



October 3, 2025

Pat Albaugh, Manager
Port of Skamania County
P.O. Box 1099
Stevenson, WA 98648

RE: 2026 Contract Request

Dear Pat,

The Skamania Economic Development Council (SEDC) thanks you for your continued support over the years. Your partnership has been vital to the success of the SEDC.

The SEDC respectfully requests a total of Seven Thousand Six Hundred Eighty dollars (\$7,680.00) for its 2026 Contract for Economic Development Services with the Port of Skamania County. The contract costs are Six Thousand Five Hundred dollars (\$6,500.00) for professional services and One Thousand One Hundred Eighty dollars (\$1,180.00) for SBDC services. SEDC recognizes the value of the partnership between the Port and EDC in marketing, infrastructure development, and business assistance to existing and prospective Port tenants.

The SEDC will continue to provide grant writing and project development assistance throughout the 2026 contract period. SEDC will also provide business assistance to existing and prospective Port tenants including, but not limited to, financial assistance, business counseling, and workforce development assistance.

The EDC looks forward to working with the Port throughout the 2026 contract period in furthering economic development in Skamania County resulting in new and retained jobs for the citizens of Skamania County.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Waters".

Kevin Waters

Executive Director, Skamania EDC

PROFESSIONAL SERVICES CONTRACT

This agreement made and entered into as of the 1st day of January, 2026 between the PORT OF SKAMANIA COUNTY, hereinafter referred to as 'Port,' and the SKAMANIA ECONOMIC DEVELOPMENT COUNCIL, a non-profit corporation, hereinafter referred to as 'Contractor.'

Recitals

- A. Contractor is a nonprofit corporation organized for the purpose of promoting economic development in Skamania County.
- B. The Port has determined that it continues to have a need for Contractor's assistance with certain economic development services.
- C. It is in the Port's interest to maintain its contract with Contractor.

Agreement

1. Services Rendered: The Contractor shall perform the services identified in Attachment "B."
2. Term: The term of this contract shall begin on January 1, 2026 and will terminate on December 31, 2026.
3. Compensation and Payment: The Contractor shall be paid a total of Seven Thousand Six Hundred Eighty dollars (\$7,680.00), consisting of Six Thousand Five Hundred dollars (\$6,500.00) for professional services and One Thousand One Hundred Eighty dollars (\$1,180.00) for SBDC services. Contractor shall submit a request for payment to the Port no later than June 1, 2026, along with a report of work completed. The Port shall pay Contractor no later than June 30, 2026.
4. Contract Manager: The Port's authorized representative for this contract shall be:
Person: Pat Albaugh
Title: Manager
Address: Port of Skamania County, P.O. Box 1099, Stevenson, WA 98648
Phone: 509-427-5484
E-mail: pat@portofskamania.org
5. Entire Agreement: This Contract contains all terms and conditions agreed to by the Port and the Contractor.
6. Assignment: This agreement shall not be transferred, assigned, or sublet without prior written consent.

7. Costs and Attorney Fees: If either party defaults, the non-defaulting party may recover reasonable costs and fees.

8. Certification of Authority: The parties certify that the persons executing this agreement have legal authority.

ATTACHMENT A - GENERAL TERMS AND CONDITIONS

1. Payments for Services

Contractor will invoice the Port for payment under this contract. Payments shall be made only after review and approval of the invoice and the accompanying report of work performed.

2. Independent Contractor Status

The Contractor shall act as an independent contractor and not as an agent or employee of the Port.

The Contractor shall be responsible for all employment taxes, benefits, insurance, and related obligations.

3. Nondiscrimination

The Contractor and the Port agree not to discriminate against any person on the basis of race, color, creed, religion, national origin, sex, age, marital status, veteran status, disability, or any other protected class in accordance with applicable federal and state laws, including Chapter 49.60 RCW.

4. Hold Harmless

The Contractor shall defend, indemnify, and hold harmless the Port, its officers, agents, and employees from all claims, damages, or liability arising out of the Contractor's performance of services under this agreement, except for those caused by the sole negligence of the Port.

5. Contract Modifications

Any modifications to this agreement must be in writing and signed by both parties before becoming effective.

6. Termination

Either party may terminate this contract by providing thirty (30) days' written notice. In the event of termination, the Contractor shall be entitled to payment for work satisfactorily completed up to the termination date. If funding is reduced or withdrawn, the Contractor may unilaterally reduce scope or terminate the contract.

7. Governing Law and Venue

This contract shall be governed by the laws of the State of Washington. Venue for any disputes shall be in Skamania County, Washington.

8. Special Provision

Failure of either party to enforce any provision of this contract shall not be deemed a waiver of future enforcement.

9. Severability

If any provision of this contract is found invalid, the remaining provisions shall continue in effect so long
as the essential purpose of the contract is maintained.

ATTACHMENT B - CONTRACT SCOPE OF WORK

The Contractor will perform the following economic development services for the Port during the 2026 contract period:

1. Business Retention, Expansion, and Recruitment

- Conduct regular outreach to existing businesses to identify growth opportunities and challenges.
- Provide expansion assistance, including site selection, financing options, and workforce support.
- Recruit new businesses that complement the economic base of Skamania County and diversify the economy.

2. Industrial Site Development

- Support development activities on the Port's industrial site in North Bonneville.
- Provide marketing strategies to attract new tenants, including digital and print campaigns.
- Research and identify funding opportunities to support infrastructure improvements.

3. Marketing of Port Properties

- Develop and maintain updated marketing materials for available Port properties.
- Engage with regional and national site selectors to promote Skamania County as a business location.
- Attend trade shows and economic development events on behalf of the Port.

4. Business Assistance

- Provide one-on-one counseling to local businesses in areas such as business planning, financing, and regulatory compliance.
- Facilitate workshops and training sessions on topics like digital marketing, financial management, and succession planning.
- Connect businesses to resources such as state programs, workforce training, and financial institutions.

5. Workforce Development

- Partner with local schools, colleges, and workforce training agencies to provide a skilled labor pool for businesses.
- Support apprenticeships, internships, and on-the-job training programs.

6. Revolving Loan Fund and Scenic Area Program

- Administer the SEDC's revolving loan fund to provide capital for small business startups and expansions.
- Manage Scenic Area program funds to ensure compliance and effective use for community benefit.

7. Marketing and Online Presence

- Maintain and update the SEDC website with current Port property listings.
- Ensure direct links to the Port's website for cross-promotion of facilities.

8. Project Development

- Assist the Port with scoping new projects, including feasibility analysis and grant applications.
- Identify and secure public and private funding sources to advance priority projects listed on the Community Action Team Work Plan.

9. Community Action Team Coordination

- Organize and facilitate quarterly Community Action Team meetings.
- Prepare agendas, minutes, and follow-up actions to ensure accountability and progress.

10. Sales and Use Tax Support (.09 Funds)

- Assist the Port in preparing requests for .09 funds for eligible development projects.
- Provide documentation and advocacy to secure funding approval.

11. Small Business Development Center (SBDC) Services

- Develop and maintain a new SBDC Contract shared with Skamania and Klickitat Counties.
- Provide business counseling, financial analysis, and training to small businesses under the SBDC program.

12. Policy and Advocacy Support

- Hire CMS Advocates on behalf of the Port and related entities.
- Monitor state and federal policy changes that may impact Skamania County businesses and advocate for favorable outcomes.