

AGREEMENT

This agreement made and entered into this 21st day of December, 2017 between the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as “City,” and the **COLUMBIA GORGE TOURISM ALLIANCE**, a non-profit corporation, hereinafter referred to as “CGTA.”

Recitals

1. The City of Stevenson is desirous of increased dissemination of information about the City to attract visitors to the local region and to encourage tourism expansion.
2. CGTA has the opportunity to host a Resource Assistant for Rural Environments (RARE) AmeriCorps Volunteer to increase the capacity of CGTA and help develop the region as a world-class sustainable tourism economy.
3. The City of Stevenson does not have qualified staff to manage a RARE volunteer.
4. CGTA is uniquely qualified to manage a RARE volunteer, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such position.
5. It is in the City’s interest to contract with CGTA to perform certain activities relating to the management of this position that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

NOW, therefore, and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Performance.** CGTA will perform the work set forth on the Scope of Work attached hereto as Exhibit A which is incorporated herein by reference.
2. **Completion.** CGTA shall complete the services to be performed under this agreement on or before December 31, 2018.
3. **Term.** The term of this agreement shall begin January 1, 2018 and end upon the completion of the project, but no later than December 31, 2018.
4. **Payment**
 - a. In consideration of the work to be performed as described in Exhibit A, the City will pay CGTA the total sum of \$2,500. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.

- b. Final invoice for this agreement must be received by the City on or before January 11, 2019. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. All tourism funding expenditure reports required by the Washington State Legislature are to be submitted by CGTA to the City before final payment under this contract is made.
5. **Termination and Waiver.** Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
6. **Financial Records.** CGTA shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
7. **Status of Chamber.** It is hereby understood, agreed and declared that CGTA is an independent contractor and not the agent or employee of the City and that no liability shall attach to the City by reason of entering into this agreement, except as may be provided herein. The City acknowledges that CGTA may contract with the Stevenson Business Association to perform certain services set forth in the Scope of Work; provided, however, that if CGTA chooses to assign to the Stevenson Business Association any services, it will assign only those services listed on Exhibit B.
8. **Insurance and Liability.** CGTA shall indemnify and save harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by the City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement. CGTA further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by CGTA's employees, agents, contractors, subcontractors or other representatives.

CGTA shall at all times maintain with insurers or underwriters approved by the City a comprehensive Liability and Property Damage Policy with limits of not less than \$500,000 per person and \$1,000,000 per occurrence as respects property damage. The City shall be named as an insured party prior to commencement of the work hereunder. CGTA shall provide the City with ten (10) days notice in writing prior to cancellation of any such policy.

9. **Assignment.** Except as set forth in Paragraph 3 above, this agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other

party.

10. **Ownership of Work Product.** All brochures, pamphlets, maps, displays, and any other thing or idea created or produced by CGTA under the terms of this agreement shall be and remain the property of the City.
11. **Completeness of Agreement and Modification.** This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations or agreements, written or oral, not incorporated herein.
12. **Equal Opportunity and Compliance With Laws.** CGTA shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, CGTA shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. **Governing Law and Venue.** The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. **Costs and Attorney Fees.** If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorney's costs and fees and the failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and appeal.
15. **Certification of Authority.** The parties hereby certify that the persons executing this agreement on behalf of the City and CGTA have legal authority to enter into this agreement on behalf of the City and CGTA and are able to bind the City and CGTA in a valid agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto executed this agreement as of the day and the year first written above.

/ / / / / / [Signatures appear on next page] \ \ \ \ \ \

CITY OF STEVENSON

**COLUMBIA GORGE
TOURISM ALLIANCE**

By _____
Frank Cox, Mayor

By _____
Board President

ATTEST:

Leana Johnson, City Clerk

APPROVED AS TO FORM:

Kenneth B. Woodrich, PC
City Attorney

2018 TOURISM FUNDING APPLICATION FORM

Submitted by: Columbia Gorge Tourism Alliance

Contact person: Casey Roeder

Mailing Address: PO Box 1037, Stevenson WA 98648

Phone: 509-427-8911

Email: casey@skamania.org

Name of proposed event: CGTA RARE (Resource Assistance for Rural Environments) Participant

You may type your answers below or attach a separate sheet. If you attach a separate sheet please answer all of the below questions and number your answers to correspond to question numbers.

1. Describe your organization. Include your TIN/EIN if applicable.

EIN 93-1098470. Formerly the Columbia River Gorge Visitors Association, CGTA is a partnership of Washington and Oregon tourism-related stakeholders representing various businesses, organizations, and public agencies that provide services and information to visitors throughout the Gorge. In spring 2017, it sponsored "We Speak the Gorge" customer service trainings in six sessions in The Dalles, Cascade Locks and Hood River. CGTA was formed after the Gorge Tourism Studio (GTS), a training program presented by Travel Oregon in spring 2016. The community's successes following the program include the creation of five action teams focusing on: outdoor recreation; culinary/agritourism; regional marketing and tourism education; cultural heritage; and car-free transportation options; along with realizing the capacity for project staff from the Resource Assistance for Rural Environments (RARE) AmeriCorps Volunteers.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee. Beginning in January 2016, the Columbia River Gorge region participated in Travel Oregon's Rural Tourism Studio (branded as Gorge Tourism Studio or GTS), which was a unique training opportunity to convene leaders from both Oregon and Washington to discuss the challenges and opportunities of the region's tourism industry in an effort to bolster the tourism economy in a sustainable way.

This in-depth training program included more than 220 participants from six counties contributing 1,760 hours and resulted in the formation of the Columbia Gorge Tourism Alliance (CGTA). CGTA is committed to developing the region as a world-class sustainable tourism economy. CGTA recognizes this goal implicitly includes protecting and enhancing the scenic, natural, cultural and recreation resources of the Gorge and neighboring Cascades. Key to future sustainability is continuous enhancement of the visitor experience while understanding and managing the impact of tourism on the local economies and communities. The RARE participant will fill the void of paid staff as CGTA currently has none, and will continue the work of the previous RARE participant. They will be responsible for convening the group and assisting with the identified goals of the organization

3. How much are you requesting from City of Stevenson Lodging taxes?

\$2500.00

4. Submit a brief revenue and expense budget. What percentage of your budget does this request for funding represent? List any other expected revenue sources and amounts.

Travel Oregon has committed to paying more than 50% of the RARE member stipend (totalling \$23,500). With the absence of a Washington-stated tourism entity to match Travel Oregon's financial contribution, the communities on the Washington side of the Columbia River Gorge National Scenic Area are tasked with paying the balance or \$11,000. Please find attached a list of the additional organizations and agencies contributing to this cause.

The request for \$2,500 is 23% of the overall \$11,000 requirement.

5. Please describe your current fund raising efforts for this project.

Please see No. 4 above for the financial contributions from other organizations.

6. If your project is an on-going project (multi-year), explain how you plan to generate revenues in the future to make the project self supporting.

RARE follows the University of Oregon's academic calendar so the funding requested would cover September 2017 – July 2018. By 2019, CGTA hopes to be generating revenue of their own and would be able to cover the cost of any future RARE placements.

7. Describe your plans for advertising and promoting your proposed activity or facility.

N/A

8. Explain how your activity or facility will result in increased tourism and overnight stays.

Sustainable tourism can stimulate the local economy, protect and enhance local resources and foster community pride. Community leaders, tourism entrepreneurs, tour operators, lodging property owners, outdoor enthusiasts, restaurateurs and anyone with an interest in strengthening the local economy through tourism benefit from the efforts of the RARE member and CGTA. Quantifying overnight stays and/or attendance as a result of the outcomes provided by the RARE member are challenging. The overall positive economic impact to Skamania County and the entire Columbia River Gorge National Scenic Area is priceless!

9. List the number of tourists expected to attend your activity or facility in each of these categories:

a. Staying overnight in paid accommodations. Please see No. 8

b. Traveling 50 miles or more from their place of residence or business. Please see No. 8

c. Traveling from another state or country. Please see No. 8

10. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

The RARE member is working directly with the Columbia Gorge Tourism Alliance (CGTA). Currently, the Executive Director of the Skamania County Chamber of Commerce serves as the lead for CGTA and is the RARE supervisor.

11. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility. N/A

12. How will the Stevenson community benefit from your project?

The mission of the Resource Assistance for Rural Environments (RARE) Program is to increase the capacity of rural communities to improve their economic, social, and environmental conditions, through the assistance of trained graduate-level participants who live and work in communities for 11 months. Participants assist communities and agencies in the development and implementation of plans for achieving a sustainable natural resource base and improving rural economic conditions while gaining community building and leadership skills.

13. Sign and date your proposal:



Casey Roeder

10-19-17
Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal. If you attach additional information, please provide six hardcopies to the City.

If multiple activities are planned, please submit a separate application for each activity.

COLUMBIA GORGE TOURISM ALLIANCE
2018 RARE (Resource Assistance for Rural Economies) STIPEND
Washington State Portion \$11,000

CONTRIBUTORS

<u>Source</u>	<u>Amount</u>	<u>Projected or Confirmed</u>
Lewis & Clark National Historic Trail	\$ 2,000	Confirmed
Friends of Columbia Gorge	\$ 2,500	Confirmed
City of Stevenson	\$ 2,500	Projected
Skamania County	\$ 2,500	Projected
Mt. Adams Chamber of Commerce	\$ 500	Confirmed
Port of Camas-Washougal	\$ 500	Confirmed
ArtNova	<u>\$ 500</u>	Projected
	\$11,000	
Travel Oregon	\$12,500	