



AGENDA

CLALLAM COUNTY LODGING TAX ADVISORY COMMITTEE

**223 East 4th Street, Room 160
Port Angeles, Washington
Thursday, March 11, 2021 – 2:30 p.m.**

****ATTENTION****

In response to the current Governors order Clallam County has moved Phase 2 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 BlueJeans audio only, call 408-419-1715 and join with Meeting ID: 875 561 784

If you would like to participate in the meeting via BlueJeans video conference, visit www.bluejeans.com and join with Meeting ID: 875 561 784

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:

IV. PUBLIC COMMENT

V. BUSINESS

- a. Current lodging tax funding balance and forecast for 2021
- b. Allocation of funds (this includes the question of smaller grants made by OPVB, and the guidelines of each entity)
- c. Should a LTAC member be on the OPVB grant committee
- d. Signage for projects funded by lodging tax (examples: ODT and County Parks)
- e. Are there additional funds short falls needed for institutions
- f. Review – Keeping the Lights On COVID 2nd call – updates

VI. PUBLIC COMMENT

VII. ADJOURNMENT

AGENDA for the Meeting of March 11, 2021
LODGING TAX ADVISORY COMMITTEE
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LTAC 2021 meeting dates:

- April 8, 2021
- 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

Draft Minutes

December 10, 2020



CLALLAM COUNTY LODGING TAX ADVISORY BOARD MINUTES of December 10, 2020

MEETING OF THE LODGING TAX ADVISORY BOARD (LTAC)

Chair Randy Johnson (Clallam County Commissioner and Chair of LTAC) called the meeting to order at 2:30 p.m., Thursday, December 10, 2020. Also present were Lissy Andros (Forks Chamber of Commerce), Linda Keen (Quillayute River Resort), Ryan Malane (Black Ball Ferry Line), Marc Abshire (Port Angeles Chamber of Commerce), Lorrie Mittmann (Peninsula Adventure Sports), and Vanessa Fuller (Dungeness River Audubon Center). Chair Johnson appeared in person to convene the meeting. LTAC Members appeared by either video or audio. Due to Governor's Proclamation (COVID-19) in person attendance was prohibited.

APPROVAL OF AGENDA

ACTION TAKEN: Johnson moved to modify the agenda to add a new item b. - Marsha Massey presentation regarding Fall Marketing Campaign and change the remaining items as appropriate,

ACTION TAKEN: Malane moved to approve the agenda as modified, Keen seconded motion: motion carried.

APPROVAL OF MINUTES

ACTION TAKEN: Mittmann moved to approve the November 12, 2020 minutes as presented, Keen seconded motion; motion carried.

PUBLIC COMMENT

- Marsha Massey, Olympic Peninsula Visitor Bureau, commented on the "Keep the Lights on Fund" Program and future funding decisions.

BUSINESS ITEMS

- **Current lodging tax funding balance and forecast for 2020**

Mark Lane, Clallam County Chief Financial Officer, provided an update. The Lodging Tax fund year to date revenue through the end of November is \$951,190. He noted the County has received Cares reimbursement of \$229,629 of the total expended amount of \$252,761 of Keep the Lights on Funding. It is expected that the County will receive the balance of the reimbursement in December. November ending fund balance is \$937,351. Lane projects total revenue for LTAC will end at \$1,022,019, projected total expenditures for the year are \$1,207,428 and the projected ending fund balance for 2020 will be \$865,747.

- **Marsha Massey – Olympic Peninsula Visitor Bureau– Fall Marketing Campaign**
Massey provided a presentation regarding the Fall Marketing Campaign.
- **Review and vote to approve to forward funding recommendations to the BOCC – 2021 Hotel/Motel - LTAC Funding request**
LTAC members reviewed and discussed requests for funding.

Olympic Coast National Marine Sanctuary request for \$9,579.36

ACTION TAKEN: Johnson advised that the Olympic Coast National Marine Sanctuary did not meet the eligibility requirements, therefore would not be considered for funding.

CLALLAM COUNTY LODGING TAX ADVISORY BOARD
MINUTES of December 10, 2020
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Peninsula Trails Coalition request for \$5,500

ACTION TAKEN: The LTAC members determined the Hotel/Motel - LTAC Fund grant is not appropriate for this request and recommends the applicant apply to the Olympic Peninsula Visitor Bureau when the grant process is opened.

New Dungeness Light Station Association request for \$7,675.00

- Gregory MacDonald provided stated he may not have worded his request properly.

ACTION TAKEN: Johnson stated the majority of the New Dungeness Light Station Association request did not meet the eligibility requirements, therefore would not be considered for funding. The LTAC suggested reaching out to the Olympic Peninsula Visitor Bureau for possible funding. Johnson advised he will send a letter.

Port Angeles Chamber of Commerce request of \$35,000

- Mark Abshire recused himself from the vote on this item.
- Christopher Thomsen and Mark Abshire answered questions presented by the LTAC members.

ACTION TAKEN: Fuller moved to approve the request for the full amount of \$35,000, Mittmann seconded motion; motion carried

Port Angeles Marathon Association request of \$17,500

- Victoria Jones answered questions presented by the LTAC members.

ACTION TAKEN: Keen moved to approve \$12,500 of the request, Abshire seconded motion; motion carried

Sequim Farmers and Artisans Market request for \$11,860.31

- Stephanie Parker provided a report and answered questions presented by the LTAC members.

ACTION TAKEN: The request did not meet the eligibility requirements and was denied. LTAC suggested reaching out to the Olympic Peninsula Visitor Bureau for possible funding.

Juan De Fuca Foundation request for \$10,000

- Kari Chance provided a report.

ACTION TAKEN: Abshire moved to approve the request for the full amount of \$10,000, Malane seconded motion; motion carried

Lincoln Park BMX Association request for \$100,000

- Catharine Copass provided a report and answered questions presented by the LTAC members.

ACTION TAKEN: Mittmann moved to approve the request for the full amount of \$100,000, Abshire seconded motion; motion carried

- **Review – Keeping the Lights On COVID 2nd call – updates**
Tabled to next meeting.

ADJOURNMENT

Meeting concluded at 4:23 p.m.

NEXT MEETING – Thursday, February 11, 2021 at 2:30 p.m.

Lodging Tax Advisory Committee

Financial Report – Mark Lane

CLALLAM COUNTY
HOTEL/MOTEL TAX--FUND 19925
STATEMENT OF SOURCES, USES AND RESERVES
YTD FEBRUARY 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 9.4%--BASED ON JAN-FEB ACTUALS UP 33.7%, MAR-APR UP 20% BASED ON TREND, MAY-DEC UP 5.4%	YTD FEBRUARY 2021	2020	2019	2018	2017	2016	YTD THRU FEBRUARY 2021	% CHANGE VS PRIOR YEAR
REVENUE (SOURCES OF FUNDING)										
291.31331.00.0030 HOTEL/MOTEL TRANSIENT LODGING TAX	370,000	431,421	46,910	392,878	499,196	481,653	394,239	313,770	35,178	33.4%
291.31331.00.0040 HOTEL/MOTEL LODGING ADDITIONAL TAX	380,000	431,230	46,990	395,680	492,412	436,419	394,191	313,770	35,072	34.0%
291.33321.01.9100 CARES ACT-COVID-19 RELIEF ("KEEP THE LIGHTS ON")	-	-	-	252,761	-	-	-	-	-	--
291.36700.00.0000 CONTRIBUTIONS AND DONATIONS	-	-	-	-	940	-	-	-	-	--
291.39797.90.0240 TRANSFER FROM OPERATING TRANSFERS OUT	-	-	-	-	-	-	-	-	-	--
TOTAL REVENUE (SOURCES)	750,000	862,651	93,899	1,041,318	992,548	918,071	788,430	627,540	70,250	33.7%
% CHANGE VS PRIOR YEAR	-28.0%	-17.2%	33.7%	4.9%	8.1%	16.4%	25.6%	19.4%		
% CHANGE VS PRIOR YEAR--EXCLUDING CARES	-4.9%	9.4%	33.7%	-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	91,667	591,667	514,167	527,500	391,667	486,500	91,667	0.0%
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	-	-	-	-	-	-	-	5,000	-	--
291.55730.41.0118 FEIRO MARINE LIFE CENTER	-	-	-	-	-	50,000	54,000	-	-	--
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 LINCOLN 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	37,717	37,717	-	252,761	-	-	-	-	-	--
291.55730.51.0050 WASHINGTON STATE PATROL	-	-	-	-	-	5,290	4,831	-	-	--
TOTAL EXPENDITURES (USES)	904,550	904,550	261,167	1,141,942	836,950	634,571	747,001	548,082	101,667	156.9%
EXCESS OF REVENUE(SOURCES) OVER EXPENDITURES(USES)	(154,550)	(41,899)	(167,268)	(100,624)	155,598	283,501	41,430	79,458	(31,417)	432.4%
ENDING FUND BALANCE/RESERVES	795,983	908,634	783,265	950,533	1,051,157	895,559	612,058	570,628	1,019,740	-23.2%

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	Projected	Projected	Projected	Projected	Projected	2021 Projected	2021 Projected	2021 Projected	2021 Projected	2021 Projected	2021 Projected
Hotel/Motel Transient Lodging Tax	20,937	25,973	24,358	23,791	25,554	27,479	35,235	50,870	58,964	60,658	60,488	17,115	431,421
Hotel/Motel Transient Lodging Additional	20,298	26,692	24,457	23,886	24,760	27,486	34,651	51,216	58,964	60,658	44,406	33,756	431,230
TOTAL HOTEL/MOTEL TAX REVENUE	41,234	52,665	48,815	47,678	50,314	54,964	69,887	102,086	117,928	121,315	104,894	50,871	862,651
YOY % CHANGE--MONTH	26.7%	39.7%	20.0%	20.0%	700.0%	2400.0%	62.1%	-0.4%	-26.3%	-8.4%	-15.6%	-24.1%	9.4%
YOY % CHANGE--CUMULATIVE	26.7%	33.7%	28.7%	26.4%	53.4%	85.8%	80.7%	53.5%	26.0%	18.4%	12.5%	9.4%	9.4%

ORIGINAL BUDGET SCENARIO 1--UP 1.5% FOR YEAR (JAN-FEB ACTUALS UP 33.7%, MARCH-DECEMBER ASSUME BUDGET (%s BELOW REFLECT 60 DAY LAG BETWEEN ACTIVITY AND TAX COLLECTION)													
YOY % CHANGE	26.7%	39.7%	-40.0%	-35.0%	598.9%	1971.9%	62.1%	-0.4%	-26.3%	-8.4%	-15.6%	-24.1%	1.5%
% of 2019 to Reflect COVID Recovery	195.8%	122.3%	65.5%	89.6%	69.7%	70.0%	74.4%	75.6%	75.2%	79.3%	80.0%	80.0%	80.7%
TAX REVENUE	41,234	52,665	24,408	25,825	43,956	45,551	69,887	102,086	117,928	121,315	104,894	50,871	800,620

SCENARIO 2--UP 9.4% FOR YEAR --JAN-FEB ACTUALS UP 33.7%, MARCH-APRIL UP 20%, MAY-DECEMBER UP 5.4%													
YOY % CHANGE	26.7%	39.7%	20.0%	20.0%	700.0%	2400.0%	62.1%	-0.4%	-26.3%	-8.4%	-15.6%	-24.1%	9.4%
% of 2019 to Reflect COVID Recovery	196%	122%	131%	166%	80%	84%	74%	76%	75%	79%	80%	80%	87%
TAX REVENUE	41,234	52,665	48,815	47,678	50,314	54,964	69,887	102,086	117,928	121,315	104,894	50,871	862,651

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



RESOLUTION 54, 2020

39
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.

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

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 Expenses	Social distancing signs	\$88.80
09/18/2020	Expense		Amazon	COVID-19 Expenses	Sidewalk signs	\$187.12
09/17/2020	Expense		Amazon	COVID-19 Expenses	Sidewalk sings	\$116.75
09/17/2020	Expense		Amazon	COVID-19 Expenses	Sidewalk sandwich board A-frame dry erase	\$77.22
09/11/2020	Expense		Amazon	COVID-19 Expenses	Thermometers	\$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

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          |
|----------------------------------|------------|-----|--------------------|-------------------------|-----------------|
| <b>Operations</b>                |            |     |                    |                         |                 |
| <b>Director Costs - Benefits</b> |            |     |                    |                         |                 |
| 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        |
| <b>TOTAL</b>                     |            |     |                    |                         | <b>1,010.70</b> |

\$ 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           |
| Total VIC Employee Wages  |            |       |                  |                 |           | 25,789.94        |
| Total VC Costs            |            |       |                  |                 |           | 25,789.94        |
| <b>TOTAL</b>              |            |       |                  |                 |           | <b>25,789.94</b> |

7502.64

497.36 payroll taxes

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 read "Chris", followed by a long horizontal line.

Christopher Thomsen  
2020 Board President