



CITY COUNCIL AGENDA

October 27, 2025

7:00 p.m.

1. **APPROVAL OF THE AGENDA**
2. **COMMUNICATION, PUBLIC HEARING, PROCLAMATION** - None
3. **PUBLIC COMMENT:** *This is the time for anyone wishing to speak before the council in relation to items on the agenda to do so, state your name and address before your comment. Comments may also be emailed to knielsen@cityofhoquiam.com by Monday, October 27, 2025, at 10:00 AM. Written comments must include your name and address and will be summarized at the meeting but will be documented in the minutes in their entirety. PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.*
4. **CONSENT AGENDA**
 - a. Council Minutes of October 13th, 2026
5. **COUNCIL ACTION/DISCUSSION**
 - a. **COMMITTEE REPORTS**
 - b. **OFFICERS REPORTS**
 1. Public Defense Grant
 2. Olympic Stadium Marketing Proposal
 3. Musical Playground Equipment Bids
 4. Community Forest Property Purchase – Sunquist Trust
 - c. **MAYORS REPORTS**
 - d. **COUNCIL REPORTS**
6. **LEGAL BUSINESS**
 - a. **ORDINANCES**
 - b. **RESOLUTIONS**
 - c. **OTHER LEGAL**
 1. Grays Harbor County Interlocal Agreement – Re-Entry Initiative for Hoquiam Jail
 2. Gordon Thomas Honeywell Contract – State
 3. Gordon Thomas Honeywell Contract - Federal
7. **OLD BUSINESS**
8. **NEW BUSINESS**
9. **SECOND PUBLIC COMMENT:** *This is the time for anyone wishing to speak before the council may do so, state your name and address before your comment. Comments may also be emailed to knielsen@cityofhoquiam.com by Monday, October 27, 2025, at 10:00 AM. Written comments must include your name and address and will be summarized at the meeting but will be documented in the minutes in their entirety. PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.*
10. **EXECUTIVE SESSION** (Per RCW 42.30.110)
 - a. Teamsters Negotiations
11. **ADJOURN**

Public Safety Meeting at 6:00 PM – In Person only in Council Chambers

Council Meeting at 7:00 PM – attendance in person or remote live stream – this meeting will be recorded and will be live streaming at <https://us02web.zoom.us/j/82487186433>.



CITY OF HOQUIAM

October 13, 2025

City Council Meeting Minutes

CALL TO ORDER

Mayor Winkelman called the meeting to order at 7:00 p.m. Councilmember Carlstrom led the flag salute.

ROLL CALL

Those in attendance at the meeting were Mayor Winkelman and Councilmembers Anderson, Brooks, Carlstrom Gillis, Hinchey, Larsen, Nelson, Pauley, Puvogel, Reid, Smith and Thornton.

Staff in attendance were Lt Jeff Salstrom, Fire Chief Matt Miller, City Attorney Steve Johnson, City Administrator Brian Shay, Finance Director Corri Schmid and Council Secretary Kayla Nielsen.

APPROVAL OF THE AGENDA

Councilmember Brooks moved to accept the agenda. Supported by Councilmember Nelson. Passed by voice vote.

PUBLIC HEARING

Cost to Demolish 509 Simpson Ave.

Councilmember Puvogel opened the Public Hearing. Councilmember Pauley supported, and it passed by voice vote. No discussion followed. Councilmember Puvogel moved to close the Public Hearing, Supported, and it passed by voice vote.

PUBLIC HEARING

Property Taxes

Councilmember Puvogel opened the Public Hearing. Councilmember Nelson supported, and it passed by voice vote. Corri Schmid spoke on the topic of property taxes. Councilmember Puvogel moved to close the Public Hearing, Councilmember Pauley supported, and it passed by voice vote.

COMMUNICATION

Blue Zone Update

Chris Frye spoke about the Blue Zone coming to an end and what the next goals are.

PUBLIC COMMENT

Gwendolyn Gates

Spoke on the Littering Ordinance.

CONSENT AGENDA

Council Minutes of September 22, 2025

Councilmember Brooks moved to approve Council Minutes of September 22, 2025. His motion was seconded by Councilmember Nelson and passed by voice vote.



CITY OF HOQUIAM

October 13, 2025

City Council Meeting Minutes

Release of Retainage –
Rognlin’s – Safe Routes to
School

Councilmember Brooks moved to approve the release of retainage to Rognlin’s. His motion was seconded by Councilmember Nelson and passed by voice vote.

Assistance to Firefighter
Grant – Headquarters
Station Improvements

Councilmember Brooks moved to approve the Assistance to Firefighter Grant. His motion was seconded by Councilmember Nelson and passed by voice vote.

COUNCIL ACTION/DISCUSSION

Committee Reports

No Committee Reports Presented.

Officers Reports

Costs for Demolition – 509
Simpson Ave.

Staff recommend that the City Council adopt a resolution assessing a charge of \$42,036.26 against 509 Simpson Avenue, Hoquiam, Washington, as a special assessment.

Councilmember Brooks moved to approve this request. His motion was seconded by Councilmember Puvogel. Discussion was opened. Passed by voice vote.

Public Records –
NextRequest

Staff recommend the city purchase the NextRequest software to manage their public records.

Councilmember Puvogel moved to approve this purchase. His motion was seconded by Councilmember Pauley. Discussion was opened. Passed by voice vote.

Assistance to Firefighter
Grant – Headquarters
Station Improvements

Staff recommend that the City Council accept this grant for the Assistance Fire Fighter for \$90,476.19 with the city required to match an additional \$4,523.81.

Councilmember Puvogel moved to approve this request. His motion was seconded by Councilmember Hinchin. Discussion was opened. Passed by voice vote.

Mayors Reports
Speed Limits

Request for the Public Safety Committee to review speed limits.



CITY OF HOQUIAM

October 13, 2025

City Council Meeting Minutes

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| Nuisance Issues | Nuisance Issues are being tackled quickly. |
| Daylight Savings | Daylight Savings coming around the corner – turn your headlights on. |
| Council Reports | |
| Councilmember Gillis | Councilmembers are invited to the Key Leader Event hosted by MyTOWN and Harbor Strong on October 14, 2025. |
| Councilmember Larsen | Buddy Moo’s Trunk or Treat is on October 31 st , between 6-9pm in the parking lot. We need more trunks. |
| Councilmember Carlstrom | Thank you everyone for allowing me to continue to be a Councilmember through this last year. |
| LEGAL BUSINESS | |
| Ordinances | |
| Littering – Adopting revised state statues | An Ordinance relating to Littering; amending Section 5.55.010 of the Hoquiam Municipal Code. Councilmember Puvogel moved to adopt the Ordinance, and his motion was seconded by Councilmember Nelson. Ms. Schmid read the Ordinance by title a second time after which the motion to approve passed by unanimous voice vote. |
| Resolutions | |
| Police Surplus – 2018 Ford Explorer | A Resolution declaring certain personal property owned by the City to be surplus items pursuant to Hoquiam Municipal Code Sections 1.64.005, 1.64.010 and 1.64.020. Councilmember Brooks moved to adopt the Resolution, and his motion was seconded by Councilmember Puvogel. A discussion followed and it was passed by voice vote. |
| 509 Simpson Ave Cleanup Costs | A resolution confirming the report of the Building Department specifying the work done and the itemized and total cost of the work done to demolish and abate the building located at 509 Simpson Avenue, Hoquiam, Washington; and ordering that the total charge shall be the amount of \$42,036.26 and further ordering that the charge shall be assessed against the property and recorded on the assessment roll of Grays Harbor County. Brooks moved to adopt the Resolution, and his motion was |



CITY OF HOQUIAM

October 13, 2025

City Council Meeting Minutes

Setting Public Hearing to vacate a portion of Monroe St south of Eklund on November 10, 2025

seconded by Councilmember Puvogel. A discussion followed and it was passed by voice vote.

A resolution pertaining to the vacation of a portion of Monroe Street, south of Eklund Ave, extending less than one block to where Monroe Street dead ends at the Hoquiam River; and setting a public hearing for the proposed vacation procedure. Councilmember Puvogel moved to adopt the Resolution, and his motion was seconded by Councilmember Pauley. Passed by voice vote.

Other Legal

PLIA Grant Agreement – Cleanup of former Arnold Building (lot next to Hoquiam Brewery)

This agreement is to conduct cleanup actions allowable within the grant funding amount. Councilmember Puvogel moved to approve this agreement, and his motion was seconded by Councilmember Brooks. Passed by voice vote.

FIIRE Program 2026

Councilmember Puvogel moved to approve this agreement, and his motion was seconded by Councilmember Pauley. Passed by voice vote.

OLD BUSINESS

Music Park

Councilmember Thornton asked for an update on the Music Park. Mr. Shay spoke on the topic.

Rezoning

Councilmember Reid asked for an update on the Rezoning. A consultant has done a draft; staff has reviewed said draft. Revitalization Committee has also reviewed the draft, and it is now going to the Planning Commission on October 29, 2025. Potentially, to expect something in November.

Community Services Advisory Board

Councilmember Anderson asked for an update on the Community Services Advisory Board. Mayor Winkelman stated that there was no interest, and we should potentially repeal the Ordinance.

Cross Walks

Councilmember Smith spoke about increasing the marking on the crosswalks. He would like to hear from the city about the plan.



CITY OF HOQUIAM

October 13, 2025

City Council Meeting Minutes

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|---|--|
| Fairway Store stripping | Councilmember Thornton spoke on the stripping at the Fairway Store. |
| Public Safety meeting Update | Councilmember Reid asked for an update on the results of the Public Safety Recommendation. Mr. Shay spoke on the steps are taking place to implement the recommendation. |
| NEW BUSINESS | |
| Updated Council Meeting Dates | Councilmember Puvogel moved to cancel November 24 and December 22 Council Meetings. Councilmember Pauley supported, discussion was opened and passed by voice vote. |
| Regulatory Meetings | Councilmember Puvogel scheduled the Regulatory Meetings for November 10 and December 8 at 6PM. |
| Public Hearing | Councilmember Puvogel moved to set a second Public Hearing for property taxes on November 10, 2025, at 7PM. Councilmember Carlstrom seconded, passed by voice vote. |
| Public Safety Committee | Councilmember Reid scheduled a Public Safety Committee meeting to discuss the speed limits on October 27, 2025, at 6PM in the Council Chambers. |
| Behavior Navigator | Councilmember Gillis motioned to authorize the city to discuss the shared cost with the county and/or Quinault Nation for the Behavioral Navigator. This motion was supported by Councilmember Brooks then supported by Councilmember Hinchin to amend to include Quinault Nation. Discussion was opened and passed by voice vote. |
| 4 th of July Planning Committee | Councilmember Gillis motioned to put a planning committee together for the July 4 th , 2026, celebration with fireworks and street parade. Councilmember Hinchin supported this motion. Discussion was opened and was passed by voice vote. |
| Plot between License Department and Fire Department | Councilmember Anderson asked the City if the plot between the Licensing Department and Fire Department was a designated park. Mr. Shay spoke on the topic; this plot of land is not a designated park. |



CITY OF HOQUIAM

October 13, 2025

City Council Meeting Minutes

SECOND PUBLIC COMMENT

Lynn Ogren – Center Street

Spoke on the musical instrument park.

Gwendolyn Gates

Spoke on the musical instrument park.

Betsy Seidel – 2nd Street

Spoke on the musical instrument park.

Chris Gunderson – Cleveland

Spoke on wanting to join the July 4th, 2026, committee. Also invited others to join the Revitalization Committee for the business association at cgunderson@gmail.com

Kim Chase – Aberdeen Ave.

Written comments on businesses that needed to be cleaned up, the street sweeper, and some grass on the sidewalk.

EXECUTIVE SESSION

Teamsters Negotiations

Council meeting adjourned by Councilmember Puvogel at 9:00 p.m. Supported by Councilmember Hinchey and passed by voice vote. Will reconvene at 9:20 p.m.

Council came back to order in Regular session at 9:00 p.m.

ADJOURN

Councilmember Puvogel moved to adjourn the meeting at 9:20 p.m. and his motion was seconded by Councilmember Pauley and passed by voice vote.

BEN WINKELMAN – Mayor

KAYLA NIELSEN – City Council Secretary



Office of the City Administrator

CITY OF HOQUIAM

609 – 8th Street, Hoquiam, WA 98550

(360) 538-3983

Email: bshay@cityofhoquiam.com

Report From Officer

DATE: October 21, 2025
TO: Mayor Winkelman and Council Members
FROM: Brian Shay, City Administrator
SUBJECT: Office of Public Defense Grant

City staff applied for and received a grant of \$45,930 from the Office of Public Defense to pay for the following court related expenses during 2026 and the first half of 2027:

- Increasing public defense attorney compensation
- Providing public defense services at preliminary appearance calendars

The City first received this grant back in 2017 and has successfully received and managed the funding ever since. Attached is the e-mail we received from the Office of Public Defense notifying the city of the award.

Recommendation:

Staff recommends that the Mayor or designee be authorized to sign a grant agreement with the Office of Public Defense.

From: Geoffrey Hulsey <Geoffrey.Hulsey@opd.wa.gov>
Sent: Wednesday, October 8, 2025 3:55 PM
To: Brian Shay <BShay@cityofhoquiam.com>
Subject: Grant Award Notification – OPD Public Defense Improvement Funds (10.101)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Brian Shay:

Congratulations! In response to your application, the Washington State Office of Public Defense (OPD) is pleased to offer state grant funding to the City of Hoquiam for public defense improvements and new expenses in calendar years 2026 through June 2027.

- Total award: **\$45,930.00**.
- Distribution: **\$30,620.00** for use in 2026, and **\$15,310.00** for use in the first half of 2027.

Funds must be used in the year they are disbursed. If you anticipate challenges spending the funds, please contact OPD right away.

The funds shall be used for the following purpose(s):

- Increasing public defense attorney compensation
- Providing public defense services at preliminary appearance calendars

Reporting and Support:

As a participant in this 18-month grant program, the City of Hoquiam will be expected to file three progress reports. In addition, OPD will conduct occasional site visits to learn more about your local public defense practices, provide technical assistance, and ensure that funds are being spent on approved uses.

Next Steps:

In a separate email to follow, you will receive the Grant Agreement notification via AdobeSign. Upon receipt of this Grant Agreement, please review and let us know if you have any questions or concerns. The Agreement is to be signed by an authorized representative of the City of Hoquiam by **December 29, 2025** (extensions are available upon request). You will automatically receive a copy for your records. You will receive the disbursement for calendar year 2026 in early January 2026 and a disbursement for 2027 in January 2027. Statewide Vendor Numbers (SWVs) that allow electronic funds transfer will receive funds through EFT. SWVs that do not allow EFTs will receive paper checks through certified mail. Checks should be deposited within 14 business days of receipt.

Thank you for your commitment to improving public defense services, and please feel free to contact us if you have any questions. We look forward to working with you over the next two years.

Sincerely,

Geoffrey Hulsey (he/him)
Managing Attorney, Public Defense Improvement Program
Washington State Office of Public Defense
PO Box 40957, Olympia, WA 98504-0957
Desk: (360) 586-3164 ext. 147
Cell: (360) 972-5999
Geoffrey.Hulsey@opd.wa.gov



**Office of the City Administrator
CITY OF HOQUIAM**

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(360) 538-3983 – FAX (360) 538-0938
Email: bshay@cityofhoquiam.com

Report From Officer

DATE: October 21, 2025
TO: Mayor Ben Winkelman and Council Members
FROM: Brian Shay, City Administrator
SUBJECT: Olympic Stadium Marketing

The City of Hoquiam received the attached proposal from PNW Web Designers to implement a strategic paid marketing plan for Olympic Stadium. The goal of this effort is to target entertainers, sports organizations and other potential groups who would consider renting Olympic Stadium for an event or tournament.

Funding for this effort was provided through a Grays Harbor County Lodging Tax grant as it supports tourism.

Recommendation:

Staff recommend that the Council authorize the agreement with PNW Web Designers.

CITY OF HOQUIAM / OLYMPIC STADIUM

Paid Media Marketing Plan

(4 Months) \$12,000 Total Budget

Channels: Google Ads, Facebook & Instagram, Eventbrite, and Supporting Social Platforms

Ads campaign begins when the payment is received.

1) Objectives

- Drive qualified booking inquiries for city-hosted venues/events 6–12 months in advance.
- Build awareness and consideration among promoters (concert agents, comedy shows, trade shows) and local/regional organizers.
- Capture and nurture demand with retargeting, lead forms, and consistent follow up from the City's team.

2) Success Metrics (KPIs)

- Primary: Booking form submissions / inquiry emails, tracked calls from ads/landing page.
- Secondary: CTR ($\geq 2-4\%$), CPC (benchmark varies by market), Cost per inquiry (target established after first 2 weeks).
- Quality metrics: % of qualified leads (fit for concerts/comedy/trade shows), lead-to-booking rate (owned by City).

3) Audience & Geo Targeting

- Geography: Prioritize Washington state + key Pacific Northwest metros (expand to West Coast as data supports).
- Personas: booking/production professionals (promoters, tour managers, event planners), vendor coordinators, community organizers.
- Signals: custom keywords (venue rental, tour dates, comedy booking, expo space), job titles & interests, website visitors (remarketing), and lookalikes.

4) Channel Strategy & Tactics

Google Ads (Search + PMax/YouTube). Capture active demand with intent based keywords; test Performance Max/YouTube for reach and remarketing.

Facebook & Instagram (Meta). Prospecting via interest/job title targeting and lookalikes; always on retargeting of site visitors and engaged users.

Eventbrite (Listings + Boost). Leverage discovery for relevant showcases/open houses; use Boost for targeted placements to event minded users.

Supporting Social (LinkedIn/X as needed). Selective tests for B2B promoter reach (LinkedIn job titles); X for event discovery tests if inventory/costs allow.

5) Budget, Pacing & Fees (Assumptions)

Total budget is \$12,000 for 4 months. **\$1,500 onetime setup fee** and **\$500/month management fee** (\$2,000 across 4 months) paid to PNW Web Designers and Marketing. Remaining funds go to media spend. Below is the tentative structure ads spend; we will have 10 ads after A/B testing 30 days, we will know which ads will perform best.

| Item | Monthly | 4-Month Total |
|--------------------------------|-------------------|--------------------|
| One-time Setup (Agency) | \$1,500 | \$1,500 |
| Mgmt Fee (Agency) — \$500/mo | \$500 | \$2,000 |
| Estimated Media Spend | \$2,125.00 | \$8,500.00 |
| — Allocation Detail — | | |
| Google Search (35%) | \$743.75 | \$2,975.00 |
| Google Pmax Ads /YouTube (15%) | \$318.75 | \$1,275.00 |
| Facebook & Instagram (35%) | \$743.75 | \$2,975.00 |
| Eventbrite Boost (10%) | \$212.50 | \$850.00 |
| Contingency/Tests (5%) | \$106.25 | \$425.00 |
| Grand Total | \$2,625.00 | \$12,000.00 |

6) Campaign Structure & Targeting Examples

- **Google Search:** Ad groups by theme — ‘venue rental’, ‘book a concert venue’, ‘comedy tour venue’, ‘trade show hall’, brand terms; exact+phrase, negatives to refine.
- **Google PMax/YouTube:** Creative assets to highlight capacity, amenities, dates, pricing guidance, testimonial quotes; use site wide tags for audiences.
- **Meta Prospecting:** Interests/job titles (Event Planner, Tour Manager, Talent Buyer, Promoter); lookalikes from site visitors and lead lists (where permitted).
- **Meta Remarketing:** 30/60/90 day site visitors, video viewers, Instagram engagers; rotate proof based creatives (photos of successful events, testimonials).
- **Eventbrite:** Listings for showcases/open houses; use Boost to target event seeking users by category; link to City’s booking/inquiry destination.

7) Creative & Asset Checklist

- Copy: 5–8 headlines, 4–6 primary texts, 3–4 descriptions; variations for concerts, comedy, trade shows.
- Visuals: high-res photos of venues, stage, seating, expo floor; simple 6–15s video loops if available (City provides).
- Proof: capacity specs, parking/logistics, pricing guidance, testimonial snippets, past headliners/brands (if permitted).
- CTAs: ‘Request Dates’, ‘Check Availability’, ‘Book a Tour’, ‘Hold My Date’.

8) Landing Page & Tracking

- Single, fast landing page per segment with scannable specs, calendar notes, and contact/hold date CTA.
- City provides/owns the booking form or inbox; agency builds the ad landing page only.
- Install Google Tag (GTM/GA4), Google Ads conversion, and Meta pixel; track: lead submits, email clicks, phone clicks, and time on page.

9) Timeline & Process

- Week 1: Assets intake, tracking setup, landing page build, campaign scaffolding.
- Week 2: Launch with conservative bids; daily checks; negatives & creative A/B tests begin.
- Weeks 3–4: Scale top performers; refine audiences; add Eventbrite Boost and Google / FB as data accrues.
- Months 2–4: Ongoing optimization; new creatives monthly; shift budget to growth channels/segments.

10) Roles & Responsibilities

- **Agency:** Ad strategy, builds ads and ad landing page(s), installs tracking, optimizes campaigns, reporting.
- **City:** Provides photos/video/assets; owns ticketing and booking form/inbox; staff responds to leads promptly.
- **Exclusions:** Agency not responsible for photography/videography, ticket sales, or the City's booking form.

11) Reporting Cadence & Reviews

- Weekly snapshot: spend, clicks, CTR, CPC, conversions, cost per inquiry, top campaigns/keywords/ads.
- Monthly review: channel mix, lead quality insights, creative rotation plan, next month budget shifts.

Checks payable to PNW WEB DESIGNERS, RANDY COSTELLO

Signature: _____ Date: _____

Name/Title: _____



**Office of the City Administrator
CITY OF HOQUIAM**

609 – 8th Street, Hoquiam, WA 98550
(360) 538-3983 – FAX (360) 538-0938
Email: bshay@cityofhoquiam.com

Report From Officer

DATE: October 22, 2025
TO: Mayor Ben Winkelman and Council Members
FROM: Brian Shay, City Administrator
SUBJECT: Musical Playground Equipment Bids

The City made a formal call for bids to purchase musical playground equipment thanks to a generous private donation through the Easton Family Giving Fund.

Three bids including taxes and shipping to Hoquiam were received as follows:

| | |
|--------------------------|-------------|
| Great Western Recreation | \$29,250.12 |
| Allplay Systems | \$35,235.12 |
| Freenotes Harmony Park | \$37,539.68 |

Recommendation:

Staff recommend that the Council authorize the purchase from Great Western Recreation.



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Report From Officer

DATE: October 22, 2025
TO: Mayor Ben Winkelman and Council Members
FROM: Brian Shay, City Administrator
SUBJECT: Community Forest Property Purchase – Sunquist Trust

The City of Hoquiam has been in negotiations with the Sunquist Family Trust to purchase 85 acres of forestland that extend from Endressen Road to the SR109 Bypass.

We have reached an agreement to purchase the property for \$390,000, slightly above the appraisal of \$385,000. The appraisal summary sheet and a map of the property are attached.

The family has stated that "if a park/playground is built on the property, it would be very meaningful if it would be named after our Dad, Arnold V. Sundquist. He lived in Hoquiam his entire life and would be pleased that the City of Hoquiam wishes to acquire the property"

Funding to purchase the property is provided through the Washington State Legislature's 2023-2025 Capital Budget appropriation that included our Community Forest Grant through the Recreation and Conservation Office.

Recommendation:

Staff recommends that the Council authorize the purchase of the property.

SUMMARY OF APPRAISAL

Identification of Subject Property

The subject property includes three Grays Harbor County tax parcels which have tax ID #s 517100331002, 517100342001 and 517100331001. These three subject parcels include a total of 85.73 acres of vacant forestland owned by Sundquist Family LLC.

Summary of Appraisal Problem

The City of Hoquiam is interested in purchasing the subject from the Sundquist Family LLC. Determination of the subject's market value is necessary to facilitate any potential transfer of the property.

Location

The subject property is located in western Grays Harbor County about one mile northwest of the City of Hoquiam central business district. Hoquiam is located in the western portion of Grays Harbor at the mouth of Grays Harbor. It is the second largest city in Grays Harbor County with an estimated population of about 8,800 people.

Property Description

The subject property is vacant forestland that consists of 85.73 acres which contains a mix of merchantable and premerchantable trees. The subject currently has established access from multiple public roads. In addition, the subject contains old logging roads which would require upgrading for use. The subject is bordered by parcels which are used for public school usage and residential uses. The subject has an estimated 1,530 lineal feet of frontage on the Little Hoquiam River.

Highest & Best Use

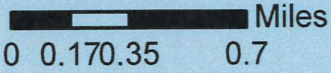
The subject is a rural land parcel that has historically been used for forestland management. All subject parcels are located inside the city limits of the City of Hoquiam and are zoned R1 – Low Density Residential. The minimum lot area in the R1 zone is 8,500 square feet. The subject has good characteristics for timber production and there is little demand for single-family residential lots in the subject's market area. Therefore, the subject's highest and best use is for forestland management.

Final Value Estimates

FEE SIMPLE VALUE\$385,000

Date of Valuation

The date of value of this report is July 25, 2025, which is the most recent date of property inspection. This appraisal was prepared in July and August of 2025.



 Subject Property

**INTERLOCAL AGREEMENT
BETWEEN
GRAYS HARBOR COUNTY AND CITY OF HOQUIAM**

THIS AGREEMENT is made between **GRAYS HARBOR COUNTY**, through the Grays Harbor County Sheriff's Office ("County"), and **CITY OF HOQUIAM** ("City"), for the purpose of Grays Harbor County providing part-time medical staffing under the Re-Entry Initiative to City of Hoquiam Jail.

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

1. PURPOSE AND BACKGROUND

- 1.1 This is an Interlocal Agreement entered into under the authority of the Interlocal Cooperation Act, Chapter 39.34 RCW, between **GRAYS HARBOR COUNTY** and **CITY OF HOQUIAM** in the State of Washington.
- 1.2 Pursuant to RCW 39.34.080, the purpose of this Interlocal Agreement is as set forth in Section 1 (Purpose and Background). The responsibilities of the parties are set forth in Section 2 (Administration of Agreement). Its duration is as specified in Section 3 (Duration of Agreement). Its method of termination is set forth in Section 4 (Termination of Agreement).
- 1.3 The purpose of this Agreement is to define the terms under which Grays Harbor County Sheriff's Office will provide part-time nursing services to City of Hoquiam, through its City Jail.
- 1.4 Prior to its entry into force, the parties shall file or list an executed copy of this Agreement as provided under RCW 39.34.040.

2. ADMINISTRATION OF AGREEMENT

- 2.1 The City wishes to provide medical services to its inmates under the Washington State Health Care Authority's Re-Entry Initiative, but the City does not employ professional medical staff with which to provide those services. The County has in its employ professional certified and licensed medical staff (RN, ARNP, "Employees") who are capable of providing the needed services. The County agrees to provide professional medical staff to the City for these services, for suitable compensation.
- 2.2 This Agreement is based on the following representations:
 - (a) The City has secured a three-year grant from the Washington State Health Care Authority's Re-Entry Initiative, running from July 1, 2025, through June 30, 2028, to operate a re-entry program in its City Jail.
 - (b) The grant provides for the hiring of professional medical staff to operate the re-entry program.

(c) Grays Harbor County has agreed to provide professional medical staff to the City for suitable compensation and subject to the terms of this Agreement.

(d) Beginning December 1, 2025, through June 30, 2028, the City will pay the County the cost of a Registered Nurse (RN) for 35 hours per week total (.88 FTE) as described in Section 7. In addition, the City will pay the County the cost of an Advanced Registered Nurse Practitioner (ARNP) for twenty (20) hours per week (.5 FTE) as described in Section 7. The start date may be adjusted by written agreement of the parties.

(e) The County will direct the working hours of the Employees, as follows: The ARNP will be scheduled to be at the Hoquiam Jail for twelve (12) hours each week, and during those hours may hold up to three (3) clinics per week to be scheduled at the discretion of the County Jail Medical Director. The remaining eight (8) hours per week may be worked remotely, and shall include taking calls from the Hoquiam Jail after hours. The RN will be scheduled to work at the Hoquiam Jail for seven (7) days per week for five (5) hours each day; hours to be scheduled at the discretion of the County Jail Medical Director. Work hours will include travel time to and from Hoquiam and Montesano.

(f) The County will supply the Employees with the equipment necessary to carry out their professional duties (e.g., stethoscope). The City will provide all other supplies, medications, work space equipment, etc. as requested and/or ordered by the ARNP which are necessary to fulfill the requirements of the Re-Entry Initiative.

2.3 During the term of this Agreement, the County will bill the City for salaries, benefits, overtime/extra pay, mileage, and its administrative costs as described in Section 7.

2.4 No new or separate legal or administrative entity is created to administer the provisions of this Agreement.

2.5 During the performance of this Agreement, neither party to this Agreement shall discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age or the presence of any disability in the administration or delivery of services outlined in this Agreement.

3. **DURATION OF AGREEMENT**

The term of this Agreement is for the period from December 1, 2025, through June 30, 2028, so long as grant funds are available, until terminated in accordance with the termination clause of this Agreement. The beginning date may be adjusted upon written agreement of the parties. Actions taken pursuant to this Agreement but prior to its formal execution are hereby ratified by the parties.

To City of Hoquiam: _____

The name and address to which notices shall be directed may be changed by either party by giving the other party notice of such change as provided in this section.

9. SEVERABILITY

If any section or part of this Agreement is held by a court to be invalid, such action shall not affect the validity of any other part of this Agreement.

10. COMPLIANCE WITH LAWS.

The parties shall observe all applicable federal, state and local laws, ordinances and regulations in conjunction with meeting their respective obligations under the terms of this Agreement.

11. HOLD HARMLESS

Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employee and agents in the performance of this agreement. No party to this agreement shall be responsible for the acts and omission of those entities or individual not a party to this agreement.

12. ENTIRE CONTRACT

The parties agree that this contract is the complete expression of the terms hereto, and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by all parties.

IN WITNESS HERETO, the parties have executed this Agreement as of the dates written below.

FOR GRAYS HARBOR COUNTY
Board of County Commissioners

FOR CITY OF HOQUIAM

Vickie L. Raines, Chair

ATTEST:
Dated this ____ day of _____, 2025

ATTEST:
Dated this ____ day of _____, 2025

Clerk of the Board

APPROVED AS TO FORM:

APPROVED AS TO FORM:

AGREEMENT FOR PROFESSIONAL SERVICES
Between
CITY OF HOQUIAM
And
GORDON THOMAS HONEYWELL GOVERNMENT RELATIONS

This Agreement is entered into as of this 1st day of January, 2026, by and between the city of Hoquiam (“CITY”), a municipal corporation, and Gordon Thomas Honeywell Government Relations (“GTH”).

1. TERM OF CONTRACT

This Agreement shall be in full force and effect from **January 1, 2026**, to completion of the work or termination pursuant to Section 15 of this Agreement.

2. SCOPE OF WORK

GTH will perform all professional services as set forth in the proposal of GTH, incorporated herein by reference as Attachment “A”.

3. TIME FOR BEGINNING AND COMPLETION

GTH shall not begin any work under the terms of this Agreement until authorized in writing by CITY. All work under this Agreement shall be completed within **six months** after CITY authorizes GTH to begin work.

The established completion time shall not be extended because of any delays attributable to GTH, but may be extended by CITY, in the event of a delay attributable to CITY, or because of unavoidable delays caused by an act of God or governmental actions or other conditions beyond the control of GTH. A prior supplemental agreement issued by CITY is required to extend the established completion time.

4. NONDISCRIMINATION

GTH agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, marital status, sex, age or disability except for a bona fide occupational qualification with regard to, but not limited to the following: employment upgrading, demotion or transfer, recruitment or any recruitment advertising, a layoff or termination, rate of pay or other forms of compensation, selection for training, or rendition of services. During the performance of this Agreement, GTH shall comply with federal and state nondiscrimination statutes and regulations, including the American Disabilities Act of 1992, as amended.

5. PAYMENT

CITY shall pay **GTH** for completed services rendered on a Time and Expense basis and not to exceed the maximum estimated fees and costs of **\$61,800** without prior written approval by CITY. Compensation will be in accordance with the schedule of rates and charges in Attachment "A". Invoices will be submitted once a month, which are payable upon receipt. An interest charge of one percent (1.0%) per month will be payable on any amounts not paid within 30 days of invoice date. Payments will first be applied against outstanding interest charges, then against unpaid invoice amount.

In the event of a disputed or contested billing, only that portion so contested will be withheld from payment, and the undisputed portion will be paid. CITY will exercise reasonableness in contesting any bill or portion thereof. No interest will accrue on any contested portion of the billing until mutually resolved.

6. RIGHT OF INSPECTION AND AUDIT

CITY or its agents shall at all times during the course of the work have reasonable access to inspect and to audit all pertinent **GTH** records and accounts. **GTH** will retain all books, records, documents and other materials relevant to this Agreement for five years after completion of the work and CITY or its agent shall have full access and the right to inspect and examine any of the said materials during normal work hours.

7. SUBCONTRACTING

With permission of CITY, **GTH** may subcontract or assign portions of the engineering services. Services performed by subcontractors will be billed to CITY at actual cost. The costs of subcontracting shall be included within the maximum estimated fees and costs for **GTH**'s services.

8. PERFORMANCE OF SERVICES

All professional services performed under this Agreement shall be rendered with the degree of skill and diligence normally employed by professionals or consultants performing the same or similar service, in conformance with this Agreement and with normally applicable codes and standards.

9. OWNERSHIP AND REUSE OF DOCUMENTS

All reports, materials, and other data, furnished to **GTH** by CITY shall be returned. All designs, drawings, specifications, documents, and other work products prepared by **GTH** prior to completion or termination of this Agreement are instruments of service for this project and are property of CITY. Reuse by CITY or by others acting through or on behalf of CITY of any such instruments of service, not occurring as a part of this Project, shall be without liability or legal exposure to **GTH**.

10. INDEMNIFICATION

Each party shall defend, protect, and hold harmless the other, or any employee thereof from and against all claims, suits, and actions arising from any negligent act or omission of the other or any employees or agents of either while performing under the terms of this Agreement. Claims shall include, but not be limited to, assertions that the use or transfer of any software, book document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise result in any unfair trade practice.

11. INSURANCE

| | <u>LIMITS OF LIABILITY</u> |
|---|---|
| A. Worker’s Compensation Employer’s Liability | Statutory \$1,000,000 |
| B. Commercial General Liability (including Contractual Liability) Bodily Injury/Property Damage | \$2,000,000 combined single limits for each occurrence or aggregate |
| C. Comprehensive Automobile Policy (Owned, hired, and non-owned vehicles) Bodily Injury/Property Damage | \$1,000,000 combined single limits for each occurrence or aggregate |

At CITY’s request, insurance certificates will be provided by **GTH**.

12. INDEPENDENT CONTRACTOR STATUS

Nothing in this Agreement shall construe **GTH** or any of its employees or agents to be CITY’s employees, agents, or representatives. **GTH** shall be an independent contractor and shall have responsibility for and control over the details and means for performing the work described herein. **GTH** shall be subject to the directions of CITY only with respect to the scope of the work and the general results required. **GTH** shall comply with Title 51 RCW.

13. REMEDIES

Any remedy provided for breach of this Agreement shall not be deemed exclusive, and CITY and **GTH** shall have such other remedies as may be available at law or in equity.

14. WAIVER

No waiver by CITY or **GTH** of any breach by **GTH** or CITY of any provision of this Agreement shall have any force or effect unless in writing, nor shall any waiver by a party hereto of any breach be construed as a waiver of any other future default or breach of the same provision or any other provision.

15. TERMINATION

This Agreement may be terminated by CITY upon thirty (30) days prior written notice. In the event of such termination by CITY other than for default on the part of **GTH**, the City shall make a final payment to **GTH** for actual hours charged at the time of termination plus termination expenses, such as, but not limited to, reassignment of personnel, subcontract termination costs, and related close-out costs.

If the services of **GTH** are terminated by CITY for default on the part of **GTH**, the above formula for payment shall not apply. In such an event, the amount to be paid shall be determined by CITY with consideration given to the actual costs incurred by **GTH** in performing the work to be the date of termination, the amount of work originally required which was satisfactorily completed to date of termination, whether that work is in a form or a type which is usable to CITY at the time of termination, the cost to CITY of employing another firm to complete the work required and the time which may be required to do so, and other factors which affect the value to CITY of the work performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount which would have been made if the termination had been for the convenience of CITY rather than for default.

If it is determined for any reason that **GTH** was not in default or that **GTH's** failure to perform is without it or its employees' fault or negligence, the termination shall be deemed to be a termination for the convenience of CITY in accordance with the provision of this Agreement.

16. NOTICE

Any official notice that either party hereto desires to give the other shall be deemed delivered upon deposit thereof in the United States mail by certified mail, return receipt requested, with postage thereon fully prepaid, addressed as follows:

To CITY: City of Hoquiam
 Attn: Brian Shay
 609 8th Street
 Hoquiam, WA 98550

To **GTH**: Gordon Thomas Honeywell Government Relations
Attn: Briahna Murray
1201 Pacific Ave, Suite 2100
Tacoma, WA 98401

provided that the addresses hereinabove specified may be changed by either party hereto by giving written notice thereof to the other pursuant to this paragraph.

17. ENTIRE AGREEMENT

The terms and provisions of this Agreement constitute the entire Agreement between the parties and supersede all previous communications, negotiations, proposals, representations, conditions, warranties or agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. This Agreement may not be enlarged, modified or altered except in writing, signed by duly authorized officers or representatives of the parties.

18. SEVERABILITY

Any provisions of this Agreement held in violation of any law or ordinance shall be deemed stricken and all remaining provisions shall continue valid and binding upon the parties. CITY and **GTH** shall in good faith attempt to replace any invalid or unenforceable provisions of this Agreement with provisions which are valid and enforceable and which come as close as possible to expressing the intention of the original provisions.

19. VENUE

The venue of any legal action between the parties as result of this Agreement shall be in the Superior Court of the State of Washington, in and for Grays Harbor County, Washington, located in Montesano, Washington.

20. COST OPINIONS

Any cost opinions or Project economic evaluations provided by **GTH** will be on a basis of experience and judgment, but, since **GTH** has no control over market conditions or bidding procedures, **GTH** does not warrant that bids, ultimate construction cost, or Project economics will not vary from these opinions.

21. NO THIRD PARTY BENEFICIARIES

This agreement gives no rights or benefits to anyone other than CITY and **GTH** and has no third party beneficiaries.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement this 1st day of January, 2026.

**GORDON THOMAS HONEYWELL
GOVERNMENT RELATIONS**

CITY OF HOQUIAM

By:

Attest:

**AMENDMENT “A” TO
AGREEMENT FOR PROFESSIONAL SERVICES
Between
CITY OF HOQUIAM
And
GORDON THOMAS HONEYWELL GOVERNMENT RELATIONS**

A. GTH shall provide the following state governmental affairs services:

- Advance an advocacy effort to secure funding for projects jointly identified and agreed upon by the cities of Aberdeen and Hoquiam. These include, but are not limited to, the North Shore Levee, North Shore Levee-West Segment, and the US-12 grade Separation Project.
- Engage the Governor’s Office, state agencies, and local elected officials to educate them about the identified projects, and the need to allocate funding to the projects. In non-legislative months, this engagement includes site visits, tours, and other meetings.
- Develop and execute a legislative strategy to secure funding for projects jointly prioritized, by the cities of Aberdeen and Hoquiam. This includes:
 - Lobby the Washington State Legislature, Governor’s office, appropriate legislative committees, state agencies, and legislative staff to secure funding for projects prioritized by the cities of Aberdeen and Hoquiam.
 - Prepare the necessary request forms and advocacy documents; and
 - Other legislative activities necessary to advance the funding requests.
- Lobby additional items jointly identified by the cities of Aberdeen and Hoquiam and approved by GTH.
- Provide the cities with periodic updates verbally or in writing.
- GTH-GA shall register as the lobbyist for the City of Aberdeen and the City of Hoquiam with the Public Disclosure Commission.

B. Compensation/Expenses: City of Hoquiam, jointly with the City of Aberdeen, shall pay GTH a monthly fee consistent with the following schedule: January 1, 2026 - December 31, 2027, the Cities shall pay a total of \$5,150 per month, \$2,575 per month each, for services provided by GTH, to a total not to exceed \$123,600 over the term of the contract.

C. Invoices/Payments: (a) GTH shall furnish the City of Hoquiam and City of Aberdeen with invoices for services performed on a monthly basis, and (b) City of Hoquiam and City of Aberdeen shall pay each of GTH’s invoices within thirty (30) days after cities receipt and verification of invoices.

AGREEMENT FOR PROFESSIONAL SERVICES

Between
CITY OF HOQUIAM

And

GORDON THOMAS HONEYWELL GOVERNMENT RELATIONS (FEDERAL)

This Agreement is entered into by and between the City of Hoquiam and Gordon Thomas Honeywell Government Relations (hereinafter referred to as "Consultant"), upon the following terms and conditions:

A. Scope of Work. Consultant will advise and assist the City of Hoquiam in accordance with Consultant's Scope of Work, described in Attachment "A" hereto and incorporated herein, and Consultant will do and produce such other things as are set forth in the Scope of Work (the "Services"). Consultant's Services will be in compliance with applicable laws, regulations, rules, orders, licenses and permits, now or hereinafter in effect, and Consultant shall furnish such documents as may be required to effect or evidence such compliance.

B. Compensation; Expenses. The City of Hoquiam will pay Consultant for satisfactorily rendered Services in accordance with the specific terms set forth in Attachment "A."

C. Invoices; Payment. Consultant will furnish the City of Hoquiam invoices at regular intervals, as set forth in Attachment "A."

D. Term. Consultant shall promptly begin the Services hereunder on the date set forth in Attachment "A" and shall terminate same on the date set forth in Attachment "A," unless earlier terminated by mutual agreement. The City of Hoquiam or Consultant may terminate Consultant services for convenience at any time prior to the termination date set forth in Attachment A, provided that either party provides 30-days' notice.

E. Ownership of Work Product. The product of all work performed under this agreement, including reports, and other related materials shall be the property of the City of Hoquiam or its nominees, and the City of Hoquiam or its nominees shall have the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

F. Independent Contractor. Consultant is an independent contractor, and nothing contained herein shall be deemed to make Consultant an employee of the City of Hoquiam, or to empower Consultant to bind or obligate the City of Hoquiam in any way. Consultant is solely responsible for paying all of Consultant's own tax obligations, as well as those due for any employee/subcontractor permitted to work for Consultant hereunder.

G. Release of Claims; Indemnity. Consultant hereby releases, and shall defend, indemnify, and hold harmless the City of Hoquiam from and against all claims, liabilities, damages, and costs arising directly or indirectly out of, or related to, Consultant's fault, negligence, strict liability or produce liability of Consultant, and/or that of any permitted employee or subcontractor or Consultant, pertaining to the Services hereunder.

H. Assignment. Consultant's rights and obligations hereunder shall not be assigned or transferred without the City of Hoquiam's prior written consent; subject thereto, this Agreement shall be binding upon and inure to the benefit of the parties' heirs, and successors.

I. Governing Law; Severability. This Agreement shall be governed by the laws of the State of Washington, U.S.A. (excluding conflict of laws provisions). If any term or provision of this Agreement is determined to be legally invalid or unenforceable by a court with lawful jurisdiction hereover (excluding arbitrators), such term or provision shall not affect the validity or enforceability of any remaining terms or provisions of this Agreement, and the court shall, so far as possible, construe the invalid portion to implement the original intent thereof. **The parties agree that any action, suit, or judicial proceeding for the enforcement of this Agreement shall be brought in the Superior Court for the State of Washington in Grays Harbor County, Washington.**

J. Arbitration. Should any dispute arise concerning the enforcement, breach or interpretation of this Agreement, the parties shall first meet in a good faith attempt to resolve the dispute. In the event such dispute cannot be resolved by agreement of the parties, such dispute shall be resolved by binding arbitration pursuant to RCW 7.04A, as amended, and the Mandatory Rules of Arbitration (MAR); venue shall be placed the City of Hoquiam, Washington, the laws of the State of Washington shall apply, and the prevailing party shall be entitled to its reasonable attorney fees and costs.

K. Entire Agreement; Etc. This Agreement, and its incorporated attachments hereto, state the entire agreement between the parties regarding the subject matter hereof and supersede any prior agreements or understandings pertaining thereto. Any modification to this Agreement must be made in writing and signed by authorized representatives of both parties. Any provision hereof which may be reasonably deemed to survive the expiration or termination of this Agreement shall so survive and remain in continuing effect. No delay or failure in exercising any right hereunder shall be deemed to constitute a waiver of any right granted hereunder or at law by either party.

L. Nondiscrimination. The Consultant agrees that it shall not discriminate against any person on the grounds of race, creed, color, religion, national origin, sex, sexual orientation, veteran status, pregnancy, age, marital status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (RCW chapter 49.60) or the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) or any other applicable state, federal or local law, rule or regulation. The Consultant and any subcontractors shall abide by the requirements of 41 CFR §§ 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

M. Liability insurance. Commercial General Liability insurance at a limit of liability not less than \$1,000,000 Each Occurrence, and \$5,000,000 General Aggregate per project. Insurance shall be written on ISO occurrence form CG 00 01 or an alternate form providing equal or broader liability coverage. Such coverage shall not contain any endorsement(s) excluding or limiting Products Completed, Operations, or Contractual Liability Cross Liability. The City of Hoquiam, its officers, employees, agents, and volunteers shall be named as Additional Insureds under the coverage with respect to the work performed under this agreement. Such insurance shall provide that the City of Hoquiam, its officers, employees, agents, and volunteers are Primary Additional Insureds under such insurance. The coverage provided under such insurance for such Primary Additional Insureds shall be primary and not contributory to any other coverage that may be available to such Primary Additional Insureds. Business Automobile Liability insurance at a combined single limit of liability for bodily injury and property damage not less than \$1,000,000

Each Occurrence covering all Owned, Non-owned, Hired, and leased automobiles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equal or broader liability coverage. In the event the Consultant does not own automobiles, Consultant agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy. If necessary, the policy shall be endorsed to provide contractual liability coverage.

N. Verification of Coverage. Prior to execution of this agreement, Consultant shall furnish the City of Hoquiam with original Certificates of Insurance and a copy of any amendatory endorsement, including without limitation, the Additional Insured endorsement, evidencing the insurance requirements.

O. Debarment Certification: The Consultant, by signature to this Contract, certifies the Consultant, its Principles and any Subcontractors are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in transactions (debarred). The Consultant also agrees to include the above language notification requirement in any and all Subcontracts into which it enters. The Consultant shall immediately notify the City of Hoquiam if, during the term of this Contract, the Consultant, its Principles or Subcontractors becomes debarred. The City of Hoquiam may immediately terminate this Contract by providing the Consultant written notice if the Consultant becomes debarred during the term of this Contract.

P. Consultants' Waiver of Employer's Immunity under Title 51 RCW: The Consultant indents that its obligations to indemnify, defend, and hold harmless employee contributions set forth above in sections 4 and following section 9, shall operate with full effect regardless of any provision contrary tin Title 51 RCW, Washington Industrial Insurance Act. Accordingly, the Consultant specifically assumes all potential liability for defense and payment of judgement in all actions brought to employees of the Consultant against the City of Hoquiam and its officers, employees, and volunteers, and for the purposes of enforcing the Consultant's obligations to indemnify, defend, and hold harmless set forth above in section 4, the Consultant, specifically waives any immunity granted under the state industrial insurance law, Title 51 RCW. The parties have mutually negotiated this waiver. The Consultant shall similarly require that any subcontractor it retains in connection with its performance of this Agreement shall comply with the terms of this paragraph, waive any immunity granted under Title 51 RCW, and assume all liability for actions brought by employees of the subcontractor.

Dated: _____

CITY OF HOQUIAM

Brian Shay
City Administrator

Dated: _____

GORDON THOMAS HONEYWELL
GOVERNMENT RELATIONS

Dale Learn
Managing Partner, Federal Affairs

**ATTACHMENT “A” TO
CITY OF ABERDEEN PROFESSIONAL SERVICES AGREEMENT**

- A. Consultant shall provide the following federal governmental affairs services:
- Advance an advocacy effort to secure funding for projects jointly identified and agreed upon by the cities of Aberdeen and Hoquiam. This includes:
 - Strategizing on how to best present the cities of Aberdeen and Hoquiam’s joint priority federal projects;
 - Developing advocacy documents; and,
 - Developing messaging on priority federal projects.
 - Develop and execute a legislative strategy to secure federal funding for projects jointly prioritized by the cities of Aberdeen and Hoquiam. This includes:
 - Lobby the Washington State Congressional Delegation, appropriate congressional committees, federal agencies, and other key decision makers to secure federal funding for projects prioritized by the cities of Aberdeen and Hoquiam;
 - Prepare the necessary request forms and advocacy documents; and,
 - Other legislative activities necessary to advance the federal funding request.
 - Organize DC lobbying trips as deemed necessary by the cities and Consultant in support of pending and/or future projects jointly prioritized by the cities of Aberdeen and Hoquiam. This includes securing meetings with relevant federal decision makers, providing draft talking points, and other necessary activities.
 - Lobby additional federal items jointly identified by the cities of Aberdeen and Hoquiam and approved by Consultant.
 - Advise on and provide advocacy for federal priorities identified by one city, as long as those priorities are not in direct conflict with other city’s federal agenda.
 - Provide the cities with periodic updates verbally or in writing.
 - Work with Consultant employees providing state professional services for the contract to ensure synergy between the two offices on our respective efforts.
- B. **Compensation/Expenses:** City of Aberdeen, jointly with the City of Hoquiam, shall pay Consultant a monthly fee consistent with the following schedule: January 1, 2026 – December 31, 2027, the Cities shall pay a total of \$6,180 per month, \$3,090 per month each, for services provided by Consultant.
- C. **Invoices/Payments:** (a) Consultant shall furnish the City of Aberdeen and City of Hoquiam with invoices for services performed on a monthly basis, and (b) City of Aberdeen and City of Hoquiam shall pay each of Consultant’s invoices within thirty (30) days after cities receipt and verification of invoices.