



# Town of Coupeville

4 NE Seventh ▪ PO Box 725 ▪ Coupeville WA 98239  
360.678.4461 ▪ 360.678.3299 Fax ▪ www.townofcoupeville.org

## TOWN COUNCIL MEETING AGENDA Island County Hearing Room January 13, 2015 6:30 pm

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### CHANGES AND APPROVAL OF AGENDA

### APPROVAL OF MINUTES

- Council Meeting of December 9, 2014

### MAYOR'S REPORT

### AUDIENCE INPUT- See NOTE

### PRESENTATION

- Coupeville School District Superintendent Jim Shank, State of the Schools Address

### NEW BUSINESS

1. **Appointment of Mayor Pro-Tem for January through June 2015** - *Council appoints Mayor Pro-Tem every six months.*
2. **Appointment to Island Transit Board** – *Council appoints a member to the Island Transit Board of Directors annually.*
3. **Approval of Town Attorney Agreement for 2015** – *Mayor recommends approval of the Town Attorney Retainer Agreement for calendar year 2015 with Weed, Graafstra & Benson, Inc.*
4. **Approval of Resolution 15-01, Commercial Internet Banking Agreement allowing ACH transactions**- *Staff recommends approval of Resolution 15-01, Commercial Internet Banking Agreement allowing ACH transactions.*
5. **Approval of Resolution 15-02, repealing Resolution 98-7 and Establishing New Credit Card Procedures**- *Staff recommends approval of Resolution 15-02, repealing Resolution 98-7 and Establishing New Credit Card Procedures.*
6. **Approval of the December 2014 payroll transactions and warrants, and December 31, 2014 A/P transactions and warrants** - *Staff recommends approval of the December 2014 payroll transactions and warrants #30368 to #30400 for a total of \$82,605.95 and December 31, 2014 A/P transactions and warrants #30373 to #30445 for a total of \$108,488.71.*

### DISCUSSION

### AUDIENCE INPUT - See NOTE

### ADJOURNMENT

**NOTE:** Audience Input - This is time set aside for members of the public to speak to the Council about subjects of concern or interest, or items not already set aside for a public hearing. Questions presented may not be answered immediately if all information is not available, but will be responded to as soon as possible. To ensure your comments are recorded properly, you need to state your name and address clearly into the microphone. Please limit your comments to 5 minutes. Input requiring more lengthy comment is best submitted in writing.

**NOTE:** Persons with disabilities requiring elevator access to the Hearing Room, please call twenty-four (24) hours prior to the scheduled event to Clerk-Treasurer (360) 678-4461, ext 7.

**Town of Coupeville  
Regular Council Meeting  
December 9, 2014  
6:30 pm**

Mayor Conard called the Regular Meeting of the Coupeville Town Council to order at 6:30 pm.

**PRESENT:** Mayor Nancy Conard, Councilmembers Bob Clay, Jackie Henderson, Diane Binder, Molly Hughes and Pat Powell.

**STAFF PRESENT:** Clerk Treasurer Kelly Beech.

**CHANGES AND APPROVAL OF THE AGENDA**

The Mayor added a Discussion Item - Comments for the Environmental Impact Statement (EIS) for EA-18G Growler airfield operations at Naval Air Station (NAS) Whidbey Island.

The Mayor removed a Presentation Item - Coupeville School District Superintendent Jim Shank, State of the Schools Address.

**Council Action:** A motion was made by Councilmember Molly Hughes, second by Councilmember Bob Clay, to approve the Agenda as amended. The motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes of the Regular Meeting of November 25, 2014 were approved as submitted.

**MAYOR'S REPORT**

- Mayor Conard shared with the Council that the Town had posted maps identifying areas of potential hazards, at Town Hall, as part of the work the Town is doing with Island County to complete a Hazardous Mitigation Plan. The goal is to have a draft of the plan available in mid-February.
- Mayor Conard attended the Emergency Management Workshop at the Oak Harbor Emergency Operations Center along with many other elected officials from the island.
- Mayor Conard shared that former Councilmember, Larry Cort, is feeling positive and hopeful, and that he is ready to get through his health challenge.
- Mayor Conard and Marshal Rick Norrie volunteered to work at the Gifts from the Heart food drive at Prairie Center and she reported that she met her goal during the drive. It was a huge success.
- Mayor Conard informed the Council that the Whidbey Examiner has posted a slideshow of the Greening of Coupeville festivities on their website, and encouraged everyone to check it out.
- Mayor Conard also informed the Council that the source of the leak at Alexander and Front Street had been discovered and the leak is now fixed.
- Finally, Mayor Conard invited the Council to attend Dan Dalton's retirement party on December 18<sup>th</sup>.

**NEW BUSINESS**

**Approve Agreement for Purchase and Sale of Restrictive Easement on Keystone Hill Property; parcel R13114-250-4610**

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Dianne Binder, to approve the Agreement for Purchase and Sale of Restrictive Easement on Keystone Hill Property; parcel R13114-250-4610. Questions were asked and answered. The motion passed unanimously.

**Approve Contract with AESI for Update to Geotechnical Report for Madrona Way Project**

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Pat Powell, to approve the Contract with AESI for Update to Geotechnical Report for Madrona Way Project. Questions were asked and answered. The motion passed unanimously.

**Approval of Ordinance 718, Amending Ordinance 716 Levying Taxes**

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Dianne Henderson, to approve Ordinance 718, Amending Ordinance 716 Levying Taxes. Questions were asked and answered. The motion passed unanimously.

**Approval of the November 2014 payroll transactions and warrants, and December 9, 2014 A/P transactions and warrants**

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Pat Powell, to approve the November 2014 payroll transactions and warrants #30261 to #30339 for a total of \$71,647.21 and December 9, 2014 A/P transactions and warrants #30340 to #30367 for a total of \$38,887.45. Questions were asked and answered. The motion passed unanimously.

**DISCUSSION**

The Mayor provided an initial draft and Councilmembers proposed changes and additions to a letter regarding the scoping of the Environmental Impact Statement (EIS) for EA-18G Growler airfield operations at Naval Air Station (NAS) Whidbey Island.

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Bob Clay, to approve the Comments for the Environmental Impact Statement (EIS) for EA-18G Growler airfield operations at Naval Air Station (NAS) Whidbey Island with the revisions suggested during the discussion. Questions were asked and answered. The motion passed unanimously.

**ADJOURNMENT: 8:05pm**

Respectfully Submitted:

MAYOR:

\_\_\_\_\_  
Kelly Beech, Clerk Treasurer

\_\_\_\_\_  
Nancy Conard

*A complete audio recording of this meeting is available upon request from the Clerk-Treasurer.*



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**MEMORANDUM from Mayor Nancy Conard** *nc*

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**Date:** January 9, 2015  
**To:** Town Council  
**Re:** Island Transit Appointment

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Attached are the By-Laws for Island County Public Transportation Benefit Area Corporation, more commonly known as Island Transit. As you will read, the Governing Body is a board of five members: 2 elected officials from Island County and one each from Oak Harbor, Coupeville and Langley.

It has been the Town's practice to annually appoint a representative. The By-Laws require the representative to be named by February 1<sup>st</sup> of each year.

The next meeting of the Transit Board is scheduled for Friday, January 16, at 9:30 a.m., therefore I am bringing this item for your consideration and action at the January 13<sup>th</sup> meeting.

**BY-LAWS**  
**OF THE ISLAND COUNTY PUBLIC**  
**TRANSPORTATION BENEFIT**  
**AREA CORPORATION**

**ARTICLE I**  
**NAME, POWERS, RIGHTS AND LIABILITIES**

- SECTION 1.1 Name. The name of the municipality duly established pursuant to the laws of the State of Washington shall be "ISLAND COUNTY PUBLIC TRANSPORTATION BENEFIT AREA CORPORATION" hereinafter referred to as the "Corporation."
- SECTION 1.2 Powers, Rights and Liabilities. By and in the corporate name, the Corporation shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inhere in, municipal corporations of like character and degree. The Corporation shall have all powers possible to have under the Constitution and laws of this State.

**ARTICLE II**  
**THE GOVERNING BODY - BOARD COMPOSITION**

- SECTION 2.1 Board Composition. The governing body of the Corporation shall consist of a Board of five (5) members, all of who shall be elected officials selected by and serving at the pleasure of the governing bodies of the component cities within the area and the County Commissioner in the area. The membership of the Board shall be determined on the following basis:
- a. Two (2) members who are elected officials of the governing body of the County.
  - b. The cities of Oak Harbor, Coupeville, and Langley shall each have one (1) member on the Board.

Each member of the Board shall hold office until his or her successor has been selected as provided herein unless such person has been legally ineligible to hold such position. The City Clerk shall submit annually to the Chairperson of the Board of Directors of Island County Public Transportation Benefit Area Corporation the name of selected representative by February 1st of each year.

**ARTICLE III**  
**DUTIES OF THE BOARD AND BOARD MEETINGS**

- SECTION 3.1 Duties of the Board. The Board of the Corporation shall provide the policy and legislative direction for the Corporation and its administrators. The Board may create such departments or offices as it finds necessary or advisable and may determine the powers and duties of each department or office.

**SECTION 3.2** Board Officers. The majority of the whole membership of the Board shall select a Chairperson and Chairperson Pro Tempore. The Chairperson shall hold office until the first Board meeting in the month of February of each year. These officers may, if re-elected, serve more than one term. The duties of the Chairperson are more specifically set forth in Article IV of the By-Laws.

**SECTION 3.3** Meeting and Meeting Notice.

- a. Regular meetings. The time and place of meetings of the Board shall be established by a Resolution of the Board. Such Resolution may also specify the appropriate notification of such meetings.
- b. Special Meetings. Special meetings may be called at any time by the Chairperson or by a majority of the whole Board. The notification of such meeting must be delivered to each Board member and others requiring notification under the State Statute (RCW 42.30.080) at least twenty four (24) hours before the time of such meeting unless otherwise provided for under the laws of the State of Washington. The requirements of RCW 452.30.080 now and as hereafter amended shall be adhered to regarding such meetings.
- c. Executive Session (Meetings). The Board may hold executive sessions if such sessions are not otherwise prohibited by state statutes.

**SECTION 3.4** Quorum. A majority of all the members of the Board shall constitute a quorum for the transaction of business.

**SECTION 3.5** Parliamentary Procedure. Unless otherwise governed by the provisions of these By-Laws or laws of the State of Washington, Roberts Rules of Parliamentary Procedure shall govern the conduct of all Board meetings. The Chairperson or his/her designee shall be the Parliamentarian.

**SECTION 3.6** Board Acting as a Body. The Board shall act as a body in making its decision and announcing them. No member shall speak or act for the Board without prior authorization of the Board except as otherwise provided for in these By-Laws.

**SECTION 3.7** Records of Board Meetings.

- a. Minutes. The proceedings of the Board Meetings shall be recorded and maintained. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.
- b. Resolution. Every action of the Board of a general or permanent nature and every action otherwise required by state statute shall be by Resolution or motion.

**SECTION 3.8** Committees. The Chairperson, from time to time, may appoint Board members to serve on standing or special committees. At the time of the appointment of such Board members, the Chairperson shall state the objective of the committee and the date upon which a report shall be issued to the Board. The Chairperson shall be an ex-officio of all such committees.

**ARTICLE IV**  
**DUTIES OF THE CHAIRPERSON**

- SECTION 4.1** The Chairperson shall preside at all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Chairperson Pro Tempore shall assume the duties of presiding over the meetings of the Board; provided, however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term.
- SECTION 4.2** The Chairperson shall act as spokesman for the Corporation and shall act as its representative at meetings with other organizations, committees and other such activities unless such representative shall otherwise be authorized by the Board; provided, however, the Chairperson may delegate to any Board member the duty of being a spokesman or representative for the Corporation. The Chairperson or his/her designated Board member acting as a spokesman or representative shall make no pronouncements that will obligate or commit to the Corporation except as provided by these By-Laws or pursuant to the authorization of the Board.
- SECTION 4.3** The Chairperson shall be the chief executive and administrative officer of the Corporation until a Director is selected by and approved by the Board or when the Corporation is without a Director. When the Chairperson is acting as the chief executive and administrator of the Corporation, all persons employed or contracting serve with the Corporation will be selected or discharged by the Chairperson, subject to the approval of the Board.



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**MEMORANDUM from Mayor Nancy Conard** *nc*

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**Date:** January 9, 2015  
**To:** Town Council  
**Re:** Agreement with Town Attorney

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Attached is an agreement with Weed, Graafstra and Benson to provide legal services to the Town as Town Attorney for 2015. Grant Weed and his firm have served the Town since July 2007. We pay no retainer fee; we are billed only when we request service.

The fees for legal service increased last year to \$175, which was the first increase since 2007. The 2015 agreement is at the same rate as 2014.

Our working relationship with Grant Weed and his associates continues to be excellent. They are very responsive to our requests for information, and their experience with municipalities results in fast responses on usual issues and lower costs.

We are able to conduct most of our business by phone, email and postal service, which also controls costs and time for both parties.

I recommend approval of the Town Attorney Agreement as presented.

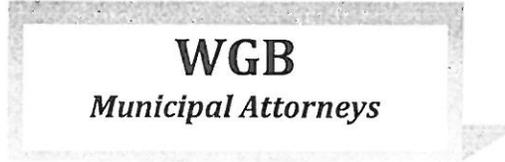
**Recommendation**

Motion to approve the Town Attorney Retainer Agreement for calendar year 2015 with Weed, Graafstra and Benson, Inc.

LAW OFFICES OF  
**WEED, GRAAFSTRA and BENSON, INC., P.S.**

George E. Benson  
Cheryl L. Beyer  
Emily Guildner  
Grant K. Weed

Patrick B. Anderson, Of Counsel  
Thom H. Graafstra, Of Counsel



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December 4, 2014

Mayor Nancy Conard  
Town of Coupeville  
#4 NE 7th Street  
Post Office Box 725  
Coupeville, WA 98239

Re: 2015 Legal Services

Dear Nancy:

Enclosed please find duplicate originals of our proposed City Attorney Retainer Agreement for calendar year 2015. We are proposing no change in our rates or fees. Except for the effective date of the Agreement there are no changes proposed in 2015.

If you are comfortable with the enclosed agreement we ask that you place it on the Council Agenda for action in December. If you have questions, please be sure to contact me.

We very much value the working relationship we have developed with you and the Town and look forward to another successful year in 2015.

Very truly yours,

A handwritten signature in cursive script that reads "Grant".

GRANT K. WEED  
City Attorney

GKW/kkl  
Enclosure

cc: Kelly Beech, Town Clerk (w/encl.)



**TOWN ATTORNEY RETAINER AGREEMENT  
CALENDAR YEAR 2015**

**I - PARTIES/EMPLOYMENT**

The TOWN OF COUPEVILLE (hereinafter "TOWN") agrees to retain the law firm of WEED, GRAAFSTRA AND BENSON, INC., P.S., 21 Avenue A, Snohomish, Washington, and said law firm (hereinafter "TOWN ATTORNEY") agrees to serve as TOWN ATTORNEY on the terms and conditions stated below. The TOWN ATTORNEY shall serve at the pleasure of the Mayor; PROVIDED, that all decisions relative to such employment, or termination of the same, shall be subject to confirmation by a majority vote of the Town Council.

**II - QUALITY OF SERVICES**

The TOWN ATTORNEY shall perform all legal services covered by this contract in a capable and efficient manner, and in accordance with the professional and ethical standards of the Washington State Bar Association.

**III - COMPENSATION**

A. Basic Services: Basic Town Attorney services shall be charged at the rate of \$175.00 per hour and may consist of:

1. Attend or be available by telephone for the two regularly scheduled meetings of the Town Council per month.
2. To provide legal advice to the Mayor, Councilpersons, and administrative heads of the various departments of the TOWN.
3. To prepare such ordinances, resolutions, and instruments as the Mayor, Town Council and department heads may direct, to render legal advice on all civil matters, and to prepare or review such correspondence, contracts, easements, and instruments as may be necessary and appropriate.

B. Additional Services: The TOWN shall pay the TOWN ATTORNEY for the following additional or special legal services at the rate of \$185.00 per hour, or, if said services are performed by a paralegal in the TOWN ATTORNEY's office the same shall be compensated at the rate of \$140.00 per hour:

1. Extra meetings. Attendance, at the request of the Town, at evening meetings of TOWN boards, commissions or committees, except for regular Town Council meetings held twice a month.

2. Local Improvement Districts. All legal services performed in connection with the formation and financing of any LID or ULID (although it is understood that the primary responsibility for this type of legal work will fall under the exceptions referred to in paragraph V below).

C. Litigation. The TOWN shall pay the TOWN ATTORNEY for all superior and appellate court litigation and all administrative hearings of a quasi-judicial nature, except those conducted by the TOWN itself, at the rate of \$195.00 per hour.

D. Time Records. In order to determine appropriate compensation, the TOWN ATTORNEY shall maintain accurate time records, copies of which shall be made available to the TOWN.

E. Time for Payment. The TOWN shall pay all compensation provided herein to the TOWN ATTORNEY on a monthly basis, and within four weeks of the date on which each billing statement is received.

#### **IV - REIMBURSEMENT**

In addition to compensation for the legal services specified above, the TOWN shall reimburse the TOWN ATTORNEY for direct expenses incurred, and costs advanced, including but not limited to court costs, filing fees, witness fees, recording fees, copying expenses at cost, long distance phone calls, library charges for municipal law books, and the cost of travel, a pro-rata share of lodging and tuition relating to meetings of the Association of Washington Cities and Association of Municipal Attorneys. However, ordinary law office operating expenses, such as rent and secretarial services, shall not be compensated or reimbursed.

#### **V - EXCEPTIONS**

This contract shall not cover legal representation relating to insurance defense, the formation and financing of local improvement districts, or other specialized fields where it is agreed by the parties that outside legal counsel should be retained.

**VI - INSURANCE COVERAGE**

To the extent provided by the Washington Cities Insurance Authority, the TOWN shall provide insurance coverage for the TOWN ATTORNEY's errors and omissions, and malpractice, while acting in the capacity of TOWN ATTORNEY, and shall indemnify, defend and hold the TOWN ATTORNEY harmless from any and all claims brought by third parties against the TOWN ATTORNEY in said capacity.

The Town Attorney shall also provide errors and omissions and malpractice coverage with limits of not less than one million (\$1,000,000) dollars coverage and shall indemnify and hold the Town, its officers, agents, employees and elected officials harmless from all claims arising out of the sole negligence of the Town Attorney.

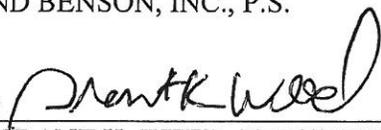
**VII - EFFECTIVE DATE AND DURATION**

This contract shall take effect on and after January 1, 2015 and shall continue in effect until December 31, 2015 unless earlier terminated or renegotiated by either party upon 60 days' written notice. This contract shall also be renegotiable within the final 90 days of calendar year 2015 for the succeeding year. If no such renegotiation is undertaken, this contract shall be renewed automatically for one calendar year upon the same terms and conditions.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

WEED, GRAAFSTRA  
AND BENSON, INC., P.S.

TOWN OF COUPEVILLE

By   
GRANT K. WEED, PRESIDENT

By \_\_\_\_\_  
NANCY CONARD, MAYOR

ATTEST:

By \_\_\_\_\_  
KELLY BEECH, TOWN CLERK



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## STAFF REPORT

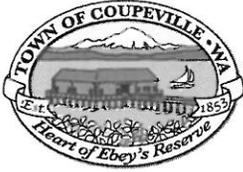
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**DATE:** January 8, 2015  
**TO:** Mayor Conard, Town Council  
**FROM:** Clerk Treasurer, Kelly Beech  
**RE:** Resolution 15-01, Commercial Internet Banking Agreement  
**ATTACHMENTS:** Resolution 15-01

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The Town currently processes payroll through printed warrants. In order to implement a more efficient system, and to expedite the availability of funds for Town employees, we would like to implement direct deposit for monthly payroll and draw checks. Heritage Bank, our current financial institution, requires the Town to enter into formal agreement before we can implement direct deposit as an option.

**Recommendation:** I recommend the council approve Resolution 15-01, authorizing the Mayor to sign the Commercial Internet Banking Agreement and Automated Clearinghouse Agreement, and a Commercial Internet Banking Resolution allowing ACH transactions and Direct Deposit of Payroll to Town employees.



## RESOLUTION NO. 15-01

**A Resolution of the Town of Coupeville, Washington, to authorize a Commercial Internet Banking Agreement and Automated Clearinghouse Agreement, and a Commercial Internet Banking Resolution with Heritage Bank for the purpose of processing payroll via ACH.**

**WHEREAS**, the Town now desires to allow for direct deposit of employee's payroll checks; and,

**WHEREAS**, payroll checks are currently processed through Heritage Bank; and,

**WHEREAS**, Heritage Bank requires the Town to enter into a Commercial Internet Banking Agreement and Automated Clearinghouse Agreement (Exhibit A), and sign a Commercial Internet Banking Resolution (Exhibit B) to allow for ACH transactions;

**NOW, THEREFORE BE IT RESOLVED** that the Town of Coupeville, Washington authorizes its Mayor (or other authorized official) to sign a Commercial Internet Banking Agreement and Automated Clearinghouse Agreement (Exhibit A), and a Commercial Internet Banking Resolution (Exhibit B) with Heritage Bank for the purpose of processing payroll via ACH.

**PASSED** by the Town Council of the Town of Coupeville and **APPROVED** by the Mayor this 13<sup>th</sup> day of January, 2015.

TOWN OF COUPEVILLE

By \_\_\_\_\_  
Nancy Conard, Mayor

ATTEST:

By \_\_\_\_\_  
Kelly Beech, Clerk-Treasurer

Attached: **Exhibit A**, *Commercial Internet Banking Agreement and Automated Clearinghouse (ACH) Agreement*  
**Exhibit B**, *Commercial Internet Banking Resolution*

# Exhibit A

Business  
**CASHMANAGER**  
—  **ONLINE**  
*www.HeritageBankWA.com*

## COMMERCIAL INTERNET BANKING AGREEMENT

### ATTACHMENT 2

## AUTOMATED CLEARING HOUSE (ACH) AGREEMENT

This is an Agreement between you ("Customer" or "you") and HERITAGE BANK ("Bank" or "we", "us", etc...). By instructing us to initiate Debit or Credit Entries on your behalf through our internet banking network, you hereby agree to the following terms and conditions in addition to those contained in our Commercial Internet Banking Agreement:

#### 1. DEFINITIONS

- "Entries" as used in this Agreement means one or more instructions you transmit to us across our internet banking network, by which you request that we transfer funds, process payment orders and make a Debit Entry or a Credit Entry to one or more of your accounts. Where necessary, Debit Entries includes transmission to an automated clearinghouse. Debit Entries include fees and charges applicable to processing a Debit Entry, as provided in this Agreement.
- The "Rules" as used in this Agreement means the rules relating to Corporate Trade Payment Entries of the National Automated Clearing House Association, Operating Rules and Guidelines, as amended from time to time. You and HERITAGE BANK agree to comply with the Rules, and they are incorporated into this Agreement by this reference. Unless otherwise defined in this Agreement, capitalized terms have the meanings provided in the Rules.
- The "Account" means is the following deposit account you maintain with HERITAGE BANK:

ACCOUNT NAME      Town of Coupeville

ACCOUNT NUMBER    957004104

FAX NUMBER        \_\_\_\_\_

We may, without demand, debit the Account for any amount you are obligated to pay to us under this Agreement.

#### 2. ENTRIES BY INTERNET

You may initiate Entries across our internet banking network, and we are willing to act as an Originating Depository Financial Institution (ODFI) with respect to such Entries, as provided in this Agreement.

#### 3. PREPARATION OF ENTRIES

We will prepare Pre-notifications and Entries on the basis of data you transmit to us across our internet banking network or present manually to us. Such data ("Entry Data") shall be in the form, have the content, and be sent to us as described in the ACH Manual provided to you at the time you set up your ACH system. We may change these requirements and the ACH Manual from time to time after thirty (30) days written notice to you. We will have no obligation to act on Entry Data received that does not comply with the foregoing requirements, or to reverse, adjust, or stop payment or posting of any Entry Data received or any Entry prepared from Entry Data not complying with these requirements.

**4. TRANSMITTAL OF ENTRIES AND SETTLEMENT**

Except in the case of Entries initiated to accounts maintained with us ("ON-US Entries"), we will transmit Entries that comply with the requirements provided in this Agreement to our Automated Clearing House and settle for such Entries in accordance with the Rules.

**5. DEADLINE FOR ENTRIES**

Attached as Schedule A to this Agreement is a schedule showing the deadline (the "Bank Deadline") for our receipt of Entry Data prior to the deadline for receipt of Entries by our Automated Clearing House (the "Applicable ACH Deadline"). When we receive Entry Data that complies with the requirements of this Agreement prior to the Bank Deadline, we will transmit the Entries prepared from such Entry Data (other than ON-US Entries) to our Automated Clearing House prior to the Applicable ACH Deadline. When we receive your Entry Data after the Bank Deadline, we will have no obligation to transmit the Entries to our Automated Clearing House before the Applicable ACH Deadline. We may change any Bank Deadline from time to time after thirty (30) days prior written notice to you.

**6. PAYMENT WITH RESPECT TO ENTRIES.**

(a) Credit Entries. You will pay us in immediately available funds the amount of each Credit Entry you transmit to us as Entry Data under this Agreement. Those funds shall be paid to us on the same day as the "Effective Date" of Credit Entry. We will promptly credit the Account with the amount of each rejected Entry.

Customer acknowledges that the Rules make provisional any credit given for an entry until the receiving financial institution crediting the account specified in the entry receives final settlement. If the receiving financial institution does not receive final settlement, it is entitled to a refund from the credited party, and the originator of the entry shall not be deemed to have paid the party.

(b) Debit Entries. We will credit the Account with the amount of each Debit Entry transmitted to us by our Automated Clearing House. Funds shall be credited to your Account on the same day as the "Effective Date" of the Debit Entry. ANY CREDIT ENTRY GIVEN TO YOUR ACCOUNT IS PROVISIONAL UNTIL HERITAGE BANK HAS RECEIVED FINAL SETTLEMENT THROUGH A FEDERAL RESERVE BANK or otherwise final settlement and payment from the Receiving Depository Financial Institution. We are not obligated to make the credit entry to your Account until we have received such final settlement and payment. IF SUCH SETTLEMENT OR PAYMENT IS NOT RECEIVED, HERITAGE BANK SHALL BE ENTITLED TO A REFUND FROM YOU OF THE AMOUNT PROVISIONALLY CREDITED, and the Receiving Depository Financial Institution shall not be deemed to have paid the amount of the Entry. In the event a Receiving Depository Financial Institution, in accordance with the Rules, returns such an Entry after we have provided such credit, you shall, upon demand, repay us the amount of such Entry.

(c) Transaction Maximums. You agree that the total dollar amount of Credit Entries or Debit Entries transmitted by you to us on any one day shall not exceed the ACH Processing Limit set forth on Schedule B for Credit Entries or Debit Entries. We shall notify you of any such entry as provided in Section 8. You may modify any such maximum amount after thirty (30) days written notice to us.

**7. ON-US ENTRIES**

In the case of ON-US Entries, subject to our right to reject any such Entry as provided below, we will credit or debit the appropriate account maintained with us the amount of each ON-US Entry prepared from Entry Data received by us that complies with the requirements provided for in this Agreement. We have the right, in our sole discretion, to reject any ON-US Entry for any reason.

**8. RETURNED OR REJECTED ENTRIES**

We will provide you with notice of the return or rejection of Entries as follows: we will contact you electronically, by telephone or by fax no later than one business day after an Entry has been returned or rejected. We will also post the returned or rejected Entry to the Account, marked on your statement as a rejection or an "ACH Return," and will include the ID number of the person returning or rejecting the Entry and the reason given for return or rejection of the Entry. We may reject any Entry for any reason. We will not be liable to you for the rejection of any Entry because you do not receive such our notice of rejection, or because you do not receive our notice of rejection at an earlier time than that provided in this Agreement. We are not required to pay you interest on a rejected Entry for the period from rejection of the Entry to your receipt of the notice of rejection. We have no obligation to take other action with respect to a rejected or returned Entry.

9. **COOPERATION**  
You and HERITAGE BANK agree to cooperate promptly and fully in the investigation of any claim asserted by any person arising out of this Agreement or the transactions contemplated thereby.
10. **RECEIVER AUTHORIZATIONS**  
Before you initiate the first Entry to a Receiver's account, you must obtain from such Receiver an authorization to initiate one or more Entries to the Receiver's account. Such authorization must comply with the Rules. Each Entry will be subject to such authorization, and you shall initiate no Entry after such authorization has been revoked or the arrangement between you and the Receiver has terminated.
11. **RECORD RETENTION**  
You must retain Receiver authorizations for two (2) years after they are terminated, and other documents related to Entries for a period of two (2) years. You must immediately furnish such authorization and documents to us upon our request.
12. **CANCELLATION AND AMENDMENT OF ENTRIES; REVERSALS.** You will have no right to cancel or amend an Entry after it is delivered to us.
13. **SECURITY PROCEDURES**  
You agree that the purpose of the security procedures described in the Commercial Internet Agreement is to verify the authenticity of Entries transmitted to us in your name and not to detect an error in the transmission of content of any Entry. We have not agreed with you to establish any security procedure for our detection of errors in the transmission of any Entry content. You are solely responsible to establish and maintain procedures to safeguard against unauthorized transmissions. You warrant to us that no individual will be allowed to initiate transfers in the absence of proper supervision and safeguards, and you agree to take reasonable steps to maintain the confidentiality of your security procedures and of any User IDs, PINs, passwords, codes, security devices and related instructions provided you in connection with the security procedures. If you believe or suspect that any such information or instructions are known or have been accessed by unauthorized persons, you agree to notify us immediately.
14. **UNAUTHORIZED ENTRIES**  
An Entry delivered to us across our internet banking network using your User ID and PIN shall be effective as your Entry as provided in this Agreement, even if the Entry was not in fact authorized by you, provided we have accepted the Entry in compliance with the security procedures with respect to such Entry.
15. **AUTHORIZED ENTRIES**  
An Entry delivered to us across our internet banking network transmitted or authorized by you will be effective as your Entry as provided in this Agreement, whether or not we complied with the security procedures with respect to the Entry and whether or not that Entry was erroneous in any respect or any error would have been detected if we had complied with the security procedures.
16. **INCONSISTENT ENTRIES**  
You acknowledge and agree that if an Entry describes the financial institution receiving the Entry (the "Receiver") inconsistently by name and account number, payment of the Entry transmitted by us to a Receiver may be made by the Receiver (or by us in the case of an ON-US Entry) on the basis of the account number even if it identifies a person different from the named Receiver, and that your obligations to pay the amount of the Entry to us is not excused in such circumstances.
17. **TAPES AND RECORDS**  
All magnetic tapes, Entries, security procedures and records used by HERITAGE BANK for transactions contemplated by this Agreement shall be and remain our property. We may, in our sole discretion, make such information available to you upon your request and after the execution of appropriate confidentiality agreements. You agree to pay any expenses incurred in making any such information available to you.

**18. NOTICES**

Except as otherwise provided in this Agreement, any written notice or other written communication required or permitted to be given under this Agreement shall be delivered or sent by United States mail, postage prepaid, and, if to HERITAGE BANK, addressed to:

HERITAGE BANK  
ACH DEPARTMENT  
201 5<sup>th</sup> Ave SW STE 101  
Olympia, WA 98501

We may, from time to time, change this address by a written notice sent to you. Any notice shall be deemed given when so delivered or sent.

**19. FINANCIAL INFORMATION**

We may from time to time request financial records from you in order to evaluate continuation of services under this Agreement and/or to adjust transaction maximums described in Schedule B. You agree to provide such requested financial information to us immediately and in the type and form we request.

**CUSTOMER**

**HERITAGE BANK**

By: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Heritage Bank  
Commercial Internet Banking ACH Agreement  
Schedule A**

---

**DEADLINE FOR ENTRIES**

In order to meet Applicable ACH Deadline windows at The Federal Reserve Bank, the following Bank Deadlines have been established:

1. All Entries must be received by HERITAGE BANK from its Customer, by 2:00pm, two (2) business days prior to the "effective date" of the Entries. Example: Assume that the effective date of the Customer's Entries is Friday the 15th. Entries should then be presented to HERITAGE BANK no later than 2:00pm on Wednesday the 13th. If the "effective date" is Monday the 18th, then entries should be presented to HERITAGE BANK no later than Thursday the 14th. A business day is defined as any day except Saturday, Sunday, or a bank Holiday.

2. Entries meeting the Bank Deadline as stated above will then be credited to Customer's account on the "effective date" of the Entries.

3. All times listed on this schedule are Pacific Standard Time or Pacific Daylight Savings Time, whichever is in effect.

4. According to the National Automated Clearing House Association (NACHA) rules, reversals must take place within five days after the Effective Entry Date of the Entry (ies). Reversals older than five days after the Effective Date are not allowed.

**Schedule B:**

**MAXIMUM DEBIT and CREDIT AMOUNT and TYPE OF TRANSACTION ALLOWED**

According to Section 5 of the Commercial Internet Banking ACH Agreement, HERITAGE BANK agrees not to transmit any debit or credit entries to a Receiver's account that exceeds a preset maximum daily limits established here. The Customer shall approve of exceptions to this rule in advance.

Company will be restricted to transmitting (PPD, CCD) entries and must obtain the Receiver's authorization for such transactions as required in the Rules. Bank reserves the right to audit the company's compliance with the Rules and this agreement. Bank reserves the right to terminate or suspend this agreement for breach of the Rules in a manner that permits the Bank to comply with the Rules. Such termination or suspension does not affect the Bank's rights under this agreement

The maximum DEBIT amount currently set per this Agreement is:

\$ 0.00 Per day.

The maximum CREDIT amount currently set per this Agreement is:

\$ \_\_\_\_\_ Per day.

Schedule A ,B accepted, & training acknowledged by:

Company: \_\_\_\_\_ (Initials) Bank: \_\_\_\_\_ (Initials)

# Exhibit B

Business  
**CASH MANAGER**  
**— ONLINE**  
*www.HeritageBankWA.com*

## COMMERCIAL INTERNET BANKING RESOLUTION

Commercial Customer: Town of Coupeville Account #: 957004104

I, the undersigned, hereby certify to Heritage Bank that I am the \_\_\_\_\_  
(Title)

and designated keeper of the records and minutes of the Commercial Customer identified above; I have full authority to make the representations set forth in these Resolutions on behalf of the Commercial Customer; and that the following is a true and correct copy of Resolutions duly adopted by the Board of Directors (if a corporation), partners (if a partnership), members/managers (if a limited liability company), proprietor (if a sole proprietorship) or other governing authority of the Commercial Customer at a meeting held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at which a quorum was present and acting throughout, or adopted by the written consent of those entitled or required to act to bind the Commercial Customer, and that such Resolutions are in full force and effect and have not been amended or rescinded:

Resolved, that the person executing the Commercial Internet Banking Agreement and Enrollment Form is hereby authorized, on behalf of the Commercial Customer and in its name, to execute and deliver said forms, and to thereby bind the Commercial Customer to Heritage Bank's Commercial Internet Banking Agreement, Automated Clearing House Agreement, and Funds Transfer Agreement (as applicable), as amended from time to time, for the purpose of enabling representatives of the Commercial Customer to obtain account information, perform fund transfers between the Commercial Customer's account(s), and/or to make payments from the Commercial Customer's account(s) through the use of the internet banking network according to the terms and conditions of those Agreements.

Resolved, that each person named on the attached Commercial Internet Banking Agreement and Enrollment Form, acting alone, is hereby authorized to act on the Commercial Customer's behalf in all matters relative to the Commercial Customer's passwords, including but not limited to the right to (i) establish additional User IDs on the Commercial Customer's behalf; (ii) terminate or cancel any/all existing User IDs; (iii) change the Commercial Customer's account(s) associated with User IDs; (iv) change the activity level of an account associated with any User ID; (v) name additional persons who will have maintenance authority over the Commercial Customer's User IDs; (vi) terminate the authority of any person with maintenance authority over the Commercial Customer's User IDs; or (vii) execute and deliver amended or additional agreements with Heritage Bank regarding commercial internet banking services.

Resolved, that the foregoing Resolutions shall remain in full force and effect and the authority herein given to all of said persons shall remain irrevocable as far as Heritage Bank is concerned until three (3) business days after Heritage Bank is notified in writing of the revocation of such authority and that receipt of such notice shall not affect any action taken by Heritage Bank prior thereto.

Resolved, that this authorization supersedes any contrary provision in any resolution, signature card or other document currently on file with Heritage Bank that limits authority over any specific account or over the Commercial Customer's accounts. This authorization shall remain in force and effect notwithstanding any subsequent change in such specific or general account resolution, signature card or related documentation.

In Witness Whereof, and intending to bind the Commercial Customer, I have hereunto subscribed my name as of the date set forth below.

\_\_\_\_\_  
Authorized Signer

Date: \_\_\_\_\_

Business  
**CASH MANAGER**  
—  **ONLINE**  
[www.HeritageBankWA.com](http://www.HeritageBankWA.com)

**COMMERCIAL INTERNET BANKING AGREEMENT AND ENROLLMENT FORM**

By executing this Commercial Internet Banking Agreement and Enrollment Form (the "Agreement"), the Commercial Customer of Heritage Bank (referred to as "you" or "yours") agrees to the following terms and conditions of enrollment in the Internet banking network maintained by Heritage Bank:

**1. AVAILABLE SERVICES**

Bank makes available to Customer, and Customer may elect to use, a variety of Cash Management Products to include the following.

- Balance inquiry
- Transfer of funds between accounts
- Stop payment initiation
- Check copy request
- Access to various reports
- Bill Payment
- Wire Transfers  
(Requires Attachment 1)
- Automated Clearing House  
(Requires Attachment 2)
- Positive Pay  
(Requires Attachment 3)

You agree to pay the following fees for such services: \$12.00 base fee, \$13.00 Wire Transfers capability, \$50.00 Positive Pay, \$25.00 Automated Clearing House capability fee. Our fees do not include, and you are solely responsible for payment of, any sales, use, excise, value added, utility, or other similar taxes relating to the services provided for in this Agreement. We may change the fees schedule from time to time after thirty (30) days written notice to you.

**2. NEW SERVICES**

We may make new services using our Internet banking network available to you from time to time in the future. By using such new services as they become available, you agree to be bound by the terms and conditions contained in this Agreement. Notification of the availability of such new services will be made on Heritage Bank's website: [www.heritagebankwa.com](http://www.heritagebankwa.com).

**3. PERSONAL IDENTIFICATION NUMBER SECURITY**

After you have completed the forms Heritage Bank requires and you have selected a user identification name ("User ID") and a personal identification number ("PIN") for access to the internet banking network, you will be solely responsible for any use of your internet banking User ID and PIN, whether authorized by you or not. You are responsible for implementing and maintaining security procedures and safeguards to prevent unauthorized use of your User ID and PIN. You and your Primary Administrator (as identified in this Agreement) are solely responsible for managing the addition or deletion of any of your authorized users of the internet banking system with access to your User ID and PIN. You authorize Heritage Bank to act on all instructions received under your User ID and PIN. Heritage Bank will rely on instructions received under your User ID and PIN, and will have no duty to further verify the identity of any internet banking system user accessing our internet banking network using your User ID and PIN. You agree that Heritage Bank is not responsible for any damages you may incur as a result of instructions Heritage Bank receives from a user using your User ID and PIN.

You also agree to be liable for any account shortage resulting from charges or overdrafts, whether caused by you or a user with your User ID and PIN. This includes liability for Heritage Bank's costs to collect the deficit including reasonable attorneys' fees. You will also be responsible for any account service charges such as overdraft charges resulting from your use or the use of anyone accessing our Internet banking system using your User ID and PIN. These account service charges may be deducted from your account. A schedule of account service charges is available at any branch. Heritage Bank reserves the right to change the account service charges and other fees applicable to your accounts.

**4. REASONABLE TIME**

You will allow Heritage Bank a reasonable time in which to complete your enrollment after you submit the necessary forms, including your Commercial Internet Banking Resolution, this Agreement, and where applicable the Automated Clearing House (ACH) Agreement and/or the Funds Transfer Agreement. You will allow Heritage Bank a reasonable time in which to process any service requests you make through the Internet banking network.

**5. NOTICES AND STATEMENTS**

The periodic statement issued by Heritage Bank for your accounts will reflect the activities resulting from instructions received using your User ID and PIN. We are not required to and will not provide you any other notice of such activities. You agree to notify us within a reasonable time (not to exceed thirty (30) days after you receive a periodic statement) of any discrepancy between your records and the information in the periodic statement. If you fail to notify us of any such discrepancy within such thirty (30) day period, we will not be liable for any other losses resulting from your failure to give such notice or any loss of interest with respect to activities shown on such periodic statement. If you fail to notify us of any discrepancy within one year of receipt of the periodic statement, you are precluded from asserting such discrepancy against Heritage Bank. You will be deemed to have received any notification or periodic statement on the earlier of the date you actually received it or five days from the date we sent it to you.

**6. REVIEW**

Heritage Bank has the right to monitor and review all banking activity conducted on its Internet banking system. Any such review, however, does not change the rights or obligations of either of us as described in this Agreement.

**7. LIMITATIONS ON LIABILITY AND DAMAGES**

- (a) Heritage Bank IS RESPONSIBLE ONLY FOR PERFORMING THE SERVICES EXPRESSLY PROVIDED FOR IN THIS AGREEMENT AND SHALL BE LIABLE TO YOU ONLY FOR WE FAIL TO USE REASONABLE CARE AND GOOD FAITH IN PERFORMING THOSE SERVICES.
- (b) Heritage Bank IS NOT LIABLE TO YOU OR RESPONSIBLE FOR ANY FAILURE TO PROCESS ANY INSTRUCTION PROVIDED WE ACT WITH REASONABLE CARE AND IN GOOD FAITH. HERITAGE BANK IS NOT LIABLE TO YOU OR RESPONSIBLE FOR ANY ERROR OR DELAY ON THE PART OF ANY THIRD PARTY, INCLUDING THIRD PARTIES USED BY US TO EXECUTE YOUR INSTRUCTIONS OR PERFORM ANY RELATED ACT. WE ARE ALSO NOT LIABLE TO YOU OR RESPONSIBLE FOR ANY ERROR OR DELAY IN EXECUTING ANY INSTRUCTION OR PERFORMING A RELATED ACT DUE TO ANY CAUSE OTHER THAN OUR OWN FAILURE TO EXERCISE REASONABLE CARE.
- (c) Heritage Bank IS NOT RESPONSIBLE FOR YOUR ACTS OR OMISSIONS, INCLUDING ANY ERRORS YOU MAKE IN THE AMOUNT, ACCURACY, OR TIMELINESS OF ANY INSTRUCTION. YOU ARE SOLELY RESPONSIBLE FOR THE DUE AUTHORIZATION OF ANY INSTRUCTION WE RECEIVE FROM ANY PERSON USING YOUR USER ID AND PIN. WE ARE NOT LIABLE TO YOU OR RESPONSIBLE FOR ANY IMPROPER OR UNAUTHORIZED USE OF THE SERVICES
- (d) Heritage Bank IS NOT LIABLE TO YOU OR RESPONSIBLE FOR A FAILURE OR DELAY IN PERFORMANCE OF SERVICES UNDER THIS AGREEMENT WHEN SUCH FAILURE OR DELAY IS DUE TO ANY LEGAL CONSTRAINT, EMERGENCY CONDITIONS, ACT OF GOD, NATURAL DISASTER, FIRE, FLOOD, STORM, STRIKE, LABOR UNREST, WAR, RIOT, POWER FAILURE, INTERRUPTION OF TRANSMISSION OR COMMUNICATION FACILITIES, EQUIPMENT FAILURE OR ANY OTHER CAUSE BEYOND OUR REASONABLE CONTROL.
- (e) Heritage Bank IS NOT LIABLE TO YOU OR RESPONSIBLE FOR ERRORS IN TRANSMISSION OF INSTRUCTIONS ACROSS THE INTERNET.
- (f) Heritage Bank IS NOT LIABLE TO YOU OR RESPONSIBLE FOR ANY LOSS, PROPERTY DAMAGE OR BODILY INJURY CAUSED BY ANY EQUIPMENT, SOFTWARE, INTERNET BROWSER OR INTERNET SERVICE PROVIDER YOU USE TO ACCESS OUR INTERNET BANKING NETWORK.
- (g) Heritage Bank's LIABILITY, IF ANY, SHALL BE LIMITED TO GENERAL MONETARY DAMAGES NOT TO EXCEED THE INTEREST ON THE AMOUNT TRANSFERRED OR THE AMOUNT WHICH WAS DELAYED, WHICHEVER IS APPLICABLE, FROM THE BUSINESS DAY OF RECEIPT OF AN INSTRUCTION UNTIL WE EXECUTED THAT INSTRUCTION. IN THE EVENT OF A TRANSFER OF AN ERRONEOUS AMOUNT, OUR LIABILITY WILL BE LIMITED TO A REFUND OF THE AMOUNT TRANSFERRED IN ERROR, PLUS INTEREST FROM THE DATE OF THE TRANSFER UNTIL THE DATE OF THE REFUND, BUT NOT TO EXCEED SIXTY DAYS.

- (h) IN NO EVENT SHALL Heritage Bank BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE OR INDIRECT LOSS OR DAMAGE WHICH YOU MAY INCUR OR SUFFER IN CONNECTION WITH THIS AGREEMENT, EVEN IF Heritage Bank HAVE BEEN ADVISED OF THE POSSIBILITY THEREOF, INCLUDING WITHOUT LIMITATION, LOSS OR DAMAGE FROM SUBSEQUENT WRONGFUL DISHONOR RESULTING FROM Heritage Bank's ACTS OR OMISSIONS PURSUANT TO THIS AGREEMENT, AND INCLUDING ATTORNEY FEES OR COSTS.

8. **INDEMNITY**

You agree to indemnify and hold Heritage Bank and our officers, directors, employees, agents, representatives, insurers and assigns harmless from and against any and all claims, damages, losses, expenses, demands, penalties and suits (including without limitation, attorneys' fees, court costs and other litigation-related expenses) of any person or entity in any way related to or arising out of or from:

- (a) Failure to maintain the confidentiality of your account information, User IDs and PINs;
- (b) Except for access caused by wrongful conduct of Heritage Bank, any access to your accounts by a person (i) who has not been entrusted at any time to act for you with respect to our internet banking network, or (ii) who obtained access to your account information, User IDs and PINs or (iii) who obtained, from a source controlled by you information facilitating breach of your security procedures, regardless of how the information was obtained;
- (c) Any error with respect to your instructions, including, but not limited to, an error with respect to the amount subject to your instruction, the identity of the recipient, the account number or other identifying number of the recipient, or a duplicate instruction;
- (d) Any error in transmission across the internet;
- (e) Any violation by you or your authorized representative of any applicable Federal, State or local law, rule, order, regulation or ordinance relating to the services;
- (f) Misconduct by any of your officers, employees and agents, if any, including any deliberate acts of vandalism, theft or embezzlement;
- (g) Your breach of any provision of this Agreement or other agreements with Heritage Bank;
- (h) Any other act or omission by you, your authorized representative or any other person other than Heritage Bank.

9. **TRANSFERS FROM SAVINGS ACCOUNTS**

In connection with any of your savings accounts, during the period of any periodic statement you may not make more than six (6) withdrawals from your savings account or transfers from your savings account to another financial institution account of yours or to a third party by means of pre-authorized or automatic transfer or telephone order or other instruction including our internet banking network. No more than three (3) of the six (6) transfers to a third party may be made by check, draft, debit card or similar order. If you exceed these transfer limitations, Heritage Bank may close your savings account or transfer your savings account balance to a transaction account. There is no limit on the number of savings account transactions you may make in transfers to any loan account with Heritage Bank, or by transfers to another financial institution account of yours or withdrawals when such transfer or withdrawal is initiated in person, by mail, or at an ATM.

10. **INTEREST**

If we become liable to you for interest compensation under this Agreement or applicable law, the interest will be calculated on the basis of the average Federal Funds rate at the Federal Reserve Bank of San Francisco for each day of the period involved computed on the basis of a 365-day year and will be paid to you (1) by direct payment of cash, or (2) by providing a balance earnings credit to your account with us.

**11. GOVERNING LAWS**

This Agreement will be governed by and interpreted in accordance with federal law and regulation, and to the extent no such applicable federal law or regulation exists, by the laws of the State of Washington.

**12. ENTIRE AGREEMENT**

This Agreement, together with any account agreements and account disclosure statements and (where applicable) the Automated Clearing House (ACH) Agreement and/or the Funds Transfer Agreement, are the complete and exclusive statement of the final agreement between you and Heritage Bank with respect to our internet banking network, and this Agreement supersedes any prior negotiations, representations and agreement between us with respect this network. This Agreement may not be contradicted by evidence of prior, contemporaneous or subsequent oral agreements between us. There are no unwritten oral agreements between us.

**13. ASSIGNMENTS**

You may not assign this Agreement or any of the rights or duties under this Agreement to any person without our prior written consent. Heritage Bank may assign this Agreement or subcontract any services to be performed under this Agreement.

**14. BINDING AGREEMENT AND BENEFIT**

This Agreement shall be binding upon and inure to the benefit of you and Heritage Bank, our respective legal representatives, successors, and permitted assigns. This Agreement is not for the benefit of any other person, and no other person shall have any right against Heritage Bank or you under this Agreement.

**15. WAIVER**

No waiver of any provision of this Agreement shall be binding unless such waiver is in writing and signed by the party alleged to have waived such provision. No failure or delay by either of us in exercising any right, power or remedy under this Agreement will operate as a waiver of any such right, power or remedy. Any waiver by us of any default shall not operate as a waiver of any other default.

**16. ARBITRATION**

Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be resolved by arbitration in accordance with the provisions of R.C.W. Chapter 7.04, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction over the parties.

**17. ATTORNEY FEES**

In the event of a dispute between any of the parties to this Agreement, the losing party shall pay the prevailing party reasonable attorneys' fees, costs of litigation, arbitration, mediation, or other dispute resolution process, costs of investigation, and costs of appeal.

**18. AMENDMENT**

Heritage Bank may amend any part of this Agreement, including any schedule hereto, from time to time after 30 days written notice to you.

**19. TERMINATION**

Heritage Bank reserves the right to discontinue the Internet banking network or any of the services described in this Agreement. You or Heritage Bank may terminate this Agreement at any time by giving written notice to the other party. Notwithstanding such termination, this Agreement shall remain in force and effect as to all transactions that shall have occurred prior to the date of termination.

**20. US LAW**

The U.S. Treasury Department's Office of Foreign Assets Control (OFAC) administers economic sanctions and embargo programs that require that assets and transactions involving the interests of target countries, target country nationals, and other specifically identified companies and individuals ("blocked parties") be frozen. All of the programs administered by OFAC involve declarations of national emergency by the President of the United States.

Like other payment mechanisms, the internet banking network is subject to compliance with OFAC regulations. All U.S. citizens and permanent resident aliens, companies located in the U.S., overseas branches of U.S. companies, and, in some cases, overseas subsidiaries of U.S. companies come under OFAC jurisdiction. This means that you need to be aware that you may be held accountable for violations of OFAC sanctions and must understand your compliance obligations.

You must be aware that you are subject to applicable U.S. law when initiating transaction using our Internet banking network. This includes, among other things, that you must not violate OFAC-enforced sanctions, and that you are not acting on behalf of, or transmitting funds to or from, any party subject to such sanctions. You should be aware that you will be held to an obligation to transact only lawful activities under this Agreement. You are strongly encouraged to obtain Specially Designated National (SDN) and other compliance information directly from OFAC. OFAC's Compliance web site <http://www.ofacompliance.com/>

**21. CONFIDENTIALITY**

You agree that you will have access to certain confidential information regarding our execution of Entries, the Security Procedures and the services contemplated by this Agreement. You will not disclose any such confidential information to third parties without our written consent.

**CUSTOMER**

**Heritage Bank**

By: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ENROLLMENT FORM**

This Enrollment Form is part of this Agreement regarding your use of Heritage Bank's Internet banking network.

**APPOINTMENT OF PRIMARY ADMINISTRATORS:**

You hereby appoint, and Heritage Bank is hereby authorized to establish and issue separate User IDs and initial PINs (which may be changed upon initial access to the financial institution's internet banking network) for the following Primary Administrator who have maintenance authority over your User IDs.

Name: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

**AUTHORIZATION TO ISSUE USER IDS:**

At the direction of the person named above as your Primary Administrator, or at the direction of any person named as your Primary Administrator in the future, you hereby authorize Heritage Bank to issue one or more User IDs and initial PIN for use with Heritage Bank's internet banking network, as set forth in this Agreement.

**ACKNOWLEDGMENT:** By signing below, you acknowledge receipt of and agreement to be bound by the terms of this Agreement and this Enrollment Form.

Commercial Customer Name: Town of Coupeville

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

The following Tax Id number will be set up on Cash Manager Online. All accounts associated with this Tax ID and agreement will be set up Online.

TAX ID #91-6001418

\_\_\_\_\_



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## STAFF REPORT

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**DATE:** January 8, 2015  
**TO:** Mayor Conard, Town Council  
**FROM:** Clerk Treasurer, Kelly Beech  
**RE:** Resolution 15-02, Credit Card Procedures  
**ATTACHMENTS:** Resolution 15-02, Credit Card Policies and Procedures 1502-P

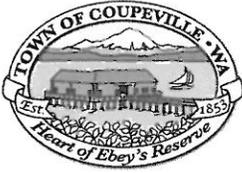
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The State Auditors made the following recommendation during our exit conference in December 2014:

*We recommend the Town resolution, policies and procedures agree to provide clear guidance for Town employees. We also recommend the Town strengthen controls over credit card expenditures to ensure compliance with its established guidance.*

I believe Resolution 15-02 not only fulfills the Auditor's recommendations, it adheres to RCW 43.09.2855 governing the use of credit cards:

- (1) Local governments, including counties, cities, towns, special purpose districts, municipal and quasi-municipal corporations, and political subdivisions, are authorized to use credit cards for official government purchases and acquisitions.
- (2) A local government may contract for issuance of the credit cards. – *Resolution 15-02*
- (3) The legislative body shall adopt a system for:
  - (a) The distribution of the credit cards; - *Resolution 15-02*
  - (b) The authorization and control of the use of credit card funds; - *Credit Card Policies and Procedures 1502-P*
  - (c) The credit limits available on the credit cards; - *Credit Card Policies and Procedures 1502-P*
  - (d) Payment of the bills; and - *Credit Card Policies and Procedures 1502-P*
  - (e) Any other rule necessary to implement or administer the system under this section. – *Resolution 15-02*
- (4) As used in this section, "credit card" means a card or device issued under an arrangement pursuant to which the issuer gives to a card holder the privilege of obtaining credit from the issuer.
- (5) Any credit card system adopted under this section is subject to examination by the



state auditor's office pursuant to chapter 43.09 RCW.

(6) Cash advances on credit cards are prohibited - *Credit Card Policies and Procedures 1502-P*

**Recommendation:** I recommend the council approve Resolution 15-02 repealing Resolution 98-7 and Establishing New Credit Card Procedures



## RESOLUTION NO. 15-02

**A RESOLUTION of the Town Council of the Town of Coupeville, Island County, Washington; repealing Resolution 98-7 and Establishing New Credit Card Procedures.**

**WHEREAS**, the legislature has found the use of credit cards is a customary and economical business practice to improve cash management, reduce costs and increase efficiency, and that local governments should consider and use credit cards when appropriate; and,

**WHEREAS**, RCW 43.09.2855 requires that any town which contracts for the issuance and use of credit cards adopt policies governing the authorization and control of the cards; and,

**NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:**

**Section 1 – Authorization**

The Town Council hereby authorizes the Mayor to contract for issuance of credit cards from a financial institution as necessary.

**Section 2 – Restrictions on Use**

- 1) Credit cards may be distributed and used according to Credit Card Policies and Procedures #1502-P.
- 2) The Mayor and Clerk Treasurer are authorized to adopt any additional procedures and policies necessary to regulate, manage and track the use of credit cards.

**PASSED** by the Town Council of the Town of Coupeville and **APPROVED** by the Mayor this 12<sup>th</sup> day of August, 2014.

TOWN OF COUPEVILLE

By \_\_\_\_\_  
Nancy Conard, Mayor

ATTEST:

By \_\_\_\_\_  
Kelly Beech, Clerk-Treasurer



## Credit Card Policies and Procedures

### Objectives

1. To allow Town of Coupeville personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel and supplies.
2. To improve managerial reporting related to credit card purchases.

### Policies

1. Town of Coupeville credit cards will be issued to staff, only with approval of the Mayor. Credit limits will also be determined by the Mayor prior to issuance.
2. Credit cards will only be used for business purposes. Personal purchases of any type are not allowed.
3. The following purchases are not allowed:
  - Alcoholic beverages/tobacco products
  - Capital equipment and upgrades over \$5,000
  - Construction, renovation/installation
  - Controlled substances
  - Items or services on term contracts
  - Maintenance agreements
  - Personal items or loans
  - Purchases involving trade-in of Town of Coupeville property
  - Rentals (other than short-term autos)
4. Cash advances on credit cards are *not* allowed.
5. Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

### Procedures

1. Detailed receipts must be retained and submitted within two weeks of the purchase. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
2. All receipts submitted for payment must include the signature of the approving staff member and the date of approval, and the appropriate account number(s) and the associated amounts clearly written on the receipt or attachment.



## TOWN OF COUPEVILLE CARDHOLDER AGREEMENT

I, \_\_\_\_\_, hereby acknowledge receipt of the following  
credit card: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(type of credit card) (credit card number)

I acknowledge receipt of said Agreement and Policies/Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the Town of Coupeville and that the Town of Coupeville will be liable to Whidbey Island Bank VISA for all charges made on this card.

I will strive to obtain the best value for the Town of Coupeville when purchasing merchandise and/or services with this card.

As a holder of this Town of Coupeville card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Town Clerk-Treasurer or Mayor, upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the Town of Coupeville will be entitled to reimbursement from me of such purchases. The Town of Coupeville shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

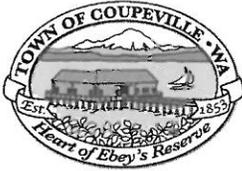
Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Cardholder)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Town Clerk-Treasurer)

Accounting Department use only:

Date \_\_\_\_\_ Amount approved \$ \_\_\_\_\_

Signature \_\_\_\_\_  
(Town Mayor)



**TOWN OF COUPEVILLE**  
Coupeville, Washington

**PAYROLL & A/P VOUCHER APPROVAL**

for  
Council Meeting of January 13, 2014

Payroll transactions and Voucher Numbers: 30368 to 30400 as attached; for a total of \$82,605.95

A/P transactions and Voucher Numbers: 30373 to 30445 as attached; for a total of \$108,488.71

STATE OF WASHINGTON )

) §

COUNTY OF ISLAND )

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Town of Coupeville and that we are authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Clerk-Treasurer

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council Member

- Approved by Council
- Approved by Council with the following exceptions/instructions:

\_\_\_\_\_  
\_\_\_\_\_

**Reasons for break in sequence:**

| <u>Date</u>     | <u>Warrant No.</u> | <u>Reason</u>   |
|-----------------|--------------------|---|
| <u>12/31/14</u> | <u>30401</u>       | <u>This was a reprint of Warrant #30084, approved in September 2014</u> |
| _____           | _____              | _____   |
| _____           | _____              | _____   |

**RECOMMENDATION:**

A motion to approve the December 2014 payroll transactions and warrants #30368 to #30400 for a total of \$82,605.95 and December 31, 2014 A/P transactions and warrants #30373 to #30445 for a total of \$108,488.71.

# Payroll Register

Fiscal: 2014

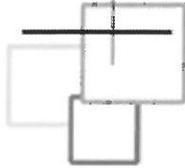
Deposit Period: 2014 - December

Check Period: 2014 - December - December Expenses, 2014 - December - Manual

| Number                              | Name                          | Print Date        | Clearing Date | Amount             |
|-------------------------------------|-------------------------------|-------------------|---------------|--------------------|
| <b>Whidbey Island Bank/Heritage</b> |                               |                   |               |                    |
| <b>Check</b>                        | <b>9991111111</b>             |                   |               |                    |
| 30368                               | LaRue, William                | 12/15/2014        | 12/19/2014    | \$1,889.33         |
| 30369                               | Lynn, Jesse                   | 12/15/2014        | 12/19/2014    | \$1,300.00         |
| 30370                               | Riepma, Kelly R.              | 12/15/2014        | 12/19/2014    | \$1,600.00         |
| 30371                               | Vinsant, Paul                 | 12/15/2014        |               | \$1,000.00         |
| 30372                               | Wadlington, Jimmy R.          | 12/15/2014        | 12/19/2014    | \$1,400.00         |
| 30380                               | Abney, Bonnie M.              | 12/31/2014        |               | \$523.25           |
| 30381                               | Beech, Kelly                  | 12/31/2014        | 12/31/2014    | \$3,852.16         |
| 30382                               | Cane, Gregory R.              | 12/31/2014        |               | \$2,296.39         |
| 30383                               | Conard, Nancy I.              | 12/31/2014        |               | \$3,154.79         |
| 30384                               | Dalton, Daniel D.             | 12/31/2014        | 12/31/2014    | \$9,448.58         |
| 30385                               | Heatherly, Lisa M.            | 12/31/2014        |               | \$429.96           |
| 30386                               | LaRue, William                | 12/31/2014        |               | \$2,808.13         |
| 30387                               | Lynn, Jesse                   | 12/31/2014        |               | \$1,676.70         |
| 30388                               | Mater, Shelly R               | 12/31/2014        |               | \$1,550.97         |
| 30389                               | Oswald, Eric M.               | 12/31/2014        |               | \$1,817.29         |
| 30390                               | Riepma, Kelly R.              | 12/31/2014        |               | \$2,533.65         |
| 30391                               | Vinsant, Paul                 | 12/31/2014        |               | \$2,558.75         |
| 30392                               | Wadlington, Jimmy R.          | 12/31/2014        |               | \$1,461.60         |
| 30393                               | White, Ellen Morley           | 12/31/2014        |               | \$139.55           |
| 30394                               | Wilsey, Laurel                | 12/31/2014        |               | \$1,444.93         |
| 30395                               | AFLAC Remittance Processing   | 12/31/2014        |               | \$88.38            |
| 30396                               | AWC Employee Benefit Trust    | 12/31/2014        |               | \$9,960.51         |
| 30397                               | Dept of Labor & Industry      | 12/31/2014        |               | \$2,088.07         |
| 30398                               | Dept of Retirement - Def Comp | 12/31/2014        |               | \$1,807.24         |
| 30399                               | Dept of Retirement Systems    | 12/31/2014        |               | \$7,632.32         |
| 30400                               | Town Of Coupeville            | 12/31/2014        |               | \$605.62           |
| EFT - Payroll Taxes                 |                               | 12/23/2014        |               | \$17,537.78        |
|                                     | <b>Total</b>                  | <b>Check</b>      |               | <b>\$82,605.95</b> |
|                                     | <b>Total</b>                  | <b>9991111111</b> |               | <b>\$82,605.95</b> |
|                                     | <b>Grand Total</b>            |                   |               | <b>\$82,605.95</b> |

| Number                                       | Amount              |
|--|---------------------|
| Total 30373                                  | \$171.77            |
| Total 30374                                  | \$2,228.00          |
| Total 30375                                  | \$122.84            |
| Total 30376                                  | \$177.00            |
| Total 30377                                  | \$8,728.17          |
| Total 30378                                  | \$1,384.57          |
| Total 30379                                  | \$41.45             |
| Total 30402                                  | \$304.37            |
| Total 30403                                  | \$620.99            |
| Total 30404                                  | \$339.18            |
| Total 30405                                  | \$9,380.81          |
| Total 30406                                  | \$198.00            |
| Total 30407                                  | \$265.00            |
| Total 30408                                  | \$1,029.70          |
| Total 30409                                  | \$247.21            |
| Total 30410                                  | \$1,200.00          |
| Total 30411                                  | \$135.00            |
| Total 30412                                  | \$32.87             |
| Total 30413                                  | \$15,505.13         |
| Total 30414                                  | \$632.55            |
| Total 30415                                  | \$2,346.88          |
| Total 30416                                  | \$461.87            |
| Total 30417                                  | \$5,123.38          |
| Total 30418                                  | \$1,891.50          |
| Total 30419                                  | \$8,838.54          |
| Total 30420                                  | \$89.20             |
| Total 30421                                  | \$255.45            |
| Total 30422                                  | \$620.36            |
| Total 30423                                  | \$388.85            |
| Total 30424                                  | \$4,340.00          |
| Total 30425                                  | \$122.26            |
| Total 30426                                  | \$186.25            |
| Total 30427                                  | \$185.15            |
| Total 30428                                  | \$647.22            |
| Total 30429                                  | \$1,449.60          |
| Total 30430                                  | \$56.11             |
| Total 30431                                  | \$2,402.14          |
| Total 30432                                  | \$40.00             |
| Total 30433                                  | \$329.86            |
| Total 30434                                  | \$257.31            |
| Total 30435                                  | \$103.27            |
| Total 30436                                  | \$1,600.00          |
| Total 30437                                  | \$18,095.91         |
| Total 30438                                  | \$10.32             |
| Total 30439                                  | \$4,518.88          |
| Total 30440                                  | \$712.18            |
| Total 30441                                  | \$4,411.52          |
| Total 30442                                  | \$3,247.22          |
| Total 30443                                  | \$1,102.50          |
| Total 30444                                  | \$98.22             |
| Total 30445                                  | \$360.00            |
| Total EFT Payment 12/12/2014 10:54:14 AM - 1 | \$1,452.15          |
|  | <b>\$108,488.71</b> |

# Voucher Directory



| Vendor       | Number | Reference          | Account Number           | Description               | Amount   |
|--------------|--------|--------------------|--------------------------|---------------------------|----------|
| Ace Hardware | 30403  |                    |                          |                           |          |
|              |        | 248520             |                          | 2014 - December - Manual  |          |
|              |        |                    | 001-000-000-518-10-31-00 | Office & Operating        | \$71.26  |
|              |        |                    |                          | Rope                      |          |
|              |        | Total 248520       |                          |                           | \$71.26  |
|              |        | 248530             |                          |                           |          |
|              |        |                    | 001-000-000-576-80-31-00 | Office & Operating        | \$8.13   |
|              |        |                    |                          | Restroom Repair @ Chamber |          |
|              |        | Total 248530       |                          |                           | \$8.13   |
|              |        | 248579             |                          |                           |          |
|              |        |                    | 401-000-000-534-80-31-00 | Office & Operating        | \$102.44 |
|              |        |                    |                          | Tools                     |          |
|              |        | Total 248579       |                          |                           | \$102.44 |
|              |        | 249044             |                          |                           |          |
|              |        |                    | 401-000-000-535-80-31-00 | Office & Operating        | \$35.28  |
|              |        |                    |                          | Bulbs & Cord Extension    |          |
|              |        | Total 249044       |                          |                           | \$35.28  |
|              |        | 249351             |                          |                           |          |
|              |        |                    | 401-000-000-534-80-31-00 | Office & Operating        | \$267.16 |
|              |        |                    |                          | Operating Supplies-Water  |          |
|              |        | Total 249044       |                          |                           | \$267.16 |
|              |        | 249351             |                          |                           |          |
|              |        |                    | 401-000-000-535-80-31-00 | Office & Operating        | \$38.54  |
|              |        |                    |                          | Operating Supplies-Sewer  |          |
|              |        | Total 249351       |                          |                           | \$38.54  |
|              |        | 249351             |                          |                           |          |
|              |        |                    | 401-000-000-534-80-31-00 | Office & Operating        | \$305.70 |
|              |        |                    |                          | Supplies for Well 1-08    |          |
|              |        | Total 249351       |                          |                           | \$305.70 |
|              |        | 30403              |                          |                           |          |
|              |        | Total 30403        |                          |                           | \$98.18  |
|              |        | Total Ace Hardware |                          |                           | \$620.99 |
|              |        | Amsan              |                          |                           | \$620.99 |
|              |        | 30404              |                          |                           |          |
|              |        |                    |                          | 2014 - December - Manual  |          |
|              |        | 326177276          |                          |                           |          |
|              |        |                    | 001-000-000-575-50-31-00 | Office & Operating        | \$192.89 |
|              |        |                    |                          | Cleaning Supplies         |          |
|              |        |                    | 001-000-000-576-80-31-00 | Office & Operating        | \$146.29 |
|              |        |                    |                          | Cleaning Supplies         |          |
|              |        | Total 326177276    |                          |                           | \$339.18 |
|              |        | 30404              |                          |                           |          |
|              |        | Total 30404        |                          |                           | \$339.18 |
|              |        | Total Amsan        |                          |                           | \$339.18 |

| Vendor                                     | Number | Reference                          | Account Number           | Description                   | Amount     |
|--|--------|------------------------------------|--------------------------|-------------------------------|------------|
| Aquatech Well Drilling & Pumps, Inc.       | 30405  |                                    |                          |                               |            |
|  |        | A-3304                             |                          | 2014 - December - Manual      |            |
|  |        |                                    | 401-000-000-596-34-64-00 | Equipment - Water             | \$9,380.81 |
|  |        |                                    |                          | Repair Pump, Motor & Supplies |            |
|  |        | Total A-3304                       |                          |                               | \$9,380.81 |
| Total Aquatech Well Drilling & Pumps, Inc. | 30373  |                                    |                          |                               | \$9,380.81 |
| AT&T Mobility                              |        |                                    |                          |                               |            |
|  |        | AT&T, 287244041562, Nov 2014       |                          | 2014 - December - Manual      |            |
|  |        |                                    | 001-000-000-518-10-42-00 | Communication - Shop          | \$103.07   |
|  |        |                                    | Cell Svc-10/28-11/27/14  |                               |            |
|  |        |                                    | 401-000-000-534-80-42-00 | Communication                 | \$34.35    |
|  |        |                                    | Cell Svc-10/28-11/27/14  |                               |            |
|  |        |                                    | 401-000-000-535-80-42-00 | Communications                | \$34.35    |
|  |        |                                    | Cell Svc-10/28-11/27/14  |                               |            |
|  |        | Total AT&T, 287244041562, Nov 2014 |                          |                               | \$171.77   |
| Total AT&T Mobility                        | 30406  |                                    |                          |                               | \$171.77   |
| Avocet Environmental Test                  |        |                                    |                          |                               |            |
|  |        | 1404290-IN                         |                          | 2014 - December - Manual      |            |
|  |        |                                    | 401-000-000-534-80-41-00 | Professional Services         | \$126.00   |
|  |        |                                    |                          | Chloride Testing              |            |
|  |        | Total 1404290-IN                   |                          |                               | \$126.00   |
|  |        | 1404480-IN                         |                          |                               |            |
|  |        |                                    | 401-000-000-534-80-41-00 | Professional Services         | \$72.00    |
|  |        |                                    |                          | Colliform Testing             |            |
|  |        | Total 1404480-IN                   |                          |                               | \$72.00    |
| Total Avocet Environmental Test            | 30407  |                                    |                          |                               | \$198.00   |
| AWWA                                       |        |                                    |                          |                               |            |
|  |        | AWWA Dues-2015                     |                          | 2014 - December - Manual      |            |
|  |        |                                    | 401-000-000-534-80-49-00 | Miscellaneous                 | \$132.50   |
|  |        |                                    |                          | AWWA Dues 2015                |            |
|  |        |                                    | 401-000-000-535-80-49-00 | Miscellaneous                 | \$132.50   |
|  |        |                                    |                          | AWWA Dues 2015                |            |
|  |        | Total AWWA Dues-2015               |                          |                               | \$265.00   |
| Total AWWA                                 | 30407  |                                    |                          |                               | \$265.00   |
|  |        |                                    |                          |                               | \$265.00   |

| Vendor | Number | Reference | Account Number | Description | Amount |
|--------|--------|-----------|----------------|-------------|--------|
|--------|--------|-----------|----------------|-------------|--------|

Bratton, George P.E.  
30408

|   |                           |  |  |  |                   |
|---|---------------------------|--|--|--|-------------------|
| December 2014-Engineering Svcs              | 2014 - December - Manual  |  |  |  |                   |
| 401-000-000-534-80-41-00                    | Professional Services     |  |  |  | \$60.00           |
|   | Engineering Svcs-Dec 2014 |  |  |  |                   |
| <b>Total December 2014-Engineering Svcs</b> |                           |  |  |  | <b>\$60.00</b>    |
| December 2014-NET                           |                           |  |  |  |                   |
| 001-000-000-525-60-41-00                    | Prof Svcs-Emer Mgmt Svcs  |  |  |  | \$969.70          |
|   | NET Maps                  |  |  |  |                   |
| <b>Total December 2014-NET</b>              |                           |  |  |  | <b>\$969.70</b>   |
| <b>Total 30408</b>                          |                           |  |  |  | <b>\$1,029.70</b> |
| <b>Total Bratton, George P.E.</b>           |                           |  |  |  | <b>\$1,029.70</b> |
| <b>COMCAST</b>                              |                           |  |  |  |                   |

30409

|  |                             |  |  |    |                 |
|--|-----------------------------|--|--|----|-----------------|
| Dec'14--8498-30-022-0155812              | 2014 - December - Manual    |  |  |    |                 |
| 001-000-000-518-00-42-00                 | Communication -             |  |  |    | \$247.21        |
|  | Town Hall Phones & Internet |  |  | CS |                 |
| <b>Total Dec'14--8498-30-022-0155812</b> |                             |  |  |    | <b>\$247.21</b> |

Total 30409

Total COMCAST  
Conard, Nancy

30410

|   |                          |  |  |  |                   |
|---|--------------------------|--|--|--|-------------------|
| 2014 Medical Reimbursement              | 2014 - December - Manual |  |  |  |                   |
| 631-000-000-589-00-00-00                | Withdrawals              |  |  |  | \$1,200.00        |
|   | Medical Reimbursement    |  |  |  |                   |
| <b>Total 2014 Medical Reimbursement</b> |                          |  |  |  | <b>\$1,200.00</b> |

Total 30410

Total Conard, Nancy  
Consider It Done

30411

|                               |                              |  |  |  |                 |
|-------------------------------|------------------------------|--|--|--|-----------------|
| Dec'14-Judy Lynn              | 2014 - December - Manual     |  |  |  |                 |
| 001-000-000-518-00-41-01      | Professional Svcs - Archives |  |  |  | \$135.00        |
|                               | Archive Support              |  |  |  |                 |
| <b>Total Dec'14-Judy Lynn</b> |                              |  |  |  | <b>\$135.00</b> |

Total 30411

Total Consider It Done  
Ed's Construction, Inc.

30412

|                          |                          |  |  |  |                |
|--------------------------|--------------------------|--|--|--|----------------|
| E14012009                | 2014 - December - Manual |  |  |  |                |
| 401-000-000-538-30-31-00 | Office & Operating       |  |  |  | \$32.87        |
|                          | Gravel on Sixth Street   |  |  |  |                |
| <b>Total E14012009</b>   |                          |  |  |  | <b>\$32.87</b> |

Total 30412

Total Ed's Construction, Inc.

Vendor Number Reference Account Number Description Amount

Equinox Research & 30413

2014 - December - Manual

|                       |                          |                             |                   |
|-----------------------|--------------------------|-----------------------------|-------------------|
| 14-500                | 101-000-000-595-30-63-03 | Madrona Way ST Improvements | \$9,203.13        |
|                       | 101-000-000-595-30-63-03 | Madrona Way Project         | \$9,203.13        |
| <b>Total 14-500</b>   |                          |                             | <b>\$9,203.13</b> |
| <b>Total 14-500-2</b> |                          |                             | <b>\$6,302.00</b> |

Total 30413  
Total Equinox Research & Frontier

30414

2014 - December - Manual

|                              |                          |   |                 |
|------------------------------|--------------------------|---|-----------------|
| Dec'14-Frontier              | 001-000-000-518-00-42-00 | Communication - Recreation Hall Phone Svc.        | \$56.95         |
|                              | 001-000-000-518-00-42-00 | Communication - Town Hall Phone Svc-678-6911      | \$186.93        |
|                              | 001-000-000-518-10-42-00 | Communication - DSL for Town Shop                 | \$70.99         |
|                              | 401-000-000-534-80-42-00 | Communication - DSL for FCWP                      | \$59.99         |
|                              | 401-000-000-534-80-42-00 | Communication - WWTP Phone Svc                    | \$98.86         |
|                              | 401-000-000-535-80-42-00 | Communications - Front St. Lift Station Phone Svc | \$59.97         |
|                              | 401-000-000-535-80-42-00 | Communications - WWTP Phone Svc                   | \$98.86         |
| <b>Total Dec'14-Frontier</b> |                          |   | <b>\$632.55</b> |
|                              |                          |   | <b>\$632.55</b> |
|                              |                          |   | <b>\$632.55</b> |

Total 30414  
Total Frontier  
Heffron Transportation, Inc. 30374

2014 - December - Manual

|                   |                          |   |                   |
|-------------------|--------------------------|---|-------------------|
| 6622              | 001-000-000-539-00-41-01 | Prof Services - Special Project                 | \$2,228.00        |
|                   |                          | Gen Hosp Expansion Transportation Planning Svcs | \$2,228.00        |
| <b>Total 6622</b> |                          |   | <b>\$2,228.00</b> |

Total 30374  
Total Heffron Transportation, Inc.

| Vendor Number   | Reference                                   | Account Number           | Description  | Amount            |
|---|---|--------------------------|--|-------------------|
| Island County Auditor<br>30415  | B0038294                                    | 001-000-000-511-00-51-00 | 2014 - December - Manual<br>Election Services - Council<br>Voter Registration Services | \$2,346.88        |
| <b>Total 30415</b>  | <b>Total B0038294</b>                       |                          |  | <b>\$2,346.88</b> |
| Total Island County Auditor<br>Island County E R & R Fund<br>30416                          | 14-00368                                    | 001-000-000-518-10-32-00 | 2014 - December - Manual<br>Fuel - Shop  | \$202.82          |
|   |   | 401-000-000-534-80-32-00 | Fuel for November 2014   | \$129.53          |
|   |   | 401-000-000-535-80-32-00 | Fuel for November 2014   | \$129.52          |
| <b>Total 30416</b>  | <b>Total 14-00368</b>                       |                          |  | <b>\$461.87</b>   |
| Total Island County E R & R Fund<br>Island County Planning & Community Development<br>30417 | CPV-039-14                                  | 001-000-000-322-90-01-00 | 2014 - December - Manual<br>Permits - Occupancy & Misc<br>Inspections                  | \$16.00           |
|   |   | 001-000-000-558-00-44-00 | Advertising Plan   | \$67.73           |
|   |   | 001-000-000-559-60-41-00 | Ad Share Cost  | \$5,039.65        |
|   |   |                          | Professional Services<br>Building Permits--July-October 2014                           | \$5,123.38        |
| <b>Total 30417</b>  | <b>Total CPV-039-14</b>                     |                          |  | <b>\$5,123.38</b> |
| Total Island County Planning & Community Development<br>Island County Solid Waste<br>30418  | Dec 2014-Inv.#2995, Acct.#9128              | 401-000-000-535-80-47-02 | 2014 - December - Manual<br>Biosolids Disposal   | \$1,806.00        |
|   |   | 401-000-000-535-80-47-03 | Biosolids Processing<br>Solid Waste Disposal   | \$85.50           |
|   |   |                          | Garbage  | \$1,891.50        |
| <b>Total 30418</b>  | <b>Total Dec 2014-Inv.#2995, Acct.#9128</b> |                          |  | <b>\$1,891.50</b> |
| <b>Total Island County Solid Waste</b>  |   |                          |  | <b>\$1,891.50</b> |

| Vendor | Number | Reference | Account Number | Description | Amount |
|--------|--------|-----------|----------------|-------------|--------|
|--------|--------|-----------|----------------|-------------|--------|

Island County Treasurer  
30419

|  |  |   |                              |  |                   |
|--|--|---|------------------------------|--|-------------------|
|  |  | December 2014-4th Quarter                               | 2014 - December - Manual     |  |                   |
|  |  | 104-000-000-598-79-51-00                                | Intergov. Agreement/serv.    |  | \$8,788.47        |
|  |  |   | 4th Quarter 2014             |  |                   |
|  |  | <b>Total December 2014-4th Quarter</b>                  |                              |  | <b>\$8,788.47</b> |
|  |  | December 2014-4th Quarter Court Assessment              |                              |  |                   |
|  |  | 001-000-000-586-12-00-00                                | I.c.-Crime Vict/witness Prog |  | \$50.07           |
|  |  |   | 4th Quarter Court Assessment |  |                   |
|  |  | <b>Total December 2014-4th Quarter Court Assessment</b> |                              |  | <b>\$50.07</b>    |

Total 30419  
Total Island County Treasurer  
KCDA Purchasing Cooperative  
30420

|  |  |                          |                          |    |                |
|--|--|--------------------------|--------------------------|----|----------------|
|  |  | 3866004                  | 2014 - December - Manual |    |                |
|  |  | 001-000-000-518-00-31-00 | Office & Operating       | CS | \$89.20        |
|  |  |                          | Copy Paper               |    |                |
|  |  | <b>Total 3866004</b>     |                          |    | <b>\$89.20</b> |

Total 30420  
Total KCDA Purchasing Cooperative  
Konica Minolta Business Solutions  
30375

|  |  |                          |                              |    |                 |
|--|--|--------------------------|------------------------------|----|-----------------|
|  |  | 231703321                | 2014 - December - Manual     |    |                 |
|  |  | 001-000-000-518-00-45-00 | Rentals & Leases -           | CS | \$122.84        |
|  |  |                          | Copier/Printer-November 2014 |    |                 |
|  |  | <b>Total 231703321</b>   |                              |    | <b>\$122.84</b> |

Total 30375  
Total Konica Minolta Business Solutions  
Lakeside Industries  
30421

|  |  |                          |                                      |  |                 |
|--|--|--------------------------|--------------------------------------|--|-----------------|
|  |  | 00157015                 | 2014 - December - Manual             |  |                 |
|  |  | 401-000-000-535-80-31-00 | Office & Operating                   |  | \$127.72        |
|  |  |                          | Asphalt Patch-Gate @ Treatment Plant |  |                 |
|  |  | 401-000-000-538-30-31-00 | Office & Operating                   |  | \$127.73        |
|  |  |                          | Asphalt Patch-6th & Gould            |  |                 |
|  |  | <b>Total 00157015</b>    |                                      |  | <b>\$255.45</b> |

Total 30421  
Total Lakeside Industries  
Loggers & Contractors Supply  
30422

|  |  |                          |                               |  |          |
|--|--|--------------------------|-------------------------------|--|----------|
|  |  | 00062675                 | 2014 - December - Manual      |  |          |
|  |  | 101-000-000-542-71-31-00 | Office & Operating - Roadside |  | \$620.36 |



| Vendor | Number | Reference | Account Number | Description | Amount |
|--------|--------|-----------|----------------|-------------|--------|
|--------|--------|-----------|----------------|-------------|--------|

|   |       |                  |                          |                                  |          |
|---|-------|------------------|--------------------------|----------------------------------|----------|
| Nurnberg Scientific                     | 30425 | 0136184-IN       |                          | 2014 - December - Manual         |          |
|   |       |                  | 401-000-000-535-80-31-00 | Office & Operating               | \$122.26 |
|   |       |                  |                          | Gloves                           |          |
|   |       |                  |                          |                                  | \$122.26 |
|   |       |                  |                          |                                  | \$122.26 |
|   |       |                  |                          |                                  | \$122.26 |
| Total Nurnberg Scientific               | 30425 | Total 0136184-IN |                          |                                  |          |
| Oak Harbor Auto Center Parts Plus       | 30426 | 001-223461       |                          | 2014 - December - Manual         |          |
|   |       |                  | 001-000-000-576-80-31-00 | Office & Operating               | \$10.07  |
|   |       |                  |                          | Door Handle-V20                  |          |
|   |       |                  | 101-000-000-542-30-31-00 | Office & Operating - Roadway     | \$10.07  |
|   |       |                  |                          | Door Handle-V20                  |          |
|   |       |                  | 101-000-000-542-71-31-00 | Office & Operating - Roadside    | \$13.43  |
|   |       |                  |                          | Door Handle-V20                  |          |
|   |       |                  |                          |                                  | \$33.57  |
| Total 001-223461                        |       |                  |                          |                                  | \$104.68 |
| 001-223532                              |       |                  |                          |                                  | \$104.68 |
| Total 001-223532                        |       |                  |                          |                                  | \$43.20  |
| 001-223938                              |       |                  |                          |                                  | \$4.80   |
| Total 001-223938                        |       |                  |                          |                                  | \$48.00  |
| Total 30426                             |       |                  |                          |                                  | \$186.25 |
| Total Oak Harbor Auto Center Parts Plus | 30427 |                  |                          |                                  | \$186.25 |
| Oak Harbor, City Of                     | 30427 | SD-1432          |                          | 2014 - December - Manual         |          |
|   |       |                  | 101-000-000-542-67-51-00 | Professional Services-Cleaning   | \$185.15 |
|   |       |                  |                          | Street Sweeping-December 5, 2014 |          |
|   |       |                  |                          |                                  | \$185.15 |
| Total 30427                             |       |                  |                          |                                  | \$185.15 |
| Total Oak Harbor, City Of               | 30428 | 743985314001     |                          | 2014 - December - Manual         |          |
| Office Depot                            |       |                  | 001-000-000-518-00-31-00 | Office & Operating               | \$27.54  |
|   |       |                  |                          | Office Supplies                  |          |
|   |       |                  |                          |                                  | \$27.54  |

| Vendor | Number | Reference                 | Account Number           | Description                       | Amount           |
|--------|--------|---------------------------|--------------------------|-----------------------------------|------------------|
|        |        |                           | 401-000-000-534-80-31-00 | Office & Operating                | \$124.11         |
|        |        |                           |                          | Office Supplies                   |                  |
|        |        |                           | 401-000-000-535-80-31-00 | Office & Operating                | \$124.11         |
|        |        |                           |                          | Office Supplies                   |                  |
|        |        | <b>Total 743985314001</b> |                          |                                   | <b>\$275.76</b>  |
|        |        | <b>743986161001</b>       |                          |                                   |                  |
|        |        |                           | 401-000-000-534-80-31-00 | Office & Operating                | \$35.05          |
|        |        |                           |                          | Paper Cutter                      |                  |
|        |        |                           | 401-000-000-535-80-31-00 | Office & Operating                | \$35.05          |
|        |        |                           |                          | Paper Cutter                      |                  |
|        |        | <b>Total 743986161001</b> |                          |                                   | <b>\$70.10</b>   |
|        |        | <b>744965625001</b>       |                          |                                   |                  |
|        |        |                           | 401-000-000-534-80-31-00 | Office & Operating                | (\$10.68)        |
|        |        |                           |                          | CR-2015 Standard Diary-wrong size |                  |
|        |        |                           | 401-000-000-535-80-31-00 | Office & Operating                | (\$10.69)        |
|        |        |                           |                          | CR-2015 Standard Diary-wrong size |                  |
|        |        | <b>Total 744965625001</b> |                          |                                   | <b>(\$21.37)</b> |
|        |        | <b>744993916001</b>       |                          |                                   |                  |
|        |        |                           | 001-000-000-518-00-31-00 | Office & Operating                | \$154.12         |
|        |        |                           |                          | Office Supplies                   |                  |
|        |        | <b>Total 744993916001</b> |                          |                                   | <b>\$154.12</b>  |
|        |        | <b>744993916002</b>       |                          |                                   |                  |
|        |        |                           | 401-000-000-534-80-31-00 | Office & Operating                | \$23.87          |
|        |        |                           |                          | 2015 Standard Diary               |                  |
|        |        |                           | 401-000-000-535-80-31-00 | Office & Operating                | \$23.87          |
|        |        |                           |                          | 2015 Standard Diary               |                  |
|        |        | <b>Total 744993916002</b> |                          |                                   | <b>\$47.74</b>   |
|        |        | <b>745169604001</b>       |                          |                                   |                  |
|        |        |                           | 001-000-000-518-00-31-00 | Office & Operating                | \$66.94          |
|        |        |                           |                          | 2-American Flags                  |                  |
|        |        | <b>Total 745169604001</b> |                          |                                   | <b>\$66.94</b>   |
|        |        | <b>747548880001</b>       |                          |                                   |                  |
|        |        |                           | 001-000-000-518-00-31-00 | Office & Operating                | \$53.93          |
|        |        |                           |                          | Office Supplies                   |                  |
|        |        | <b>Total 747548880001</b> |                          |                                   | <b>\$53.93</b>   |
|        |        | <b>855130-00</b>          |                          |                                   | <b>\$647.22</b>  |
|        |        |                           |                          | 2014 - December - Manual          |                  |
|        |        |                           | 401-000-000-534-80-48-00 | Repair & Maintenance              | \$1,449.60       |

**Total 30428**  
**Total Office Depot**  
**Pacific Power Group**  
**30429**

| Vendor | Number | Reference | Account Number | Description | Amount |
|--------|--------|-----------|----------------|-------------|--------|
|--------|--------|-----------|----------------|-------------|--------|

Repair of Emergency Generator Transfer Switch

Total 30429  
 Total Pacific Power Group  
 Prairie Center Red Apple  
 30430

Total 855130-00

\$1,449.60  
 \$1,449.60  
 \$1,449.60

003000740835  
 2014 - December - Manual  
 001-000-000-518-10-31-00 Office & Operating Shop  
 Retirement Card-Dan Dalton

\$3.79  
 \$3.79

Total 003000740835  
 003000970932  
 401-000-000-535-80-31-00 Office & Operating  
 Distilled Water

\$52.32  
 \$56.11  
 \$56.11

Total 003000970932

Total 30430  
 Total Prairie Center Red Apple  
 Puget Sound Energy  
 30377

PSE-December 2014

2014 - December - Manual

001-000-000-518-00-47-00 Utilities - CS  
 Energy Payments-Town Hall  
 001-000-000-518-10-47-00 Utilities - Shop  
 Energy Payments-Town Shop  
 001-000-000-575-50-47-00 Utilities - Com Ctr  
 Energy Payments-Rec Hall  
 001-000-000-576-80-47-00 Utilities - Parks  
 Energy Payments-Parks  
 101-000-000-542-63-47-00 Utilities - Street Lighting  
 Energy Payments-Street Lighting  
 401-000-000-534-80-47-00 Utilities  
 Energy Payments-Water  
 401-000-000-535-80-47-00 Utilities  
 Energy Payments-Sewer

\$208.51  
 \$84.59  
 \$207.02  
 \$196.32  
 \$1,838.02  
 \$3,474.42  
 \$2,719.29

Total PSE-December 2014

Total 30377  
 Total Puget Sound Energy

\$8,728.17  
 \$8,728.17  
 \$8,728.17

| Vendor                      | Number      | Reference                  | Account Number           | Description                     | Amount     |
|-----------------------------|-------------|----------------------------|--------------------------|---------------------------------|------------|
| Reichhardt & Ebe            | 30431       |                            |                          |                                 |            |
|                             |             | 25133                      |                          | 2014 - December - Manual        |            |
|                             |             |                            | 101-000-000-595-30-63-03 | Madrona Way ST Improvements     | \$2,402.14 |
|                             |             |                            |                          | Engineering-Madrona Way         |            |
|                             |             | Total 25133                |                          |                                 | \$2,402.14 |
| Total Reichhardt & Ebe      | Total 30431 |                            |                          |                                 | \$2,402.14 |
| Rix, Barry                  | 30432       |                            |                          |                                 |            |
|                             |             |                            |                          | 2014 - December - Manual        |            |
|                             |             | 2014 December-Parade       |                          |                                 |            |
|                             |             |                            | 104-000-000-557-30-49-00 | Miscellaneous - Tourism         | \$40.00    |
|                             |             |                            |                          | Sound for Greening              |            |
|                             |             | Total 2014 December-Parade |                          |                                 | \$40.00    |
| Total Rix, Barry            | Total 30432 |                            |                          |                                 | \$40.00    |
| Skagit Farmers Supply       | 30433       |                            |                          |                                 |            |
|                             |             | 2792234                    |                          | 2014 - December - Manual        |            |
|                             |             |                            | 001-000-000-518-10-32-00 | Fuel - Shop                     | \$329.86   |
|                             |             |                            |                          | Propane-Town Shop               |            |
|                             |             | Total 2792234              |                          |                                 | \$329.86   |
| Total Skagit Farmers Supply | Total 30433 |                            |                          |                                 | \$329.86   |
| Sound Publishing Inc        | 30434       |                            |                          |                                 |            |
|                             |             | 688155                     |                          | 2014 - December - Manual        |            |
|                             |             |                            | 001-000-000-511-00-44-00 | Advertising Council             | \$107.33   |
|                             |             |                            |                          | 2015 Revenue, Prop Tax & Budget |            |
|                             |             |                            | 001-000-000-511-00-44-00 | Advertising Council             | \$115.65   |
|                             |             |                            |                          | TC Agendas                      |            |
|                             |             | Total 688155               |                          |                                 | \$222.98   |
|                             |             | 690620                     |                          |                                 |            |
|                             |             |                            | 001-000-000-518-00-44-00 | Advertising CS                  | \$34.33    |
|                             |             |                            |                          | "Thank A Veteran" Ads           |            |
|                             |             | Total 690620               |                          |                                 | \$34.33    |
| Total Sound Publishing Inc  | Total 30434 |                            |                          |                                 | \$34.33    |
| Surety Pest Control         | 30435       |                            |                          |                                 |            |
|                             |             | 1040176                    |                          | 2014 - December - Manual        |            |
|                             |             |                            | 401-000-000-534-80-41-00 | Professional Services           | \$43.48    |
|                             |             |                            |                          | Pest Control-Well 108           |            |
|                             |             | Total 1040176              |                          |                                 | \$43.48    |

| Vendor  | Number | Reference     | Account Number                                      | Description                | Amount       |
|---|--------|---------------|---|----------------------------|--------------|
|   |        | 1040183       | 401-000-000-534-80-41-00                            | Professional Services      | \$59.79      |
|   |        |               |   | Pest Control-WTP           |              |
| Total Surety Pest Control   |        | Total 1040183 |   |                            | \$59.79      |
| Tjoelker Enterprises, Inc.  |        |               |   |                            | \$103.27     |
| 30436   |        |               |   |                            | \$103.27     |
|   |        | 374696        |   |                            |              |
|   |        |               | 2014 - December - Manual                            |                            |              |
|   |        |               | 401-000-000-535-80-47-02                            | Biosolids Disposal         | \$1,600.00   |
|   |        |               |   | Biosolids Disposal         |              |
| Total 374696  |        |               |   |                            | \$1,600.00   |
| Total Tjoelker Enterprises, Inc.  |        |               |   |                            | \$1,600.00   |
| Town Of Coupeville  |        |               |   |                            | \$1,600.00   |
| 30437   |        |               |   |                            |              |
|   |        |               | 2014 - December - Manual                            |                            |              |
|   |        |               | Dec 2014-Utility Taxes                              |                            |              |
|   |        |               | 401-000-000-534-80-54-00                            | Utility Taxes              | \$10,533.65  |
|   |        |               |   | 4th Quarter 2014           |              |
|   |        |               | 401-000-000-535-80-54-00                            | Utility Taxes              | \$7,562.26   |
|   |        |               |   | 4th Quarter 2014           |              |
| Total Dec 2014-Utility Taxes  |        |               |   |                            | \$18,095.91  |
| Total 30437   |        |               |   |                            | \$18,095.91  |
| 12/09/14 Correction to Claim Funds  |        |               |   |                            |              |
|   |        |               | 2014 - December - Manual                            |                            |              |
|   |        |               | Correct for minor prior year error in Claim funds - |                            |              |
|   |        |               | see documentation                                   |                            |              |
|   |        |               | 001-000-000-518-00-31-00                            | Office & Operating CS      | (\$1,576.23) |
|   |        |               | 802-000-000-519-90-00-00                            | Claim Warrant Correction   | \$1,540.00   |
|   |        |               | 803-000-000-519-90-00-00                            | Payroll Warrant Correction | \$36.23      |
| Total Correct for minor prior year error in Claim funds - see documentation |        |               |   |                            | \$0.00       |
| Total 12/09/14 Correction to Claim Funds                                    |        |               |   |                            | \$0.00       |
| Total Town Of Coupeville  |        |               |   |                            | \$18,095.91  |
| Utilities Underground Location Center                                       |        |               |   |                            |              |
| 30438   |        |               |   |                            |              |
|   |        |               | 2014 - December - Manual                            |                            |              |
|   |        |               | December 2014                                       |                            |              |
|   |        |               | 401-000-000-534-80-41-00                            | Professional Services      | \$5.16       |
|   |        |               |   | Underground Locates        |              |
|   |        |               | 401-000-000-535-80-41-00                            | Professional Services      | \$5.16       |
|   |        |               |   | Underground Locates        |              |
| Total December 2014   |        |               |   |                            | \$10.32      |
| Total 30438   |        |               |   |                            | \$10.32      |
| Total Utilities Underground Location Center                                 |        |               |   |                            | \$10.32      |

Vac-Tank/Western Services  
30439

|  |                          |                    |  |                   |
|--|--------------------------|--------------------|--|-------------------|
| INV.2978-Biosolids Shipping              | 2014 - December - Manual |                    |  |                   |
| 401-000-000-535-80-47-01                 | Biosolids Shipping       | Biosolids Shipping |  | \$4,300.00        |
| <b>Total INV.2978-Biosolids Shipping</b> |                          |                    |  | <b>\$4,300.00</b> |
| INV.2978-Fuel Surcharge                  |                          |                    |  |                   |
| 401-000-000-535-80-47-01                 | Fuel Surcharge           | Biosolids Shipping |  | \$218.88          |
| <b>Total INV.2978-Fuel Surcharge</b>     |                          |                    |  | <b>\$218.88</b>   |
| <b>Total 30439</b>                       |                          |                    |  | <b>\$4,518.88</b> |
| <b>Total Vac-Tank/Western Services</b>   |                          |                    |  | <b>\$4,518.88</b> |
| <b>VISA</b>                              |                          |                    |  |                   |

30440

|                                       |                              |                    |      |                 |
|---------------------------------------|------------------------------|--------------------|------|-----------------|
| 7340-12/04/2014-USPS                  | 2014 - December - Manual     |                    |      |                 |
| 001-000-000-558-00-42-00              | Postage-HPC Packets          | Communication -    | Plan | \$33.04         |
| <b>Total 7340-12/04/2014-USPS</b>     |                              |                    |      | <b>\$33.04</b>  |
| 7340-12/11/2014-Amazon                |                              |                    |      |                 |
| 001-000-000-518-00-31-00              | Office & Operating           | Office & Operating | CS   | \$18.88         |
|                                       | Mini Stick Thermometers      |                    |      | \$18.88         |
| <b>Total 7340-12/11/2014-Amazon</b>   |                              |                    |      | <b>\$18.88</b>  |
| 7340-12/11/2014-USPS                  |                              |                    |      |                 |
| 401-000-000-534-80-42-00              | Communication                | Communication      |      | \$1.90          |
|                                       | Postage-Utility Bill Notices | Communications     |      | \$1.89          |
| 401-000-000-535-80-42-00              | Postage-Utility Bill Notices |                    |      | \$3.79          |
| <b>Total 7340-12/11/2014-USPS</b>     |                              |                    |      | <b>\$12.65</b>  |
| 7340-12/19/2014-USPS                  |                              |                    |      |                 |
| 001-000-000-558-00-42-00              | Communication -              | Communication -    | Plan | \$2.45          |
|                                       | Postage-Planning             |                    |      | \$2.45          |
| <b>Total 7340-12/19/2014-USPS</b>     |                              |                    |      | <b>\$2.45</b>   |
| 7340-12/23/2014-USPS                  |                              |                    |      |                 |
| 001-000-000-558-00-42-00              | Communication -              | Communication -    | Plan | \$7.00          |
|                                       | Postage-Planning             |                    |      | \$499.59        |
| <b>Total 7340-12/23/2014-USPS</b>     |                              |                    |      | <b>\$506.59</b> |
| 7357-12/01/2014-Wal-Mart              |                              |                    |      |                 |
| 001-000-000-518-10-31-00              | Office & Operating           | Office & Operating | Shop | \$7.00          |
|                                       | Tissue                       |                    |      | \$499.59        |
| 104-000-000-557-30-31-00              | Holiday Lights               | Office & Operating |      | \$506.59        |
| <b>Total 7357-12/01/2014-Wal-Mart</b> |                              |                    |      | <b>\$506.59</b> |



| Vendor Number | Reference | Account Number  | Description                   | Amount     |  |
|---------------|-----------|---|-------------------------------|------------|--|
|               |           | 001-000-000-386-89-15-00                              | Dui-DP Death Inv Acct         | \$2.97     |  |
|               |           | 4th Quarter Court Assessment                          |                               |            |  |
|               |           | 001-000-000-586-83-00-00                              | W.s.-Emergency & Trauma Serv  | \$118.81   |  |
|               |           | 4th Quarter Court Assessment                          |                               |            |  |
|               |           | 001-000-000-586-83-31-00                              | W.s.- Auto Theft Prevention   | \$238.19   |  |
|               |           | 4th Quarter Court Assessment                          |                               |            |  |
|               |           | 001-000-000-586-83-32-00                              | W.s.- Traumatic Brain Injury  | \$44.82    |  |
|               |           | 4th Quarter Court Assessment                          |                               |            |  |
|               |           | 001-000-000-586-91-00-00                              | W.s.-Segregation (psea)       | \$1,414.02 |  |
|               |           | 4th Quarter Court Assessment                          |                               |            |  |
|               |           | 001-000-000-586-92-00-00                              | W.s.-Segregated (30% Psea)    | \$720.22   |  |
|               |           | 4th Quarter Court Assessment                          |                               |            |  |
|               |           | 001-000-000-586-93-00-00                              | W.s. Segregated (psea 3)      | \$20.10    |  |
|               |           | 4th Quarter Court Assessment                          |                               |            |  |
|               |           | 001-000-000-586-96-00-00                              | W.s.-Crime Lab Analysis       | \$0.49     |  |
|               |           | 4th Quarter Court Assessment                          |                               |            |  |
|               |           | 001-000-000-586-97-00-00                              | W.s.-Judicial Info System     | \$544.05   |  |
|               |           | 4th Quarter Court Assessment                          |                               |            |  |
|               |           | 001-000-000-586-99-00-00                              | W.s.-School Zone Safety Acct  | \$43.66    |  |
|               |           | 4th Quarter Court Assessment                          |                               |            |  |
|               |           | 001-000-000-589-10-00-00                              | Non-Expenditure - Bldg Permit | \$22.50    |  |
|               |           | 4th Quarter Court Assessment                          |                               |            |  |
|               |           | <b>Total 2014 December-4th Quarter Assessment</b>     |                               |            |  |
|               |           | <b>Total 30442</b>                                    |                               |            |  |
|               |           | <b>Total WA ST Treasurer's Office</b>                 |                               |            |  |
|               |           | <b>Waterclear Co., Inc.</b>                           |                               |            |  |
|               |           | <b>30378</b>  |                               |            |  |
|               |           | <b>3308-Polymer</b>                                   |                               |            |  |
|               |           | 401-000-000-535-80-31-00                              | Office & Operating            | \$1,384.57 |  |
|               |           | Polymer   |                               |            |  |
|               |           | <b>Total 3308-Polymer</b>                             |                               |            |  |
|               |           | <b>Total 30378</b>                                    |                               |            |  |
|               |           | <b>Total Waterclear Co., Inc.</b>                     |                               |            |  |
|               |           | <b>Weed, Graafstra &amp; Benson, Inc., P.S.</b>       |                               |            |  |
|               |           | <b>30443</b>  |                               |            |  |
|               |           | <b>94</b>   |                               |            |  |
|               |           | <b>Total 94</b>                                       |                               |            |  |
|               |           | <b>Total 30443</b>                                    |                               |            |  |
|               |           | <b>Total Weed, Graafstra &amp; Benson, Inc., P.S.</b> |                               |            |  |
|               |           | 001-000-000-515-00-41-00                              | Professional Services Legal   | \$1,102.50 |  |
|               |           | Legal Svcs for December 2014                          |                               |            |  |
|               |           | <b>Total 30443</b>                                    |                               |            |  |
|               |           | <b>Total Weed, Graafstra &amp; Benson, Inc., P.S.</b> |                               |            |  |

| Vendor                | Number      | Reference | Account Number           | Description  | Amount       |
|-----------------------|-------------|-----------|--------------------------|--|--------------|
| Whidbey Telecom       | 30379       | 3791180   | 001-000-000-518-00-41-00 | 2014 - December - Manual<br>Web Hosting-November 2014            | \$41.45      |
| Total Whidbey Telecom | Total 30379 |           |                          |  | \$41.45      |
| Wilsey, Laurel        | 30444       |           | 631-000-000-589-00-00-00 | 2014 - December - Manual<br>Medical Reimbursement-Remaining Bal. | \$98.22      |
| Total Wilsey, Laurel  | Total 30444 |           |                          |  | \$98.22      |
| Wilsey, Laurel        | 30445       |           | 001-000-000-575-50-41-00 | 2014 - December - Manual<br>Cleaning Svcs                        | \$162.00     |
| Total Wilsey, Laurel  | Total 30445 |           |                          |  | \$162.00     |
| Grand Total           |             |           |                          | December 2014-Cleaning Svcs.<br>Professional Services Com Ctr    | \$198.00     |
|                       |             |           |                          | Total December 2014-Cleaning Svcs.                               | \$360.00     |
|                       |             |           |                          | Vendor Count   | \$360.00     |
|                       |             |           |                          |  | \$108,488.71 |