

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
FROM: Adiel McKnight, Executive Assistant
DATE: December 23, 2024
SUBJECT: AGREEMENT re: 2025 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$50,000; Jefferson County Parks and Recreation

STATEMENT OF ISSUE:

This agreement provides grant funding for 2025 to certain non-profit agencies for the promotion of tourism and ongoing preservation of Jefferson County's heritage. The Lodging Tax Advisory Committee met on November 22, 2024 and reviewed request for proposals. This funding has been budgeted from the Hotel Motel (Lodging Tax) Fund, and approved by the Board of County Commissioners on December 9, 2024.

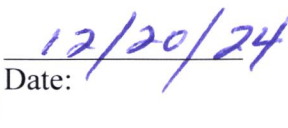
FISCAL IMPACT:

Jefferson County Parks and Recreation	\$50,000
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RECOMMENDATION:

Approve and sign the agreement.

REVIEWED BY:

 Mark McCauley, County Administrator	 Date: 12/20/24
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CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: Jefferson County Parks and Recreation

Contract No: LTAC JCPR

Contract For: Lodging Tax Funding

Term: Jan-Dec 2025

COUNTY DEPARTMENT: County Administrator
Contact Person: Adiel McKnight
Contact Phone: 102
Contact email: afmcknight@co.jefferson.wa.us

AMOUNT: \$50,000

Revenue: _____

Expenditure: \$50,000

Matching Funds Required: _____

Sources(s) of Matching Funds: _____

Fund # 125

Munis Org/Obj 12559700/597174

PROCESS:

- ☐ Exempt from Bid Process
☐ Cooperative Purchase
☐ Competitive Sealed Bid
☐ Small Works Roster
☐ Vendor List Bid
☒ RFP or RFQ
Other: _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒ N/A: ☐

Signature

Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐

Signature

Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 12/20/2024.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 12/20/2024.
Template pre-approved by PAO.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

**AGREEMENT FOR 2025 HOTEL-MOTEL FUNDING FOR TOURISM SERVICES
FOR JEFFERSON COUNTY PARKS AND RECREATION**

This Agreement is by and between Jefferson COUNTY, Washington (the COUNTY) and JEFFERSON COUNTY PARKS AND RECREATION ("RECIPIENT").

WHEREAS, RECIPIENT is a non-profit corporation registered with the Secretary of State of the State of Washington under UBI number 161 001 169; and

WHEREAS, the COUNTY desires to promote tourism in unincorporated Jefferson COUNTY, as authorized by Chapter 67.28 RCW and Chapter 3.25 Jefferson COUNTY Code; and

WHEREAS, the COUNTY appointed the Jefferson COUNTY Lodging Tax Advisory Committee ("LTAC") to review and recommend lodging tax proposals submitted to the COUNTY, as authorized by RCW [67.28.1817](#) and Chapter [3.25](#) Jefferson COUNTY Code; and

WHEREAS, RECIPIENT submitted a qualified lodging tax proposal to the LTAC;

WHEREAS, the LTAC reviewed and recommended funding all or part of RECIPIENT's qualified lodging tax proposal to the Jefferson County Board of Commissioners;

WHEREAS, the Jefferson County Board of Commissioners reviewed the LTAC recommendation for funding all or part of RECIPIENT's qualified lodging tax proposal and finalized an award of \$50,000 for the purposes recommended by the LTAC ("Final LTAC Award");

IN CONSIDERATION of the mutual covenants and agreements herein it is agreed by the parties as follows:

1. SERVICES TO BE PERFORMED USING THE LTAC AWARD

- a. RECIPIENT shall use its capabilities and utilize up to the total amount of Final LTAC Award for the approved tourism promotion services listed in Exhibit A and for no other purpose during the 2025 fiscal year.
- b. If the Final LTAC Award does not specify the approved tourism promotion services, then the use of the amounts approved in the Final LTAC Award shall be limited to the proposed tourism promotion services listed in RECIPIENT's proposal for the 2025 fiscal year, a copy of which is attached as Exhibit B.

2. RESPONSIBILITIES OF RECIPIENT

- a. On or before January 31; April 30; July 31; October 31, 2025; and January 31, 2026, RECIPIENT shall provide to the COUNTY all of the following, which are more specifically described in Exhibit C:
 - i. A quarterly report of the use, services, programs and activities of RECIPIENT under this Agreement for the prior quarter;

- ii. A quarterly financial statement detailing revenues, expenses and cash balances for the prior quarter; and for the final quarter report, the financial statement shall also include a detailed financial statement for all 2025.
 - iii. On or before January 31, 2026 or upon execution of this Agreement, whichever is later, provide to the COUNTY: A billing invoice requesting payment of Hotel-Motel Funding for the 2025 fiscal year.
- b. For a minimum of six (6) years, maintain documented proof of payments made, contracts executed, and other expenditures authorized under this Agreement. Upon reasonable notice, provide access to COUNTY or State representatives to audit those records.
- c. Funding provided by this Agreement may only be expended on the services described in Section 1 of this Agreement. Any monies used for other services or purposes shall be refunded to Jefferson COUNTY. Any monies under-expended of the total funding allocated under this Agreement shall be refunded to Jefferson COUNTY by January 31, 2026.
- d. By **February 28th** of each year provide all of the following information on Exhibit D, attached hereto and incorporated by reference for the previous year.
 - i. Each festival, event, or tourism facility owned and/or operated by RECIPIENT.
 - ii. The amount of lodging tax revenue allocated for expenditure (whether actually expended or not) by RECIPIENT on each festival, event or tourism facility.
 - iii. Estimated number of tourists served at each festival, event or tourism facility. ("Tourist" includes persons traveling more than 50 miles to the location of the event, festival or facility and overnight stays in the area).
 - iv. Estimated lodging stays. ("Lodging" refers to commercial lodging such as hotels, motels, resorts, bed and breakfasts, or commercial campgrounds).
 - v. Measurements that demonstrate the impact of increased tourism attributable to the event, festival or facility.

3. RESPONSIBILITY OF JEFFERSON COUNTY

- a. The COUNTY shall provide RECIPIENT funding from Hotel-Motel Tax receipts to be used in support of their responsibilities as defined under this Agreement.
- b. Said funding is in the amount of the Final LTAC Award for the 2025 fiscal year. Payment is conditioned on full compliance with this Agreement, including but not limited to, the submittal of the reports required by Section 2.
- c. Payment shall be made by the COUNTY upon receipt of an invoice on the next available billing cycle.

4. TERM

This Agreement shall be for a term of one year, commencing on January 1, 2025 and ending on December 31, 2025, except for the reports required in Section 2, which are due January 31, 2026 and February 28, 2026.

5. ASSIGNMENT

A party's interests in this Agreement may not be assigned to any other person.

6. TERMINATION

- a. This Agreement may be terminated, in whole or in part, by the COUNTY upon thirty (30) days written notice in the event expected or actual revenue from the Hotel-Motel Tax is reduced or limited in any way, or for non-performance of duties under this Agreement, or for any reason.
- b. RECIPIENT may terminate this Agreement upon thirty (30) days written notice to the COUNTY. In the event of termination under this clause, the COUNTY shall be liable to pay only for services rendered prior to the effective date of termination. If termination covers a period for which payment has already been made, RECIPIENT shall refund to the COUNTY a pro-rated share of the payment based upon the balance of time remaining in the paid period, unless otherwise negotiated.

7. HOLD HARMLESS

- a. RECIPIENT shall indemnify and hold the COUNTY, and its officers, employees, agents and volunteers (and their marital communities) harmless from and shall process and defend at its own expense, including all costs, attorney fees and expenses relating thereto, all claims, demands, or suits at law or equity arising in whole or in part, directly or indirectly, from RECIPIENT's negligence or breach of an of its obligations under this Agreement; provided that nothing herein shall require RECIPIENT to indemnify the COUNTY against and hold harmless the COUNTY from claims, demands or suits based solely upon the conduct of the COUNTY, its officers, employees, agents and volunteers (and their marital communities), and; provided further that if the claims or suits are caused by or result from the concurrent negligence of: (a) RECIPIENT's agents or employees; and, (b) the COUNTY, its officers, employees agents and volunteers (and their marital communities), this indemnity provision with respect to claims or suits based upon such negligence, and or the costs to the COUNTY of defending such claims and suits, etc., shall be valid and enforceable only to the extent of RECIPIENT's negligence, or the negligence of RECIPIENT's agents or employees.
- b. RECIPIENT specifically assumes potential liability for actions brought against the COUNTY by RECIPIENT's employees, including all other persons engaged in the performance of any work or service required of RECIPIENT under this Agreement and, solely for the purpose of this indemnification and defense, RECIPIENT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. RECIPIENT recognize that this waiver was specifically entered into pursuant to provisions of RCW 4.24.115 and was subject of mutual negotiation.

8. INSURANCE

RECIPIENT shall obtain and keep in force during the term of this Agreement, or as otherwise required, the following insurance:

- a. Commercial General Liability Insurance. RECIPIENT shall maintain commercial general liability coverage on a form acceptable to Jefferson COUNTY Risk Management for bodily injury, personal injury, and property damage, with a limit of not less than in the amount of at least \$1 million per occurrence, for bodily injury, including death, and property damage; and
- b. Worker's Compensation (Industrial Insurance). RECIPIENT shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson COUNTY Risk Management, upon request.

9. INDEPENDENT CONTRACTOR

- a. RECIPIENT and the COUNTY agree that RECIPIENT is an independent contractor with respect to the services provided pursuant to this Agreement.
- b. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.
- c. Neither RECIPIENT nor any employee of RECIPIENT shall be entitled to any benefits accorded COUNTY employees by virtue of the services provided under this Agreement.
- d. The COUNTY shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to RECIPIENT, or any employee, representative, agent or subcontractor of RECIPIENT.
- e. RECIPIENT shall be responsible for all applicable withholdings, deductions, state industrial insurance, tax reports, business licenses, registrations, and all other obligations of an independent organization.

10. COMPLIANCE WITH LAWS

RECIPIENT shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this Agreement.

11. CHOICE OF LAW

The parties agree that this Agreement is entered into in the State of Washington. This Agreement shall be governed by and construed under the laws of the United States, the State of Washington and the County of Jefferson, as if applied to transactions entered into and to be performed wholly within Jefferson County, Washington between Jefferson County residents. No party shall argue or assert that any state law other than Washington law applies to the governance or construction of this Agreement.

12. DISPUTES

- a. The parties agree to use their best efforts to prevent and resolve disputes before they escalate into claims or legal actions. Any disputed issue not resolved under this Agreement shall be submitted in writing within 10 days to the County Risk Manager, whose decision in the matter shall be final, but shall be subject to judicial review.
- b. If either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, each party in such action shall pay for its own attorney's fees and court costs.
- c. Any legal action shall be initiated in the Superior Court of the State of Washington for Jefferson County, subject to the venue provisions for actions against counties in RCW 36.01.050. The parties agree that the parties have the right of appeal from such decisions of the Superior Court under the laws of the State of Washington.
- d. RECIPIENT consents to the personal jurisdiction of the courts of the State of Washington.

13. DISCRIMINATION PROHIBITED

RECIPIENT with regard to the project to be completed under this Agreement, shall not discriminate on the grounds of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification in the selection and retention of employees, materials, supplies, or subcontractors.

14. INTEGRATED AGREEMENT

This agreement together with attachments or addenda represents the entire and integrated agreement between the COUNTY and RECIPIENT and supersedes all prior negotiations, representations, or agreements written or oral.

15. PUBLIC RECORDS ACT

This Agreement and any reports submitted by RECIPIENT are subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56.

16. RECORDS RETENTION AND AUDIT AUTHORIZATION

- a. A minimum of six years, RECIPIENT shall maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson COUNTY.
- b. Upon reasonable notice, RECIPIENT shall provide access to COUNTY or State representatives to audit records related to the funds provided to RECIPIENT under this Agreement.

17. NO SEVERABILITY

The terms of this Agreement are not severable. If any provision of this Agreement or the application of this Agreement to any person or circumstance shall be invalid, illegal, or

unenforceable to any extent, the remainder of this Agreement and the application this Agreement shall not be enforceable.

18. SURVIVAL

Those provisions of this Agreement that by their sense and purpose should survive the term of this Agreement shall survive the term of this Agreement for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters or actions begun within that period. Without limiting the generality of the preceding sentence, and for the avoidance of doubt, the provisions that survive the term of this agreement include: (a) controlling law; (b) insurance; and, (c) indemnification.

19. AMENDMENT, MODIFICATION AND WAIVER

- a. This Agreement may be not be amended or modified to change the approved tourism promotion services in the Final LTAC Award.
- b. Only the Jefferson County Board of Commissioners or their delegate by writing (delegation to be made prior to action) shall have the expressed, implied, or apparent authority to sign, alter, amend, modify, or waive any clause or condition of this Agreement.
- c. Any alteration, amendment, modification, or waiver of any clause or condition of this Agreement is not effective or binding unless made in writing and signed by the Jefferson County Board of Commissioners or their delegate.

SIGNATURES ARE ON THE FOLLOWING PAGE

JEFFERSON COUNTY WASHINGTON

Board of COUNTY Commissioners
Jefferson COUNTY, Washington

By: _____
Kate Dean, Chair Date

By: _____
Greg Brotherton, Commissioner Date

By: _____
Heidi Eisenhour, Commissioner Date

SEAL:

ATTEST:

Carolyn Galloway, CMC Date
Clerk of the Board

Approved as to form only:

 for 12/20/2024
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

**JEFFERSON COUNTY PARKS AND
RECREATION**

By: _____
Signature

Name: _____

Title: _____

Date: _____

EXHIBIT A

Itemized List of Tourism Promotion Services Approved in the Final Award

Jefferson County Parks and Recreation, Oak Bay, Lake Leland, and Quilcene Campgrounds LTAC 2025

FUNDED 2016-2023

Improvement, Maintenance, Operations, & Promotion of County Campgrounds

Total Grant Request \$50,000

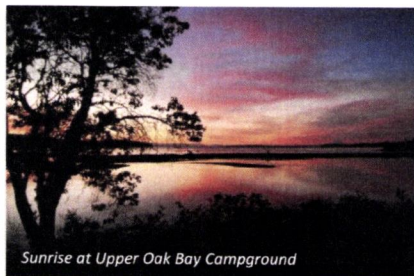
SECTION ONE

Itemized List of 2025 Proposed Services Expense Budget

Services Provided	Lake Leland Campground	Quilcene Campground	Upper & Lower Oak Bay Campgrounds	Total
Facility improvements and maintenance: 1.2 hours/day, 5 days/week, 8 months/year	\$ 7,456	\$ 7,456	\$ 7,456	\$ 22,368
Utilities	\$ 4,965	\$ 6,550	\$ 9,544	\$ 21,058
Skilled customer service 8am to 5pm, phone or in-person	\$ 1,391	\$ 1,391	\$ 1,391	\$ 4,174
Website www.countyrec.com	\$ 800	\$ 800	\$ 800	\$ 2,400
Total	\$ 14,612	\$ 16,197	\$ 19,191	\$ 50,000

This proposal meets ALL of the specified HIGH PRIORITY grant criteria:

- ✓ Improves and maintains destination public campgrounds
- ✓ Digital media & phone advice for tourists
- ✓ 9191 tourist nights in 2024 & projected 10,110 tourist nights in 2025
- ✓ 86% of tourists are from outside of Jefferson County
- ✓ 84,028 tourist/overnights in lodging establishments (2016-2024), all within unincorporated Jefferson County
- ✓ Cumulative economic impact \$2,345,702 (2016-2024) within unincorporated Jefferson County
- ✓ Proven track record of success since 2016
- ✓ Minimal duplication, high cooperation with our partners WDFW, WA State Parks, TCC, JHS.



pg. 1

EXHIBIT B
RECIPIENT'S PROPOSAL

**JEFFERSON COUNTY PARKS AND RECREATION REQUEST FOR
PROPOSAL ATTACHED**

2025 Proposal Checklist for Tourism Promotion Activities

Organization Name Jefferson County Parks and Recreation
Event Name, if different Improvement, Maintenance, Operations, & Promotion of
County Campgrounds

Proposed Contract Amount: \$50,000

Proposals must completely address the questions, and all requested supplemental information must be provided. Incomplete or late proposals may not be considered by the Jefferson County LTAC.

To be eligible for consideration, your application must be signed, dated, and include the following items **in the listed order**.

Check each item submitted:

- ✓ Signed and Dated Proposal Summary Sheet
- ✓ Section 1 - Itemized list of proposed services and estimated costs.
- ✓ Section 2 - Proposal Questions.
- ✓ Section 3 – 2024 budget and year-to-date income and expense statement(s).
- ✓ Section 3 - List of names and addresses of the organization's current Board of Directors.
Name and contact information for event chairperson, if applicable.
- ✓ Section 3 - Optional work samples such as season brochures, promotional materials, reviews, news/magazine articles, etc. (maximum of 5 separate pieces)

To be considered, **a fully completed and signed original application with supporting documents** must be electronically received and date stamped at the Jefferson County Administrator's Office, to Adiel McKnight @ afmcknight@co.jefferson.wa.us by **FRIDAY OCTOBER 4, 2024**.

Documents submitted to the County are public records, potentially eligible for release.

2025 Proposal Checklist for Tourism Promotion Activities

Proposal Deadline: FRIDAY OCTOBER 4, 2024 at 4:30 pm (received, not postmarked)
Electronically to Email Address: afmcknight@co.jefferson.wa.us

Please type (10 point or larger) or legibly print in ink. To be considered: all questions must be answered; all requested documents provided; this form must be signed and dated.

Organization Name Jefferson County Parks and Recreation
Organization Address 623 Sheridan St, Port Townsend, WA 98368
Contact Name Matt Tyler
Contact Address 623 Sheridan St, Port Townsend, WA 98368
Day Phone 360-385-9129 Evening or Cell Phone 360-531-1744
E-Mail Address mtyler@co.jefferson.wa.us
Facility/Event (if applicable) Facility Improvement, Maintenance, Operations, & Promotion of County Campgrounds
Total Lodging Tax Request: \$ 50,000
Estimated 2025 org. operating budget (Incl. Lodging Tax funds) \$: \$1,123,247

If asking for funds for a specific event, list other cash funding sources and dollar amounts budgeted for this project. Note: This section is only due for specific event and festival funding requests.	N/A	Dollar Amount
		\$
		\$
		\$
		\$
		\$
		\$
Total Project Revenue Budget		\$

Did your organization receive Lodging Tax Funds from the County in 2024? yes X no

I understand that if my organization's proposal for tourism promotion activities is approved by the County that my organization will enter into a contract with the County to provide the contracted services up to the maximum contract amount. I understand that the proposal herein is a public record potentially eligible for public release.

Sign Name: Matthew L. Tyler Date: October 2, 2024
Print Name and Title: Jefferson County Parks and Recreation Manager

1. Itemized List of Proposed Tourism Promotion Services

Organization (or Event) Name: Jefferson County Parks and Recreation

In the following space or on a separate sheet of paper, please specify each proposed tourism promotion, facility, event or activity, including quantities and costs (see examples at bottom of page).

Please see attached document

FUNDED 2016-2023

Improvement, Maintenance, Operations, & Promotion of County Campgrounds

Total Grant Request \$50,000

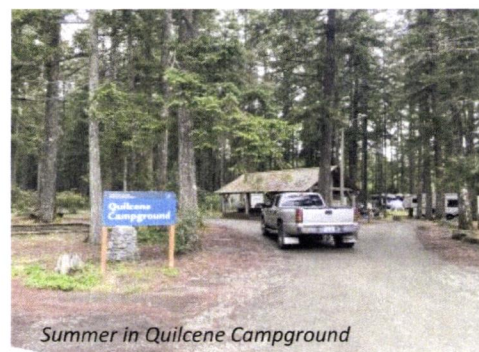
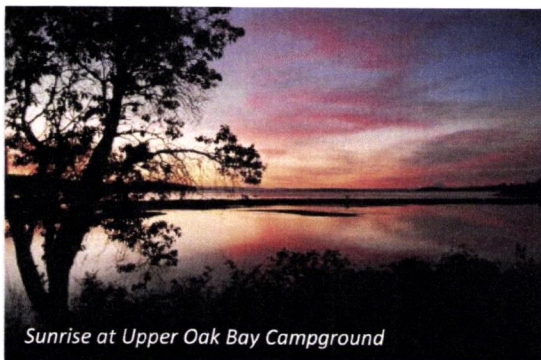
SECTION ONE

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This proposal meets ALL of the specified HIGH PRIORITY grant criteria:

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SECTION 2 - Proposal Questions

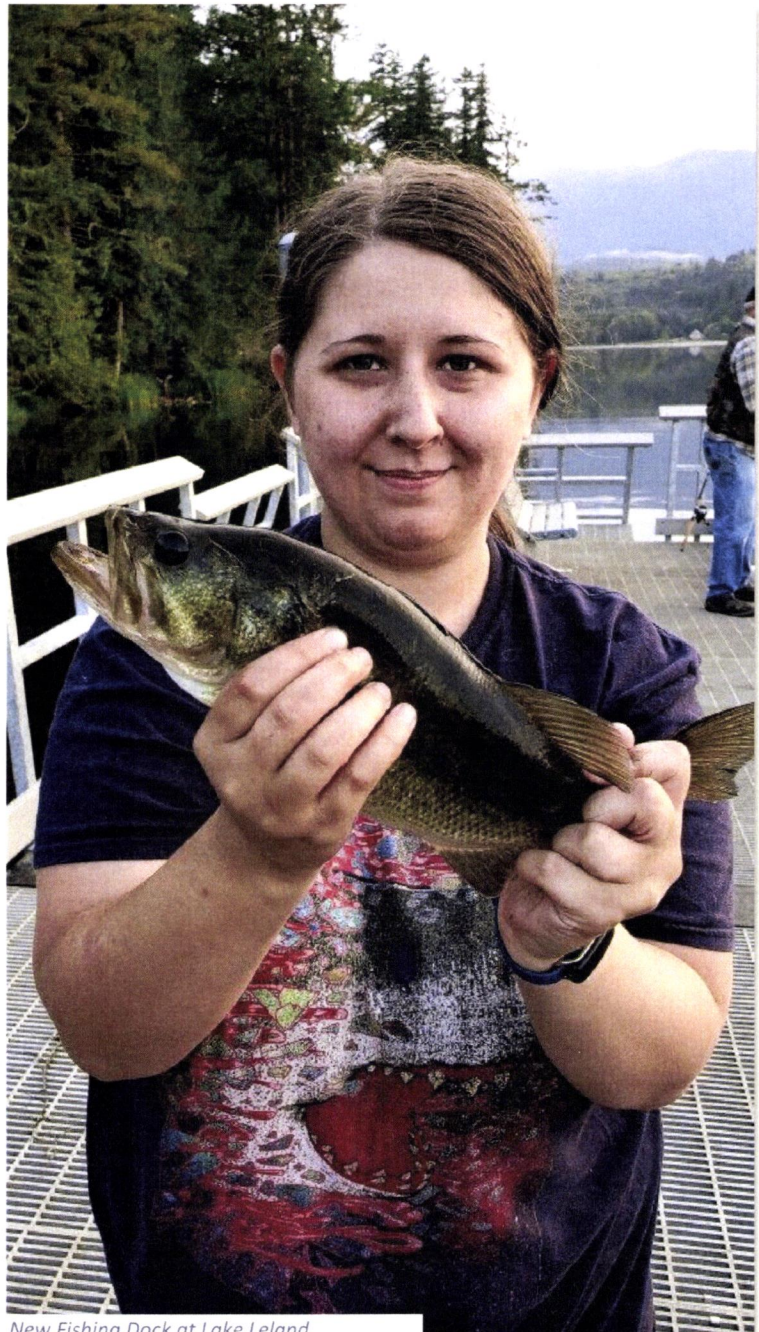
Question #1 Description of the facility. Launched in 2016, this program has a nine-year record of success. The proposal is to continue LTAC funding for: 1) operating, maintaining, and 2) developing and improving tourism facilities owned by Jefferson County including: Upper and Lower Oak Bay Campgrounds, Lake Leland Campground, and Quilcene Campground. The facilities will be open for the season from April 1, 2025 to November 1, 2025. Without LTAC funds, campgrounds will close 2025.

Supervision includes daily rule compliance by professional staff. The Parks and Recreation Manager provides a friendly welcoming presence in every campground three days per week by meeting, greeting, and consulting with campground users. Maintenance visits occur daily. Professional parks staff clean restrooms, fire rings, and campsites. Maintenance includes mowing, landscaping, and tree service. The campgrounds are in top condition and look beautiful and inviting. Our dedicated team presents welcoming, attractive campgrounds.

Lake Leland Campground Out-of-county campers are seeking remote areas with fewer people. Lake Leland Campground is adjacent to the Lake Leland access area, which features a fishing dock, boat ramp, bank fishing areas, parking, and a toilet.

Quilcene Campground Tourists from the Seattle/Tacoma region want easy access to Hood Canal, and the Olympic Mountains. Quilcene campground is adjacent to the Quilcene Ranger Station and a great base camp for adventures in the area. Quilcene Campground is minutes from the Linger Longer Marina on the Hood Canal. Active tourists love hiking the many trails accessed via Penny Creek Road.

Upper and Lower Oak Bay Campgrounds Overnighters from Island, Kitsap, Clallam, Pierce, and King counties love these campgrounds. They feature beautiful views of Oak Bay, Indian Island, Marrowstone Island, and as far as Mount Rainier on a clear day. Saltwater access for paddle sports, fishing, clamming, and boating of all types is a main attraction. Oak Bay campgrounds are located in the heart of Jefferson County, just 2.3 miles (five minutes) from the commercial core of Port Hadlock, and 7.7 miles from Port Ludlow (twelve minutes). Twelve new electrical services and a new camp host site were installed at Upper Oak Bay sites in 2024.



New Fishing Dock at Lake Leland

Question #2 History and Improvements. Launched in 2016, this LTAC program has 9 continuous years of proven success. Due to an oversight Parks and Rec did not apply for LTAC funds in 2024. Jefferson County was able to do a one-time emergency allocation to keep the campgrounds open and maintained in 2024.

Major improvements were completed in the campgrounds in 2024 including: (a) new picnic tables installed at Upper Oak Bay and Lake Leland; (b) 14 new electrical pedestals installed at Upper Oak Bay (entire site is now electrified); (c) New camp-host site at Upper Oak Bay with better location near the entrance looking over the entire campground, power & water; (d) Upper Oak Bay completely re-graded and graveled.

ParkMobile was added to all four campgrounds as mobile payment option. The option to pay with your phone has been greatly appreciated. Over 50% of campers are using ParkMobile. Cash payments are also still accepted.



New Mobile Payment System
Started Summer of 2024



New Picnic Tables, Lake Leland and Oak Bay
Installed spring of 2024



New Electric Services – 14 Upper Oak Bay Sites Launched April, 2024

Question 3, Marketing and Promotion. Marketing and promotions are 100% digital. The target audiences are: (1) the greater metropolitan area of the entire Puget Sound Region, as well as Clallam County communities such as Port Angeles and Sequim; (2) the entire United States and (3) British Columbia, Canada. The Puget Sound region is home to over 4 million people seeking high quality tent and RV camping in a rural area. Planning a trip and finding accurate information is a major barrier to tourism, especially new tourists. Tourists from around the USA and British Columbia visit Jefferson County Campgrounds. The timeline for advertising and promotion is year-round, and the campgrounds are open from April 1 to October 31. Promotion methods and partnerships ensure a broad reach including:

- 1) Partnership with the Tourism Coordinating Council. Jefferson County Park maps are available online at enjoyolympicpeninsula.org and countyrec.com. The Olympic Visitors Center staff are very knowledgeable about the county campgrounds.
- 2) Comprehensive camping and tourism information is published on countyrec.com. This website had 106,000 page views from 29,000 unique tourists between Oct 1, 2023 and October 1, 2024. A total of 3% of tourists were from Canada. Of the US tourists, 35% were from out of state, mainly California and Oregon. Of the Washington State tourists, 79% were from out of Jefferson County mainly from the Seattle/Tacoma region, followed by Kitsap and Clallam Counties. Countyrec.com is the top of Google searches "camping in Jefferson County, camping in Quilcene, camping in Port Hadlock," and other search terms.
- 3) Jefferson County Digital Interactive Map. This beautiful interactive guide shows tourists complete information about County, State, and National Parks in an interactive format. To view it [click here](#).
- 4) Live support on the phone and in person. Knowledgeable and friendly professionals provide information and advice on the phone and in person at the Jefferson County Public Works office. Trained professional staff provide up to date information and advice from 8am to 5pm Monday through Friday except holidays. This service is rare and invaluable. Finding good information is the major challenge facing tourists. A central message is a "spontaneous trip", no reservations required.
- 5) Collaboration with Washington State Parks, and the US Forest Service. State parks regularly refers tourists to the Jefferson County Campgrounds. The US Forest Service Quilcene Ranger station also refers people to our campgrounds, especially since Falls View Campground remains closed.
- 6) Collaboration with Washington Department of Fish and Wildlife. WDFW completed a new dock, parking lot improvements, and a new toilet at Lake Leland Campground in 2021. The project is a major improvement to fishing, a huge draw at Lake Leland. The WDFW Lake Leland webpage provides up to date fishing information as well as a **Lake Leland Trout Derby!** It and can be seen by [clicking here](#).
- 7) Free publicity in the [Port Townsend Leader Getaway Guide 2024](#). Pages 46 to 49 provide complete information about our parks and campgrounds including a map and photos. This program is entirely free of charge.



pg. 4

Question #4 Measurement of Effectiveness. The economic impact and effectiveness of this tourism facility in unincorporated Jefferson County is measured by tracking both the number of tourists, the number of nights they stay, and where came from for each campground.

Park Mobile was added in the summer of 2024. Tourist can easily pay with their cell phone using either the app, a call up service, or a website. Park Mobile accepts every major payment system including all credit cards, ApplePay, GooglePay, and PayPal. Park Mobile has been widely adopted by our campers.

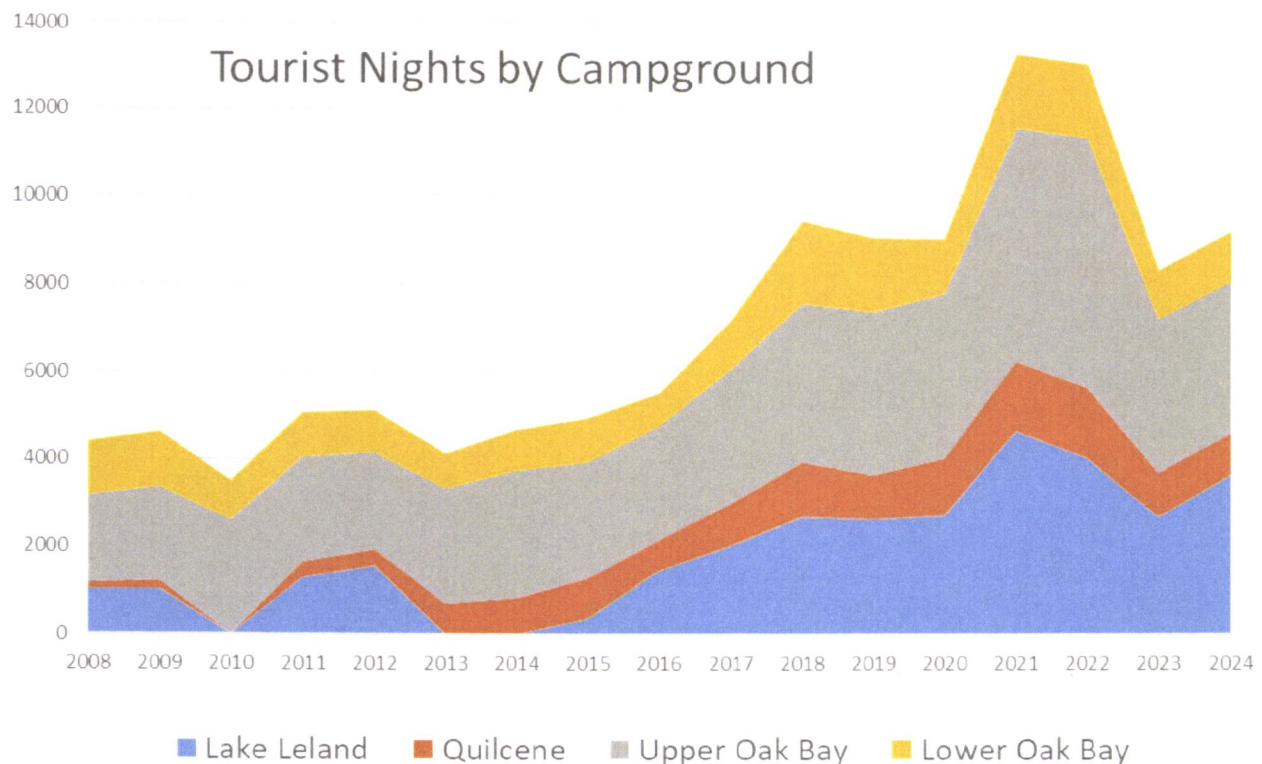
In 2024, 86% of tourists in our campgrounds were from out of Jefferson County.

49% of tourists came from other Washington counties, mainly King, Pierce, Thurston, Kitsap, Whatcom, Snohomish, Mason, and Clallam Counties

37% of tourists came from out of state. States included PA, AZ, NV, CO, UT, WI, FL, NC, OR, AK, CA, MT, IN, MN, IL, AL, MA, OK, HI, NM, & SC. Of the out of state tourists, 10% were from Canada including the provinces of BC, Alberta, and Quebec.

Nationwide, camping reached an all-time high during the pandemic. Camping slowed down after the pandemic but started to rebound in 2024.

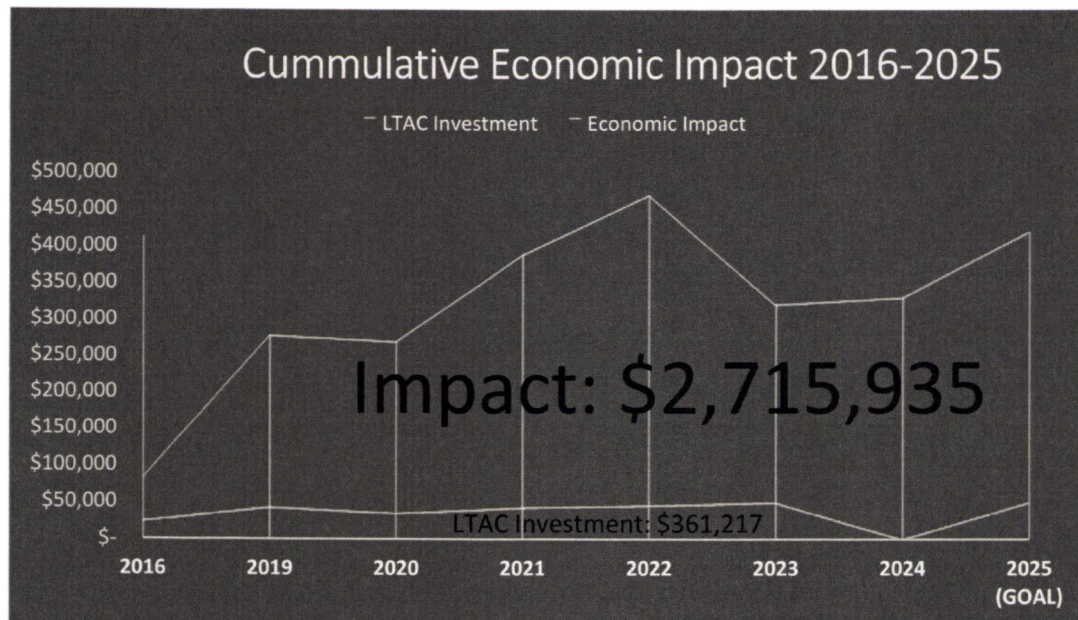
*86% of county
campground
users were from
out of Jefferson
County in 2024*



Question #5 Economic Impact. Quantitative analysis based on the research of John L. Crompton, (Measuring the Economic Impact of Park and Recreation Services, 2010 (see www.nrpa.org) indicates that the economic impact of Jefferson County Campgrounds in 2024 was \$330,564. Money brought from outside the county has a ripple effect throughout Jefferson County. Each LTAC dollar invested generated an economic value of \$6.61. The estimated economic impact in 2025 is estimated to be \$361,217.

Estimated 2024 Annual Economic Impact Analysis Combined Campgrounds

Campground	Occupancy in Individuals	Estimated Expenditure per Individual per Trip				Total
		Restaurants (\$13.50)	Supplies (\$19.75)	Fuel (\$8.25)		
Lake Leland	2,430	\$ 32,807	\$ 47,996	\$ 20,049	\$	100,852
Quilcene	641	\$ 8,651	\$ 12,656	\$ 5,287	\$	26,593
Upper Oak Bay	2,295	\$ 30,978	\$ 45,320	\$ 18,931	\$	95,229
Lower Oak Bay	762	\$ 10,282	\$ 15,042	\$ 6,283	\$	31,606
Total	6,127	\$ 82,718	\$ 121,013	\$ 50,550	\$	254,281
Multiplier						1.3
Total Economic Impact						\$ 330,564.91
Direct expenditure per visitor						\$ 41.50
Total economic impact per visitor						\$ 53.95
Economic Value of Every LTAC Dollar						\$ 6.61



6,127 people stayed in Jefferson County Campgrounds in 2024
6,863 people are expected to stay in 2025

Question #6 Organizational Expertise Jefferson County Parks and Recreation is a Division of Jefferson County Public Works. Parks and Recreation has 52-year history of success and currently operates 19 parks spanning 1,100 acres. Jefferson County Parks and Recreation is expert at operating high quality, well-maintained public parks.

Our campground services are unique in that no reservation and no special pass are required. The state parks in Jefferson County are generally completely booked months in advance of the camping season (March – October). Groups and individuals who do not have a reservation can still make a spontaneous trip to Jefferson County by visiting a Jefferson County Campground.

Lake Leland is the only campground in Jefferson County adjacent to a large freshwater lake with outstanding sport fishing opportunities. Lower Oak Bay is located in a unique setting between a saltwater lagoon and the beaches of Oak Bay, but within easy access to the Port Hadlock commercial center, Indian Island County Park, and the beautiful state parks on Marrowstone Island. Upper Oak bay is perched above it all with outstanding views of Oak Bay to the South. Quilcene campground has access to the shopping and restaurants of Quilcene, as well as the natural wonders of hiking in the Buckhorn Wilderness or boating and swimming in Quilcene Bay.



Lake Leland Fishing Dock



Terry Taylor, New Oak Bay Camphost

FUNDED 2016-2023**Maintenance, Operations, & Promotion of County Campgrounds****Total Grant Request \$50,000****Section 3 Attachment****Proposed 2025 Income and Expense Budget****Itemized List of 2025 Proposed Services Expense Budget**

Services Provided	Lake Leland Campground	Quilcene Campground	Upper & Lower Oak Bay Campgrounds	Total
Facility improvements and maintenance: 1.2 hours/day, 5 days/week, 8 mo/year	\$ 7,456	\$ 7,456	\$ 7,456	\$ 22,368
Utilities	\$ 4,965	\$ 6,550	\$ 9,544	\$ 21,058
Live customer service 8am to 5pm, phone or in-person	\$ 1,391	\$ 1,391	\$ 1,391	\$ 4,174
Website www.countyrec.com	\$ 800	\$ 800	\$ 800	\$ 2,400
Total	\$ 14,612	\$ 16,197	\$ 19,191	\$ 50,000

2025 Proposed Revenue Budget

Revenue	Leland	Quilcene	Oak Bay	Total
LTAC Funds	\$ 14,612	\$ 16,197	\$ 19,191	\$ 50,000

2024 Budget and Actual Income and Expenses 2024 to Date*

70080 - LOWER OAKBAY CAMPGROUND								
BARS #			DESCRIPTION	2024 1ST QTR	2024 2ND QTR	2024 3RD QTR*	2024 4TH QTR	2024 YTD
576	80	10	SALARIES & BENEFITS	673	3,368	1,740		5,781
576	80	31	OPERATING SUPPLIES					0
576	80	32	FUEL CONSUMED					0
576	80	35	SMALL TOOLS & EQUIP					0
576	80	41	PROFESSIONAL SERVICES					0
576	80	45	OPERATING RENTALS & LEASES					0
576	80	47	PUBLIC UTILITIES SERVICES		749	875		1,624
576	80	48	REPAIR & MAINTENANCE	1,135				1,135
576	80	49	MISCELLANEOUS					0
576	80	91	INTERFUND PROF SVCS					0
576	80	93	INTERFUND SUPPLIES					0
576	80	95	INTERFUND RENTAL & LEASES					0
			PROJECT TOTAL	1,808	4,117	2,616	0	8,540
70180 - UPPER OAKBAY CAMPGROUND								
BARS #			DESCRIPTION	2024 1ST QTR	2024 2ND QTR	2024 3RD QTR*	2024 4TH QTR	2024 YTD
576	80	10	SALARIES & BENEFITS	11,883	4,643	3,063		19,609
576	80	31	OPERATING SUPPLIES	204	19			222
576	80	32	FUEL CONSUMED					0
576	80	35	SMALL TOOLS & EQUIP					0
576	80	41	PROFESSIONAL SERVICES					0
576	80	42	COMMUNICATIONS					0
576	80	44	ADVERTISING		330			330
576	80	45	OPERATING RENTALS & LEASES	245				245
576	80	47	PUBLIC UTILITIES SERVICES	196	2,630	1,962		4,810
576	80	48	REPAIR & MAINTENANCE	273	23	1,159		1,456
576	80	49	MISCELLANEOUS					0
576	80	91	INTERFUND PROF SVCS					0
576	80	93	INTERFUND SUPPLIES	98				98
576	80	95	INTERFUND RENTAL & LEASES			281		281
			PROJECT TOTAL	12,902	7,644	6,505	0	27,051
70090 - QUILCENE CAMPGROUND								
BARS #			DESCRIPTION	2024 1ST QTR	2024 2ND QTR	2024 3RD QTR*	2024 4TH QTR	2024 YTD
576	80	10	SALARIES & BENEFITS	2,310	3,372	2,447		8,129
576	80	31	OPERATING SUPPLIES					0
576	80	32	FUEL CONSUMED					0
576	80	35	SMALL TOOLS & EQUIP					0
576	80	41	PROFESSIONAL SERVICES					0
576	80	45	OPERATING RENTALS & LEASES					0
576	80	47	PUBLIC UTILITIES SERVICES	596	1,285	1,852		3,733
576	80	48	REPAIR & MAINTENANCE	156	350			507
576	80	49	MISCELLANEOUS					0
576	80	91	INTERFUND PROF SVCS					0
576	80	93	INTERFUND SUPPLIES					0
576	80	95	INTERFUND RENTAL & LEASES					0
			PROJECT TOTAL	3,062	5,007	4,299	0	12,368
70080 - LAKE LELEND CAMPGROUND								
BARS #			DESCRIPTION	2024 1ST QTR	2024 2ND QTR	2024 3RD QTR*	2024 4TH QTR	2024 YTD
576	80	10	SALARIES & BENEFITS	6,833	5,825	2,871		15,528
576	80	31	OPERATING SUPPLIES					0
576	80	32	FUEL CONSUMED					0
576	80	35	SMALL TOOLS & EQUIP					0
576	80	41	PROFESSIONAL SERVICES					0
576	80	45	OPERATING RENTALS & LEASES					0
576	80	47	PUBLIC UTILITIES SERVICES	85	2,133	895		3,113
576	80	48	REPAIR & MAINTENANCE	1,315	116			1,431
576	80	49	MISCELLANEOUS					0
576	80	91	INTERFUND PROF SVCS					0
576	80	93	INTERFUND SUPPLIES					0
576	80	95	INTERFUND RENTAL & LEASES	299				299
597	74	64	CAPITAL OUTLAY					
			PROJECT TOTAL	8,532	8,074	3,765	0	20,370
			TOTAL ELIGIBLE EXPENSE	26,303	24,842	17,185	0	68,330
			REVENUES					
397	00	0125	TRXFR IN FRM HOTEL/MOTEL					0
			REMAINING LTAC FUNDS REVENUE - EXPENSES	(26,303)	(24,842)	(17,185)	0	(68,330)

FUNDED 2016-2023

Maintenance, Operations, & Promotion of County Campgrounds

Total Grant Request \$50,000

Section 3 Attachments

List of Board of Directors

County Commissioner District 1

Kate Dean

County Commissioner District 2

Heidi Eisenhour

County Commissioner District 3

Greg Brotherton

Mailing Address

Board of County Commissioners

P.O. Box 1220

Port Townsend, WA 98368



Mountain Biking the Lower Big Quilcene Trail

FUNDED 2016-2023
Maintenance, Operations, & Promotion of County Campgrounds
Total Grant Request \$50,000
Section 3 Attachments
Advisory Board Members

Jefferson County Parks and Recreation Advisory Board Membership List As of October 4, 2024	
NAME	REPRESENTING
Open	District #1
Vern Bessey	District #1
Jacob Davidson	District #1
Taylor McCormack	District #2
Bob Hoyle	District #2
Marianne Walters	District #2
Karin Nyrop	District #3
Susie Marshall	District #3
Jon Cooke	District #3

FUNDED 2016-2023

Maintenance, Operations, & Promotion of County Campgrounds

Total Grant Request \$50,000

Section 3

Promotional Materials Included

1. Campground Maps
 - Lake Leland
 - Quilcene
 - Upper Oak Bay
 - Lower Oak Bay
2. Jefferson County Parks Map and Guide Brochure
3. Campground Rules Rack Card
4. PT Leader Getaway Guide Pages 46-49



JEFFERSON COUNTY PARKS & RECREATION

Lake Leland Campground *Open April 1 - October 31*

22 Campsites • Access to Lake Leland

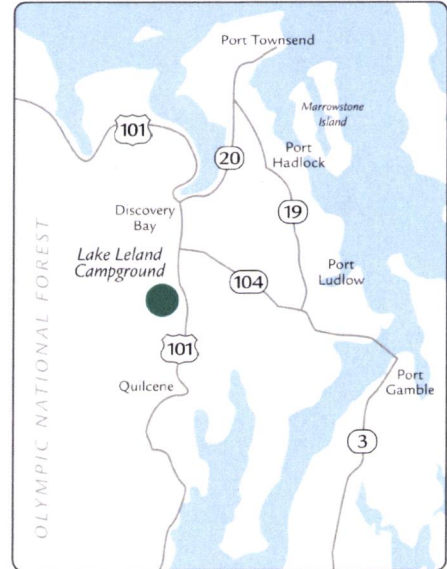
165 Leland Valley Road West, Quilcene WA • Beautiful Lake Leland Campground is located 300 yards west of US 101 on Leland Valley Road, about six miles north of Quilcene and five miles south of Discovery Bay.

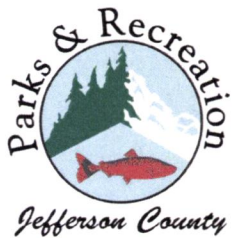
Campsites include picnic table and fire ring. Fee \$18 per night. One camper or RV per site; maximum two vehicles. Third vehicle permitted for an additional \$10/night. A vehicle is defined as a car, truck, RV, or trailer such as a camper, utility, or boat trailer. All vehicles and equipment must fit in your site. Checkout time 3pm. Quiet hours 10pm to 7am. Do not leave campfires unattended. No fireworks. Dispose of cigarette butts properly. Dogs on leash at all times. Public consumption of alcohol and marijuana is illegal in Washington. Please see complete campground rules for more information.

No water at this campground—bring plenty of water!

Amenities • Fishing pier • Boat ramp • Toilets • Trash containers

Local Attractions • Fishing • Paddle sports • Swimming • Quilcene shops and restaurants • Hood Canal and Quilcene Bay • Linger Longer Marina • Olympic Mountains hiking and biking • Mount Walker hiking and view points





JEFFERSON COUNTY PARKS & RECREATION

Quilcene Campground *Open April 1 - October 31*

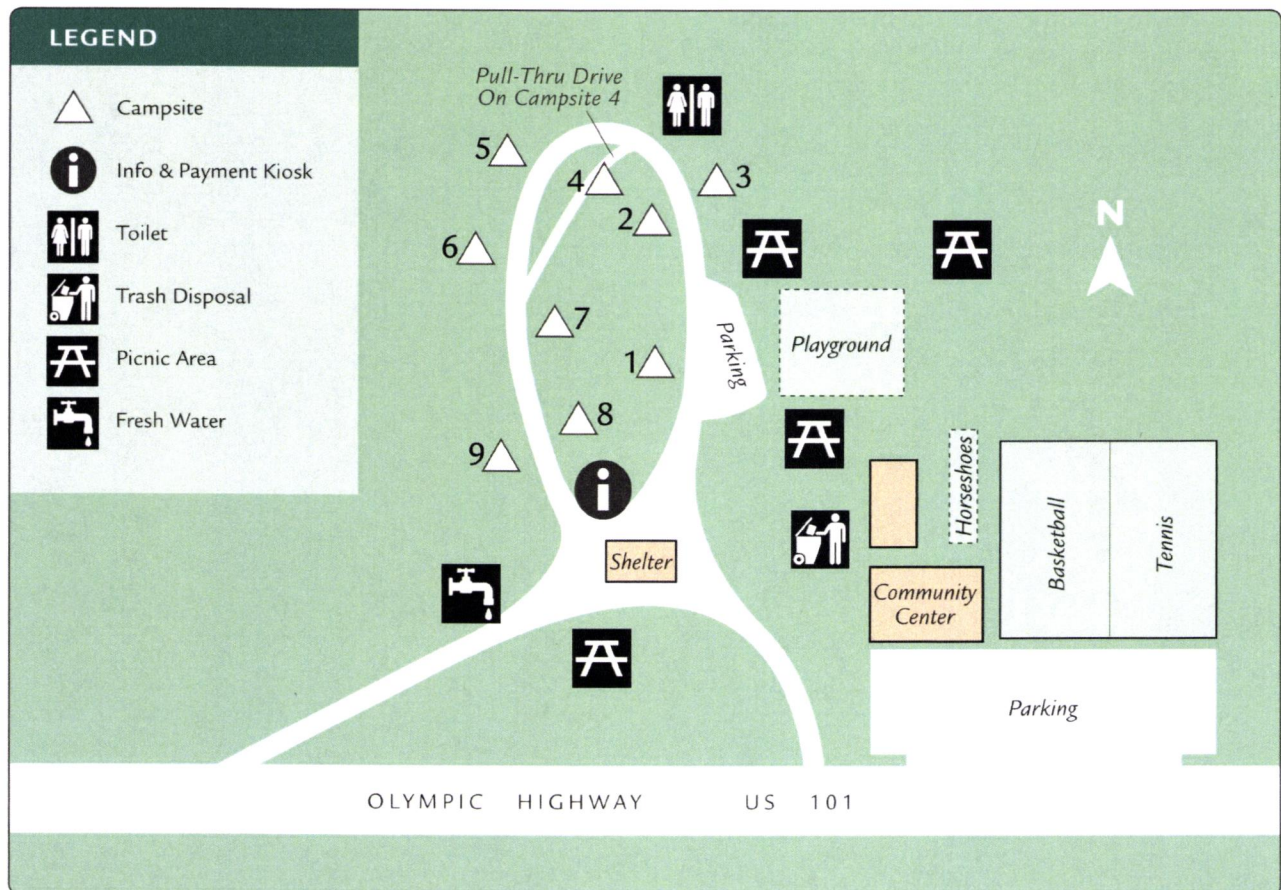
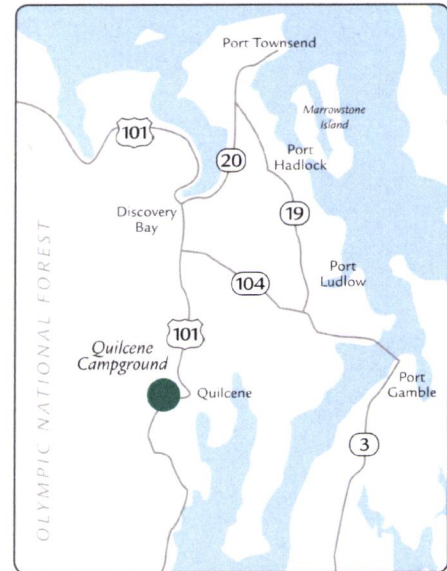
9 Campsites • Access to Quilcene Bay and Olympic Mountains

294964 US 101, Quilcene WA • This lovely wooded campground is located on historic US 101 in the heart of Quilcene, adjacent to the Community Center.

Campsites include picnic table and fire ring. Fee \$15 per night. One camper or RV per site; maximum two vehicles. Third vehicle permitted for an additional \$10/night. A vehicle is defined as a car, truck, RV, or trailer such as a camper, utility, or boat trailer. All vehicles and equipment must fit in your site. Checkout time 3pm. Quiet hours 10pm to 7am. Do not leave campfires unattended. No fireworks. Dispose of cigarettes butts properly. Dogs on leash at all times. Public consumption of alcohol and marijuana is illegal in Washington. Please see complete campground rules for more information.

Amenities • Picnic areas • Playground • Basketball court • Tennis court
• Toilet • Trash container • Fresh water

Local Attractions • Quilcene shops and restaurants
• Linger Longer Marina, Quilcene Bay • Olympic Mountains hiking and biking
• Mount Walker hiking and view points • Quilcene River fishing
• Quilcene Museum





JEFFERSON COUNTY PARKS & RECREATION

Upper Oak Bay Campground *Open April 1 - October 31*

20 Electric Campsites • Access to Oak Bay

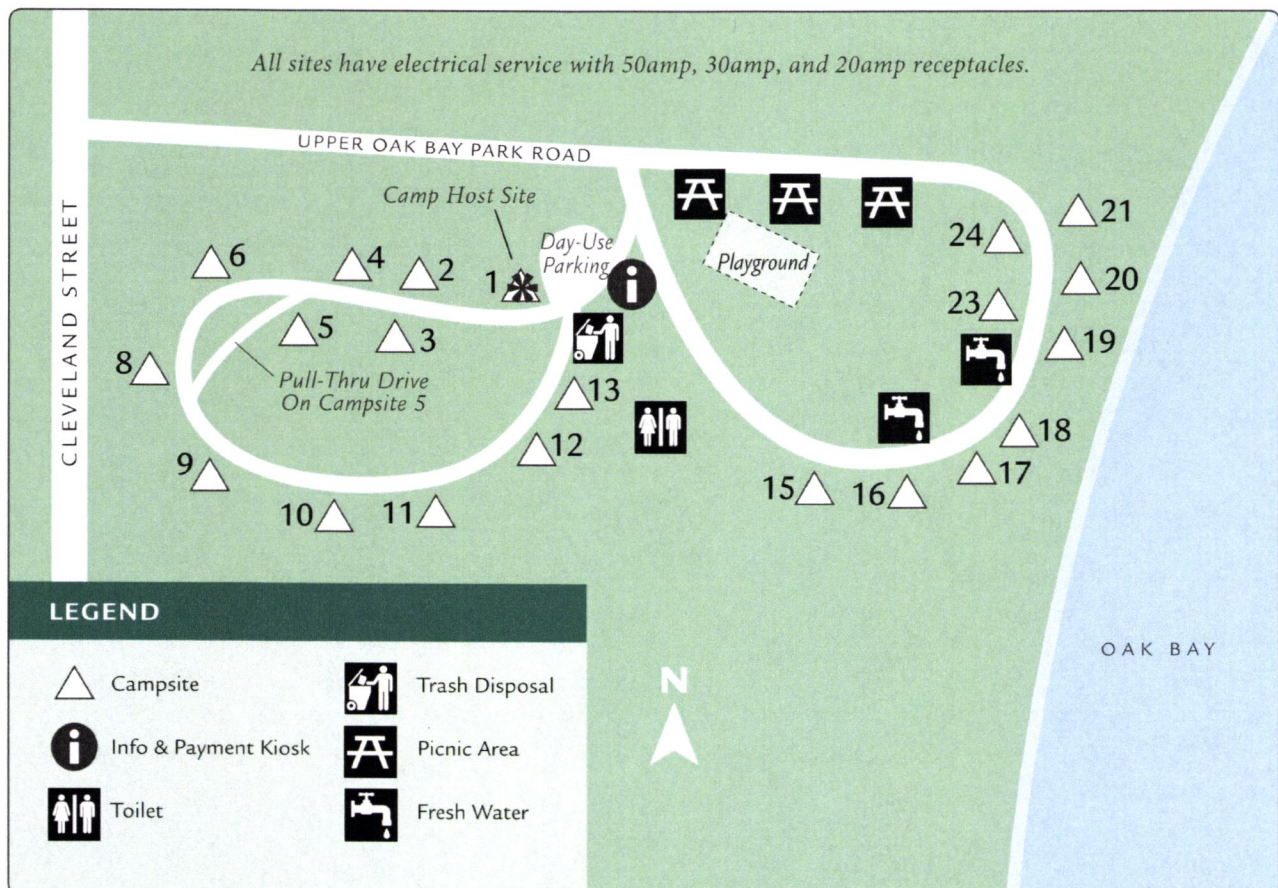
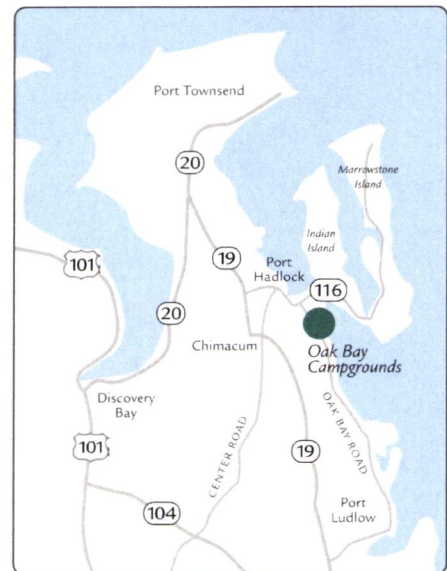
290 Cleveland Street, Port Hadlock WA • Upper Oak Bay Campground is located two miles southeast of Port Hadlock. Take Oak Bay Road east, turn left on Cleveland Street, go half a mile then right into the campground on Upper Oak Bay Park Road. Scenic wooded campsites with beach access and views.

Campsites include picnic table and fire ring. Fees: \$35 per campsite. All electric. Max one vehicle, one trailer and one tent, or one vehicle and two tents, per campsite. Max vehicle length 30 feet. Ten (10) night limit. Quiet time 10pm to 7am. Checkout time 3pm. Do not leave campfires unattended. Dogs must be leashed. No public consumption of alcohol or marijuana. No reservations. No site holding.

Amenities • Playground • Picnic areas • Beach views • Drinking water

• Toilet • Trash container

Local Attractions • Fishing • Bird watching • Port Hadlock, Port Ludlow, Chimacum and Port Townsend historic sites, shops, and restaurants





JEFFERSON COUNTY PARKS & RECREATION

Lower Oak Bay Campground *Open April 1 - October 31*

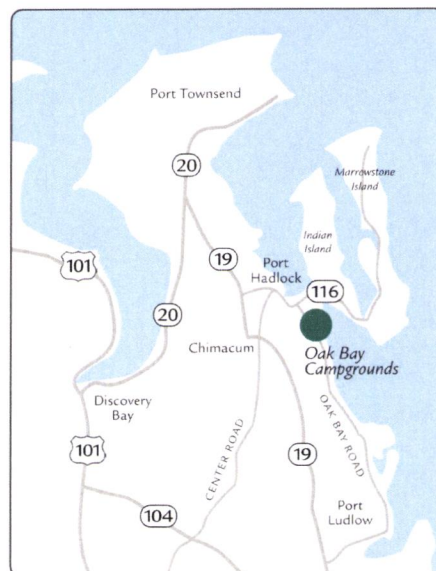
9 Campsites · Access to Oak Bay

301 Portage Way, Port Ludlow WA · Lower Oak Bay Campground is located just two miles southeast of Port Hadlock. Take Oak Bay Road east, turn left on Portage Way and follow it to the park and campground. Scenic campsites with beach access and boat ramp.

Campsites include picnic table and fire ring. Fee \$20 per night. One camper or RV per site; maximum two vehicles. Third vehicle permitted for an additional \$10/night. A vehicle is defined as a car, truck, RV, or trailer such as a camper, utility, or boat trailer. All vehicles and equipment must fit in your site. Checkout time 3pm. Quiet hours 10pm to 7am. Do not leave campfires unattended. No fireworks. Dispose of cigarettes butts properly. Dogs on leash at all times. Public consumption of alcohol and marijuana is illegal in Washington. Please see complete campground rules for more information.

Amenities · Beach access · Fresh water · Toilet · Trash container

Local Attractions · Fishing · Bird watching · Port Hadlock, Port Ludlow, Chimacum and Port Townsend historic sites, shops and restaurants



WELCOME TO JEFFERSON COUNTY'S PARKS & CAMPGROUNDS



Jefferson County
Parks & Recreation
623 Sheridan Street
Port Townsend, WA
98368



360-385-9160
www.countyrec.com

Park Name and Address Acres Fresh or Saltwater Areas Picnic Areas

Park Name and Address	Acres	Fresh or Saltwater	Picnic Areas
Beaustite Lake Park 510 Beaustite Lake Rd, Chimacum	50	F	-
Bates Field: 84 Elkins Rd, Port Hadlock	12	-	-
Beaustite Spit Park: Dabob Bay, Boat access only	43.8	S	-
Cape George Trailhead Park 730 Cape George Rd, Port Townsend	43	-	1
Courthouse Park 1820 Jefferson St., Port Townsend	2	-	3
East Beach Park 300 East Beach Rd, Nordland	1	S	2
Glenn Lake Park 1100 Gibbs Lake Rd, Chimacum	600	F	1
H.J. Carroll Park 980 SR 19, Chimacum	50	F	6
Hood Canal Park Hood Canal, Port Ludlow	1	S	1
Indian Island Park 3420 Fort Flagler Rd, Port Hadlock	220	S	8
Irondale Beach Park 500 Moore St., Port Hadlock	12.5	S	1
Irondale Community Park 6100 1st St., Port Hadlock	3	-	2
Lake Leland Park & Campground 165 Leland Valley Rd W, Quilcene	9	F	2
Lower Oak Bay Campground 301 Portage Way, Port Ludlow	30	S	6
Memorial Field 550 Washington St., Port Townsend	5	-	-
North Beach Park 5880 Kuhn St., Port Townsend	1	S	4
Port Townsend Community Center 620 Tyler St., Port Townsend	1	-	3
Quilcene Park & Campground 2900 64th Hwy, 101, Quilcene	8	-	2
Quilcene Riverside Park 41 Muncie Ave., Quilcene	1	F	3
Upper Oak Bay Campground 290 Cleveland St., Port Ludlow	5	S	2

Park Attractions and Key Information

Park Name and Address	Acres	Fresh or Saltwater	Picnic Areas
Newly remodeled Conference Center in woodland setting, is available for meetings, weddings, reunions etc. ADA accessible. By Reservation Only. Call Camp Beaustite N.W. at 360-732-7222 campbeaustite.wa.gov			
Owned by Jefferson County, but used exclusively by East Jefferson Little League, www.gjtttleleague.com			
A pristine wilderness park on Tarboos Bay. Accessible only by boat! Take only pictures, leave only footprints.			
Easy access parking for the Larry Scott Trail, with horse trails, single track bike trails, views, and toilet.			
Maple trees surround an open, grassy park in front of the historic Jefferson County Courthouse. Pickleball court and a basketball court.			
Beautiful beach walking, historic picnic shelter with a fireplace to warm you. Views of Admiralty Inlet, Mt. Rainier, and Mt. Baker. Very limited parking.			
Catch & release trout fishing. 16 miles of well maintained single track mountain biking, horse & hiking trails. Forested park with 40-acre lake, cliffs, small boat launch, birdwatching, swimming beach, toilet. Caretaker.			
H.J. Carroll is our newest and most developed park. Our beautiful shelters are perfect for events such as a birthday party, reunion, or wedding! The park features the new all inclusive JUMP! playground, athletic fields, BMX bike track, fitness walking path, Chimacum Creek access, disc golf course, native plant gardens, basketball courts, labyrinth, picnic areas, trailhead for Rick Tofterson Trail, and restrooms. The park is supervised 24 hours a day by our on-site Caretakers. Reservations are recommended for the shelters and athletic fields.			
Boat ramp right on Hood Canal, with picnic area, calm water, swimming, parking, and toilet.			
Lower Area: two miles of beach walking, swimming, fishing, damming at the head of Oak Bay. Upper Area: smooth, wide trails with views of Oak Bay, bird watching, picnic shelter, toilet.			
Historic site of old Irondale mill, sandy beach at the mouth of Chimacum Creek, with views of Port Townsend Bay. A great place for hand launching small boats. Toilet.			
A neighborhood family park with a playground, picnic areas, baseball, soccer, football, basketball courts, drinking water and restrooms.			
Beautiful Lake Leland with a boat ramp, fishing, dock, kayaking, picnic areas, restrooms. Any size boat motor o.k., but 5 m.p.h. limit. Campground is open April 1 to October 31. 22 campsites, \$25 per night. Self payment system- digital, cash, or check. No potable water. Site size varies, max vehicle length: 30 ft. No alcohol. Self payment system- digital, cash, or check.			
Camp on a sand spit within steps of a lagoon with bird watching, fishing, kayaking, picnic areas, views of Oak Bay, restrooms. Campground is open April 1 to October 31. 8 campsites, \$25 per night. Self payment system- digital, cash, or check.			
Athletic Field with lighted stadium, hosts sports events including football, soccer, and special community events. This historic site in downtown Port Townsend is a piece of living history. Restrooms. No animals allowed on the field.			
A popular neighborhood beach park famous for its sea glass, views of the San Juan Islands, and beautiful sunsets, sandy beach access to Fort Worden State Park, picnic shelter, restroom.			
Our Recreation Center houses afterschool programs, gym rentals, birthday party bouncy house rentals, and the office of our incredible Recreation Program staff. Located in the lower level of the Port Townsend Community Center. Upper level is the Port Townsend Senior Center. Call the Recreation Center at 360-385-2221.			
Basketball and tennis courts that doubles as pickleball courts, picnic shelter and playground, restrooms. Campground is open April 1 to October 31. 9 campsites, \$25 per night. Site size varies, max vehicle length: 30 ft. No alcohol. Self payment system- digital, cash, or check.			
Neighborhood park on the Big Quilcene River. Check out the river, have a picnic, and do some fishing.			
Views of Oak Bay, playground, restrooms. Camp Host on-site. Campground is open April 1 to October 31. 23 electrical campsites, \$35 per night. Site size varies, max vehicle length: 30 ft. No alcohol. Self payment system- digital, cash, or check.			

Annual Camping Season

April 1 - October 31

Lake Leland

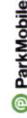
Oak Bay: Upper & Lower

Quilcene

No reservations or site holding.

First-come, first-served camping.

Digital payment now available with



Parks

Day-use parks from sunrise to sunset.

Picnic shelters available at:

H.J. Carroll Park

Indian Island

Irondale Beach

Memorial Field

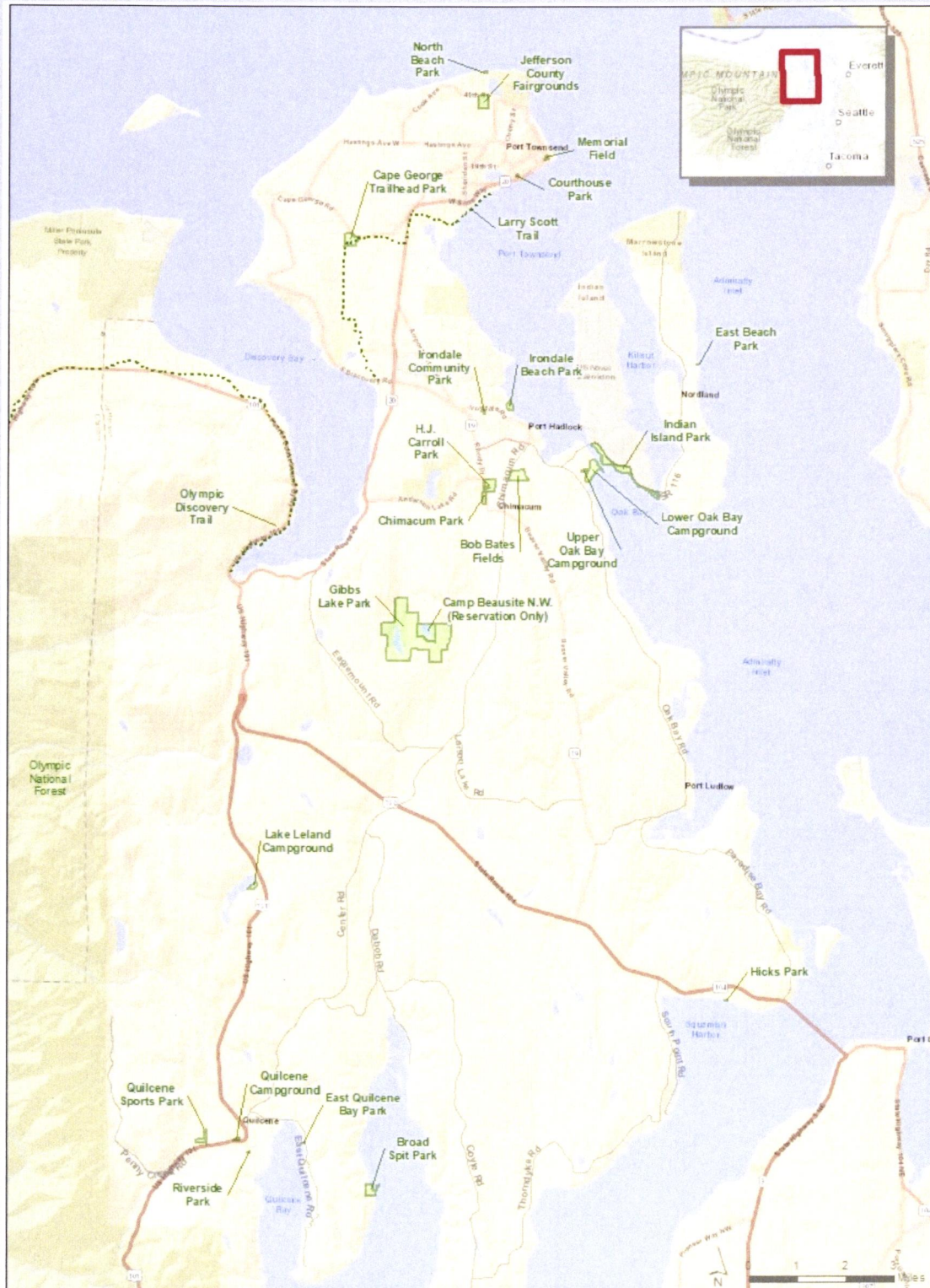
Whether camping or enjoying a day-use park, remember that:

- Dogs must be on leash at all times. County Ordinance 6.07
- You must clean up after your dog.
- Public consumption of alcohol & marijuana are prohibited. RCW 66.44.250 | 69.50.445
- No smoking or vaping of any kind in parks. C.O. 10-0919-19 | RCW 70.345 | 69.50.445

Additional Resources

Jefferson County Fairgrounds jeffcofairgrounds.com 360-385-1013	Lake Water Quality jeffersoncountypublichealth.org/7041 water-quality 360-385-9444
Washington State Parks Campsite Reservations parks.wa.gov 888-726-7688; 360-902-8844 general info	City of Port Townsend Parks 360-379-5081
State Shellfish Hotline: 800-562-5632 State Shellfish Safety: 360-236-3330	Fort Worden State Park 360-344-4400 rangers, housing, dining
Fishing Information: wdfw.wa.gov	Fort Flagler State Park 360-385-1259 general info

COUNTY PARK MAP



JEFFERSON COUNTY PARKS and RECREATION

With your help, we will continue to maintain and improve this important public trust.

Join our Park Volunteer Corps!

360-385-9160

LTAC Grant Award Agreement for JEFFERSON COUNTY PARKS AND RECREATION

Page 30 of 42

Welcome to our Jefferson County Campgrounds

First come, first served
No reservations or site holding



Two tents



www.countyrec.com

LTAC Grant Award Agreement Repealed by JEFFERSON COUNTY PA



Payment

Occupy a vacant site.

- An occupied site will have camping equipment.

Use ParkMobile for digital payment

- *The app's expiration countdown is not accurate. Checkout is ALWAYS 3pm after last day paid.*
- No site posting required.
- Staff and Sheriff Deputies have access to ParkMobile payments.

Use envelopes for cash or check payment.

- Fill out envelope and flap.
- Place payment in envelope, tear off flap.
- Place envelope in metal tube and flap on site post.

Campsite Availability

A campsite is occupied when camping equipment is set up in the site. Neither payment nor envelope flaps on site posts will hold a site, if the campsite is empty.

Occupancy Limits

- Max per campsite:
- 8 people; 2 tents; 2 vehicles (trailers count)
- 10 night max stay. 3 nights out resets the limit.
- No reservations or site holding.
- All vehicles and gear must fit properly into your site.

Fire safety

- Fires are allowed only in designated fire rings. Never leave a campfire unattended. Douse all fires.
- Use care with cigarettes.
- Fireworks are prohibited.

Laws and ordinances

- Dogs must be leashed at all times.
- Quiet hours are 10 p.m. to 7 a.m.
- No generators or loud voices during quiet hours.
- No amplified music at any time.
- Public use of alcohol or marijuana prohibited.

Assistance

Report all suspicious or illegal behavior to 911 immediately.

We partner with Jefferson County Sheriff's Office for campground enforcement.

For maintenance issues, contact 360-385-9160.

Thank you for visiting us!

LIAC Grant Award Agreement 02/17/2021 JEFFERSON COUNTY PA



COUNTY PARKS

COUNTY PARKS OFFER MILES OF TRAILS,
RESERVATION-FREE CAMPING AND SCENIC PICNICKING

Jefferson County has 20 parks and four campgrounds, with miles of trails for walking, hiking and mountain bike riding, as well as camping, picnicking and relaxing on the beach.

As the weather warms up, these parks offer an alternative to state parks, which often fill up fast and require a Discovery Pass. A highlight of the county's parks system is that there are no passes required.

Not only that, but Jefferson County's campgrounds do not require a reservation. "You can usually find a spot at one of the four of them," said Matt Tyler, manager of the Jefferson County Parks and Recreation programs. "If you have not planned ahead and you need a place to stay, try our campgrounds. They are well-maintained and supervised."

PARKS

BEAUSITE LAKE PARK

Located at 510 Beausite Lake Road in Chimacum, this 50-acre park has a view of Beausite Lake, a quaint hidden gem in the Chimacum Valley. A newly-remodeled conference center in a woodland setting is available for meetings, weddings, reunions and gatherings. For more information, call 360-732-7222.

BROAD SPIT PARK

Located on Tarboo Bay, this 40-plus acre wilderness park is accessible only by boat. Here you can view the wildlife that occupies the bay, including a variety of birds, including great blue herons and bald eagles. Take only pictures; leave only footprints.



CAPE GEORGE TRAILHEAD PARK

Located at 733 Cape George Road in Port Townsend, this trailhead provides easy-access parking for the Larry Scott Trail, with horse trails, single-track bike trails and a pristine view of the water. It also has a toilet and one picnic area.

COURTHOUSE PARK

Need a spot to relax after a day of shopping in Port Townsend? Rest beneath the maple trees at Courthouse Park at 1820 Jefferson St. Or bring your game face and enjoy playing pickleball or basketball at the courts.

EAST BEACH PARK

A walk at East Beach Park at 330 East Beach Road in Nordland on Marrowstone Island, provides a beautiful view of Admiralty Inlet, Mount Rainier and Mount Baker, as well as wildlife viewing, a picnic shelter and fireplace for cookouts. This park also has a toilet. TIP: Limited parking.

GIBBS LAKE PARK

In the last few years, Gibbs Lake Park at 110 Gibbs Lake Road has expanded to nearly 600 acres. The 40-acre freshwater lake has catch-and-release trout fishing, boat launch, swimming beach and toilet. Mountain bikers can enjoy 16 miles of single-track trails. It's the perfect place for an afternoon of fishing, birdwatching or relaxing lakeside.

HICKS PARK

Launch your boat from the ramp at Hicks Park, located at 1090 Shine Road in Port Ludlow, or sit at the picnic area and enjoy the calm waters of the canal for nature-watching, swimming and relaxing. This one-acre park has a toilet.



H.J. CARROLL PARK

Located at 9884 State Route 19 in Chimacum, 50-acre H.J. Carroll Park is one of the newest and most developed parks in the county, including the county's first-ever all-abilities accessible playground. The park has two shelters that can be reserved for parties, weddings and reunions. The park also features athletic fields, a BMX bike track, walking paths, a playground, a disc golf course, basketball courts and a picnic area. Enjoy nature by taking a walk through the native plant garden or watch salmon swimming in Chimacum Creek. The park also has access to the Rick Tollefson Trail. It is supervised 24 hours a day by on-site caretakers, and has toilets. TIP: Reservations recommended for athletic fields and shelters. Visit jeffersoncountywa.myrec.com to view availability calendar.

INDIAN ISLAND PARK

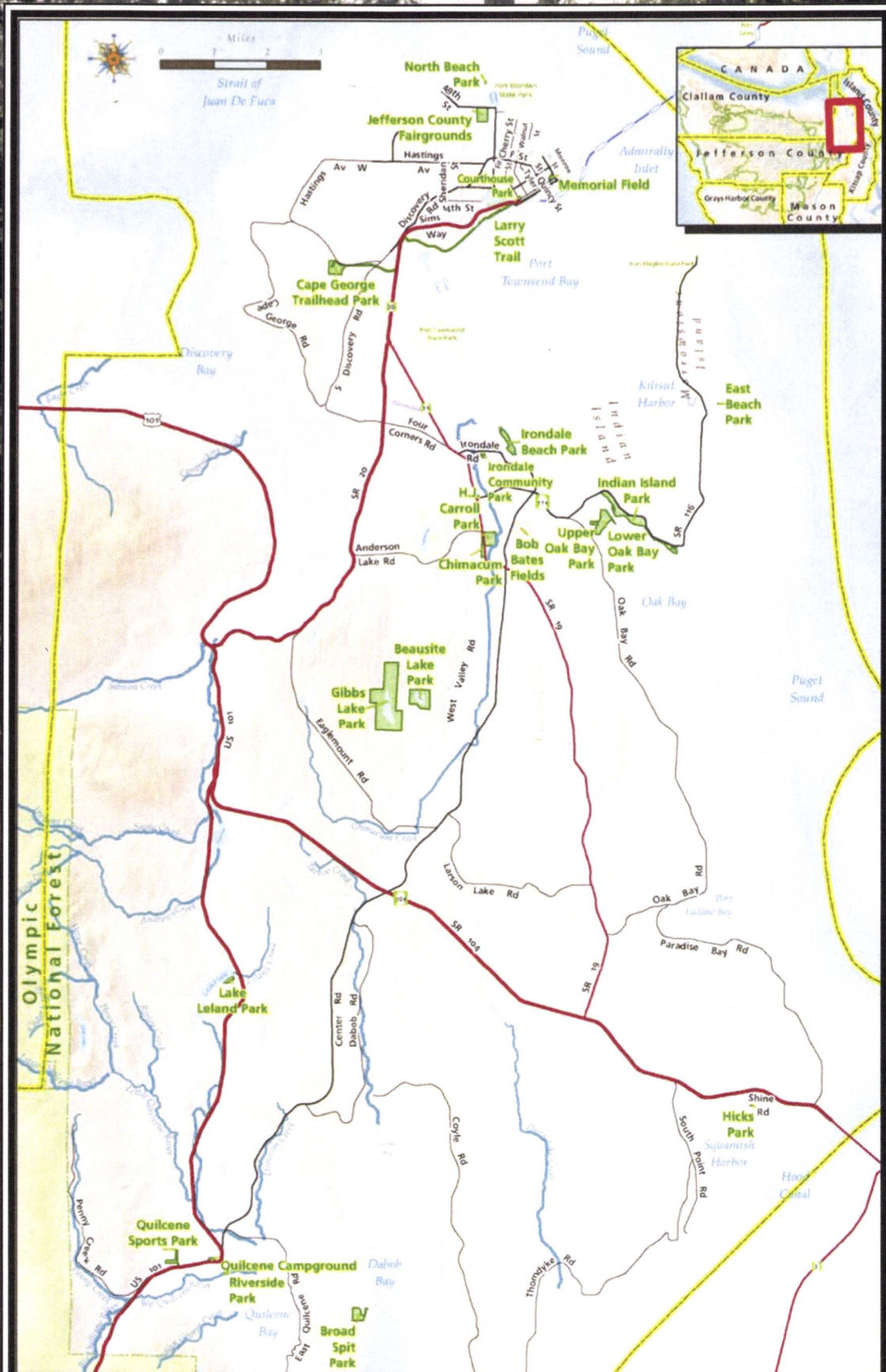
This park has multiple areas with a variety of trails. Located at 3456 Fort Flagler Road in Port Hadlock, the lower area has 2 miles of beach-walking, swimming, fishing and clamming at the head of Oak Bay. The upper area offers wide trails with a view of Oak Bay over the bluff, perfect for bird-watching.

IRONDALE BEACH PARK

Located at 562 Moore St. in Port Hadlock, this 220-acre park is the historic site of the old Irondale Mill. The sandy beach at the mouth of Chimacum Creek offers views of Port Townsend Bay and provides a great place for hand-launching small boats. This park has a toilet.

IRONDALE COMMUNITY PARK

This park at 61 Alma St. in Port Hadlock, is a neighborhood park with a playground and picnic area, with fields to play baseball, soccer, and football and a basketball court. There is also a drinking fountain and toilets.



PARKS

NORTH BEACH PARK

Located at 5880 Kuhn St. in Port Townsend, this beach offers the best sea-glass finds. Walk on the beach to McCurdy Point, where you can see Protection Island and the mouth of Discovery Bay, or go the other direction and head into the trails at the Chinese Gardens and Fort Worden State Park. Great sunset, and views of the San Juan Islands—and, on a clear day, Mount Baker.

QUILCENE RIVERSIDE PARK

Located at 41 Muncie Ave. in Quilcene, this one-acre park offers a nice view of the Big Quilcene River. Take a rest at the picnic area, do some fishing and observe the natural beauty of the river.

ATHLETIC FIELDS

MEMORIAL FIELD

Located at 550 Washington St. in Port Townsend, Memorial Field is an athletic field with a lighted stadium that hosts community and scholastic athletics. To read more about Jefferson County's recreation programs, go to countyrec.com.

BOB BATES FIELD

At 84 Elkins Road in Port Hadlock, Bob Bates Field is used by the East Jefferson Little League team. To learn more, visit ejlittleleague.com.



CAMPGROUNDS

LAKE LELAND PARK & CAMPGROUND

Nestled below the Olympic Mountain range is Lake Leland, a beautiful freshwater lake in Quilcene, at 165 Leland Valley Road. Come for the day and use the park's boat ramp for fishing, kayaking and more. Bring your tent and stay the night at the campground. Open from April 1 to Oct. 21, the campground has 22 sites and is \$18 per night. First come, first serve; cash or check only. The maximum vehicle length is 30 feet, and there is no potable water. The park has a picnic area and restrooms

LOWER OAK BAY CAMPGROUND

The Lower Oak Bay Campground at 301 Portage Way in Port Ludlow is a 30-acre campground with six campsites. Camp on the sandy spit within steps of a lagoon, with bird watching, fishing, kayaking, picnic areas and views of Oak Bay. The campground is open April 1 to Oct. 31 and is \$20 per night. First come, first serve; cash or check only. The maximum vehicle length is 30 feet.

UPPER OAK BAY CAMPGROUND

Located at 290 Cleveland St. in Port Ludlow, the Upper Oak Bay Campground provides stunning views of Oak Bay, with a playground and restrooms. The campground is open April 1 to Oct. 31 and has 24 campsites, at \$20 per night, and six sites with electricity at \$25 per night. Upper Oak Bay campground has a camp host on site. First come, first serve; cash or check only. The maximum vehicle length is 30 feet.

QUILCENE PARK & CAMPGROUND

Come for the day to Quilcene Park at 294964 Highway 101 in Quilcene, to enjoy basketball and tennis courts, a skate park, picnic shelter and playground. The campground is open from April 1 to Oct. 31 and has 12 campsites available at \$15 per night. First come, first serve; cash or check only. The maximum vehicle length is 30 feet.

EXHIBIT C 1st QUARTER

afmcknight@co.jefferson.wa.us

Due by April 30th to

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from Jefferson County 1st QTR:

ORGANIZATION	Amount Awarded by Jefferson County	Received From Jefferson County	Overspent (+) Underspent (-) of LTAC funds	Refund Required	TOTAL 1 st QTR LTAC FUNDS SPENT

2. LTAC funds spent by your organization 1st QTR (include 200 word limit regarding activities and funds spent with an itemized statement and supporting documentation, *i.e.* invoices paid, receipts from payment,):
3. LTAC funds balance remaining 1st QTR:
4. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. A minimum of six years, RECIPIENT shall maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, RECIPIENT shall provide access to Jefferson County or State representatives to audit those records.

EXHIBIT C 2nd QUARTER

afmcknight@co.jefferson.wa.us

Due by July 31st to

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from Jefferson County 2nd QTR:

ORGANIZATION	Total Amount Awarded by Jefferson County	Total Received From Jefferson County	Overspent (+) Underspent (-) of LTAC funds	Refund Required	TOTAL 1 st QTR LTAC FUNDS SPENT	TOTAL 2 nd QTR LTAC FUNDS SPENT

2. LTAC funds spent by your organization 2nd QTR (include 200 word limit regarding activities and funds spent with an itemized statement and supporting documentation, *i.e.* invoices paid, receipts from payment,):

1. LTAC funds balance remaining 2nd QTR:

2. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. For a minimum of six years, RECIPIENT shall maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, RECIPIENT shall be able to provide access to Jefferson County or State representatives to audit those records.

EXHIBIT C 3rd QUARTER

afmcknight@co.jefferson.wa.us

Due by October 31st to

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from Jefferson County 3rd QTR:

ORGANIZATION	Total Amount Awarded by Jefferson County	Total Received From Jefferson County	Overspent (+) Underspent (-) of LTAC funds	Refund Required	TOTAL 1 st QTR LTAC FUNDS SPENT	TOTAL 2 nd QTR LTAC FUNDS SPENT	TOTAL 3 rd QTR LTAC FUNDS SPENT

2. LTAC funds spent by your organization 3rd QTR (include 200 word limit regarding activities and funds spent with an itemized statement and supporting documentation, *i.e.* invoices paid, receipts from payment,):

2. LTAC funds balance remaining 3rd QTR:

3. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. For a minimum of six years, RECIPIENT shall maintain documented proof of payments made, contracts executed and other expenditures authorized under the Agreement with Jefferson County. Upon reasonable notice, you shall be able to provide access to Jefferson County or State representatives to audit those records.

EXHIBIT C 4th QUARTER

afmcknight@co.jefferson.wa.us

Due by January 31st to

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from Jefferson County 4th QTR:

ORGANIZATION	Total Amount Awarded by Jefferson County	Total Received From Jefferson County	Overspent (+) Underspent (-) of LTAC funds	Refund Required	TOTAL 1 st QTR LTAC FUNDS SPENT	TOTAL 2 nd QTR LTAC FUNDS SPENT	TOTAL 3 rd QTR LTAC FUNDS SPENT	TOTAL 4 th QTR LTAC FUNDS SPENT

2. LTAC funds spent by your organization 4th QTR (include 200 word limit regarding activities and funds spent with an itemized statement and supporting documentation, *i.e.* invoices paid, receipts from payment,):

3. LTAC funds balance remaining 4th QTR:

4. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. A minimum of six years, RECIPIENT shall maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, RECIPIENT shall provide access to Jefferson County or State representatives to audit those records.

EXHIBIT D
Jurisdiction Lodging Tax Reporting Form – To Be Submitted to Jefferson COUNTY
Administrator's Office
No Later than February 28th of each Year
Lodging Tax Reporting Form

Organizations receiving funding to promote festivals, special events and tourism-related activities through tourism-related facilities owned or sponsored by non-profit organizations or the local jurisdiction are required to complete this form for EACH activity.

1 Organization Name: _____ Reporting Year: _____
2 Sponsor Type (Check One): ☐ 501(c)(3) ☐ 501(c)(6) ☐ Local Jurisdiction ☐ Other (Explain): _____
3 Activity Name: _____
4 Activity Type (Check One): ☐ Event/Festival* ☐ Facility* ☐ Marketing*
5 Activity Start Date*: _____
6 Activity End Date*: _____
7 Total Cost of Activity: \$ _____
8 Amount Requested: \$ _____
9 Amount Awarded: \$ _____

10 Overall Attendance*
a) Projected* _____
b) Actual* _____
c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

11 Number of Attendees Who Traveled 50 Miles or More*
a) Projected* _____
b) Actual* _____
c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

12 Number of Attendees Who Traveled from Another State or Country*
a) Projected* _____
b) Actual* _____
c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

13 Number of Attendees Who Stayed Overnight in Unpaid Accommodations*
a) Projected* _____
b) Actual* _____
c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

14 Number of Attendees Who Stayed Overnight in Paid Accommodations*
a) Projected* _____
b) Actual* _____
c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

15 Number of Paid Lodging Nights*
a) Projected* _____
b) Actual* _____
c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☒ Other (explain): _____

*See Lodging Tax Yearly Reporting Definitions Instructions

Name of Individual Who Prepared Report: _____
Phone #: _____ E-Mail Address: _____

RETURN THIS FORM TO:

Jefferson County Administrator's Office
1820 Jefferson Street
P.O. Box 1220
Port Townsend, WA 98368
jeffbocc@co.jefferson.wa.us

DEADLINE: February 28th of Each Reporting Year

LTAC Yearly Reporting Definitions/Instructions

- Activity Type:** Event/Festival: Short-term activity occurring between specific dates (e.g., 4th of July celebration, local marathon)
Facility: Municipally-owned facility that operates some or all of the year (e.g., county historical museum, convention center)
Marketing: Activity that provides information to encourage visitors to an area; is typically a year-round activity but may also operate for less than a full year.
- Activity Date:** Activity beginning and ending dates.
- Actual:** Persons estimated to have **actually** participated in event/festival or visiting a facility. For marketing activity, enter the number of persons estimated to have **actually** visited area as result of marketing activity.
- Projected:** Persons **expected** to participate in event/festival or visiting a facility. For marketing activity, enter the number of persons **expected** to visit area as result of marketing activity.
- Methodology:** Select the methodology used to estimate the actual number of visitors/participants.
Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
Representative Survey: Information collected directly from individual visitors/ participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).
Other: (please describe)
- Overall Attendance:** Total projected and estimated actual attendance recorded for event, facility or resulting from marketing activity.
- Total Attendees Traveling 50 miles or more:**
- Total:** Total projected and estimated actual number of visitors traveling more than 50 miles to attend event or facility. For marketing organizations, report visitors traveling more than 50 miles to visit area.
- Of total, attendees who traveled from another state or country:** Of the total projected and estimated actual number of visitors traveling more than 50 miles to attend event or facility or visit area, report projected and estimated actual number of visitors who traveled from another state or country.
- Attendees who stayed overnight:**
- Paid Accommodations:** Total projected and estimated actual number of visitors staying in paid lodging establishments such as hotels, motels, bed and breakfasts, etc.
- Unpaid Accommodations:** Total projected and estimated actual number of visitors staying in unpaid accommodations such as family and friends.
- Paid Lodging Nights:** Total projected and estimated actual number of paid lodging nights. One Lodging night = one or more persons occupying one room for one night.