



AGENDA

DISTRICTING COMMISSION

223 East 4th Street, Room 160

Port Angeles, Washington

April 26, 2021 – 2:30 p.m.

****ATTENTION****

In response to the current Governors order Clallam County has moved Phase 3 of the Healthy Washington Roadmap to Recovery Plan. To be in compliance with the Healthy Washington Roadmap to Recovery Plan the following general requirements for COVID safety for meetings held in the Board of Commissioners Board Room are as follows:

1. All attendees are encouraged to provide contact information on a sign in sheet which will be retained for 28 days for contact tracing purposes.
2. Public seating areas and Board member seating must be arranged to ensure physical distancing is maintained.
3. Meeting attendees must wear a proper face covering and maintain six feet of physical distance between other persons.
4. No food or drink should be consumed in the BOCC Board Room.
5. Meeting organizers shall clean or arrange to have cleaned high-touch surfaces before and after each meeting.
6. Hand sanitizing stations will be available in the BOCC Board Room.
7. Keep doors and windows open where possible to improve ventilation.
8. The Chair of the meeting shall ensure masking and social distancing practices are enforced and practices by all event attendees.

Meeting information can be found on the Clallam County website at:

<http://www.clallam.net/bocc/DistrictingCommission.html>

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

If you would like to participate in the meeting via BlueJeans audio only, call 408-419-1715 and join with Meeting ID: 875 561 784

If you would like to participate in the meeting via BlueJeans video conference, visit www.bluejeans.com and join with Meeting ID: 875 561 784

Citizens are encouraged to make public comment in person, phone, video or in writing. Citizens with comments or questions regarding the Districting Commission may contact the Clerk of the Districting Commission at agores@co.clallam.wa.us or 360-417-2256.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES

- Minutes April 5, 2021

REPORTS AND PRESENTATIONS

- Chair report

AGENDA for the Meeting of April 26, 2021
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BUSINESS ITEMS

- Discussion on redistricting timeline – SB 5013
- Districting Master Agreement review and approval

NEXT MEETING DATE

- Redistricting training – April 29, 2021 at 1 p.m.
- Next meeting date – TBD

PUBLIC COMMENT – Please limit comments to three minutes

ADJOURNMENT

**INSTRUCTIONS FOR SPEAKING AT A
DISTRICTING COMMISSION MEETING:**

- Members of the public wishing to address the Commission on general items may do so during the designated times on the agenda.
- Public comment is limited to 3 minutes for each speaker subject to the Commissions concurrence.
- Individual making comments shall first state their name and address for the official record.
- General comments, applause, booing from members of the audience are inappropriate and may result in removal.
- Written public comment can be emailed to the Clerk at agores@co.clallam.wa.us.

These guidelines are intended to promote an orderly system for conducting a public hearing so that each person has an opportunity to be heard and to ensure that exercising their right of free speech embarrasses no one.

Note: Written testimony presented by members of the public during the meeting is considered a public document and must be submitted to the Clerk of Districting Commission. Copies of public documents from meetings are available by contacting the Public Records Department.

Districting Commission
Draft minutes April 5, 2021



CLALLAM COUNTY DISTRICTING COMMISSION MEETING MINUTES of April 5, 2021

MEETING OF THE DISTRICTING COMMISSION (DC)

Chair Teichert called the meeting to order at 1 p.m., April 5, 2021. Also present were Commissioners Livingston, Hetrick-Oosterveld, McEntire and Collins. All Commissioners appeared in person.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Teichert requested to add discussion on SSB 5013.

ACTION TAKEN: Livingston moved to approve as modified, Collins seconded, motion carried

PUBLIC COMMENT

- Ed Bowen, Clallam Bay, commented the Districting Master agreement (see attached).
- Don Corson, Port Angeles, commented on public hearings.

APPROVAL OF MINUTES

- Minutes March 15, 2021

ACTION TAKEN: Hetrick-Oosterveld to approve as presented, Collins seconded, motion carried

REPORTS AND PRESENTATIONS

- Chair report

Teichert reported that items for follow-up from the last meeting were to follow-up with the County GIS Department for help during the process and issues with insurance on the agreement. He noted that the County GIS Department is willing to assist the Districting Master and requested 1 week notice for information requests. He commented that the Professional Liability insurance was removed from the agreement with the approval of the County Risk Management Department.

BUSINESS ITEMS

- SB 5013 discussion

McEntire briefed the DC Members on SSB 5013 and date deadlines. He noted if the bill passes it is no longer an 8 month timeline. Clallam County deadline would be on a December 31, 2021. McEntire believes the DC Members should know more in the next week. DC Members and Districting Master discussed SB 5013 and deadlines.

- Districting Master - Personal Services Agreement review and vote to approve
DC Members and Districting Master reviewed the agreement and made recommendations for corrections, additions and deletions. Discussion was held regarding the invoicing for the Districting Master (DM)

ACTION TAKEN: Collins moved to have another meeting before we approve the agreement, McEntire seconded, motion carried

NEXT MEETING DATE

- Next meeting date – Wednesday, April 21, 2021 at 1 p.m. – Special Meeting

CLALLAM COUNTY DISTRICTING COMMISSION
MINUTES of April 5, 2021
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PUBLIC COMMENT

- Ed Bowen, Clallam Bay, commented on educating during the process, bylaws – March 15 date, west end district.

ADJOURNMENT

Meeting concluded at 2:11 p.m.

ACTION TAKEN: Livingston moved to adjourn, Hetrick-Oosterveld seconded, motion carried

Respectfully submitted,

Loni Gores, CMC
Clerk to the Districting Commission

Approved: April xx, 2021

DRAFT

Gores, Alanna

From: Gores, Alanna
Sent: Wednesday, April 07, 2021 12:13 PM
To: 'Ed Bowen'
Subject: FW: FW: Districting Commission written comment from public comment period 5 APR 2021

Mr. Bowen,

Please see responses below (in yellow) from Chair Teichert – Districting Commission.

Loni

*Loni Gores
Clerk of the Board
Commissioners Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2256*

From: john teichert [<mailto:johnteichert@gmail.com>]
Sent: Wednesday, April 07, 2021 12:06 PM
To: Gores, Alanna
Subject: Re: FW: Districting Commission written comment from public comment period 5 APR 2021

*** EXTERNAL EMAIL *** This message was sent from outside our County network.

Loni,

On the 1st question. Communication with the DM is limited to the Redistricting Commissioners.
Communication with the DM will be available twice:
First during the 3 open meetings held in Forks, Port Angeles, and Sequim areas.
Second during the final review of the preferred(draft final) option to be held later in the Commissioners meeting room in Port Angeles in person and/or via the web.

In answer to the 2nd question, the following answer is provided.
The redistricting options developed by the Districting Master will be reviewed by the entire Commission at every stage of the process.
The Commission Chair will be the person who signs with the consent of the entire Commission. No action of the Commission chair will be taken without the majority approval of the entire Commission.

tk. john t

On Mon, Apr 5, 2021 at 2:05 PM Gores, Alanna <agores@co.clallam.wa.us> wrote:

Please see email below from Mr. Bowen.

Commissioner Teichert please forward me your response and I can get that to Mr. Bowen.

Loni Gores

Clerk of the Board

Commissioners Office

223 East 4th Street, Suite 4

Port Angeles, WA 98362

Phone: 360-417-2256

From: Ed Bowen [mailto:rockypt@olympen.com]

Sent: Monday, April 05, 2021 1:21 PM

To: Gores, Alanna

Subject: Districting Commission written comment from public comment period 5 APR 2021

*** EXTERNAL EMAIL *** This message was sent from outside our County network.

My public comment at today's Commission meeting:

I am not clear in this "Masters" agreement, the master's engagement with the public or being available for the public's questions, prior to or hearing/post hearing analysis? Is communication with the master limited to the county project manager, the commission and its staff/legal assistance only; or for the public, limited to comments submitted to the commission or offered at the public hearings?

In the agreement, Section 23, Project Approval, I am concerned approval is limited to a sole individual on the commission. All the commissioners should have a process to review and approve the project; but what section 23 creates is the image the chair is sole reviewer and approval of the project on behalf of the agreement. I believe the solution to this is to include a sentence that allows review and approval to be brought back before the commission at large subject to a majority

approved motion. I believe this is needed to defend against the vendor a potential argument that the commission at large doesn't have a say in review or approval of the extent and character of the project. Final approval to take action on is one aspect, but during the course of the commission's work I feel this clouds the review and approval process in the interim. I guess it could be said that the whole commission could hold the chair accountable; however I address this as a point of clarity on behalf of the confidence of the citizens of the county and as a form of protection for the chair.

Ed Bowen

P.O. Box 111

Clallam Bay, WA 98326



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Districting Commission

Business Item

Redistricting timeline – SB 5013

Gores, Alanna

From: John Teichert <johnteichert@gmail.com>
Sent: Monday, April 19, 2021 4:25 AM
To: Gores, Alanna
Subject: Re: Latest News on SB 5013 - Local Districting Deadlines

*** EXTERNAL EMAIL *** This message was sent from outside our County network.

Loni,
Please send this out to the Commission members, the DM team, and affected County staff.

It appears that we have a "deadline" now for the Contract.

At our next meeting, let's firm up some dates based on our assumption of a date when we will receive the census data, and the dates for:

- development of the three optional Redistricting plans.
- the three public meetings.
- our review and our preferred plan.
- the public meeting for the preferred plan.
- our final review and revisions.
- our approval of the final plan..

Tks John t

Sent from my iPad

On Apr 16, 2021, at 1:08 PM, Gores, Alanna <agores@co.clallam.wa.us> wrote:

Districting Commission and Districting Masters:

Please see updated information below and attached from Commissioner McEntire regarding SB 5013.

Loni

*Loni Gores
Clerk of the Board
Commissioners Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2256*

From: Jim McEntire [<mailto:jmcentire1@wavecable.com>]
Sent: Friday, April 16, 2021 1:04 PM
To: Gores, Alanna
Subject: Latest News on SB 5013 - Local Districting Deadlines

Hey Loni: for my colleagues, and for Auditor Shoona and Counselor Stanley.

On April 14th, the State Senate unanimously concurred in the House's amendments to the bill (previously discussed). So our deadline now is December 31st. Here is the final bill language and explanatory report. Can't imagine the Governor won't sign this one since every vote was unanimous. The Bill contains an emergency clause and takes effect upon the Governor's signature.

Best and have a great weekend,

Jim

<5013-S.PL.pdf>

<5013-S SBR FBR 21.pdf>

Districting Commission

Business Item

Districting Master Agreement



PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into between CLALLAM COUNTY (hereinafter called "County"), acting under the authority of the Clallam County Home Rule Charter and at the request of the Districting Commission (hereinafter called "Commission" or "Districting Commission") and

Gene H. Unger
1401 W. 7th Street
Port Angeles, WA 98363
Phone 360-452-2098

Donald L. Corson
332 Benson Road
Port Angeles, WA 98363
Phone 360-452-4964

(hereinafter called "Districting Master")

This Agreement is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation
- Attachment C – General Conditions
- Attachment D – Special Terms and Conditions

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

The term of this Agreement shall commence on the xx day of xx 20xx and shall, unless terminated as provided elsewhere in the Agreement, terminate on the xx day of xx 20xx.

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

DISTRICTING MASTER

Approved as to form and content:

CLALLAM COUNTY DISTRICTING COMMISSION

Gene H. Unger

John Teichert, Chair

Donald L. Corson

CLALLAM COUNTY

Date: _____ 2021

ATTEST:

Rich Sill, County Administrator

Loni Gores, CMC, Clerk of the Board

SCOPE OF WORK

The Districting Master shall prepare a County Commissioner districting proposal for consideration by the Commission.

The proposal shall provide for three (3) districts that are geographically compact and contiguous, with boundaries running generally north and south. The district shall be approximately equal in population so that the population according to the latest federal decennial census of the largest district shall not exceed that of the smallest by more than 5 percent.

To the greatest extent possible, each district shall be composed of whole voting precincts.

Each district shall be assigned a number 1 to 3, inclusive and shall match the existing numbering of the County Commissioner districts.

The Districting Master shall submit a draft districting proposal, containing at least three options, to the Commission as mutually agreed by the Districting Master and the Districting Commission. Time is of the essence. The draft proposal shall be premised upon the Districting Master's independent research and analysis as well as input provided by the Commission during the Commission's public hearings at each of the three districts.

The Districting Master shall meet with the Commission to consider recommendations for changes proposed by the Commission members.

The Districting Master shall submit a final draft of the districting proposal to the Commission as mutually agreed by the Districting Master and the Districting Commission. Time is of the essence.

The Districting Master shall provide a presentation of the final draft proposal at a public hearing as established by the Commission.

The Districting Master shall attend any other public hearings required by the Commission.

"The County will supply pdf files of the precinct maps of Clallam County for use by the Districting Master's and the Redistricting Commission along with the latest federal decennial census data. These maps will be conveyed to the Districting Master by the County Mapping and data requests will be given a minimum of one week lead time. A full listing of existing Precincts and their data from the Auditor's office."

COMPENSATION

The Commission shall secure from County payment to the Districting Master the sum of \$11,000 for the duties set forth in the scope of work. This amount includes three (3) public hearings to be held in Sequim, Port Angeles, and Forks for presentation of the Districting Master's draft districting proposal.

For work other than that associated with additional public hearings, the Districting Master shall receive an additional \$25 for each hour of work done at the request of the Commission after submission of the final districting proposal. Requests for additional compensation shall be supported by a billing invoice specifying the time spent and a general description of the nature of the work. In no event shall compensation under this clause exceed \$2,000.

The Commission shall secure from County reimbursement to the Districting Master for direct costs incurred, limited to the following: mileage at the rate in effect for all officers and employees of Clallam County; acquiring census data; and costs associated with preparing and presenting the proposals at public hearings. A request for reimbursement shall be supported by a billing invoice specifying the amount and general nature expense incurred. In no event shall reimbursement exceed \$2,000.

The County agrees to compensate the Districting Master within ten (10) days of approval of the districting plan by the Commission.

DRAFT

GENERAL CONDITIONS

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

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

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

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

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

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

5. No Guarantee of Employment. The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.
6. Regulations and Requirements. This Agreement shall be subject to all federal, state, and local laws, rules, and regulations.

7. Right to Review. This contract is subject to review by any federal or state auditor. The County shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the County Project Manager. Such review may occur with or without notice, and may include, but is not limited to, on-site inspection by County agents or employees, inspection of all records or other materials which the County deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for three (3) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.
8. Modifications. Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
9. Termination for Default. If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. Mail, postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the County in completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.
10. Termination for Public Convenience. The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County.
11. Termination Due to Insufficient Funds. If sufficient funds for payment under this contract are not appropriated or allocated or are withdrawn, reduced, or otherwise limited, the County may terminate this contract upon five (5) days written notice to the Contractor. No penalty or expense shall accrue to the County in the event this provision applies.
12. Termination Procedure. The following provisions apply in the event that this Agreement is terminated:
 - (a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.

- (b) The Contractor shall provide the County with an accounting of authorized services provided through the effective date of termination.
- (c) If the Agreement has been terminated for default, the County may withhold a sum from the final payment to the Contractor that the County determines necessary to protect itself against loss or liability.
13. Defense and Indemnity Agreement. The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elected officers, agents, and employees, from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.
14. Industrial Insurance Waiver. With respect to the performance of this Agreement and as to claims against the County, its appointed and elected officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, as now or hereafter amended, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. Along with the other provisions of this Agreement, this waiver is mutually negotiated by the parties to this Agreement.
15. Venue and Choice of Law. In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Clallam. This Agreement shall be governed by the law of the State of Washington.
16. Withholding Payment. In the event the Project Manager determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the Project Manager determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than 10 days after it determines to withhold amounts otherwise due. A determination of the Project Manager set forth in a notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provision of the Disputes clause of this Agreement. The County may act in accordance with any determination of the County Project Manager, which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount of paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause,

no penalty or damages shall accrue to the Contractor by reason of good faith withholding by the County under this clause.

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

In connection with appeal of any proceeding under this clause, the Contractor and County shall have the opportunity to submit written materials and argument and to offer documentary evidence in support of the appeal. Oral argument and live testimony will not be permitted. The decision of the County Administrator for the determination of such appeals shall be final and conclusive. Reviews of the appellate determination shall be brought in the Superior Court of Clallam County within fifteen (15) days of mailing of the written appellate determination. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

- (b) Notice of Potential Claims. The Contractor shall not be entitled to additional compensation or to extension of time for (1) any act or failure to act by the Project Manager or the County, or (2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the County. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the work performed, labor and material used, and all costs and additional time claimed to be additional.
- (c) Detailed Claim. The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.
21. Ownership of Items Produced. All writings, programs, data, art work, music, maps, charts, tables, illustrations, records or other written, graphic analog or digital materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of the County and constitute "work made for hire" as that phrase is used in federal and/or state intellectual property laws and Contractor and/or its agents shall have no ownership or use rights in the work.
22. Recovery of Payments to Contractor. The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work (Attachment A). In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may, at the Project Manager's sole discretion, be required to repay to the County all monies disbursed to the Contractor for those parts of the project that are rendered worthless in the opinion of the Project Manager by such failure to perform.
- Interest shall accrue at the rate of 12 percent (12%) per annum from the time the Project Manager demands repayment of funds.
23. Project Approval. The extent and character of all work and services to be performed under this Agreement by the Contractor shall be subject to the review and approval of the Project Manager. For purposes of this Agreement, the County Project Manager is:

Clallam County Districting Commission
 John Teichert, Chair
 360.417.2256

agores@co.clallam.wa.us

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

24. Non-Discrimination. The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.
25. Subcontractors. In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between the County and the Contractor. The Contractor shall insure that in all subcontracts entered into, Clallam County is named as an express third-party beneficiary of such contracts with full rights as such.
26. Third Party Beneficiaries. This agreement is intended for the benefit of the County and Contractor and not for the benefit of any third parties.
27. ***Standard of Care***. ***The Contractor shall perform its duties hereunder in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession as Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.***
28. Time is of the Essence. Time is of the essence in the performance of this contract unless a more specific time period is set forth in either the Special Terms and Conditions or Scope of Work.
29. Notice. Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to the Project Manager. Notice to the Contractor for all purposes under this Agreement shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.
30. Severability. If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this contract are declared severable.
31. Precedence. In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
- (a) Applicable federal, state, and local statutes, ordinances, and regulations;
 - (b) Scope of Work (Attachment A) and Compensation (Attachment B);
 - (c) Special Terms and Conditions (Attachment D); and
 - (d) General Conditions (Attachment C).
32. Waiver. Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior to subsequent breach. No term or condition of this contract shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the parties hereto.
33. Attorney Fees. In the event that litigation must be brought to enforce the terms of this agreement, the prevailing party shall be entitled to be paid reasonable attorney fees.

- 34. Construction. This agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
- 35. Survival. Without being exclusive, Paragraphs 4, 7, 13-19, 21-22, and 31-35 of these General Conditions shall survive any termination, expiration, or determination of invalidity of this Agreement in whole or in part. Any other Paragraphs of this Agreement which, by their sense and context, are intended to survive shall also survive.
- 36. Entire Agreement. This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

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- AUTOMOBILE: coverage on owned, non-owned, rented, and hired vehicles

Bodily injury, liability, including death,	\$100,000	per occurrence
	\$300,000	aggregate
Property damage liability	\$100,000	per occurrence
	\$300,000	aggregate
- BUSINESS AUTOMOBILE LIABILITY: N/A

Due to the limited nature and type of the consultation activities listed within the Scope of Work, insurance requirements have been approved as written.

Any such insurance carried by the Contractor shall be primary over any insurance carried by Clallam County and the Contractor shall ensure that such insurances is primary. The County shall have no obligation to report occurrences unless a claim or lawsuit is filed with it and the County has no obligation to pay any insurance premiums.

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

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

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

- 4. Other (specify).

Districting Commission

Next meeting dates



NOTICE DISTRICTING COMMISSION

Members of the Districting Commission will be attending Washington State Association of Counties training on Thursday, April 29, 2021 at 1 p.m. in the Commissioners Board Room, 223 East 4th Street, Port Angeles, Room 160. Topic of discussion will be Redistricting for Washington Counties.

This meeting will not be recorded or live streamed on Granicus.

Contact Loni Gores - Clerk of the Districting Commission at: agores@co.clallam.wa.us or 360-417-2256 with questions or comments.

Districting Commission upcoming meeting dates:

(Districting Commission meeting dates subject to change as needed)

May 3 at 1 p.m. – Regular meeting (Monday)
May 10 at 1 p.m. - Regular meeting (Monday)
May 17 at 1 p.m. – Regular meeting (Monday)
May 24 at 1 pm. – Regular meeting (Monday)
May 31 – Courthouse is closed due to Memorial Day – we could hold a special meeting on Thursday, June 3 from 8 a.m. -12 p.m. or Friday, June 4 from 1-4p.m. I've put placeholders on the calendar for both days.
June 7 at 1 p.m. – Regular meeting (Monday)
June 14 at 1 p.m. - Regular meeting (Monday)
June 21 at 2:30 pm. – Regular meeting (Monday) – Starting at 2:30 for this meeting due to schedule conflict.
June 28 at 1 p.m. – Regular meeting (Monday)
July 5 – Courthouse is closed due to a Holiday – we could hold a special meeting on Tuesday, July 6 at 1 p.m. This would be a special meeting. I've put a placeholder on the calendar for July 6.
July 12 at 1 p.m. – Regular meeting (Monday)
July 19 at 1 p.m. - Regular meeting (Monday)
July 26 at 1 p.m. - Regular meeting (Monday)
August 2 at 1 p.m. - Regular meeting (Monday)
August 9 at 1 p.m. - Regular meeting (Monday)
August 16 at 1 p.m. - Regular meeting (Monday)
August 23 at 2:30 p.m. – Regular meeting (Monday) – Starting at 2:30 for this meeting due to schedule conflict.
August 30 at 1 p.m. – Regular meeting
September 6 – Courthouse is closed due to Labor Day- Cancelled meeting this week. No board room availability.
September 13 at 1 p.m. – Regular meeting (Monday)
September 20 at 1 p.m. – Regular meeting (Monday)
September 27 at 1 p.m. – Regular meeting (Monday)
October 4 at 1 p.m. – Regular meeting (Monday)
October 11 at 1 p.m. – Regular meeting (Monday)
October 18 at 1 p.m. – Regular meeting (Monday)
October 25 at 1 p.m. – Regular meeting (Monday)
November 1 at 1 p.m. – Regular meeting (Monday)
November 8 at 1 p.m. – Regular meeting (Monday)
November 15 at 1 p.m. – Regular meeting (Monday) - Starting at 2:30 for this meeting due to schedule conflict.
November 22 at 1 p.m. – Regular meeting (Monday)
November 29 at 1 p.m. – Regular meeting (Monday)
December 6 at 1 p.m. – Regular meeting (Monday)
December 13 at 1 p.m. – Regular meeting (Monday)
December 20 at 1 p.m. – Regular meeting (Monday)
December 27 at 1 p.m. – Regular meeting (Monday)

(Districting Commission meeting dates subject to change as needed)