

# RESOLUTION NO. 2018-04

## **A RESOLUTION OF THE BOARD OF THE SPOKANE AQUIFER JOINT BOARD, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE EXECUTION OF A PERSONAL SERVICES AGREEMENT WITH ANNE FRANCIS WEB DESIGN; AND OTHER MATTERS PROPERLY RELATING THERETO**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SPOKANE AQUIFER JOINT BOARD, OF SPOKANE COUNTY, WASHINGTON, as follows:

**WHEREAS**, the Spokane Aquifer Joint Board ("SAJB") has been created for the Spokane County Region by action of the respective Boards of Directors and/or authorized representatives of the municipal corporations involved pursuant to RCW 39.34, known as the Washington Interlocal Cooperation Act; and

**WHEREAS**, the members of the SAJB executed an agreement forming the Joint Board ("the Agreement"), which provides rules for the process the Board follows in conducting its business, including the entering into and execution of agreements; and

**WHEREAS**, the Board of SAJB revised Resolution No. 95-01 on October 25, 2001, which provides that a simple majority of the eligible voting Board Members must vote on major decisions, including the execution of Personal Service Agreements; and

**WHEREAS**, the Board wishes to utilize the services of Anne Francis Web Design to assist the SAJB in redesigning the Spokane Aquifer website within a format that is supported by WordPress and moving the website and domain name to a new hosting service to protect and maintain the integrity of the website contents. This will support SAJB's goal to educate the public and increase awareness of aquifer and wellhead protection.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of the Spokane Aquifer Joint Board as follows:

Section 1: Board hereby approves the execution of a Personal Services Agreement with Anne Francis Web Design, generally in the form of Attachment "A", affixed hereto and incorporated herein by this reference, and authorizes and directs the appropriate officials of the Board to execute said agreement.

Section 2: This Resolution shall become effective upon its adoption and execution by the appropriate officers of SAJB.

**ADOPTED** BY THE BOARD OF THE SPOKANE AQUIFER JOINT BOARD, SPOKANE COUNTY, WASHINGTON, AT A REGULAR OPEN PUBLIC MEETING THEREOF this 1st day of March, 2018.

SPOKANE AQUIFER JOINT BOARD

By \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

**CERTIFICATION**

I the undersigned, Secretary of the Board of Spokane Aquifer Joint Board, of Spokane County, Washington, hereby certify that a simple majority of the eligible voting Board Members of the SAJB voted in favor of this Resolution.

\_\_\_\_\_  
Secretary

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## CERTIFICATION

I, the undersigned, Secretary of the Board of Spokane Aquifer Joint Board, of Spokane County, Washington, hereby certify that the foregoing Resolution is a full, true and correct copy of a Resolution duly adopted at a regular meeting of the Board of Directors of said Board, duly and regularly held at the regular meeting place thereof held on March 1<sup>st</sup>, 2018, of which meeting all members of said Board had due notice and at which a majority thereof were present; and that at said meeting said Resolution was adopted by the following vote:

AYES, and in favor thereof, Directors:

NAYS, Directors:

ABSENT, Directors:

ABSTAIN, Directors:

I further certify that I have carefully compared the same with the original Resolution on file and of record in my office; that said Resolution is a full, true and correct copy of the original Resolution adopted at said meeting; and that said Resolution has not been amended, modified or rescinded since the date of its adoption, and is now in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the official seal of the Board on March 1<sup>st</sup>, 2018.

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Secretary

## **EXHIBIT "A"**

### **SPOKANE AQUIFER JOINT BOARD WEBSITE SERVICES AGREEMENT**

#### **PREFACE**

The Spokane Aquifer Joint Board (SAJB) a volunteer board consisting of representatives of the municipal and business entities that comprise SAJB, as part of its Wellhead Protection Program is in need of website design services.

#### **PARTIES**

The parties to this Agreement are SAJB and Anne Francis Web Design, Contractor. The parties agree that Anne Francis Web Design is an independent Contractor and is not an employee, servant, or agent of SAJB.

#### **PERIOD OF AGREEMENT AND TERMINATION**

January 1, 2018 through December 31, 2018. This agreement may be extended by execution of a letter of agreement outlining the terms of the extension.

Either party may terminate this Agreement with thirty (30) days written notice to the other party. If Contractor initiates termination, it is agreed Contractor will reasonably attempt to facilitate completion of Contractor's obligations under the Scope of Work attached hereto by the person or firm chosen by SAJB to replace Contractor to minimize the adverse effect on SAJB and its members resulting from termination and at no additional cost to SAJB. Upon termination by either party, the SAJB shall promptly pay Contractor for services rendered and expenses incurred to the date of the termination notice. Services rendered and expenses incurred after the date of notice, but prior to the effective date of termination will only be paid with prior approval of SAJB. The Contractor shall provide SAJB with all reports or other work product acquired or developed by Contractor prior to the effective date of termination.

#### **SCOPE OF SERVICES**

Tasks 1 and 2, set forth below, constitute the scope of the Contractor's work for SAJB under this Agreement. Performance of the Tasks shall be done in conformance with the timelines established by SAJB and Contractor shall provide SAJB with a monthly report detailing the work performed on each Task.

#### **COMPENSATION**

Total compensation and reimbursement for Tasks 1 and 2, detailed below, are not to exceed \$1,500 without prior written authorization. Payment will be based on Contractor's monthly billings received by the SAJB prior to the regular monthly meeting.



PO Box 5042  
Glacier, WA 98244-5042  
[anne@annefrancis.biz](mailto:anne@annefrancis.biz)  
360-599-3711

**TASK 1: SAJB Website Technical Maintenance .....** **\$500.00**  
Systematic quarterly updates to web platform, WordPress, and site plugins.  
[\$75/hour x 6.7 hours]

**TASK 2: SAJB Website Technical Assistance .....** **\$1,000.00**  
Technical support for updating the Purveyor Service Area Map, issues as  
needed and new website features.  
[\$75/hour x 13.3 hours]

**Total Not to Exceed.....** **\$1,500.00**

For SPOKANE AQUIFER JOINT BOARD:

For Anne Francis Web Design:

\_\_\_\_\_  
Jeremy Jenkins, President, SAJB

\_\_\_\_\_  
Anne Francis, Owner

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

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