

**Kitsap Public Health District  
Consent Agenda  
June 3, 2025**

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
2459	20250733	Office of Superintendent of Public Instruction <i>Summer Food Inspections</i>	Interlocal Agreement	06/03/2025-09/30/2025	\$2,310	\$0
<b>Description:</b> KPHD to perform periodic health and sanitation evaluations of food service management companies (vendors), sponsor food preparation facilities and feeding sites operating under the U.S. Department of Agriculture (USDA) Summer Food Service Program (SFSP) as required by 7 CFR Part 225 as a condition to the allocation and expenditure of USDA SFSP funding.						

**INTERLOCAL AGREEMENT  
Agreement No. 20250733**

between

**OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**

600 Washington Street SE  
PO Box 47200  
Olympia, WA 98504-7200

and

**KITSAP PUBLIC HEALTH DISTRICT**

345 6<sup>th</sup> Street, Suite 300  
Bremerton, WA 98337

Federal Identification #42-1689063  
Unified Business Identifier #601-139-034

**THIS AGREEMENT** is made and entered into by and between the Kitsap Public Health District, hereinafter referred to as "Health District," and the Office of Superintendent of Public Instruction, hereinafter referred to as "OSPI."

**PURPOSE OF THIS AGREEMENT**

This Agreement is necessary for the successful implementation and operation of health and sanitation evaluations of food service management companies (vendors), sponsor food preparation facilities, and feeding sites operating under the U.S. Department of Agriculture (USDA) Summer Food Service Program (SFSP) during the summer of 2025 as required by 7 CFR Part 225 as a condition to the allocation and expenditure of USDA SFSP funding.

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**STATEMENT OF WORK**

Kitsap Public Health District shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work set forth below:

This Agreement is necessary for the successful implementation and operation of health and sanitation evaluations of food service management companies (vendors), sponsor food preparation facilities, and feeding sites operating under the U.S. Department of Agriculture (USDA) Summer Food Service Program (SFSP) during the summer of 2025 as required by 7 CFR Part 225 as a condition to the allocation and expenditure of USDA SFSP funding.

In accordance with the applicable local Health District, rules and regulations, the Health District agrees to perform periodic health and sanitation evaluations, as determined by the Health District in said Health District's jurisdiction. This shall include fourteen (14) health inspections.

Entities participating in the Summer Food Service Program will contact the Health District, if they intend to operate the program this year. OSPI will provide the Kitsap Public Health District with a list of approved sponsors no later than July 1, 2025. The Health District shall contact the sponsor(s) for

feeding site and preparation locations prior to inspection. OSPI will report to the Kitsap Public Health District any health-related problems discovered on routine visits conducted by site monitors for Kitsap Public Health District follow-up, if necessary. The Health District shall submit copies of the inspection(s) to both the sponsor and OSPI along with the invoice to OSPI by September 30, 2025.

## **PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Agreement shall commence on the date of execution, and be completed on September 30, 2025, unless terminated sooner as provided herein.

## **PAYMENT**

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The parties have determined that the cost of accomplishing the work herein will not exceed a total of two thousand three hundred ten dollars (\$2,310). Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. *Availability of funding may increase the number of inspections and increase the value of the contract, through contract amendment initiated by OSPI.*

- Fourteen (14) health inspections at a rate of one hundred sixty-five dollars (\$165) per inspection/evaluation.

One hundred percent (100%) of funds for the payment of this Contract are provided by federal program Summer Food Service Program (SFSP), Catalog of Federal Domestic Assistance, CFDA #10.559, therefore Health District shall adhere to Attachment A – Federal Grant Terms and Conditions.

## **BILLING PROCEDURE**

Kitsap Public Health District shall submit invoices to the OSPI Contract Manager, Petra Colindres, no later than September 30, 2025, for those inspections/evaluations actually performed for the SFSP. Invoices received after September 30, 2025, WILL NOT BE PAID. The invoice shall include the Agreement number and document to the Contract Manager's satisfaction a description of the work performed, and payment requested. Within approximately thirty (30) calendar days of the Contract Manager receiving and approving the invoice, payment will be mailed or electronically transferred to Health District by Agency Financial Services, OSPI. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within thirty (30) days after the expiration date or the end of the fiscal year, whichever is earlier.

If errors are found in the submitted invoice or supporting documents, the Contract Manager will notify Health District. In order to receive payment, it shall be the responsibility of Health District to make corrections in a timely manner, resubmit the invoice and/or supporting documentation as requested, and notify the Contract Manager.

## **AGREEMENT ALTERATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

## **ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

## CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY

Health District certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. The Health District further certifies that they will ensure that potential subcontractors or subrecipients or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in covered transactions by any federal department or agency. Health District may do so by obtaining a certification statement from the potential subcontractor or subrecipient or by checking the “List of Parties Excluded from Federal Procurement and Non-Procurement Programs” provided on-line by the General Services Administration, and Washington State vendor debarment list.

## CONTRACT MANAGEMENT

The following shall be the contact person for all communications and billings regarding the performance of this contract. Any changes to this information shall be communicated to the other party in writing as soon as reasonably possible.

<b>Kitsap Public Health District</b>	<b>OSPI</b>
Anne Moen, Contract Manager  Yolanda Fong, April Fisk  345 6 <sup>th</sup> Street, Suite 300 Bremerton, WA 98337  Phone: 360-900-8927 Email: <a href="mailto:anne.moen@kitsappublichealth.org">anne.moen@kitsappublichealth.org</a> and <a href="mailto:Yolanda.fong@kitsappublichealth.org">Yolanda.fong@kitsappublichealth.org</a> and <a href="mailto:April.fisk@kitsappublichealth.org">April.fisk@kitsappublichealth.org</a>	Petra Colindres, Director Summer Food Service Programs & Farm to CNP 600 Washington Street SE PO Box 47200 Olympia, WA 98504-7200 Phone: 360-725-6200  Email: <a href="mailto:Petra.Colindres@k12.wa.us">Petra.Colindres@k12.wa.us</a>

## CREATIVE COMMONS ATTRIBUTION LICENSE

Kitsap Public Health District understands that, except where otherwise agreed to in writing or approved by OSPI or the Contract Manager, all original works of authorship produced under this Agreement shall carry a [Creative Commons Attribution License](#), version 4.0 or later.

All Materials Health District has adapted from others’ existing openly licensed resources must be licensed with the least restrictive open license possible that is not in conflict with existing licenses.

For Materials that are delivered under this Agreement, but that incorporate pre-existing materials not produced under this Agreement, Health District will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If Health District would like to limit these pre-existing portions of the work to [non-commercial use](#), the [Creative Commons Attribution-NonCommercial-ShareAlike](#) license, version 4.0 or later, is acceptable for these specific sections.

Kitsap Public Health District warrants and represents that Health District has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to apply such a license.

## **DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

## **GOVERNANCE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable state and federal statutes and rules
- Attachment A – Federal Grant Terms and Conditions
- Any other provisions of the Agreement, including materials incorporated by reference.

## **INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

## **RECORDS MAINTENANCE**

The parties to this Agreement shall each maintain books, records, documents, and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six (6) years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

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

## **RESPONSIBILITIES OF THE PARTIES**

Each party to this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, its officers, and its agents. Neither party assumes any responsibility to the other party for the consequences of any claim, act or omission of any person, agency, firm, or corporation not a party to this Agreement.

## **RIGHTS IN DATA**

Copyright in all material created by Health District and paid for by OSPI as part of this Agreement shall be the property of the State of Washington. Both OSPI and Health District may use these materials, and permit others to use them, for any purpose consistent with their respective missions as agencies of the State of Washington. This material includes, but is not limited to: books, computer programs, documents, films, pamphlets, reports, sound reproductions, studies, surveys, tapes, and/or training materials. Material which Health District provides and uses to perform this Agreement but which is not created for or paid for by OSPI shall be owned by Health District or such other party as determined by Copyright Law and/or Health District's internal policies; however, for any such materials, Health District hereby grants (or, if necessary and to the extent reasonably possible, shall obtain and grant) a perpetual, unrestricted, royalty free, non-exclusive license to OSPI to use the material for OSPI internal purposes.

## **SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

## **SUBCONTRACTING**

Neither Kitsap Public Health District nor any subcontractor shall enter into subcontracts for any of the work contemplated under this Contract without obtaining prior written approval of OSPI. Health District is responsible to ensure that all terms, conditions, assurances, and certifications set forth in this Agreement are included in any and all subcontracts. In no event shall the existence of the subcontract operate to release or reduce liability of Health District to OSPI for any breach in the performance of Health District duties. This clause does not include contracts of employment between Health District and personnel assigned to work under this Agreement.

If, at any time during the progress of the work, OSPI determines in its sole judgment that any subcontractor is incompetent, OSPI shall notify Health District, and Health District shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by OSPI of any subcontractor or the termination of a subcontractor shall not relieve Health District of any of its responsibilities under the Agreement, nor be the basis for additional charges to OSPI.

## **TERMINATION**

Either party may terminate this Agreement upon thirty (30) calendar days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

## **TERMINATION DUE TO FUNDING LIMITATIONS OR CONTRACT RENEGOTIATION, SUSPENSION**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion of this Agreement, with the notice specified below and without liability for damages:

- a. At OSPI's discretion, OSPI may give written notice of intent to renegotiate the Agreement under the revised funding conditions.
- b. At OSPI's discretion, OSPI may give written notice to Kitsap Public Health District to suspend performance when OSPI determines there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Health District's performance to be resumed.
  - 1) During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.
  - 2) When OSPI determines that the funding insufficiency is resolved, it will give Health District written notice to resume performance, and Health District shall resume performance.
  - 3) Upon the receipt of notice under b. (2), if Health District is unable to resume performance of this Agreement or if Health District's proposed resumption date is not acceptable to OSPI and an acceptable date cannot be negotiated, OSPI may terminate the Agreement by giving written notice to Health District. The parties agree that the Agreement will be terminated retroactive to the date of the notice of suspension. OSPI shall be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the retroactive date of termination.
- c. OSPI may immediately terminate this Agreement by providing written notice to Kitsap Public Health District. The termination shall be effective on the date specified in the termination notice. OSPI shall be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination. No penalty shall accrue to OSPI in the event the termination option in this section is exercised.
- d. For purposes of this section, "written notice" may include email.

## **TERMINATION FOR CAUSE**

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

## TERMINATION PROCEDURE

Upon termination of this Agreement, OSPI, in addition to other rights provided in this Agreement, may require Health District to deliver to OSPI any property specifically produced or acquired for the performance of such part of this Agreement as has been terminated.

OSPI shall pay to Health District the agreed upon price, if separately stated, for completed work and services accepted by OSPI and the amount agreed upon by Health District and OSPI for (a) completed work and services for which no separate price is stated, (b) partially completed work and services, (c) other property or services which are accepted by OSPI, and (d) the protection and preservation of the property, unless the termination is for cause, in which case OSPI shall determine the extent of the liability. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause for this Agreement. OSPI may withhold from any amounts due to Health District such sum as OSPI determines to be necessary to protect OSPI against potential loss or liability.

The rights and remedies of OSPI provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law under this Agreement.

After receipt of a notice of termination, and except as otherwise directed by OSPI, Kitsap Public Health District shall:

- a. Stop work under this Agreement on the date and to the extent specified, in the notice;
- b. Place no further orders or subcontractors for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Agreement that is not terminated;
- c. Assign to OSPI, in the manner, at the times, and to the extent directed by OSPI, all rights, title, and interest of Health District under the orders and subcontracts in which case OSPI has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of OSPI to the extent OSPI may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to OSPI and deliver, in the manner, at the times and to the extent as directed by OSPI, any property which, if the Agreement had been completed, would have been required to be furnished to OSPI;
- f. Complete performance of such part of the work not terminated by OSPI; and
- g. Take such action as may be necessary, or as OSPI may direct, for the protection and preservation of the property related to this Agreement which, in is in the possession of Health District and in which OSPI has or may acquire an interest.



## WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

## ALL WRITINGS CONTAINED HEREIN

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

**IN WITNESS WHEREOF, the parties have executed this Agreement.**

Kitsap Public Health District

Superintendent of Public Instruction  
State of Washington

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Signature

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Kyla L. Moore, Contracts Administrator

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Yolanda Fong

---

Date

---

Title

---

Date

Who certifies that he/she is the Contractor identified herein, OR a person duly qualified and authorized to bind the Contractor so identified to the foregoing Agreement.

Approved as to FORM ONLY  
by the Assistant Attorney General

## **Attachment A Federal Grant Terms and Conditions**

### **PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS**

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

### **MEMORANDUM to ED GRANTEES REGARDING THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS**

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
  - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
  - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
  - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:
  - Federal grant funds cannot be used to pay for alcoholic beverages; and
  - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
  - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or

conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.

- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
  - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.
  - All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:  
The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
  - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting and conference-related expenses.

## Certificate Of Completion

Envelope Id: 5DB1E9C6-CF77-4045-95BC-3BA7F3654441

Status: Sent

Subject: Complete with Docusign: 20250733 Kitsap Public Health District - Final.docx, Attachment A - Fed...

Source Envelope:

Document Pages: 10

Signatures: 0

Envelope Originator:

Certificate Pages: 4

Initials: 0

Brenda Merritt

AutoNav: Enabled

Old Capitol Building

Envelopeld Stamping: Enabled

600 Washington St SE

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Olympia, WA 98504

Brenda.Merritt@k12.wa.us

IP Address: 136.228.204.209

## Record Tracking

Status: Original

Holder: Brenda Merritt

Location: DocuSign

5/14/2025 9:04:38 AM

Brenda.Merritt@k12.wa.us

Security Appliance Status: Connected

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Storage Appliance Status: Connected

Pool: State of Washington Office of Superintendent of Public Instruction Location: Docusign

## Signer Events

### Signature

### Timestamp

Yolanda Fong

yolanda.fong@kitsappublichealth.org

Security Level: Email, Account Authentication (None)

Sent: 5/14/2025 9:32:50 AM

Viewed: 5/15/2025 11:20:07 AM

### Electronic Record and Signature Disclosure:

Accepted: 5/15/2025 11:20:07 AM

ID: 5d07ab22-dddf-42cf-a7e6-f8b4f451ab8d

Kyla Moore

kyla.moore@k12.wa.us

Security Level: Email, Account Authentication (None)

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

### Signature

### Timestamp

## Editor Delivery Events

### Status

### Timestamp

## Agent Delivery Events

### Status

### Timestamp

## Intermediary Delivery Events

### Status

### Timestamp

## Certified Delivery Events

### Status

### Timestamp

## Carbon Copy Events

### Status

### Timestamp

Anne Moen

anne.moen@kitsappublichealth.org

Security Level: Email, Account Authentication (None)

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### Electronic Record and Signature Disclosure:

Not Offered via Docusign

April Fisk

april.fisk@kitsappublichealth.org

Security Level: Email, Account Authentication (None)

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### Electronic Record and Signature Disclosure:

Carbon Copy Events	Status	Timestamp
Not Offered via DocuSign		
Brenda Merritt brenda.merritt@k12.wa.us Procurement Specialist OSPI Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div>COPIED</div>	Sent: 5/14/2025 9:32:50 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/14/2025 9:32:51 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Carahsoft OBO State of Washington Office of Superintendent of Public Instruction (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Carahsoft OBO State of Washington Office of Superintendent of Public Instruction:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [DocuSign\\_Support@k12.wa.us](mailto:DocuSign_Support@k12.wa.us)

**To advise Carahsoft OBO State of Washington Office of Superintendent of Public Instruction of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [DocuSign\\_Support@k12.wa.us](mailto:DocuSign_Support@k12.wa.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Carahsoft OBO State of Washington Office of Superintendent of Public Instruction**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [DocuSign\\_Support@k12.wa.us](mailto:DocuSign_Support@k12.wa.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Carahsoft OBO State of Washington Office of Superintendent of Public Instruction**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [DocuSign\\_Support@k12.wa.us](mailto:DocuSign_Support@k12.wa.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

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- Until or unless you notify Carahsoft OBO State of Washington Office of Superintendent of Public Instruction as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO State of Washington Office of Superintendent of Public Instruction during the course of your relationship with Carahsoft OBO State of Washington Office of Superintendent of Public Instruction.

New or Renewed Contracts for the Period of 04/01/2025 through 04/30/2025

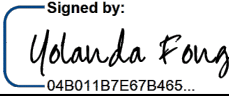
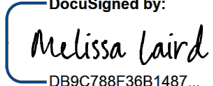
KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
Active (2 contracts)									
Kitsap County									
ID: 2457	Information Technology, Ed North	Amendment	Closed	04/01/25	\$20,000.00	04/01/25	11/01/21	10/31/25	KC-192-22-D
Description: Amendment to extend the agreement for an additional year with the new term ending 10/31/2025.									
Kitsap County Jail									
ID: 2462	Clinical Services, Kelsey Stedman	MOU/MOA	Closed	04/01/25	\$0.00	04/14/25	05/01/25	04/30/28	KC-137-23-A
Description: KPHD to provide 340B medication to Everhealth LLC to treat persons with syphilis incarcerated in the Kitsap County Jail.									



Kitsap Public Health Board Meeting  
Date: June 3, 2025

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

Approvals:

	Signature	Date
Administrator	<div>Signed by:  04B011B7E67B465...</div>	5/27/2025
Finance Manager	<div>DocuSigned by:  DB9C788F36B1487...</div>	5/26/2025

Recommended Motion: Approval

Items:

Type	Warrant/EFT Date	Total Amount
Accounts Payable	4/3/2025	\$ 44,510.61
Accounts Payable	4/10/2025	78,561.17
Accounts Payable	4/17/2025	169,044.23
Accounts Payable	4/24/2025	107,580.54
NDGC Mortgage	4/2/2025	25,179.00
Miscellaneous	4/2/2025	5,775.69
Vital Records Transfer	4/21/2025	28,693.00
Accounts Payable Total		\$ 459,344.24
Payroll	4/30/2025	611,225.95
Payroll Benefits (PERS)	4/15/2025	138,037.15
Payroll Taxes	4/30/2025	256,622.84
Payroll Total		\$ 1,005,885.94
	Grand Total	\$ 1,465,230.18

Kitsap Public Health Board Action:

- ☐ Approve  
☐ Deny  
☐ Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		



View Settlement Run

Settlement Run Information

Settlement Run  
Name  
STL-00004634  
Kitsap Public Health District JS  
Number  
STL-00004634  
Status  
Complete  
Date  
04/03/2025  
Include Payments On Behalf Of  
No  
Exclude Negative Payments  
No  
Express Settlement  
No

Additional Information

Organization  
Kitsap Public Health District  
Currency  
USD  
Filters Used

Payment Information

Display Currency  
USD  
Outbound Total  
44,510.61  
Inbound Total  
0.00  
Expense Report Count  
6  
Miscellaneous Payment Request Count  
1  
Supplier Invoice Count  
16

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	04/03/2025	6	736.51	USD	Payment Message: ID 3558 for Kitsap Public Health District on 04/03/2025	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	04/03/2025	1	160.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 04/03/2025	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	04/03/2025	9	33,391.85	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 04/03/2025	Successfully Completed



## View Settlement Run

09:20 AM  
04/03/2025  
Page 2 of 5

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	04/03/2025	3	10,222.25 USD	USD	Payment Message: ID 3557 for Kitsap Public Health District on 04/03/2025	Successfully Completed

### Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012011	Kitsap Public Health District	Yolanda Fong (356883)	Employee	EXP-0012011	04/03/2025		135.46 USD	USD
Expense Report: EXP-0012012	Kitsap Public Health District	Jessica Howell (435293)	Employee	EXP-0012012	04/03/2025		172.11 USD	USD
Expense Report: EXP-0012013	Kitsap Public Health District	Cristian Inga Dominguez (434769)	Employee	EXP-0012013	04/03/2025		89.32 USD	USD
Expense Report: EXP-0012014	Kitsap Public Health District	Albert Lawver (434888)	Employee	EXP-0012014	04/03/2025		133.40 USD	USD
Expense Report: EXP-0012015	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0012015	04/03/2025		135.10 USD	USD
Expense Report: EXP-0012016	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0012016	04/03/2025		71.12 USD	USD

### Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-21291	Kitsap Public Health District	Rolling Bay Hall (Inactive)	MPR-21291	Check	POS Customer Refund	04/03/2025	160.00 USD	USD

### Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2025-10019	Kitsap Public Health District	Comcast	CCAST 4737 3.26 INV	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2025-10019	04/03/2025		05/03/2025	0.00	0.00	307.36 USD	USD
Supplier Invoice: SINV-2025-10020	Kitsap Public Health District	State of WA Dept of Licensing	LICENSE RENEWAL 2025 - CLIENT	State of WA Dept of Licensing - Remit-To: DOL PO Box 3907	Net 30	SINV-2025-10020	04/03/2025		05/03/2025	0.00	0.00	72.00 USD	USD
Supplier Invoice: SINV-2025-10021	Kitsap Public Health District	Dynamic Budgets LLC	#INV01947	Dynamic Budgets LLC	Net 30	SINV-2025-10021	04/03/2025		05/03/2025	0.00	0.00	2,000.00 USD	USD



## View Settlement Run

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04/03/2025  
Page 3 of 5

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2025-10022	Kitsap Public Health District	Jefferson County	CTRCT2282 - JAN 2025	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2025-10022	04/03/2025		05/03/2025	0.00	0.00	8,276.57	USD
Supplier Invoice: SINV-2025-10023	Kitsap Public Health District	ODP Business Solutions, LLC	#415303533001	ODP Business Solutions, LLC	Net 30	SINV-2025-10023	04/03/2025		05/03/2025	0.00	0.00	451.65	USD
Supplier Invoice: SINV-2025-10024	Kitsap Public Health District	Outfront Media LLC	#06774203	Outfront Media LLC	Net 30	SINV-2025-10024	04/03/2025		05/03/2025	0.00	0.00	895.00	USD
Supplier Invoice: SINV-2025-10025	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	#25-01750	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2025-10025	04/03/2025		05/03/2025	0.00	0.00	656.00	USD
Supplier Invoice: SINV-2025-10026	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	#25-001749	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2025-10026	04/03/2025		05/03/2025	0.00	0.00	779.00	USD
Supplier Invoice: SINV-2025-10028	Kitsap Public Health District	Staples	#6026584674	Staples - Remit-To: Staples	Net 30	SINV-2025-10028	04/03/2025		05/03/2025	0.00	0.00	81.67	USD
Supplier Invoice: SINV-2025-10029	Kitsap Public Health District	Staples	#6027683634	Staples - Remit-To: Staples	Net 30	SINV-2025-10029	04/03/2025		05/03/2025	0.00	0.00	86.36	USD
Supplier Invoice: SINV-2025-10030	Kitsap Public Health District	Regents of the University of Colorado	#DF-310-03132025-1	Regents of the University of Colorado	Net 30	SINV-2025-10030	04/03/2025		05/03/2025	0.00	0.00	425.00	USD
Supplier Invoice: SINV-2025-10031	Kitsap Public Health District	US Bank National Association	03.25.25 STMT	US Bank National Association - Remit-To: US Bank Junior Dist's Only	Net 30	SINV-2025-10031	04/03/2025		05/03/2025	0.00	0.00	24,179.46	USD
Supplier Invoice: SINV-2025-10053	Kitsap Public Health District	WA State Environmental Health Assoc	#1577	WA State Environmental Health Assoc	Net 30	SINV-2025-10053	04/03/2025		05/03/2025	0.00	0.00	4,925.00	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2025-10054	Kitsap Public Health District	WA State Environmental Health Assoc	#1579	WA State Environmental Health Assoc	Net 30	SINV-2025-10054	04/03/2025		05/03/2025	0.00	0.00	200.00	USD
Supplier Invoice: SINV-2025-10055	Kitsap Public Health District	WA State Dept of Enterprise Services	#711149533	WA State Dept of Enterprise Services - Remit-To: Seattle Po Box 84857	Net 30	SINV-2025-10055	04/03/2025		05/03/2025	0.00	0.00	220.00	USD
Supplier Invoice: SINV-2025-10071	Kitsap Public Health District	ODP Business Solutions, LLC	#413781483001	ODP Business Solutions, LLC	Net 30	SINV-2025-10071	04/03/2025		05/03/2025	0.00	0.00	59.03	USD

Remittance

Process	Date	Remittance Events
Payment Message: ID 3557 for Kitsap Public Health District on 04/03/2025	04/03/2025	3

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	04/03/2025 09:15:13 AM		Junille Schmeling (430378)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process	Status
Payment Message: ID 3557 for Kitsap Public Health District on 04/03/2025	Successfully Completed
Payment Message: ID 3558 for Kitsap Public Health District on 04/03/2025	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 04/03/2025	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 04/03/2025	Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 04/03/2025	Successfully Completed
Remittance File: For Jefferson County - Remit-To: Health/Human Svc on 04/03/2025	Successfully Completed
Remittance File: For ODP Business Solutions, LLC on 04/03/2025	Successfully Completed

Background Processes



View Settlement Run

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
04/03/2025 09:15 AM	04/03/2025 09:15 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004634	Completed	00:00:10	Junille Schmeling	



View Settlement Run

Settlement Run Information

**Settlement Run**  
**Name** STL-00004654  
**Number** Kitsap Public Health District HH  
**Status** STL-00004654  
**Date** Complete  
04/10/2025  
**Include Payments On Behalf Of** No  
**Exclude Negative Payments** No  
**Express Settlement** No

Additional Information

**Organization** Kitsap Public Health District  
**Currency** USD  
**Filters Used**

Payment Information

**Display Currency** USD  
**Outbound Total** 78,561.17  
**Inbound Total** 0.00  
**Expense Report Count** 18  
**Miscellaneous Payment Request Count** 1  
**Supplier Invoice Count** 12

Payment Groups

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	04/10/2025	1	162.40	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 04/10/2025	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	04/10/2025	17	2,300.45	USD	Payment Message: ID 3577 for Kitsap Public Health District on 04/10/2025	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	04/10/2025	1	350.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 04/10/2025	Successfully Completed



## View Settlement Run

09:27 AM  
04/10/2025  
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View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	04/10/2025	8	72,471.22 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 04/10/2025	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	04/10/2025	3	3,277.10 USD	USD	Payment Message: ID 3576 for Kitsap Public Health District on 04/10/2025	Successfully Completed

### Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012075	Kitsap Public Health District	Amy Anderson (419470)	Employee	EXP-0012075	04/10/2025		200.80 USD	USD
Expense Report: EXP-0012076	Kitsap Public Health District	Nathan Anderson-Hobbs (435083)	Employee	EXP-0012076	04/10/2025		356.80 USD	USD
Expense Report: EXP-0012077	Kitsap Public Health District	Jami Armstrong (434291)	Employee	EXP-0012077	04/10/2025		89.88 USD	USD
Expense Report: EXP-0012078	Kitsap Public Health District	Katie Baker (435044)	Employee	EXP-0012078	04/10/2025		40.40 USD	USD
Expense Report: EXP-0012079	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0012079	04/10/2025		51.10 USD	USD
Expense Report: EXP-0012080	Kitsap Public Health District	Cheryl Clark (435043)	Employee	EXP-0012080	04/10/2025		72.73 USD	USD
Expense Report: EXP-0012081	Kitsap Public Health District	Allison Degracia (435196)	Employee	EXP-0012081	04/10/2025		14.28 USD	USD
Expense Report: EXP-0012082	Kitsap Public Health District	HILLARY EICHLER (435374)	Employee	EXP-0012082	04/10/2025		124.18 USD	USD
Expense Report: EXP-0012083	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0012083	04/10/2025		162.40 USD	USD
Expense Report: EXP-0012084	Kitsap Public Health District	Jessica Guidry (355732)	Employee	EXP-0012084	04/10/2025		88.46 USD	USD
Expense Report: EXP-0012086	Kitsap Public Health District	Kimberly Jones (358933)	Employee	EXP-0012086	04/10/2025		74.90 USD	USD
Expense Report: EXP-0012090	Kitsap Public Health District	Anna Renteria (435276)	Employee	EXP-0012090	04/10/2025		134.75 USD	USD
Expense Report: EXP-0012091	Kitsap Public Health District	Brittany Sample (434976)	Employee	EXP-0012091	04/10/2025		276.80 USD	USD
Expense Report: EXP-0012092	Kitsap Public Health District	Morgan Sim (435339)	Employee	EXP-0012092	04/10/2025		196.84 USD	USD
Expense Report: EXP-0012093	Kitsap Public Health District	Kayla Tierney (434695)	Employee	EXP-0012093	04/10/2025		107.42 USD	USD
Expense Report: EXP-0012101	Kitsap Public Health District	Erica Whares (434641)	Employee	EXP-0012101	04/10/2025		20.19 USD	USD





## View Settlement Run

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012102	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0012102	04/10/2025		187.86 USD	
Expense Report: EXP-0012103	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0012103	04/10/2025		263.06 USD	

## Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-21319	Kitsap Public Health District	ROBIN GLASS (Inactive)	MPR-21319	Check	One-Time Payment	04/10/2025	350.00 USD	

## Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2025-10775	Kitsap Public Health District	Acranet Cbs Branch	#28252	Acranet Cbs Branch	Net 30	SINV-2025-10775	04/10/2025		05/10/2025	0.00	0.00	452.50 USD	
Supplier Invoice: SINV-2025-10780	Kitsap Public Health District	Bremerton Government Center Association	#1294	Bremerton Government Center Association	Net 30	SINV-2025-10780	04/10/2025		05/10/2025	0.00	0.00	37,469.13 USD	
Supplier Invoice: SINV-2025-10781	Kitsap Public Health District	Citiesdigital	#62375	Citiesdigital	Net 30	SINV-2025-10781	04/10/2025		05/10/2025	0.00	0.00	11,464.85 USD	
Supplier Invoice: SINV-2025-10785	Kitsap Public Health District	Hummingbird Insights LLC	#0202	Hummingbird Insights LLC	Net 30	SINV-2025-10785	04/10/2025		05/10/2025	0.00	0.00	3,335.00 USD	
Supplier Invoice: SINV-2025-10787	Kitsap Public Health District	Ozark Underground Laboratory	#20250328WA57	Ozark Underground Laboratory	Net 30	SINV-2025-10787	04/10/2025		05/10/2025	0.00	0.00	300.00 USD	
Supplier Invoice: SINV-2025-10789	Kitsap Public Health District	Ozark Underground Laboratory	#20250328WA58	Ozark Underground Laboratory	Net 30	SINV-2025-10789	04/10/2025		05/10/2025	0.00	0.00	300.00 USD	
Supplier Invoice: SINV-2025-10790	Kitsap Public Health District	Propio LS, LLC	#2025-009514-1F	Propio LS, LLC	Net 30	SINV-2025-10790	04/10/2025		05/10/2025	0.00	0.00	240.00 USD	



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2025-10761	Kitsap Public Health District	Albertsons Safeway LLC	#319496	Albertsons Safeway LLC	Net 30	SINV-2025-10791	04/10/2025		05/10/2025	0.00	0.00	1,187.50	USD
Supplier Invoice: SINV-2025-10793	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	#25-02078	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2025-10793	04/10/2025		05/10/2025	0.00	0.00	2,224.60	USD
Supplier Invoice: SINV-2025-10798	Kitsap Public Health District	TSI Incorporated	#91895858	TSI Incorporated	Net 30	SINV-2025-10798	04/10/2025		05/10/2025	0.00	0.00	18,164.74	USD
Supplier Invoice: SINV-2025-10799	Kitsap Public Health District	Nicole Waite	#1001	Nicole Waite	Net 30	SINV-2025-10799	04/10/2025		05/10/2025	0.00	0.00	35.00	USD
Supplier Invoice: SINV-2025-10801	Kitsap Public Health District	Washington Home Solutions	APRIL 2025	Washington Home Solutions	Net 30	SINV-2025-10801	04/10/2025		05/10/2025	0.00	0.00	575.00	USD

Remittance

Remittance

Process	Date	Remittance Events
Payment Message: ID 3576 for Kitsap Public Health District on 04/10/2025	04/10/2025	3

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	04/10/2025 09:21:47 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History



View Settlement Run

Business Process		Status
Payment Message: ID 3577 for Kitsap Public Health District on 04/10/2025		Successfully Completed
Payment Message: ID 3576 for Kitsap Public Health District on 04/10/2025		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 04/10/2025		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 04/10/2025		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 04/10/2025		Successfully Completed
Remittance File: For Acranet Cbs Branch on 04/10/2025		Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 04/10/2025		Successfully Completed
Remittance File: For Ozark Underground Laboratory on 04/10/2025		Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
04/10/2025 09:21 AM	04/10/2025 09:21 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004654	Completed	00:00:12	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run STL-00004677  
Name Kitsap Public Health District JS  
Number STL-00004677  
Status Complete  
Date 04/17/2025  
Include Payments On Behalf Of No  
Exclude Negative Payments No  
Express Settlement No

Additional Information

Organization Kitsap Public Health District  
Currency USD  
Filters Used

Payment Information

Display Currency USD  
Outbound Total 169,044.23  
Inbound Total 0.00  
Expense Report Count 14  
Miscellaneous Payment Request Count 1  
Supplier Invoice Count 29

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	04/17/2025	1	58.80	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 04/17/2025	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	04/17/2025	13	1,697.46	USD	Payment Message: ID 3597 for Kitsap Public Health District on 04/17/2025	Successfully Completed



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View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	04/17/2025	1	310.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 04/17/2025	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	04/17/2025	20	152,266.80	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 04/17/2025	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	04/17/2025	6	14,711.17	USD	Payment Message: ID 3596 for Kitsap Public Health District on 04/17/2025	Successfully Completed

## Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012191	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0012191	04/17/2025		65.10	USD
Expense Report: EXP-0012192	Kitsap Public Health District	Rebecca Chandler (435269)	Employee	EXP-0012192	04/17/2025		15.54	USD
Expense Report: EXP-0012194	Kitsap Public Health District	Yolanda Fong (356883)	Employee	EXP-0012194	04/17/2025		118.86	USD
Expense Report: EXP-0012195	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0012195	04/17/2025		58.80	USD
Expense Report: EXP-0012196	Kitsap Public Health District	Jessica Howell (435293)	Employee	EXP-0012196	04/17/2025		419.68	USD
Expense Report: EXP-0012197	Kitsap Public Health District	John Kiess (250913)	Employee	EXP-0012197	04/17/2025		105.00	USD
Expense Report: EXP-0012198	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0012198	04/17/2025		125.30	USD
Expense Report: EXP-0012199	Kitsap Public Health District	Alexandra Moore (434254)	Employee	EXP-0012199	04/17/2025		209.30	USD
Expense Report: EXP-0012200	Kitsap Public Health District	Daisy Newland (435315)	Employee	EXP-0012200	04/17/2025		151.13	USD
Expense Report: EXP-0012201	Kitsap Public Health District	Carin Onarheim (426938)	Employee	EXP-0012201	04/17/2025		70.00	USD
Expense Report: EXP-0012202	Kitsap Public Health District	Susan Van Ort (392243)	Employee	EXP-0012202	04/17/2025		111.30	USD
Expense Report: EXP-0012203	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0012203	04/17/2025		100.03	USD
Expense Report: EXP-0012204	Kitsap Public Health District	Janet Wyatt (434415)	Employee	EXP-0012204	04/17/2025		107.73	USD



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Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012207	Kitsap Public Health District	George Fine (421693)	Employee	EXP-0012207	04/17/2025		98.49 USD	

## Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-21429	Kitsap Public Health District	Tolbert Odhiambo (Inactive)	MPR-21429	Check	POS Customer Refund	04/17/2025	310.00 USD	

## Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2025-11739	Kitsap Public Health District	Griffin Glen Apartments LLC	MAY 2025 RENT	Griffin Glen Apartments LLC	Net 30	SINV-2025-11739	04/17/2025		05/17/2025	0.00	0.00	1,471.00 USD	
Supplier Invoice: SINV-2025-11741	Kitsap Public Health District	Kania, Sharon Faye	MAY 2025 RENT	Kania, Sharon Faye	Net 30	SINV-2025-11741	04/17/2025		05/17/2025	0.00	0.00	635.00 USD	
Supplier Invoice: SINV-2025-11744	Kitsap Public Health District	NSE Kitsap Fee Owner, LLC	MAY 2025 RENT	NSE Kitsap Fee Owner, LLC	Net 30	SINV-2025-11744	04/17/2025		05/17/2025	0.00	0.00	598.00 USD	
Supplier Invoice: SINV-2025-11745	Kitsap Public Health District	City Of Port Angeles	MAY 2025 UTILITIES	City Of Port Angeles	Net 30	SINV-2025-11745	04/17/2025		05/17/2025	0.00	0.00	74.00 USD	
Supplier Invoice: SINV-2025-11749	Kitsap Public Health District	Post Cottage Bay, LP	MAY 2025 RENT	Post Cottage Bay, LP	Net 30	SINV-2025-11749	04/17/2025		05/17/2025	0.00	0.00	1,373.00 USD	
Supplier Invoice: SINV-2025-11753	Kitsap Public Health District	Paul Simmons	MAY 2025 RENT	Paul Simmons	Net 30	SINV-2025-11753	04/17/2025		05/17/2025	0.00	0.00	1,024.00 USD	
Supplier Invoice: SINV-2025-11757	Kitsap Public Health District	Washington Home Solutions	MAY 2025 RENT	Washington Home Solutions	Net 30	SINV-2025-11757	04/17/2025		05/17/2025	0.00	0.00	721.00 USD	
Supplier Invoice: SINV-2025-11761	Kitsap Public Health District	Jefferson County	CON#2262 - FEB 2025	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2025-11761	04/17/2025		05/17/2025	0.00	0.00	6,509.90 USD	



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Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2025-11764	Kitsap Public Health District	Wa Health Care Authority - Uniform	APRIL 2025 BENEFITS	Wa Health Care Authority - Uniform	Net 30	SINV-2025-11764	04/17/2025		05/17/2025	0.00	0.00	133,649.42	USD
Supplier Invoice: SINV-2025-11767	Kitsap Public Health District	City of Bremerton	#BKAT000924	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30	SINV-2025-11767	04/17/2025		05/17/2025	0.00	0.00	433.33	USD
Supplier Invoice: SINV-2025-11769	Kitsap Public Health District	Comcast	#237726007	Comcast - Remit-To: PO Box 37601	Net 30	SINV-2025-11769	04/17/2025		05/17/2025	0.00	0.00	595.43	USD
Supplier Invoice: SINV-2025-11770	Kitsap Public Health District	Wash State Dept of Retirement	#1665434	Wash State Dept of Retirement	Net 30	SINV-2025-11770	04/17/2025		05/17/2025	0.00	0.00	41.72	USD
Supplier Invoice: SINV-2025-11773	Kitsap Public Health District	GoAnimate, Inc.	#00015088	GoAnimate, Inc.	Net 30	SINV-2025-11773	04/17/2025		05/17/2025	0.00	0.00	3,000.00	USD
Supplier Invoice: SINV-2025-11774	Kitsap Public Health District	Drayton Jackson	QTR 1 BOH STIPEND	Drayton Jackson	Net 30	SINV-2025-11774	04/17/2025		05/17/2025	0.00	0.00	257.80	USD
Supplier Invoice: SINV-2025-11777	Kitsap Public Health District	Kitsap Law Group	#24558	Kitsap Law Group - Remit-To: Kitsap Law Group	Net 30	SINV-2025-11777	04/17/2025		05/17/2025	0.00	0.00	1,292.50	USD
Supplier Invoice: SINV-2025-11778	Kitsap Public Health District	Kitsap Law Group	#24559	Kitsap Law Group - Remit-To: Kitsap Law Group	Net 30	SINV-2025-11778	04/17/2025		05/17/2025	0.00	0.00	1,210.00	USD
Supplier Invoice: SINV-2025-11779	Kitsap Public Health District	Kitsap Law Group	#24560	Kitsap Law Group - Remit-To: Kitsap Law Group	Net 30	SINV-2025-11779	04/17/2025		05/17/2025	0.00	0.00	687.50	USD
Supplier Invoice: SINV-2025-11781	Kitsap Public Health District	Loomis	#13696924	Loomis - Remit-To: Palatine, IL	Net 30	SINV-2025-11781	04/17/2025		05/17/2025	0.00	0.00	881.88	USD
Supplier Invoice: SINV-2025-11782	Kitsap Public Health District	ODP Business Solutions, LLC	#417408339001	ODP Business Solutions, LLC	Net 30	SINV-2025-11782	04/17/2025		05/17/2025	0.00	0.00	806.96	USD



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Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2025-11783	Kitsap Public Health District	Propio LS, LLC	#0310070325	Propio LS, LLC	Net 30	SINV-2025-11783	04/17/2025		05/17/2025	0.00	0.00	378.15	USD
Supplier Invoice: SINV-2025-11785	Kitsap Public Health District	Quest Diagnostics	#9214528052	Quest Diagnostics	Net 30	SINV-2025-11785	04/17/2025		05/17/2025	0.00	0.00	925.90	USD
Supplier Invoice: SINV-2025-11786	Kitsap Public Health District	Rayus Radiology	MARCH 2025	Rayus Radiology	Net 30	SINV-2025-11786	04/17/2025		05/17/2025	0.00	0.00	450.00	USD
Supplier Invoice: SINV-2025-11788	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	MARCH 2025	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2025-11788	04/17/2025		05/17/2025	0.00	0.00	5,798.80	USD
Supplier Invoice: SINV-2025-11790	Kitsap Public Health District	Staples	#6028592761	Staples - Remit-To: Staples	Net 30	SINV-2025-11790	04/17/2025		05/17/2025	0.00	0.00	580.64	USD
Supplier Invoice: SINV-2025-11792	Kitsap Public Health District	Staples	#6028731005	Staples - Remit-To: Staples	Net 30	SINV-2025-11792	04/17/2025		05/17/2025	0.00	0.00	93.06	USD
Supplier Invoice: SINV-2025-11793	Kitsap Public Health District	Waxie Sanitary Supply	#83146270	Waxie Sanitary Supply	Net 30	SINV-2025-11793	04/17/2025		05/17/2025	0.00	0.00	72.51	USD
Supplier Invoice: SINV-2025-11795	Kitsap Public Health District	Wex Bank	#104035224	Wex Bank	Net 30	SINV-2025-11795	04/17/2025		05/17/2025	0.00	0.00	1,073.47	USD
Supplier Invoice: SINV-2025-11796	Kitsap Public Health District	Renew Property Management LLC	APRIL 2025 RENT	Renew Property Management LLC	Net 30	SINV-2025-11796	04/17/2025		05/17/2025	0.00	0.00	1,455.00	USD
Supplier Invoice: SINV-2025-11801	Kitsap Public Health District	The Sinclair II, LLC of Washington	MAY 2025 RENT	The Sinclair II, LLC of Washington	Net 30	SINV-2025-11801	04/17/2025		05/17/2025	0.00	0.00	888.00	USD

Remittance  
Remittance





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Process		Date	Remittance Events	
Payment Message: ID 3596 for Kitsap Public Health District on 04/17/2025		04/17/2025	6	

## Process History

## Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	04/17/2025 09:54:09 AM		Junille Schmeling (430378)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

## Related Business Processes History

Business Process		Status
Payment Message: ID 3597 for Kitsap Public Health District on 04/17/2025		Successfully Completed
Payment Message: ID 3596 for Kitsap Public Health District on 04/17/2025		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 04/17/2025		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 04/17/2025		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 04/17/2025		Successfully Completed
Remittance File: For Kania, Sharon Faye on 04/17/2025		Successfully Completed
Remittance File: For Waxie Sanitary Supply on 04/17/2025		Successfully Completed
Remittance File: For The Sindair II, LLC of Washington on 04/17/2025		Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 04/17/2025		Successfully Completed
Remittance File: For Jefferson County - Remit-To: Health/Human Svc on 04/17/2025		Successfully Completed
Remittance File: For ODP Business Solutions, LLC on 04/17/2025		Successfully Completed

## Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
04/17/2025 09:54 AM	04/17/2025 09:54 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004677	Completed	00:00:12	Junille Schmeling	



View Settlement Run

Settlement Run Information

**Settlement Run**  
**Name** STL-00004700  
**Number** Kitsap Public Health District HH  
**Status** STL-00004700  
**Date** Complete  
**Include Payments On Behalf Of** 04/24/2025  
**Exclude Negative Payments** No  
**Express Settlement** No

Additional Information

**Organization** Kitsap Public Health District  
**Currency** USD  
**Filters Used**

Payment Information

**Display Currency** USD  
**Outbound Total** 107,580.54  
**Inbound Total** 0.00  
**Expense Report Count** 15  
**Supplier Invoice Count** 29

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	04/24/2025	1	59.50	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 04/24/2025	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	04/24/2025	14	1,623.05	USD	Payment Message: ID 3616 for Kitsap Public Health District on 04/24/2025	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	04/24/2025	21	97,339.89	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 04/24/2025	Successfully Completed



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View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	04/24/2025	7	8,558.10 USD		Payment Message: ID 3617 for Kitsap Public Health District on 04/24/2025	Successfully Completed

### Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012309	Kitsap Public Health District	Richard Bazzell (328436)	Employee	EXP-0012309	04/24/2025		300.30 USD	
Expense Report: EXP-0012310	Kitsap Public Health District	Steven Brown (271677)	Employee	EXP-0012310	04/24/2025		340.44 USD	
Expense Report: EXP-0012311	Kitsap Public Health District	Elizabeth Davis (433997)	Employee	EXP-0012311	04/24/2025		138.00 USD	
Expense Report: EXP-0012312	Kitsap Public Health District	Ashley Duren (430735)	Employee	EXP-0012312	04/24/2025		46.06 USD	
Expense Report: EXP-0012313	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0012313	04/24/2025		59.50 USD	
Expense Report: EXP-0012314	Kitsap Public Health District	Yaneisy Griego (410072)	Employee	EXP-0012314	04/24/2025		45.50 USD	
Expense Report: EXP-0012315	Kitsap Public Health District	Jessica Howell (435293)	Employee	EXP-0012315	04/24/2025		196.07 USD	
Expense Report: EXP-0012316	Kitsap Public Health District	Brandon Kindschy (421430)	Employee	EXP-0012316	04/24/2025		96.33 USD	
Expense Report: EXP-0012317	Kitsap Public Health District	Siri Kushner (327580)	Employee	EXP-0012317	04/24/2025		51.10 USD	
Expense Report: EXP-0012318	Kitsap Public Health District	Nathan Morrow (433895)	Employee	EXP-0012318	04/24/2025		49.10 USD	
Expense Report: EXP-0012319	Kitsap Public Health District	Daisy Newland (435315)	Employee	EXP-0012319	04/24/2025		76.72 USD	
Expense Report: EXP-0012320	Kitsap Public Health District	Melissa O'Brien (433907)	Employee	EXP-0012320	04/24/2025		61.04 USD	
Expense Report: EXP-0012321	Kitsap Public Health District	Anna Renteria (435276)	Employee	EXP-0012321	04/24/2025		124.25 USD	
Expense Report: EXP-0012322	Kitsap Public Health District	Tobbi Stewart (423168)	Employee	EXP-0012322	04/24/2025		27.30 USD	
Expense Report: EXP-0012323	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0012323	04/24/2025		70.84 USD	

### Supplier Invoices



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Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Override Payment Type	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2025-12634	Kitsap Public Health District	Blue Sky Printing	#N22272	Blue Sky Printing	Net 30		SINV-2025-12634	04/24/2025		05/24/2025	0.00	0.00	277.38	USD
Supplier Invoice: SINV-2025-12635	Kitsap Public Health District	Comcast	CCAST 1975 4.9.25 INV	Comcast - Remit-To: PO Box 60533	Net 30		SINV-2025-12635	04/24/2025		05/24/2025	0.00	0.00	473.64	USD
Supplier Invoice: SINV-2025-12636	Kitsap Public Health District	FedEx	#8-826-89940	FedEx - Remit-To: PO Box 371461 Pittsburgh	Net 30		SINV-2025-12636	04/24/2025		05/24/2025	0.00	0.00	88.28	USD
Supplier Invoice: SINV-2025-12637	Kitsap Public Health District	Iron Mountain	#202975826	Iron Mountain - Remit-To: Po Box 27128	Net 30		SINV-2025-12637	04/24/2025		05/24/2025	0.00	0.00	194.40	USD
Supplier Invoice: SINV-2025-12638	Kitsap Public Health District	Lingo	#34403969	Lingo - Remit-To: PO Box 660344	Net 30		SINV-2025-12638	04/24/2025		05/24/2025	0.00	0.00	13.44	USD
Supplier Invoice: SINV-2025-12674	Kitsap Public Health District	People's Exchange LCA	00001	People's Exchange LCA	Net 30		SINV-2025-12674	04/24/2025		05/24/2025	0.00	0.00	100.00	USD
Supplier Invoice: SINV-2025-12675	Kitsap Public Health District	Sound Reprographics	#109629	Sound Reprographics	Net 30	Check	SINV-2025-12675	04/24/2025		05/24/2025	0.00	0.00	874.43	USD
Supplier Invoice: SINV-2025-12677	Kitsap Public Health District	Washington State Auditor's Office	#L167674	Washington State Auditor's Office	Net 30		SINV-2025-12677	04/24/2025		05/24/2025	0.00	0.00	69.55	USD
Supplier Invoice: SINV-2025-12679	Kitsap Public Health District	Stericycle Inc	#8010354049	Stericycle Inc - Remit-To: Stericycle Inc	Net 30		SINV-2025-12679	04/24/2025		05/24/2025	0.00	0.00	422.89	USD
Supplier Invoice: SINV-2025-12681	Kitsap Public Health District	Toyota Financial Services	04.10.25 STMNT	Toyota Financial Services	Net 30		SINV-2025-12681	04/24/2025		05/24/2025	0.00	0.00	460.71	USD
Supplier Invoice: SINV-2025-12683	Kitsap Public Health District	United Business Machines of WA	#INV536017	United Business Machines of WA	Net 30		SINV-2025-12683	04/24/2025		05/24/2025	0.00	0.00	490.42	USD



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Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Override Payment Type	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2025-12688	Kitsap Public Health District	United Business Machines of WA	#INV536127	United Business Machines of WA	Net 30		SINV-2025-12688	04/24/2025		05/24/2025	0.00	0.00	1,110.36	USD
Supplier Invoice: SINV-2025-12689	Kitsap Public Health District	VectorUSA	#103649	VectorUSA	Net 30		SINV-2025-12689	04/24/2025		05/24/2025	0.00	0.00	5,947.33	USD
Supplier Invoice: SINV-2025-12694	Kitsap Public Health District	Verizon Wireless	#6110761384	Verizon Wireless - Remit-To: Treasurer - PO Box 660108	Net 30		SINV-2025-12694	04/24/2025		05/24/2025	0.00	0.00	5,323.48	USD
Supplier Invoice: SINV-2025-12699	Kitsap Public Health District	GoAnimate, Inc.	#INV00485955	GoAnimate, Inc.	Net 30		SINV-2025-12699	04/24/2025		05/24/2025	0.00	0.00	276.00	USD
Supplier Invoice: SINV-2025-12700	Kitsap Public Health District	Xilogix, Llc	#11830	Xilogix, Llc	Net 30		SINV-2025-12700	04/24/2025		05/24/2025	0.00	0.00	10,517.84	USD
Supplier Invoice: SINV-2025-12702	Kitsap Public Health District	American Family Life Assurance Company	#701657	American Family Life Assurance Company	Net 30		SINV-2025-12702	04/24/2025		05/24/2025	0.00	0.00	2,085.87	USD
Supplier Invoice: SINV-2025-12703	Kitsap Public Health District	Delta Dental of Washington	#19938	Delta Dental of Washington - Remit-To: White Delta C/O Vilmy PO Box 6	Net 30		SINV-2025-12703	04/24/2025		05/24/2025	0.00	0.00	13,192.14	USD
Supplier Invoice: SINV-2025-12706	Kitsap Public Health District	Health Equity	APRIL 2025 BENEFITS	Health Equity	Net 30		SINV-2025-12706	04/24/2025		05/24/2025	0.00	0.00	2,078.32	USD
Supplier Invoice: SINV-2025-12707	Kitsap Public Health District	Hra Veba Trust	APRIL 2025 BENEFITS	Hra Veba Trust	Net 30		SINV-2025-12707	04/24/2025		05/24/2025	0.00	0.00	23,590.65	USD
Supplier Invoice: SINV-2025-12708	Kitsap Public Health District	Nationwide Retirement Solutions	APRIL 2025 BENEFITS	Nationwide Retirement Solutions	Net 30		SINV-2025-12708	04/24/2025		05/24/2025	0.00	0.00	7,366.50	USD
Supplier Invoice: SINV-2025-12711	Kitsap Public Health District	A.W. Rehn & Associates, Inc	APRIL 2025 BENEFITS	A.W. Rehn & Associates, Inc	Net 30		SINV-2025-12711	04/24/2025		05/24/2025	0.00	0.00	1,399.84	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Override Payment Type	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2025-12712 Kitsap Public Health District	Kitsap Public Health District	Prof & Technical Eng XPH	APRIL 2025 BENEFITS UNION	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30		SINV-2025-12712	04/24/2025		05/24/2025	0.00	0.00	4,012.31	USD
Supplier Invoice: SINV-2025-12714 Kitsap Public Health District	Kitsap Public Health District	Prof & Technical Eng XPH	APRIL 2025 BENEFITS PAC	Prof & Technical Eng XPH - Remit-To: Local 17 Union/PAC	Net 30		SINV-2025-12714	04/24/2025		05/24/2025	0.00	0.00	21.00	USD
Supplier Invoice: SINV-2025-12716 Kitsap Public Health District	Kitsap Public Health District	Voya Institutional Trust Company	APRIL 2025 BENEFITS	Voya Institutional Trust Company - Remit-To: Voya Institutional Trust Co (South Kitsap Fire Payroll)	Net 30		SINV-2025-12716	04/24/2025		05/24/2025	0.00	0.00	125.00	USD
Supplier Invoice: SINV-2025-12718 Kitsap Public Health District	Kitsap Public Health District	Wash State Dept of Retirement	APRIL 2025 BENEFITS	Wash State Dept of Retirement	Net 30		SINV-2025-12718	04/24/2025		05/24/2025	0.00	0.00	16,900.85	USD
Supplier Invoice: SINV-2025-12722 Kitsap Public Health District	Kitsap Public Health District	Olympic College	SPRING QTR EXPENSES	Olympic College	Net 30		SINV-2025-12722	04/24/2025		05/24/2025	0.00	0.00	2,323.00	USD
Supplier Invoice: SINV-2025-12724 Kitsap Public Health District	Kitsap Public Health District	Renew Property Management LLC	MAY 2025 RENT	Renew Property Management LLC	Net 30		SINV-2025-12724	04/24/2025		05/24/2025	0.00	0.00	1,380.00	USD
Supplier Invoice: SINV-2025-12727 Kitsap Public Health District	Kitsap Public Health District	Washington State University	C100066135	Washington State University	Net 30		SINV-2025-12727	04/24/2025		05/24/2025	0.00	0.00	4,782.36	USD

Remittance

Remittance

Process		Date	Remittance Events
Payment Message: ID 3617 for Kitsap Public Health District on 04/24/2025		04/24/2025	7

Process History

Settlement Run Process History



## View Settlement Run

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	04/24/2025 09:18:11 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

### Related Business Processes History

Business Process		Status
Payment Message: ID 3616 for Kitsap Public Health District on 04/24/2025	Successfully Completed	
Payment Message: ID 3617 for Kitsap Public Health District on 04/24/2025	Successfully Completed	
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 04/24/2025	Successfully Completed	
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 04/24/2025	Successfully Completed	
Remittance File: For United Business Machines of WA on 04/24/2025	Successfully Completed	
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 04/24/2025	Successfully Completed	
Remittance File: For A.W. Rehn & Associates, Inc on 04/24/2025	Successfully Completed	
Remittance File: For Washington State University on 04/24/2025	Successfully Completed	
Remittance File: For Iron Mountain - Remit-To: PO Box 27128 on 04/24/2025	Successfully Completed	
Remittance File: For FedEx - Remit-To: PO Box 371461 Pittsburgh on 04/24/2025	Successfully Completed	
Remittance File: For Washington State Auditor's Office on 04/24/2025	Successfully Completed	

### Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
04/24/2025 09:18 AM	04/24/2025 09:18 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004700	Completed	00:00:11	Heather Hunsaker	

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
<b>Cash</b>						
5700:Debt Service Principal	5780 - Intergovernmental Loans	JE-00077053 - Kitsap Public Health District - 04/02/2025 - 2025 Mortgage Payment - April	4/2/2025	0.00	17,500.00	-17,500.00
5800:Debt Service Interest	5830 - Interest on Long-Term External Debt	JE-00077053 - Kitsap Public Health District - 04/02/2025 - 2025 Mortgage Payment - April	4/2/2025	-	7,679.00	(7,679.00)
				<hr/>		
				-	25,179.00	(25,179.00)
				<hr/>		



Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
Cash						
5400:Other Services and Charges	5493 - Financial Service Fees	Operational Journal: Kitsap Public Health District - 04/02/2025	4/2/2025	0.00	62.50	-62.50
5400:Other Services and Charges	5493 - Financial Service Fees	Operational Journal: Kitsap Public Health District - 04/03/2025	4/3/2025	-	4,396.63	(4,396.63)
5400:Other Services and Charges	5493 - Financial Service Fees	Operational Journal: Kitsap Public Health District - 04/07/2025	4/7/2025	-	1,316.56	(1,316.56)
				-	5,775.69	(5,775.69)

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report  
For 2025 -April

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
Cash						
3800:Other Increases in Fund Resources	3890.40 - Custodial Type Deposits	JE-00077478 - Kitsap Public Health District - 04/21/2025 - Public Health monthly vital stats transfer	4/21/2025	0.00	28,693.00	-28,693.00
				<hr/>		
				-	28,693.00	(28,693.00)
				<hr/> <hr/>		

April 2025 - Payroll

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Ader (413193) Sam	173.33	\$7,620.00			\$5,159.22
Alexander (435070) Katharine	173.33	\$7,257.00			\$4,848.12
Anderson (419470) Amy	173.33	\$7,620.00			\$4,974.26
Anderson-Hobbs (435083) Nathan	173.33	\$5,686.00			\$4,281.61
Armstrong (434291) Jami	173.33	\$7,257.00			\$5,007.58
Atisme-Bevins (433909) Kandice	173.33	\$9,632.00			\$6,002.22
Baker (435044) Katie	173.33	\$6,222.00			\$4,593.42
Banigan (215189) Leslie	173.33	\$8,001.00			\$5,744.90
Baum (434397) Rudy	173.33	\$6,935.00			\$5,045.96
Bazzell (328436) Richard	173.33	\$8,001.00			\$5,586.78
Bell (419805) Gus	173.33	\$8,465.00			\$5,541.45
Berger (407902) Angeline	173.33	\$7,024.00			\$4,912.56
Bierman (404611) Dana	173.33	\$10,620.00			\$7,627.52
Borja (426250) Windie	173.33	\$7,254.00			\$5,021.61
Boysen-Knapp (2058) Karen	173.33	\$8,258.00			\$5,876.46
Breitmayer (435259) Jennifer	173.33	\$8,062.00			\$6,160.75
Bronder (434436) Christine	173.33	\$6,399.00			\$4,812.99
Brown (271677) Steven	173.33	\$10,620.00			\$6,143.08
Burchett (409212) Brian	173.33	\$6,719.00			\$4,755.69
Burke (434463) Lenore	173.33	\$5,186.00			\$3,625.25
Burton (434296) Callie	173.33	\$5,119.00			\$3,774.05
Cadorna (434932) Jessi	93.33	\$2,280.60			\$1,496.22
Camarena (434536) Daniel	173.33	\$6,399.00			\$4,402.42
Chandler (435269) Rebecca	171.33	\$7,968.98			\$3,829.53
Chang (411387) Margo	173.33	\$6,290.00			\$4,496.27
Clark (435043) Cheryl	175.58	\$7,604.36			\$5,412.66
Collins (434101) Lori	173.33	\$8,229.00			\$5,609.54
Collins (435290) River	158.08	\$3,678.13			\$2,849.37
Currie (400651) Krista	173.33	\$5,334.00			\$3,978.63
Davis (433997) Elizabeth	173.33	\$10,114.00			\$7,078.33
Degracia (435196) Allison	173.33	\$6,222.00			\$4,597.79
Dowless (340919) Kelly	173.33	\$8,671.00			\$5,814.16
Duren (430735) Ashley	173.33	\$7,109.00			\$5,204.40
Eichler (435374) Hillary	173.33	\$6,222.00			\$4,548.60
Evans (435423) David	173.33	\$6,582.00			\$4,632.84
Evans (4565) Eric	173.33	\$12,530.00			\$6,904.85
Fergus (434648) Maria	105.62	\$3,512.64			\$2,577.89
Fine (421693) George	86.67	\$2,470.00			\$1,913.23
Fisk (321284) April	173.33	\$9,105.00			\$5,075.04
Fong (356883) Yolanda	173.33	\$14,090.00			\$9,140.42
Fuchs (435045) Molly	173.33	\$5,186.00			\$3,811.62
Fucini (434997) Heather	141.33	\$5,326.92			\$4,402.77
Giuntoli (337331) Paul	173.33	\$8,001.00			\$4,763.41
Gress (421427) Nicole	173.33	\$5,881.00			\$4,287.26
Griego (410072) Yaneisy	173.33	\$6,989.00			\$5,186.52
Guidry (355732) Jessica	173.33	\$11,762.00			\$8,376.52
Hammond (434978) Gabriel	173.33	\$7,257.00			\$4,883.15
Hampton (434838) Adrienne	173.33	\$8,671.00			\$6,072.38
Hansen (435085) Isabella	173.33	\$5,119.00			\$3,786.27
Harmon (434977) William	173.33	\$8,857.00			\$6,730.80
Holt (2726) Karen	240.00	\$15,439.20			\$0.00
Howard (434057) Anne	138.67	\$4,741.00			\$3,082.36
Howell (435293) Jessica	98.17	\$2,301.56			\$1,819.74
Hubert (435172) Joaquin	173.33	\$5,761.00			\$4,755.90
Hughes (434256) Jakob	173.33	\$6,719.00			\$4,874.22
Hunter (409213) Kari	173.33	\$10,114.00			\$6,547.63
Inga Dominguez (434769) Cristian	173.33	\$5,495.00			\$4,099.41
Inouye (434255) Wendy	173.33	\$9,332.00			\$6,450.75
Jenkins (434053) Andrea	173.33	\$5,186.00			\$3,900.99
Jones (358933) Kimberly	173.33	\$10,620.00			\$7,153.25
Jury (434709) Thomas	65.12	\$2,337.81			\$2,130.02
Katula (393427) Dayna	173.33	\$10,114.00			\$6,122.27
Kench (245476) Donald	173.33	\$4,802.00			\$2,850.53
Kiess (250913) John	173.33	\$12,527.00			\$8,767.74
Kimes (433908) Alexandra	173.33	\$9,142.00			\$6,319.77

April 2025 - Payroll

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Kindschy (421430) Brandon	173.33	\$7,408.00			\$5,448.55
Kinnear (434099) Sarah	173.33	\$6,911.00			\$5,191.23
Knoop (16125) Melina	173.33	\$8,601.00			\$5,638.09
Kushner (327580) Siri	173.33	\$12,527.00			\$7,637.08
Laird (416539) Melissa	173.33	\$11,150.00			\$6,811.29
Lawver (434888) Albert	173.33	\$6,533.00			\$4,855.67
Levine (435209) Naomi	173.33	\$6,269.00			\$4,756.97
Lytle (285038) Ross	173.33	\$8,001.00			\$5,421.04
Madden (434318) Shannon	173.33	\$5,186.00			\$3,789.76
May (434674) Martha	173.33	\$5,059.00			\$3,512.82
Mazur (388104) Karina	140.00	\$7,787.92			\$5,016.07
McClung (435242) Carol	173.33	\$9,105.00			\$6,111.16
McMillan (434052) Michelle	173.33	\$6,794.00			\$4,829.69
Miller (435008) Christopher	173.33	\$8,888.00			\$5,851.84
Moen (279971) Anne	173.33	\$8,737.00			\$5,776.65
Moontree-Stewart (406607) Kaela	173.33	\$6,533.00			\$4,554.82
Moore (434254) Alexandra	173.33	\$6,399.00			\$4,627.42
Morris (312378) Dawn	173.33	\$8,321.00			\$5,799.51
Morris (433859) Molly	173.33	\$4,608.00			\$3,539.54
Morris (434567) Amanda	173.33	\$5,186.00			\$3,828.39
Morrow (433895) Nathan	173.33	\$17,903.00			\$9,306.12
Navarro (435294) Alea	173.33	\$4,567.00			\$3,472.78
Neff Warner (435082) Leah	141.33	\$5,635.16			\$2,940.22
Newland (435315) Daisy	169.33	\$5,513.76			\$4,330.65
Nguyen (295033) Loan	173.33	\$6,049.00			\$4,201.16
Nicolaisen (208456) Niels	173.33	\$8,001.00			\$5,460.35
North (22459) Edwin	173.33	\$11,150.00			\$582.30
O'Brien (433907) Melissa	173.33	\$6,094.00			\$4,751.44
Onarheim (426938) Carin	93.33	\$3,601.80			\$2,809.48
Outlaw-Spencer (434984) Gabreiel	173.33	\$6,533.00			\$5,069.14
Pandino (419118) Linda	173.33	\$5,445.00			\$4,101.72
Perry (306605) Rachel	173.33	\$4,939.00			\$3,643.35
Pittsinger (435173) Lynn	173.33	\$12,527.00			\$8,281.59
Ramsey (435443) Taylor	104.00	\$4,386.72			\$3,384.04
Renteria (435276) Anna	173.33	\$4,995.00			\$3,712.27
Rork (404613) Ian	173.33	\$7,620.00			\$5,505.85
Sample (434976) Brittany	173.33	\$5,970.00			\$4,437.83
Shelby (434658) Emmy	156.00	\$7,364.00			\$5,018.16
Sherman (434949) Linnea	173.33	\$5,186.00			\$3,619.55
Shiplet (435442) Aimmee	70.75	\$3,565.80			\$2,930.89
Shuhler (425553) Yana	173.33	\$5,239.00			\$3,521.59
Sidell (435084) Nathan	173.33	\$5,686.00			\$3,477.16
Sim (435339) Morgan	173.33	\$5,644.00			\$4,471.04
Simmons (434365) Nolan	154.31	\$5,696.78			\$4,319.69
Smith (361388) Terri	173.33	\$9,142.00			\$6,349.07
Snow (435021) Kelly	173.33	\$6,076.00			\$4,492.18
Sooter (427776) Thaddeus	173.33	\$10,820.00			\$7,622.91
Stedman (347366) Kelsey	173.33	\$10,114.00			\$6,601.97
Stewart (423168) Tobbi	173.33	\$6,533.00			\$4,097.07
Taveras (435217) Orpa	173.33	\$5,239.00			\$3,942.29
Tierney (434695) Kayla	173.33	\$5,528.00			\$4,149.53
Turner (1682) Denise	177.33	\$6,258.40			\$4,434.69
Van Ort (392243) Susan	173.33	\$8,001.00			\$5,498.16
Villahermosa II (435216) Aldrin	173.33	\$5,686.00			\$4,094.15
Wagner (426251) Mary	121.34	\$3,556.00			\$2,616.95
Wellborn (14545) Brian	173.33	\$4,802.00			\$3,190.50
Wendt (397255) Jan	173.33	\$8,465.00			\$6,226.64
Whares (434641) Erica	173.33	\$7,865.00			\$6,107.32
Wimpenny (434923) Jacob	173.33	\$7,408.00			\$5,322.34
Winchester (431493) Layken	173.33	\$6,399.00			\$4,619.68
Wyatt (434415) Janet	173.33	\$8,465.00			\$5,281.59
	<b>21,001.27</b>	<b>\$909,723.54</b>	<b>\$73,110.70</b>	<b>\$230,450.91</b>	<b>\$611,225.95</b>

[illegible]

## Certificate Of Completion

Envelope Id: D390F755-138D-4E66-96EE-9305F2E7A01E

Status: Completed

Subject: 06.03.2025 BOH Consent Agenda\_Warrants\_ EFTs.pdf

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Document Pages: 29

Signatures: 2

Envelope Originator:

Certificate Pages: 2

Initials: 0

Carol McClung

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345 6th Street, Suite 300

Envelopeld Stamping: Enabled

Bremerton, WA 98337

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Carol.mcclung@kitsappublichealth.org

IP Address: 146.218.143.71

## Record Tracking

Status: Original

Holder: Carol McClung

Location: DocuSign

5/14/2025 12:48:26 PM

Carol.mcclung@kitsappublichealth.org

## Signer Events

Melissa Laird

melissa.laird@kitsappublichealth.org

Finance Manager

Kitsap Public Health District

Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:

*Melissa Laird*

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Yolanda Fong

yolanda.fong@kitsappublichealth.org

Administrator

kitsap Public health District

Security Level: Email, Account Authentication (None)

Signed by:

*Yolanda Fong*

04B011B7E67B465...

Sent: 5/26/2025 8:00:08 AM

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## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

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5/26/2025 8:00:08 AM

Certified Delivered

Security Checked

5/27/2025 8:43:26 AM

Signing Complete

Security Checked

5/27/2025 8:53:26 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	5/27/2025 8:53:26 AM
Payment Events	Status	Timestamps