



**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Pinky Feria Mingo, Environmental Health and Water Quality Director
Alisa Hasbrouck, Environmental Public Health Manager

DATE: December 2, 2024

SUBJECT: Agenda item – Contracted Plate Search Data Sharing Agreement between Washington Department of Licensing and Jefferson County Public Health; January 1, 2025 to December 31, 2029; \$0.

STATEMENT OF ISSUE:

Jefferson County Public Health, Environmental Health Division, requests Board approval of the Contracted Plate Search Data Sharing Agreement with Washington Department of Licensing. The agreement is required in order to access information needed to complete junk vehicle affidavits in association with solid waste code enforcement activities. The existing agreement expires December 31, 2024.

ANALYSIS/STRATEGIC GOALS/PROS and CONS:

This agreement is required in order to access information needed to complete junk vehicle affidavits in association with solid waste code enforcement activities.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

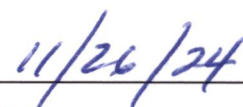
No fiscal impact.

RECOMMENDATION:

JCPH management requests approval of Contracted Plate Search Data Sharing Agreement between Washington Department of Licensing and Jefferson County Public Health; January 1, 2025 to December 31, 2029; \$0.

REVIEWED BY:


Mark McCauley, County Administrator


Date 11/26/24

CONTRACT REVIEW FORM

Clear Form

(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Washington Dept. of Licensing

Contract No: EH-24-092

Contract For: Contracted Plate Search

Term: 1/1/2025 - 12/31/2029

COUNTY DEPARTMENT: Environmental Health

Contact Person: Alisa Hasbrouck

Contact Phone: #489

Contact email: ahasbrouck@co.jefferson.wa.us

AMOUNT: -0-

Revenue: _____

Expenditure: _____

Matching Funds Required: _____

Sources(s) of Matching Funds: _____

Fund # _____

Munis Org/Obj _____

PROCESS:

- ☐ Exempt from Bid Process
- ☐ Cooperative Purchase
- ☐ Competitive Sealed Bid
- ☐ Small Works Roster
- ☐ Vendor List Bid
- ☐ RFP or RFQ
- ☐ Other: _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

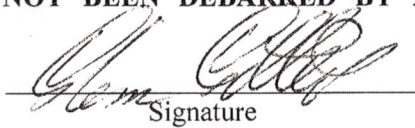
CERTIFIED: ☐ N/A: ☒


Signature

Nov. 19, 2024
Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☐ N/A: ☒


Signature

Nov. 19, 2024
Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 11/21/2024.
State agreement - cannot change.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 11/21/2024.
State language -- cannot change.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL



Contracted Plate Search (CPS) Application

Use this form to renew your access to the Contracted Plate Search (CPS) service. Businesses and organizations use CPS for 24/7 access to vehicle and vessel records. Submit your completed, signed application by email or mail and allow 14 business days for processing.

Email (quickest)

dataservices@dol.wa.gov

Print and scan or upgrade to

[Adobe Reader](#) XI or above

to fill it in and save it.

Mail

Data Management Office

Department of Licensing

PO Box 9020

Olympia, WA 98507-9020

Do not use this form for personal or individual record requests.

Use the Vehicle or Boat Record Request forms located at dol.wa.gov/forms/formspd.html

We are committed to protecting personal information. Records and personal information are released in compliance with the federal Driver Privacy Protection Act of 1994 (DPPA), and Washington State laws. These laws restrict redisclosure of personal information obtained from vehicle and vessel records, and protect owners from unsolicited business contact. Authorized recipients may only redisclose information as permitted by law. There is no guarantee your request will be approved. See Authorities at the bottom of Page 2 of this application.

If you currently have a CPS number, enter it here 838268

Company/Agency name Jefferson County Public Health		Website www.jeffersoncountypublichealth.org	
Contact name. Primary applicant and contract manager Pinky Feria Mingo	(Area code) Phone number (360) 379-4476	Email (required) pmingo@co.jefferson.wa.us	
Contact name 2 (if applicable) Becca Maurer	(Area code) Phone number (360) 379-4467	Email (required) bmaurer@co.jefferson.wa.us	
Physical address of business (number and street) 615 Sheridan St			
City Port Townsend		State WA	ZIP code 98368
Mailing address of business (if different)			
City		State	ZIP code
Provide one of these identifiers	Taxpayer Identification Number (TIN) 91-6001322	Employer Identification Number (EIN)	WA Unified Business Identifier (UBI)
Answer the following Provide a detailed explanation of your primary business activity (exactly what your business or agency does and how you will use the vehicle and vessel records). Contracted plate search is used to obtain information needed to complete junk vehicle affidavits in association with solid waste code enforcement activities.			
Will you contact the owner for any purpose, provide the registration record information to an attorney or private investigator, or to any other persons or businesses? Use this space to describe how you will contact the owner or disclose the information or state that you will not disclose it and will not contact the owner. This is required information. Owner may be contacted in association with the junk vehicle affidavit process, to provide an opportunity to move the vehicle before it gets towed.			

You may not use the personal information contained in a vehicle or vessel registration record for unsolicited business contact. Unsolicited business contact means a contact that is intended to result in, or promote, the sale of any goods or services to a person named in the disclosed information. Disclosure of names and addresses of individual owners —RCW 46.12.635(1)(c).

When disclosing a vehicle or vessel registration record to a private investigator or an attorney, you must provide a notice to the owner, to whom the information applies, that the request was granted. The notice must comply with RCW 46.12.635(4) (a)(b)(c), describing you as the disclosing entity, and must be mailed to the owner within 5 working days of disclosure. You may not use DOL's name, logo, addresses, telephone numbers, email addresses or the State seal in your notification letter. You must retain a copy of the notification letters for three years from the date of disclosure, or from the date of termination of your contract, whichever occurs first, and produce copies of the letters upon a request by the DOL. Failure to send a notification letter is a violation of your contract and Washington State laws. Contact dataservices@dol.wa.gov to request a sample notification letter.

The sale or other distribution of any vehicle or vessel owner name or address to another person not disclosed in your request or application is a gross misdemeanor punishable by a fine not to exceed ten thousand dollars, or by imprisonment in a county jail for 364 days, or by both such fine and imprisonment for each violation. Disclosure violations, penalties —RCW 46.12.640.

Knowingly making a false statement or concealing a material fact required in this application or making false representation to obtain any personal information from an individual's motor vehicle record is also subject to federal criminal fines under the DPPA.

CPS RECORD FEES: There is a 4-cent fee per record search, and businesses must pay an additional \$2 for each record accessed. Government entities are exempt from the \$2 fee. Contract holders are invoiced monthly.

Submit the following documentation with your application:

- **Washington State business** – Attach a legible copy of your current business license
- **Business outside Washington State** – Attach a legible copy of one of the following:
 - Your current business license or
 - A letter signed by the owner or authorized representative indicating you are their agent. The letter must include your Federal Employer Identification Number (EIN) or Federal Tax Identification Number (TIN)
- **Non-profit organization or corporation** – Attach a legible copy of one of the following:
 - Your Articles of Incorporation, filed with the Secretary of State or
 - Your Tax Exempt Status, (501)(c)(3), from the Internal Revenue Service
- **Attorney** – Attach a legible copy of your current bar card, or proof of current/active bar status in your state.
- **Private investigator** – Attach a legible copy of your current private investigator license.

By signing or typing your name, you are certifying under penalty of perjury under the law of Washington that the foregoing is true and correct.

11/18/2024 Jefferson County Washington
Date and place (county) signed

Pinky Feria Mingo

PRINT or TYPE Name

X

Signature of business or organization representative

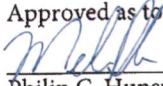
JEFFERSON COUNTY WASHINGTON
Board of County Commissioners

Authorities:

Federal Driver Privacy Protection Act of 1994 (DPPA) 18 U.S.C. §2721 through §2725
Revised Code of Washington (RCW) 42.56, RCW 46.12.630, 635, 640; RCW 88.02
Washington Administrative Code (WAC) 308-10-075, 308-93-087

By: _____
Kate Dean, Chair

Approved as to form only:

 for 11/21/2024
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

Subscriber Roster (Data brokers/resellers applying for CPS must complete and return this section)**Each data broker or reseller must:**

- Maintain a legible Subscriber Roster and complete all fields
- Record all subscribers
- Document the specific permissible use qualification for each subscriber
- Retain Subscriber Roster and notification letters sent by subscribers for the term of the Contract and for three (3) years from the date of disclosure or termination of the contract, whichever occurs first.

Your contract and/ or CPS access may be terminated if you do not maintain a complete and legible Subscriber Roster.

In the Subscriber's permissible use box, describe the DPPA defined permissible purpose for access to personal information contained in the records. For example, "information is used in the processing of insurance claims investigations." A vague answer, such as, "check who owns the vehicle," is unacceptable.

1	Legal business name	Contact name	Email	(Area code) Phone number
	Address, City, State, Zip code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☐ No			
2	Legal business name	Contact name	Email	(Area code) Phone number
	Address, City, State, Zip code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☐ No			
3	Legal business name	Contact name	Email	(Area code) Phone number
	Address, City, State, Zip code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☐ No			
4	Legal business name	Contact name	Email	(Area code) Phone number
	Address, City, State, Zip code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☐ No			
5	Legal business name	Contact name	Email	(Area code) Phone number
	Address, City, State, Zip code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☐ No			
6	Legal business name	Contact name	Email	(Area code) Phone number
	Address, City, State, Zip code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☐ No			
7	Legal business name	Contact name	Email	(Area code) Phone number
	Address, City, State, Zip code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☐ No			

Use additional copies of this page, if needed. You may create your own Subscriber Roster as long as it contains all of the data fields on this form.