



AGENDA

CLALLAM COUNTY LODGING TAX ADVISORY COMMITTEE

**223 East 4th Street, Room 160
Port Angeles, Washington
September 11, 2025 – 2 p.m.**

Lodging Tax Advisory Committee meetings will 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: 836 9266 4344 and passcode: 12345 and use *9 to raise your hand.

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/83692664344> and use meeting ID: 836 9266 4344 and passcode: 12345

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

Public comment can be directed to the Clerk of the Board at 360-417-2256 or Loni.Gores@clallamcountywa.gov

- I. CALL TO ORDER, ROLL CALL**
- II. REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA**
- III. PUBLIC COMMENT**
- IV. APPROVAL OF MINUTES FOR THE MEETING ON:**
 - April 10, 2025
- V. BUSINESS**
 - a. Review of financial LTAC projections – Mark Lane
 - b. Discussion on 2026 allocations
 - c. Approval of a notice to call for 2026 Lodging Tax Funding Application
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

Next meeting date: November 13, 2025 at 2 p.m.

Clallam County Lodging Tax Advisory Committee

Draft Minutes



CLALLAM COUNTY LODGING TAX ADVISORY COMMITTEE MINUTES OF April 10, 2025

MEETING OF THE LODGING TAX ADVISORY BOARD (LTAC)

Chair Commissioner Johnson called the meeting to order at 2 p.m., Thursday, April 10, 2025. Also, present were Beth Pratt, Kim Reynolds, Christi Baron, Sean Coleman, Craig Jaeger, Victoria Jones, Molly McAleer, and Pamela Dahl.

REQUESTS FOR MODIFICATIONS/APPROVAL OF AGENDA

Commissioner Johnson requested to add a discussion on signage after the financial report.

ACTION TAKEN: Coleman moved to adopt the agenda as presented, seconded, motion carried

PUBLIC COMMENT

- Lissy Andros, Forks, commented on Field Arts and Events Hall funding request
- Sam Grello, Port Angeles, commented on Field Arts and Events Hall

APPROVAL OF MINUTES

- March 13, 2025

ACTION TAKEN: Reynolds moved to approve the minutes, Dahl seconded, motion carried

BUSINESS ITEMS

a. Review of financial LTAC projections

Mark Lane, Chief Financial Officer provided a financial update. LTAC Members held discussion.

b. Signage

Will Hebel provided an update on Signage along the Olympic Discovery Trail. LTAC Members held discussion.

c. Review and recommendations for 2nd call for 2025 LTAC funding applications

Commissioner Johnson provided a brief explanation of the review process for applications. He noted that the Prosecuting Attorney's Office review all applications and determines the eligibility of each application. He requested each applicant give a brief explanation of the requests submitted. LTAC Members reviewed the request amounts and provided feedback. Commissioner Johnson read the final recommended amounts into the record.

Applicant

Clallam County Public Works
Fungi Festival
Clallam Bay / Sekiu Visitors Center
Feiro Marine Life Center
Peninsula Trails Coalition
Dungeness Crab Festival
Field Arts and Events Hall

Recommended amount

\$9,794
\$21,000
\$15,000
\$30,220
\$10,000
\$55,000
\$60,000

ACTION TAKEN: Reynolds moved to approve the Clallam County Public Works funding request for \$9,794, Dahl seconded, motion carried

ACTION TAKEN: Reynolds moved to approve the Fungi Festival funding request for \$21,000, Coleman seconded, motion carried

ACTION TAKEN: Dahl moved to approve the Clallam Bay / Sekiu Visitors Center funding request for \$15,000, Reynolds seconded, motion carried

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MINUTES of April 10, 2025
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ACTION TAKEN: Dahl moved to approve the Feiro Marine Life Center funding request for \$30,220, Reynolds seconded, motion carried

ACTION TAKEN: Coleman moved to approve the Peninsula Trails Coalition funding request for \$10,000, Jagger seconded, motion carried (Pratt abstain)

ACTION TAKEN: Dahl moved to approve the Dungeness Crab Festival funding request for \$55,000, Jagger seconded, motion carried (Reynolds and Jones abstain)

ACTION TAKEN: Dahl moved to approve the Field Arts and Events Hall funding request for \$60,000, Jagger seconded, motion carried (Reynolds abstain)

NEXT MEETING – September 11, 2025

ADJOURNMENT - Meeting concluded at 4:29 p.m.

DRAFT

CLALLAM COUNTY
HOTEL/MOTEL TAX--FUND 19925
STATEMENT OF SOURCES, USES AND RESERVES
YTD AUGUST 2025 ACTUALS & 2025 BUDGET WITH 5 YEAR LOOK BACK

	BUDGET 2025 ADJUSTED BUDGET (BASED ON CURRENT COMMITMENTS AND BUDGET REVISIONS APPROVED BY BOCC)	PROJECTIONS PROJECTED 2025 --LTAC REVENUE UP +5.5% FOR YEAR (YTD AUGUST UP 6.6%, SEPT- DEC UP 4%)	ACTUALS--CURRENT YEAR WITH 5 YEAR LOOK BACK					ACTUALS--YTD PRIOR YEAR	
			2025	2024	2023	2022	2021	2024	% CHANGE VS PRIOR YEAR
REVENUE (SOURCES OF FUNDING)									
291.31331.00.0030 HOTEL/MOTEL TRANSIENT LODGING TAX	1,044,000	1,081,916	620,645	1,008,014	893,313	833,512	742,715	564,745	9.9%
291.31331.00.0040 HOTEL/MOTEL LODGING ADDITIONAL TAX	1,025,000	1,045,509	582,678	1,008,819	843,524	818,151	742,114	564,023	3.3%
291.33121.01.9100 AMERICAN RESCUE PLAN (LOST REVENUE, "KEEP THE LIGHTS ON")	-	-	-	-	-	-	-	-	-
291.33321.01.9100 CARES ACT-COVID-19 RELIEF ("KEEP THE LIGHTS ON")	-	-	-	-	-	-	-	-	-
291.36700.00.0000 CONTRIBUTIONS AND DONATIONS	-	-	-	-	-	-	-	-	-
291.39797.90.0240 TRANSFER FROM OPERATING TRANSFERS OUT	-	-	-	-	-	-	-	-	-
TOTAL REVENUE (SOURCES)	2,069,000	2,127,425	1,203,323	2,016,833	1,736,837	1,651,662	1,484,829	1,128,768	6.6%
% CHANGE VS PRIOR YEAR	3.0%	5.5%	6.6%	16.1%	5.2%	11.2%	42.6%		
% CHANGE VS PRIOR YEAR--EXCLUDING CARES	2.6%	5.5%	6.6%	16.1%	5.2%	11.2%	88.3%		
EXPENDITURES (USES OF FUNDING)									
291.55730.41.0116 CLALLAM BAY-SEKIU CHAMBER OF COMMERCE	-	-	-	-	-	12,000	12,000	-	-
291.55730.41.0117 CHAMBERS OF COMMERCE	-	-	1,205	1,205	1,567	1,567	567	1,205	0.0%
291.55730.41.0121 OLYMPIC PENINSULA VISITOR BUREAU	1,000,000	1,000,000	650,000	809,167	848,334	652,500	558,333	542,500	19.8%
291.55730.41.5110 PARKS/FAIR/FACILITIES	49,000	49,000	-	112,802	35,520	43,753	32,377	75,000	-100.0%
291.55730.41.5120 PUBLIC WORKS	529,794	529,794	-	84,400	-	-	150,000	-	-
291.55730.41.0118 FEIRO MARINE LIFE CENTER	30,220	30,220	30,220	29,495	-	-	-	29,495	2.5%
291.55730.49.0158 PORT ANGELES WATERFRONT DISTRICT	25,000	25,000	25,000	-	-	-	-	-	-
291.55730.49.0160 PA CHAMBER OF COMMERCE	30,000	30,000	30,000	30,000	-	85,000	35,000	30,000	0.0%
291.55730.49.0161 NEAH BAY CHAMBER OF COMMERCE	25,000	25,000	25,000	35,230	20,000	-	-	35,230	-29.0%
291.55730.49.0162 FORKS CHAMBER OF COMMERCE	40,000	40,000	40,000	35,000	35,000	53,638	40,000	35,000	14.3%
291.55730.41.0163 CITY OF FORKS	-	-	-	-	-	-	-	15,000	-100.0%
291.55730.49.0164 OLYMPIC THEATER ARTS	-	-	-	14,210	-	-	-	14,210	-100.0%
291.55730.49.0166 OLYMPIC PENINSULA FUNGUS FESTIVAL	21,000	21,000	21,000	12,500	-	-	-	12,500	68.0%
291.55730.49.0167 PORT ANGELES FINE ARTS	30,000	30,000	30,000	15,000	-	-	-	15,000	100.0%
291.55730.41.0168 CLALLAM TRANSIT SYSTEM	-	-	-	15,600	-	-	-	15,600	-100.0%
291.55730.41.0169 CLALLAM BAY/SEKIU VISITORS' CENTER	15,000	15,000	15,000	15,000	-	-	-	15,000	0.0%
291.55730.49.0170 PORT ANGELES MARATHON ASSOCIATION	38,630	38,630	38,630	29,355	15,000	-	12,500	29,355	31.6%
291.55730.49.0171 PORT ANGELES BASEBALL	-	-	-	-	-	60,000	-	-	-
291.55730.49.0172 PENINSULA ADVENTURE SPORTS	7,500	7,500	7,500	-	-	-	-	-	-
291.55730.49.0173 DUNGENESS CRAB & SEAFOOD FESTIVAL	55,000	55,000	55,000	-	-	15,550	-	-	-
291.55730.49.0174 PENINSULA TRAILS COALITION	50,000	50,000	40,441	55,200	10,000	20,000	-	49,500	-18.3%
291.55730.49.0175 LINCOLN PARK BMX ASSOCIATION	40,000	40,000	40,000	39,806	30,000	119,570	100,000	39,806	0.5%
291.55730.49.0176/181 PORT ANGELES WATERFRONT CENTER	260,000	260,000	260,000	400,000	45,000	145,000	-	400,000	-35.0%
291.55730.41.0177 PORT ANGELES YOUTH BASKETBALL	-	-	-	21,000	-	-	-	21,000	-100.0%
291.55730.41.0178 WASHINGTON FESTIVAL AND EVENTS	-	-	-	157,500	-	-	-	157,500	-100.0%
291.55730.41.0179 STORMKING FC	-	-	-	41,600	-	-	-	41,600	-100.0%
291.55730.49.0180 JUAN DE FUCA FESTIVAL	40,000	40,000	40,000	9,500	8,000	7,000	10,000	9,500	321.1%
291.55730.49.0182 CLALLAM BAY SLIPPOINT LIGHTHOUSE	10,000	10,000	10,000	-	-	-	-	-	-
291.55730.49.0183 PORT ANGELES CONCERTS ON THE PIER	11,000	11,000	11,000	-	-	-	-	-	-
291.55730.49.0184 GOPA LLC	10,000	10,000	10,000	-	-	-	-	-	-
291.55730.49.0185 FORKS TIMBER MUSEUM	-	-	-	-	-	-	67,142	-	-
291.55730.49.0186 NORTH OLYMPIC BASEBALL AND SOFTBALL	35,000	35,000	35,000	-	-	-	-	-	-
291.55730.49.0193 SOURCEONE DISPLAYS	-	-	-	-	5,000	-	-	-	-
291.55730.49.0194 HURRICANE RIDGE WINTER SPORTS	90,000	90,000	90,000	45,000	30,000	-	-	45,000	100.0%
291.55730.49.0195 OLYMPIC PENINSULA ROWING ASSOCIATION	15,000	15,000	15,000	20,000	20,000	-	-	20,000	-25.0%
291.55730.49.0196 SEQUIM IRRIGATION FESTIVAL	16,400	16,400	16,400	12,500	-	-	-	12,500	31.2%
291.55730.49.0197 IAN'S RIDE	-	-	-	5,000	-	-	-	5,000	-100.0%
291.55730.49.0198 PORT ANGELES CITY BALLET	10,000	10,000	10,000	7,500	-	-	-	7,500	33.3%
291.55730.49.0230 UNANTICIPATED PROJECTS (PRIOR YEARS INCLUDE "KEEP THE LIGHTS ON" FUNDING PROVIDED)	-	-	-	-	-	-	107,842	-	-
291.55730.49.9149 Copy Machine	-	-	-	650	-	-	-	-	-
TOTAL EXPENDITURES (USES)	2,483,544	2,483,544	1,546,396	2,054,220	1,103,421	1,215,578	1,125,761	1,674,000	-7.6%
EXCESS OF REVENUE(SOURCES) OVER EXPENDITURES(USES)	(414,544)	(356,119)	(343,073)	(37,387)	633,416	436,084	359,068	(545,233)	-37.1%
ENDING FUND BALANCE/RESERVES	1,927,170	1,985,595	1,998,641	2,341,714	2,379,101	1,745,685	1,309,601	1,833,868	9.0%

CLALLAM COUNTY
HOTEL/MOTEL TAX--FUND 19925
2025 TAX REVENUE REFORECAST

	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	2025
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected
Hotel/Motel Transient Lodging Tax	39,436	40,240	66,162	14,956	72,190	83,499	148,998	155,165	150,747	138,528	110,025	61,972	1,081,916
Hotel/Motel Transient Lodging Additional	38,740	39,870	65,985	14,946	72,174	83,498	112,610	154,854	150,786	138,528	111,546	61,972	1,045,509
TOTAL HOTEL/MOTEL TAX REVENUE	78,176	80,109	132,147	29,902	144,364	166,997	261,608	310,019	301,533	277,055	221,571	123,944	2,127,425
YOY % CHANGE--MONTH	28.7%	13.2%	17.0%	-74.1%	2.5%	6.9%	27.2%	16.4%	7.5%	4.0%	2.0%	0.0%	5.5%
YOY % CHANGE--CUMULATIVE	28.7%	20.4%	18.8%	-11.0%	-7.2%	-3.8%	3.6%	6.6%	6.8%	6.3%	5.8%	5.5%	5.5%

ORIGINAL BUDGET SCENARIO 1--UP 2.6% FROM 2024 ACTUAL (%s BELOW REFLECT 60 DAY LAG BETWEEN ACTIVITY AND TAX COLLECTION)													
YOY % CHANGE	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	3.0%	5.7%	-1.1%	4.5%	-10.8%	2.6%
TAX REVENUE	63,171	73,593	117,444	119,912	146,521	162,495	213,889	274,355	296,557	263,401	227,058	110,605	2,069,000

SCENARIO 2--+5.5% FOR YEAR (YTD AUGUST UP 6.6%, SEPT-DEC UP 4%)													
YOY % CHANGE	28.7%	13.2%	17.0%	-74.1%	2.5%	6.9%	27.2%	16.4%	7.5%	4.0%	2.0%	0.0%	5.5%
TAX REVENUE	\$ 78,176	\$ 80,109	\$ 132,147	\$ 29,902	\$ 144,364	\$ 166,997	\$ 261,608	\$ 310,019	\$ 301,533	\$ 277,055	\$ 221,571	\$ 123,944	\$ 2,127,425

Clallam County Lodging Tax Advisory Committee

Notice to call for application



Clallam County Lodging Tax Advisory Committee REQUEST FOR 2025 LODGING TAX FUNDING APPLICATIONS

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

Applications will be received at 223 East 4th Street, Room 150, Port Angeles, Washington until 12 p.m., Friday, October 10, 2025.

The sealed applications must be clearly marked on the outside of the envelope, "**2026 Lodging Tax Funding Applications**" and received in the Commissioner's Office no later than **12 p.m., Friday, October 10, 2025**. Commissioners Office LTAC, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Applications delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. **Submittals made in an incorrect format will not be considered.**

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

Loni Gores, Clerk of the Board
Clallam County Board of Commissioners
223 East Fourth Street, Suite 4
Port Angeles, WA 98362
loni.gores@clallamcountywa.gov or 360.417.2256 or
<https://www.clallamcountywa.gov/757/Lodging-Tax-Advisory-Committee-LTAC>

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

PASSED THIS 11th day of September 2025

ATTEST:

Lodging Tax Advisory Committee

Loni Gores, MMC, Clerk of the Board

Randy Johnson, LTAC Chair

Publish: September 16 and 19 (PDN) &
September 17 (SQ Gazette) & September 18 (Forks Forum)

Bill: Board of Commissioners – Lodging Tax Advisory Committee