

**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 \$35,700; Peninsula Trails Coalition

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.

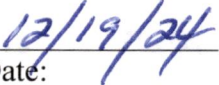
FISCAL IMPACT:

Peninsula Trails Coalition	\$35,700
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RECOMMENDATION:

Approve and sign the agreement.

REVIEWED BY:

	
Mark McCauley, County Administrator	Date:

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: PENINSULA TRAILS COALITION

Contract No: LTAC PTC

Contract For: Lodging Tax Funding for Enhancement of the Visitor Experience of the Olympic Discovery Trail

Term: Jan-Dec 2025

COUNTY DEPARTMENT: County Administrator

Contact Person: Adiel McKnight

Contact Phone: 102

Contact email: afmcknight@co.jefferson.wa.us

AMOUNT: \$35,700

Revenue: _____

Expenditure: \$35,700

Matching Funds Required: _____

Sources(s) of Matching Funds _____

Fund # 125

Munis Org/Obj 12555730/411125

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: ☐

Adiel McKnight
Signature

12/17/24
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: ☐

Adiel McKnight
Signature

12/17/24
Date

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

Electronically approved by Risk Management on 12/19/2024.

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

Electronically approved as to form by PAO on 12/19/2024.

Template pre-approved by PAO. Thank you for making the corrections.

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 PENINSULA TRAILS COALITION**

This Agreement is by and between Jefferson COUNTY, Washington (the COUNTY) and PENINSULA TRAILS COALITION ("RECIPIENT").

WHEREAS, RECIPIENT is a non-profit corporation registered with the Secretary of State of the State of Washington under UBI number 602 071 631; 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 \$35,700 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
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
FROM: Adiel McKnight, Executive Assistant
DATE: December 23, 2024
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FISCAL IMPACT:

Peninsula Trails Coalition	\$35,700
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RECOMMENDATION:

Approve and sign the agreement.

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COUNTY DEPARTMENT: County Administrator

Contact Person: Adiel McKnight

Contact Phone: 102

Contact email: afmcknight@co.jefferson.wa.us

AMOUNT: \$35,700

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Expenditure: \$35,700

Matching Funds Required: _____

Sources(s) of Matching Funds _____

Fund # 125

Munis Org/Obj 12555730/411125

PROCESS:

- | | |
|-------------------------------------|-------------------------|
| ☐ | Exempt from Bid Process |
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FOR PENINSULA TRAILS COALITION**

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2. RESPONSIBILITIES OF RECIPIENT

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- 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.
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 - ii. The amount of lodging tax revenue allocated for expenditure (whether actually expended or not) by RECIPIENT on each festival, event or tourism facility.
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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.

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- 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.

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- b. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.
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- 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.

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- 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.
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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

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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

PENINSULA TRAILS COALITION

Board of COUNTY Commissioners
Jefferson COUNTY, Washington

By: _____
Kate Dean, Chair Date

By: _____
Signature

By: _____
Greg Brotherton, Commissioner Date

Name: _____

Title: _____

By: _____
Heidi Eisenhour, Commissioner Date

Date: _____

SEAL:

ATTEST:

Carolyn Galloway, CMC Date
Clerk of the Board

Approved as to form only:

 for 12/19/2024

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

EXHIBIT A

Itemized List of Tourism Promotion Services Approved in the Final Award

Itemized list of proposed enhancements

Site revegetation work	\$5,000
Site fencing work	\$5,000
Site safety features \$	\$5,000
Site signage	\$5,000

Work on Phase 2 of the Hall Baetz Viewpoint, for a total of \$20,000, which includes

sanicans are a critical tourism-related facility throughout the trail system. Jefferson County has historically covered the cost, but PTC proposes assuming that cost in both Clallam and Jefferson Counties. This is a public health and safety dimension of the experience, and a distinct need of the ODT. In consultation with Jefferson County Public Works, the Peninsula Trails Coalition is requesting LTAC support for the sanicans in Jefferson County. There are currently 3 sanicans, at the Port of Port Townsend, Trailhead Park in Cape George trailhead, and at Milo Curry trailhead. Only 2 are ADA compliant. Taking over this responsibility will allow us to move the location of the Port of Port Townsend sanican proximal to the present location and be an ADA compliant one. PTC plans to install 2 more, one north of the Discovery Bay trains, and one at the Gardiner Community Center. Each one cost \$2,300/year, with an additional \$400/month for units to be serviced twice a week, for a total cost of \$2,700 per sanican.

Sanicans County-wide \$13,500

In 2023, the Peninsula Trails Coalition spent \$1,090 for 6 months of renting maintenance equipment for work on the Larry Scott Trail. Costs are yet to be known for 2024, and the cost will likely increase in 2025.

Rental of maintenance equipment \$1,200

In addition to renting maintenance equipment, we hope to purchase a Stihl weed whacker in 2025 for maintenance of the Larry Scott Trail. This is estimated to cost around \$1,000.

Stihl weed whacker \$1,000

EXHIBIT B
RECIPIENT'S PROPOSAL

PENINSULA TRAILS COALITION REQUEST FOR PROPOSAL ATTACHED

2025 Request for Proposal Packet

Lodging Tax/Tourism Promotion

This packet is for the 2025 TOURISM PROMOTION SERVICE PROPOSALS to be funded by the Jefferson County Lodging Tax. Under Jefferson County guidelines, you must be a **NON-PROFIT** or **GOVERNMENTAL AGENCY** to be eligible to be funded by the Jefferson County Lodging Tax.

The Jefferson County Lodging Tax Advisory Committee may only consider complete and signed proposals that include all of the requested information and documents, and that are submitted by the deadline:

FRIDAY OCTOBER 4, 2024 by 4:30 pm

Digital Delivery only for Proposals to afmcknight@co.jefferson.wa.us

2025 Proposal Guidelines: Tourism Promotion Activities

The Jefferson County Lodging Tax Advisory Committee (LTAC) is accepting proposals from government agencies and non-profit organizations for **tourism promotion** to be provided during calendar year 2025 and paid for from the County's lodging tax fund. The Committee will make recommendations to the Jefferson County Commissioners within one month following the proposal deadline. All decisions for use of the lodging tax will be made by the Jefferson County Commissioners.

- **Proposals from government agencies or non-profit organizations are to be for tourism promotion during calendar year 2025. Please refer to Section 1 of this packet for examples of eligible tourism promotion activities for this funding round.**
- At the time of implementation, tourism related activities within proposals **must comply with federal, state, and county laws and requirements, including county Public Health direction.** **NOTE:** Jefferson County may not use public funds in any way that can be construed as a gift to an individual or organization.
- Proposals must completely address the questions, and all requested supplemental information must be provided. **Incomplete proposals may not be considered by LTAC.**
- To be considered, a **fully completed and signed digital application (digital signatures acceptable)** must be received at afmcknight@co.jefferson.wa.us by the deadline listed above.
- The preferred format for a digital application is a single PDF file attached to an email. If necessary, multiple files in either PDF or Microsoft Word may be attached to a single email as a complete digital application.
- All documents filed with the County are public records, potentially eligible for release.

Jefferson County is committed to the non-discriminatory treatment of all Persons in the employment and delivery of services and resources.

2025 Proposal Checklist for Tourism Promotion Activities

Organization Name Peninsula Trails Coalition

Event Name, if different Enhancement of the Visitor Experience of the Olympic
Discovery Trail

Proposed Contract Amount: \$35,700

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 - Proposed 2025 promotion, facility, event or activity budget.
- ☒ 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.

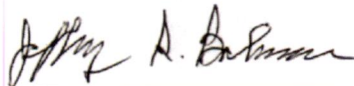
Organization Name Peninsula Trails Coalition
Organization Address PO Box 1836, Port Angeles, WA 98362
Contact Name Jeff Bohman
Contact Address PO Box 1836, Port Angeles, WA 98362
Day Phone (360) 477-8881 Evening or Cell Phone same
E-Mail Address jrbohman@icloud.com, grants@olympicdiscoverytrail.org
Facility/Event (if applicable) Enhancement of the Visitor Experience of the Olympic Discovery Trail
Total Lodging Tax Request: \$35,700
Estimated 2025 org. operating budget (Incl. Lodging Tax funds) \$408,929

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.		Dollar Amount
		\$
		\$
		\$
		\$
		\$
		\$
Total Project Revenue Budget		\$

Did your organization receive Lodging Tax Funds from the County in 2024? ☒ yes ☐ 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:



Date: 10/3/24

Print Name and Title: Jeffrey R Bohman, President, Peninsula Trails Coalition

1. Itemized List of Proposed Tourism Promotion Services

Organization (or Event) Name: Enhancement of the Visitor Experience of the Olympic Discovery Trail

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).

Itemized list of proposed enhancements:

Work on Phase 2 of the Hall Baetz Viewpoint, for a total of \$20,000, which includes:

Site revegetation work	\$5,000
Site fencing work	\$5,000
Site safety features \$	\$5,000
Site signage	\$5,000

Sanicans are a critical tourism-related facility throughout the trail system. Jefferson County has historically covered the cost, but PTC proposes assuming that cost in both Clallam and Jefferson Counties. This is a public health and safety dimension of the experience, and a distinct need of the ODT. In consultation with Jefferson County Public Works, the Peninsula Trails Coalition is requesting LTAC support for the sanicans in Jefferson County. There are currently 3 sanicans, at the Port of Port Townsend, Trailhead Park in Cape George trailhead, and at Milo Curry trailhead. Only 2 are ADA compliant. Taking over this responsibility will allow us to move the location of the Port of Port Townsend sanican proximal to the present location and be an ADA compliant one. PTC plans to install 2 more, one north of the Discovery Bay trains, and one at the Gardiner Community Center. Each one cost \$2,300/year, with an additional \$400/month for units to be serviced twice a week, for a total cost of \$2,700 per sanican.

Sanicans County-wide	\$13,500
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In 2023, the Peninsula Trails Coalition spent \$1,090 for 6 months of renting maintenance equipment for work on the Larry Scott Trail. Costs are yet to be known for 2024, and the cost will likely increase in 2025.

Rental of maintenance equipment	\$1,200
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In addition to renting maintenance equipment, we hope to purchase a Stihl weed whacker in 2025 for maintenance of the Larry Scott Trail. This is estimated to cost around \$1,000.

Stihl weed whacker	\$1,000
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Examples of how to list your proposed tourism promotion services or event (please be as specific AS POSSIBLE about the services, quantities, the tourism market, distribution method, and cost):

10,000 promotional rack cards for I-5 corridor from Portland to Bellingham, April - June 2018.....\$1,835

The rack cards will promote an event/hotel/restaurant promotional package.

Design and printing..... \$1,250

Distribution by XYZ Company..... \$ 500

5 hours of staff time at \$17.00 per hour to write copy, edit and proof the cards.....\$ 85

1/3 page black and white event promotional advertisement in XYZ Magazine, July 2018 edition..... \$1,500

XYZ Magazine has 250,000 subscribers in western and northwest states. This 1/3-page ad will be part of a full-page advertisement being coordinated by the VCB. XYZ Magazine will match the value of the advertisement with a feature article on Jefferson County and the event in the same edition.

2. Proposal Questions

Please confine your answers to no more than one page for each question.

- 1. Tell us about your promotion, facility, event or activity and why you think it will increase tourists traveling to and staying in Jefferson County.** Include a general description of the promotion, facility, event or activity including its purpose, history, etc.), and describe your organization's track record.

The Olympic Discovery Trail, including the Larry Scott segment, creates an outdoor recreation and active transportation backbone for the North Olympic Peninsula attracting day users who shop and dine locally, running and biking event participants who bring along family/friends who shop, dine and stay overnight in campgrounds and other lodging, and long distance travelers who use the entire 135-mile route of the trail, visit county and state parks, the Olympic NP, shop, dine, and stay multiple nights. The Olympic Discovery Trail is often the primary reason people visit the area.

The Hall Baetz Viewpoint, located at the junction of Highway 20 and 101 and overlooking Discovery Bay offers a primary engagement point for tourists visiting East Jefferson County. The Peninsula Trails Coalition has been spearheading the development of this trail-oriented facility because the viewpoint will become a key locus for two trails currently under development- 1) the Hood Canal Bridge to Olympic Discovery Trail connector and 2) the Olympic Discovery Trail (and co-located Pacific Northwest National Scenic Trail) section from Four Corners through Eaglemount to Discovery Bay which will move trail users off Highway 20. The Viewpoint honors the memory of Mr. Baetz, who was instrumental in the planning, promotion, and development of the ODT in this area. The Viewpoint will consist of a rustic log shelter building, parking for 8-10 cars, a bathroom facility, and water & electrical service. In summary, this new scenic viewpoint will increase tourism by capitalizing on the visual appeal, diversifying tourism offerings, enhancing the infrastructure associated with the ODT, and can be enjoyed year-round, making it a valuable tourism asset for Jefferson County. As this grant is being written, site preparation is underway, and we are planning a ribbon cutting event in October. Additional work, which we are referring to as Phase 2, will be ongoing after that ribbon cutting. That includes some revegetation of the site, fencing, safety features, and signage.

In addition to the work planned for Hall Baetz Viewpoint, we are also planning for some other improvements of the trail system that will increase the appeal of the Olympic Discovery Trail including the Larry Scott Trail segment. Those include:

- The addition of 2 new locations for sanicans and taking on the cost of the 3 existing sanicans.
- Keeping the trail well maintained

The items proposed here enhance the visitor's experience by providing a wildlife viewing spot along the way, keeping the trail well maintained, and providing sanicans.

2. If this is a continuing promotion, facility or event, how is it different than in the past?

Hall Baetz Viewpoint is a newly proposed tourist facility. This funding will help with phase II costs, including revegetation of the site, fencing, safety features, and signage.

Everything else is a continuation of existing programs, though improvements are planned, including:

- Sanicans have historically been provided by Jefferson County, but PTC proposes taking on that responsibility, as well as adding sanicans in 2 new locations. There are currently 3 sanicans, at the Port of Port Townsend, Trailhead Park in Cape George trailhead, and at Milo Curry trailhead. Only 2 are ADA compliant. Taking over this responsibility will allow us to move the location of the Port of Port Townsend sanican proximal to the present location and be an ADA compliant one. PTC plans to install 2 more, one north of the Discovery Bay trains, and one at the Gardiner Community Center.
- PTC will continue to rent maintenance equipment, but will add to the tools we own by purchasing a Stihl weed whacker which will see a lot of use along the Larry Scott Trail.

3. Describe how you intend to market/promote your promotion, facility, event or activity to potential tourists who reside outside Jefferson County.

a) If an event, the date of the event

N/A

b) The timeline for the tourism promotion activity you are proposing (e.g. May through July, 2025)

Year-round

c) Target Audience

Visitors from 50+ miles away

d) Promotion methods you intend to use to reach the target audience.

Social media, trails magazines, and trail stories on social media. Social media engagement has played a pivotal role in our efforts to attract potential visitors and engage with repeat visitors. We continue to collaborate with social marketing media professionals, which has resulted in a broadening of our reach.

e) Describe how you will promote overnight stays at Jefferson County lodging establishments.

Working with visitor centers, businesses and lodging close to trail to promote trail, social media stories emphasizing multi-day itineraries.

f) If you intend to collaborate with another agency or non-profit to provide these services, please state the name of the organization and describe the nature of the collaboration:

The process through which the Hall Baetz Viewpoint is becoming a reality is a model of how a diversity of stakeholders — private citizens, volunteers, municipalities, counties, tribes, federal and state agencies, nonprofits, cyclists, runners, equestrians, etc. — can and must work together in their shared quest for community.

This project was initiated with private donations pledged by family, friends and colleagues of Hall Baetz in 2020. That initiative led to consultations with the former, current, and future landowners as well as the local and tribal jurisdictions throughout 2021, which confirmed the acceptability of pursuing the HBV project at the proposed location. Subsequent steps to achieve the design and permitting involved partnerships with local non-profit organizations; consultation with multiple local, state, and federal agencies; paid technical expertise in multiple disciplines; and permitting review and approval from those same local, state, and federal agencies.

Early stages of project construction have included donated and discounted logs for the viewing structure, which were harvested by the Jefferson Land Trust (the current HBV site landowner) as part of a sustainable forest maintenance activity in the nearby Chimacum Ridge community forest. The logs were transported to the pre-fabrication site via donated trucking services. The structure's design was performed with the donated services of the Jamestown S'Klallam Tribe's retired senior totem carver. Materials required for the upcoming site work have been donated by the Lower Elwha Klallam Tribe and a local contractor. Utility installation is being donated and performed by the former landowner, who also operates the area water system which will provide water services to the site. Mitigation planting materials will be acquired through discounted purchases via two local non-profit partners. Further, as a part of optimizing our work on the site, the Peninsula Trails Coalition is partnering with the North Olympic Salmon Coalition and the Washington State University Extension Office on the planting work that will be part of the site restoration work.

In sum, the HBV Project represents an example of extraordinary partnerships in a wide range of relationships to produce a broad range of essential project elements. This track record of partnership will continue throughout the completion of the project, and we are hopeful of being able to include Jefferson County LTAC in this extensive team of HBV project partners.

In addition to the collaborations related to the HBV project, the PTC has collaborated with the Department of Public Works in Jefferson County to assume the management of sanicans throughout Jefferson County. The PTC also works closely with Jefferson County on maintenance of the Larry Scott portion of the Olympic Discovery Trail.

The Peninsula Trails Coalition is also a regional leader and collaborator in multiple projects that create and complete an emerging and comprehensive trail network beyond the Olympic Peninsula. For example, the PTC is working with the North Kitsap Trails Association and the Bainbridge Island Parks and Trails Foundation under a collaborative called Puget Sound to Pacific (PS2P) to secure a \$16.3 million federal RAISE grant to complete 200 miles of non-motorized, multi-use trail connecting Puget Sound on Bainbridge Island to the Pacific Coast at the Quileute tribal reservation in La Push, WA, working with 14 jurisdictions.

4. How will you measure the effectiveness of your promotion, facility, event or activity?

Throughout the Larry Scott Trail and the Olympic Discovery Trail, specific effectiveness will be measured by periodic in-person site presence through the Trail Ambassador program, and use of permanent and mobile trail counters (Eco-Counters). In 2023, 284,000 people used sections of the ODT in Jefferson County. This number is based on Eco-counter data and the Trail Ambassador Program. Also based on the same methods, we estimate that about 30% of trail users come from greater than 50 miles away. Of those visitors, 69% paid for overnight accommodations, 11% were staying somewhere for free, and 20% were day-trippers. 2024 Trail Ambassador surveys are ongoing as this grant is being written.

The Hall Baetz Viewpoint is uniquely situated to provide public access amenities in an important highway and trail interchange where they are currently notably lacking. The Viewpoint offers visitors an attractive and scenic place to stop, use the restroom, take in the views and be offered suggestions for things to do and explore in the County. The Viewpoint is guaranteed to enhance the visitor experience to Jefferson County.

The Olympic Discovery Trail, including the Larry Scott Trail have increased in popularity over time, so trail enhancements are also guaranteed to enhance visitor experience to Jefferson County. The Olympic Discovery Trail creates an outdoor recreation and active transportation backbone for the North Olympic Peninsula attracting day users who shop and dine locally, running and biking event participants who bring along family/friends who shop, dine and stay overnight in campgrounds and lodgings, and long distance travelers who use the entire 135-mile route of the trail, visit county and state parks, the Olympic NP, shop, dine, and stay multiple nights. The Olympic Discovery Trail is often the primary reason people visit the area.

Also, describe how you will document and report to the County the economic impact from your event/facility. (State law requires the County to report annually to the State Department of Community Development and Economic Trade about the number of lodging stays and economic benefit from tourists generated by use of Lodging Tax proceeds for tourism promotion.)

Trail Ambassador data and Eco-Counter data will be used to measure economic impact for the Larry Scott Trail and the Olympic Discovery Trail. The 2023 Trail User Survey conducted by the Ambassadors provided extremely useful data for better quantifying the economic impact of the trail, and there is also data from trail counters (Eco-Counters). 2024 Trail Ambassador surveys are ongoing as this grant is being written.

5. What economic impact can we expect in Jefferson County from your proposed promotion, facility, event or activity?

a.) Actual or estimated number of tourists at your event/facility last year (2024):

In 2023, 284,000 people used sections of the ODT in Jefferson County. This number is based on trail counter data and the Trail Ambassador Program. Also based on the same methods, we estimate that about 30% of trail users come from greater than 50 miles away. Of those visitors, 69% paid for overnight accommodations, 11% were staying somewhere for free, and 20% were day-trippers.

b.) Estimated number of tourists who will attend your event/facility this year (2025):

50,000 (estimated from Ambassador contact data in 2023). We will have a better idea of this when the 2024 data is collated. 2024 data is still being collected, using funding from Jefferson County LTAC awarded in 2024.

c.) Projected economic impact in Jefferson County from your event/facility (e.g. number of tourists who will stay overnight in Jefferson County-based lodging establishments; economic impact for Jefferson County restaurants, community facilities, amenities, events, and businesses).

We estimate 15,525 number of paid lodging nights from 2023. This number is based on trail counter data and the Trail Ambassador Program. This year's data is still being collected, using funding from Jefferson County LTAC awarded in 2024, but it's likely to be at least 16,500 in 2025.

A recent study of the potential economic impact of the Washington State portion of the cross-country Great American Rail Trail estimated that the 554 miles of trail in the State will generate \$24.9 Million in annual spending. That's approximately \$45,000 per mile of trail (source:

<https://www.railstotrails.org/resource-library/resources/webinar-economic-potential-of-the-great-americanrail-trail/>. For the Larry Scott Trail segment, a similar estimate would yield \$420,000 annually.

In 2023, 284,000 people used sections of the ODT in Jefferson County. This number is based on trail counter data and the Trail Ambassador Program. Also based on the same methods, we estimate that about 30% of trail users come from greater than 50 miles away. Of those visitors, 69% paid for overnight accommodations, 11% were staying somewhere for free, and 20% were day-trippers.

6. Describe your organization's area of expertise. Do you provide a unique service?

The Peninsula Trails Coalition is a 35-year-old volunteer, nonprofit organization that collaborates and coordinates with 14 city, county, and tribal entities to develop, maintain, and advocate for the Olympic Discovery Trail as a world-class, multi-use pathway connecting communities across the North Olympic Peninsula. The trail provides recreation and active transportation access for a diverse spectrum of users and serves as a catalyst for rural economic development. In addition to connecting communities on the North Olympic Peninsula, the Olympic Discovery Trail is a nation-wide asset, serving as the western terminus of the 3,700 mile Great American Rail Trail, the Pacific Northwest National Scenic Trail, the Sound to Olympics Trail, and the Puget Sound to Pacific Trail. Trail traffic counters and in-person trail user surveys document annual usage at more than 300,000 users.

The Peninsula Trails Coalition is also a regional leader and collaborator in multiple projects that create and complete an emerging and comprehensive trail network beyond the Olympic Peninsula. For example, the PTC is working with the North Kitsap Trails Association and the Bainbridge Island Parks and Trails Foundation under a collaborative called Puget Sound to Pacific (PS2P) to secure funding to complete 200 miles of non-motorized, multi-use trail connecting Puget Sound on Bainbridge Island to the Pacific Coast at the Quileute tribal reservation in La Push, WA. The 14 jurisdictions encompassed within the PS2P project were recently awarded a \$16.3 million federal RAISE grant authored by the PS2P Collaborative to plan and design 34 active transportation components addressing approximately 100 miles in trail gaps within those 14 jurisdictions.

3. Background Information about Your Organization

Attach the following items to your proposal in the order listed:

(Note: To be considered by the Committee, all of the listed information must be included with your proposal.)

Attachments:

X Proposed 2025 promotion, facility, event or activity budget including income and expenses.

X 2024 Budget and Actual income and expense year to date statement(s).

Attached:

- 2024 through 2026 3 Year Budget
- 2024 Budget vs Actual as of the end of August 2024

X List of names and addresses of the organization's Board of Directors as of the date the proposal is filed. Also, if the proposal is for the marketing of an event and there is a chairperson for the event (either volunteer or paid), list that individual's name, address and phone number.

X If you desire, you may provide samples of promotion materials such as brochures or promotional materials (maximum of five).

Attached:

- PTC's anchor brochure
- East ODT map (Port-Townsend-Blyn)
- Bicycling the Olympic Peninsula - Eastern Jefferson County

Also attached, a letter of support from Jefferson County Public Works in support of the PTC taking on the expense and responsibility of sanicans throughout Jefferson County.

Note: Staff will verify Incorporation status of the non-profit agencies who submit service proposals by checking the Washington Secretary of State's on-line corporation records.

2025 LTAC Opportunity Information

1. Jefferson County's Proposal Process -

The Jefferson County LTAC solicits service proposals each year. The proposal form is attached, posted on the County's website, www.co.jefferson.wa.us and may also be requested by calling the Jefferson County Commissioner's Office at the Courthouse, (360) 385-9102.

This year, the Committee will review proposals on OCTOBER 17, 2024 from 11:00 a.m. to 2:00 p.m. Applicants are asked to attend the OCTOBER 17, 2024 meeting beginning at 11:00 a.m. The County will provide meeting information for all complete applications. At that meeting, each proposing agency will answer questions from the Committee regarding their proposal. The Lodging Tax Advisory Committee will make a recommendation to the Board of County Commissioners regarding which proposals to fund, and at what funding levels within available revenues.

The review of the LTAC recommendations and final decision about how to use the lodging tax monies is made by the County Commissioners. Each agency will be notified of the status of their proposal. Contracts are prepared by the County and sent to agencies.

2. Available Funding for 2025

Organizations submitting proposals should be aware that a total of approximately \$900,000 in lodging tax awards will be available for allocation to eligible tourism promotion activities through this RFP. This amount also includes \$5,051 in staff administrative costs to manage the grants and to process invoices.

County Ordinance 02-0622-98 provides for distribution of Lodging Tax as follows:

- The lodging tax funds are to be used for targeted and/or regional promotion, the operation and maintenance of organizations operating tourist related facilities and their costs for local promotional activities.
- Not more than 25% for the development of tourism related facilities.

3. Definitions -

By state law, lodging tax funds may only be used for tourism promotion and the acquisition and/or operation, including maintenance, of tourism-related facilities. The following definitions are copied verbatim from RCW 67.28.080. Note: State law changed in 2007 to include "operation" of tourism events in the definition of "tourism promotion."

"Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

"Tourist" means a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.

"Tourism promotion" means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of special events and festivals designed to attract tourists.

"Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a 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.

4. Proposal Evaluation Criteria –

Jefferson County Policy Statement for Use of the Lodging Tax.

Jefferson County's Lodging Tax Fund will be the primary source of county funding for activities, operations, and expenditures designed to increase tourism. The County does not make any multi-year commitments with Lodging Tax funds. However, service providers are not limited or prohibited from making repeat annual requests of the same nature. The County intends to maintain a reserve in the Fund, and will assess on an annual basis how much of the Fund to appropriate in a given year. The Jefferson County Commissioners have created a Lodging Tax Advisory Committee to conduct an annual process to solicit and recommend Lodging Tax funded services for the County Commissioners consideration. Jefferson County will only consider proposals for use of the Lodging Tax from public and non-profit agencies.

The Fund will ONLY be used for the following purposes:

1. The promotion of emerging or on-going tourism events, facilities, and activities by government or non-profit agencies so as to attract and draw tourists to unincorporated Jefferson County from outside Jefferson County.
2. Operation of a tourism promotion agency (such as a visitor and convention bureau);
3. The marketing of special events and festivals designed to attract tourists to unincorporated Jefferson County from outside Jefferson County.

4. Capital and/or operating costs for tourism facilities owned by a public entity or a non-profit organization as defined in State law RCW 67.28.080.1(7) – *Tourism Related Facility*.
5. Administrative costs to support tourism events, facilities and activities.

Other Criteria.

HIGH PRIORITY will be given to tourism activities that ~

- Promote Jefferson County and/or events, activities, and places in the County to potential tourists from outside Jefferson County.
- Have demonstrated potential or high potential from the Committee's perspective to result in overnight stays by tourists in lodging establishments within the unincorporated areas Jefferson County.
- Have demonstrated potential or high potential from the Committee's perspective to result in documented economic benefit to Jefferson County.
- Have a demonstrated history of success in Jefferson County, 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.

RESPONSIBILITIES:

- On or before January 31; April 30; July 31; October 31, 2025; and January 31, 2026, provide to the COUNTY:
 - A quarterly report of the use, services, programs and activities of organization for the prior quarter under this Agreement;
 - 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.
- 1. On or before January 31, 2025 OR upon execution of this agreement, whichever is later, provide to the COUNTY:
 - A billing invoice requesting payment of Hotel-Motel Funding for the first half of the current year.
- 2. 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.

3. 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 Hotel/Motel Fund. Any monies under-expended of the total funding allocated under this Agreement shall be refunded to Jefferson County by January 31, 2025.
4. By **February 28th** of each year provide the following information by reference for the previous year.
 - a. Each festival, event, or tourism facility owned and/or operated by organization.
 - b. The amount of lodging tax revenue allocated for expenditure (whether actually expended or not) by organization on each festival, event or tourism facility.
 - c. 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).
 - d. Estimated lodging stays. ("Lodging" refers to commercial lodging such as hotels, motels, resorts, bed and breakfasts, or commercial campgrounds).
 - e. Measurements that demonstrate the impact of increased tourism attributable to the event, festival or facility.
5. Scheduled Site Visits

LODGING TAX ADVISORY COMMITTEE REVIEW CONSIDERATIONS ~

In developing its recommendations, the Committee considers:

- The estimated amount of lodging tax receipts for the coming year provided by the County Administrator's Office.
- Operational adaptations or pivots that ensure future organizational success of tourism related activities and promotion.
- Thoroughness and completeness of the proposal.
- The relationship of proposed services to the areas of high priority identified by the Committee.
- Percent of the proposal request to the event/facility promotions budget and overall revenues.
- Percent of increase over prior year Jefferson County Lodging Tax funded proposal if any.

- Projected economic impact within the unincorporated Jefferson County, in particular projected overnight stays to be generated in lodging establishments in the unincorporated areas of Jefferson County.
- Requirements in State law for use of the tax, and the definitions in State RCW 67.28.080 for "tourism," "tourist," "tourism promotion," and "tourism-related facility."
- The applicant's history of promotion success, reporting history and financial stability.
- Committee member general knowledge of the community and tourism-related activities.

NOT CONSIDERED are requests for ~

- Services to be provided beyond calendar year 2025.
- Proposals from for-profit businesses (however, a government or nonprofit agency contracting with the County may itself contract with for-profit businesses as third-party vendors).
- Promotional activities that reach a target audience solely located within Jefferson County.

NOTE:

1. On February 2, 2006, the State of Washington Attorney General's Office issued Opinion #AGO 2006 #4, which clarifies that a municipality may **NOT provide advance payment** to private organizations for tourism promotion. Payment must occur after the services have been performed and documentation in keeping with the contract is submitted to the County.
2. The County may not pay for donated or volunteer services or pay more than the actual cost incurred by the contracting agency to provide the service.

5. Background Information –

Jefferson County's Lodging Tax.

The Lodging Tax is an excise (sales) tax authorized by State law in RCW 67.28, *Public Stadium, Convention, Arts and Tourism Facilities*.

In 1998, the State Legislature amended Chapter 67.28 of the Revised Code of Washington (RCW) to allow local governments to assess an additional 2% tax on lodging for tourism promotion and/or tourism-related facilities (sometimes referred to as "the new 2%"). In April 1999, the County Commission, by Ordinance, increased the County's Lodging Tax from a 2% to a 4% tax as allowed by RCW 67.28.

Jefferson County's Lodging Tax Advisory Committee.

Per RCW 67.28.1817, the State requires that local governments collecting the Lodging Tax establish a Lodging Tax Advisory Committee consisting of at least five (5) members:

- The Chair – a member of the County Commission or their designee
- 2 members – representing the lodging industry
- 2 members – representing activities authorized to be funded by said tax

The Committee's role is advisory in nature, with the Committee's purpose being to advise the County Commissioners. The Committee must select the candidates from amongst the applicants applying for use of revenues and provide a list of such candidates and recommended amounts of funding to the County Commissioners for final determination.

In 1998, the Jefferson County Commissioners created such a Committee, and asked the Committee to establish an annual process to solicit and review proposals for tourism services eligible for lodging tax funding. Committee members are appointed by the County Commissioners as part of the County's regular advisory committee appointment process.

For additional information, contact ~

County Administrator's Office
Jefferson County Courthouse
1820 Jefferson Street
PO Box 1220
Port Townsend, WA 98368
Ph: 360-385-9102; Fax: 360-385-9382
e-mail: afmcknight@co.jefferson.wa.us

- END -



**2025 Jefferson County LTAC grant budget
Peninsula Trails Coalition/Olympic Discovery Trail**

Proposed Budget

Item	Expense	Income
Hall Baetz Viewpoint Phase 2		
Site revegetation	\$5,000	\$0
Site fencing	\$5,000	\$0
Site safety features	\$5,000	\$0
Site signage	\$5,000	\$0
Sanicans County-wide – There are currently 3 sanicans, at the Port of Port Townsend, Trailhead Park in Cape George trailhead, and at Milo Curry trailhead. Only 2 are ADA compliant. Taking over this responsibility will allow us to move the location of the Port of Port Townsend sanican proximal to the present location and be an ADA compliant one. PTC plans to install 2 more, one north of the Discovery Bay trains, and one at the Gardiner Community Center.		\$0
Each one cost \$2,300/year, with an additional \$400/month for units to be serviced twice a week, for a total cost of \$2,700 per sanican.	\$13,500.00	
6 months of rental maintenance equipment.		\$0
In 2023, the Peninsula Trails Coalition spent \$1,090 for 6 months of renting maintenance equipment for work on the Larry Scott Trail. Costs are yet to be known for 2024, and the cost will likely increase in 2025.	\$1,200.00	
Purchase of one Stihl weed whacker for use throughout the Larry Scott Trail.		\$0
This is estimated to cost around \$1,000.	\$1,000.00	
Total	\$35,700	\$0 *

* There is no income associated with these items, though the PTC does generate income through other activity not within the scope of this grant.

PENINSULA TRAILS COALITION	2024	2024	2025	2025	2026	2026	COMMENTS
INCOME:							
CONTRIBUTIONS INCOME							
RESTRICTED CONTRIBUTIONS	21,149		3,000		3,000		HBV
UNRESTRICTED	74,000		74,000		74,000		ACTUAL 2023
BEQUESTS	23,000		23,000		23,000		APPLE MKT VALUE 2024
SUPPORTING EVENTS	19,000		19,000		19,000		ACTUAL 2023
YEAR-END APPEAL	1,000		1,000		1,000		
DIRECT MAIL CAMPAIGN	44,000		44,000		44,000		ACTUAL 2023
ODT-EAGLEMOUNT	2,000		2,000		2,000		
GIVE BIG/GIVING TUESDAY	5,000		5,000		5,000		
MAP DONATIONS	7,000		7,000		7,000		
TOTAL CONTRIBUTIONS INCOME		196,149		178,000		178,000	
INTEREST/DIVIDEND INCOME	12,000		12,000		12,000		
MEMBERSHIP DUES	15,000		15,000		15,000		ACTUAL 2023
GRANTS	105,000		112,000		133,100		LEMOLO; LTAC; 2026 MAPS, BROCHURES
TRAVELER'S JOURNAL-P.A., SEQUIM	3,429		4,500		4,500		ACTUAL
BIKE TUNE-UP EVENT	7,000		7,000		7,000		ACTUAL
ANNUAL ODT FUNDRAISER, NET	0		0		0		
TOUR DE LAVENDER-NET	46,000	*****	46,000	*****	46,000	*****	2024 ACTUAL
SALES/COMMISSIONS	1,200		1,200		1,200		
ALPENFIRE ROYALTIES	0		0		0		
WEB SPONSORSHIPS	3,000		3,000		3,000		
TOTAL INCOME		388,778		378,700		399,800	
EXPENSE:							
ADMINISTRATION							
OFFICE	3,000		3,000		3,000		
OFFICE SUPPLIES	1,500		1,500		1,500		
LICENSES & PERMITS	325		325		325		
P. O. BOX & SITE RENTALS	4,500		4,500		4,500		
WEBSITES	3,000		3,000		3,000		
CREDIT CARD PROCESSING FEES	2,000		2,000		2,000		
DUES AND SUBSCRIPTIONS	5,100		5,100		5,100		CIVIC SOFTWARE;MAILCHIMP
INVESTMENT MANAGEMENT EXPENSES	7,000		7,500		7,500		
AWARDS & RECOGNITION	200		200		200		
MISCELLANEOUS	800		200		200		OPVB GATHERING
PS2P EXPENSES	15,000		15,000		15,000		ADDENDUM
LEMOLO ADVISORS	35,000		42,000		42,000		LEMOLO
SALES TAX	120		120		120		MINIMAL NON-TDL SALES
CPA/AUDIT (AUDIT-\$10K, REVIEW-\$5K)	600		600		600		
EXECUTIVE DIRECTOR	0		0		0		NEED REVENUES
DEVELOPMENT DIRECTOR	48,823	*****	71,400	*****	71,400	*****	LEMOLO: NEW CONTRACT
RELATIONSHIP MANAGER	80,375		118,300		118,300		NEW CONTRACT
TOTAL ADMINISTRATION EXPENSE		207,343		274,745		274,745	
LIABILITY INSURANCE	5,863		6,449		7,094		PREMIUM INCREASE; 2024 ACTUAL
POSTAGE AND DELIVERY	3,000		3,000		3,000		
PRINTING AND REPRODUCTION	300		300		300		
BIKE TUNE-UP EVENT	400		400		400		
PROGRAM EXPENSE:	300		300		300		
GIVE BIG/TUESDAY EXPENSES	850		850		850		
PROMOTION	12,500		8,000		13,500		ANCHOR BROCHURES
NEWSPAPER ADS	2,000		2,000		2,000		SOUND PUBLISH. ADS
STRATEGIC PLAN	0		4,000		0		
DIRECT MAIL COSTS	16,000		16,000		16,000		30K MAILERS
TRAIL AMBASSADOR PROGRAM	40,500		40,500		40,500		CLALLAM & JEFFERSON
SUPPLIES							
VOLUNTEER RECEPTION	700		700		700		
MISC. SUPPLIES	100		100		100		
MAPS	21,800		6,200		21,800		GRANTS
ANNUAL MEETING	150		150		150		RENT
TOTAL SUPPLIES		22,750		7,150		22,750	
TRAIL EXPENDITURES							
TRAIL MAINTENANCE MGR	0		22,500		22,500		DEFERRED TO 2025
TRUCK EXPENSES	1,500		1,500		1,500		
FLAGGER TRAINING	85		85		85		
EQUIPMENT	5,000		5,000		5,000		ACTUAL
TRAIL CONSTRUCT. INCL. MAT'L, GAS	3,000		3,000		3,000		
HBV	116,346		0		0		NEW BUDGET
SUPPLIES,	1,000		1,000		1,000		
SIGNAGE	1,250		1,250		1,250		CLALLAM/JEFFCO PROJECTS
WORK PARTY FOOD/BEVERAGES	3,500		3,500		3,500		
SANIKAN RENTALS	5,000		5,000		5,000		
ECO-COUNTERS	1,600		1,400		500		DEDUCTIBLE & SUBSCRIPTION
VOLUNTEER VESTS	1,000		1,000		1,000		
TOTAL TRAIL MAINTENANCE		139,281		45,235		44,335	
TOTAL EXPENSE		451,087		408,929		425,774	
NET INCOME		(62,309)		(30,229)		(25,974)	

PENINSULA TRAILS COALITION

BUDGET VS. ACTUAL

EIGHT MONTHS ENDED AUGUST 31, 2024

	UNRESTRICTED FUNDS	PERMANENTLY RESTRICTED	TOTALS JAN-AUG	BUDGET	\$ OVER BUDGET	(66.67% OF YR) % OF BUDGET
INCOME:						
CONTRIBUTIONS INCOME						
RESTRICTED	2,135	10,000	12,135	35,000	(22,865)	34.7%
UNRESTRICTED	36,377		36,377	60,000	(23,623)	60.6%
SUPPORTING EVENTS	12,807		12,807	17,000	(4,193)	75.3%
YEAR-END APPEAL	505		505	1,000	(495)	50.5%
DIRECT-MAIL CAMPAIGN	12,363		12,363	50,000	(37,637)	24.7%
ODT-EAGLEMOUNT FUND		940	940	1,500	(560)	62.7%
GIVING BIG/TUESDAY	30		30			
CARS PROGRAM	2,575		2,575			
BEQUESTS		22,757	22,757	20,000	2,757	113.8%
MAP DONATIONS	4,598		4,598	7,000	(2,402)	65.7%
TOTAL CONTRIBUTIONS INCOME	71,389	33,697	105,086	191,500	(89,018)	54.9%
TOUR DE LAVENDER, NET	37,277		37,277	55,000	(17,723)	67.8%
INTEREST/DIVIDEND INCOME	1,368	6,975	8,343	25,000	(16,657)	33.4%
GRANTS	61,900	11,794	73,694	55,000	18,694	134.0%
MEMBERSHIP DUES	7,520		7,520	15,000	(7,480)	50.1%
BIKE TUNE-UP EVENT	4,080	2,880	6,960	7,000	(40)	99.4%
PROGRAM FEES	3,429		3,429	4,500	(1,071)	76.2%
SALES, NET	527	151	678	2,500	(1,822)	27.1%
SPONSORSHIPS	250		250	3,000	(2,750)	8.3%
ALPENFIRE ROYALTIES				200	(200)	0.0%
GAIN (LOSS) ON INVESTMENTS	829	11,377	12,206			
MISCELLANEOUS INCOME	750		750	500		
TOTAL INCOME	189,320	66,874	256,194	359,200	(118,067)	71.3%
EXPENSE:						
ADMINISTRATION						
OFFICE EXPENSES				3,000	(3,000)	0.0%
OFFICE SUPPLIES	957		957	1,500	(543)	63.8%
LICENSES, PERMITS	91		91	350	(260)	25.9%
RENT-P. O BOX & SITE	2,590	640	3,230	4,500	(1,270)	71.8%
WEBSITES	491		491	3,000	(2,509)	16.4%
CREDIT CARD PROCESSOR FEES	680	66	746	1,500	(754)	49.7%
DUES AND SUBSCRIPTIONS	2,983		2,983	3,600	(617)	82.9%
INVESTMENT MANAGEMENT EXPENSES	789	4,936	5,725	7,000	(1,275)	81.8%
AWARDS & RECOGNITION				200	(200)	0.0%
MISCELLANEOUS	738		738	200	538	368.8%
EXECUTIVE DIRECTOR				96,513	(96,513)	0.0%
DEVELOPMENT CONTRACTOR	25,023		25,023	41,000	(15,977)	61.0%
PS2P EXPENSES	5,571		5,571	15,000		
RELATIONSHIP MGR	39,188		39,188	80,375	(41,187)	48.8%
TAXES-SALES	281		281	500	(219)	56.2%
CPA/AUDIT	650		650	1,000	(350)	65.0%
PROFESSIONAL FEES-LEMOLO, OTHER	17,800		17,800			
TOTAL ADMINISTRATION EXPENSE	97,831	5,641	103,473	259,238	(164,136)	39.9%
LIABILITY INSURANCE	5,863		5,863	5,060	803	115.9%
POSTAGE AND DELIVERY	2,184		2,184	3,000	(816)	72.8%
PRINTING AND REPRODUCTION	65	311	376	200	176	188.0%
BIKE TUNE-UP EXPENSE	224		224	450	(226)	49.9%
PROGRAM EXPENSE:	209		209	400	(191)	52.2%
GIVE BIG/TUESDAY EXPENSE:						
PROMOTION	12,544	978	13,522	6,500	7,022	208.0%
NEWSPAPER ADS	1,250		1,250	2,000	(750)	62.5%
DIRECT-MAIL COSTS				16,000	(16,000)	0.0%
TRAIL AMBASSADOR PROGRAM	13,457	1,733	15,190	35,000	(19,810)	43.4%
TOTAL OTHER EXPENSES	35,797	3,021	38,818	68,610	(29,792)	56.6%
SUPPLIES						
VOLUNTEER RECEPTION	2,021		2,021	3,000	(979)	67.4%
MISC. SUPPLIES	218	69	287	200	87	143.3%
MAPS	8,908	391	9,299	14,000	(4,701)	66.4%
ANNUAL MEETING	176		176	125	51	140.8%
TOTAL SUPPLIES	11,323	460	11,783	17,325	(5,542)	68.0%
TRAIL EXPENDITURES						
MAINTENANCE MGR	(41)		(41)	22,500	(22,541)	-0.2%
MAINTENANCE VEHICLE	1,348		1,348	3,000	(1,652)	44.9%
FLAGGER TRAINING	85		85	300	(215)	28.3%
EQUIPMENT	(90)	6,496	6,406	5,000	1,406	128.1%
CONSTRUCT., GAS, MATERIALS		1,039	1,039	6,450	(5,411)	16.1%
HBV TRAILHEAD		47,811	47,811	95,000	(47,189)	50.3%
SUPPLIES	70	422	492	1,000	(508)	49.2%
SIGNAGE		279	279	3,000	(2,721)	9.3%
WORK PARTY FOOD/BEVERAGES	2,484	14	2,498	3,000	(502)	83.3%
SANIKAN RENTALS	4,860		4,860	5,000	(140)	97.2%
ECO-COUNTERS		589	589			
VOLUNTEER GEAR				1,000	(1,000)	0.0%
TOTAL TRAIL EXPENDITURES	8,715	56,650	65,365	145,250	(79,885)	45.0%
TOTAL EXPENSE	153,666	65,773	219,439	490,423	(279,355)	44.7%
CHANGE IN NET ASSETS FROM OPERATIONS	35,654	1,101	36,755	(131,223)	167,978	
UNREALIZED GAIN (LOSS) ON INVESTMENTS	10,591	38,151	48,742			
NET LIQUID ASSETS, BEGINNING OF YEAR	136,622	781,805	918,427			
RESTRICTION OF ASSETS						
NET LIQUID ASSETS, END OF PERIOD	\$182,867	\$821,058	\$1,003,924			

PENINSULA TRAILS COALITION

Board of Directors

Contact Info, as of October 3, 2024

Name	Location Address
Anderson, Brian	723 Taylor Cutoff Rd. Sequim, WA 98382
Bohman, Jeff	3753 S. Canyon Cir. Port Angeles, WA 98362
Dolansky, John	10 Victoria View Sequim, WA 98382
Erickson, Molly	315 Hillstrom Rd. Forks, WA 98331
James, Rich	2813 E. Bay St. Port Angeles, WA 98362
Little, Jeni	545 Lincoln St Port Townsend, WA 98368
Mantell, Jim	194 Kala Heights Dr. Port Townsend, WA 98368
Mount, Merrily	119 Harolds Hollow Port Ludlow, WA 98365
Petersen, Bob	215 Lower Adelma Beach Rd. Port Townsend, WA 98368
Sarles, Judy	134 Blue Shadow Lane Port Angeles, WA. 98362
Stevenson, Andy	653 Seal Rock Rd. Port Angeles, WA 98363
Taylor, Gordon	2103 W. 8 th St. Port Angeles, WA 98362
Whitlow, Jan	754 Hoare Rd. Port Angeles, WA 98363
Willott, Don	503 S Edwards Port Townsend, WA 98368,

The Strait of Juan de Fuca Highway, State Route 112, takes you to some of the most impressive vistas to be found anywhere. Starting at the junction of highways 101 and 112 on its east end, it offers a spectacular experience. Learn more at highway112.org



Known on the GAT, this 25 mile mostly unimproved single track trail offers a scenic option for mountain bikers, hikers, and equestrians. This "hand-built" trail was completed between 1984 and 1991 and offers a wide range of experiences through hills, forested terrain. Beautiful views of the Olympic Mountains, the Strait of Juan de Fuca, and Vancouver Island can be found along the GAT. Discover the Trail Loop. www.olympicdiscoverytrail.org



rested and sparsely populated, the Olympic Discovery Trail in Angeles offers some of the most impressive views along the north shore of Lake Crescent (on the Spruce Railroad north of the ODT) and the Pacific Coast at either LaPush or here striking. Lodging and food services along this route are striking. Lodging and food services along this route and there are no bike shops.

and Beaver, the City of Forks and the tribal community of LaPush on the Pacific Coast represent convenient break points along the trail. The OOT extends across the ancestral homelands of several Native American tribes, including the Hoh, Quileute, Makah, Lower Elwha Klallam, and Jamestown S'Klallam tribes. Their history, culture, lifestyles, art, and respect for the land and natural resources are woven throughout the Peninsula and underpin the trail experience.

This western end of the ODT is also the western beginning of the Great American Rail-Trail (GART), ultimately providing a cross-country, non-motorized, multi-modal trail crossing thirteen states from Washington State to Washington D.C. In years to come, as the GART and the ODT

GREAT AMERICAN RAIL-TRAIL

nt for **PENINSULA TRAILS COALITION** provide an opportunity to encounter fellow trail users from around the country and around the world.

The more densely populated eastern half of the Olympic Discovery Trail features several charming towns and a mixture of forested foothills, scenic coastal areas, rich agricultural lands, and rural neighborhoods. It offers an impressively wide range of experiences and activities that can be enjoyed in conjunction with traveling the ODT. Anchored by one of America's great national parks, Olympic National Park, the area supports many recreational opportunities, arts communities, and agricultural operations.

In a single day, you can visit lavender farms, an organic dairy operation, wineries, breweries, cideries, distilleries, organic produce farms, berry fields, and orchards. A single day could also include hiking, kayaking, sightseeing, rock climbing, fishing, and other recreation. The towns of Port Townsend, Sequim, and Port Angeles offer festivals, performances, galleries, theaters, and events throughout the year. At the end of your full day, diverse lodging and

dining opportunities match the diversity of all the other offerings on the Peninsula. Lodging options along the ODT can be found at olympicpeninsula.com/lodging. Be sure to check out the Culinary Loop to see the array of culinary possibilities: olympicculinaryloop.com

Trail users have opportunities year-round to experience the sister trail, the Olympic Adventure Trail (known as the West of Port Angeles). Runners, walkers, bicyclists, and kayakers can participate or compete in events including the North Olympic Discovery Marathon, the Tour de Lavender, the Ride the Ridge, the Big Hurt, the Frosty Moss, the Run the Peninsula, the Run, the COAT Run, and others. To learn more about trail events, and the ongoing development of the ODT, go to olympicdiscoverytrail.org

Trail Notes:

- The Larry Scott Trail Segment of the ODT is the eastern 7.3 miles, from Port Townsend to Four Corners Rd. & Hwy 20, its current end.
- The ODT Route from Four Corners Rd. to Discovery Bay currently utilizes HWY 20. (this road has narrow or no shoulders and is a high traffic road USE EXTREME CAUTION)

- For Buses from Port Townsend to Sequim, call Jefferson County Transit 360-383-4777
- At Discovery Bay, the ODT is on HWY 01 (.5 miles) to new trail section between Trucking Company & Railroad Cars and then onto Old Gardiner Rd.

Old Gardiner Rd/ Broders Rd. then uses HWY 101 for 1.5 miles to reconnect to Old Gardiner Rd. At the end of Old Gardiner Rd., proceed 100 yds and turn right on Diamond Point Rd. to access the trailhead

Heading East from the ODT at Discovery Bay, take US 101 & SR 104 to the Hood Canal bridge.

Access Points

Port Townsend- At the PT Boatyard- 1 Mile South of City Center. Parking, toilets, water.
Cape George - On Cape George Rd. - 0.7 miles west of Discovery Bay. Parking, horse loading, toilet, water.
Ho Curry - At the intersection of S. Discovery Rd. & Milo Curry Rd. - Parking, horse loading, toilet.
Diamond Point Rd. - Parking, toilet
Blyn Pullout - On HWY 101 at southern tip of Sequim Bay.

Rules and Etiquette

Trail users are asked to be courteous to fellow trail users and respectful of property owners adjacent to the trail. Many property owners have granted easements to allow trail construction, and many volunteers have given thousands of hours of labor to build and

his wonderful facility.

Trail User Rules:

no trace.
at private property. Stay on the trail.
ective devices and lights at night.
ution at road and driveway crossings.
the right side of trail. There is two-way traffic.
rized vehicles (except electric assist bicycles
elchairs).

Individual is responsible for his/her own safety and safety of others.

LTAC Grant Award Agreement for PENINSULA TRAILS COALITION



Pedestrian Rules:

- Stay as far to the right as possible and walk no more than two abreast to allow other trail users to safely pass.
- Yield to equestrians. Ask riders for guidance.
- Dogs must be on a leash and under control at all times. Please Clean Up after pets.
- Make way for faster users.

Bicyclist Rules:

- Keep to the right, Pass to the Left.
- Always use safe speeds. Slow down in crowded areas.
- Alert other users with bell or voice before passing. Overtake on left. Reduce speed to pass safely.
- Approach horses slowly. Ask riders for guidance. Avoid loud/startling noises.

Equestrian Rules:

- Riders are responsible for maintaining control over horses at all times.
- Help other users pass safely. Provide instructions. Keep to the right, Pass to the Left.
- Remove horse manure. Kick droppings off the trail.
- Use the horse path or move to the side of the trail to allow others to pass safely.
- Cantering/galloping on the trail endangers everyone and may damage trail surface.

In an emergency, dial 911

To Support the Olympic Discovery Trail go to:

www.olympicdiscoverytrail.org/donate

Or Mail Donations to:

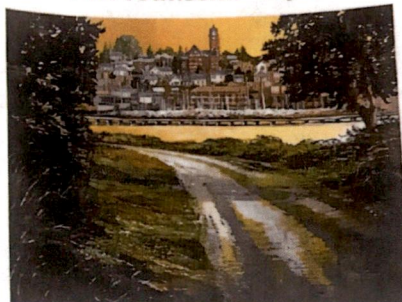
Peninsula Trails Coalition

P.O. Box 1836, Port Angeles, WA 98362

East
Sound & Bay



Port Townsend - Blyn

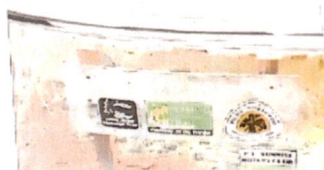


Painting by Larry Eiffert

Provided by



ODT - East
Spend a day in the quaint Victorian Town of Port Townsend and visit Ft. Worden State Park. The eastern portal of the ODT begins at the boatyard in Port Townsend and extends



approximately 27 miles from Puget Sound to the community of Blyn at the tip of Sequim Bay.

Of this, 7.3 miles are completed pathway, approximately 20 miles of this segment is on paved roads. There are 4 supported trailhead and more will be added as sections of the trail are completed.

Whether you arrive by car, plane, or ferry, come and spend one day or several in and around Port Townsend before you begin your adventure across the Olympic Peninsula on the ODT.

On the Trail from Port Townsend, you'll descend the Quimper Peninsula to the southern tip of Discovery Bay, named in 1792 by Captain George Vancouver, after his ship, the HMS Discovery. Capt. Vancouver thoroughly explored the Strait of Juan de Fuca, Puget Sound and named many geographical features in the region: the Dungeness, Olympic Mountains, and Hood Canal.

From Discovery Bay, the route of the trail follows Old Gardiner Rd., with short sections on Hwy 101. As you approach Blyn, the trail follows Old Blyn Hwy. The trail resumes on Old Blyn Hwy, 0.6 from Blyn, through the Jamestown S'Kallam Tribal Heartland and the Longhouse Market & Deli, and the Seven Cedars Casino.

This map is made possible by donations from trail lovers

Page 35 of 43

LIMIT 15

separated portions of the ODT
Unless a lower speed limit is posted

Hard Packed Fine Gravel

Paved

Gravel

Highway

Other Highway

Trailhead **TH**

Parking **P**

Bike Shops **BS**

Horse Loading **HL**

Drinking Water **DW**

Toilet **T**

Jefferson County Fair Campground

Hastings Ave

Discovery Rd

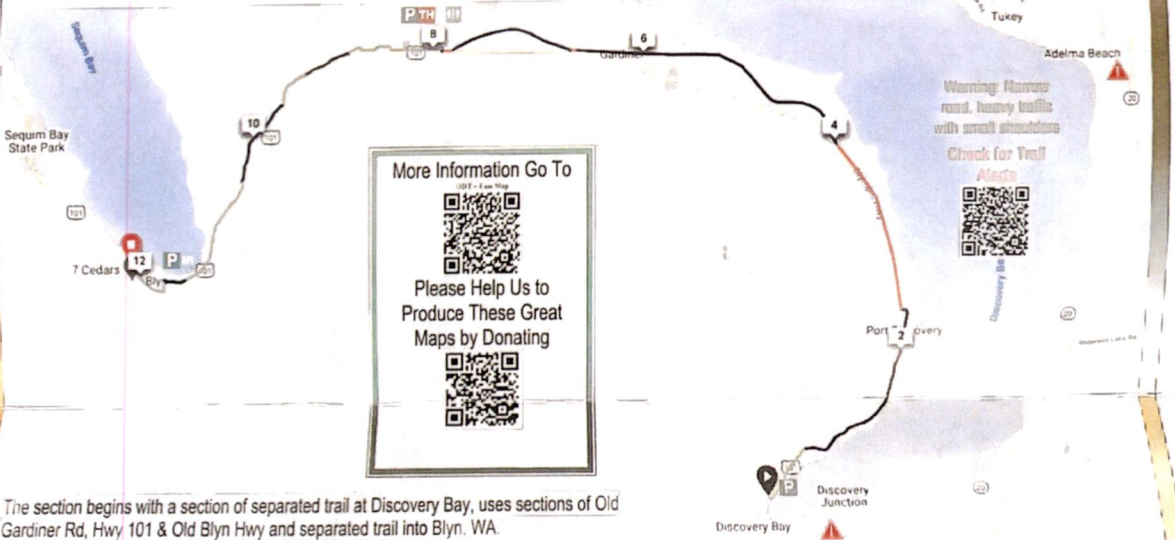
W Sims Way

ODT East-Larry Scott Section Cue Sheet 7.6 Miles

→ Rt	Port Townsend Boat Yard TH (Haines Place & HWY 20/ W. Sims Way)	0.0
1.2 ← Str8	Cross Thomas Street	1.2
0.6 ↑ Str8	Cross Mill Road	1.8
0.8 → Rt & Left	Right after Mill Rd, Left @ HWY 20 to HWY 20 Underpass	2.6
0.5 → Rt & Str8	Right after HWY 20 Underpass by Reynolds Rd to Discovery Rd Underpass	3.1
0.7 ← Str8	Discovery Rd Underpass to Cape George Trailhead	3.8
0.4 → Str8	Cape George TH to S. Edwards Road	4.2
1.5 → Str8	S. Edwards Rd by Green Way to Douglas Way	5.7
0.3 ↑ Left	Douglas Way to S. Discovery Rd Crossing	7.2
0.1 ← Left	S. Discovery Rd Crossing to Milo Curry Trailhead	7.3
0.3 ← Left	S. Discovery Rd to Hwy 20	7.6

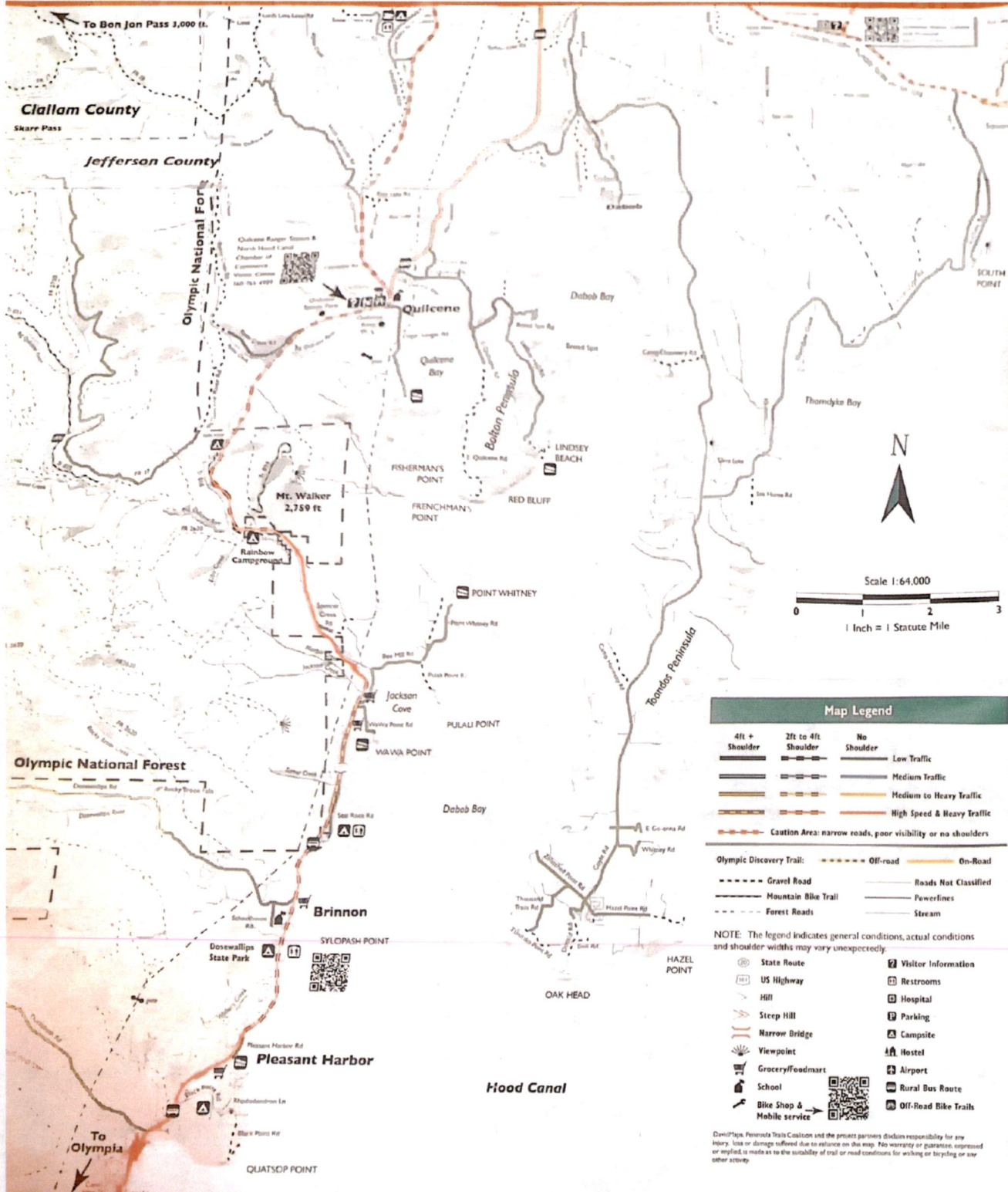
WA20 WARNING: While the PTC works on a future ODT option, there are two possible alternatives to bypass this dangerous section of Hwy 20:

- WA20 WARNING:** The 6-mile section of Washington State Hwy 20 between Four Corners and Discovery Bay is heavily traveled by automobiles and trucks. There are places that are narrow with no shoulder. Ride Jefferson County transit route 8 between Four Corners and Discovery Bay. The bus has a two bicycle transport capability and has a stop at the Four Corners Park and Ride and Discovery Bay. Here is a link to the schedule. https://jeffersontransit.com/reduced_service_schedule_03302020/#8sequim
- At the Four Corners Road/HWY 20 Intersection, cross Hwy 20 (1.3 mi), turn right onto Hwy 19 (Rhody Drive)(4.1 mi), Turn Right onto Center Drive (6.8 mi), Turn Right onto Hwy 104 (4.6 mi), Turn Right (North) onto Hwy 101 (2.7 mi) to connect to the next separated ODT trail section in Discovery Bay. This route is approximately 19 miles.



The section begins with a section of separated trail at Discovery Bay, uses sections of Old Gardiner Rd, Hwy 101 & Old Blyn Hwy and separated trail into Blyn, WA.

12	11	10	9	8	7	6	5	4	3	2	1	0	ele (ft)
0.0 → Rt	Rt from HWY 101 onto separated trail - then immediate Left	0.0	0.1 → Rt	Turn Rt on Old Gardiner	6.7	0.3 → Rt	Rt onto Old Blyn Hwy	9.6					
0.6 → Rt	Rt onto Old Gardiner Rd	0.6	1.1 ↑ Str8	Onto the North Shoulder of 101 W	7.8	0.8 ← Left	Left on Blyn Rd for 200 Feet	10.4					
1.8 ← Left	Left onto Broders Rd	2.4	0.1 → Rt	Rt onto Diamond Pt Rd-Left to Trailhead	7.9	0.0 → Rt	Rt onto a separated Trail	10.4					
0 → Rt	Turn Rt onto HWY 101 Caution: High Auto Traffic Area	2.4	0.9 ↑ Str8	Onto East Michigan School Rd	8.8	1.1 ← Left	Left onto Old Blyn HWY	11.5					
1.6 → Rt	Rt onto Old Gardiner Rd	4.0	0.2 ← Left	Separated Dirt Trail - Single Track	9.0	0.2 ← Left	Onto Separated Trail	11.7					
2.6 ↑ Str8	Remain on Old Gardiner as it meets HWY 20	6.6	0.3 → Rt	Rt onto Old Blyn Hwy extension	9.3	0.4 ↑ Str8	Section Ends at Cornea Rd Go to East Central Map Next	12.1					



SAME ROADS • SAME RIGHTS • SAME RULES
 Be Visible • Be Alert • Wear a Helmet • Have Fun

RCW 46.61.755 states Traffic laws apply to persons riding bicycles.

Obey all traffic signs, signals and laws. Ride in the same direction as traffic.

Signal before turns and lane changes.

Check behind and ahead before turning.

Yield to vehicles with the right-of-way.

Be visible day or night. Wear bright clothes.

RCW 46.61.780 states: At night you must have a headlight and taillight or red rear reflector.

Be courteous.

Audibly alert pedestrians as you approach.

Yield to pedestrians in the crosswalk.

Choose the best way to turn left.

Like a CAR - wear helmet, pass, signal and when safe move into the left lane and turn left.

Like a PEDESTRIAN - dismount and walk your bike across the intersection at the crosswalk.

Ride defensively. Be aware of other vehicles.

Do not pass on the right.

Impaired driving.

Ride predictably.

Leave adequate space between you and parked cars.

Be careful of opening car doors.

Do not weave in and out of parked cars and traffic.

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 Printed March 2022

Map Legend

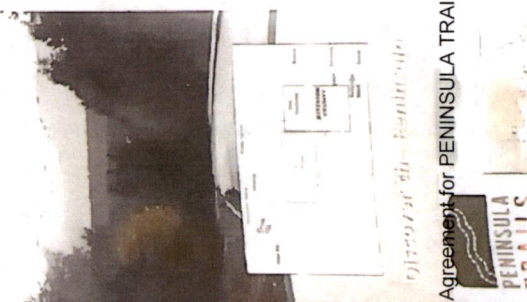
4ft + Shoulder	2ft to 4ft Shoulder	No Shoulder	Low Traffic
			Medium Traffic
			Medium to Heavy Traffic
			High Speed & Heavy Traffic
Caution Area: narrow roads, poor visibility or no shoulders			

Olympic Discovery Trail: Off-road	On-Road
Gravel Road	Roads Not Classified
Mountain Bike Trail	Powerlines
Forest Roads	Stream

- NOTE: The legend indicates general conditions, actual conditions and shoulder widths may vary unexpectedly.
- | | |
|----------------------------|----------------------|
| State Route | Visitor Information |
| US Highway | Restrooms |
| Hill | Hospital |
| Steep Hill | Parking |
| Narrow Bridge | Campsite |
| Viewpoint | Hostel |
| Grocery/foodmart | Airport |
| School | Rural Bus Route |
| Bike Shop & Mobile service | Off-Road Bike Trails |

DavidMaps, Peninsula Trails Coalition and the project partners disclaim responsibility for any injury, loss or damage suffered due to reliance on this map. No warranty or guarantee, expressed or implied, is made as to the suitability of trail or road conditions for walking or bicycling or any other activity.

Bicycling the Olympic Peninsula
 EASTERN JEFFERSON COUNTY



LTAC Grant Award Agreement for PENINSULA TRAILS COALITION



Department of Public Works
Jefferson County, Washington

623 Sheridan Street
Port Townsend, WA 98368
360-385-9160

September 30, 2024

Jeff Bohman
Board President
Peninsula Trails Coalition
P.O. Box 1836
Port Angeles, WA 98362

Re: Jefferson County ODT Portable Restroom Maintenance & Operation

Dear Jeff,

This letter is to inform you of Jefferson County Public Works support, and appreciation, for the Peninsula Trails Coalition (PTC) including Jefferson County's portable restroom facilities along the Larry Scott segment of the Olympic Discovery Trail in an upcoming Lodging Tax Advisory Committee funding request. It is our understanding that if the PTC is successful, PTC would assume responsibility for the Jefferson County facilities located at the Port of Port Townsend trailhead, Trailhead Park in Cape George, the Milo Curry trailhead, and potential facilities at the Gardiner Community Center. We appreciate PTC's coordination and cooperation in this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Kuzma", is written over the word "Sincerely,".

Eric Kuzma
Deputy Public Works Director
Jefferson County Public Works

CC: Merrily Mount

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.