

AGREEMENT TO PROVIDE ADMINISTRATIVE SERVICES BY JJAM INNOVATIONS FOR THE PORT OF ILLAHEE

This Agreement by and between JJAM INNOVATIONS, (“Administrative Services Provider”) and the Port of Illahee (“Administrative Services Recipient”)

Purpose:

The purpose of this agreement is to provide experienced contract administrative services to the Administrative Services Recipient by JJAM Innovations

Scope of Services

JJAM Innovations shall provide to the Administrative Services Recipient the following services:

1. check postal box for mail (weekly);
2. respond to correspondence as necessary;
3. check email regularly;
4. attend meetings and prepare minutes;
5. prepare meeting agendas;
6. prepare monthly payment of bills and voucher approval;
7. e-mail check information to the County Treasurer’s office prior to meeting;
8. e-mail voucher approval to the County Treasurer once signed;
9. prepare Annual Report to State Auditor and electronically file it via the Washington State Auditor’s on-line system as required;
10. generate end of year W-2’s (where applicable) and 1099’s;
11. track monthly and yearly expenditures by category;
12. annually prepare the Preliminary and Final Budget for the following year as well as all necessary resolutions and place ad in local newspaper regarding the Preliminary Budget;
13. reconcile General Fund and Investment Account with the County Treasurer’s monthly report;
14. transfer monies between the General Fund and Investment Pool as necessary;
15. send quarterly payroll reports to the IRS (where applicable);
16. electronically pay quarterly payroll taxes via Commissioner’s authorization of electronic funds transfer and provide the County Treasurer with appropriate documentation (where applicable);
17. and perform other administrative functions as requested by Client.

Financial Provisions

In consideration for the services provided in this Agreement, the Administrative Services Recipient will pay JJAM Innovations a fixed amount of six hundred dollars (\$600.00) per month for up to 12 hours of administrative services provided in such month, and an additional \$50.00 per hour for documented time exceeding 12 hours in any month, together with reimbursement for costs and expenses incurred in providing such services.

Billing and Payment

JJAM Innovations will submit monthly invoices for those services rendered under this Agreement exceeding 12 hours in any month. The invoices will detail the number of hours worked and describe the services performed. Administrative Services Recipient will make payment within thirty (30) days following receipt of billing. JJAM Innovations will maintain adequate records to support billings under this Agreement. If any amounts paid by the Administrative Services Recipient under this Agreement are determined by audit to be ineligible for payment, JJAM Innovations shall refund those amounts to the Administrative Services Recipient within twenty (20) days of notice of the audit determination.

Duration

The term of this contract shall be from September 1, 2024, until terminated by either party as provided in this Agreement.

Termination

Either party to this Agreement may terminate the Agreement upon sixty (60) days' written notice to the other. Upon notice of termination, no further fees or expenses may be incurred except to the extent necessary to safeguard the interests of the JJAM Innovations, or as authorized by the Administrative Services Recipient.

Integration and Amendment

This Agreement constitutes the entire agreement of the parties and may be amended only upon the written agreement of the parties.

**For Administrative Services Provider
JJAM Innovations**

Date: 9/13/24

Jennifer Olson
Jennifer Olson, Member JJAM Innovations

**For Administrative Services Recipient
Port of Illahee Commissioners:**

Date: 9/13/24

[Signature]
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