



## CITY COUNCIL AGENDA

March 10, 2025

7:00 p.m.

1. **APPROVAL OF THE AGENDA**
2. **PUBLIC COMMENT:** *This is the time for anyone wishing to speak before the council in relation to items on the agenda to do so. Comments may also be emailed to [cschmid@cityofhoquiam.com](mailto:cschmid@cityofhoquiam.com) by Monday, March 10, 2025, at 10:00 AM. Written comments will be summarized at the meeting but will be documented in the minutes in their entirety. PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.*
3. **CONSENT AGENDA**
  - a. Council Minutes of February 24, 2025
4. **COUNCIL ACTION/DISCUSSION**
  - a. **COMMITTEE REPORTS**
  - b. **OFFICERS REPORTS**
  - c. **MAYORS REPORTS**
  - d. **COUNCIL REPORTS**
5. **LEGAL BUSINESS**
  - a. **ORDINANCES**
  - b. **RESOLUTIONS**
  - c. **OTHER LEGAL**
    1. Grays Harbor County Tourism Grant Agreement – Olympic Stadium Renovation Project
    2. Grays Harbor County Tourism Grant Agreement – Olympic Stadium Concerts and Sports Tournament Marketing Project
    3. Amendment to the Grays Harbor County MOUD Agreement
6. **OLD BUSINESS**
7. **NEW BUSINESS**
8. **EXECUTIVE SESSION** (Per RCW 42.30.110)
9. **SECOND PUBLIC COMMENT:** *This is the time for anyone wishing to speak before the council may do so. Comments may also be emailed to [cschmid@cityofhoquiam.com](mailto:cschmid@cityofhoquiam.com) by Monday, March 10, 2025, at 10:00 AM. Written comments will be summarized at the meeting but will be documented in the minutes in their entirety. PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.*
10. **ADJOURN**

**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/88663122532>.



CITY OF HOQUIAM  
City Council Meeting Minutes

February 10, 2025

**CALL TO ORDER**

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

**ROLL CALL**

Those in attendance at the meeting were Mayor Winkelman and Councilmembers Anderson, Brooks, Carlstrom, Gillis, Hinch, Larsen, Nelson, Pauley, Reid, Smith and Thornton. Absent from Council Meeting were Councilmember Puvogel.

Staff in attendance were Police Chief Joe Strong, 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. Councilmember Pauley supported. Passed by voice vote.

**PUBLIC COMMENT**

No Public Comments were presented.

**CONSENT AGENDA**

Council Minutes of February 10, 2025

Councilmember Brooks moved to approve Council Minutes of February 10, 2025. His motion was seconded by Councilmember Hinch and passed by voice vote.

Claims & Payroll

Councilmember Brooks moved to approve the Claims and Payroll Report. His motion was seconded by Councilmember Hinch and passed by voice vote.

Renewal of Gurney Maintenance Agreement - Stryker

Councilmember Brooks moved to approve the Renewal of Gurney Maintenance Agreement - Stryker. His motion was seconded by Councilmember Hinch and passed by voice vote.

**COUNCIL ACTION/DISCUSSION**

**Committee Reports**

No Committee reports were presented.

**Officers Reports**

Lateral Pay Incentive – Police Officer and Police Service Officer

The Police Department requests Council approve a \$15,000 lateral incentive for certified police officers and \$6,000 for certified corrections officers.



# CITY OF HOQUIAM

City Council Meeting Minutes

February 10, 2025

## **Mayors Reports**

Arbor Day Recognition

Councilmember Pauley moved to approve this request. His motion was seconded by Councilmember Brooks. Discussion followed and passed by voice vote.

We received the Arbor Day Recognition.

Mayor Prayer Breakfast

The Mayors Prayer Breakfast will be May 1<sup>st</sup> from 7am-8:45am at the Aberdeen Log Pavillion.

## **Council Reports**

Councilmember Pauley

The Regulatory Committee was held and voted for Councilmember Pauley to be the chair.

Councilmember Anderson

The Public Utilities Committee was held and voted for Councilmember Thornton to be the chair.

Councilmember Smith

The Watershed Committee was held and voted for Councilmember Smith to be the chair.

## **LEGAL BUSINESS**

### **Ordinances**

Repealing Chapter 1.53 –  
Library Board

An Ordinance amending the compensation of all employees of the Hoquiam Fire Department for the City of Hoquiam from and after January 1, 2025; and amending the compensation of the City Mechanic for the City of Hoquiam from and after February 1, 2025. Councilmember Brooks moved to adopt the Ordinance, and his motion was seconded by Councilmember Anderson. A discussion followed. Ms. Schmid read the Ordinance by title a second time after which the motion to approve passed by unanimous voice vote.

### **Resolutions**

No Resolutions were presented.

### **Other Legal**

IAFF Contract

Councilmember Brooks moved to approve this contract, and his motion was seconded by Councilmember Pauley. A discussion followed and was passed by voice vote.

## **OLD BUSINESS**



CITY OF HOQUIAM  
City Council Meeting Minutes

February 10, 2025

Levee Project

Councilmember Reid asked Brian Shay for an update on the Levee project. Brian Shay spoke on this topic.

**NEW BUSINESS**

Excused Absence

Councilmember Pauley moved to excuse Councilmember Puvogel from this meeting. Councilmember Hinchin supported and passed by voice vote.

**SECOND PUBLIC COMMENT**

No Public comments were presented.

**EXECUTIVE SESSION**

No Executive Session was held.

**ADJOURN**

Councilmember Brooks moved to adjourn the meeting at 7:18 p.m. and his motion was seconded by Councilmember Smith and passed by voice vote.

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BEN WINKELMAN – Mayor

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KAYLA NIELSEN – City Council Secretary

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

This agreement ("Agreement") is made effective February 18, 2025, by and between Grays Harbor County ("County") and City of Hoquiam ("Grantee"), (each a party and collectively "the parties") for Historic Olympic Stadium Renovation Project ("Project").

WHEREAS, the County, through its lodging tax advisory committee ("Committee"), issued a Notice of Funding Availability ("Notice", attached hereto as Exhibit A) for the 2025 Grays Harbor Tourism Grant ("Grant") for Hospitality and Special Projects; and

WHEREAS, Grantee, a Washington business, nonprofit, tax exempt entity or government agency, submitted an Application Form ("Application", attached hereto as Exhibit B) seeking funding for the Project; and

WHEREAS, the Project begins in August of 2025, and ends on December 15, 2025; and

WHEREAS, the County, based on the Committee's recommendation, awarded Grant funds ("funds") in the amount of twenty-thousand dollars (\$20,000.00) to the Grantee.

NOW, THEREFORE, in consideration of the foregoing terms and conditions contained herein, the parties agree as follows:

**1. Term.** This Agreement commences on February 18, 2025, or the date last executed below, whichever is sooner. This Agreement terminates on December 15, 2025, unless extended pursuant to subsection 9.1 or terminated sooner pursuant to Section 7.

**2. Grantee obligations.**

**2.1 Compliance.** The Grantee shall, pursuant to Chapter 67.28 RCW, use funds solely for the purpose of paying all or part of the cost of Project promotion, acquisition of Project-related facilities, or operation of Project-related facilities, and in accordance with the terms and conditions of this Agreement, the Notice of Funding Availability and Application, and all applicable federal, state, and local laws and regulations.

**2.2 Funding source recognition.** The Grantee shall identify the Grays Harbor Department of Tourism ("Department") as a sponsor and use the Department Logo in all advertising and promotion.

**2.3 Expenditure report.** The Grantee shall, within 30 days of the completed project, or prior to December 15, 2025, whichever is sooner, submit a completed Grays Harbor Tourism Expenditure Report. The report will include the estimated attendance and/or visitor data as requested by the Washington State Department of Revenue. The Grantee's failure to comply with this subsection will make the Grantee automatically ineligible for 2026 Grays Harbor Tourism funding.

**3. County obligations.** The County shall reimburse the Grantee an amount not to exceed twenty-thousand dollars (\$20,000.00) for eligible costs and expenses.

**4. Invoicing and payment.**

**4.1 Invoicing.** The Grantee shall, on or before December 15, 2025, submit to the County's Authorized Representative all invoices for eligible costs and expenses. No payment will be made for invoices received after December 15, 2025. Requests for reimbursement must be supported by appropriate documentation of costs actually incurred which includes, but is not limited to, receipts, reports and other detailed documentation of charges.

**4.2 Payment.** The County shall, within forty-five (45) days of receipt of invoice, reimburse the Grantee for eligible costs and expenses. No payment will be made for ineligible costs and expenses as determined solely by the County.

**5. Relationship of the parties.** The relationship of the parties under this Agreement is that of grantor and grantee and they are not agents, employees, partners, or joint venturers of one another. The Grantee has no authority to bind the County in contract or to incur debts or obligations on the County's behalf and shall not take any action that attempts or purports to bind the County in contract or to incur any debts or obligations on the County's behalf.

**6. Indemnification.** All services rendered or performed under this Agreement are rendered and performed at the Grantee's own risk. The Grantee expressly agrees to indemnify and hold harmless the County and all of its officers, agents, employees or others from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions or damages to any and all persons or property, costs or judgments which result from, arise out of, or are in any way connected with the services to be performed by the Grantee under this Agreement or any aspect of the Project.

**7. Termination.**

**7.1 Default.** If for any cause either party fails to fulfill its obligations under this Agreement in a timely and proper manner, or if either party violates any of the terms and conditions contained in this Agreement, then the aggrieved party shall give the other party written notice of such failure or violation. The responsible party will be given fifteen (15) working days to correct the violation or failure. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice from the aggrieved party to the other party.

**7.2 Convenience.** Either party may terminate this Agreement for any other reason by providing thirty (30) calendar days' written notice to the other party.

**7.3 Payment for performance.** If this Agreement is terminated for any reason, the County shall only pay for eligible costs and expenses incurred in accordance with the terms of this Agreement and prior to the effective date of termination. No payment will be made for any costs and expenses incurred after the effective date of termination.

**8. Recapture of funds.** In the event that the Grantee fails to expend funds in accordance with the provisions of this Agreement, the County reserves the right in its sole discretion to terminate this Agreement and/or recapture funds provided under this Agreement in an amount equivalent to the extent of non-compliance. The County's right of recapture shall exist for a period not to exceed six (6) years following the expiration or termination of this Agreement. In the event the County is required to institute legal proceedings to enforce the recapture provision, the prevailing party will be entitled to its costs thereof, including reasonable attorney's fees.

**9. General Provisions.**

**9.1 Amendment.** No party may amend, alter or rescind any provision of this Agreement without the other party's consent. Amendments must be in writing and must be signed by the County's governing body and by the Grantee's Authorized Representative.

**9.2 Assignment and Delegation.** No party may assign its rights or delegate its performance under this Agreement. Any purported assignment of rights or delegation of performance in violation of this section is void.

**9.3 Notices.** Except as otherwise provided herein, any notice, demand, information, or item otherwise required, authorized or provided in this Agreement shall be given in writing and shall be deemed properly given if (a) delivered personally or (b) sent by United States Mail, postage prepaid, to an Authorized Representative of the other party at the address designated by such Authorized Representative or party. Notice given by United States Mail shall be deemed to be received three (3) business days following deposit in the mail for delivery.

Authorized Representative for the County

Mike Bruner, Manager  
Grays Harbor Tourism  
P.O. Box 1229  
Elma, WA 98541  
(360) 482-2651  
mbruner@graysharbor.us

Authorized Representative for the Grantee

Brian Shay, City Administrator  
City of Hoquiam  
609 8<sup>th</sup> St.  
Hoquiam, WA 98550  
(360) 538-3983  
bshay@cityofhoquiam.com

With copy to:

Board of Commissioners  
Grays Harbor County  
100 W. Broadway Ave. Suite 1  
Montesano, WA 98563-3614

**9.4 Waiver.** The County's failure to act with respect to any breach by the Grantee does not waive its right to act with respect to subsequent or similar breaches. The failure of the County to exercise or enforce any right or provision will not constitute a waiver of such right or provision.

**9.5 Order of Precedence.** This Agreement includes the Notice and Application Form, which are attached as Exhibits A and B respectively, and are incorporated herein by reference. In the event of any inconsistency or conflict between the terms and conditions set forth in this Agreement and the Exhibits, the terms and conditions included in this Agreement take precedence.

**9.6 Public Records Act.** If the County receives a public records request pursuant to Chapter 42.56 RCW (the "PRA") that pertains to matters arising out of or relating to this Agreement, then the County shall notify the Grantee of the request. The Grantee shall, in turn, render the fullest assistance possible to the County in the County's efforts to comply with the PRA.

**9.7 Severability.** The provisions of this Agreement are severable. If any portion of this Agreement is determined by state or federal court to be void, unconstitutional or otherwise unenforceable, then the remainder of this Agreement will remain in full force and effect.

**9.8 Entire Agreement.** This Agreement with Exhibits A and B constitutes the final agreement between the parties. It is the complete and exclusive expression of the parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement. In entering into this Agreement, no party has relied upon any statement, representation, warranty, or agreement of the other party except those expressly contained in this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date last signed below.

**GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS      CITY OF HOQUIAM**

\_\_\_\_\_  
Vickie Raines, Chair, Commissioner  
District No. 3

\_\_\_\_\_  
Brian Shay, City Administrator

\_\_\_\_\_  
Georgia Miller, Commissioner  
District No. 1

Date: \_\_\_\_\_

\_\_\_\_\_  
Rick Hole, Commissioner  
District No. 2

Attest:

\_\_\_\_\_  
Wendy Chatham, Clerk of the Board

Date: \_\_\_\_\_



## NOTICE OF FUNDING AVAILABILITY

2025 Grays Harbor Tourism Grant Information and Application

### Tourism Hospitality Services and Special Projects

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**Please Note:**

1) Applications for this grant category include services, signage, tour maps, repairs, improvements, beautification and development of real property or fixed assets that will assist tourists and enhance the stay of visitors from outside a 50-mile radius.

2) This is not the correct application for Festivals, Events, Destination Marketing Projects or Major Tourism Projects.

*\*If you are unsure if this is the correct application for your project, please contact the Grays Harbor Tourism Office for assistance. Staff will guide you to the application for the grant category that best fits your project.*

The submission period for completed grant applications is October 3<sup>rd</sup>, 2024, through October 31<sup>st</sup>, 2024. Applications must be received in the Grays Harbor County Tourism Office, or post-marked by Thursday, October 31<sup>st</sup>, at 5:00 p.m. to be considered for funding. Faxed or e-mailed applications will not be accepted.

APPLICATIONS MUST BE COMPLETE. THEY MUST INCLUDE A CURRENT STATE/FEDERAL NON-PROFIT, TAX EXEMPT, OR GOVERNMENT AGENCY TAX ID NUMBER. THE TAX ID NUMBER LISTED MUST BE THAT OF THE OFFICIAL APPLICANT OR THE LISTED PARTNER APPLICANT. THE SIGNATURE ON THE APPLICATION MUST BE THAT OF AN OFFICIAL REPRESENTATIVE OF THE ORGANIZATION WHOSE TAX ID NUMBER IS BEING USED. NO EXCEPTIONS.

MAKE SURE TO ANSWER EACH QUESTION. IF THE QUESTION DOES NOT APPLY TO YOUR EVENT, SERVICE OR PROJECT, PLEASE SIMPLY ANSWER "N/A". IF QUESTIONS ARE LEFT BLANK THE LTAC WILL HAVE THE DISCRETION TO DETERMINE THE APPLICATION TO BE INCOMPLETE.

**SUBMIT APPLICATIONS TO:**

*Grays Harbor Tourism  
PO Box 1229/32 Elma-McCleary Road  
Elma, WA 98541  
Phone: (800) 621-9625*

RECEIVED  
OCT 21 2024



**2025 GRAYS HARBOR TOURISM  
HOSPITALITY AND SPECIAL PROJECT GRANT  
APPLICATION FORM**

*NOTE: This is not the correct application for Festivals and Events, Destination Marketing Partnership Projects or Major Tourism Projects (five days or more of event activity). If you are unsure if this is the correct application for your project, please contact the Grays Harbor County Tourism Office, before proceeding.*

**NAME OF TOURISM HOSPITALITY SERVICE OR PROJECT:**

Historic Olympic Stadium Renovation Project

**PHYSICAL LOCATION OF SERVICE OR PROJECT:**

101 28th Street, Hoquiam, WA 98550

**DATE(S) THAT SERVICE OR PROJECT WILL BE OPERATIONAL:**

August 31, 2025

**GRANT AMOUNT APPLYING FOR:**

\$ 20,000

**IF YOUR APPLICATION IS NOT FUNDED FOR THE ENTIRE AMOUNT LISTED ABOVE, WOULD YOU WANT TO BE CONSIDERED FOR FUNDING OF A LESSER AMOUNT?**

YES

NO

**NAME OF QUALIFYING TAX EXEMPT OR NOT-FOR-PROFIT APPLICANT ORGANIZATION:**

City of Hoquiam

**NAME OF QUALIFYING APPLICANT REPRESENTATIVE:** Brian Shay, City Administrator

NAME OF PARTNERING ORGANIZATION(S) IF ANY: Hoquiam has received past funding from  
WA Dept of Commerce, WA Dept of RCO, GH Community Foundation and Rayonier Foundation

NAME OF SERVICE OR PROJECT CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: 609 8th Street

CITY: Hoquiam STATE: WA ZIP: 98550

EMAIL: bshay@cityofhoquiam.com

PHONE: 360-538-3983

\*STATE AND/OR FEDERAL NON-PROFIT ENTITY, TAX EXEMPT ENTITY, OR  
GOVERNMENT AGENCY TAX ID NUMBER: 91-6001251

*NOTE: The Tax ID Number must belong to the Applicant Organization or the active Project Partner named above. The signer of the application and grant agreement must be an official representative of the organization the Tax ID Number belongs to.*

*\*Would a representative from your organization be interested in scheduling a five-minute presentation regarding your project, with the LTAC? This is not necessary. It does not give your application any advantage, other than allowing the LTAC to learn more about the project and ask questions.*

YES       NO, THANK YOU

**The submission period for completed grant applications is October 3<sup>rd</sup>, 2024, through October 31<sup>st</sup>, 2024. Applications must be received in the Grays Harbor County Tourism Office, or post-marked by Thursday, October 31<sup>st</sup>, at 5:00 p.m. to be considered for funding. Faxed or e-mailed applications will not be accepted.**

**APPLICATIONS MUST BE COMPLETE AND MUST INCLUDE A CURRENT STATE OR FEDERAL TAX ID NUMBER. NO EXCEPTIONS. MAKE SURE TO ANSWER ALL QUESTIONS. IF A QUESTION DOESN'T APPLY TO YOUR PROJECT PLEASE ANSWER "N/A".**

**RETURN TO:  
Grays Harbor Tourism  
PO Box 1229/32 Elma-McCleary Road  
Elma, WA 98541  
Phone: (800) 621-9625**

## **TOURISM HOSPITALITY SERVICE OR PROJECT APPLICATION FORM**

You may use additional pages to provide information for each question.

- 1) **Was this tourism hospitality service or project funded in 2024 with a Grays Harbor Tourism Grant Award?**

YES       NO

If the answer is "YES", what amount was awarded in 2024? 20,000

Please list all past years this tourism hospitality service or project has been awarded funding through the Grays Harbor Tourism Grant Program and the amount(s) received:

I believe we have also received grants in 2016, 2021 and 2022 totaling \$50K which has been instrumental to the completed renovations.

- 2) **Is this tourism hospitality service or project insured?**

YES       NO

Please list the name of the Insurance Policy Provider and Policy Number.

Washington Cities Insurance Authority

- 3) **Tourism Hospitality Service or Project Description** - Please provide a detailed description of the proposed tourism hospitality service or project. Include information on the people and area of Grays Harbor County that the service/project will serve, or impact.

Olympic Stadium is the largest outdoor venue for concerts and sporting events in Grays Harbor County. The City of Hoquiam has been fully renovating and upgrading the facility for community events and festivals since 2018.

- 4) **Benefits** - Describe how the service/project will enhance tourism in Grays Harbor County. Please be sure to quantify the estimated number of visitors and overnight stays that will be supported or generated specifically by this service/project, as well as any other commercial, economic and social benefits that will be realized by the community. Also, please estimate the number of, and/or percentage of people that will benefit from this service/project that will come from a distance greater than 50 miles. Do not include any direct revenue generated by the service/project. Such information will be asked for in question #6.

Olympic Stadium hosts the Logger's Playday Festival, Hoquiam High School and youth football, baseball and soccer, Grays Harbor College baseball, and other community festivals and events. 5,000 or more individuals likely travel 50 or more miles for events at Olympic Stadium. The project is intended to create more demand for the stadium to host concerts bringing in more tourism.

- 5) **Organization Financial Statement** - Please provide a financial statement or general operating budget for your parent organization. This is **not** the specific budget for the service/project.

The City of Hoquiam as a whole has an annual budget of approximately \$15M across all municipal services, but has very limited revenue available for parks and community services such as Olympic Stadium.

- 6) **Specific Service/Project Budget** – Please provide a **detailed**, budget proposal for this service/project, listing all expenditures and projected revenues that will be realized by your organization.

The current phase of the project includes installing 5 new unisex restrooms and all new lighting at Olympic Stadium. The total cost of this project is approximately \$1.2M. The City has applied for a RCO grant for the project and the tourism grant would be used as match.

- 7) **Service/Project Budget History** – Please provide an actual, detailed, overall budget for this service/project from the most recent year it existed, listing all expenses and revenues. If this is a new service/project, please answer "N/A". DO NOT LEAVE BLANK.

During the past year the City completed renovations to the concession stands, added a new covered picnic area and made improvements to the field totaling \$440K. Funding included \$20K from GH Tourism, \$342K from RCO, \$30K from GH Community Foundation.

- 8) **Use of Grant Funding** - Please list, specifically, the items within your proposed budget that Grays Harbor Tourism funding assistance is intended to be used for. Include specific items and the cost of each.

Lighting renovations are estimated at \$850,000 and 5 additional restrooms total \$350K. Tourism funds would be utilized as match to the RCO grant or if that grant is not received, the city will scale back the amount of restrooms added or replaced.

- 9) **Other Funding Sources** – Please list all other funding sources for this service/project. Also, please tell us what efforts have been made to obtain funding assistance from other sources.

Since 2018 the City has invested approximately \$3M into the facility with grants from Commerce, RCO, GH Tourism, GH Community Foundation, Rayonier and ARPA. The City of Hoquiam has also contributed approximately \$1M of city funds.

- 10) **Collaboration** – Please provide information about any other organizations or agencies involved or partnering in this service/project. Describe their level of involvement. You may attach up to three letters of support from these organizations or agencies.

Hoquiam School District and Grays Harbor College have written letters of support for this project on behalf of the City while seeking the large state grants. All local sports groups and community groups that utilize Olympic Stadium fully support renovating this historic tourism facility.

- 11) **Coordination and Scheduling** - Please describe how the seasonal timing, dates, scheduling and scope of this service/project have been coordinated with other tourism events, services and projects within the area.

The City of Hoquiam monitors other tourism events and activities throughout Grays Harbor so that we can partner or piggy back with other events to bring more tourism to Grays Harbor. Our goal is to have the stadium host major music events that will draw tourism from the Puget Sound and large sports tournaments.

- 12) **Project Evaluation** – Please describe how the service/project will be evaluated to determine if the projected benefits are realized and whether or not it was a success. Be sure to list evaluation criteria that will be used. (*How will an increase in tourism and overnight stays be determined? How will an increase in the sale of goods and services as a result of the service/project be measured? What other short or long term economic and social benefits will occur as a result of the service/project?*) How will it be determined if it is feasible to continue to offer the service/project in years to come?

When this project is complete, our expectation is that new large events or sports tournaments will occur at Olympic Stadium generating tourism stays and increased revenues at local eateries and retailers. The City can measure the number of new events to extrapolate the increased revenue to Grays Harbor.

APPLICATION CERTIFICATION FORM

"I hereby certify that I, (name of person completing application) Brian Shay represent (organization name) City of Hoquiam and have the authority to speak for and bind this Organization to contract with signature. I also certify that the information supplied in this application is true and correct and that I have read and understand the procedures, policies, and guidelines that govern this grant program. Further, I acknowledge that any variance to the procedures and guidelines governing this program may result in non-reimbursement of any or all expenditures related to this grant.

Name (Print): Brian Shay

Signature: *Brian J Shay*

Title & Organization: City Administrator, City of Hoquiam Date: 10/17/24

**IMPORTANT!!!**

If your festival/event/service/project is funded with a Grays Harbor Tourism grant, you must include the Grays Harbor Tourism logo in all advertising. Further, Grays Harbor Tourism must be listed in advertisements and print materials (where possible) as a sponsor. The logo must appear in a size that is noticeable and proportionate in relation to the ad layout. If you need the logo, please call (800) 621-9625 and we will email you a copy, or provide one on a CD or thumb drive. Also, if this grant application is approved, Grays Harbor County agrees to reimburse for expenses described within the application based on compliance with all policies and guidelines set forth in this program, as well as those established by state statutes and County auditing/accounting principles. Any expenses deemed by Grays Harbor Tourism, to not be allowed, by either the policies of this grant program, statutes governing the use of Lodging Tax Funds, or because they are not consistent with expenses presented within the grant application process, will be denied. Applicants receiving preliminary funding approval by the LTAC must successfully pass a criminal history background check and a credit report, prior to an official offer of funding, and an agreement for such, can be presented. By signing this application, at your own will, you are acknowledging that you fully consent to, and authorize Grays Harbor County to complete both the criminal history background check and credit report for you; your current business; project partners and any former business entities you have been associated with.

Further, as required by State statutes, a full post-event report, detailing the total, approximated number of persons attending the event must be submitted. The report also includes, but is not limited to the approximated number of overnight that utilized the service/project; the approximated number of day travelers and persons traveling over 50 miles that utilized the service/project; and the projected number of future overnight stays and visitors from a distance of greater than 50 miles that may be generated by the service/project. The report must be received by Grays Harbor Tourism, within 30 days of the completion of the service/project.

**Award recipients who do not submit the report within this timeframe, and/or do not comply with the agreement governing such grant award, WILL NOT BE ELIGIBLE FOR FUNDING FOR THE FOLLOWING YEAR'S GRANT CYCLE.**

*Brian J Shay*  
Authorized Signature/Approval

10/17/2024  
Date

*LTAC decisions in regard to the awarding of grant funding for the 2025 cycle will be confirmed, prior to the third week of December, 2024. Notifications will be sent out prior to the second week of January, 2025.*

## **NOTICE OF INSURANCE REQUIREMENTS TO ALL GRANT RECIPIENTS:**

A Certificate of Insurance listing **GRAYS HARBOR COUNTY** and **GRAYS HARBOR COUNTY TOURISM** as additionally insured and including these minimum requirements will be required for all recipients (if funded):

- a. The recipient shall carry General Liability insurance, Comprehensive Automobile Liability Insurance and such other coverage as may be appropriate. The recipient shall complete a Certificate of Insurance, which is to be made part of this Agreement. Such liability coverage must not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Where automobiles or vehicles are used in conjunction with the performance of this Agreement, the recipient and its contractors shall, at their own expense, maintain automobile liability insurance with an insurance carrier licensed to do business in the State of Washington and with minimum coverage as follows: Bodily Injury Liability and Property Damage Liability Insurance, \$1,000,000 each occurrence or combined single limit coverage of \$1,000,000.

- b. GRAYS HARBOR COUNTY must be named as an additional insured in respect to this agreement. Such insurance as carried by the recipient is primary.
- c. In the event of non-renewal, cancellation or material change in the coverage provided, thirty (30) days written notice must be furnished to the County prior to the date of non-renewal, cancellation or change.
- d. GRAYS HARBOR COUNTY has no obligation to report occurrences unless the claim is filed with the County Risk Manager and GRAYS HARBOR COUNTY has no obligations to pay premiums.
- e. The recipient's insurance policies must contain "cross liability" endorsement substantially as follows: Inclusion of more than one insured under this policy shall not affect the rights of any insured in respect to any claim, suit or judgment made or brought by or for any other insured or by or for any employee of any other insured. The policy shall protect each insured in the same manner as though a separate policy had been issued to each, except that nothing herein shall operate to increase the company's liability beyond the amounts for which the company would have been liable had only insured been named.

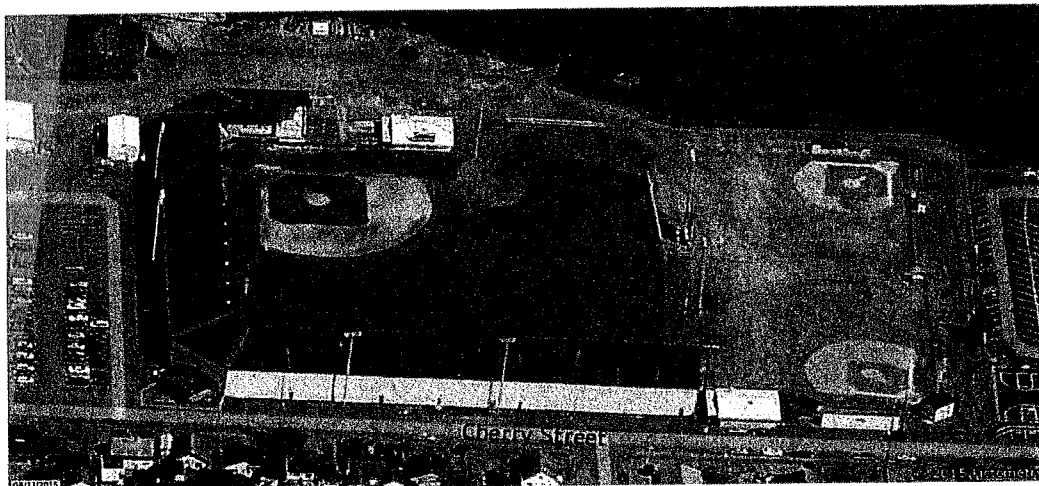
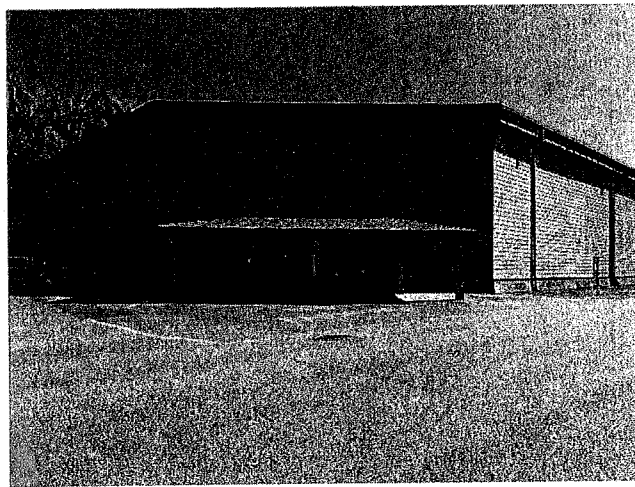
## Historic Olympic Stadium Preservation Project Phase 4 Lighting Replacement & Restrooms

### Project Description:

Phase 4, totaling \$1,200,000 includes replacement of the 40-year-old field lighting which are failing and inefficient. The new LED lighting system will dramatically increase evening recreational usage. This project also includes adding 5 additional ADA restrooms at the main entrance.

Since 2018 the City has made nearly \$3M in improvements at Olympic Stadium including a new fire suppression system, new front entryway, structural repairs, new ADA restroom, exterior siding replacement and on-field enhancements. Future phases of improvements include more siding replacement, additional new restrooms, consideration of field turf, more on-field improvements and additional repairs for use safety and ADA accessibility.

Facility History: On the National Register of Historic Places, Olympic Stadium was opened in 1938. With funding from a federal Civil Works Administration grant in 1932, the City of Hoquiam was able to construct this 9,000 seat all wood stadium which is the last remaining in the United States. It was originally constructed with an old growth fir heavy-timber frame with cedar shingle siding that remains today. Olympic Stadium hosts Hoquiam High School football, baseball, soccer, and Grays Harbor College Baseball games each year, along with community events such as the annual Logger's Play Day and other festivals. Over the years, Olympic Stadium has been home to musical festivals, semi-professional football and minor league professional baseball.



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

This agreement (“Agreement”) is made effective February 18, 2025, by and between Grays Harbor County (“County”) and the City of Hoquiam (“Grantee”), (each a party and collectively “the parties”) for Olympic Stadium Concerts and Sports Tournaments Marketing (“Project”).

WHEREAS, the County, through its lodging tax advisory committee (“Committee”), issued a Notice of Funding Availability (“Notice”, attached hereto as Exhibit A) for the 2025 Grays Harbor Tourism Grant (“Grant”) for Major Tourism Projects; and

WHEREAS, Grantee, a Washington business, nonprofit, tax exempt entity or government agency, submitted an Application Form (“Application”, attached hereto as Exhibit B) seeking funding for the Project; and

WHEREAS, the Project begins in January of 2025, and ends on December 31, 2025; and

WHEREAS, the County, based on the Committee’s recommendation, awarded Grant funds (“funds”) in the amount of twenty-thousand dollars (\$20,000.00) to the Grantee.

NOW, THEREFORE, in consideration of the foregoing terms and conditions contained herein, the parties agree as follows:

**1. Term.** This Agreement commences on February 18, 2025, or the date last executed below, whichever is sooner. This Agreement terminates on December 31, 2025, unless extended pursuant to subsection 9.1 or terminated sooner pursuant to Section 7.

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**2. Grantee obligations.**

**2.1 Compliance.** The Grantee shall, pursuant to Chapter 67.28 RCW, use funds solely for the purpose of paying all or part of the cost of Project promotion, acquisition of Project-related facilities, or operation of Project-related facilities, and in accordance with the terms and conditions of this Agreement, the Notice of Funding Availability and Application, and all applicable federal, state, and local laws and regulations.

**2.2 Funding source recognition.** The Grantee shall identify the Grays Harbor Department of Tourism (“Department”) as a sponsor and use the Department Logo in all advertising and promotion.

**2.3 Expenditure report.** The Grantee shall, within 30 days of the completed project, or prior to December 15, 2025, whichever is sooner, submit a completed Grays Harbor Tourism Expenditure Report. The report will include the estimated attendance and/or visitor data as requested by the Washington State Department of Revenue. The Grantee’s failure to comply with this subsection will make the Grantee automatically ineligible for 2026 Grays Harbor Tourism funding.

**3. County obligations.** The County shall reimburse the Grantee an amount not to exceed twenty-thousand dollars (\$20,000.00) for eligible costs and expenses.

**4. Invoicing and payment.**

**4.1 Invoicing.** The Grantee shall, on or before December 15, 2025, submit to the County's Authorized Representative all invoices for eligible costs and expenses. No payment will be made for invoices received after December 15, 2025. Requests for reimbursement must be supported by appropriate documentation of costs actually incurred which includes, but is not limited to, receipts, reports and other detailed documentation of charges.

**4.2 Payment.** The County shall, within forty-five (45) days of receipt of invoice, reimburse the Grantee for eligible costs and expenses. No payment will be made for ineligible costs and expenses as determined solely by the County.

**5. Relationship of the parties.** The relationship of the parties under this Agreement is that of grantor and grantee and they are not agents, employees, partners, or joint venturers of one another. The Grantee has no authority to bind the County in contract or to incur debts or obligations on the County's behalf and shall not take any action that attempts or purports to bind the County in contract or to incur any debts or obligations on the County's behalf.

**6. Indemnification.** All services rendered or performed under this Agreement are rendered and performed at the Grantee's own risk. The Grantee expressly agrees to indemnify and hold harmless the County and all of its officers, agents, employees or others from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions or damages to any and all persons or property, costs or judgments which result from, arise out of, or are in any way connected with the services to be performed by the Grantee under this Agreement or any aspect of the Project.

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**7. Termination.**

**7.1 Default.** If for any cause either party fails to fulfill its obligations under this Agreement in a timely and proper manner, or if either party violates any of the terms and conditions contained in this Agreement, then the aggrieved party shall give the other party written notice of such failure or violation. The responsible party will be given fifteen (15) working days to correct the violation or failure. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice from the aggrieved party to the other party.

**7.2 Convenience.** Either party may terminate this Agreement for any other reason by providing thirty (30) calendar days' written notice to the other party.

**7.3 Payment for performance.** If this Agreement is terminated for any reason, the County shall only pay for eligible costs and expenses incurred in accordance with the terms of this Agreement and prior to the effective date of termination. No payment will be made for any costs and expenses incurred after the effective date of termination.

**8. Recapture of funds.** In the event that the Grantee fails to expend funds in accordance with the provisions of this Agreement, the County reserves the right in its sole discretion to terminate this Agreement and/or recapture funds provided under this Agreement in an amount equivalent to the extent of non-compliance. The County's right of recapture shall exist for a period not to exceed six (6) years following the expiration or termination of this Agreement. In the event the County is required to institute legal proceedings to enforce the recapture provision, the prevailing party will be entitled to its costs thereof, including reasonable attorney's fees.

**9. General Provisions.**

**9.1 Amendment.** No party may amend, alter or rescind any provision of this Agreement without the other party's consent. Amendments must be in writing and must be signed by the County's governing body and by the Grantee's Authorized Representative.

**9.2 Assignment and Delegation.** No party may assign its rights or delegate its performance under this Agreement. Any purported assignment of rights or delegation of performance in violation of this section is void.

**9.3 Notices.** Except as otherwise provided herein, any notice, demand, information, or item otherwise required, authorized or provided in this Agreement shall be given in writing and shall be deemed properly given if (a) delivered personally or (b) sent by United States Mail, postage prepaid, to an Authorized Representative of the other party at the address designated by such Authorized Representative or party. Notice given by United States Mail shall be deemed to be received three (3) business days following deposit in the mail for delivery.

Authorized Representative for the County

Authorized Representative for the Grantee

---

Mike Bruner, Manager  
Grays Harbor Tourism  
P.O. Box 1229  
Elma, WA 98541  
(360) 482-2651  
mbruner@graysharbor.us

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Brian Shay, City Administrator  
City of Hoquiam  
609 8<sup>th</sup> Street  
Hoquiam, WA 98550  
(360) 538-3983  
bshay@cityofhoquiam.com

With copy to:

Board of Commissioners  
Grays Harbor County  
100 W. Broadway Ave. Suite 1  
Montesano, WA 98563-3614

**9.4 Waiver.** The County's failure to act with respect to any breach by the Grantee does not waive its right to act with respect to subsequent or similar breaches. The failure of the County to exercise or enforce any right or provision will not constitute a waiver of such right or provision.

**9.5 Order of Precedence.** This Agreement includes the Notice and Application Form, which are attached as Exhibits A and B respectively, and are incorporated herein by reference. In the event of any inconsistency or conflict between the terms and conditions set forth in this Agreement and the Exhibits, the terms and conditions included in this Agreement take precedence.

**9.6 Public Records Act.** If the County receives a public records request pursuant to Chapter 42.56 RCW (the "PRA") that pertains to matters arising out of or relating to this Agreement, then the County shall notify the Grantee of the request. The Grantee shall, in turn, render the fullest assistance possible to the County in the County's efforts to comply with the PRA.

**9.7 Severability.** The provisions of this Agreement are severable. If any portion of this Agreement is determined by state or federal court to be void, unconstitutional or otherwise unenforceable, then the remainder of this Agreement will remain in full force and effect.

**9.8 Entire Agreement.** This Agreement with Exhibits A and B constitutes the final agreement between the parties. It is the complete and exclusive expression of the parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement. In entering into this Agreement, no party has relied upon any statement, representation, warranty, or agreement of the other party except those expressly contained in this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date last signed below.

**GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS      CITY OF HOQUIAM**

---

\_\_\_\_\_  
Vickie Raines, Chair, Commissioner  
District No. 3

\_\_\_\_\_  
Brian Shay, City Administrator  
City of Hoquiam

\_\_\_\_\_  
Georgia Miller, Commissioner  
District No. 1

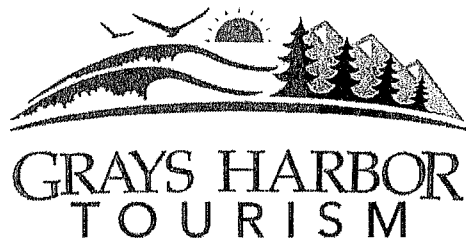
Date: \_\_\_\_\_

\_\_\_\_\_  
Rick Hole, Commissioner  
District No. 2

Attest:

\_\_\_\_\_  
Wendy Chatham, Clerk of the Board

Date: \_\_\_\_\_



## NOTICE OF FUNDING AVAILABILITY

### 2025 Grays Harbor Tourism Grant Information and Application "MAJOR TOURISM PROJECTS"

**Please Note:**

- 1) Applications for this grant category include major, multi-day, festivals, events and planned activities/services that benefit the tourism industry in Grays Harbor County. Successful applicants of this grant category must show that the project will:
  - a. Create a significant tourism draw, or hospitality benefit, for a duration of five (5) days, or greater, within the 2025 calendar year and/or beyond.
  - b. Bring in and/or support a significant number of visitors or attendees from outside a 50-mile radius; and generate/support overnight stays within Grays Harbor County for a period of five (5) days, or greater, within the calendar year and/or beyond. (*Overnight stays can take place in hotels, motels, campgrounds, bed & breakfasts, nightly rentals, or any commercial accommodation*)
  - c. Have the potential to produce a total economic benefit to the Grays Harbor Community of greater than \$50,000.

*\*If you are unsure if this is the correct application for your project, please contact the Grays Harbor Tourism Office for assistance. Staff will guide you to the application for the grant category that best fits your project.*

The submission period for completed grant applications is October 3<sup>rd</sup>, 2024, through October 31<sup>st</sup>, 2024. Applications must be received in the Grays Harbor County Tourism Office, or post-marked by Thursday, October 31<sup>st</sup>, at 5:00 p.m. to be considered for funding. Faxed or e-mailed applications will not be accepted.

APPLICATIONS MUST BE COMPLETE. THEY MUST INCLUDE AN ESTABLISHED AND CURRENT STATE/FEDERAL TAX ID NUMBER. THE TAX ID NUMBER LISTED MUST BE THAT OF THE OFFICIAL APPLICANT OR THE LISTED PARTNER APPLICANT. THE SIGNATURE ON THE APPLICATION MUST BE THAT OF AN OFFICIAL REPRESENTATIVE OF THE ORGANIZATION WHOSE TAX ID NUMBER IS BEING USED. NO EXCEPTIONS.

MAKE SURE TO ANSWER EACH QUESTION. IF THE QUESTION DOES NOT APPLY TO YOUR EVENT, SERVICE OR PROJECT, PLEASE SIMPLY ANSWER "N/A". IF QUESTIONS ARE LEFT BLANK THE LTAC WILL HAVE THE DISCRETION TO DETERMINE THE APPLICATION TO BE INCOMPLETE.

**SUBMIT APPLICATIONS TO:**  
**Grays Harbor Tourism**  
**PO Box 1229/32 Elma-McCleary Road**  
**Elma, WA 98541**  
**Phone: (800) 621-9625**



RECEIVED  
OCT 31 2024

## 2025 "MAJOR TOURISM PROJECT" GRANT APPLICATION FORM

*NOTE: This is not the correct application for Destination Marketing Projects, or Festivals/Events/ Hospitality Services that operate for a duration of less than five (5) days within a calendar year. If you are unsure if this is the correct application for your project, please contact the Grays Harbor County Tourism Office, before proceeding.*

**NAME OF MAJOR FESTIVAL/EVENT/PROJECT/SERVICE:**

Olympic Stadium Summer Concerts and Tournaments

**PHYSICAL LOCATION OF ACTIVITY/PROJECT:**

101 28th Street, Hoquiam, WA 98550

**DATE(S) OF ACTIVITY/PROJECT:**

June 15, 2024 - September 30, 2024

**GRANT AMOUNT APPLYING FOR:**

\$ 20,000

**IF YOU ARE NOT OFFERED A GRANT AWARD IN THE AMOUNT REQUESTED, WOULD YOU BE WILLING TO ACCEPT A LESSER AMOUNT:**

Yes

No

**NAME OF QUALIFYING APPLICANT ENTITY/ORGANIZATION:**

City of Hoquiam

**NAME OF QUALIFYING APPLICANT REPRESENTATIVE:** Brian Shay, City

Administrator

**NAME OF PARTNERING ORGANIZATION(S), IF ANY:**

NAME OF MAJOR FESTIVAL/EVENT/PROJECT/SERVICE CONTACT PERSON: \_\_\_\_\_

City of Hoquiam Summer Concerts and Tournaments, Brian Shay

MAILING ADDRESS: 609 8th Street

CITY: Hoquiam STATE: WA ZIP: 98550

EMAIL: bshay@cityofhoquiam.com

PHONE: 360-538-3983

\*STATE, FEDERAL, OR GOVERNMENT AGENCY TAX ID NUMBER: 91-6001251

*NOTE: The Tax ID Number listed above must belong to the Applicant Organization or an active Project Partner named above. The signer of the application and grant agreement must be an official representative of the organization the Tax ID Number belongs to.*

**\*Would a representative from your organization be interested in scheduling a five-minute presentation regarding your project with the LTAC? This is not necessary. It does not give your application any advantage, other than allowing the LTAC to learn more about the project and ask questions.**

YES       NO, THANK YOU

The submission period for completed grant applications is October 3<sup>rd</sup>, 2024, through October 31<sup>st</sup>, 2024. Applications must be received in the Grays Harbor County Tourism Office, or post-marked by Thursday, October 31<sup>st</sup>, at 5:00 p.m. to be considered for funding. Faxed or e-mailed applications will not be accepted.

**APPLICATIONS MUST BE COMPLETE AND MUST INCLUDE AN ESTABLISHED, CURRENT STATE AND/OR FEDERAL TAX ID NUMBER. NO EXCEPTIONS! MAKE SURE TO ANSWER ALL QUESTIONS. IF A QUESTION DOESN'T APPLY TO YOUR PROJECT PLEASE ANSWER "N/A".**

**RETURN TO:  
Grays Harbor Tourism  
PO Box 1229/32 Elma-McCleary Road  
Elma, WA 98541  
Phone: (800) 621-9625**

# MAJOR TOURISM PROJECT APPLICATION FORM

You may use additional pages to provide information for each question.

**1) Was this Major festival/event/activity/project/service funded in 2024 with a Grays Harbor Tourism Grant Award?**

YES

NO

If the answer is "YES", what amount was awarded in 2024? \_\_\_\_\_

Please list all past years this festival/event/activity/project/service has been awarded funding through a Grays Harbor Tourism Grant Program and the amount(s) received:

Hoquiam has received \$50K total in 2016, 2021 and 2022 in the special projects category for the renovations/enhancements to Olympic Stadium.

**2) Is this festival/event/activity/project/service insured?**

YES

NO

Please list the name of the Insurance Policy Provider and Policy Number.

Washington Cities Insurance Authority

**3) Festival/Event/Activity/Project/Service Description** - Please provide a detailed description of the proposed project. Include information on the people and area of Grays Harbor County that the project will serve, or impact.

Hoquiam is hoping to bring major concerts and large baseball tournaments from outside teams and entertainers that will draw large groups of tourists and visitors from across the state. The City is currently working with a promoter who hopes to have a major rock concert in mid August.

**4) Benefits** - Describe how the festival/event/activity/project/service will enhance tourism in Grays Harbor County. Please be sure to quantify the estimated number of visitors and overnight stays that will be generated specifically by this activity, as well as any other commercial, economic and social benefits that will be realized by the community. Also, please estimate the total number of, and/or percentage of related visitors that will come from a distance of greater than 50 miles. Do not include direct event revenue, such as ticket or merchandise sales. Such information will be asked for in question #6.

The City is looking to bring 10,000 or more visitors to Olympic Stadium each summer from over 50 miles a way. This can be achieved by hosting 2 major concerts in the stadium which seats 8,000

and a minimum of two weekends with baseball tournaments with out of town teams.  
We hope to have a total of 20,000 visitors with 50% traveling 50 miles or more.

- 5) **Organization Financial Statement** - Please provide a financial statement or general operating budget for your organization. This is **not** the specific budget for the project.

The City has a total budget of \$15M but has very limited revenue for  
Olympic Stadium marketing due to budget restrictions prioritized on public safety.

- 6) **Specific Project Budget** – Please provide a detailed, budget proposal for this festival/event/activity/project/service, listing all expenditures and projected revenues that will be realized by your organization.

The estimated budget for this project includes \$20,000 to develop a full  
marketing program to promote and recruit music promoters, entertainers and sports  
associations to host their events at Olympic stadium. This will include videos,  
website enhancements, and marketing materials distributed across all platforms.

- 7) **Project Budget History** – Please provide an actual, detailed, overall budget for this festival/event/activity/project/service from the most recent year it took place, listing all expenses and revenues. If this is the first year of this project, please answer "N/A". DO NOT LEAVE BLANK.

N/A

- 8) **Use of Grant Funding** - Please list, specifically, the items within your proposed budget that Grays Harbor Tourism funding assistance is intended to be used for. Include specific items and the cost of each.

\$10K is estimated to produce marketing materials including videos and hard copy  
information to be distributed across all platforms

\$10K is estimated to develop a specific Olympic Stadium Tourism Facility marketing page  
hosted on the city website to recruit and book summer tourism events.

- 9) **Other Funding Sources** – Please list all other funding sources for this project. Also, please tell us what efforts have been made to obtain funding assistance from other sources.

The City of Hoquiam has spent approximately \$3M renovating Olympic Stadium since 2018 to make the facility a premiere tourism event center. Grants have been received from Commerce, RCO, Rayonier, Grays Harbor Community Foundation, and Grays Harbor Tourism.

- 10) **Collaboration** – Please provide information about other organizations or agencies involved or partnering in this festival/event/activity/project/service. Describe their level of involvement. You may attach up to three letters of support from these organizations.

Grays Harbor College, Hoquiam School District and Hoquiam Youth Sports are three local partners who have helped support the renovations of Olympic Stadium.

- 11) **Coordination and Scheduling** - Please describe how the seasonal timing, dates and/or scheduling of this festival/event/activity/project/service have been coordinated with other tourism events and services within the area.

Hoquiam will work with Grays Harbor Tourism and Greater Grays Harbor Inc to bring tournaments, concerts and events that compliment other agency events and fill in the gaps during the busy summer tourism season.

- 12) **Project Evaluation** – Please describe how the festival/event/activity/project/service will be evaluated to determine if the projected benefits are realized and whether or not it was a success. Be sure to list evaluation criteria that will be used. (*How will an increase in tourism and overnight stays be determined? How will an increase in the sale of goods and services as a result of the project be measured? What other short or long term economic and social benefits will occur as a result of the activity?*) How will it be determined if it is feasible to continue to offer the festival/event/activity/project/service in years to come?

If Hoquiam is able to book major sports tournaments that draw out of town teams who stay in local hotels or campgrounds and a large concert or two that fill the 8,000 seat Olympic Stadium drawing visitors to stay in our hotels and eating in our restaurants we will measure the amount of participants and visitors, and calculate the positive economic impacts.

# APPLICATION CERTIFICATION FORM

I hereby certify that I, (name of person completing application) Brian Shay represent (organization name) City of Hoquiam and have the authority to speak for and bind this Organization to contract with my signature. I also certify that the information supplied in this application is true and correct and that I have read and understand the procedures, policies, and guidelines that govern this grant program. Further, I acknowledge that any variance to the procedures and guidelines governing this program may result in non-reimbursement of any or all expenditures related to this grant.

Name (Print): Brian Shay

Signature: \_\_\_\_\_

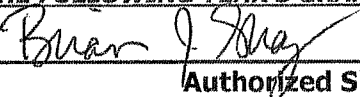
Title & Organization: City Administrator, City of Hoquiam

Date: October 31, 2024

### IMPORTANT!!!

*If your festival/event/activity/project/service is funded with a Grays Harbor Tourism grant, you must include the Grays Harbor Tourism logo in all advertising. Further, Grays Harbor Tourism must be listed in advertisements and print materials (where possible) as a sponsor. The logo must appear in a size that is noticeable and proportionate in relation to the ad layout. If you need the logo, please call 800-621-9625 and we will email you a copy, or provide one on a CD or thumb drive. Also, if this grant application is approved, Grays Harbor County agrees to reimburse for expenses described within the application based on compliance with all policies and guidelines set forth in this program, as well as those established by State statutes and County auditing/accounting principles. Any expenses, deemed by Grays Harbor Tourism, to not be allowed, by either the policies of this grant program, statutes governing the use of Lodging Tax Funds, or because they are not consistent with expenses presented within the grant application process, will be denied. Applicants receiving preliminary funding approval by the LTAC must successfully pass a criminal history background check and a credit report, prior to an official offer of funding, and an agreement for such, can be presented. By signing this application, at your own will, you are acknowledging that you fully consent to, and authorize Grays Harbor County to complete both the criminal history background check and credit report for you; your current business; project partners and any former business entities you have been associated with.*

**Further, as required by State statutes, a full post project report, detailing the tourism related benefits realized by this project, must be submitted. The report includes, but is not limited to the approximated number of overnight stays that were generated by the project; the approximated number of day travelers generated by the project; the estimated number of persons traveling to Grays Harbor from a distance of over 50 miles generated by the project; and the projected number of future, overnight stays and visitors from a distance of greater than 50 miles that were generated by the projects. The report must be received by Grays Harbor Tourism, within 30 days of the completion of the project. Award recipients who do not submit the report within this timeframe, and/or do not comply with the agreement governing such grant award, WILL NOT BE ELIGIBLE FOR FUNDING FOR THE FOLLOWING YEAR'S GRANT CYCLE.**

  
Authorized Signature/Approval

10/31/2024  
Date

**NOTE: LTAC and County Commissioner confirmation, in regard to the awarding of grant funding for the 2025 cycle, will be finalized prior to the third week of December, 2024. Notifications of award will be sent out prior to the second week of January, 2025.**

## ***NOTICE OF INSURANCE REQUIREMENTS TO ALL GRANT RECIPIENTS***

A Certificate of Insurance listing **GRAYS HARBOR COUNTY** and **GRAYS HARBOR COUNTY TOURISM** as additionally insured and including these minimum requirements will be required for all recipients (if funded):

- a. The recipient shall carry General Liability insurance, Comprehensive Automobile Liability Insurance and such other coverage as may be appropriate. The recipient shall complete a Certificate of Insurance, which is to be made part of this Agreement. Such liability coverage must not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- b. Where automobiles or vehicles are used in conjunction with the performance of this Agreement, the recipient and its contractors shall, at their own expense, maintain automobile liability insurance with an insurance carrier licensed to do business in the State of Washington and with minimum coverage as follows: Bodily Injury Liability and Property Damage Liability Insurance, \$1,000,000 each occurrence or combined single limit coverage of \$1,000,000.
- c. GRAYS HARBOR COUNTY must be named as an additional insured in respect to this agreement. Such insurance as carried by the recipient is primary.
- d. In the event of non-renewal, cancellation or material change in the coverage provided, thirty (30) days written notice must be furnished to the County prior to the date of non-renewal, cancellation or change.
- e. GRAYS HARBOR COUNTY has no obligation to report occurrences unless the claim is filed with the County Risk Manager and Grays Harbor County has no obligations to pay premiums.
- f. The recipient's insurance policies must contain "cross liability" endorsement substantially as follows: Inclusion of more than one insured under this policy shall not affect the rights of any insured in respect to any claim, suit or judgment made or brought by or for any other insured or by or for any employee of any other insured. The policy shall protect each insured in the same manner as though a separate policy had been issued to each, except that nothing herein shall operate to increase the company's liability beyond the amounts for which the company would have been liable had only insured been named.

**FIFTH AMENDMENT TO 2022 INTERAGENCY AGREEMENT BETWEEN  
GRAYS HARBOR COUNTY AND CITY OF HOQUIAM FOR  
MEDICATION FOR OPIOID USE DISORDER IN JAILS PROGRAM**

THIS FIFTH AMENDMENT (“Fifth Amendment”) is made effective as of the date last executed below by Grays Harbor County (“County”) and the City of Hoquiam (“Contractor”) with respect to the 2022 Interagency Agreement for Medication for Opioid Use Disorder (MOUD) in Jail Program (“Agreement”), and the previous amendments thereto (collectively, the “Agreement”, Exhibit C – Fourth Amendment with attachments). County and Contractor are also referred to individually as a “Party” and collectively as the “Parties” herein.

WHEREAS, Washington State Health Care Authority (“HCA”) provides grant funding through contract K5884 for the MOUD in Jail Program (“Program”) and, in March 2022, the County secured an agreement with the HCA (“2022 HCA Agreement”) resulting from solicitation number 2021HCA42 for Program implementation in Grays Harbor County jail. The County is subcontracting funds to the subrecipient who has Federal Tax Identification Number of 91-6001251; and

WHEREAS, on May 3, 2022, the Parties entered into the Agreement to achieve Program goals; and

WHEREAS, in May 2024 the HCA awarded additional funding to the County to support program implementation through June 2025 and it appears that the full obligation of funding will not be spent.

NOW, THEREFORE, pursuant to the amendment provision in section 8.7 of the Agreement, and in consideration of the mutual promises contained herein, the Parties agree as follows:

**ITEM 1. Budget.** Pursuant to a projection of underspent funds, the County will de-obligate a total of TWENTY-ONE THOUSAND SIX HUNDRED AND TEN dollars (\$21,610.00) from the budget, inclusive of all fees and taxes for Services provided in accordance with Amended Exhibit B: Budget Allocation Table.

**ITEM 2. Exhibit A.** Exhibit A to this Fifth Amendment, titled “FIFTH AMENDED EXHIBIT A: STATEMENT OF WORK” eliminates reference to the MOU with the City of Aberdeen in section 3.5.1 and replaces all prior versions of the “Statement of Work.”

**ITEM 3. Exhibit B.** Exhibit B to this Fifth Amendment titled “FIFTH AMENDED EXHIBIT B: Budget Allocation Table” replaces all prior versions of the “Budget Allocation Table”.

**ITEM 4. Other provisions.** All remaining provisions of the Agreement not expressly modified as provided in this Fifth Amendment remain unchanged and in full force and effect.

Attachments: Exhibit A – 5<sup>th</sup> Amended Exhibit A  
Exhibit B – 5<sup>th</sup> Amended Exhibit B

Exhibit C – Fourth Amendment with attachments

IN WITNESS WHEREOF, the Parties have executed this Fifth Amendment as of the date last executed below.

**GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS      CITY OF HOQUIAM**

\_\_\_\_\_  
Vickie L. Raines, Chair, District 3

\_\_\_\_\_  
Ben Winkelman, Mayor  
Date: \_\_\_\_\_

\_\_\_\_\_  
Georgia Miller, District 1

\_\_\_\_\_  
Rick Hole, District 2

Attest:

\_\_\_\_\_  
Wendy Chatham, Clerk of the Board  
Date: \_\_\_\_\_

## FIFTH AMENDED EXHIBIT A: STATEMENT OF WORK

### Purpose

Support a comprehensive treatment program for incarcerated individuals with Opioid Use Disorder (OUD) and Alcohol Use Disorder (AUD), beginning with screening upon entry and ending with seamless transition to the care in the community, with use of Medications for Opioid Use Disorder (MOUD) and Medications for Alcohol Use Disorder (MAUD) at its core.

This program contract supports [RCW 71.24.599: Opioid use disorder—City and county jails—Funding. \(wa.gov\)](#).

Health Equity - This program also intends to address inequities in treatment and recovery services by providing medically necessary treatment to incarcerated individuals. Programs should understand cultural barriers and provide culturally appropriate services. Additionally, this program intends to identify stigma and educate to ensure ongoing collaboration and openness to change.

### 2. Acronyms and Definitions

- 2.1. **AI/AN** means American Indian/Alaska Native.
- 2.2. **AUD** means Alcohol Use Disorder.
- 2.3. **Contractor** and **Jail** may be used interchangeably within this Statement of Work. The Contractor is responsible for ensuring the Statement of Work is performed within the jail.
- 2.4. **IHCP** means Indian Health Care Provider.
- 2.5. **MAUD** means Medications for Alcohol Use Disorder .
- 2.6. **MCO** means Managed Care Organizations.
- 2.7. **MOUD** means Medications for Opioid Use Disorder.
- 2.8. **OTP** means Opioid Treatment Program.
- 2.9. **OUD** means Opioid Use Disorder.

### 3. Work Expectations

The Contractor shall ensure funds are responsibly used towards the OUD and AUD treatment programs in the jail and provide the community standard of care, including, at a minimum, the following core components:

#### 3.1. General Standards.

- 3.1.1. [2020 ASAM National Practice Guideline for the Treatment of Opioid Use Disorder;](#)

3.1.2. [Guidelines for Managing Substance Withdrawal in Jails;](#)

3.1.3 For AI/AN program participants receiving MOUD/MAUD Services, the Contractor's SUD Navigator, shall coordinate with the program participant's Indian Health Care Provider (IHCP) to ensure the IHCP can participate in treatment and discharge planning, including continuity of care in the nearest IHCP clinically appropriate setting for all AI/AN program participants.

**3.2. Intake/booking.**

3.2.1. Continue MOUD and MAUD for individuals who are already taking these medications upon entering the facility. Provide documentation to the SUD Navigator and Medical Provider.

3.2.2. Screen all newly admitted individuals for risk of acute withdrawal from opioids and alcohol upon intake. Notify SUD Navigator and Medical Provider per policy.

3.2.3. Notify SUD Navigator and Medical Provider to screen for OUD and AUD without physical dependence (i.e. without a risk of acute withdrawal) after intake, as long as the delay does not impair the ability to begin treatment prior to release.

3.2.4 Contractor shall not facilitate forced withdrawal from opioids or alcohol. Medical Provider should be contacted according to policy.

3.2.5. Provide immediate evaluation to individuals at risk for, or in, opioid or alcohol withdrawal who refuse treatment by a medical or mental health prescriber or a licensed mental health professional at the masters' level or higher, to determine if they have decision-making capacity. If they do not, they must be transported to a community hospital and may not return to the jail until they are clinically safe to return to the jails AND have regained decision-making capacity.

**3.3. During Incarceration.**

3.3.1. Offer initiation of MOUD/MAUD to individuals with OUD/AUD not already identified and/or offered treatment at intake (e.g., individuals with OUD but without physical dependence; individuals with AUD who underwent withdrawal).

3.3.2. Educate individuals on treatment choices and the process for continuation of access to MOUD/MAUD, during incarceration, and upon release.

3.3.3. Administer methadone and buprenorphine daily or more frequently.

3.3.4. Contractor will not use alternate-day ("Balloon") dosing of buprenorphine.

3.3.5. Offer counseling to individuals for their OUD and/or AUD disorder who are expected to remain in jail for longer than one month.

- 3.3.6. Provide MOUD/MAUD not contingent on the individual's willingness to participate in counseling.

**3.4. Release.** The Jail must accomplish the following prior to release:

- 3.4.1. Complete release planning and reentry coordination as soon as possible after admission to ensure an effective plan is in place prior to release or in the event of an unexpected release of an individual who needs continued treatment and services.
- 3.4.2. Provide at least two (2) doses of naloxone (e.g., Narcan®) and training on how to administer the medications to all individuals with OUD.
- 3.4.3. Schedule the first community appointment with a treatment facility for continuation of MOUD or MAUD.
- 3.4.4. Provide in-hand, upon release, and at no cost to the individual, sufficient doses of MOUD and/or MAUD to bridge individual until scheduled MOUD/MAUD follow-up appointment at community treatment facility (does not apply to individuals treated with injectable MOUD/MAUD).
  - 3.4.4.1. Inform individuals who are at risk of being released directly from court, prior to going to court, that they may request to be transported back to the jail by staff to receive these medications prior to going home.
  - 3.4.4.2. In situations where an appointment cannot be made, e.g., after-hours bail-out, give the individual enough medication to last until the next available appointment at the community treatment facility. If the appointment date is unknown, give individual a minimum of a 7-day supply or the remainder of any 30-day prescription which was started during incarceration.
  - 3.4.4.3. In situations where medications cannot be provided upon release, e.g., unscheduled release at a time when medical staff are not present in the jail:
    - 3.4.4.3.1. Inform the individual that they may either return to the jail in the morning to receive bridge medications; or
    - 3.4.4.3.2. If no medical staff are present the following day, call in a prescription for the same bridging medication to a local pharmacy, at no cost to the individual.
- 3.4.5. Assist Medicaid-eligible individuals to sign-up with Medicaid or assist individuals whose Medicaid coverage has been terminated to reestablish coverage.
- 3.4.6. For any individual with Medicaid coverage, work cooperatively with the individual's Managed Care Organizations (MCO) to facilitate re-entry, including

but not limited to allowing the MCO's agent timely access to the facility and the individual.

### **3.5. Contract Management.**

- 3.5.1. Ensure specific tools, job descriptions, policies and procedures, and statements of work, are developed, and participating staff are adequately trained, to ensure consistent and appropriate practice.
- 3.5.2. Attend monthly meetings with grant manager to discuss project contract requirements, compliance, and problem-solving. Attend additional meetings as required or deemed necessary by the grant manager.
- 3.5.3. Contractor will cooperate with periodic site visits by the grant manager, HCA DBHR program administrator or designee and make all relevant records and personnel available.

### **4. Reports.**

4.1. **Monthly Progress Reports.** Reports shall include, but not limited to, the following:

- 4.1.1. Program participant details.
  - 4.1.1.1. All components of the standard of care must be met.
  - 4.1.1.2. Share barriers and successes.
  - 4.1.1.3. Additional information as needed.

### **4.2 Monthly Data Collection Spreadsheet.**

- 4.2.1 Data spreadsheet filled out completely with Section 4.2.3 below, following template provided by HCA and shared via (sharepoint) link provided from grant manager.
- 4.2.2 Participation requires performance monitoring activities, including timely and accurate data reporting to the grant manager. Further evaluation, including on- and off-site data collection may be conducted by HCA DBHR or a third party.
- 4.2.3 The contractor will complete a monthly report, template provided by grant manager, by the 5th day of the month with the following participant information, (identified as having a current OUD of AUD), for the previous month:
  - 4.2.3.1 Full name.
  - 4.2.3.2 Date of birth.
  - 4.2.3.3 ProviderOne #, SSN or another unique identifier.
  - 4.2.3.4 Date of booking.
  - 4.2.3.5 Date MOUD/MAUD started: continued or induction?

- 4.2.3.6 Date of release if applicable.
- 4.2.3.7 Schedule first appointment upon release.
- 4.2.3.8 Which MOUD/MAUD provided upon release.

4.2.4 Information may be shared with Research Data and Analysis (RDA) for evaluation purposes.

**5. Invoices.** All invoices or requests for reimbursement are due by the 10<sup>th</sup> of the month following the month of service.

**FIFTH AMENDED EXHIBIT B: Budget Allocation Table**

Description	Maximum amount <sup>1</sup>	Billed through 12/2024	Change in Budget Category	Remaining
Navigator + approved training	\$168,460.00	\$ 128,913.00	-\$24,345.00	\$15,202.00
Telehealth and Technology Supplies	\$ 4,100.00	\$3,100.00	-\$775.00	\$225.00
PSO Time <sup>2</sup>	\$3,510.00	\$0	\$3,510.00	\$3,510.00
Vehicle Purchase	\$26,000.00	\$26,000.00	\$0	\$0

<sup>1</sup>The Contractor may reallocate funds from one budget category to another budget category provided that the amount of funds being reallocated does not exceed ten percent (10%) of the budget category’s Total Allocation. Any reallocation that is greater than ten percent will require written approval by Public Health.

<sup>2</sup>PSO Time includes any staff time and mileage to transport MOUD clients to Grays Harbor County Jail for screening and treatment from January 1, 2025 – June 30, 2025.