

# TOURISM SERVICE CONTRACT

Between  
Pacific County, Washington  
And  
Willapa Harbor Chamber of Commerce  
Contract # TDF106:WHCOCAF12023

**THIS CONTRACT** is made by and between the Willapa Harbor Chamber of Commerce, PO Box 1249, South Bend, Washington 98586, (ORGANIZATION), and the Board of Pacific County Commissioners (BOARD) on behalf of Pacific County (COUNTY), a political subdivision and municipal corporation of the state of Washington.

**WHEREAS**, Chapter 67.28 RCW provides authority for legislative bodies of municipalities to impose excise taxes on the sale of or charge made for the furnishing of lodging that is subject to tax under Chapter 82.08 RCW; and

**WHEREAS**, the BOARD, the legislative body of and for the COUNTY, by enacting Ordinance No. 143 – Lodging Tax imposed the excise taxes authorized in Chapter 67.28 RCW; and

**WHEREAS**, RCW 67.28.1815 in part states that: “All revenue from taxes imposed under said Chapter shall be credited to a special fund in the treasury of the municipality imposing such tax and used solely for the purpose of paying all or any part of the cost of tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities...” and

**WHEREAS**, the COUNTY Lodging Tax revenues have been credited to the Tourism Development Fund No. 106 in the treasury of the COUNTY; and

**WHEREAS**, the ORGANIZATION applied for financial assistance from COUNTY Lodging Tax proceeds (“the Application”) through the Pacific County Lodging Tax Advisory Committee (“LTAC”); and

**WHEREAS**, the LTAC facilitated these efforts by evaluating submitted application packets and advancing the financing award recommendations to the BOARD, including the Application from the ORGANIZATION; and

**WHEREAS**, the BOARD has determined that the activity herein described promotes the general welfare, health and safety of the citizens of the COUNTY, and is in the best interests of the COUNTY in regard to the promotion of tourism in Pacific County, the BOARD intends to disperse COUNTY Lodging Tax proceeds to the ORGANIZATION to assist with its Application, and hereby enters into this Contract; now, therefore,

**WITNESSETH**, that in consideration of the premises and mutual benefits and covenants herein contained, it is agreed by and between the parties as follows:

1. **FUNDING**: Two Thousand Five-Hundred Eighty-Five Dollars (\$2,585.00) has been pledged from the COUNTY Tourism Development Fund No. 106 in fiscal year 2023 to assist with Tourism Promotion of Pacific County. Said amount shall constitute the maximum reimbursement the ORGANIZATION is eligible to receive from the COUNTY under this Contract.

2. **USE OF FUNDS:** The ORGANIZATION shall use these COUNTY funds for the express purpose of Tourism Promotion of Pacific County. Tourism Promotion is defined as activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; providing information and/or services to inform and/or recruit prospective tourists; and funding marketing of special events and festivals designed to attract tourists.
3. **SCOPE OF WORK:** Reimbursement shall only be for eligible expenses incurred by the ORGANIZATION associated with Attachment A: Budget, attached hereto to clarify the intent of proposed expenditures and is made a part of this Contract. The ORGANIZATION shall comply with all applicable laws, and shall provide documentation thereof. The COUNTY reserves the right to reject any request for reimbursement that is determined not to comply with the requirements and limitations specified within Section 2: Use of Funds and/or this section.
4. **PAYMENT PROVISIONS:** Once this CONTRACT is executed, the ORGANIZATION may request reimbursement for eligible expenses and/or for eligible services as listed in Section 2. Use of Funds and Attachment A: Budget up to the amount as specified in Section 1. Funding. Each claim voucher submitted for reimbursement shall include evidence of work completed as well as funding justification.

Each reimbursement shall be submitted on the Claims Voucher provided by the COUNTY and said Claims Voucher shall not be amended. Incomplete or unsigned Claims Vouchers may be returned and delay reimbursement.

Within twenty (20) days of receiving any such reimbursement claims voucher, the COUNTY shall remit to the ORGANIZATION a warrant for the approved reimbursement amount. Insufficient documentation may result in delay of payment.

**The final claims voucher shall be submitted to the County by the ORGANIZATION no later than Friday, December 15, 2023. Any invoices submitted after this date will not be paid.**

5. **VALUATION AND MONITORING:** The ORGANIZATION agrees to maintain books, records and other documents and evidence, and to use accounting procedures and practices that sufficiently and properly support the complete performance of and the full compliance with this Contract. The ORGANIZATION will retain these supporting books, records, documents and other materials for at least three (3) calendar years following the year in which the Contract expires.

The COUNTY and/or the State Auditor and any of their representatives shall have full and complete access to these books, records and other documents and evidence retained by the ORGANIZATION respecting all matters covered in and under this Contract, and shall have the right to examine such during normal business hours as often as the COUNTY and/or the State Auditor may deem necessary. Such representatives shall be permitted to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, and records of matters covered by this Contract. These access and examination rights shall last for three calendar years following the year in which the Contract expires.

The COUNTY intends without guarantee for its agents to use reasonable security procedures and protections to assure that related records and documents provided by the ORGANIZATION are not erroneously disclosed to third parties. The COUNTY will, however, disclose or make this material available to those authorized by/in the above paragraph or permitted under the provisions of Chapter 42.56 RCW without notice to the ORGANIZATION.

The ORGANIZATION shall cooperate with and freely participate in any other monitoring or evaluation activities pertinent to this Contract that the COUNTY finds necessary.

6. **RECAPTURE PROVISION:** In the event the ORGANIZATION fails to expend these funds in accordance with state law and/or the provisions of this Contract, the COUNTY reserves the right to recapture funds in an amount equivalent to the extent of noncompliance. Such right of recapture shall exist for a period of two (2) years following release of any report from an audit conducted by the COUNTY and/or the State Auditor's Office under the Section 5 (EVALUATION AND MONITORING) provisions or the 3-year records retention period required under Section 5 (EVALUATION AND MONITORING), whichever occurs later. Repayment by the ORGANIZATION of any funds recaptured under this provision shall occur within twenty (20) days of any demand. In the event the COUNTY is required to institute legal proceedings to enforce this recapture provision, the COUNTY shall be entitled to its costs thereof, including reasonable attorney's fees.
7. **NONDISCRIMINATION:** The ORGANIZATION shall comply with all federal and state nondiscrimination laws, including, but not limited to chapter 49.60 RCW – Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq. – the Americans with Disabilities Act (ADA). In the event the ORGANIZATION fails or refuses to comply with any nondiscrimination law, regulation, or policy, this Contract may be rescinded, canceled or terminated in whole or in part, and the ORGANIZATION may be declared by the COUNTY ineligible for further Pacific County Tourism Development Funds. The ORGANIZATION shall be given a reasonable time in which to cure any such noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedures set forth herein.
8. **EMPLOYMENT RELATIONSHIPS:** The ORGANIZATION, its employees, volunteers or agents performing under this Contract are not deemed to be employees of the COUNTY, nor volunteers or agents of the COUNTY in any manner whatsoever. No officer, employee, volunteer or agent of the ORGANIZATION will hold themselves out as, or claim to be, an officer, employee, volunteer or agent of the COUNTY by reason hereof, nor will they make any claim, demand or application to or for any right or privilege applicable to an officer, employee volunteer or agent of the COUNTY.

The parties agree that the COUNTY will not be responsible for the payment of any industrial insurance premiums or related claims or other benefits that may arise during the performance of services under this Contract for any ORGANIZATION employee or volunteer, or for any consultant's, contractor's or subcontractor's employee(s) or agent(s) that has been retained by the ORGANIZATION.

9. **HOLD HARMLESS:** To the fullest extent permitted by law, the ORGANIZATION agrees to indemnify, defend and hold the COUNTY and its departments, elected and appointed officials, employees, agents and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which 1) are caused in whole or in part by any action or omission, negligent or otherwise, of the ORGANIZATION, its employees, agents or volunteers or ORGANIZATION's subcontractors and their employees, agents or volunteers; or 2) are directly or indirectly arising out of, resulting from, or in connection with performance of this Contract; or 3) are based upon the ORGANIZATION'S or its subcontractors' use of, presence upon or proximity to the property of the COUNTY. This indemnification obligation of the ORGANIZATION shall not apply in the limited circumstance where the claim, damage, loss or expense is caused by the sole negligence of the COUNTY. This indemnification obligation of the ORGANIZATION shall not be limited in any way by the Washington State Industrial Insurance Action RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act, and the ORGANIZATION hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the ORGANIZATION are a material inducement for the COUNTY to enter into the Contract, are reflected in the ORGANIZATION's compensation, and have been mutually negotiated by the parties.

10. **CONTRACT PERIOD**: The terms of this Contract and the performance of the parties hereto shall commence, or be deemed to have commenced, January 1, 2023, and will continue through December 15, 2023, both dates inclusive, unless sooner terminated or extended as provided for herein.
11. **TERMINATION OF CONTRACT**: If, through any cause, the ORGANIZATION shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the ORGANIZATION shall violate any of its covenants, Contracts or stipulations, the COUNTY shall thereupon have the right to terminate this Contract and withhold the remaining allocation if the default or violation is not corrected within ten (10) days of the COUNTY submitting written notice to the ORGANIZATION describing the default or violation.

Notwithstanding any contrary provisions of this Contract, either party may terminate this Contract by providing written notice of such termination and specifying the effective date thereof to the other party at least twenty (20) days prior to the revised termination date. Payment for all application-related expenses incurred by the ORGANIZATION and not reimbursed or otherwise paid for by the COUNTY prior to the effective date of such revised termination shall be as the COUNTY reasonably determines.

The COUNTY may unilaterally terminate all or part of this Contract, or reduce the Scope of Work and/or Funding without regard for “eligible” expenses being incurred and awaiting reimbursement if the Pacific County Tourism Development funds are reduced as a result of a reduction or loss of the lodging sales and use taxing authority or a substantial reduction in taxable jurisdiction or activity.

12. **DISPUTE RESOLUTION**: Differences between the ORGANIZATION and the COUNTY, arising under and by virtue of this Contract, shall be brought to the attention of the COUNTY at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance and/or compensation due to the ORGANIZATION shall be decided by the COUNTY’S Contract representative or designee. All rulings, orders, instructions and decisions of the COUNTY’S contract representative shall be final and conclusive.
13. **GOVERNING LAW AND VENUE**: If either party files suit to enforce this Contract, parties agree that the prevailing party in any such action shall be entitled to collection costs, reasonable attorney’s fees, and costs of suit. The parties agree that any suit pertaining to this Contract shall be filed in the Pacific County Superior Court. This Contract has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to its interpretation and performance. Any action at law, suit in equity, or judicial proceeding arising out of this Contract shall be instituted and maintained only in any of the courts of competent jurisdiction in Pacific County, Washington.
14. **SEVERABILITY**: If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal, or invalid in whole or in part, the validity of the remaining provisions shall not be affected, and the parties’ rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision. Should the COUNTY determine that the severed portions substantially alter this Contract so that the original intent and purpose of the Contract no longer exists, the COUNTY may, in its sole discretion, terminate this Contract.

15. **PUBLIC RECORDS ACT:** This Contract and all public records associated with this Contract shall be available from the COUNTY for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the “Act”). To the extent that public records then in the custody of the ORGANIZATION are needed for the COUNTY to respond to a request under the Act, as determined by the COUNTY, the ORGANIZATION agrees to make them promptly available to the COUNTY. If the ORGANIZATION considers any portion of any record provided to the COUNTY under this Contract, whether in electronic or hard copy form, to be protected from disclosure under law, the ORGANIZATION shall clearly identify any specific information that it claims to be confidential or proprietary. If the COUNTY receives a request under the Act to inspect or copy the information so identified by the ORGANIZATION and the COUNTY determines that release of the information is required by the Act or otherwise appropriate, the COUNTY’s sole obligations shall be to notify the ORGANIZATION (a) of the request and (b) of the date that such information will be released to the requester unless the ORGANIZATION obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the ORGANIZATION fails to timely obtain a court order enjoining disclosure, the COUNTY will release the requested information on the date specified. The COUNTY has, and by this section assumes, no obligation on behalf of the ORGANIZATION to claim any exemption from disclosure under the Act. The COUNTY shall not be liable to the ORGANIZATION for releasing records not clearly identified by the ORGANIZATION as confidential or proprietary. The COUNTY shall not be liable to the ORGANIZATION for any records that the COUNTY releases in compliance with this section or in compliance with an order of a court of competent jurisdiction. ORGANIZATION agrees to indemnify and, to the greatest extent legally possible, to hold harmless the COUNTY in any action by a third party due to the negligence, recklessness or intentional actions by the ORGANIZATION relating to its performance of this contract. This includes any lawsuit filed by a third party for the COUNTY’s allegedly improper release of confidential or proprietary information pursuant to a public records request.
16. **SPECIAL PROVISION:** The failure of the COUNTY to insist upon the strict performance of any provision of this Contract or to exercise any right based upon breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any right under this Contract.
17. **ENTIRE CONTRACT/MODIFICATIONS:** This Contract represents all the terms and conditions agreed to by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any parties hereto. The ORGANIZATION may request a one-time modification to the contract. The modification may consist of either a change in services being performed with the allocated funds or an extension to the contract period up to a maximum of six (6) months. Any such changes that are mutually agreed upon shall be incorporated herein by written amendment to this Contract. For example, and without limitation, an amendment to this Contract must be approved in writing by the COUNTY prior to the ORGANIZATION expending funds for the items covered within that amendment. Costs incurred in contravention of this Paragraph are the sole responsibility of the ORGANIZATION.
18. **REQUIRED REPORTING:** In accordance with RCW 67.28.1816(2)(c)(i), all recipients must submit a report to the COUNTY by December 15, 2023 describing the actual number of people traveling for business or pleasure on a trip during 2023:
- a) Away from their place of residence or business and staying overnight in Pacific County in paid accommodations;
  - b) To a place fifty miles or more one way from their place of residence or business to Pacific County for the day or staying overnight; or
  - c) From another country or state outside of their place of residence or their business to Pacific County.

The ORGANIZATION is also required to submit a final actual expenditure report completed to the best of their ability by December 15, 2023 with the final voucher to receive full payment.

19. **NOTIFICATION**: Should the need arise during the term of this Contract for either party to notify the other of a change in address or otherwise, the following contacts shall be used:

For the COUNTY: Board of Pacific County Commissioners  
Clerk of the Board  
P O Box 187  
South Bend, WA 98586-0187  
Telephone: 360/875-9337  
Fax: 360/875-9335

For the ORGANIZATION: Michelle Layman  
PO Box 1249  
South Bend, WA 98586  
Telephone: 360/942-5419  
Tax ID #61-144951

**IN WITNESS WHEREOF** legal representatives of both the ORGANIZATION and the COUNTY have executed this Contract on the date(s) so noted below.

ORGANIZATION  
Willapa Harbor Chamber of Commerce

Board of County Commissioners

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Lisa Olsen, Chair

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Frank Wolfe, Commissioner

\_\_\_\_\_  
Mike Runyon, Commissioner

APPROVED AS TO FORM

ATTEST:

\_\_\_\_\_  
Prosecutor's Office WSBA #

\_\_\_\_\_  
Amanda Bennett Date  
Clerk of the Board