



Amendment No. 1
To
WSU Contract SPC006988

1. PARTIES

This Amendment No. 1 ("Amendment") to WSU Contract SPC006988 ("Contract") is dated the date of last signature below and is between Washington State University ("WSU") and Utah State University ("Contractor"). The parties desire to amend the Contract as further described below.

2. AMENDMENT

The Contract is amended as follows:

A. Scope of Work is amended as follows:

The Scope of Work ("SOW") in the Contract is revised in accordance with the Revised Scope of Work ("Revised SOW") as found in Revised Exhibit A to this Amendment. Revised Exhibit A is attached hereto and incorporated into this Amendment by reference.

B. Section III, = Payment is modified as follows:

- ☑ The Contract Cost Limitation is increased from \$13,022.48 to \$16,022.48.
☑ Additional Contractor fees added by this Amendment shall be itemized as described in the chart below.

Table with 2 columns: Amount, Description. Row 1: \$3,000.00, Expenses incurred to make presentations.

C. Section IV, Billing Procedures is modified as follows:

WSU will pay Contractor upon receipt of properly completed invoices. Invoices must be submitted by email to aitkenm@wsu.edu by July 1, 2025.

3. OTHER TERMS AND CONDITIONS UNCHANGED

Apart from the modification(s) above, the Contract remains unchanged.

The parties are signing this Amendment on the date stated opposite the signature of each party's duly authorized representative.

CONTRACTOR NAME

Curtis Timmerman
Digitally signed by Curtis Timmerman
Date: 2025.05.02 12:29:36 -06'00'
5/2/2025

WASHINGTON STATE UNIVERSITY

Heather Davison
4/7/2025
Name Heather Davison Date
Contract Manager
Procurement & Contract Services

**REVISED EXHIBIT A**

**Revised Scope of Work**

**Purpose:**

The purpose of this Contract is to provide content expertise and contribute to the final report for a study to investigate housing market conditions in tourism-dependent municipalities as outlined in a Washington State budget proviso (Section 603.(48) of Engrossed Substitute Senate Bill 5950).

**Description of Services:**

The Contractor will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below.

1. Examine state policies and regulations that have influenced the cost of housing with a specific emphasis on rural counties.
2. Contribute to project final reporting.
3. Coordinate and collaborate with Metro Center staff and project team members as needed to complete the project.
4. Present results at a national conference, if accepted, **and/or at other conferences or events as schedules of the presenters permit.**
5. **Submit a final invoice to WSU by July 1, 2025 to meet requirements of the funding.**

**Deliverables:**

DATE	DESCRIPTION OF DELIVERABLE ITEM
November 1, 2024	Results from document analysis due.
December 15, 2024	All contributions to the project final report.
June 30, 2025	Presentation of results at a national conference in June 2025, if accepted, <b>and any other conferences or events.</b>
<b>July 1, 2025</b>	<b>Submission of final invoice to WSU</b>

**Compensation: \$16,022.48**

Includes \$12,022.48 to be paid upon completion of all contributions to the final report and **\$4,000 to support** presentation of results at a national **and/or other conferences or events by June 30, 2025.**

**INTERAGENCY AGREEMENT  
BETWEEN  
WASHINGTON STATE UNIVERSITY  
AND  
UTAH STATE UNIVERSITY**

**THIS INTERAGENCY AGREEMENT** (the “Agreement”) is by and between Washington State University, an institution of higher education and agency of the state of Washington (hereafter referred to as “WSU”) by and through its College of Agricultural, Human, and Natural Resource Sciences – Metro Center (“Metro Center”), and Utah State University, an institute of higher education located in the state of Utah (hereafter referred to as “USU”).

**IT IS THE PURPOSE OF THIS AGREEMENT** to memorialize the terms and conditions under which USU will provide services to WSU.

NOW, THEREFORE, the parties agree as follows:

**I. STATEMENT OF WORK**

Each party shall do all things necessary for and incidental to the performance of the duties set forth below.

A. Duties of WSU:

1. Provide overall project leadership
2. Compile the final report from research and information provided by project team members

B. Duties of USU:

- 1 Provide content expertise and contribute to the final report for a study to investigate housing market conditions in tourism-dependent municipalities as outlined in a Washington State budget proviso (Section 603.(48) of Engrossed Substitute Senate Bill 5950) including:
  - a. Examine state policies and regulations that have influenced the cost of housing with a specific emphasis on rural counties. (Results due November 1, 2024)
  - b. Contribute to project final reporting. (All contributions due December 15, 2024)
  - c. Coordinate and collaborate with Metro Center staff and project team members as needed to complete the project.
- 2 Present results at a national conference, if accepted.

**II. PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Agreement shall be for 10 months and 12 days, and shall commence on August 20, 2024, and be completed on June 30, 2025 (the “Term”), unless terminated sooner as provided herein.

### **III. PAYMENT**

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have estimated that the annual cost of accomplishing the work will not exceed \$13,022.48. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work which will cause the maximum payment to be exceeded. Compensation for services shall be based on the following rates and in accordance with the following terms:

- A) \$12,022.48 upon completion of duties B.1.a and B.1.b; and
- B) \$1,000.00 as needed to complete duty B.2.

### **IV. BILLING PROCEDURES**

USU shall submit invoices to WSU on not more than a monthly basis. WSU shall pay USU for all approved and completed work by warrant or account transfer within thirty (30) days of invoicing. Penalties for late payments (defined as those paid beyond thirty (30) days after receipt of invoice) shall be assessed at one percent (1%) per month.

Invoices shall be submitted by email to [aitkenm@wsu.edu](mailto:aitkenm@wsu.edu):

Washington State University  
Accounts Payable/Controllers Office  
Attn: WSU Contract SPC006988  
Pullman, WA 99164-1025

### **V. RECORDS MAINTENANCE**

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six year after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

**VI. RIGHTS IN DATA**

Unless otherwise provided, any data that originates from this Agreement shall be “works for hire” as defined by the U.S. Copyright Act of 1976 and shall be owned by WSU. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

**VII. INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**VIII. MODIFICATION**

This Agreement may be modified or amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

**IX. TERMINATION**

Either party may terminate this Agreement upon 30 days prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination. Under this section or the following section, if the parties choose to partially or completely terminate this Agreement, the parties shall either mutually agree how any property involved shall be disposed of. If they are unable to do so, they shall submit the dispute to the Dispute Panel provided for in Section XI.

**X. TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved part to the other. See Section IX for the provisions for disposition of property upon the partial or complete termination of this Agreement.

**XI. DISPUTES**

In the event that a dispute arises under this Agreement that the parties can't resolve, they shall allow the dispute to be decided by a Dispute Panel in the following manner: Each

party to this Agreement shall appoint one member to the Dispute Panel. The members so appointed shall jointly appoint an additional member to the Dispute Panel. The Dispute Panel shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Panel shall be final and binding on the parties hereto. There shall be no charge to the parties for these services of the Dispute Panel.

As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor’s process will control.

**XII. GOVERNANCE**

~~Intentionally silent as to governing law and venue. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.~~

Initials  
WSU   
Other Party  


In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order.

- A. applicable state and federal statutes and rules;
- B. statement of work; and
- C. any other provisions of the Agreement, including materials incorporated by reference.

**XIII. ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising under this Agreement is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

**XIV. WAIVER**

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

**XV. SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder

conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

**XVI. ENTIRE AGREEMENT**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.

**XVII. CONTRACT ADMINISTRATION**

A designated contract administrator for each of the parties shall administer this Agreement and be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Contract Administrator for WSU is:

Name: CAHNRS Business Services - Contracts  
College or Department: College of Agricultural, Human, and Natural Resource Sciences  
Address: PO Box 646241, Pullman WA 99164-6241  
Telephone: 509-335-0536  
E-mail: contracts.bc@wsu.edu

The Contract Administrator for USU is:

~~Jen Smith~~ Curtis Timmerman  
Curtis.Timmerman@usu.edu  
Grant and Contract Manager  
1415 Old Main Hill, Logan UT, 84322-1415  
Telephone: 435-797-~~1272~~ 9277  
Fax Number: \_\_\_\_\_

Initials  
WSU   
Other Party 

**XVIII. SIGNATURES**

The parties affirm they have designated the persons below to have signature authority for the parties. By their signatures on this Agreement, the parties agree to all of its terms and conditions.

*[Signature page follows]*

**WASHINGTON STATE UNIVERSITY**  
("WSU")

Recommended by:

By: Martha Aitken  
Name: Martha Aitken  
Title: Asst. Dir., WSU Metro Center  
Date: 10/2/2024

Approved by:

By: Heather Davison  
Name: Heather Davison  
Title: Contract Manager, PACS  
Date: 11/19/2024

**UTAH STATE UNIVERSITY**  
("USU")

Recommended by:

By: Jessica Schad  
Name: Jessica Schad  
Title: Associate Professor  
Date: 10/2/24

Approved by:

By: \_\_\_\_\_  
Name: Curtis Timmerman  
Title: Grant and Contract Officer Lead  
Date: 11/20/2024

## Scope of Work

### Purpose:

The purpose of this Contract is to provide content expertise and contribute to the final report for a study to investigate housing market conditions in tourism-dependent municipalities as outlined in a Washington State budget proviso (Section 603.(48) of Engrossed Substitute Senate Bill 5950).

### Description of Services:

The Contractor will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below.

1. Examine state policies and regulations that have influenced the cost of housing with a specific emphasis on rural counties.
2. Contribute to project final reporting.
3. Coordinate and collaborate with Metro Center staff and project team members as needed to complete the project.
4. Present results at a national conference, if accepted.

### Deliverables:

DATE	DESCRIPTION OF DELIVERABLE ITEM
November 1, 2024	Results from document analysis due.
December 15, 2024	All contributions to the project final report.
June 30, 2025	Presentation of results at a national conference in June 2025, if accepted.

### Compensation: \$13,022.48

Includes \$12,022.48 to be paid upon completion of all contributions to the final report and \$1,000 to supplement presentation of results at a national conference in June 2025, if accepted.