Health District's COVID-19 Mass Vaccination Plan, to receive federal reimbursement for allowable expenses.									
Amendment 1 extends the period of performance to December 31, 2021.									
.....									
<b>Pierce County</b>									
ID: 2201	Food and Living Environment, Dayna Katula	Interlocal/Interagency	Closed	09/07/21		09/07/21	01/01/22	12/31/26	1061-12-2026
Description: Tacoma-Pierce Health Dept. to provide online food worker training, testing and card issuance services and remit monies owed to the District as allowed by the fee schedule.									
.....									
<b>Vimly Benefit Solutions</b>									
ID: 2112	Human Resources, Karen Holt	Contract for Services	Open Ended		\$250.00	09/13/21	01/01/21	12/31/21	
Description: Vimly Benefit Solutions (VBS) to provide services related to adoption of and certain non-discrimination testing for a Premium only Cafeteria Plan.									
Initial term of 12 months, then auto renew until terminated. (Terminate with not less than 60 days notice)									
.....									

**Kitsap Public Health Board Meeting**  
**Date: November 2, 2021**

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

**Approvals:**

	Signature	Date
Administrator		10/26/2021
Finance Manager		10/25/2021

**Recommended Motion:** Approval

**Items:**

Type	Date	Total Amount
Accounts Payable	9/2/2021	\$ 45,881.03
Accounts Payable- EFT	9/3/2021	233.52
Accounts Payable	9/3/2021	8,985.23
Accounts Payable- EFT	9/16/2021	58,798.39
Accounts Payable- EFT	9/23/2021	19,097.83
Accounts Payable/Benefits	9/30/2021	251,562.60
Vital Stats Transfer	9/20/2021	33,288.00
Payroll Taxes	9/3/2021	179,586.35
Payroll	9/30/2021	491,974.97
<b>Grand Total</b>		<b>\$ 1,089,407.92</b>

**Kitsap Public Health Board Action:**

- ☐ Approve
- ☐ Deny
- ☐ Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		

Kitsap Public Health District  
September AP Warrants

Supplier	Supplier's Invoice Number	Document Number	Invoice Date	Amount
Canon Financial Services, Inc.	27207703	SINV-2021-03148	8/13/2021	1,041.15
Clallam County	052021	SINV-2021-03155	8/27/2021	2,905.98
Clements, James B.	082021	SINV-2021-03160	8/20/2021	1,100.00
Jefferson County	JAN- JUN 2021	SINV-2021-03162	8/5/2021	35,660.52
Lingo	608798269	SINV-2021-03163	8/11/2021	27.27
Office Depot	188073921001	SINV-2021-03166	8/9/2021	57.68
Office Depot	1887422700001	SINV-2021-03167	8/17/2021	134.59
Quadient Leasing USA, Inc	N9005481	SINV-2021-03168	8/18/2021	997.52
Staples Advantage	3484797543	SINV-2021-03172	8/17/2021	180.83
Taylor Technologies, Inc.	433521	SINV-2021-03180	8/13/2021	378.92
Telelanguage Inc	T6946	SINV-2021-03183	8/18/2021	783.60
Telelanguage Inc	TL 129090	SINV-2021-03185	7/8/2021	186.45
United Business Machines Of Wa	Inv453296	SINV-2021-03187	7/1/2021	623.77
Spectra Laboratories - Kitsap, Llc	C21-02645, C21-02646	SINV-2021-03268	8/25/2021	868.00
United Business Machines Of Wa	Inv# 456646	SINV-2021-03269	8/27/2021	902.05
Microsoft Corporation	E0600FA2ET	SINV-2021-03288	7/22/2021	32.70
				<u>45,881.03</u>

Supplier	Supplier's Invoice Number	Document Number	Invoice Date	Amount
Paul Giuntoli (337331)	Mileage 0714-081221	EXP-0000301	9/1/2021	233.52
				<u>233.52</u>

Supplier	Supplier's Invoice Number	Document Number	Invoice Date	Amount
Keith Grellner (1264)		EXP-0000285	9/1/2021	165.76
Nancy Acosta (278956)	Supplies	EXP-0000287	9/1/2021	670.02
Sam Ader (413193)	Mileage 0707-080421	EXP-0000288	9/1/2021	209.44
Leslie Banigan (215189)	Mileage	EXP-0000289	9/1/2021	109.14
Richard Bazzell (328436)	Mileage 0707-072221, RS renewal	EXP-0000290	9/1/2021	293.04
Wendie Borja (426250)	Mileage	EXP-0000291	9/1/2021	322.73
Brian Burchett (409212)	Mileage 0729-081621	EXP-0000292	9/1/2021	200.76
Elizabeth Davis (433997)	Mileage 06/16-07/22/21	EXP-0000293	9/1/2021	164.25
Brian Burchett (409212)	Mileage reimbursement	EXP-0000294	9/1/2021	501.59
Lindsey Camarena (434136)	Mileage/Supplies	EXP-0000295	9/1/2021	111.60
Laura Ciulla (400655)	Mileage	EXP-0000296	9/1/2021	33.26
Kelly Dowless (340919)	Supplies Misc	EXP-0000297	9/1/2021	56.56
Ashley Duren (430735)	Mileage 0707-073121	EXP-0000298	9/1/2021	139.78
George Fine (421693)	Mileage 0616- 072321	EXP-0000299	9/1/2021	46.82
Harrison Forte (434150)	Mileage 0707-072221	EXP-0000300	9/1/2021	182.78
Paul Giuntoli (337331)	Mileage 0714-081221	EXP-0000301	9/1/2021	233.52
Patrick Hamel (412171)	Mileage 0707-080421	EXP-0000303	9/1/2021	158.76
Jodie Holdcroft (270783)	Mileage	EXP-0000304	9/1/2021	556.24
Kimberly Jones (358933)	Mileage 0701-073021	EXP-0000305	9/1/2021	150.08
Dayna Katula (393427)	Mileage	EXP-0000306	9/1/2021	169.12
Brandon Kindschy (421430)	Mileage reimbursement	EXP-0000307	9/1/2021	41.05
Melina Knoop (16125)	Mileage reimbursement	EXP-0000308	9/1/2021	210.08
Melissa Laird (416539)	Conference, supplies	EXP-0000309	9/1/2021	412.19
Ross Lytle (285038)	Mileage	EXP-0000310	9/1/2021	225.68
Nicole McNamara (429377)	Food handles permin-Misc	EXP-0000311	9/1/2021	10.00
Karina Mazur (388104)	Mileage, license renewal	EXP-0000312	9/1/2021	236.18
Anne Moen (279971)	Mileage reimbursement	EXP-0000313	9/1/2021	685.44
Nathan Morrow (433895)	Mileage reimbursement	EXP-0000314	9/1/2021	20.16
Crystal Nuno (405301)	Mileage reimbursement	EXP-0000315	9/1/2021	628.32
Melissa O'Brien (433907)	Mileage	EXP-0000316	9/1/2021	46.76
Jessica Phares (Terminated) (434024)	Mileage reimbursement	EXP-0000317	9/1/2021	37.07
Suzanne Plemmons (433994)	Mileage Reimbursement	EXP-0000318	9/1/2021	72.80
Barbara Steusloff (429204)	Mileage Reimbursement	EXP-0000319	9/1/2021	204.18
Jan Wendt (397255)	Mileage reimbursement	EXP-0000320	9/1/2021	69.44
Kerrie Yanda (301566)	Mileage reimbursement	EXP-0000321	9/1/2021	180.32
James Zimny (Terminated) (2908)	Mileage reimbursement	EXP-0000322	9/1/2021	666.96
Alexandra Moore (434254)	Work Boots- 1st Pair	EXP-0000323	9/1/2021	130.79
Yana Shuhler (425553)	KPHD Logowear	EXP-0000324	9/1/2021	50.00
Carin Onarheim (426938)	Mileage reimbursement	EXP-0000325	9/1/2021	45.25
Linda Pandino (419118)	KPHD Logowear	EXP-0000326	9/1/2021	50.00
Timothy Quayle (1214)	Mileage reimbursement	EXP-0000327	9/1/2021	170.24
Melissa O'Brien (433907)	Mileage reimbursement	EXP-0000328	9/1/2021	122.53
Barbara Steusloff (429204)	Mileage Reimbursement	EXP-0000329	9/1/2021	83.66
Tobbi Stewart (423168)	Mileage reimbursement	EXP-0000330	9/1/2021	110.88



Kitsap Public Health District  
September AP Warrants

Supplier	Supplier's Invoice Number	Document Number	Invoice Date	Amount
				8,985.23
Supplier	Supplier's Invoice Number	Document Number	Invoice Date	Amount
Amy Anderson (419470)	Mileage 081221	EXP-0000356	9/8/2021	10.02
John Kiess (250913)	OSS License renewal	EXP-0000357	9/8/2021	116.00
Tobbi Stewart (423168)	Mileage 0802-0882721	EXP-0000358	9/8/2021	71.12
Blue Dot Investments, Llc	Space12	SINV-2021-04076	9/3/2021	300.00
Bremerton Government Center Association	092021HD	SINV-2021-04077	9/1/2021	30,668.14
Comcast	Inv# 129790696	SINV-2021-04078	9/1/2021	496.70
Comcast Po Box 60533	1685177 & 1644737	SINV-2021-04079	9/1/2021	653.23
Microsoft Corporation	EO600FPCB2, E0600FQBVC	SINV-2021-04080	9/2/2021	3,477.03
Spectra Laboratories - Kitsap, Llc	C21-02279 & C21-02731	SINV-2021-04081	9/15/2021	4,914.30
United Business Machines Of Wa	Inv456990	SINV-2021-04082	9/1/2021	696.87
Telelanguage Inc	TL130175	SINV-2021-04083	8/16/2021	153.45
Washington Poison Center	Invoice S65	SINV-2021-04084	8/31/2021	208.34
US Bank National Association	4246044555688591	SINV-2021-04087	8/25/2021	745.38
US Bank National Association	4246 0445 5568 8591	SINV-2021-04089	8/25/2021	4,560.16
US Bank National Association	Acct# 4246-0445-5568-8591	SINV-2021-04095	8/25/2021	11,017.20
Fedex	Invoice 7-481-96109	SINV-2021-04112	8/27/2021	10.26
Staples Advantage	3486455103	SINV-2021-04124	9/1/2021	700.19
				58,798.39
Supplier	Supplier's Invoice Number	Document Number	Invoice Date	Amount
Sam Ader (413193)		EXP-0000390	9/14/2021	186.48
Richard Bazzell (328436)		EXP-0000391	9/14/2021	394.80
Lindsey Camarena (434136)		EXP-0000392	9/14/2021	130.82
Ashley Duren (430735)		EXP-0000393	9/14/2021	83.66
Harrison Forte (434150)		EXP-0000394	9/14/2021	169.23
Paul Giuntoli (337331)		EXP-0000395	9/14/2021	150.64
Sarah Henley (434028)		EXP-0000396	9/14/2021	20.94
Jodie Holdcroft (270783)		EXP-0000397	9/14/2021	104.16
Dayna Katula (393427)		EXP-0000398	9/14/2021	39.99
Brandon Kindschy (421430)		EXP-0000399	9/14/2021	18.14
Alexandra Moore (434254)		EXP-0000401	9/14/2021	138.60
Niels Nicolaisen (208456)		EXP-0000402	9/14/2021	693.28
Crystal Nuno (405301)		EXP-0000403	9/14/2021	743.68
Melissa O'Brien (433907)		EXP-0000404	9/14/2021	133.11
Carin Onarheim (426938)		EXP-0000405	9/14/2021	94.81
Susan Van Ort (392243)		EXP-0000406	9/14/2021	511.84
Layken Winchester (431493)		EXP-0000407	9/14/2021	169.18
Kerrie Yanda (301566)		EXP-0000408	9/14/2021	234.64
Kee Song (Inactive)	One-Time Payment	MPR-00820	9/14/2021	110.00
Amerigroup (Inactive)	POS Customer Refund	MPR-00821	9/14/2021	39.02
Michael Byrd (Inactive)	POS Customer Refund	MPR-00822	9/14/2021	1,015.00
Shelly Stockman (Inactive)	POS Customer Refund	MPR-00823	9/14/2021	645.00
Terrie Schultz c/o Permit Granted LLC (Inactive)	One-Time Payment	MPR-00830	9/15/2021	535.00
Shelly Stockman (Inactive)	POS Customer Refund	MPR-00831	9/15/2021	362.50
Henry Petersen (Inactive)	POS Customer Refund	MPR-00832	9/15/2021	145.00
Roger Haworth (Inactive)	POS Customer Refund	MPR-00833	9/15/2021	645.00
Sharnaee Grettenberger (Inactive)	POS Customer Refund	MPR-00834	9/15/2021	25.00
The Coffee Oasis 2 (Inactive)	POS Customer Refund	MPR-00835	9/15/2021	645.00
Consuella Wright (Inactive)	POS Customer Refund	MPR-00836	9/15/2021	40.99
Nathan Cleaver Septic Design (Inactive)	POS Customer Refund	MPR-00837	9/15/2021	510.00
Brad Songhurst (Inactive)	One-Time Payment	MPR-00838	9/15/2021	250.00
Erin Durfey (Inactive)	POS Customer Refund	MPR-00839	9/15/2021	220.00
Blackwell Real Estate Llc	Oct '21	SINV-2021-04979	9/9/2021	790.00
Joyce, Douglas L	Oct '21	SINV-2021-04980	9/14/2021	613.00
Loomis	Invoice #12874484	SINV-2021-04983	8/31/2021	451.93
Masters, Spencer R.	Oct '21	SINV-2021-04984	9/14/2021	722.00
Siena Holdings Llc	Oct '21	SINV-2021-04985	9/14/2021	677.00
Stericycle Inc	Invoice # 3005696848	SINV-2021-04987	9/7/2021	761.12
Wex Bank	Inv# 73872213	SINV-2021-04991	9/7/2021	484.64
Iron Mountain	Inv # 0202383344 & 202413913	SINV-2021-05101	8/31/2021	347.82
Quatris Healthco Llc	Invoice # 157311	SINV-2021-05176	9/15/2021	379.74
Song, Chun Moo	Sep & Oct	SINV-2021-05280	9/10/2021	1,040.00
Safe Security	Invoices 1263 & 1222	SINV-2021-05362	9/16/2021	3,524.50

Kitsap Public Health District  
September AP Warrants

Supplier	Supplier's Invoice Number	Document Number	Invoice Date	Amount
Kitsap Public Health District	Petty Cash replenish	SINV-2021-05363	9/17/2021	100.57
				<u>19,097.83</u>

Supplier	Supplier's Invoice Number	Document Number	Invoice Date	Amount
George Fine (421693)		EXP-0000441	9/22/2021	57.90
Kimberly Jones (358933)	Mileage reimbursment 0816-09152021	EXP-0000442	9/22/2021	160.72
Ross Lytle (285038)	Mileage reimbursement	EXP-0000444	9/22/2021	102.48
Timothy Quayle (1214)	Mileage reimbursement	EXP-0000445	9/22/2021	290.08
Alexandra Tiemeyer (433908)	Mileage reimbursement 07/02-083121	EXP-0000449	9/22/2021	172.59
Blue Sky Printing	Inv # 5354, 5446, 5509	SINV-2021-05900	8/24/2021	774.36
Kitsap County Auditor	008 & 009	SINV-2021-05903	9/13/2021	2,061.34
Sequim West Inn And Rv Park	Sept Invoice	SINV-2021-05904	9/16/2021	750.00
Brown, Mary C	Sept 2021	SINV-2021-05922	9/14/2021	1,250.00
Spectra Laboratories - Kitsap, Llc	Inv 0801-08312021	SINV-2021-05926	9/22/2021	7,460.00
Xiologix, Llc	Inv# 8773	SINV-2021-05943	8/27/2021	872.00
Verizon Wireless	Invoice # 9888248602	SINV-2021-05969	9/10/2021	6,464.09
Canon Financial Services, Inc.	Invoice # 27353932	SINV-2021-06101	9/23/2021	1,041.15
Kcda Purchasing Cooperative	Invoice # 300577868	SINV-2021-06103	9/20/2021	590.63
Staples Advantage	Invoice# 3487178571	SINV-2021-06106	9/11/2021	98.05
Summit Law Group, Pllc	Invoice # 129424	SINV-2021-06117	9/22/2021	2,434.00
American Family Life Assurance Company	August 2021	SINV-2021-06159	9/24/2021	2,551.26
WA State Employment Security	August 2021	SINV-2021-06166	9/24/2021	2,833.05
Health Equity	August 2021	SINV-2021-06170	9/24/2021	508.33
Hra Veba Trust	August 2021	SINV-2021-06171	9/24/2021	9,543.49
Nationwide Retirement Solutions	August 2021	SINV-2021-06172	9/24/2021	3,638.00
Peak 1 Administration, Llc	August 2021	SINV-2021-06182	9/24/2021	721.00
Prof & Technical Eng Xph	August 2021	SINV-2021-06184	9/24/2021	3,110.94
Voya Institutional Trust Company	August 2021	SINV-2021-06187	9/24/2021	175.00
WA State Dept of Labor & Industries	August 2021	SINV-2021-06189	9/24/2021	3,784.99
Wash State Dept Of Retirement	August 2021	SINV-2021-06191	9/24/2021	13,638.80
Wa Health Care Authority - Uniform	August 2021	SINV-2021-06193	9/24/2021	100,431.25
WCIF	August 2021	SINV-2021-06195	9/24/2021	5,441.35
Whit-Delta Dental Of Washington	August 2021	SINV-2021-06196	9/24/2021	10,074.66
Bainbridge Island Fire Department	JAN - MAR 2021	SINV-2021-06296	8/12/2021	70,531.09
				<u>251,562.60</u>

**TREAS RPT - Detail Cash Report - Cash**

Treasurer's Detail Report

For 2021 - Sep

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
	3860 - Agency Deposits	JE-00003049 - Kitsap Public Health District - 09/20/2021 - Public Health monthly vital stats transfer	9/20/2021	0.00	33,288.00	-33,288.00
3800:Other Increases in Fund Resou						

0.00	33,288.00	-33,288.00
------	-----------	------------

**TREAS RPT - Detail Cash Report - Cash**

Treasurer's Detail Report

For 2021 - Sep

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
2317:Payroll Tax Payable		Operational Journal: Kitsap Public Health District - 09/03/2021	9/3/2021	0.00	179,586.35	-179,586.35
2313:Salaries Payable		Operational Summary Journal: Kitsap Public Health District - 09/30/2021	9/30/2021	0.00	491,974.97	-491,974.97
				0.00	671,561.32	-671,561.32