

**Kitsap Public Health District  
Consent Agenda  
December 5, 2023**

<b>KPHD Contract Number</b>	<b>Their Contract Number</b>	<b>Contractor and Agreement Name</b>	<b>Type of Agreement</b>	<b>Term of Agreement</b>	<b>Amount to District</b>	<b>Amount to Other Agency</b>
<b>2233 Amendment 3 (2365)</b>	KC-192-22-C	<b>Kitsap County</b> <i>GIS Services</i>	<b>Amendment</b>	<b>11/01/2021- 10/31/2024</b>	<b>\$0</b>	<b>\$20,000</b>
<b>Description:</b> Amendment to extend the agreement for an additional year with the new term ending 10/31/2024.						
<b>2372</b>	KC-029-24	<b>Kitsap County</b> <i>Clean Water Kitsap</i>	<b>Interlocal Agreement</b>	<b>01/01/2024- 12/31/2024</b>	<b>\$1,460,680</b>	<b>\$0</b>
<b>Description:</b> Provides a mechanism for implementation of programs within the Clean Water Kitsap (CWK) partnership to coordinate stormwater management programs and services to achieve a comprehensive approach to surface water management.						

**KC-192-22-C**  
**AMENDMENT TO AGREEMENT 2233**

This Amendment (“Amendment”) to Kitsap Public Health District Contract 2233 for Customized GIS Services (the “Contract”), is entered into between the Kitsap County, Department of Information Services (County/IS) (“Contractor”) and the Kitsap Public Health District (“District”).

**RECITALS**

**WHEREAS**, the Parties entered into the Contract effective November 1, 2021; and

**WHEREAS**, the parties have agreed it is desirable to extend the term; and

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- I. Amendment of Contract Section 3. Period of Performance.** Subject to its other provisions, the period of performance of this Agreement shall be extended to terminate on October 31, 2024.
- II. Other Provisions Unchanged.** The other provisions of the Contract remain unchanged.
- III. Authorization.** Each party signing below warrants to the other party that they have the full power and authority to execute this Amendment on behalf of the party for whom they sign.
- IV. Counterparts/Electronic Signature.** The Contract may be executed in several counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement. A facsimile, email, or other electronically delivered signatures of the parties shall be deemed to constitute original signatures and deemed to constitute duplicate originals.

**IN WITNESS WHEREOF**, the Parties have subscribed their names hereto.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.      Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

**KITSAP PUBLIC  
HEALTH DISTRICT**

**KITSAP COUNTY, WASHINGTON**

\_\_\_\_\_  
Keith Grellner  
Administrator

\_\_\_\_\_  
Craig Adams, Director  
Department of Information Services  
(Pursuant to [Reso 012-2008](#))



Meeting Date:  
Agenda Item No:

<b><u>Kitsap County Board of Commissioners</u></b>			
<b>Office/Department:</b> Public Works-Stormwater			
<b>Staff Contact:</b> Aislin Gallagher, Stormwater Monitoring & Outreach Manager			
<b>Agenda Item Title:</b> KC-029-24 – Interlocal Agreement with Kitsap Public Health District (KPHD) implementing KPHD Clean Water Kitsap (CWK) Program Partnership Activities for 2024			
<b>Recommended Action:</b> Motion to execute KC-029-24 - Interlocal Agreement with Kitsap Public Health District (KPHD) implementing KPHD Clean Water Kitsap (CWK) Program Partnership Activities for 2024			
<b>Summary:</b>	<p>Kitsap County Board of Commissioners enacted chapter 12.36 of the Kitsap County Code creating a comprehensive approach to stormwater management pursuant to chapter 36.89 RCW. The code also authorizes coordinated agreements with other departments, governmental entities or special districts for stormwater management. A multi-agency team, called Clean Water Kitsap (CWK) and consisting of Kitsap County Public Works, Kitsap County Department of Community Development, Kitsap Public Health District, WSU-Kitsap Extension, Kitsap Public Utility District, and Kitsap Conservation District, has identified areas of responsibility, program elements, and budgets consistent with chapter 12.36 KCC. The Department of Public Works desires to enter into this Agreement with the Kitsap Public Health District to allow for implementation of Districts' Clean Water Kitsap (CWK) Program Partnership related activities in the amount of \$1,460,680.00 for 2024</p>		
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Contract Review Sheet</li> <li>2. KC-029-24</li> <li>3. Attachment A-Scope of Work and Budget</li> </ol>		
<b>Fiscal Impact for this Specific Action</b>			
<b>Expenditure required for this specific action:</b>		\$1,460,680.00	
<b>Related Revenue for this specific action:</b>		\$0	
<b>Cost Savings for this specific action:</b>		\$0	
<b>Net Fiscal Impact:</b>		\$1,460,680.00	
<b>Source of Funds:</b>		Stormwater	
<b>Fiscal Impact for Total Project</b>			
<b>Project Costs:</b>		\$1,460,680.00	
<b>Project Costs Savings:</b>		\$0	
<b>Project Related Revenue:</b>		\$0	
<b>Project Net Total:</b>		\$1,460,680.00	
<b>Office/Departmental Review &amp; Coordination</b>			
<b>Office/Department</b>		<b>Elected Official/Department Director</b>	
Public Works-Stormwater		David A. Tucker, P.E.	
		Asst. Director-Utilities	
<b>Contract Information</b>			
<b>Contract Number</b>	<b>Date Original Contract or Amendment Approved</b>	<b>Amount of Original Contract Amendment</b>	<b>Total Amount of Amended Contract</b>
KC-029-24	Pending	\$1,460,680.00	



# Kitsap County CONTRACT REVIEW SHEET (Chapter 3.56 KCC)

**A. CONTRACT INFORMATION** *(for Contract Signing Authority, see KCC 3.56.075)*

1. Contractor	Kitsap Public Health District		
2. Purpose	Implementing KPHD Clean Water Kitsap Partnership Activities ILA for 2024		
3. Contract Amount	\$1,460,680.00	Disburse	<input checked="" type="checkbox"/> <input type="checkbox"/> Receive <input type="checkbox"/>
4. Contract Term	December 31, 2024		
5. Contract Administrator	Aislin Gallagher	Phone	360.337.7295
6. Contract Control No.	KC-029-24		
7. Fund Name	Stormwater		
8. Grant Funded	Yes <input type="checkbox"/>	No	<input checked="" type="checkbox"/>
9. Accounting Worktag / Revenue, Spend Category, or Grant	44012.5512.2001, 2021, 2022		
<b>Approved:</b>	Andrew B. Nelson, P.E.	<b>Date</b>	October 27, 2023
	Department Director/Elected Official		

**B. AUDITOR – Funding Review**

1. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>Reviewer</b> Wanit Leenanithikul <b>Date</b> 10/27/2023
2. Comments:

**C. ADMINISTRATIVE SERVICES DEPARTMENT – Risk Manager Review**

1. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>Reviewer</b> Timothy M. Perez <b>Date</b> 11/2/2023
2. Comments:

**D. ADMINISTRATIVE SERVICES DEPARTMENT – Budget Manager Review**

1. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>Reviewer</b> Aimée Campbell <b>Date</b> 10/30/2023
2. Comments:

**E. HUMAN RESOURCES – Human Resources Director Review**

*Signature only required if union or employment contract*

1. <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>Reviewer</b> _____ <b>Date</b> _____
2. Comments:

**F. INFORMATION SERVICES – Information Services Director Review**

*Signature only required if technology contract*

1. <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>Reviewer</b> _____ <b>Date</b> _____
2. Comments:

**G. PROSECUTING ATTORNEY**

1. <input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Not Approved as to Form
<b>Reviewer</b> Lisa Nickel <b>Date</b> 10/30/23
2. Comments:

**Date Approved by Authorized Contract Signer:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**RETURN SIGNED ORIGINALS TO:** Angie Hauschel @ MS- 26a

**CONTRACT NO. KC-029-24  
INTERLOCAL AGREEMENT**

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

**I. PREAMBLE**

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

**II. RECITALS**

Kitsap County Board of Commissioners enacted Chapter 12.36 of the Kitsap County Code (KCC) for the purpose of establishing a comprehensive approach to stormwater management pursuant to Chapter 36.89 RCW. Chapter 12.36 KCC, called the County's "Stormwater Management Program," authorizes the coordination of stormwater management programs and services through interlocal or other operating agreements with other departments, governmental entities or special districts in order to achieve a comprehensive approach to surface water management.

A multi-agency partnership, called Clean Water Kitsap, operates through interlocal agreements between Kitsap County Public Works Department, Kitsap Public Health District, Kitsap Conservation District, Washington State University Extension Program, and Kitsap Public Utility District. Each member has identified areas of responsibility, program elements, and budgets consistent with Chapter 12.36 KCC for the purpose of coordinating program implementation and administration.

COUNTY and DISTRICT now desire to enter into an AGREEMENT to provide funding, collected by Kitsap County through Chapter 12.40 KCC, to assist in the implementation of DISTRICT programs through Clean Water Kitsap. Mutual benefits will accrue to the parties hereto and the people that each serves in the cooperative implementation of Clean Water Kitsap. The Interlocal Cooperation Act, Chapter 39.34 RCW, further authorizes the parties hereto to enter into this AGREEMENT.

This AGREEMENT consists of the following documents:

1. Interlocal Agreement
2. Kitsap Public Health District 2024 Scope of Work and Budget

**ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:**

**III. AGREEMENT**

**1. Purpose**

The purpose of the AGREEMENT will provide a mechanism for implementation of programs within the Clean Water Kitsap (CWK) partnership.

**2. Funding**

Funding for services provided shall be obtained from revenues derived from service charges authorized under Chapter 12.36 KCC and assessed annually on parcels of real property in unincorporated Kitsap County. The COUNTY and the DISTRICT shall endeavor to seek and obtain, whenever possible, grants or other external funding sources to minimize the financial burden to the citizens of unincorporated Kitsap County.

**3. Scope of Work**

DISTRICT shall perform such duties and services as are listed on Attachment A, attached hereto and incorporated herein by reference. Said services shall be performed in accordance with the approved Scope of Work and Budget specified in Attachment A and as provided for in AGREEMENT. All services funded under this AGREEMENT shall be provided exclusively within the boundaries of unincorporated Kitsap County.

**4. Kitsap County Representative**

The Director of Public Works, or his/her designee, shall represent the Department of Public Works and the COUNTY in all matters pertaining to the services to be rendered under this AGREEMENT. All requirements of COUNTY pertaining to the services and materials to be rendered under this AGREEMENT shall be coordinated through said County representative. Pursuant to RCW 39.34.030(4)(a) the representative shall act as an administrator.

**5. Kitsap Public Health District Representative**

The Director of Environmental Health for DISTRICT, or his/her designee, shall represent the DISTRICT in all matters pertaining to the services and materials to be rendered under this AGREEMENT. All requirements of DISTRICT pertaining to the services or materials to be rendered under this AGREEMENT shall be coordinated through said District representative. Pursuant to RCW 39.34.030(4)(a) the representative shall act as an administrator.

## **6. Program Reporting**

DISTRICT shall produce a mid-year progress update and a year-end report summarizing the work performed and evaluating the performance and results of the work performed pertaining to this AGREEMENT.

Progress update shall include, but not be limited to, the following information:

- a. An update of the work performed during the period and progress made to date, including performance indicators that reflect effectiveness of the program elements as set forth in ATTACHMENT A – Scope of Work and Budget.
- b. Status of the project schedule.
- c. Description of any adverse conditions that have affected the program objectives and/or time schedules, and actions taken to resolve these issues.

Progress update and report shall be submitted as follows:

- Semi-annual update report (January 1 to June 30) due July 31, 2024
- Annual Year-end report (January 1 to December 31) due January 31, 2025

The Year End Report shall contain a summary of major accomplishments realized during the year. The report will be written in such a manner so as to allow a summary paragraph to be excerpted from the report and incorporated into the CWK Annual Executive Summary Report. DISTRICT shall also be responsible for submitting additional information to be included in the Annual Executive Summary Report. This information shall include, but not be limited to, photographs, slides, and any other graphics that would enhance the content and/or appearance of the Annual Executive Summary Report.

## **7. Performance Analysis**

COUNTY Representative shall complete a semi-annual performance analysis evaluating the services provided under the AGREEMENT for effectiveness and compliance with the program elements set forth in Chapter 12.36 KCC and shall report to the CWK partnership.

## **8. CWK Partnership Committee**

DISTRICT shall participate on the existing CWK Partnership Committee.

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

The CWK Partnership Committee shall hold quarterly meetings which shall focus on the following:

- a. Evaluating program performance to ensure that the program funding is used in the most effective manner.
- b. Ensuring that the CWK programs address water quality issues of most concern to the public.
- c. Providing a means to coordinate water quality programs among agencies to capitalize on each other's efforts and avoid duplication of activities.
- d. Providing a direct and effective means of communication among CWK agencies.
- e. Making recommendations for program revisions to the Director of Public Works and the Kitsap County Board of Commissioners.

## **9. Reimbursement**

COUNTY shall reimburse DISTRICT only for actual incurred costs upon presentation of a properly executed invoice in a form approved by COUNTY. Costs shall be charged, and funds reimbursed based upon appropriate program elements and cost categories as defined in Attachment A. The sum of DISTRICT'S reimbursement requests during the duration of this Agreement shall not exceed **\$1,460,680.00** the budget for all program elements combined as identified in Attachment A.

The Kitsap County Board of Commissioners must approve any payment request by DISTRICT exceeding this maximum reimbursement amount in advance of the payment. DISTRICT may exceed line item amounts within individual program element budgets but shall not exceed the total budget for each individual program element without the approval of the Director of Public Works.

Reimbursement requests shall not be made more frequently than once a month. COUNTY reserves the right to withhold payments pending timely delivery of progress reports or documents as may be required under this AGREEMENT. COUNTY shall reimburse DISTRICT within 30 days of receipt of a properly executed District invoice.

## **10. Documentation of Costs and Maintenance of Records**

DISTRICT shall maintain all books, documents, receipts, invoices and records including payroll records necessary to sufficiently and properly reflect the expenditure of COUNTY funds. The accounting records must provide for a separate recording and reporting of all CWK program receipts and expenditures.

Financial records pertaining to matters authorized by this AGREEMENT are subject to inspection and audit by representatives of COUNTY or the State Auditor upon request. Financial records shall be preserved and made available to COUNTY and its agents for a period of six (6) years after the end of this AGREEMENT or, in the event of an audit, records shall be kept until the audit is completely resolved.



## **11. Property**

Title to property purchased by DISTRICT, the cost of which DISTRICT has been reimbursed as a direct item of cost under this AGREEMENT, shall pass to and vest to DISTRICT. Property purchased with funds delivered pursuant to this AGREEMENT may be used only for the performance of this AGREEMENT and shall be purchased in accordance with applicable state law and COUNTY purchasing policies.

## **12. Assignment**

DISTRICT shall not assign or subcontract any portion of the services provided within the terms of this AGREEMENT without obtaining prior written approval of COUNTY. All terms and conditions of the AGREEMENT shall apply to any approved subcontract or assignment related to this AGREEMENT.

## **13. Nondiscrimination**

DISTRICT and COUNTY agree to comply with all applicable local, state, and/or federal laws and ordinances, and agree that they shall not discriminate in their employment practices or delivery of services or other activities on the grounds of race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental or physical handicap. DISTRICT and KITSAP COUNTY shall ensure that any subcontractor shall fully comply with this paragraph.

## **14. Compliance with Laws**

DISTRICT shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to the performance of this AGREEMENT. DISTRICT agrees to comply with all the provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such act.

## **15. Indemnity**

It is understood and agreed that this AGREEMENT is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this AGREEMENT. Each party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, and those of its officers, agents, and employees to the fullest extent required by law, and agrees to save, indemnify, defend, and hold the other party harmless from any such liability. In the case of negligence of both the COUNTY and DISTRICT, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party, and each party shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to the other party.

This indemnification clause shall also apply to any and all causes of action arising out of the performance of work activities under this AGREEMENT. Each contract for services or activities utilizing funds provided in whole or in part by this AGREEMENT shall include a

provision that KITSAP COUNTY is not liable for damages or claims from damages arising from any subcontractor's performance or activities under the terms of the contracts.

For the purposes of this indemnification, the parties specifically and expressly waive any immunity granted under the Washington Industrial Insurance Act, Title 51 RCW. This waiver has been mutually negotiated and agreed to by the parties. The provision of this section shall survive the expiration or termination of the Agreement.

## **16. Insurance**

The DISTRICT certifies that it is part of a liability insurance pool or maintains appropriate liability insurance policies and agrees to pay for all losses for which DISTRICT is found liable.

Insurance carried by the DISTRICT shall be primary insurance with respect to any insurance or self-insurance programs maintained by the COUNTY and shall not contribute with it.

The policy shall provide, and the certificate shall reflect the insurance afforded applies separately to each insured against which a claim is made, or a suit is brought except with respect to the limits of the insurer's liability.

Upon request of the County, the DISTRICT shall furnish proof of liability insurance including policy limits.

The DISTRICT agrees to comply with all State requirements related to Workers Compensation Insurance.

## **17. Amendments to Agreement**

The parties hereby further agree that this AGREEMENT cannot be amended or modified without the written concurrence of both parties.

## **18. Modification for Funding Reasons**

COUNTY may negotiate modification of the AGREEMENT at any time if funding is reduced or limited in any way after the effective date of this agreement.

## **19. Termination**

Either party to this AGREEMENT may elect to terminate this AGREEMENT for any reason by delivering a thirty (30) day written notice of intent to terminate to the other party. In the event of such termination, DISTRICT shall be compensated for the actual costs incurred prior to the time of notification of contract termination.

## **20. Duration of Agreement**

This Agreement is in effect from the January 1, 2024 through December 31, 2024.

**21. Filing**

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023

**KITSAP PUBLIC HEALTH DISTRICT**

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

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

\_\_\_\_\_  
**CHARLOTTE GARRIDO, CHAIR**

\_\_\_\_\_  
**CHRISTINE ROLFES, COMMISSIONER**

\_\_\_\_\_  
**KATHERINE T. WALTERS, COMMISSIONER**

**ATTEST:**

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

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

Clean Water Kitsap Partnership  
Kitsap Public Health District 2024 Scope of Work and Budget

Total Budget: \$1,460,680

Tasks	Activities	Performance Criteria	Target / Benchmark
<b>Program Element: Pollution Identification and Correction Program</b>			
<b>Goal 1: Protect Public Health and the Environment from Fecal Pollution of Surface Waters</b> Identify and correct EC pollution sources in high priority surface waters.			
Develop and implement the 2025 PIC priority workplan.	Priority workplan memo delivered to KCPW		Budget: \$1,168,544 11/30/2024
Conduct PIC surveys according to current PIC Protocols through public complaints, DPR response, and priority work areas.	Number of PIC property inspections	Number of properties with identified fecal pollution sources found during inspections.	350
		% of identified fecal pollution sources found that have been corrected.	NA
		Shoreline surveys completed	NA
Complete shoreline survey work in accordance with the Shoreline Monitoring Plan.	Shoreline surveys completed		Colvos Passage, Kingston
Identify bacterial hotspots for shoreline discharges.	Number of new hotspots confirmed this year		NA
Investigate all newly identified shoreline "hot spots" within 12 months in accordance with Health District protocols.	% of new hotspots investigated within 12 months		100%
Respond to public sewage complaints within 5 days of receipt. Track and manage sewage complaints, and identify and correct failing OSS.	Number of complaints		NA
	Percent of complaints responded to within 5 days		90%
Respond to selected DPRs within 7 days of assignment. Track and manage DPR response, and identify and correct failing OSS.	Number of failures found during complaint inspection		NA
	Number of reports responded to with field inspections		NA
	Percent of reports responded to within 7 days		90%
	Number of failures found		NA
	Number of complaints		NA
Respond to public agricultural complaints within 5 days of receipt. Track and manage agricultural complaints. Identify and correct agricultural sources.	Percent of complaints responded to within 5 days		90%
	Number of pollution sources found		NA
	Number of found pollution sources corrected		NA
Coordinate with the Kitsap Conservation District on correcting EC pollution caused by livestock waste, pursuant to existing interlocal agreement.	Number of referrals to KCD for technical assistance		NA
Coordinate with Kitsap County Public Works on the correction of EC sources discharging to (or from) the county's stormwater system. Conduct work in compliance with "KPHD/KCPW stormwater Illicit Discharge Detection and Elimination (IDDE) Protocol."	Number of referrals		NA
Respond to public water quality complaints within 5 days of receipt. Track and manage water quality complaints. Identify and correct pollution sources.	Number of complaints		NA
	Percent of complaints responded to within 5 days		90%
	Number of pollution sources found.		NA
	Percent of found pollution sources corrected		NA
Issue advisories for lake algae blooms.	Number of algae bloom advisories.		NA
Track and respond to reports of waterborne illness in cooperation with the Health District's Communicable Disease Clinic and the Washington State Department of Health.	Number of water borne illnesses reported and investigated implicating lake swimming beaches.		NA
Participate in Ecology's Regional Loan Program.	Percent of owners of septic failures informed that Craft3 loans are available.		100%

Tasks	Activities	Performance Criteria	Target / Benchmark
Protect the public from spills from public sewer systems.	Respond to sewage spills in unincorporated Kitsap County pursuant to Health District's "Sewage Spill Reporting and Response Procedures". Report spills into or from the public storm drainage system to Kitsap 1. Post signage and issue health advisories to protect public health.	Number of sewage spill advisories.	NA

Tasks	Activities	Performance Criteria	Target / Benchmark
<b>Program Element: Monitoring Program</b>			
<b>Goal 1: Monitor and Assess Pollution of Kitsap County Waters</b>			
Determine fecal pollution levels (improvement and declines) in Kitsap County streams.	Collect water quality samples monthly to monitor for fecal coliform and/or E. Coli bacterial contamination in streams.	% of planned events completed.	Budget: \$292,136 100%
Test best available laboratory and field methods to determine the presence of human contribution to confirmed "hot spots," and prioritize for investigation.	Notify the public of potential health risks and provide a summary of water quality monitoring results and highlight form the 2022-23 water year.  Complete testing and demonstration of laboratory and field techniques that determine human contribution to county stormwater systems, shoreline "hot spots" and 4A and 4B streams. Examples include chemicals of emerging concern, Bacteroides, microbial source tracking, etc.	Publish Annual Water Quality Monitoring Report.  # of streams with improving WQ	12/31/2024  NA
Conduct ongoing monitoring of Kitsap County lake public access areas and swimming beaches for water quality according to the program plan.	Issue advisories for elevated bacteria or other water quality concerns.  Update Lake Trophic Assessment Plan  Conduct lake trophic assessments in Kitsap County lakes.	Report number and types of sampling  Number of advisories.  Provide updated Lake Trophic Assessment Plan	NA  NA  3/1/2024
Respond to requests for water quality data from the public.	Provide stream, lake, and shoreline data to the public and other agencies upon request.	Provide technical memo reporting on lake trophic assessment work in Kitsap County lakes.  Number of data requests	12/31/2024  NA
<b>Goal 2: Protect the Public From Illnesses Related to Shellfish and Biotoxins</b>			
Protect public health in Kitsap County by providing oversight, environmental monitoring, public information, and emergency investigative response for public areas known to be frequented by recreational shellfish harvesters.	Monitor shellfish for marine biotoxin at sentinel sites throughout Kitsap County.  Issue shellfish harvest safety advisories. Post signs, update web page, and update information hotline (1-800-2BE-WELL).	% of planned events completed.  Number of shellfish biotoxin health advisories.	100%  NA
<b>Goal 3: Address or Assit with Federal, State and County Water Quality Mandates</b>			
Assist Kitsap County with compliance with Federal Clean Water Act Section 303(d) and associated Total Maximum Daily Load Studies.	Provide data and comment to the State Department of Ecology to evaluate classification of Kitsap County water bodies for the state's ongoing water quality assessments.  Participate in Interagency Water Quality Team as needed in coordination with KCPW staff.	Submit WQ data to Ecology.  Number of meetings attended.	12/31/2024  NA
Assist Kitsap County with response to Washington State Department of Health commercial shellfish harvest classification changes.	Provide data and comment to the WA State Department of Health for use in shellfish area classification, as needed.	Number of data requests responded to, from DOH Shellfish.	NA
Coordinate with Washington State Department of Health on shellfish growing area reclassification.	Find and correct bacterial pollution sources affecting shellfish growing areas.  Implement Chico Bay Closure Response Plan	Number of shellfish growing area reclassification downgrades to threatened or prohibited responded to.  Number of responses to DOH parcel closure inquiries.  Provide technical memo on status of implementing Chico Bay Closure Response Plan	NA  NA  12/31/2024
<b>Goal 4: Inform and Educate the Public About Surface Water Quality and Pollution</b>			
Prevent failing onsite sewage systems (OSS) by promoting and providing education on the use of OSS to homeowners, community groups, the OSS industry, realtors, developers, builders, lenders, etc.	Conduct OSS Workshops, either virtual or in person, in partnership with CWK.  Issue septic pumping vouchers as incentive for inspection of septic and provide education to property owners.	Number of workshops completed  Number of vouchers (maximum 40)	3  40 Vouchers at \$350/each (\$14,000 Total)
Inform and educate the public about health and safety issues at lake swimming beaches.	Engage with the public on swimming health and safety at lakes during sampling events.	Report educational contacts at lakes during sampling events	NA

Tasks	Activities	Performance Criteria	Target / Benchmark
Inform and educate the public about health and safety issues for polluted streams.	Assess annual stream bacteria data to determine if posting of warning signs is necessary, as per policy. Post warning signs as appropriate.	Number of stream advisories posted	NA

New or Renewed Contracts for the Period of 10/01/2023 through 10/31/2023

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
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Active (2 contracts)

**Hood Canal Coordinating Council**

ID: 2363	PIC, Grant Holdcroft	Contract for Services	Closed	10/03/23	\$6,569.00	10/06/23	10/06/23	11/30/23	
<i>Description: District to continue Phase IV work of the Hood Canal Regional Polution Identification and Correction program which includes freshwater quality monitoring, shoreline surveys in priority areas, pollution hotspot investigation and correction, nutrient studies, updating GIS mapping, and outreach and education to Hood Canal property owners.</i>									

**United Business Machines**

ID: 2369	Administration, Melissa Laird	Contract	Closed	11/07/23	\$80,993.40	10/25/23	10/26/23	10/25/28	
<i>Description: Five year, month-to-month copier lease and maintenance using the state master contract.</i>									



**Kitsap Public Health Board Meeting**  
**Date: December 5, 2023**

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

**Approvals:**

	Signature	Date
Administrator	<i>Keith Grullner</i>	11/28/2023
Finance Manager	<i>Melissa Laird</i>	11/27/2023

**Recommended Motion:** Approval

**Items:**

Type	Warrant/EFT Date	Total Amount
Accounts Payable	10/5/2023	\$ 45,517.93
Accounts Payable	10/12/2023	21,866.87
Accounts Payable	10/19/2023	106,770.53
Accounts Payable	10/26/2023	211,410.11
Vital Stats Transfer	10/20/2023	27,187.00
Accounts Payable Total		\$ 412,752.44
Payroll	10/31/2023	551,693.19
Payroll Taxes	n/a	-
Payroll PERS Payment	10/13/2023	125,193.35
Payroll Total		\$ 676,886.54
<b>Grand Total</b>		<b>\$ 1,089,638.98</b>

**Kitsap Public Health Board Action:**

- Approve
- Deny
- Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		



View Settlement Run

Settlement Run Information

**Settlement Run** STL-00002650  
**Name** Kitsap Public Health Dist, JS  
**Number** STL-00002650  
**Status** Complete  
**Date** 10/05/2023  
**Include Payments On Behalf Of** No  
**Exclude Negative Payments** Yes  
**Express Settlement** No

Additional Information

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

Payment Information

**Display Currency** USD  
**Outbound Total** 45,517.93  
**Inbound Total** 0.00  
**Expense Report Count** 14  
**Miscellaneous Payment Request Count** 1  
**Supplier Invoice Count** 10

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	10/05/2023	14	1,988.98	USD	Payment Message: ID 2108 for Kitsap Public Health District on 10/05/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	10/05/2023	1	100.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/05/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	10/05/2023	8	40,082.31	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/05/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	10/05/2023	2	3,346.64	USD	Payment Message: ID 2107 for Kitsap Public Health District on 10/05/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006704	Kitsap Public Health District	Amy Anderson (419470)	Employee	EXP-0006704	09/28/2023	Training 0911-091523	318.59	USD
Expense Report: EXP-0006705	Kitsap Public Health District	Leslie Banigan (215189)	Employee	EXP-0006705	09/28/2023	Mileage 0725-090723	186.28	USD
Expense Report: EXP-0006706	Kitsap Public Health District	Rudy Baum (434397)	Employee	EXP-0006706	09/28/2023	Mileage 0801-083123	214.77	USD
Expense Report: EXP-0006707	Kitsap Public Health District	Christine Bronder (434436)	Employee	EXP-0006707	09/28/2023	OSS Inspector Exam 2023	175.00	USD
Expense Report: EXP-0006708	Kitsap Public Health District	Margo Chang (411387)	Employee	EXP-0006708	09/28/2023	Mileage 0720-091423, Toll 091423	93.40	USD
Expense Report: EXP-0006709	Kitsap Public Health District	Lori Collins (434101)	Employee	EXP-0006709	09/28/2023	Trainings 2023	248.37	USD
Expense Report: EXP-0006710	Kitsap Public Health District	April Fisk (321284)	Employee	EXP-0006710	09/28/2023	Mileage, Misc 092623	27.13	USD
Expense Report: EXP-0006711	Kitsap Public Health District	Jessica Guidry (358732)	Employee	EXP-0006711	09/28/2023	Mileage 090923, Supplies 0907-091923	85.57	USD
Expense Report: EXP-0006712	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0006712	09/28/2023	Mileage 0916-092023	58.03	USD
Expense Report: EXP-0006713	Kitsap Public Health District	Anne Moen (279971)	Employee	EXP-0006713	09/28/2023	Mileage 091823	41.53	USD
Expense Report: EXP-0006714	Kitsap Public Health District	Woodean Nickerson (434837)	Employee	EXP-0006714	09/28/2023	Mileage 0825-092723	226.63	USD
Expense Report: EXP-0006715	Kitsap Public Health District	Nolan Simmons (434366)	Employee	EXP-0006715	09/28/2023	Mileage 0920-092123	41.79	USD
Expense Report: EXP-0006716	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0006716	09/28/2023	Mileage 0912-092223	73.62	USD
Expense Report: EXP-0006717	Kitsap Public Health District	Janet Wyatt (434415)	Employee	EXP-0006717	09/28/2023	Mileage 0914-092223	198.27	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-12159	Kitsap Public Health District	Beatrice Wishart (Inactive)	MPR-12159	Check	One-Time Payment	09/28/2023	100.00	USD

Supplier Invoices



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-85469	Kitsap Public Health District	Blue Sky Printing	INVOICE # 15259	Blue Sky Printing	Net 30	SINV-2023-85469	09/20/2023		10/20/2023	0.00	0.00	121.39	USD
Supplier Invoice: SINV-2023-85473	Kitsap Public Health District	Catalyst Workplace Activation	INVOICE # 318519	Catalyst Workplace Activation	Net 30	SINV-2023-85473	09/01/2023		10/01/2023	0.00	0.00	417.40	USD
Supplier Invoice: SINV-2023-85476	Kitsap Public Health District	Control Solutions, Inc	INVOICE # CS261754	Control Solutions, Inc	Net 30	SINV-2023-85476	09/08/2023		10/08/2023	0.00	0.00	228.23	USD
Supplier Invoice: SINV-2023-85481	Kitsap Public Health District	10315 Silverdale Way Holdings, LLC	Room Rental OCT 2023	10315 Silverdale Way Holdings, LLC	Net 30	SINV-2023-85481	09/28/2023		10/28/2023	0.00	0.00	150.00	USD
Supplier Invoice: SINV-2023-85482	Kitsap Public Health District	ODP Business Solutions, LLC	INV# 332936141001	ODP Business Solutions, LLC	Net 30	SINV-2023-85482	09/18/2023		10/18/2023	0.00	0.00	607.15	USD
Supplier Invoice: SINV-2023-85483	Kitsap Public Health District	Staples	INV# 3547751622	Staples - Remit-To: Staples	Net 30	SINV-2023-85483	09/16/2023		10/16/2023	0.00	0.00	157.55	USD
Supplier Invoice: SINV-2023-85484	Kitsap Public Health District	WA State Assoc of Local Public Health Officials	MAC-SA123-11 JAN-JUNE 2023	WA State Assoc of Local Public Health Officials	Net 30	SINV-2023-85484	09/01/2023		10/01/2023	0.00	0.00	3,118.41	USD
Supplier Invoice: SINV-2023-85503	Kitsap Public Health District	Iron Mountain	Invoice # 202701389 (March 2023)	Iron Mountain - Remit-To: PO Box 601002	Net 30	SINV-2023-85503	09/29/2023		10/29/2023	0.00	0.00	213.89	USD
Supplier Invoice: SINV-2023-85504	Kitsap Public Health District	Public Health Accreditation Board	Invoice # 42631	Public Health Accreditation Board	Net 30	SINV-2023-85504	09/29/2023		10/29/2023	0.00	0.00	7,400.00	USD
Supplier Invoice: SINV-2023-85594	Kitsap Public Health District	US Bank National Association	ACCT# 4246-0445-5668-8591 (09-25-23)	US Bank National Association - Remit-To: US Bank Junior Dist's Only	Net 30	SINV-2023-85594	09/25/2023		10/25/2023	0.00	0.00	31,014.93	USD

Process History  
Settlement Run Process History



### View Settlement Run

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	10/05/2023 09:55:07 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 2108 for Kitsap Public Health District on 10/05/2023		Successfully Completed
Payment Message: ID 2107 for Kitsap Public Health District on 10/05/2023		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/05/2023		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/05/2023		Successfully Completed
Remittance File: For WA State Assoc of Local Public Health Officials on 10/05/2023		Successfully Completed
Remittance File: For Control Solutions, Inc on 10/05/2023		Successfully Completed

#### Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
10/05/2023 09:55 AM	10/05/2023 09:55 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002650	Completed	00:00:10	Junille Schmeling	



View Settlement Run

Settlement Run Information

Settlement Run Name STL-00002673  
 Kitsap Public Health District HH  
 Number STL-00002673  
 Status Complete  
 Date 10/12/2023  
 Include Payments On Behalf Of No  
 Exclude Negative Payments Yes  
 Express Settlement No

Additional Information

Organization Kitsap Public Health District  
 Currency USD  
 Filters Used

Payment Information

Display Currency USD  
 Outbound Total 21,866.87  
 Inbound Total 0.00  
 Expense Report Count 23  
 Miscellaneous Payment Request Count 1  
 Supplier Invoice Count 14

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	10/12/2023	23	6,251.58	USD	Payment Message: ID 2128 for Kitsap Public Health District on 10/12/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	10/12/2023	1	350.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/12/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	10/12/2023	8	7,205.64	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/12/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	10/12/2023	3	8,059.65 USD	USD	Payment Message: ID 2127 for Kitsap Public Health District on 10/12/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006768	Kitsap Public Health District	Jami Armstrong (434291)	Employee	EXP-0006768	10/03/2023	Mileage 0803-092823,, Supplies	131.92 USD	USD
Expense Report: EXP-0006769	Kitsap Public Health District	Karen Boysen-Knapp (2058)	Employee	EXP-0006769	10/03/2023	Supplies 092523	62.57 USD	USD
Expense Report: EXP-0006770	Kitsap Public Health District	Keith Greilner (1264)	Employee	EXP-0006770	10/03/2023	Mileage 0814-091923	100.87 USD	USD
Expense Report: EXP-0006771	Kitsap Public Health District	Thomas Jury (434709)	Employee	EXP-0006771	10/03/2023	Mileage 090-09272023, Training	510.36 USD	USD
Expense Report: EXP-0006772	Kitsap Public Health District	Melissa Laird (416539)	Employee	EXP-0006772	10/03/2023	Training 0919-092223	622.66 USD	USD
Expense Report: EXP-0006773	Kitsap Public Health District	Ross Lyle (285038)	Employee	EXP-0006773	10/03/2023	Mileage 0912-092123	112.66 USD	USD
Expense Report: EXP-0006774	Kitsap Public Health District	Nathan Morrow (433895)	Employee	EXP-0006774	10/03/2023	Mileage 092323	96.94 USD	USD
Expense Report: EXP-0006775	Kitsap Public Health District	Carin Onarheim (426938)	Employee	EXP-0006775	06/29/2023	Supplies 082923	123.82 USD	USD
Expense Report: EXP-0006776	Kitsap Public Health District	Jessica Guidry (355732)	Employee	EXP-0006776	10/03/2023	Supplies 092523	78.49 USD	USD
Expense Report: EXP-0006777	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0006777	10/03/2023	Mileage 0703-072823	127.73 USD	USD
Expense Report: EXP-0006794	Kitsap Public Health District	Nancy Acosta (278956)	Employee	EXP-0006794	10/05/2023	Mileage 0821-092823	124.06 USD	USD
Expense Report: EXP-0006795	Kitsap Public Health District	James Archer (434384)	Employee	EXP-0006795	10/05/2023	Training/Conference 0919-092223	622.66 USD	USD
Expense Report: EXP-0006796	Kitsap Public Health District	Elizabeth Davis (433997)	Employee	EXP-0006796	10/05/2023	Conference 0927-092923	773.37 USD	USD
Expense Report: EXP-0006797	Kitsap Public Health District	Eric Evans (4565)	Employee	EXP-0006797	10/05/2023	Travell/Conferences 0926-100323	330.22 USD	USD
Expense Report: EXP-0006798	Kitsap Public Health District	Jakob Hughes (434256)	Employee	EXP-0006798	10/05/2023	Mileage 0901-092923, Conference	309.51 USD	USD
Expense Report: EXP-0006799	Kitsap Public Health District	Kimberly Jones (358933)	Employee	EXP-0006799	10/05/2023	Mileage 0915-091923, OSS Insp Lic renewal	176.92 USD	USD
Expense Report: EXP-0006800	Kitsap Public Health District	Sarah Kinnear (434099)	Employee	EXP-0006800	10/05/2023	Mileage 0713-092823	91.96 USD	USD
Expense Report: EXP-0006801	Kitsap Public Health District	Karina Mazur (388104)	Employee	EXP-0006801	10/05/2023	Mileage 0803-092523, Conference	546.30 USD	USD



View Settlement Run

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006802	Kitsap Public Health District	Kayla Petersen (434695)	Employee	EXP-0006802	10/05/2023	Mileage 0906-092823	144.17 USD	
Expense Report: EXP-0006803	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0006803	10/05/2023	Mileage 0922-100323	140.04 USD	
Expense Report: EXP-0006805	Kitsap Public Health District	Tobbi Stewart (423168)	Employee	EXP-0006805	10/05/2023	Mileage 0807-081523	41.92 USD	
Expense Report: EXP-0006806	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0006806	10/05/2023	Training 0911-092123	751.31 USD	
Expense Report: EXP-0006818	Kitsap Public Health District	Lisa Warren (434273)	Employee	EXP-0006818	10/06/2023	MILEAGE 0712-080223, RN Lic Renewal	231.12 USD	

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-12215	Kitsap Public Health District	Amanda Estabrook (Inactive)	MPR-12215	Check	One-Time Payment	10/05/2023	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-2023-85878	Kitsap Public Health District	Comcast	Invoice # 184022285, Account # 960286277	Comcast - Remit-To: PO Box 37601	Net 30	SINV-2023-85878	10/01/2023		10/31/2023	0.00	0.00	519.58 USD	
Supplier Invoice: SINV-2023-85879	Kitsap Public Health District	Comcast	Account # 8498-36-002-1685177 (October 1, 2023)	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2023-85879	10/01/2023		10/31/2023	0.00	0.00	456.30 USD	
Supplier Invoice: SINV-2023-85880	Kitsap Public Health District	Comcast	Acct# 8498-36-002-1644737 (October 2023)	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2023-85880	10/01/2023		10/31/2023	0.00	0.00	455.14 USD	
Supplier Invoice: SINV-2023-85881	Kitsap Public Health District	Dell Marketing L.P.	Invoice # 10700301458	Dell Marketing L.P.	Net 30	SINV-2023-85881	10/01/2023		10/31/2023	0.00	0.00	4,768.47 USD	
Supplier Invoice: SINV-2023-85883	Kitsap Public Health District	FedEx	Invoice # 8-270-18961/ Acct # 1888-3436-1	FedEx - Remit-To: PO Box 371461 Pittsburgh	Net 30	SINV-2023-85883	10/03/2023		11/02/2023	0.00	0.00	11.00 USD	
Supplier Invoice: SINV-2023-85884	Kitsap Public Health District	ODP Business Solutions, LLC	Inv #329870177001-Acct# 24859218	ODP Business Solutions, LLC	Net 30	SINV-2023-85884	10/03/2023		11/02/2023	0.00	0.00	314.20 USD	





View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-85885	Kitsap Public Health District	Staples	Invoice # 3548426820	Staples - Remit-To: Staples	Net 30	SINV-2023-85885	10/03/2023		11/02/2023	0.00	0.00	85.37	USD
Supplier Invoice: SINV-2023-85887	Kitsap Public Health District	United Business Machines Of Wa	Invoice # 503584	United Business Machines Of Wa	Net 30	SINV-2023-85887	10/03/2023		11/02/2023	0.00	0.00	1,280.85	USD
Supplier Invoice: SINV-2023-86089	Kitsap Public Health District	A.W. Rehn & Associates, Inc	INVOICE # 13452- AUGUST 2023	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-86089	10/01/2023		10/31/2023	0.00	0.00	57.00	USD
Supplier Invoice: SINV-2023-86090	Kitsap Public Health District	A.W. Rehn & Associates, Inc	INVOICE # 13663 - SEPT 2023	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-86090	10/04/2023		11/03/2023	0.00	0.00	61.75	USD
Supplier Invoice: SINV-2023-86092	Kitsap Public Health District	City of Bremerton	INV# BKAT000788- OCT 2023	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30	SINV-2023-86092	10/02/2023		11/01/2023	0.00	0.00	487.83	USD
Supplier Invoice: SINV-2023-86095	Kitsap Public Health District	NEOGOV	INVOICE # 38997	NEOGOV	Net 30	SINV-2023-86095	10/05/2023		11/04/2023	0.00	0.00	6,118.06	USD
Supplier Invoice: SINV-2023-86101	Kitsap Public Health District	United Business Machines Of Wa	INVOICE # 502833	United Business Machines Of Wa	Net 30	SINV-2023-86101	10/01/2023		10/31/2023	0.00	0.00	89.54	USD
Supplier Invoice: SINV-2023-86102	Kitsap Public Health District	United Business Machines Of Wa	INVOICE # 503935	United Business Machines Of Wa	Net 30	SINV-2023-86102	10/03/2023		11/02/2023	0.00	0.00	560.20	USD

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	10/12/2023 09:43:39 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	



View Settlement Run

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	
<b>Related Business Processes History</b>							
	Business Process			Status			
	Payment Message: ID 2128 for Kitsap Public Health District on 10/12/2023						Successfully Completed
	Payment Message: ID 2127 for Kitsap Public Health District on 10/12/2023						Successfully Completed
	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/12/2023						Successfully Completed
	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/12/2023						Successfully Completed
	Remittance File: For United Business Machines Of Wa on 10/12/2023						Successfully Completed
	Remittance File: For NEOGOV on 10/12/2023						Successfully Completed
	Remittance File: For FedEx - Remit-To: PO Box 371461 Pittsburgh on 10/12/2023						Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
10/12/2023 09:43 AM	10/12/2023 09:43 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002673	Completed	00:00:10	Heather Hunsaker	



View Settlement Run

Settlement Run Information

**Settlement Run**  
 Name: STL-00002702  
 Number: Kitsap Public Health District HH  
 Status: STL-00002702  
 Complete  
 Date: 10/19/2023  
 Include Payments On Behalf Of: No  
 Exclude Negative Payments: Yes  
 Express Settlement: No

Additional Information

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

Payment Information

Display Currency: USD  
 Outbound Total: 106,770.53  
 Inbound Total: 0.00  
 Expense Report Count: 11  
 Miscellaneous Payment Request Count: 2  
 Supplier Invoice Count: 24

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	10/19/2023	1	93.67	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 10/19/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	10/19/2023	10	1,072.69	USD	Payment Message: ID 2149 for Kitsap Public Health District on 10/19/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	10/19/2023	2	657.60	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/19/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	10/19/2023	20	86,942.56	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/19/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	10/19/2023	4	18,004.01	USD	Payment Message: ID 2148 for Kitsap Public Health District on 10/19/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006845	Kitsap Public Health District	Richard Bazzell (328436)	Employee	EXP-0006845	10/11/2023	MILEAGE 0906-092823	231.87	USD
Expense Report: EXP-0006846	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0006846	10/11/2023	MILEAGE 0921-100623	138.21	USD
Expense Report: EXP-0006847	Kitsap Public Health District	Maria Fergus (434648)	Employee	EXP-0006847	10/11/2023	MILEAGE 0917-092423	152.94	USD
Expense Report: EXP-0006848	Kitsap Public Health District	Yaneisy Griego (410072)	Employee	EXP-0006848	10/11/2023	MILEAGE 092123, SUPPLIES	13.87	USD
Expense Report: EXP-0006849	Kitsap Public Health District	Brandon Kindschy (421430)	Employee	EXP-0006849	10/11/2023	MILEAGE 0905-0920223, NEHA MEMBERSHIP RENEWAL	146.46	USD
Expense Report: EXP-0006850	Kitsap Public Health District	Tameka Phelps (434295)	Employee	EXP-0006850	10/11/2023	MILEAGE 0905-092023	22.27	USD
Expense Report: EXP-0006851	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0006851	10/11/2023	MILEAGE 1004-100623	74.34	USD
Expense Report: EXP-0006852	Kitsap Public Health District	Lisa Warren (434273)	Employee	EXP-0006852	10/11/2023	MILEAGE 0914-092823	29.61	USD
Expense Report: EXP-0006853	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0006853	10/11/2023	MILEAGE 0821-092823	143.45	USD
Expense Report: EXP-0006861	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0006861	10/12/2023	Mileage 0920-100623	93.67	USD
Expense Report: EXP-0006862	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0006862	10/12/2023	Mileage 0925-100723	119.67	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-12321	Kitsap Public Health District	STEVEN G. KAUTNER (Inactive)	MPR-12321	Check	One-Time Payment	10/11/2023	327.60	USD
MPR-12325	Kitsap Public Health District	Somsri Suwanrithit (Inactive)	MPR-12325	Check	POS Customer Refund	10/12/2023	330.00	USD

Supplier Invoices



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-86777	Kitsap Public Health District	Acranet Cbs Branch	INVOICE # 24357	Acranet Cbs Branch	Net 30	SINV-2023-86777	10/01/2023		10/31/2023	0.00	0.00	192.50	USD
Supplier Invoice: SINV-2023-86778	Kitsap Public Health District	Bremerton Government Center Association	Invoice # 1087	Bremerton Government Center Association To: PO Box 60533	Net 30	SINV-2023-86778	10/01/2023		10/31/2023	0.00	0.00	34,195.58	USD
Supplier Invoice: SINV-2023-86779	Kitsap Public Health District	Comcast	ACCT# 8498-36-002-071975 (OCT 2023)	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2023-86779	10/09/2023		11/08/2023	0.00	0.00	271.11	USD
Supplier Invoice: SINV-2023-86781	Kitsap Public Health District	Crossroads 360, LLC	NOVEMBER 2023-HELLER	Crossroads 360, LLC	Net 30	SINV-2023-86781	10/11/2023		11/10/2023	0.00	0.00	882.00	USD
Supplier Invoice: SINV-2023-86783	Kitsap Public Health District	Griffin Glen Apartments LLC	NOVEMBER 2023-WALDRON	Griffin Glen Apartments LLC	Net 30	SINV-2023-86783	10/11/2023		11/10/2023	0.00	0.00	1,360.00	USD
Supplier Invoice: SINV-2023-86784	Kitsap Public Health District	The Heights at Sheridan Road	NOVEMBER 2023-HOWE	The Heights at Sheridan Road	Net 30	SINV-2023-86784	10/11/2023		11/10/2023	0.00	0.00	661.00	USD
Supplier Invoice: SINV-2023-86786	Kitsap Public Health District	Allison Hicks	NOVEMBER 2023-COVEY	Allison Hicks	Net 30	SINV-2023-86786	10/11/2023		11/10/2023	0.00	0.00	1,000.00	USD
Supplier Invoice: SINV-2023-86787	Kitsap Public Health District	Indigo Apartments	NOVEMBER 2023-KORNEGAY	Indigo Apartments	Net 30	SINV-2023-86787	10/11/2023		11/10/2023	0.00	0.00	698.00	USD
Supplier Invoice: SINV-2023-86789	Kitsap Public Health District	Jefferson County	JULY-AUG 2023	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2023-86789	10/11/2023		11/10/2023	0.00	0.00	11,465.11	USD
Supplier Invoice: SINV-2023-86790	Kitsap Public Health District	Johns Hopkins University	INVOICE # 1800356477	Johns Hopkins University	Net 30	SINV-2023-86790	10/11/2023		11/10/2023	0.00	0.00	39,104.07	USD
Supplier Invoice: SINV-2023-86794	Kitsap Public Health District	Kania, Sharon Faye	NOVEMBER 2023	Kania, Sharon Faye	Net 30	SINV-2023-86794	10/11/2023		11/10/2023	0.00	0.00	635.00	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-86800	Kitsap Public Health District	Kitsap Sun	ACCT# KS2075958-2023/2024 SUBSCRIPTION	Kitsap Sun - Remit-To: Po Box 52173 Phoenix AZ	Net 30	SINV-2023-86800	10/11/2023		11/10/2023	0.00	0.00	1,345.08	USD
Supplier Invoice: SINV-2023-86802	Kitsap Public Health District	Loomis	INVOICE # 13329505	Loomis - Remit-To: Palatine, IL	Net 30	SINV-2023-86802	10/01/2023		10/31/2023	0.00	0.00	582.00	USD
Supplier Invoice: SINV-2023-86810	Kitsap Public Health District	Microsoft Corporation	E0600P7JJU, E0600P7LJ2	Microsoft Corporation - Remit-To: Microsoft Services Po Box 842103	Net 30	SINV-2023-86810	10/11/2023		11/10/2023	0.00	0.00	61.59	USD
Supplier Invoice: SINV-2023-86837	Kitsap Public Health District	Daniel R, Niblock	NOVEMBER 2023-HERRICK	Daniel R, Niblock	Net 30	SINV-2023-86837	10/11/2023		11/10/2023	0.00	0.00	1,080.00	USD
Supplier Invoice: SINV-2023-86840	Kitsap Public Health District	New West Technologies	INVOICE # 18341	New West Technologies	Net 30	SINV-2023-86840	10/11/2023		11/10/2023	0.00	0.00	1,081.08	USD
Supplier Invoice: SINV-2023-86861	Kitsap Public Health District	Quadient Finance Usa Inc	ACCT# 7900-0440-8001-2994 OCT '23 POSTAGE REFILL	Quadient Finance Usa Inc	Net 30	SINV-2023-86861	10/11/2023		11/10/2023	0.00	0.00	2,500.00	USD
Supplier Invoice: SINV-2023-86892	Kitsap Public Health District	Silverdale Home Associates	NOVEMBER 2023-PHILLIPS	Silverdale Home Associates	Net 30	SINV-2023-86892	10/11/2023		11/10/2023	0.00	0.00	1,214.00	USD
Supplier Invoice: SINV-2023-86894	Kitsap Public Health District	Toyota Financial Services	ACCT# 03-0322-CU922 (OCTOBER 2023)	Toyota Financial Services	Net 30	SINV-2023-86894	10/09/2023		11/08/2023	0.00	0.00	460.71	USD
Supplier Invoice: SINV-2023-86896	Kitsap Public Health District	Washington Home Solutions	NOVEMBER 2023-INOCENTE	Washington Home Solutions	Net 30	SINV-2023-86896	10/11/2023		11/10/2023	0.00	0.00	705.00	USD
Supplier Invoice: SINV-2023-86898	Kitsap Public Health District	Wex Bank	INVOICE # 92420787	Wex Bank	Net 30	SINV-2023-86898	10/06/2023		11/05/2023	0.00	0.00	482.65	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Person (Up to 5)	All Persons	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-87001	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	0901-09302023	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2023-87001	10/01/2023				0.00	3,846.40	USD
Supplier Invoice: SINV-2023-87004	Kitsap Public Health District	WA State Dept of Revenue	3RD QTR 2023	WA State Dept of Revenue - Remit-To: General PO Box 47464	Net 30	SINV-2023-87004	10/12/2023				0.00	98.69	USD
Supplier Invoice: SINV-2023-87121	Kitsap Public Health District	Paul Simmons	RENT NOV 2023- FISHER	Paul Simmons	Net 30	SINV-2023-87121	10/12/2023				0.00	1,025.00	USD

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	10/19/2023 09:21:23 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 2149 for Kitsap Public Health District on 10/19/2023	Successfully Completed
Payment Message: ID 2148 for Kitsap Public Health District on 10/19/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/19/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 10/19/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/19/2023	Successfully Completed
Remittance File: For Acranet Cbs Branch on 10/19/2023	Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 10/19/2023	Successfully Completed
Remittance File: For Quadrant Finance Usa Inc on 10/19/2023	Successfully Completed
Remittance File: For Jefferson County - Remit-To: Health/Human Svc on 10/19/2023	Successfully Completed

Background Processes



### View Settlement Run

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
10/19/2023 09:21 AM	10/19/2023 09:21 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002702	Completed	00:00:13	Heather Hunsaker	





View Settlement Run

Settlement Run Information

Settlement Run Name STL-00002727  
 Kitsap Public Health District HH  
 Number STL-00002727  
 Status Complete  
 Date 10/26/2023  
 Include Payments On Behalf Of No  
 Exclude Negative Payments Yes  
 Express Settlement No

Additional Information

Organization Kitsap Public Health District  
 Currency USD  
 Filters Used

Payment Information

Display Currency USD  
 Outbound Total 211,410.11  
 Inbound Total 0.00  
 Expense Report Count 18  
 Miscellaneous Payment Request Count 7  
 Supplier Invoice Count 28

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	10/26/2023	1	72.71	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 10/26/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	10/26/2023	16	2,633.55	USD	Payment Message: ID 2167 for Kitsap Public Health District on 10/26/2023	Successfully Completed



View Settlement Run

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	10/26/2023	7	2,730.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/26/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	10/26/2023	27	203,796.15	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/26/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	10/26/2023	1	2,177.70	USD	Payment Message: ID 2168 for Kitsap Public Health District on 10/26/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006888	Kitsap Public Health District	Rudy Baum (434397)	Employee	EXP-0006888	10/17/2023	Mileage 0905-092823	166.50	USD
Expense Report: EXP-0006889	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0006889	10/17/2023	Mileage 1009-101123	72.71	USD
Expense Report: EXP-0006890	Kitsap Public Health District	Grant Holdcroft (4579)	Employee	EXP-0006890	10/17/2023	Mileage 1004-100623, Conference	163.62	USD
Expense Report: EXP-0006891	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0006891	10/17/2023	Mileage 0921-100923, Conference	88.09	USD
Expense Report: EXP-0006892	Kitsap Public Health District	Albert Lawver (434888)	Employee	EXP-0006892	10/17/2023	Conference 0925-092723	39.45	USD
Expense Report: EXP-0006894	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0006894	10/17/2023	Mileage 0927-100923	95.63	USD
Expense Report: EXP-0006895	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0006895	10/17/2023	Mileage 1009-101223	78.86	USD
Expense Report: EXP-0006896	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0006896	10/17/2023	Mileage 0911-093023	115.48	USD
Expense Report: EXP-0006897	Kitsap Public Health District	Susan Van Ort (392243)	Employee	EXP-0006897	10/17/2023	Mileage 0814-092723	155.89	USD
Expense Report: EXP-0006908	Kitsap Public Health District	Stephanie Byrd (434085)	Employee	EXP-0006908	10/18/2023	Mileage 0913-100623	72.57	USD
Expense Report: EXP-0006909	Kitsap Public Health District	Leslie Banigan (215189)	Employee	EXP-0006909	10/18/2023	Mileage 0921-092823	86.26	USD
Expense Report: EXP-0006910	Kitsap Public Health District	Jessica Guidry (355732)	Employee	EXP-0006910	10/18/2023	Mileage 100723, Misc	246.29	USD
Expense Report: EXP-0006911	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0006911	10/18/2023	Mileage 1011-101623	23.38	USD



View Settlement Run

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006912	Kitsap Public Health District	Siri Kushner (327580)	Employee	EXP-0006912	10/18/2023	Mileage 1010-101223, Conference	527.39 USD	
Expense Report: EXP-0006913	Kitsap Public Health District	Alexandra Moore (434254)	Employee	EXP-0006913	10/18/2023	Mileage 0824-101023	474.22 USD	
Expense Report: EXP-0006914	Kitsap Public Health District	Melissa O'Brien (433907)	Employee	EXP-0006914	10/18/2023	Mileage 0919-092423	117.57 USD	
Expense Report: EXP-0006915	Kitsap Public Health District	Kayla Petersen (434695)	Employee	EXP-0006915	10/18/2023	Toll 091423	5.50 USD	
Expense Report: EXP-0006916	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0006916	10/18/2023	Mileage 0818-092923	176.85 USD	

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-12392	Kitsap Public Health District	PACIFIC INDIAN CUISINE (Inactive)	MPR-12392	Check	POS Customer Refund	10/17/2023	330.00 USD	
MPR-12393	Kitsap Public Health District	TONY THOMAS (Inactive)	MPR-12393	Check	POS Customer Refund	10/17/2023	825.00 USD	
MPR-12394	Kitsap Public Health District	NEIKA PENOVICH (Inactive)	MPR-12394	Check	One-Time Payment	10/17/2023	350.00 USD	
MPR-12395	Kitsap Public Health District	DENNIS QUINLAN (Inactive)	MPR-12395	Check	One-Time Payment	10/17/2023	350.00 USD	
MPR-12396	Kitsap Public Health District	JACKIE AND KATHLEEN STANFILL (Inactive)	MPR-12396	Check	One-Time Payment	10/17/2023	350.00 USD	
MPR-12414	Kitsap Public Health District	ARBOR F. KARAKAS (Inactive)	MPR-12414	Check	One-Time Payment	10/18/2023	350.00 USD	
MPR-12415	Kitsap Public Health District	SURGERY CENTER OF SILVERDALE, LLC (Inactive)	MPR-12415	Check	One-Time Payment	10/18/2023	175.00 USD	

Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-87558	Kitsap Public Health District	BOTHELL EDGE LLC	OCTOBER 2023 RENT- COLLINS	BOTHELL EDGE LLC	Net 30	SINV-2023-87558	10/17/2023		11/16/2023	0.00	0.00	1,000.00 USD	
Supplier Invoice: SINV-2023-87563	Kitsap Public Health District	Iron Mountain	INVOICE # 202772696	Iron Mountain - Remit-To: PO Box 601002	Net 30	SINV-2023-87563	10/17/2023		11/16/2023	0.00	0.00	177.47 USD	
Supplier Invoice: SINV-2023-87570	Kitsap Public Health District	Lingo	INVOICE # 033601279/ ACCT# 412450316	Lingo - Remit-To: PO Box 660344	Net 30	SINV-2023-87570	10/13/2023		11/12/2023	0.00	0.00	12.64 USD	



## View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-87579	Kitsap Public Health District	ODP Business Solutions, LLC	INVOICE # 335700459001	ODP Business Solutions, LLC	Net 30	SINV-2023-87579	10/06/2023		11/05/2023	0.00	0.00	929.65 USD	USD
Supplier Invoice: SINV-2023-87583	Kitsap Public Health District	Pottery Creek	RENT-NOVEMBER 2023- WILLIS	Pottery Creek	Net 30	SINV-2023-87583	10/12/2023		11/11/2023	0.00	0.00	1,855.00 USD	USD
Supplier Invoice: SINV-2023-87585	Kitsap Public Health District	Quest Diagnostics	INVOICE # T 1478196	Quest Diagnostics	Net 30	SINV-2023-87585	10/01/2023		10/31/2023	0.00	0.00	62.59 USD	USD
Supplier Invoice: SINV-2023-87603	Kitsap Public Health District	Staples	INVOICE # 3549765781	Staples - Remit-To: Staples	Net 30	SINV-2023-87603	10/10/2023		11/09/2023	0.00	0.00	400.65 USD	USD
Supplier Invoice: SINV-2023-87604	Kitsap Public Health District	Stericycle Inc	INVOICE # 8004858016	Stericycle Inc - Remit-To: Shred-It C/O Stericycle Inc	Net 30	SINV-2023-87604	10/17/2023		11/16/2023	0.00	0.00	135.34 USD	USD
Supplier Invoice: SINV-2023-87606	Kitsap Public Health District	Taylor Water Technologies, LLC	INVOICE # 498618	Taylor Water Technologies, LLC	Net 30	SINV-2023-87606	10/01/2023		10/31/2023	0.00	0.00	55.50 USD	USD
Supplier Invoice: SINV-2023-87631	Kitsap Public Health District	Verizon Wireless	Invoice # 9946626730	Verizon Wireless - Remit-To: Treasurer - PO Box 660108	Net 30	SINV-2023-87631	10/10/2023		11/09/2023	0.00	0.00	6,179.99 USD	USD
Supplier Invoice: SINV-2023-87784	Kitsap Public Health District	Naccho	LHD MEMBERSHIP DUES 2024	Naccho	Net 30	SINV-2023-87784	10/18/2023		11/17/2023	0.00	0.00	1,430.00 USD	USD
Supplier Invoice: SINV-2023-87785	Kitsap Public Health District	Washington State Auditor's Office	INVOICE # L157141	Washington State Auditor's Office	Net 30	SINV-2023-87785	10/18/2023		11/17/2023	0.00	0.00	2,177.70 USD	USD
Supplier Invoice: SINV-2023-87789	Kitsap Public Health District	American Family Life Assurance Company	PR BNFTS OCT 2023	American Family Life Assurance Company	Net 30	SINV-2023-87789	10/18/2023		11/17/2023	0.00	0.00	2,100.75 USD	USD
Supplier Invoice: SINV-2023-87790	Kitsap Public Health District	WA State Employment Security	PR BNFTS OCT 2023 - PFML	WA State Employment Security	Net 30	SINV-2023-87790	10/18/2023		11/17/2023	0.00	0.00	6,399.52 USD	USD



## View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-87791	Kitsap Public Health District	WA State Employment Security	PR BNFTS OCT 2023 - WA CARES	WA State Employment Security - Remit-To: PO Box 84249 Paid Family & Medical Health Equity	Net 30	SINV-2023-87791	10/18/2023		11/17/2023	0.00	0.00	3,236.08	USD
Supplier Invoice: SINV-2023-87792	Kitsap Public Health District	Health Equity	PR BNFTS OCT 2023	Health Equity	Net 30	SINV-2023-87792	10/18/2023		11/17/2023	0.00	0.00	660.00	USD
Supplier Invoice: SINV-2023-87793	Kitsap Public Health District	Hra Veba Trust	PR BNFTS OCT 2023	Hra Veba Trust	Net 30	SINV-2023-87793	10/18/2023		11/17/2023	0.00	0.00	9,266.92	USD
Supplier Invoice: SINV-2023-87797	Kitsap Public Health District	Nationwide Retirement Solutions	PR BNFTS OCT 2023	Nationwide Retirement Solutions	Net 30	SINV-2023-87797	10/18/2023		11/17/2023	0.00	0.00	6,645.00	USD
Supplier Invoice: SINV-2023-87803	Kitsap Public Health District	A.W. Rehn & Associates, Inc	PR BNFTS OCT 2023 - DEF COMP	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-87803	10/19/2023		11/18/2023	0.00	0.00	752.00	USD
Supplier Invoice: SINV-2023-87804	Kitsap Public Health District	A.W. Rehn & Associates, Inc	PR BNFTS OCT 2023 - PARKING	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-87804	10/19/2023		11/18/2023	0.00	0.00	1,475.00	USD
Supplier Invoice: SINV-2023-87805	Kitsap Public Health District	Prof & Technical Eng XPH	PR BNFTS OCT 2023	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30	SINV-2023-87805	10/19/2023		11/18/2023	0.00	0.00	3,339.36	USD
Supplier Invoice: SINV-2023-87806	Kitsap Public Health District	Prof & Technical Eng XPH	PR BNFTS OCT 2023 UNION/PAC	Prof & Technical Eng XPH - Remit-To: Local 17 Union/PAC	Net 30	SINV-2023-87806	10/19/2023		11/18/2023	0.00	0.00	28.00	USD
Supplier Invoice: SINV-2023-87808	Kitsap Public Health District	Voya Institutional Trust Company	PR BNFTS OCT 2023	Voya Institutional Trust Company - Remit-To: Voya Institutional Trust Co (South Kitsap Fire Payroll)	Net 30	SINV-2023-87808	10/19/2023		11/18/2023	0.00	0.00	275.00	USD
Supplier Invoice: SINV-2023-87809	Kitsap Public Health District	WA State Dept of Labor & Industries	PR BNFTS OCT 2023	WA State Dept of Labor & Industries - Remit-To: Industrial Insurance Po Box 34022	Net 30	SINV-2023-87809	10/19/2023		11/18/2023	0.00	0.00	5,227.33	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-87811	Kitsap Public Health District	Wash State Dept Of Retirement	PR BNFTS OCT 2023	Wash State Dept Of Retirement	Net 30	SINV-2023-87811	10/19/2023		11/18/2023	0.00	0.00	12,975.68	USD
Supplier Invoice: SINV-2023-87812	Kitsap Public Health District	Wa Health Care Authority - Uniform	PR BNFTS OCT 2023	Wa Health Care Authority - Uniform	Net 30	SINV-2023-87812	10/19/2023		11/18/2023	0.00	0.00	122,849.45	USD
Supplier Invoice: SINV-2023-87813	Kitsap Public Health District	Vimly Benefit Solutions Inc	PR BNFTS OCT 2023	Vimly Benefit Solutions Inc	Net 30	SINV-2023-87813	10/19/2023		11/18/2023	0.00	0.00	5,620.00	USD
Supplier Invoice: SINV-2023-87814	Kitsap Public Health District	Whit-Delta Dental Of Washington	PR BNFTS OCT 2023	Whit-Delta Dental Of Washington	Net 30	SINV-2023-87814	10/19/2023		11/18/2023	0.00	0.00	10,707.23	USD

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	10/26/2023 09:09:13 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 2167 for Kitsap Public Health District on 10/26/2023		Successfully Completed
Payment Message: ID 2168 for Kitsap Public Health District on 10/26/2023		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 10/26/2023		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/26/2023		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/26/2023		Successfully Completed
Remittance File: For Washington State Auditor's Office on 10/26/2023		Successfully Completed

Background Processes



### View Settlement Run

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
10/26/2023 09:09 AM	10/26/2023 09:09 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002727	Completed	00:00:11	Heather Hunsaker	

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

**11/6/2023**

Treasurer's Detail Report  
For 2023 - Oct

**Fund: FD00969 Kitsap Public Health General**

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
	3860 - Agency Deposits	JE-00044196 - Kitsap Public Health District - 10/20/2023 - Public Health monthly vital stats transfer	10/20/2023	0.00	27,187.00	-27,187.00
<b>3800:Other Increases in Fu</b>						

-27,187.00



## Kitsap Public Health - 10/31/2023

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Abney (4563) Beverly	173.33	5,493.00			3,743.55
Acosta (278956) Nancy	173.33	9,453.00			5,817.29
Ader (413193) Sam	173.33	6,109.00			4,145.18
Ahlin (434420) Zachary		-			-
Anderson (419470) Amy	177.83	7,092.88			4,672.74
Archer (434384) James	173.33	4,311.00			3,262.88
Armstrong (434291) Jami	173.33	5,978.00			4,200.44
Atisme-Bevins (433909)	173.33	7,777.00			4,567.84
Banigan (215189) Leslie	173.33	7,464.00			5,334.72
Baum (434397) Rudy	173.33	5,541.00			4,052.09
Bazzell (328436) Richard	173.33	7,464.00			5,249.91
Bell (419805) Gus	137.41	6,159.22			4,233.89
Berger (407902) Angeline	173.33	5,866.00			4,186.27
Bierman (404611) Dana	173.33	9,003.00			6,641.41
Borja (426250) Windie	173.33	6,279.00			4,575.34
Boysen-Knapp (2058)	156.00	6,144.00			4,072.40
Bronder (434436) Christine	173.33	5,026.00			3,790.38
Brown (271677) Steven	173.33	9,453.00			5,635.92
Burchett (409212) Brian	173.33	5,818.00			4,215.23
Burke (434463) Lenore	173.33	4,495.00			3,209.35
Burton (434296) Callie	173.33	4,559.00			3,396.66
Byrd (434085) Stephanie	173.33	4,486.00			3,623.77
Cadorna (434932) Jessi	173.33	3,718.00			2,575.50
Calderon (434768) Brenda	173.33	4,219.00			3,208.38
Camarena (434536) Daniel	173.33	5,647.00			3,859.68
Chang (411387) Margo	173.33	5,027.00			3,562.95
Chen (434841) Jessica	165.33	6,168.52			4,823.62
Ciulla (400655) Laura	86.67	3,872.00			2,037.64
Collins (434101) Lori	173.33	6,863.00			4,714.28
Davis (433997) Elizabeth	173.33	8,574.00			5,960.75
Deseamus (434593) Dara	173.33	4,559.00			3,390.73
Dowless (340919) Kelly	173.33	7,887.00			5,407.75
Duren (430735) Ashley	173.33	6,277.00			4,561.83
Evans (4565) Eric	173.33	10,943.00			2,591.96
Fergus (434648) Maria	173.33	4,785.00			2,968.56
Fine (421693) George	86.67	2,243.00			1,735.07
Fisk (321284) April	173.33	8,667.00			5,040.77
Fong (356883) Yolanda	173.33	11,490.00			6,976.86
Fucini (434997) Heather	152.00	5,356.48			4,403.33
Giuntoli (337331) Paul	173.33	7,464.00			4,571.89
Grellner (1264) Keith	173.33	13,685.00			8,550.03
Gress (421427) Nicole	173.33	4,956.00			3,632.40
Griego (410072) Yaneisy	156.00	5,118.00			3,857.49
Guidry (355732) Jessica	173.33	9,453.00			6,647.95
Hadly (434294) Gabrielle	240.00	13,089.60			9,621.65
Hammond (434978) Gabriel	173.33	6,467.00			4,504.31
Hampton (434838)	173.33	7,487.00			5,378.16
Harmon (434977) William	173.33	7,580.00			5,870.14
Hartman (434642) Melissa	173.33	5,954.00			4,459.98
Holdcroft (270783) Jodie	67.25	2,895.79			2,384.73
Holdcroft (4579) Grant	173.33	10,053.00			5,858.76
Holt (2726) Karen	173.33	10,422.00			6,817.18
Howard (434057) Anne	138.67	4,449.00			3,382.77
Howarth (434500) Rosalie	180.83	5,900.66			4,293.09
Hughes (434256) Jakob	173.33	5,818.00			4,271.09
Hunter (409213) Kari	173.33	9,453.00			6,118.04
Inga Dominguez (434769)	173.33	4,596.80			3,448.81
Inouye (434255) Wendy	173.33	8,667.00			5,892.52
Jenkins (434053) Andrea	173.33	4,495.00			3,398.46
Johanson (400651) Krista	173.33	4,982.00			3,694.92
Jones (358933) Kimberly	173.33	9,453.00			6,392.08
Jury (434709) Thomas	173.33	5,277.00			4,018.72
Katula (393427) Dayna	173.33	9,003.00			5,503.99
Kench (245476) Donald	173.33	4,393.00			2,712.23
Kiess (250913) John	173.33	11,490.00			8,646.36

## Kitsap Public Health - 10/31/2023

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Kindschy (421430) Brandon	173.33	6,109.00			4,286.61
Kinnear (434099) Sarah	173.33	5,897.00			4,508.23
Knoop (16125) Melina	173.33	7,464.00			5,065.48
Kraft (435003) Kaisa	96.00	3,079.68			2,413.56
Kruse (243184) Charles	173.33	7,566.00			4,894.66
Kushner (327580) Siri	173.33	11,490.00			7,252.09
Laird (416539) Melissa	173.33	10,422.00			6,535.46
Lawver (434888) Albert	173.33	5,818.00			4,349.89
Lytle (285038) Ross	173.33	7,464.00			5,011.19
Madden (434318) Shannon	173.33	4,495.00			3,278.47
Main (434982) Emily	173.33	7,487.00			5,285.80
May (434674) Martha	173.33	4,606.00			3,288.30
Mazur (388104) Karina	173.33	8,400.00			5,499.05
McMillan (434052) Michelle	173.33	6,016.00			4,289.41
Moen (279971) Anne	173.33	6,827.00			4,687.93
Moontree (406607) Kaela	173.33	5,561.00			3,907.27
Moore (434254) Alexandra	173.33	5,277.00			3,810.57
Morris (312378) Dawn	173.33	7,054.00			4,954.51
Morris (434567) Amanda	173.33	4,495.00			3,549.77
Morrow (433895) Nathan	173.33	16,876.00			9,098.89
Nguyen (295033) Loan	173.33	5,493.00			3,957.22
Nickerson (434837)	193.83	5,372.26			4,053.60
Nielson (434638) Brian	173.33	6,718.00			4,988.73
North (22459) Edwin	173.33	10,422.00			550.93
O'Brien (433907) Melissa	173.33	5,026.00			3,953.56
Onarheim (426938) Carin	173.33	5,446.00			3,852.42
Outlaw-Spencer (434984)	162.25	5,573.29			3,503.69
Pandino (419118) Linda	173.33	5,182.00			3,893.71
Perales (434396) Sydney	173.33	5,400.00			4,148.88
Perry (306605) Rachel	173.33	4,519.00			3,331.68
Petersen (434695) Kayla	173.33	4,342.00			3,261.98
Phelps (434295) Tameka	173.33	6,548.00			4,684.99
Plemmons (433994)	62.50	3,415.63			2,505.32
Power (434293) Allison	12.87	555.86			490.20
Quist-Therson (419860) Nii	173.33	8,341.00			6,135.52
Rork (404613) Ian	173.33	6,770.00			4,919.50
Sample (434976) Brittany	173.33	5,349.00			4,015.40
Shelby (434658) Emmy	156.00	6,605.00			5,435.86
Sherman (434949) Linnea	173.33	4,495.00			3,396.51
Shoriz (434893) Justin	167.08	4,746.44			3,633.71
Shuhler (425553) Yana	173.33	4,666.00			3,393.07
Simmons (434365) Nolan	173.33	5,277.00			4,002.53
Smith (361388) Terri	173.33	8,341.00			5,780.54
Sooter (427776) Thaddeus	173.33	8,667.00			6,051.99
Stedman (347366) Kelsey	173.33	9,453.00			6,207.98
Stewart (423168) Tobbi	173.33	6,109.00			4,286.72
Tiemeyer (433908)	173.33	7,730.00			5,349.86
Tjemsland (433192)	106.75	4,390.63			3,447.07
Tonti (434149) Mindy	18.52	488.74			445.68
Turner (1682) Denise	173.33	5,493.00			3,302.79
Van Ort (392243) Susan	173.33	7,464.00			5,095.44
Wagner (426251) Mary	121.34	3,013.00			2,152.36
Warren (434273) Lisa	94.33	4,125.33			2,824.44
Wellborn (14545) Brian	138.00	3,497.72			2,049.92
Wendt (397255) Jan	173.33	7,580.00			5,614.66
Westervelt (434382) Laura	173.33	6,109.00			4,277.59
White (434641) Erica	173.33	5,897.00			4,598.82
Whitford (434292) Tiffany	149.08	3,525.49			2,575.25
Wickhamshire (434070)	86.67	2,136.00			1,700.45
Wimpenny (434923) Jacob	173.33	6,735.00			4,943.93
Winchester (431493)	173.33	5,277.00			3,825.59
Wyatt (434415) Janet	160.88	7,035.56			4,711.29
	20,630.43	808,602.58	-	-	551,693.19

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

**11/6/2023**

Treasurer's Detail Report  
For 2023 - Oct

**Fund: FD00969 Kitsap Public Health General**

<u>Ledger Account</u>	<u>Revenue or Spend Category</u>	<u>Journal</u>	<u>Posting Date</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
		Operational Journal: Kitsap Public Health District - 10/13/2023	10/13/2023	0.00	125,193.35	-125,193.35

**2315:Employee Benefits Payable**

-125,193.35