



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

**Port of Port Townsend
2nd Monthly Meeting Agenda
Wednesday, March 27, 2013 – 6:30 PM
Commission Building
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
 - A. Approval of Meeting Minutes – March 13, 2013.....1-3
 - Approval of Public Workshop Minutes – March 13, 2013.....4-5
 - Approval of Special Meeting Minutes – March 15, 2013.....6-7
 - B. Resolution No. 592-13 – Approving Certain Expenditures for Reimbursement
 From the Proceeds of Debt to be Issued in the Future.....8-9
- IV. Public Comments (not related to agenda)
- V. Old Business
 - A. Commercial Basin Project.....10-11
 - B. Administration Building Bid Award Update.....12
 - C. Team Jefferson/EDC Contract & Scope of Services.....13-21
- VI. New Business
 - A. Approval of Warrants
- VII. Staff Comments
- VIII. Public Comments
- IX. Commissioner Comments
- X. Next Meeting/Workshop: **Wednesday, April 10, 2013. Meeting at 1:00 PM /
Public Workshop at 9:30 AM, Commission Building, 333 Benedict Street, Port
Townsend, WA**
- XI. Executive Session: (pursuant to RCW 42.30.110 (g))
 - A. Executive Director’s Annual Review
- XII. Adjournment

PORT COMMISSION MEETING– March 13, 2013

The Port of Port Townsend Commission met in regular session in the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Erickson, Tucker, Thompson
Executive Director – Crockett
Deputy Director - Pivarnik
Auditor - Khile
Attorney - Lake
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Erickson called the meeting to order at 1:00 PM.

II. APPROVAL OF AGENDA:

The agenda was amended to add Administration Building Bids to the Executive Session.

Commissioner Erickson moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:21):

A. Approval of Meeting Minutes – February 27, 2013

B. Operations Reports – February 2013

Commissioner Thompson moved to approve the Consent Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

None

V. OLD BUSINESS:

A. Airport Rate Discussion (2:03)

Mr. Pivarnik explained this item came about through emails from airport tenant Eric Taylor, questioning of rate inequity at the airport. Mr. Pivarnik stated that Port staff re-measured each hangar and those figures have been filed on record with the County. He explained the Airport Rents chart located in the packet.

Commissioner Erickson invited questions from the airport tenants in the audience.

Airport Hangar Tenants who spoke (refer to audio recording for comments):

Eric Taylor, Marilyn Hoeft, Kent Hoeft, Steve Craig, and Steve Holmes(?). Comments included the \$0.37 spread charged per square foot for hangar leases; the market rate study performed in 2001; CPI and Port Policy rate increases; what is the Port's prevailing square foot charge is at the airport; the high cost of flying and obtaining a pilot's license; infrastructure fees; averaging rates currently charged and re-establishing a new square foot charge for hangars; lease length terms, etc.

Attorney Lake clarified that airport leases qualify for Executive Session discussion if needed.

Commissioner Erickson explained the Commission wishes to stick with lease increases in order to keep up with the costs of running the airport and sees the need to come up with some kind of a rate structure to maintain that income. He asked members of the audience if that is what they would like to see happen. They replied affirmative.

Mr Pivarnik added that he would like to see staff meet with a rep from each hangar to also get their input before any decisions are made.

B. Root Problem Update 57:30):

Mr. Crockett informed that he met with arborist, Katy Bigelow last Friday, to inspect the poplars that line Sims Way. He received her report on Monday. For a temporary fix (maybe 10 years), she recommends cutting the roots and trenching around the building(s) with a barrier. Rot was apparent in some trees. Mr. Crockett stated that these trees appear to be on City property and Ken Clow of the City has been advised that the Port is proceeding with the root cutting and trenching. Ms. Bigelow recommends a plan to replace these trees with a species that will be less troublesome.

C. No Discharge Zone Update (1:00:30):

Mr. Crockett informed that the WA Boating Alliance (WBA) is meeting Thursday (which he will attend) to work on re-wording their letter to DOE on the No Discharge Zone (NDZ) implementation. WA Public Ports Association (WPPA) also wants to send a letter to DOE on WPPA's take of the NDZ.

D. Administration Building Bids (1:06:00):

Mr. Crockett reminded the Port received bids from five companies in last Thursday's bid opening for the Administration Building. Within the required 48-hour time period from bid opening, the Port received a letter of protest from the second lowest bidder on the lowest bidder's submittal. This will be discussed in Executive Session.

E. Commercial Basin Update (1:06:58):

Mr. Pivarnik explained that eleven prospective bidders were present at the mandatory pre-bid meeting. Three respectable contractors later asked why the Port is doing this repair job. They said the docks have exceeded their life span and this is a very expensive band-aid fix. Estimated cost of this project is between \$500K-700K. The contractor's question whether the Port would even get another ten years out of the docks once repaired. Mr. Pivarnik said he and Tike Hillman will continue with the bidding process and will go from there. He added if the Commercial Basin was rebuilt similar to the A/B docks, it would cost about \$1.6M. Mr. Pivarnik believes the Port would have a hard time obtaining a \$1.6M bond.

VI. NEW BUSINESS:

A. Point Hudson Reservation Policy (1:12:18):

Discussion occurred on how to avoid double bookings, how to accommodate groups, and how to streamline procedures. Also discussed was a problem that occurred recently at Point Hudson with two groups requesting moorage space during the same time-frame.

B. Approval of Warrants (1:34:34):

Commissioner Tucker read the warrants, as presented:

Warrant #050632 through #050661 in the amount of \$38,098.75 for Payroll

Warrant #050662 through #050670 in the amount of \$66,355.51 for Payroll Benefits

Warrant #050671 through #050734 in the amount of \$84,263.34 for Accounts Payable

Commissioner Tucker moved to approve the warrants as presented.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

VII. STAFF COMMENTS (1:35:21):

Mr. Crockett explained a discussion he recently had with State Parks on the Port's Fort Worden property. They suggested including the Port's property in the PDA boundary, which exempts parties from possessing a Discovery Pass when entering Fort Worden. Mr. Crockett added that if the PDA fails to be approved, the Port will sit down with State Parks to come up with another solution.

VIII. PUBLIC COMMENTS (1:38:13):

Dave Griswold spoke in support of Mark Grant and Grant Steel Buildings. He said he speaks on behalf of the local trades who would be involved with Mark Grant's project. He had high praise and recommends Mark Grant for his quality work and philosophy.

Mark Grant expressed that his proposal and letters speak for themselves. He talked about the local trades that he would be using as sub-contractors and how this fits in with the Port's mission statement.

IX. COMMISSIONER COMMENTS:

None

X. NEXT MEETING: Next regular meeting will be held Wednesday, March 27, 2013 at 6:30 PM in the new Port Commission building, 333 Benedict Street, Port Townsend.

XI. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:41 PM, pursuant to RCW 42.30.110(g) to discuss the Executive Director's Annual Review, 42.30.110(i) to discuss the Administration Building bid, and 42.30.110(c) airport leases. Duration of one hour to return into public session with action.

XII: RECONVENING OF REGULAR MEETING:

The regular meeting reconvened 3:41 PM.

Commissioner Erickson moved to delegate the Executive Director the authority to (1) provide notice to the presumptive low bidder that the Port determines the bid to be non-responsive, (2) provide an administrative appeal opportunity to the presumptive low bidder, (3) to accept and rule on an appeal by the presumptive low bidder, if any, and (4) to award the bid consistent with the outcome of the appeal process.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

XIII. ADJOURNMENT:

There being no further business to come before the Commission, the meeting adjourned at 3:44 PM.

ATTEST:

David H. Thompson, Secretary

Leif W. Erickson, President

Stephen R. Tucker, Vice President

PORT COMMISSION PUBLIC WORKSHOP – March 13, 2013

The Port of Port Townsend Commission met for the Public Workshop session in the Conference Room, Port Administration Building, 375 Hudson St., Port Townsend, WA

Present: Commissioners –Erickson, Tucker and Thompson
Executive Director – Crockett
Deputy Director - Pivarnik
Auditor – Khile
Minutes – Nelson

I. CALL TO ORDER:

The Workshop was called to order at 9:32 AM.

II. AGENDA:

Refer to attached Workshop agenda for items discussed.

III. ADJOURNMENT:

The Workshop adjourned at 11:14 AM.

ATTEST:

Leif W. Erickson, President

David H. Thompson, Secretary

Stephen R. Tucker, Vice President

**Port of Port Townsend Public Workshop
Wednesday, March 13, 2013, 9:30 AM
Port Commission Building
333 Benedict Street
Port Townsend, WA**

AGENDA

➤ **Jefferson County Farmer Survey 2012 Report**

Laura Lewis, WSU, with the help of Citizens for Local Food will present the survey results to the Port Commission.

➤ **Economic Development Council/Team Jefferson**

The Port Commission received the annual report from EDC/Team Jefferson. The Commission and staff expressed the need to discuss what we expect from EDC/Team Jefferson given the funding level the Port provides.

Note: This is a Public Commission Workshop. The public is invited to attend but no formal comment period is scheduled. The workshop will be followed by the regular Port Commission meeting, which will have a formal public comment period where any topic may be a

PORT COMMISSION SPECIAL MEETING – March 15, 2013

SPECIAL meeting of the Port of Port Townsend Commission held in the new Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Erickson, Tucker, Thompson
Executive Director – Crockett
Deputy Director – Pivarnik
Auditor – Khile
Minutes – Nelson

Absent: Commissioner Erickson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

The meeting was called to order at 4:00 PM by Commissioner Tucker.

II. APPROVAL OF AGENDA:

Commissioner Thompson moved to approve the Special Meeting Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. PUBLIC COMMENTS:

None

IV. CONTRACT AWARD FOR NEW ADMINISTRATION BUILDING:

At the March 13, 2013 Regular Commission Meeting the Commissioners gave the Executive Director the authority to review Primo Construction's appeal of Grant Steel Buildings Letter of Protest, and to render a decision to accept or deny the appeal, and to award the bid consistent with the outcome of the appeal process. He and the Port attorney have reviewed the appeal and Attorney Lake has provided an executive summary. Mr. Crockett discussed the Letter of Protest from Grant Steel Buildings stating that Primo's bid was non-responsive, as they did not state the manufacturer's delivery date of the steel building to the jobsite. The Port also specified for the bidder to provide examples of similar construction with five years of experience, this information was not specified as asked. 3/5 of the other bidders supplied this detailed information. Mr. Crockett is prepared to send a letter to deny the bid project to Primo, and to issue a letter of award to Grant Steel Buildings. He added the contract cannot be signed until after 4:30 PM on March 19, 2013, as Primo has this time to file an injunction if they so choose. Mr. Crockett asked the reps in the audience from Primo and Grant Construction if they have any comments.

Korey Smith from Primo Construction stated their schedule did show the building arrival date. He said they also supplied the Port with a list of projects completed within the past five years. He added that besides an example of a steel building project, they supplied many other project types they've worked on, since all types of construction would be performed in the construction of the Administration Building.

Mark Grant of Grant Steel Buildings reiterated that his letter of protest speaks for itself. Don Dybeck recommended Mark Grant who built him a metal building on time and on budget. He is impressed by Mr. Grant hiring local help.

Mr. Crockett explained how the contractor's hiring of local or out of town companies has no bearing on the selecting of a contractor. Government contracts are chosen by the lowest responsive bidder.

Commissioner Tucker recommends going with the Port attorney's legal advice.

Commissioner Thompson added that Grant Steel Buildings bid was responsive to what the Port asked for and Primo's bid was not.

V. STAFF COMMENTS:

None

VI. PUBLIC COMMENTS:

Jeff Jones asked if it was a State statute regarding hiring locals verses out-of-towners.

VII. COMMISSIONER COMMENTS

None

VIII. NEXT MEETING:

Wednesday, March 27, 2013 at 6:30 PM in the new Commission Building, 333 Benedict Street, Port Townsend, WA.

IX. ADJOURNMENT:

Mr. Crockett stated he would send a cover letter, along with the attachments provided by Attorney Lake, denying the appeal by Primo Construction. He reminded that a contract would not be signed until the late afternoon of March 19, 2013.
The meeting adjourned at 4:13 PM.

Attest:

Absent
Leif W. Erickson, President

David H. Thompson, Secretary

Stephen R. Tucker, Vice President

RESOLUTION NO. 592-13

A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF PORT TOWNSEND, WASHINGTON APPROVING CERTAIN EXPENDITURES FOR REIMBURSEMENT FROM THE PROCEEDS OF DEBT TO BE ISSUED IN THE FUTURE.

Section 1. The Port of Port Townsend, Washington (the "Port") reasonably expects to reimburse the expenditures described herein with the proceeds of debt to be incurred by the Port (the "Reimbursement Bonds").

Section 2. The expenditures with respect to which the Port reasonably expects to be reimbursed from the proceeds of Reimbursement Bonds are for the acquisition, construction and furnishing of a new administrative headquarters for the Port (the "Project").

It is anticipated that a portion of the costs of the Project initially will be paid from the Port's General Fund.

Section 3. The maximum principal amount of Reimbursement Bonds expected to be issued for the Project described in Section 2 is \$800,000 plus allocable costs of issuance.

Section 4. The adoption of this resolution shall not obligate the Port to issue the Reimbursement Bonds. The issuance of the Reimbursement Bonds shall require separate and additional official approval by the Port Commission.

ADOPTED AND APPROVED at a regular meeting of the Commission of the Port of Port Townsend, Washington held this 27th day of March, 2013.

PORT OF PORT TOWNSEND, WASHINGTON

By: _____
Leif W. Erickson, President

By: _____
David H. Thompson, Secretary

By: _____
Stephen R. Tucker, Vice President

CERTIFICATE

I, the undersigned, Secretary of the Port Commission (“Commission”) of the Port of Port Townsend, Washington (the “Port”), DO HEREBY CERTIFY:

1. That the attached Resolution No. 592-13 (the “Resolution”) is a true and correct copy of a resolution of the Port, as finally adopted at a meeting of the Commission held on the 27th day of March, 2013, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a quorum of the Commission was present throughout the meeting and a legally sufficient number of members of the Commission voted in the proper manner for the adoption of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 27th day of March, 2013.

David H. Thompson, Secretary

PORT OF PORT TOWNSEND

MEETING OF: March 27, 2013

AGENDA ITEM: V. Old Business
A. Commercial Basin Project

BACKGROUND:

Port staff conducted the bid opening for the Commercial Basin project on March 21, 2013. See the attached spreadsheet for the results. Orion Marine Construction was the apparent low bidder. As of the writing of this agenda item, Port staff is conducting its due diligence to determine responsive and responsible criteria for the bids.

Staff will make a recommendation to the Commission for awarding of the contract.

Executive Director's Recommendation:

Approve staff's recommendation for awarding the contract for the Commercial Basin project.

Commercial Basin Bid Opening

Expenses	Orion	Pacific Pile	Neptune Marine	Culbertson Marine	Quigg Bros	Manson	Redside
Base Bid	\$ 252,093.00	\$ 328,800.00	\$ 375,000.00	\$ 383,870.00	\$ 393,000.00	\$ 425,500.00	\$ 427,972.00
Sales Tax	22,688.37	29,592.00	33,750.00	34,548.30	35,370.00	38,295.00	38,517.48
Contingency 20%	50,418.60	65,760.00	75,000.00	76,774.00	78,600.00	85,100.00	85,594.40
Unit Cost to install floats	202.00	300.00	200.00	170.00	350.00	282.00	450.00
Construction management	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Total Estimated Expense	\$ 340,401.97	\$ 439,452.00	\$ 498,950.00	\$ 510,362.30	\$ 522,320.00	\$ 564,177.00	\$ 567,533.88
Bid Bond Included	X	X	X	X	X	X	X
Acknowledged 1, 2 & 3	X	X	X	X	X	X	X
Qqualification Statement	X	X	X	X		X	X

PORT OF PORT TOWNSEND

MEETING OF: March 27, 2013

AGENDA ITEM: V. Old Business
B. Administration Building Bid Award Update

BACKGROUND:

To be presented.

Executive Director's Recommendation:

For discussion and direction as appropriate.

PORT OF PORT TOWNSEND

MEETING OF: March 27, 2013

AGENDA ITEM: V. Old Business
C. Team Jefferson/EDC Contract & Scope of Services

BACKGROUND:

In January of 2012, the Port and the Economic Development Council of Jefferson County ("Team Jefferson") entered into a professional services agreement for the provision of economic development services. The period of the agreement was January 1, 2012 to December 31, 2012. Thus, the agreement has now expired.

Team Jefferson remains the designated Associated Development Organization (ADO) for Jefferson County under RCW 43.330. At the February 13 meeting the prospect of entering a contract and scope of services for 2013 was discussed with the Commission. Also discussed was the need to modify the scope of services to reflect specific Port-related tasks to help ensure that tangible benefits are realized by the Port, local workers, businesses, and the public of Jefferson County, as required by RCW 53.08.245.¹

Accordingly, the Scope of Services for the 2013 contract includes the following specific tasks related to the Port of Port Townsend:

- Conducting technical assistance training to the marine trades industries to help local businesses obtain government contracts with federal agencies as well as state and local governments;
- Preparing promotional brochures for Port properties and facilities highlighting available business opportunities;
- Assistance in convening and facilitating an Economic Development Summit to identify actions the public and private sectors can take to improve the economic health of our community.
- Assistance in seeking a long-term lessee willing to redevelop the Landfall site.
- Working with the Port to seek and obtain funding to construct infrastructure that supports local agriculture (e.g., funding for the construction of a cold storage facility to be located on Port land).

Proposed compensation for fulfilling the Scope of Services for the 2013 contract remains the same as 2012: \$25,000 in direct cash support; \$12,000 in-kind support (i.e., rent-free use of the Mahina Yachts Building); for a total compensation package of \$37,000.

As has been the case under the contracts approved for the EDC for both 2011 and 2012, Team Jefferson would continue to make quarterly presentations to the Port, County and community business leaders to describe the progress made in fulfilling the Scope of Services.

Action Requested: Approve the attached Contract and Scope of Services.

¹ RCW 53.08.245 authorizes ports to contract with nonprofit corporations in furtherance of job training and education programs relating to economic development. Economic development programs include programs for job training and placement, pre-apprenticeship training or educational programs associated with port tenants, customers, and local economic development related to port activities.

Port of Port Townsend
Professional Services Agreement
For Associate Development Organization (ADO) Services

THIS AGREEMENT is entered into between the PORT OF PORT TOWNSEND, hereinafter referred to as the "PORT," and the ECONOMIC DEVELOPMENT COUNCIL OF JEFFERSON COUNTY, a Washington State Non-Profit, 501(c)(3) Corporation, hereinafter referred to as "TEAM JEFFERSON," in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. Project Designation. TEAM JEFFERSON is retained by the Port to provide economic development services consistent with RCW 43.330.080 and 53.08.245.
2. Consultant Qualification. TEAM JEFFERSON warrants that it has the required skills to perform the work specified in this agreement.
3. Scope of Services. TEAM JEFFERSON shall provide the services delineated within the Scope of Services, attached, which shall expressly include requirement that Team Jefferson shall submit to the Port annually quantitative information on program outcomes including: The number of workers trained, recruited, and placed in jobs; the types of jobs and range of compensation; the number and types of businesses that are served; and any other tangible benefits realized by the port, the workers, businesses, and the public, as required by RCW 53.08.245.
4. Time and Duration of Agreement. This contract shall be for the period January 1, 2013 through December 31, 2013, unless otherwise terminated (see provision 12 below.)
5. Compensation. TEAM JEFFERSON shall be compensated \$37,000 for services to be provided under this agreement, as follows: \$12,000 in-kind support in the form of reduced rent for commercial office space of approximately 1,200 square feet in size located at 2410 Washington Street in Port Townsend; AND \$25,000 in direct funding support. Payment of the full amount of direct funding support of \$25,000 shall be made by the PORT immediately following approval of this agreement.
6. Compliance with laws. TEAM JEFFERSON shall, in performing the services contemplated by this agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations applicable to the services to be rendered under this agreement.
7. Hold Harmless and Indemnification. TEAM JEFFERSON shall indemnify, defend and hold harmless the PORT, its officers, agents, elected officials and employees, from and against any and all claims, losses or liability, or any portion thereof, including attorneys' fees and costs, arising from any acts, omissions or in any way related to the performance of this contract by TEAM JEFFERSON.
8. Independent Contractor. TEAM JEFFERSON and the PORT agree that TEAM JEFFERSON is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties hereto. TEAM JEFFERSON

shall not be entitled to any benefits accorded PORT employees by virtue of the services provided under this agreement. The PORT 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 TEAM JEFFERSON.

9. Assignment. TEAM JEFFERSON shall not sublet or assign any of the services covered by this agreement without the expressed written consent of the PORT.
10. Drug-Free Workplace Policy. The PORT has adopted a Drug-Free Workplace Policy that the workplace will be a drug free environment conducive to conducting the PORT's business free from unlawful manufacture, distribution, dispensing, possession or use of controlled substances. This policy applies to PORT Commissioners, PORT employees, and contractors conducting business on PORT property.
11. Equal Opportunity Policy. All persons or entities performing work for the Port shall provide equal opportunity to all of its employees and applicants for employment and assure that there is no discrimination on the basis of race, color, region, national origin, sex, sexual orientation, age, marital status, or physical disability unless based upon a bona fide occupational qualification. All persons or entities performing services for the PORT must insure that the foregoing extend to all areas of employment and to all relations with employees including recruitment, selection, placement, compensation, promotion and transfer, training, daily working conditions, awards and benefits, and all other terms and conditions of employment as provided for in state and national laws. TEAM JEFFERSON hereby agrees to abide by applicable regulations during the course of this agreement.
12. Termination. It is agreed that the PORT has the right to terminate this agreement at any time by giving ten (10) days written notice.
13. Integrated Agreement. This agreement together with attachments or addenda, represents the entire and integrated agreement between the PORT and TEAM JEFFERSON and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both PORT and TEAM JEFFERSON.

DATED this 3rd day of April 2013.

TEAM JEFFERSON

PORT OF PORT TOWNSEND

Peter Quinn, Executive Director
TEAM JEFFERSON

Larry C. Crockett, Executive Director

Approved as to Form:

Port Attorney

TEAM JEFFERSON – ADO SCOPE OF SERVICES

I. PROJECT BACKGROUND & UNDERSTANDING

Over the years, Team Jefferson has built a team of qualified professionals supported committed and knowledgeable volunteers that have contributed significantly to the economic successes of our community. We have been Jefferson County's designated Associate Development Organization (ADO) under RCW 43.330, since 2007. As the County's ADO, we have operated under a contract and scope of services with the Washington State Department of Commerce. Recently, Jefferson County again committed to designating Team Jefferson as the ADO for the July 1, 2013 to June 30, 2015 biennium, which will allow us to continue to serve as the point of local contact for economic development activities.

Previously, we have been funded by a combination of state and Jefferson County monies, augmented by generous contributions of space, office infrastructure and staffing by Washington State University's Jefferson County Extension Service. That funding and support model has changed, with state monies being reduced, and Washington State University's support curtailed. Team Jefferson is collaborating with the Port of Port Townsend and Jefferson County to provide ADO services in return for direct financial assistance from these sponsoring jurisdictions.

Team Jefferson understands the need to provide good value to the community, and to document the services it is committed to providing. Accordingly, we intend to fulfill a scope of services that adheres closely to the statutory requirements of RCW 43.330, concentrating our efforts on accomplishing our core mission as an information and technical assistance center and economic development leader by:

- **Providing direct business assistance**, including business planning, to companies who need support to stay in business, expand, or relocate to Jefferson County; and
- **Supporting regional economic research and planning** efforts to implement target industry sector strategies and other economic development strategies (e.g., the Joint Economic Development Strategy), including cluster-based approaches that support increased living standards and increased direct investment in our community.

This Scope of Services (see section IV, below) describes how Team Jefferson will fulfill its core statutory mission as the primary partner in local economic development activities, in a manner that is broadly representative of community and economic interests.

II. INTENDED AUDIENCE

The intended audience for this Scope of Services includes the Port of Port Townsend Port Commission, the Jefferson County Board of Commissioners, the citizens of Jefferson County, the State Department of Commerce, and the business community of Jefferson County.

III. COMMUNICATIONS & PERFORMANCE REPORTS

Team Jefferson believes that frequent, sustained, and clear communication with the sponsoring jurisdictions and the public is necessary to ensure our successful collaboration and responsiveness to community needs. We intend to continue to work together with the Port and County as a team to communicate more frequently and effectively. To this end, Team Jefferson will:

- Meet with the sponsoring jurisdictions (including the Port) in committee to review and preview economic activities and the actions of the organization on no less than a quarterly basis; and
- Meet on a monthly basis with the inter-jurisdictional staff team (including Port staff) to monitor progress in implementing the Joint Economic Development Strategy, share information, and to stay informed of emerging inter-governmental issues as they arise.

Finally, and consistent with our statutory reporting requirements to the Washington State Department of Commerce, we will present and discuss with you our 38 performance measure report once annually, demonstrating the return on investment we provide to the public.

IV. DETAILED SCOPE OF SERVICES

Task #1: Direct Business Assistance

PURPOSE

The purpose of Task #1 is to ensure that Team Jefferson serves as a professional and responsive resource for the Jefferson County business community, and those wishing to join the business community. This task outlines the activities Team Jefferson will undertake in advising and assisting current and potential businesses in growing or locating their business in Jefferson County.

SUBTASKS

Team Jefferson Activities will include the following:

1. Working with the appropriate partners throughout the county, including but not limited to: Jefferson County and the City of Port Townsend; workforce development councils; the Port of Port Townsend; community and technical colleges and higher education institutions; export assistance providers; Washington Manufacturing Services; the Washington State Quality Award Council; small business assistance programs; and other federal, state, and local programs to facilitate the alignment of planning efforts and the seamless delivery of business support services within the entire county.
2. Providing information on state and local permitting processes, tax issues, export assistance, and other essential information for operating, expanding, or locating a business in Jefferson County and Washington State.
3. Marketing Jefferson County and Washington State as an excellent location to expand or relocate a business and positioning Washington as a globally competitive place to grow business, which may include developing and executing regional plans to attract companies from out of state.
4. Working with businesses on site location and selection assistance.
5. Providing business retention and expansion services throughout Jefferson County, including business outreach and monitoring efforts to identify and address challenges and opportunities faced by businesses.
6. Participating in economic development system-wide discussions regarding gaps in business start-up assistance in Washington.
7. Providing or facilitating the provision of export assistance through workshops or one-on-one assistance.
8. Continuing to collaborate in the development and preparation of the Joint Economic Development Strategy for Jefferson County, as follows:
 - a. By attending all meetings as a full participating member;
 - b. Providing technical assistance and serving as the voice of Jefferson County business during the process; and
 - c. Supporting the efforts and outcomes of the shared strategy.
9. Helping to market Jefferson County as an excellent place to locate a business through the following means:
 - a. Reputation and outreach and by being accessible to business interests; and
 - b. Engaging with urban-based organizations to raise awareness of Jefferson County as a place to start a business (e.g., Washington

Technology Industry Association (WTIA), Washington Biotechnology & Biomedical Association (WBBA), Northwest Entrepreneur Network (NWEN) and the Alliance of Angels).

10. Participating in economic development planning and research, as follows:
 - a. By being the key point of contact with State departments in identifying, collecting, interpreting and disseminating relevant research and planning efforts; and.
 - b. By providing forums and conduct focus groups with business interests to identify their needs and priorities. Prepare dynamic reports that effectively communicate them to all jurisdictions and the community at large.

11. Working collaboratively with all jurisdictions to gain and maintain adequate knowledge of available sites available and by assist businesses with site selection and development. To this end, Team Jefferson will serve as first point of contact to businesses, referring them, when appropriate to the relevant agency or jurisdiction to obtain permits and licenses.

12. Partnering with other organizations to improve business support services. To this end, Team Jefferson will work with Jefferson County Chamber of Commerce, Port Townsend Main Street, North Hood Canal Chamber of Commerce to identify activities that will be beneficial to economic growth and determine who will take the lead, with the support of all organizations.

Task #2: Support for Regional Economic Research & Planning Efforts

PURPOSE

The purpose of Task #2 is to engage with business, the community and all jurisdictions to develop, maintain, and interpret research and planning efforts throughout Jefferson County.

SUBTASKS

Team Jefferson Activities will include the following:

1. Participating in regional planning efforts with workforce development councils involving coordinated strategies around workforce development and economic development policies and programs. Coordinating planning efforts will include, but not be limited to, assisting industry clusters in the region.

2. Participating with the state board for community and technical colleges as created in RCW 30 28B.50.050, and any community and technical colleges in

providing for the coordination of the job skills training program and the customized training program within its region.

3. Collecting and reporting data as specified by the contract with the Department of Commerce ("Commerce") for statewide systemic analysis. Commerce must consult with the Washington state economic development commission in the establishment of such uniform data as is needed to conduct a statewide systemic analysis of the state's economic development programs and expenditures. In cooperation with other local, regional, and state planning efforts, Team Jefferson may provide insight into the needs of target industry clusters, business expansion plans, early detection of potential relocations or layoffs, training needs, and other appropriate economic information.
4. In conjunction with other governmental jurisdictions and institutions, participating in the development of a countywide economic development plan, consistent with the state comprehensive plan for economic development developed by the Washington state economic development commission.

Task #3: Port-Related Activities

PURPOSE

The purpose of Task #3 is to ensure that tangible benefits are realized by the Port of Port Townsend, local workers, businesses and the public of Jefferson County as mandated by RCW 53.08.245.

Team Jefferson Activities will include the following:

1. Conducting technical assistance training to the marine trades industries in Jefferson County to help local businesses obtain government contracts with federal agencies as well as state and local governments.
2. Assisting in developing and implementing a marketing and promotional plan for Port properties and facilities that highlights available business opportunities.
3. Assisting in convening and facilitating an Economic Development Summit (i.e., involving the County, City, Port and key business interests) to identify actions that might be taken by both the public and private sectors to improve the economic health of the community.
4. Assisting the Port in identifying and recruiting a long-term lessee willing to redevelop the Port's Landfall site.

5. Working with the Port to seek and obtain funding to construct infrastructure that supports Jefferson County agriculture (e.g., funding for the construction of a cold storage facility that could be located on Port land).

V. ASSURING ALIGNMENT

Upon contract approval, Team Jefferson will meet with Port staff to identify forthcoming projects and initiatives to leverage their resources to accomplish the following objectives:

- Delineate mutually aligned issues; and
- Discuss the individual priorities for the Port of Port Townsend outlined in item #IV. 3, above.

VI. OUTCOMES & BENCHMARKS

In addition to the tasks outlined in Section III, above, Team Jefferson will submit annual quantitative information on outcomes to the Port of Port Townsend (and the other sponsoring jurisdictions) to document the public's return on investment in the program. Such outcomes and benchmarks include, but are not limited to the following:

- Number of workers trained, recruited and placed in jobs;
- Types of jobs and the range of compensation;
- Number and types of businesses that are served;
- Number of jobs created or retained;
- Percentage of jobs created above county annual average wage;
- Number of businesses sited;
- Amount of existing and new tax revenue generated; and
- Any other tangible benefits realized by the Port, the workers businesses and the public.

The quarterly reports to the Department of Commerce will serve as the mechanism for reporting to the Port and other sponsoring jurisdictions, and will satisfy the statutory requirements of both RCW 43.330.080 and 53.08.245.

VII. POINTS OF CONTACT

Peter Quinn	360-379-1360	Managing Director
Marty Gay	360-379-4693	President/Chairman
Casey Reeter	360-379-4693	Vice President

Nothing in this scope of work supersedes or replaces the specific requirement of the RCW.43.330.80 placed upon the ADO by the State of Washington and under whose jurisdiction the Economic Development Council of Jefferson County (Team Jefferson) falls.



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Union Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Union Bank is approved for payment in the amount of \$3,887.74 on this 27th day of March, 2013.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for February, 2013 in the amount of \$3,887.74

Commissioner Leif W. Erickson

Commissioner Stephen R. Tucker

Commissioner David H. Thompson

Amy Khile, Director of Finance and
Administration



State of Washington
 Department of Revenue
 PO Box 47464
 Olympia, WA 98504-7464

February 2013 Combined Excise Tax Return

**161-000-044
 BOAT HAVEN FUEL DOCK
 PORT OF PORT TOWNSEND**

State Business and Occupation Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0004	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	42,751.10	0.00	42,751.10	0.0180	769.52
0002	Retailing	29,003.68	132.62	28,871.06	0.00471	135.98
		71,754.78	132.62	71,622.16		905.50

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000205	Retailing	Motor Vehicle Fuel Tax	132.62
			132.62

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	29,003.68	1,265.55	27,738.13	0.0650	1,802.98
0005	Use Tax	2,723.20	0.00	2,723.20	0.0650	177.01
		31,726.88	1,265.55	30,461.33		1,979.99

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000119	Retail Sales	Motor Vehicle Fuel Sales	1,265.55
			1,265.55

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1601	PORT TOWNSEND	27,738.13	0.0250	693.45
			27,738.13		693.45

Local Use Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0046	1601	PORT TOWNSEND	2,723.20	0.0250	68.08
			<u>2,723.20</u>		<u>68.08</u>

**Lodging Section
Transient Rental Income Information**

Line Code	Location Code	Location Name	Income
0047	1601	PORT TOWNSEND	7,402.69
			<u>7,402.69</u>

Special Hotel/Motel Tax

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0070	1601	PORT TOWNSEND	7,402.69	0.0200	148.05
			<u>7,402.69</u>		<u>148.05</u>

Public Utilities Section

Taxes

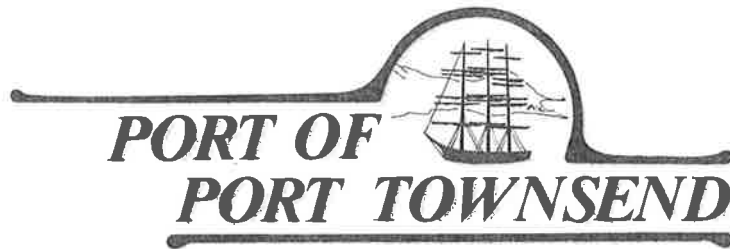
Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0060	Water Distribution	526.50	0.00	526.50	0.05029	26.48
0013	Other Public Service Business	3,436.46	0.00	3,436.46	0.01926	66.19
		<u>3,962.96</u>	<u>0.00</u>	<u>3,962.96</u>		<u>92.67</u>

Summary Section

State Business and Occupation Tax Total	905.50
State Sales and Use Tax Total	1,979.99
Local and Regional Tax Total	761.53
Lodging Tax Total	148.05
Public Utilities Tax Total	92.67
Total Amount Owed	<u>3,887.74</u>
Amount Paid	<u>3,887.74</u>

Additional Information

Confirmation Number	10975493	Person Completing Return	Kathleen J. Hawley
Date and Time Submitted	03/18/2013 11:41:10 AM	Phone Number	(360) 385-0656
Payment Type	EFT Debit	Total Amount Paid	3,887.74
Date To Transfer Payment	March 25 2013	E-Mail Address	kathy@portofpt.com
Date Printed	March 18 2013	Person Authorizing Payment	Kathleen Hawley



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the labor performed and the services provided, as described herein, and that the claims are just and unpaid obligations of the Port of Port Townsend, and that these claims, in Warrant No. 050735 through No. 050761 are approved for payment in the amount of \$40,839.08 on this 27th day of March, 2013.

For: **March 1 – 15, 2013 Payroll**

Commissioner Leif W. Erickson

Commissioner Stephen R. Tucker

Commissioner David H. Thompson

Amy Khile, Director of Finance
and Administration

BANK CODE: W- WARRANTS PAYABLE

CHECK NUMBER	CHECK DATE	EMPLOYEE NUMBER	# NAME	CHECK AMOUNT	GROSS EARNINGS	FED W/H	FICA W/H	MEDICARE W/H	STATE W/H	OTHER TAX	OTHER DED
050735	03/15/13	00-AAS001	1 Aase, Larry M	2,299.42	3,070.33	151.23	183.33	42.88	.00	.00	393.47
050736	03/15/13	00-BEY001	1 Beytebiere, Rhonda K	1,290.79	1,948.79	236.44	112.00	26.19	.00	.00	283.37
050737	03/15/13	00-COU001	1 Counsellor, Shannon K	1,208.28	1,815.44	206.01	103.74	24.26	.00	.00	273.15
050738	03/15/13	00-CRO001	1 Crockett, Lawrence C	3,029.69	4,691.45	1,042.71	290.87	68.03	.00	.00	260.15
050739	03/15/13	00-DEE001	1 Deen,II, James	810.63	1,821.60	207.46	105.91	24.77	.00	.00	672.83
050740	03/15/13	00-FAU001	1 Fauls, Charles	1,346.39	1,901.68	165.94	110.87	25.93	.00	.00	252.55
050741	03/15/13	00-FRE001	1 French, Jean	1,383.53	2,013.44	262.45	124.83	29.19	.00	.00	213.44
050742	03/15/13	00-GAY001	1 Gay, James M.	1,116.35	1,456.40	11.71	83.27	19.47	.00	.00	225.60
050743	03/15/13	00-GRE001	1 Green, John R.	1,319.25	1,950.08	198.98	113.87	26.63	.00	.00	291.35
050744	03/15/13	00-HAW001	1 Hawley, Kathleen J.	1,550.54	2,510.65	302.75	153.31	35.85	.00	.00	468.20
050745	03/15/13	00-HAY001	1 Hayes, Julie	917.92	1,306.99	80.88	74.00	17.31	.00	.00	216.88
050746	03/15/13	00-JOH003	1 Johnson, David K.	1,668.73	2,575.77	232.37	152.67	35.70	.00	.00	486.30
050747	03/15/13	00-KEE001	1 Keena, Travis	1,346.61	2,053.07	291.70	120.26	28.13	.00	.00	266.37
050748	03/15/13	00-KHI002	1 Khile, Amy J.	2,549.07	3,612.50	397.67	223.98	52.38	.00	.00	389.40
050749	03/15/13	00-KHI003	1 Khile, Terry L	1,598.96	2,514.20	246.06	148.85	34.81	.00	.00	485.52
050750	03/15/13	00-LOC001	1 Lockhart, Douglas D	1,340.22	2,808.09	278.70	165.25	38.65	.00	.00	985.27
050751	03/15/13	00-NEL001	1 Nelson, Susan M	1,528.04	2,107.60	205.38	130.67	30.56	.00	.00	212.95
050752	03/15/13	00-NEL002	1 Nelson, Timothy A.	1,093.35	1,676.40	145.88	91.60	21.42	.00	.00	324.15
050753	03/15/13	00-PAR001	1 Parrish, Harlan	1,263.93	1,689.54	143.45	100.96	23.61	.00	.00	157.59
050754	03/15/13	00-PIV001	1 Pivarnik, James M	2,613.59	3,879.19	724.20	238.51	55.78	.00	.00	247.11
050755	03/15/13	00-QUA001	1 Quandt, Timothy	1,237.86	1,634.17	44.91	94.29	22.05	.00	.00	235.06
050756	03/15/13	00-RUB001	1 Ruby, Tami G	1,820.73	2,708.64	259.89	159.09	37.21	.00	.00	431.72
050757	03/15/13	00-SMI002	1 Smith, Sean C.	1,404.50	2,132.25	279.87	123.29	28.83	.00	.00	295.76
050758	03/15/13	00-SNO001	1 Snodgrass, Laura L.	979.21	1,402.40	102.50	79.92	18.69	.00	.00	222.08
050759	03/15/13	00-STA001	1 Stark, Craig	1,268.03	1,920.00	233.85	111.27	26.02	.00	.00	280.83
050760	03/15/13	00-TOE001	1 Toews, Eric R.	1,063.63	1,262.25	100.28	78.26	18.30	.00	.00	1.78
050761	03/15/13	00-WIL001	1 Wiles, Shawn E	1,789.83	2,646.18	307.44	157.03	36.73	.00	.00	355.15
BANK CODE W TOTAL - MANUAL:				0	.00	.00	.00	.00	.00	.00	.00
PRINTED:				27	40,839.08	61,109.10	6,860.71	3,631.90	849.38	.00	8,928.03
DIRECT DEPOSIT:				0	.00						
TOTAL:				27	40,839.08	61,109.10	6,860.71	3,631.90	849.38	.00	8,928.03
REPORT TOTAL - MANUAL:				0	.00	.00	.00	.00	.00	.00	.00
PRINTED:				27	40,839.08	61,109.10	6,860.71	3,631.90	849.38	.00	8,928.03
DIRECT DEPOSIT:				0	.00						
TOTAL:				27	40,839.08	61,109.10	6,860.71	3,631.90	849.38	.00	8,928.03



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the labor performed and the services provided, as described herein, and that the claims are just and unpaid obligations of the Port of Port Townsend, and that these claims, in Warrant No 050762 through No. 050765 are approved for payment in the amount of \$18,428.27 on this 27th day of March, 2013.

For: **Payroll Benefits**

Commissioner Leif W. Erickson

Commissioner Stephen R. Tucker

Commissioner David H. Thompson

Amy Khile, Director of Finance
and Administration

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
050762	3/18/2013	BAN001	Bank Of America 3/15/13PTX	3/15/2013	15,823.27	0.00	15,823.27
							Check Entry Number: 001
050763	3/18/2013	PEJ001	Peninsula Credit Union 3/15/13CU	3/15/2013	1,180.00	0.00	1,180.00
							Check Entry Number: 001
050764	3/18/2013	SPE010	James Speer 3/15/13	3/15/2013	250.00	0.00	250.00
							Check Entry Number: 001
050765	3/18/2013	WA0302	State of Washington 3/15/13DC	3/15/2013	1,175.00	0.00	1,175.00
							Check Entry Number: 001
			Report Total:		<u>18,428.27</u>	<u>0.00</u>	<u>18,428.27</u>



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the labor performed and the services provided, as described herein, and that the claims are just and unpaid obligations of the Port of Port Townsend, and that these claims, in Warrant No. 050766 through No. 050804 are approved for payment in the amount of \$51,282.65 on this 27th day of March, 2013.

For: **Accounts Payable**

Commissioner Leif W. Erickson

Commissioner Stephen R. Tucker

Commissioner David H. Thompson

Amy Khile, Director of Finance
and Administration

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
050766	3/27/2013	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			436975	2/28/2013	327.00	0.00	327.00
			437077	3/1/2013	7.32	0.00	7.32
			437407	3/6/2013	62.75	0.00	62.75
			437867	3/13/2013	8.34	0.00	8.34
			437871	3/13/2013	2.49	0.00	2.49
			437880	3/13/2013	12.99	0.00	12.99
			Check 050766 Total:		420.89	0.00	420.89
050767	3/27/2013	AMB001	AMB Tools & Equipment Co				Check Entry Number: 001
			T295809	3/13/2013	579.08	0.00	579.08
050768	3/27/2013	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			75258	3/1/2013	104.12	0.00	104.12
			75334	3/15/2013	132.33	0.00	132.33
			75335	3/15/2013	28.26	0.00	28.26
			Check 050768 Total:		264.71	0.00	264.71
050769	3/27/2013	ATT001	A T & T				Check Entry Number: 001
			3/13ADMIN	3/1/2013	62.21	0.00	62.21
050770	3/27/2013	BAN005	Bank of America				Check Entry Number: 001
			2/13COMM	2/27/2013	96.00	0.00	96.00
			2/13DEMO	2/5/2013	60.00	0.00	60.00
			2/13LUNCH	2/19/2013	200.00	0.00	200.00
			2/13SAWS	2/21/2013	119.80	0.00	119.80
			Check 050770 Total:		475.80	0.00	475.80
050771	3/27/2013	BIG050	Katy Bigelow - Arborist LLC				Check Entry Number: 001
			3018	3/11/2013	406.25	0.00	406.25
050772	3/27/2013	CAR001	Carl's Building Supply				Check Entry Number: 001
			10550780	3/1/2013	124.10	0.00	124.10
			10550887	3/4/2013	29.41	0.00	29.41
			10551258	3/8/2013	29.53	0.00	29.53
			10551900	3/18/2013	69.59	0.00	69.59
			Check 050772 Total:		252.63	0.00	252.63
050773	3/27/2013	CEN030	CenturyLink				Check Entry Number: 001
			3/13QUIL	3/13/2013	203.22	0.00	203.22
050774	3/27/2013	CEN035	CenturyLink				Check Entry Number: 001
			3/13PHONE	3/27/2013	764.43	0.00	764.43
050775	3/27/2013	CON010	Consolidated Plastics Co. Inc.				Check Entry Number: 001
			7341855	2/27/2013	160.98	0.00	160.98
050776	3/27/2013	DAV060	John or Jenny Davis				Check Entry Number: 001
			630REFUND	3/27/2013	35.83	0.00	35.83
050777	3/27/2013	DMD005	DM Disposal Co. Inc.				Check Entry Number: 001
			3157900	2/28/2013	49.14	0.00	49.14
			3158266	3/1/2013	1,754.58	0.00	1,754.58
			3158272	3/1/2013	76.42	0.00	76.42
			3158273	3/1/2013	621.52	0.00	621.52
			3158276	3/1/2013	38.50	0.00	38.50
			3158280	3/1/2013	3,017.25	0.00	3,017.25
			3158328	3/1/2013	888.04	0.00	888.04
			Check 050777 Total:		6,445.45	0.00	6,445.45
050778	3/27/2013	DRA050	The Drawing Board				Check Entry Number: 001
			13017	3/13/2013	70.85	0.00	70.85
050779	3/27/2013	EDE005	Edensaw Woods, LTD				Check Entry Number: 001
			221407001	3/5/2013	46.82	0.00	46.82
050780	3/27/2013	GAR050	Larry Garrison				Check Entry Number: 001
			REF25167	3/22/2013	150.00	0.00	150.00
050781	3/27/2013	HAD001	Hadlock Building Supply				Check Entry Number: 001
			01011265	3/4/2013	37.89	0.00	37.89
			01011389	3/5/2013	33.07	0.00	33.07
			01011875	3/11/2013	13.06	0.00	13.06
			01012319	3/15/2013	28.53	0.00	28.53
			Check 050781 Total:		112.55	0.00	112.55
050782	3/27/2013	HEN002	Henery Hardware				Check Entry Number: 001
			472215	3/1/2013	18.44	0.00	18.44
			472220	3/1/2013	43.46	0.00	43.46
			472506	3/5/2013	156.44	0.00	156.44
			472637	3/6/2013	7.59	0.00	7.59
			472700	3/7/2013	23.41	0.00	23.41
			472704	3/7/2013	29.59	0.00	29.59
			472713	3/7/2013	8.71	0.00	8.71
			472790	3/8/2013	21.76	0.00	21.76
			472808	3/8/2013	4.35	0.00	4.35
			472977	3/11/2013	23.52	0.00	23.52
			473373	3/15/2013	22.86	0.00	22.86
			473627	3/19/2013	22.36	0.00	22.36
			473666	3/19/2013	16.45	0.00	16.45
			473757	3/30/2013	75.76	0.00	75.76
			Check 050782 Total:		474.70	0.00	474.70
050783	3/27/2013	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
			355796	3/4/2013	13.07	0.00	13.07
			355932	3/6/2013	10.89	0.00	10.89
			Check 050783 Total:		23.96	0.00	23.96

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	Check Entry Number
050784	3/27/2013	HIG050	Highland Seafoods REF64422	3/27/2013	537.47	0.00	537.47	001
050785	3/27/2013	HOC010	Hoch Construction, Inc. COP#15,16	3/11/2013	763.00	0.00	763.00	001
050786	3/27/2013	HOS050	John Hostvedt REF33697	3/27/2013	135.00	0.00	135.00	001
050787	3/27/2013	KHI010	Amy Khile 3/13CHAIRS	3/16/2013	195.35	0.00	195.35	001
050788	3/27/2013	OLY001	Olympic Equipment Rentals Inc 8284	3/15/2013	20.70	0.00	20.70	001
050789	3/27/2013	OLY002	AmSan 283783355 284232139 284232147	3/6/2013 3/13/2013 3/13/2013	687.16 284.90 208.27	0.00 0.00 0.00	687.16 284.90 208.27	001
Check 050789 Total:					1,180.33	0.00	1,180.33	
050790	3/27/2013	PAC005	Pacific Environmental Svc Co 19803	3/11/2013	550.00	0.00	550.00	001
050791	3/27/2013	PIT002	Pitney Bowes Global Financial MR13	3/22/2013	418.92	0.00	418.92	001
050792	3/27/2013	PRO030	Jeff Proctor REF50896	3/27/2013	8.00	0.00	8.00	001
050793	3/27/2013	PUD001	Pud District #1 3/13JCIA	3/13/2013	21.25	0.00	21.25	001
050794	3/27/2013	PUG001	Puget Sound Energy 2/13ELECT2	2/28/2013	30,051.30	0.00	30,051.30	001
050795	3/27/2013	QUI001	Quill Corporation 9845897	2/27/2013	11.98	0.00	11.98	001
050796	3/27/2013	SCF020	S C Fuels 1365	3/19/2013	1,330.56	0.00	1,330.56	001
050797	3/27/2013	SCF020	1190	2/26/2013	1,363.52	0.00	1,363.52	002
050798	3/27/2013	SCF020	1191	2/26/2013	1,066.22	0.00	1,066.22	003
050799	3/27/2013	SCH001	Les Schwab Tires 30782	3/4/2013	2,096.78	0.00	2,096.78	001
050800	3/27/2013	SHO010	Shold Excavating Inc 25537	3/14/2013	60.68	0.00	60.68	001
050801	3/27/2013	SIG020	Sign Station 3113	3/1/2013	250.70	0.00	250.70	001
050802	3/27/2013	SPE001	SOS Printing 46317	3/18/2013	140.07	0.00	140.07	001
050803	3/27/2013	USF001	USF Reddaway, Inc. 7190452	3/11/2013	88.22	0.00	88.22	001
050804	3/27/2013	WES006	Westbay Auto Parts, Inc. 077143 081352 084306 084391	2/12/2013 3/5/2013 3/19/2013 3/20/2013	5.47 28.90 12.40 6.41	0.00 0.00 0.00 0.00	5.47 28.90 12.40 6.41	001
Check 050804 Total:					42.24	0.00	42.24	
Report Total:					51,282.65	0.00	51,282.65	