



AGENDA

CLALLAM COUNTY LODGING TAX ADVISORY COMMITTEE

223 East 4th Street, Room 160

Port Angeles, Washington

Thursday, April 8, 2021 – 2:30 p.m.

****ATTENTION****

In response to the current Governors order Clallam County has moved Phase 3 of the Healthy Washington Roadmap to Recovery Plan. To be in compliance with the Healthy Washington Roadmap to Recovery Plan the following general requirements for COVID safety for meetings held in the Board of Commissioners Board Room are as follows:

1. All attendees are encouraged to provide contact information on a sign in sheet which will be retained for 28 days for contact tracing purposes.
2. Public seating areas and Board member seating must be arranged to ensure physical distancing is maintained.
3. Meeting attendees must wear a proper face covering and maintain six feet of physical distance between other persons.
4. No food or drink should be consumed in the BOCC Board Room.
5. Meeting organizers shall clean or arrange to have cleaned high-touch surfaces before and after each meeting.
6. Hand sanitizing stations will be available in the BOCC Board Room.
7. Keep doors and windows open where possible to improve ventilation.
8. The Chair of the meeting shall ensure masking and social distancing practices are enforced and practices by all event attendees.

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

If you would like to participate in the meeting via zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or agores@co.clallam.wa.us.

I. CALL TO ORDER, ROLL CALL

II. REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

III. APPROVAL OF MINUTES FOR THE MEETINGS ON: March 11, 2021

IV. PUBLIC COMMENT

V. BUSINESS

- a. Current lodging tax funding balance and forecast for 2021
- b. Keeping the Lights On COVID – 4th call - request for proposals
 - Approve to issue a notice to call for proposals
 - Approve to press release to call for proposals
- c. LTAC funding for 2021 – 3rd call - request for applications
 - Approve to issue a notice to call for applications for 2021 Hotel/Motel Funds
 - Approve to issue press release to call for applications for 2021 Hotel/Motel Funds
- d. Black Ball Ferry update
- e. Review - Keeping the Lights On COVID – 2nd and 3rd call – updates
- f. Future allocations of LTAC funds – marketing, capital, events

AGENDA for the Meeting of April 8, 2021
LODGING TAX ADVISORY COMMITTEE
Page 2

VI. PUBLIC COMMENT

VII. ADJOURNMENT

LTAC 2021 meeting dates:

- May 13, 2021
- June 10, 2021
- July 8, 2021
- August 12, 2021
- September 9, 2021
- October 14, 2021
- November 10, 2021
- December 9, 2021

Lodging Tax Advisory Committee

Minutes March 11, 2021



CLALLAM COUNTY LODGING TAX ADVISORY BOARD MINUTES of March 11, 2021

MEETING OF THE LODGING TAX ADVISORY BOARD (LTAC)

Chair Randy Johnson (Clallam County Commissioner and Chair of LTAC) called the meeting to order at 2:33 p.m., Thursday, March 11, 2021. Also present were Pamela Dahl (Aramark Properties), Vanessa Fuller (Dungeness River Audubon Center)(video), Lissy Andros (Forks Chamber of Commerce)(video), Lorrie Mittmann (Peninsula Adventure Sports)(video), Ryan Malane (Black Ball Ferry Line)(video), Marc Abshire (Port Angeles Chamber of Commerce)(video). Linda Keen (Quillayute River Resort) and Donya Alward were absent. Chair Johnson appeared in person to convene the meeting.

APPROVAL OF AGENDA

Johnson requested to modify the agenda to add update regarding Black Ball Ferry from Ryan Malane.

ACTION TAKEN: Fuller moved to adopt the agenda as modified, Abshire seconded motion, motion carried.

APPROVAL OF MINUTES

- December 10, 2020

ACTION TAKEN: Andros moved to approve the minutes as presented, Mittmann seconded motion; motion carried

BUSINESS

a. Current lodging tax funding balance and forecast for 2021

Mark Lane, Clallam County Chief Financial Officer, provided an update. Lane gave reported 2020 ended with total revenue of \$1,041,318 which consisted of \$789,000 hotel/motel lodging tax revenue, which was 20% decline from 2019 and \$252,761 CARES reimbursement funding. At the end of 2020 LTAC incurred a total of \$1,142,000 in expenditures, leaving an end of the year net operating deficit of \$100,624 and an ending fund balance of \$950,533. Year to date to the end of February 2021 total LTAC revenue has been \$93,899, compared to last year this is an increase of 33.7%; incurred \$261,160 in expenditures, leaving an operating deficit of \$167,268, and a current ending fund balance of \$783,265.

Lane projects a year over year revenue increase of 9.4% for 2021 for total projected revenue of \$862,651; projected expenditures of \$904,550, ending 2021 with an operating deficit of \$41,899 and an ending funding balance of \$908,634.

Johnson shared that the County is expected to receive \$15,000,000 in federal funding.

b. Allocation of funds (this includes the question of smaller grants made by OPVB, and the guidelines of each entity)

Massey provided a report regarding what grants go to OPVB, what grants go to LTAC and what changes should be made to the guidelines of each to be clearer for applicants.

Discussion held.

c. Should a LTAC member be on the OPVB grant committee

Massey noted she had recommended to Johnson that a LTAC member sit on the OPVB grant committee.

Discussion held.

CLALLAM COUNTY LODGING TAX ADVISORY BOARD
MINUTES of March 11, 2021
Page 2

Johnson stated he will meet with Massey and prepare a proposal with alternatives to present to the LTAC.

d. Signage for projects funded by lodging tax (examples: ODT and County Parks)

Johnson shared he thinks signs should be up to let people know that places like ODT and County Parks are funded by the LTAC.

Fuller asked if the LTAC needs a logo to put on these signs.

Discussion held.

e. Are there additional funds short falls needed for institutions

Johnson shared that this topic needs further input from the LTAC member before discussion.

Andros noted the Forks Visitors Center would like to apply for a grant and asked if LTAC intends to have another opportunity for that. Abshire stated LTAC discussed April for LTAC grants.

Fuller asked if there will be another round of Keeping the Lights On grants. Johnson stated he would support a Keeping the Lights On COVID 4th call.

Request for Proposals for Keeping the Lights On #4

ACTION TAKEN: Malane moved to issue a Request for Proposals for Keeping the Lights on COVID #4 and a total amount of funding for the requests in the amount of \$200,000, Dahl seconded the motion, motion carried.

Malane provided an update regarding travel to Canada. He stated the official word is September/October 2021. He noted the COHO underwent Coast Guard inspections. He added that all the programs to date excluding OPVB and the County have not applied to the Black Ball Ferry thus they have experienced tens of thousands of dollars in financial loss.

f. Review – Keeping the Lights On COVID 2nd call – updates

Didn't take place.

NEXT MEETING – April 8, 2021 at 2:30 p.m.

ADJOURNMENT

Meeting concluded at 4:11 p.m.

This document was submitted after the agenda packet was posted. Submitted on 4-7-21.

CLALLAM COUNTY
HOTEL/MOTEL TAX--FUND 19925
STATEMENT OF SOURCES, USES AND RESERVES
YTD MARCH 2021 ACTUALS, REVISED 2021 PROJECTION & 2021 BUDGET WITH 5 YEAR LOOK BACK

	BUDGET	PROJECTIONS	ACTUALS--CURRENT YEAR WITH 5 YEAR LOOK BACK							ACTUALS--YTD PRIOR YEAR	
	2021 ADJUSTED BUDGET (BASED ON CURRENT COMMITMENTS AND BUDGET REVISIONS APPROVED BY BOCC)	PROJECTED YEAR-END 2021--UP 35.3% FOR YEAR --JAN-MAR ACTUALS UP 51.1%, APRIL UP 40%, MAY- JULY UP 575% (REFLECTS HEIGHT OF COVID IMPACT ON 2020), AUG-DECEMBER UP 2.2%	YTD MARCH 2021	2020	2019	2018	2017	2016	YTD THRU MARCH 2021	% CHANGE VS PRIOR YEAR	
REVENUE (SOURCES OF FUNDING)											
291.31331.00.0030 HOTEL/MOTEL TRANSIENT LODGING TAX	370,000	532,806	83,750	392,878	499,196	481,653	394,239	313,770			
291.31331.00.0040 HOTEL/MOTEL LODGING ADDITIONAL TAX	380,000	534,152	83,882	395,680	492,412	436,419	394,191	313,770	55,476	51.0%	-611%
291.33321.01.9100 CARES ACT-COVID-19 RELIEF ("KEEP THE LIGHTS ON")	-	-	-	252,761	-	-	-	-	55,454	51.3%	
291.36700.00.0000 CONTRIBUTIONS AND DONATIONS	-	-	-	-	940	-	-	-	-	-	
291.39797.90.0240 TRANSFER FROM OPERATING TRANSFERS OUT	-	-	-	-	-	-	-	-	-	-	
TOTAL REVENUE (SOURCES)	750,000	1,066,958	167,632	1,041,318	992,548	918,071	788,430	627,540	110,929	51.1%	
% CHANGE VS PRIOR YEAR	-28.0%	2.5%	51.1%	4.9%	8.1%	16.4%	25.6%	19.4%			
% CHANGE VS PRIOR YEAR--EXCLUDING CARES	-4.9%	35.3%	51.1%	-20.6%	8.1%	16.4%	25.6%	19.4%			
EXPENDITURES (USES OF FUNDING)											
291.55730.41.0020 PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-	
291.55730.41.0116 CLALLAM BAY-SEKIU CHAMBER OF COMMERCE	12,000	12,000	12,000	20,000	10,086	21,363	22,971	25,760	10,000	20.0%	
291.55730.41.0117 CHAMBERS OF COMMERCE	-	-	-	1,567	2,972	1,822	1,822	822	-	-	
291.55730.41.0121 OLYMPIC PENINSULA VISITOR BUREAU	508,333	508,333	133,333	591,667	514,167	527,500	391,667	486,500	141,667	-5.9%	
291.55730.41.5110 PARKS/FAIR/FACILITIES	39,000	39,000	-	25,947	24,025	28,596	30,000	30,000	-	-	
291.55730.41.5120 PUBLIC WORKS	150,000	150,000	-	250,000	220,000	-	105,000	-	-	-	
291.55730.41.5130 SHERIFF	-	-	-	-	-	-	-	-	-	-	
291.55730.41.0118 FEIRO MARINE LIFE CENTER	-	-	-	-	-	50,000	54,000	5,000	-	-	
291.55730.49.0036 SEQUIM PICKLERS	-	-	-	-	-	-	34,000	-	-	-	
291.55730.49.0056 PENINSULA AREA PUBLIC ACCESS	-	-	-	-	-	-	33,000	-	-	-	
291.55730.49.0151 DUNGENESS RIVER AUDUBON CENTER	-	-	-	-	-	-	69,710	-	-	-	
291.55730.49.0155 NOR'WESTER ROTARY CLUB/FOUNDATION	-	-	-	-	5,000	-	-	-	-	-	
291.55730.49.0160 PA CHAMBER OF COMMERCE	35,000	35,000	35,000	-	35,000	-	-	-	-	-	
291.55730.49.0161 NEAH BAY CHAMBER OF COMMERCE	-	-	-	-	25,700	-	-	-	-	-	
291.55730.49.0162 STRATEGIC STUDY	-	-	-	-	-	-	-	-	-	-	
291.55730.49.0170 PORT ANGELES MARATHON ASSOCIATION	12,500	12,500	12,500	-	-	-	-	-	-	-	
291.55730.49.0175 LNCOLN PARK BMX ASSOCIATION	100,000	100,000	100,000	-	-	-	-	-	-	-	
291.55730.49.0180 JUAN DE FUCA FESTIVAL	10,000	10,000	10,000	-	-	-	-	-	-	-	
291.55730.49.0230 UNANTICIPATED PROJECTS (INCLUDES \$200K PLACEHOLDER FOR "KEEP THE LIGHTS ON" ROUND 4)	237,717	237,717	-	252,761	-	-	-	-	-	-	
291.55730.51.0050 WASHINGTON STATE PATROL	-	-	-	-	-	5,290	4,831	-	-	-	
TOTAL EXPENDITURES (USES)	1,104,550	1,104,550	302,833	1,141,942	836,950	634,571	747,001	548,082	151,667	99.7%	
EXCESS OF REVENUE(SOURCES) OVER EXPENDITURES(USES)	(354,550)	(37,592)	(135,202)	(100,624)	155,598	283,501	41,430	79,458	(40,737)	231.9%	
ENDING FUND BALANCE/RESERVES	595,983	912,941	815,331	950,533	1,051,157	895,559	612,058	570,628	1,010,419	-19.3%	

CLALLAM COUNTY
HOTEL/MOTEL TAX--FUND 19925
2021 TAX REVENUE REFORECAST

	January	February	March 2021	April 2021	May 2021	June 2021	July 2021	August	September	October	November	December	
	2021 Actual	2021 Actual	Actual	Projected	Projected	Projected	Projected	2021	2021	2021	2021	2021	2021 Projected
Hotel/Motel Transient Lodging Tax	20,937	25,973	36,841	27,756	38,331	35,172	49,992	58,706	80,038	69,546	68,101	21,413	532,806
Hotel/Motel Transient Lodging Additional	20,298	26,692	36,892	27,867	37,140	35,181	49,163	59,105	80,038	69,546	49,994	42,234	534,152
TOTAL HOTEL/MOTEL TAX REVENUE	41,234	52,665	73,733	55,624	75,471	70,354	99,155	117,812	160,076	139,093	118,096	63,647	1,066,958
YOY % CHANGE--MONTH	26.7%	39.7%	81.3%	40.0%	1100.0%	3100.0%	130.0%	15.0%	0.0%	5.0%	-5.0%	-5.0%	35.3%
YOY % CHANGE--CUMULATIVE	26.7%	33.7%	51.1%	48.2%	90.3%	131.9%	131.5%	92.3%	60.5%	48.2%	39.0%	35.3%	35.3%

ORIGINAL BUDGET SCENARIO 1--UP 7.8% FOR YEAR (JAN-MAR ACTUALS UP 51.1%, MARCH-DECEMBER ASSUME BUDGET (%s BELOW REFLECT 60 DAY LAG BETWEEN ACTIVITY AND TAX COLLECTION)													
YOY % CHANGE	26.7%	39.7%	81.3%	-35.0%	598.9%	1971.9%	62.1%	-0.4%	-26.3%	-8.4%	-15.6%	-24.1%	7.8%
% of 2019 to Reflect COVID Recovery	195.8%	122.3%	198.0%	89.6%	69.7%	70.0%	74.4%	75.6%	75.2%	79.3%	80.0%	80.0%	85.7%
TAX REVENUE	41,234	52,665	73,733	25,825	43,956	45,551	69,887	102,086	117,928	121,315	104,894	50,871	849,945

SCENARIO 2--UP 35.3% FOR YEAR --JAN-MAR ACTUALS UP 51.1%, APRIL UP 40%, MAY-JULY UP 575% (COMP REFLECTS HEIGHT OF COVID IMPACT ON 2020), AUG-DECEMBER UP 2.2%													
YOY % CHANGE	26.7%	39.7%	81.3%	40.0%	1100.0%	3100.0%	130.0%	15.0%	0.0%	5.0%	-5.0%	-5.0%	35.3%
% of 2019 to Reflect COVID Recovery	196%	122%	198%	193%	120%	108%	106%	87%	102%	91%	90%	100%	107.6%
TAX REVENUE	41,234	52,665	73,733	55,624	75,471	70,354	99,155	117,812	160,076	139,093	118,096	63,647	1,066,958

Lodging Tax Advisory Committee
Keeping the Lights On 4th Call



RANDY JOHNSON, District 2
Chair, Lodging Tax Advisory Committee

Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
E-mail: commissioners@co.clallam.wa.us

April 8, 2021

PRESS RELEASE **For Immediate Release**

CLALLAM COUNTY LODGING TAX ADVISORY COMMITTEE **REQUEST FOR PROPOSALS (RFP)** **Keep the Lights on – COVID (4th call)**

April 8, 2021 – The Lodging Tax Advisory Committee is soliciting requests for proposals from interested Nonprofit Organizations to "Keep the Lights On COVID(4th call)" for up to four months as the COVID-19 Virus works its way through the tourism financial system.

How to Apply or Additional Information

Interested citizens are invited to contact the Clallam County Board of Commissioners' Office at 360.417.2256, agores@co.clallam.wa.us, or online at <http://www.clallam.net/bocc/LodgingTaxAdvisoryCommittee.html> to obtain an application.

Request for proposals must be received at 223 East 4th Street, Room 150, Port Angeles, Washington by 12 p.m., Thursday, April 29, 2021.

Commissioner Randy Johnson,
Chair, Lodging Tax Advisory Committee

REQUEST FOR PROPOSALS (RFP)
CLALLAM COUNTY
BOARD OF COMMISSIONERS
LODGING TAX ADVISORY COMMITTEE

The Lodging Tax Advisory Committee is soliciting requests for proposals from interested Nonprofit Organizations to "Keep the Lights On" for up to four months as the COVID-19 Virus works its way through the tourism financial system.

Proposals will be received at 223 East 4th Street, Room 150, Port Angeles, Washington until 12 p.m., Thursday, April 29, 2021.

The sealed proposals must be clearly marked on the outside of the envelope, "**Keep the Lights on – COVID19 (4th call)**." Address proposal to: Clallam County Lodging Tax Advisory Committee – Commissioners Office, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Drop documents in drop box no later than 12 p.m., Thursday, April 29, 2021. Documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

A complete informational packet on preparing a proposal may be obtained Monday through Friday, 8 a.m. to 4:30 p.m., from:

Loni Gores, Clerk of the Board
Clallam County Board of Commissioners
223 East Fourth Street, Suite 4
Port Angeles, WA 98362
agores@co.clallam.wa.us or 360.417.2256 or
<http://www.clallam.net/bocc/LodgingTaxAdvisoryCommittee.html>

Clallam County hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

PASSED THIS eighth day of April 2021

ATTEST:

Lodging Tax Advisory Committee

Loni Gores, CMC, Clerk of the Board

Randy Johnson, LTAC Chair

Publish: April 11, 16 and 25

Bill: Board of Commissioners – Lodging Tax Advisory Committee



LODGING TAX FUNDING APPLICATION 2021

Request for proposals to the Clallam County Lodging Tax Advisory Committee from tourism related Nonprofit Organizations.

WHAT IS NEEDED: A simple statement of financial needs to “Keep the Lights On” for up to four months as the COVID-19 Virus works its way through the tourism financial system. In addition, a copy of the Nonprofit Organizations Detailed Budget and the 1 page 2021 Clallam County Lodging Tax Advisory Committee funding application will also be required. The money requested will not pay for discretionary expenses. The amount distributed will depend on the financial availability of Lodging Tax Advisory Committee funds and the retention of necessary reserves as well as the requests submitted. It is contemplated that the amounts awarded would be in the range of \$2,500 to \$10,000.

APPLICATION DEADLINE: Requests must be received at the Board of County Commissioner’s Office, 223 East 4th Street, Suite 4, Port Angeles WA 98362-3015 (Clallam County Courthouse, main level, Room 150) until **12 p.m., Thursday, April 29, 2021**. **The sealed proposals must be clearly marked on the outside of the envelope, “Proposal – “Keep the Lights On COVID (4th call).”**

The Clallam County Lodging Tax Advisory Committee (LTAC) will review 2021 Lodging Tax funding proposals in a public meeting as determined at the Clallam County Courthouse, Commissioner’s Boardroom 160. Applicants will be notified and attendance by the applicant’s representative is required for presentation and questions. Following review, LTAC will forward its recommendation to the Clallam County Board of County Commissioners.

APPLICATION INFORMATION SUBMITTAL:

Submit the original application and **three copies** to:
Clallam County Lodging Tax Advisory Committee
Board of Commissioner’s Office
223 East 4th Street, Suite 4
Port Angeles WA 98362-3015

All copies need to be single sided and not stapled.

Required Information:

- Simple statement of financial needs to “Keep the Lights On” for up to four months.
- Application
- Detailed budget

Contract Requirement – In order to be a recipient of Lodging Tax funds, a contract is required between Clallam County and the receiving agency/applicant.

APPLICATION

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$2,500.

I **AMOUNT of Lodging Tax Requested:** \$ _____

II **Agency/Organization Name:** _____

Organization is ☐ Government Entity ☐ 501(c)3 ☐ 501(c)6 ☐ Other

Federal Tax ID No. _____ UBI Number _____

III **Project/Activity/Event:** _____

IV **Representative Contact Information:**

Name, Title _____

Mailing Address _____

Phone(s) _____

Email _____

V **Service Categories, check all applicable:**

_____ Tourism Promotion/Marketing

_____ Operation of a Special Event/Festival designed to attract tourists

_____ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization

_____ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality

VI **Other types of grants and loans you applied for and/or received related to COVID-19 relief:** _____

CERTIFICATION

- I am the authorized agent of the agency/organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My agency/organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Signature

Date: _____

Print or Type Name

Lodging Tax Advisory Committee

**2021 LTAC Funding
Applications 3rd Call**



Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
E-mail: commissioners@co.clallam.wa.us

RANDY JOHNSON, District 2
Chair, Lodging Tax Advisory Committee

April 8, 2021

PRESS RELEASE **For Immediate Release**

CLALLAM COUNTY LODGING TAX FUNDING APPLICATION 2021 (3rd call)

April 8, 2021 – The Lodging Tax Advisory Committee announces a 3rd call opportunity for business grants for large-scale events, projects, or infrastructure improvements from monies received from a consumer tax on lodging. Clallam County's Lodging Tax Fund will be the primary source of County funding for activities, operations, and expenditures designed to increase tourism in the unincorporated areas. Applications may be submitted by any non-profit entity, any public entity, or any group of eligible organizations (RCW 67.28).

How to Apply or Additional Information

Interested citizens are invited to contact the Clallam County Board of Commissioners' Office at 360.417.2256, agores@co.clallam.wa.us, or online at <http://www.clallam.net/bocc/LodgingTaxAdvisoryCommittee.html> to obtain an application.

Applications/requests must be received at 223 East 4th Street, Room 150, Port Angeles, Washington by 12 p.m., Thursday, April 29, 2021.

Commissioner Randy Johnson,
Chair, Lodging Tax Advisory Committee

REQUEST FOR 2021 LODGING TAX FUNDING APPLICATIONS (3RD CALL)

CLALLAM COUNTY BOARD OF COMMISSIONERS LODGING TAX ADVISORY COMMITTEE

The Lodging Tax Advisory Committee announces a 3rd call opportunity for business grants for large-scale events, projects, or infrastructure improvements from monies received from a consumer tax on lodging. Clallam County's Lodging Tax Fund will be the primary source of County funding for activities, operations, and expenditures designed to increase tourism in the unincorporated areas. Applications may be submitted by any non-profit entity, any public entity, or any group of eligible organizations (RCW 67.28).

Applications will be received at 223 East 4th Street, Room 150, Port Angeles, Washington until 12 p.m., Thursday, April 29, 2021.

The sealed applications must be clearly marked on the outside of the envelope, "**2021 Lodging Tax Funding Applications (3rd call)**" Address applications to: Clallam County Lodging Tax Advisory Committee – Commissioners Office, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Drop applications in drop box no later than 12 p.m., Thursday, April 29, 2021. Applications delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

A current applications may be obtained Monday through Friday, 8 a.m. to 4:30 p.m., from:

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Lodging Tax Advisory Committee

Loni Gores, CMC, Clerk of the Board

Randy Johnson, LTAC Chair

Publish: April 11, 16 and 25

Bill: Board of Commissioners – Lodging Tax Advisory Committee



LODGING TAX FUNDING APPLICATION 2021

GUIDELINES

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This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$5,000.

I **AMOUNT of Lodging Tax Requested:** \$ _____

II **Agency/Organization Name:** _____

Organization is ☐ Government Entity ☐ 501(c)3 ☐ 501(c)6 ☐ Other

Federal Tax ID No. _____ UBI Number _____

III **Project/Activity/Event:** _____

IV **Representative Contact Information:**

Name, Title _____

Mailing Address _____

Phone(s) _____

Email _____

V **Service Categories, check all applicable:**

_____ Tourism Promotion/Marketing

_____ Operation of a Special Event/Festival designed to attract tourists

_____ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization

_____ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality

CERTIFICATION

- I am the authorized agent of the Agency/Organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My Agency/Organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Signature

Date: _____

Print or Type Name

LODGING TAX APPLICATION – REQUIRED SUPPLEMENTAL QUESTIONS

(You may use this Supplemental Questions form or type the questions and answers on separate sheets)

1. How will the project/program help increase the number of people traveling to Clallam County for business or pleasure on a trip?

2. How will the project/program help increase paid overnight accommodations in Clallam County?

3. How will the project/program encourage visitors to come from a distance greater than 50 miles, either for the day or for an overnight visit? If so, please describe how.

4. How will the project/program encourage visitors to come from another country or state?

5. If the project/program is an event, please provide the name, date(s) and estimated attendance.

6. 2021 Tourism-Impact Estimate

(Actual must be completed by applicants who had a Clallam County Lodging Tax Contract in 2020)

State law governing the distribution of lodging tax funds requires they be used primarily to encourage visitors from out of the area, so do your best!

As a direct result of your proposed tourism-related service, please provide:	2021 Estimate	2020 Actual	Methodology
a. Overall attendance at your event/activity/facility			
b. Number of people who travel more than 50 miles for your event/activity/facility			
c. Of the people who travel more than 50 miles, the number of people who travel from another country or state.			
d. Of the people who travel more than 50 miles, the number of people who stay overnight in the unincorporated Clallam County area.			
e. Of the people staying overnight, the number of people who stay in PAID accommodations e.g. hotel, motel, bed-breakfast, RV park, in the unincorporated Clallam County area.			
f. Number of paid lodging room nights resulting from your event/activity/facility.			

7. Is there a host hotel for your event? If yes, please identify.

8. Describe the prior success of your event/activity/facility in attracting tourists.

9. Describe your target tourist audience (location, demographics, etc.)

10. Describe how you will promote your event/activity/facility to attract tourists.

11. Describe how the event/activity/facility will help promote lodging establishments, restaurants, and businesses located in the unincorporated area of Clallam County.

12. Are you applying for Lodging Tax funds from another community (yes or no)? If yes, attach a copy of the other jurisdiction(s) application(s).

13. What is the overall budget for your event/activity/facility? \$ _____
What percent of the budget are you requesting from Clallam County Lodging Tax Fund? _____ %

14. Please describe your plans for securing the remainder of the funds necessary to complete your event/activity/facility.

APPLICATION INSTRUCTIONS – GENERAL GUIDELINES

APPLICATION DEADLINE: Applications must be received at the Board of County Commissioner's Office, 223 East 4th Street, Suite 4, Port Angeles WA 98362-3015 (Clallam County Courthouse, main level, Room 150) until **12 p.m., Thursday, April 29, 2021.**

The Clallam County Lodging Tax Advisory Committee (LTAC) will review 2021 Lodging Tax funding proposals in a public meeting as determined at the Clallam County Courthouse, Commissioner's Boardroom 160. Applicants will be notified and attendance by the applicant's representative is required for presentation and questions. Following review, LTAC will forward its recommendation to the Board of County Commissioners.

APPLICATION, SUPPLEMENTAL QUESTIONS, INFORMATION SUBMITTAL:

Submit the **original application and two copies to:**

Clallam County Lodging Tax Advisory Committee
Board of Commissioner's Office
223 East 4th Street, Suite 4
Port Angeles WA 98362-3015

All copies need to be single sided and not stapled. All brochures must be printed on 8.5 x 11 letter size paper to be accepted. Documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

Required Additional Information – In addition to the application and supplemental questions answers, it is required that you attach the following:

- An itemized budget for your event/activity/facility (income and expense).
- Description and budget showing the intended use of the amount requested from the Clallam County Lodging Tax Fund.
- If the applicant is a non-profit organization, a copy of your agency/organization's current non-profit corporate registration with the Washington Secretary of State, and current annual budget.

Optional Information - Brochures/information concerning your event/activity/facility, in particular, items showing recent tourism promotion efforts. Brochures/information must to be printed on 8.5 x 11 sized paper, single sided and not stapled copies to be accepted.

Contract Requirement – In order to be a recipient of Lodging Tax funds, a contract is required between Clallam County and the receiving Agency/applicant.

Post Reporting

Reporting Requirements enacted by the Washington State Legislature in 2013 (RCW 67.28.1816) requires the County to file an annual report to the State of Washington Joint Legislative Audit and Review Committee regarding the use of funds for the year including a requirements to quantify how many individuals were attracted from more than fifty miles away and spent the night in paid lodging, and the reporting of expenditures and activities shall meet those requirements. It is required that all recipients submit a post-event activity report that provides information to the Clallam County Administrator as specified by the contract.

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County. CCC 5.13.020 Special fund.

Eligibility

Clallam County's Lodging Tax Fund will be the primary source of County funding for activities, operations, and expenditures designed to increase tourism in the unincorporated areas. Applications may be submitted by any non-profit entity, any public entity, or any group of eligible organizations (RCW 67.28).

Appropriate Uses

The guiding principle for the use of lodging taxes is that they must be used for activities, operations and expenditures designed to increase tourism. Specifically, lodging taxes can be used for:

- Tourism marketing;
- Marketing and operations of special events and festivals designed to attract visitors;
- Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or
- Operations of tourism-related facilities owned/operated by nonprofit organizations (RCW 67.28.1816).

A tourism-related facility is a real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is (a) owned by a public entity, nonprofit organization (including a non-profit business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce) and (b) used to support tourism, performing arts, or to accommodate tourist activities (RCW 67.28.080) The guiding principle is that the facilities should be used by tourists.

Tourism Marketing and Operations includes activities defined as "tourism promotion" in state law (RCW 67.28.080)

- Advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming visitors;
- Developing strategies to expand tourism;
- Operating tourism promotion agencies; and
- Funding the marketing or operation of special events and festivals designed to attract visitors.

HIGH PRIORITY may be given to tourism activities that:

- Have a demonstrated potential or high potential from the Committee's perspective to result in overnight stays by visitors in lodging establishments for projected non peak periods within unincorporated Clallam County.
- Promote Clallam County events, activities, and places in the unincorporated area of Clallam County to potential visitors from outside the County.
- Have demonstrated a high potential from the Committee's perspective to result in documented economic benefit to Clallam County.
- Have demonstrated history of success, or are proposed by a group with a demonstrated history or high potential of success with similar activities.
- Minimize duplication of services where appropriate and encourage cooperative marketing and/or includes an element of cooperation or partnership.
- Provide, maintain, operate, or enhance County-owned tourism facilities or infrastructure.

Lodging Tax Advisory Committee Considerations

In developing its recommendations, the Committee considers:

- The estimated amount of Lodging Tax Fund available for the coming year as provided by the County's Finance Director.
- Completeness of the proposal information.
- % of the proposal request to the event/facility promotions budget and overall revenues.
- % of increase over prior year Clallam County Lodging Tax funded proposals, if any.
- Projected economic impact within the unincorporated area of Clallam County, in particular projected overnight stays in this area lodging establishments.
- The applicant's financial stability.

LODGING TAX ADVISORY COMMITTEE
KEEPING THE LIGHTS ON – 2ND CALL REPORTS



RESOLUTION 54, 2020

3a
7/7/20

AUTHORIZING AN EXPENDITURE FROM THE HOTEL/MOTEL TAX FUND
FOR "KEEPING THE LIGHTS ON COVID-19"

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The County collects Hotel/Motel Tax pursuant to RCW 67.28.
2. State statute requires an advisory committee to review all proposed expenditures from the Hotel/Motel Tax Fund and make recommendations to the Board of Commissioners.
3. The Board of Clallam County Commissioners Issued a notice for Request for Proposals – "Keeping the Lights On – COVID" (2nd call) on May 26, 2020 due the COVID-19 pandemic and the hardship the virus is causing on the tourism financial system.
4. The Lodging Tax Advisory Committee met on June 26, 2020 to review the Request for Proposals for "Keeping the Lights On COVID" and made a recommendation to the Board of Commissioners.
5. The Lodging Tax Advisory Committee recommends a one-time expenditure to Dungeness Crab and Seafood Festival, Olympic Peninsula Rowing Association, Juan de Fuca Foundation for the Arts, Lincoln Park BMX Association, New Dungeness Lights Station Association, Peninsula Trails Coalition, George Washington Society, Sequim Irrigation Festival, Forks Chamber of Commerce, and Port Angeles Chamber of Commerce.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. Concurs in the recommendation of the Lodging Tax Advisory Committee.
2. Authorizes a one-time expenditure from the Hotel/Motel Tax Fund to be allocated as follows:

Dungeness Crab and Seafood Festival - \$15,000
Olympic Peninsula Rowing Association - \$2,500
Juan de Fuca Foundation for the Arts - \$15,000
Lincoln Park BMX Association - \$5,000
New Dungeness Light Station Association - \$15,000
Peninsula Trails Coalition - \$13,000
George Washington Society - \$5,000
Sequim Irrigation Festival - \$14,000
Forks Chamber of Commerce - \$25,000
Port Angeles Chamber of Commerce - \$20,000
3. Contracts for each of the applicants will be prepared and executed in order to memorialize the decision to spend LTAC money during the COVID-19 pandemic, in order to "Keep the Lights On".

PASSED AND ADOPTED this seventh day of July 2020

ATTEST:

Lori Gores, CMC, Clerk of the Board



BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark O'Neil, Chair

Randy Johnson

Bill Peach

Cc: File A22.169 / F32.19 / Finance Department – Lane & Cook / Treasurer's Office / Auditor's Office

J:\public\Resolutions\2020\LTAC Keeping the Lights on COVID 7-20.docx

From: director@crabfestival.org [mailto:director@crabfestival.org]
Sent: Tuesday, December 01, 2020 12:38 PM
To: Gores, Alanna
Subject: RE: LTAC - keeping the lights on report due - RESPONSE NEEDED

Loni,

The Dungeness crab & Seafood Festival used the very generous allocation of funds for the items identified in the grant proposal with the exception that the refunds were not as high as we thought and we allocated \$1,500 to updating our website. I hope that is ok with the committee. Thanks, Scott

Scott Nagel
Executive Director
Dungeness Crab & Seafood Festival
360-808-3940

October 8-10, 2021

Date: November 27, 2020

To: Clallam County LTAC

From: Olympic Peninsula Rowing Assn.

Subject: Keep the Lights on Grant Report

The Olympic Peninsula Rowing Association remains deeply appreciative for the grant of \$2500.00 from the Clallam County Lodging and Tax Advisory Committee this summer. As the committee noted, we are relative newcomers as non-profit funding applicants.

This grant enabled the club to pay for part of an assistant coach salary, insurance payments, and a down payment for a new competitive 2-person racing shell being purchased with commitments from private donors. Notably, the club had a unique opportunity to accept a special purchase of this rowing shell which had been on a demonstration loan agreement from the vendor. Adding this equipment to the club inventory demonstrates a commitment to the future of youth competitive rowing in our community. Please see the attached payout pdf prepared by our treasurer.

In the months since our community has been impacted by the pandemic, OPRA was able to maintain scaled-back programming for local youth to engage in a safe outdoor sporting activity. Now more than ever, we think youth recreation to bolster a sense of camaraderie, fitness, and normalcy is very important. Of note, OPRA took the program to Lake Crescent for a series of improvised summer day camp sessions at Log Cabin Resort before returning to launch from Ediz Hook for a few coached on-water and virtual session this Fall. In our "off" season, we are working on reorganizing our inventory and retooling programming for the future.

Although we cannot forecast with accuracy when we will be able to offer a full slate of team-oriented rowing activities to our community, we hope to emerge from this public health crisis as an even more robust community program.

With sincere gratitude,

Debra Hunt

OPRA Board of Directors

Fundraising Chair

Olympic Peninsula Rowing Association

Grant: Keeping the Lights On

Payouts

	Memo	Amount
Grant Payouts		
Keep Lights On 8.20 \$2500.00		
	This is initial Vispoli rental payment not ppd by members. From club funds	500.00
	Aug, Sept Oct Nov Insurance Premiums *	1,211.39
	From Asst Coach \$900.00 fee not paid by Geo Pocock Grant.	788.61
Total Keep Lights On 8.20 \$2500.00		<u>2,500.00</u>
Total Grant Payouts		<u>2,500.00</u>
TOTAL		<u><u>2,500.00</u></u>

*

Note:

State Farm Auto Ins \$659.14

Chub Liability Ins \$552.25



Kayla Oakes Executive Director
Kari Chance Administrative Manager

November 30, 2020

Attn: Clallam County Board of County Commissioners

Once again, Juan de Fuca Foundation for the Arts would like to express sincere gratitude to the Clallam County Board of County Commissioners for implementing **"Keeping the Lights On COVID"**. Without a doubt, this global pandemic has impacted businesses of all structures and sizes. A funding opportunity such as this is monumental in ensuring that we are able to exist for many years to come.

As the premiere nonprofit arts organization on the North Olympic Peninsula, JFFA remains committed to this community despite the financial challenges endured during such an unprecedented time. The assistance received through this generous funding has increased our impact and ability to fulfill our mission despite the roadblocks we've been faced with over the past eight months.

The continued vision and support of the Clallam County Board of County Commissioners has enabled JFFA to maintain the only two part-time staff currently employed by the organization, Kayla Oakes (Executive Director) and Kari Chance (Administrative Manager). The \$15,000 in funding allocated to JFFA during Phase 2 covered payroll expenses for the months of May, June, and July of 2020 (please see attached report).

Without strong and active leadership during this uncertain time, JFFA would be unable to survive, thrive, and remain relevant in the midst of event cancellations and venue closures.

Despite past cancellations of long-standing events and programming, JFFA staff have continued to find ways to reach our community. New programs have evolved and long-standing programs have been creatively reworked. This is only possible with committed staff actively leading the organization through a maze with constantly moving walls.

JFFA Office
101 W. Front St, Ste. 101
Port Angeles, WA 98362

www.jffa.org
contact@jffa.org
(360)457-5411

Examples of staff accomplishments over the past several months are:

- Monthly **"Market Art"** offerings at the Port Angeles Farmers Market, including community art installations and collaborations.
- A new live streaming virtual concert event series called **"In [Your] Living Room"**. This program provides income earning opportunities for performing artists during a time when in-person concerts are not safe or allowed. It also offers free access to a virtual event, engaging our audience and offering an uplifting musical experience during a heavy and isolating time for many.
- Sponsorship of the production **"Nutcracker: The Movie"** in partnership with the Ballet Workshop to be viewed at the Port Townsend Drive-in on December 5 - 6. This production showcases local ballet students in lead roles and has provided a positive outlet for our youth when many are struggling to stay engaged, motivated, and connected due to school closures and the lack of group activities available.
- Announcement of **JFFA's 2021 Spring Season** in our Concerts-at-a-Glance publication.
- Grand opening of **JFFA's New On-line Shop** featuring many new products celebrating our rebranded logo, including a limited custom wine label in partnership with Harbinger Winery. (www.jffa.org/shop)
- Launch of our year-end giving **Membership Campaign** with a \$10,000 fundraising goal set for the end of December.
- Planning efforts have begun for the **2021 Juan de Fuca Festival**, a virtual/hybrid version of our legacy event as we enter our 29th year of operations.

These efforts clearly showcase JFFA's commitment to performing arts programming and education despite the current logistical challenges. Once again, thank you for recognizing and valuing the importance and power of nonprofit leadership and influence .

Sincerely,

Kayla Oakes, Executive Director

JFFA Office
101 W. Front St, Ste. 101
Port Angeles, WA 98362

www.jffa.org
contact@jffa.org
(360)457-5411

Payroll Summary Report

Juan de Fuca Foundation of the Arts

May 01 - Jul 31, 2020

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS	TAXES WITHHELD	TOTAL DEDUCTIONS	TOTAL PAY	EMPLOYER TAXES	COMPANY CONTRIBUTIONS	TOTAL COST	CHECK NUM
07/31/2020	Chance, Kari C.	\$856.71	40.00	\$83.29	\$0.00	\$940.00	\$77.86	\$0.00	\$1,017.86	DD
07/31/2020	Oakes, Kayla D.	\$1,475.39	69.33	\$266.28	\$0.00	\$1,741.67	\$135.50	\$0.00	\$1,877.17	DD
07/15/2020	Chance, Kari C.	\$856.71	40.00	\$83.29	\$0.00	\$940.00	\$77.86	\$0.00	\$1,017.86	DD
07/15/2020	Oakes, Kayla D.	\$1,464.19	69.33	\$277.48	\$0.00	\$1,741.67	\$154.41	\$0.00	\$1,896.08	DD
06/30/2020	Chance, Kari C.	\$856.71	40.00	\$83.29	\$0.00	\$940.00	\$77.86	\$0.00	\$1,017.86	DD
06/30/2020	Oakes, Kayla D.	\$1,475.40	69.33	\$266.27	\$0.00	\$1,741.67	\$135.49	\$0.00	\$1,877.16	DD
06/15/2020	Chance, Kari C.	\$856.71	40.00	\$83.29	\$0.00	\$940.00	\$77.86	\$0.00	\$1,017.86	DD
06/15/2020	Oakes, Kayla D.	\$1,464.19	69.33	\$277.48	\$0.00	\$1,741.67	\$154.41	\$0.00	\$1,896.08	DD
05/31/2020	Chance, Kari C.	\$856.71	40.00	\$83.29	\$0.00	\$940.00	\$77.86	\$0.00	\$1,017.86	DD
05/31/2020	Oakes, Kayla D.	\$1,475.39	69.33	\$266.28	\$0.00	\$1,741.67	\$135.50	\$0.00	\$1,877.17	DD
05/15/2020	Chance, Kari C.	\$856.71	40.00	\$83.29	\$0.00	\$940.00	\$77.86	\$0.00	\$1,017.86	DD
05/15/2020	Oakes, Kayla D.	\$1,464.19	69.33	\$277.48	\$0.00	\$1,741.67	\$154.42	\$0.00	\$1,896.09	DD
Totals		\$13,959.01	655.98	\$2,131.01	\$0.00	\$16,090.02	\$1,336.89	\$0.00	\$17,426.91	



Lincoln Park BMX

Clallam County Lodging Tax Advisory Committee
Board of Commissioner's Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362

October 30, 2020

**RE: "Keep the Lights On"
COVID Grant Recap**

Thank you to the Committee and County Commissioners for providing us with this grant for \$5,000.00. We ran at a very limited capacity this year, and these funds helped. Below is the table of items we spent on while running.

Item	Category	Date	Cost
Bill's Plumbing	Santi-can	July-October	\$1,805.00
Wave Internet	Office Supplies	January -October	\$931.50
Intuit	Accounting Software	January-October	\$271.94
Liberty Mutual/Propel Insurance	Insurance	March-September	\$1,295.00
Covid Supplies	Covid Supplies	May-September	\$1995.01
		Total-	\$6,298.45

As you can see we were over \$5000, but this grant has helped us out. The Covid supplies alone were a big hit to the budget this year.

We currently were able to start racing in late September and have held 14 races this year. We typically run 30+ races and are done early October, but with the lights have been able to keep going.

Thank you
Sincerely

Sean Coleman
Track Operator, President

Lincoln Park BMX Association**Type: All transactions · Status: All statuses · Delivery method: Any · Date: This year**

Date	Type	No.	Payee	Category	Memo	Total
10/20/2020	Expense		Bill's Plumbing & Sanikan	Rent & Lease		\$480.00
10/02/2020	Expense		Bill's Plumbing & Sanikan	Rent & Lease		\$240.00
09/17/2020	Expense		Bill's Plumbing & Sanikan	Rent & Lease		\$240.00
08/28/2020	Expense		Bill's Plumbing & Sanikan	Rent & Lease		\$240.00
07/21/2020	Expense		Bill's Plumbing & Sanikan	Rent & Lease		\$605.00

Lincoln Park BMX Association

Type: All transactions · Status: All statuses · Delivery method: Any · Date: This year

Date	Type	No.	Payee	Category	Memo	Total
07/21/2020	Expense		Amazon	Office Supplies & Software	Toner	\$134.31
10/02/2020	Expense		Cindy Goldsbarry	Office Supplies & Software	Printer Ink	\$39.07
10/23/2020	Expense		Intuit	Office Supplies & Software		\$27.20
09/23/2020	Expense		Intuit	Office Supplies & Software		\$27.20
08/24/2020	Expense		Intuit	Office Supplies & Software		\$27.20
07/23/2020	Expense		Intuit	Office Supplies & Software		\$27.20
06/23/2020	Expense		Intuit	Office Supplies & Software		\$27.20
05/23/2020	Expense		Intuit	Office Supplies & Software		\$27.20
04/23/2020	Expense		Intuit	Office Supplies & Software		\$27.20
03/23/2020	Expense		Intuit	Office Supplies & Software		\$27.18
02/24/2020	Expense		Intuit	Office Supplies & Software		\$27.18
01/23/2020	Expense		Intuit	Office Supplies & Software		\$27.18
06/11/2020	Expense	1140	Sean Coleman	Office Supplies & Software	Windows 10 Upgrade reimbursement	\$217.59
10/17/2020	Expense		Wave Internet	Office Supplies & Software		\$91.65
09/04/2020	Expense		Wave Internet	Office Supplies & Software		\$91.65
07/27/2020	Expense		Wave Internet	Office Supplies & Software		\$91.65
07/07/2020	Expense		Wave Internet	Office Supplies & Software		\$198.30
05/22/2020	Expense		Wave Internet	Office Supplies & Software		\$91.65
04/19/2020	Expense		Wave Internet	Office Supplies & Software		\$91.65
03/24/2020	Expense		Wave Internet	Office Supplies & Software		\$91.65
02/22/2020	Expense		Wave Internet	Office Supplies & Software		\$91.65

10/30/2020

Expense Transactions

Date	Type	No.	Payee	Category	Memo	Total
01/20/2020	Expense		Wave Internet	Office Supplies & Software		\$91.65

Lincoln Park BMX Association**Type: All transactions · Status: All statuses · Delivery method: Any · Date: This year**

Date	Type	No.	Payee	Category	Memo	Total
09/20/2020	Expense		Liberty Mutual Insurance	Insurance		\$607.00
03/18/2020	Expense	1139	Propel Insurance	Insurance		\$688.00

Lincoln Park BMX Association

Type: All transactions · Status: All statuses · Delivery method: Any · Date: Last 365 Days

Date	Type	No. Payee	Category Memo	Total
09/19/2020	Expense	Amazon	COVID-19 Social distancing signs Expenses	\$88.80
09/18/2020	Expense	Amazon	COVID-19 Sidewalk signs Expenses	\$187.12
09/17/2020	Expense	Amazon	COVID-19 Sidewalk sings Expenses	\$116.75
09/17/2020	Expense	Amazon	COVID-19 Sidewalk sandwich board A-frame dry erase Expenses	\$77.22
09/11/2020	Expense	Amazon	COVID-19 Thermometers Expenses	\$67.80
06/02/2020	Expense	Amazon	COVID-19 Expenses	\$49.19
06/02/2020	Expense	Amazon	COVID-19 Expenses	\$52.20
06/01/2020	Expense	Amazon	COVID-19 Expenses	\$49.19
06/01/2020	Expense	Amazon	COVID-19 Expenses	\$57.37
06/01/2020	Expense	Amazon	COVID-19 Expenses	\$32.58
06/01/2020	Expense	Amazon	COVID-19 Expenses	\$20.62
06/01/2020	Expense	Amazon	COVID-19 Expenses	\$63.47
05/22/2020	Expense	Amazon	COVID-19 Expenses	\$127.20
05/22/2020	Expense	Amazon	COVID-19 Expenses	\$130.56

10/30/2020

Expense Transactions

Date	Type	No.	Payee	Category	Memo	Total
05/22/2020	Expense		Amazon	COVID-19 Expenses		\$130.56
05/22/2020	Expense		Amazon	COVID-19 Expenses		\$592.93
05/18/2020	Expense		Amazon	COVID-19 Expenses	Soap dispensers. Attached receipt is for \$244.42, which was the original order. Amazon split this order into two, so we were charged two separate amounts of \$103.72 and \$140.70.	\$140.70
06/15/2020	Expense		Lincoln Park BMX	COVID-19 Expenses		\$5.50
05/30/2020	Expense		Lincoln Park BMX	COVID-19 Expenses		\$5.25
09/28/2020	Deposit		PortableHandWashing.com		Refunded to LPBMX	\$-1,203.00
05/20/2020	Expense		PortableHandWashing.com	COVID-19 Expenses		\$1,203.00
06/25/2020	Expense		Walmart	COVID-19 Expenses		\$4.34
06/02/2020	Deposit				credit card refund: Amazon	\$-6.94

Keeping the Lights On COVID
Final Report
New Dungeness Light Station Association

Dear Commissioners and members of the Lodging Tax Advisory Committee:

On behalf of the Board of Directors and members of the New Dungeness Light Station Association (NDLSA), I wish to thank you for your support of our non-profit organization during the CoVid-19 pandemic via your “Keep the Lights On” program. As you most likely know, the NDLSA, a 501 (c) 3 non-profit since 1994, maintains and manages the historic New Dungeness Lighthouse and environs (the *Light Station*, which includes five buildings on 32.5 acres). We rely solely on member dues and donations and “Keeper” fees, money paid by ecotourists who spend a week at the Lighthouse giving tours at our museum and doing routine landscape and building maintenance. Our major maintenance projects are handled by board members and other volunteers who spend full weeks doing nothing but maintaining the facilities. We receive no regular funding from federal, state or local governments (CoVid grants being a recent exception).

When the initial CoVid-19 “lockdown” occurred, we suffered an immediate two day loss of nearly \$8,000 in Keeper fees due to cancellations from tourists who suddenly found that they simply could not travel to the Olympic peninsula. During the ensuing weeks the cancellations continued and the losses compiled. Our General Manager, our sole full-time employee, and our part-time office assistant spent countless hours arranging for backup Keepers from the community who were willing, on short notice—often as little as a day, to step in to ensure that the lighthouse remained protected and maintenance was performed. This often meant that rather than having six Keepers we had one or two.

Without the help of the “Keep the Lights On” grant, we would have been forced to raid our facility maintenance fund and severely delay many of the projects scheduled for the prime summer repair season. And, as any home or property owner knows, maintenance deferred is maintenance denied with problems often growing exponentially.

A Small Business Association PPP loan assured us that we could continue to pay our General Manager and office rent for two months, but that was simply insufficient to meet the compounding losses. Fortunately, Clallam County stepped in with your “Keep the Lights On” grant program. We are grateful for the \$15,000 that you allotted to our organization to do just that. Your grant allowed us to keep from furloughing our part-time office assistant (\$3694); pay four months of insurance premiums on the facility ((\$4158); four months of utility payments (\$4359) and 4 months of office rent (\$2880) for a total of 15,091.

The bottom line, however, is much greater than simply paying some bills. As mentioned, your grant allowed us to save our maintenance fund to do actual maintenance. Another way to look at your grant is that it allowed us to use our dedicated maintenance funds to complete the following projects:

- lighthouse roof and oil shed repair (requiring rental of a hi-lift)
- landscape bell installation
- barn repairs

- mower replacement
- hanging hardware for the new museum panels
- fence repairs and painting
- electrical and plumbing repairs
- heater replacements
- toilet replacement
- replace all smoke detectors
- fire extinguisher servicing
- water testing
- septic pumping
- irrigation system servicing

As a way of thanking Clallam County for your support, we included the County and your CoVid program in articles in both the Peninsula Daily News and Sequim Gazette (the PDN article was picked up nationally); as well as at the opening and closing of our annual meeting, online and social media recognition. You will also be credited on new signage that is being prepared for the museum at the Light Station.

Attached are a few photos of the above mentioned maintenance work.





PENINSULA TRAILS COALITION
"KEEPING THE LIGHTS ON COVID"
GRANT REPORT TO CLALLAM COUNTY LODGING TAX ADVISORY COMMITTEE
December 1, 2020

Committee Members,

The Peninsula Trails Coalition is very grateful for being the recipient of a \$13,000 grant to help us keep up with our ongoing operational expenses. As an all-volunteer organization (founded in 1988) we do not have employee costs or office overhead, so our operating costs may appear somewhat different than a more traditional non-profit. Our basic operations consist of things such as, but not limited to:

- Recruiting, organizing, deploying, and feeding volunteers to conduct appropriate maintenance activities along the Olympic Discovery Trail
- Maintaining equipment used in trail maintenance, including fuels, lubricants, and periodic basic servicing
- Repair and maintenance of trail structures (fencing, kiosks, equestrian infrastructure, bollards, trail use counters, etc.), signage, sanikan rental and maintenance contracts, etc.
- Public information activities and services, especially designing and/or updating content of eight different brochures w/maps, and printing quantities thereof for distribution across the county and beyond
- Website and database management services
- ongoing administrative and office-type expenses such as insurance, postage, subscriptions, dues, licenses, etc.
- fundamental organizational activities such as board recruitment, board communications, board and volunteer training, etc.
- developing and conducting fundraising activities to finance our operations, activities which this year were significantly reduced and altered by the Covid pandemic

We incurred significant costs in all of these operations and have had to draw on organizational reserves to supplement the funding provided by this grant. In spite of these challenges, and achieved through the continuing leadership of Clallam County commissioners and Public Works staff, we can all be proud of seeing four new pieces of the ODT completed this year, adding about 8 miles to the trail, and featuring the newly-opened, spectacular, Spruce Railroad Trail section. In fact, we are gratified to have seen how important the Olympic Discovery Trail, and our advocacy for it and care of it, has been in providing a safe outdoor opportunity for serving physical and mental health needs of our entire North Olympic Peninsula community. This LTAC-approved grant has made a big difference in helping accomplish all of this. Thank You. And Congratulations!



George Washington Society

PO Box 2915, Sequim, WA 98382

Keeping the Lights On – COVID

December Report

The George Washington Society is very appreciative of the funding provided by LTAC to assist us in Keeping the Lights On through 2020 in anticipation of producing the Northwest Colonial Festival in 2021. The funding was used in the following ways:

In the early years of the festival, we “imported” a British Regiment from Arizona for the event. Beginning in 2019, a local reenactor and festival participant with the Army of the Columbia Fife and Drum was recruited to assemble a Northwest British Regiment. The Society committed to providing some financial assistance with uniforms for the new recruits. The 2020 order for these supplies had already been placed prior to COVID-19, and the funding helped pay the resulting invoice.

At the direction and recommendation of LTAC, the 2020 Colonial Festival was cancelled. However, an encampment for reenactors was permitted in the field. Each reenactor brought their own canvas tent, and these tents were spaced appropriately in the field to assure the required social distancing. The purpose of the encampment was to provide opportunity for military drill and some advance planning for 2021. Visitors to Washington Lavender Farm during the weekend were allowed to wander through the encampment following appropriate COVID-19 guidelines, but no official event was held in compliance with state regulations. However, we did have minimal expenses related to sanitizers, hand sanitizer, COVID signage, etc.

The other major expense that we incurred was the launch of a new website. This project was approved by the Board in December, but work was not completed until about the time that COVID hit. The expectation at the time we contracted for the site was that there would be revenue from the 2020 event to offset the cost of the site. Although there were funds in the account to cover the cost of the website, those funds were not replenished from gate receipts since no event occurred.

At the end of the summer, the funding provided by LTAC allowed the George Washington Society, producer of the Northwest Colonial Festival, to begin looking toward the 2021 festival with reduced impact on the planning budget.

**“KEEPING THE LIGHTS ON” 2020 GRANT AWARD
RECAP REPORT TO THE CLALLAM COUNTY LTAC**

Grant awarded to: 125th Sequim Irrigation Festival

Contact: Deon Kapetan, 2020 Festival Chair
(360) 461-6511
kapetan.dk@gmail.com

Grant award amount: \$ 14,000

OVERVIEW OF THE 125TH SEQUIM IRRIGATION FESTIVAL:

Original celebration dates: May 1-11, 2020 (Postponed due to COVID restrictions)

Actual celebration dates: September 19, 2020 Kick-Off Dinner
October 10, 2020 Modified live events and virtual events

2020 marks the 125th Sequim Irrigation Festival. The Sequim Irrigation Festival continues to be an all volunteer Board of Directors and Committee Directors along with scores of community volunteers. The Festival Royalty 2020 Pageant was held in early March just prior to the implementation of Washington state mandates restricting attendance in community events. The Grand Pioneers and Honorary Pioneers had already been announced as had the Grand Marshall. Due to the Corona Virus (COVID-19) mandates issued by the Governor of Washington the 125th Sequim Irrigation Festival originally scheduled for May 1-11, 2020 was postponed until October 2020. It was originally hoped that a number of the traditional events might be held live - the kickoff dinner in September and the Festival in October. However, due to the continuing COVID restrictions still in place which severely limit any gatherings, the 125th Irrigation Festival was officially launched with a very successful but significantly modified Kick-Off Dinner on September 19th and concluded with a nearly all virtual celebration on October 10, 2020.

SPECIFIC EXPLANATION OF HOW REQUESTED FUNDS WERE USED TO SUSTAIN THE FESTIVAL DURING THE COVID-19 PANDEMIC:

2020 marked the onset of the Corona Virus (COVID-19) in Washington State. Due to the need to comply with State and County mandates and guidelines implemented in response to the COVID-19 pandemic, this year's festival was postponed from the traditional celebration dates. In light of the "gathering" restrictions and participant limitations imposed by the State of Washington in an effort to reduce the number of COVID-19 cases, the Festival Board Members and Committee Directors analyzed each traditional event to determine how the Festival could take place this year. As this evaluation process took place it was determined that in addition to significant modifications to some "live" events a number of the events could continue to take place in a virtual (online) format or a combination of both. Due to many factors relating to the COVID pandemic and the associated gathering restrictions which also severely impacted our local economy, many loyal Festival sponsors were unable to contribute to cover the expenses incurred annually by the Festival. Funding from the "Keeping the Lights On" grant provided gap financing to allow the 125th Irrigation Festival to make history in 2020 by retaining its crown as

the longest continuously held festival in the state of Washington AND its very first offering of a "Virtual Irrigation Festival"! Following is a brief listing of the 2020 Irrigation Festival Events with a brief summary of how the events took place as well as a notation for those events that were unfortunately cancelled for 2020:

Royalty Pageant:	Live: Held prior to the implantation of COVID gathering restrictions Sanitizers were provided to participants and attendees
Kick Off Dinner:	Modified Live with very limited indoor participants At-home-dinners were provided to 200 "guests" via drive thru service Sanitizers were provided to participants and attendees
Float Roll-Out:	Modified Live with very limited participants plus live streaming Sanitizers were provided to participants and attendees
Crazy Days Breakfast:	Virtual
Arts & Crafts Fair:	Information booth at Farmer's Market plus live streaming Sanitizers were provided to participants and attendees
Family Fun Day:	Activity gift bags were distributed prior to Family Fun Day Instructions were provided online
Kids Parade:	Virtual
Past Royalty Luncheon:	Virtual
Logging Show:	Cancelled
Carnival:	Cancelled
Car Show:	Cancelled
Grand Parade:	Modified Live with unadvertised route Participation limited to Royalty and honorees Sanitizers were provided to participants and attendees Live Streaming
Fireworks:	Virtual

Due to the cancellation of a number of revenue producing Festival events this year the Festival's 2020 revenue was substantially reduced. The Festival therefore requested and the Clallam County LTAC provided \$14,000 via the "Keep The Lights On" Grant. By providing gap funding for basic annual expenses of the Festival, this funding enabled the community as well as interested parties located outside of Sequim to continue to participate in the festival through a few live modified events as well as a variety of online interactive events and activities. In addition to providing the opportunity for public participation this year, the end result is now preserved and available online at www.irrigationfestival.com for those who were not able to view

the live streaming and will serve to encourage others to attend future Sequim Irrigation Festivals when COVID-19 "gathering" requirements are relaxed.

**Irrigation Festival Critical Operational Expenses Paid with contribution of \$14,000
from "Keeping The Lights On" Grant:**

Expenses:

Liability, Vehicle & Umbrella Insurance:	\$9,175
Bookkeeping Contract:	\$2,000
Storage Fees:	\$2,600
Dues & Subscriptions:	\$2,515
WFEA/Covid Compliance Guidance	
Event Management training in Covid restrictions	
Utilities:	\$1,593
Taxes:	\$ 290

Total: \$18,173

Funding Sources:

\$14,000	"Keep The Lights On" Grant Funds
\$ 4,173	Sequim Irrigation Festival Funds

**OUR APPRECIATION TO THE CLALLAM COUNTY COMMISSIONERS, STAFF AND
LODGING TAX COMMITTEE MEMBERS:**

The Sequim Irrigation Festival would like to extend its sincere thanks to the Clallam County Commissioners, Staff, and the Lodging Tax Committee Members for their continued support for the Irrigation Festival. Faced with stringent COVID restrictions that resulted in the cancellation of nearly all national, state and local festivals in 2020, Irrigation Festival volunteers were determined to continue the Sequim celebration that began 125 years ago. With the financial support of the "Keep The Lights On" grant a successful and unique 125th Irrigation Festival was held in 2020 thereby retaining its designation as the "longest continuous festival in the state of Washington".

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DK

## **Clallam County LTAC “Keeping the Lights On COVID” Funding**

The Forks Chamber of Commerce was very appreciative of the funding received from the County’s “Keeping the Lights On COVID” campaign. With the money received the Chamber was able to fund three different line items in our existing 2020 budget.

Normally our expenses are offset with items sold in our Visitor Information Center (VIC) giftshop, and with public support received in our jar at the Forever Twilight in Forks Collection. Due to COVID, we were closed for several months, and once we were able to reopen, we still could not let people into our building. Because of this we knew our sales would be negatively impacted and therefore we would not have the funds to offset those budgeted, necessary expenses including payroll costs for the Executive Director, and VIC staffing. The Forever Twilight in Forks Collection was unable to open until September, and all operating expenses (electricity, alarm, insurance, and misc expenses) are paid through public support.

With the funds received through the County’s “Keeping the Lights On COVID” campaign we were able to pay for staffing costs for the Executive Director June – September, one staff member at the VIC that normally works at the FTF Collection June - September, and for operating expenses for the FTF Collection.

Without the funds from the County, the Forks Chamber would be in a crisis situation and would be unable to fully focus on getting help to the local businesses so that they can weather this storm known as COVID-19.

Respectfully submitted by Lissy Andros, executive director

11:09 AM

11/24/20

Accrual Basis

**Forks Chamber of Commerce, Inc**  
**Account QuickReport**  
June through August 2020

| Type                            | Date       | Num | Name               | Memo                    | Amount   |
|---------------------------------|------------|-----|--------------------|-------------------------|----------|
| Operations                      |            |     |                    |                         |          |
| Director Costs - Benefits       |            |     |                    |                         |          |
| Bill                            | 06/01/2020 |     | Regence Blueshield | Health Insurance June   | 336.90   |
| Bill                            | 07/01/2020 |     | Regence Blueshield | Health Insurance July   | 336.90   |
| Bill                            | 08/01/2020 |     | Regence Blueshield | Health Insurance August | 336.90   |
| Total Director Costs - Benefits |            |     |                    |                         | 1,010.70 |
| Total Operations                |            |     |                    |                         | 1,010.70 |
| TOTAL                           |            |     |                    |                         | 1,010.70 |

\$ 990.40



11:06 AM

11/24/20

Accrual Basis

**Forks Chamber of Commerce, Inc**  
**Account QuickReport**  
 June through September 2020

| Type                          | Date       | Num   | Name            | Memo          | Amount           |
|-------------------------------|------------|-------|-----------------|---------------|------------------|
| <b>Operations</b>             |            |       |                 |               |                  |
| <b>Director Costs - Wages</b> |            |       |                 |               |                  |
| Check                         | 06/26/2020 | 12766 | Alyssa P Andros | ppe 6-25-2020 | 3,459.20         |
| Check                         | 07/26/2020 | 12881 | Alyssa P Andros | ppe 7-25-2020 | 3,158.40         |
| Check                         | 08/26/2020 | 12919 | Alyssa P Andros | ppe 8-25-2020 | 3,308.80         |
| Check                         | 09/26/2020 | 12965 | Alyssa P Andros | ppe 9-25-2020 | 3,459.20         |
| Total Director Costs - Wages  |            |       |                 |               | 13,385.60        |
| Total Operations              |            |       |                 |               | 13,385.60        |
| <b>TOTAL</b>                  |            |       |                 |               | <b>13,385.60</b> |



11:01 AM

11/24/20

Accrual Basis

**Forks Chamber of Commerce, Inc**  
**Account QuickReport**  
 June 15 through October 10, 2020

| Type                            | Date       | Num   | Name             | Memo            | Split     | Amount           |
|---------------------------------|------------|-------|------------------|-----------------|-----------|------------------|
| <b>VC Costs</b>                 |            |       |                  |                 |           |                  |
| <b>VIC Employee Wages</b>       |            |       |                  |                 |           |                  |
| Check                           | 06/17/2020 | 12762 | Sherri Aguayo    | ppe 06-10-2020  | First Fed | 664.88           |
| Check                           | 06/17/2020 | 12763 | Gay Bunnell      | ppe 06-10-2020  | First Fed | 496.13           |
| Check                           | 06/17/2020 | 12764 | Catherine Hunter | ppe 06-10-2020  | First Fed | 658.13           |
| Check                           | 06/17/2020 | 12765 | Roxann Bennett   | ppe 06-10-2020  | First Fed | 303.75           |
| Check                           | 07/01/2020 | 12781 | Sherri Aguayo    | ppe 06-24-2020  | First Fed | 388.13           |
| Check                           | 07/01/2020 | 12782 | Roxann Bennett   | ppe 06-24-2020  | First Fed | 453.75           |
| Check                           | 07/01/2020 | 12783 | Catherine Hunter | ppe 06-24-2020  | First Fed | 536.63           |
| Check                           | 07/01/2020 | 12784 | Gay Bunnell      | ppe 06-24-2020  | First Fed | 702.00           |
| Check                           | 07/15/2020 | 12833 | Roxann Bennett   | ppe 07-08-20... | First Fed | 495.00           |
| Check                           | 07/15/2020 | 12834 | Catherine Hunter | ppe 07-08-2020  | First Fed | 847.13           |
| Check                           | 07/15/2020 | 12835 | Gay Bunnell      | ppe 07-08-2020  | First Fed | 972.00           |
| Check                           | 07/26/2020 | 12882 | Roxann Bennett   | ppe 07-22-2020  | First Fed | 382.50           |
| Check                           | 07/29/2020 | 12883 | Gay Bunnell      | ppe 07-22-2020  | First Fed | 982.13           |
| Check                           | 07/29/2020 | 12884 | Catherine Hunter | ppe 07-22-2020  | First Fed | 668.25           |
| Check                           | 08/12/2020 | 12892 | Gay Bunnell      | ppe 08-05-2020  | First Fed | 0.00             |
| Check                           | 08/12/2020 | 12893 | Gay Bunnell      | ppe 08-05-2020  | First Fed | 1,029.38         |
| Check                           | 08/12/2020 | 12894 | Roxann Bennett   | ppe 08-05-2020  | First Fed | 502.50           |
| Check                           | 08/12/2020 | 12895 | Kari Larson      | ppe 08-05-2020  | First Fed | 297.00           |
| Check                           | 08/12/2020 | 12896 | Catherine Hunter | ppe 08-05-2020  | First Fed | 921.38           |
| Check                           | 08/12/2020 | 12897 | Robert Hunter    | ppe 08-05-2020  | First Fed | 293.63           |
| Check                           | 08/26/2020 | 12914 | Roxann Bennett   | ppe 08-19-2020  | First Fed | 423.75           |
| Check                           | 08/26/2020 | 12915 | Robert Hunter    | ppe 08-19-2020  | First Fed | 891.00           |
| Check                           | 08/26/2020 | 12916 | Gay Bunnell      | ppe 08-19-2020  | First Fed | 911.25           |
| Check                           | 08/26/2020 | 12917 | Catherine Hunter | ppe 08-19-2020  | First Fed | 904.50           |
| Check                           | 08/26/2020 | 12918 | Kari Larson      | ppe 08-19-2020  | First Fed | 931.50           |
| Check                           | 09/09/2020 | 12948 | Gay Bunnell      | ppe 09-02-2020  | First Fed | 870.75           |
| Check                           | 09/09/2020 | 12949 | Roxann Bennett   | ppe 09-02-2020  | First Fed | 386.25           |
| Check                           | 09/09/2020 | 12950 | Kari Larson      | ppe 09-02-2020  | First Fed | 1,076.63         |
| Check                           | 09/09/2020 | 12951 | Catherine Hunter | ppe 09-02-2020  | First Fed | 685.13           |
| Check                           | 09/09/2020 | 12952 | Robert Hunter    | ppe 09-02-2020  | First Fed | 951.75           |
| Check                           | 09/23/2020 | 12966 | Roxann Bennett   | ppe 09-16-2020  | First Fed | 660.00           |
| Check                           | 09/23/2020 | 12967 | Robert Hunter    | ppe 09-16-2020  | First Fed | 1,056.38         |
| Check                           | 09/23/2020 | 12968 | Gay Bunnell      | ppe 09-16-2020  | First Fed | 985.50           |
| Check                           | 09/23/2020 | 12969 | Kari Larson      | ppe 09-16-2020  | First Fed | 776.25           |
| Check                           | 10/07/2020 | 12985 | Robert Hunter    | ppe 9-30-2020   | First Fed | 1,093.50         |
| Check                           | 10/07/2020 | 12986 | Kari Larson      | ppe 9-30-2020   | First Fed | 884.25           |
| Check                           | 10/07/2020 | 12987 | Gay Bunnell      | ppe 9-30-2020   | First Fed | 553.50           |
| Check                           | 10/07/2020 | 12988 | Roxann Bennett   | ppe 9-30-2020   | First Fed | 153.75           |
| <b>Total VIC Employee Wages</b> |            |       |                  |                 |           | <b>25,789.94</b> |
| <b>Total VC Costs</b>           |            |       |                  |                 |           | <b>25,789.94</b> |
| <b>TOTAL</b>                    |            |       |                  |                 |           | <b>25,789.94</b> |

7502.64

497.36 payroll taxes  
 7502.64

10:55 AM

11/24/20

Accrual Basis

**Forks Chamber of Commerce, Inc**  
**Account QuickReport**  
 January 1 through November 24, 2020

| Type                          | Date       | Num   | Name                    | Memo                                                | Amount    |
|-------------------------------|------------|-------|-------------------------|-----------------------------------------------------|-----------|
| <b>FT in Forks Collection</b> |            |       |                         |                                                     |           |
| <b>Alarm</b>                  |            |       |                         |                                                     |           |
| Bill                          | 01/31/2020 |       | First National Bank ... | January                                             | 27.11     |
| Bill                          | 02/28/2020 |       | First National Bank ... | February                                            | 27.11     |
| Bill                          | 03/31/2020 |       | First National Bank ... | March                                               | 27.11     |
| Bill                          | 04/30/2020 |       | First National Bank ... | April                                               | 27.11     |
| Bill                          | 05/31/2020 |       | First National Bank ... | May                                                 | 27.11     |
| Bill                          | 06/30/2020 |       | First National Bank ... | June                                                | 27.11     |
| Bill                          | 07/31/2020 |       | First National Bank ... | July                                                | 27.11     |
| Bill                          | 08/31/2020 |       | First National Bank ... | August                                              | 27.11     |
| Bill                          | 09/28/2020 |       | First National Bank ... | September                                           | 27.11     |
| Bill                          | 10/31/2020 |       | First National Bank ... | October                                             | 27.11     |
| Total Alarm                   |            |       |                         |                                                     | 271.10    |
| <b>Electricity</b>            |            |       |                         |                                                     |           |
| Bill                          | 01/17/2020 |       | PUD #1                  | January                                             | 49.82     |
| Bill                          | 02/14/2020 |       | PUD #1                  | February                                            | 48.65     |
| Bill                          | 03/14/2020 |       | PUD #1                  | March                                               | 48.91     |
| Bill                          | 04/22/2020 |       | PUD #1                  | April                                               | 53.86     |
| Bill                          | 05/20/2020 |       | PUD #1                  | May                                                 | 47.49     |
| Bill                          | 06/17/2020 |       | PUD #1                  | June                                                | 48.16     |
| Bill                          | 07/15/2020 |       | PUD #1                  | July                                                | 47.90     |
| Bill                          | 08/31/2020 |       | PUD #1                  | August                                              | 47.57     |
| Bill                          | 09/15/2020 |       | PUD #1                  | September                                           | 49.92     |
| Bill                          | 10/21/2020 |       | PUD #1                  | October                                             | 51.51     |
| Bill                          | 11/18/2020 |       | PUD #1                  | November                                            | 50.67     |
| Total Electricity             |            |       |                         |                                                     | 544.46    |
| <b>Rent Expenses</b>          |            |       |                         |                                                     |           |
| Bill                          | 01/03/2020 |       | City of Forks           | Q1 2020 Rent Expenses for RAC Alcove                | 3,000.00  |
| Bill                          | 02/18/2020 |       | City of Forks           | RAC Alcove Rental April-December 2020               | 9,000.00  |
| Total Rent Expenses           |            |       |                         |                                                     | 12,000.00 |
| <b>Misc Supplies</b>          |            |       |                         |                                                     |           |
| Bill                          | 02/17/2020 |       | Lissy Andros            | Volturi Window Cling                                | 12.50     |
| Bill                          | 05/31/2020 |       | First National Bank ... | poster frame                                        | 36.44     |
| Check                         | 06/22/2020 | 12772 | Lissy Andros            | Film Archive poster, shipping for Jacob/motorcyc... | 32.77     |
| Bill                          | 06/30/2020 |       | First National Bank ... | newspaper, fedex standee shipping costs             | 141.94    |
| Bill                          | 07/31/2020 |       | First National Bank ... | 4 motorcycle wheel stands and braces                | 144.86    |
| Bill                          | 08/31/2020 |       | Forks Outfitters        | fishing line                                        | 10.84     |
| Bill                          | 08/31/2020 |       | First National Bank ..  | Bella mannequin, fabric, domain name chuckes...     | 255.10    |
| Bill                          | 09/28/2020 |       | First National Bank ... | Chinook Pharmacy (no receipt)                       | 19.51     |
| Bill                          | 09/28/2020 |       | First National Bank ... | Bella mannequin, reframe poster, MS book, red ..    | 448.41    |
| Bill                          | 10/31/2020 |       | First National Bank ... | mannequin (Charlie Swan), acrylic box for quilt box | 313.48    |
| Total Misc Supplies           |            |       |                         |                                                     | 1,415.85  |

10:55 AM

11/24/20

Accrual Basis

**Forks Chamber of Commerce, Inc**  
**Account QuickReport**  
January 1 through November 24, 2020

| Type                         | Date       | Num | Name           | Memo             | Amount    |
|------------------------------|------------|-----|----------------|------------------|-----------|
| Insurance                    |            |     |                |                  |           |
| Bill                         | 04/17/2020 |     | Liberty Mutual | Insurance        | 690.00    |
| Total Insurance              |            |     |                |                  | 690.00    |
| Storage / Office Space       |            |     |                |                  |           |
| Bill                         | 01/03/2020 |     | City of Forks  | ICN Office Space | 2,000.00  |
| Total Storage / Office Space |            |     |                |                  | 2,000.00  |
| Total FT in Forks Collection |            |     |                |                  | 16,921.41 |
| TOTAL                        |            |     |                |                  | 16,921.41 |

\$16,000.00



December 1, 2020

TO: Clallam County Lodging Tax Advisory Committee  
From: Port Angeles Marathon Association  
Re: 2020 Keeping the Lights On Grant

Dear Board of Clallam County Commissioners:

On behalf of the Port Angeles Chamber of Commerce and the more than 400 business and organizational members we represent, we thank you for providing us with a 2020 Keeping the Lights on Grant. This grant has been extremely beneficial in helping us maintain the cash flow and resources we need to continue our support to the local business economy, our community, and tourists and visitors to our area.

The 2020 Keeping the Lights On grant enabled the Port Angeles Chamber of Commerce to prepare the Port Angeles Visitor Center for reopening, with installation of protective screens, purchase of PPE, and reconfiguration of our operations. The grant also helped us manage the loss of normal revenue due to the cancelation of many events we normally produce each year. It came at a critical cash flow moment in our fiscal year, and is much appreciated.

The Port Angeles Chamber of Commerce developed several solutions to mitigate the financial impact of COVID-19 on our mission and operations, but the 2020 Keeping the Lights On grant has been one of the main reasons we will remain financially solvent and healthy through the end of this year, despite the need to postpone the Winter Ice Village until sometime next Spring or Summer.

Because this grant helped us maintain our financial health, we have been able to host weekly Business Recovery Meeting forums on Zoom, and continue to support local businesses with helpful information, insightful speakers, and a venue for learning, sharing, and venting.

Thank you for providing this much needed and appreciated grant, and for your support to the Port Angeles Chamber of Commerce and our mission.

A handwritten signature in black ink, appearing to be "CTH", followed by a long horizontal line.

Christopher Thomsen  
2020 Board President

**LODGING TAX ADVISORY COMMITTEE**  
**KEEPING THE LIGHTS ON – 3<sup>RD</sup> CALL REPORTS**



RESOLUTION 75, 2020

3a  
10/20/20

AUTHORIZING AN EXPENDITURE FROM THE HOTEL/MOTEL TAX FUND  
FOR "KEEPING THE LIGHTS ON COVID-19"

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The County collects Hotel/Motel Tax pursuant to RCW 67.28.
2. State statute requires an advisory committee to review all proposed expenditures from the Hotel/Motel Tax Fund and make recommendations to the Board of Commissioners.
3. The Board of Clallam County Commissioners issued a notice for Request for Proposals – "Keeping the Lights On – COVID (3<sup>rd</sup> call)" on September 28, 2020 due the COVID-19 pandemic and the hardship the virus is causing on the tourism financial system. The Clerk also issued a notice for Request for Proposals on September 25, 2020.
4. The Lodging Tax Advisory Committee met on October 14, 2020 to review the Request for Proposals for "Keeping the Lights On COVID" and made a recommendation to the Board of Commissioners.
5. The Lodging Tax Advisory Committee recommends a one-time expenditure to Sequim City Band, Feiro Marine Life Center and Port Angeles Fine Arts Center.

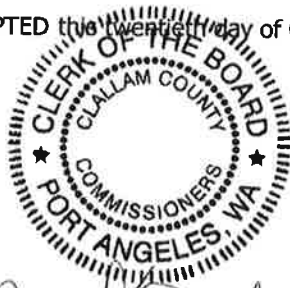
NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. Concurs in the recommendation of the Lodging Tax Advisory Committee.
2. Authorizes a one-time expenditure from the Hotel/Motel Tax Fund to be allocated as follows:

Sequim City Band - \$4,778.20  
Feiro Marine Life Center – \$8,354  
Port Angeles Fine Arts Center - \$10,000

3. Contracts for each of the applicants will be prepared and executed later in order to memorialize the decision to spend LTAC money during the COVID-19 pandemic, in order to "Keep the Lights On".

PASSED AND ADOPTED the twentieth day of October 2020



ATTEST:

*[Signature]*  
Loni Gores, CMC, Clerk of the Board

File A22.169 / F32.19

Budget Director – Cook/ Finance CFO – Lane/Treasurer's Office/Auditor's Office

BOARD OF CLALLAM COUNTY COMMISSIONERS

*[Signature]*  
Mark Gores, Chair

*[Signature]*  
Randy Johnson

*[Signature]*  
Bill Peach

Sequim City Band  
EIN#91-2113961  
LTAC Grant Support

The Clallam County LTAC grant enabled Sequim City Band to maintain operation by covering expenses while not able to rehearse or perform since March 2020.

Some of the covered expenses include:

Director salary – \$2,500.00

Librarian salary – \$200.00

Insurance – \$830.00

Accounting/training expenses - \$2,152.80

Submitted by: David Proebstel, Treasurer, Sequim City Band  
March 22, 2021





Feiro Marine Life Center  
Report to Clallam County Lodging Tax

Keeping the Lights on Grant

March 30, 2021

Dear Lodging Tax Advisory Committee,

Feiro Marine Life Center is extremely grateful for the award of \$8354.00 in Keeping the Lights on funding. This funding was essential for us continuing to operate as a non-profit organization, care for our live animal collection, and provide learning experiences.

As most organizations, Feiro has been continually challenged to cover core costs for operations during the COVID-19 pandemic. The Executive Director was reduced to 50% time effective October 1, 2020 in order to reduce expenses. Unfortunately, we also were required to close our exhibits again by state order in November. Thankfully, we were able to reopen the exhibits Fridays – Sundays beginning February 5<sup>th</sup>.

The Keeping the Lights On grant meant that no one else had to be furloughed or go on reduced hours. We were able to retain our FT animal care staff on her normal schedule and pivot our PT guest services staff to focus on animal care and building maintenance. They were critically assisted by a small team of volunteers.

Expense Report Animal Care – Operations November 2020 – February 2021

| Item                                     | Cost                                                       | Subtotal         |
|------------------------------------------|------------------------------------------------------------|------------------|
| Guest Services & Animal Care Staff       | Galvan & Wilson, 12 hours per week each *12 weeks + fringe | \$6035           |
| Utilities                                | Nov 2020 – Feb 2021                                        | \$1429.05        |
| Liability & D&O Insurance                | 3 months @ \$273                                           | \$819            |
| Plumber Expense for Required Maintenance | 1.15 hours at @\$150 hour                                  | \$234.32         |
| <b>Total Period Expenditures</b>         |                                                            | <b>\$8517.37</b> |
| <b>Total Grant Award</b>                 |                                                            | <b>\$8354.00</b> |

In addition to the animal care and basic operations that this grant supported, we have been able to continue learning programs in new formats. Restricted grant dollars from the NOAA BWET program

were spent producing digital learning programs for local elementary students, as well as supplying nearly 1000 students with hands-on science kits covering ocean acidification. You can find the digital curriculum released in Fall 2020 and Winter 2021 at

[feiomarinelifecenter.org/digital/habitats](https://feiomarinelifecenter.org/digital/habitats)  
[feiomarinelifecenter.org/watershedscience](https://feiomarinelifecenter.org/watershedscience)

As we will continue to operate with COVID safety restrictions for the foreseeable future, funding like the Keeping the Lights on program is critical to ensure we can maintain animal care and reach folks with in-person and digital learning opportunities, especially providing experiences that support travelers to safely visit our region and contribute to our local economy during these challenging times. Now that vaccination rates have gone up and consumer confidence is starting to return, we have witnessed a recent surge in spring break bookings from people visiting the area.

If there is any additional information I can supply to the committee, please don't hesitate to ask. The committee members and County Commissioners have made an enormous difference to keeping Feiro operating so that we are able to re-open for travelers and potential travelers to enjoy.

Sincerely,  
Melissa Williams  
Executive Director



pafac.org  
1203 E. Lauridsen Boulevard - Port Angeles, WA 98362 - (360)  
457-3532

March 24, 2021

To: Clallam County Lodging Tax Committee

Re: Keep the Lights On Grant 319925-20.023

The grant money allowed staff to adapt our fall and winter programming for small, safe experiences as allowed by Covid guidelines.

We installed eleven lighted art works throughout Webster's Woods Sculpture Park which were enjoyed by 9,000 visitors from December through February. In addition we were able to offer private park tours and gallery bookings for single-family households. Twenty-five families, locals and tourists, safely experienced a deeper connection to art and nature.

Respectfully,

Katherine Occhiogrosso

PAFAC Board President

# **Lodging Tax Advisory Committee**

## **Outline and framework for allocations of funding**

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## FOR DISCUSSION ONLY-----

The purpose of this outline is to provide a starting point and a framework for discussion with the members of the Lodging Tax Advisory Board and allocations of funding.

First, this is always a difficult topic, and there is not one correct answer. In addition, the LTAC's from the cities in Clallam County have their own unique methodology which we would expect, and for the near future, we do not believe their allocations will change.

Second, there was and continues to be a real need for allocations that are different than LTAC's normal distribution of funds through the "Keeping the Lights On" grants. There will be at least one more Keeping the Lights On funding for grants to the nonprofit community that will be evaluated in May. It appears any revenue shortfall as compared to 2019 can be made up through additional funding that will be received by either the County or State, and this additional funding can help to meet these special needs.

Third, future allocations should be made consistent with a strategic plan. It may be several years before this plan is developed, and therefore the allocations proposed will be interim guidelines.

Proposed allocations of funds for 2021 and 2022:

**MARKETING---**The majority of the funds (60 to 70%) should be allocated in this area to the OPVB including smaller tourism grants. This is the one organization that pays attention to marketing the entirety of Clallam County. It would also be appropriate for the smaller marketing requests to go through the OPVB tourism grant requests.

**TOURISM OPERATIONS AND CAPITAL—(up to 25%)---**The County LTAC is one of the few tourism related organizations that has the ability to help fund tourism capital related projects or unique operational requests. As an example, this organization has been a key to helping the ODT meet their matching requirements for grants or major short term needs.