



## WORK SESSION

### BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4<sup>th</sup> Street, Room 160  
Port Angeles, Washington  
February 23, 2026

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

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

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

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

Public comment can be directed to the Clerk of the Board at 360-417-2256 or [Loni.Gores@clallamcountywa.gov](mailto:Loni.Gores@clallamcountywa.gov)

#### **Administration – 9 a.m.**

- 1a Calendar/Correspondence
- 1b Discussion regarding appointment of a full-time Coroner
- 1c Agreement with Cyclomedia Technology, Inc. for Street-Smart imagery tool
- 1d Pre-application questionnaire with Port of Port Angeles for the Port Authority Community Partner Program – Clallam County Fair Logging Show Production
- 1e Agreement amendment 2 with Sarge’s Veteran Support for Case Manager to revise record-retention requirements
- 1f Agreement amendment 2 with Sarge’s Veteran Support for kitchen remodel and utilities program to revise record-retention requirements
- 1g Agreement amendment 2 Healthy Families of Clallam County for the Emergency Shelter Program to revise record-retention requirements
- 1h Agreement amendment 2 Healthy Families of Clallam County for the Safely Home Program to revise record-retention requirements
- 1i Agreement amendment 2 with Serenity House of Clallam County for Shelter Aides Program to revise record-retention requirements
- 1j Agreement amendment 2 with The Answer for Youth TAFY for Bridging the Gap 12 Program to revise record-retention requirements
- 1k Agreement amendment 2 with The Answer for Youth TAFY for Starfleet Operations Program to revise record-retention requirements
- 1l Agreement amendment 2 with The Boys and Girls Clubs of the Olympic Peninsula for Teen Homelessness Prevention and Resources Program to revise record-retention requirements
- 1m Agreement amendment 2 with Peninsula Housing Authority for Eklund at Gales Project to revise record-retention requirements
- 1n Agreement amendment 2 with Trinity United Methodist Church for Safe Parking Program to revise record-retention requirements
- 1o Agreement amendment 2 with Forks Abuse Program dba Mariposa House for the West End Hope Program to revise record-retention requirements
- 1p Agreement amendment 2 with Tyler Technologies, Inc. for Onsite Septic System Database support
- 1q Agreement amendment 1 with Puget Sound Partnership for Onsite Septic Management Plan
- 1r Pre-application questionnaire and approval of certification and assurances form for a new hot water boiler to satisfy the WA Clean Building Performance Standard requirements (1g)\*
- 1s Open County position review

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\* Items also on Tuesday’s agenda

**Public Works**

- 2a Letter of support for City of Sequim for the US 101-Sindars Interchange Project (1f)\*  
 2b Easement agreement with Greene Properties, LLC for temporary easement E. Lake Pleasant Road

**Community Development**

- 3a Call for request for proposals/qualifications to be received no later than Tuesday, March 24, 2026 at 10:30 a.m. for geotechnical assessment for McDonald Creek Fish Passage and Irrigation Project

**General Discussion/Items for Future Agendas**

- ONP and ONF updates (3/2/26 at 10 and 10:30 a.m.)
- Joint Meeting with the Department of Natural Resources (3/16 at 1 p.m.)
- Department of Transportation Highway 101 Projects (3/23 at 9 a.m.)
- Joint Meeting with the Port of Port Angeles (4/27 at 11 a.m. Hosted at Port)
- Joint Meeting with the Department of Natural Resources (6/15 at 1 p.m.)
- Department of Transportation Highway 101 Projects (6/22 at 9 a.m.)
- Joint Meeting with the Department of Natural Resources (8/17 at 1 p.m.)
- Department of Transportation Highway 101 Projects (9/14 at 9 a.m.)
- Joint Meeting with the Port of Port Angeles (10/26 at 11 a.m. Hosted at BOCC)
- Joint Meeting with the Department of Natural Resources (11/9 at 1 p.m.)
- Department of Transportation Highway 101 Projects (12/7 at 9 a.m.)

**EXECUTIVE SESSION**

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

- Other items may be added at the discretion of the Board and additional Work Sessions may be scheduled if more time is needed to allow for adequate discussion.
- Written testimony presented by members of the public during the Board meeting is considered a public document and must be submitted to the Clerk of the Board. Copies of public documents from Board meetings are available by contacting the Public Records Department.



1b

FEB 23 2026

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

**Department: Coroner's Office**

**WORK SESSION**  **Meeting Date: 2/23/2026**

**REGULAR AGENDA**  **Meeting Date:**

**Required originals approved and attached?**

**Will be provided on:**

**Item summary:**

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

Documents exempt from public disclosure attached:

**Executive summary:** Discussion regarding appointment of full-time coroner.

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

**Recommended action:** Determine next steps consistent with election result.

**County Official signature & print name:** David Neupert David Neupert

**Name of Employee/Stakeholder attending meeting:** David Neupert and Rebecca Shankles

**Relevant Departments:** Coroner

**Date submitted:** 2/18/2026



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FEB 23 2026

# AGENDA ITEM SUMMARY

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

Department: Assessor

WORK SESSION  Meeting Date: 2/23/2026

REGULAR AGENDA  Meeting Date: 3/3/2026

Required originals approved and attached?   
Will be provided on:

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract # 2026-1
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

The agenda item requests approval of a contract with Cyclomedia LLC for continued use of the Street-Smart imagery tool by the Assessor’s Office. Cyclomedia provides high-resolution, geospatial street-level imagery that supports field valuation, sales verification, and appraisal review processes. This tool enhances staff efficiency and accuracy in property assessment and inspection workflows. Funding for the contract is included in the department’s current budget, and execution of the contract will allow uninterrupted access to the service. Pricing is locked in with this extended contract.

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

**Recommended action:** (Does the Board need to act? If so, what is the department's recommendation?)  
The Assessor’s office recommends the contract #2026-1 be approved.

**County Official signature & print name:**  Pamela R Rushton

**Name of Employee/Stakeholder attending meeting:** Lorrie Kuss

**Relevant Departments:** \_\_\_\_\_

**Date submitted:** 2/18/2026

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

Agenda Cyclomedia contract  
Revised: 3-04-2019

This **STATEMENT OF WORK** is prepared for Clallam County, WA having its registered office at 223 E 4<sup>th</sup> St, Port Angeles, WA 98362 (hereinafter referred to as "Customer") and Cyclomedia Technology, Inc., a Delaware corporation having its registered office at 8215 Greenway Blvd, Suite 300 Middleton, WI 53562 (hereinafter referred to as "Cyclomedia"), as of this 10<sup>th</sup> day of October, 2025 ("Issue Date").

This statement of work details services to be performed and products to be delivered by Cyclomedia Technology, Inc. to Clallam County, WA (the "Customer"), pricing and payment terms, and the designated project areas with respect to the defined deliverables.

## 1. Deliverables / Professional Services

### 1.1. Professional Services

360-degrees GeoCycloramas™ will be captured for approximately 420 total miles which will include LiDAR capture and processing, that will be generated from the shapefiles provided by the Customer.

- a. Prices include cloud-based storage and access for the duration of the license term.
- b. All standard license terms and agreements apply. See attached License Agreement.
- c. As long as Customer continues to be an active customer (i.e. has a current license to Cyclomedia Imagery), no additional fees will be charged for storing historical data.
- d. Privacy Filter Option – face and vehicle license plate blurring must be included for public websites.
- e. Elevation Visualization Tool (optional) – generated from the LiDAR point cloud, allows users to rapidly visualize change in elevations and make measurements within the solution (i.e. water issues, slopes, crowns, pot-holes, etc.).
- f. Esri integrations and customer support
- g. Four hours of web-based training
- h. The Customer's access to and use of the Professional Services is subject to the Customer accepting and agreeing to the Cyclomedia End User Terms and Service Schedule attached as License Agreement.

### 1.2. Software

Unlimited logins for County staff to access GeoCycloramas using Street Smart web applications for the duration of the license term. Staff with licenses for the appropriate Esri™ products can also access GeoCycloramas using, Street Smart for ArcGIS and the Street Smart Widget for ArcGIS Web AppBuilder.

Single sign on (SSO) is supported and available for use. Cyclomedia technical staff will assist the client with the implementation at the onset of the project.

## 2. Fee Schedule

- Prices valid 45 days from date of Statement of Work.

## 2.1. Professional Services

	SERVICE	PRICE	TOTAL
<b>2026 (Capture 1)</b>	410 Miles – 3D GeoCyclorama Imagery with LiDAR (Capture & 1-yr License)	\$135 / drive mile	\$55,350
	Annual Technical Support Fee (includes ESRI ArcGIS integration support)	\$2,500 / year	\$2,500
	Cut-Outs (~18,000 parcels)	\$0.50 (per parcel)	\$9,000
	Cut-Out Set-up Fee	\$5,000 (flat fee)	\$5,000
	Web-based Training (4 hours)	Included	Included
	<b>2026 Fees</b>	<b>TOTAL</b>	<b>\$71,850</b>
<b>2027 (Renewal)</b>	410 Miles – 3D GeoCyclorama Imagery with LiDAR (Hosting & 1-yr License Renewal)	\$15 / drive mile	\$6,150
	Annual Technical Support Fee (includes ESRI ArcGIS integration support)	\$2,500 / year	\$2,500
	Web-based Training (4 hours)	Included	Included
	<b>2027 Fees</b>	<b>TOTAL</b>	<b>\$8,650</b>
<b>2028 (Capture 2)</b>	410 Miles – 3D GeoCyclorama Imagery with LiDAR (Capture & 1-yr License)	\$135 / drive mile	\$55,350
	Annual Technical Support Fee (includes ESRI ArcGIS integration support)	\$2,500 / year	\$2,500
	Cut-Outs (~18,000 parcels)	\$0.50 (per parcel)	\$9,000
	Cut-Out Set-up Fee	\$5,000 (flat fee)	\$5,000
	Web-based Training (4 hours)	Included	Included
	<b>2028 Fees</b>	<b>TOTAL</b>	<b>\$71,850</b>
<b>2029 (Renewal)</b>	410 Miles – 3D GeoCyclorama Imagery with LiDAR (Hosting & 1-yr License Renewal)	\$15 / drive mile	\$6,150
	Annual Technical Support Fee (includes ESRI ArcGIS integration support)	\$2,500 / year	\$2,500
	Web-based Training (4 hours)	Included	Included
	<b>2029 Fees</b>	<b>TOTAL</b>	<b>\$8,650</b>
<b>2030 (Capture 3)</b>	410 Miles – 3D GeoCyclorama Imagery with LiDAR (Capture & 1-yr License)	\$135 / drive mile	\$55,350
	Annual Technical Support Fee (includes ESRI ArcGIS integration support)	\$2,500 / year	\$2,500

	Cut-Outs (~18,000 parcels)	\$0.50 (per parcel)	\$9,000
	Cut-Out Set-up Fee	\$5,000 (flat fee)	\$5,000
	Web-based Training (4 hours)	Included	Included
	<b>2030 Fees</b>	<b>TOTAL</b>	<b>\$71,850</b>
<b>TOTAL SOW FEES (Not to Exceed)</b>			<b>\$232,850</b>

\* The fee table above includes not-to-exceed (NTE) figures. The Customer will be invoiced based on the actual number of miles published and cut-outs completed. Any work exceeding the estimated totals in Table 2.1 will be invoiced at the applicable per-mile rates listed for 3D GeoCyclorama Imagery with LiDAR\* and the Elevation Visualization Tool or Cut-out per parcel rate. Additional work will follow the appropriate change order process prior to invoicing.

Vehicle deployment requires a minimum project quantity of 300 contiguous miles.

NOTE: Customer required to download LiDAR point cloud data within 60 days of availability if Customer does not choose to buy 3D GeoCycloramas with LiDAR Point Cloud Integration and Hosting. A premium fee will be charged for Cyclomedia to host the LiDAR Point Cloud Data over the license term.

The License Agreement allows for access to the imagery and software for one (1) year from the final imagery delivery date. Should the County decide after that time not to have Cyclomedia collect new street level data but wishes to continue to access to the imagery captured, there is a \$15.00 per mile annual fee (PER YEAR of Hosting)\*. Based on the project estimated 410 drive miles, the annual fee for licensing and hosting would be \$6,150.

## 2.2. Invoicing

Cyclomedia Technology, Inc. will invoice as follows:

- 50% of 3D GeoCyclorama Imagery with LiDAR as a mobilization fee
- Remaining 50% upon completed publishing of street level imagery to Street Smart
- All other deliverables, including Data Insights (Cut-outs) as delivered
- Net 30-day payment terms

### **NOTE: Invoicing for 2026 (Capture 1)**

- Cyclomedia will invoice first installment of \$40,000 (including tax) upon mobilization
- All remaining fees will be invoiced no earlier than January 2027

## 2.3. Optional Products / Services

a. Asset Extraction Services:	Available Upon Request
b. Customer Support:	Service Portal, Troubleshooting No Additional Charge
c. Training:	Up to four hours of web-based training is included with the license agreement.

	On-site training is available for \$1,750 per day plus travel expenses and training materials (estimate for travel and materials is \$1,500).
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### 3. Corporate Information

Legal Entity	Cyclomedia Technology, Inc.
Business Address	8215 Greenway Blvd, Suite 300 Middleton, WI 53562
General Contact Information	administration-us@cyclomedia.com +1.510.900.5142
Point of Contact	Darren Cottage Executive Vice President US E: <a href="mailto:DCottage@cyclomedia.com">DCottage@cyclomedia.com</a> T: +1.510.900.5142

#### 3.1. Cyclomedia Technology, Inc. Project Team

Darren Cottage, EVP of Sales US	<a href="mailto:dcottage@cyclomedia.com">dcottage@cyclomedia.com</a>	+1.510.900.5142
Connor Burns, Account Executive - West	<a href="mailto:cburns@cyclomedia.com">cburns@cyclomedia.com</a>	+1.714.906.4402
Andrew Bohnsack, Data Capture Projects Mgr.	<a href="mailto:abohnsack@cyclomedia.com">abohnsack@cyclomedia.com</a>	+1.360.502.3923
Brock Duos, Solution Engineer	<a href="mailto:bduos@cyclomedia.com">bduos@cyclomedia.com</a>	+1.318.446.0520

#### 3.2. Cyclomedia Content

Our patented technology creates a GeoCyclorama™ which is a spherical 360-degree panoramic image. More than just pictures, GeoCycloramas provide an immediate and comprehensive overview of the geography. GeoCycloramas are recorded every five (5) meters (approximately 16.4 ft.); providing multiple viewing perspectives of all objects.

#### 3.3. Software

##### 3.3.1. Street Smart™

This interactive web viewer built on HTML5 technology provides cloud access to GeoCycloramas and tools.

- Use Street Smart on the desktop
- Conduct searches with address, postal code or coordinates
- Integrate with your own applications and work processes using the Street Smart API
- Where historical GeoCycloramas exist, "time travel" to see previous dates
- Save GeoCyclorama views as images

##### 3.3.2. Street Smart Widget for Web AppBuilder for ArcGIS

Bring GeoCyclorama display into applications created using Web AppBuilder with the Street Smart widget.

- Add recording point layer to web map used in the application
- View GeoCycloramas
- Where historical GeoCycloramas exist, "time travel" to see previous dates
- Save GeoCyclorama views as images
- Edit feature layers in the web map with the measurement tool or enable ad hoc measuring

### 3.3.3. Street Smart for ArcGIS Desktop

Visualization, measurement and overlay tools within ArcMap or ArcGIS Pro allow you to fully leverage the power of GeoCycloramas within your existing ArcGIS environment.

- Open GeoCycloramas from a recording point layer added to the map
- View one or multiple GeoCycloramas
- Measure on GeoCycloramas
- Use the native editing capabilities of ArcGIS to collect features in 2D or 3D
- Save GeoCyclorama views as images

### 3.3.4. Hosting

- Street Smart Cloud – Secure, scalable hosting service managed by Cyclomedia is included with the Project. Cyclomedia processes and stores GeoCycloramas in the Microsoft Azure Cloud.
- Street Smart Administrator – The named administrator can view the settings and statistics for the customer account in the Street Smart account tool. New accounts, restrictions and permissions are managed by Cyclomedia.
- For active customers with multiple data collections, the two most current GeoCyclorama collections are stored as high-definition 100-megapixel images. Unless prior arrangement is made, older years are resampled to 11 megapixels.

### 3.3.5. Developer Tools

Street Smart APIs are industry standard Javascript APIs. Documentation, code examples and support are available through our website.

## 3.4. Acquisition

Cyclomedia's solution will provide the Customer with high resolution, 100-megapixel images captured every 5-meters with high accuracy. Multiple images will be available in which to view, analyze, and measure assets.

In order to determine the proper coverage, Cyclomedia will refer to the Shapefiles provided by the Customer that delineate the area to be driven in one or multiple passes. The Cyclomedia vehicle is equipped with a tracking device. This enables Cyclomedia managers to login and track the location of the driver.

Images will not be collected during rainstorms, dust storms, with snow cover, at night or during any other environmental factors that will obscure the image quality and detail. It is Cyclomedia's standard operating procedure that imagery is only collected when the sun angle is at least 12-degrees above the horizon and with minimal moisture in the environment.

## 4. Production

During the image production phase, Cyclomedia will ensure that the imagery is of high quality and meets internal quality control standards for imagery including, at a minimum, images will be free of digital artifacts, excessive shadows, radiometric and tonal imbalance, glare, extreme contrast, smearing, warping or distortion of features, ghosting, voids, and artificial colorations.

The raw position measurements from the GPS/IMU sensors in the vehicle, plus the reference data from a network of permanent GNSS reference stations, are processed into an accurate position and orientation for each 360-degree image. Our patent portfolio enables Cyclomedia alone to construct geometrically correct 360-degree images from a moving vehicle, creating distortion-free street level imagery. Our unmatched location fidelity, with an average standard deviation across projects of 10 cm and approximately 3.9-inches allows our imagery to become a valuable GIS asset.

The five images captured by our camera unit at each recording point are prepared for editing including adjustment for white balance, chromatic aberration, de-mosaicking (color filter array interpolation), color artifacts reduction and tone mapping and then combined into a 360-degree view. Several different image operations are performed on the 360-degree image soon after, including local contrast enhancement, sharpening and adaptive histogram enhancements.

The LiDAR data is processed to produce a depth surface for Cyclomedia's Measure Smart technology. Measure Smart is enhanced measuring technology that relies on the depth surface rather than calculating location based on pixel locations in multiple GeoCycloramas. Measure Smart makes measuring quicker and easier.

As soon as these steps are done, quality reports are automatically generated. These reports are used in the manual controls to approve a series of images. Images may be rejected after the automated reporting or after visual inspection. Examples of problems that are caught by the quality control process are over or underexposure, wide class differences between the front and rear camera, or high inaccuracy in the position. In addition, systematic series of images are randomly checked for visible defects, such as dirt or water on the lenses or low sun angle glare. Quality control requires that images in urban areas are visually inspected every tenth image and those in outlying areas are inspected every tenth image. In addition, the team will also check whether the recordings completely cover the project area.

This completeness check is done based on the recording locations compared with the Customer's map or Open Street Map data stored by default in Street Smart. Images that have been rejected or areas that are missing will be redone in the rework process.

## 5. Schedule and Delivery

This Project covers the capture of approximately 420 miles. Cyclomedia will plan, drive, process, and perform quality control on the imagery commencing as soon as practical following the signing of the license agreement.

A driver can be expected to collect approximately 40 linear miles of data per day. This collection timeframe factors in a slower drive time in densely populated areas. At this rate, collection of this project will require an estimated three weeks of collection including contingency time for bad weather and missed

days. Cyclomedia will make images accessible approximately six weeks after the start of image collection.

## 5.1. Data Dictionary

A project kickoff meeting is usually scheduled within the two weeks following the fully executed agreement or the official notice to proceed. During the kickoff meeting the standard definitions of each of the assets in the data dictionary and the attributes of each of them will be reviewed by Cyclomedia and the Customer. At the completion of this kickoff meeting, Cyclomedia will send an email to the Customer confirming that the standard assets and attributes have been reviewed and agreed upon. The Customer is required to acknowledge confirmation by email that this has been completed and the Customer agrees. Any delays in receipt of the acknowledgement beyond 3 business days may result in a delay to the total project schedule.

If there is any lack of agreement, the sale staff will engage with the Customer to work out a written change order for the additional cost of non-standard assets or non-standard attributes. After the change order is fully executed, the process of confirming the revised data dictionary will begin again until Cyclomedia and the Customer have acknowledged agreement by email. Once there is acknowledged agreement of the data dictionary and all assets, the project will be scheduled.

## 5.2. Schedule for Data Collection and Publication

The schedule for data collection depends on geographic location, availability of systems and staff, and weather restrictions. Cyclomedia cannot accurately collect any data below 32-degrees F and cannot collect LIDAR with snow on the ground due to reflectivity. Typical schedule times are 3-6 weeks, more during the busy times of the year, or when awaiting snow melt to be complete.

Once initial data collection starts, the project proceeds forward in drive areas. The data is reviewed for quality and completeness by the Cyclomedia team and is then submitted for the automated processing using Cyclomedia's proprietary cloud software. The post-processed data is again reviewed for quality and is then published. The first images through this entire process will be published for the Customer to see approximately 6 weeks after the first drive is completed. Additional imagery will be published in cascading drives, and the final imagery will be published approximately 6 weeks after the final drive is completed. At times, the drives are non-contiguous such as when systems are redeployed due to weather delays and must then be rescheduled to complete the collection process. If the drive collects 95% of the agreed upon area of interest, Cyclomedia may determine that the drive is complete.

After the first several data sets have been published, if included in the contract, Customer training will be scheduled so that the Customer is given instruction on how to access and use the data sets as published.

## 5.3. Schedule for Data Extraction

Once the imagery is published, the process of extracting creates the data files of the assets and the attributes of each of the items included in the data dictionary. This step cannot begin until after imagery is complete and typically takes 30 days to schedule, but if data collection is part of the project, these 30 days can be covered by the data collection and publication process so that the data extraction can begin soon after publication.

Cyclomedia will prepare an initial data extraction on a small portion of the project (between 10 to 50 miles, or 100 – 200 property images or elevations), known as Phase Zero. This Phase Zero sample will be delivered to the Customer, the delivery manager will review the submittal with the Customer during a project status meeting. The purpose of the status meeting and Phase Zero submittal is to confirm with the Customer that the deliverables are meeting the specifications of the data dictionary. If obvious issues are mutually discovered, the delivery manager will review the data dictionary specifications and take appropriate actions to resolve the issues. The Customer shall have one week to further review the Phase Zero submittal and shall confirm in writing that the Phase Zero deliverable is appropriate for the project. Any issues or concerns by the Customer that the Phase Zero deliverable is not conforming to the approved data dictionary shall immediately be brought to the attention of the deliver manager.

Once the acknowledgement is completed, the data extraction will be scheduled and completed. All further Phase Deliverables will align with the Phase Zero specification.

Two weeks after the final deliverable to the Customer, the project will be deemed accepted.

## 6. Quality Control

The recording of 3D Cycloramas takes place systematically and on a large scale. However, we do not lose sight of the details and we strive for the maximum coverage in each recording area. The recording area is agreed upon with the customer before capture, and will define the locations where images will be recorded. On roadways divided by a median, the images are recorded in both directions. We photograph all paved public roads. Private properties and Risk areas are excluded from capturing. Prior to delivery, we check the dataset for its completeness and quality and return to recapture any missing 3D Cycloramas, if necessary.

During capture, parts of the project area can be non-accessible because of construction, etc. Further, 3D Cycloramas can be rejected during the internal quality check. If more than three 3D Cycloramas in a row are missing and redrives are necessary, these streets will be captured again. Cyclomedia will only return for recapturing if more than 2% of the agreed project area is missing or doesn't meet the quality criteria.

### 6.1. Data Collection

Resolution: Cyclorama / 360-degrees image = 14400 x 7200 pixels (100 MP)

Field of View:

- Horizontal (HFOV): 360-degrees

- Vertical (VFOV): 180-degrees (in which part of the photography vehicle is visible and the lowest 30° is monochrome)

#### Spatial Pixel Size:

- Cyclorama: 0.025-degree (= 0.44 cm <0.17 in> at 10 m <33 ft> from the capture location)

#### Positioning Quality:

- The average standard deviation of the position is 10 cm (4 in), while the orientation deviation is 0.1-degree (excluding in long tunnels, forested areas and urban canyons).

#### Metric Quality:

- Geometrically correct: The accuracy of the spatial angle between 2 pixels is 0.025-degree for HD-Cyclorama's, and 0.075-degree for standard resolution.
- Precise measurements of objects: X, Y and Z measurements have an average absolute standard deviation of 10 cm (4 in), excluding in long tunnels, forested areas and urban canyons.
- Precise measurements of distances: Measurement of heights, lengths or widths have a relative standard deviation of approximately 2 cm (0.79 in)

## 6.2. Data Extraction

#### Detection distance of objects:

- Objects > 25cm x 25 cm: up to 10 meters from the car
- Objects > 50cm x 50 cm: up to 30 meters from the car
- Both only when the object is visible in at least 1 image.
- Objects beyond 30 meters do not have a quality specification

#### Positional accuracy (absolute):

- The average standard deviation of all the measured points is 10 cm or 6" inches (1- $\sigma$ ) in all directions, except in long tunnels, woody areas, occluded areas and urban canyons where the positional accuracy is not specified.

#### Standard completeness/correctness of delivery:

- Goal is 95% of all the specified objects that are visible on the GeoCyclorama, and within distance spec. from the Cyclorama recording locations, are inventoried. Of the objects detected, 95% are expected to be accurately extracted and attributed.
- In tunnels, the objects are only inventoried if there is enough light to take photographs. Also, the positional accuracy will decrease inside tunnels.
- Quality control is done via a statistical process where the number of checks depends on the size of the dataset, based on the AQL method. 100% QA is not performed.

## 6.3. Conforming Data Quality

Cyclomedia will evaluate a random sample of data and if the quality is within the specifications, the data set is deemed accepted. Any correction of detected errors is at the sole option of Cyclomedia and does not change the acceptance of the entire data set. If the Customer does not provide written documentation of quality outside of specification within 15 days of delivery to the Customer, that data is deemed acceptance. Cyclomedia has 15 days from the receipt of any such documentation to respond, including if considered necessary by Cyclomedia, a plan to address the issues documented.

## 6.4. Cyclomedia Product Specifications

Cyclomedia product offers and solutions are summarized in the above sections. Product specifications that define the details for Customer deliverables are listed below and available as separate PDF documents upon request.

- Street Smart
- 3D GeoCyclorama
- LiDAR Point Cloud
- Blurring Process
- Data Analytics Standards by Vertical
- Cutouts for Tax Assessment

## 6.5. Other

Unless specified elsewhere, hosting of delivered data in a GIS environment is not included or is provided at additional cost. If tax cutouts are included in the scope, there are additional requirements from the Customer to provide acceptable data to Cyclomedia to perform the project.

## 7. Training

Up to two (2) hours of web-based training is included with the license agreement. Please contact Cyclomedia for additional web-based training pricing. A technician is available to answer questions via email or phone for the duration of the license term.

## 8. Technical Support

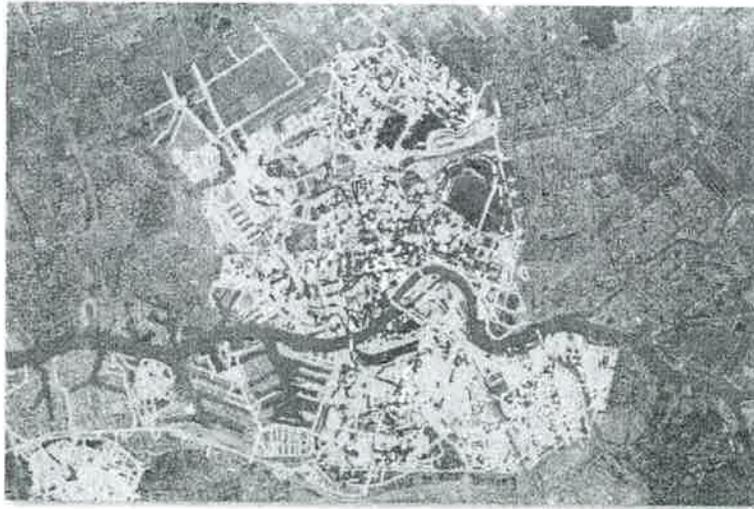
Technical support services, via phone or email, are available via the Cyclomedia Service Desk contact form for all support cases is on our website at: <http://www.cyclomedia.com/us/support/contact-service-desk>. Typical response/resolution time for tech support inquiries is within 24 hours of initial contact.

## 9. Project Management

Cyclomedia will designate a Project Manager ("Cyclomedia PM") for this project who will be the main point of contact for all communication with the Customer. The Cyclomedia PM will lead its project team and ensure the project progresses with minimal interruption to the proposed schedule.

## 10. Final Delivery Report

The Final Delivery Report provides the Customer with a summary of the overall miles driven, areas collected and positional accuracy of the recording points. Each GeoCyclorama has associated metadata with information on the date and time it was captured, the accuracy of the recording point, the spatial reference system, and camera system information. The accuracy of each recording point is reported to the Customer geographically in a heat map as Figure 1 below demonstrates.

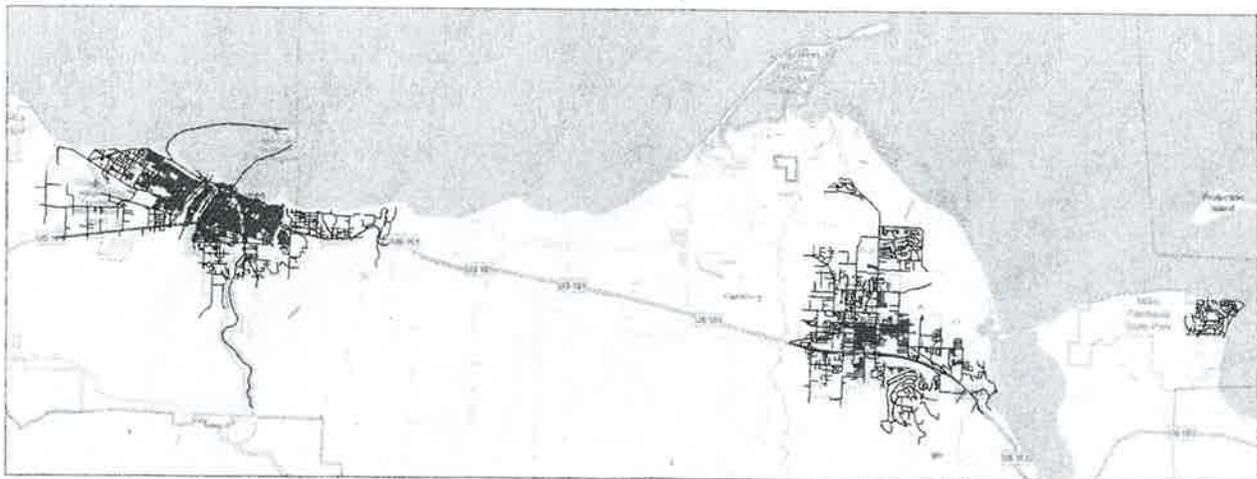


*Figure 1: Green shows high positional accuracy, red is poor positional accuracy due to minimal GPS/IMU signal under urban canyons and dense vegetation.*

### **11. Area of Interest**

The Area of Interest (AOI) consists of centerline drive files derived from Customer-provided data and mutually confirmed by both parties as the designated routes for data capture. The areas below are early estimates of proposed AOIs based on the customer-provided data, and are subject to final scoping (e.g., addition or removal of roads) and mutual approval prior to annual captures.

#### **Area of Interest (~410 miles)**



This License Agreement ("**Agreement**") is made and entered into as of this 28<sup>th</sup> day of August, 2024 ("**Effective Date**") by and between Cyclomedia Technology, Inc. ("**Cyclomedia**"), a Delaware corporation with its principal place of business at 8215 Greenway Blvd, Suite 300 Middleton, WI 53562 (USA), and Clallam County, WA ("**Customer**"), a local government entity with its principal place of business at 223 E 4th St, Port Angeles, WA 98362.

## GENERAL TERMS AND CONDITIONS OF CYCLOMEDIA TECHNOLOGY, INC.

**PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY. THEY MATERIALLY AFFECT THE PARTIES' OBLIGATIONS. CYCLOMEDIA TECHNOLOGY, INC. WILL ACCEPT ORDERS AND DO BUSINESS ONLY ON THE TERMS AND CONDITIONS BELOW.**

1. **ENTIRE AGREEMENT.** These terms and conditions ("**Terms**"), together with the Service Schedules and Statement(s) of Work, contain all of the terms and conditions of the agreement between Cyclomedia and Customer for the services to be sold or provided to Customer, to the exclusion of any other statements and agreements, and to the exclusion of any terms and conditions incorporated in Customer's order or other documents of Customer. Cyclomedia's acceptance of Customer's order is expressly conditioned on Customer's acceptance of these Terms, and Customer, upon placing an order, accepts these Terms in their entirety without modification. If any of these Terms conflict with any of the terms of any Service Schedule or Statement of Work, then these Terms will take precedence and control.
2. **DEFINITIONS.** In addition to terms defined in these Terms, the following terms will have the following meanings.
  - 2.1 "**Authorized Users**" means those individuals authorized by Customer to access the Cyclomedia Offerings, as permitted by the applicable Service Schedule, and who have been supplied user identifications and passwords.
  - 2.2 "**Cyclomedia Data**" means the data collected by the Cyclomedia Offerings, including statistics relating to how often data is captured, transferred, stored, copied, manipulated, or downloaded, performance metrics relating to Cyclomedia Offerings, Image Material, Information Products and configuration settings.
  - 2.3 "**Cyclomedia Offerings**" means the Services as defined in the applicable Service Schedule.
  - 2.4 "**Cyclomedia Property**" means the Cyclomedia Offerings, Documentation, Image Material, Information Products, Cyclomedia Data, Cyclomedia's Marks (including without limitation "Cyclomedia"), Cyclomedia's Confidential Information, all Documentation or data provided by Cyclomedia to Customer under these Terms, and all corresponding intellectual property rights.
  - 2.5 "**Customer Data**" means all data or information provided or submitted by Customer.
  - 2.6 "**Customer Property**" means Customer Data, Customer's Marks, and Customer's Confidential Information and all corresponding intellectual property rights.
  - 2.7 "**Documentation**" means the technical, user and reference manuals, notes, instructions and summaries, technical release notes, specifications and any other supporting documentation related to the Cyclomedia Offerings, in digital or printed form.
  - 2.8 "**Image Material**" means the photographs taken from land, air, or water and digital seamless 360-degree photographs taken at street-level ("(Geo)Cycloramas") related to the Cyclomedia Offerings, in digital or printed form, including the associated metadata, and offered for use with the Software.

2.9 “**Information Products**” means the data, datasets and/or object information and/or change detection data related to the Cyclomedia Offerings in any form, including but not limited to LiDAR data, LiDAR point clouds, 3D data and data regarding objects in the public space, such as traffic signs, road markings, pedestrian ramps and light poles.

2.10 “**Marks**” means any trademarks, service marks and logos, whether registered or unregistered.

2.11 “**Statement of Work**” or “**SOW**” means the form signed by Customer that specifies the Services Customer is purchasing, in the form contained in Exhibit A.

2.12 “**Service(s)**” means the provision of Software, Image Material, Information Products, hosting and maintenance and professional services as described in a Service Schedule and specified in a Statement of Work.

2.13 “**Software**” means the object code version of the Cyclomedia software, whether such software is accessed remotely over the Internet or is provided on media to Customer for use on computing devices under the control of Customer.

2.14 “**Subscription Term**” means the term during which Services are made available to Customer over the Internet, as defined in a Statement of Work.

2.15 “**Third Party Technology**” means the object code version of software or other technology that is licensed by Cyclomedia or Customer from third parties, whether such software or technology is accessed remotely over the Internet or is provided on media for use on computing devices under the control of Cyclomedia or Customer, as applicable.

### 3. RESPONSIBILITIES.

3.1 Cyclomedia Responsibilities. Cyclomedia will perform the Services as described in the applicable Service Schedule, beginning on the date identified in each applicable Statement of Work.

3.2 Customer Responsibilities. Customer (i) will provide or upload sufficient Customer Data, in a suitable format, for Cyclomedia to provide the Services; (ii) will have suitable computing devices to be able to access the Cyclomedia Offerings; (iii) will not use the Cyclomedia Offerings for any inherently dangerous application or for an illegal activity; (iv) is solely responsible for backing up all Customer Data; (v) promptly will report to Cyclomedia any unauthorized use of the Cyclomedia Offerings; and (vi) will comply with all Customer requirements and use guidelines contained in the applicable Service Schedule (“**Use Guidelines**”). Customer shall allow each Authorized User access to the Services on a maximum of three computing devices.

3.3 User Names, Passwords and Compliance. Customer is responsible for keeping its user name(s) and password(s) confidential and secure, and limiting access to the Cyclomedia Offerings to its Authorized Users. Customer is solely responsible and liable for any activity that occurs under its account, including without limitation all actions of Authorized Users. Customer will notify Cyclomedia in writing within 3 days of Customer's discovery of any unauthorized use. CUSTOMER HAS SOLE RESPONSIBILITY FOR (I) ENSURING ITS OWN COMPLIANCE WITH ALL APPLICABLE LAWS OR REGULATIONS, AND (II) THE ACCURACY, QUALITY, INTEGRITY, LEGALITY, RELIABILITY, AND APPROPRIATENESS OF ALL CUSTOMER DATA AND ACTIVITIES.

3.4 Cyclomedia Data Collection. The Cyclomedia Offerings may collect certain non-personally identifiable information that resides on Customer's computer system or is generated by Customer's use of the Cyclomedia Offerings, including, without limitation to, statistics relating to how often data is captured, transferred, stored, copied, manipulated, or downloaded, performance metrics relating to

the Cyclomedia Offerings, and configuration settings. This information may be used by Cyclomedia solely to perform its responsibilities under these Terms.

3.5 Subcontractors, Third Party Technology. Cyclomedia shall have the right to use or subcontract with third parties to provide the Cyclomedia Offerings; provided, however, that Cyclomedia is not released from responsibility for its obligations under these Terms. Cyclomedia shall have the right to use any Third Party Technology in the Cyclomedia Offerings, and such Third Party Technology incorporated in the Cyclomedia Offerings may subject Cyclomedia to the terms and conditions of the third party.

3.6 Delivery. Any delivery dates set forth in the applicable Statement of Works are estimates only and Cyclomedia reserves the right to readjust delivery dates without liability; provided, however, that Cyclomedia shall use commercially reasonable efforts to provide or deliver all Cyclomedia Offerings on or before any applicable delivery dates. Cyclomedia may provide or deliver any Cyclomedia Offerings in whole or in installments.

3.7 Change Orders. If either party wishes to change the scope or performance of the Cyclomedia Offerings, it will submit details of the requested change to the other in writing. Cyclomedia will, within a reasonable time after such request, provide a written estimate to Customer of (a) the likely time required to implement the change; (b) any necessary variations to the fees and other charges for the Cyclomedia Offerings arising from the change; (c) the likely effect of the change on the Cyclomedia Offerings; and (d) any other impact the change might have on the performance of these Terms. Promptly after receipt of the written estimate, the parties will negotiate and agree in writing on the terms of such change (a "**Change Order**"). Neither party will be bound by any Change Order unless it is signed in accordance with Section 14.

3.8 Acceptance. The acceptance period shall amount to ten (10) days, excluding Saturdays, Sundays, and public holidays ("Business Days"), after delivery of the Cyclomedia Offerings or, if the parties have agreed in writing that Cyclomedia shall deliver the Cyclomedia Offerings in phases, after completion of the phase in question. The Cyclomedia Offerings shall be deemed to have been accepted by the Customer when: a) Customer notifies Cyclomedia before the end of the acceptance period that the Cyclomedia Offerings are accepted; or b) Cyclomedia has not within the acceptance period received a written notice from the Customer identifying specifically any basis for not approving the Cyclomedia Offerings. If the Customer does not accept the Cyclomedia Offerings, the Customer and Cyclomedia will draft a list of errors preventing acceptance and Cyclomedia will remedy these errors within a reasonable time. When Cyclomedia has not succeeded in remedying all errors within a reasonable period, parties will discuss any possible next steps.

## 4. FEES AND PAYMENT.

4.1 Payment. The fees related to the Cyclomedia Offerings are included in the Statement of Work. Cyclomedia will invoice Customer for all payments, fees, and other costs due. All fees and costs are due in U.S. dollars and due and payable within thirty (30) days from the date of the invoice, unless the parties otherwise agree in writing. The Statement of Work may include an estimate of the quantity of Image Material and/or the Information Products to be provided and the fees related thereto which takes into account the provided Customer Data. The actual quantity of Image Material and/or Information Products to be provided may result in a fee adjustment. The Customer is aware of this and Cyclomedia will inform the Customer thereof as fully as possible. If Customer reasonably and in good faith disputes any invoice, Customer will notify Cyclomedia in writing of its objection within 10 Business Days from the date of Customer's receipt of the invoice, provide a detailed description of the reasons for the objection, and pay the portion of the invoice that is not in dispute. Any undisputed amounts not paid within the period set forth in the applicable Statement of Work will bear interest at a rate equal to the lower of [1.5%] per month or the maximum rate of interest under applicable law. All costs incurred for collection and bank charges will be

paid by Customer. Customer will be billed all applicable taxes in addition to the fees outlined in the applicable Statement of Work. Customer shall have no right to set off against amounts which may become payable to Customer under these Terms. Cyclomedia will apply all payments first to any unpaid costs and fees, then to any accrued and unpaid interest, and the balance to payments due under any invoices in inverse order of their dates.

4.2 Suspension of Services. If Customer's account is 10 days or more overdue (except with respect to charges then under reasonable and good faith dispute), or if at any time Cyclomedia believes in good faith that the prospect of payment is impaired, in addition to any of its other rights or remedies, Cyclomedia reserves the right to immediately suspend Services and Customer access to the Cyclomedia Offerings, without liability, until Customer pays all overdue amounts in full or in Cyclomedia's sole judgment provides adequate assurance of Customer's ability to fulfill its payment obligations, either then due or thereafter arising. Suspension will not relieve Customer of its obligation to pay the total fees owed.

## 5. TERM; TERMINATION; CHANGES.

5.1 Term. These Terms continue until termination of the later of the last Subscription Term or completion of the Services provided under a Statement of Work (the "**Term**").

5.2 Termination for Cause. A party may terminate these Terms or any Statement of Work for cause: (i) 30 days following written notice to the other party of a material breach, provided such breach remains uncured; or (ii) if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors. In addition, Cyclomedia may terminate these Terms or any Statement of Work immediately upon a violation of the applicable Use Guidelines.

5.3 Effect of Termination. Upon termination of these Terms or a Statement of Work, the parties will return or destroy any Confidential Information in their possession which was disclosed under these Terms, except as may be necessary in conjunction with property assessment appeals or related litigation, or as otherwise required by law, and except that Customer may retain one still image per parcel to be included in the property record. Termination will not relieve Customer of the obligation to pay any fees accrued or payable to Cyclomedia prior to the effective date of termination. Cyclomedia will not refund any pre-paid Subscription fees unless Customer terminates for cause, in which case Cyclomedia will refund pre-paid fees for the remainder of a Subscription Term. The provisions of these Terms that should by their nature survive termination of these Terms will survive any termination.

5.4 Regulatory and Legal Changes. If changes in applicable law, regulation, rule or order materially affect delivery of the Services, the parties will negotiate appropriate changes to these Terms. If the parties cannot reach agreement within 30 days after Cyclomedia's notice requesting renegotiation: (a) Cyclomedia may, on a prospective basis after such 30 day period, pass any increased costs on to Customer; and (b) if Cyclomedia does so, Customer may terminate the affected Service on notice to Cyclomedia.

## 6. OWNERSHIP AND GRANT OF RIGHTS.

6.1 Cyclomedia Property. Title to and ownership of all intellectual property rights relating to the Cyclomedia Property will at all times remain with Cyclomedia, including all adaptations, modifications, derivative works, additions or extensions, whether made by Cyclomedia, Customer, or a third party.

6.2 Customer Data. As between Cyclomedia and Customer, all Customer Data is owned by Customer. Customer grants Cyclomedia a limited, non-exclusive right to use, access, duplicate, sublicense, and modify the Customer Data solely to perform its responsibilities under these Terms.

6.3 Grant of Rights. During each Subscription Term, Cyclomedia grants to Customer limited, non-exclusive, non-transferable, non-sub-licensable rights to access and use the Cyclomedia Offerings identified in the applicable Statement of Work. Each Service Schedule will specify any additional license rights granted to Customer. All other rights are reserved by Cyclomedia.

## 7. CONFIDENTIAL INFORMATION.

7.1 Definition of Confidential and Proprietary Information. “**Confidential Information**” means trade secret other non-public information of or concerning a party or its business, suppliers, customers, products, or services, disclosed by a Party (“**Disclosing Party**”) to the other Party (“**Receiving Party**”). Without limitation, the Cyclomedia Offerings and Cyclomedia Data are Cyclomedia Confidential Information and Customer Data are Customer Confidential Information. Information will not be considered to be Confidential Information to the extent that it (i) is already known to Receiving Party on a non-confidential basis when first obtained from Disclosing Party, (ii) is or becomes publicly known through no wrongful act of Receiving Party, (iii) is rightfully received by Receiving Party from a third party without restriction, or (iv) was independently developed by Receiving Party without use of any Confidential Information of Disclosing Party. Neither party will use or disclose any Confidential Information of the other party except as permitted by these Terms. Confidential Information of Disclosing Party will be maintained under secure conditions by Receiving Party using reasonable security measures and, in any event, not less than the same security measures used by Receiving Party for the protection of its own Confidential Information.

7.2 Compelled Disclosure. If Receiving Party is compelled by law to disclose Confidential Information of Disclosing Party, it will, if possible, provide Disclosing Party with prior notice of the compelled disclosure and reasonable assistance, at Disclosing Party’s cost, if Disclosing Party wishes to contest the disclosure.

7.3 Remedies. If Receiving Party discloses or uses (or threatens to disclose or use) any Confidential Information of Disclosing Party in breach of this Section, Disclosing Party will have the right, in addition to any other remedies available to it, to seek injunctive relief to enjoin such acts, it being specifically acknowledged by the parties that any other available remedies are inadequate.

## 8. LIMITED WARRANTY.

8.1 Cyclomedia Offerings. Cyclomedia warrants the Cyclomedia Offerings will operate in substantial conformity with the applicable Service Schedule and Documentation provided by Cyclomedia to Customer. In the event of any breach of the warranty in this Section, which must be reported in writing by Customer within ten (10) Business Days after Customer discovers or reasonably should have discovered such breach, Customer’s sole and exclusive remedy, and Cyclomedia’s sole obligation, will be for Cyclomedia to correct the reported nonconformity within a commercially reasonable period, as may be further described in the applicable Service Schedule. The media on which Software is delivered is warranted for thirty (30) days following delivery.

8.2 Limitations. Cyclomedia is not responsible for loss of Customer Data, unless such loss is caused by the Services and/or Software furnished to Customer by Cyclomedia. Customer acknowledges that communications and transactions conducted on-line may not be absolutely secure, that there may be system or Internet failure that limits Customer’s accessibility to the Cyclomedia Offerings, and that on-line services are not guaranteed to be error-free. By using the Cyclomedia Offerings, Customer

accepts these disclosed risks associated with the use of the Cyclomedia Offerings and the Internet generally.

8.3 Disclaimer of All Other Warranties. THE EXPRESS WARRANTIES IN THESE TERMS ARE IN LIEU OF, AND CYCLOMEDIA DISCLAIMS, ALL OTHER WARRANTIES, CONDITIONS, OR REPRESENTATIONS (EXPRESS OR IMPLIED, ORAL OR WRITTEN), RELATED TO THESE TERMS, WHETHER ARISING BY CUSTOM OR USAGE IN THE TRADE, COURSE OF DEALING, OR OTHERWISE; EXCEPT THAT CUSTOMER SHALL BE ENTITLED TO WARRANTIES ARISING BY OPERATION OF LAW. *CYCLOMEDIA MAKES NO REPRESENTATION OR WARRANTY THAT CUSTOMER'S USE OF THE CYCLOMEDIA OFFERINGS, OR ANY SERVICE OR THE CYCLOMEDIA SITE, WILL BE IN COMPLIANCE WITH ANY LAW OR REGULATION.*

## 9. CUSTOMER REPRESENTATIONS AND WARRANTIES.

9.1 Regulations. Customer represents and warrants that it is currently complying and will continue to comply with all requirements of laws and regulations applicable to Customer's use of the Cyclomedia Offerings, and all other applicable federal, state and local laws, regulations and guidelines, including but not limited to those relating to export control, anti-corruption, and anti-terrorism ("**Regulations**").

9.2 Reliance. In connection with the performance of the Services, the parties agree that Cyclomedia may rely upon the Customer Property. Customer represents and warrants that the Customer Property is complete and accurate. If any error results from incorrect Customer Property supplied by Customer, Customer shall be responsible for discovering and reporting such error, payment of any and all fees and expenses incurred by Cyclomedia due to such error, payment for any additional Services to be performed by Cyclomedia due to such error, and supplying the Customer Property necessary to correct such error by reprocessing at the earliest possible time.

## 10. INDEMNIFICATION.

10.1 Indemnification by Cyclomedia. Cyclomedia will indemnify, defend, and hold harmless Customer, its directors, officers, employees, and agents, against any Action against Customer solely to the extent that the Action is based on a claim that any Software infringes any United States copyright or misappropriates any trade secret. Cyclomedia will pay costs and damages finally awarded against Customer in any such Action, or those costs and damages agreed to in a monetary settlement of an Action. If the Software becomes, or in Cyclomedia's opinion is likely to become, the subject of an infringement or misappropriation claim, Cyclomedia may, at its option and expense, either: (i) procure for Customer the right to continue using the Software as part of the Cyclomedia Offerings, or (ii) replace or modify the Software so that it becomes non-infringing (provided any such replacement or modification does not materially degrade the Software's functionality as described in the then-current Documentation). Notwithstanding the foregoing, Cyclomedia will have no obligation with respect to any Third Party Technology or Customer Property or an infringement or misappropriation claim if the Software is being misused, used in violation of these Terms or any Regulations, used in nonconformance with the Documentation, or has been modified by Customer or any third party. Cyclomedia's obligations under this Section will constitute its sole and exclusive obligations and Customer's sole and exclusive remedy in the event that any claim or action is brought against Customer alleging that the Cyclomedia Offerings infringe, misappropriate, or otherwise violate the rights of any third party.

10.2 Notification and Cooperation. The obligations under this Section are conditioned on (a) the indemnified party notifying the indemnifying party promptly in writing of the commencement of any Action, (b) the indemnified party giving the indemnifying party sole control of the defense and any

related settlement negotiations, and (c) the indemnified party cooperating with the indemnifying party in the defense.

11. **NON-SOLICITATION.** During the Term and for a period of 6 months following the termination or expiration of these Terms, Customer agrees not to solicit, nor attempt to solicit, the services of any employee or sub-contractor of Cyclomedia who provides services to Customer during the Term without prior written consent. Customer will not be in violation this Section if an employee or subcontractor of Cyclomedia responds to a public advertisement of an open position and is subsequently hired. Violation of this provision will entitle Cyclomedia to assert liquidated damages against Customer equal to fifty percent (50%) of the solicited person's annual compensation and all reasonable legal fees incurred by Cyclomedia in enforcing its rights under this Section.

12. **CHOICE OF LAW; DISPUTE RESOLUTION.** These Terms will be interpreted and construed in accordance with the laws of the State of Washington and the United States, excluding conflict of laws provisions. All disputes relating to these Terms will be subject to the exclusive jurisdiction of state and federal courts in Washington, and the parties will submit to the personal and exclusive jurisdiction and venue of these courts; provided, however, that the foregoing does not prohibit Cyclomedia from instituting an action in any court of competent jurisdiction, in which venue is proper, to obtain injunctive relief to protect or enforce its intellectual property rights.

13. **RELATIONSHIP OF THE PARTIES.** The parties are independent contractors, and neither party has any power or authority, nor will it represent that it has any power or authority, to bind the other party or to assume or create any obligation or responsibility, express or implied, on behalf of the other party, or in the other party's name.

14. **GENERAL. Assignment.** These Terms binds the parties' representatives, successors, and assigns, except that neither party may assign these Terms without the prior written consent of the other party unless it is: (a) to an affiliate of the party; or (b) to a purchaser of all or substantially all of the business or assets of the party, whether by merger or otherwise, and written notice is provided within 30 days to the other party. **Notices.** Any written notice required to be given to a party will be given by personal delivery to that party, or mailed by registered or certified mail, return receipt requested, postage prepaid, to that party at that party's address on the Statement of Work. **Force Majeure.** Except for the obligation to make payments, neither party will be liable for delays or breaches in its performance under these Terms due to causes beyond its reasonable control. **Modifications; Severability; Waiver.** Any modification of these Terms will be effective only if in writing and signed by both parties. Any provision of these Terms that is held to be invalid, illegal or unenforceable will be severed from these Terms, and the remaining provisions will remain in full force and effect. No failure or delay by either party to exercise any right or remedy will be construed as a current or future waiver of such remedy or right. **Counterparts.** These Terms may be executed in any number of counterparts, each of which will be deemed an original, and all of which taken together will constitute one and the same instrument. Facsimile signatures, or other electronic signatures, are binding and have the same effect as a handwritten signature.

## SERVICE SCHEDULE

### Street Smart Cloud - Software as a Service ("SaaS")

This Service Schedule applies in addition to the General Terms and Conditions ("**Terms**") to the provision of Street Smart Cloud, a secure, scalable service that includes the hosting and provision of Image Material, Information Products and Software.

1. **Definitions.** In addition to terms defined in the Terms, the following terms will have the following meanings:

1.1 "**Cyclomedia Site**" means the website provided by Cyclomedia to Customer so it may access Street Smart, Information Products and Image Material on a remote basis.

1.2 "**Subscription Fee**" means the annual fee for a Street Smart Cloud Subscription.

1.3 "**Subscription Start Date**" means the date that the Statement of Work is submitted or is otherwise identified on the Statement of Work.

1.4 "**Subscription Term**" means the period defined in the applicable Statement of Work.

1.5 "**System**" means the computers, servers and related equipment used by or on behalf of Cyclomedia to provide access to the Services.

2. **Cyclomedia Responsibilities.** Cyclomedia will provide access to the Cyclomedia Site as of the Subscription Start Date, respond to Service incidents, and host and maintain the Cyclomedia Site and Customer Data as set forth in this Schedule and the Terms. Cyclomedia will make reasonable efforts to make the Cyclomedia Site available to the Customer twenty-four hours a day, seven days a week.

3. **Customer Responsibilities.** Customer (i) will upload sufficient Customer Data, in a suitable format, for Cyclomedia to provide the Services; (ii) will have suitable computing devices to access the Cyclomedia Offerings; (iii) is solely responsible for providing adequate security of Customer's internal systems, Customer Data and for all third-party fees associated with provision of the Services; and (iv) will comply with all third party acceptable use policies related to Third Party Technology used to view the Image Material, provided there is privity of contract between such third party and Customer.

4. **Use Guidelines.** Customer will use the Services including any (downloaded) Image Material or Information Products and adaptations, modifications, derivative works, additions or extensions thereof, solely for its internal business purposes and the specific purposes agreed upon in writing and will not: (i) license, sublicense, sell, resell, rent, lease, transfer, assign, distribute, time share or otherwise commercially exploit the Services; (ii) attempt in any way to circumvent or otherwise interfere with any security precautions, procedural controls, or other measures relating to the Cyclomedia Offerings; (iii) attempt to reverse engineer or decompile any component or element of the Cyclomedia Offerings; (iv) transfer to third parties or permit third parties to use Customer's user name and password or Cyclomedia Property, except to other partner government agencies; (v) disclose the Image Material or the Information Products or adaptations, modifications, derivative works, additions or extensions thereof to the public (including all conceivable Internet applications), except as may be necessary in conjunction with property assessment appeals or related litigation, or as otherwise required by law; (vi) systematically download the Image Material and/or the Information Products; (vii) use the Image Material and/or the Information Products for systematic extraction, inventory, annotation and/or change detection of (characteristics of) objects and 'points of interest' (hereinafter "Data Analysis") for commercial purposes of any nature whatsoever, including but not limited to renting, leasing, (sub)licensing, selling, alienating, pledging, transferring as security or under any title whatsoever and allowing third parties to use (the results of) the Data Analysis for any purpose whatsoever; (viii) use the System or the Services for any acts that are

contrary to any applicable Regulations; or (ix) copy any Documentation other than is necessary for the purposes permitted under these Terms and for backup purposes, provided that Customer shall not remove any of Cyclomedia's Marks when copying such Documentation. Cyclomedia may immediately suspend all access to the Cyclomedia Site and disable all Authorized User logins in the event Cyclomedia reasonably suspects a misuse of the Services. If the Customer intends to use the Services including any (downloaded) Image Material or Information Products and adaptations, modifications, derivative works, additions or extensions thereof, for purposes other than those agreed upon pursuant to this Article, the Customer will request Cyclomedia in writing for its upfront approval of such intended purposes. Approval by Cyclomedia will be at its sole discretion but shall not be unreasonably withheld. Upon reasonable notice to Customer, Cyclomedia may audit and inspect the use of the Services by the Customer in the event Cyclomedia reasonably suspects a misuse of the Services. Customer will give Cyclomedia access to its facilities, offices, and information reasonably needed by Cyclomedia to evaluate the use of the Services and Customer agrees to correct any deficiencies found during an audit at its expense.

5. Management of Services. Cyclomedia is at all times entitled to make changes in the log-in procedure. Cyclomedia will notify Customer about such changes as soon as possible. Without prior notice being required, Cyclomedia is entitled to discontinue the operation of the System and/or the Services temporarily or to restrict use to the extent this is reasonably necessary for maintenance purposes or for necessary adjustments to or improvements in the System and/or Services without the Customer or an Authorized User being entitled to claim any compensation from Cyclomedia.

6. Payment. Customer shall pay the agreed-upon Subscription Fee in advance. Cyclomedia may change its fees from time to time; provided, however, that Cyclomedia shall provide 30 days written notice of any change in fees. In the event that Cyclomedia shall increase its fees pursuant to this Section, Customer shall have the right to terminate its current Statement of Work effective the date of such change in fees. Customer's obligation to payment of fees remains in full force and effect during any brief and temporary periods when the Services are inoperable.

7. Suspension of Service. Cyclomedia has the right to suspend, terminate, or otherwise restrict the Customer's use of the Services or the Software if such use (a) results in a failure or delay of any network or system of Cyclomedia or a third party, (b) is in violation of the Use Guidelines, or (c) if necessary or desirable for maintenance or improvement purposes. Cyclomedia is not liable for any Action arising from the suspension, termination, or restriction of the Services or access to the Services pursuant to this Section.

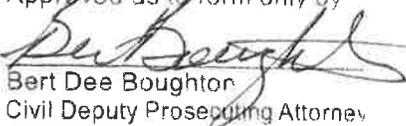
8. Effect of Termination. Customer has (30) days after the effective date of termination of this Agreement, or after the termination of a Statement of Work, to return or destroy any Confidential Information of Cyclomedia. Further, if Customer terminates the Service, other than for cause, before the end of the Subscription Term, Customer will not be entitled to any refund of prepaid fees and any fees by owed by Customer are immediately due and payable.

9. Warranty. Cyclomedia warrants that the Cyclomedia Offerings will operate in substantial conformity with the Documentation. Cyclomedia does not guarantee that Customer's access to or use of the Cyclomedia Offerings will be uninterrupted or error-free.

In Witness Whereof, the parties have executed this Agreement.

<b>Cyclomedia Technology, Inc.</b>	
By:	By: 
Print Name: Darren Cottage	Print Name: Pamela R. Rushton
Title: EVP of Sales – US	Title: Assessor
Date:	Date: 2/18/2026

Approved as to form only by

  
Bert Dee Boughton  
Civil Deputy Prosecuting Attorney  
Clallam County

1d



**AGENDA ITEM SUMMARY** FEB 23 2026  
(Must be submitted NLT 3PM Wednesday for next week agenda)

**Department: Parks, Fair, & Facilities**

**WORK SESSION**  **Meeting Date: 2.23.2026**

**REGULAR AGENDA**  **Meeting Date:**

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

**Item Summary:**

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- Other: Pre-Grant Application

Documents exempt from public disclosure are attached:

**Executive summary:**

Parks, Fair, & Facilities seeks approval to submit a grant application to the Port of Port Angeles Port Authority Community Partner Program for Sponsorship of the Clallam County Fair Pro Logging Show Production. The 31st Annual Clallam County Fair Pro Logging Show is a significant event that celebrates our county's rich timber heritage and serves as a vital educational platform for recent transplants and visitors. Through engaging interactions with the audience, the show's announcer shares interesting facts and statistics that underscore the timber industry's value and importance to Clallam County.

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

Grant provides an additional \$2,500 for the Logging Show Production

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

Approve Submittal of Grant Application

**County Official signature & print name:**  Don Crawford, Director

**Name of Employee/Stakeholder attending meeting:** Don Crawford

**Relevant Departments:** Board of Commissioners, Parks, Fair & Facilities Department

**Date submitted:** 2.13.2026

\* Work Session Meeting - Submit 1 single sided/not stapled copy      Agenda item summary Port of Port Angeles Community Partner  
\*\* Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)      Revised: 3-04-2019

# Clallam County

## Grant Application Information

DEPARTMENT: Parks, Fair, & Facilities

DATE SUBMITTED TO W/S: 2.13.2026

GRANT NAME: Parks, Fair, & Facilities

APPLICATION DEADLINE: Until Dispersed

ISSUING AGENCY: Port of Port Angeles

IS THIS A RENEWAL? **NO**

LENGTH OF GRANT: Single Event

RENEWAL POSSIBLE? **NO**

TOTAL AWARD: \$2,500

ANNUAL AMOUNT : \$2,500

MATCH REQUIRED? N/A

MATCH AMOUNT: N/A

**DESCRIPTION OF GRANT AND PURPOSE:**

Fund the county fair Pro Logging Show

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

The Clallam County Fair Pro Logging Show is a significant event that not only celebrates our county's rich timber heritage but also serves as a vital educational platform for recent transplants and visitors. The show announcer, through engaging interactions with the audience, shares interesting facts and factual snippets that underscore the value and importance of the timber industry to Clallam County. This educational aspect of the show is crucial in promoting awareness and understanding of our local industries.

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

The Logging Show at the county fair will celebrate 31 years in 2026. It is a core event at the fair.

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

It improves the county's ability to produce the show without additional county resources.

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

The goal is overall county fair self-sufficiency.

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

County PFF staff is obligated to secure funding to subsidize the fair's cost every year. This will accomplish the financial requirement for the 2026 fair.

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

N/A

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

N/A

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

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

**ARE THERE IMPACTS TO THE COUNTY IF THE GRANT IS NOT RECEIVED? WHAT ARE THEY?**  
It will require additional county staff efforts.

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

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

**WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.**  
Budget change forms

**OTHER COMMENTS**

**ELECTED OFFICIAL/DEPARTMENT HEAD SIGNATURE**



**Todd Meilke, ADMINISTRATOR Approval**

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



## Port of Port Angeles Community Partner Program Application

The Port of Port Angeles' 2026 Community Partner Program offers matching funds of up to the amount established during the annual budget process for use in eligible economic development projects, education projects and workforce training, community events, tourism promotion projects, and environmental stewardship programs in Clallam County. Annually, the Commission's goal is to utilize 4% to 5% of the Port's property tax revenue to benefit the citizens of Clallam County. To be eligible, the applicant must be a public or non-profit group or an incorporated or unincorporated small city of no more than 10,000 residents. **Each applicant's request will be limited to \$10,000 or less.** Port-sponsored events or projects promoting Port facilities or the Port's mission will be part of the Port's operating budget rather than being included in this program.

### Definitions

Community Event: A community event is a local event or activity that may attract non-Clallam County residents. A community event must provide the Port with an opportunity to educate and market itself to the event attendees.

Education Project and Workforce Training: An education project will identify, evaluate, and/or provide exposure to local needs and opportunities in the areas of workforce training, vocational outreach, and/or career education for Clallam County residents in manufacturing and the skilled trades. A workforce training project may include occupational job training and placement, job advancement and job retention, pre-apprenticeship training, or occupational programs associated with the local economy and development. Such programs may be operated by either non-profit, private, or public entities. Although the Port is authorized to work with private entities for workforce training, the Community Partner Program is currently limited to governmental agencies and non-profit organizations.

Economic Development Project: An economic development project promotes the creation and/or retention of jobs and the growth of household incomes in Clallam County by developing new industries and trades or expanding existing ones, including those that rely on the use of Port properties and facilities.

Environmental Stewardship Project: An environmental stewardship program promotes environmental improvements through projects such as watershed management and habitat protection (RCW 35.21.278). Environmental stewardship projects require, by statute, a 3:1 cost-share match by the applicant. A match may include, but is not limited to, volunteer time at a predetermined rate (including participants' time), in-kind donations, and cash donations or grants acquired during the project. The Port has restricted this program to the following qualifying applicants: Non-profit and Tribal entities only.

### How It Works

As stated in the introduction, the Board of Commissioners determines the available funds for the year.

For 2026, there will be \$25,000 total funds available for all applications, with no more than 25% of the that to be awarded to environmental stewardship projects.

The application window will open on January 1, 2026 and will run through the calendar year. All applications must be \$10,000 or less. Following the solicitation period, the Port shall perform a "pre-screening" of the applications, ensuring the application is complete and that supporting documentation is attached if necessary. Port staff may reject incomplete applications or applications that fail to meet the legal requirements set forth for port districts in RCW 53.08.245, RCW 53.08.255, RCW 53.08.260-270, RCW 53.08.420, and RCW 35.21.278.

Port staff will forward all eligible proposals to the Board of Commissioners on the next regularly scheduled commission meeting following receipt of the application. The Board will then award funds based on the proposals meeting the above definitions and the funds' availability. **The awards will be determined as applications are received, but no later than the first Commission meeting in December.** The number and value of individual awards may vary from year to year depending on the selections by the Board of Commissioners, available funds, and the proposals submitted. Each successful applicant will then have until the end of the 2026 calendar year to spend the project money and submit supporting documentation to the Port of Port Angeles for reimbursement. If funds are needed in advance, the applicant must appoint a fiscal agent to pre-pay the funds to the applicant or the vendor.

### Guidelines

1. Projects must provide a direct link to economic development, education and workforce training, community events, and environmental stewardship programs as defined above.
2. Applicants **must limit their request for funds to \$10,000 or less.**
3. Applicants must document the needs/benefits of their project. For example, in the education project and workforce training category, documentation could demonstrate the need for vocational outreach to local schools about the skilled trades.
4. Projects deemed most "ready-to-go" or that fill a needed funding gap shall receive preference. For example, if project funding helps to secure additional funds from the public or private sector, the project would receive preference.
5. A minimum 1:1 cost-share match by the applicant is preferred for all categories except environmental stewardship projects. The match does not necessarily have to be local dollars; in-kind contributions will be considered. Matching funds must be firmly committed and documented as part of the application.
6. For the environmental stewardship project category, applicants must provide a minimum 3:1 cost-share match.
7. Matches may include volunteer time at a predetermined rate (including participants' time), in-kind donations, and cash donations or grants acquired during the project.
8. Reimbursement by the Port is based on actual expenses documented by the applicant through paid invoices. Proof of payment must be submitted with the invoices. All payments will be made to the organization or group requesting the funds or a fiscal agent appointed by the organization or group.
9. Projects should be consistent with the applicant's and/or Port's mission and/or strategic plans.
10. Projects must be within the port district's legal and statutory authority\*.
11. Following award notification, an interlocal agreement with the Port of Port Angeles may need to be executed.
12. Applications for financial support for the ongoing operations of the applicant will not be considered.
13. Once the project is complete, a 3-minute presentation to the Port Commission at an open public meeting may be required.
14. **Preference may be given to applicants who have not previously received two (2) consecutive years of Community Partner Program funds.**

**Instructions**

15. Preference will be given to applicants who have not received Lodging Tax Advisory Committee (LTAC) funds for their project.
1. Please type or legibly print your responses on the Community Partner Program Application.
2. Answer each question in the space provided. If more space is needed, either extend the page length or add additional pages.
3. Attach supporting documents for your project i.e., budget, quotes, plans, etc.
  - a. If an entity is a non-profit, please attach form 990.
  - b. Committed matching funds for the project must be documented in writing and submitted.
4. Sign and date the application.
5. Send the completed application to the Port of Port Angeles, PO Box 1350, Port Angeles, WA 98362, or email it to [katharinef@portofpa.com](mailto:katharinef@portofpa.com).
6. Call or email Katharine Frazier at (360) 417-3455 or [katharinef@portofpa.com](mailto:katharinef@portofpa.com) with any questions relating to the information and instructions above.

*\*As a special purpose district governed by state law, investments by the Port of Port Angeles must adhere to the legal requirements outlined in Title 53 of the Revised Code of Washington (particularly RCW Chapter 53.08 and Section 53.08.245). Additionally, the Port is bound by the Constitution of the State of Washington. Articles VIII, Sections 5 and 7 prohibit the Port from loaning or gifting state funds, property, or credit.*

## Community Partner Program Application

### Organization

Organization Name: Clallam County Parks, Fair, & Facilities			
Address: 223 East 4th Street, Suite 7			
City: Port Angeles	County: Clallam	State: Washington	Zip Code: 98362-3000
Website: www.clallamcountywa.gov		Organization Legal Status, ie 501(c)3 or 107(c)(1):	
Organization/Representative/Contact: Name and Title: Don Crawford, Director		Phone: 360.797.8283	Email Address: Donald.crawford@clallamcountywa.gov
Has your organization received funding from the Community Partner Program before? When, how much and what for? 2025, \$6,666.67, The county Fair Logging Show.			

### Project Information

What category does your project represent? (Check the box below) Education & Community Event			
Economic Development	Education	Community Event	Environmental
<b>Title and Brief Description of Project:</b> Title and Brief Description of Project: The 31th Annual Clallam County Fair Pro Logging Show has specific objectives: <ol style="list-style-type: none"> <li>Showcasing skilled Pacific Northwest, British Columbia, and Alaska athletes who compete in disciplines based on historic logging practices. The show also celebrates the local history and forestry legacy of Clallam County.</li> <li>Educate the audience about the importance of Clallam County's million acres of Olympic Peninsula forestland through interpretive narration. This highlights county-owned timberland as a vital revenue source for the county general fund, roads, fire and hospital districts, port, library, and school districts. The timberland's role in providing a significant portion of the revenue for these districts cannot be overstated, contributing to the local economy and the community's well-being. It's also important to emphasize that the timberland provides family-wage jobs, contributes to the community's well-being, and serves timber markets worldwide. We all have a crucial role in preserving this vital resource, underscoring the community's shared responsibility and the need for collective action.</li> <li>Science-based Forest management enables the local industry to grow healthy forests, generate essential revenue, support recreational opportunities, maintain ecological values for wildlife, ensure clean water for fish and humans, and reduce the risk of devastating fires on the Olympic Peninsula.</li> </ol>			
Firm Financial Commitments to Date: Source \$15,000 Source: County Departmental Operations Budget- financial & In-kind		Total Project Cost: \$33,000	
Amount Requested from the Port of PA: \$2,500		Has your project received LTAC funding? If so, how much? No	
Port Funds: Specifically, how would you use the Port's funding? 1. Contract with Olympic Lumberjack Productions to provide the materials, equipment, expertise, and staff to produce a world-class timber sports show. Brandon Sirguy, Chief Forester- Merrill & Ring, Stihl Timber Sports international competitor, and regional logging show producer.			

**Need**

Why is this project important for economic development in Clallam County? How is this project consistent with the communities and/or Port's strategic/comprehensive plans? Attach and reference relevant plans, if applicable.

In 1995, the logging show became part of the county fair, serving as an annual celebration of the country's timber industry. Many timber companies, landowners, and mills that had been active since WWII supported the event by showcasing their workers' skills and engaging in friendly inter-company competition. However, by the mid-2000s, the event lost some of its appeal due to the retirement of the post-war generation and increasing economic and environmental regulatory pressures.

Since 2023, there has been a remarkable resurgence of interest and support for the event. This renewed focus has reignited the event's significance, attracting audiences of over a thousand in just two years. With substantial financial support from industry and allied stakeholders, the event has sparked more meaningful discussions about the importance of a sustainable timber industry for the county's economy and environment. This resurgence is a testament to our collective commitment to the event's mission and the sustainable development of Clallam County.

The Port of Port Angeles's generous support will supplement the county budget, allowing for improved production and marketing values. It would also provide the Port Authority an opportunity to showcase the importance of the port in world-wide timber exports.

**Approach**

Describe the plan for implementation of this project. When would you need the funds? What is the timeline for completion?

The planning and organization of the Clallam County Fair Pro Logging Show is a year-round endeavor. Securing funding for the production contract, competitor purse, related sponsorships, log selection and preparation, competitor invitations, and capital improvements require an average of 5-10 hours per week.

The event is scheduled for Saturday, August 22th, 2026. Reimbursement would be sought late September 2025.

**Signature**

Printed Name: Don Crawford	Date: 2.13.2026
Signature:	

1e  
FEB 23 2026



# AGENDA ITEM SUMMARY

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

**Department: Health & Human Services**

**WORK SESSION**     **Meeting Date:** February 23, 2026

**REGULAR AGENDA**    **Meeting Date:** March 3, 2026

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

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract #11322-25-SVS-CM Amendment 2
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

The attached amended contract between Clallam County Health & Human Services and Sarge's Veteran Support for Sarge's Place full-time Case Manager updates record-retention requirements. The amendment revises the retention period from three years to six years to comply with Washington State Department of Commerce requirements and adds corresponding contract language.

**Budgetary impact:** (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**   
Funds in the 2026 budget

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

**County Official signature & print name:**  Jennifer Oppelt

**Name of Employee/Stakeholder attending meeting:** Christine Dunn and Jennifer Oppelt

**Relevant Departments:** HHS

**Date submitted:** February 10, 2026

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

Sarge's Amend AIS 2  
Revised: 3-04-2019

**PERSONAL SERVICES AGREEMENT  
AMENDMENT 2**



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

Name: Sarge's Veteran Support  
Address: 250 Ash Ave  
Forks, WA 98331  
Phone No: 360-374-5252

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on June 24, 2025.

This Amendment is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation

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

The term of this Amendment shall commence on the 1st day of July 2025 and shall, unless terminated as provided elsewhere in the Agreement, end on the 30th day of June 2027.

IN WITNESS WHEREOF, the parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ .

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Cheri Tinker, Executive Director

\_\_\_\_\_  
Mike French, Chair

Print name: Cheri Tinker

Title: Executive Director

Date: 2/10 2026

Originals: BOCC  
Vendor  
Initiating Department

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

**SCOPE OF WORK**

This contract provides funding for **Sarge’s Place full-time Case Manager**. The case manager works with clients daily, assessing their needs, aiding with medical, mental health, and dental appointments as well as connecting Veterans to community resources as required by their specific needs. The case manager also aids Veterans within Clallam County with referrals and connectivity to help prevent them from becoming homeless.

The funding for this amendment covers:

- Case Manager position for funding periods 2025-2026 and 2026-2027

Maximum amended funding for this contract is **\$60,000.00** for funding periods 2025-2026 and 2026-2027.

**BUDGET/FEE SCHEDULE**

July 1, 2025 – June 30, 2026

<b>SERVICE</b>	<b>Contract Amount</b>	<b>Amended Funding</b>	<b>Total Funded Amount</b>
Case Manager	\$20,000.00	\$20,000.00	\$40,000.00
<b>TOTAL</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$40,000.00</b>

July 1, 2026 – June 30, 2027

<b>SERVICE</b>	<b>MAXIMUM REIMBURSED BY COUNTY</b>
Case Manager	\$20,000.00
<b>TOTAL</b>	<b>\$20,000.00</b>

The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

**COMPENSATION**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of sixty thousand DOLLARS (\$60,000.00) 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><b>Name/Position</b></i>	<i><b>Hourly Rate</b></i>
-----------------------------	---------------------------

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)

In no event shall Contractor be compensated in excess of \_\_\_\_\_ DOLLARS (\$) 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):

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FEB 23 2026



# AGENDA ITEM SUMMARY

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

Department: Health & Human Services

**WORK SESSION**     Meeting Date: February 23, 2026

**REGULAR AGENDA**    Meeting Date: March 3, 2026

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

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract #11322-25-SVS-RU Amendment 2
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

The attached amended contract between Clallam County Health & Human Services and Sarge's Veteran Support for Sarge's Veteran Support Kitchen Remodel & Utilities program updates record-retention requirements. The amendment revises the retention period from three years to six years to comply with Washington State Department of Commerce requirements and adds corresponding contract language.

**Budgetary impact:** (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**   
Funds in the 2026 budget

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

**County Official signature & print name:**  Jennifer Oppelt

**Name of Employee/Stakeholder attending meeting:** Christine Dunn and Jennifer Oppelt

**Relevant Departments:** HHS

**Date submitted:** February 10, 2026

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

Sarge's Kitchen Remodel Amend AIS 2  
Revised: 3-04-2019

**PERSONAL SERVICES AGREEMENT  
AMENDMENT 2**



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

Name: Sarge's Veteran Support  
Address: 250 Ash Ave  
Forks, WA 98331  
Phone No: 360-374-5252

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on June 24, 2025.

This Amendment is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation

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

The term of this Amendment shall commence on the 1st day of July 2025 and shall, unless terminated as provided elsewhere in the Agreement, end on the 30th day of June 2027.

IN WITNESS WHEREOF, the parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ .

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

*Cheri Tinker*  
Cheri Tinker, Executive Director

\_\_\_\_\_  
Mike French, Chair

Print name: Cheri Tinker

Title: Executive Director

Date: 2/10 2026

Originals: BOCC  
Vendor  
Initiating Department

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

**SCOPE OF WORK**

The **Sarge’s Veteran Support Kitchen Remodel & Utilities** program will remodel the kitchen at the Sarge’s Place shelter. This remodel will make the space ADA accessible, create more working space within the area to accommodate more than one person at a time, replace the kitchen island and cabinets, and replace deteriorating plumbing fixtures. The Recipient shall ensure that the Affordable Housing Funds requested are necessary eligible uses under the criteria set forth in [RCW 36.22.250](#) and described in detail in Attachment A as well as competitive bid and prevailing wage in compliance with Washington State Labor and Industries Standard. Documentation of the competitive bid process and prevailing wage will be submitted with appropriate billing. This funding will also cover cost of utilities (electricity, water, heating and cooling) for Sarge’s Place Shelter, Hobucket House, Camp Sol Duc, and Sarge’s Place apartments.

The funding for this amendment covers:

- Kitchen remodel for Sarge’s Place Shelter (ADA accessible, replace kitchen island and cabinets, and replace plumbing fixtures) for funding period 2025-2026.
- Utilities (electricity, water, heating and cooling) for Sarge’s Place Shelter, Sarge’s Place apartments, Hobucket House, and Camp Sol Duc for funding periods 2025-2026 and 2026-2027.

Maximum amended funding for this contract is **\$84,999.70** for funding periods 2025-2026 and 2026-2027.

**BUDGET/FEE SCHEDULE**

July 1, 2025 – June 30, 2026

<b>SERVICE</b>	<b>Contracted Amount</b>	<b>Amended Funding</b>	<b>Total Funded Amount</b>
Kitchen remodel (ADA accessible, replace island, cabinets, and plumbing fixtures)	\$10,790.70	\$34,209.00	\$44,999.70
Utilities (electricity, water, heating and cooling)	\$20,000.00	\$0.00	\$20,000.00
<b>TOTAL</b>	<b>\$30,790.70</b>	<b>\$34,209.00</b>	<b>64,999.70</b>

July 1, 2026 – June 30, 2027

<b>SERVICE</b>	<b>MAXIMUM REIMBURSED BY COUNTY</b>
Utilities (electricity, water, heating and cooling)	\$20,000.00
<b>TOTAL</b>	<b>\$20,000.00</b>

The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

**COMPENSATION**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of eighty four thousand nine hundred ninety nine DOLLARS and seventy CENTS (\$84,999.70) 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><b>Name/Position</b></i>	<i><b>Hourly Rate</b></i>
-----------------------------	---------------------------

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)

In no event shall Contractor be compensated in excess of \_\_\_\_\_ DOLLARS (\$) 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):

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FEB 23 2026



# AGENDA ITEM SUMMARY

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

**Department: Health & Human Services**

**WORK SESSION**  **Meeting Date:** February 23, 2026

**REGULAR AGENDA**  **Meeting Date:** March 3, 2026

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

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract # 11322-25-HFCC-ES Amendment 2
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

The attached amended contract between Clallam County Health & Human Services and Healthy Families of Clallam County for the Emergency Shelter program updates record-retention requirements. The amendment revises the retention period from three years to six years to comply with Washington State Department of Commerce requirements and adds corresponding contract language.

**Budgetary impact:** (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**   
Funds in the 2026 budget

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

**County Official signature & print name:**  Jennifer Oppelt

**Name of Employee/Stakeholder attending meeting:** Christine Dunn and Jennifer Oppelt

**Relevant Departments:** HHS

**Date submitted:** February 10, 2026

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

HFCC-ES AIS 2  
Revised: 3-04-2019



**PERSONAL SERVICES AGREEMENT  
AMENDMENT 2**

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

Name: Healthy Families of Clallam County  
Address: 1210 East Front Street, Suite C  
Port Angeles, WA 98362  
Phone N°: 360-452-3811

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on June 24, 2025.

This Amendment is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation

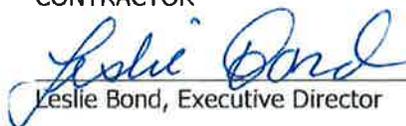
copies of which are attached hereto and incorporated herein by this reference as if fully set forth.

The term of this Amendment shall commence on the 1st day of July 2025 and shall, unless terminated as provided elsewhere in the Agreement, end on the 30th day of June 2027.

IN WITNESS WHEREOF, the parties have executed this Agreement on this            day of            20            .

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Leslie Bond, Executive Director

\_\_\_\_\_  
Mike French, Chair

Print name: Leslie Bond

Title: Executive Director

Date: February 10, 2026

Originals: BOCC  
Vendor  
Initiating Department

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

**SCOPE OF WORK**

The **Healthy Families Emergency Shelter** funding will provide a portion of the rental costs for six emergency shelter units that provide temporary housing for women, men, and their children fleeing intimate partner violence. The emergency shelter is fully furnished and includes all necessary cleaning, laundry, and other supplies for residents. The housing is short-term, and residents work closely with a housing navigator to secure permanent housing. This housing will be low-barrier, client-driven, and supported by trauma-informed care, with a strong emphasis on cultural sensitivity and compassion.

The funding for this amendment covers:

- Partial rental costs of 6 emergency housing units for funding periods 2025-2026 and 2026-2027.

Maximum amended funding for this contract is **\$76,135.65** for funding periods 2025-2026 and 2026-2027.

**BUDGET/FEE SCHEDULE**

July 1, 2025 – June 30, 2026

<b>SERVICE</b>	<b>Contracted Amount</b>	<b>Amended Funding</b>	<b>Total Funded Amount</b>
Rent for Emergency Shelter Units	\$32,104.65	\$11,926.35	\$44,031.00
<b>TOTAL</b>	<b>\$32,104.65</b>	<b>\$11,926.35</b>	<b>\$44,031.00</b>

July 1, 2026 – June 30, 2027

<b>SERVICE</b>	<b>MAXIMUM REIMBURSED BY COUNTY</b>
Rent for Emergency Shelter Units	\$32,104.65
<b>TOTAL</b>	<b>\$32,104.65</b>

The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

**COMPENSATION**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of seventy six thousand one hundred thirty five DOLLARS and sixty five CENTS (\$76,135.65) 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><b>Name/Position</b></i>	<i><b>Hourly Rate</b></i>
-----------------------------	---------------------------

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) .

In no event shall Contractor be compensated in excess of \_\_\_\_\_ DOLLARS (\$) 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):

lh

FEB 23 2026



# AGENDA ITEM SUMMARY

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

Department: Health & Human Services

WORK SESSION  Meeting Date: February 23, 2026

REGULAR AGENDA  Meeting Date: March 3, 2026

Required originals approved and attached?   
Will be provided on:

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract # 11322-25-HFCC-SH Amendment 2
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

The attached amended contract between Clallam County Health & Human Services and Healthy Families of Clallam County for the Safely Home program updates record-retention requirements. The amendment revises the retention period from three years to six years to comply with Washington State Department of Commerce requirements and adds corresponding contract language.

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

Funds in the 2026 budget

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

Please approve and sign.

**County Official signature & print name:**  Jennifer Oppelt

**Name of Employee/Stakeholder attending meeting:** Christine Dunn and Jennifer Oppelt

**Relevant Departments:** HHS

**Date submitted:** February 10, 2026

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

HFCC-SH AIS 2  
Revised: 3-04-2019



**PERSONAL SERVICES AGREEMENT  
AMENDMENT 2**

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

Name: Healthy Families of Clallam County  
Address: 1210 East Front Street, Suite C  
Port Angeles, WA 98362  
Phone N<sup>o</sup>: 360-452-3811

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on June 24, 2025.

This Amendment is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation

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

The term of this Amendment shall commence on the 1st day of July 2025 and shall, unless terminated as provided elsewhere in the Agreement, end on the 30th day of June 2027.

IN WITNESS WHEREOF, the parties have executed this Agreement on this            day of            20            .

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Leslie Bond, Executive Director

\_\_\_\_\_  
Mike French, Chair

Print name: Leslie Bond

Title: Executive Director

Date: February 10, 2026

Originals: BOCC  
Vendor  
Initiating Department

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

**SCOPE OF WORK**

The **Safely Home Project** will provide support services by utilizing a housing navigator, at no charge to victims/survivors of domestic violence, sexual assault, and crime who are homeless or at risk of homelessness. These support services will include a .68 FTE, housing navigator to assist individuals and families utilizing Healthy Families of Clallam County’s (HFCC) services and those staying at HFCC’s low barrier domestic violence shelter find safe permanent housing in Clallam County. The housing navigator will assist HFCC clients in finding and sustaining permanent housing through case management and tailored housing plans. These plans will address the specific needs and barriers each client faces, helping them identify and access housing opportunities through our community partners.

The funding for this amendment covers:

- Housing Navigator position for funding periods 2025-2026 and 2026-2027

Maximum amended funding for this contract is **\$122,677.00** for funding periods 2025-2026 and 2026-2027.

**BUDGET/FEE SCHEDULE**

July 1, 2025 – June 30, 2026

<b>SERVICE</b>	<b>Contracted Amount</b>	<b>Amended Funding</b>	<b>Total Funded Amount</b>
Housing Navigator	\$50,000.00	\$22,677.00	\$72,677.00
<b>TOTAL</b>	<b>\$50,000.00</b>	<b>\$22,677.00</b>	<b>\$72,677.00</b>

July 1, 2026 – June 30, 2027

<b>SERVICE</b>	<b>MAXIMUM REIMBURSED BY COUNTY</b>
Housing Navigator	\$50,000.00
<b>TOTAL</b>	<b>\$50,000.00</b>

The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

**COMPENSATION**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of one hundred twenty-two thousand six hundred seventy seven DOLLARS (\$122,677.00) 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><b>Name/Position</b></i>	<i><b>Hourly Rate</b></i>
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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)

In no event shall Contractor be compensated in excess of \_\_\_\_\_ DOLLARS (\$) 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):



# AGENDA ITEM SUMMARY

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

**Department: Health & Human Services**

**WORK SESSION**     **Meeting Date:** February 23, 2026

**REGULAR AGENDA**    **Meeting Date:** March 3, 2026

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

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract #11322-25-SHCC Amendment 2
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

The attached amended contract between Clallam County Health & Human Services and Serenity House of Clallam County for the Serenity House Shelter Aides program updates record-retention requirements. The amendment revises the retention period from three years to six years to comply with Washington State Department of Commerce requirements and adds corresponding contract language.

**Budgetary impact:** (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**   
Funds in the 2026 budget

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

**County Official signature & print name:**  Kevin LoPiccolo

**Name of Employee/Stakeholder attending meeting:** Christine Dunn and Jennifer Oppelt

**Relevant Departments:** HHS

**Date submitted:** February 11, 2026

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

SH Amend AIS 2  
Revised: 3-04-2019



**PERSONAL SERVICES AGREEMENT  
AMENDMENT 2**

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

Name: Serenity House of Clallam County

Address: 2203 W. 18<sup>th</sup> Street  
Port Angeles, WA 98363

Phone N<sup>o</sup>: 360-452-9866

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on June 24, 2025.

This Amendment is comprised of:

Attachment A – Scope of Work

Attachment B – Compensation

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

The term of this Amendment shall commence on the 1st day of July 2025 and shall, unless terminated as provided elsewhere in the Agreement, end on the 30th day of June 2027.

IN WITNESS WHEREOF, the parties have executed this Agreement on this            day of            20            .

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

Sharon E. Maggard  
Sharon Maggard, Executive Director

\_\_\_\_\_  
Mike French, Chair

Print name: Sharon Maggard

Title: Executive Director

Date: February 9 2026

Originals: BOCC  
Vendor  
Initiating Department

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

**SCOPE OF WORK**

The **Serenity House Shelter Aides Funding** program is to support 24x7 operations. This amended funding is to be used for 5 shelter aides that are required to provide: security, safety, cleaning/janitorial duties, service coordination, and program reporting in the Homeless Management Information System (HMIS). This program provides access to 3 meals per day, showers, assigned sleeping space, laundry, AA and NA meetings, access to medical/health providers on premises, and connection to housing services, veterans services and other agencies. The site requires 24x7 operations to also provide a medical respite program, in collaboration with CCHHS and OPCC. The program has grown from 4 to 6 beds.

The funding for this amendment covers:

- Shelter Aides Days – Three full time positions for funding periods 2025-2026 and 2026-2027
- Shelter Aides Nights – One full time position for funding periods 2025-2026 and 2026-2027
- Shelter Aides Nights – One full time position for funding period 2025-2026

Maximum amended funding for this contract is **\$346,000.00** for funding periods 2025-2026 and 2026-2027.

**BUDGET/FEE SCHEDULE**  
July 1, 2025 – June 30, 2026

SERVICE	Contract Amount	Amended Funding	Total Funded Amount
Shelter Aides Days (3 FTE)	\$128,000.00	\$0.00	\$128,000.00
Shelter Aides Nights (1 FTE)	\$10,000.00	\$30,000.00	\$40,000.00
Shelter Aides Nights (1FTE)	\$0.00	\$40,000.00	\$40,000.00
<b>TOTAL</b>	<b>\$138,000.00</b>	<b>\$70,000.00</b>	<b>\$208,000.00</b>

July 1, 2026 – June 30, 2027

SERVICE	MAXIMUM REIMBURSED BY COUNTY
Shelter Aides Days (3 FTE)	\$128,000.00
Shelter Aides Nights (1 FTE)	\$10,000.00
<b>TOTAL</b>	<b>\$138,000.00</b>

The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

**COMPENSATION**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of three hundred forty six thousand DOLLARS (\$346,000.00) 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><b>Name/Position</b></i>	<i><b>Hourly Rate</b></i>
-----------------------------	---------------------------

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) .

In no event shall Contractor be compensated in excess of \_\_\_\_\_ DOLLARS (\$) 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):

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# AGENDA ITEM SUMMARY FEB 23 2026

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

**Department: Health & Human Services**

**WORK SESSION**  **Meeting Date:** February 23, 2026

**REGULAR AGENDA**  **Meeting Date:** March 3, 2026

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

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract #11322-25-TAFY-BTG Amendment 2
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

The attached amended contract between Clallam County Health & Human Services and the Bridging the Gap 12 program updates record-retention requirements. The amendment revises the retention period from three years to six years to comply with Washington State Department of Commerce requirements and adds corresponding contract language.

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

Funds in the 2026 budget

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

Please approve and sign

**County Official signature & print name:**  Jennifer Oppelt

**Name of Employee/Stakeholder attending meeting:** Christine Dunn and Jennifer Oppelt

**Relevant Departments:** HHS

**Date submitted:** February 10, 2026

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

TAFY BTG Amend AIS 2  
Revised: 3-04-2019



**PERSONAL SERVICES AGREEMENT  
AMENDMENT 2**

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

Name: The Answer for Youth (TAFY)  
Address: 826 E. First Street  
Port Angeles, WA 98362  
Phone No: 360-670-4363

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on June 24, 2025.

This Amendment is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation

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

The term of this Amendment shall commence on the 1st day of July 2025 and shall, unless terminated as provided elsewhere in the Agreement, end on the 30th day of June 2027.

IN WITNESS WHEREOF, the parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CONTRACTOR

*Susan Hillgren*  
\_\_\_\_\_  
Susan Hillgren, Director

CLALLAM COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Mike French, Chair

Print name: Susan Hillgren

Title: Director

Date: FEB 10 2026

Originals: BOCC  
Vendor  
Initiating Department

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

**SCOPE OF WORK**

The **Bridging The Gap 12** program will provide operational funding that supports The Answer For Youth (TAFY). Support includes up to 0.25 of the director’s salary, mortgage, utilities, repairs and maintenance, insurance, L&I, property taxes, storage units, and technology (fire system, database hosting, internet).

The funding for this amendment covers:

- Up to 0.25 FTE of the Director’s salary for funding periods 2025-2026 and 2026-2027
- Repairs/Maintenance for funding periods 2025-2026 and 2026-2027
- Utilities for funding periods 2025-2026 and 2026-2027s
- Insurance (D&O, Property) for funding period 2025-2026 and 2026-2027
- L&I for funding periods 2025-2026 and 2026-2027
- Technology for funding periods 2025-2026 and 2026-2027
- Storage Units for funding periods 2025-2026 and 2026-2027

Maximum amended funding for this contract is **\$78,142.00** for funding periods 2025-2026 and 2026-2027.

**BUDGET/FEE SCHEDULE**  
July 1, 2025 – June 30, 2026

SERVICE	Contracted Amount	Amended Funding	Total Funded Amount
Director Salary (.25 FTE)	\$100.00	\$11,900.00	\$12,000.00
Repairs/Maintenance	\$4,000.00	\$3,000.00	\$7,000.00
Utilities	\$15,000.00	\$0.00	\$15,000.00
Insurance (D&O, Property)	\$3,000.00	\$3,050.55	\$6,050.55
Storage	\$2,900.00	\$0.00	\$2,900.00
L&I	\$1,000.00	\$60.00	\$1,060.00
Technology	\$4,000.00	\$131.45	\$4,131.45
<b>TOTAL</b>	<b>\$30,000.00</b>	<b>\$18,142.00</b>	<b>\$48,142.00</b>

July 1, 2026 – June 30, 2027

SERVICE	MAXIMUM REIMBURSED BY COUNTY
Director Salary (.25 FTE)	\$100.00
Repairs/Maintenance	\$4,000.00
Utilities	\$15,000.00
Insurance (D&O, Property)	\$3,000.00
Storage	\$2,900.00
L&I	\$1,000.00
Technology	\$4,000.00
<b>TOTAL</b>	<b>\$30,000.00</b>

The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

**COMPENSATION**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of seventy eight thousand one hundred forty two DOLLARS (\$78,142.00) 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><b>Name/Position</b></i>	<i><b>Hourly Rate</b></i>
-----------------------------	---------------------------

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) .

In no event shall Contractor be compensated in excess of \_\_\_\_\_ DOLLARS (\$) 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):

IK  
FEB 23 2026



# AGENDA ITEM SUMMARY

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

**Department: Health & Human Services**

**WORK SESSION**     **Meeting Date:** February 23, 2026

**REGULAR AGENDA**    **Meeting Date:** March 3, 2026

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

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract #11322-25-TAFY-SO Amendment 2
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

The attached amended contract between Clallam County Health & Human Services and The Answer for Youth (TAFY) for the Starfleet Operations program updates record-retention requirements. The amendment revises the retention period from three years to six years to comply with Washington State Department of Commerce requirements and adds corresponding contract language.

**Budgetary impact:** (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**   
Funds in the 2026 budget

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

**County Official signature & print name:**  Jennifer Oppelt

**Name of Employee/Stakeholder attending meeting:** Christine Dunn and Jennifer Oppelt

**Relevant Departments:** HHS

**Date submitted:** February 10, 2026

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

TAFY SO Amend AIS 2  
Revised: 3-04-2019

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



**PERSONAL SERVICES AGREEMENT  
AMENDMENT 2**

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

Name: The Answer for Youth (TAFY)

Address: 826 E. First St  
Port Angeles, WA 98362

Phone No: 360-670-4363

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on June 24, 2025.

This Amendment is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation

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

The term of this Amendment shall commence on the 1<sup>st</sup> day of July 2025 and shall, unless terminated as provided elsewhere in the Agreement, end on the 30<sup>th</sup> day of June 2027.

IN WITNESS WHEREOF, the parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Susan Hillgren, Director

\_\_\_\_\_  
Mike French, Chair

Print name: Susan Hillgren

Title: Director

Date: FEB 10 2026

Originals: BOCC  
Vendor  
Initiating Department

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

**SCOPE OF WORK**

The **Starfleet Operations** program provides free housing for 6 months for people who come directly from inpatient substance use treatment or jail/prison that allows them to remain sober. Clients will be provided with support services needed to exit them employed, housed, and in stable recovery.

The funding for this amendment covers:

- Rental Subsidies for funding periods 2025-2026 and 2026-2027
- Clothing costs for funding periods 2025-2026 and 2026-2027
- Utility Deposit Assistance for funding periods 2025-2026 and 2026-2027
- Transportation costs for funding periods 2025-2026 and 2026-2027
- Housing Deposits for funding periods 2025-2026 and 2026-2027
- Wellness Passes for funding periods 2025-2026 and 2026-2027
- Medical - prescriptions/eyeglasses for funding periods 2025-2026 and 2026-2027

Maximum amended funding for this contract is **\$29,458.00** for funding periods 2025-2026 and 2026-2027.

**BUDGET/FEE SCHEDULE**

July 1, 2025 – June 30, 2026

<b>SERVICE</b>	<b>Contracted Amount</b>	<b>Amended Funding</b>	<b>Total Funded Amount</b>
Rental Subsidies	\$1,000.00	\$1,120.00	\$2,120.00
Clothing	\$2,900.00	\$280.00	\$3,180.00
Utility Deposit Assistance	\$1,000.00	\$0.00	\$1,000.00
Transportation	\$1,000.00	\$1,498.00	\$2,498.00
Housing Deposits	\$1,000.00	\$60.00	\$1,060.00
Wellness Passes	\$5,000.00	\$1,000.00	\$6,000.00
Medical – Prescriptions/Eyeglasses	\$100.00	\$1,500.00	\$1,600.00
<b>TOTAL</b>	<b>\$12,000.00</b>	<b>\$5,458.00</b>	<b>\$17,458.00</b>

July 1, 2026 – June 30, 2027

<b>SERVICE</b>	<b>MAXIMUM REIMBURSED BY COUNTY</b>
Rental Subsidies	\$1,000.00
Clothing	\$2,900.00
Utility Deposit Assistance	\$1,000.00
Transportation	\$1,000.00
Housing Deposits	\$1,000.00
Wellness Passes	\$5,000.00
Medical – Prescriptions/Eyeglasses	\$100.00
<b>TOTAL</b>	<b>\$12,000.00</b>

The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

**COMPENSATION**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of twenty nine thousand four hundred fifty eight DOLLARS (\$29,458.00) 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><b>Name/Position</b></i>	<i><b>Hourly Rate</b></i>
-----------------------------	---------------------------

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) .

In no event shall Contractor be compensated in excess of \_\_\_\_\_ DOLLARS (\$) 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):



# AGENDA ITEM SUMMARY

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

11  
FEB 23 2026

**Department: Health & Human Services**

**WORK SESSION**  **Meeting Date:** February 23, 2026

**REGULAR AGENDA**  **Meeting Date:** March 3, 2026

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

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract #11322-25-BGC Amendment 2
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

The attached amended contract between Clallam County Health & Human Services and the Boys and Girls Clubs of the Olympic Peninsula for the Teen Homelessness Prevention and Resources program updates record-retention requirements. The amendment revises the retention period from three years to six years to comply with Washington State Department of Commerce requirements and adds corresponding contract language.

**Budgetary impact:** (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**   
Funds in the 2026 budget

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

**County Official signature & print name:**  Jennifer Oppelt  
**Name of Employee/Stakeholder attending meeting:** Christine Dunn and Jennifer Oppelt

**Relevant Departments:** HHS

**Date submitted:** February 10, 2026



### PERSONAL SERVICES AGREEMENT AMENDMENT 2

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

Name: The Boys & Girls Clubs of the Olympic Peninsula  
Address: 400 W. Fir Street  
Sequim, WA 98382  
Phone No: 360-683-8095 x302

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on June 24, 2025.

This Amendment is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation

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

The term of this Amendment shall commence on the 1st day of July 2025 and shall, unless terminated as provided elsewhere in the Agreement, end on the 30th day of June 2027.

IN WITNESS WHEREOF, the parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ .

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

Mary Budke  
Mary Budke, CEO

\_\_\_\_\_  
Mike French, Chair

Print name: Mary Budke

Title: CEO

Date: 2/9/2024 2025

*MB*

Originals: BOCC  
Vendor  
Initiating Department

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

**SCOPE OF WORK**

The **Teen Homelessness Prevention and Resources** program will work to reduce homelessness by breaking the cycle for at-risk youth, preventing those at risk from becoming homeless and helping lift those experiencing homelessness. The program will provide training and support in areas such as workforce readiness, employment skills, high school completion, college entrance, self-esteem, and access to other available resources and services. The program will also provide training in everyday life skills such as cooking, shopping, caring for possessions, budgeting, and navigating the healthcare system. Supportive adult guidance and program facilitation will be available in each Clubhouse after school until 8pm weeknights and for 4 hours on Saturdays in both Sequim and Port Angeles. Teens will receive a nutritious meal during the evening hours. Teens will receive assistance with homework and participate in structured programs and receive mentoring on relationships, workforce preparedness and general life coaching. Starting in mid-June, we will expand our hours for summer break, running from 12–8 PM on weekdays. Youth will be provided with a safe, supervised environment and free meals. The program will be led by Teen Coordinators, Youth Development staff--trained in Adverse Childhood Experiences and Trauma Informed Care—to serve as caring mentors.

The funding for this amendment covers:

- Teen Room Director Sequim position for funding periods 2025-2026 and 2026-2027
- Teen Room Director Port Angeles position for funding periods 2025-2026 and 2026-2027
- Indirect will be charged at a maximum of 15% based on salaries for funding periods 2025-2026 and 2026-2027
- Evening meals Port Angeles clubhouse for funding period 2025-2026
- Evening meals for Sequim clubhouse for funding period 2025-2026
- Kitchen range for Sequim clubhouse for funding period 2025-2026
- Academic success and tutoring for funding period 2025-2026
- Workforce readiness program and field trip for funding period 2025-2026
- Building upgrades/Install for funding period 2025-2026

Maximum amended funding for this contract is **\$103,366.00** for funding periods 2025-2026 and 2026-2027

**BUDGET/FEE SCHEDULE**  
July 1, 2025 – June 30, 2026

<b>SERVICE</b>	<b>Contracted Amount</b>	<b>Amended Funding</b>	<b>Total Funded Amount</b>
Teen Room Director Sequim	\$13,616.80	\$10,095.20	\$23,712.00
Teen Room Director Port Angeles	\$13,616.80	\$10,095.20	\$23,712.00
Indirect on salaries (Max 15%)	\$2,766.40	\$1,975.60	\$4,742.00
Evening Meals Port Angeles	\$0.00	\$6,000.00	\$6,000.00
Evening Meals Sequim	\$0.00	\$6,000.00	\$6,000.00
Kitchen range Sequim	\$0.00	\$1,500.00	\$1,500.00
Academic success/tutoring	\$0.00	\$1,200.00	\$1,200.00
Workforce readiness/field trip	\$0.00	\$3,000.00	\$3,000.00
Building Upgrades/Install	\$0.00	\$1,000.00	\$1,000.00
Kitchen Counter	\$0.00	\$2,500.00	\$2,500.00
<b>TOTAL</b>	<b>\$30,000.00</b>	<b>\$43,366.00</b>	<b>\$73,366.00</b>

July 1, 2026 – June 30, 2027

<b>SERVICE</b>	<b>MAXIMUM REIMBURSED BY COUNTY</b>
Teen Room Director Sequim	\$13,616.80
Teen Room Director Port Angeles	\$13,616.80
Indirect on Salaries (Max 15%)	\$2,766.40
<b>TOTAL</b>	<b>\$30,000.00</b>

The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

**COMPENSATION**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of one hundred three thousand three hundred sixty six DOLLARS (\$103,366.00) 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><b>Name/Position</b></i>	<i><b>Hourly Rate</b></i>
-----------------------------	---------------------------

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)

In no event shall Contractor be compensated in excess of \_\_\_\_\_ DOLLARS (\$) 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):



# AGENDA ITEM SUMMARY

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

IM  
FEB 23 2026

**Department: Health & Human Services**

**WORK SESSION**  **Meeting Date:** February 23, 2026

**REGULAR AGENDA**  **Meeting Date:** March 3, 2026

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

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract #11322-25-PHA Amendment 2
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

The attached amended contract between Clallam County Health & Human Services and Peninsula Housing Authority for the Eklund at Gales project updates record-retention requirements. The amendment revises the retention period from three years to six years to comply with Washington State Department of Commerce requirements and adds corresponding contract language.

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

Funds in the 2026 budget

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

Please approve and sign

**County Official signature & print name:**  Jennifer Oppelt

**Name of Employee/Stakeholder attending meeting:** Christine Dunn and Jennifer Oppelt

**Relevant Departments:** HHS

**Date submitted:** February 10, 2026

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

PHA Amend AIS 2  
Revised: 3-04-2019

**PERSONAL SERVICES AGREEMENT  
AMENDMENT 2**



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

Name: Peninsula Housing Authority  
Address: 727 E. 8<sup>th</sup> Street  
Port Angeles, WA 98362  
Phone N<sup>o</sup>: 360-452-7631 x301

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on June 24, 2025.

This Amendment is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation

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

The term of this Amendment shall commence on the 1st day of July 2025 and shall, unless terminated as provided elsewhere in the Agreement, end on the 30th day of June 2026.

IN WITNESS WHEREOF, the parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Sarah Martinez, Executive Director

\_\_\_\_\_  
Mike French, Chair

Print name: Sarah Martinez

Title: Executive Director

Date: February 10, 2026

Originals: BOCC  
Vendor  
Initiating Department

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

**SCOPE OF WORK**

The funding for the **Eklund at Gales** program will be for assistance with architectural fees for the construction of a 24-unit apartment building located in Clallam County within the Urban Growth Area of the City of Port Angeles. The project will serve 60% or below of area median income and will serve veterans, seniors, and disabled clients.

The funding for this amendment covers:

- Architectural fee assistance for funding period 2025-2026.

Maximum amended funding for this contract is **\$50,000.00** for funding period 2025-2026.

**BUDGET/FEE SCHEDULE**  
July 1, 2025 – June 30, 2026

<b>SERVICE</b>	<b>Contracted Amount</b>	<b>Amended Funding</b>	<b>Total Funded Amount</b>
Architectural fee assistance	\$15,000.00	\$35,000.00	\$50,000.00
<b>TOTAL</b>	<b>\$15,000.00</b>	<b>\$35,000.00</b>	<b>\$50,000.00</b>

The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

**COMPENSATION**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of fifty thousand DOLLARS (\$50,000.00) 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><b>Name/Position</b></i>	<i><b>Hourly Rate</b></i>
-----------------------------	---------------------------

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) \_\_\_\_\_ .

In no event shall Contractor be compensated in excess of \_\_\_\_\_ DOLLARS (\$) 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): \_\_\_\_\_



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

**Department: Health & Human Services**

**WORK SESSION**  **Meeting Date:** February 23, 2026

**REGULAR AGENDA**  **Meeting Date:** March 3, 2026

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

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract #11322-25-TUMC Amendment 2
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

The attached amended contract between Clallam County Health & Human Services and Trinity United Methodist Church and the Safe Parking program updates record-retention requirements. The amendment revises the retention period from three years to six years to comply with Washington State Department of Commerce requirements and adds corresponding contract language.

**Budgetary impact:** (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**   
 Funds in the 2026 budget

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

**County Official signature & print name:**  Jennifer Oppelt

**Name of Employee/Stakeholder attending meeting:** Christine Dunn and Jennifer Oppelt

**Relevant Departments:** HHS

**Date submitted:** February 17, 2026

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

TUMC Amend AIS 2  
 Revised: 3-04-2019



**PERSONAL SERVICES AGREEMENT  
AMENDMENT 2**

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

Name: Trinity United Methodist Church  
Address: 100 S. Blake Avenue  
                    Sequim, WA 98382  
Phone No: 360-683-5367

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on June 24, 2025.

This Amendment is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation

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

The term of this Amendment shall commence on the 1st day of July 2025 and shall, unless terminated as provided elsewhere in the Agreement, end on the 30<sup>th</sup> day of June 2027.

IN WITNESS WHEREOF, the parties have executed this Agreement on this            day of            20            .

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Rev. Desi Larson, Pastor

\_\_\_\_\_  
Mike French, Chair

Print name: Desi Larson

Title: Pastor

Date: February 17 2026

Originals: BOCC  
Vendor  
Initiating Department

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

**SCOPE OF WORK**

Trinity United Methodist Church’s (TUMC) **Safe Parking Program** in partnership with Olympic Community Action Programs will pair paid program staff (OlyCAP) with trained volunteers (TUMC). Paid staff includes .25 FTE OlyCAP Shelter Manager and 4 - 0.15 FTE daily hosts. OlyCAP will also maintain an on-call phone for urgent issues that may arise overnight. The site will provide a wash station and portable restroom. Eligible guests will be actively engaged in case management with REDisCOVERY (and other case management partnerships as developed). Program will provide other essential services not provided by other agencies such as vehicle registration renewal, ID replacement, gas expenses to attend case management appointments and housing search. A contracted security company will conduct random check-ins of the site each night. In addition, staff will be trained and knowledgeable in essential skills for monitoring and responding to needs of TUMC Safe Parking guests, including but not limited to, First Aid/CPR, de-escalation, program referrals, and mental health first aid.

The funding for this amendment covers:

- Safe Parking Manager (0.25 FTE) position for funding periods 2025-2026 and 2026-2027
- Two Evening Coordinators (0.15 FTE each) positions for funding periods 2025-2026 and 2026-2027
- Two Morning Coordinators (0.15 FTE each) positions for funding periods 2025-2026 and 2026-2027
- Indirect will be charged at a maximum of 15% based on salaries
- Benefits for Safe Parking Manager, Two Evening Coordinators, and Two Morning Coordinators for funding periods 2025-2026 and 2026-2027
- Safe Parking Staff Phone for funding periods 2025-2026 and 2026-2027
- On-call Staff Phone Line Coverage for funding periods 2025-2026 and 2026-2027
- Security Services for funding periods 2025-2026 and 2026-2027
- Training for funding periods 2025-2026 and 2026-2027
- First aid/biohazard cleanup, ABC fire extinguisher, and repair maintenance for funding periods 2025-2026 and 2026-2027
- Guest Direct Services – vehicle registration renewal, ID replacement, gas expenses for funding periods 2025-2026 and 2026-2027

Maximum amended funding for this contract is **\$118,780.00** for funding periods 2025-2026 and 2026-2027.

**BUDGET/FEE SCHEDULE**  
July 1, 2025 – June 30, 2026

SERVICE	Contracted Amount	Amended Funding	Total Funded Amount
Safe Parking Manager	\$9,198.00	\$3,282.00	\$12,480.00
Evening Coordinators	\$8,030.00	\$0.00	\$8,030.00
Morning Coordinators	\$8,030.00	\$0.00	\$8,030.00
Indirect on Salaries (max 15%)	\$2,526.00	\$328.00	\$2,854.00
Benefits	\$10,103.00	\$1,313.00	\$11,416.00
Safe Parking Staff Phone	\$238.00	\$482.00	\$720.00
On-Call Line Coverage	\$9,125.00	\$0.00	\$9,125.00
Security	\$100.00	\$9,025.00	\$9,125.00
Operations & Maintenance First Aid/Biohazard Cleanup, fire extinguisher, Repair maint., training	\$1,650.00	\$2,350.00	\$4,000.00
Guest Direct Services- Vehicle registration, ID's, gas expenses	\$1,000.00	\$2,000.00	\$3,000.00
<b>TOTAL</b>	<b>\$50,000.00</b>	<b>\$18,780.00</b>	<b>\$68,780.00</b>

July 1, 2026 – June 30, 2027

<b>SERVICE</b>	<b>MAXIMUM REIMBURSED BY COUNTY</b>
Safe Parking Manager	\$9,198.00
Evening Coordinators	\$8,030.00
Morning Coordinators	\$8,030.00
Indirect on salaries (max 15%)	\$2,526.00
Benefits	\$10,103.00
Safe Parking Staff Phone	\$250.00
On-Call Line Coverage	\$9,125.00
Security	\$100.00
Operations & Maintenance – First Aid/Biohazard Cleanup, Repair maintenance, training	\$1,400.00
Guest Direct Services-Vehicle registration, ID's, gas expenses	\$1,238.00
<b>TOTAL</b>	<b>\$50,000.00</b>

The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

**COMPENSATION**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of one hundred eighteen thousand seven hundred eighty DOLLARS (\$118,780.00) 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><b>Name/Position</b></i>	<i><b>Hourly Rate</b></i>
-----------------------------	---------------------------

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)

In no event shall Contractor be compensated in excess of \_\_\_\_\_ DOLLARS (\$) 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):

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FEB 23 2026



# AGENDA ITEM SUMMARY

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

**Department: Health & Human Services**

**WORK SESSION**  **Meeting Date:** February 23, 2026

**REGULAR AGENDA**  **Meeting Date:** March 3, 2026

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

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract #11322-25-FAMH Amendment 2
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

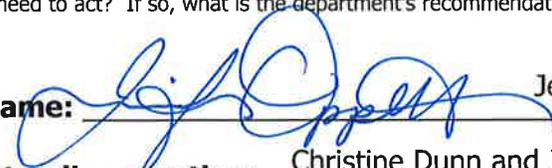
Documents exempt from public disclosure attached:

**Executive summary:**

The attached amended contract between Clallam County Health & Human Services and Forks Abuse DBA Mariposa House for the West End Hope program updates record-retention requirements. The amendment revises the retention period from three years to six years to comply with Washington State Department of Commerce requirements and adds corresponding contract language.

**Budgetary impact:** (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**   
Funds in the 2026 budget

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

**County Official signature & print name:**  Jennifer Oppelt

**Name of Employee/Stakeholder attending meeting:** Christine Dunn and Jennifer Oppelt

**Relevant Departments:** HHS

**Date submitted:** February 18, 2026

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

Forks Abuse DBA Mariposa House Amend AIS 2  
Revised: 3-04-2019



**PERSONAL SERVICES AGREEMENT  
AMENDMENT 2**

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

Name: Forks Abuse Program DBA Mariposa House  
Address: 81 Second Ave  
Forks, WA 98331  
Phone No: 360-374-6411

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on June 24, 2025.

This Amendment is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation

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

The term of this Amendment shall commence on the 1st day of July 2025 and shall, unless terminated as provided elsewhere in the Agreement, end on the 30th day of June 2027.

IN WITNESS WHEREOF, the parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Troi Gale, Director

\_\_\_\_\_  
Mike French, Chair

Print name: Troi Gale

Title: Director

Date: 2/18/26 2026

Originals: BOCC  
Vendor  
Initiating Department

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

**SCOPE OF WORK**

The **West End Hope** program will provide case management and supportive services for domestic violence and sexual assault survivors and victims of other crimes. This program uses trauma-informed care, and offers wellness and resiliency tools to work with people recovering from the trauma they have experienced. This program will also focus on rental and furnishings of dwelling units for the use of homeless persons, services to prevent homelessness, rental vouchers and security mitigation.

The funding for this amendment covers:

- Prevention Housing Advocate position for funding periods 2025-2026 and 2026-2027
- Community Education and Outreach position funding periods 2025-2026 and 2026-2027
- Indirect will be charged at a maximum of 15% based on salaries
- Benefits for these positions for funding periods 2025-2026 and 2026-2027
- Rental Assistance for funding period 2025-2026
- Housing damage repairs for funding period 2025-2026

Maximum amended funding for this contract is **\$78,723.60** for funding periods 2025-2026 and 2026-2027.

**BUDGET/FEE SCHEDULE**  
July 1, 2025 – June 30, 2026

SERVICE	Contracted Amount	Amended Funding	Total Funded Amount
Prevention Housing Advocate	\$17,195.00	\$8,255.00	\$25,450.00
Community Education and Outreach	\$2,768.00	\$922.50	\$3,690.50
Indirect on salaries (max 15%)	\$1,996.00	\$2,375.08	\$4,371.08
Benefits	\$8,041.00	\$0.00	\$8,041.00
Rental Assistance	\$0.00	\$5,000.00	\$5,000.00
Housing Damage Repairs	\$0.00	\$2,171.02	\$2,171.02
<b>TOTAL</b>	<b>\$30,000.00</b>	<b>\$18,723.60</b>	<b>\$48,723.60</b>

July 1, 2026 – June 30, 2027

SERVICE	MAXIMUM REIMBURSED BY COUNTY
Prevention & Housing Advocate	\$17,195.00
Community Education Outreach	\$2,768.00
Indirect on Salaries (max 15%)	\$1,996.00
Benefits	\$8,041.00
<b>TOTAL</b>	<b>\$30,000.00</b>

The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.

**COMPENSATION**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of seventy eight thousand seven hundred and twenty three DOLLARS and sixty CENTS (\$78,723.60) 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>
----------------------	--------------------

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) \_\_\_\_\_.

In no event shall Contractor be compensated in excess of \_\_\_\_\_ DOLLARS (\$) 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): \_\_\_\_\_



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FEB 23 2026

# AGENDA ITEM SUMMARY

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

**Department: Health & Human Services**

**WORK SESSION**  **Meeting Date:** February 23, 2026

**REGULAR AGENDA**  **Meeting Date:** March 3, 2026

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

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract # 100511-26-TYLER Amendment #2
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

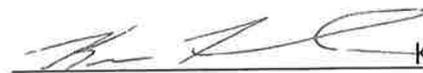
The National Estuary Program through the Puget Sound Partnership's Shellfish Strategic Initiative Program provided funding to Clallam County Environmental Health for Onsite Septic System Database Support. The grant's scope of work includes purchase and integration of the Tyler Technologies Health Module. The attached amendment to the County's existing contract with Tyler Technologies allocates \$79,050 of grant funds to the necessary professional services and the initial year of monthly fees.

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

Supplemental budget work has been completed.

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

Sign amendment with Tyler Technologies.

**County Official signature & print name:**  Kevin LoPiccolo

**Name of Employee/Stakeholder attending meeting:** Kevin LoPiccolo and Jon Strivens

**Relevant Departments:** Clallam County Health & Human Services

**Date submitted:** 02/18/2026

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

2026-02-17 Agenda Item Summary\_Tyler.docx  
Revised: 3-04-2019



AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and Clallam County, with offices at 223 E. 4<sup>th</sup> Street, Suite 16, Port Angeles, Washington 98362-3000 ("Client").

WHEREAS, Tyler and Client are parties to an agreement dated December 16, 2025 ("Agreement"); and

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and Client agree as follows:

1. The items set forth in the Amendment Investment Summary attached as Exhibit 1 to this Amendment are hereby added to the Agreement as of the first day of the first month following the Amendment Effective Date and, notwithstanding anything to the contrary in Exhibit 1, ending coterminous with the SaaS Term as defined in the Agreement. Payment of fees and costs for such items shall conform to the following terms:
  - a. The annual SaaS fees payable under the Agreement shall be increased in the amount of \$14,400, for the Tyler Software added herein. The first year's annual SaaS Fees shall be invoiced on the first day of the first month following the Amendment Effective Date, prorated for the time period commencing on such date and ending concurrently with the Client's annual SaaS Term under the Agreement. Subsequent SaaS Fees shall be invoiced in accordance with the terms of the Agreement.
  - b. Unless otherwise provided herein, services identified at Exhibit 1 and added to the Agreement pursuant to this Amendment, along with applicable expenses, shall be invoiced as provided and/or incurred.
2. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.
3. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

Clallam County

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

  
Approved as to Form  
Deputy Prosecuting Attorney



**Exhibit 1**  
**Amendment Investment Summary**

The following Amendment Investment Summary details the additional software, products, and services to be delivered by us to you under the terms of the Agreement. This Amendment Investment Summary is effective as of the Amendment Effective Date, despite any expiration date in this Amendment Investment Summary that may have lapsed as of the Amendment Effective Date.

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Quoted By:  
 Quote Expiration:  
 Quote Name:

Andrew Meyer  
 12/31/25  
 Env. Health

**Sales Quotation For:**

Clallam County  
 ATTN: TESS TEEL  
 223 EAST 4TH STREET - SUITE 13  
 PORT ANGELES WA 98362

**Tyler SaaS**

Description	Term	Monthly Fee	Users/Units	Annual Fee
Civic Services				
Civic Access - Environmental Health		\$ 833	1	\$ 10,000
Environmental Health Extensions				
Environment Health API Toolkit		\$ 500	1	\$ 6,000
		Sub-Total:		\$ 16,000
		<u>Less Discount</u>		<u>\$ 1,600</u>
		<b>TOTAL</b>	<b>1.00</b>	<b>\$ 14,400</b>

**Professional Services**

Description	Quantity	Unit Price	Extended Price	Maintenance
<b>Professional Services</b>				
Data Conversion Services	94	\$ 250	\$ 23,500	\$ 0
Integration Services for API/SDK Support	40	\$ 250	\$ 10,000	\$ 0
Professional Implementation Services	120	\$ 225	\$ 27,000	\$ 0
Project Manager Services	44	\$ 225	\$ 9,900	\$ 0
		Sub-Total:	\$ 70,400	
		<u>Less Discount:</u>	<u>\$ 11,750</u>	
		<b>TOTAL:</b>	<b>\$ 58,650</b>	<b>\$ 0</b>

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 14,400
Total Services	\$ 58,650	\$ 0
Total Third-Party Hardware, Software, Services	\$ 0	\$ 0
<b>Summary Total</b>	<b>\$ 58,650</b>	<b>\$ 14,400</b>
<b>Contract Total</b>	<b>\$ 73,050</b>	
<b>Estimated Travel Expenses</b>	<b>\$ 6,000</b>	

Customer Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

P.O.#: \_\_\_\_\_

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - Implementation and other professional services fees shall be invoiced as delivered.
- Expenses associated with onsite services are invoiced as incurred.

**Comments**

SaaS Monthly Fees are rounded to the nearest dollar. The Annual Fee value represents the cost to the customer.

**Project Delays and Change Control:** Any delays in the client's completion, review, or acceptance of deliverables that extend the project timeline will be subject to the change control process. This may result in additional costs, including, but not limited to, extra service hours for project management, consulting, and conversion development.

Cancellation Policy: If the client cancels services with less than two (2) weeks' notice, the client will be liable to Tyler for (i) all non-refundable expenses incurred on the client's behalf and (ii) daily fees for the canceled services if Tyler is unable to reassign its personnel.

Implementation Service Hours: Implementation service hours are scheduled and provided in increments of four (4) or eight (8) hours. The implementation service hours assume a 75% remote and 25% onsite split but can vary per project. The hours do not include travel expenses.

Public Administration Security Console (PASC): PASC is a tool that allows Support staff to access client environments using specified Tyler-owned accounts with rolling passwords.

### **Environmental Health Implementation Notes**

This implementation follows a shared services model. Tyler configures Septic [Septic will be moved from permits to EH], including its violation library content, one code case type, and one ESR case type, as examples. The client will complete the remaining configuration. Each case type configured by Tyler is estimated to require 25-30 hours for definition, configuration, and validation. Tyler will also enable the standard Geo Rules and automation events included in the application. The client will manage all additional configuration tasks.

(50% Discount) Full Conversion: The Client will provide Tyler with up to [1] legacy data sources [EPL Permitting Module] containing data related to Permitting, Planning, Inspection, and Code Enforcement from the legacy system. The Client is responsible for extracting the data from their legacy system(s) and delivering it to Tyler in an acceptable format. Tyler will not manipulate or correct the legacy data on behalf of the Client; the Client must resolve any data quality issues before submission. Tyler will populate the Data Conversion Template database (DCT-DB) with the legacy data for conversion into EPL. Tyler will use the completed DCT-DB to produce a mapping document to enable the Client to correlate legacy data fields with EPL fields. The Client is responsible for all data mapping decisions and document completion. The DCT-DB and mapping document provided by the client will translate the legacy data into the EPL software, constituting a "conversion pass."

The scope of this implementation includes three (3) conversion passes: one (1) evaluation passes, one (1) simulated go-live pass, and one (1) final go-live pass.

API quoted for Online RME integration. Development will be performed by Clallam or 3<sup>rd</sup> party. Tyler Tech EPL will support the API functions and assist as needed.

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FEB 23 2026



# AGENDA ITEM SUMMARY

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

**Department: Health & Human Services**

**WORK SESSION**  **Meeting Date:** February 23, 2026

**REGULAR AGENDA**  **Meeting Date:** March 03, 2026

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

**Item summary:**

- Call for Hearing
- Contract/Agreement/MOU - Contract # 100511-25-PSP Amendment #1
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

**Executive summary:**

The Puget Sound Partnership (PSP) previously provided funding to each Local Integrating Organization (LIO) for onsite management projects, with the Strait LIO allocating \$120,000 to Clallam County to support projects in the Onsite Septic Management Plan. An adjustment has been made to reallocate \$10,000 from the grant supply line to the subcontracting line. Specifically, this reallocation will enable Clallam County to procure subcontracting services necessary for coding middleware between Online RME and Tyler Technologies.

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

Budget work has been completed.

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

Sign contract amendment with PSP.

**County Official signature & print name:**  Kevin LoPiccolo

**Name of Employee/Stakeholder attending meeting:** Jon Strivens

**Relevant Departments:** Health & Human Services

**Date submitted:** 02/18/2026

\* Work Session Meeting - Submit 1 single sided/not stapled copy 2026-02-23 Agenda Item Summary PSP amendment 1.docx  
\*\* Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019



## Amendment #1

Agreement Number: 2025-20  
Title: Clallam County OSS Management Plan

This agreement is made and entered into by and between the state of Washington, Puget Sound Partnership (PSP), and the below named firm, hereinafter referred to as "CONTRACTOR."

<b>CONTRACTOR INFORMATION</b>	<b>Project Manager</b>	
<b>Clallam County Health &amp; Human Services (CCHHS)</b> 111 E 3rd Street Port Angeles, WA 98362	<b>Jennifer Garcelon</b> <a href="mailto:Jennifer.garcelon@clallamcountywa.gov">Jennifer.garcelon@clallamcountywa.gov</a> (360) 417-2347	<b>UBI: 054004559</b> <b>EIN: 916001298</b> <b>UEI: JV6JJNELRBS5</b> <b>Type: Government</b>
	<b>Fiscal: Deanna (DeeDee) Crabb</b> <a href="mailto:deanna.crabb@clallamcountywa.gov">deanna.crabb@clallamcountywa.gov</a> (360) 417-2293	
<b>PSP INFORMATION</b>	<b>Project Manager</b>	
<b>PUGET SOUND PARTNERSHIP</b> PO Box 40900 Olympia, WA 98504	<b>Jason Lim</b> <a href="mailto:jason.lim@psp.wa.gov">jason.lim@psp.wa.gov</a> (360) 742-7434	

### PURPOSE

The purpose of this amendment #1 is to update the budget to reflect a shift in the Task 2 budget. This amendment provides the approval of the PSP Project Manager for Clallam County HHS to reclassify \$41,173 from supplies to subcontractors because they require specialized software programming services from Tyler Technologies to develop a new database and mapping tool that sustains compliance with OSS maintenance.

Tyler Technologies was obtained through an appropriate procurement process (sole source) and will be funded with \$31,173 of these EPA grant funds. The remaining \$10,000 will go to an additional middleware subcontractor that is currently to be determined (TBD). When Clallam County has a contract in place, they will provide the necessary documentation to PSP.

This reclassification in funding will not change the total project cost, overall task budget, or scope of work outlined in Exhibit B.

### PERIOD OF PERFORMANCE

The period of performance for this agreement remains unchanged from August 27, 2025 through June 30, 2027.

### COMPENSATION AND PAYMENT

Total maximum payable amount remains unchanged at \$120,000. Within Task 2, a total of \$41,173 has been moved from supplies to subcontract with \$31,173 allocated to Tyler Technologies and the remaining \$10,000 allocated to a TBD middleware subcontractor.

The updated budget can be seen in Exhibit C-1 Attachment with changes reflected in red.

### EXHIBIT B. STATEMENT OF WORK

The updated statement of work table is shown below with changes reflected in red.

<b>Task</b>	<b>Task/Activities/Description</b>	<b>Deliverable/ Outcome</b>	<b>Due Date/ Timeframe</b>	<b>Payment Information and/or Amount</b>
<b>1</b>	<b>Program Support and Development</b>			<b>\$58,627</b>
a	Support compliance of Clallam County Code 41.20, On-Site Sewage System.	<ol style="list-style-type: none"> <li>Written SOPs for processes.</li> <li>Succession planning for future staff.</li> <li>Issue OSS permits.</li> </ol>	Ongoing through 6/30/2027	

Task	Task/Activities/Description	Deliverable/ Outcome	Due Date/ Timeframe	Payment Information and/or Amount
b	Continue to implement <i>Clallam County On-Site Septic System Management Plan</i> .	1. Improve Septic Inspection Compliance (SIC) rates, from the 2019-2024 rates of 29.2% – 32.5%, to 40%.	Ongoing through 6/30/2027	
<b>2</b>	<b>Data and Mapping</b>			<b>\$61,373</b>
a	Improve data management in Clallam County's OSS program.	<ol style="list-style-type: none"> <li>1. Integrate OnlineRME with Tyler Technologies permit software through use of the Tyler Health Module and middleware.</li> <li>2. Create reporting tools for OSS in the new permitting database EPnL.</li> <li>3. Repair or replace SIC Red, Yellow, Green, Map</li> </ol>	Ongoing through 6/30/2027	
<b>TOTAL MAXIMUM PAYABLE AMOUNT</b>				<b>\$120,000</b>

All other Terms & Conditions of the original agreement remain in full force and effect.

APPROVAL

This amendment shall be subject to the written approval of the AGENCY'S authorized representative and shall not be binding until so approved. The amendment and agreement may be altered, amended, or waived only by a written amendment executed by both parties.

This amendment is executed by the persons signing below, who warrant they have the authority to execute the agreement.

Clallam County Health & Human Services

Puget Sound Partnership

\_\_\_\_\_ Date

\_\_\_\_\_ Jennifer Carlson

\_\_\_\_\_ Date

Interim Chief Operating Officer

Approved as to form only by:

  
 Jay Reno  
 Civil Deputy Prosecuting Attorney  
 Clallam County

**Exhibit C-1 Attachment**  
**Title: Clallam County OSS Management Plan**

<b>CONTRACT: 2025-20, Amendment #1</b>									
<b>PROJECT TITLE: Clallam County OSS Management Plan</b>									
				<b>TASK 1</b>		<b>TASK 2</b>		<b>TOTAL</b>	
				<b>Program Support and Development</b>		<b>Data and Mapping</b>			
	<b>Job Classification</b>	<b>UNIT</b>	<b>RATE</b>	<b>UNITS</b>	<b>COST</b>	<b>UNITS</b>	<b>COST</b>	<b>UNITS</b>	<b>COST</b>
<b>SALARY COST</b>	Lead Environmental Health Specialist	HR	\$38.60	350	\$13,511	0	\$0	350	\$13,511
	Environmental Health Specialist II	HR	\$34.97	500	\$17,487	0	\$0	500	\$17,487
	Database Specialist	HR	\$34.97	100	\$3,497	350	\$12,241	450	\$15,738
<b>TOTAL SALARY</b>				<b>950</b>	<b>\$34,495</b>	<b>350</b>	<b>\$12,241</b>	<b>1,300</b>	<b>\$46,736</b>
<b>BENEFITS</b>	Lead Environmental Health Specialist	HR	30%		\$4,053		\$0		\$4,053
	Environmental Health Specialist II	HR	30%		\$5,246		\$0		\$5,246
	Database Specialist	HR	30%		\$1,049		\$3,672		\$4,721
<b>TOTAL BENEFITS</b>				<b>-</b>	<b>\$10,348</b>	<b>-</b>	<b>\$3,672</b>		<b>\$14,021</b>
<b>INDIRECT</b>			<b>35%</b>		<b>\$12,080</b>		<b>\$4,287</b>		<b>\$16,367</b>
<b>SUPPLIES</b>	New database and mapping tool		\$ -		\$1,704		\$0		\$1,704
<b>TOTAL SUPPLIES</b>					<b>\$1,704</b>		<b>\$0</b>		<b>\$1,704</b>
<b>SUBCONTRACTS</b>	Tyler Technologies		\$ -		\$0		\$31,173		\$31,173
	Middleware subcontractor (TBD)		\$ -		\$0		\$10,000		\$10,000
<b>TOTAL SUBCONTRACTORS</b>					<b>\$0</b>		<b>\$41,173</b>		<b>\$41,173</b>
<b>TOTAL COSTS</b>					<b>\$58,627</b>		<b>\$61,373</b>		<b>\$120,000</b>

11  
FEB 23 2026



# AGENDA ITEM SUMMARY

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

**Department:** BOCC

**WORK SESSION**  **Meeting Date: February 23, 2026**

**REGULAR AGENDA**  **Meeting Date: February 24, 2026**

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

**Item summary:**

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU
- Proclamation
- Final Ordinance
- Budget Item
- Other Clean Building Grant Application

Documents exempt from public disclosure attached:

**Executive summary:**

Grant Application seeking Commerce funding for a new hot water boiler at the County Headquarters in connection with Clallam County seeking to satisfy the WA Clean Building Performance Standard requirements for its Tier 1 building.

**Budgetary impact:**  **No Budget Impact**

**Recommended action:** BOCC approves Grant Application

**County Official signature & print name:** *J. Gores* Loni Gores, BOCC Clerk

**Name of Employee/Stakeholder attending meeting:** Diane Harvey, Special Projects Manager, Don Crawford, Director of Parks, Fair and Facilities

**Relevant Departments:** BOCC

**Date submitted:** 02/18/26

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

Agenda Item: Clean Building Grant Application  
Revised: 3-04-2019

# Clallam County

## Grant Application Information

DEPARTMENT: **BOCC**

DATE SUBMITTED TO W/S: **02/18/26**

GRANT NAME: **Clean Buildings Compliance Support**

APPLICATION DEADLINE: **03/4/26**

ISSUING AGENCY: **Washington State Department of Commerce**

IS THIS A RENEWAL? **No**

LENGTH OF GRANT: **May 11, 2026 – June 30, 2027**

RENEWAL POSSIBLE? **No**

TOTAL AWARD: **\$784,958**

ANNUAL AMOUNT: **NA**

MATCH REQUIRED? **Application Budget Item**

MATCH AMOUNT: **\$100,000**

**DESCRIPTION OF GRANT AND PURPOSE:** The purpose of this Commerce grant is to fund energy retrofits for municipal owned buildings that are covered under the 2019 Clean Buildings Act and required to meet certain energy performance standards under WAC 194-50. The County is seeking to fully comply with the clean building performance standards by installing a new hot water boiler at the County Headquarters, the only tier 1 building owned by the County which is subject to the clean building performance standards.

**EXPLAIN HOW THIS GRANT WILL BE USED FOR THE GOOD OF CLALLAM COUNTY CITIZENS:** This grant would be used to partially fund the retrofit project along with utility incentives the County is expected to receive from City Lights. This retrofit is projected to reduce the County's utility costs by approximately \$54,679 per year. The projected cost of the project is \$1,189,958.

**DOES THE GRANT ACTIVITY FURTHER THE DEPARTMENT'S MISSION OR CORE FUNCTIONS? HAS IT BEEN A PART OF LONG-TERM DEPARTMENT OR COUNTY GOALS?** This grant supports the County complying with State law. It also supports the goal of reducing fossil fuel consumption to meet the state's greenhouse gas emissions limits. It is consistent with Clallam County's Climate Action Plan (2023). It also is projected to save utility costs annually which reduces general budget requirements.

**DOES THE GRANT ACTIVITY INCREASE AN EXISTING SERVICE OR ADD A NEW SERVICE? TO WHAT DEGREE? IF THE GRANT WERE NOT AVAILABLE, WOULD THE SERVICE HAVE BEEN NECESSARY?**  
No.

**WHAT MEASUREMENTS (PERFORMANCE MEASURES) WILL BE USED TO EVALUATE THE SUCCESS OF THE ACTIVITIES PROVIDED BY THE GRANT? WILL PERFORMANCE MEASURES BE DEVELOPED?**  
The clean building performance standards require that energy usage be measured after the retrofit for a period of 12 months to verify compliance.

**DOES THE GRANT ACTIVITY CREATE A NEW SERVICE OR LEVEL OF SERVICE WHICH IS EXPECTED TO BE CONTINUED FROM LOCAL FUNDING AT THE END OF THE GRANT PERIOD?** No.

**IF MATCHING FUNDS ARE REQUIRED, WHERE WILL THEY COME FROM? DOES THE DEPARTMENT HAVE EXISTING RESOURCES TO COVER MATCH REQUIREMENTS? FROM WHERE? Matching funds will come from Real Estate Excise Taxes.**

**WILL THE ACTIVITY IN THIS GRANT HAVE IMPACTS ON OTHER DEPARTMENTS? HAS THIS BEEN DISCUSSED? DO OTHER DEPARTMENTS HAVE SUFFICIENT RESOURCES TO DEAL WITH ADDITIONAL IMPACTS? This grant impacts the County 's overall compliance with state law. It is not Department specific.**

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

No new positions will be added.

**DOES YOUR DEPARTMENT HAVE SUFFICIENT RESOURCES TO ADMINISTER THE GRANT? PROVIDE FOR TIMELY REIMBURSEMENT AND ACTIVITY REPORTS? The grant will be administered by Special Projects Manager who resides in DCD and CFO Staff.**

**ARE THERE IMPACTS TO THE COUNTY IF THE GRANT IS NOT RECEIVED? WHAT ARE THEY? If the grant is not received, monies may be sought under other grant funding vehicles.**

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

No.

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

No.

**WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.**

No budget changes are necessary.

**OTHER COMMENTS**

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**ELECTED OFFICIAL/DEPARTMENT HEAD SIGNATURE**

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**APPROVAL**

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**Todd Mielke, ADMINISTRATOR**

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

**Exhibit A: CERTIFICATIONS AND ASSURANCES**

I/we make the following certifications and assurances as a required element of my/our Application, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the Application are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single Application.
3. The attached Application is a firm offer for a period of 60 days following receipt, and it may be accepted by COMMERCE without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
2. In preparing this Application, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this Application or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
3. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this Application. All Applications become the property of COMMERCE, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this Application.
4. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the Applicant and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Applicant or to any competitor.
5. I/we agree that submission of the attached Application constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
6. No attempt has been made or will be made by the Applicant to induce any other person or organization to submit or not to submit an Application for the purpose of restricting competition.
7. I/we grant COMMERCE the right to contact references and others, who may have pertinent information regarding the Applicant's prior experience and ability to perform the services contemplated in this procurement.
8. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

I/We have reviewed the Contract and General Terms and Conditions and I/we: (check one and sign)

- are submitting proposed Contract edits. If proposed Contract edits are being submitted, I/we have attached them to this form. (See Section 2.12)
- are not submitting proposed Contract edits. (*Default if neither are checked*)

On behalf of the organization submitting this Application, my signature below attests to the accuracy of the above statements as well as my authority to bind this organization.

\_\_\_\_\_  
Signature

Mike French, Chair, Clallam County Board of Commissioners

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

**EXHIBIT B: APPLICANT AND PROJECT INFORMATION**

**APPLICANT INFORMATION**

<b>Full Legal Name of Organization Applying</b>			<b>Licensed to do Business in Washington?</b>		
Clallam County			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Will become licensed within 30 days of award <input type="checkbox"/> Federally recognized tribal government		
<b>Uniform Business Identifier (UBI):</b>	<b>Nine-digit Statewide Vendor Number (SWV):</b>	<b>Identify CBPS Compliance Year by Gross Square Feet for Proposed Project Building(s)</b>			
054004559	91-6001298	<b>Tier 1</b> <input type="checkbox"/> June 1, 2026: > 220,000 r Number (SWV) <input checked="" type="checkbox"/> June 1, 2027: > 90,000 – less than 220,001 <input type="checkbox"/> June 1, 2028: > 50,000 – less than 90,001  <b>Tier 2</b> <input type="checkbox"/> July 1, 2027: 20,000 - 50,001 <input type="checkbox"/> Multifamily residential buildings greater 20,000			
<b>Mailing Address of Organization Applying</b>			<b>Physical Address of Organization applying (if different than mailing address)</b>		
Street: 223 E. 4 <sup>th</sup> Street			Street: Same		
City: Port Angeles	State: WA	Zip Code: 98362	City:	State:	Zip Code:
<b>Additional Detail:</b> Multiple buildings and/or campuses may be included in a single application. Specific information about the building(s) included in the proposal will be identified later in Exhibit B.					

**KEY STAFF**

<b>Primary contact person for this Application</b>	<b>Other Application contact</b>
Name and Title: Diane Harvey, Special Projects Manager	Name and Title: Don Crawford, Director of Parks & Facilities
Phone: 306-417-2520	Phone: 306-417-2429
Email: <a href="mailto:diane.harvey@clallamcountywa.gov">diane.harvey@clallamcountywa.gov</a>	Email: <a href="mailto:Donald.Crawford@clallamcountywa.gov">Donald.Crawford@clallamcountywa.gov</a>
<b>Executive (Person with authority to bind organization)</b>	<b>Grant Manager (Primary contact for grant activities)</b>
Name/Title: Mike French, Chair of the Board of Commissioners	Name/Title: Diane Harvey, Special Projects Manager
Phone: 306-417-2238	Phone: 360-417-2520
Email: <a href="mailto:Mike.French@clallamcountywa.gov">Mike.French@clallamcountywa.gov</a>	Email: <a href="mailto:diane.harvey@clallamcountywa.gov">diane.harvey@clallamcountywa.gov</a>

<b>Finance (Primary contact for invoices and payment)</b>	<b>Data Manager (Primary contact for data security)</b>
Name/Title: Rebecca Turner, Deputy Chief Financial Officer	Name/Title: Monicka Anderson, Information Technology Director
Phone: 360-417-2224	Phone: 360-417-2599
Email: <a href="mailto:Rebecca.Turner@clallamcountywa.gov">Rebecca.Turner@clallamcountywa.gov</a>	Email: <a href="mailto:monicka.anderson@clallamcountywa.gov">monicka.anderson@clallamcountywa.gov</a>

**SUBGRANTEE INFORMATION (if applicable)**

<b>Name of Organization</b>		<b>Licensed to do Business in WA State</b>
		<input type="checkbox"/> Yes <input type="checkbox"/> Will become licensed within 30 days of award <input type="checkbox"/> Federally recognized tribal government
<b>Uniform Business Identifier (UBI)</b>	<b>Federal Employer ID (FEIN)</b>	<b>Subgrantee Contact Name and Phone Number</b>
Summary of subgrantee's primary responsibilities (50 words maximum)		

**CURRENT OR FORMER STATE EMPLOYEES**

Identify any state employees or former state employees employed by the Applicant or on the Applicant's governing board as of the date of submission. Include their position and responsibilities within the Applicant's organization. If, following a review of this information, it is determined by Commerce that a conflict of interest may exist, the Applicant may be disqualified from further consideration for the award of a contract.

Name	Title	Responsibilities	State Agency	Last Year Worked
See Attachment No 1				

I/we certify no current or former state employees are employed by this organization nor serve on the governing board.

**CONTRIBUTORS**

Please list all those who worked on the development of this Application, whether or not employed by the Applicant.

Name and Title	RFA Section(s)
Diane Harvey, Special Project Manager	All
Don Crawford, Director of Parks & Facilities	All
Devin Malone, Millig Design Build	All

**PROPOSED PROJECT**

Please answer each question in enough detail to convey to the evaluation team the Applicant's understanding of the services, the needs of the communities to be served, and the Applicant's organizational priorities and practices.

**What funding requests are included in your application? (Check all that apply):**

- Clean Buildings Performance Grants**
- Energy Audits for Public Buildings**
- Energy Efficiency Retrofit Grants**
- State Project Improvement Grants**

**What Work Plan(s) are included in your application? (Check all that apply):**

- Building Service/Required Reporting Projects**  
Operations and Maintenance or/and Energy Management Plan development, Energy auditing services, or Benchmarking services.
- Building Retrofit Project**  
Heating and cooling upgrades, lighting upgrades, HVAC controls upgrades, building envelope upgrades, etc.

**Which [Clean Buildings Compliance Pathways](#) (check all that apply) does your work plan(s) enable you to pursue?**

- Tier 1 Meet Energy Use Intensity target (EUIt)**
- Tier 1 Investment Criteria**
  - a. Optimized Bundle identified in energy audit and Life Cycle Cost Analysis (LCCA)
  - b. Implementing All Energy Efficiency Measures (EEMs) identified in energy audit that meet the simple pay back criteria
- Tier 1 Approved Decarbonization Plan for a campus district energy system**
- Tier 1 Alternative compliance pathway (pending final rulemaking—see HB 1543 Rulemaking on [COMMERCE website](#))**
  - a. Prescriptive Electrification  
Or
  - b. Minimum Energy Use Reduction
- Tier 2 Compliance**
- Unable to determine at time of application**

**Consider the following project and building characteristics (check all that apply):**

- Proposal for a Tier 1 covered building with a 2026 or 2027 deadline

- Proposal for a Tier 1 covered building above its EUI<sub>t</sub> and with a higher EUI relative to buildings of a similar use-type
- Proposal for a Tier 1 building with no measurable EUI or a building without an EUI<sub>t</sub>
- A building owned by a sovereign nation or tribe
- Located in a small city or town with a population under 5,000. Population of city/town: [Click or tap here to enter text.](#)
- Located in a rural county (use the [Office of Financial Management's map](#) to identify). Name of county: Clallam County
- A K-12 school building
- Proposes a project located in a community that ranks 9 or 10 on Washington's Department of Health [Environmental Health Disparities Map](#) along one of the following dimensions (mark which, if any, applies to your project).
  - Environmental effects
  - Environmental exposure
  - Sensitive population
- Has never received a grant from Commerce previously

## CURRENT ENERGY USE AND COMPLIANCE QUESTIONS

Fill out one table for each building in the application. If more than one building is included in the application, use the additional tables provided at the end of Exhibit B.

Building #1			
<b>Building Name:</b> Clallam County Administrative Campus	<b>Building Address:</b> 223 East 4th Street		
<b>County:</b> Clallam	<b>Total Square Footage:</b> 134,818	<b>Public or Private Ownership:</b> Public	<b>Hospital District?</b> No
<b>CBPS Tier:</b> Tier 1	<b>Clean Buildings ID:</b> CLALLAM025	<b>Building Activity Type:</b> Public services	<b>Benchmarking Completed?</b> Yes
<b>Building EUI Measured?</b> Yes	<b>Building EUI Identified?</b> Yes	<b>Building EUI:</b> 97.9 kBtu/SF	<b>Building EUI:</b> 81.1 kBtu/SF

If your building has been benchmarked—the measurement and tracking of energy use in the building over time—what 12-month period was used to determine benchmarking/EUI?

January 2024 to December 2024

If you are unable to determine your building's EUI and/or EUI<sub>t</sub>, please explain why.

N/A

Does your building(s) have any of the following currently in place? (if so, provide as attachment to your application)

- Approved Operations and Maintenance Plan
- Approved Energy Management Plan

## Clarifying Questions

Your application includes multiple buildings, and additional building information tables are included in this application.

- Yes
- No

## PROGRAM MANAGEMENT QUESTIONS

- 1. Please describe your project timeline in detail. Your explanation should identify material, labor, contracting, measurement, and verification lead times.**

Clallam County is currently in Investment Grade Audit to develop this energy efficiency work past the ASHRAE energy audit, and we are using the greater detail from the IGA process as a basis for our grant application. Upon contracting with Commerce for grant funding we will issue Notice to Proceed to our ESCO, Millig Design Build, via our partner the DES Energy Program. We will complete an accelerated Measurement & Verification of energy savings in order to complete all work within the Period of Performance of the grant. The attached Gantt outlines the steps and timeline of project construction.

- 2. What steps will be taken to ensure the proposed project is finished with the period of performance (end date: June 30, 2027). Are there any concerns the project will not be completed by this date? If so, what are these concerns?**

We are confident that work will proceed as planned and within the timeframe outlined in the previous step. Our ESCO partner, Millig Design Build, has been working in the DES Energy Program since 2021, and the project team has decades of experience delivering this type of modernization work. Our participation in the DES Energy Program adds an additional layer of oversight and risk management. While we cannot anticipate every eventuality, especially since the project is in an Audit phase and we have not issued Notice to Proceed for design and construction, as part of the Investment Grade Audit our ESCO partner Millig Design Build has generated a Risk Register to track and mitigate project risks. The Risk Register is included as an attachment to this application.

- 3. Have you identified a contractor(s) to perform these services? If yes, how was that contractor(s) chosen? If no, how will you determine who will provide these services?**

Clallam County has selected Millig Design Build to perform these services. Millig was selected as the Energy Auditor after the County obtained state funding, administered by WSAC. Before Millig was selected, the County noticed a Request For Proposal/Qualifications, received five qualified proposals and County staff interviewed the applicants, and the Board of County Commissioners selected Millig. After receiving Millig's ASHRAE Energy Audit Findings on the tier 1 County Administrative Campus building, the Board of Commissioners approved an Investment Grade Audit contract with the State Department of Enterprise Services Energy Program and then selected Millig as the ESCO to execute the IGA. On receipt of the grant, the County will execute an Energy Services Proposal through the Energy Program to implement the project.

- 4. If you are partnering with the Department of Enterprise Services, provide the name and email of your project manager. (informational only)**

Chris Lewis, Energy/Utilities Engineer, Department of Enterprise Services,  
chris.lewis@des.wa.gov

**5. If you are partnering with a Qualified Service Company (ESCO) or, another consultant, provide the name and email of your project manager. (informational only)**

Devin Malone, Millig Design Build, dmalone@milligdb.com

**6. Marginalized communities are routinely underserved. How does this building or your organization support underserved communities and how would you use this funding to serve communities equitably?**

Clallam County supports marginalized communities by providing support, resources and opportunities so that all of our citizens have the ability to have a sense of dignity and well-being within the community. The County has several initiatives directed at developing and administering programs to promote housing solutions, healthcare access and wellness, veteran and developmental disabilities services, and behavioral health programs. The County has the following Advisory Committees, all of which utilize the County Administrative Campus Building to hold their meetings and engage with the public and partners to seek solutions to enhance the lives of our citizens, and break down the systemic barriers to ensure that marginalized communities are receiving the support and resources needed to thrive: the Behavioral Health Advisory Board, the Board of Health, the Developmental Disabilities Advisory Committee, the Homelessness Task Force, the Housing Solutions Committee, and the Clallam County Veterans' Association. The County Administrative Campus Building also houses the County Courthouse and Family Court, several diversion programs to address the root causes of community instability, and Clallam County's Emergency Management Services. The funding requested will enable the County Headquarters to be much more energy efficient which reduces the utility expenses and provides more funds for the County to deploy in providing essential services to our community, including the initiatives that enhance the lives of marginalized communities.

## **WORK PLAN**

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**1. Briefly describe the project's work plan by responding to each sub-question:**

**a) Explain your project objectives, all identified needs for project completion, and the chosen approach for completing the project. Reference any energy audits, engineering studies, cut sheets, drawings and/or professional cost estimates that informed this project and attach referenced documents to your application.**

Clallam County is seeking \$784,958 from this grant in order to implement a heat pump boiler project. The County completed an ASHRAE Level III audit, O&M Program, and Energy Management Plan for the Admin Building in 2025 with Millig Design Build (Millig), selected through a competitive RFPQ process. The County subsequently entered into an Interagency Agreement with the DES Energy Program and selected Millig as its ESCO partner. Building off the success of the energy audit, Millig is in the process of completing an Investment Grade Audit in order to determine the Guaranteed Maximum Cost (GMAX) of the project. The IGA process is expected to be completed in March, 2026. On completion of the IGA, the County will pause in order to contract with Commerce for grant funding before issuing Notice to Proceed to Millig. We plan to begin work on the project in June, 2026, or as soon as possible once under contract with Commerce for grant funding. Based on the energy audit and subsequent efforts of the IGA, the

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County Administrative Campus building has an EUI of 97.9 and an EUI target of 81.1. The heat pump boiler project will bring the County Administrative Campus building into compliance with its EUI, save 926,768 kWh and \$54,679 calculated using today's actual utility rates and reflected in the audit, or \$104,539 annually calculated using statewide average utility rates. Energy savings were calculated through a whole-building eQUEST energy model, which captures the interactive effects of Energy Efficiency Measures when calculating energy savings. The project is expected to cost \$1,189,958 and Millig has calculated an expected utility incentive of \$305,000. The energy audit calculated a simple payback on the project of 18.8 years. Costs were estimated using vendor and trade labor cost proposals, with professional services taken as a markup on construction costs in accordance with the DES Energy Program. Upon project completion, the County will perform Measurement & Verification of energy savings with the Energy Program and Millig. Millig will provide an energy savings guarantee as a part of the project.

**b) Explain how your project will enable compliance with the CBPS or move your building closer to CBPS compliance.**

Clallam County has completed ASHRAE energy audits, O&M Programs, and Energy Management Plans for all of its Covered Buildings. The County has one Tier I building, the County Administrative Campus building which houses in one building the County Headquarters, County Courthouse and County Jail. The County Administrative Campus building is over its EUI. The energy audit specified a single measure as cost effective: supplement the electric boiler with a heat pump boiler. This measure will also bring the building into compliance with its EUI. The County is seeking \$784,958 from this grant in order to implement the heat pump boiler project, and on completion of this project the County can submit the building for full compliance with the Clean Buildings Act

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**2. If applying for funding for capital improvements, are the Energy Audit Report and Professional Cost Estimate attached to your application? (These attachments are required)**

- Yes  
 No

**a) What is the Benefit-cost ratio of planned EEMs? (Benefit-cost ratio is calculated by dividing total project benefits by total project costs)**

3.21

**b) What are the anticipated annual energy savings of planned EEMs?**

The project is projected to reduce annual electricity consumption by 926,768 kWh, resulting in an \$104,539 in annual utility cost savings based on the WA average commercial electricity rate of \$0.1128/kWh.

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**3. If applying for funding for capital improvements, please outline identified risks and associated contingency plans.**

Our ESCO partner, Millig Design Build, has been working in the DES Energy Program since 2021, and the project team has decades of experience delivering this type of modernization work. Our participation in the DES Energy Program adds an additional layer of oversight and risk management. While we cannot anticipate every eventuality, especially since the project is in an Audit phase and we have not issued Notice to Proceed for design and construction, as part of the Investment Grade Audit our ESCO partner Millig Design Build has generated a Risk Register to track and mitigate project risks. The Risk Register is included as attachment to this application

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**a) For State Project Improvement applications only: did you complete and attach the LCCA?**  
(This attachment is required. Tier 1 buildings may opt to submit [Form F](#))

- Yes  
 No

**b) Is this a Stand Alone, Minor Works, or Emergency Repair type project?**

- Stand alone  
 Minor works  
 Emergency repair

**c) Is the baseline project fully funded?**

- Yes  
 No

**d) Provide the baseline project's Project Name and Project Number (for Minor Works, this will be the Parent Project Number**

Click or tap here to enter text.

**e) Are fossil fuels used for any of the proposed equipment or systems? If so, describe alternative energy sources considered and the basis on which your proposed solution was chosen.**

- Yes  
 No

Click or tap here to enter text.

*Additional Notes for Work Plan*

1) ***If an energy audit is conducted, ensure that the information provided in the Work Plan aligns with the Energy Audit.*** Use the same names or designations for buildings and equipment as they appear in the audit report, and reference each of these key figures of the audit.

- An energy audit meets the standards of an ASHRAE level 1, level 2, or targeted level 2 audit conducted by a Qualified Energy Auditor no earlier than five years before the submission of this application.
- Total energy saved (kWh, therms, other) and estimated dollar savings annually
- Project costs

- Baseline energy consumption for the building/facility
- Simple payback (use statewide average utility rates to calculate the simple payback for each)

**2) Provide full supporting details for the following:**

- Describe the methods used to estimate the costs and energy savings for each EEM. If the baseline is estimated, describe the methodology used. Account for EEM interactive effects when discussing combined savings.
- Name actions to ensure that estimated energy savings will be realized, including measurement and verification. *If relevant: service contracts, building operator training, energy savings guarantees.*
- Total estimated costs of implementing the project.

**BUDGET PROPOSAL**

*Project Costs.*

Provide total project costs divided into the activity line-items below for each programmatic funding request. The Proposed Budget must align with the Scope of Work and not exceed any maximum funding amounts in Section 1.4. Commerce contracts are based on milestones. Commerce will only reimburse for full milestones completed (contracts with state agencies are required to on a time and materials basis). Enter a list of specific activities and deliverables (if any) in *Description*, where applicable.

**REQUIRED: For capital improvements, attach a professional cost estimate to your application that aligns with the budgetary line-items in your proposed budget below.**

*Building Name(s)*

Building name(s) should match those provided in Proposed Project table(s).

*Funding Sources.*

*Grantee Match* – Enter planned source under *Description*, where applicable. Before a grant contract is issued, a letter will be required from authorized signatory confirming availability of the match funds.

*Utility Incentives* – Awardees must use any available utility incentives, where applicable. If the incentive amount has not been finalized, use a low-end estimate for the incentive. The individual programmatic award amount can be reduced if the utility incentive is higher than estimated, however, it cannot be increased.

*Fill out a budget template for each programmatic request in your full RFA request. Leave cells blank, if not applicable to your request. Building name(s) should match those provided in Proposed Project table(s). The sum of individual programmatic requests must match final RFA request total. Insert additional lines, if necessary.*

**Total RFA Request: \$** [Click or tap here to enter text.](#)

*\*Amount should equal sum of individual funding requests in proposed budget*

**Clean Buildings Performance Grants (Public & Private):** supports reporting requirement related to CBPS compliance. These projects can include benchmarking, developing an EMP and/or O&M program for Tier 1 and Tier 2 covered buildings. Energy audits to privately owned Tier 1 covered buildings are also eligible for funding. These funds are intended to either bring a building into compliance with the CBPS or identify a clear pathway toward compliance.

Activity	Building Name(s)	Cost
Benchmarking	Click or tap here to enter text.	\$ Click or tap here to enter text.
Operations and Maintenance Program	Click or tap here to enter text.	\$ Click or tap here to enter text.
Energy Management Plan	Click or tap here to enter text.	\$ Click or tap here to enter text.
Energy Audit (see 1.3.1 for eligibility)	Click or tap here to enter text.	\$ Click or tap here to enter text.
<b>Project Total Cost</b>	<b>LEAVE BLANK</b>	\$ Click or tap here to enter text.
Additional Incentives (if available) <i>Source of funds:</i> Click or tap here to enter text.	<b>LEAVE BLANK</b>	(\$ Click or tap here to enter text.)
<b>Totals</b>		<b>Request Total</b>
<b>Clean Buildings Performance Grants Request</b>		\$ Click or tap here to enter text.

**Energy Audits for Public Buildings (Public):** supports energy audits for public buildings in accordance with [Section 8 of the CBPS](#) as part of a building’s compliance with the standard. ASHRAE level 1, level 2 audits or targeted level 2 audits are eligible for funding. Requests should not exceed \$0.50/sqft using the gross square footage of all building in the project unless as specified in 1.4.2.

Activity	Description	Building(s)	Gross sqft	Cost
Energy Audit (provide audit level in <i>Description</i> box)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	\$Click or tap here to enter text.
Additional project costs	Click or tap here to enter text.	<b>LEAVE BLANK</b>	\$Click or tap here to enter text.	
<b>Totals</b>			<b>Cost per sqft</b>	<b>Request Total</b>
<b>Energy Audits for Public Buildings Request</b>			\$Click or tap here to enter text.	\$Click or tap here to enter text.

**Energy Efficiency Retrofits for Public Buildings (Public):** supports building retrofit projects for publicly owned buildings that are pursuing compliance with the CBPS. Building retrofit projects can include but are not limited to heating and cooling upgrades, lighting upgrades, building and HVAC controls upgrades, building envelope upgrades, and purchasing equipment and materials. These projects must directly correlate to bringing a building below its EUI, in relation to the CBPS.

Activity	Description	Building(s)	Cost
Project design/Engineering	Investment grade audit fee. Professional design and engineering services including schematic design, construction drawings, technical specifications, coordination with construction team, and permitting support. Construction management by ESCO. Overhead and profit of ESCO. Measurement and verification of energy savings. DES Energy Program PM fee. Sales taxes as applicable.	Administrative Campus	\$398,477
Project Materials	Click or tap here to enter text.	Click or tap here to enter text.	\$Click or tap here to enter text.

Cost of Construction	Includes labor and materials to install heat pump boiler and integrate to existing building control system; general construction conditions, bonds and permits, GC site supervision of contractors, commissioning. Sales taxes as applicable. Excludes project contingency.	Administrative Campus	\$791,481
<b>Project Total Cost</b>		<b>LEAVE BLANK</b>	\$1,189,958
<b>Additional Funding Sources</b>			
Grantee Match, if available	Source of funds: Real Estate Investment Trust	<b>LEAVE BLANK</b>	(\$100,000)
Utility Incentives, if available	Source of funds: City of Port Angeles utility incentive	<b>LEAVE BLANK</b>	(\$305,000)
<b>Totals</b>			<b>Total Request</b>
<b>Energy Efficiency Retrofits for Public Buildings Request</b>			<b>\$784,958</b>

**State Project Improvement (Public):** supports improvements to minor works, stand-alone, or emergency projects at facilities owned by state agencies seeking CBPS compliance. Eligible projects must repair or replace existing building systems and reduce greenhouse emissions from state operations, including but not limited to HVAC, lighting, insulation, windows, and other mechanical systems. Awarded grants will pay the difference for enhancements to previously budgeted and approved capital projects that incorporate greater energy efficiency and conservation measures. Completion and submission of the [LCCA](#) is required for all applications EXCEPT applications for Tier 1 buildings that are pursuing compliance with CBPS. Tier 1 buildings may opt to submit [Form F](#).

<b>Activity</b>	<b>Building(s)</b>	<b>Baseline Project (\$)</b>	<b>Alternative Project Cost (\$)</b>
Project Direct Costs	Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.
Project Indirect Costs	<b>LEAVE BLANK</b>	\$Click or tap here to enter text.	\$Click or tap here to enter text.
<b>Additional Funding Sources</b>			
Amount Provided in Enacted Budget	<b>LEAVE BLANK</b>	(\$Click or tap here to enter text.)	(\$Click or tap here to enter text.)
Utility Incentives	Source of funds: Click or tap here to enter text.	(\$Click or tap here to enter text.)	(\$Click or tap here to enter text.)

Other Funding Sources, if available	Source of funds: Click or tap here to enter text.	(\$Click or tap here to enter text.)	(\$Click or tap here to enter text.)
<b>Totals</b>			
<b>Total Project Cost</b>		\$Click or tap here to enter text.	\$Click or tap here to enter text.
<b>State Project Improvement Request</b>			\$Click or tap here to enter text.

**ADDITIONAL BUILDING INFORMATION TABLES**

**\*Copy and fill out as many as are needed for your application\***

<b>Building # 2 etc</b>			
<b>Building Name:</b> Click or tap here to enter text.	<b>Building Address:</b> Click or tap here to enter text.		
<b>County:</b> Click or tap here to enter text.	<b>Total Square Footage:</b> Click or tap here to enter text.	<b>Public or Private Ownership:</b> Choose an item.	<b>Hospital District?</b> Choose an item.
<b>CBPS Tier:</b> Choose an item.	<b>Clean Buildings ID:</b> Click or tap here to enter text.	<b>Building Activity Type:</b> Choose an item.	<b>Benchmarking Completed?</b> Choose an item.
<b>Building EUI Measured?</b> Choose an item.	<b>Building EUI Identified?</b> Choose an item.	<b>Building EUI:</b> Click or tap here to enter text.	<b>Building EUI:</b> Click or tap here to enter text.

**If your building has been benchmarked—the measurement and tracking of energy use in the building over time—what 12-month period was used to determine benchmarking/EUI?**

Click or tap here to enter text.

**If you are unable to determine your building's EUI and/or EUI, please explain why.**

Click or tap here to enter text.

**Does your building(s) have any of the following currently in place? (if so, provide as attachment to your application)**

- Approved Operations and Maintenance Plan
- Approved Energy Management Plan

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FEB 23 2026



# AGENDA ITEM SUMMARY

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

Department: Human Resources 2/23/26

WORK SESSION  Meeting Date:

REGULAR AGENDA  Meeting Date:

Required originals approved and attached?   
Will be provided on:

**Item summary:**

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- Other Position Needs Assessment

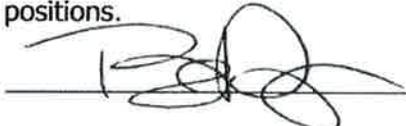
Documents exempt from public disclosure attached:

**Executive summary:**

All departments submit a requisition to Human Resources for any new open position. Through that process a Position Request Need Assessment Questionnaire is also submitted. The questionnaire will be presented by Human Resources to the Board of County Commissioners for review and approval/denial.

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

**Recommended action:** (Does the Board need to act? If so, what is the department's recommendation?)  
Please review for approval/denial of the open positions.

County Official signature & print name:  Bonnie Dennler

Name of Employee/Stakeholder attending meeting: Human Resources Director

Relevant Departments: County-wide

Date submitted: 2/18/26

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

Blank Position Needs Assessment - BOCC  
Revised: 3-04-2019



CLALLAM COUNTY  
Board of County Commissioners  
Finance Division  
223 E. 4th Street  
Port Angeles, WA 98362

TODD MIELKE, COUNTY ADMINISTRATOR

## Position Request Need Assessment Questionnaire

### Purpose:

To ensure sound decision-making in filling positions, this assessment will help evaluate the financial and operational necessity of the requested role. Given current budget constraints and potential changes in funding availability, departments are required to complete this form before approval of any hiring requisition.

### Instructions:

Please complete all questions thoroughly. Attach any necessary supporting documentation. Incomplete forms may delay the review process.

### Section 1: General Information

Department: **Sheriff's Office**

Position Title: **Jail Nurse RN - Part-time**

Salary Range: **75**

Is this position included in the current budget? Yes  No

If no, what is the funding source or proposed budget adjustment? .

What is the ideal timeline for filling this position? **Immediately**

How long has this position been vacant? **Since November 3, 2025.**

### Section 2: Justification & Impact Assessment

#### 1. Operational Necessity

- What are the key responsibilities of this role that cannot be covered by existing staff? **Due to the caseload of medical needs in both the adult and juvenile facility, this position is vital in support to our medical team.**
- What are the consequences of not filling this position? (e.g., legal risk, service reductions, increased costs, operational delays)? **The County is required to provide access to necessary and emergency medical treatment. RCW70.48.130**

#### 2. Funding & Budget Considerations

- Is this position fully or partially grant-funded? Yes  No
- If yes, identify the funding:  
Direct Federal Funding  Indirect State Funding  Pass-Through Funding (i.e.. HCA)
- What is the total allowed amount in the grant? **25**
- If the grant is reduced or eliminated, how will this position be sustained? **2025**



CLALLAM COUNTY  
Board of County Commissioners  
Finance Division  
223 E. 4th Street  
Port Angeles, WA 98362

TODD MIELKE, COUNTY ADMINISTRATOR

- What is the total annual cost of this position (salary + benefits): [redacted]
- If this position is not filled, what cost savings would be realized? [redacted]

### 3. Workload & Staffing Considerations

- Is this a new position or a replacement position?  
 NEW  Replacement – Previous Employee: **Nicki McCann**
- If a replacement, was the previous employee working full-time? Yes  No
- Annual overtime costs for the previous employee, if any: \$ **None**.
- Can this role be restructured into a part-time role? Yes  No 
  - i. If no, explain why full-time status is necessary: **This is a part-time position.**
- Have job duties been evaluated for reallocation to existing staff? Yes  No 
  - i. If no, explain why reallocation is not feasible: [redacted]

### 4. Legal, Regulatory, & Service Delivery Impact

- Does failure to fill this position put the County at risk of violating any RCW, WAC, or contractual obligations? Yes  No 
  - i. If yes, provide details and references to applicable regulations: **RCW 70.48.130, as well as potential 8<sup>th</sup> Amendment and Title 42 Section 1983 violations.**
- Is this position required to maintain mandated services or regulatory compliance?  
Yes  No 
  - i. If yes, specify the mandates impacted by this role: [redacted]

### 5. Strategic & Organization Considerations

- Does this position align with long-term strategic goals for the department? Yes  No   
For the organization? Yes  No 
  - i. If yes, explain how this position supports future planning and growth:  
For the Department: [redacted]  
For the Organization: [redacted]
- Are there any upcoming changes in federal or state funding that could impact the sustainability of this role? Yes  No 
  - i. If yes, describe potential risks and contingency plans: [redacted]



**CLALLAM COUNTY**  
**Board of County Commissioners**  
**Finance Division**  
223 E. 4th Street  
Port Angeles, WA 98362

TODD MIELKE, COUNTY ADMINISTRATOR

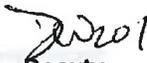
**Section 3: Supporting Documentation**

Please attach the following documents with your completed form:

- Current Organizational Chart (showing position placement)
  
- Budget Impact Analysis (if applicable)
- Current Schedule A
- Grant Funding Documentation (if applicable)
- Any Additional Supporting Documents

**Section 4: Department & Administrative Review**

Prepared by:

- Name: Don Wenzl 
- Title: Chief Correction Deputy
- Date: 02/04/2026

Department Head Approval (if different than above):

- Name: Brian King
- Title: Sheriff
- Date: 02/04/2026

Department Head Signature: \_\_\_\_\_

 SHERIFF



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# AGENDA ITEM SUMMARY

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

FEB 23 2026

**Department: Public Works**

**WORK SESSION**  **Meeting Date: February 23, 2026**

**REGULAR AGENDA**  **Meeting Date: February 24, 2026**

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

**Item summary:**

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

Documents exempt from public disclosure attached:

**Executive summary:**

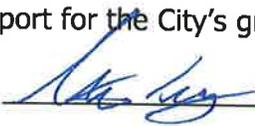
Letter of support for the City of Sequim application for funding under the *Federal 2026 Better Utilizing Investments to Leverage Development (BUILD) Grant Program* for the design to complete the full US 101-Simdars interchange.

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

Not applicable

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

Recommend the Board provide a letter of support for the City's grant application.

**County Official signature & print name:**  Steve Gray

**Name of Employee/Stakeholder attending meeting:** Steve Gray

**Relevant Departments:** Public Works

**Date submitted: February 18, 2026**

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



# Board of Clallam County Commissioners

223 East 4<sup>th</sup> Street, Suite 4  
Port Angeles, WA 98362-3015  
360.417.2233 Fax: 360.417.2493

Email: [commissioners@clallamcountywa.gov](mailto:commissioners@clallamcountywa.gov)

**MIKE FRENCH, District 3, Chair**  
**RANDY JOHNSON, District 2**  
**MARK OZIAS, District 1**

**TODD MIELKE, County Administrator**

February 24, 2026

City Manager  
Matthew Huish  
152 W. Cedar St.  
Sequim, WA 98382

SUBJECT: US 101-Simdars Interchange Project

City Manager Huish,

By means of this letter, Clallam County (County) is expressing its support of the City's efforts to improve highway access and safety on the US 101 corridor, the singular most important vehicular transportation route connecting Clallam County to the greater Puget Sound region. This project will address a significant gap in the US 101 corridor – the incomplete Simdars Interchange.

We are fully in support of the City's application for funding under the Federal 2026 Better Utilizing Investments to Leverage Development (BUILD) Grant Program for the design to complete the full US 101-Simdars interchange. This project will greatly benefit safety, access and traffic conditions for residents, businesses and travelers in Sequim as well as the greater Clallam County region.

We value our partnership with the City of Sequim and share the City's commitment to improving safety for all users traveling the US 101 corridor and interchanges within the City of Sequim.

We appreciate the City's leadership in this corridor to improve transportation outcomes for all users.

Sincerely,

BOARD OF CLALLAM COUNTY COMMISSIONERS

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Mike French, Chair

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Randy Johnson

---

Mark Ozias



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FEB 23 2026

# AGENDA ITEM SUMMARY

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

**Department: Public Works/Roads**

**WORK SESSION**  **Meeting Date: 02/23/2026**

**REGULAR AGENDA**  **Meeting Date: 03/03/2026**

**Required originals approved and attached?**

**Will be provided on:**

**Item summary:**

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- Other Right of Way Acquisition

Documents exempt from public disclosure attached:

**Executive summary:**

Wild Salmon wants to replace a culvert on Quandary Creek for fish passage. A temporary construction easement is needed. This is the second easement needed.

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

Cost of easement is \$252.

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

Approve

**County Official signature & print name:** Joe Donisi, P.E.

**Name of Employee/Stakeholder attending meeting:** Joe Donisi, Linda Capps

**Relevant Departments:** Roads

**Date submitted:** 2/18/2026

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

COUNTY ROAD NAME E Lake Pleasant Rd CRP \_\_\_\_\_  
NO. 16170  
PROPERTY OWNERS Greene Properties LLC

**CLALLAM COUNTY ROAD DEPARTMENT  
Easement Purchase Agreement**

In exchange for deeded land in the matter of the above said County Road Project, Clallam County shall provide the following:

For temporary construction easement - \$152.00

Administrative Adjustment - \$100<sup>00</sup>  
Total \$ 252<sup>00</sup>

The undersigned property owners hereby authorize and grant Clallam County the right to provide the above agreement, together with the right to enter upon their remaining lands as may be necessary to perform any of the above. There are no other agreements written or oral other than those stated herein.

Signed at \_\_\_\_\_, Washington this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

  
\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Address; Street or Box No.

\_\_\_\_\_  
Address; Street or Box No.

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

  
\_\_\_\_\_  
R/W Agent or Witness

\_\_\_\_\_  
R/W Agent or Witness

**Reviewed By:**

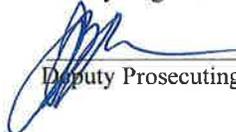
**Approved By:  
BOARD OF CLALLAM COUNTY COMMISSIONERS**

  
\_\_\_\_\_  
Assistant Engineer Date 2-18-26

\_\_\_\_\_  
Mike French, Chair Date

  
\_\_\_\_\_  
County Engineer Date 2-18-26

\_\_\_\_\_  
Randy Johnson Date

  
\_\_\_\_\_  
Deputy Prosecuting Attorney Date 2-18-26

\_\_\_\_\_  
Mark Ozias Date

WHEN RECORDED RETURN TO  
Clallam County Public Works Department Road Division

### Temporary Easement

**THE GRANTOR** **Greene Properties LLC**

for and in consideration of \$10.00 and other valuable consideration grants and conveys to **CLALLAM COUNTY, A POLITICAL SUBDIVISION, BY AND THROUGH ITS ROAD DEPARTMENT** a temporary easement over, under, upon and across the hereinafter described lands, situate in the County of Clallam, State of Washington, for the purpose of roads, slopes, drainage, clear zone and utilities, being a portion of Tax Parcel No: 133025310075

### See Legal Attached

together with the right at all times to the Grantee(s), its successors and assigns, for ingress to and egress from said lands, across adjacent lands of the Grantor(s) for the purpose of construction of the project or work which is the subject of this easement. The rights, title, privileges and authority hereby granted shall continue and be in force from 09/01/2025 until 12/31/2026 at which time all such rights, title, privileges and authority hereby granted shall terminate.

Dated Feb 18 20 26

[Signature]  
GRANTOR:

GRANTOR:

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF CLALLAM )

On 18<sup>th</sup> this Feb day 2026 personally appeared before me to me to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he signed the same as his free and voluntary act and deed, for the uses and purposes therein mentioned.

Given under my hand and official seal this 18<sup>th</sup> day of Feb, 2026.

[Signature]  
Notary Public in and for the State of Washington,  
residing at Port Angeles, WA  
My appointment expires: 11/22/27



## TEMPORARY CONSTRUCTION EASEMENT DESCRIPTION

THAT PORTION OF GOVERNMENT LOT 6 OF SECTION 25, TOWNSHIP 30 NORTH, RANGE 13 WEST, W.M., DESCRIBED AS FOLLOWS;

COMMENCING AT THE SOUTHEAST CORNER OF SAID GOVERNMENT LOT 6, THENCE NORTH 86°18'29" WEST ALONG THE SOUTH LINE OF SAID GOVERNMENT LOT A DISTANCE OF 300.02 FEET TO A POINT ON THE CENTERLINE OF EAST LAKE PLEASANT ROAD; THENCE ALONG SAID CENTERLINE NORTH 03°10'21" WEST A DISTANCE OF 259.49 FEET; THENCE NORTH 86°49'39" EAST A DISTANCE OF 30 FEET TO A POINT ON THE EAST RIGHT OF WAY OF EAST LAKE PLEASANT ROAD, SAID POINT ALSO BEING THE POINT OF BEGINNING;

THENCE NORTH 03°10'21" WEST ALONG SAID EAST RIGHT OF WAY A DISTANCE OF 120.00 FEET;

THENCE NORTH 86°49'39" EAST A DISTANCE OF 5.00 FEET;

THENCE SOUTH 03°10'21" EAST A DISTANCE OF 35.00 FEET;

THENCE NORTH 86°49'39" EAST A DISTANCE OF 25.00 FEET;

THENCE SOUTH 03°10'21" EAST A DISTANCE OF 85.00 FEET;

THENCE SOUTH 86°49'39" WEST A DISTANCE OF 30.00 FEET TO THE POINT OF BEGINNING;

SITUATE IN CLALLAM COUNTY, WASHINGTON.

HAVING AN AREA OF 2,725 SQUARE FEET



# AGENDA ITEM SUMMARY

3a  
FEB 23 2026

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

Department: DCD

WORK SESSION  Meeting Date: 2/23/2026

REGULAR AGENDA  Meeting Date: 3/3/2026

Required originals approved and attached?

Will be provided on:

**Item summary:**

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU
- Proclamation
- Final Ordinance
- Budget Item
- Other: Request for Qualifications for Geotechnical Assessment on McDonald Creek

Documents exempt from public disclosure attached:

**Executive summary:** We have designs and funding to construct new diversion infrastructure for the McDonald Creek Fish Passage and Irrigation Project. We are seeking qualifications for consultants to provide an additional geotechnical assessment after management actions altered slopes and potentially changed stability and erosion conditions at the site. This will help determine if the designs are still feasible and provide alternative recommendations if needed.

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

**Recommended action:** (Does the Board need to act? If so, what is the department's recommendation?)  
Please sign the Request for Qualifications notice.

**County Official signature & print name:** Bruce Emery 

**Name of Employee/Stakeholder attending meeting:** Chase O'Neil

**Relevant Departments:** DCD

**Date submitted:** 02/17/2026

REQUEST FOR PROPOSALS/QUALIFICATIONS

Clallam County is soliciting proposals from interested parties to provide a geotechnical assessment and recommendations for a water diversion facility on McDonald Creek near US Highway 101 to the Board of Clallam County Commissioners. A geotechnical evaluation of the site was completed in 2020, prior to recent work on the diversion and embankment. The County is seeking geotechnical reconnaissance-site reconnaissance of bank stability, geotechnical analysis and report addendum. Proposals will be received at 223 East 4<sup>th</sup> Street, Room 150, Port Angeles, Washington until 10 a.m., Tuesday, March 24<sup>th</sup>, 2026 at which time they will be opened publicly and read aloud.

The sealed proposals must be clearly marked on the outside of the envelope, "Bid Proposal – Geotechnical Assessment for McDonald Creek." Address proposal to: Board of Clallam County Commissioners, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

An informational packet on preparing a proposal may be obtained Monday through Friday, 8 a.m. to 4:30 p.m., from Chase O'Neil, Clallam County Department of Community Development, 223 E.4<sup>th</sup> Street Port Angeles, WA 360-417-2322 or email chase.oneil@clallamcountywa.gov.

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

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2026

ATTEST:

BOARD OF CLALLAM COUNTY COMMISSIONERS

\_\_\_\_\_  
Loni Gores, MMC, Clerk of the Board

\_\_\_\_\_  
Mike French, Chair

c: Department  
Tickle

Publish: March 6<sup>th</sup> and 13<sup>th</sup>  
Bill: DCD

Clallam County  
Request for Qualifications: Geotechnical Services  
for McDonald Creek Irrigation and Fish Passage Improvement Project

**Objective**

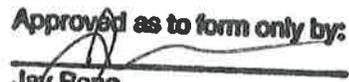
Clallam County (“the County”), a municipal corporation of the State of Washington, seeks qualifications for consultants interested in providing a geotechnical assessment and recommendations for a water diversion facility on lower McDonald Creek near US Highway 101. The County contracted a geotechnical evaluation for the site in 2020 and would like an additional assessment after management actions altered slopes at the site. Specifically, the County is looking for advice on long-term slope stability and bank erosion in relation to current designs for new diversion infrastructure. The County seeks consultants that are licensed in the State of Washington with experience in geotechnical assessments, slope stability, and water diversion structures.

**Background**

McDonald Creek (also known locally as McDonnell Creek) is located west of the Dungeness River in Water Resource Inventory Area 18. Continuous flow measurements are not available for McDonald Creek, but precipitation ranges from 18 inches in Sequim to 65 inches in the headwaters in Olympic National Park. Peak flows in McDonald Creek are dominated by winter rains and spring snowmelt, with dry summers creating low stream flow conditions typically from July through September. United States Geological Survey has collected flow measurements; ranging from less than 1 cfs (late summer to early fall) and 20-25 cfs (mid to late spring). ESA-Listed Puget Sound Steelhead, Coho, late chum, Cutthroat, and Pacific lamprey utilize McDonald Creek up to RM 5.2 where salmonid migration is blocked by a natural barrier.

Lower McDonald Creek lies between the cities of Sequim (east) and Port Angeles (west) on the Northern end of the Olympic Peninsula. The project site is on county-owned land and is located just upstream (south) of the US Route 101 crossing (48° 5' 20.25" N, 123° 14' 11.47" W), see map next page.

Agnew Irrigation District has historic water rights in McDonald Creek and the Dungeness River. On the project site (RM 3.1), Agnew Irrigation District has an easement for their infrastructure to divert water from McDonald Creek and provide irrigation water for their district. Additionally, Agnew Irrigation District pipes water from the Dungeness River and adds this flow to McDonald Creek at RM 5.0.

Approved as to form only by:  
  
Jay Reno  
Civil Deputy Prosecuting Attorney  
Clallam County

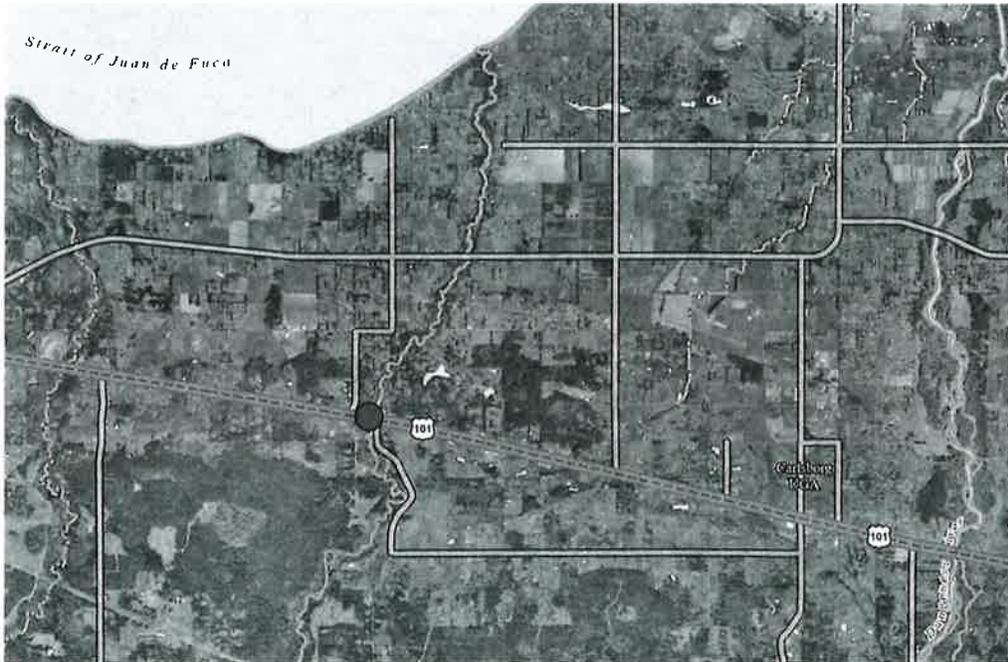


Figure 1 Map with project site (red dot).

The existing diversion structure consists of a concrete dam, a Denil fishway and diversion channel along the right (east) side of the creek, upstream of the US 101 bridge crossing. Approximately 500 ft downstream of the concrete dam is a rotating drum fish screen. The structure currently inhibits passage for both adult and juvenile salmonids according to the Washington Department of Fish and Wildlife. To remedy the fish passage barrier, an updated irrigation outtake was designed, permitted, and funded by Department of Ecology, US Fish and Wildlife Service and the Salmon Recovery Funding Board.



Figure 1 Photo of diversion channel (left) and concrete dam (right).

In April 2025, an earthen embankment was constructed along the right (east) bank of the creek for the diversion and maintenance access. Construction of the embankment included some excavation into toe of hillslope which may have increased slope instability. The right bank hillslopes along the creek are about 45 degrees and the left bank about 30 degrees, with localized steeper sections where there is active erosion. The creek at the diversion dam is approximately 55 feet in width and bounded by steep slopes on either side. The diversion flows along the toe of the creek's right bank on a berm that is about 10 feet wide and approximately 3 feet above the creek bed.



*Figure 2 Photos in March 2025, before the construction work.*



*Figure 3 Photos in April 2025 after the construction work.*

See McDonald Creek Project Manual for the 2020 geotechnical report, current design plans and other details.

### **Scope of Work**

The County is looking for a consultant to provide:

- Geotechnical report evaluating the site and changes
  - Comparing the 2020 geotechnical report to new conditions
  - Assessing the site for slope stability and erosion concerns
  - Advice on feasibility of current designs with site changes
  - Advice on alternatives: piping, moving facility downstream, etc.

### **Eligible proposers**

Submissions will be accepted from individuals, organizations (profit or non-profit), or other collaborative arrangements that:

- Are qualified and licensed to conduct business in the State of Washington and Clallam County.
- If a corporation or limited liability company, it must be in good standing with the Washington Secretary of State, and
- Possess knowledge sufficient to perform professional services to successfully perform the Scope of Work described herein.

### **Source of Funds**

Funding for the scope of work will be provided through a Federal Fisheries Restoration and Irrigation Mitigation Act (FIRMA) grant.

### **Qualifications, bid requirements, and submission process**

The County asks the consultants to prepare a qualification packet that outlines:

- Key personnel qualifications with relevant project experience
- Qualifications/expertise of firm/company
- Familiarity with project elements (diversion infrastructure, slope stability, etc.)
- Estimated cost of services
- References

Any questions regarding the RFQ must be submitted to the Clallam County Habitat Biologist via email. Questions will be posted with responses and shared with all parties expressing interest in the project. Address all RFQ questions by email to: [chase.oneil@clallamcountywa.gov](mailto:chase.oneil@clallamcountywa.gov)

Submissions pursuant to this RFQ shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of the RFQ and the contents of the submission may become contractual obligations if an agreement is awarded. Failure of the successful Proposer to accept these obligations may result in cancellation of the award. The County reserves the right to withdraw this RFQ at any time without prior notice. All proposals submitted in response to the RFQ become the property of the County and will be a public record after the selection process is completed.

Sealed qualification submissions must be clearly marked on the outside of the envelope: "Bid Proposal – Geotechnical Assessment for McDonald Creek." They should be sent to 223 East 4<sup>th</sup> Street, Suite 4, Port Angeles, Washington or hand-delivered to 223 East 4<sup>th</sup> Street, Room 150, Port Angeles, Washington. They must be received by 10 a.m., Tuesday, March 24<sup>th</sup>, 2026, at which time they will be opened publicly and read aloud. Submissions that are not received by this date and time will be sent back unopened. The County only accepts physical qualification submissions; there is no online/email submittal process.

The County will conduct a preliminary evaluation of all submissions to determine compliance with requirements and mandatory document submissions. The County reserves the right to

request additional information to clarify the content of a submission. The County, at its sole discretion, reserves the right to accept or reject any or all submissions.

**Preliminary Schedule**

<b>Event</b>	<b>Date</b>
Release of Request for Qualifications	March 3, 2026
Qualification submissions due	March 24, 2026
Submissions opened by commissioners	March 24, 2026
County review of applicants	March 24-27, 2026
Notify selected consultant	March 27, 2026
Contract begins	April 14, 2026 (tentative)
Final report submitted, i.e., work is complete	May 15, 2026 (tentative)

**Contract Award Process**

County Staff will review the applications and, based on the evaluation criteria listed above, select one proposer to recommend to the Board of County Commissioners. The Board of County Commissioners will approve the recommendation unless it determines staff has not properly applied the above evaluation criteria. In that case, the Board of County Commissioners shall return the recommendation to staff with instructions to re-evaluate the submissions.

The proposer selected to perform the services outlined in this RFQ will enter into an agreement, approved as to form by the County Attorney, directly with Clallam County.

The County reserves the right to verify the information received in the submission. If the proposer knowingly and willfully submits false information or data, the County reserves the right to reject that submission. If it is determined that an agreement was awarded as a result of false statements, or other data submitted in response to this RFQ, the County reserves the right to terminate the agreement.

**Non-Discrimination and Equal Opportunity**

Clallam County complies with state and federal laws prohibiting discrimination on the basis of any protected status. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the County commits to nondiscrimination on the basis of disability in all of its programs and activities. In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, the county will affirmatively ensure that in this RFQ process and in any contract entered into pursuant to this RFQ, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. Women- and minority-owned business enterprises and veteran-owned firms are encouraged to respond to this opportunity.

### **Contractual Terms and Conditions**

The successful Proposer will be expected to execute a contract with the County on a form that is approved by the County Attorney. A sample of the County's "Personal Services Contract" is available at request and may be modified at the County's discretion or as negotiated between the County and selected Proposer. The Proposer's standard contract may be used with preapproval by the County's Attorney. If Proposer's submission is incorporated by reference into the executed contract, the terms and conditions of the contract will have priority over any potentially contradictory language in the submission. The County anticipates a contract through May 15, 2026 with no automatic renewal. However, options for extensions may be negotiated. The County reserves the right to negotiate all elements with the apparent successful Proposer to ensure that the best possible consideration is afforded to all concerned. County representatives and the selected finalist will review in detail all aspects of the requirements and the submission. During the review the Proposer may offer, and the county may accept, revisions to their submission.