

# CONTRACT

Between  
PACIFIC COUNTY, WASHINGTON  
And  
THE PACIFIC COUNTY ECONOMIC DEVELOPMENT COUNCIL  
STAFFING PROJECT

**THIS CONTRACT** is made between Pacific County – P O Box 187, South Bend, Washington, 98586-0187 (the “COUNTY”), and the Pacific County Economic Development Council, 600 Washington Ave, Raymond, Washington, 98577 (the “RECIPIENT”).

**WHEREAS**, the RECIPIENT’S Staffing Project (PROJECT) meets the definition of a project eligible for public facility funding as defined by Chapter 82.14.370 RCW; and

**WHEREAS**, the RECIPIENT’S PROJECT implements the economic development purposes identified in Chapter 82.14.370 RCW by expanding economic development opportunities and promoting job creation and retention in Pacific County; and

**WHEREAS**, the RECIPIENT’S PROJECT is listed on the Pacific County Overall Economic Development Plan as adopted by Resolution No. 2022-042; and

**WHEREAS**, RCW 82.14.370 provides statutory authority for rural (distressed) counties to impose sales and use taxes to finance public facilities in rural counties as deductions from the tax otherwise required to be collected or paid over to the state department of revenue under chapters 82.08 or 82.12 RCW; and

**WHEREAS**, finding Pacific County to be a rural “distressed county” in need of public facilities, the Board of Pacific County Commissioners enacted Ordinance No. 148 which imposed a sales and use tax under RCW 82.14.370(1) for twenty-five (25) years at the rate of four one-hundredths percent (0.04%) effective July 1, 1998, and established the Public Facilities Improvements Fund No. 302 within the COUNTY treasury to finance public facilities within Pacific County; and

**WHEREAS**, finding Pacific County a “rural county” in need of additional “public facilities” financing, the Board of County Commissioners enacted Ordinance No. 148-A increasing the locally retained sales and use tax rate under Ordinance No. 148 to eight one-hundredths percent (0.08%) effective August 1, 1999, and subsequently the Board of County Commissioners enacted Ordinance No. 148-B further increasing the locally retained sales and use tax rate under Ordinance No. 148A to nine one-hundredths percent (0.09%) effective August 1, 2007; and

**WHEREAS**, the COUNTY has the statutory authority under RCW 82.14.370 to assist with financing public facilities throughout Pacific County; and

**WHEREAS**, the COUNTY desires to financially assist the RECIPIENT with its PROJECT; and

**WHEREAS**, the RECIPIENT wishes to enter into this CONTRACT for expenditures related to its PROJECT as listed in Section 3. Scope of Work.

**NOW, THEREFORE**, in consideration of covenants, conditions, performances and promises hereinafter contained, the parties hereto agree as follows:

1. **FUNDING**

A total of Forty-Four Thousand Eight Hundred Dollars (\$44,800) has been pledged within the Pacific County Public Facilities Improvement Fund No. 302 to assist the RECIPIENT with this “public facilities” improvement.

Funding for this PROJECT will be provided as follows:

- Fiscal Year 2023 – Twenty-Two Thousand Four Hundred Dollars (\$22,400)
- Fiscal Year 2024 – Twenty-Two Thousand Four Hundred Dollars (\$22,400)

Said amount shall constitute the maximum reimbursement the RECIPIENT is eligible to receive from the COUNTY under this CONTRACT. These funds are to be dispersed on a reimbursement basis only as provided in Section 4. Payment Provisions.

2. **USE OF FUNDS**

The RECIPIENT shall use these COUNTY funds solely for expenses to complete Section 3, Scope of Work.

3. **SCOPE OF WORK**

Support salary for the Finance Administrator for a 40-hour work week, and associated benefit costs, as well as offset costs for the Executive Director as described in the Rural Economic Development Infrastructure Funding Application (see Attachment A).

4. **PAYMENT PROVISIONS**

Funds shall be disbursed to the RECIPIENT by warrant within forty-five (45) days of billing.

As a provision for receiving reimbursement, the RECIPIENT shall provide the COUNTY the following:

- An invoice with backup documentation detailing expenditures in support of the PROJECT specified in Section 3. Scope of Work.
- Maximum reimbursement shall be limited to Twenty-Two Thousand Four Hundred Dollars (\$22,400) per fiscal year as outlined in Section 1. Funding.

5. **CONTRACT PERIOD**

The term of this CONTRACT and the performance of the parties hereto shall commence the 1<sup>st</sup> day of January, 2023. It will continue in effect through the 15<sup>th</sup> of December, 2024 unless sooner terminated or extended as provided herein.

6. **EVALUATION AND MONITORING**

- A. The RECIPIENT shall maintain books, records, documents and other evidence and accounting procedures and practices that sufficiently and properly reflect the performance of this CONTRACT. The RECIPIENT will retain all books, records, documents and other material relevant to this CONTRACT for six (6) years after expiration of the CONTRACT, or from the date final payment hereunder is made, whichever is later.

- B. The COUNTY or the State Auditor and any of their representatives shall have full access to and the right to examine during normal business hours and as often as the COUNTY or the State Auditor may deem necessary, those books, records, documents and other evidence retained by the RECIPIENT with respect to all matters covered in this CONTRACT. 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, payrolls, and records of matters covered by this CONTRACT. These rights shall last for six (6) years after expiration of the CONTRACT, or from the date final payment hereunder is made, whichever is later.
- C. The COUNTY will use reasonable security procedures and protections to assure that related records and documents provided by the RECIPIENT are not erroneously disclosed to third parties. To the extent chapter 42.56 RCW permits, pertinent records and other documents in any medium furnished by the RECIPIENT will remain its property unless otherwise agreed. The COUNTY will not disclose or make this material available to anyone other than those authorized by/in the above paragraph without first providing notice to the RECIPIENT and giving the RECIPIENT a reasonable opportunity to respond.
- D. The RECIPIENT shall cooperate with and freely participate in any other monitoring or evaluation activities pertinent to this CONTRACT that the COUNTY needs to have conducted.

7. **RECAPTURE PROVISION**

- A. In the event the RECIPIENT 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.
- B. Such right of recapture shall exist for six (6) years after expiration of this CONTRACT or final payment hereunder, whichever occurs later. Repayment by the RECIPIENT of funds under this recapture provision shall occur within twenty (20) days of 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.

8. **NONDISCRIMINATION**

The RECIPIENT 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) as amended.

9. **NONCOMPLIANCE WITH NONDISCRIMINATION LAWS**

In the event the RECIPIENT 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 RECIPIENT may be declared by the COUNTY ineligible for further Public Facilities Improvement Funds. The RECIPIENT shall be given a reasonable time in which to cure any such noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

10. **EMPLOYMENT RELATIONSHIPS**

The RECIPIENT, its employees or agents performing under this CONTRACT are not deemed to be employees of the COUNTY nor agents of the COUNTY in any manner whatsoever. No officer, employee or agent of the RECIPIENT will hold themselves out as, or claim to be, an officer, employee 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 or agent of the COUNTY.

11. **INDUSTRIAL INSURANCE COVERAGE**

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 RECIPIENT employee, or for any consultant, contractor or subcontractor, or employee(s) thereof retained by the RECIPIENT.

12. **INDEMNIFICATION/HOLD HARMLESS**

A. **Indemnification by RECIPIENT.** To the fullest extent permitted by law, the RECIPIENT 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 RECIPIENT, its employees, agents or volunteers or RECIPIENT'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 RECIPIENT'S or its subcontractors' use of, presence upon or proximity to the property of the COUNTY. This indemnification obligation of the RECIPIENT 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 RECIPIENT 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 RECIPIENT hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the RECIPIENT are a material inducement to COUNTY to enter into the Contract, are reflected in the RECIPIENT's compensation, and have been mutually negotiated by the parties.

B. **Participation County – No Waiver.** The COUNTY reserves the right, but not the obligation, to participate in the defense of any claim, damages, losses or expenses and such participation shall not constitute a waiver of RECIPIENT's indemnity obligations under the Contract.

C. **Survival of RECIPIENT's Indemnity Obligations.** The RECIPIENT agrees all RECIPIENT'S indemnity obligations shall survive the completion, expiration or termination of this Contract.

13. **ENTIRE CONTRACT**

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.

14. **CONTRACT MODIFICATIONS**

The COUNTY and the RECIPIENT may, from time to time, request changes in services being performed with these funds. Any such changes that are mutually agreed upon shall be incorporated herein by written amendment to this CONTRACT. It is mutually agreed and understood that no alteration or variation of the terms of this CONTRACT shall be valid unless made in writing and signed by the parties hereto, and that any oral understanding or agreements not incorporated herein shall not be binding. For example, and without limitation, an amendment to this CONTRACT must be approved in writing by the COUNTY prior to the RECIPIENT expending funds for the items covered within that amendment. Costs incurred by the RECIPIENT in contravention of this Paragraph are the sole responsibility of the RECIPIENT.

15. **TERMINATION OF CONTRACT**

- A. If, through any cause, the RECIPIENT shall fail to fulfill in a timely and proper manner its obligations under this CONTRACT, or if the RECIPIENT shall violate any of its covenants, agreements or stipulations, the COUNTY shall thereupon have the right to terminate this CONTRACT and withhold the remaining allocation if such default or violation is not corrected within twenty (20) days after submitting written notice to the RECIPIENT describing such default or violation.
- B. Notwithstanding any provisions of this CONTRACT, either party may terminate this CONTRACT by providing written notice of such termination, specifying the effective date thereof, at least twenty (20) days prior to such date. Payment for PROJECT-related expenses incurred by the RECIPIENT and not otherwise paid for by the COUNTY prior to the effective date of such termination shall be as the COUNTY reasonably determines.
- C. The COUNTY may unilaterally terminate all or part of this CONTRACT, or reduce the Scope of Work, if the Public Facilities Improvements funds are reduced as a result of a reduction or loss of the rural sales and use taxing authority or a substantial reduction in taxable activity.

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. **SEVERABILITY**

In the event any provision, or any portion thereof, contained in this CONTRACT is held to be unconstitutional, invalid or unenforceable, said provision(s) or portion(s) thereof shall be deemed severed and the remainder of this CONTRACT shall not be affected and shall remain in full force and effect. Furthermore, if such an event occurs, the parties agree to negotiate a modification to replace the unacceptable provision(s) as soon as possible.

18. **DISPUTE RESOLUTION**

Except as otherwise provided in this CONTRACT, when a bona fide dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a dispute hearing. The parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by the COUNTY, a representative appointed by the RECIPIENT and a third party mutually agreed upon by both parties. This team shall attempt, by majority vote, to resolve the dispute. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

19. **GOVERNING LAW AND VENUE**

This CONTRACT shall be construed and enforced in accordance with, and its validity and performance governed by, the laws of the state of Washington. The superior court of Pacific County, Washington shall be the venue for any suit between the parties arising out of this CONTRACT.

20. **PUBLIC RECORDS ACT**

This Agreement and all public records associated with this Agreement 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 CONTRACTOR are needed for the COUNTY to respond to a request under the Act, as determined by the COUNTY, the CONTRACTOR agrees to make them promptly available to the COUNTY. If the CONTRACTOR considers any portion of any record provided to the COUNTY under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR (a) of the request and (b) of the date that such information will be released to the requester unless the CONTRACTOR obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the CONTRACTOR 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 CONTRACTOR to claim any exemption from disclosure under the Act. The COUNTY shall not be liable to the CONTRACTOR for releasing records not clearly identified by the CONTRACTOR as confidential or proprietary. The COUNTY shall not be liable to the CONTRACTOR for any records that the COUNTY releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

21. **ADMINISTRATION**

The following individuals are designated to co-administer this CONTRACT. They shall also serve as their respective party's contact person for any and all communications relative to this CONTRACT.

For the COUNTY:	Paul Plakinger, County Administrative Officer Pacific County General Administration P O Box 187 South Bend, WA 98586-0006 Telephone: (360) 875-9334
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For the RECIPIENT:

Sue Yirku, Executive Director  
Pacific County EDC  
P O Box 567  
Raymond, WA 98577  
Telephone: (360) 875-9330

**IN WITNESS WHEREOF**, representatives of both the RECIPIENT and the COUNTY executed this CONTRACT the date(s) so noted below.

RECIPIENT  
City of Ilwaco

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Sue Yirku                      Date  
Executive Director

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

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

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

APPROVED AS TO FORM

APPROVED AS TO FORM

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

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

**PACIFIC COUNTY  
RURAL ECONOMIC DEVELOPMENT  
INFRASTRUCTURE FUNDING APPLICATION**

**ATTACHMENT A**

**Project Title: Economic Development Staffing**

**Annual** ☐ **Long-term** ☒

**Applicant:** Pacific County Economic Development Council

**Contact: Susan Yirku**

**Address: 600 Washington Ave**

**City, state, zip: Raymond, WA. 98577**

**Phone #: E-Mail: 503-519-7811 edc@pacificedc.org**

**Name of person authorizing submittal (print or type): Susan Yirku**

**Signature of person authorizing submittal:**



1. Is project listed in the County's Comprehensive Economic Development Strategy (OEDP List, formerly called WA-CERT) or with your city's or county's comprehensive plan? (Attach copy of OEDP list or comprehensive plan). If not, do not submit application.

**Yes No**

2. Briefly describe your project:

The planned expansion will support salary for the finance administrator moving from a 32 hour work week to a 40 hour work week, and associated benefit costs, as well as offset costs for the Executive Director.

3. Describe the current status of your project: (Include work completed or in progress)

4. State why this project meets the standard of HB2260 passed during the Washington State 1999 Legislative Session:

In accordance with RCW 82.14.370(3)(a), .09 funds may be used to finance personnel in economic development offices. In order to continue to provide the current level of services and to fulfill the anticipated growing needs for infrastructure projects (i.e. Workforce Housing, Broadband) and to support business attraction and retention, PCEDC respectfully requests assistance for funding for staff salary and benefits expense.



5. Total project cost: \$ 151,795.27

Total Request: \$44,800.00

2022- \$22,400.00 (15% of overall salary and benefits cost)

2023- \$22,400.00 (15% of overall salary and benefits cost)

6. Yearly amount requested from this funding: \$ 22,400.00

7. Number of years funding is requested: 2

8. Is this a phased project? Yes No (Describe)

No.

9. List all other approved funding sources and amounts and describe why this funding request is necessary to complete the "funding package":

PCEDC funding sources with allowable staffing spending:

**\$9000** Pacific County LTAC 2022 award \$9000.00 Operations and administration.

**\$150,000** (\$75,000 annually) WA Department of Commerce Associate Development Organization contract funding for Biennium July 1, 2021-June 30, 2023- \$150,000 (\$18,750.00 per/ Qtr) As a condition of receiving funds under this GRANT, PCEDC agrees to document at least \$23,012 in matching resources as follows; FY22 - \$11,506, and FY23 - \$11,506.

Funding areas of work:

1. Direct assistance, including business planning, to companies throughout the county who need support to stay in business, expand, or relocate to Washington from out of state or other countries. Assistance must comply with business recruitment and retention protocols established in RCW 43.330.062.
2. Support for regional economic research and regional planning efforts to implement target industry sector strategies and other economic development strategies, including cluster based strategies. Research and planning efforts should support increased living standards and increased foreign direct investment, and be aligned with the statewide economic development strategy. Regional associate development.

**\$24,700** PCOG Staffing

Salary and benefits account for 70% of the current 2022 approved PCEDC budget (\$151,795/ annual). This includes board-approved expanded costs for staffing and benefits for increase from 1.8FTE to 2.5FTE. (note 27% of the PCEDC anticipated revenues for 2022 are project-restricted grant/ contract funds.) This funding request would allow dues revenue and public service contract revenue to be dedicated to direct services and project funding.

10. Have you applied for any other sources to complete your funding? Yes No (List)

Source Amount Status . NO.

11. Describe project specific employment benefits as follows:

Additional \_\_\_\_\_ FTE During Construction

Additional \_\_\_\_\_ FTE Employed by Facility when complete

Additional .7 FTE hired as a direct result of this project

Retained 2.5 FTE as a direct result of this project

Explain in detail the basis for the numbers of FTEs and provide any supporting documentation from employers.

Approved PCEDC 2022 staffing:

1.0 FTE Executive Director

1.0 FTE Finance Administrator

.50 FTE Partner Services and Communications Coordinator

Approved 2022 PCEDC Budget attached.

Additional \_\_\_\_N/A\_\_ Businesses Created by Facility when complete  
Retained \_\_\_\_N/A\_\_ Businesses as a direct result of this project

12. What quantifiable outcomes are you going to track to measure the success of this project:

Adequate staffing will create a stable organization capable of meeting long term obligations. Outcomes will be tracked through retention of current economic development staffing and increased capacity to serve Pacific County communities.

Department of Commerce ADO funding requirements contain performance reporting on new targets including the best practices used by the ADO to increase Diversity, Equity, and Inclusion in economic development work within Pacific County, and new online reporting tool implementation to track detail data on all business startup and retention activities including: Business and Community Engagement, Recruitment and Marketing, Retention and Expansion, Support and Community Building, Startups and Entrepreneurship.

In order to ramp up data collection that needs to be reported, PCEDC has implemented online tools that businesses can use to request services and report their business status. (i.e. <https://www.cognitoforms.com/PCEDC1/merchantservicescustomerservicerequest>) All interactions with businesses must be entered into a secure database on the Dept of Commerce website. The data collecting and data entry is a new time-consuming requirement that is mandatory for continued baseline operations funding.

13. Describe any other economic benefits of this project:

Adequate staffing supports:

Leadership development opportunities are being created for emerging leaders in Pacific County. This includes mentoring opportunities, expert consultations and succession planning. Future plans include developing internship opportunities in partnership with local high schools and colleges.

Professional development scholarships are available to our partners, in addition to business management continuing education opportunities and on-demand webinars. Customer service training for the hospitality industry is being developed in collaboration with Pacific County Tourism.

PCEDC is partnering with two local communities exploring the process to becoming Washington Certified Creative Districts.

PCEDC is partnering with PacMountain Workforce Development Council on workforce training, and with Washington Seagrant on an Area Sector Analysis Plan (ASAP).

PCEDC is also partnering with the local 5 county region on Comprehensive Economic Development Strategy (CEDS).

Recently, much of PCEDC's work has focused on communicating pandemic-related grant opportunities providing and technical support to individual businesses with barriers. That work continues, including weekly updates to support organizations, social media posting and individual consultations. This work includes grant management and is expanding into advocacy on issues that continue to challenge small businesses including supply chain issues and workforce housing. PCEDC needs to maintain adequate staffing to assure our capacity to support economic prosperity in our communities, in addition to the traditional

EDC role of attracting and retaining business.

14. List any other information you feel is pertinent to this application:

Thank you for your consideration.

Revised March 2018