



September 23, 2025

Jenny Taylor, Mayor

City of Stevenson

P.O. Box 371

Stevenson, WA 98648

RE: 2026 Contract for Services

Dear Mayor Taylor,

Thank you for the City's continued support of the Skamania Economic Development Council (SEDC). Your partnership has been vital to our success in advancing economic development initiatives within the community.

Enclosed please find two copies of the proposed 2026 Scope of Work (Attachment A) between the City of Stevenson and the SEDC. The SEDC's 2026 funding request is \$29,731, calculated as follows:

- \$8.50 per capita, based on a population of 1,621 (\$13,779)
- \$2,360 for the Skamania County SBDC position
- \$13,250 for CFM Advocates

We look forward to continuing our strong partnership with the City of Stevenson and to furthering shared goals of promoting sustainable economic growth during the 2026 contract period.

Sincerely,

Kevin Waters

Executive Director

Skamania EDC

Attachment

Cc: SEDC Board of Directors

# SERVICE CONTRACT

## SERVICE CONTRACT

This agreement is made and entered into this 1st day of January, 2026, between the CITY OF STEVENSON, a municipal corporation of the State of Washington, hereinafter referred to as the "City," and the SKAMANIA ECONOMIC DEVELOPMENT COUNCIL, a non-profit corporation, hereinafter referred to as the "EDC."

### Recitals

The City of Stevenson requires the establishment and periodic updating of an economic development project list to maintain eligibility for federal and state grant assistance.

The City further wishes to expand dissemination of information regarding business opportunities and industrial growth, while also supporting efficiency and resilience of existing businesses by serving as an educational resource to business owners.

The EDC is organized to promote economic development and encourage business expansion in the local area.

It is in the City's interest to contract with the EDC to provide services supporting general economic development and technical assistance to both new and existing businesses.

### Agreement

#### 1. Services Rendered:

The EDC shall perform the work set forth in the Scope of Work attached hereto as Attachment A and incorporated herein by reference.

#### 2. Completion:

The term of this agreement shall be for twelve (12) months. The EDC shall complete the services under this agreement on or before December 31, 2026.

#### 3. Payment:

In consideration of the work described in Attachment A, the City shall pay the EDC a total sum of Twenty-Nine Thousand, Seven Hundred Thirty-One Dollars (\$29,731), calculated as follows:

- \$8.50 per capita, based on a population of 1,621 (\$13,779)
- \$2,360 for the Skamania County SBDC position
- \$13,250 for CFM Advocates

The EDC shall submit requests for payment semi-annually in June and December, along with reports of work completed. Upon receipt and approval of each report, the City shall pay the EDC one-half of the total contract amount, or Fourteen Thousand, Eight Hundred Sixty-Five Dollars and Fifty Cents (\$14,865.50), on a net 30-day basis.

After written notice to the EDC, the City may withhold payment if the EDC cannot demonstrate substantial compliance with Attachment A. Failure to provide satisfactory work reports evidencing compliance shall be considered a breach of this agreement, and the City shall be excused from further performance.

#### 4. Termination and Waiver:

Either party may terminate this agreement upon written notice if the other party defaults on its obligations. Failure to exercise the right to terminate or enforce performance shall not constitute a

waiver of rights. Upon termination, all property or work product created under this agreement and in the possession of the EDC shall be returned to the City within ten (10) days.

5. Financial Records:

The EDC shall maintain financial records of all transactions related to this agreement for six (6) years following contract completion. Records shall be available at all times for audit by the City, the State of Washington, or federal auditors.

6. Status of EDC:

a) The EDC is an independent contractor and not an agent or employee of the City. No liability shall attach to the City by reason of this agreement, except as provided herein.

b) The EDC affirms that it holds all required licenses, tax identification numbers, bonds, and insurance accounts necessary to conduct business, all of which are in full force and effect.

7. Insurance and Indemnification:

The EDC shall indemnify and hold harmless the City from any and all liability, including costs, damages, expenses, and legal fees, for injury (including death) to persons or damage to property arising out of the work performed under this agreement.

The EDC further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold harmless the City from any claims brought by EDC employees, agents, contractors, or representatives.

8. Assignment:

This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other.

9. Ownership of Work Product:

All brochures, pamphlets, displays, and other products or ideas created by the EDC under this agreement shall be the property of the City.

10. Completeness of Agreement and Modification:

This document contains the full terms and conditions of the agreement. Any alteration or modification shall be valid only if in writing and signed by both parties.

11. Equal Opportunity and Compliance with Laws:

The EDC shall not discriminate against any employee or applicant on the basis of race, color, religion, age, sex, or national origin, and shall comply with all applicable local, state, and federal laws and regulations.

12. Governing Law and Venue:

This agreement shall be governed by the laws of the State of Washington. Venue for any litigation shall be Skamania County.

13. Costs and Attorney Fees:

In the event of default, the non-defaulting party may recover costs, including reasonable attorney fees. In any action to enforce this contract, the prevailing party shall be entitled to reimbursement for court costs and attorney fees.

14. Certification of Authority:

The parties certify that the individuals executing this agreement have full authority to do so and to bind their respective organizations.

IN WITNESS WHEREOF,

the parties have executed this agreement as of the day and year first written above.

CITY OF STEVENSON

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

Jenny Taylor, Mayor

SKAMANIA ECONOMIC DEVELOPMENT COUNCIL

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

Kevin Waters, Executive Director

ATTEST:

Jenny Taylor, Mayor

APPROVED AS TO FORM:

Robert Muth, City Attorney

# SCOPE OF WORK

CITY OF STEVENSON

SCOPE OF WORK FOR ECONOMIC DEVELOPMENT SERVICES

2026

ATTACHMENT "A"

The Skamania Economic Development Council (SEDC) will perform the following economic development services for the City of Stevenson during the 2026 contract period:

## 1. Project Coordination

Coordinate with the City on priority projects for inclusion in the Comprehensive Economic Development Strategy (CEDS) submitted to the Mid-Columbia Economic Development District (MCEDD), ensuring continued eligibility for federal grant programs. Work with MCEDD to support the efficient implementation of regional and local economic development initiatives.

## 2. Reporting and Council Updates

Provide biannual progress reports to the City outlining economic development activities. When requested, attend Stevenson City Council meetings to provide updates on projects impacting the City and to report on progress made toward City-specific deliverables.

## 3. Business Retention and Expansion

Deliver business retention and expansion services to businesses located within the City of Stevenson, including one-on-one counseling through SEDC, SCORE, or referrals to partner organizations.

## 4. Training and Education

Provide access to training opportunities for Stevenson businesses through workshops, seminars, and training events offered by SEDC and its economic development partners.

## 5. Business Financing Support

Market and administer SEDC's revolving loan fund programs to assist existing downtown businesses and new start-up ventures.

## 6. Outreach and Promotion

Promote workshops, business resources, and training opportunities offered by SEDC and its partners through the SEDC website, email campaigns, and social media platforms.

## 7. Grant and Loan Assistance

Provide technical assistance to the City for grant and loan applications on a project-specific basis.

## 8. Advocacy and Representation

Serve as an active member of the Washington Economic Development Association (WEDA), offering input on legislation and policy relevant to the economic vitality of rural communities, with a focus on Stevenson.

## 9. Business Engagement

Conduct regular visits to Stevenson businesses to assess needs, provide resources, and identify opportunities for local business support.

## 10. Associate Development Organization (ADO) Role

Continue to contract with the Washington State Department of Commerce as the Associate Development Organization (ADO) for Skamania County. Meet the performance measures outlined in the ADO contract, including business recruitment and marketing, retention and expansion services, readiness and capacity development, and community engagement activities.

#### 11. Small Business Development Center (SBDC) Services

Manage and maintain the SBDC contract, position, and services shared with Skamania and Klickitat Counties, ensuring availability of high-quality small business development assistance to Stevenson businesses.

#### 12. CFM Advocates Contract Management

Administer and oversee the CFM Advocates contract between SEDC and CFM. Provide quarterly updates to the City on CFM's progress, deliverables, and project impacts.