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**Port of Port Townsend  
2<sup>nd</sup> Monthly Meeting Agenda  
Wednesday, February 25, 2015, 5:30 PM  
Port 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 – February 11, 2015.....1-3
  - B. Write-off Register.....4
  - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
  - A. Retreat Afterthoughts.....5
- VI. First Reading (discussion only)
  - A. Team Jefferson/EDC Contract & Scope of Services.....6-14
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting/Workshop: Wednesday, March 11, 2015. Meeting at 1:00 PM, Workshop at 9:30AM, in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.**
- XII. Executive Session - Pursuant to RCW 42.30.110 (c):
  - A. Real Estate
- XIII. Adjournment

**PORT COMMISSION MEETING-- February 11, 2015**

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

Present: Commissioners – Tucker, Clinefelter and Hanke  
Executive Director – Crockett  
Deputy Director - Pivarnik  
Auditor – Khile  
Planning Analyst - Toews  
Attorney –McCarthy  
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

**Commissioner Tucker moved to approve the Agenda as presented.  
Commissioner Clinefelter seconded the motion.  
Motion carried by unanimous vote.**

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – January 28, 2015

B. Operations Reports – January 2015

C. Approval of Warrants

Warrant #054080 through #054099 in the amount of \$117,064.40 for Payroll & Benefits

Warrant #054100 through #054155 in the amount of \$110,315.35 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$19,038.55 for January 16-31, 2015

Payroll Taxes

Warrant #054056 as a VOID

**Commissioner Hanke 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):

V. SECOND READING (Action Items):

A. Contract with Windridge Solutions (1:41):

Mr. Crockett explained the contract with Keven Elliff (Windridge Solutions) is for a one-year term and is not to exceed \$20K. The primary focus of his scope of work is communications, including newsletters, press releases, articles and notice inserts in billings.

Commissioner Tucker discussed his vision for calendars, such as more in-depth information accessible to the public.

**Commissioner Hanke moved to approve the contract with Windridge Solutions, as presented.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

B. Boat Haven Restrooms (11:51):

Commissioner Tucker invited comments from the public.

George Yount restated his past comments that this is a public port and the Port's mission statement supports the concept of public facilities.

Tom Krug commented on keeping the restrooms open to all.

Mr. Crockett reported the Port has received a few good emails in support of keeping the facilities open to all. He discussed the presented drawing of the restroom remodel and the expense. He reported staff recommends keeping the restrooms as is, by continuing to keeping them clean and functioning.

Commissioner Clinefelter explained the discussion of securing the bathrooms arose from customer complaints of harassment by certain individuals and information received from Port security. Further discussion ensued, including cards vs. coded locks; grant possibilities; and how to improve security during the evening hours.

Mr. Crockett stated the public restrooms and showers is really an issue for the County and City and he would bring it up with them at tomorrow's CEO breakfast meeting. He then suggested to the commission that they carry on this discussion with other elected officials.

After hearing comments from the public, the commission and staff, the consensus of the commission is to keep the restrooms as they are now; open and available to the public.

C. Engineering Services – Capital Facilities Planning (25:28):

Mr. Crockett explained this was discussed at several past meetings and he referred to the engineering support analysis document presented to the commission by Mr. Toews. Mr. Crockett reported that staff's recommendation from the document is Option #3 - to employ a part-time engineer on staff. He explained this would be a less expensive option and would allow more access to the engineer.

Mr. Toews provided a review on the rationale and purpose of an on-staff engineer. He talked about how capital spending in the past was based on immediate needs. This engineering report will enable the commission and staff to have an informed conversation on needs and funding, and will provide information on rate structures.

Mr. Crockett added the report would help determine on whether it makes sense to keep certain structures in the Port's ownership.

Commissioner Clinefelter asked about the twelve to eighteen month term for this project. He and Commissioner Hanke were thinking more along the lines of a six-month time-frame. Mr. Toews provided more detail. Further discussion ensued on the expectations of a structural engineering report and options of employing/contracting with an engineer.

**Commissioner Hanke moved to go with "Option 3" as presented, hiring an on-staff part-time temporary engineer.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (43:00):

Ms. Nelson invited all to attend a retirement celebration for Yard Manager Doug Lockhart Friday, February 27, 2015 at 4:45 PM at the Pour House.

Mr. Toews discussed the Climate Action Committee meeting he will be attending on February 25. The North Olympic Peninsula draft plan will be up for discussion. He explained this plan should assist the Port in making more informed, compatible decisions related to climate adaptation.

Mr. Pivarnik reported staff is working on bid documents for the boat ramp project and hopes to have those out by the first part of March. Plans are to begin construction after the Wooden Boat Festival and have the project completed by the first of November. He also discussed the Port's participation in the February "Gallery Walk". He reported approximately 350 people showed for the Alaskan fishing photography show. He added two other artists have inquired about displaying their marine-related art.

Mr. Crockett reported he would be meeting this Friday with Coast & Harbor in Edmonds to get updates on the boat ramp and the breakwater projects. (Commissioner Hanke volunteered to attend this meeting.) He also discussed a conference call he had with WA Public Ports Association on the Marine Tourism bill, which was introduced in the House and is now in the Senate. He added that the Department of Revenue is having problems with some of the wording.

Mr. Crockett asked Commissioner Hanke if he could attend Quilcene's "All Community Meeting" the end of February. Details are in Linda Herzog's email.

Lastly, Mr. Crockett discussed the agenda for the upcoming retreat. Each commissioner should discuss what he or she want to see accomplished in the next three to five years. Mr. Toews added that if the commission has any changes/additions to the agenda to let staff know so this information can be relayed to facilitator Goldsmith.

Mr. Crockett finished by expressing the probable need for two to four more retreat sessions. He informed that the retreat will be held Monday, February 23, 2015 from 9 AM to 3 PM at the Port Ludlow Inn, One Heron Road.

X. COMMISSIONER COMMENTS (read out of order) (51:31):

Commissioner Clinefelter reported on the recent Port Townsend Marine Trades Association (PTMTA) meeting he attended. He introduced John Zimmer of Palouse Boatworks (who was in the audience) as the new president of the PTMTA. He added that there is some new and positive energy on their board. Commissioner Clinefelter said the Association asked about reestablishing the Strategic Advisory Committee.

Commissioner Hanke reported that the airport is looking good (referring to the AWOS project).

Commissioner Tucker discussed the recent Marine Resource Committee meeting where the Port's Environmental Officer, Al Cairns, gave a talk on the Port's bio char and stormwater projects, along with participation from the mill. He complimented Mr. Cairns and said there was a very large public turnout for this meeting.

IX. PUBLIC COMMENTS (54:24):

Bertram Levy discussed the restroom and explained that yard patrons are a large user group of the facilities, and suggested recording expenses to the Yard account, besides to the Boat Haven account. He recommended supplying GoJo cleaner in the restrooms.

Vigo Anderson expressed his comments on a February 4, 2015 article in the Leader regarding the Port's audit.

XI. NEXT MEETING: Next regular meeting to be held Wednesday, February 25, 2015 at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

XIII. ADJOURNMENT:

The meeting adjourned at 1:57 PM there being no further business to come before the Commission.

(Seattle Boat Show raffle entries were drawn following adjournment, winners listed below)

2 night's moorage at Boat Haven – J. Norman of Brookings, OR

2 night's moorage at Point Hudson – T. Awspach of Lakewood, WA

Round-trip haulout – D. Boyce of Bainbridge Island

ATTEST:

\_\_\_\_\_  
Peter W. Hanke, Secretary

\_\_\_\_\_  
Stephen R. Tucker, President

\_\_\_\_\_  
Brad A. Clinefelter, Vice President

**ACCOUNTS RECEIVABLE  
WRITE-OFF/COLLECTION REGISTER**

**February 25, 2015**

The staff of the Port of Port Townsend recommends that the following accounts be written off and turned in for collection as applicable.

<b>Account Number</b>	<b>Account Name</b>	<b>TYPE</b>		<b>BALANCE</b>
3795	Alexander, Doug	PH RV	A "No Show" charge for an October 2014 reservation. They have been sent statements and a 30 day letter with no response. Recommend doing a write off of the account balance.	<b>\$35.00</b>
1964	Decoteau, Daniel	BH Moorage	Balance due on a June 2014 monthly guest. Statements and letters have been sent with no response. Phone messages have not been returned. Recommend doing a write off of the account balance.	<b>\$59.39</b>
32158	Greenberg, David	BH Moorage	May nightly guest. He left without paying. Statements and letters have been sent with no response. He made a \$20 payment on 8/14/2014 but nothing since. Phone messages have been left but no response. Recommend doing a write off of the account balance.	<b>\$97.00</b>
35066	Hedges, Dean	BH Moorage	9/19/2014 he stayed an extra night and was billed after he left. Statements and letters have been sent. In response to the last letter an email was received where he stated that he refuses to pay the amount due because he feels the nightly charge is "excessive and unreasonable". Recommend doing a write off of the account balance.	<b>\$40.00</b>
16056	Hendon, Shetfield	BH Moorage	He stayed at BH from 8/12-8/20/2014 as a nightly guest and left without paying. Statements and letters have been sent. I spoke to him briefly once and he promised to pay however he did not follow thru on his promise. There has been no further response from him. Recommend doing a write off of the account balance.	<b>\$280.00</b>
33186	Klaar, Kraig	BH Moorage	On 5/13/2014 he stayed the night on the fuel dock and left without paying. Statements and letters have been sent with no response. Phone messages have not been returned. Recommend doing a write off of the account balance.	<b>\$20.00</b>
28502	Osborn, Sean	BH Moorage	On 4/26/2014 the boat was put in the water and stayed a night. He left without paying. Statements and letters have been sent with no response. Phone messages have not been returned. Recommend doing a write off of the account balance.	<b>\$27.00</b>
33122	Peterson, Scott	BH Moorage	5/14/2014 nightly moorage. He left without paying. Statements and letters have been sent with no response. No phone number on file. Recommend doing a write off of the account balance.	<b>\$30.00</b>
33595	Pregnall, Ted	PH RV	A "No Show" charge for a June 2014 reservation. They have been sent statements and a 30 day letter with no response. Recommend doing a write off of the account balance.	<b>\$35.00</b>
22677	Walsh, Christopher	BH Moorage	7/16/2014 he was billed for 2 nights moorage and left with only paying \$20 on the \$60 due. He was sent statements and letters on the \$40 balance due with no response. Phone messages were not returned. Recommend doing a write off of the account balance.	<b>\$40.00</b>

\_\_\_\_\_  
Amy Khile  
Director of Finance & Admin.

\_\_\_\_\_  
Carolyn A. Lake, Goodstein Law Group  
Port Attorney

\_\_\_\_\_  
Larry Crockett  
Executive Director

\_\_\_\_\_  
Stephen R. Tucker  
President

\_\_\_\_\_  
Brad A Clinefelter  
Vice - President

\_\_\_\_\_  
Peter W. Hanke  
Secretary

DATE: \_\_\_\_\_

**PORT OF PORT TOWNSEND**

**MEETING OF:** February 25, 2015

**AGENDA ITEM:** V. Second Reading  
A. Retreat Afterthoughts

**BACKGROUND:**

Do we have any after thoughts on the retreat? Staff will soon start planning the next session. Any ideas, direction, suggestions will help shape the future discussions.

**Executive Director's Recommendation:**

For discussion.

## PORT OF PORT TOWNSEND

**MEETING OF:** February 25, 2015

**AGENDA ITEM:** VI. First Reading  
A. Team Jefferson/EDC Contract & Scope of Services

### **BACKGROUND:**

In December of 2013, 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, 2014 to December 31, 2014. Thus, the agreement has now expired.

Team Jefferson remains the designated Associated Development Organization (ADO) for Jefferson County under RCW 43.330. Consistent with the prior contract, the proposed scope of services reflects 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.<sup>1</sup>

Specifically, the Scope of Services for the 2013 contract includes the following 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 meetings involving the County, City and business interests to identify actions the public and private sectors can take to improve the economic health of our community;
- 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); and,
- Working with the Port to analyze and describe the contribution made by the Port's Point Hudson facility to the local economy, and the potential financial and economic implications of a decision by the Port to fund demolition and replacement of the Point Hudson Jetty.

The proposed compensation for fulfilling the Scope of Services for the 2015 contract is \$25,000 in direct cash support.

As has been the case under prior EDC contracts, 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:** This is a first reading – discussion only.

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<sup>1</sup> 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 March 1, 2015 through December 31, 2015, unless otherwise terminated (see provision 12 below.)
5. Compensation. TEAM JEFFERSON shall be compensated \$25,000 for services to be provided under this agreement, as follows: \$25,000 in direct funding support. Payment shall be made by the PORT in two separate payments, as follows: \$12,500 immediately upon approval of this agreement; and \$12,500 on July 1, 2015.
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 25<sup>th</sup> day of February 2015.

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. In 2013, Jefferson County again designated Team Jefferson as the ADO for the biennium ending June 30, 2015. It is anticipated that this designation will be renewed for the July 1, 2015 to June 30, 2017 biennium, allowing Team Jefferson 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 at least twice over the course of the year; and
- If the process is revived, meet with the inter-jurisdictional staff team (including Port staff) as needed to monitor the progress in developing and implementing a Joint Economic Development Strategy for Jefferson County, 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. 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).
9. 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 conducting 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.
10. 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.
11. 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 meetings 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. 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).
5. Working with the Port to analyze and describe the contribution made by the Port's Point Hudson facility to the local economy, and the potential financial and economic implications of a decision by the Port to fund demolition and replacement of the Point Hudson Jetty.

## 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.

In addition to the above quantitative reporting, Team Jefferson will appear on a quarterly basis before the Port Commission to provide briefings on the progress made in fulfilling the tasks outlined in Section III, Task 3, Port-Related Activities, above.

Together, the quarterly reports to the Department of Commerce and the in-person quarterly briefings to the Port Commission will serve as the mechanisms for satisfying 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.