**CONTRACT FOR INDEPENDENT CONTRACTOR FOR TOURISM DIRECTOR SERVICES**
**BETWEEN**
**SABINE COUNTY, TEXAS**
**AND**
**CHELSEA MELTON**

**WHEREAS**, Sabine County, Texas wishes to contract for an Independent Contract to provide Tourism Director Services; and

**WHEREAS**, Chelsea Melton wishes to provide Tourism Director Services to Sabine County, Texas as an independent contractor and to assist in the coordination of its local tourism development efforts; and

**WHEREAS**, Sabine County Commissioner's Court has approved a contract for Tourism Director Services with Chelsea Melton, and

**NOW THEREFORE:**
In consideration of the mutual promises contained in this Agreement and other good and valuable consideration,

This contract (the "Agreement") is made this 1st day of April, 2026 by and between Sabine County, Texas (the "County") located at 201 Main Street, Hemphill, Texas 75948 and Chelsea Melton (the "Tourism Director") located at 8320 Hwy 87 North, Milam, Texas 75959, whereby Chelsea Melton will be an independent contractor without withholdings, as she will not be an employee of Sabine County and will not receive benefits, insurance or retirement;

- **Term:** This Agreement shall be for a term commencing on the date above and terminating on September 30, 2026, unless earlier terminated as provide herein. This Agreement may be terminated at any time by either party on thirty (30) days written notice to the other party.
- **Renewals:** This Agreement may be renewed for additional terms of six (6) months by written mutual agreement of the parties.
- **Scope of Work and Performance Standards:** The Tourism Director's scope of work is attached hereto as Exhibit A and is incorporated herein by reference. These standards and scope shall guide Director's performance of services herein. The Director shall provide a monthly activity report to track progress towards achieving the Success Factors in Exhibit A.
- **Fees:** Tourism Director Services shall be invoiced by the Director monthly, by the first day of each month in the amount of $ 4,709.75 per month and shall be paid by the County within 30 days of receipt of the invoice. Tourism Director shall be responsible for all taxes and withholdings on such monthly fee and shall provide County with a taxpayer ID number for issuance of a 1099 form.
- **Notices:** Any notice required to be given under this Agreement from either party to the other shall be sufficient if addressed and mailed, certified mail, postage paid, delivery or overnight courier. The parties' addresses for notice are: County Judge, P. O. Box 716, Hemphill, Texas 75948. Phone 409-787-3543. E-Mail: cookie.cryer@co.sabine.tx.us; Tourism Director, Chelsea Melton, 8320 Hwy 87 N, Milam, Texas 75959. Phone: 321-987-7927. E-Mail: cmjackson1942@gmail.com.
- **Applicable Law:** This Agreement shall be governed by and construed in accord with the laws of the State of Texas.
- **Entire Agreement:** This Agreement sets forth the entire agreement and understanding between the parties on the subject matter of this Agreement. Neither party shall be bound by any conditions, definitions, representations or warranties with respect to the subject matter of this Agreement other than those as expressly provided herein, including the Exhibit attached hereto and incorporated herein.

**EXHIBIT "A"**

# Sabine County Tourism Director
# Hemphill, Texas

The Sabine County Tourism Director involves leading tourism development and marketing efforts for Sabine County, Texas, which includes managing budgets, developing marketing strategies, and building partnerships with local, state, and national stakeholders. The role requires strong leadership, strategic planning, and excellent marketing and communication skills to promote Sabine County as destination and boost its economic impact through tourism.

## Key Responsibilities

### Strategic Planning and Marketing

- Develop and implement annual and long-term marketing and strategic plans to promote Sabine County as a destination.
- Manage digital marketing efforts, Sabine County Tourism website, social media, and create content for press releases and media kits.
- Develop a year-round tournament and outdoor event calendar.
- Create promotional packages and/or guidelines for fishing tournament organizers, outdoor clubs, heritage tourism groups, and businesses
- Design visual aids that contain places of interest and community amenities and facilities.

### Budget Management

- Conform to Texas Tax Code 352.1015 & 352.1031 compliance requirements
- Develop and oversee the annual tourism budget to be approved by Sabine County Commissioner's Court.
- Make spending decisions, monitor expenditures, and prepare program progress reports.
- Seek grants and sponsorship opportunities.
- Identify and contact short-term rentals to enroll in HOT program.
- Follow funding request system with Tourism Committee and Commissioner's Court

### Partnership and Stakeholder Relations

- Build and maintain relationships with local, state and national governments, businesses, community leaders, and other tourism partners.
- Create a network of Tourism Departments/Directors across state for assistance and alignment where beneficial.
- Establish relationships and meet with Sabine River Authority, Texas Forest Country, Sabine County Youth Foundation, Sabine County Historical Commission and other key partners on behalf of Sabine County.
- Stay in contact with fishing tournament organizers, tour operators, heritage tourism, local organizations, and outdoor clubs.
- Leverage marketing assets of communities within Sabine County

### Administration

- Work with Commissioners Court and the Tourism Committee to establish goals and benchmarks to promote accountability.
- Provide Monthly progress/activity report to County Judge and Commissioners Court.

# INVOICE

## Chelsea Melton

Address
Address
Phone number

INVOICE# TD/HOT-1
APRIL 1, 2026
(BY 1ST OF EVERY MONTH)

To: cookie.cryer@co.sabine.tx.us

treasurer@co.sabine.tx.us

FOR:

Tourism Director Services

Sabine County
P. O. Box 716
Hemphill, Texas 75948
409-787-3543

SAMPLE

| DESCRIPTION | AMOUNT |
|---|---|
| Tourism Director services for April 1 – April 30, 2026. | |
| **Total Amount Due** | $ |

Make all checks payable to **Chelsea Melton**

*Thank you for your business!*

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- **Amendments and Waivers:** Changes, modifications, or amendments in scope, price to this Agreement shall not be allowed without a prior formal Agreement amendment approved by the Sabine County Commissioner's Court in advance of the change in scope or cost. No modification of this Agreement shall be binding unless made in writing and executed by both parties. No waiver by either party or any breach or obligation of the other party under this Agreement shall constitute a waiver of any other prior or subsequent breach or obligation.
- **Agreement Administration:** The Commissioner's Court or designee shall be the Agreement Administrator for this Agreement. Chelsea Melton shall be the individual performing all matters pertaining to this Agreement for Tourism Director. While it is understood that many projects may require Hotel Occupancy Tax (HOT) funds, Chelsea Melton shall work directly with the Tourism Committee with any and all funding request. All communications between the parties shall remain and be kept confidential except to the extent made public by the Texas public records laws or required to be disclosed by court order.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first written above.

**Chelsea Melton Independent Contractor ("Tourism Director")**

By: _____ Chelsea Melton

Witness: _____

Date: 3-30-2026

**Sabine County ("County")**

By: James Lowe
James Lowe, County Judge Pro Tem

Attest: Jamie Clark

COMMISSIONERS COURT COUNTY TEXAS

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**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first written above.

**Chelsea Melton Independent Contractor ("Tourism Director")**

By: _____

Witness: _____

Date: _____

**Sabine County ("County")**

By: RA Barnett
Richard Barnett, County Judge

Attest: _____

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