KITTITAS COUNTY BOARD OF HEALTH

Thursday, July 20, 2006
10:00 a.m.
Commissioners’ Auditorium

Minutes:
• Approval of June 22, 2006 minutes

Introductions and Announcements:
• BOHAC representative(s)
• Reminder: Jane Wright’s Retirement Party is on Wed., July 26, 5 p.m. at the Tav

Contracts and Amendments:
• WorkFirst Contract Amendment #1, DSHS Contract #0563-83355 – Bonnie
• Coordinated Prevention Grant (CPG) (resubmitted from last month’s meeting) – Cathy

Department Updates/Issues:
• June 28th Disaster Preparedness and Pandemic Flu community forum – Bonnie
• Oral Health provisional clinic in August – Christie Waddington

Business:
• Amended Environmental Health (EH) Food Policy – Food Safety: Timely Correction and Permit Suspension Policy and Procedure – Cathy
• Staffing replacements progress report
  o Staff update
  o Interim management
• Recruitment of new Administrator
• Orientation process for Dr. Larson

Next Board of Health Meeting: August 17, 2006
Tuesday, July 20, 2006
Commissioners’ Auditorium
10:05 a.m.

PRESENT: Board Members: Carolyn Booth, Commissioner David Bowen, Chair, Commissioner Alan Crankovich, and Commissioner Perry Huston. Kittitas County Public Health Department Staff (KCPHD): Environmental Health Manager Cathy Bambrick, Community Health Services Manager Bonnie Corns, Health Officer Mark Larson, M.D., and Clerk of the Board Susan Merrill.

ABSENT: Vice Chair Don Solberg, M.D.

OTHER ATTENDEES:
Joan Baird Glover, Board of Health Advisory Committee (BOHAC)
Melanie Jones, Board of Health Advisory Committee (BOHAC)

MINUTES:

Motion 07-01: Carolyn Booth moved that the minutes of the June 22, 2006 Board of Health meeting be approved; Commissioner Crankovich seconded. All approved. Motion 07-01 carried.

INTRODUCTIONS:
Commissioner Bowen introduced Joan Baird Glover and Melanie Jones, representatives of the Board of Health Advisory Committee (BOHAC).

ANNOUNCEMENTS:
Retirement Party for Jane Wright: A reminder was issued about the retirement party for Jane Wright, former Assessment Coordinator for KCPHD, which will be held July 26th, 5 p.m., at the Tav’s patio. Susan Merrill thanked Joan Baird Glover for organizing much of the event. Joan Baird Glover mentioned the “thank you/good luck” book that will be circulated at the party.

Staff Updates: Cathy Bambrick stated that the On Site Sewage (OSS) Specialist had resigned on July 18th, and the position has been posted. Ms. Bambrick stated that Environmental Health (EH) will be contracting with certified OSS staff from other counties, and will keep the Board of Health (BOH) posted.

CONTRACTS:
WorkFirst Contract Amendment #1, DSHS Contract #0563-83355: Bonnie Corns described proposed amendment #1 to the WorkFirst Contract with the Department of Social and Health Services (DSHS). It covers an extension of dates from July 1, 2006 to June 30, 2007. Ms. Corns briefly described the fee-for-service program covered by the contract.

Motion 07-02: Commissioner Huston moved to approve the WorkFirst Contract Amendment #1, DSHS Contract #0563-83355; Carolyn Booth seconded. All approved. Motion 07-02 carried.
Coordinated Prevention Grant (CPG), #G0600299: Cathy Bambrick described that the grant with the Department of Ecology (DOE) was being resubmitted as we realized post its approval at the June BOH meeting that the Grant/Contract Application Review Form contained incorrect funding figures. Ms. Bambrick explained the correct figures on the resubmitted review form.

**Motion 07-03:** Carolyn Booth moved to approve the Coordinated Prevention Grant (CPG), #G0600299 with the corrected fund amounts on the review form; Commissioner Huston seconded. All approved. **Motion 07-03 carried.**

All contracts will be forwarded to the Board of County Commissioners (BOCC) for ratification.

**DEPARTMENT UPDATES:**

Disaster Preparedness and Pandemic Flu Community Forums: Bonnie Corns reported on a number of recent emergency response activities performed by KCPHD staff, including:
- 15,000 inserts placed into the Daily Record, Upper County Tribune and the Shopper that contained basic all-hazard emergency plan information and a pan flu brief.
- The June 28th community forum held in Ellensburg and the July 18th community forum held in Cle Elum on disaster preparedness and pandemic flu, with presentations and written materials on a variety of disaster and pan flu topics and planning.
- A pandemic flu presentation at the Adult Activity Center.
- Participation in the Emergency Management Council meeting which focused on planning for the needs of special populations in Kittitas County in an emergency.
- A 24/7 phone test both during and after business hours.

Ms. Corns also mentioned upcoming activities which include attendance at the Fire Chief’s meeting and the Regional Hospital meeting.

Oral Health Provisional Clinic: Bonnie Corns described the work that Christie Waddington has done in creating the Oral Health Provisional Clinic. Ms. Corns mentioned that Ms. Waddington had started the clinic today. Ms. Waddington and volunteer dental hygienists are providing dental screening for clients, all of whom were nominated by community agencies. Bonnie briefly reviewed the plan devised for the clinic by Ms. Waddington. The provisional clinic will serve 20 eligible clients. After today’s screening, treatment plans will be reviewed by volunteer dentists to see what dental work can actually be done in August.

Commissioner Huston asked if a thank you letter from BOH would be helpful; and Bonnie answered affirmatively.

**Motion 07-04:** Commissioner Huston moved to direct KCPHD staff to write letters of appreciation to participating dentists and staff, and sponsoring organizations, in the Oral Health Provisional Clinic for the signature of the BOH Chair; Carolyn Booth seconded. All approved. **Motion 07-04 carried.**

**BUSINESS:**

Amended Environmental Health (EH) Food Policy – Food Safety: Timely Correction and Permit Suspension Policy and Procedure: Cathy Bambrick described the amendment which was made to the EH Food Policy – Food Safety policy and which encompasses all of the recommended changes from the June 22nd BOH meeting. Cathy briefly reviewed amended charts that accompany the policy (i.e., charts which combine an inspection schedule with a correction schedule).
Commissioner Huston stated that the intent of the policy is to make amendments to the Kittitas County Code Title 18 – Code Enforcement and provide specific reference to food safety regulations (amongst other EH policies) and thus provide enforcement of these specific regulations using the code enforcement process.

**Motion 07-05:** Commissioner Huston moved to approve the Amendment to the Environmental Health Food Policy – Food Safety: Timely Correction and Permit Suspension Policy and Procedure and to endorse the policy as presented; Commissioner Crankovich seconded. Commissioner Bowen thanked Cathy Bambrick. All approved. Motion 07-05 carried.

**Staffing Updates:** Bonnie Corns reviewed current staff replacements at the Health Department:

1. The new WIC Coordinator, Christine Scharpenberg, has started and is scheduled to receive formal State WIC training in September.
2. The new Assessment Coordinator/Health Promotion Manager, Sara Burnet, has been hired and starts on August 2nd.
3. Eight applicants have applied for the Health Educator position, with one candidate outshining all others.

Additionally, Cathy Bambrick mentioned that office space was created for Dr. Larson, the department’s new Health Officer. Commissioner Bowen welcomed Dr. Larson.

Commissioner Huston offered resources and support to the department during this transitional period where we are still operating with significant staff vacancies. Regarding replacement for the OSS Specialist, Commissioner Huston said that private contractors have been used in the past. Commissioner Bowen said that the current budget could be amended. Discussion occurred over the need to find support in financial management as the department does not have staff to do billings and budget preparation for the 2007 budget.

**Recruitment of New Administrator:** Commissioner Bowen stated that the impetus behind the recruitment of a new Administrator currently falls on him. Commissioner Bowen provided an update on the status of the job description for the Administrator’s position; and stated that he had discussed it with Joan Baird Glover, BOHAC representative, whom was comfortable with it. Discussion occurred regarding where to post the job listing in both local and national arenas.

**Orientation Process for Dr. Larson, Health Officer:** Dr. Larson described how orientation is progressing as an “informal process” and how he is meeting once a week with the Communicable Disease nurse Anna Canterbury, Bonnie Corns, and Cathy Bambrick and will make himself available at the department on most Mondays during the orientation period. Dr. Larson mentioned how he is familiarizing himself with policies, Department of Health information, and Environmental Health matters. Commissioner Huston told Dr. Larson to let the Commissioners know if he needed anything.

(Continuation) **Recruitment of New Administrator:** Joan Baird Glover of BOHAC asked to return to the recruitment process and asked who will be involved in the process. Commissioner Bowen said that it has not been formalized as yet and shared some initial about a recruitment process. Commissioner Bowen said he wants representation from KCPHD manager(s), a BOHAC member, a HR staff person, BOH, and the Commissioners.

Joan Baird Glover offered suggestions on a selection and interviewing process derived from experience with two hospital recruitment endeavors. Commissioner Huston referred to a similar successful process to that of the hospital used by the City in recruiting and hiring the City Manager. Carolyn Booth provided recommendations based on CWU recruitment efforts. Emphasis was placed on representation from a wide variety of people in the process; clarity on where the final decision-making power lies; and integrating an understanding into the process of Commissioners’ expectations and staff’s operational needs and expectations.
Commissioner Bowen said he will consider the suggestions and make a decision. Commissioner Bowen said he needed to balance both creating the process with moving forward quickly. Carolyn Booth, Joan Baird Glover, and KCPHD staff they would like to see the job posting and could return their comments by email within 24 hours.

| Motion 07-06: Commissioner Crankovich made a motion to adjourn the meeting; and Carolyn Booth seconded. All approved. Motion 07-06 carried. |

Commissioner Crankovich said he will be attending a conference and will not able to attend the August BOH meeting. Carolyn Booth said she will be gone at the time of the September meeting.

Meeting adjourned at 11:15 a.m.

Next Meeting: The next Board of Health meeting will be on August 17 at 10:00 a.m. in the Commissioners’ Auditorium.

David Bowen, Chair of the Board of Health
Bonnie Corns, Interim Co-Administrator
Kittitas County Public Health Department

Susan Merrill, Clerk to the Board of Health

To Protect and Promote the Health and the Environment of the People of Kittitas County

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER KITTITAS COUNTY
Grant No: G0600299, Coordinated Prevention Grant Regular Cycle Agreement.

This is a binding agreement entered into by and between the State of Washington Department of Ecology, hereinafter referred to as ECOLOGY, and Kittitas County Public Health, hereinafter referred to as the RECIPIENT, to carry out the activities described herein.

JURISDICTION: Kittitas County Public Health Department
Mailing Address: 411 N. Ruby Street
City, State, Zip: Ellensburg, WA 98926

RECIPIENT GRANT COORDINATOR: Catherine Bambrick
Telephone: 509-962-7584
Fax: 509-962-7052
E-mail: cathy.bambrick@co.kittitas.wa.us

RECIPIENT BILLING/INVOICE COORDINATOR: Lynn Bomgrebe
Telephone: 509-962-7583
Fax: 509-962-7052
E-mail: lynn.bomgrebe@co.kittitas.wa.us

ECOLOGY GRANT OFFICER: Debra Barnes
Telephone: 509-575-2782
Fax: 509-575-2809
E-mail: dbar461@ecy.wa.gov

Funding Source: Local Toxics Control Account
Maximum Eligible Cost: $132,972
State Grant Share: $99,729
Local Share: $33,243
State Maximum Grant Percent: 75%
Federal Tax Identification No.: 91-6001349

For the purpose of this agreement, the RECIPIENT will be allowed to match the state grant share with cash and interlocal in-kind costs in accordance with application instructions.

This agreement is effective on January 1, 2006. Any work performed prior to the effective date of this agreement without prior written authorization and specified in the Scope of Work will be at the sole expense and risk of the RECIPIENT. This agreement shall expire no later than December 31, 2007.
**REGULAR CYCLE SCOPE OF WORK**

The project(s) set forth below summarize the RECIPIENT’s budget(s) tracked by category, goals and expected outcomes, activities with timeline, method of evaluation, and estimated project cost.* The estimated project cost is for grant officer information only; it will not be used for budget tracking purposes.

**Recipient Responsibilities:** The RECIPIENT is responsible for implementing activities identified in the local Comprehensive Solid Waste Management Plan and the Hazardous Waste Management Plan.

A. **CATEGORY:** Solid Waste Enforcement

**TOTAL CATEGORY COST** | **CPG-BASE:** $132,972

1. **PROJECT TITLE:** Solid Waste Permitting, Monitoring and Enforcement

**Summary Description:** Kittitas County Public Health Department will permit solid waste facilities under current solid waste regulations (WAC 173-350 and 173-351) and ensure that solid waste facilities are inspected and managed in accordance with current solid waste regulations under WAC 173-350. The RECIPIENT will work with Kittitas County Code Enforcement to ensure that solid waste violations are investigated and enforced under WAC 173-350, and will develop and improve enforcement procedures. The RECIPIENT will develop options for an abandoned dump and landfill inventory.

**Goal Statement:** The goal is to maintain a comprehensive solid waste program encompassing the permitting, monitoring, investigation and enforcement of solid waste activities and facilities in Kittitas County, as well as continue and improve solid waste complaint/violation compliance and enforcement activities in order to reduce public health risk and environmental degradation from improper solid waste disposal in Kittitas County.

**Outcome Statement:** The RECIPIENT will ensure compliance with WAC 173-350 and 173-351 by permitted facilities providing 4-6 annual inspections and/or an inspection every 60 days. The RECIPIENT will investigate approximately 130 solid waste complaints each year. The RECIPIENT will develop County enforcement procedures and actions that will result in a 90% compliance rate. In 2007, the RECIPIENT will complete an inventory of abandoned dumps and landfills using GPS technology.
**Work Plan and Activities with Timeline:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to review and permit solid waste facilities under WAC 173-350 and 351</td>
<td>Ongoing, Jan. 2006-Dec. 2007</td>
</tr>
<tr>
<td>Continue to inspect 5 solid waste facilities and report to Ecology, 4-6 times per year</td>
<td>Quarterly, Jan. 2006-Dec. 2007</td>
</tr>
<tr>
<td>Continue to work with Solid Waste team to develop and implement investigation and enforcement procedures</td>
<td>Jan. 2006-Dec. 2006</td>
</tr>
<tr>
<td>Respond to complaints by investigation; if substantiated, employ written enforcement actions</td>
<td>Ongoing, Jan. 2006-Dec. 2007</td>
</tr>
<tr>
<td>Maintain database of complaints, investigations, cases resolved and enforcement activities</td>
<td>Ongoing, Jan. 2006-Dec. 2007</td>
</tr>
<tr>
<td>Research options, develop plan, and inventory abandoned dumps and landfills using GPS technology; identify hazards at each site.</td>
<td>April 2006-Dec. 2007</td>
</tr>
</tbody>
</table>

**Method of Evaluation:** The RECIPIENT will report enforcement actions via quarterly progress reports. All progress made on the enforcement process and/or findings and compliance results using the new enforcement policies and procedures will be reported as well. Quarterly facility inspections will be documented in the inspection reports forwarded to Ecology.

* Estimated Project Cost: $132,972

**COMMUNICATION**

ECOLOGY’s regional grant officer (Debra Barnes) will contact the RECIPIENT grant coordinator as needed to monitor progress toward goals and check consistency with Work Plans and Timelines. It is the responsibility of the RECIPIENT to contact his or her grant officer with any other questions or concerns regarding the grant. Grant officers are available to provide technical assistance at any time during the grant cycle.

**BILLING AND REPORTING**

A payment request consists of Forms A-19, B2, C2 and a progress report. Unless stated otherwise in this agreement, the RECIPIENT must submit a payment request (with a progress report) at least quarterly, but no more often than once per month.

ECOLOGY may require additional voucher support documentation to be submitted with each payment request. The RECIPIENT must keep record of supporting documents in accordance with the requirements outlined in the most recent revision of Administrative Requirements for Ecology Grants and Loans and make these documents available to ECOLOGY staff upon request.
The RECIPIENT must also complete and submit a Final Performance Analysis (FPA) or Final Solid Waste Enforcement Progress Report including the effectiveness of the approaches used and any lessons learned. The FPA /Final Progress Report must be submitted with the final payment request, unless instructed otherwise by ECOLOGY and are due February 15, 2008 for regular cycle grants.

### REGULAR CYCLE CPG BUDGET

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL CATEGORY COST: CPG BASE (174/H09)</th>
<th>TOTAL CATEGORY COST: CPG RESTORED (174/H32)</th>
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</thead>
<tbody>
<tr>
<td>Solid Waste Enforcement</td>
<td>$103,744</td>
<td>$29,228</td>
</tr>
<tr>
<td><strong>TOTAL MAXIMUM ELIGIBLE COST</strong></td>
<td>$103,744</td>
<td>$29,228</td>
</tr>
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</table>

### FUND SOURCE: CPG BASE (174/H09, 174/H32)

<table>
<thead>
<tr>
<th>FUND</th>
<th>MAXIMUM ELIGIBLE COST: $103,744</th>
<th>GRANT PERCENT (%)</th>
<th>STATE GRANT SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Toxics Control Account (LTCA)</td>
<td></td>
<td>75 %</td>
<td>$77,808</td>
</tr>
<tr>
<td><strong>MATCH REQUIREMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Match or Interlocal Costs</td>
<td></td>
<td>25 %</td>
<td>$25,936</td>
</tr>
</tbody>
</table>

### FUND SOURCE: CPG Restored (174/H32)

<table>
<thead>
<tr>
<th>FUND</th>
<th>MAXIMUM ELIGIBLE COST: $29,228</th>
<th>GRANT PERCENT (%)</th>
<th>STATE GRANT SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Toxics Control Account (LTCA)</td>
<td></td>
<td>75 %</td>
<td>$21,921</td>
</tr>
<tr>
<td><strong>MATCH REQUIREMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Match or Interlocal Costs</td>
<td></td>
<td>25 %</td>
<td>$7,307</td>
</tr>
</tbody>
</table>
ADDITIONAL BUDGET CONDITIONS

1. Overhead is eligible; the RECIPIENT may charge 25 percent of salaries and benefits for time devoted specifically to projects outlined in this agreement.

2. The RECIPIENT contact for billing and invoice questions is:
   RECIPIENT BILLING/INVOICE COORDINATOR: Lynn Borngrebe
   TELEPHONE: 509-962-7583
   FAX: 509-962-7052
   E-MAIL: lynn.borngrebe@co.kittitas.wa.us

3. Grant payments should be made payable to: Kittitas County Public Health

4. Grant payments should be mailed to this address:
   JURISDICTION: Kittitas County Public Health
   ATTN: Lynn Borngrebe
   MAILING ADDRESS: 411 N. Ruby Street
   CITY, STATE, ZIP: Ellensburg, WA 98926

SPECIAL TERMS AND CONDITIONS

A. INTERLOCAL AGREEMENTS
   If parties other than the RECIPIENT are contributing to the local share of project costs, memoranda of understanding or other written agreements confirming the contribution must be negotiated. These agreements must specify the exact work to be accomplished and be signed by all parties contributing to the local match of this project. Copies of these agreements shall be submitted to ECOLOGY.

B. PROCUREMENT AND CONTRACTS
   1. The RECIPIENT shall follow their standard procurement procedures and/or applicable state law in awarding contracts; RECIPIENTS with no formal procurement procedures must comply with the “Standards for Competitive Solicitation”, found in the most recent revision of Administrative Requirements for Ecology Grants and Loans.

   2. Following execution, at the request of ECOLOGY, the RECIPIENT shall submit a copy of all requests for qualifications (RFQs), requests for proposals (RFPs), and bid documents relating to this grant agreement to ECOLOGY.

   3. The RECIPIENT may use existing contracts that conform to adopted procurement procedures and applicable state laws. The RECIPIENT shall notify ECOLOGY if it used contracts entered into prior to the execution of the grant agreement for performance of grant funded activities.
C. **SEPA COMPLIANCE**

To ensure that environmental values are considered by the state and local government officials when making decisions, the RECIPIENT shall comply with the provisions of the State Environmental Policy Act (SEPA), Chapter 41.23C RCW, and the SEPA Rules, Chapter 197-11 WAC. Copies of the SEPA documents shall be sent to:

ECOLOGY’s Environmental Review and Transportation Section
P.O. Box 47703
Olympia, WA 98504-7703

D. **WETLANDS PROTECTION**

To comply with the directive of Executive Order 90-04, Protection of Wetlands, all local governments are requested and encouraged to make all of their actions consistent with the intent of this executive order; specifically, (1) to avoid, to the extent possible, adverse impacts associated with the destruction or modification of wetlands, and (2) to avoid direct or indirect support of new construction in wetlands wherever there is a practical alternative.

E. **FAILURE TO COMMENCE WORK**

ECOLOGY reserves that right to terminate this agreement in the event the RECIPIENT fails to commence work on any of the projects funded herein within six (6) months after the effective date.

F. **PROJECT INCOME**

Any income directly generated as a result of the activities funded by this grant shall be reported as a credit against the expenses of that activity, as required by ECOLOGY’s Administrative Requirements for Ecology Grants and Loans.

G. **GRANT REPORTING**

The RECIPIENT, in conjunction with submission of payment requests, or at the request of the grant officer, shall prepare Progress Reports and submit them to ECOLOGY. The RECIPIENT must also complete and submit a Final Performance Analysis (FPA).

H. **PROMOTIONAL AND EDUCATIONAL MATERIALS**

A copy of all promotional and educational materials developed as part of this agreement shall be submitted to ECOLOGY concurrent with public distribution. ECOLOGY shall have the right to use any printed materials developed as part of this agreement in any manner ECOLOGY deems appropriate. The Washington State Department of Ecology will be acknowledged for providing funding in all published material and oral presentations that result from this agreement.

I. **AMENDMENTS AND MODIFICATIONS**

No subsequent modification(s) or amendment(s) of this grant agreement shall be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made part of this agreement; except a letter of amendment will suffice to redistribute the budget without increasing the total maximum eligible cost or to change ECOLOGY’s grant officer or the RECIPIENT’s grant coordinator or to extend the period of performance as set forth in this grant agreement.
MINORITY AND WOMEN’S BUSINESS PARTICIPATION. (It is not mandatory for the RECIPIENT to abide by Part J of the Special Terms and Conditions; however, it is highly encouraged.)

The RECIPIENT agrees to solicit and recruit, to the maximum extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated after the effective date of this Agreement.

In the absence of more stringent goals established by the RECIPIENT’s jurisdiction, the RECIPIENT agrees to utilize ECOLOGY’s goals for minority- and women-owned business participation in all bid packages, request for proposals, and purchase orders. These goals are expressed as a percentage of the total dollars available for the purchase or contract and are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>MBE</th>
<th>WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction/Public Works</td>
<td>10%</td>
<td>6%</td>
</tr>
<tr>
<td>Architecture/Engineering</td>
<td>10%</td>
<td>6%</td>
</tr>
<tr>
<td>Purchased Goods</td>
<td>8%</td>
<td>4%</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>10%</td>
<td>4%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>10%</td>
<td>4%</td>
</tr>
</tbody>
</table>

No contract award or rejection shall be made based on achievement or non-achievement of the goals. Achievement of these goals is encouraged, however, and the RECIPIENT and ALL prospective bidders or persons submitting qualifications may take the following affirmative steps in any procurement initiated after the effective date of this agreement:

1. Include qualified minority and women’s businesses on solicitation lists.
2. Assure that qualified minority and women’s businesses are solicited whenever they are potential sources of services or supplies.
3. Divide the total requirements, when economically feasible, into smaller projects or quantities to permit maximum participation by qualified minority and women’s businesses.
4. Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women’s businesses.
5. Use the services and assistance of the State Office of Minority and Women’s Business Enterprises (OMWBE) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

The RECIPIENT may report to ECOLOGY payments made to qualified firms at the time of submitting each invoice and on forms provided by ECOLOGY; the information should include:

- Name and State OMWBE certification number of any qualified firm receiving funds under the voucher, including any sub-and/or sub-subcontractors.
- The total dollar amount paid to qualified firms under this invoice.
K. **ALL WRITINGS CONTAINED HEREIN**

This agreement, the “General Terms and Conditions”, and ECOLOGY’s Administrative Requirements for Ecology Grants and Loans, contain the entire understanding between the parties, and there are no other understandings or representations except as those set forth or incorporated by reference herein.

IN WITNESS WHEREOF, the parties hereby execute this Grant Agreement:

**STATE OF WASHINGTON**
DEPARTMENT OF ECOLOGY

Cullen D. Stephenson 8/1/06  
Program Manager  
Solid Waste and Financial Assistance

**KITTITAS COUNTY PUBLIC HEALTH**

Nancy R. Goodloe 6/6/06  
Authorized Official

**APPROVED AS TO FORM ONLY**  
Assistant Attorney General

**APPROVED AS TO FORM:**

__________________________________________  
Signature  
Title Date

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