

AGENDA

CLALLAM COUNTY TRAILS ADVISORY COMMITTEE

Clallam County Courthouse, Room 160
223 East 4th St Port Angeles, WA
November 6, 2024 - 1:30 p.m.

****ATTENTION****

Clallam County Trails Advisory Committee meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 938 0529 7962 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/join> and use Meeting ID: 938 0529 7962 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://clallamcountywa.gov/meetings>

Public comment and questions can be directed to County Public Works-Roads at 360-417-2290 or steve.gray@clallamcountywa.gov

A. WELCOME/CALL TO ORDER/ROLL CALL

B. REQUEST OF MODIFICATIONS/ADDITIONS TO AGENDA

C. APPROVAL OF MEETING MINUTES: November 6, 2024

D. ANNOUNCEMENTS/MEMBER UPDATES: *Information sharing among members on topics of general interest related to the Olympic Discovery Trail (ODT), Olympic Adventure Trail (OAT), other County trails, or about trails.*

E. TRAIL PROJECT AND MAINTENANCE REPORTS

1. ODT improvement/expansion project updates.
 - a. ODT-Forks to La Push Project Update
 - b. Raise Grant Update
 - c. County acquisition of DNR River Road Property Acquisition Update
 - d. Towne Road/Dungeness Levee Trail Project Update
2. County Volunteer ODT/OAT Trail Crew Maintenance Project Reports
3. County ODT/OAT Maintenance Project Reports
4. Other ODT/OAT Reports (All)

F. DISCUSSION AND BUSINESS ITEMS

1. DNR RCO NOVA Off-Road M&O Grant Presentation & Letter of Support
2. County Lodging Tax grant funding update
3. County Safe Streets for All funding overview

G. PUBLIC COMMENT

H. ADJOURNMENT

Members: Charlie Commeree (City of Port Angeles Rep., Chair), Wendy Clark-Getzin (Tribal Gov. Rep., Vice Chair), Andy Stevenson (Straits Area Citizen-at-Large Rep.), Gordon Taylor (Western Area Citizen-at-Large Rep.), Jennifer Reandeau (Backcountry Horsemen Rep.), Judy Sarles (Backcountry Horsemen-Alt Rep.), Justin Zarieczny (Dept. of Natural Resources), Dick Gritman (Sequim Area Citizen-at-Large), Erik Rohrer (City of Forks), Bill Biery (City of Sequim), Jim Mraz (Peninsula Trails Coalition Rep.), Lorrie Mittmann (Trails Event Coordinator Rep.), Grant Herman (Olympic Peninsula Bicycle Alliance Rep.), and Liz Cusanelli (U.S. Forest Service). Ex-officio Members: Steve Gray (Clallam County Public Works Department), and Mike French (Clallam County Commissioner)

Clallam County Trails Advisory Committee (TAC) October 2, 2024, Meeting Minutes

A. WELCOME/INTRODUCTIONS:

The meeting was called to order and conducted via video/phone conferencing.

Members Present: Charlie Commeree (Chair), Andy Stevenson, Gordon Taylor, Jennifer Reandeau, Judy Sarles, Justin Zarzeczny, Lorrie Mittmann, Dick Gritman, Grant Herman, Jim Mraz

County Representatives: Steve Gray, County Public Works Dept. (Ex-officio TAC member)
William Habel, Regional Trails & Active Transportation Coordinator
Mike French, County Commissioner

Guests/Public: Powell Jones, Jamestown S’Klallam Tribe (JSKT), Meggan-Uecker, City of Sequim, Michele Canale, Peninsula Trails Coalition (PTC), Molly Erickson (PTC), Jeff Bohman (PTC), John Worthington

B. APPROVAL OF MINUTES: Member Taylor moved, and Member Herman seconded to approve the September 4, meeting minutes. The motion passed.

C. MODIFICATIONS/ADDITIONS TO AGENDA:

- **Christina St. John – Clallam County Noxious Weeds – Presentation on Invasives along the Olympic Discovery Trail**

Christina started by giving a definition of what a noxious weed is. Noxious weeds are non-native plants that “when established are highly destructive, competitive, or difficult to control by cultural or chemical practices”, and that not all invasive species are noxious weeds. She then went on to describe the damage that noxious weeds can cause, and how they spread so effectively. It’s important to ensure that equipment (such as mowers, tractors, etc) are sterilized of any possible noxious weed contamination. Common trail material such as mulch and gravel should also be certified weed free. Christina then presented some of the most common noxious weeds on the ODT, including Himalayan blackberry, scotch broom, and poison hemlock. She explained some of the methods used to control these weeds.

Christina gave some tips on what members can do to ensure slowing the spread of noxious weeds. Clean your hiking gear, clean your equipment, ensure any materials brought in are certified weed free, properly dispose of noxious weeds, and learn how to identify what weeds are noxious.

To contact the Clallam County Noxious Weed Control Board, you can visit their website at: <https://www.clallamcountywa.gov/821/Noxious-Weed-Control>, or call 360-417-2442. You can also email Christina directly at christina.stjohn@clallamcountywa.gov

- **Michele Canale, PTC Grants Manager, and Jeff Bohman, PTC Board President, to overview what for projects PTC is applying for funding for 2025 Clallam County Lodging Tax Funding**

Jeff Bohman began by reminding the Committee of past projects, including the consolidation of portable toilet management (sanicans) under a single agency. He requested a letter of support from Clallam County Public Works in support of the sanican project, as well as other proposals. Michele

then informed the Committee of the projects that PTC intends to apply for with the Clallam County Lodging Tax Advisory Board. She stated a total request budget of \$50,000 for all proposed projects. Proposed projects include: trail maintenance tools, portable eco-counters, directional wayfinding signage, a continuation of the trail ambassador program, and a re-printing of the Olympic Adventure Trail map. Member Gray asked about the ambassador program, and asked if it might be possible to give a presentation at a later date illustrating the results of the program.

- **William Habel, Regional Trails & Active Transportation Coordinator, to overview Clallam County Public Works 2025 Lodging Tax Application Proposal**

Will gave a brief overview of Clallam County's proposed project, which includes the repair and repaving of a heavily damaged section of ODT from the edge of Sequim Bay State Park, to Barker Rd. Approximately 700-1000 feet of asphalt need to be replaced. Root barriers will be installed in order to reduce future impact, and to monitor their effectiveness for possible future application in other areas of the trail. Will also stated that a backhoe attachment for the Counties newly acquired trail maintenance tractor will be wrapped into the application, as it would be useful for spot repairs on root intrusion, as well as other maintenance activities on the trail.

D. ANNOUNCEMENTS AND MEMBER UPDATES:

- **Acknowledgement of Dick Gritman**
 - Member Gray thanked Dick Gritman for his over 20 years of service to the Trails Advisory Committee. Member Gritman will be retiring after this year.
- **PTC at Washington State Trails Conference**
 - Member Sarles announced that she and Member Stevenson would be visiting the Washington State Trails Conference in Wenatchee the weekend of the 5th. Chair Commeree asked that Member Sarles introduce herself to representatives of Kitsap County in order for them to give a presentation to the PTC on Kitsap County's part of the RAISE grant.
- **Member Mittmann on ODT Events**
 - Member Mittman gave the group a brief presentation on this years Big Hurt & Little Hurt events. She informed the group that the Run the Peninsula Series is upcoming, the Spruce Railroad Run is upcoming on October 19th, and the Jamestown Run is December 7th.

E. TRAIL PROJECTS AND MAINTENANCE REPORTS:

- **ODT – Forks to La Push Project Update**

William Habel gave a brief update on the Forks to La Push Project, including an upcoming meeting with the Quileute Tribe & Western Federal Lands (WFL), and a recently drafted Acquisition Plan. Chair Commeree inquired about WFL's original 30% design of the Forks to La Push segment, which had most of the trail within highway 112's right-of-way, and if that had been addressed. Member Gray answered that WFL seemed to understand that the original proposal was for a 150 foot trail corridor, and that the acquisition plan was part of WFL's requests to ensure that the 150 foot trail corridor would be feasible. Member Gray reported that we would soon hear from WFL about the Acquisition Plan. Member Stevenson asked for more information about the Acquisition Plan. Member Gray answered that the document essentially outlines the progress that has been made with acquiring property along the Forks to La Push segment of the ODT.

- **OAT-Whiskey Creek Bridge Project Update**

William Habel gave a brief presentation on the completion of the volunteer constructed Whiskey Creek Bridge replacement. A timelapse of the construction was sent out to TAC members. Member Gray reminded the group that Clallam County Lodging Tax fully funded the project, and that it couldn't have been possible without volunteers.

- **RAISE Grant Update**

Member Gray gave a brief update on the RAISE grant. All jurisdictions involved have signed the agreement, except for Kitsap County. Kitsap County ran into a delay and is scheduling approval for October 14th. WSDOT has stated that all signatory parties must sign for the agreement to be valid. The County cannot yet access RAISE funding until Kitsap has signed the agreement.

- **County Acquisition of DNR River Road Property Update**

Member Gray informed the TAC that the county has closed on the purchasing of the River Road reservoir property, and that the governor has signed the agreement. He asked Member Zarzeczny about what else the DNR needs to do with the property before it is handed over, Member Zarzeczny said they just needed to remove some DNR signage. Member Sarles asked about the next steps. Member Gray said the reservoir project is moving forward, and that an open house will be hosted at the Guy Cole Center on October 22, at 6:00.

- **Towne Road/Dungeness Levee Trail Project Update**

Will Habel updated the group on the Towne Road project. The road surface has been chip sealed, and the separated trail is complete. He showed some pictures to the group. Striping would be completed later in the month, and ongoing work was being completed to finish the intersection of Towne Road and E Anderson. The road and trail were opened to the public on October 8th.

- **County Volunteer ODT/OAT Trail Crew Maintenance Project Reports**

Member Gray stated that there was 3 work days on the OAT, including a cleanup around the new bridge. 1 day on the ODT, in the Fairholm Hills area, mowing and clearing weeds.

- **County ODT/OAT Reports**

Jeff put in 10 work days on the ODT of mowing/brushing, and 2 additional work days of the OAT.

- **Upcoming OAT Detour**

Member Zarzeczny informed the group of the upcoming logging related detours. Right around milepost 10 there is active logging operations. He also told the group about an old yellow temporary barrier that should be removed. Member Gray told him that either DNR or Jeff could remove the temporary barrier.

- **New PTC Trail Maintenance Coordinator**

Member Gray inquired if the PTC had hired a Trail Maintenance Coordinator yet. Member Taylor informed the group that they had not, but had several candidates undergoing interviews.

F. DISCUSSION AND BUSINESS ITEMS

- **Continued discussion on Clallam County 6-Year Transportation Improvement Program (TIP) related to trail projects for the upcoming 2025-2030 update**

Chair Commeree led the discussion by advising that the TAC makes a recommendation for which projects of the RAISE Grant should be made a priority. Chair Commeree reminded the committee of the RAISE projects, which include: Waterline Road Final Design, planning studies for the Freshwater Bay Rd to Elwha River gap,

the Gosset Rd to Thompson/Onella Rd gap, the Forks to Sappho gap, the Sappho to Camp Creek Trailhead gap, and additional planning studies for two river crossings, including the Bogachiel River Crossing and the Bagley Creek Bridge replacement. Chair Commeree reiterated that the committee had decided to treat the two western gap projects as one project, and the two eastern gap projects as one project as well.

Chair Commeree then asked the committee to score the RAISE grant projects in a top 3 system in order for them to recommend a priority to the County Commissioners. Member Taylor then stated his fear that if a priority is recommended, it wouldn't be possible to move forward with a different project if the opportunity arrived. Member Gray answered that Clallam County Public Works has decided that all seven RAISE grants were to begin work in 2025, and that the priority being voted on would essentially be a recommendation of what the TAC considers to be the most important of those projects. The final hearing held by the BOCC for the 6 year TIP is to be held on November 12th. Member Stevenson stated he was happy that all projects were to start in 2025, and that importance does not necessarily equate to schedule priority.

The committee voted their top three choices. The results were as follows: Western (Forks Area) gap with 16 pts. Eastern (Joyce Area) Gap with 16 pts. And the Bagley Creek Bridge replacement study with 8 pts.

G. PUBLIC COMMENT:

- John Worthington (Public, Online)- Opposes the Towne Rd Levee trail, as it does not interconnect with other trails.
- Member Stevenson- Reiterated that he does not agree with prioritizing RAISE sections.
- Member Gray- Inquired if the TAC has any recommendations or issues with the 6 Year TIP. Member Mittmann stated that she was in support of the TIP. Member Gray asked for a motion to approve the 6 year TIP, Member Taylor moved, Member Mittmann seconded the motion. The motion passed.

H. ADJOURNMENT: The meeting was adjourned at approximately 3:00 p.m.



Clallam County Trails Advisory Committee

October 31, 2024

Dear Grant Advisory Committee,

The Clallam County Trails Advisory Committee strongly supports the application by the Washington State Department of Natural Resources (DNR) for funding through the RCO NOVA Off-Road M&O program. This funding will continue to support recreational resources on the western Olympic Peninsula, helping attract visitors to our remote community.

The Sadie Creek and Foothills trail systems not only support our counties ORV riders, but also mountain bikers, hikers, and equestrian users. Increased visitation of these types of users will only further our cause of constructing and maintaining trails all over Clallam County.

This grant will assist the DNR in their continued maintenance and improvement of this important recreational resource, and we highly encourage the Recreation and Conservation office to consider funding this request.

Sincerely,

Charlie Commeree
Clallam County Trails Advisory Committee, Chair



Clallam County Public Works Department

223 E. Fourth St., Suite 6

Port Angeles, WA 98362-3000

360-417-2290 Fax: 360-417-2513 E-mail: steve.gray@clallamcountywa.gov

October 15, 2024

**Subject: Department of Natural Resources – Olympic Region
Recreation and Conservation Grant Applications:
#24 –2316 M – North Olympic Motorized Trail Maintenance (DNR)**

Dear Grant Review Team,

The Clallam County Public Works Department supports the Washington State Department of Natural Resources (DNR) application to acquire funding for maintenance and operations at designated motorized trail systems on the north Olympic Peninsula. These funds directly benefit the recreating public by assisting DNR with the implementation of maintenance priorities that provide safe, sustainable, and enjoyable recreational opportunities.

In Clallam County, the DNR Sadie Creek and the Foothills trail systems provide an important service for the ORV recreation community as well as other trail users (e.g., hikers, bicyclists). They are the only designated motorized ORV areas on the north end of the Olympic Peninsula. The grant will continue to support DNR's maintenance and operations at these two popular trail systems to benefit trail user experience. It will also support maintenance and operations of recent DNR capital improvements at both sites.

The Clallam County Public Works Department supports DNR's continued efforts to maintain the Sadie Creek and the Foothills trail systems. As a department that plays a major role in maintaining the Olympic Adventure Trail (OAT) and Olympic Discovery Trail (ODT) we recognize the need for investment in maintenance of trails that benefit both our residents and visitors to our County who use these trails.

Sincerely,

Steve Gray
Deputy Director



LODGING TAX FUNDING APPLICATION 2025

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 \$5,000. Marketing requests should be directed to the Olympic Peninsula Visitor Bureau (OPVB) Tourism Enhancement Grant program.

I **AMOUNT of Lodging Tax Requested: \$ 131,371.60**

II **Agency/Organization Name:** Clallam County Public Works

Organization is ☒ Government Entity ☐ 501(c)3 ☐ 501(c)6 ☐ Other
Federal Tax ID No. 91-601298 UBI Number 054 004 559

III **Project/Activity/Event:** Olympic Discovery Trail Root Intrusion Repair

IV **Representative Contact Information:**

Name, Title: William Habel, Regional Trails & Active Transportation Coordinator

Mailing Address: 223 E 4th St, Port Angeles WA 98362

Phone(s): 360-417-2309

Email: William.habel@clallamcountywa.gov

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

- ☐ Tourism Promotion/Marketing (individual marketing request, contact OPVB)
- ☐ 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: October 10, 2024

William Habel

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?

The Olympic Discovery Trail (ODT) is an internationally renowned recreation destination that attracts hundreds of thousands of users each year. A cohesive and well maintained ODT will help encourage those who visit our county to return, as much of the trail typically cannot be experienced in a single trip. A good experience for those who visit will also encourage positive word of mouth and trail reviews, further encouraging visitation. Poorly maintained trails that cause unpleasant rides typically will have the opposite effect. The location of this project is especially important, as it is directly adjacent to Sequim Bay State Park. A good experience for those visiting the park will encourage repeat trips.

Therefore, our proposal is to repair a segment of trail in a heavily trafficked tourist location. The Olympic Discovery Trail from the border of Sequim Bay State Park to Barker Road. This section of the Olympic Discovery Trail has suffered from severe root intrusion, with some root protrusions extending more than 6 inches above trail grade. In an August through September 2024 survey by the Peninsula Trails Coalition, roots were mentioned more than 40 times, indicating that this is a priority issue. Of the 1600 feet of total trail, Clallam County Public Works has determined that approximately 1000 feet needs repair or replacement. Our proposal is to remove those sections of asphalt and repave. The project will also include trenching on both sides of the entire 1600 foot corridor and installing a root barrier material. This method will halt further destruction of the paved surface by trees, while also reducing the need for tree removal. This section of trail has a limited vegetated buffer from Highway 101, so maintaining as much of the natural barrier as possible is a high priority. As part of the application, the County is also requesting funding to purchase a backhoe for the recently purchased trail maintenance tractor. With this tractor, the county will be able to avoid utilizing contractors for spot repairing root intrusion, while also being able to perform a multitude of trail maintenance projects more efficiently and effectively.

This project is supported by the Peninsula Trails Coalition & the Trails Advisory Committee.

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

The ODT provides opportunities for varied trail experiences along the route that can support both day and multi-day trips that are attractive to visitors, and provide opportunities for current and new trail events that attract thousands of visitors annually. Many of these visitors stay at lodging establishments throughout our County. Completing the ODT will expand visitor recreational opportunities and

increase need for lodging in western Clallam County. This project will improve a heavily trafficked section of trail near a very popular tourist destination. A higher quality experience for those visitors to our county will promote further usage of the ODT and encourage repeat visitation.

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.

Sequim Bay State Park is already a main visitors attraction, reporting 159,184 visitors through its gates in 2023, of which 15,789 stayed overnight at least one night. This is an increase of 2.6 % over 2022. Many of those visitors bring their cycles or are happy to walk the trail and enjoy nature.

Lodging tax grant funding has supported ongoing efforts by the Olympic Peninsula Visitor Bureau and others to promote the ODT and associated trail events that attract new and returning visitors to the County. More miles of well-maintained trail to bike, walk, run, or ride horses equates to more users and equates to continued and new trail events that ultimately equates to more revenue to local business and lodging accommodations

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

The ODT is marketed state-wide and nationally. The ODT was recently named as the westward route of the Great American Rail Trail (GART) which extends the entire width of North America from the Atlantic Ocean to the Pacific Ocean. This designation and the nationwide marketing of the sponsoring Rails to Trails Organization will make the ODT a destination trail vacation location. Ensuring the trail is well maintained and accessible to all users will continue its growth and popularity.

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

This is a non-event project.

6. **2025 Tourism-Impact Estimate**

(Actual must be completed by applicants who had a Clallam County Lodging Tax Contract in 2024)

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:	2025 Estimate	2024 Actual	Methodology
a. Overall attendance at your event/activity/facility	195,000	194,569	¹ Trail Counter
b. Number of people who travel more than 50 miles for your event/activity/facility	85,781	85,610	² Structured Estimate
c. Of the people who travel more than 50 miles, the number of people who travel from another country or state.	59,189	59,071	Structured Estimate

d. Of the people who travel more than 50 miles, the number of people who stay overnight in the unincorporated Clallam County area.	46,167	46,075	Structured Estimate
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.	41,089	41,007	Structured Estimate
f. Number of paid lodging room nights resulting from your event/activity/facility.	13,696	13,669	Estimated party of 3

¹ Typically the Hollywood Beach trail counter in Port Angeles is utilized for trail usage counts. Hollywood beach is one of the most popular destinations on the Olympic Discovery Trail. Due to ongoing errors with the Hollywood Beach counter, for this round of Lodging Tax Funding we are utilizing the Spruce Railroad Counter.

² Structured estimates based on 2024 Peninsula Trails Coalition survey. 44% of respondents were from areas 50+ miles away, 46% of those were from out of state or out of country. 69% of visitors from 50+ miles away paid for overnight lodging.

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

Although this project is not an event, the ODT supports typically 10 or more trail events throughout the year. Many visitors participating in trail events stay in local hotels and other local lodging establishments.

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

In 2024, the ODT trail counter at the Spruce Railroad Trail segment of the ODT recorded a total of 194,569 users (combined total in both directions) for a monthly average of 16,214 user crossings. This is approximately the same as 2023, but a significant increase over 2022.

The 10-plus annual trail events that typically occur on the ODT throughout the year in Clallam County attract thousands of visitors. Evidence of the ODT trail events as a tourist attraction can also be seen from who is registering. For example, in 2024 for the Elwha Bridge Run over 40% of the participants in the race travelled from a different county to participate.

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

The ODT offers tourists and visitors of all ages a recreational facility for bicycling, hiking, running, horseback riding and other non-motorized uses. The ODT is ADA accessible, ensuring no visitor to our county is left unable to enjoy this incredible amenity.

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

The ODT is promoted by the Visitors Bureau, local Chambers of Commerce, trail event organizers, Peninsula Trails Coalition, and others. Visitors from all across Washington State and the Pacific Northwest, other states, Canada and other international destinations have come to Clallam County specifically to ride this trail or participate in trail events as a result of marketing by these organizations. As this segment of the

ODT is directly adjacent to Sequim Bay State Park, a large portion of trail users will be families on vacation to our region.

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

The Olympic Discovery Trail connects all major communities of Clallam County from the county line to the coast. The section of trail to be repaired is directly connected to Sequim Bay State Park, directly across the street from the Sequim Bay Lodge, ~4 miles from Downtown Sequim and ~2 miles from the 7 Cedars Casino & Hotel.

12. Are you applying for Lodging Tax funds from another community (yes or no)? If yes, indicate below where applying and for how much. Do **NOT** attach a copy of the application.

No

13. What is the overall budget for your event/activity/facility? **\$131,371.60**
What percent of the budget are you requesting from Clallam County Lodging Tax Fund? **100%**

While this project will be 100 percent funded by Lodging Tax, it will serve as another important step in the County becoming more self-sufficient when it comes to trail maintenance activities. The counties purchase of the tractor, flail mower and sweeper were excellent starts to reduce the amount of contracting we need to do, while helping our paid & volunteer maintenance crews work more efficiently and effectively. Our crews spend thousands of hours per year on the trail, less time focusing on labor heavy jobs means more areas of the trail are able to be covered!

14. Please describe your plans for securing the remainder of the funds necessary to complete your event/activity/facility.
Any cost overruns will be paid for by the Public Works Department Road Fund, or other funding that can be secured.

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., Friday, October 11, 2024.**

The Clallam County Lodging Tax Advisory Committee (LTAC) will review 2025 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 one copy to:**

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

- **Submittals made in an incorrect format will not be considered.**
- **Submit original application and one copy.**
- **The sealed applications must be clearly marked on the outside "2025 Lodging Tax Funding Application."**
- **All copies need to be single sided and not stapled and no folders.**
- **All documents/brochures must be printed on 8.5 x 11 letter size paper to be accepted.**
- **Please refrain from submitting colorful pictures/PowerPoint presentations.**

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.

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 be printed on 8.5 x 11 sized paper, single sided and not stapled copies to be accepted. Please refrain from submitting colorful pictures/PowerPoint Presentations.

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 nonpeak 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.

2025 Clallam County Public Works Lodging Tax Application Attachments

Project Budget-

		ENGINEER'S ESTIMATE		10/8/2024	
PROJECT NAME:		ODT ROOT INTRUSION REPAIR			
		Sequim Bay St Park to Barker Rd			
ITEM NO.	APRX QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	1	LS	MOBILIZATION		\$ 11,000.00
2	0.15	AC	CLEARING AND GRUBBING	5,000.00	750
3	139	TN	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	45.00	\$ 6,255.00
4	75	CY	Unsuitable Foundation Excavation Including Haul	60.00	\$ 4,500.00
5	3,200	LF	TRENCH & INSTALL ROOT BARRIER	13	\$ 41,600.00
6	139	TN	COMMERCIAL HMA	300.00	\$ 41,700.00
7	104	TN	CRUSHED SURFACING TOP COURSE	100.00	\$ 10,400.00
8	1,111	SY	SOIL RESIDUAL HERBICIDE	0.60	\$ 666.60
9	1	LS	MINOR CHANGES	2,500.00	\$ 2,500.00
10	1	LS	JD 270B Backhoe	12000	\$ 12,000.00
TOTAL =					\$ 131,371.60

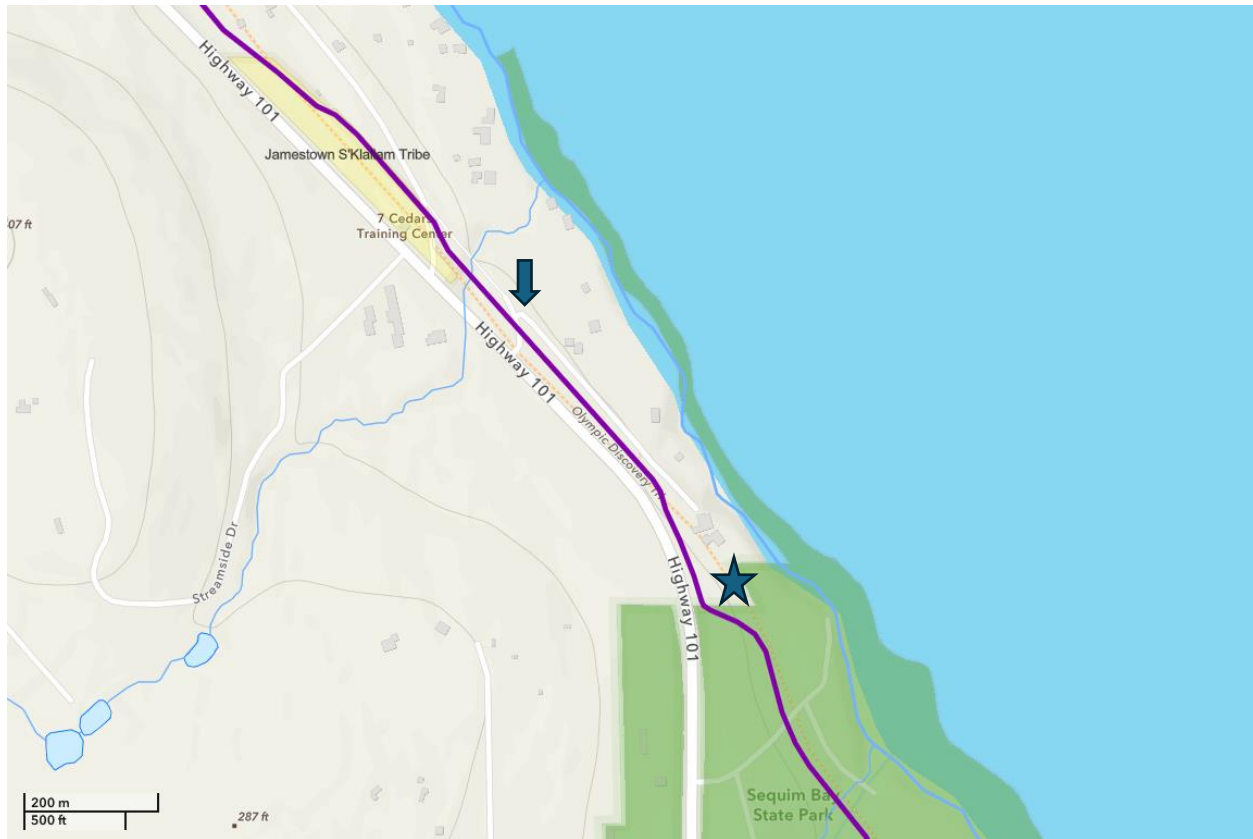
Notes:

- *Clearing & Grubbing* based on an estimated 2 foot swath on either side of the pavement.
- *Removal of structures & obstructions* based on 139 tons of asphalt removal
- *Unsuitable Foundation Excavation Including Haul* assumes 2 in dig below removed along entire 1000 foot replacement section, to improve grade, and lay down gravel top course for foundation & root exclusion
- *Trench & Install Root Barrier* assumes 10\$ per linear foot for excavation and installation+ \$3 liner foot for material
- *Crushed surfacing top course* assumes 2 in on 12 foot swath for 1000 foot section.
- Backhoe cost estimate based on 2023 quote with adjustment for inflation.

Material costs were based on several recent local projects, including the Airport Rd resurfacing project, the City of Sequim's recent root intrusion repair project, and others. As this is a smaller project, higher material costs are anticipated than large road projects.

2025 Clallam County Public Works Lodging Tax Application Attachments

Project Location & Photos



↓ Project Area Start

★ Project Area End

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*Spearheading the Vision of the
Olympic Discovery Trail since 1988*

P.O. Box 1836
Port Angeles, WA 98362
info@olympicdiscoverytrail.org
OlympicDiscoveryTrail.org



Mr. Steve Gray, Deputy Director
Clallam County Public Works Dept.
Clallam County Courthouse
223 E 4th St.
Port Angeles, WA. 98362

October 9, 2024

Dear Mr. Gray,

I am writing to express the Peninsula Trails Coalition's strong support for your department's Lodging Tax grant application aimed at repaving and repairing the section of the Olympic Discovery Trail from Sequim Bay State Park to Barker Rd. The ODT serves as a vital recreational and transportation resource for our community, promoting healthy lifestyles, environmental stewardship, and tourism.

Sections of the Olympic Discovery Trail have become compromised by root intrusion. The stretch from Sequim Bay State Park to Barker Road has become especially bad. These areas of root intrusion not only result in an uncomfortable cycling experience but can grow dangerous if left unrepaired. This repaving and root barrier installation will help reduce the number of trees that need to be removed in the future and will act as an experimental model for dealing with root intrusion in other areas of the trail. As part of the application, the county is also requesting a backhoe attachment for the newly acquired trail maintenance tractor. The backhoe will help in areas where root intrusion is starting, but entire section repaving is not required. It can also be used for a multitude of other trail maintenance issues, like drainage, debris clearing, and more. Equipment like this ensures work gets done more quickly and efficiently, enabling our volunteer crews to work more effectively than ever.

The Peninsula Trails Coalition strongly encourages the Lodging Tax Advisory Committee to fund the full amount of the Public Works Department's proposal for repaving of the Sequim Bay State Park to Barker Road section of the Olympic Discovery Trail.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Bohman".

Jeff Bohman
President
Peninsula Trails Coalition



APPLICATION NARRATIVE

Clallam County, which occupies the northwest corner of Washington State, was established in 1854 and is comprised of 1,750 square miles. The county is bordered on the north and west by joint Federal and State waters, and it has an international water border with British Columbia, Canada.

Within its boundaries are National Park, National Forest, WA Dept. of Natural Resources, State Park, and County Park recreation lands. Demographics include Indian Country belonging to four separate Native American Tribe communities (four reservation/trust lands) and three municipalities. The County also contains five airports, three US Coast Guard bases, one oceanic shipping port, one US Border Patrol station, and one of Washington State's two maximum security prisons.

Tourism, shipping, recreation, and government operations are operational sectors in Clallam County that utilize its roadways (in addition to the citizenry). In addition to five State routes, tribal roads, and municipal streets, Clallam County Public Works maintains 488 miles of roads and 37 bridges (with 485 miles of Bituminous Surface Treatment and Asphalt Concrete Pavement roads, and 3 miles of gravel roads).

The US 2020 census estimated Clallam County's population to be approximately 76,500. Approximately 21.8% of the population were in underserved communities within Clallam County. Additionally, approximately 7.6% of the populace was Hispanic or Latino, and approximately 5.8% of the populace was American Indian and Alaskan Native. Fewer identified as Asian or Black (approximately 2.1% and 1.2%, respectively).

Regarding fatal collision data among the populace, the 2017-2021 data set indicated that Clallam County experienced 38 deaths from fatal motor vehicle collisions (38 per Federal FARS data, 39 per State FARS data). That established an annual average death rate of 9.9 persons per capita per Federal data (10.2 per State data). In order of prevalence, primary risk factors involved in the fatal crashes were lane departure, impaired driving, excessive speed, unrestrained drivers, and distracted drivers.

To curb these trends, Clallam County has embraced the Target Zero vision, in which no one should be seriously injured or killed by traffic collisions. Under this philosophy, traffic deaths are preventable, and roadway safety is a collectively shared responsibility by all roadway users and stake holders. With the goal of reducing the number of fatal crashes to zero by 2030 through collaboration, innovation, and a shared commitment to safety,

Clallam County is committed to fulfilling its part in the Safe System's Approach with data-driven selection, prioritization and implementation of infrastructural improvement and counter measure deployment.

Therefore, Clallam County is seeking \$261,300 in funding to contract a consulting firm to conduct research and generate a data-driven Action Plan for a systemic approach to traffic safety with equitable application. In addition to having an action plan to identify and address, for example, high-risk roadway features, an action plan also becomes an effective tool for grant applications that seek funding for acquisition, implementation, and monitoring of countermeasures.

The additional benefits of doing our part to create safe roads for our citizens, industries, and tourists is that safer roads will provide (1) safe routes for post-crash care responders and (2) infrastructural supports for safer cars, such as those equipped with ADAS.