

**Kitsap Public Health District
Consent Agenda
February 6, 2024**

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
2308 Amendment 1	NA	The People's Harm Reduction Alliance <i>Syringe Exchange Program</i>	Amendment	01/01/2023- 12/31/2024	\$0	\$40,000
Description: Amendment to extend the period of performance to December 31, 2024, and adds an additional \$40,000 compensation during the extended period for a total combined compensation of \$80,000.						
2385	11323-24- DATA	Clallam County <i>Communicable Disease/Opioid Dashboard</i>	Interlocal Agreement	01/01/2024- 12/31/2024	\$4,240	\$0
Description: KPHD will provide as needed training, transfer of files, IT support, and changes to the reporting platform for the Behavioral Health in-county funded and Behavioral Health funded providers/services.						
2386	KC-120-24	Kitsap County <i>Communicable Disease/Opioid Dashboard</i>	Interlocal Agreement	01/01/2024- 12/31/2024	\$4,240	\$0
Description: KPHD to support transition of reporting portals and data of awardees funded by the Mental Health Chemical Dependency and Therapeutic Court Treatment Sales Tax.						
2387	AD-24-001	Jefferson County <i>Communicable Disease/Opioid Dashboard</i>	Interlocal Agreement	01/01/2024- 06/30/2024	\$6,930	\$0
Description: KPHD will provide support to the County's epidemiologists as reporting for the School-based Health Centers (SBHC) and Behavioral Health Subcontractors, receiving funds through the 1/10 th of 1% Sales Tax Fund in Jefferson County is transitioned to the County.						
2390	KC-047-24	Kitsap County <i>Nurse Family Partnership</i>	Interlocal Agreement	01/01/2024- 12/31/2024	\$190,000	\$0
Description: Funded by 1/10th of 1% sales tax, augments state and federal funding for high-risk mothers and their children. KPHD to deliver nurse home visiting services and provide a bilingual Community Health Worker for outreach and case management of high-risk, low-income mothers and their babies. This project has the goal of preventing mental illness, behavioral problems, and future addiction in young children by intervening with at-risk families.						

2391	NA	Spectra Labs, Kitsap LLC <i>PIC Lab Analysis</i>	Contract	02/01/2024- 01/31/2027	\$0	\$285,000
Description: Spectra Labs to perform laboratory analytical support services to KPHD Pollution Identification and Correction program.						

Contract Amendment

The Contract Amendment is made and entered into between the Kitsap Public Health District, a Health District organized pursuant to chapter 70.46 Revised Code of Washington and Section 9.52 Kitsap County Code, hereinafter referred to as “District,” and The People’s Harm Reduction Alliance, a **501(c)3 non-profit organization**, hereinafter referred to as “Contractor.”

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Contract, numbered as KPHD 2308 and executed on January 1, 2023 shall be amended as follows:

Section I, Period of Performance: The period of performance of this agreement shall be extended through December 31, 2024.

Section IV, Compensation: The District agrees to pay Contractor additional \$40,000 during the extended period of performance as indicated in Section IV of this amendment.

Section V, Notices:

If to the CONTRACTOR:
Laura Wirkman
Executive Director
PO Box 85038
Seattle, WA 98145
(206) 390-8671

**ATTACHMENT A
SCOPE OF WORK**

The scope of work for the mobile syringe exchange services contract includes:

1. **Provide exchange of syringes and other injection supplies using needs-based distribution methodology to prevent the spread of disease:** Provide participants with new sterile syringes in accordance with District procedures (see Appendix 1 in contract).
2. **Provide prevention education and referral services:** During all syringe exchange encounters, provide prevention education and referral services to inform and encourage people who use drugs to seek assistance and treatment to quit injecting illicit drugs.
3. **Provide mobile syringe exchange services in a manner that compliments existing fixed-site syringe exchange services:** Provide mobile syringe exchange services. Days and times will compliment additional exchange service times and will be based on client needs.
4. **County-wide service area:** Provide syringe exchange services across Kitsap County only, with an emphasis in rural areas and for county/city residents who may not have the means to access existing fixed-site syringe exchange services in Bremerton, Poulsbo, and Port Orchard. **Exchanges will not occur within the Poulsbo city limits.**
5. **Referral to healthcare and/or public health services/programs:** Provide referrals for HIV counseling and testing, hepatitis C screening, TB testing, STI testing and treatment, immunizations, and other primary care needs. Collaborate with the District to identify appropriate referral sources and maintain a referral system.
6. **Referral to behavioral health, mental health, and substance use disorder treatment:** Provide referrals to appropriate community organizations for substance use disorder treatment, healthcare services, behavioral and mental health services. Collaborate with the District to identify appropriate referral sources and maintain a referral system.
7. **Referrals to other services:** Provide referrals to other social service organizations as appropriate (e.g., housing, jobs, etc.). Provide referrals for health insurance enrollment.
8. **Harm reduction education:** Provide all mobile syringe exchange participants with hepatitis and HIV prevention education including safer sex and safer injection practices. Information should also be available on the prevention, testing, and treatment of sexually transmitted infections, tuberculosis, overdose prevention and response including the use of naloxone and notification to 911, and health problems/consequences related to illicit injection drug use.
9. **Delivery of used syringes and sharps containers at District for proper disposal:** Ensure all used syringes are deposited into a proper sharps containers and that all sharps containers are delivered to the District for disposal at a time and frequency determined in consultation with the District.
10. **Participate in the District's Peninsula Harm Reduction Network meetings:** Attend and participate in regularly scheduled network meetings.
11. **Attend and participate in scheduled meetings with the District:** Attend and participate in scheduled check-in meetings with the District to coordinate and review syringe exchange services work. This includes at least one annual in-person site visit.

**ATTACHMENT B
BUDGET**

Budget Item	Eligible Cost
Personnel	
Executive Director	\$800
Program Manager	\$2,016
Kitsap County Outreach Coordinator	\$24,960
Accountant/Bookkeeper	\$600
Employee Healthcare & Taxes	\$3,138
Personnel Subtotal	\$31,514
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Non-Personnel	
Phone/Internet	\$150
Supply Storage	\$2,000
Educational Literature	\$500
Tools/Safety Equipment/Supplies	\$1,836
Vehicle Mileage/Maintenance	\$4,000
Non-Personnel Subtotal	\$8,486
Total Budget	\$40,000

Except as expressly provided in this Contract Amendment, all other terms and conditions of the original Contract, and any subsequent amendments, addenda or modifications thereto, remain in full force and effect.

This amendment shall be effective upon execution by the parties.

DATED this ____ day _____, 2024

DATED this 26th day December ____, 2023

KITSAP PUBLIC HEALTH DISTRICT

**THE PEOPLES HARM REDUCTION
ALLIANCE**

LR WIRMAN

Yolanda Fong, Administrator

Funding Source
Program: <u>Substance Use Prevention & Response</u>
Non-Federal Contract/Grant; SHW Tipping Fee

APPENDIX 1
Syringe Exchange Services Program Procedures
Version 11/03/2023

In Kitsap County, syringe exchange service sites seek to provide exceptional care and the best possible experience for every client. We work together with clients to ensure they receive the respect, compassion, and services they need. The exchange is a safe place free from violence, threats, and negative language.

Procedures Overview

The purpose of this document is to provide guidelines for the implementation of syringe exchange services at sites of KPHD's community partners in syringe exchange.

Goal: To ensure access to sterile syringes and injection equipment to eliminate the transmission of bloodborne pathogens among people who inject drugs. Also, to ensure safe and proper disposal of used syringes.

Strategies:

- Utilize evidence-based strategies while developing and implementing syringe exchange services.
- Provide access to sterile syringes using the [CDC supported needs-based distribution methodology](#) and injection equipment, and safer sex supplies.
- Promote safe disposal of syringes and injection equipment, including collection and disposal of used syringes.
- Develop and deliver education and health promotion activities relevant to the goal.
- Facilitate referral for services including substance use disorder treatment, medical care, healthcare insurance navigation, and other community services.
- Offer referrals for communicable disease screening and prevention services and/or facilitate access to these services in the community.

Syringe Exchange Operations

- Number of syringes brought in for exchange are estimated by staff. Estimates are made based on:
 - Size and shape of container
 - 1 quart = 50 syringes
 - 1 gallon = 200 syringes
 - 2 gallon = 450 syringes
 - How full the container is observed to be.
 - What is in the container (if there is "garbage" that takes away space from syringes)
- Ask client what supplies they request and collect demographic data from client.
 - Number of syringes distributed is needs-based per CDC methodology referenced above.
 - Clients that do not bring in syringes for exchange may be offered syringes following the CDC needs based distribution methodology. Exchange sites should engage in education and discussion about safe syringe disposal when a client comes without syringes to exchange.
 - Offer sharps containers to every client at every visit. Advise client to not fill sharps containers beyond the fill line and to only use sharps containers or puncture resistant bottles for used syringes.
- Facilitate referral, communicable disease screening, prevention, and SUD treatment services.
- Educate clients on appropriate disposal sites and methods.
- Gather supplies the client has requested.

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- Instruct clients to return used syringes at the next visit.

Supply Management & Ordering Supplies

- PHRA will work with Washington State DOH to order supplies.

Disposal Procedures at KPHD

KPHD staff involved in the transport of hazardous waste must receive appropriate training in handling and disposal procedures prior to being authorized to transport waste.

Stericycle picks up bi-weekly. KPHD staff will coordinate with the mobile exchange for drop from used syringes and place 43-gallon biohazard collection containers on the loading dock so that the mobile exchange may place syringe containers directly into them to ensure they are ready for Stericycle pick up.



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 6th Street; Suite 300
Bremerton, WA 98337-1866
Phone N^o: 360-633-9239

(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 2024 and shall, unless terminated as provided elsewhere in the Agreement, terminate on the 31st day of December 2024.

IN WITNESS WHEREOF, the parties have executed this Agreement on this _____ day of January 2024.

CONTRACTOR

CLALLAM COUNTY OFFICIAL

Kitsap Public Health District

Print name: Kevin LoPiccolo, Director

Print name: _____

Title: _____

Date: _____, 2024

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 support for transition in Behavioral Health reporting. In 2024, services shall include:

Kitsap Health District Epidemiology Services will provide as needed training, transfer of files, IT support, and changes to reporting platform for the Behavioral Health in-county funded and Behavioral Health funded providers/services.

Activity	Timeline/description	Duration/Frequency	Total hours	Who	Cost
Training, transfer of files and support as needed	January-June	as needed	16	Program Manager	\$1,840
IT support, changes to reporting platform as needed	January-June	as needed	24	IT	\$2,400

Estimated Total:	\$4,240
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Total contract for the period January 1, 2024 – December 31, 2024 not to exceed \$4,240.00.

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:

<i>Name/Position</i>	<i>Hourly Rate</i>
Program Manager (Trainer/Support)	\$115.00
IT (Database developer)	\$100.00

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 FOUR THOUSAND TWO HUNDRED AND FORTY DOLLARS (\$4,240) 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: Kevin LoPiccolo
Title: Director
Address: 111 E. 3rd Street
Telephone: 360-417-2523
E-mail: kevin.lopiccolo@clallamcountywa.gov
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-120-24

This Agreement is entered into between Kitsap County and the Kitsap Public Health District to provide training, IT support, transfer of files, updates to reporting platform for 2024 Mental Health, Chemical Dependency and Therapeutic Court Tax Programs under Human Services department.

I. Purpose

This Agreement is for the appropriation of \$4,240 for the purpose of supporting transitions of reporting portals and data of awardees funded by the Mental Health, Chemical Dependency and Therapeutic Court Treatment Sales Tax per RCW 82.14.460 for the time period January 1, 2024 – December 31, 2024. Funding must be used solely for the purpose of providing transition supports.

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 cycle 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 assist training and transition of work to 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 2024 hourly rate per employee assigned to the project:

Kitsap Public Health District Assessment and Epidemiology Program		KPHD Staff 2024 hourly rate estimate:			
Kitsap County 1/10th of 1% Monitoring and Evaluation		Program Manager (trainer/support)		\$115	
Scope of Work 2024 - Support for Transition		IT (database developer)		\$100	
Activity	Timeline/description	Duration/Frequency	Total hours	Who	Cost
Training, transfer of files and support as needed	January-June	as needed	16	Program Manager	\$1,840
IT support, changes to reporting platform as needed	January-June	as needed	24	IT	\$2,400
				Total:	\$4,240

IV. Data Collection

The Kitsap Public Health District will assist with training, transfer of files, and IT and evaluation support as needed to transition the evaluation of 1/10th funding programs over to the Kitsap County Department of Human Services.

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.



This Agreement shall be effective January 1, 2024.

DATED this ____ day _____, 2024.

DATED this ____ day _____, 2024.

**CONTRACTOR
KITSAP PUBLIC HEALTH DISTRICT**

**KITSAP COUNTY BOARD OF
COMMISSIONERS**

Yolanda Fong, Administrator

KATHERINE T. WALTERS , Chair

CHRISTINE ROLFES, Commissioner

CHARLOTTE GARRIDO , Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

Approved as to form by the Prosecuting Attorney's Office



ATTACHMENT A: BUDGET SUMMARY/ESTIMATED EXPENDITURES



Mental Health, Chemical Dependency and Therapeutic Court Program 2024 Special Project Budget Form

Agency Name:

Kitsap Public Health District

Project: Transfer of 1/10th to Human Services

Enter the estimated costs associated with your project/program	2023			2024		
	Award	Expenditures	%	Request	Modifications	%
Personnel						
Managers			#DIV/0!	\$ 1,840.00	\$ 1,840.00	#DIV/0!
Staff			#DIV/0!			#DIV/0!
Total Benefits			#DIV/0!			#DIV/0!
SUBTOTAL		\$ -	#DIV/0!	\$ 1,840.00		#DIV/0!
Supplies & Equipment						
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Office Supplies	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Administration						
Advertising/Marketing	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Audit/Accounting	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Communication	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Insurance/Bonds	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Postage/Printing	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Training/Travel/Transportation	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
% Indirect (Limited to 5%)			#DIV/0!			#DIV/0!
Other (Describe): IT support	\$ -	\$ -	#DIV/0!	\$ 2,400.00	\$ 2,400.00	#DIV/0!
SUBTOTAL			#DIV/0!	\$ 2,400.00		#DIV/0!
Ongoing Operations & Maintenance						
Janitorial Service	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Maintenance Contracts	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Maintenance of Existing Landscaping	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Repair of Equipment and Property	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Utilities	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Sub-Contracts						
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other						
Debt Service	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Total Project Budget	\$ -	\$ -	#DIV/0!	\$ 4,240.00	\$ -	#DIV/0!

NOTE: Indirect is limited to 5%

BINDER

(Summary of Coverage)

MEMBER:

Kitsap Public Health District
345 6th St, Suite 300
Bremerton, Washington 98337

MEMORANDUM #

2024-012-P-001

EFFECTIVE:

9/1/2023 through 8/31/2024

This binder is subject to the terms and conditions as referenced in the Memorandum of Coverage.

COVERAGE:	COVERAGE TYPE	LIMIT**	DEDUCTIBLE/ CO-PAY
GENERAL LIABILITY <i>General Liability; Professional Liability</i>	Each occurrence	\$20,000,000	\$10,000
AUTO LIABILITY <i>Hired and Non-Owned; Temporary Substitute</i>	Each occurrence	\$20,000,000	\$10,000
PUBLIC OFFICIALS ERRORS AND OMISSIONS LIABILITY	Each Wrongful Act Member Aggregate	\$20,000,000 \$20,000,000	\$10,000
EMPLOYMENT PRACTICES LIABILITY	Aggregate Per member	\$20,000,000	20% Co-pay*
CRIME BLANKET COVERAGE WITH FAITHFUL PERFORMANCE OF DUTY	Per Occurrence Member Aggregate	\$250,000 N/A	\$1,000
NAMED POSITION COVERAGE WITH FAITHFUL PERFORMANCE OF DUTY	Per Occurrence Member Aggregate	N/A N/A	N/A N/A
PROPERTY/MOBILE EQUIPMENT/BOILER AND MACHINERY	Replacement Cost	Per Schedule with Enduris	Per Schedule with Enduris
CYBER COVERAGE	Member Aggregate AIP Program Aggregate	\$2,000,000 \$40,000,000	20% Co-pay* -
AUTOMOBILE PHYSICAL DAMAGE	Per Schedule with Enduris	Per Schedule with Enduris	\$250
IDENTITY FRAUD EXPENSE REIMBURSEMENT	Per Occurrence Member Aggregate	\$25,000 \$25,000	\$0

**Co-pay may be waived as per Memorandum of Coverage*

***Subject to limits and sub-limits as noted in the Memorandum of Coverage*



Sheryl Brandt
Authorized Representative
Executive Director

Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name: Principal: From: To:

WA UBI Number: RCW: Penalty Due: Wage Due:

License Number:

[Download all debarment data](#) 

Show per page Showing 0 records

Company Name	UBI	License	Principals	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
There are no records that match your search criteria.									

Show per page Showing 0 records

PROFESSIONAL SERVICES AGREEMENT

**Between
Jefferson County
And
Kitsap Public Health District**

THIS PROFESSIONAL SERVICES AGREEMENT (“this Agreement”) is entered into between the County of Jefferson, a municipal corporation (“the County”), and the Kitsap Public Health District (“KPHD” or “the Contractor”), in consideration of the mutual benefits, terms, and conditions specified below.

1. Project Designation. The Contractor is retained by the County to perform the following Project: to provide support to the County’s epidemiologists as reporting for the School-based Health Centers (“SBHC”) and Behavioral Health Subcontractors, receiving funds through the 1/10th of 1% Sales Tax Fund in Jefferson County, Washington, is transitioned to the County.
2. Scope of Services. Contractor agrees to perform the services identified on Exhibit “A” attached hereto including the provision of all labor.
3. Time for Performance. This Agreement shall commence on January 1, 2024 and continue, as needed, through June 30, 2024. Work performed consistent with this Agreement during its term, put prior to the adoption of this Agreement, is hereby ratified. The Contractor shall perform all services pursuant to this Agreement as outlined in Exhibit “A”. Time is of the essence in the performance of this Agreement.
4. Payment. The Contractor shall be paid by the County for completed work and for services rendered under this Agreement as follows:
 - a. Payment for the work provided by Contractor shall be made on an hourly basis at the rate as defined in Exhibit “B”, attached hereto, provided that the total amount of payment to the Contractor shall not exceed \$6,930.00, without express written modification of the Agreement signed by the County. The Contractor shall adhere to the budget amounts pursuant to this Agreement as outlined in Exhibit “B”.
 - b. Invoices must be submitted by the 10th of the month for the previous month’s expenses. Such invoices will be checked by the County, and upon approval thereof, payment will be made to the Contractor in the amount approved. Failure to submit timely invoices and reports pursuant to Exhibit “A” of the Agreement may result in a denial of reimbursement. Invoices not submitted within 60 days may be denied.
 - c. Final payment of any balance due the Contractor, of the total contract price earned, will be made promptly upon its ascertainment and verification by the County after the completion of the work and submittal of reports under this Agreement and its acceptance by the County.

- d. Contractor shall provide invoices and necessary backup documentation for all services including timesheets and statements (specifying the services provided). Any indirect charges require the submittal of an indirect cost methodology and rate using 2 C.F.R. Part 255 and 2 C.F.R. Part 230.
 - e. The Contractor's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of the County and state for a period of six (6) years after final payments. Copies shall be made available upon request.
5. Ownership and Use of Documents. All non-confidential or de-identified documents, drawings, specifications, and other materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the County whether the project for which they are made is executed or not. The Contractor shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with Contractor's endeavors.

Contractor shall not be held liable for reuse of documents or modifications thereof, including electronic data, by County or its representatives for any purpose other than the intent of this Agreement.

6. Compliance with laws. Contractor shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement.
7. Audit. An audit will be submitted to the County upon request. Upon request, Contractor will submit the most recent financial audit within 30 days.
- a. Upon request the County shall have the option of performing an onsite review of all records, statements, and documentation.
 - b. If the County finds indications of potential non-compliance during the monitoring process, the County shall notify Contractor within ten (10) days. County and Contractor shall meet to discuss areas of contention in an attempt to resolve issues.
 - c. Audit will provide statements consistent with the guidelines of Reporting for Other Non-Profit Organizations AICPA SOP 78-10, and is performed in accordance with generally accepted auditing standards and with Federal Standards for Audit of Governmental Organizations, Programs, Activities and Functions, and meeting all requirements of 2 C.F.R. Part 200, as applicable.

8. Indemnification. The Contractor shall defend, indemnify and hold the County, its officers, officials, employees, agents and volunteers (and their marital communities) harmless from any claims, injuries, damages, losses or suits, including attorney's fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the County. Should a court of competent jurisdiction determine this Agreement is subject to RCW 4.24.115 if liability for damages occurs arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the County, its officers, officials, employees, agents and volunteers (and their marital communities) the Contractor's liability, including the duty and cost to defend, shall be only for the Contractor's negligence. It is further specifically understood that the indemnification provided constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. This section shall survive the expiration or termination of this Agreement.

9. Insurance. Prior to commencing work, the Contractor shall obtain at its own cost and expense the following insurance coverage specified below and shall keep such coverage in force during the terms of the Agreement.
 - a. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$500,000 each occurrence with the County named as an additional insured in connection with the Contractor's performance of this Agreement. This insurance shall indicate on the certificate of insurance the following coverage: (a) Owned automobiles; (b) Hired automobiles; and, (3) Non-owned automobiles.

 - b. Commercial General Liability Insurance in an amount not less than a single limit of one million dollars (\$1,000,000) per occurrence and an aggregate of not less than two (2) times the occurrence amount (\$2,000,000.00 minimum) for bodily injury, including death and property damage, unless a greater amount is specified in the contract specifications. The insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverage:
 - i. Broad Form Property Damage, with no employee exclusion;
 - ii. Personal Injury Liability, including extended bodily injury;
 - iii. Broad Form Contractual/Commercial Liability – including coverage for products and completed operations;
 - iv. Premises – Operations Liability (M&C);
 - v. Independent Contractors and subcontractors;
 - vi. Blanket Contractual Liability.

- c. Professional Liability Insurance. The Contractor shall maintain professional liability insurance against legal liability arising out of activity related to the performance of this Agreement, on a form acceptable to Jefferson County Risk Management in the amounts of not less than \$1,000,000 Each Claim and \$2,000,000 Aggregate. The professional liability insurance policy should be on an “occurrence” form. If the professional liability policy is “claims made,” then an extended reporting periods coverage (tail coverage) shall be purchased for three (3) years after the end of this Agreement, at the Contractor’s sole expense. The Contractor agrees the Contractor’s insurance obligation to provide professional liability insurance shall survive the completion or termination of this Agreement for a minimum period of three (3) years.
- d. The County shall be named as an “additional named insured” under all insurance policies required by this Agreement, except Professional Liability Insurance when not allowed by the insurer.
- e. Such insurance coverage shall be evidenced by one of the following methods: (a) Certificate of Insurance; or, (b) Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.
- f. The Contractor shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include: (a) The limits of overage; (b) The project name to which it applies; (c) The certificate holder as Jefferson County, Washington and its elected officials, officers, and employees with the address of Jefferson County Public Health 615 Sheridan Street, Port Townsend, WA 98368, and, (d) A statement that the insurance policy shall not be canceled or allowed to expire except on thirty (30) days prior written notice to the County.

If the proof of insurance or certificate indicating the County is an “additional insured” to a policy obtained by the Contractor refers to an endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Contractor to obtain the full text of that endorsement and forward that full text to the County. Certificates of coverage as required by this section shall be delivered to the County within fifteen (15) days of execution of this Agreement.

- g. Failure of the Contractor to take out or maintain any required insurance shall not relieve the Contractor from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification of the County.
- h. The Contractor’s insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies, with the exception of Professional Liability Insurance, so affected shall protect both parties and be primary coverage for all losses covered by the above described insurance.
- i. Insurance companies issuing the policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of policy.

- j. All deductibles in the above described insurance policies shall be assumed by and be at the sole risk of the Contractor.
- k. Any deductibles or self-insured retention shall be declared to and approved by the County prior to the approval of this Agreement by the County. At the option of the County, the insurer shall reduce or eliminate deductibles or self-insured retention, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- l. Insurance companies issuing the Contractor's insurance policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of insurance policy.
- m. Any judgments for which the County may be liable, in excess of insured amounts required by this Agreement, or any portion thereof, may be withheld from payment due, or to become due, to the Contractor until the Contractor shall furnish additional security covering such judgment as may be determined by the County.
- n. Any coverage for third party liability claims provided to the County by a "Risk Pool" created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any policy of insurance the Contractor must provide in order to comply with this Agreement.
- o. The County may, upon the Contractor's failure to comply with all provisions of this Agreement relating to insurance, withhold payment or compensation that would otherwise be due to the Contractor.
- p. The Contractor's liability insurance provisions shall be primary and noncontributory with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, and agents.
- q. Any failure to comply with reporting provisions of the insurance policies shall not affect coverage provided to the County, its officers, officials, employees, or agents.
- r. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- s. The Contractor shall include all subcontractors as insured under its insurance policies or shall furnish separate certificates and endorsements for each subcontractor. All insurance provisions for subcontractors shall be subject to all the requirements stated herein.
- t. The insurance limits mandated for any insurance coverage required by this Agreement are not intended to be an indication of exposure nor are they limitations on indemnification.

- u. The Contractor shall maintain all required insurance policies in force from the time services commence until services are completed. Certificates, insurance policies, and endorsements expiring before completion of services shall be promptly replaced. All the insurance policies required by this Agreement shall provide that thirty (30) days prior to cancellation, suspension, reduction or material change in the policy, notice of same shall be given to the Jefferson County Public Health Contracts Manager by registered mail, return receipt requested.
- v. The Contractor shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- w. The County reserves the right to request additional insurance on an individual basis for extra hazardous contracts and specific service agreements.

10. Worker's Compensation (Industrial Insurance).

- a. If and only if the Contractor employs any person(s) in the status of employee or employees separate from or in addition to any equity owners, sole proprietor, partners, owners or shareholders of the Contractor, the Contractor shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson County Public Health, upon request.
- b. Worker's compensation insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws.
- c. This coverage shall extend to any subcontractor that does not have their own worker's compensation and employer's liability insurance.
- d. The Contractor expressly waives by mutual negotiation all immunity and limitations on liability, with respect to the County, under any industrial insurance act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.
- e. If the County incurs any costs to enforce the provisions of this subsection, all cost and fees shall be recoverable from the Contractor.

11. Independent Contractor. The Contractor and the County agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. The Contractor specifically has the right to direct and control Contractor's own activities, and the activities of its subcontractors, employees, agents, and representatives, in providing the agreed services in accordance with the specifications set out in this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither Contractor nor any employee of Contractor shall be entitled to any benefits accorded County employees by virtue of the services provided under this Agreement, including, but not limited to: retirement,

vacation pay; holiday pay; sick leave pay; medical, dental, or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Jefferson County employees. The County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to Contractor, or any employee of Contractor.

12. Subcontracting Requirements.

- a. The Contractor is responsible for meeting all terms and conditions of this Agreement including standards of service, quality of materials and workmanship, costs, and schedules. Failure of a subcontractor to perform is no defense to a breach of this Agreement. The Contractor assumes responsibility for and all liability for the actions and quality of services performed by any subcontractor.
- b. Every subcontractor must agree in writing to follow every term of this Agreement. The Contractor must provide every subcontractor's written agreement to follow every term of this Agreement before the subcontractor can perform any services under this Agreement. The Public Health Director or their designee must approve any proposed subcontractors in writing.
- c. Any dispute arising between the Contractor and any subcontractors or between subcontractors must be resolved without involvement of any kind on the part of the County and without detrimental impact on the Contractor's performance required by this Agreement.

13. Covenant Against Contingent Fees. The Contractor warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to annul this Agreement without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

14. Discrimination Prohibited. The Contractor, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, color, national origin, religion, creed, age, gender, sexual orientation, material status, sex, or the presence of any physical or sensory handicap in the selection and retention of employees or procurement of materials or supplies.

15. No Assignment. The Contractor shall not sublet or assign any of the services covered by this Agreement without the express written consent of the County. Assignment does not include printing or other customary reimbursable expenses that may be provided in an agreement.

16. Non-Waiver. Waiver by the County of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

17. Termination.

- a. The County reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Contractor.
- b. In the event of the death of a member, partner, or officer of the Contractor, or any of its supervisory personnel assigned to the project, the surviving members of the Contractor hereby agree to complete the work under the terms of this Agreement, if requested to do so by the County. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Contractor and the County, if the County so chooses.
- c. The County reserves the right to terminate this contract in whole or in part, with 10 days' notice, in the event that expected or actual funding from any funding source is withdrawn, reduced, or limited in any way after the effective date of this agreement. In the event of termination under this clause, the County shall be liable for only payment for services rendered prior to the effective date of termination.

18. Notices. All notices or other communications which any party desires or is required to give shall be given in writing and shall be deemed to have been given if hand-delivered, sent by facsimile, email, or mailed by depositing in the United States mail, prepaid to the party at the address listed below or such other address as a party may designate in writing from time to time.

Notices to the County shall be sent to the following address:

Jefferson County Public Health Department
ATT: Denise Banker, Community Health Division Director
615 Sheridan Street
Port Townsend, WA 98368

Notices to Contractor shall be sent to the following address:

Kitsap Public Health District
ATT: Siri Kushner, Division Director PH Infrastructure
345 6th Street, Suite 300
Bremerton, WA 98337-1866

19. Integrated Agreement. This Agreement together with attachments or addenda represents the entire and integrated Agreement between the County and the Contractor and supersedes all prior negotiations, representations, or agreements written or oral. No representation or promise not expressly contained in this Agreement has been made. This Agreement supersedes all prior or simultaneous representations, discussions, negotiations, and agreements, whether written or oral, by the County within the scope of this Agreement. The Contractor ratifies and adopts all statements, representations, warranties, covenants, and agreements contained in its proposal, and the supporting material submitted by the Contractor, accepts this Agreement and agrees to all of the terms and conditions of this Agreement.

20. Modification of this Agreement. This Agreement may be amended only by written instrument signed by both County and Contractor.

21. Disputes. The Parties agree to use their best efforts to prevent and resolve disputes before they escalate into claims or legal actions. Any disputed issue not resolved pursuant to the terms of this Agreement shall be submitted in writing within 10 days to the County Risk Manager, whose decision in the matter shall be final, but shall be subject to judicial review. If either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, each party in such action shall bear the cost of its own attorney's fees and court costs. Any legal action shall be initiated in the Superior Court of the State of Washington for Jefferson County. The parties agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington.

The Contractor hereby consents to the personal jurisdiction of the Superior Court of the State of Washington for Jefferson County.

22. Section Headings. The headings of the sections of this Agreement are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of the sections or this Agreement.
23. Limits of Any Waiver of Default. No consent by either party to, or waiver of, a breach by either party, whether express or implied, shall constitute a consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.
24. No Oral Waiver. No term or provision of this Agreement will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing signed on behalf of the party against whom the waiver is asserted. Failure of a party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default.
25. Severability. Provided it does not result in a material change in the terms of this Agreement, if any provision of this Agreement or the application of this Agreement to any person or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and the application this Agreement shall not be affected and shall be enforceable to the fullest extent permitted by law.
26. Binding on Successors, Heirs and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties' successors in interest, heirs, and assigns.
27. No Assignment. The Contractor shall not sell, assign, or transfer any of rights obtained by this Agreement without the express written consent of the County.
28. No Third-party Beneficiaries. The parties do not intend, and nothing in this Agreement shall be construed to mean, that any provision in this Agreement is for the benefit of any person or entity who is not a party.
29. Signature in Counterparts. The parties agree that separate copies of this Agreement may be signed by each of the parties and this Agreement shall have the same force and effect as if all the parties had signed the original.
30. Facsimile and Electronic Signatures. The parties agree that facsimile and electronic signatures shall have the same force and effect as original signatures.

31. Arms-Length Negotiations. The parties agree that this Agreement has been negotiated at arms-length, with the assistance and advice of competent, independent legal counsel.
32. Public Records Act. Notwithstanding the provisions of this Agreement to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended, the Contractor agrees to maintain all records constituting public records and to produce or assist the County in producing such records, within the time frames and parameters set forth in state law. The Contractor further agrees that upon receipt of any written public record request, Contractor shall, within two business days, notify the County by providing a copy of the request per the notice provisions of this Agreement.
33. Confidentiality. With respect to all information relating to County that is confidential and clearly so designated, as required by the Health Insurance Portability and Accountability Act (HIPAA) and any other applicable privacy laws, the Contractor agrees to keep such information confidential. The Contractor shall not disclose, transfer, or sell any such information to any party, except as provided by law or, in the case of personal information, with the prior written consent of the person to whom the personal information pertains. The Contractor shall maintain the confidentiality of all personal information and other information gained by reason of this Agreement, and shall return or certify the destruction of such information if requested in writing by Jefferson County. This Agreement, once executed, will be a “public record” subject to production to a third party if same is requested pursuant to the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended.
34. Criminal History/Background Check. Each of the Contractor’s employees, the employees of any of the Contractor’s approved subcontractor, or volunteers used by the Contractor shall submit to a Washington State Patrol fingerprint identity and criminal history check before they are authorized to perform services for the Project. The County agrees to bear all reasonable costs incurred in the performance of this fingerprint identity and criminal history check. Contractors who may or will have regular access or limited access to any juveniles shall also:
- a. Require that each of the Contractor’s employees, the employees of any of the Contractor’s approved subcontractor, or volunteers used by the Contractor undergo not less often than once every three (3) years another Jefferson County approved criminal history and background check;
 - b. Ensure all employees, subcontractors, or volunteers are knowledgeable about the requirements of RCW 13.40.570 and of the new crimes included in RCW 9A.44, Sexual Offense;
 - c. Sign the Contractor Requirements for Responding to Situation of Sexual Misconduct Form, and shall submit to Jefferson County with signed Agreement.

DATED this 2nd day of January, 2024.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

SIGNATURE PAGE

**JEFFERSON COUNTY WASHINGTON
BOARD OF COUNTY COMMISSIONERS**

Name of Contractor

Heidi Eisenhour
Heidi Eisenhour, member

Contractor Representative (Please print)

Kate Dean
Kate Dean, chair

(Signature)

Greg Brotherton
Greg Brotherton, Member

Title

Date



Attest:

Carolyn Gallaway 12/24
Carolyn Gallaway, Date
Clerk of the Board

Approved as to Form Only:

Barbara D. Ehrlichman 12/21/23
Barbara D. Ehrlichman, Date
Civil Deputy Prosecuting Attorney

EXHIBIT A
SCOPE OF WORK
Kitsap Public Health District

RESPONSIBILITIES:

The County, as administrator of the 1/10th of 1% Sales and Use Tax Funds, and Kitsap Public Health District agree that Kitsap Public Health District will provide epidemiology and technical support services, as needed, to aid transition of 1/10th of 1% quarterly and yearly service evaluation work to the County. **EXHIBIT B: Fee Schedule** is attached hereto and incorporated herein.

Kitsap Public Health District, as a contracted provider, agrees to:

- Kitsap Public Health District, (KPHD) and Jefferson County Public Health, (JCPH) will prioritize the following work by mutually agreeing upon the scope and number of meetings needed.
- KPHD will support the transition by providing the transfer of files training support, as needed.
- KPHD will support the transition by providing IT support, and make changes to reporting platform, as needed.
- KPHD will assist the transition of the School-based Health Center database and reporting to JCPH epidemiologists.

EXHIBIT B

BUDGET- 2024

Kitsap Public Health District

**Kitsap Public Health District Assessment
and Epidemiology Program
Jefferson County 1/10th of 1%
Monitoring and Evaluation
Scope of Work, 2024 –
Support for Transition**

KPHD Staff 2024 hourly rate estimate:	
Program Manager (trainer/support)	\$115
IT (database developer)	\$100

Activity	Timeline/description	Duration/Frequency	Total hours	Who	Cost
Training, Transfer of files and support as needed	January-June	As needed	22	Program manager	\$2,530
IT support, changes to reporting platform as needed	January-June	As needed	44	IT	\$4,400
Grand Total:					\$6,930

AGREEMENT KC-047-24

This Agreement is entered into between Kitsap County Department of Human Services and Kitsap Public Health District, for the Improving the Health of High-Risk Mothers and Children Program.

I. Purpose

This Agreement is for the appropriation of \$190,000 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, 2024 – December 31, 2024. 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 contract may be used to supplant existing funding for these programs.

II. Collaboration and Collective Impact

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. Kitsap Public Health District will provide quarterly updates on collaborative efforts and outreach activities that will include issues mutually identified by Kitsap Public Health District and respective systems that can be addressed through collective impact strategies. Examples of such systems include mental health, veterans, adult protection and welfare, education, criminal 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

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

IV. Project Description

This project will provide behavioral health services within the Prevention, Early 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 incidence and severity of chemical dependency and/or mental health disorders in adults and youth.

This three-tier project has the goal of preventing mental illness, behavioral problems, and future addiction in young children by intervening with families who either have, or are at risk for, substance abuse and/or mental health problems. There are three components to this project:

1. Providing evidence-based Nurse Family Partnership (NFP) services to at least 10 low-income, high-risk first-time mothers and their babies (note total number of clients served by NFP annually is 50-60).
2. Improving access to services by utilizing a community health worker (CHW) for outreach and community infrastructure support.
3. Providing a Postpartum Support Group.

V. Project Activities Project Activities

The Kitsap Public Health District will provide the following for the Nurse Family Partnership (NFP) Program:

- Maintain 0.4 FTE Nurse Family Partnership (NFP) nurse home visitor.
- NFP staff will participate in ongoing training and education as required by NFP Nursing Services Organization.
- NFP supervisor will participate in ongoing training, education, and consultation as required to support quality, fidelity, and specific population needs.
- Existing caseload will be maintained at ten (10) families.
- Maintain outreach and referral plan to reach target population and maintain caseload.
- Provide Home Visits for first time, low-income pregnant women, mothers and infants.
- New clients will be enrolled before twenty-nine (29) weeks of pregnancy and receive visits according to NFP guidelines.
- Content of home visits will be aligned with NFP guidelines.
- Staff who provide home visits will receive individual reflective supervision.
- All staff will participate in reflective case conferences.
- Supervisors and nurse home visitors will review and utilize their data.
- Data will be used for quality and fidelity monitoring and improvement.

The Kitsap Public Health District will provide the following to improve access to services:

- Staff a bilingual (English-Spanish) Community Health Worker (CHW) who will work with the Parent Child Health (PCH) and Nurse Family Partnership team of registered nurses. The CHW will be a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served.
- The CHW will serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery.
- Prenatal and postpartum assessments which include depression and Adverse Childhood Experiences (ACEs) screening.
- Health and parenting education.
- Referrals to community resources and case management.
- Expand outreach efforts to enroll more eligible women.
- Case management activities that can be done by a community health worker (CHW).

The Kitsap Public Health District will continue behavioral health support to mothers during the perinatal/postpartum period through a group peer model during an especially vulnerable time and offer referrals to additional services as needed. They will fund additional staff time (0.1FTE postpartum support group nurse facilitator, 0.1FTE CHW), and expenses (incentives/food) to continue Postpartum Support Groups with exercise, mindfulness, and connection to peers.

VI. Project Design

The Improving Health and Resiliency of High-Risk Mothers and Their Children project (hereafter referred to as “Improving Health project”) includes providing an evidence-based nurse home visiting service to families and strengthening prevention and early intervention infrastructure in Kitsap County. With the use of a best practice evidenced based program and a collective impact approach, this project will improve the health status and wellbeing of Kitsap residents.

The project has three components: 1. providing evidence-based Nurse Family Partnership (NFP) services to at least 12 low-income, high-risk first-time mothers and their babies (note total number of clients served by NFP annually is (50-60). 2. improving access to services by utilizing a community health worker (CHW) for outreach and community infrastructure support. 3. Providing a Postpartum Support Group with exercise, mindfulness, and connection to peers.

The NFP program is a parental and infancy home visitation service that aims to improve the health, well-being, and self-sufficiency of first time parents and their children. Program activities are designed to link families to needed services, promote good

decision making, assist families in making healthy choices, and help women build supportive relationships with families and friends. NFP nurses assess for signs and symptoms of Substance Use Disorders (SUDs), mental illness, and Adverse Childhood Experiences (ACEs) with every client. The nurses provide education to promote health and, because of their trusting relationships with their clients, they are often able to support a parent's readiness to seek needed treatment services.

The CHW is an established liaison between health/social services and the community and has facilitated access to services with culturally appropriate strategies. The CHW for this project is bilingual in English and Spanish and has been able to provide targeted outreach to Kitsap's Spanish speaking population. In this proposal the CHW will continue to outreach to our Spanish speaking population and will identify other hard to reach populations with the plan to develop culturally appropriate strategies for engagement. In addition to outreach, the CHW has been integral in the development of new relationships with community partners. These partners all contribute to our prevention and early intervention infrastructure in Kitsap. The CHW will work collaboratively with our new Care Coordinator, who will develop a centralized referral system for early childhood intervention programs to increase access and services for pregnant and childbearing age women that need mental health and substance abuse treatment. Families are often confused about what services they can access, and providers also have challenges keeping up to date on program requirements for appropriate referrals. Creating a centralized process intends to reduce community confusion and increase the likelihood that residents can obtain the appropriate needed services in a timely manner.

VII. Project Outcomes and Measurements

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 reviewed by the Citizens Advisory Committee and monitored by the Human Services Department. 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 Contractor:

Goal #1: Prevent mental illness, behavioral problems, and future addiction in young children by intervening with families who have or are at risk for substance abuse and/or mental health problems.

Objective #1: Funded case load of at least 10 mothers and infants (0.4 FTE nurse) will be maintained through December 31, 2024.

Objective #2: Maintain an average retention rate of 85% for Nurse Family Partnership clients over the course of the program year (January-December 2024).

Objective #3: By December 31, 2024 Community Healthcare Worker has at least 250 unduplicated outreach and case management encounters.

Objective #4: Since January 2018, at least 80% of NFP clients with a potential or identified mental health problem will show improvement in knowledge, behavior, or status as measured by the Omaha System problem Rating Scale at graduation from services.

Objective #5: By December 31, 2024, at least 50 current clients will have a PHQ-9 and GAD-7 screen completed.

Objective #6: Since January 2018, at least 80% of NFP clients with a potential or identified substance use problem will show improvement in knowledge, behavior, or status as measured by the Omaha System Problem Rating Scale at graduation from services.

Objective #7: By December 31, 2024, at least 50 current clients will have a Nurse Family Partnership Health Habits (substance abuse topics) questionnaire completed.

Objective #8: Since January 2018, at least 80% or more NFP clients with a parenting/caretaking problem will show improvement in knowledge, behavior, or status as measured by the Omaha System Problem Rating Scale at graduation from services.

Objective #9: By December 31, 2024, Kitsap Public Health District will maintain required high fidelity to the Nurse Family Partnership model, as required by the National Service Office.

Objective #10: By December 31, 2024, KPHD will provide at least 10 postpartum support group sessions.

Objective #11: By December 31, 2024, Nurse Family Partnership CAB will convene at least 4 meetings to advise, support and sustain the NFP program.

VIII. Data Collection and Reporting

Kitsap Public Health District will provide a Quarterly Report to the Kitsap County Department of Human Services by April 30, July 31, and October 31, 2024; and January 31, 2025 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, 2024 – December 31, 2024.

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, which are attached to this agreement, are expressly incorporated by this reference:

This Agreement shall be effective January 1, 2024.

Dated this ___ day of _____, 2024.

**CONTRACTOR
KITSAP PUBLIC HEALTH DISTRICT**

Yolanda Fong, Administrator

Dated this ___ day of _____, 2024.

**KITSAP COUNTY BOARD OF
COMMISSIONERS**

KATHERINE T. WALTERS, Chair

CHRISTINE ROLFES, Commissioner

CHARLOTTE GARRIDO, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

Attachment A: Budget

Mental Health, Chemical Dependency and Therapeutic Court Program 2024 Special Project Budget Form

Agency Name:

Kitsap Public Health District

Project: Nurse Family Partnership

Enter the estimated costs associated with your project/program	2023			2024		
	Award	Expenditures	%	Request	Modifications	%
Personnel						
Managers and Staff	\$ 142,975.00	\$ 71,219.33	50%	\$ 128,000.00	\$ (14,975.00)	-10%
Total Benefits	\$ 56,472.00	\$ 28,034.72	50%	\$ 48,800.00	\$ (7,672.00)	-14%
SUBTOTAL	\$ 199,447.00	\$ 99,254.05	50%	\$ 176,800.00	\$ (22,647.00)	-11%
Supplies & Equipment						
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Office Supplies	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Administration						
Advertising/Marketing	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Audit/Accounting	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Communication	\$ 751.00	\$ 546.64	73%	\$ 1,000.00	\$ 249.00	33%
Insurance/Bonds	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Postage/Printing	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Training/Travel/Transportation	\$ 1,800.00	\$ 1,471.11	82%	\$ 2,000.00	\$ 200.00	11%
% Indirect (Limited to 5%)	\$ 10,270.00	\$ 5,063.59	49%	\$ 9,500.00	\$ (770.00)	-7%
Other: Rent	\$ 2,000.00	\$ -	0%	\$ -	\$ (2,000.00)	-100%
Other: Group food	\$ 400.00	\$ -	0%	\$ 500.00	\$ 100.00	25%
Other: Incentives	\$ 1,000.00	\$ -	0%	\$ 200.00	\$ (800.00)	-80%
SUBTOTAL	\$ 16,221.00	\$ 7,081.34	44%	\$ 13,200.00	\$ (3,021.00)	-19%
Ongoing Operations & Maintenance						
Janitorial Service	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Maintenance Contracts	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Maintenance of Existing Landscaping	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Repair of Equipment and Property	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Utilities	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Sub-Contracts						
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other						
Debt Service	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Total Project Budget	\$ 215,668.00	\$ 106,335.39	49%	\$ 190,000.00	\$ (25,668.00)	-12%

NOTE: Indirect is limited to 5%

Mental Health, Chemical Dependency and Therapeutic Court Program 2024 Project Salary Summary

Agency Name: Kitsap Public Health District

Project: Nurse Family Partnership

Description

Number of Professional FTEs	2.00
Number of Clerical FTEs	0.00
Number of All Other FTEs	0.00
Total Number of FTEs	2.00

Salary Information

Salary of Executive Director or CEO	\$ -
Salaries of Professional Staff	\$ 128,000.00
Salaries of Clerical Staff	\$ -
Other Salaries (Describe Below)	\$ -
Description:	\$ -
Description:	\$ -
Description:	\$ -
Description:	\$ -
Description:	\$ -
Total Salaries	\$ 128,000.00
Total Payroll Taxes	\$ 9,800.00
Total Cost of Benefits	\$ 26,000.00
Total Cost of Retirement	\$ 13,000.00
Total Payroll Costs	\$ 176,800.00

BINDER

(Summary of Coverage)

MEMBER:

Kitsap Public Health District
345 6th St, Suite 300
Bremerton, Washington 98337

MEMORANDUM #

2024-012-P-001

EFFECTIVE:

9/1/2023 through 8/31/2024

This binder is subject to the terms and conditions as referenced in the Memorandum of Coverage.

COVERAGE:	COVERAGE TYPE	LIMIT**	DEDUCTIBLE/ CO-PAY
GENERAL LIABILITY <i>General Liability; Professional Liability</i>	Each occurrence	\$20,000,000	\$10,000
AUTO LIABILITY <i>Hired and Non-Owned; Temporary Substitute</i>	Each occurrence	\$20,000,000	\$10,000
PUBLIC OFFICIALS ERRORS AND OMISSIONS LIABILITY	Each Wrongful Act Member Aggregate	\$20,000,000 \$20,000,000	\$10,000
EMPLOYMENT PRACTICES LIABILITY	Aggregate Per member	\$20,000,000	20% Co-pay*
CRIME BLANKET COVERAGE WITH FAITHFUL PERFORMANCE OF DUTY	Per Occurrence Member Aggregate	\$250,000 N/A	\$1,000
NAMED POSITION COVERAGE WITH FAITHFUL PERFORMANCE OF DUTY	Per Occurrence Member Aggregate	N/A N/A	N/A N/A
PROPERTY/MOBILE EQUIPMENT/BOILER AND MACHINERY	Replacement Cost	Per Schedule with Enduris	Per Schedule with Enduris
CYBER COVERAGE	Member Aggregate AIP Program Aggregate	\$2,000,000 \$40,000,000	20% Co-pay* -
AUTOMOBILE PHYSICAL DAMAGE	Per Schedule with Enduris	Per Schedule with Enduris	\$250
IDENTITY FRAUD EXPENSE REIMBURSEMENT	Per Occurrence Member Aggregate	\$25,000 \$25,000	\$0

**Co-pay may be waived as per Memorandum of Coverage*

***Subject to limits and sub-limits as noted in the Memorandum of Coverage*



Sheryl Brandt
Authorized Representative
Executive Director

Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name: Principal: From: To:

WA UBI Number: RCW: Penalty Due: Wage Due:

License Number:

[Download all debarment data](#) 

Show per page Showing 0 records

Company Name	UBI	License	Principals	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
There are no records that match your search criteria.									

Show per page Showing 0 records

PROFESSIONAL SERVICES AGREEMENT
Between
KITSAP PUBLIC HEALTH DISTRICT
And
SPECTRA LABORATORIES - KITSAP, LLC

This Professional Services Agreement (“Agreement”) is made and entered into between the Kitsap Public Health District, a Health District organized pursuant to Chapter 70.46 revised Code of Washington and Section 9.52 Kitsap County Code, hereinafter referred to as “District,” and Spectra Laboratories – Kitsap, LLC, hereinafter referred to as “Consultant.” The Parties mutually agree as follows:

- I. **Period of Performance:** The period of performance of this Agreement shall begin February 1, 2024 and be completed no later than January 31, 2027, unless terminated sooner or extended as provided for herein.
- II. **Purpose:** The District requires Consultant’s expertise to provide laboratory services as specified in **ATTACHMENT A, SCOPE OF WORK**, hereto attached and hereinafter incorporated.
- III. **Qualifications/Eligibility:** Consultant will have the qualifications necessary to successfully complete the objectives of this agreement. Consultant hereby affirms that he/she is eligible to work in the United States as set forth in the Immigration Reform and Control Act (IRCA).
- IV. **Compensation:** The District shall pay Consultant a total compensation not to exceed \$285,000 during the Agreement. Compensation shall be based on invoices submitted by Consultant itemizing hours worked with a detailed description of services performed.
 1. Consultant agrees to provide its own labor and materials. Unless otherwise provided for in the agreement, no material, labor or facilities will be furnished by the District.
 2. Consultant will perform the work specified in the Agreement according to standard industry practice.
 3. Consultant will complete its work in a timely manner and in accordance with the schedule agreed to by the Parties.
 4. Consultant will confer with the District from time to time during the progress of the work. Consultant will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by the District.
- V. **Notices:** Notices pursuant to this agreement shall be sent to:

If to the District:
Kitsap Public Health District
Attn: John Kiess
345 6th Street, Suite 300
Bremerton, WA 98337
(360) 728-2290

If to the Consultant:
Spectra Laboratories – Kitsap, LLC
Attn: Frederick Barkman, Jr.
2221 Ross Way
Tacoma, WA 98421
(206) 949-1087

VI. **Billings:** Billings to the District shall be submitted no more frequently than bi-weekly, and shall be sent to:

Kitsap Public Health District
Accounts Payable/PIC Program Manager
345 6th Street, Suite 300
Bremerton, WA 98337
360-728-2235

VII. **Independent Contractor:** Consultant and its employees or agents performing under this Agreement shall continue to be employees of the Consultant and are not considered to be employees or agents of the District for any purpose.

VIII. **Rights in Data:** Data that is delivered under this Agreement shall be “works for hire” as defined by the U.S. Copyright Act of 1976 and will be transferred fully to the District with all rights to the license to copyright, publish, translate, reproduce, patent, register, modify, deliver, dispose of, and to authorize others to do so. Consultant reserves the right to maintain copies of data analyses and documents produced.

IX. **Indemnification:** Consultant shall defend, indemnify and hold the District, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the District. Solely for the purposes of this provision, the Consultant waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties. This provision will survive the expiration or termination of this Agreement.

X. **Insurance:** Consultant shall procure and maintain for the duration of the Agreement, 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 Consultant, its agents, representatives, or employees. The District shall be named as an insured under the Consultant’s Commercial General Liability insurance policy with respect to work performed for the District under this Agreement.

No Limitation. Consultant’s maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the District’s recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The District shall be named as an insured under the

Subcontractor's Commercial General Liability insurance policy with respect to the work performed for the District.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession. Consultant shall provide the District with proof of liability insurance or professional errors and omissions coverage as appropriate.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. Consultant's insurance coverage shall be primary insurance as respect the District. Any insurance, self-insurance, or insurance pool coverage maintained by the District shall be excess of the Consultant's insurance and shall not contribute with it.
2. Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the District with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of Consultant before commencement of the work.

- XI. **Safeguarding of Information:** The use or disclosure by any party of any information concerning a client obtained in providing service under this Agreement shall be subject to Chapter 42.56 RCW and Chapter 70.02 RCW, as well as any other applicable federal and state statutes and regulations. Personal information collected, used or acquired in connection with this Agreement shall be used solely for the purposes of this Agreement. Consultant agrees not to release, divulge, publish,

transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law.

Consultant agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to personal information. Any unauthorized access or use of confidential information must be reported to the District Security Officer at (360) 728-2262. The notification must be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

The District reserves the right to monitor, audit, or investigate the use of personal information collected, used, or acquired by the Consultant through this Agreement.

Consultant shall certify the return or destruction of all personal information upon expiration of the Agreement.

- XII. **Compliance with State and Federal Confidentiality Laws:** Consultant shall not use protected health information created or shared under this Agreement in any manner that would constitute a violation of the Health Information Portability and Accountability Act, commonly known as HIPAA, and any regulations enacted pursuant to its provisions.
- XIII. **Statutory and Regulatory Compliance:** Consultant shall comply with all applicable federal, state, and local laws, regulations, guidelines, and standards in the performance of this Agreement.
- XIV. **Certification Regarding Suspension and Debarment:** Consultant, by completing and returning to the District the “Debarment, Suspension, Ineligibility or Voluntary Exclusion Certification Form,” and completing, signing and returning to the District the “Certification Regarding Debarment, Suspension, Ineligibility or Voluntary Exclusion for Lower Tier Covered Transactions” form, (to be supplied to lower tier participants; see **ATTACHMENT B**) certifies that it is not debarred, suspended, or proposed for debarment by any federal agency.
- XV. **Records Maintenance:** The Parties to this Agreement shall each maintain books, records, documents, and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to the inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six (6) years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims, or audit finding involving the records have been resolved.

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

- XVI. **Statutory and Regulatory Compliance:** Consultant shall comply with all applicable federal, state, and local laws, regulations, guidelines, and standards in the performance of this Agreement.
- XVII. **Compliance with State and Federal Confidentiality Laws:** Consultant shall not use or disclose any protected health information (PHI) or personally identifiable information (PII) created or shared under this Agreement for any purpose not directly connected with this Agreement or in any manner that would constitute a violation of the Health Information Portability and Accountability Act, commonly known as HIPAA, and any regulations enacted pursuant to its provisions. Any PHI or PII collected, used, or acquired in connection with this Agreement shall be subject to Chapter 42.56 RCW and Chapter 70.02 RCW, as well as any other applicable federal and state statutes and regulations. Consultant agrees not to release, divulge, publish, transfer, sell, or otherwise make known to unauthorized persons PHI or PII without the express written consent of the District. For the purpose of this section, PII means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name, etc.
- XVIII. **No Waiver:** A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in writing, signed by an authorized representative of the party and attached to the original Agreement.
- XIX. **Choice of Law:** The Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that the Agreement shall be governed by the laws of the State of Washington, both as to its interpretation and performance. Any action at law, suit in equity, or judicial proceeding arising out of the Agreement shall be instituted and maintained only in any of the courts of competent jurisdiction in Kitsap County, Washington.
- XX. **Dispute Resolution:** In the event that a dispute or conflict arises under the Agreement that the Parties are unable to resolve with good faith efforts, they shall allow the dispute to be decided by a Dispute Panel in the following manner: A Mediator shall be mutually appointed by both parties, and each party shall appoint an additional member to the Dispute Panel. The Dispute Panel shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Panel shall be final and binding on the Parties hereto. The Parties shall equally share the costs, if any, for the services of the Dispute Panel.
- XXI. **Non-Discrimination:** Consultant shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veteran status, sexual preference, or the presence of any sensory mental or physical handicap.
- XXII. **Amendment:** This Agreement may be modified only by a written amendment executed by authorized representatives of both parties.
- XXIII. **Termination:** This Agreement may be terminated by either party upon giving at least thirty (30) days advance written notice to the other party.
- XXIV. **Survival:** Those provisions of the Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive. Those provisions include, but are not

necessarily limited to the following: Indemnification, Termination, Disputes, Confidentiality, Choice of Law, No Waiver, Records Inspection and Retention, and Severability.

XXV. **Entire Agreement**: This Agreement constitutes the entire agreement between the parties regarding its subject matter. Any oral or written representations not expressly incorporated in this Agreement are specifically excluded.

KITSAP PUBLIC HEALTH DISTRICT

ANALYTICAL LAB

By: _____
Yolanda Fong
Administrator

By: _____
Frederick Barkman, Jr.
Owner

Date: _____

Date: _____

Funding Source
Program: <u> PIC </u> Federal Contract/Grant <u> Pass Thru DOH Con</u> Con and DOE Pass through <u> </u>

ATTACHMENT A SCOPE OF WORK

The Water Pollution Identification and Correction Program of KPHD collects up to **80** fresh and marine samples per day, and approximately **3,500** samples per year. Most samples are scheduled in advance, but some are unscheduled and collected in support of complaint investigation and emergency response. Fecal coliform, E. coli and Enterococcus are requested most often. Additionally, the Drinking Water Program collects an approximate **500** drinking water samples annually which are tested for both total coliform and nitrate. Contract requirements and information are listed below:

- **Dates of Sample Collection:** February 1st, 2024 – January 31, 2027
- **Analyses:** Please refer to **Table 1** for a complete list of standard analyses. Other analyses may be needed upon request.
- **Detection Limits:** At or below detection limits listed in **Table 1**, or standard for the method.
- **Pricing:** Please refer to **Table 1** for specific pricing.
- **Sample scheduling:** The Laboratory will be provided an electronic copy of KPHD's monitoring schedule on a monthly basis or whenever changes are required. The Health District's goal is to provide at least 24 hours' notice of schedule changes that would result in additional samples delivered to the laboratory. We will provide as much notice as possible of cancellations (i.e., fewer samples delivered to the laboratory).
- **Supplies and Materials:** Laboratory will provide sample vessels for all required analyses. For bacteriological analysis, we currently use Idexx 120 ml polystyrene (w/o sodium thiosulfate) with paper tamper seal vessels. Sample vessels will be delivered to our offices located at the Norm Dicks Government Center in Bremerton, Washington. Laboratory provides all other supplies and materials for sample analysis.
- **Quality Assurance/Quality Control:** The contract laboratory is required to provide labware and analyses for sample field replicates, method blanks, surrogates and other appropriate quality control analyses and documentation as required by the desired analytical method or as requested by KPHD. Quality control checks shall be conducted at a rate of at least 10 to 20 percent of the total number of samples collected and should be run at the rate of approximately one per batch of samples; a batch is considered to be 20 samples or less for a given calendar day. Contract laboratory shall participate in the review and comment of draft Quality Assurance Project Plans developed by KPHD. The contract laboratory shall follow the QA/QC requirements specified in **Table 1** or as specified in the approved Quality Assurance Project Plans. KPHD will provide the awarded contract laboratory with a Chain of Custody form to be used for all KPHD sample analyses.

**Table 1
Analyses and Pricing**

Analyte	Sample Matrix	Analytical Method	Estimated Annual Sample Quantity	Annual Prices		
				2024	2025	2026
Fecal Coliform Bacteria (FC)	Fresh & Marine Water	SM 9222 D, Membrane Filtration	200	\$26.00	\$26.80	\$27.60
Fecal Coliform Bacteria (FC)	Fresh & Marine Water	APHA Procedure 9221-E, MPN Fecal Coliform Direct Test (A-1 Medium)	0	\$48.00	\$49.00	\$50.00
E. Coli Bacteria (EC)	Fresh & Marine Water	Iddex Collilert 18, APHA Procedure 9223 B, Chromogenic Substrate Coliform Test	2500	\$19.80	\$20.40	\$21.00
Enterococcus Bacteria (ENT)	Fresh & Marine Water	Iddex Enterolert USEPA, 2001	600	\$23.00	\$23.70	\$24.40
Total Coliform (TC)	Potable Water	SM 9223 B	500	\$23.00	\$23.70	\$24.40
Nitrate	Drinking Water	EPA 300.0 SM 4500 NO ₃	400	\$21.00	\$21.70	\$22.40
Ammonia nitrogen	Fresh & Marine Water	SM 4500 NH ₃ H or G Phenate	10	\$22.00	\$22.70	23.40
Nitrate & Nitrite	Fresh & Marine Water	SM 4500 NO ₃ F:Automated Cadmium Reduction	10	\$27.00	\$27.80	\$28.60
Nitrite	Fresh & Marine Water	SM 4500 NO ₂ B / EPA 300.0	10	\$22.00	\$22.70	\$23.40
Total Kjeldahl Nitrogen	Fresh & Marine Water	EPA 351.2	10	\$35.00	\$36.00	\$37.00
Total Phosphorus	Fresh & Marine Water	SM 4500-P+F or E	10	\$29.00	\$30.00	\$31.00

Analyte	Sample Matrix	Analytical Method	Estimated Annual Sample Quantity	Annual Prices		
				2024	2025	2026
Ortho-phosphate	Fresh & Marine Water	SM 4500-P-E, Ascorbic Acid Reduction Method	10	\$29.00	\$30.00	\$31.00
Chlorophyll-a *	Fresh & Marine Water	SM 1810200H	10	\$50.00	\$51.50	\$53.00
Color	Fresh & Marine Water	SM 2120 B	10	\$18.00	\$18.50	\$19.00
Salinity	Fresh & Marine Water	SM 2520 B: Conductivity Method	10	\$18.00	\$18.50	\$19.00
Turbidity	Fresh & Marine Water	SM 2130 B Nephelometric Method	10	\$18.00	\$18.50	\$19.00
Total Cost Per Year				\$91,080.00	\$93,872.00	\$96,664.00
Total Contract Cost				\$281,616.00		

Sample Turnaround Time: KPHD requires either 3:30pm next day, 4:30pm next day, 48-hour, or 96-hour turnaround time on bacteriological sample results. Many E. coli and all Enterococcus sample results are needed next day, as these samples are primarily collected at Kitsap County swimming beaches to assess swimming safety. Turnaround time starts at receipt of samples at the selected laboratory, or pick-up by the laboratory-supplied sample courier. Turnaround time requirements are shown in **Table 2**.

**Table 2
Sample Turnaround Times**

Sample Type	Required Turnaround Time
ENT (all)	4:30 pm next day
EC (lake swimming beach)	3:30 pm next day (early telephone notification for likely high counts)
FC/EC (spills, complaints, shoreline surveys or other time sensitive samples)	48 hours
FC/EC (other, including trend and PIC “Impact” events)	96 hours
Ammonia-Nitrogen	72 hours
Drinking Water total coliform	Within 2 business days, immediate telephone notification for all failed bacteria results
Drinking water nitrate	Within 5 business days

- **Sample Courier Requirements:** See **Table 3** for a complete description.

**Table 3
Sample Courier and Acceptance Requirements**

Pick-Up Location	Monday	Tuesday	Wednesday	Thursday	Friday
Government Center - 3rd Floor Hallway	No am pick up³	8:30am	8:30am	8:30am	8:30am
	3:00/4:30pm¹	4:30pm	4:30pm	4:30pm	4:30pm

1. Between mid-May and early September, BEACH enterococcus samples will be picked up by 3:00pm to meet state sampling requirements, the regularly scheduled pickup will also occur at 4:30pm. All other times of year, the regular pick up time is 4:30pm.
2. The contract laboratory will accept samples at their office as late as **4:45pm**, Monday through Friday.
3. Saturday and Sunday sample collection may (at times) be necessary. Staff will give the Laboratory a minimum **5-day** notice of weekend sampling. No more than **12** weekend sampling events will be conducted annually.

4. Laboratory will provide immediate analysis of environmental samples collected pursuant to public/environmental health emergencies.
 5. Courier will update temperature log for refrigerator at Government Center during each visit.
 6. Courier will not leave pick up locations earlier than the scheduled time.
 7. All early morning samples (before 8:00am) will be delivered directly to contract laboratory or dropped off at Govt. Center in time for the 8:30am courier service
 8. Health District staff will provide cell phone number on chain of custody so that contract laboratory can locate them if there are questions about the chain of custody or samples.
 9. If Health District staff cannot be reached by cell phone, contract laboratory will call (360) 728-2235 to have a staff person located. If still no response, the laboratory will analyze the samples based on their best professional judgment.
- **Data Reporting:** The Laboratory will record bacteria and ammonia sample results on the Health District's chain of custody in the columns provided. Ammonia sample results that were flagged by the laboratory will be noted in the Notes and Comments column of the COC. The COC will serve as the final data report for bacteria samples. For other parameters, a formal report will be included with the semi-monthly billings.

When requested, the laboratory will send sample results to the email address or FAX number of the staff member listed on the chain of custody within the turnaround times specified above. Beach samples (marine or lake) are emailed to a "beach group", as provided by the Health District. In addition to emailing the chains of custody with sample results, KPHD requires that some sample results be provided in electronic format suitable for download into our water quality database. Original chains of custody are to be mailed or delivered to the Health District twice per month.

- **Billing Process:** Monthly billings will be organized by "billing code" which is specified on each chain of custody. Included with the billing will be the original chains of custody. As discussed above, the chain of custody serves as the data report for all bacteria and ammonia samples. For other parameters, the lab will produce a formal data report which is included with the billings. With each billing, the laboratory will report a total of samples analyzed during the semi-monthly period, and a running year-to-date total. This report will be organized by media (fresh, marine, lake), analysis performed, and billing code. A separate invoice will be prepared for all drinking water analyses.
- **Special Sampling Needs:** A laboratory contact will be available after hours and on weekends as needed to accommodate sample delivery and analysis within holding times, for samples collected in response to public and environmental health emergencies.

New or Renewed Contracts for the Period of 12/01/2023 through 12/31/2023

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
Active (3 contracts)									
DOH, Washington State									
ID: 2382	Parent/Child Health, Yolanda Fong	Data Sharing Agreement	Closed			12/27/23	01/01/24	12/31/28	CLH24642-2
<i>Description: DSA in support of THRIVE/Home Visiting Services Account</i>									
.....									
Kitsap County									
ID: 2372	PIC, Grant Holdcroft	Interlocal/Interagency	Closed	12/05/23	\$1,460,680.00	12/11/23	01/01/24	12/31/24	KC-029-24
<i>Description: Clean Water Kitsap 2024. Agreement provides a mechanism for implementation of programs within the Clean Water Kitsap (CWK) partnership.</i>									
.....									
Kitsap County Prosecuting Attorney									
ID: 2364	Administration, Keith Grellner	Amendment	Closed	10/03/23	\$172.00	12/11/23	01/01/22	12/31/24	KC-582-21-B
<i>Description: Legal Services</i>									
<i>Amendment 1: extends term through 12/31/2023</i>									
<i>Amendment 3: extends term through 12/31/2024</i>									
.....									

Kitsap Public Health Board Meeting
Date: February 6, 2024

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

Approvals:

	Signature	Date
Administrator	<i>Yolanda Fong</i>	1/25/2024
Finance Manager	<i>Melissa Laird</i>	1/23/2024

Recommended Motion: Approval

Items:

Type	Warrant/EFT Date	Total Amount
Accounts Payable	12/7/2023	\$ 81,163.40
Accounts Payable	12/14/2023	53,240.17
Accounts Payable	12/21/2023	27,615.18
Accounts Payable	12/28/2023	227,607.51
NDGC Mortgage	12/13/2023	25,246.00
Vital Stats Transfer	12/20/2023	22,796.00
Accounts Payable Total		\$ 437,668.26
Payroll PERS Payment	12/11/2023	127,000.79
Payroll Taxes	12/29/2023	209,552.82
Payroll	12/31/2023	558,093.50
Payroll Total		\$ 558,093.50
Grand Total		\$ 1,332,315.37

Kitsap Public Health Board Action:

- Approve
- Deny
- Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		



View Settlement Run

Settlement Run Information

Settlement Run Name STL-00002932
Kitap Public Health District HH
Number STL-00002932
Status Complete
Date 12/07/2023
Include Payments On Behalf Of No
Exclude Negative Payments Yes
Express Settlement No

Additional Information

Organization Kitap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 81,163.40
Inbound Total 0.00
Expense Report Count 22
Miscellaneous Payment Request Count 4
Supplier Invoice Count 16

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	12/07/2023	2	138.27	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 12/07/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	12/07/2023	20	4,485.83	USD	Payment Message: ID 2268 for Kitsap Public Health District on 12/07/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	12/07/2023	4	2,587.84	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 12/07/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	12/07/2023	10	55,790.76	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 12/07/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	12/07/2023	5	18,160.70	USD	Payment Message: ID 2269 for Kitsap Public Health District on 12/07/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0007337	Kitsap Public Health District	Dara Deseamus (434593)	Employee	EXP-0007337	12/04/2023	Mileage 1023-11202023	133.55	USD
Expense Report: EXP-0007338	Kitsap Public Health District	George Fine (421693)	Employee	EXP-0007338	12/04/2023	Mileage 1018-112023	14.87	USD
Expense Report: EXP-0007339	Kitsap Public Health District	Heather Fucini (434997)	Employee	EXP-0007339	12/04/2023	Mileage 1016-103123	208.88	USD
Expense Report: EXP-0007340	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0007340	12/04/2023	Mileage 1116-112823	69.43	USD
Expense Report: EXP-0007341	Kitsap Public Health District	Yaneisy Griego (410072)	Employee	EXP-0007341	12/04/2023	Mileage 1002-101623	21.62	USD
Expense Report: EXP-0007342	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0007342	12/04/2023	Mileage 1115-112723	122.29	USD
Expense Report: EXP-0007344	Kitsap Public Health District	Thomas Jury (434709)	Employee	EXP-0007344	12/04/2023	Mileage 1102-112723, RainJacket	593.10	USD
Expense Report: EXP-0007347	Kitsap Public Health District	Melissa Laird (416539)	Employee	EXP-0007347	12/04/2023	Training 1110-111723	1,930.63	USD
Expense Report: EXP-0007348	Kitsap Public Health District	Albert Lawver (434888)	Employee	EXP-0007348	12/04/2023	Mileage 1027-112223	139.84	USD
Expense Report: EXP-0007349	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0007349	12/04/2023	Mileage 1109-112023	89.74	USD
Expense Report: EXP-0007350	Kitsap Public Health District	Anne Moen (279971)	Employee	EXP-0007350	12/04/2023	Mileage 1109-112023	328.30	USD
Expense Report: EXP-0007351	Kitsap Public Health District	Loan Nguyen (295033)	Employee	EXP-0007351	12/04/2023	Mileage 0509-111823	48.47	USD
Expense Report: EXP-0007352	Kitsap Public Health District	Brian Nielson (434638)	Employee	EXP-0007352	12/04/2023	Supplies 111623	68.84	USD
Expense Report: EXP-0007353	Kitsap Public Health District	Linda Pandino (419118)	Employee	EXP-0007353	12/04/2023	KPHD LOGOWEAR	50.00	USD
Expense Report: EXP-0007354	Kitsap Public Health District	Tameka Phelps (434295)	Employee	EXP-0007354	12/04/2023	Mileage 1114-111723	40.15	USD
Expense Report: EXP-0007355	Kitsap Public Health District	Kaela Moontree (406607)	Employee	EXP-0007355	12/04/2023	Mileage 1109-111323	45.59	USD



View Settlement Run

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0007356	Kitsap Public Health District	Brittany Sample (434976)	Employee	EXP-0007356	12/04/2023	Mileage 1023-102523	78.65 USD	USD
Expense Report: EXP-0007357	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0007357	12/04/2023	Mileage 1002-103123, Supplies	321.62 USD	USD
Expense Report: EXP-0007359	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0007359	12/04/2023	Mileage 1120-112823	117.57 USD	USD
Expense Report: EXP-0007360	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0007360	12/04/2023	Mileage 1117-112223	60.46 USD	USD
Expense Report: EXP-0007361	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0007361	12/04/2023	Mileage 1115-112523	64.39 USD	USD
Expense Report: EXP-0007362	Kitsap Public Health District	Leslie Banigan (215189)	Employee	EXP-0007362	12/04/2023	Mileage 1008-102323	76.11 USD	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-13552	Kitsap Public Health District	James Butler (Inactive)	MPR-13552	Check	POS Customer Refund	12/04/2023	200.00 USD	USD
MPR-13553	Kitsap Public Health District	Department of Health (Inactive)	MPR-13553	Check	One-Time Payment	12/04/2023	1,837.84 USD	USD
MPR-13554	Kitsap Public Health District	Jay Volz (Inactive)	MPR-13554	Check	POS Customer Refund	12/04/2023	200.00 USD	USD
MPR-13555	Kitsap Public Health District	Johnnie Hess (Inactive)	MPR-13555	Check	One-Time Payment	12/04/2023	350.00 USD	USD

Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-92634	Kitsap Public Health District	Ballyhoo Media Services, LLC	Invoice # 3122	Ballyhoo Media Services, LLC	Net 30	SINV-2023-92634	12/01/2023		12/31/2023	0.00	0.00	10,500.00 USD	USD
Supplier Invoice: SINV-2023-92640	Kitsap Public Health District	Blue Sky Printing	Invoice # N15952	Blue Sky Printing	Net 30	SINV-2023-92640	12/01/2023		12/31/2023	0.00	0.00	370.88 USD	USD
Supplier Invoice: SINV-2023-92642	Kitsap Public Health District	Canon Financial Services, Inc.	Invoice# 31585498	Canon Financial Services, Inc.	Net 30	SINV-2023-92642	12/01/2023		12/31/2023	0.00	0.00	1,043.07 USD	USD
Supplier Invoice: SINV-2023-92645	Kitsap Public Health District	CashStar, Inc.	ORDER # CBD6JST6D8-GIFT CARDS	CashStar, Inc.	Net 30	SINV-2023-92645	12/01/2023		12/31/2023	0.00	0.00	5,139.80 USD	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-92648	Kitsap Public Health District	FedEx	INVOICE # 8-328-37034	FedEx - Remit-To: P.O. Box 371461 Pittsburgh	Net 30	SINV-2023-92648	12/01/2023		12/31/2023	0.00	0.00	11.00	USD
Supplier Invoice: SINV-2023-92662	Kitsap Public Health District	Jefferson County	PROF CONTRACT OCT 2023	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2023-92662	12/04/2023		01/03/2024	0.00	0.00	6,530.27	USD
Supplier Invoice: SINV-2023-92669	Kitsap Public Health District	Johns Hopkins University	Invoice # 1800359575	Johns Hopkins University	Net 30	SINV-2023-92669	12/04/2023		01/03/2024	0.00	0.00	12,963.37	USD
Supplier Invoice: SINV-2023-92674	Kitsap Public Health District	Kitsap County	AUGUST- SEPT 2023	Kitsap County - Remit-To: KC Human Services	Net 30	SINV-2023-92674	12/04/2023		01/03/2024	0.00	0.00	3,313.34	USD
Supplier Invoice: SINV-2023-92678	Kitsap Public Health District	Quadient Leasing USA, Inc	Invoice # Q1071248	Quadient Leasing USA, Inc	Net 30	SINV-2023-92678	12/01/2023		12/31/2023	0.00	0.00	1,437.42	USD
Supplier Invoice: SINV-2023-92680	Kitsap Public Health District	Shred-It USA	INVOICE # 8005142811	Shred-It USA	Net 30	SINV-2023-92680	12/04/2023		01/03/2024	0.00	0.00	246.91	USD
Supplier Invoice: SINV-2023-92682	Kitsap Public Health District	Shred-It USA	INVOICE # 8005150377	Shred-It USA	Net 30	SINV-2023-92682	10/31/2023		11/30/2023	0.00	0.00	222.97	USD
Supplier Invoice: SINV-2023-92684	Kitsap Public Health District	Superior Printing Inc	INVOICE # 4666300	Superior Printing Inc	Net 30	SINV-2023-92684	12/04/2023		01/03/2024	0.00	0.00	91.28	USD
Supplier Invoice: SINV-2023-92686	Kitsap Public Health District	United Business Machines Of Wa	INVOICE # INV507054	United Business Machines Of Wa	Net 30	SINV-2023-92686	11/27/2023		12/27/2023	0.00	0.00	853.87	USD
Supplier Invoice: SINV-2023-92690	Kitsap Public Health District	Washington State University	INVOICE # CI00040913 JUL-OCT	Washington State University	Net 30	SINV-2023-92690	12/04/2023		01/03/2024	0.00	0.00	9,722.49	USD
Supplier Invoice: SINV-2023-92716	Kitsap Public Health District	US Bank National Association	ACCT# 424-0445-5568-8591 (NOVEMBER 2023)	US Bank National Association - Remit-To: US Bank Junior Dist's Only	Net 30	SINV-2023-92716	11/27/2023		12/27/2023	0.00	0.00	19,554.79	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-92789	Kitsap Public Health District	BLUE OUTDOOR	Invoice # 2023-12-20996	BLUE OUTDOOR	Net 30	SINV-2023-92789	12/04/2023		01/03/2024	0.00	0.00	1,950.00	USD

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	12/07/2023 09:24:26 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process	Status
Payment Message: ID 2268 for Kitsap Public Health District on 12/07/2023	Successfully Completed
Payment Message: ID 2269 for Kitsap Public Health District on 12/07/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 12/07/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 12/07/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 12/07/2023	Successfully Completed
Remittance File: For United Business Machines Of Wa on 12/07/2023	Successfully Completed
Remittance File: For Washington State University on 12/07/2023	Successfully Completed
Remittance File: For FedEx - Remit-To: PO Box 371461 Pittsburgh on 12/07/2023	Successfully Completed
Remittance File: For Jefferson County - Remit-To: Health/Human Svc on 12/07/2023	Successfully Completed
Remittance File: For Canon Financial Services, Inc. on 12/07/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
12/07/2023 09:24 AM	12/07/2023 09:24 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002932	Completed	00:00:18	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run Name STL-00002950
Number Kitsap Public Health District HH
Status STL-00002950
Date Complete
Include Payments On Behalf Of 12/14/2023
Exclude Negative Payments No
Express Settlement Yes
Express Settlement No

Additional Information

Organization Kitsap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 53,240.17
Inbound Total 0.00
Expense Report Count 18
Miscellaneous Payment Request Count 2
Supplier Invoice Count 28

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	12/14/2023	1	123.60 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 12/14/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	12/14/2023	17	2,935.22 USD	USD	Payment Message: ID 2284 for Kitsap Public Health District on 12/14/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	12/14/2023	2	100.00 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 12/14/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	12/14/2023	20	49,415.78 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 12/14/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	12/14/2023	2	665.57 USD	USD	Payment Message: ID 2285 for Kitsap Public Health District on 12/14/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0007413	Kitsap Public Health District	Sam Ader (413193)	Employee	EXP-0007413	11/30/2023		127.73 USD	USD
Expense Report: EXP-0007414	Kitsap Public Health District	Jami Armstrong (434291)	Employee	EXP-0007414	12/09/2023		176.64 USD	USD
Expense Report: EXP-0007415	Kitsap Public Health District	Dana Bierman (404611)	Employee	EXP-0007415	12/09/2023		43.68 USD	USD
Expense Report: EXP-0007416	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0007416	12/09/2023		50.44 USD	USD
Expense Report: EXP-0007417	Kitsap Public Health District	Ashley Duren (430735)	Employee	EXP-0007417	12/09/2023		135.06 USD	USD
Expense Report: EXP-0007418	Kitsap Public Health District	Cristian Inga Dominguez (434769)	Employee	EXP-0007418	12/09/2023		123.60 USD	USD
Expense Report: EXP-0007419	Kitsap Public Health District	Keith Grellner (1264)	Employee	EXP-0007419	12/09/2023		79.91 USD	USD
Expense Report: EXP-0007420	Kitsap Public Health District	Brandon Kindschy (421430)	Employee	EXP-0007420	12/09/2023		50.30 USD	USD
Expense Report: EXP-0007421	Kitsap Public Health District	Jakob Hughes (434256)	Employee	EXP-0007421	12/09/2023		252.37 USD	USD
Expense Report: EXP-0007422	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0007422	12/09/2023		43.89 USD	USD
Expense Report: EXP-0007423	Kitsap Public Health District	Emily Main (434982)	Employee	EXP-0007423	12/09/2023		93.67 USD	USD
Expense Report: EXP-0007424	Kitsap Public Health District	Anne Moen (279971)	Employee	EXP-0007424	12/09/2023		23.84 USD	USD
Expense Report: EXP-0007425	Kitsap Public Health District	Alexandra Moore (434254)	Employee	EXP-0007425	12/09/2023		443.45 USD	USD
Expense Report: EXP-0007426	Kitsap Public Health District	Nathan Morrow (433895)	Employee	EXP-0007426	12/09/2023		886.57 USD	USD
Expense Report: EXP-0007427	Kitsap Public Health District	Woodene Nickerson (434837)	Employee	EXP-0007427	12/09/2023		212.74 USD	USD
Expense Report: EXP-0007428	Kitsap Public Health District	Melissa O'Brien (433907)	Employee	EXP-0007428	12/09/2023		133.49 USD	USD



View Settlement Run

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0007429	Kitsap Public Health District	Kayla Petersen (434695)	Employee	EXP-0007429	12/09/2023		86.33 USD	
Expense Report: EXP-0007430	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0007430	12/09/2023		95.11 USD	

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-13692	Kitsap Public Health District	BAINBRIDGE HIGH SCHOOL (Inactive)	MPR-13692	Check	POS Customer Refund	12/09/2023	25.00 USD	
MPR-13693	Kitsap Public Health District	BILLY LEE (Inactive)	MPR-13693	Check	POS Customer Refund	12/09/2023	75.00 USD	

Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-93444	Kitsap Public Health District	Acranet Cbs Branch	24791	Acranet Cbs Branch	Net 30	SINV-2023-93444	12/09/2023		01/08/2024	0.00	0.00	126.50 USD	
Supplier Invoice: SINV-2023-93445	Kitsap Public Health District	Bremerton Government Center Association	1106	Bremerton Government Center Association	Net 30	SINV-2023-93445	12/09/2023		01/08/2024	0.00	0.00	34,195.58 USD	
Supplier Invoice: SINV-2023-93446	Kitsap Public Health District	City of Bremerton	BKAT000803	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30	SINV-2023-93446	12/09/2023		01/08/2024	0.00	0.00	487.83 USD	
Supplier Invoice: SINV-2023-93447	Kitsap Public Health District	Comcast	188858562	Comcast - Remit-To: PO Box 37601	Net 30	SINV-2023-93447	12/09/2023		01/08/2024	0.00	0.00	519.58 USD	
Supplier Invoice: SINV-2023-93448	Kitsap Public Health District	Comcast	8498360021644737	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2023-93448	12/09/2023		01/08/2024	0.00	0.00	467.22 USD	
Supplier Invoice: SINV-2023-93449	Kitsap Public Health District	Comcast	8498360021685177	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2023-93449	12/09/2023		01/08/2024	0.00	0.00	446.30 USD	
Supplier Invoice: SINV-2023-93450	Kitsap Public Health District	Griffin Glen Apartments LLC	01/2023 RENT	Griffin Glen Apartments LLC	Net 30	SINV-2023-93450	12/09/2023		01/08/2024	0.00	0.00	1,360.00 USD	



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-93451	Kitsap Public Health District	The Heights at Sheridan Road	01/2023 RENT	The Heights at Sheridan Road	Net 30	SINV-2023-93451	12/09/2023		01/08/2024	0.00	0.00	585.00	USD
Supplier Invoice: SINV-2023-93452	Kitsap Public Health District	Indigo Apartments	01/2023 RENT	Indigo Apartments	Net 30	SINV-2023-93452	12/09/2023		01/08/2024	0.00	0.00	660.00	USD
Supplier Invoice: SINV-2023-93453	Kitsap Public Health District	Kania, Sharon Faye	01/2023 RENT	Kania, Sharon Faye	Net 30	SINV-2023-93453	12/09/2023		01/08/2024	0.00	0.00	635.00	USD
Supplier Invoice: SINV-2023-93454	Kitsap Public Health District	Laboratory Corporation of America	78232901	Laboratory Corporation of America	Net 30	SINV-2023-93454	12/09/2023		01/08/2024	0.00	0.00	40.16	USD
Supplier Invoice: SINV-2023-93455	Kitsap Public Health District	Mckesson Medical Surgical	21356726	Mckesson Medical Surgical	Net 30	SINV-2023-93455	12/09/2023		01/08/2024	0.00	0.00	104.55	USD
Supplier Invoice: SINV-2023-93456	Kitsap Public Health District	Daniel R. Niblock	01/2023 RENT	Daniel R. Niblock	Net 30	SINV-2023-93456	12/09/2023		01/08/2024	0.00	0.00	1,080.00	USD
Supplier Invoice: SINV-2023-93457	Kitsap Public Health District	ODP Business Solutions, LLC	341670733001	ODP Business Solutions, LLC	Net 30	SINV-2023-93457	12/09/2023		01/08/2024	0.00	0.00	14.19	USD
Supplier Invoice: SINV-2023-93458	Kitsap Public Health District	ODP Business Solutions, LLC	341652944001	ODP Business Solutions, LLC	Net 30	SINV-2023-93458	12/09/2023		01/08/2024	0.00	0.00	57.39	USD
Supplier Invoice: SINV-2023-93459	Kitsap Public Health District	Quest Diagnostics	T1480186	Quest Diagnostics	Net 30	SINV-2023-93459	12/09/2023		01/08/2024	0.00	0.00	187.77	USD
Supplier Invoice: SINV-2023-93460	Kitsap Public Health District	A.W. Rehn & Associates, Inc	14092	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-93460	12/09/2023		01/08/2024	0.00	0.00	61.75	USD
Supplier Invoice: SINV-2023-93461	Kitsap Public Health District	Silverdale Home Associates	01/2023 RENT	Silverdale Home Associates	Net 30	SINV-2023-93461	12/09/2023		01/08/2024	0.00	0.00	1,214.00	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-93462	Kitsap Public Health District	Staples	3553071329	Staples - Remit-To: Staples	Net 30	SINV-2023-93462	12/09/2023		01/08/2024	0.00	0.00	39.17	USD
Supplier Invoice: SINV-2023-93463	Kitsap Public Health District	Staples	3554246392	Staples - Remit-To: Staples	Net 30	SINV-2023-93463	12/09/2023		01/08/2024	0.00	0.00	340.56	USD
Supplier Invoice: SINV-2023-93464	Kitsap Public Health District	Staples	3553770155	Staples - Remit-To: Staples	Net 30	SINV-2023-93464	12/09/2023		01/08/2024	0.00	0.00	28.59	USD
Supplier Invoice: SINV-2023-93465	Kitsap Public Health District	Staples	3553929534	Staples - Remit-To: Staples	Net 30	SINV-2023-93465	12/09/2023		01/08/2024	0.00	0.00	165.27	USD
Supplier Invoice: SINV-2023-93466	Kitsap Public Health District	Staples	3553770156	Staples - Remit-To: Staples	Net 30	SINV-2023-93466	12/09/2023		01/08/2024	0.00	0.00	58.31	USD
Supplier Invoice: SINV-2023-93467	Kitsap Public Health District	Taylor Communications Inc	V1286024	Taylor Communications Inc	Net 30	SINV-2023-93467	12/09/2023		01/08/2024	0.00	0.00	182.31	USD
Supplier Invoice: SINV-2023-93468	Kitsap Public Health District	United Business Machines Of Wa	INV507386	United Business Machines Of Wa	Net 30	SINV-2023-93468	12/09/2023		01/08/2024	0.00	0.00	539.07	USD
Supplier Invoice: SINV-2023-93469	Kitsap Public Health District	VectorUSA	98975	VectorUSA	Net 30	SINV-2023-93469	12/09/2023		01/08/2024	0.00	0.00	5,415.57	USD
Supplier Invoice: SINV-2023-93470	Kitsap Public Health District	Washington Home Solutions	01/2023 RENT	Washington Home Solutions	Net 30	SINV-2023-93470	12/09/2023		01/08/2024	0.00	0.00	705.00	USD
Supplier Invoice: SINV-2023-93471	Kitsap Public Health District	Wex Bank	93733983	Wex Bank	Net 30	SINV-2023-93471	12/09/2023		01/08/2024	0.00	0.00	364.68	USD

Process History
Settlement Run Process History



View Settlement Run

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	12/14/2023 09:45:22 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	
Related Business Processes History							
Business Process				Status			
Payment Message: ID 2284 for Kitsap Public Health District on 12/14/2023				Successfully Completed			
Payment Message: ID 2285 for Kitsap Public Health District on 12/14/2023				Successfully Completed			
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 12/14/2023				Successfully Completed			
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 12/14/2023				Successfully Completed			
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 12/14/2023				Successfully Completed			
Remittance File: For Acranet Cbs Branch on 12/14/2023				Successfully Completed			
Remittance File: For United Business Machines Of Wa on 12/14/2023				Successfully Completed			

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
12/14/2023 09:45 AM	12/14/2023 09:45 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002950	Completed	00:00:13	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run Name STL-00002975
Kit sap Public Health District HH
Number STL-00002975
Status Complete
Date 12/21/2023
Include Payments On Behalf Of No
Exclude Negative Payments Yes
Express Settlement No

Additional Information

Organization Kit sap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 27,615.18
Inbound Total 0.00
Expense Report Count 12
Miscellaneous Payment Request Count 1
Supplier Invoice Count 8

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	12/21/2023	1	66.16 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 12/21/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	12/21/2023	11	1,655.71 USD	USD	Payment Message: ID 2307 for Kitsap Public Health District on 12/21/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	12/21/2023	1	350.00 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 12/21/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	12/21/2023	5	20,206.51	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 12/21/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	12/21/2023	2	5,336.80	USD	Payment Message: ID 2306 for Kitsap Public Health District on 12/21/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0007458	Kitsap Public Health District	Jessica Chen (434841)	Employee	EXP-0007458	12/14/2023		285.66	USD
Expense Report: EXP-0007459	Kitsap Public Health District	Maria Fergus (434648)	Employee	EXP-0007459	12/14/2023		410.23	USD
Expense Report: EXP-0007460	Kitsap Public Health District	Heather Fucini (434997)	Employee	EXP-0007460	12/14/2023		99.57	USD
Expense Report: EXP-0007461	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0007461	12/14/2023		66.16	USD
Expense Report: EXP-0007462	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0007462	12/14/2023		254.48	USD
Expense Report: EXP-0007463	Kitsap Public Health District	Ross Lyle (285038)	Employee	EXP-0007463	12/14/2023		100.22	USD
Expense Report: EXP-0007464	Kitsap Public Health District	Woodean Nickerson (434837)	Employee	EXP-0007464	12/14/2023		98.25	USD
Expense Report: EXP-0007466	Kitsap Public Health District	Melissa O'Brien (433907)	Employee	EXP-0007466	12/14/2023		109.13	USD
Expense Report: EXP-0007467	Kitsap Public Health District	Tobbi Stewart (423168)	Employee	EXP-0007467	12/14/2023		13.10	USD
Expense Report: EXP-0007468	Kitsap Public Health District	Susan Van Ort (392243)	Employee	EXP-0007468	12/14/2023		209.60	USD
Expense Report: EXP-0007469	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0007469	12/14/2023		47.69	USD
Expense Report: EXP-0007470	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0007470	12/14/2023		27.78	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-13755	Kitsap Public Health District	JANE BUC HANAN (Inactive)	MPR-13755	Check	One-Time Payment	12/14/2023	350.00	USD

Supplier Invoices



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-94124	Kitsap Public Health District	Brixton NSE Admiralty TIC Owner, LLC	12/2023 RENT	Brixton NSE Admiralty TIC Owner, LLC	Net 30	SINV-2023-94124	12/14/2023		01/13/2024	0.00	0.00	1,894.83	USD
Supplier Invoice: SINV-2023-94126	Kitsap Public Health District	Comcast	8498360021685177 12/23	Comcast - Remit-To: PO Box 605333	Net 30	SINV-2023-94126	12/14/2023		01/13/2024	0.00	0.00	446.30	USD
Supplier Invoice: SINV-2023-94128	Kitsap Public Health District	Johns Hopkins University	1800361820	Johns Hopkins University	Net 30	SINV-2023-94128	12/14/2023		01/13/2024	0.00	0.00	15,428.38	USD
Supplier Invoice: SINV-2023-94131	Kitsap Public Health District	Loomis	13369073	Loomis - Remit-To: Palatine, IL	Net 30	SINV-2023-94131	12/14/2023		01/13/2024	0.00	0.00	582.00	USD
Supplier Invoice: SINV-2023-94137	Kitsap Public Health District	Quadient Finance Usa Inc	*2994 KPHD 12/7/23	Quadient Finance Usa Inc	Net 30	SINV-2023-94137	12/14/2023		01/13/2024	0.00	0.00	2,500.00	USD
Supplier Invoice: SINV-2023-94138	Kitsap Public Health District	Pottery Creek	01/2024 RENT	Pottery Creek	Net 30	SINV-2023-94138	12/14/2023		01/13/2024	0.00	0.00	1,855.00	USD
Supplier Invoice: SINV-2023-94139	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	KPHD 11/30/2023	Spectra Laboratories - Kitsap, LLC - Remit-To: 26276 Twelve Trees Ln Suite C Poulsbo	Net 30	SINV-2023-94139	12/14/2023		01/13/2024	0.00	0.00	2,391.20	USD
Supplier Invoice: SINV-2023-94140	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	23-09232	Spectra Laboratories - Kitsap, LLC - Remit-To: 26276 Twelve Trees Ln Suite C Poulsbo	Net 30	SINV-2023-94140	12/14/2023		01/13/2024	0.00	0.00	445.60	USD

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	12/21/2023 09:20:52 AM		Heather Hunsaker (434069)	1	



View Settlement Run

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	
Related Business Processes History							
Business Process				Status			
Payment Message: ID 2307 for Kitsap Public Health District on 12/21/2023							
Payment Message: ID 2306 for Kitsap Public Health District on 12/21/2023							
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 12/21/2023							
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 12/21/2023							
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 12/21/2023							
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 26276 Twelve Trees Ln Suite C Poulsbo on 12/21/2023							
Remittance File: For Quadient Finance Usa Inc on 12/21/2023							

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
12/21/2023 09:20 AM	12/21/2023 09:20 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002975	Completed	00:00:11	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run STL-00003001
Name Kitsap Public Health District JS
Number STL-00003001
Status Complete
Date 12/28/2023
Include Payments On Behalf Of No
Exclude Negative Payments Yes
Express Settlement No

Additional Information

Organization Kitsap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 227,607.51
Inbound Total 0.00
Expense Report Count 14
Supplier Invoice Count 26

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	12/28/2023	1	117.91	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 12/28/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	12/28/2023	12	2,301.20	USD	Payment Message: ID 2327 for Kitsap Public Health District on 12/28/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	12/28/2023	23	223,479.43	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 12/28/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	12/28/2023	2	1,708.97	USD	Payment Message: ID 2328 for Kitsap Public Health District on 12/28/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0007533	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0007533	12/28/2023		109.39	USD
Expense Report: EXP-0007534	Kitsap Public Health District	Lori Collins (434101)	Employee	EXP-0007534	12/28/2023		881.69	USD
Expense Report: EXP-0007535	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0007535	12/28/2023		117.91	USD
Expense Report: EXP-0007536	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0007536	12/28/2023		143.32	USD
Expense Report: EXP-0007537	Kitsap Public Health District	Kimberly Jones (356933)	Employee	EXP-0007537	12/28/2023		27.51	USD
Expense Report: EXP-0007538	Kitsap Public Health District	Albert Lawver (434888)	Employee	EXP-0007538	12/28/2023		92.69	USD
Expense Report: EXP-0007539	Kitsap Public Health District	Anne Moen (279971)	Employee	EXP-0007539	12/28/2023		274.73	USD
Expense Report: EXP-0007540	Kitsap Public Health District	Woodiean Nickerson (434837)	Employee	EXP-0007540	12/28/2023		75.33	USD
Expense Report: EXP-0007541	Kitsap Public Health District	Carin Onarheim (426938)	Employee	EXP-0007541	12/28/2023		89.52	USD
Expense Report: EXP-0007542	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0007542	12/28/2023		138.21	USD
Expense Report: EXP-0007543	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0007543	12/28/2023		154.46	USD
Expense Report: EXP-0007544	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0007544	12/28/2023		121.77	USD
Expense Report: EXP-0007545	Kitsap Public Health District	Susan Van Ort (392243)	Employee	EXP-0007545	12/28/2023		142.14	USD
Expense Report: EXP-0007546	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0007546	12/28/2023		50.44	USD

Supplier Invoices



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Override Payment Type	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-95094	Kitsap Public Health District	Blue Dot Investments, Lic	JAN - JUN 2024 PARKING	Blue Dot Investments, Lic	Net 30		SINV-2023-95094	12/28/2023		01/27/2024	0.00	0.00	11,040.00	USD
Supplier Invoice: SINV-2023-95095	Kitsap Public Health District	Canon Financial Services, Inc.	31752065	Canon Financial Services, Inc.	Net 30		SINV-2023-95095	12/28/2023		01/27/2024	0.00	0.00	1,043.07	USD
Supplier Invoice: SINV-2023-95096	Kitsap Public Health District	Collins Computing Inc	R-11671	Collins Computing Inc	Net 30		SINV-2023-95096	12/28/2023		01/27/2024	0.00	0.00	7,086.72	USD
Supplier Invoice: SINV-2023-95097	Kitsap Public Health District	Comcast	0701975 - 12/23	Comcast - Remit-To: PO Box 60533	Net 30		SINV-2023-95097	12/28/2023		01/27/2024	0.00	0.00	271.11	USD
Supplier Invoice: SINV-2023-95098	Kitsap Public Health District	Drayton Jackson	Q4 2023 BOH	Drayton Jackson	Net 30		SINV-2023-95098	12/28/2023		01/27/2024	0.00	0.00	260.24	USD
Supplier Invoice: SINV-2023-95099	Kitsap Public Health District	Lingo	33696627	Lingo - Remit-To: PO Box 660344	Net 30		SINV-2023-95099	12/28/2023		01/27/2024	0.00	0.00	12.17	USD
Supplier Invoice: SINV-2023-95100	Kitsap Public Health District	Stericycle Inc	8005448393	Stericycle Inc - Remit-To: Stericycle Inc	Net 30		SINV-2023-95100	12/28/2023		01/27/2024	0.00	0.00	258.75	USD
Supplier Invoice: SINV-2023-95101	Kitsap Public Health District	Stericycle Inc	8005451090	Stericycle Inc - Remit-To: Stericycle Inc	Net 30		SINV-2023-95101	12/28/2023		01/27/2024	0.00	0.00	407.15	USD
Supplier Invoice: SINV-2023-95102	Kitsap Public Health District	Taylor Water Technologies, LLC	503860	Taylor Water Technologies, LLC	Net 30		SINV-2023-95102	12/28/2023		01/27/2024	0.00	0.00	218.45	USD
Supplier Invoice: SINV-2023-95103	Kitsap Public Health District	Verizon Wireless	9951520166	Verizon Wireless - Remit-To: Treasurer - PO Box 660108	Net 30		SINV-2023-95103	12/28/2023		01/27/2024	0.00	0.00	6,186.01	USD
Supplier Invoice: SINV-2023-95261	Kitsap Public Health District	American Family Life Assurance Company	01/2024 BENEFITS	American Family Life Assurance Company	Net 30		SINV-2023-95261	12/28/2023		01/27/2024	0.00	0.00	2,224.88	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Override Payment Type	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-95264	Kitsap Public Health District	WA State Employment Security	01/2024 BENEFITS	WA State Employment Security - Remit-To: PO Box 84249 Paid Family & Medical	Net 30		SINV-2023-95264	12/28/2023		01/27/2024	0.00	0.00	6,334.86	USD
Supplier Invoice: SINV-2023-95266	Kitsap Public Health District	WA State Employment Security	01/2024 BENEFITS	WA State Employment Security - Remit-To: WA Cares Fund PO Box 3537	Net 30		SINV-2023-95266	12/28/2023		01/27/2024	0.00	0.00	3,246.18	USD
Supplier Invoice: SINV-2023-95268	Kitsap Public Health District	Health Equity	01/2024 BENEFITS	Health Equity	Net 30		SINV-2023-95268	12/28/2023		01/27/2024	0.00	0.00	660.00	USD
Supplier Invoice: SINV-2023-95269	Kitsap Public Health District	Hra Veba Trust	01/2024 BENEFITS	Hra Veba Trust	Net 30		SINV-2023-95269	12/28/2023		01/27/2024	0.00	0.00	10,065.45	USD
Supplier Invoice: SINV-2023-95270	Kitsap Public Health District	Nationwide Retirement Solutions	01/2024 BENEFITS	Nationwide Retirement Solutions	Net 30		SINV-2023-95270	12/28/2023		01/27/2024	0.00	0.00	7,195.00	USD
Supplier Invoice: SINV-2023-95274	Kitsap Public Health District	A.W. Rehn & Associates, Inc	01/2024 BENEFITS PARKING	A.W. Rehn & Associates, Inc	Net 30		SINV-2023-95274	12/28/2023		01/27/2024	0.00	0.00	582.00	USD
Supplier Invoice: SINV-2023-95278	Kitsap Public Health District	A.W. Rehn & Associates, Inc	01/2024 BENEFITS DCA	A.W. Rehn & Associates, Inc	Net 30	Check	SINV-2023-95278	12/28/2023		01/27/2024	0.00	0.00	1,475.00	USD
Supplier Invoice: SINV-2023-95281	Kitsap Public Health District	Prof & Technical Eng XPH	01/2024 BENEFITS	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30		SINV-2023-95281	12/28/2023		01/27/2024	0.00	0.00	3,449.56	USD
Supplier Invoice: SINV-2023-95284	Kitsap Public Health District	Prof & Technical Eng XPH	01/2024 BENEFITS	Prof & Technical Eng XPH - Remit-To: Local 17 Union/PAC	Net 30		SINV-2023-95284	12/28/2023		01/27/2024	0.00	0.00	28.00	USD
Supplier Invoice: SINV-2023-95286	Kitsap Public Health District	Voya Institutional Trust Company	01/2024 BENEFITS	Voya Institutional Trust Company - Remit-To: Voya Institutional Trust Co (Public Health Payroll)	Net 30		SINV-2023-95286	12/28/2023		01/27/2024	0.00	0.00	275.00	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Override Payment Type	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-95288	Kitsap Public Health District	WA State Dept of Labor & Industries	01/2024 BENEFITS	WA State Dept of Labor & Industries - Remit-To: Industrial Insurance Po Box 34022	Net 30		SINV-2023-95288	12/28/2023		01/27/2024	0.00	0.00	5,383.86	USD
Supplier Invoice: SINV-2023-95290	Kitsap Public Health District	Wash State Dept Of Retirement	01/2024 BENEFITS	Wash State Dept Of Retirement	Net 30		SINV-2023-95290	12/28/2023		01/27/2024	0.00	0.00	11,890.14	USD
Supplier Invoice: SINV-2023-95301	Kitsap Public Health District	Wa Health Care Authority - Uniform	01/2024 BENEFITS	Wa Health Care Authority - Uniform	Net 30		SINV-2023-95301	12/28/2023		01/27/2024	0.00	0.00	128,321.81	USD
Supplier Invoice: SINV-2023-95306	Kitsap Public Health District	Vimly Benefit Solutions Inc	01/2024 BENEFITS	Vimly Benefit Solutions Inc	Net 30		SINV-2023-95306	12/28/2023		01/27/2024	0.00	0.00	5,960.95	USD
Supplier Invoice: SINV-2023-95307	Kitsap Public Health District	Whit-Delta Dental Of Washington	01/2024 BENEFITS	Whit-Delta Dental Of Washington	Net 30		SINV-2023-95307	12/28/2023		01/27/2024	0.00	0.00	11,312.04	USD

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	12/28/2023 10:04:32 AM		Junille Schmeiling (430378)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process		Status
Payment Message: ID 2328 for Kitsap Public Health District on 12/28/2023		Successfully Completed
Payment Message: ID 2327 for Kitsap Public Health District on 12/28/2023		Successfully Completed
Print Checks: Kitsap County Claims F und Warrant Account for Supplier Payment (Check) on 12/28/2023		Successfully Completed
Print Checks: Kitsap County Claims F und Warrant Account for Expense Payment (Check) on 12/28/2023		Successfully Completed
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 12/28/2023		Successfully Completed
Remittance File: For Canon Financial Services, Inc. on 12/28/2023		Successfully Completed

Background Processes



View Settlement Run

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
12/28/2023 10:04 AM	12/28/2023 10:04 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00003001	Completed	00:00:14	Junille Schmeling	

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report

For 2023 - Dec

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
		JE-00048355 - Kitsap Public Health District - 12/13/2023 - DEC	12/13/2023	0.00	25,246.00	-25,246.00
2291:Due to Other Governmental Units		2023 KPHD Payment				

-25,246.00

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report

For 2023 - Dec

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
	3860 - Agency Deposits	JE-00047984 - Kitsap Public Health District - 12/20/2023 - Public Health monthly vital stats transfer	12/20/2023	0.00	22,796.00	-22,796.00

3800:Other Increases in Fu

-22,796.00

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report

For 2023 - Dec

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
		Operational Journal: Kitsap Public Health District - 12/11/2023	12/11/2023	0.00	127,000.79	-127,000.79

2315:Employee Benefits Payable

-127,000.79

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report

For 2023 - Dec

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
		Operational Journal: Kitsap Public Health District - 12/29/2023	12/29/2023	0.00	209,552.82	-209,552.82

2317:Payroll Tax Payable

-209,552.82

Kitsap Public Health - 12/31/2023

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Abney (4563) Beverly	173.33	5,493.00			3,971.68
Acosta (278956) Nancy	173.33	9,453.00			5,856.68
Ader (413193) Sam	173.33	6,109.00			4,145.18
Ahlin (434420) Zachary	173.33	5,026.00			3,768.39
Anderson (419470) Amy	201.33	8,681.38			5,807.04
Archer (434384) James	173.33	4,311.00			3,292.70
Armstrong (434291) Jami	173.33	5,978.00			4,184.65
Atisme-Bevins (433909)	117.33	5,653.28			2,883.98
Banigan (215189) Leslie	173.33	7,464.00			5,334.72
Baum (434397) Rudy	173.33	5,541.00			4,076.41
Bazzell (328436) Richard	173.33	7,464.00			5,249.91
Bell (419805) Gus	173.33	7,580.00			5,018.98
Berger (407902) Angeline	173.33	5,866.00			4,159.06
Bierman (404611) Dana	173.33	9,003.00			6,641.41
Borja (426250) Windie	173.33	6,279.00			4,473.38
Boysen-Knapp (2058)	173.33	6,827.00			4,712.91
Bronder (434436) Christine	173.33	5,026.00			3,927.81
Brown (271677) Steven	173.33	9,453.00			5,635.93
Burchett (409212) Brian	173.33	5,818.00			4,215.23
Burke (434463) Lenore	173.33	4,495.00			3,239.19
Burton (434296) Callie	173.33	4,559.00			3,342.40
Byrd (434085) Stephanie	173.33	4,486.00			3,596.84
Cadorna (434932) Jessi	69.33	1,487.20			890.24
Calderon (434768) Brenda	173.33	4,219.00			3,238.21
Camarena (434536) Daniel	173.33	5,647.00			3,859.67
Chang (411387) Margo	173.33	4,827.00			3,454.23
Chen (434841) Jessica	173.33	6,467.00			5,011.82
Collins (434101) Lori	173.33	6,863.00			4,737.74
Davis (433997) Elizabeth	173.33	8,574.00			5,955.74
Deseamus (434593) Dara	173.33	4,559.00			3,419.51
Dowless (340919) Kelly	173.33	7,487.00			5,160.19
Duren (430735) Ashley	173.33	6,277.00			4,600.67
Evans (4565) Eric	173.33	10,943.00			2,635.57
Fergus (434648) Maria	173.33	5,018.00			3,135.46
Fine (421693) George	86.67	2,243.00			1,732.76
Fisk (321284) April	173.33	8,667.00			5,070.36
Fong (356883) Yolanda	173.33	12,650.00			8,188.36
Fucini (434997) Heather	173.33	6,109.00			4,885.85
Giuntoli (337331) Paul	173.33	7,464.00			4,577.26
Grellner (1264) Keith	173.33	13,685.00			9,098.66
Gress (421427) Nicole	173.33	4,956.00			3,679.66
Griego (410072) Yaneisy	156.00	5,118.00			3,853.76
Guidry (355732) Jessica	173.33	9,926.00			7,054.44
Hammond (434978)	157.33	5,873.40			4,163.38
Hampton (434838)	173.33	7,487.00			5,421.10
Harmon (434977) William	173.33	7,580.00			5,888.64
Hartman (434642) Melissa	170.50	5,856.79			4,402.87
Holdcroft (270783) Jodie	46.00	1,980.76			1,658.79
Holdcroft (4579) Grant	173.33	9,453.00			5,486.08
Holt (2726) Karen	173.33	10,422.00			6,860.58
Howard (434057) Anne	138.67	4,599.00			3,480.84
Howarth (434500) Rosalie	173.33	5,541.00			4,071.42
Hughes (434256) Jakob	173.33	5,818.00			4,294.55
Hunter (409213) Kari	173.33	9,453.00			6,118.05
Inga Dominguez (434769)	173.33	4,785.00			3,592.31
Inouye (434255) Wendy	173.33	8,667.00			5,918.63
Jenkins (434053) Andrea	173.08	4,488.52			3,381.09
Johanson (400651) Krista	173.33	4,982.00			3,721.49
Jones (358933) Kimberly	173.33	9,453.00			6,410.86
Jury (434709) Thomas	173.33	5,277.00			4,027.74
Katula (393427) Dayna	173.33	9,003.00			5,513.80
Kench (245476) Donald	173.33	4,393.00			2,739.78
Kiess (250913) John	173.33	11,490.00			8,589.89
Kindschy (421430)	173.33	6,719.00			4,695.35

Kitsap Public Health - 12/31/2023

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Kinnear (434099) Sarah	173.33	5,897.00			4,520.46
Knoop (16125) Melina	173.33	7,464.00			5,150.62
Krafft (435003) Kaisa	147.25	4,723.78			3,617.11
Kruse (243184) Charles	173.33	7,566.00			4,935.55
Kushner (327580) Siri	173.33	11,490.00			7,210.46
Laird (416539) Melissa	173.33	10,422.00			6,586.92
Lawver (434888) Albert	173.33	5,818.00			4,349.89
Lytle (285038) Ross	173.33	7,464.00			5,044.45
Madden (434318) Shannon	173.33	4,495.00			3,278.46
Main (434982) Emily	170.33	7,357.43			5,304.58
May (434674) Martha	173.33	4,606.00			3,182.03
Mazur (388104) Karina	173.33	8,400.00			5,531.62
McMillan (434052) Michelle	173.33	6,016.00			4,315.54
Miller (435008) Christopher	173.33	8,341.00			5,075.58
Moen (279971) Anne	173.33	7,464.00			5,119.06
Moontree (406607) Kaela	173.33	5,954.00			4,162.37
Moore (434254) Alexandra	173.33	5,277.00			3,810.56
Morris (312378) Dawn	173.33	7,407.00			5,172.02
Morris (434567) Amanda	173.33	4,495.00			3,539.61
Morrow (433895) Nathan	173.33	16,876.00			9,677.32
Nguyen (295033) Loan	173.33	5,493.00			3,939.22
Nickerson (434837)	138.00	3,832.29			2,951.00
Nielson (434638) Brian	173.33	6,718.00			4,988.72
North (22459) Edwin	173.33	10,422.00			65.21
O'Brien (433907) Melissa	165.33	4,794.00			3,784.80
Onarheim (426938) Carin	173.33	5,296.00			3,755.80
Outlaw-Spencer (434984)	160.74	5,521.76			4,221.32
Pandino (419118) Linda	173.33	4,982.00			3,758.92
Perales (434396) Sydney	173.33	5,400.00			4,154.44
Perry (306605) Rachel	173.33	4,519.00			3,264.09
Petersen (434695) Kayla	157.33	3,941.20			2,850.02
Phelps (434295) Tameka	173.33	6,698.00			4,749.60
Plemmons (433994)	58.00	3,169.70			2,311.03
Quist-Therson (419860) Nii	240.00	11,548.80			9,530.31
Rork (404613) Ian	173.33	6,770.00			4,919.50
Sample (434976) Brittany	173.33	5,349.00			4,018.92
Shelby (434658) Emmy	156.00	6,930.00			5,672.29
Sherman (434949) Linnea	169.83	4,404.24			3,157.19
Shoriz (434893) Justin	173.33	4,924.00			3,764.37
Shuhler (425553) Yana	173.33	4,466.00			3,236.42
Simmons (434365) Nolan	173.33	5,541.00			4,168.23
Smith (361388) Terri	173.33	8,341.00			5,806.66
Snow (435021) Kelly	160.00	4,888.00			3,720.07
Sooter (427776) Thaddeus	173.33	9,453.00			6,695.70
Stedman (347366) Kelsey	173.33	9,453.00			6,133.23
Stewart (423168) Tobbi	173.33	6,109.00			4,255.71
Tiemeyer (433908)	173.33	7,730.00			5,345.26
Turner (1682) Denise	173.33	5,493.00			3,362.95
Van Ort (392243) Susan	173.33	7,464.00			5,121.57
Wagner (426251) Mary	121.34	3,013.00			2,152.97
Warren (434273) Lisa	140.33	6,136.91			4,390.64
Wellborn (14545) Brian	156.00	3,953.04			2,579.96
Wendt (397255) Jan	173.33	7,580.00			5,588.28
Westervelt (434382) Laura	173.33	6,109.00			4,372.89
White (434641) Erica	173.33	6,192.00			4,814.33
Whitford (434292) Tiffany	173.33	4,486.00			3,291.93
Wickhamshire (434070)	86.67	2,136.00			1,700.46
Wimpenny (434923) Jacob	173.33	6,735.00			4,942.29
Winchester (431493)	173.33	5,277.00			3,833.33
Wyatt (434415) Janet	173.33	7,580.00			4,927.78
	20,703.06	813,455.48	64,752.06	215,011.92	558,093.50