

Kitsap Public Health District Consent Agenda July 1, 2025

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
2441 Amendment 5 (2474)	CLH32054-5	WA State Dept. of Health <i>Consolidated Contract</i>	Amendment	01/01/2025- 12/31/2027	\$29,920	\$0
Description: Amends statements of work for the OSS LMP Implementation Program and the Recreational Shellfish Activities and includes an increase of \$29,920 for a revised maximum consideration of \$5,789,918.						
2470	C2500177	Washington State Department of Ecology <i>Pollution Prevention Assistance Partnership</i>	Interlocal Agreement	07/01/2025- 06/20/2027	\$271,890.38	\$0
Description: KPHD to provide Pollution Prevention Assistance (PPA) Specialists who will provide technical assistance and education outreach to small businesses in an effort to prevent pollution of waters of the state as part of the Pollution Prevention Assistance Partnership.						
2473	N-25-032	Jefferson County Public Health <i>Nurse Family Partnership</i>	Contract for Services	07/01/2025- 06/20/2026	\$63,000	\$0
Description: The District will provide Public Health Nurse services for Nurse Family Partnership (NFP) Supervisor Role to Jefferson County to oversee the NFP home visiting program.						

**KITSAP PUBLIC HEALTH DISTRICT
2025-2027 CONSOLIDATED CONTRACT**

CONTRACT NUMBER: CLH32054

AMENDMENT NUMBER: 5

PURPOSE OF CHANGE: To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as “DOH”, and KITSAP PUBLIC HEALTH DISTRICT, a Local Health Jurisdiction, hereinafter referred to as “LHJ”, pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

IT IS MUTUALLY AGREED: That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/sitpages/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
 - ☐ Adds Statements of Work for the following programs:
 - ☒ Amends Statements of Work for the following programs:
 OSS LMP Implementation - Effective January 1, 2025
 Recreational Shellfish Activities - Effective January 1, 2025
 - ☐ Deletes Statements of Work for the following programs:
2. Exhibit B-5 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-4 Allocations as follows:
 - ☒ Increase of **\$29,920** for a revised maximum consideration of **\$5,789,918**.
 - ☐ Decrease of _____ for a revised maximum consideration of _____.
 - ☐ No change in the maximum consideration of _____.
 Exhibit B Allocations are attached only for informational purposes.
3. Exhibit C Federal Grant Awards Index, incorporated by this reference, and located in the ConCon, Funding & BARS library at the URL provided above.

Unless designated otherwise herein, the effective date of this amendment is the date of execution.

ALL OTHER TERMS AND CONDITIONS of the original contract and any subsequent amendments remain in full force and effect.

IN WITNESS WHEREOF, the undersigned has affixed his/her signature in execution thereof.

KITSAP PUBLIC HEALTH DISTRICT	STATE OF WASHINGTON DEPARTMENT OF HEALTH
Signature:	Signature:
Date:	Date:

APPROVED AS TO FORM ONLY
Assistant Attorney General

Indirect Rate January 1, 2025 through December 31, 2025: 38.5% Admin, Facilities & CH Pcms; 40.30% EH Pcms

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	Statement of Work		DOH Use Only		Amount	Funding Period Sub Total	Chart of Accounts Total
					LHJ Funding Period Start Date	LHJ Funding Period End Date	Chart of Accounts Funding Period Start Date	Chart of Accounts Funding Period End Date			
FFY25 SNAP Ed Prog Mgmt Admin IAR	202525Q390347	Amd 3	10.561	333.10.56	01/01/25	09/30/25	10/01/24	09/30/25	\$16,538	\$79,882	\$79,882
FFY25 SNAP Ed Prog Mgmt Admin IAR	202525Q390347	Amd 1	10.561	333.10.56	01/01/25	09/30/25	10/01/24	09/30/25	\$63,344		
FFY23 Hsng-PPL w/AIDS Formula HUD	WAH23-F999	Amd 4	14.241	333.14.24	01/01/25	09/30/25	08/10/23	08/09/26	\$6,000	\$110,300	\$110,300
FFY23 Hsng-PPL w/AIDS Formula HUD	WAH23-F999	Amd 1	14.241	333.14.24	01/01/25	09/30/25	08/10/23	08/09/26	\$104,300		
FFY25 SWIMMING BEACH ACT IAR (ECY)	01J74301	Amd 2	66.472	333.66.47	03/01/25	10/31/25	01/01/25	11/30/25	\$22,500	\$22,500	\$22,500
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 3	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$75,614	\$193,752	\$193,752
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 1	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$118,138		
FFY24 State MH Innovation Prog State Mat	U7AMC50511	Amd 1	93.110	333.93.11	01/01/25	09/30/25	09/30/24	09/29/25	\$5,000	\$5,000	\$5,000
FFY25 CDC IQIP Regional Reps	NH23IP922619	Amd 3	93.268	333.93.26	01/01/25	06/30/25	07/01/23	06/30/25	\$27,470	\$27,470	\$27,470
FFY24 CDC PPHF Ops	NH23IP922619	Amd 1	93.268	333.93.26	01/01/25	06/30/25	07/01/23	06/30/25	\$5,000	\$5,000	\$5,000
FFY25 CDC VFC Ops	NH23IP922619	Amd 3	93.268	333.93.26	01/01/25	06/30/25	07/01/23	06/30/25	\$12,016	\$12,016	\$12,016
COVID 19 Vaccines R4	NH23IP922619	Amd 3	93.268	333.93.26	01/01/25	06/30/25	07/01/20	06/30/25	\$175,327	\$175,327	\$175,327
FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 3	93.354	333.93.35	01/01/25	06/30/25	07/01/23	06/30/25	\$125,765	\$125,765	\$125,765
FFY25 Tobacco-Vape Prev CDC Comp 1	NU58DP006808	Amd 1	93.387	333.93.38	01/01/25	04/28/25	04/29/23	04/28/25	\$5,281	\$5,281	\$5,281
FFY22 PH Infrastructure Comp A1-LHJ	NE11OE000053	Amd 3	93.967	333.93.96	01/01/25	11/30/27	12/01/22	11/30/27	\$200,000	\$200,000	\$200,000
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 4	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$1,816	\$121,707	\$121,707
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 1	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$119,891		
SFY2 GFS - Group B		Amd 1	N/A	334.04.90	01/01/25	06/30/25	07/01/23	06/30/25	\$25,877	\$25,877	\$25,877
SFY25 LHJ Opioid Campaign Proviso		Amd 3	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$21,068	\$52,594	\$52,594
SFY25 LHJ Opioid Campaign Proviso		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$31,526		
SFY25 Dedicated Cannabis Account		Amd 4	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$30,080	\$153,835	\$153,835
SFY25 Dedicated Cannabis Account		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$123,755		
SFY25 Nicotine Addict Prev & Ed Pro		Amd 4	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$11,490	\$61,755	\$61,755
SFY25 Nicotine Addict Prev & Ed Pro		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$50,265		

Indirect Rate January 1, 2025 through December 31, 2025: 38.5% Admin, Facilities & CH Pgms; 40.30% EH Pgms

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	Statement of Work		DOH Use Only		Amount	Funding Period Sub Total	Chart of Accounts Total
					LHJ Funding Period Start Date	LHJ Funding Period End Date	Chart of Accounts Funding Period Start Date	Chart of Accounts Funding Period End Date			
Rec Shellfish/Biotoxin Rec Shellfish/Biotoxin		Amd 5	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$2,000	\$8,700	\$8,700
		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$6,700		
Small Onsite Management (ALEA) Small Onsite Management (ALEA)		Amd 5	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$17,920	\$51,253	\$51,253
		Amd 3	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$33,333		
SFY25 Wastewater Management-GFS		Amd 5	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$10,000	\$10,000	\$10,000
SFY25 Youth Tobacco Vapor Products SFY25 Youth Tobacco Vapor Products		Amd 4	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$1,481	\$27,642	\$27,642
		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$26,161		
FFY25 TBI Safe Kids IAR		Amd 2	N/A	334.04.96	03/01/25	06/30/25	07/01/24	06/30/25	\$8,000	\$8,000	\$8,000
FFY25 RW Grant Year Rebate FFY24 RW Grant Year Rebate		Amd 1	N/A	334.04.98	04/01/25	06/30/25	04/01/25	06/30/25	\$195,500	\$195,500	\$391,000
		Amd 1	N/A	334.04.98	01/01/25	03/31/25	04/01/24	03/31/25	\$195,500	\$195,500	
SFY25 FPHS-LHJ Funds-GFS		Amd 1	N/A	336.04.25	01/01/25	06/30/25	07/01/24	06/30/25	\$3,649,000	\$3,649,000	\$3,649,000
SFY25 FPHS-LHJ-Redirect Funds		Amd 1	N/A	336.04.25	01/01/25	06/30/25	07/01/24	06/30/25	\$250,000	\$250,000	\$250,000
SFY25 Lead Management (FPHS)		Amd 4	N/A	336.04.25	01/01/25	06/30/25	07/01/24	06/30/25	\$7,262	\$7,262	\$7,262
YR 28 SRF - Local Asst (15%) SS		Amd 4	N/A	346.26.64	01/01/25	12/31/27	07/01/24	06/30/29	\$7,000	\$7,000	\$7,000
YR 27 SRF - Local Asst (15%) SS		Amd 4	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25	(\$7,000)	\$0	
YR 27 SRF - Local Asst (15%) SS		Amd 1	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25	\$7,000		
YR 28 SRF - Local Asst (15%) TA YR 27 SRF - Local Asst (15%) TA		Amd 4	N/A	346.26.66	01/01/25	12/31/27	07/01/24	06/30/29	\$2,000	\$2,000	\$2,000
		Amd 4	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/25	(\$2,000)	\$0	
YR 27 SRF - Local Asst (15%) TA		Amd 1	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/25	\$2,000		

TOTAL

\$5,789,918

\$5,789,918

Total consideration:

\$5,759,998

\$29,920

GRAND TOTAL

\$5,789,918

GRAND TOTAL

Total Fed

\$1,084,000

Total State

\$4,705,918

* Assistance Listing Number fka Catalog of Federal Domestic Assistance

**Federal revenue codes begin with "333". State revenue codes begin with "334".

Exhibit A
Statement of Work
Contract Term: 2025-2027

DOH Program Name or Title: OSS LMP Implementation - Effective January 1, 2025 **Local Health Jurisdiction Name:** Kitsap Public Health District
Contract Number: CLH32054

SOW Type: Revision **Revision # (for this SOW)** 2

Period of Performance: January 1, 2025 through June 30, 2025

Statement of Work Purpose: The purpose of this statement of work is to fund implementation of the on-site sewage system (OSS) local management plan (LMP). This funding is what remains of the 2023-2025 biennium and of SFY25 funding allocations.

Revision Purpose: Add funding to task 2.

Funding Source ☐ Federal <Select One> ☒ State ☐ Other	Federal Compliance (check if applicable) ☐ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
SMALL ONSITE MANAGEMENT (ALEA)	26705100	N/A	334.04.93	01/01/25 06/30/25	33,333	17,920	51,253
SFY25 WASTEWATER MANAGEMENT-GFS	26701150	N/A	334.04.93	01/01/25 06/30/25	0	10,000	10,000
					0	0	0
					0	0	0
					0	0	0
					0	0	0
TOTALS					33,333	27,920	61,253

GOALS & MEASURABLE OBJECTIVES

This table summarizes starting and target metrics achieved by implementing the tasks below. This data is reported on an ongoing basis in the semiannual progress reports.

Description (e.g., "OSS compliance")	Units (e.g. "systems")	Starting Amount	Targets
OSS compliant with inspections in Marine Recovery Areas (MRAs) and/or Sensitive Areas (SA)	Number of OSS	2,600	3,000
OSS compliant with inspections countywide	Number of OSS	28,000	30,000
OSS failures identified/corrected in MRA/SA	Number of OSS failures identified and repaired/replaced	0/0	75%
OSS failures identified/corrected countywide	Number of OSS failure identified and repaired/replaced	0/0	75%

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.1	Bi-monthly Invoicing and Progress Reports DOH Consolidated Contracts (ConCon) requires billing within	Bimonthly/Monthly invoices	Bimonthly/monthly for duration of contract period	Reimbursement up to \$0 based on actual costs.

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	60 days of completing work. Local or County Health subrecipients will submit invoices through the ConCon process and will send progress reports and deliverables to the LMP Contract Manager. Invoices must be submitted at least bi-monthly (per ConCon requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The LMP Contract Manager may require monthly invoices.			
1.2	Semi-Annual Progress Reports Reporting periods are semiannually from January 1 – June 30 and July 1 – December 31. Progress reports include data described in the outcome column.	Data about the following: • Qualitative: ○ Summary of work ○ Barriers to LMP Implementation • Quantitative: ○ OSS inventory metrics ○ Enforcement actions ○ Outreach and Education efforts	Due July 15 for the duration of the contract period	
2.1	Operations and Maintenance (O&M) Program Administration • Mail inspection reminders to homeowners as needed. • Inspection compliance tracking/mapping • Failure and repair tracking/mapping • Compliance enforcement • Complaint response • O&M data reports about inventory and deficiencies	a. Enforcement Protocol b. Data on the following: • Number of OSS with current inspections • Number of OSS failures and calculated risk using DOH-provided risk assessment. • Number of repairs	a. At contract execution b. Report in semi-annual progress report in Subtask 1.2.	Reimbursement up to \$ 33,333 61,253 based on actual costs.
3.1	Indirect rate on TMDC at a rate of 30.08% . Annual rate may change during contract period.	Submit current approved indirect rate to DOH Grants Management Office for approval.	Before indirects can be approved for reimbursement	Reimbursement up to \$0 based on actual costs.

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the DOH Finance SharePoint site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Exhibit A
Statement of Work
Contract Term: 2025-2027

DOH Program Name or Title: Recreational Shellfish Activities -
Effective January 1, 2025

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH32054

SOW Type: Revision **Revision # (for this SOW)** 1

Period of Performance: January 1, 2025 through June 30, 2025

Funding Source ☐ Federal <Select One> ☒ State ☐ Other	Federal Compliance (check if applicable) ☐ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Statement of Work Purpose: The purpose of this statement of work (SOW) is to provide funds for shellfish harvesting safety.

Revision Purpose: The purpose of this revision is to add funds for Task 1. Biotoxin Monitoring activities.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	Funding Period End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
REC. SHELLFISH/BIOTOXIN	26402600	N/A	334.04.93	01/01/25	06/30/25	6,700	2,000	8,700
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						6,700	2,000	8,700

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Biotoxin Monitoring - Collect monitoring samples on schedule according to Department of Health (DOH) Biotoxin Monitoring Plan, coordinate deviations from the schedule with DOH, notify DOH in advance if samples cannot be collected. - Conduct emergency biotoxin sampling when needed. - Post / remove recreational shellfish warning and / or classification signs on beaches and restock cages as needed. - Issue biotoxin news releases during biotoxin closures in Kitsap County. - This task may also include recruiting, training, and coordination of volunteers, and fuel reimbursement funds for volunteer biotoxin monitoring.	Submit annual report on DOH approved format of activities for the year, including the number of sites monitored and samples collected, and number and names of beaches posted with signs.	Email Report to DOH by February 18, 2025 (See Special Instructions below.)	\$6,400 \$8,400

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	Outreach - Staff educational booths at local events. - Distribute safe shellfish harvesting information.	Submit annual report including the number of events staffed and amount of educational materials distributed.	Email Report to DOH by February 18, 2025 (See Special Instructions below.)	\$200
3	Other Maintain a 24-hour toll free recreational shellfish hotline	Report the number of phone calls received.	Email Report to DOH by February 18, 2025 (See Special Instructions below.)	\$100

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the DOH Finance SharePoint site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Program Specific Requirements

Program Manual, Handbook, Policy References:
Department of Health's Biotoxin Monitoring Plan

Special References (i.e., RCWs, WACs, etc.):

Chapter 246-280 WAC

<https://doh.wa.gov/community-and-environment/shellfish/recreational-shellfish>

<https://doh.wa.gov/about-us/programs-and-services/environmental-public-health-and-safety/about-shellfish-program/about-biotoxins-and-illness-prevention-program>

Special Instructions:

Report for work performed in 2024 must be submitted via email to Liz Maier (liz.maier@doh.wa.gov) by February 18, 2025.

The report format will be provided by DOH and may be modified throughout the period of performance via email announcement.

DEPARTMENT OF ECOLOGY – ROUTER PAYABLES

Deputy Director Signature

Contract/Agreement #: C2500177

Program: HWTR_PPA

Original Contract/Agreement Amount: \$271,890.38

Original Start Date: Upon Ecology Signature or July 1, 2025 (whichever is later)

Original End Date: 06/30/2027

Contractor/Recipient: Kitsap Public Health District

Contract Manager: HWTR: Katrina Lassiter

Project Title: Performance Partnership Agreement (PPA) 2025-2027

Project Summary: Contract between ECOLOGY and CONTRACTOR for technical assistance visits to small quantity generators.

Is this an amendment? Yes **(No)**

If yes, please complete the following: N/A

Amendment #: N/A

Amendment Effective Date: N/A

Amendment Amount: N/A

Total New Contract/Amendment Amount: N/A

Amended End Date: N/A

Previous End Date: N/A

Reason for the Amendment: N/A

Table 1 Review and Approval Router

Name and Role	Initial to Approve	Date
1. Kristine Ray Role: HWTR Administrative Assistant - PPA <i>Performs quality check and initiates DocuSign process,</i>		6/27/2025
2. Steve Brown Role: Kitsap Public Health District Contract Representative <i>Completes Internal Process / Initials</i>		
3. Yolanda Fong Role: Administrator <i>Signs/Dates</i>		
4. Kristine Ray Role: HWTR Administrative Assistant - PPA <i>Holds for groups</i>		
5. Cheryl Blackburn Role: HWTR Program Secretary <i>Complete Programs Internal Process</i>		
6. Katrina Lassiter Role: HWTR Program Manager <i>Review/Approve/Initial/Date</i>		
7. Judy Decker Role: Deputy Director's Assistant <i>Complete Programs Internal Process</i>		
8. Heather Bartlett Role: Deputy Director <i>Review/Approve/Initial/Date</i>		



IAA No. C2500177

INTERAGENCY AGREEMENT (IAA)

BETWEEN

THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY

AND

Kitsap Public Health District

THIS INTERAGENCY AGREEMENT (“Agreement” or “IAA”) is made and entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as “**ECOLOGY**,” and the Kitsap Public Health District hereinafter referred to as the “**CONTRACTOR**,” pursuant to the authority granted by Chapter [39.34](#) of the Revised Code Washington, Interlocal Cooperation Act.

THE PURPOSE OF THIS AGREEMENT is for the **CONTRACTOR** to provide Pollution Prevention Assistance (PPA) Specialists who will provide technical assistance and education outreach to small quantity generators in an effort to prevent pollution of waters of the state as part of the Pollution Prevention Assistance Partnership.

WHEREAS, **ECOLOGY** has legal authority (RCW 70A.214 and RCW 70A.300) and the **CONTRACTOR** (other party) has legal authority (KPHD’s authority includes RCW 70.95 Solid Waste, 70.105 Hazardous Waste, and Kitsap Public Health Board Ordinance 2010-1, Solid Waste Regulations Section 710(5) Inspections, and 305(5,6,9).) that allows each party to undertake the actions in this agreement.

THEREFORE, IT IS MUTUALLY AGREED THAT:

1. SCOPE OF WORK

The **CONTRACTOR** shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Appendix A, *Statement of Work*, attached hereto and incorporated herein.

State of Washington, Department of Ecology
IAA No. C2500177
Entity Name: Kitsap Public Health District

2. PERIOD OF PERFORMANCE

The period of performance of this IAA will commence on **July 1, 2025**, and be completed by **June 30, 2027**, unless the Agreement is terminated sooner as provided herein. Amendments extending the period of performance, if any, shall be at the sole discretion of ECOLOGY.

3. COMPENSATION

Compensation for the work provided in accordance with this IAA has been established under the terms of RCW 39.34.130 and RCW 39.26.180(3). This is a performance-based agreement, under which payment is based on the successful completion of expected deliverables.

Compensation for this agreement will be released in two 1-year phases. Phase One is limited to 50 percent of the project budget and Phase Two can be up to the remaining percentage of the project budget. On or before August 15, 2026, Ecology will evaluate available funding and the CONTRACTOR's performance and progress towards meeting contract deliverables and spending. To release the second year of funding the CONTRACTOR, by June 30, 2026, must:

1. Complete a minimum of 40% of the total site visit deliverables, and
2. Utilize 40% of the total compensation award.

If performance obligations have been met and funding is available per ECOLOGY's determination, the full year 2 budget award will be considered available. Should the CONTRACTOR fail to make satisfactory progress, ECOLOGY will determine the appropriate additional funding to release for year 2 of the contract. Ecology will consider various factors in determining year 2 funding including, but not limited to, available funding, performance to date, staff vacancies, time and costs spent on unique program elements, and potential circumstances beyond the CONTRACTOR's control.

The source of funds for this IAA is **Model Toxics Control Account (23P)**. Both parties agree to comply with all applicable rules and regulations associated with these funds.

The parties have determined that the cost of accomplishing the work identified herein will not exceed two hundred seventy-one thousand, eight hundred ninety dollars and thirty-eight cents (\$271,890.38), including any indirect charges. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree via an amendment to a higher amount. Compensation for services shall be based on the terms and tasks set forth in Appendix A, *Statement of Work*. ECOLOGY will not make payment until it has reviewed and accepted the work.

Travel expenses (meals, lodging, and POV mileage) will be reimbursed according to current state per-diem rates at the time of travel, not to exceed the total budget (see Appendix B, *Budget Detail*).

Expenses related to initial 24-hour (or 40-hour) HAZWOPER training, and required yearly 8-hour refresher training courses will be reimbursed as part of the quarterly invoicing submittal. Invoices for those training courses must be submitted as supporting documentation for the quarterly submittal.

Expenses for language services will be reimbursed in quarterly invoice submittals. CONTRACTOR must submit invoices from the language service provider, or time sheets for internal staff providing language services, to be reimbursed as part of quarterly invoice submittals.

Funds for the purchase of source control tools or equipment (e.g. spill kits, plastic drum covers) and promotional items for distribution to businesses under this contract must be included in the Goods &

State of Washington, Department of Ecology
IAA No. C2500177
Entity Name: Kitsap Public Health District

Services Budget or Equipment Budget categories in Appendix B, *Budget Detail*. Any purchase of equipment or goods & services over \$1,000.00 not specifically listed in Appendix B, *Budget Detail* must be pre-approved by ECOLOGY in writing. When the agreement expires, or when the equipment is no longer needed for the originally authorized purpose (whichever comes first) the disposition of equipment shall be at ECOLOGY's sole discretion.

Indirect rates for the contract will be paid as indicated in Appendix B, *Budget Detail*. Changes to the indirect rate may be considered by ECOLOGY. CONTRACTOR shall provide supporting documentation necessitating the change to the indirect rate to ECOLOGY. ECOLOGY's approval will be communicated by e-mail from the Pollution Prevention Assistance Coordinator. An increase in indirect rate does not increase the total contract award. Changes are handled by adjusting the budget between categories listed in Appendix B, *Budget Detail*. Changes to the total budget cost of the contract shall require an amendment. The budget referenced in Appendix B, *Budget Detail* may be adjusted between categories with ECOLOGY's preapproval, and if the total budget is not exceeded.

ECOLOGY may, at its sole discretion, terminate or suspend this Contract in accordance with Section 19 or 20, or withhold payments claimed by the CONTRACTOR for services rendered, if the CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

4. BILLING AND PAYMENT PROCEDURE

Payment requests shall be submitted electronically or by mail, on state form Invoice Voucher A19-1A. Invoice voucher shall reference the Agreement (IAA) number and clearly identify those items that relate to performance under this Agreement. Invoices shall describe and document to ECOLOGY's satisfaction a description of the work performed, the progress of the work, and related costs. Each invoice shall bill for actual hours worked during the quarter. The actual hours billed may be higher (if the total budget compensation award is not exceeded) or lower than the FTE estimate in Appendix A, *Statement of Work*. Attach supporting documentation to the invoice. See Appendix A, *Statement of Work*, Sections 4, 5, and 11 for additional information (and Section 10, *Small Change Voucher Program*, if applicable).

Send invoices to:

State of Washington
Department of Ecology
Hazardous Waste & Toxic Reduction Program
Attn: Andrew Maher
4601 N. MONROE ST.
SPOKANE, WA 99205

OR

Email invoices and supporting documentation to both:
Andy Maher, anma461@ecy.wa.gov & Kristine Ray, kray461@ecy.wa.gov

Payment requests will be submitted on a Quarterly basis. Invoices must be submitted by the dates outlined in Appendix A, *Statement of Work*, Section 11: *Invoices*, Table 11.1. Upon expiration of this Agreement, any claim for payment not already made shall be submitted to ECOLOGY within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

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Payment will be made within thirty (30) days of submission of a properly completed invoice (form A19-1A) with supportive documentation. All expenses invoiced shall be supported with copies of invoices paid.

Payment will be issued through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment, CONTRACTOR must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. For questions about the vendor registration process, contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.

5. 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.

6. 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.

7. ASSURANCES

Parties to this Agreement agree that all activity pursuant to this agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

8. CONFORMANCE

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. DISPUTES

Parties to this Agreement shall employ every effort to resolve a dispute themselves without resorting to litigation. In the event that a dispute arises under this Agreement that cannot be resolved among the parties, 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, agreement terms, and applicable statutes and rules, and then make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto, unless restricted by law. The cost of resolution will be borne by each party paying its own cost. As an alternative to this process, if state agencies, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control. The parties may mutually agree to a different dispute resolution process.

10. FUNDING AVAILABILITY

ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, for convenience or to renegotiate the Agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise

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any of these options with no notification restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the CONTRACTOR through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the CONTRACTOR. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the agreement and any amendments.

11. GOVERNING LAW AND VENUE

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. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be the Superior Court for Thurston County.

12. 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.

13. ORDER OF PRECEDENCE

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:

- a. Applicable federal and state of Washington statutes, regulations, and rules.
- b. Mutually agreed upon written amendments to this Agreement.
- c. This Agreement, number C2500177.
- d. Appendix A, *Statement of Work*.
- e. Appendix B, *Budget Detail*.
- f. Appendix C, *Special Terms and Conditions*.
- g. Any other provisions or term of this Agreement, including materials incorporated by reference or otherwise incorporated.

14. RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These materials 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 materials relevant to this Agreement must be retained for six years after expiration of this Agreement. 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. Each party will utilize reasonable security procedures and protections for all materials related to this Agreement. All materials are subject to state public disclosure laws.

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15. RESPONSIBILITIES OF THE PARTIES

Each party of this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party will be considered the agent of the other party to this Agreement.

16. RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "work made for hire" as defined by the United States Copyright Act, Title 17 U.S.C. section 101 and shall be owned by state of Washington, ECOLOGY. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, and register these items, and the ability to transfer these rights.

17. 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.

18. SUBCONTRACTORS

- a. CONTRACTOR agrees to take complete responsibility for all actions of any Subcontractor used under this Agreement for the performance. When federal funding is involved, there will be additional CONTRACTOR and subcontractor requirements and reporting.

Prior to performance, all subcontractors who will be performing services under this Agreement must be identified, including their name, the nature of services to be performed, address, telephone, WA State Department of Revenue Registration Tax number (UBI), federal tax identification number (TIN), and anticipated dollar value of each subcontract. Identify whether subcontractor is certified with

Office of Minority and Women's Business Enterprises (OMWBE), WA Dept of Veterans Affairs (WDVA), or is a WA small business. Provide such information to ECOLOGY's representative.

- b. Subcontractor Payment Reporting Requirements – Access Equity:

This Agreement is subject to compliance tracking of subcontractor(s) spending using the State's business diversity management system, Access Equity (B2Gnow). Access Equity is web-based and can be accessed at the Office of Minority and Women's Business Enterprises (OMWBE) at <https://omwbe.diversitycompliance.com/>. The CONTRACTOR and all Subcontractor(s) shall report and confirm receipt of payments made to the CONTRACTOR and each Subcontractor through Access Equity.

The CONTRACTOR may contact Robyn Crawford (rvan461@ecy.wa.gov; (564) 223-5487), Access Equity Contract Agent with Ecology's Hazardous Waste & Toxic Reduction Program for technical assistance in using the Access Equity system.

User guides and documentation related to Contractor and Subcontractor access to and use of Access Equity are available online at <https://omwbe.wa.gov/access-equity-help-center>.

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ECOLOGY reserves the right to withhold payments from the CONTRACTOR for non-compliance with this section. For purposes of this section, Subcontractor means any subcontractor working on the Contract, at any tier and regardless of status as certified WMBE or Non-WMBE.

The CONTRACTOR shall:

- a. Register and enter all required Subcontractor information into Access Equity no later than fifteen (15) days after ECOLOGY creates the file (Contract Record) in Access Equity.
- b. Complete the required user training (two (2) one-hour online sessions) no later than twenty (20) days after ECOLOGY creates the file (Contract Record) in Access Equity.
- c. Report the amount and date of all payments:
 - i. Received from ECOLOGY, and
 - ii. Paid to Subcontractors, no later than fifteen (15) days after the issuance of each payment made by ECOLOGY to the Contractor, unless otherwise specified in writing by ECOLOGY, except that the Contractor shall mark as "Final" and report the final Subcontractor payments into Access Equity no later than thirty (30) days after the final payment is due the Subcontractor(s) under the Contract, with all payment information entered no later than sixty (60) days after end of fiscal year, June 30.
- d. Monitor contract payments and respond promptly to any requests or instructions from ECOLOGY or system-generated messages to check or provide information in Access Equity.
- e. Coordinate with Subcontractors, or ECOLOGY, when necessary, to resolve promptly any discrepancies between reported and received payments.
- f. Require each Subcontractor to:
 - i. Register in Access Equity and complete the required user training.
 - ii. Verify the amount and date of receipt of each payment from the Contractor or a higher tier Subcontractor, if applicable, through Access Equity.
 - iii. Report payments made to any lower tier Subcontractors, if any, in the same manner as specified herein.
 - iv. Respond promptly to any requests or instructions from the Contractor or system-generated messages to check or provide information in Access Equity; and
 - v. Coordinate with Contractor, or ECOLOGY, when necessary, to resolve promptly any discrepancies between reported and received payments.

19. SUSPENSION FOR CONVENIENCE

ECOLOGY may suspend this Agreement or any portion thereof for a temporary period by providing written notice to the CONTRACTOR a minimum of seven (7) calendar days before the suspension date. CONTRACTOR shall resume performance on the first business day following the suspension period unless another day is specified in writing by ECOLOGY prior to the expiration of the suspension period.

20. 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) business days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

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21. TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement without cause upon thirty (30) calendar day 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.

22. 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 written amendment to this Agreement signed by an authorized representative of the parties.

23. AGREEMENT MANAGEMENT

The representative for each of the parties shall be responsible for and shall be the contact person for all communications, notifications, and billings questions regarding the performance of this Agreement. The parties agree that if there is a change in representatives, they will promptly notify the other party in writing of such change, such changes do not need an amendment.

The ECOLOGY Representative is:

Name: Andrew Maher
Address: 4601 N. Monroe St.
Spokane, WA 99205
Phone: (509) 290-7806 cell
Email: anma461@ecy.wa.gov

The Kitsap Public Health District Representative is:

Name: Steve Brown
Address: 345 6th Street, Suite 300
Bremerton, WA 98337
Phone: (360) 728-2277
Email: steve.brown@kitsappublichealth.org

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 below, having read this Agreement in its entirety, including all attachments, do agree in each and every particular as indicated by their signatures below.

Kitsap Public Health District

By:

Date _____

Signature

Date _____

Yolanda Fong

Print Name

Administrator

Title

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APPENDIX A
STATEMENT OF WORK

Section 1. Introduction

This statement of work is for the 2025 – 2027 biennial Interagency Agreement (IAA) for the Pollution Prevention Assistance (PPA) Partnership, which is overseen by the Washington State Department of Ecology (ECOLOGY), Hazardous Waste & Toxic Reduction Program (HWTR).

The mission of the PPA Partnership is:

“We protect Washington’s residents and environment by helping small businesses reduce toxic chemical use, safely manage dangerous waste, and keep stormwater free of pollutants.”

The CONTRACTOR, through their Pollution Prevention Assistance (PPA) program, will conduct multimedia source control site visits and pollution prevention activities to businesses that are small quantity generators (SQGs) of dangerous waste. In this context an SQG is any business, non-profit, facility, school, or other organization that generates less than 220 pounds of dangerous waste per calendar month and less than 2.2 pounds of extremely hazardous waste per calendar month. The site visits, along with other pollution prevention activities conducted by the CONTRACTOR, will be designed to reduce or eliminate dangerous waste and other pollutants at the source through best management practices that prevent spills and discharges to ground, air, and water (especially to industrial wastewater and stormwater).

To further facilitate the reduction or elimination of toxic chemical use at the source, the CONTRACTOR will seek and discuss opportunities to assist businesses with switching processes, products, or equipment to use effective safer alternatives. This program will be known as the “Product Replacement Program” or PRP.

PPA work for the 2025 – 2027 contract cycle is expected to fall within the below general proportions:

Table 1.1: PPA Work Tasks

PPA Work Tasks	% of Time Spent
Technical Assistance (TA) Visits¹ (See Appendix A, Statement of Work, Section 2 for more details)	70%
Unique Program Elements (See Appendix A, Statement of Work, Section 3 for more details)	15%
Training (See Appendix A, Statement of Work, Section 8 for more details)	10%
Other (Admin, staff meetings, etc.)	5%

¹ Approximately 10 – 15% of TA visits may involve Product Replacement Program visits.

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The CONTRACTOR is expected to:

- Interact with other partners within the PPA Partnership to provide technical assistance and training and share resources and experiences.
- Set up alerts to receive notifications when requests for information have been made on the PPA Partnership SharePoint Discussion Board.
- Ensure at least one staff member is available to provide timely information and feedback to ECOLOGY's PPA Coordinator and to attend mandatory meetings and trainings. Feedback on Partnership goals, direction, and projects will occasionally be requested via online surveys and email requests.
- Act in a professional and ethical manner and avoid any conflict of interest that might influence the CONTRACTOR's actions or judgement.
- Disclose immediately to ECOLOGY any interest, direct or indirect, that might be construed as prejudicial in any way to the professional judgment of the CONTRACTOR in rendering service under this Agreement.
- CONTRACTORS will attempt to provide 40% of their services (visits and unique program elements) to businesses located within overburdened communities of Washington State. The Overburdened Communities of Washington State map provided by the Office of Financial Management is used to determine if businesses are located within an overburdened community.²
- CONTRACTORS are required to identify facilities within Overburdened Communities in Washington State during data entry into the Local Source Control Database.

Key staff, estimated FTE, and their roles are identified in Table 1. Please note, this is an estimate of time dedicated to this contract over the full two years of the contract; quarterly invoicing must reflect actual hours worked even if hours are higher or lower than the FTE estimate.

Key personnel changes (staff or manager leaving, new hires, etc.) must be reported to the Pollution Prevention Assistance Coordinator within **ten (10) business days**. Changes to key personnel must be documented with updated copies of the key staff table.

Table 1.2: Key Staff Table

Staff Name	Estimated FTE	Role
Jakob Hughes	0.40	PPA Specialist
Steve Brown	0.05	PPA Management
John Lykins	0.40	PPA Specialist
Hillary Eichler	0.10	PPA Specialist
Kayla Tierney	0.10	PPA Specialist
Melissa Laird	0.0	PPA Billing

² <https://geo.wa.gov/datasets/wa-ofm::overburdened-communities-of-washington-state/explore?location=47.246690%2C-121.952358%2C10.01>

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Section 2. Technical Assistance Visits

The CONTRACTOR will conduct technical assistance site visits to small quantity generators of dangerous wastes, and to businesses or organizations that have the potential to pollute stormwater. Approximately 60% of the visits will be Initial Visits. If Initial Visits fall below 60%, combined Initial Visits and Follow-Up Visits must account for at least 80% of the total visits. While necessary, efforts should be made to minimize Screening Visits.

- An **Initial Visit** occurs at the actual site and results in a completed “Basic Checklist” (Link in Appendix A, *Statement of Work*, Section 12: *Resources*), or enough data gathered to complete data entry into the LSC Database (Link to database in Appendix A, *Statement of Work*, Section 12: *Resources*). It will either be the first complete visit to a site OR the first visit in two (2) or more years.
- A **Screening Visit** is an attempted visit to the site, but the business declined or put off the visit, **OR** you were interrupted during the visit and were unable to gather complete data, **OR** you discover that the facility does not exist anymore **OR** you discover that the business does not qualify for a visit under the PPA program (e.g., it is a medium or large quantity generator).
- A **Follow-Up Visit** should occur within 90 days of the Initial Visit. Follow-up should generally be done through an on-site visit. However, a phone conversation, mail or email exchange may count as a Follow-Up Visit if it includes confirmation that the issues that were identified in the initial visit were resolved. Follow-Up Visits must be conducted to resolve High Priority Environmental Issues (See Section Below).

Table 2.1: Total Number of Technical Assistance Visits

Number of Total Visits	640
Target for Initial Visits (60% of Total)	384

Business sectors, organizations, waste streams, and/or geographical area that will provide a focus for the 2025 – 2027 technical assistance visits are listed in Table 2.2 *Technical Assistance Targets*.

ECOLOGY may direct a portion of technical assistance visits towards specific priority sources or contaminants.

CONTRACTORS will attempt to provide 40% of their services (visits and unique program elements) to businesses located within overburdened communities of Washington State. The Overburdened Communities of Washington State map provided by the Office of Financial Management is used to determine if businesses are located within an overburdened community.³ CONTRACTORS must identify facilities within Overburdened Communities in Washington State during data entry into the Local Source Control Database.

Table 2.2: Technical Assistance Targets

Technical Assistance Targets	Rationale for Selection
School Labs	Through the School Health & Safety Program we have the ability to access science labs in Kitsap Middle and High Schools every 2

³ <https://geo.wa.gov/datasets/wa-ofm::overburdened-communities-of-washington-state/explore?location=47.246690%2C-121.952358%2C10.01>

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	years. We feel this frequency allows us the ability to help the schools stay on top of changing faculty and the chemicals they order/bring into the labs.
Automotive maintenance and repair businesses.	These businesses often benefit from TAV's because of the variety and/or volume of hazardous waste that they produce. They also can have high turnover in personnel, and vary quite a bit with hazardous waste training, handling and housekeeping. These factors make them an important business sector to stay focused on.
Hair & Nail Salons	The chemicals used and waste generated by these businesses are hazardous to the health of both employees and customers. Properly managing these wastes is essential, and frankly this business sector has been underserved by our PPA specialists in years past.

High Priority Environmental Issues

The below list is ECOLOGY's High Priority Environmental Issues list because they have the potential to directly impact human health and/or the environment. If one or more of these issues are found during a site visit, a Follow-Up Visits is justified but not necessarily required. The severity of the issue will help determine if a Follow-Up Visit is necessary. A Follow-Up Visit to a business for other (non-high priority) issues is at the discretion of the CONTRACTOR.

When unable to resolve High Priority Environmental Issues, the Pollution Prevention Specialists will refer the issue to ECOLOGY or another appropriate agency. Serious concerns about impacts to human health and/or the environment warrant a consultation with ECOLOGY or other regulatory agencies to determine whether the issue needs to be referred.

High Priority Environmental Issues List:

- Hazardous waste being improperly designated.
- Hazardous waste being improperly disposed.
- Hazardous products / wastes being improperly stored.
- Compromised dangerous waste containers need to be repaired or replaced.
- Illegal plumbing connection.
- Illicit discharge of wastewater to storm drain.
- Improperly stored containerized materials.
- Improperly stored non-containerized materials.
- Leaks and spills in dangerous waste storage areas.

Visit Guidance

The following guidance applies to technical assistance visits, unless otherwise discussed with ECOLOGY:

Prior to the Visit:

- Coordinate with other entities that may be conducting business visits in the area to reduce potential "inspection fatigue".

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- Check with ECOLOGY Urban Waters Staff (where applicable) to ensure that the business is not currently being visited by Urban Waters Staff.
- Research site and issues prior to the visit using a combination of data sources, such as LSC Database (Link in Appendix A, *Statement of Work*, Section 12: *Resources*) for previous visits or visit to similar businesses, industry resources, news articles, etc.
- To the extent possible, verify the site is not a medium or large quantity generator.
- Check to see if a sector specific Checklist or Tip Sheet is available on the PPA Partnership SharePoint site on the Checklists & Tip Sheets Page. (Link in Appendix A, *Statement of Work*, Section 12: *Resources*) to help guide the visit.

During the Visit:

- Provide technical assistance on proper management of dangerous waste, prevention of stormwater pollution, spill prevention, and reduction of hazardous substance use (when applicable).
- Ensure, at a minimum, all items on the Basic Checklist are reviewed.
- If while at the site, it becomes apparent the business is a medium or large quantity generator, either complete the visit and count it as a screening visit OR formally refer the dangerous waste portion to ECOLOGY to count it as a full initial visit.
 - This site should not be scheduled for future visits, unless it is likely their generator status has changed to qualify as an SQG.
- If appropriate, encourage businesses to participate in local green business programs, such as the EnviroStars business certification program, EnviroCertified, or other green business programs.
- If a Product Replacement Program (PRP) opportunity exists for the business, discuss the opportunity, terms and conditions, and steps to qualify as outlined in Appendix A, *Statement of Work*, Section 5, *Product Replacement Program*.
- Discuss spill response preparedness and offer spill kit for developing a plan. Funds can be used to purchase spill kits to provide to businesses. Occasionally, ECOLOGY will provide spill kits through a bulk order if funding is available.
- Photograph observed issues for before and after photos to use in writing up case studies.
- Activities that may be beneficial during the visit include, but are not limited to:
 - Walking the site (interior and exterior).
 - Checking storm drains.
 - Checking for illicit connections.
 - Checking dumpster and waste storage.
 - Providing handouts with technical information and guidance.
 - Ensuring necessary permits are in place.

Translation / Language Services – During the Visit

CONTRACTORS are required to have a language service in place to be able to provide real-time interpretation services to businesses when doing PPA and/or PRP visits. This will ensure that the business understands their commitment and the information being shared by PPA specialists.

CONTRACTOR staff can provide translations and interpretations for languages they speak fluently, if approved by the Pollution Prevention Assistance Coordinator. CONTRACTORS must have a service in place to provide language services for those languages not spoken by CONTRACTOR staff.

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CONTRACTORS that do not have a service contract in place at the time of signing the contract must obtain a service contract within three months of signing the contract, or the contract will be subject to termination.

CONTRACTORS must submit invoices from language providers with supporting documentation during quarterly invoices. If the language providers are in-house staff, CONTRACTOR will provide timesheets showing the hours spent on language services and submit with supporting documentation.

End of Visit / After Visit:

- Provide written follow-up to the business to document the results of the visit. This can be done by leaving a copy of the checklist or other documentation with the business at the end of the visit, by using a commitment postcard (format available in Education & Outreach Documents on PPA Partnership SharePoint), or by sending follow-up letters/emails, or alternatively by sending a “thank you” postcard if no issues were identified.
- If necessary, coordinate with other agencies (e.g., the fire marshal, code enforcement, stormwater, wastewater treatment, and/or moderate risk waste staff) to ensure that the information you are providing is consistent with the other agency’s regulations and/or best management practices.
- PPA Specialists will make referrals to ECOLOGY and other regulatory agencies as needed and document the referral in the Local Source Control (LSC) database (Link in Appendix A, *Statement of Work*, Section 12: *Resources*).

Section 3. Unique Program Elements

The CONTRACTOR will conduct the unique program elements for their PPA program as outlined in Table 3.1, below.

Table 3.1: Unique Program Elements

Unique Program Element	Description	Deliverable(s)
Mentoring Steering Committee	Provide guidance to new specialists through Know to Grow monthly learning sessions (formerly called the New Discussion Panel). Steering Committee members will develop agendas, topics, and help in the facilitation of these learning sessions. Steering committee members will: create a charter, workplan, and the development and implementation of mentoring bootcamp.	• Develop a charter for the workgroup by December 31, 2025. • Notes from steering committee meetings will be kept on the SharePoint site. • Develop a work plan for KTG sessions to determine agendas and topics and assign facilitators for the sessions. • Oversee logistics of the KTG sessions: collection, reviewing, and processing feedback to ensure continuous improvement. • Develop agenda, topics, and facilitation of the mentoring bootcamp.

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PPA Mentoring Program (Part 1 of 3): • Know-2-Grow (K2G) sessions • One-on-one Co-Visits with mentor/mentee • Mentoring Bootcamp	Know-2-Grow (K2G) Sessions: Mentors will develop, facilitate, and lead monthly mentoring sessions.	Know-2-Grow (K2G) sessions. • Develop, facilitate, and lead monthly 1-hour-long mentoring sessions, as requested. • Mentors who do not currently have a mentor for field shadowing will be expected to participate in the K2G sessions and their mentoring obligations. • New mentees must attend at least 12 out of the 24 available sessions, choosing the ones that best fit their schedule/needs.
PPA Mentoring Program (Part 2 of 3): • Know to Grow (K2G) sessions • One-on-one Co-Visits with mentor/mentee • Mentoring Bootcamp	One-on-one Co-Visits with mentor/mentee: New specialists will be supported in gaining competence through shadow visits in the Mentor’s own jurisdiction, and can, at the discretion of the Mentor and their availability, practice “lead” visits in their own jurisdiction, or the Mentor’s. The intention is to help the new specialists prepare to conduct solo PPA site visits with confidence.	One-on-One Co-Visits with mentor/mentee • Provide guidance to new specialists to support them in gaining competence through co-visits in the Mentor’s own jurisdiction and, can, at the discretion of the Mentor and their availability, practice “lead” visits in their own jurisdiction, or the Mentor’s. The intention is to help the new specialists prepare to conduct solo PPA site visits with confidence. • Mentors will also ensure that all Checklists are covered, and issues are addressed in a professional and timely manner. • Commitments to mentors can range from in-person co-visits, one-on-one meetings (virtual or in-person), phone calls, emails, and possible travel to the mentee’s jurisdiction. • Mentors will be required to check in with mentees monthly to check on status and how things are going via phone, email, or video chat (Teams or Zoom)

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PPA Mentoring Program (Part 3 of 3): • Know to Grow (K2G) sessions • One-on-one Co-Visits with mentor/mentee • Mentoring Bootcamp	Mentoring Bootcamp: Mentors will actively participate in a “Mentoring Bootcamp” workshop to be held as needed. This will be in person and date to be determined. The goal of the mentoring bootcamp is to clearly outline mentor expectations and promote consistency throughout the PPA partnership.	Mentoring Bootcamp: • Participation in an in-person day-long mentoring bootcamp at Ecology’s Northwest Regional Office, as needed. • Mentors should have basic dangerous waste/stormwater knowledge, and one contract cycle completed in PPA. • Notes and resources from the mentoring bootcamp will be placed on the PPA SharePoint site.
Product Replacement Program (PRP) Advisory Committee	Participate on the advisory committee working with Ecology to select and begin work on the next product / chemical combination for replacement under the PRP. PPA Specialists will review materials and advise Ecology on implementation of various PRP projects.	• Actively participate in 90% of scheduled committee meetings. • Review PRP Advisory Committee outreach materials and processes within given due dates. • Provide feedback and insight into how PRP programs will best integrate with other PPA work. • Serve as a point of contact for PPA specialists on PRP projects. • Promote the PRP and encourage / support PPA specialists’ implementation of replacement programs.

Section 4: Partnership Branding and Outreach

When unique outreach or education materials are developed by the CONTRACTOR using PPA Partnership funds, a draft must be sent to ECOLOGY for review and approval. To the extent feasible, the CONTRACTOR must utilize the Partnership’s branding tools and templates available to produce these materials. The intent of this requirement is to facilitate a unified branding image and consistent messaging across the Partnership. The Partnership logo and other branding resources are available on the PPA Partnership SharePoint Publications & Handouts site (Link in Appendix A, *Statement of Work*, Section 12: *Resources*).

It may be appropriate to include funding acknowledgement on some outreach materials. The CONTRACTOR will consult with ECOLOGY’s PPA Partnership Coordinator to determine whether funding acknowledgement is required.

Finalized materials which may be useful to other Partnership contractors should be provided to ECOLOGY for upload to the PPA Partnership SharePoint Publications & Handouts site (Link in Appendix A, *Statement of Work*, Section 12: *Resources*).

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Each CONTRACTOR must maintain a PPA webpage which meets the minimum requirements. See PPA Partnership SharePoint site for requirements. (Link in Appendix A, *Statement of Work*, Section 12: *Resources*)

Section 5: Product Replacement Program (PRP)

The Product Replacement Program's (PRP) mission is to safeguard the health of all Washingtonians and preserve their environment by providing financial resources and technical support to businesses to reduce the use of targeted toxic chemicals and heavy metals in consumer products and industrial processes. PRP removes and replaces products, processes, or technologies that use toxic chemicals to prevent them from entering the environment. One of the best and most effective ways to prevent further environmental contamination, protect water quality, and reduce human health risk, is to eliminate these toxic chemicals at the sources. The PRP assists businesses with switching to safer alternatives.

PPA contractors are integral to the PRP. The CONTRACTOR will seek and discuss opportunities to assist businesses with switching processes, products, or equipment to use effective safer alternatives. The CONTRACTOR will assist ECOLOGY in implementing PRP projects by promoting participation, making recommendations, assisting with required paperwork, and conducting technical assistance and confirmation visits.

PRP projects include, but are not limited to:

- Degreasers in parts washing systems in the automotive repair sector by visiting automotive repair facilities, discussing the program, assisting with required paperwork, and completing the final visit after new machine installation. Guidelines for this program are outlined in separate documents and posted on the PPA Partnership SharePoint (Link in Appendix A, *Statement of Work*, Section 12: *Resources*).
- Educate schools, recreation centers, local retailers, and salons on opportunities to switch to safer chemicals used in chemistry and art labs, foam cubes in tumbling pits, receipts used in cash registers, and cosmetics products used in salons are potential PRP projects during this contract cycle.

The CONTRACTOR will suggest new PRP projects to Ecology based on opportunities they see during technical assistance visits. A PPA-PRP Committee will assist Ecology in the development of new projects, how to implement and market them, and develop training on implementation for the larger Partnership.

ECOLOGY, in collaboration with the PPA Partnership, will develop procedures and criteria, which must be met for a business to receive reimbursement for any of the chemicals or products included in the PRP. Final guidelines for each project will be posted on the PPA Partnership SharePoint page and training for implementation will be provided at webinars or All-Staff meetings.

PRP payments for reimbursement to the business will come directly from ECOLOGY and are not included with the CONTRACTOR's funding compensation associated with this contract. Payment will be made through direct disbursement from ECOLOGY to the business implementing the product or equipment replacement. To facilitate these payments, the CONTRACTOR shall assist ECOLOGY in maintaining records indicating how the business qualified for the PRP reimbursement per the PRP program's eligibility criteria. Each PRP program will have specific records requirements, and all records

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will be maintained on ECOLOGY's PRP SharePoint Site. The required records may include copies of the program voucher, product invoices, disposal receipts, recycling receipts, state payee forms, along with any other documentation required by ECOLOGY to reimburse the business. Requirements for each PRP Program will be available under Product Replacement Program on the PPA SharePoint site (Link in Appendix A, *Statement of Work*, Section 12: *Resources*).

The CONTRACTOR will provide technical assistance to the businesses to help ensure the business qualifies for a PRP reimbursement payment from ECOLOGY by completing the required steps, unless otherwise specified in guidelines developed specific to an individual reimbursement. Specific requirements for individual reimbursement programs are maintained on the PPA Partnership SharePoint site (Link in Appendix A, *Statement of Work*, Section 12: *Resources*).

Required Steps

- CONTRACTOR conducts an initial technical assistance visit, reviews all aspects of the PPA basic checklist on the PPA SharePoint Site (Link in Appendix A, *Statement of Work*, Section 12: *Resources*) with the business, and identifies any issues that need to be addressed before moving forward with a product replacement program.
- CONTRACTOR provides the business with recommendations to reduce or eliminate a qualifying chemical or product based on the currently active product replacement programs (see ECOLOGY's PRP website for active programs) (Link in Appendix A, *Statement of Work*, Section 12: *Resources*).
- CONTRACTORS review and complete the PRP voucher (if required for that specific PRP project) with the business. CONTRACTORS provide copies (photographs or scanned copies) of the completed and signed voucher to the Product Replacement Coordinator who reviews and approves the business to make the purchase of approved products or equipment.
- CONTRACTOR assists businesses as needed with paperwork required to apply for reimbursement, including a state payee registration form.
- CONTRACTOR must communicate to the businesses that it may take up to 4 months to receive payment from ECOLOGY after purchase and that the business must respond to inquiries from ECOLOGY or the Office of Financial Management (OFM) in a timely manner to avoid delays in payment.
- Business purchases approved product or equipment and converts fully to utilization of new product or equipment in accordance with the eligibility criteria for the PRP reimbursement.
- Business submits receipts for the product or equipment purchase and installation to ECOLOGY's PRP Coordinator. This submittal may be facilitated through the CONTRACTOR's representative for some PRP projects.
- CONTRACTORS may be requested by ECOLOGY to verify through a site visit and review of records that product or equipment has been installed per PPA Specialist or ECOLOGY recommendations, old product or equipment has been legally disposed of or decommissioned, and all other eligibility criteria have been met.

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For information about an optional voucher program that the CONTRACTOR can provide directly to a business, see Appendix A, *Statement of Work*, Section 10, *Small Change Voucher Program*.

Section 6: Timeline

Table 6.1: Timeline

Time Period	Goal for # of Site Visits	Unique Program Element Activities	Technical Assistance Target Activities
July 1, 2025 – December 31, 2025	160 Visits	Mentoring Steering Committee; PPA Mentoring Program; PRP Advisory Committee	Automotive maintenance and repair shops; School Health & Safety
January 1, 2026 – June 30, 2026	160 Visits	Mentoring Steering Committee; PPA Mentoring Program; PRP Advisory Committee the PRP Advisory Committee	The downtown business cores of Poulsbo, Bainbridge Island, Bremerton, and Port Orchard.
July 1, 2026 – December 31, 2026	160 Visits	Mentoring Steering Committee; PPA Mentoring Program; PRP Advisory Committee	Business Parks and other commercial hubs not served by public sewer systems.
January 1, 2027 – June 30, 2027	160 Visits	Mentoring Steering Committee; PPA Mentoring Program; PRP Advisory Committee	Nail salons and beauty shops

Section 7: Local Source Control (LSC) Database

Information gathered during technical assistance site visits by the CONTRACTOR must include all the elements that are listed in the most up to date PPA Basic Checklist (check PPA Partnership SharePoint site for details) and be entered into ECOLOGY's LSC database (Link in Appendix A, *Statement of Work*, Section 12: *Resources*). The following guidance applies to all technical assistance visits, unless other discussed with ECOLOGY:

- Collect enough information to complete all the applicable fields in ECOLOGY's LSC database (Link in Appendix A, *Statement of Work*, Section 12: *Resources*) and enter it into the database **within fifteen (15) workdays** of the visit.
- If you make a referral to a regulatory agency, enter the information about the referral into the database **within fifteen (15) workdays** of the referral.
- Ensure that data entry is complete and accurate.
- At a minimum, all elements on the most recent version of ECOLOGY's PPA Basic Checklist must be checked at each business visit. Specialists must attest that they have verified all elements.
 - Additional sector specific checklists are available on the ECOLOGY PPA Partnership SharePoint Site.
 - CONTRACTOR may substitute use of their own version(s) of the checklist(s) if it contains all elements of ECOLOGY's PPA Basic Checklist and has been reviewed and approved by ECOLOGY.

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- Refer to the LSC database (Link in Appendix A, *Statement of Work*, Section 12: *Resources*) instructions posted in the database interface or contact ECOLOGY PPA Staff for assistance with database entry.
- If using paper checklists or equivalent documentation, maintain originals in accordance with your local public disclosure laws.

Section 8: Training

ECOLOGY expects the CONTRACTOR to provide basic training to newly hired PPA Specialists, while ECOLOGY will offer additional training to support PPA activities, especially site visits to small businesses. ECOLOGY will provide additional training to ensure that CONTRACTOR’s staff are properly trained and supported to conduct PPA activities, and that experienced staff are exposed to new information, and have opportunities to share their expertise for the benefit of the PPA Partnership. This will include emerging issues and forums for sharing best practices, strengthening the PPA Partnership. ECOLOGY, along with In-House Mentors and PPA Mentors, will support new PPA Specialists. Within two weeks of notice of hire, ECOLOGY will send a “welcome email” with instructions for accessing the PPA Partnership SharePoint, LSC Database, and training resources. All PPA Specialists must set up weekly (or more frequent) alerts for the SharePoint Discussion Board.

HAZWOPER 24-hr. Certification

ECOLOGY requires PPA specialists to obtain and maintain, at a minimum, a 24-hr HAZWOPER certification and refresher class. CONTRACTORS are allowed, and encouraged, to obtain the 40-hr HAZWOPER and refresher but are not required to obtain that level of training.

CONTRACTORS will be responsible for finding, registering, and paying for the HAZWOPER certification and refreshers themselves. CONTRACTORS will submit copies of class registration and paid invoices to ECOLOGY for reimbursement during quarterly submittals.

New PPA Specialist Training Modules & Know-2-Grow (K2G) Learning Sessions

ECOLOGY ensures PPA Specialists are well-prepared by offering foundational and ongoing training, requiring consistent participation for effective program delivery. Foundational training includes self-paced online modules on ECOLOGY's SharePoint, to be completed within the first quarter. Completion is tracked. Monthly live "Know 2 Grow" (K2G) sessions, led by PPA Mentors, provide interactive training via Microsoft Teams (except July & December). Sessions are typically on the second Thursday, 10:00–11:00 a.m., and may occasionally be adjusted, with advance notice provided.

Table 8.1: Know 2 Grow (K2G) Session Schedule

2025	2026	2027
August 14, 2025	January 8, 2026	January 14, 2027
September 11, 2025	February 12, 2026	February 11, 2027
October 9, 2025	March 12, 2026	March 11, 2027
November 13, 2025	April 9, 2026	April 8, 2027
	May 14, 2026	May 13, 2027
	June 11, 2026	June 10, 2027

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	August 13, 2026	
	September 10, 2026	
	October 15, 2026	
	November 12, 2026	
Attendance Requirement: All new PPA Specialists who have not yet attended ten (10) K2G monthly sessions are required to attend. PPA Mentors are required to attend every K2G session. Mentors must notify the PPA Partnership Coordinator if they will not be able to attend.		

One-on-One Field Mentoring

The CONTRACTOR will provide new PPA specialists with mentoring from experienced specialists (In-House PPA Mentors), focusing on internal procedures and site visits. If no In-House Mentor is available, ECOLOGY will assign a one-on-one mentor. The duration of the one-on-one mentoring will be dependent on the new specialist's prior experience and will be agreed upon following evaluation by Ecology and discussions with the specialist. Additionally, the PPA Mentoring Program connects new specialists with mentors through K2G sessions, Webinars, All-Staff training(s), and the Discussion Board. Specialists are encouraged to seek out additional mentoring support for problem-solving, sector research, and field mentoring. Field mentoring involves site visits with the new specialist observing the mentor and serving as a backup specialist during field work. New specialists will gradually take over the lead duties during field work to prepare for full-time lead duties and to prepare for ECOLOGY's Shadow Workday. Field mentoring visits must occur before the ECOLOGY PPA Shadow Workday. For more details, refer to the New Specialist Training Plan (Appendix A, Statement of Work, Section 12: Resources).

Ecology Shadow Workday (Ecology Approval)

Once the PPA Mentor and new PPA Specialist agree on readiness, ECOLOGY staff will accompany the specialist on a few technical assistance visits (Ecology Shadow Workday). During these visits, the specialist will demonstrate their ability to engage with site contacts and present the PPA program, including waste management, spill prevention, stormwater pollution, and toxics reduction. After the shadow workday, the specialist will inform ECOLOGY once the LSC database entries are complete and provide any follow-up materials for review.

Ecology PPA Specialist Approval Process

ECOLOGY must explicitly approve the new PPA Specialist before they can conduct solo PPA site visits under this contract. To gain approval, the new PPA Specialist must:

- Complete all online training modules.
- Attend required PPA webinars and monthly Know-2-Grow (K2G) sessions.
- Complete Shadow Workday with ECOLOGY.
- Submit follow-up materials and LSC database entries from the sites visited during the Shadow Workday.

ECOLOGY may require the New PPA Specialist to undergo additional mentoring before granting approval.

All-Staff Training for all PPA Specialists

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All-Staff Trainings will be planned and conducted by teams of PPA Specialists from two or three PPA Partners, who have signed up to plan these trainings as a unique program element. When appropriate, these trainings will be held in-person to facilitate interaction and networking between PPA Specialists, ECOLOGY, and invited presenters.

Training topics at All-Staff Trainings are intended to help new staff become more competent in their work, and experienced staff to gain greater technical depth on relevant topics. ECOLOGY staff will determine the teams, provide initial guidance, review agendas, and provide support for planning and logistics.

Typically, these trainings are held the second Wednesday in September/October and March/April. The in-person trainings are typically scheduled to run between 8:30 a.m. and 3:30 p.m. with overnight travel allowed for jurisdictions if needed. ECOLOGY must pre-approve overnight travel if it is being charged to the PPA partner budget.

When trainings are held virtually online, the training will typically be scheduled for 8:30 a.m. to 12:00 p.m. across two days, usually a Tuesday and Wednesday.

Attendance Requirement: Unless prior approval has been given by ECOLOGY, it is mandatory for at least one PPA Specialist per jurisdiction to attend the All-Staff Training. This person is responsible for disseminating information back to the PPA Specialists from that jurisdiction. Managers are welcome to attend the All-Staff Trainings but are not required to attend.

Generally, training substitutions are not allowed for the All-Staff Training, however, exceptions may apply. PPA Coordinator must approve non-emergency absences or training substitutions at least two weeks prior to the training.

Monthly Webinar Trainings

ECOLOGY conducts monthly webinar trainings during most of the months of the year. These sessions are intended to expose PPA Specialists to new information or technical topics relevant to their work. Suggestions on topics and speakers are welcomed from PPA Partners. ECOLOGY will also ask PPA Partners to present on case studies.

These meetings are one and a half hour (1.5 hours) sessions, held on the second Wednesday of the month. Occasionally these sessions will need to be scheduled at alternative times to accommodate speaker availability. Up to nine (9) webinars will be scheduled each contract year. See Table 8.2 for the tentative training schedule.

Attendance Requirement: Each PPA Specialist must attend at least six (6) of the eight (8) Webinars each contract year (July 2025 through June 2026 and July 2026 through June 30, 2027, for the current contract). **Table 8.2** below contains a tentative training schedule for monthly webinars and the twice annual All-Staff meetings; ECOLOGY will communicate the final schedule to the CONTRACTOR. For those months identified as “Webinar or All-Staff”, there might be an All-Staff meeting planned for that month. If there is no All-Staff for a given month, then there will be a webinar planned for that month.

Other training courses, relevant to PPA Specialists’ work, may be substituted for up to two of the Webinars. Notification of the substitution must be provided to and pre-approved by the PPA Coordinator at least two weeks in advance of the Webinar that will be missed by the Specialist.

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Table 8.2: Tentative Training Schedule (Subject to Change)

Date	Training Type	Date	Training Type
July 2025	No Training	July 2026	No Training
August 13, 2025	Webinar	August 12, 2026	Webinar
September 10, 2025	Webinar or All-Staff	September 9, 2026	Webinar or All-Staff
October 8, 2025	Webinar or All-Staff	October 14, 2026	Webinar or All-Staff
November 12, 2025	Webinar	November 10, 2026	Webinar
December 2025	No Training	December 2026	No Training
January 14, 2026	Webinar	January 13, 2027	Webinar
February 11, 2026	Webinar	February 10, 2027	Webinar
March 11, 2026	Webinar or All-Staff	March 10, 2027	Webinar or All-Staff
April 8, 2026	Webinar or All-Staff	April 14, 2027	Webinar or All-Staff
May 13, 2026	Webinar	May 12, 2027	Webinar
June 10, 2026	Webinar	June 9, 2027	Webinar
Attendance Requirement: Each PPA Specialist must attend at least six (6) of the eight (8) scheduled Webinars each year. PPA Specialists must attend both All-Staff Trainings unless prior approval has been obtained from the PPA Coordinator.			

Section 9: Reporting and Contract Changes

Quarterly Progress Reports

A brief progress report shall be submitted quarterly with each invoice (See Schedule in Appendix B, *Statement of Work*, Section 11, Table 11.1, *Invoicing Schedule*). This report should indicate the work completed during the quarter and billed on the invoice, including the type and number of visits conducted, progress on unique program elements, and any other information regarding contract performance that should be brought to ECOLOGY's attention. The Quarterly Progress Report should **ONLY** include the status of the work conducted during the quarter and **NOT** include a roll-up of progress to-date since it serves as backup documentation for the expenses included in the quarterly invoicing. See Appendix A, *Statement of Work*, Section 11, *Invoicing*.

Annual Reports

Annual Reports are used to briefly summarize contract status to-date including number of site visits performed, unique program element activities conducted, Technical Assistance target activities conducted, lessons learned, and budget status, progress towards goal of 40% of visits in Overburdened Communities in Washington State. Annual reports shall be provided to ECOLOGY by **July 31, 2026, and July 30, 2027**. The report shall include two to three "case studies" of a business or organization that benefitted from a PPA site visit. Photographs of the business before and after the visit, showing the

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beneficial changes should be provided, if possible. The second-year annual report should capture details for the full contract period as ECOLOGY will use these reports to create a biennial report on the Partnership. ECOLOGY will make report templates available on the PPA Partnership SharePoint. ECOLOGY will request, with advanced notice, that PPA CONTRACTORS provide presentations on their case studies at Webinars and/or All-Staff Trainings.

Contract Changes

Any of the following changes shall be reported to the ECOLOGY PPA Partnership Coordinator within **10 business days**.

- Key personnel changes (staff or manager leaving, new hires, etc.). Changes to key personnel must be documented with updated copies of the key staff table.
- Initiation of, or changes to, a subcontract. See Section 18 *Subcontractors* of the Interagency Agreement for specific information that is required regarding subcontractors.

Section 10: Small Change Voucher Program

The CONTRACTOR will offer businesses vouchers for the cost of pollution prevention equipment or other recommendations, in accordance with the procedures developed for this voucher program. Payments will be made directly by the CONTRACTOR to the business. Examples of qualifying equipment or costs include but are not limited to; secondary containment, drum covers, drum funnels with lids, infrastructure changes, substitution of less toxic products, and catch basin cleaning. The CONTRACTOR must maintain records for each of their voucher reimbursement payments, and ensure a business is limited to one voucher per calendar year. Each voucher payment will be capped at \$500.00 or less. These reimbursements will come from the Small Change Voucher Program budget category (see Appendix B, *Budget Detail*). Documentation of voucher payments will be submitted to ECOLOGY with the quarterly invoice (See Appendix A, *Statement of Work*, Section 11 *Invoicing* for more details).

The CONTRACTOR will follow the procedures approved by ECOLOGY and housed on the PPA Partnership SharePoint (Link in Appendix A, *Statement of Work*, Section 12: *Resources*).

Section 11: Invoicing

Invoice (billing) procedures are outlined in the Interagency Agreement, (see Section 4 *Billing and Payment Procedures*). In addition, the following information is provided:

- See also Appendix A, *Statement of Work*, Section 5: *PRP* and Appendix A, *Statement of Work*, Section 10: *Small Change Voucher Program* for additional information on submitting invoices and reimbursement requests for those programs.
- The Invoice Voucher (form A19-1A) (Link in Appendix A, *Statement of Work*, Section 12: *Resources*) must have an approved electronic signature method if submitted electronically. Acceptable signature formats include the following.
 - Adobe Acrobat Certificate-Based Signature, which requires BOTH a scanned signature image and Adobe information. Signers do not need an Adobe PRO license, only the person preparing the document for their signature needs an Adobe PRO license.
 - Scanned image of signature. Copy and paste the scanned wet signature into the document itself.

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- Typed name and “signed electronically” with the signature date included in the signature line.
- Other methods approved by Ecology.
- If submitting a scanned or electronic copy, the CONTRACTOR will retain the original signed A19-1A in CONTRACTOR’s records, per ECOLOGY’s record retention requirements.
- Supporting documentation may be submitted via email to Kristine Ray (kray461@ecy.wa.gov) and Andy Maher (anma461@ecy.wa.gov). Refer to Section 3 *Compensation* for additional details on what is required for supporting documentation.
- Each invoice shall only bill for actual hours worked during the quarter, which may be higher or lower than the FTE estimate in Appendix A, *Statement of Work*, Section 1, *Introduction*, Table 1.2 – Key Staff Table. Actual hours worked should include dates worked, staff names, titles, hourly salary/benefit rate, hours worked, final \$.
- Quarterly invoicing will follow the schedule in Table 11.1, *Invoicing Schedule*.

Table 11.1: Invoicing Schedule

Quarter in Contract Cycle	Months in Quarter	Invoice Due Date
1	July, August, September 2025	November 10, 2025
2	October, November, December 2025	February 10, 2026
3	January, February, March 2026	May 11, 2026
4	April, May, June 2026	July 31, 2026*
5	July, August, September 2026	November 10, 2026
6	October, November, December 2026	February 10, 2027
7	January, February, March 2027	May 10, 2027
8	April, May, June 2027	July 30, 2027*
* - Earlier due date during these quarters due to end of fiscal year requirements.		

Section 12: Resources

The following are links to resources and materials referenced in this contract. Links and resources listed are subject to change.

- PPA Partnership SharePoint:
 - <https://stateofwa.sharepoint.com/sites/ECY-HWTR-PPA-Partnership>
- PPA Partnership SharePoint Discussion Board:
 - <https://stateofwa.sharepoint.com/sites/ECY-HWTR-PPA-Partnership/Lists/Discussion%20Panel/AllItems.aspx?viewid=04db004f%2Dc450%2D417a%2Db727%2D77d2fb734816>
- PPA Basic Checklist:
 - <https://stateofwa.sharepoint.com/:w:/r/sites/ECY-HWTR-PPA-Partnership/Checklist%20%20Tip%20Sheets/Pollution%20Prevention%20Assistance%20-0->

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[%20Basic%20Checklist.docx?d=w1179aa4654674c17940dd22abefbdf5d&csf=1&web=1&e=KWSL9y](#)

- PPA Business Sector Checklists & Tip Sheets:
 - <https://stateofwa.sharepoint.com/sites/ECY-HWTR-PPA-Partnership/Checklist%20%20Tip%20Sheets/Forms/AllItems.aspx>
- PPA Publications & Handouts
 - <https://stateofwa.sharepoint.com/sites/ECY-HWTR-PPA-Partnership/SitePages/Publications-%26-Handouts.aspx>
- PPA PartnerWeb Product Replacement Program:
 - <https://stateofwa.sharepoint.com/sites/ECY-HWTR-PPA-Partnership/SitePages/Product-Replacement-Program.aspx>
- LSC Database:
 - <https://secureaccess.wa.gov/ecy/lsc/Home.aspx>
- PPA Partner Website Required Elements:
 - <https://stateofwa.sharepoint.com/sites/ECY-HWTR-PPA-Partnership/SiteAssets/PPA%20-%20Partner%20Website%20Elements.docx?web=1>
- Invoice Voucher A19-1A:
 - <https://des.wa.gov/sites/default/files/public/documents/HRPayroll/SACS/A-19-1AForm.doc?=5c82f>
- New Specialist Training Plan – Read First!
 - <https://stateofwa.sharepoint.com/sites/ECY-HWTR-PPA-Partnership/New%20Specialist%20Training/Read%20First%20%E2%80%94%20New%20Specialist%20Training%20Plan.pdf>
- Ecology's Product Replacement Program Website:
 - <https://ecology.wa.gov/Waste-Toxics/Reducing-toxic-chemicals/Product-Replacement-Program>

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APPENDIX B
BUDGET DETAIL

See Section # 3 *Compensation* and Section # 4 *Billing and Payment Procedures*, for additional instructions.

Category		Amount
Salaries		\$131,143.10
Benefits		\$50,929.00
Subcontracts		\$0.00
Goods & Services (see Table A Below)		\$1,400.00
Equipment (see Table B Below)		\$3,000.00
Travel & Training		\$3,000.00
Small Change Voucher Program (See Section X)		\$2,000.00
Subtotal Direct Costs		\$191,472.10
Indirect Costs*	Rate (42%)	42%
	Indirect Amount	\$80,418.28
Total Award		\$271,890.38

* ☒ Applied to All Categories

Table A: Goods & Services

Goods & Services over \$1,000 must be listed here or approved by ECOLOGY PRIOR to reimbursement.	Estimated Cost

Table B: Equipment

Equipment over \$1,000 must be listed here or approved by ECOLOGY PRIOR to reimbursement.	Estimated Cost

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APPENDIX C

SPECIAL TERMS AND CONDITIONS

- 1) Certification Regarding Suspension, Debarment, Ineligibility or Voluntary Exclusion
 - a) CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
 - b) CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
 - c) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
 - d) CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
 - e) CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
 - f) Pursuant to 2CFR180.330, the CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
 - g) CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
 - h) CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier CONTRACTORS or subcontractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. CONTRACTOR must run a search in [The System for Award Management](#) and print a copy of completed searches to document proof of compliance.
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			CONTRACT FACE SHEET For Internal Routing Use (Instructions on Instructions Tab)			Type: Contract					
			CGP System #:								
			Contract #:			C2500177					
			Amendment #:								
			Work Assignment #:								
Contractor Statewide Vendor - SWV #:			SWV0027359-00			EIN:					
Contractor Name:			Kitsap Public Health								
Contract Title / Description / Bid #:			Pollution Prevention Assistance (PPA) - technical assistance and education outreach to small businesses.								
Program:			M00-HWTR								
Project Officer:			Andrew Maher			Phone: 509-329-3612					
Secondary Project Officer (i.e., Budget Analyst):			Ellen Hafer			Phone: 564-233-8638					
Staff completed DES Contract Training			Yes								
(check all that apply)			☐ Goods/Services		RCW 39.26		☐ Decision to Contract				
			☒ Interagency		RCW 39.34		☐ DES State Contract #				
			☐ IT		RCW 39.26		☐ Competitive Bid #				
			☐ Public Works		RCW 39.04		☐ Sole Source #				
			☐ Arch./Eng.		RCW 39.80		☐ Direct Buy				
			☐ Other:								
OWMBE: (check all that apply)			☐ OMWBE		☐ WA Small Bus.		☐ WA Veteran Bus.				
Subcontractor:			☐ Uses Sub Contractor								
AMENDMENT: (check all that apply)			☐ Time Extension		☐ Increase ☐ Decrease		Amount of Amendment:				
			☐ Other:				Total of Contract after Amendments:				
TERM:			Start Date:		7/1/2025		End Date:		6/30/2027		
How To Encumber and Disburse: Program Budget Manager Completes						Contract Cost:		\$		271,890.38	
						Sales Tax (PW only):		\$		-	
						Total Eligible Cost:		\$		271,890.38	
Required information:			(Required for Single-year Operating Appropriations & contracts extending beyond current biennium)								
			Prior Bien's		Current BI FY: 2026		Current BI FY: 2027		Totals		
MIC (8 char)		Fund/EAI	Project - Sub-Proj								
M72311H0		23P/1H0	-		135,945.19		135,945.19		271,890.38		
			-						-		
			-						-		
			-						-		
			-						-		
			-						-		
			-						-		
			-						-		
			-						-		
			-						-		
Fiscal Staff:			Budget Total \$ 271,890.38								
GL: Subsidiary: Misc:											
			Budget Total must equal Total Eligible Cost								
			Federally Funded? No		Federal Amount		\$ -				
Remarks:											
Mark T. Gaffney (signed electronically) 6/23/2025 CZ					E Hafer 6/10/2025						
Fiscal / Contracts Approval			Date		Sub-Object			Program Budget Manager Approval			Date



Freeze Exemption/Exception Request Form for Service Contracts Under Directive 24-19

Exemption/Exception requests REQUIRE Deputy Director's signature and approval BEFORE processing.

Instructions: Program completes this form and emails it to the Chief Financial Officer's Executive Assistant, [Chrystal Witham](#). Subject line: ECY Exemption/Exception Request Form, Program Name.

Request Information

Requesting Program/Office/Division: HWTR / ERO / PPA

Program Contact(s):

Name: Andrew Maher

Email: anma461@ecy.wa.gov

Name: Elaine Snouwaert

Email: esno461@ecy.wa.gov

Service Contracts or Amendments Exemption/Exception Request

Exemption/Exception Information

This form seeks Service Contract exemption/exception under the following condition:

- ☐ Related to the protection of life or public safety (Safety)
- ☐ Tax collection or other revenue-generating activities (Tax/Rev)
- ☐ Approved information technology projects (IT)
- ☐ Emergency Contracts as defined in RCW 39.26.130 (Emergency)
- ☒ Deputy Director approval for essential non-exempt Service Contracts (DD)

Contract Information

Contractor/Agency: Multiple Agencies throughout Washington State

New Contract: ☒ Yes ☐ No

Total estimated cost of contract/amendment: \$8,400,000 spread across 31 IAA A

Budget(s) used to fund this contract/amendment: ☒ Operating ☒ Capital ☐ Transportation

Fund Source Account Number: MTCA Funding 23N; 23P

Term of contract: July 1, 2025 - June 30, 2027

Brief description of contract or contract amendment in one or two sentences. **Include existing contract number or agreement number if amendment.**

Interagency Agreements between Ecology and our Pollution Prevention Assistance (PPA) partnership jurisdictions, located throughout the state. Our partners include cities, counties, and local health jurisdictions.

PPA specialists provide free hands-on technical assistance to small quantity generators in their jurisdictions and provide guidance to businesses, helping them stay in compliance with the dangerous waste regulations and stormwater best management practices. PPA specialists visit roughly 3,000 businesses each fiscal year.

Scope of contracted services

Work will be performed during the FY25-27 biennium.

The CONTRACTOR, through the Pollution Prevention Assistance (PPA) program, will perform multimedia source control site visits and pollution prevention activities for small quantity generators (SQGs) of dangerous waste. SQGs are businesses, non-profits, schools, or organizations generating less than 220 pounds of dangerous waste or 2.2 pounds of extremely hazardous waste per month. These visits and activities aim to reduce or eliminate dangerous waste and pollutants at the source using best management practices to prevent spills and discharges to air, water, and ground, particularly in industrial wastewater and stormwater.

Justification for contracted services (why is this critically necessary?)

This work is contracted out to local specialists, because Ecology does not have the capacity to visit all SQGs statewide. This partnership allows local representatives to engage with businesses within their own communities, building trust and fostering long-term relationships. This localized approach not only strengthens the program but also promotes positive interactions between businesses and our PPA specialists.

Additionally, by contracting with specialists familiar with the local area, we ensure that visits are more efficient and culturally sensitive, which can enhance compliance outcomes. Our specialists conduct thousands of visits to businesses that may be mismanaging dangerous waste and stormwater, helping to identify and mitigate potential risks to human health and the environment. Through these efforts, we

Explanation of why alternatives to contracting are not available:

Given Ecology's staffing limitations for conducting these types of visits, this work would not occur without contracting to local jurisdictions. The external PPA specialists are well-positioned to conduct multiple visits to Washington businesses covering significantly more businesses that Ecology could visit. Contracting allows for the identification of high-priority environmental issues that otherwise would not come to Ecology's attention or be addressed. These issues may have the potential to impact human health and/or the environment.

What would be the consequence if this contract is not approved?

Thirty-one agencies throughout the state will stop offering free technical assistance visits to the businesses that need them the most. As a result, there is a risk that businesses may improperly manage hazardous materials, potentially exposing workers, the public, and the environment to contamination or hazardous wastes that would otherwise have been addressed through this program, and will potentially expose the public, the environment, and workers at facilities to contamination or wastes that would have been addressed through this program.

In addition, our Product Replacement Program relies on PPA specialists to do much of the field work associated with replacing harmful products with safer alternatives. For example, our

Approval Signatures

This form is required to be routed in the following order before submitting to the Chief Financial Officer's Executive Assistant, Chrystal Witham, for CFO review.

Budget Manager Signature:	Date:
 Digitally signed by Hafer, Ellen (ECY) Date: 2025.03.21 11:57:00 -07'00'	3/21/25

Program Manager/Office Director Signature	Date:
 Digitally signed by Lassiter, Katrina (ECY) Date: 2025.03.21 15:46:04 -07'00'	3/21/25

Chief Financial Officer Signature:	Date:
Ward, Garret (ECY) Digitally signed by Ward, Garret (ECY) Date: 2025.04.05 11:17:27 -07'00'	4/5/25

Deputy Director Determination

☒ Approved
 ☐ Denied

Deputy Director Signature:	Date:
 Digitally signed by Heather R. Bartlett Date: 2025.04.08 12:22:58 -07'00'	

Certificate Of Completion

Envelope Id: 30FCD53E-FD70-4FBC-BBF4-9AA6C6CF195E	Status: Sent
Subject: Dept. of Ecology - Kitsap PPA Contract FY2025-27 ready for DocuSign	
Source Envelope:	
Document Pages: 35	Signatures: 0
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kristine Ray
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	P.O. Box 47600
	Olympia, WA 98504
	kray461@ecy.wa.gov
	IP Address: 163.116.149.222

Record Tracking

Status: Original	Holder: Kristine Ray	Location: DocuSign
6/25/2025 2:29:25 PM	kray461@ecy.wa.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Washington State Department of Ecology	Location: Docusign

Signer Events

Signer Events	Signature	Timestamp
Kristine Ray		Sent: 6/27/2025 3:00:49 PM
kray461@ecy.wa.gov		Viewed: 6/27/2025 3:01:20 PM
Administrative Assistant 3		Signed: 6/27/2025 3:01:26 PM
Department of Ecology		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 163.116.159.207	

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Steve Brown	Sent: 6/27/2025 3:01:28 PM
steve.brown@kitsappublichealth.org	Viewed: 6/27/2025 3:06:16 PM
Security Level: Email, Account Authentication (None)	

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Yolanda Fong
YolandaFong@kitsappublichealth.org
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Kristine Ray
kray461@ecy.wa.gov
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Cheryl Blackburn
cbla461@ecy.wa.gov
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Katrina Lassiter
klas461@ecy.wa.gov
Security Level: Email, Account Authentication (None)

Signer Events	Signature	Timestamp
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Judy Decker jude461@ecy.wa.gov Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Heather Bartlett heba461@ecy.wa.gov 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
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/27/2025 3:00:49 PM
Payment Events	Status	Timestamps

CONTRACT AGREEMENT
By and Between
Kitsap Public Health District and Jefferson County Public Health

For provision of one (1) Public Health Nurse for Nurse Family Partnership (NFP) Supervisor Role

Section 1: PURPOSE

THIS AGREEMENT for Professional Services is entered into between the Kitsap Public Health District, hereinafter referred to as “Contractor” and Jefferson County Public Health, hereinafter referred to as “Jefferson County” to provide services as a Nurse Family Partnership (NFP) Supervisor.

Section 2: TERMS

This Agreement shall commence on July 1, 2025, and continue through June 30, 2026, unless terminated as provided herein.

Section 3: SCOPE OF AGREEMENT

Contractor will provide Public Health Nurse services for NFP Supervisor Role and will meet obligations as contained in Exhibit A, Statement of Work.

Section 4: CONTRACT REPRESENTATIVES

Jefferson County and Contractor will each have a contract representative who will have responsibility to administer the contract for that party. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

Contractor's Contract Representative

Lynn Pittsinger, Community Health Director
345 6th Street, Suite 300
Bremerton, WA 98337
(360) 728-2275

Jefferson County Contract Representative

Denise Banker, Community Health Director
Jefferson County Public Health
615 Sheridan St.
Port Townsend, WA 98368
(360) 385-9400

Section 5: COMPENSATION

- A. Calculation for the cost of the supervisor includes total salaries and benefits, based on 36 hours per week, and overhead. This cost will be shared between the Contractor and Jefferson County, allocated based on the number of Public Health Nurses in the NFP program across the region. This includes any Public Health Nurses hired by Jefferson County to work in either Jefferson or Clallam counties. This amount will be calculated

and invoiced to Jefferson County monthly by the Contractor. Jefferson County's portion of the total supervisor cost will not exceed \$63,000.00.

- B. Jefferson County agrees to reimburse the Contractor for all expenses incurred as a result of performing the Services. Cell phone service is approved and will be billed based on actual cost. Travel is authorized at the federally established rate. All cell phone and travel expenses will be split between Jefferson County and the Contractor.
- C. The Contractor shall submit invoices to Jefferson County for payment of work actually completed to date for both Jefferson County and Clallam County.
- D. Any additional fees required by NFP for the supervisor's training will be split between Jefferson County and the Contractor. The Contractor will invoice Jefferson County for these fees based on the allocation of NFP nurse home visitors under supervision at the time of the training. Jefferson County will be given adequate notice of needed trainings.
- E. Additional fees for Annual Program Support and Annual Nurse Consultation Fees will be split between Jefferson County and the Contractor. Proportion of fees will be based on the number of agencies participating under the NFP Program.
- F. In the event that approved program supplies required by NFP are unavailable for direct purchase, Contractor will purchase supplies and bill Jefferson County for incurred cost. Total purchases of supplies or equipment will not exceed \$2,000 without prior approval of Jefferson County.
- G. Jefferson County may request additional nursing supervisory hours at an hourly rate commensurate to Contractor's employee's hourly rate. In the case of emergency nursing supervisory needs, Jefferson County will be charged an hourly rate.
- H. Contractor records and accounts pertaining to this agreement are to be kept available for inspection by representatives of Jefferson County and state for a period of six (6) years after final payments. Copies shall be made available upon request.

Section 6: **INDEMNIFICATION**

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

Section 7. **INSURANCE:**

Prior to commencing work, the Contractor shall obtain at its own cost and expense the following insurance coverage specified below and shall keep such coverage in force during the terms of the Agreement.

- a. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$500,000 each occurrence with the County named as an additional insured in connection with the Contractor's performance of this Agreement. This insurance shall indicate on the certificate of insurance the following coverage: (a) Owned automobiles; (b) Hired automobiles; and, (3) Non-owned automobiles.
- b. Commercial General Liability Insurance in an amount not less than a single limit of one million dollars (\$1,000,000) per occurrence and an aggregate of not less than two (2) times the occurrence amount (\$2,000,000.00 minimum) for bodily injury, including death and property damage, unless a greater amount is specified in the contract specifications. The insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverage:
 - i. Broad Form Property Damage, with no employee exclusion;
 - ii. Personal Injury Liability, including extended bodily injury;
 - iii. Broad Form Contractual/Commercial Liability – including coverage for products and completed operations;
 - iv. Premises – Operations Liability (M&C);
 - v. Independent Contractors and subcontractors;
 - vi. Blanket Contractual Liability.
- c. Professional Liability Insurance. The Contractor shall maintain professional liability insurance against legal liability arising out of activity related to the performance of this Agreement, on a form acceptable to Jefferson County Risk Management in the amounts of not less than \$1,000,000 Each Claim and \$2,000,000 Aggregate. The professional liability insurance policy should be on an "occurrence" form. If the professional liability policy is "claims made," then an extended reporting periods coverage (tail coverage) shall be purchased for three (3) years after the end of this Agreement, at the Contractor's sole expense. The Contractor agrees the Contractor's insurance obligation to provide professional liability insurance shall survive the completion or termination of this Agreement for a minimum period of three (3) years.
- d. The County shall be named as an "additional named insured" under all insurance policies required by this Agreement, except Professional Liability Insurance when not allowed by the insurer.
- e. Such insurance coverage shall be evidenced by one of the following methods: (a) Certificate of Insurance; or, (b) Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.
- f. The Contractor shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include: (a) The limits of coverage; (b) The project name to which it applies; (c) The certificate holder as Jefferson County, Washington and its elected officials, officers, and employees with the address of Jefferson County Public Health 615 Sheridan Street, Port Townsend, WA 98368, and, (d) A statement that the insurance policy shall not be canceled or allowed to expire except on thirty (30) days prior written notice to the County. If

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

- g. Failure of the Contractor to take out or maintain any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification of the County.
- h. The Contractor’s insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies, with the exception of Professional Liability Insurance, so affected shall protect both parties and be primary coverage for all losses covered by the above described insurance.
- i. Insurance companies issuing the policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of policy.
- j. All deductibles in the above described insurance policies shall be assumed by and be at the sole risk of the Contractor.
- k. Any deductibles or self-insured retention shall be declared to and approved by the County prior to the approval of this Agreement by the County. At the option of the County, the insurer shall reduce or eliminate deductibles or self-insured retention, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- l. Insurance companies issuing the Contractor’s insurance policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of insurance policy.
- m. Any judgments for which the County may be liable, in excess of insured amounts required by this Agreement, or any portion thereof, may be withheld from payment due, or to become due, to the Contractor until the Contractor shall furnish additional security covering such judgment as may be determined by the County.
- n. Any coverage for third party liability claims provided to the County by a “Risk Pool” created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any policy of insurance the Contractor must provide in order to comply with this Agreement.
- o. The County may, upon the Contractor’s failure to comply with all provisions of this Agreement relating to insurance, withhold payment or compensation that would otherwise be due to the Contractor.
- p. The Contractor’s liability insurance provisions shall be primary and noncontributory with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, and agents.
- q. Any failure to comply with reporting provisions of the insurance policies shall not affect coverage provided to the County, its officers, officials, employees, or agents.
- r. The Contractor’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability.

- s. The Contractor shall include all subcontractors as insured under its insurance policies or shall furnish separate certificates and endorsements for each subcontractor. All insurance provisions for subcontractors shall be subject to all the requirements stated herein.
- t. The insurance limits mandated for any insurance coverage required by this Agreement are not intended to be an indication of exposure nor are they limitations on indemnification.
- u. The Contractor shall maintain all required insurance policies in force from the time services commence until services are completed. Certificates, insurance policies, and endorsements expiring before completion of services shall be promptly replaced. All the insurance policies required by this Agreement shall provide that thirty (30) days prior to cancellation, suspension, reduction or material change in the policy, notice of same shall be given to the Jefferson County Public Health Contracts Manager by registered mail, return receipt requested.
- v. The Contractor shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- w. The County reserves the right to request additional insurance on an individual basis for extra hazardous contracts and specific service agreements.

Section 8: CONFIDENTIALITY

All parties to this Agreement and their employees or representatives and their subcontractors and their employees will maintain the confidentiality of all information provided by Contractor or Jefferson County or acquired in performance of this Agreement as required by the HIPPA and other privacy laws. This Contract, once executed by the parties, is and remains a Public Record subject to the provision of Ch. 42.56 RCW, the Public Records Act.

Section 9: OWNERSHIP AND USE OF DOCUMENTS

Contractor acknowledges and agrees that any and all work product directly connected to and/or associated with the services rendered hereunder, including but not limited to all documents, drawings, reports, and the like which the Contractor in the performance of the service hereunder, either solely and/or jointly with Jefferson County shall be the sole and exclusive property of the Jefferson County. Other materials produced by the Contractor in connection with the services rendered under this agreement shall be the property of the Jefferson County whether the projects for which they are made are executed or not. Each party may, with no further permission required from the other party, publish to the web, disclose, distribute, reproduce, or otherwise copy or use, in whole or in part, such items produced during the course of the project to the extent disclosure is allowed by HIPAA rules.

Section 10: INDEPENDENCE

Nothing in this agreement shall be considered to create the relationship of employer and employee between the Parties hereto. The Contractor shall not be entitled to any benefits afforded Jefferson County employees by virtue of the services provided under this agreement. Jefferson County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to employee.

Section 11: **REPORTING**

Contractor will provide information to Jefferson County for required reporting to funders as needed.

Section 12: **DISPUTE RESOLUTION**

The Parties agree to work cooperatively to accomplish all of the terms of this Agreement, however, acknowledge that there may be instances in which either Jefferson County or the Contractor has not complied with the conditions of this Agreement or that clarification is necessary to interpret provisions of this Agreement. In such an instance, the Parties shall attempt to resolve the matter through good faith efforts. If unsuccessful, the Parties shall refer the matter to non-binding mediation.

If the mediator cannot resolve the dispute, the issue shall be referred to a Dispute Panel. The Dispute Panel shall review all issues, concerns, and conflicts to determine a solution acceptable to both Parties. The decisions of the Dispute Panel shall be final and binding on both Parties.

DISPUTE PANEL: The Parties may voluntarily submit any contractual dispute to a dispute panel as follows: each party will appoint one member to the panel and those two members in turn will appoint a third member. The dispute panel will review the facts, contract provisions, and applicable law, and then decide the matter. The decision of the dispute panel shall be binding on the Parties and final.

Section 13: **TERMINATION**

Jefferson County and the Contractor reserve the right to terminate this contract in whole or in part with 30 days-notice. In the event of termination under this clause, Jefferson County shall be liable only for payment for services rendered prior to the effective date of termination.

Section 14: **INTEGRATED AGREEMENT**

This Agreement together with attachments or addenda represents the entire and integrated agreement between Jefferson County and the Contractor and supersedes all prior negotiations, representations, or agreements written or oral between the Parties. This agreement may be amended or modified only by a written instrument signed of both Jefferson County and Contractor.

Section 15: **PROGRAM MODEL ELEMENTS**

Jefferson County and the Contractor understand and agree that Program implementation by Jefferson County and Contractor must be based on key parameters-Model Elements identified through research and refined based upon the Program's experience since 1997 and included in this Agreement as Nurse-Family Partnership Model Elements, hereto attached and herein referenced as **Exhibit B**.

Section 16: **PROPRIETARY PROPERTY**

Jefferson County and the Contractor understand and agree that NFP grants to Jefferson County and Contractor a non-exclusive limited right and license to use the Proprietary Property for the purpose of carrying out the obligations of this Agreement. Further, the NFP reserves the right to modify the Proprietary Property from time to time in accordance with the data, research, and current modalities of deliveries program. NFP shall retain ownership and all the rights to any

Proprietary Property, whether modified or not by Jefferson County and/or Contractor. In any event, all software, Nurse-Family Partnership Community and Efforts to Outcomes Website content, excluding Jefferson County's and Contractor's data, shall remain the sole property of Nurse-Family Partnership.

APPROVED THIS _____ DAY OF _____, 2025.

JEFFERSON COUNTY WASHINGTON

KITSAP PUBLIC HEALTH DISTRICT

Board of County Commissioners
Jefferson County, Washington

By: _____
Heidi Eisenhour, Chair

By: _____
Yolanda Fong, Administrator

By: _____
Greg Brotherton, Commissioner

Date: _____

By: _____
Heather Dudley-Nollette, Commissioner

SEAL:

ATTEST:

Carolyn Gallaway,
Clerk of the Board

Approved as to form only:

 for 06/26/2025

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

Exhibit A
Statement of Work

	Jefferson County	Contractor
Nurse Home visitors #	3	4

Model Elements implemented through facilitation by Nurse Supervisor—applies to all sites:

Model element and description	Jefferson County	Contractor
#10, Work with NHVs to increase knowledge, practice, and individualization of NFP visit to visit guidelines with families across all domains.	X	X
#11, Work with NHVs to review and reflect on theoretical bases of NFP as related to clinical practice.	X	X
#12, Work with NHVs and team to maintain required number of clients. Includes caseload management, outreach, referrals and maintaining community relationships. Jefferson is responsible for recruiting and maintaining Jefferson and Clallam caseload numbers.	X	X
#13, Nurse supervisor provides supervision to 6 NHVs at this time, appropriate for .90 FTE Nurse supervisor	X	X
#14, Nurse supervisor provides: 1. Weekly 1:1 clinical supervision 2. Case conferences 3. Team meetings 4. Field Supervision	X weekly X at least 2 x month X at least 2 x month X at least 3x year	X at least 2x month X at least 2 x month X at least 2 x month X at least 3x year
#15 Data is collected and used to guide practice, assess and guide program implementation, inform clinical supervision, enhance program quality, and demonstrate program fidelity.	X	X
#17, Regional CAB convened and will meet at least 3x year	X	X
#18, Nurse supervisor will help support and facilitate regional communication to assure accurate data entry and implementation of program	X	X

Other related program implementation areas:

Other areas related to program implementation	Jefferson County	Contractor
Washington State NFP Consortium: 1. Monthly calls with WA State Nurse consultant 2. Monthly calls with WA State Nurse supervisors 3. Quarterly meetings with WA State nurse supervisors 4. On-site visits with WA state nurse consultant at least once/year.	X	X
Coordination of team meetings, case conferences, and reflective supervision times based on regional composition, including associated travel.	X	X
DCYF Funding: Support in application, monthly and quarterly reports.	X	X
NFP required education and training, such as DANCE education and annual NFP National Symposium	X	X

Nurse-Family Partnership® Model Elements

Revised June 2025

Introduction

Nurse-Family Partnership® (NFP) nurse home visitors and nurse supervisors implement the program with integrity to the NFP model. Integrity is the extent to which there is adherence to the model elements. Applying the model elements in practice provides a high level of confidence that the outcomes achieved by families who enroll in the program will be comparable to those achieved by families in the three randomized clinical trials and outcomes from ongoing research on the program. In addition to applying the model elements to implementation, integrity includes implementing partner organizations and nurse uptake and application of new research findings and new innovations as well as adjusting NFP practice to the changing context and demographics of NFP clientele.

Element 1	Client participates voluntarily in the Nurse-Family Partnership program.
Description	Nurse-Family Partnership (NFP) services are designed to be supportive and build self-efficacy. Voluntary enrollment promotes building trust between the client and nurse home visitor. Choosing to participate empowers the client. Involuntary participation is inconsistent with this goal. It is understood that implementing partner organizations may receive referrals from the legal or welfare system, health care providers and others that could be experienced by the client as a requirement to participate. It is essential that the decision to participate be between the client and nurse home visitor without any pressure to enroll.
Element 2	Client is a first-time expectant parent.
Description	A first-time expectant parent is a person who has no previous live births. Nurse-Family Partnership (NFP) is designed to take advantage of the ecological transition, the window of opportunity, in a first-time parent's life. At this time of developmental change, a pregnant individual is feeling vulnerable and more open to support. Potential pregnant individuals who have experienced neonatal death, loss of custody or relinquishment within the neonatal period (first 30 days after baby's birth) may be eligible after thoughtful consideration by the nurse home visitor, supervisor, and nursing practice manager. If a client cannot parent the child and another person steps in and desires to continue with NFP, this may be allowed after thoughtful consideration by the nurse home visitor, supervisor, and nursing practice manager.

Note (Element 2)	When the program is introduced by a warm, engaging person in a health care setting individuals may be more likely to enroll. This exceptional customer service and warm introduction immediately establishes the value of the program. The University of Colorado Prevention Research Center (PRC) and Changent are collaborating with multiple NFP programs across the country to implement and evaluate enrollment of multiparous clients in NFP in a manner that meets the NFP eligibility requirements. As a result, multiparous clients in the NFPx approved programs that meet other enrollment eligibility may enroll in NFP.
Element 3	At enrollment, clients are affected by at least one risk factor in category 1 and one risk in category 2 below: 1. Socioeconomic inequity, limited financial resources or under 18 years of age; and 2. Health inequity, risk factors for poor key health outcomes.
Description	The client is susceptible to systematic differences in key health outcomes on the Client Profile Report driven by social, economic, and environmental disadvantages. These differences stem from factors related to age, racial discrimination, susceptibility to negative birth outcomes, educational attainment, employment status, economic hardship, housing instability, physical or mental health, substance use, intimate partner violence (IPV), adjustment to the caregiver role, developmental or intellectual limitations, and/or child welfare or foster care involvement.
Element 4	Client is enrolled in the program early in pregnancy and receives the first home visit by no later than the end of the 28th week of pregnancy.
Description	A client is enrolled when the first visit is completed, and all necessary forms have been signed. If the client is not enrolled during the initial home visit, the recruitment contact should be recorded in the client file according to implementing partner organization policy. Early enrollment allows time for the client and nurse home visitor to establish a relationship before the birth of the child and allows time to address prenatal health behaviors which affect birth outcomes and the child's neurodevelopment. Early enrollment provides the opportunity for nurses to understand the individual's challenges with navigating healthcare systems and getting the care they need and helping them advocate for themselves.
Note	Changent actively helps with potential client recruitment through google ads that are run nationwide. Clients contact Changent and are referred to the appropriate NFP program. The PRC and Changent are collaborating with multiple NFP programs across the country to implement and evaluate enrollment of Late Registrants in NFP in a manner that meets the NFP eligibility requirements. As a result, Late Registrant clients in the NFPx approved programs that meet other enrollment eligibility may enroll in NFP.

Element 5	One client is present at a visit.
Description	Clients are visited one nurse home visitor to one client. The client may choose to have other supporting family members/significant other(s) in attendance during scheduled visits. If another NFP client is present in a visit at the index client's request only the index client is included in the encounter and the encounter form is only completed on the index client. In particular, when possible and appropriate, the father of the baby and the client's partner are encouraged to be part of visits. Some implementing partner organizations have found it useful to have other nurse home visitors on their team accompany the primary nurse home visitor at times for peer consultation. This helps the client to understand that there is a team of nurse home visitors available and that this second nurse home visitor could fill in if needed. This may reduce client attrition if the first nurse is on leave or leaves the program. Other team members, such as a social worker or mental health specialist, may also accompany nurses on visits as part of the plan of care. The addition of group activities to enhance the program is allowed but cannot take the place of the individual visits and cannot be counted as visits. It is expected that clients will have their own individual visits with their nurse, and not joint visits with other clients.
Element 6	Client is visited in the home as defined by the client, or in a location of the client's choice.
Description	The program is delivered in the client's home, which is defined as the place where the client is currently residing or as otherwise defined by the client. Home can be a shelter or a situation in which they are temporarily living with family or friends. Visiting the client and child in the home allows the nurse home visitor a better opportunity to observe, assess and understand the client's context and challenges within the home situation, however, the client makes the choice of visit location. It is understood that there may be times when the client's living situation or their work/school schedule make it difficult to see the client/child in the home and the visit needs to take place in other settings. In addition, a client and nurse home visitor may agree based on client strengths and needs and context that some visits could be made through a telehealth approach. Other situations, such as natural disasters or pandemics, may necessitate visits outside of the home and via telehealth.
Element 7	Client is visited throughout their pregnancy and the first two years of the child's life in accordance with a planned or recommended visit schedule based on assessment of client need and agreed upon between the client, nurse home visitor and supervisor.
Description	Clients in the randomized clinical trials were seen on a planned schedule that allowed flexibility. NFP studies have shown increased client retention when the visit schedule is adjusted to client needs. Historically, the standard NFP visit schedule included prenatal visits occurring once a week for the first four weeks,

Element 7 Description (Cont.)	then every other week until the baby is born. Postpartum visits occurred weekly for the first six weeks and then every other week until the baby is 21 months. From 21-24 months visits occurred monthly. This schedule may work for some clients. To meet the needs of the individual family, the nurse home visitor may increase or reduce the frequency of visits and is encouraged to visit in the evening or on weekends based on nursing assessment and client request. A significantly decreased schedule or an adjusted visit schedule over the course of the program or a “vacation” from the program, approved by the nurse supervisor, may be used to meet the client’s needs and retain the client in the program.
Element 8	Nurse home visitors are registered nurses with an Associate Degree in Nursing or higher. Nurse supervisors are registered nurses with a Bachelor's Degree in Nursing at minimum, Master's Degree preferred. Both have an active RN license, complete required NFP education and demonstrate strong interpersonal skills through their application of nursing process, professional judgment, and theoretical frameworks (Self-Efficacy, Human Ecology, and Attachment). They utilize screening tools, assessments, and NFP Visit-to-Visit Guidelines to individualize care across program domains according to each family's needs.
Description	Nurse home visitors are registered nurses with an Associate Degree in Nursing at minimum and have an active RN license. Nurse supervisors are registered nurses with a Bachelor’s Degree at minimum, Master’s Degree preferred. When hiring, it is expected that nurse home visitor and nurse supervisor candidates will be evaluated based on their individual background and levels of knowledge, skills and abilities, taking into consideration the nurses’ experience and education. Both education and experience are important. The most fundamental quality that nurse home visitors possess is the ability to develop trusting relationships with clients and their families. Key interpersonal attributes interconnected with building trusting relationships are: Caring: Caring is a core characteristic of many who choose a career in nursing, and it is essential for nurses who work in this program. Clients need to feel warmth from their nurse home visitor as the foundation for building a trusting relationship. Listening: Interactions between NFP nurse home visitors and their clients depend on the nurse’s ability to listen attentively to their client’s experience and to use that information as the starting point for guiding them going forward. Clients who experience their nurse home visitor as someone who tells them what they need or as someone who simply provides education will not gain the full benefit of NFP. Empathic: NFP needs nurses who can take the perspective of others and deeply understand their experiences. Empathic nurse home visitors are experienced by clients as nurses who want to know their stories as opposed to judging them.

Description Element 8 (Cont.)	Respectful: Building relationships requires a respectful approach to connecting with parents whose life experiences may differ from those of the nurse home visitor. Providing respectful and culturally sensitive care and services is essential for forming effective nurse-client relationships. Desire to Serve Families: Nurses working in this role must want to serve parents and children experiencing concentrated and overlapping barriers to accessing the care they need due to social, economic, and environmental disadvantages. Nurses in this role support parents to protect the health and well-being of their children and themselves. Commitment to Forming Relationships: Nurses who stay with NFP often feel passionate about building and maintaining relationships with a diverse range of clients. Not surprisingly, their clients are more likely to stay with the program. Other important interpersonal attributes include optimism with a growth mindset, the ability to champion and believe in others' self-efficacy, and self-reflection to understand and challenge one's own biases. In addition, successful NFP nurses find value and meaning in their work. They are collaborative, flexible, able to work autonomously, and demonstrate resourcefulness. NHVs are required to apply nursing judgment, nursing skill and utilize the nursing process, screening tools and assessments, frameworks, guidance and the NFP Visit-to-Visit Guidelines to apportion time across the defined program domains and tailor the program to the strengths and needs of each family.
Element 9	Nurse home visitors and nurse supervisors participate in and complete all education required by Changent. In addition, a minimum of one current Nurse-Family Partnership administrator participates in and completes the administration orientation required by Changent.
Description	Changent requires all nurse home visitors, supervisors, and at least one administrator who provide NFP services to participate in and complete all NFP education required for their position in a timely manner as described in the agreement with Changent. Changent may modify its education requirements when it is determined necessary to implement the program with integrity to the NFP Model.
Element 10	A 1.0 FTE nurse home visitor carries a caseload of 21 to 25 active clients.
Description	Understanding that clients experiencing multiple adversities benefit the most from NFP, and the expectation that nurses are serving these families. Nurse supervisors are expected to use critical thinking, nursing judgement and data to assess the complexity of a nurse's caseload to inform caseload. It is expected that nurses carry a caseload ranging from 21-25 active clients. It is understood that caseload size will vary from time to time. Seeing clients living with high and overlapping

Description Element 10 (Cont.)	adversity may impact caseload. Adversity is captured through nursing assessment using the Strengths and Risks Framework, and nursing judgement. Supervisors work with the team to maintain full caseloads after the caseload building period. A minimum of a 20-hour work week is required for nurse home visitors to become proficient and maintain proficiency in the delivery of the program model. Supervisors work with NHVs to ensure that they maintain caseload while seeing clients with overlapping adversities and who are most likely to benefit from NFP. * Active clients are those who are receiving visits with the visit schedule, location, and content plan established by the client and the nurse. The expectation, based on NFP best practice for maintaining client engagement, is that visits occur at least every 90 days. New nurse home visitors build a caseload of 25 over the first 9 months of service following completion of Unit 2. Client engagement is a critical component to realize the outcomes of the NFP program; therefore, 90 days should not be interpreted as a required point of client dismissal. Efforts to engage the client may continue past 90 days up to 180 days. Active client for reporting purposes is defined as 180 days.
Element 11	Nurse-Family Partnership implementing partner organizations are required to employ an NFP nurse supervisor at all times.
Description	An NFP nurse supervisor is a registered nurse with a license in good standing. The supervisor must possess a Bachelor's Degree in Nursing, and a Master's Degree in Nursing or related field is preferred. Given the expectation for one-to-one reflective supervision, program development, referral management and other administrative tasks it is expected that a 1.0 FTE nurse supervisor will provide supervision for up to eight individual nurse home visitors. It also is assumed that other administrative tasks may be included in time dedicated to NFP, including the supervision of some additional NFP administrative, clerical or interpreter staff. The minimum time for a nurse supervisor is 20 hours a week for a team of up to four individual nurse home visitors. An NFP supervisor that does not come with NFP experience works with their nursing practice manager to co-create an individualized professional development plan focused on the NFP model and NFP nursing. NFP supervisors who do not have direct NFP experience may benefit from serving one to two clients.

Element 12	Nurse supervisors provide nurse home visitors clinical reflective supervision, demonstrate integration of the model components, and facilitate professional development essential to the nurse home visitor role through specific supervisory activities including one-to-one clinical reflective supervision, case conferences, team meetings and field supervision.
Description	To ensure that nurse home visitors are clinically skilled and supported to implement the Nurse-Family Partnership program, nurse supervisors provide clinical supervision with reflection through specific supervisory activities. These activities include: <u>One-to-one clinical reflective supervision:</u> The nurse home visitor and nurse supervisor meet weekly for one-hour for the purpose of reflecting on a nurse's thoughts, feelings, insights about clients, relationships with families, visits, and their own nursing practice. Reflective supervision includes an integrative approach for supporting nursing practice while also considering model integrity. Reflective supervision also includes conversations about nurse's professional development with the supervisor identifying opportunities to highlight and enhance nurse's knowledge, skills, and reflective capacity. Supervisors use reflective practice principles as outlined in NFP education. Supervisors who carry a caseload will receive clinical reflective supervision from a qualified person other than the nurse home visitors they supervise. <u>Case conferences:</u> Meetings with the team dedicated to joint review of clients, using reflection for the purposes of supporting nurses in their work with families through exploration of therapeutic relationship and the nurse's experience of the care they are providing to meet individual family needs. Experts from other disciplines are invited to participate when such input would be helpful. Case conferences reinforce the reflective process and are to be held twice a month for one and one-half to two hours. <u>Team meetings:</u> Meetings held for administrative purposes, to discuss program implementation, complete professional development, and team building twice a month for at least one hour. Team meetings and case conferences alternate weekly to ensure the team meets at least weekly. <u>Visit Supervision:</u> Joint visits with supervisor and nurse home visitor. Following Unit 2, and every four months, nurse home visitors select 1-2 NFP proficiencies to focus on during the time between joint observations and Mastery Assessment and Plans (MAPs) coding for professional growth and development. In partnership with the nurse supervisor, nurse home visitors develop a professional development goal related to these selected proficiencies. Between joint visits,

Description Element 12 (Cont.)	nurse home visitors take steps by engaging in activities and implementing strategies to support achievement of their professional development goals. Every four months the supervisor participates in a visit with each nurse home visitor to at least one client and additional visits on an as needed basis at the nurse home visitor's or supervisor's request. At a minimum, time spent should be two to three hours per nurse home visitor every four months. Some supervisors prefer to spend a full day with nurse home visitors, enabling them to comprehensively observe the nurse home visitors' typical day as well as visit, time and case management skills and charting. After joint visits, the nurse home visitor and supervisor reflect on how the visit went. They review the one or two selected proficiencies and collaborate to determine the coding for each example demonstrated on the MAPs coding form. Post visit reflection is completed within the framework of the NFP nurse home visitor standards and proficiencies.
Element 13	Nurse home visitors and nurse supervisors collect data as specified by the NFP program and ensure that data are accurately entered into the NFP data collection system in a timeframe aligned with NFP data requirements. Nurse home visitors and nurse supervisors use data and NFP reports to assess and guide program implementation, enhance program quality, demonstrate program integrity, and inform clinical practice and supervision.
Description	NFP nurse home visitors and supervisors use data and NFP reports to assess and guide program implementation, enhance program quality, demonstrate program integrity, and inform clinical practice and supervision. Data are collected accurately, entered into the NFP data collection system and subsequently used to inform practice. If data are entered into a third-party data system, data must be transferred to the Changent in a form and format and on a schedule that meets NFP specifications. Data are used to inform improvements in program implementation and nursing practice with integrity to the model. The reports are tools by which nurse home visitors and supervisors assess and manage areas where system, organizational, and/or operational changes may be needed to enhance the overall quality of program implementation and operations and document clinical reflective supervision. Adequate organizational support and structure are in place to support nurse home visitors and nurse supervisors to implement the model with integrity.

Element 14	Nurse-Family Partnership Implementing Partner Organizations are well-positioned to understand community needs and collaborate with local stakeholders and community members to deliver responsive services.
Description	Implementing partner organizations are committed to providing visible leadership, internal and external advocacy, and sustained support for the NFP program within their communities. Dedicated to addressing community needs, implementing partner organizations build and maintain strong community partnerships that support high-quality implementation, promote program visibility, and advocate for long-term sustainability. A key strategy in this effort is the engagement of Community Advisory Boards (CABs), diverse groups of committed individuals and organizations who share a passion for the NFP program and bring a range of expertise, lived experience, and community connections to guide, support, and sustain NFP's efforts. These groups could be created specifically for NFP or an existing body with a shared mission and should meet at least quarterly. Ideally, CABs should consider the following representation:
Description Element 14 (Cont.)	- Community members with lived experience - Health and social service providers - Education and early childhood representatives - Non-profit and community-based organizations - Local government and policy advocates - Funders and philanthropic organizations - Academic or research institutions focused on early childhood - Faith and cultural leaders - NFP program graduates

Please find the 2025 Model Element Updates FAQ [here](#).

Nurse-Family Partnership is a program of Changent, a national organization that helps grow and support data-driven programs that ensure every child and family has what they need to be healthier.



Exhibit C

**Nurse-Family Partnership
Established Network Partner Annual Fees
Page 1 of 2**

The Nurse-Family Partnership National Service Office (NSO) is an independent nonprofit organization that exists to license and help replicate the NFP program. The NSO provides research, education, and supports implementation and improvements to ensure the model continues to produce positive results for families and communities in a rapidly changing society. As an independent nonprofit, the NSO receives no ongoing government funding and although it helps obtain and sustain funding network partners receive to implement the program, such as MIECHV, the NSO does not directly receive any of that funding. Fees represent a way for Network Partners to contribute to the overall shared costs of the NFP model they implement. Historically, fees have been set well below actual costs as generous private philanthropy has contributed the majority of the NFP Network's share of common NFP expenses. For the year ending September 30, 2022, total fees received represented only 31% of actual operating and capital expenditures. On average we estimate annual fees represent less than approximately 3% of program expenses.

Contract anniversary renewal date

**01/01/2025-
12/31/2025**

Annual Fees:**NFP Network Partner Licensing and Program Support *per team***

(Assessed annually based on contract date anniversary)

Two Nurse Home Visitor team	\$ 22,908
Three Nurse Home Visitor team	\$ 24,084
Four Nurse Home Visitor team	\$ 25,272
Five Nurse Home Visitor team	\$ 26,736
Six Nurse Home Visitor team	\$ 27,984
Seven Nurse Home Visitor team	\$ 28,980
Eight Nurse Home Visitor team	\$ 30,192

"NFP Network Partner Licensing and Program Support" fees (formerly called annual program support and nurse consultation) are invoiced annually on the contract anniversary date. The number of Nurse Home Visitors per team is the number of funded nurse home visitor positions which will directly serve clients (whether a position is filled or currently vacant is irrelevant when determining team size). The above fees are consistent per team regardless of the number of teams at any location.

Date of event occurrence

**01/01/2025-
12/31/2025**

Expansion support fees:

per occurrence

Supervisor replacement	\$ 3,896
Team addition (same location)	\$ 22,696
Regional expansion	\$ 28,369

(continued)

**Nurse-Family Partnership
Established Network Partner Annual Fees
Page 2 of 2**

Education:

Date course ends

**01/01/2025-
12/31/2025**

per attendance

Nurse Home Visitor (NHV) Education (Unit 2)	\$	5,967
NHV Education Materials	\$	757
NHV Education, Unit 2 Supervisor Session	\$	938
NFP Agency Standard Administrator Education	\$	706
NFP Nursing Overview for Network Partners (Optional)	\$	329
NFP Program Supervisor Education (Unit 4)	\$	1,079

Fees for special data-related or other services are quoted on an as needed basis.

Please remember that we all operate in a dynamic and evolving environment that may necessitate changes. For questions or additional information, please contact AR@nursefamilypartnership.org.

Changent
2026 Implementing Partner Organization Fees
Page 1 of 2

Changent is an independent nonprofit organization that licenses and helps replicate the Nurse-Family Partnership (“NFP”) program. Changent provides research, education, and supports implementation and improvements to ensure the model continues to produce positive results for families and communities in a rapidly changing society. As an independent nonprofit, Changent receives no ongoing government funding and although it helps obtain and sustain funding network partners receive to implement the program, such as MIECHV, Changent does not directly receive any of that funding. Fees represent a way for Network Partners to contribute to the overall shared costs of the NFP model they implement. Historically, fees have been set well below actual costs as generous private philanthropy has contributed the majority of the Changent Network’s share of common NFP expenses. For the year ending September 30, 2024, total fees received represented only 48 % of actual operating and capital expenditures.

Contract anniversary renewal date

01/01/2026-

12/31/2026

Annual Fees:

(Assessed annually based on contract date anniversary)

NFP Network Partner Program Support per team

Two Nurse Home Visitor team	\$ 23,595
Three Nurse Home Visitor team	\$ 24,807
Four Nurse Home Visitor team	\$ 26,030
Five Nurse Home Visitor team	\$ 27,538
Six Nurse Home Visitor team	\$ 28,824
Seven Nurse Home Visitor team	\$ 29,849
Eight Nurse Home Visitor team	\$ 31,098

Contract anniversary renewal date

01/01/2026-

12/31/2026

NFPx Annual Support (Expanded Eligibility) per team

Two Nurse Home Visitor Expanded Eligibility team	\$ 3,585
Three Nurse Home Visitor Expanded Eligibility team	\$ 3,732
Four Nurse Home Visitor Expanded Eligibility team	\$ 3,881
Five Nurse Home Visitor Expanded Eligibility team	\$ 4,028
Six Nurse Home Visitor Expanded Eligibility team	\$ 4,181
Seven Nurse Home Visitor Expanded Eligibility team	\$ 4,328
Eight Nurse Home Visitor Expanded Eligibility team	\$ 4,476

Annual fees are invoiced annually on the contract anniversary date. The number of Nurse Home Visitors per team is the number of funded nurse home visitor positions which will directly serve clients (whether a position is filled or currently vacant is irrelevant when determining team size). The above fees are consistent per team regardless of the number of teams at any location.

Changent
2026 Implementing Partner Organization Fees
Page 2 of 2

Expansion support fees:

01/01/2026-
12/31/2026

per occurrence

Supervisor replacement

\$ 4,013

Team addition

\$ 23,377

Date course ends

Education:

01/01/2026-
12/31/2026

per attendance

Nurse Home Visitor (NHV) Education (Unit 2)

\$ 6,029

NHV Education Materials

\$ 765

NHV Education, Unit 2 Supervisor Session

\$ 947

NFP Agency Standard Administrator Education

\$ 713

NFP Nursing Overview for Network Partners (Optional)

\$ 333

NFP Program Supervisor Education (Unit 4)

\$ 1,091

Expanded Eligibility Education:

per attendance

Serving Late Registrants

\$ 295

Serving Multiparous Mothers

\$ 1,477

Serving Multiparous Mothers, NFP Supervisors

\$ 1,477

Education fees are invoiced when the course has concluded

****Fees for special data-related or other services are quoted on an as needed basis.****

For questions or additional information, please contact AR@Changent.org

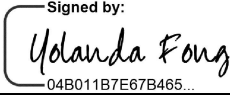
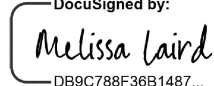
New or Renewed Contracts for the Period of 05/01/2025 through 05/31/2025

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
Active (7 contracts)									
DOH, Washington State									
ID: 2467	Administration, Yolanda Fong	Amendment	Closed	05/06/25	\$58,129.00	05/07/25	01/01/25	12/31/27	CLH32054-4
Description: Adds statements of work for Childhood Lead Poisoning Prevention. Amends statements of work for HOPWA, HIV Ryan White Part B, Traumatic Brain Injury Prevention, Maternal & Child Health Block Grant, Office of Drinking Water Group A Program, Public Health Infrastructure grant, OSS LMP Implementation and Youth Cannabis & Commercial Tobacco Prevention Program. Adds \$58,129 for a revised maximum consideration of \$5,759,998.									
ID: 2452	Assessment and Epidemiology, Kari Hunter	Data Sharing Agreement	Closed	05/06/25		05/07/25	05/07/25	03/15/29	CLH22595-2
Description: Datasharing Agreement authorizes the District to access Healthy Youth Survey data to perform routine community health assessment analysis such as fact sheets and reports and to respond to both internal and public data requests.									
ID: 2469	Assessment and Epidemiology, Kari Hunter	Data Sharing Agreement	Closed			05/15/25	05/15/25	07/31/28	CLH 31561
Description: For access to the CHS Data Files application for standard limited death file(s) for local health jurisdiction's and tribe's epidemiology and assessment staff.									
.....									
DOL, Washington State									
ID: 2468	PIC, Steve Brown	Agreement	Closed			05/13/25	05/13/25	05/31/26	
Description: DOL CPS System									
KPHD to use CPS for 24/7 access to vehicle and vessel records to investigate violations of the Laws, Rules, and Regulations that we enforce, primarily to identify individuals with whom to communicate and send warning/enforcement letters and/or issue civil citations. We also research owners of junk vehicles that are dumped/abandoned on private property for the purpose of issuing JVA's to the property owner. CPS is used exclusively by the Environmental Health Division of KPHD, which regulates Food Service, Solid & Hazardous Waste Management, and Sewage & Wastewater Management within Kitsap County.									
.....									
Hepatitis Education Project									
ID: 2466	Clinical Services, Lynn Pittsinger	Contract for Services	Closed		\$35,504.48	05/05/25	03/01/25	02/28/26	
Description: KPHD to provide field outreach and care coordination services in line with the grant application submitted to Common Spirit Community Health Improvement Grant.									
.....									
Peninsula Community Health Services									
ID: 2458	Administration, Yolanda Fong	Contract	Closed		\$25,000.00	05/27/25	09/30/24	09/29/25	
Description: Create a strong Treatment and Recovery Support referral network and continue access to MOUD care, by maintaining a Hub and Spoke network to treat OUD with FDA approved medication.									
.....									
Reverb									
ID: 2464	Human Resources, Yolanda Fong	Contract for Services	Closed	05/06/25		05/09/25	05/09/25	12/31/25	
Description: Reverb to provide adhoc HR consulting services.									
.....									

Kitsap Public Health Board Meeting
Date: July 1, 2025

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

Approvals:

	Signature	Date
Administrator	Signed by:  04B011B7E67B465...	6/23/2025
Finance Manager	DocuSigned by:  DB9C788F36B1487...	6/17/2025

Recommended Motion: Approval

Items:

Type	Warrant/EFT Date	Total Amount
Accounts Payable	5/1/2025	\$ 28,484.70
Accounts Payable	5/8/2025	40,178.91
Accounts Payable	5/15/2025	201,141.10
Accounts Payable	5/22/2029	37,266.80
Accounts Payable	5/29/2029	75,912.30
NDGC Mortgage	5/1/2025	25,179.00
Miscellaneous	5/2/2025	5,611.90
Vital Records Transfer	5/20/2025	34,552.00
Accounts Payable Total		\$ 448,326.71
Payroll	5/31/2025	618,027.15
Payroll Benefits (PERS)	5/13/2025	139,334.04
Payroll Taxes	5/30/2025	256,196.06
Payroll Total		\$ 1,013,557.25
	Grand Total	\$ 1,461,883.96

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-00004721
Number Kitsap Public Health District HH
Status STL-00004721
Date Complete
05/01/2025
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 28,484.70
Inbound Total 0.00
Expense Report Count 13
Miscellaneous Payment Request Count 1
Supplier Invoice Count 9

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	05/01/2025	1	73.50	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/01/2025	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	05/01/2025	12	1,231.37	USD	Payment Message: ID 3633 for Kitsap Public Health District on 05/01/2025	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	05/01/2025	1	200.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/01/2025	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	05/01/2025	4	17,008.38 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/01/2025	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/01/2025	5	9,971.45 USD	USD	Payment Message: ID 3632 for Kitsap Public Health District on 05/01/2025	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012381	Kitsap Public Health District	Christine Bronder (434436)	Employee	EXP-0012381	05/01/2025		154.70 USD	USD
Expense Report: EXP-0012382	Kitsap Public Health District	Brian Burchett (409212)	Employee	EXP-0012382	05/01/2025		295.61 USD	USD
Expense Report: EXP-0012383	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0012383	05/01/2025		58.10 USD	USD
Expense Report: EXP-0012384	Kitsap Public Health District	George Fine (421693)	Employee	EXP-0012384	05/01/2025		17.99 USD	USD
Expense Report: EXP-0012385	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0012385	05/01/2025		73.50 USD	USD
Expense Report: EXP-0012386	Kitsap Public Health District	Jessica Guidry (355732)	Employee	EXP-0012386	05/01/2025		125.00 USD	USD
Expense Report: EXP-0012387	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0012387	05/01/2025		135.10 USD	USD
Expense Report: EXP-0012388	Kitsap Public Health District	Nathan Morrow (433895)	Employee	EXP-0012388	05/01/2025		71.75 USD	USD
Expense Report: EXP-0012389	Kitsap Public Health District	Nathan Sidell (435084)	Employee	EXP-0012389	05/01/2025		35.98 USD	USD
Expense Report: EXP-0012390	Kitsap Public Health District	Orpa Taveras (435217)	Employee	EXP-0012390	05/01/2025		125.79 USD	USD
Expense Report: EXP-0012391	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0012391	05/01/2025		54.04 USD	USD
Expense Report: EXP-0012392	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0012392	05/01/2025		107.31 USD	USD
Expense Report: EXP-0012394	Kitsap Public Health District	Carol McClung (435242)	Employee	EXP-0012394	05/01/2025		50.00 USD	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-21709	Kitsap Public Health District	Nathan Walters (Inactive)	MPR-21709	Check	POS Customer Refund	05/01/2025	200.00 USD	USD

Supplier Invoices



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Override Payment Type	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2025-13495	Kitsap Public Health District	Canon Financial Services, Inc.	#39815382	Canon Financial Services, Inc.	Net 30		SINV-2025-13495	05/01/2025		05/31/2025	0.00	0.00	1,474.04	USD
Supplier Invoice: SINV-2025-13499	Kitsap Public Health District	Franciscan Medical Group	#OM140	Franciscan Medical Group - Remit-To: The Doctors Clinic (Silverdale)	Net 30		SINV-2025-13499	05/01/2025		05/31/2025	0.00	0.00	913.00	USD
Supplier Invoice: SINV-2025-13500	Kitsap Public Health District	WA State Employment Security	#601-139-034 QTR 1	WA State Employment Security - Remit-To: PO Box 84242	Net 30		SINV-2025-13500	05/01/2025		05/31/2025	0.00	0.00	9,919.60	USD
Supplier Invoice: SINV-2025-13501	Kitsap Public Health District	FedEx	#8-835-10829	FedEx - Remit-To: PO Box 371461 Pittsburgh	Net 30		SINV-2025-13501	05/01/2025		05/31/2025	0.00	0.00	9.32	USD
Supplier Invoice: SINV-2025-13514	Kitsap Public Health District	Quadrant Finance Usa Inc	04.10.25 POSTAGE REFILL	Quadrant Finance Usa Inc	Net 30		SINV-2025-13514	05/01/2025		05/31/2025	0.00	0.00	2,500.00	USD
Supplier Invoice: SINV-2025-13515	Kitsap Public Health District	Staples	#6029034826	Staples - Remit-To: Staples	Net 30		SINV-2025-13515	05/01/2025		05/31/2025	0.00	0.00	272.56	USD
Supplier Invoice: SINV-2025-13518	Kitsap Public Health District	Stericycle Inc	#8010347543	Stericycle Inc - Remit-To: Stericycle Inc	Net 30		SINV-2025-13518	05/01/2025		05/31/2025	0.00	0.00	209.88	USD
Supplier Invoice: SINV-2025-13519	Kitsap Public Health District	Summit Law Group, PLLC	#162694	Summit Law Group, PLLC	Net 30		SINV-2025-13519	05/01/2025		05/31/2025	0.00	0.00	5,778.21	USD
Supplier Invoice: SINV-2025-13537	Kitsap Public Health District	WA Counties Insurance Fund	#126318	WA Counties Insurance Fund - Remit-To: WCIF	Net 30	Check	SINV-2025-13537	05/01/2025		05/31/2025	0.00	0.00	5,903.22	USD

Remittance
Remittance

Process		Date	Remittance Events	
Payment Message: ID 3632 for Kitsap Public Health District on 05/01/2025		05/01/2025	5	



View Settlement Run

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	05/01/2025 09:32:12 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 3632 for Kitsap Public Health District on 05/01/2025				Successfully Completed					
Payment Message: ID 3633 for Kitsap Public Health District on 05/01/2025				Successfully Completed					
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/01/2025				Successfully Completed					
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/01/2025				Successfully Completed					
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/01/2025				Successfully Completed					
Remittance File: For Summit Law Group, PLLC on 05/01/2025				Successfully Completed					
Remittance File: For Quadiant Finance Usa Inc on 05/01/2025				Successfully Completed					
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 05/01/2025				Successfully Completed					
Remittance File: For FedEx - Remit-To: PO Box 371461 Pittsburgh on 05/01/2025				Successfully Completed					
Remittance File: For Canon Financial Services, Inc. on 05/01/2025				Successfully Completed					
Background Processes									
Created Date and Time		Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/01/2025 09:32 AM		05/01/2025 09:32 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004721	Completed	00:00:12	Heather Hunsaker	



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Settlement Run Information

Settlement Run
Name STL-00004738
Number Kitsap Public Health District HH
Status STL-00004738
Date Complete
05/08/2025
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 40,178.91
Inbound Total 0.00
Expense Report Count 11
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(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	05/08/2025	1	227.50	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/08/2025	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	05/08/2025	10	1,138.53	USD	Payment Message: ID 3654 for Kitsap Public Health District on 05/08/2025	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	05/08/2025	1	350.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/08/2025	Successfully Completed



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05/08/2025
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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	05/08/2025	11	38,462.88	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/08/2025	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012434	Kitsap Public Health District	Katie Baker (435044)	Employee	EXP-0012434	05/08/2025		11.20	USD
Expense Report: EXP-0012435	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0012435	05/08/2025		61.60	USD
Expense Report: EXP-0012436	Kitsap Public Health District	Allison Degracia (435196)	Employee	EXP-0012436	05/08/2025		19.81	USD
Expense Report: EXP-0012437	Kitsap Public Health District	Ashley Duren (430735)	Employee	EXP-0012437	05/08/2025		59.68	USD
Expense Report: EXP-0012438	Kitsap Public Health District	Albert Lawver (434888)	Employee	EXP-0012438	05/08/2025		194.81	USD
Expense Report: EXP-0012439	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0012439	05/08/2025		289.90	USD
Expense Report: EXP-0012440	Kitsap Public Health District	Daisy Newland (435315)	Employee	EXP-0012440	05/08/2025		125.30	USD
Expense Report: EXP-0012447	Kitsap Public Health District	Morgan Sim (435339)	Employee	EXP-0012447	05/08/2025		166.95	USD
Expense Report: EXP-0012448	Kitsap Public Health District	Kelly Snow (435021)	Employee	EXP-0012448	05/08/2025		227.50	USD
Expense Report: EXP-0012450	Kitsap Public Health District	Orpa Taveras (435217)	Employee	EXP-0012450	05/08/2025		84.28	USD
Expense Report: EXP-0012451	Kitsap Public Health District	Melissa Laird (416539)	Employee	EXP-0012451	05/08/2025		125.00	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-21860	Kitsap Public Health District	Robert Forrest (Inactive)	MPR-21860	Check	One-Time Payment	05/08/2025	350.00	USD

Supplier Invoices



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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-2025-14183	Kitsap Public Health District	Kitsap County	01.2025 TOB/MJ CONTRACT	Kitsap County - Remit-To: KC Human Services	Net 30	SINV-2025-14183	05/08/2025		06/07/2025	0.00	0.00	1,704.56 USD	USD
Supplier Invoice: SINV-2025-14184	Kitsap Public Health District	Kitsap County	02.2025 TOB/MJ CONTRACT	Kitsap County - Remit-To: KC Human Services	Net 30	SINV-2025-14184	05/08/2025		06/07/2025	0.00	0.00	2,489.40 USD	USD
Supplier Invoice: SINV-2025-14185	Kitsap Public Health District	Kitsap County	03.2025 TOB/MJ CONTRACT	Kitsap County - Remit-To: KC Human Services	Net 30	SINV-2025-14185	05/08/2025		06/07/2025	0.00	0.00	2,487.60 USD	USD
Supplier Invoice: SINV-2025-14186	Kitsap Public Health District	Richard Beckman Realty Group, LLC	APRIL 2025	Richard Beckman Realty Group, LLC	Net 30	SINV-2025-14186	05/08/2025		06/07/2025	0.00	0.00	2,163.00 USD	USD
Supplier Invoice: SINV-2025-14187	Kitsap Public Health District	CashStar, Inc.	#CBD6MNF5KF	CashStar, Inc.	Net 30	SINV-2025-14187	05/08/2025		06/07/2025	0.00	0.00	3,920.00 USD	USD
Supplier Invoice: SINV-2025-14188	Kitsap Public Health District	Comcast	CCAST4737 - 4.26 INV	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2025-14188	05/08/2025		06/07/2025	0.00	0.00	307.82 USD	USD
Supplier Invoice: SINV-2025-14191	Kitsap Public Health District	Hummingbird Insights LLC	#0208	Hummingbird Insights LLC	Net 30	SINV-2025-14191	05/08/2025		06/07/2025	0.00	0.00	275.00 USD	USD
Supplier Invoice: SINV-2025-14193	Kitsap Public Health District	Staples	#6029880599	Staples - Remit-To: Staples	Net 30	SINV-2025-14193	05/08/2025		06/07/2025	0.00	0.00	83.14 USD	USD
Supplier Invoice: SINV-2025-14194	Kitsap Public Health District	Taylor Communications Inc	#V3056761	Taylor Communications Inc	Net 30	SINV-2025-14194	05/08/2025		06/07/2025	0.00	0.00	364.62 USD	USD
Supplier Invoice: SINV-2025-14195	Kitsap Public Health District	Taylor Communications Inc	#V3056762	Taylor Communications Inc	Net 30	SINV-2025-14195	05/08/2025		06/07/2025	0.00	0.00	729.24 USD	USD
Supplier Invoice: SINV-2025-14196	Kitsap Public Health District	US Bank National Association	ACCT #8591 - 04.25.25 STMINT	US Bank National Association - Remit-To: US Bank Junior Dist's Only	Net 30	SINV-2025-14196	05/08/2025		06/07/2025	0.00	0.00	19,468.08 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-2025-14197	Kitsap Public Health District	VectorUSA	#103713	VectorUSA	Net 30	SINV-2025-14197	05/08/2025		06/07/2025	0.00	0.00	532.50	USD
Supplier Invoice: SINV-2025-14198	Kitsap Public Health District	WA State Environmental Health Assoc	#1631	WA State Environmental Health Assoc	Net 30	SINV-2025-14198	05/08/2025		06/07/2025	0.00	0.00	200.00	USD
Supplier Invoice: SINV-2025-14200	Kitsap Public Health District	Xiologix, Llc	#11870	Xiologix, Llc	Net 30	SINV-2025-14200	05/08/2025		06/07/2025	0.00	0.00	3,737.92	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	05/08/2025 09:22:34 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 3654 for Kitsap Public Health District on 05/08/2025			Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/08/2025			Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/08/2025			Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/08/2025			Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/08/2025 09:22 AM	05/08/2025 09:22 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004738	Completed	00:00:10	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run
Name STL-00004758
Organization Kitsap Public Health District HH
Number STL-00004758
Status Complete
Date 05/15/2025
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 201,141.10
Inbound Total 0.00
Expense Report Count 19
Miscellaneous Payment Request Count 1
Supplier Invoice Count 30

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	05/15/2025	1	203.70	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/15/2025	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	05/15/2025	18	2,774.99	USD	Payment Message: ID 3672 for Kitsap Public Health District on 05/15/2025	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	05/15/2025	1	200.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/15/2025	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	05/15/2025	19	189,432.58	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/15/2025	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/15/2025	6	8,529.83	USD	Payment Message: ID 3673 for Kitsap Public Health District on 05/15/2025	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012511	Kitsap Public Health District	Sam Ader (413193)	Employee	EXP-0012511	05/15/2025		419.20	USD
Expense Report: EXP-0012512	Kitsap Public Health District	Jami Armstrong (434291)	Employee	EXP-0012512	05/15/2025		40.88	USD
Expense Report: EXP-0012513	Kitsap Public Health District	Jennifer Breitmayer (435259)	Employee	EXP-0012513	05/15/2025		205.38	USD
Expense Report: EXP-0012514	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0012514	05/15/2025		129.50	USD
Expense Report: EXP-0012515	Kitsap Public Health District	Cheryl Clark (435043)	Employee	EXP-0012515	05/15/2025		188.20	USD
Expense Report: EXP-0012516	Kitsap Public Health District	Hillary Eichler (435374)	Employee	EXP-0012516	05/15/2025		170.19	USD
Expense Report: EXP-0012517	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0012517	05/15/2025		203.70	USD
Expense Report: EXP-0012518	Kitsap Public Health District	Kimberly Jones (358933)	Employee	EXP-0012518	05/15/2025		60.20	USD
Expense Report: EXP-0012519	Kitsap Public Health District	Dayna Katula (393427)	Employee	EXP-0012519	05/15/2025		84.70	USD
Expense Report: EXP-0012520	Kitsap Public Health District	Brandon Kindschy (421430)	Employee	EXP-0012520	05/15/2025		58.80	USD
Expense Report: EXP-0012521	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0012521	05/15/2025		81.90	USD
Expense Report: EXP-0012522	Kitsap Public Health District	Daisy Newland (435315)	Employee	EXP-0012522	05/15/2025		57.12	USD
Expense Report: EXP-0012523	Kitsap Public Health District	Niels Nicolaisen (208456)	Employee	EXP-0012523	05/15/2025		622.86	USD



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Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012525	Kitsap Public Health District	Melissa O'Brien (433907)	Employee	EXP-0012525	05/15/2025		136.50	USD
Expense Report: EXP-0012526	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0012526	05/15/2025		208.67	USD
Expense Report: EXP-0012527	Kitsap Public Health District	Kayla Tierney (434695)	Employee	EXP-0012527	05/15/2025		115.59	USD
Expense Report: EXP-0012528	Kitsap Public Health District	Aldrin Villahermosa II (435216)	Employee	EXP-0012528	05/15/2025		14.14	USD
Expense Report: EXP-0012529	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0012529	05/15/2025		107.73	USD
Expense Report: EXP-0012530	Kitsap Public Health District	Janet Wyatt (434415)	Employee	EXP-0012530	05/15/2025		73.43	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-21933	Kitsap Public Health District	Gresham Pump & Drilling Inc (Inactive)	MPR-21933	Check	POS Customer Refund	05/15/2025	200.00	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-2025-15064	Kitsap Public Health District	Acranet Cbs Branch	#28476	Acranet Cbs Branch	Net 30	SINV-2025-15064	05/15/2025		06/14/2025	0.00	0.00	227.00	USD
Supplier Invoice: SINV-2025-15065	Kitsap Public Health District	Bremerton Government Center Association	#1302	Bremerton Government Center Association	Net 30	SINV-2025-15065	05/15/2025		06/14/2025	0.00	0.00	37,469.13	USD
Supplier Invoice: SINV-2025-15066	Kitsap Public Health District	Iron Mountain	#202992982	Iron Mountain - Remit-To: Po Box 27128	Net 30	SINV-2025-15066	05/15/2025		06/14/2025	0.00	0.00	234.49	USD
Supplier Invoice: SINV-2025-15068	Kitsap Public Health District	Kitsap Law Group	#24904	Kitsap Law Group - Remit-To: Kitsap Law Group	Net 30	SINV-2025-15068	05/15/2025		06/14/2025	0.00	0.00	935.00	USD
Supplier Invoice: SINV-2025-15069	Kitsap Public Health District	Kitsap Law Group	#24906	Kitsap Law Group - Remit-To: Kitsap Law Group	Net 30	SINV-2025-15069	05/15/2025		06/14/2025	0.00	0.00	302.50	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-2025-15070	Kitsap Public Health District	Kitsap Law Group	#24907	Kitsap Law Group - Remit-To: Kitsap Law Group	Net 30	SINV-2025-15070	05/15/2025		06/14/2025	0.00	0.00	110.00	USD
Supplier Invoice: SINV-2025-15072	Kitsap Public Health District	Kitsap Law Group	#24908	Kitsap Law Group - Remit-To: Kitsap Law Group	Net 30	SINV-2025-15072	05/15/2025		06/14/2025	0.00	0.00	82.50	USD
Supplier Invoice: SINV-2025-15073	Kitsap Public Health District	Kitsap Law Group	#24905	Kitsap Law Group - Remit-To: Kitsap Law Group	Net 30	SINV-2025-15073	05/15/2025		06/14/2025	0.00	0.00	55.00	USD
Supplier Invoice: SINV-2025-15074	Kitsap Public Health District	Loomis	#13716076	Loomis - Remit-To: Palatine, IL	Net 30	SINV-2025-15074	05/15/2025		06/14/2025	0.00	0.00	868.92	USD
Supplier Invoice: SINV-2025-15075	Kitsap Public Health District	McKesson Medical Surgical	#23656606	McKesson Medical Surgical	Net 30	SINV-2025-15075	05/15/2025		06/14/2025	0.00	0.00	43.95	USD
Supplier Invoice: SINV-2025-15076	Kitsap Public Health District	New West Technologies	#20749	New West Technologies	Net 30	SINV-2025-15076	05/15/2025		06/14/2025	0.00	0.00	2,489.76	USD
Supplier Invoice: SINV-2025-15077	Kitsap Public Health District	New West Technologies	#20756	New West Technologies	Net 30	SINV-2025-15077	05/15/2025		06/14/2025	0.00	0.00	180.18	USD
Supplier Invoice: SINV-2025-15081	Kitsap Public Health District	ODP Business Solutions, LLC	#418967596001	ODP Business Solutions, LLC	Net 30	SINV-2025-15081	05/15/2025		06/14/2025	0.00	0.00	98.94	USD
Supplier Invoice: SINV-2025-15085	Kitsap Public Health District	Propio LS, LLC	#418967596001	Propio LS, LLC	Net 30	SINV-2025-15085	05/15/2025		06/14/2025	0.00	0.00	379.65	USD
Supplier Invoice: SINV-2025-15087	Kitsap Public Health District	Quest Diagnostics	#9215102283	Quest Diagnostics	Net 30	SINV-2025-15087	05/15/2025		06/14/2025	0.00	0.00	224.12	USD
Supplier Invoice: SINV-2025-15089	Kitsap Public Health District	Rayus Radiology	APRIL 2055 XRAYs	Rayus Radiology	Net 30	SINV-2025-15089	05/15/2025		06/14/2025	0.00	0.00	225.00	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-2025-15092	Kitsap Public Health District	Shirley Rogers Design	#4294	Shirley Rogers Design	Net 30	SINV-2025-15092	05/15/2025		06/14/2025	0.00	0.00	180.00	USD
Supplier Invoice: SINV-2025-15093	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	APRIL 2025 TESTING	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2025-15093	05/15/2025		06/14/2025	0.00	0.00	6,446.40	USD
Supplier Invoice: SINV-2025-15096	Kitsap Public Health District	Wex Bank	#104665852	Wex Bank	Net 30	SINV-2025-15096	05/15/2025		06/14/2025	0.00	0.00	934.31	USD
Supplier Invoice: SINV-2025-15097	Kitsap Public Health District	WA State Environmental Health Assoc	#01499	WA State Environmental Health Assoc	Net 30	SINV-2025-15097	05/15/2025		06/14/2025	0.00	0.00	50.00	USD
Supplier Invoice: SINV-2025-15098	Kitsap Public Health District	WA Health Care Authority	05/2025 BENEFITS	WA Health Care Authority	Net 30	SINV-2025-15098	05/15/2025		06/14/2025	0.00	0.00	138,653.56	USD
Supplier Invoice: SINV-2025-15099	Kitsap Public Health District	Griffin Glen Apartments LLC	JUNE 2025 RENT	Griffin Glen Apartments LLC	Net 30	SINV-2025-15099	05/15/2025		06/14/2025	0.00	0.00	1,471.00	USD
Supplier Invoice: SINV-2025-15100	Kitsap Public Health District	Kania, Sharon Faye	JUNE 2025 RENT	Kania, Sharon Faye	Net 30	SINV-2025-15100	05/15/2025		06/14/2025	0.00	0.00	635.00	USD
Supplier Invoice: SINV-2025-15101	Kitsap Public Health District	Daniel R. Niblock	JUNE 2025 RENT	Daniel R. Niblock	Net 30	SINV-2025-15101	05/15/2025		06/14/2025	0.00	0.00	1,062.00	USD
Supplier Invoice: SINV-2025-15102	Kitsap Public Health District	NSE Kitsap Fee Owner, LLC	JUNE 2025 RENT	NSE Kitsap Fee Owner, LLC	Net 30	SINV-2025-15102	05/15/2025		06/14/2025	0.00	0.00	598.00	USD
Supplier Invoice: SINV-2025-15103	Kitsap Public Health District	City Of Port Angeles	JUNE 2025 UTILITIES	City Of Port Angeles	Net 30	SINV-2025-15103	05/15/2025		06/14/2025	0.00	0.00	74.00	USD
Supplier Invoice: SINV-2025-15104	Kitsap Public Health District	Post Cottage Bay, LP	JUNE 2025 RENT	Post Cottage Bay, LP	Net 30	SINV-2025-15104	05/15/2025		06/14/2025	0.00	0.00	1,373.00	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-2025-15105	Kitsap Public Health District	Paul Simmons	JUNE 2025 RENT	Paul Simmons	Net 30	SINV-2025-15105	05/15/2025		06/14/2025	0.00	0.00	950.00	USD
Supplier Invoice: SINV-2025-15107	Kitsap Public Health District	The Sinclair II, LLC of Washington	JUNE 2025 RENT	The Sinclair II, LLC of Washington	Net 30	SINV-2025-15107	05/15/2025		06/14/2025	0.00	0.00	888.00	USD
Supplier Invoice: SINV-2025-15108	Kitsap Public Health District	Washington Home Solutions	JUNE 2025 RENT	Washington Home Solutions	Net 30	SINV-2025-15108	05/15/2025		06/14/2025	0.00	0.00	721.00	USD

Remittance

Process	Date	Remittance Events
Payment Message: ID 3673 for Kitsap Public Health District on 05/15/2025	05/15/2025	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	05/15/2025 10:08:08 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 3672 for Kitsap Public Health District on 05/15/2025	Successfully Completed
Payment Message: ID 3673 for Kitsap Public Health District on 05/15/2025	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/15/2025	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/15/2025	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/15/2025	Successfully Completed
Remittance File: For Kania, Sharon Faye on 05/15/2025	Successfully Completed
Remittance File: For Acranet Cbs Branch on 05/15/2025	Successfully Completed
Remittance File: For The Sinclair II, LLC of Washington on 05/15/2025	Successfully Completed



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Business Process			Status
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 05/15/2025			Successfully Completed
Remittance File: For Iron Mountain - Remit-To: Po Box 27128 on 05/15/2025			Successfully Completed
Remittance File: For ODP Business Solutions, LLC on 05/15/2025			Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/15/2025 10:08 AM	05/15/2025 10:08 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004738	Completed	00:00:12	Heather Hunsaker	



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Settlement Run Information										
Settlement Run		STL-00004777								
Name		Kitsap Public Health District JS								
Number		STL-00004777								
Status		Complete								
Date		05/22/2025								
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		37,266.80								
Inbound Total		0.00								
Expense Report Count		19								
Miscellaneous Payment Request Count		1								
Supplier Invoice Count		29								
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	05/22/2025	1	44.49	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/22/2025	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account		Expense Payment	Treasurer's Main account	Direct Deposit	05/22/2025	18	2,816.08	USD	Payment Message: ID 3692 for Kitsap Public Health District on 05/22/2025	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account		Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	05/22/2025	1	265.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/22/2025	Successfully Completed



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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	05/22/2025	14	13,513.91	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/22/2025	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/22/2025	6	20,627.32	USD	Payment Message: ID 3693 for Kitsap Public Health District on 05/22/2025	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012581	Kitsap Public Health District	Leslie Banigan (215189)	Employee	EXP-0012581	05/22/2025		79.38	USD
Expense Report: EXP-0012582	Kitsap Public Health District	Steven Brown (271677)	Employee	EXP-0012582	05/22/2025		82.80	USD
Expense Report: EXP-0012583	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0012583	05/22/2025		44.10	USD
Expense Report: EXP-0012585	Kitsap Public Health District	Kelly Dowless (340919)	Employee	EXP-0012585	05/22/2025		446.75	USD
Expense Report: EXP-0012586	Kitsap Public Health District	Jessica Howell (435293)	Employee	EXP-0012586	05/22/2025		223.44	USD
Expense Report: EXP-0012587	Kitsap Public Health District	Andrea Jenkins (434053)	Employee	EXP-0012587	05/22/2025		44.49	USD
Expense Report: EXP-0012595	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0012595	05/22/2025		104.30	USD
Expense Report: EXP-0012597	Kitsap Public Health District	Shannon Madden (434318)	Employee	EXP-0012597	05/22/2025		38.98	USD
Expense Report: EXP-0012598	Kitsap Public Health District	Alexandra Moore (434254)	Employee	EXP-0012598	05/22/2025		315.70	USD
Expense Report: EXP-0012599	Kitsap Public Health District	Loan Nguyen (295033)	Employee	EXP-0012599	05/22/2025		51.57	USD
Expense Report: EXP-0012601	Kitsap Public Health District	Anna Renteria (435276)	Employee	EXP-0012601	05/22/2025		185.08	USD
Expense Report: EXP-0012602	Kitsap Public Health District	Ian Rork (404613)	Employee	EXP-0012602	05/22/2025		453.05	USD
Expense Report: EXP-0012603	Kitsap Public Health District	Brittany Sample (434976)	Employee	EXP-0012603	05/22/2025		274.96	USD
Expense Report: EXP-0012604	Kitsap Public Health District	Linnea Sherman (434949)	Employee	EXP-0012604	05/22/2025		44.49	USD
Expense Report: EXP-0012605	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0012605	05/22/2025		59.29	USD
Expense Report: EXP-0012606	Kitsap Public Health District	Tobbi Stewart (423168)	Employee	EXP-0012606	05/22/2025		60.90	USD



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Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012607	Kitsap Public Health District	Susan Van Ort (392243)	Employee	EXP-0012607	05/22/2025		221.20 USD	
Expense Report: EXP-0012608	Kitsap Public Health District	Erica Whares (434641)	Employee	EXP-0012608	05/22/2025		75.00 USD	
Expense Report: EXP-0012609	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0012609	05/22/2025		55.09 USD	

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-22110	Kitsap Public Health District	CAL CURRY (Inactive)	MPR-22110	Check	POS Customer Refund	05/22/2025	265.00 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-2025-16002	Kitsap Public Health District	BOTHELL EDGE LLC	JUNE 2025 RENT	BOTHELL EDGE LLC	Net 30	SINV-2025-16002	05/22/2025		06/21/2025	0.00	0.00	1,200.00 USD	
Supplier Invoice: SINV-2025-16003	Kitsap Public Health District	Renew Property Management LLC	JUNE 2025 RENT	Renew Property Management LLC	Net 30	SINV-2025-16003	05/22/2025		06/21/2025	0.00	0.00	1,380.00 USD	
Supplier Invoice: SINV-2025-16004	Kitsap Public Health District	Jefferson County	CNT#2262 - 03.2025	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2025-16004	05/22/2025		06/21/2025	0.00	0.00	9,245.28 USD	
Supplier Invoice: SINV-2025-16005	Kitsap Public Health District	Jefferson County	05.01.25 NFP/VELONI INV	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2025-16005	05/22/2025		06/21/2025	0.00	0.00	6,971.00 USD	
Supplier Invoice: SINV-2025-16006	Kitsap Public Health District	Albertsons Safeway LLC	#320145	Albertsons Safeway LLC	Net 30	SINV-2025-16006	05/22/2025		06/21/2025	0.00	0.00	800.00 USD	
Supplier Invoice: SINV-2025-16007	Kitsap Public Health District	City of Bremerton	#BKAT000933	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30	SINV-2025-16007	05/22/2025		06/21/2025	0.00	0.00	433.33 USD	
Supplier Invoice: SINV-2025-16008	Kitsap Public Health District	Blue Sky Printing	#N22818	Blue Sky Printing	Net 30	SINV-2025-16008	05/22/2025		06/21/2025	0.00	0.00	132.60 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-2025-16010	Kitsap Public Health District	City Cab Taxi Service LLC	CCTS-KPH-2504	City Cab Taxi Service LLC	Net 30	SINV-2025-16010	05/22/2025		06/21/2025	0.00	0.00	30.00	USD
Supplier Invoice: SINV-2025-16012	Kitsap Public Health District	City Cab Taxi Service LLC	CCTS-KPH-2502	City Cab Taxi Service LLC	Net 30	SINV-2025-16012	05/22/2025		06/21/2025	0.00	0.00	41.25	USD
Supplier Invoice: SINV-2025-16013	Kitsap Public Health District	Comcast	CCAST 1975 5.9 INV	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2025-16013	05/22/2025		06/21/2025	0.00	0.00	473.64	USD
Supplier Invoice: SINV-2025-16014	Kitsap Public Health District	Comcast	#240276596	Comcast - Remit-To: PO Box 37601	Net 30	SINV-2025-16014	05/22/2025		06/21/2025	0.00	0.00	657.58	USD
Supplier Invoice: SINV-2025-16015	Kitsap Public Health District	Lingo	#34441211	Lingo - Remit-To: PO Box 660344	Net 30	SINV-2025-16015	05/22/2025		06/21/2025	0.00	0.00	12.41	USD
Supplier Invoice: SINV-2025-16016	Kitsap Public Health District	ODP Business Solutions, LLC	#422611936001	ODP Business Solutions, LLC	Net 30	SINV-2025-16016	05/22/2025		06/21/2025	0.00	0.00	58.62	USD
Supplier Invoice: SINV-2025-16017	Kitsap Public Health District	ODP Business Solutions, LLC	#423447661001	ODP Business Solutions, LLC	Net 30	SINV-2025-16017	05/22/2025		06/21/2025	0.00	0.00	64.39	USD
Supplier Invoice: SINV-2025-16019	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	#25-022995	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2025-16019	05/22/2025		06/21/2025	0.00	0.00	1,476.50	USD
Supplier Invoice: SINV-2025-16023	Kitsap Public Health District	Staples	#6031732867	Staples - Remit-To: Staples	Net 30	SINV-2025-16023	05/22/2025		06/21/2025	0.00	0.00	128.94	USD
Supplier Invoice: SINV-2025-16024	Kitsap Public Health District	Staples	#6031892961	Staples - Remit-To: Staples	Net 30	SINV-2025-16024	05/22/2025		06/21/2025	0.00	0.00	56.43	USD
Supplier Invoice: SINV-2025-16025	Kitsap Public Health District	Staples	#6031592197	Staples - Remit-To: Staples	Net 30	SINV-2025-16025	05/22/2025		06/21/2025	0.00	0.00	50.73	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-2025-16027	Kitsap Public Health District	Stericycle Inc	#8010657314	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2025-16027	05/22/2025		06/21/2025	0.00	0.00	286.55	USD
Supplier Invoice: SINV-2025-16029	Kitsap Public Health District	Stericycle Inc	#8010656860	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2025-16029	05/22/2025		06/21/2025	0.00	0.00	480.76	USD
Supplier Invoice: SINV-2025-16030	Kitsap Public Health District	Toyota Financial Services	5.8.25 INV	Toyota Financial Services	Net 30	SINV-2025-16030	05/22/2025		06/21/2025	0.00	0.00	23.04	USD
Supplier Invoice: SINV-2025-16031	Kitsap Public Health District	United Business Machines of WA	#INV537769	United Business Machines of WA	Net 30	SINV-2025-16031	05/22/2025		06/21/2025	0.00	0.00	220.18	USD
Supplier Invoice: SINV-2025-16032	Kitsap Public Health District	United Business Machines of WA	#INV537828	United Business Machines of WA	Net 30	SINV-2025-16032	05/22/2025		06/21/2025	0.00	0.00	972.19	USD
Supplier Invoice: SINV-2025-16034	Kitsap Public Health District	Verizon Wireless	#6113260791	Verizon Wireless - Remit-To: Treasurer - PO Box 660108	Net 30	SINV-2025-16034	05/22/2025		06/21/2025	0.00	0.00	5,965.44	USD
Supplier Invoice: SINV-2025-16035	Kitsap Public Health District	Washington State Auditor's Office	#L168284	Washington State Auditor's Office	Net 30	SINV-2025-16035	05/22/2025		06/21/2025	0.00	0.00	851.85	USD
Supplier Invoice: SINV-2025-16036	Kitsap Public Health District	Xiologix, Llc	#11918	Xiologix, Llc	Net 30	SINV-2025-16036	05/22/2025		06/21/2025	0.00	0.00	1,025.82	USD
Supplier Invoice: SINV-2025-16037	Kitsap Public Health District	Zoom Communications Inc	#INV305312147	Zoom Communications Inc	Net 30	SINV-2025-16037	05/22/2025		06/21/2025	0.00	0.00	174.61	USD
Supplier Invoice: SINV-2025-16082	Kitsap Public Health District	Zoom Communications Inc	#INV305312170	Zoom Communications Inc	Net 30	SINV-2025-16082	05/22/2025		06/21/2025	0.00	0.00	174.61	USD
Supplier Invoice: SINV-2025-16083	Kitsap Public Health District	Zoom Communications Inc	#INV305312199	Zoom Communications Inc	Net 30	SINV-2025-16083	05/22/2025		06/21/2025	0.00	0.00	753.48	USD



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Remittance		Process		Date		Remittance Events	
Remittance							
Payment Message: ID 3693 for Kitsap Public Health District on 05/22/2025		05/22/2025				6	
Process History							
Settlement Run Process History							
Process		Step		Status		Completed On	
Settlement Run Event		Settlement Run Event		Step Completed		05/22/2025 10:35:55 AM	
Settlement Run Event		To Do: Settlement Run has Payment Handling Instruction		Not Required		Junille Schmeling (430378)	
Settlement Run Event		To Do: AP Wire was Settled		Not Required		0	
Settlement Run Event		To Do: Wire Payment Settled		Not Required		0	
Settlement Run Event						0	
Related Business Processes History							
Business Process				Status			
Payment Message: ID 3693 for Kitsap Public Health District on 05/22/2025				Successfully Completed			
Payment Message: ID 3692 for Kitsap Public Health District on 05/22/2025				Successfully Completed			
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/22/2025				Successfully Completed			
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/22/2025				Successfully Completed			
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/22/2025				Successfully Completed			
Remittance File: For United Business Machines of WA on 05/22/2025				Successfully Completed			
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 05/22/2025				Successfully Completed			
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 05/22/2025				Successfully Completed			
Remittance File: For Washington State Auditor's Office on 05/22/2025				Successfully Completed			
Remittance File: For Jefferson County - Remit-To: Health/Human Svc on 05/22/2025				Successfully Completed			
Remittance File: For ODP Business Solutions, LLC on 05/22/2025				Successfully Completed			
Background Processes							
Created Date and Time		Started Date and Time		Process		Request	
05/22/2025 10:35 AM		05/22/2025 10:35 AM		Settlement Run Complete		Settlement Run Complete for STL-00004777	
		Job		Settlement Run Complete		Completed	
						Status	
						Total Processing Time	
						Submitted by	
						Errors & Warnings	
						Junille Schmeling	
						00:00:13	



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Settlement Run Information

Settlement Run
Name STL-00004792
Number Kitsap Public Health District HH
Status STL-00004792
Date Complete
05/29/2025
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 75,912.30
Inbound Total 0.00
Expense Report Count 12
Miscellaneous Payment Request Count 1
Supplier Invoice Count 20

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	05/29/2025	1	214.20	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/29/2025	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	05/29/2025	11	4,016.49	USD	Payment Message: ID 3712 for Kitsap Public Health District on 05/29/2025	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	05/29/2025	1	350.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/29/2025	Successfully Completed



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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	05/29/2025	14	64,914.14	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/29/2025	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/29/2025	5	6,417.47	USD	Payment Message: ID 3713 for Kitsap Public Health District on 05/29/2025	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0012652	Kitsap Public Health District	Kandice Atisme-Bevins (433909)	Employee	EXP-0012652	05/29/2025		541.21	USD
Expense Report: EXP-0012653	Kitsap Public Health District	Christine Bronder (434436)	Employee	EXP-0012653	05/29/2025		139.30	USD
Expense Report: EXP-0012654	Kitsap Public Health District	Yolanda Fong (356883)	Employee	EXP-0012654	05/29/2025		1,104.38	USD
Expense Report: EXP-0012655	Kitsap Public Health District	Kimberly Jones (358933)	Employee	EXP-0012655	05/29/2025		66.50	USD
Expense Report: EXP-0012656	Kitsap Public Health District	Cristian Inga Dominguez (434769)	Employee	EXP-0012656	05/29/2025		65.38	USD
Expense Report: EXP-0012657	Kitsap Public Health District	Jakob Hughes (434256)	Employee	EXP-0012657	05/29/2025		782.32	USD
Expense Report: EXP-0012659	Kitsap Public Health District	Melina Knoop (16125)	Employee	EXP-0012659	05/29/2025		389.90	USD
Expense Report: EXP-0012660	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0012660	05/29/2025		214.20	USD
Expense Report: EXP-0012662	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0012662	05/29/2025		102.90	USD
Expense Report: EXP-0012663	Kitsap Public Health District	Nathan Morrow (433895)	Employee	EXP-0012663	05/29/2025		559.30	USD
Expense Report: EXP-0012664	Kitsap Public Health District	Melissa O'Brien (433907)	Employee	EXP-0012664	05/29/2025		134.47	USD
Expense Report: EXP-0012665	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0012665	05/29/2025		130.83	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-22210	Kitsap Public Health District	Gunnar Nystrom (Inactive)	MPR-22210	Check	One-Time Payment	05/29/2025	350.00	USD

Supplier Invoices



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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-2025-16791	Kitsap Public Health District	Anish Adhikari	#12	Anish Adhikari	Net 30	SINV-2025-16791	05/29/2025		06/28/2025	0.00	0.00	4,200.00	USD
Supplier Invoice: SINV-2025-16792	Kitsap Public Health District	Canon Financial Services, Inc.	#40517096	Canon Financial Services, Inc.	Net 30	SINV-2025-16792	05/29/2025		06/28/2025	0.00	0.00	1,474.04	USD
Supplier Invoice: SINV-2025-16794	Kitsap Public Health District	Dell Marketing L.P.	#10815616013	Dell Marketing L.P.	Net 30	SINV-2025-16794	05/29/2025		06/28/2025	0.00	0.00	5,576.62	USD
Supplier Invoice: SINV-2025-16795	Kitsap Public Health District	ODP Business Solutions, LLC	#421705658001	ODP Business Solutions, LLC	Net 30	SINV-2025-16795	05/29/2025		06/28/2025	0.00	0.00	210.70	USD
Supplier Invoice: SINV-2025-16796	Kitsap Public Health District	People's Exchange LCA	#00003	People's Exchange LCA	Net 30	SINV-2025-16796	05/29/2025		06/28/2025	0.00	0.00	50.00	USD
Supplier Invoice: SINV-2025-16797	Kitsap Public Health District	Staples	#6032032328	Staples - Remit-To: Staples	Net 30	SINV-2025-16797	05/29/2025		06/28/2025	0.00	0.00	65.18	USD
Supplier Invoice: SINV-2025-16798	Kitsap Public Health District	Staples	#6032118823	Staples - Remit-To: Staples	Net 30	SINV-2025-16798	05/29/2025		06/28/2025	0.00	0.00	361.77	USD
Supplier Invoice: SINV-2025-16799	Kitsap Public Health District	VectorUSA	#103928	VectorUSA	Net 30	SINV-2025-16799	05/29/2025		06/28/2025	0.00	0.00	5,947.33	USD
Supplier Invoice: SINV-2025-16800	Kitsap Public Health District	WA State Assoc of Local Public Health Officials	#MACSA2-24-11	WA State Assoc of Local Public Health Officials	Net 30	SINV-2025-16800	05/29/2025		06/28/2025	0.00	0.00	3,138.19	USD
Supplier Invoice: SINV-2025-16801	Kitsap Public Health District	Waxie Sanitary Supply	#83243594	Waxie Sanitary Supply	Net 30	SINV-2025-16801	05/29/2025		06/28/2025	0.00	0.00	194.70	USD
Supplier Invoice: SINV-2025-16802	Kitsap Public Health District	American Family Life Assurance Company	#056504	American Family Life Assurance Company	Net 30	SINV-2025-16802	05/29/2025		06/28/2025	0.00	0.00	1,871.90	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-2025-16803	Kitsap Public Health District	Health Equity	MAY 2025 BENEFITS	Health Equity	Net 30	SINV-2025-16803	05/29/2025		06/28/2025	0.00	0.00	2,748.32	USD
Supplier Invoice: SINV-2025-16804	Kitsap Public Health District	Nationwide Retirement Solutions	MAY 2025 BENEFITS	Nationwide Retirement Solutions	Net 30	SINV-2025-16804	05/29/2025		06/28/2025	0.00	0.00	7,091.50	USD
Supplier Invoice: SINV-2025-16805	Kitsap Public Health District	A.W. Rehn & Associates, Inc	MAY 2025 BENEFITS	A.W. Rehn & Associates, Inc	Net 30	SINV-2025-16805	05/29/2025		06/28/2025	0.00	0.00	1,399.84	USD
Supplier Invoice: SINV-2025-16806	Kitsap Public Health District	Prof & Technical Eng XPH	MAY 2025 UNION	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30	SINV-2025-16806	05/29/2025		06/28/2025	0.00	0.00	4,078.32	USD
Supplier Invoice: SINV-2025-16807	Kitsap Public Health District	Prof & Technical Eng XPH	MAY 2025 PAC	Prof & Technical Eng XPH - Remit-To: Local 17 Union/PAC	Net 30	SINV-2025-16807	05/29/2025		06/28/2025	0.00	0.00	28.00	USD
Supplier Invoice: SINV-2025-16808	Kitsap Public Health District	Voya Institutional Trust Company	MAY 2025 BENEFITS	Voya Institutional Trust Company - Remit-To: Voya Institutional Trust Co (South Kitsap Fire Payroll)	Net 30	SINV-2025-16808	05/29/2025		06/28/2025	0.00	0.00	125.00	USD
Supplier Invoice: SINV-2025-16809	Kitsap Public Health District	Wash State Dept of Retirement	MAY 2025 BENEFITS	Wash State Dept of Retirement	Net 30	SINV-2025-16809	05/29/2025		06/28/2025	0.00	0.00	14,006.17	USD
Supplier Invoice: SINV-2025-16810	Kitsap Public Health District	Vimly Benefit Solutions Inc	#127176	Vimly Benefit Solutions Inc	Net 30	SINV-2025-16810	05/29/2025		06/28/2025	0.00	0.00	6,144.24	USD
Supplier Invoice: SINV-2025-16811	Kitsap Public Health District	Delta Dental of Washington	MAY 2025 BENEFITS	Delta Dental of Washington - Remit-To: Whit-Delta C/O Vimly PO Box 6	Net 30	SINV-2025-16811	05/29/2025		06/28/2025	0.00	0.00	12,619.79	USD

Remittance
Remittance



View Settlement Run

Process			Date	Remittance Events				
Payment Message: ID 3713 for Kitsap Public Health District on 05/29/2025			05/29/2025	5				
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	05/29/2025 09:25:13 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 3712 for Kitsap Public Health District on 05/29/2025				Successfully Completed				
Payment Message: ID 3713 for Kitsap Public Health District on 05/29/2025				Successfully Completed				
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/29/2025				Successfully Completed				
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/29/2025				Successfully Completed				
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/29/2025				Successfully Completed				
Remittance File: For A.W. Rehn & Associates, Inc on 05/29/2025				Successfully Completed				
Remittance File: For WA State Assoc of Local Public Health Officials on 05/29/2025				Successfully Completed				
Remittance File: For Canon Financial Services, Inc. on 05/29/2025				Successfully Completed				
Remittance File: For ODP Business Solutions, LLC on 05/29/2025				Successfully Completed				
Remittance File: For Waxie Sanitary Supply on 05/29/2025				Successfully Completed				
Background Processes								
Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/29/2025 09:25 AM	05/29/2025 09:25 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004792	Completed	00:00:14	Heather Hunsaker	

[illegible]

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
For 2025 - May

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 - 05/02/2025	5/2/2025	-	62.25	(62.25)
5400:Other Services and Charges	5493 - Financial Service Fees	Operational Journal: Kitsap Public Health District - 05/06/2025	5/6/2025	-	1,395.72	(1,395.72)
5400:Other Services and Charges	5493 - Financial Service Fees	Operational Journal: Kitsap Public Health District - 05/06/2025	5/6/2025	-	4,084.93	(4,084.93)
5400:Other Services and Charges	5493 - Financial Service Fees	Operational Journal: Kitsap Public Health District - 05/13/2025	5/13/2025	-	59.00	(59.00)
5400:Other Services and Charges	5493 - Financial Service Fees	JE-00079729 - Kitsap Public Health District - 05/13/2025 - Returned Item - PH - R00239260 - 2025-05-13	5/13/2025	-	5.00	(5.00)
5400:Other Services and Charges	5493 - Financial Service Fees	JE-00080062 - Kitsap Public Health District - 05/19/2025 - Returned Item - PH - R00239408 - 2025-05-19	5/19/2025	-	5.00	(5.00)
				-	5,611.90	(5,611.90)

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
For 2025 - May

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-00079243 - Kitsap Public Health District - 05/20/2025 - Public Health monthly vital stats transfer	5/20/2025	-	34,552.00	(34,552.00)
				-	34,552.00	(34,552.00)

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			\$4,848.11
Anderson (419470) Amy	173.33	\$7,620.00			\$4,974.27
Anderson-Hobbs (435083) Nathan	173.33	\$5,686.00			\$4,281.60
Armstrong (434291) Jami	173.33	\$7,257.00			\$5,007.58
Atisme-Bevins (433909) Kandice	173.33	\$9,632.00			\$6,002.24
Baker (435044) Katie	173.33	\$6,222.00			\$4,593.42
Banigan (215189) Leslie	173.33	\$8,001.00			\$5,744.93
Baum (434397) Rudy	173.33	\$6,935.00			\$5,045.97
Bazzell (328436) Richard	173.33	\$8,001.00			\$5,586.80
Bell (419805) Gus	173.33	\$8,465.00			\$5,541.46
Berger (407902) Angeline	173.33	\$7,024.00			\$4,914.47
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	\$8,671.00			\$6,187.43
Breitmayer (435259) Jennifer	173.33	\$8,062.00			\$6,160.76
Bronder (434436) Christine	173.33	\$6,399.00			\$4,813.00
Brown (271677) Steven	173.33	\$10,620.00			\$6,143.08
Burchett (409212) Brian	173.33	\$6,719.00			\$4,755.70
Burke (434463) Lenore	173.33	\$5,186.00			\$3,625.25
Burton (434296) Callie	173.33	\$5,119.00			\$3,774.02
Cadorna (434932) Jessi	157.33	\$3,844.12			\$2,700.69
Camarena (434536) Daniel	173.33	\$6,399.00			\$4,402.42
Chandler (435269) Rebecca	173.33	\$8,212.00			\$3,986.06
Chang (411387) Margo	173.33	\$6,290.00			\$4,481.53
Clark (435043) Cheryl	173.33	\$7,312.00			\$5,227.73
Collins (434101) Lori	173.33	\$8,229.00			\$5,609.56
Collins (435290) River	173.33	\$4,033.00			\$3,111.46
Currie (400651) Krista	173.33	\$5,334.00			\$3,978.62
Davis (433997) Elizabeth	173.33	\$10,114.00			\$7,078.33
Degracia (435196) Allison	173.33	\$6,222.00			\$4,597.80
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			\$4,548.61
Evans (435423) David	173.33	\$6,582.00			\$4,948.23
Evans (4565) Eric	173.33	\$11,930.00			\$8,723.11
Fergus (434648) Maria	173.33	\$5,764.00			\$4,203.08
Fine (421693) George	86.67	\$2,570.00			\$1,987.94
Fisk (321284) April	173.33	\$9,105.00			\$5,075.06
Fong (356883) Yolanda	173.33	\$14,090.00			\$9,140.41
Fuchs (435045) Molly	173.33	\$5,186.00			\$3,811.61
Fucini (434997) Heather	63.71	\$2,401.23			\$2,187.83
Giuntoli (337331) Paul	173.33	\$8,001.00			\$4,763.43
Gress (421427) Nicole	173.33	\$5,881.00			\$4,287.27
Griego (410072) Yaneisy	173.33	\$6,839.00			\$5,090.31
Guidry (355732) Jessica	173.33	\$11,362.00			\$8,080.15
Hagan (435472) Brandy	173.33	\$5,186.00			\$3,775.38
Hammond (434978) Gabriel	173.33	\$7,257.00			\$4,883.14
Hampton (434838) Adrienne	173.33	\$9,105.00			\$6,350.79
Hansen (435085) Isabella	173.33	\$5,119.00			\$3,786.24
Harmon (434977) William	173.33	\$8,707.00			\$6,962.74
Howard (434057) Anne	138.67	\$4,891.00			\$3,178.60
Howell (435293) Jessica	87.17	\$2,043.72			\$1,626.90
Hubert (435172) Joaquin	173.33	\$6,049.00			\$4,997.53
Hughes (434256) Jakob	173.33	\$6,719.00			\$4,874.21
Hunter (409213) Kari	173.33	\$10,114.00			\$6,547.63
Inga Dominguez (434769) Cristian	173.33	\$5,495.00			\$4,099.43
Inouye (434255) Wendy	173.33	\$9,332.00			\$6,450.74
Jenkins (434053) Andrea	173.33	\$5,186.00			\$3,900.98
Jones (358933) Kimberly	173.33	\$10,620.00			\$7,153.26
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	\$9,292.00			\$6,415.99

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Kindschy (421430) Brandon	173.33	\$7,608.00			\$5,595.59
Kinnear (434099) Sarah	173.33	\$6,911.00			\$5,191.22
Knoop (16125) Melina	173.33	\$8,001.00			\$5,253.19
Kushner (327580) Siri	173.33	\$12,527.00			\$7,637.08
Laird (416539) Melissa	173.33	\$11,150.00			\$6,811.30
Lawver (434888) Albert	173.33	\$6,533.00			\$4,855.66
Levine (435209) Naomi	173.33	\$6,269.00			\$4,756.98
Lykins (435485) John	120.00	\$3,907.20			\$2,983.17
Lytle (285038) Ross	173.33	\$8,001.00			\$5,421.06
Madden (434318) Shannon	173.33	\$5,186.00			\$3,789.75
May (434674) Martha	173.33	\$5,059.00			\$3,512.82
Mazur (388104) Karina	148.00	\$8,232.96			\$5,300.34
McClung (435242) Carol	173.33	\$9,105.00			\$6,094.16
McMillan (434052) Michelle	173.33	\$6,944.00			\$4,921.66
Miller (435008) Christopher	173.33	\$8,888.00			\$5,851.84
Moen (279971) Anne	173.33	\$9,237.00			\$6,100.32
Moontree-Stewart (406607) Kaela	173.33	\$6,533.00			\$4,554.81
Moore (434254) Alexandra	173.33	\$6,399.00			\$4,627.42
Morris (312378) Dawn	173.33	\$8,321.00			\$5,799.50
Morris (433859) Molly	173.33	\$4,608.00			\$3,477.35
Morris (434567) Amanda	173.33	\$5,186.00			\$3,828.37
Morrow (433895) Nathan	173.33	\$17,903.00			\$9,306.15
Navarro (435294) Alee	173.33	\$4,567.00			\$3,472.80
Neff Warner (435082) Leah	141.33	\$5,981.16			\$3,161.18
Newland (435315) Daisy	173.33	\$5,644.00			\$4,425.71
Nguyen (295033) Loan	173.33	\$6,351.00			\$4,420.60
Nicolaisen (208456) Niels	169.33	\$7,816.36			\$5,564.16
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	109.33	\$4,219.24			\$3,261.75
Outlaw-Spencer (434984) Gabreiel	173.33	\$6,533.00			\$5,069.15
Pandino (419118) Linda	173.33	\$5,445.00			\$4,101.72
Perry (306605) Rachel	173.33	\$4,939.00			\$3,643.37
Pittsinger (435173) Lynn	173.33	\$12,527.00			\$8,281.60
Ramsey (435443) Taylor	173.33	\$7,312.00			\$4,457.32
Renteria (435276) Anna	173.33	\$4,995.00			\$3,712.29
Rork (404613) Ian	173.33	\$7,620.00			\$5,505.86
Sample (434976) Brittany	173.33	\$5,970.00			\$4,437.82
Shelby (434658) Emmy	156.00	\$7,364.00			\$5,018.19
Sherman (434949) Linnea	173.33	\$5,186.00			\$3,565.83
Shuhler (425553) Yana	173.33	\$5,239.00			\$3,521.60
Sidell (435084) Nathan	173.33	\$5,686.00			\$3,477.15
Sim (435339) Morgan	173.33	\$5,644.00			\$4,471.06
Simmons (434365) Nolan	173.33	\$6,399.00			\$4,769.67
Smith (361388) Terri	173.33	\$9,142.00			\$6,349.05
Snow (435021) Kelly	173.33	\$5,926.00			\$4,392.67
Sooter (427776) Thaddeus	173.33	\$10,620.00			\$7,477.88
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			\$3,942.26
Tierney (434695) Kayla	173.33	\$5,528.00			\$4,149.54
Turner (1682) Denise	115.97	\$4,047.35			\$2,996.37
Van Ort (392243) Susan	173.33	\$8,301.00			\$5,692.36
Villahermosa II (435216) Aldrin	173.33	\$5,686.00			\$4,094.14
Wagner (426251) Mary	121.34	\$3,556.00			\$2,537.54
Wellborn (14545) Brian	173.33	\$4,802.00			\$3,190.51
Wendt (397255) Jan	173.33	\$8,465.00			\$6,226.64
Whares (434641) Erica	173.33	\$7,865.00			\$6,107.33
Wimpenny (434923) Jacob	173.33	\$7,408.00			\$5,322.34
Winchester (431493) Layken	173.33	\$6,399.00			\$4,619.70
Wyatt (434415) Janet	173.33	\$8,465.00			\$5,295.13
	21,027.81	\$901,918.34	\$73,536.99	\$233,865.07	\$618,027.15

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
For 2025 - May

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
Cash						
2317:Payroll Tax Payable		Operational Journal: Kitsap Public Health District - 05/01/2025	5/1/2025	-	24,040.68	(24,040.68)
2317:Payroll Tax Payable		Operational Journal: Kitsap Public Health District - 05/30/2025	5/30/2025	-	232,155.38	(232,155.38)
		TOTAL PAYROLL TAXES:				(256,196.06)
2315:Employee Benefits Payable		Operational Journal: Kitsap Public Health District - 05/13/2025	5/13/2025	-	139,334.04	(139,334.04)
		TOTAL PERS (BENEFITS)				(139,334.04)

Certificate Of Completion

Envelope Id: 227F7621-8417-4198-A1E0-39A04DD5816E

Status: Completed

Subject: Docusign: 07.01.2025 Consent Agenda Warrants EFTs.pdf

Source Envelope:

Document Pages: 33

Signatures: 2

Envelope Originator:

Certificate Pages: 2

Initials: 0

Carol McClung

AutoNav: Enabled

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: 146.218.143.119

Record Tracking

Status: Original

Holder: Carol McClung

Location: DocuSign

6/12/2025 2:47:09 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

DB9C788F36B1487...

Timestamp

Sent: 6/17/2025 4:35:46 PM

Viewed: 6/17/2025 4:44:52 PM

Signed: 6/17/2025 4:47:18 PM

Signature Adoption: Pre-selected Style

Using IP Address: 146.218.141.198

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Yolanda Fong

yolanda.fong@kitsappublichealth.org

Administrator

kitsap Public health District

Security Level: Email, Account Authentication (None)

Signed by:

Yolanda Fong

04B011B7E67B465...

Sent: 6/17/2025 4:35:46 PM

Viewed: 6/23/2025 9:17:10 AM

Signed: 6/23/2025 9:21:23 AM

Signature Adoption: Pre-selected Style

Using IP Address: 146.218.141.163

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

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

6/17/2025 4:35:46 PM

Certified Delivered

Security Checked

6/23/2025 9:17:10 AM

Signing Complete

Security Checked

6/23/2025 9:21:23 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	6/23/2025 9:21:23 AM
Payment Events	Status	Timestamps