

**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 \$91,500; Quilcene Historical Museum

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:

Quilcene Historical Museum	\$91,500
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RECOMMENDATION:

Approve and sign the agreement.

REVIEWED BY:


Mark McCauley, County Administrator

12/19/24
Date:

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: QUILCENE HISTORICAL MUSEUM

Contract No: LTAC QHM

Contract For: Lodging Tax Funding

Term: Jan-Dec 2025

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

AMOUNT: 91,500

Revenue: _____

Expenditure: 91,500

Matching Funds Required: _____

Sources(s) of Matching Funds _____

Fund # 125

Munis Org/Obj 12555730 / 411103

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

SCANNED

**AGREEMENT FOR 2025 HOTEL-MOTEL FUNDING FOR TOURISM SERVICES
FOR QUILCENE HISTORICAL MUSEUM ASSOCIATION**

This Agreement is by and between Jefferson COUNTY, Washington (the COUNTY) and QUILCENE HISTORICAL MUSEUM ASSOCIATION ("RECIPIENT").

WHEREAS, RECIPIENT is a non-profit corporation registered with the Secretary of State of the State of Washington under UBI number 601 333 689; 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 \$91,500 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; 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.

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

8. INSURANCE

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

- a. Commercial General Liability Insurance. RECIPIENT shall maintain commercial general liability coverage on a form acceptable to Jefferson COUNTY Risk Management for

bodily injury, personal injury, and property damage, with a limit of not less than in the amount of at least \$1 million per occurrence, for bodily injury, including death, and property damage; and

- b. Worker's Compensation (Industrial Insurance). RECIPIENT shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson COUNTY Risk Management, upon request.

9. INDEPENDENT CONTRACTOR

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

10. COMPLIANCE WITH LAWS

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

11. CHOICE OF LAW

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

12. DISPUTES

- a. The parties agree to use their best efforts to prevent and resolve disputes before they escalate into claims or legal actions. Any disputed issue not resolved under this Agreement shall be submitted in writing within 10 days to the County Risk Manager, whose decision in the matter shall be final, but shall be subject to judicial review.

- b. If either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, each party in such action shall pay for its own attorney's fees and court costs.
- c. Any legal action shall be initiated in the Superior Court of the State of Washington for Jefferson County, subject to the venue provisions for actions against counties in RCW 36.01.050. The parties agree that the parties have the right of appeal from such decisions of the Superior Court under the laws of the State of Washington.
- d. RECIPIENT consents to the personal jurisdiction of the courts of the State of Washington.

13. DISCRIMINATION PROHIBITED

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

14. INTEGRATED AGREEMENT

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

15. PUBLIC RECORDS ACT

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

16. RECORDS RETENTION AND AUDIT AUTHORIZATION

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

17. NO SEVERABILITY

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

18. SURVIVAL

Those provisions of this Agreement that by their sense and purpose should survive the term of this Agreement shall survive the term of this Agreement for a period equal to any and all relevant

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

19. AMENDMENT, MODIFICATION AND WAIVER

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

SIGNATURES ARE ON THE FOLLOWING PAGE

JEFFERSON COUNTY WASHINGTON

QUILCENE HISTORICAL MUSEUM

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:

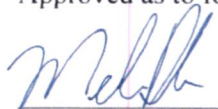
 for 12/19/2024
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

EXHIBIT A

Itemized List of Tourism Promotion Services Approved in the Final Award

Quilcene Historical Museum 2025 LTAC Budget

	2023	orig 2024	2025
	LTAC BUDGET	LTAC BUDGET	LTAC BUDGET
	BUDGET		
66112 · LTAX Visitor Prom-Info-Convenes			
66112.1 · Conveniences · PUD	3,000	5,200	5,200
66112.2 · Signage & PPE Supplies	2,000	500	500
66112.3 · Exhibits	1,500	500	1,000
66112.4 · News Letters & Postcards	1,000	500	500
66112.5 · Brochures	750	1,000	1,000
66112.6 · Conveniences · Sanitation	1,500	2,500	2,500
66112.7 · Invitations	750	750	750
Total 66112 · LTAX Visitor Prom-Info-Convenes	10,500	10,950	11,450
66116 · LTAX Cooperative Partnerships	1,000	1,000	1,000
66118 · LTAX Web, Soc Media, ISP, Phone			
66118.1 · Internet & Phone Service	3,000	4,000	4,000
66118.2 · Website Design & Maint.	2,600	5,000	5,000
66118.3 · Email Service	200	200	200
66118.4 · Website Provider	350	350	500
66118.5 · Video-Teleconference Service	200	200	200
66118.6 · Security System Service	400	420	1,000
66118.7 · Multi-Media H/W			
Total 66118 · LTAX Web, Soc Media, ISP, Phone	6,750	10,170	10,900
66120 · LTAX Spl Events Prom & Mktng			
66120.1 · Multi-Media Advert. -Comm	5,000	2,000	2,000
66120.2 · Event Promotion & Support	11,500	12,500	16,500
66120 · Wedding Promotion	1,250	6,000	6,000
Total 66120 · LTAX Spl Events Prom & Mktng	17,750	20,500	24,500
66122 · LTAX Prof Svcs, Projects			
66122.1 · Graphic Design · Non Event/Mark	300	300	300
66122.2 · Mailing Services	3,000	2,000	2,000
66122.3 · Lawn Services	15,000	18,000	18,000
66122.4 · Grant Writing Services	1,550	2,500	2,500
66122.5 · CPA Services	1,250	750	750
66122.6 · WP Maintenance & Operations	19,200	16,000	16,000
66122 · Pass Perfect Software	1,800	1,800	1,800
Total 66122 · LTAX Prof Svcs, Projects	42,100	41,350	41,350
66130 · Conference , Convention , Meeting	500	500	500
66171 · Office Expenses, Program	100	400	400
66173 · Postage , Program	100	100	100
66195 · Travel	100	100	100
Total Other Program Expenses	800	1,100	1,100
6.B · Administration			
66200 · Other Non-Program Expenses			
66265 · Office Expense, Administration	300	500	300
66267 · Postage, Administration	600	1,000	500
66269 · Printing and Copying , Admin <u>200</u> <u>400</u> <u>400</u>			
Total 66200 · Other Non-Program Expenses	1,100	1,900	1,200
Total Expense	80,000	86,970	91,500

EXHIBIT B
RECIPIENT'S PROPOSAL

**QUILCENE HISTORICAL MUSEUM ASSOCIATION 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 Quilcene Historical Museum

Event Name, if different _____

Proposed Contract Amount: \$ 91,500.00

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

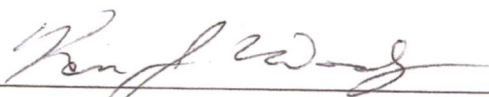
Please type (10 point or larger) or legibly print in ink. To be considered: all questions must be answered; all requested documents provided; this form must be signed and dated.

Organization Name Quilcene Historical Museum
Organization Address 151 East Columbia Street, PO Box 574 Quilcene, WA 98376
Contact Name Kevin Wooley
Contact Address PO Box 574 Quilcene, WA 98376
Day Phone (360)765-4848 Evening or Cell Phone (360) 531-1023
E-Mail Address Quilcenemuseum.treasurer@gmail.com;
Kevin.j.wooley@gmail.com
Facility/Event (if applicable) Quilcene Historical Museum/ Worthington Park
Total Lodging Tax Request: \$: 91,500.00
Estimated 2025 org. operating budget (Incl. Lodging Tax funds) \$:151,613.00

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? ☒ X 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: 9/25/2024
Print Name and Title: Kevin J. Wooley QHM Treasurer

Section 1 - Itemized list of proposed services and estimated costs.

Quilcene Historical Museum 2025 LTAC Budget

	2023	orig 2024	2025
	LTAC BUDGET	LTAC BUDGET	LTAC BUDGET
66112 · LTAX Visitor Prom-Info-Convencs			
66112.1 · Conveniences - PUD	3,000	5,200	5,200
66112.2 · Signage & PPE Supplies	2,000	500	500
66112.3 · Exhibits	1,500	500	1,000
66112.4 · News Letters & Postcards	1,000	500	500
66112.5 · Brochures	750	1,000	1,000
66112.6 · Conveniences - Sanitation	1,500	2,500	2,500
66112.7 · Invitations	750	750	750
Total 66112 · LTAX Visitor Prom-Info-Convencs	10,500	10,950	11,450
66116 · LTAX Cooperative Partnerships	1,000	1,000	1,000
66118 · LTAX Web, Soc Media, ISP, Phone			
66118.1 · Internet & Phone Service	3,000	4,000	4,000
66118.2 · Website Design & Maint.	2,600	5,000	5,000
66118.3 · Email Service	200	200	200
66118.4 · Website Provider	350	350	500
66118.5 · Video-Teleconference Service	200	200	200
66118.6 · Security System Service	400	420	1,000
66118.7 · Multi-Media H/W	-	-	-
Total 66118 · LTAX Web, Soc Media, ISP, Phone	6,750	10,170	10,900
66120 · LTAX Spl Events Prom & Mktng			
66120.1 · Multi-Media Advert.-Comm	5,000	2,000	2,000
66120.2 · Event Promotion & Support	11,500	12,500	16,500
66120 · Wedding Promotion	1,250	6,000	6,000
Total 66120 · LTAX Spl Events Prom & Mktng	17,750	20,500	24,500
66122 · LTAX Prof Svcs, Projects			
66122.1 · Graphic Design - Non Event/Mark	300	300	300
66122.2 · Mailing Services	3,000	2,000	2,000
66122.3 · Lawn Services	15,000	18,000	18,000
66122.4 · Grant Writing Services	1,550	2,500	2,500
66122.5 · CPA Services	1,250	750	750
66122.6 · WP Maintenance & Operations	19,200	16,000	16,000
66122 · Pass Perfect Software	1,800	1,800	1,800
Total 66122 · LTAX Prof Svcs, Projects	42,100	41,350	41,350
66130 · Conference, Convention, Meeting	500	500	500
66171 · Office Expenses, Program	100	400	400
66173 · Postage, Program	100	100	100
66195 · Travel	100	100	100
Total Other Program Expenses	800	1,100	1,100
6.B · Administration			
66200 · Other Non-Program Expenses			
66265 · Office Expense, Administration	300	500	300
66267 · Postage, Administration	600	1,000	500
66269 · Printing and Copying, Admin	200	400	400
Total 66200 · Other Non-Program Expenses	1,100	1,900	1,200
Total Expense	80,000	86,970	91,500

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.

Worthington Park continues to be a one-of-a-kind historical and cultural destination with an active museum, restored Victorian mansion, outdoor performing arts theater, and ten acres of beautiful grounds. Our museum is a nonprofit, operating without debt, staffed, and led by volunteers - with well over 50,000 hours of volunteer effort to date. Our public events continue to draw record numbers of visitors from locations far beyond our county. These events are rooted in strategic partnerships and aggressive promotion. This summer brought record visitation to Worthington Park from across the country and internationally. The Park hosted a wide range of public and private events, including numerous weddings, with happy couples and guests coming from the surrounding counties and other states. Worthington Park will continue to attract increasing numbers of visitors to Jefferson County as a unique location for public and private events, while celebrating the history, natural beauty, and special character of our region.

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

Quilcene Historical Museum Volunteers utilized the new museum addition to help organize and refresh the museum's exhibits, displays, and stored artifacts. Worthington Park continued to increase the number and variety of events this year, with additional wedding, anniversary, and birthday event bookings, as well as additional and expanded public events. All these events brought guests and vendors from outside of Jefferson County. The restored Hamilton-Worthington House continues to be booked for overnight stays and heavily utilized during events and for private tours. Our events tend to utilize the entire 10 acres of the park: museum, 1915 barn, restored Victorian mansion, outdoor theatre, meadow, and scenic grounds. Very few other event facilities provide this kind of offering. Major public events were staged every month from June to October. The June gravel bike race, the Bon Jon Pass Out, returned for the fourth year, attracting participants from numerous other states. This competition is the largest of its kind in Jefferson County – taking advantage of Worthington Park's proximity to the Olympic National Forest and trailheads. The very popular Up, Up, Up Circus returned for its fourth year in July attracting approximately 400 visitors who picnicked in the meadow, catching the free circus performance. Wrapping up the summer in August was the 15th annual Tasting Gala - featuring libations from around the Hood Canal area. The Gala attracted over 100 attendees and multiple vendors from Jefferson and Mason counties. The Oyster Races half marathon, 10K, and 5K will return to Worthington Park in September. Registration for these races is tracking to make them the largest to date. Online promotion of the event has led to interest coming from the surrounding counties of Clallam, Pierce, Mason, King, Kitsap, and Thurston. In October, the very popular Quilcene Fiber Festival returns to the park featuring sheep shearing, weaving, spinning, knitting, felting, and traditional music and storytelling. Fiber artists from across the Peninsula will be offering their creations in the restored mansion and across the entire park. We expect this South County event to attract the greatest amount of business and visitors to Quilcene in 2024. The online interest in the event is almost doubled from last year, with more than a month of promotion time remaining we hope to increase attendance by at least 20%. We employed LTAC funding to successfully promote our overnight accommodations in the Hamilton-Worthington House and greater Jefferson County and generate increased bookings for private and public events. We have adjusted our promotional priorities to increase online traffic

and awareness of the facility. We expect our wedding bookings to increase by 50% in 2025. We are also increasingly utilizing the Hamilton-Worthington House through the "off season" for private events including private parties, fund-raising events, anniversaries, memorials, and weddings in efforts to offset our increased costs of running the park and museum. Additionally, with the county's goal to increase off season tourism we are extending the museum to be open during the off-season months.

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

Worthington Park continues to adjust its marketing strategy to reach people inside and outside of Jefferson County. Our public events are listed on our Facebooks pages and our Google profile, as well as our websites. While each individual public event has a specific marketing strategy, our wedding marketing has been a major focus this year. We are attending multiple wedding expos outside of Jefferson County and are promoting our event hosting on social media as well as wedding and tourist websites. A very high percentage of our events hosted throughout the year (and also our overnight lodging) target audiences beyond our immediate region using print ads. Publications like the Getaway Guide are distributed on the Washington State Ferries, and the popular Tracing the Fjord Magazine reached tourists in rest stops, visitor's centers and local businesses from Seattle to Portland. Worthington Park's Facebook page has seen a greater than 30% increase in link clicks from the previous year and more than a 50% increase in content interactions. Soon we are going to be featured on HereComeTheGuide.com, which is regularly within the top 3 Google search results for 'Olympic Peninsula Weddings', 'Washington Weddings', and other similar searches. We are also hoping to begin promotions on Instagram and Google Ads.

a) If an event, the date of the event:

Worthington Park supports events throughout the calendar year, and the museum is now open to visitors throughout the year as well.

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

January through December 2025.

c) Target Audience

Our primary audiences continue to be along the West Coast to include, but not limited to, Washington, Oregon, California, Idaho, and Arizona. However, with our expanded capacities, we attracted a wider variety of visitors from those areas. Because of the particular nature of some of our special events, we attracted participants from great distances away (i.e., mountain bicyclists, runners, fabric artists, etc.).

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

We will continue utilizing social media marketing and plan to expand our paid social media advertising. We are expanding ads and venue listings on local and national online paid directories and booking sites. As previously mentioned, we are attending numerous wedding expos outside of Jefferson County to attract couples (and their guests) to our area. We also employ more traditional media to reach visitors already in the region such as placing signage in strategic locations. We will continue to place conventional print ads strategically to maximize their impact on a wider audience.

Lastly, we will continue to update our websites with current event information and images.
<https://www.worthingtonparkquilcene.org/>, <https://www.quilcenemuseum.org/>

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

Primary promotion is through digital marketing (website, etc.), tourist magazines & publications as described above. We also promote Jefferson County lodging establishments for the guests' attending weddings and other events at the park.

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 Jefferson County Historical Society continues to be a great supporter as we renew our investments in our museum. The Jefferson County Library District and Key City Public Theater are both partnerships that bring children and families to our park for their summer programs. We are hosting a booth at the Quilcene Fair and Parade this year, and they will be making an announcement about the museum being open during the parade. The Quilcene Brinnon Garden Club has provided grant opportunities for landscape improvements. The Museum is a Quimper Events Collective founding member, and holds memberships in the Olympic Peninsula Tourism Commission, Jefferson County Tourism Coordinating Council, and North Hood Canal Chamber. All our interactions with these and other groups bring people to our venue, which then exposes them to the promotion of future events hosted by our organization. Worthington Park's unique character provides a one-of-a-kind experience in hosting these partnerships with its museum, mansion, theatre, and expansive grounds.

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

We use event visitation figures, vendor sales numbers, overnight stay data, and online performance insights to measure the effectiveness of our promotions, facility, and events. Our Facebook and Instagram statistics continue to indicate a significantly expanded reach for all our events. We also gather data from each event inquiry to determine how they heard about our venue.

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.)

We have organized our operational management to consistently provide, as required by our contract with the county, quarterly reports of the use, services, programs, and activities utilizing the information we have collected as described above. We also provide quarterly financial statements detailing revenues, expenses, and cash balances.

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

Our visitor numbers continue to increase significantly year after year (2020 Pandemic being the exception).

a.) Actual or estimated number of tourists at your event/facility last year (2024): Over 2,900.

- b.) Estimated number of tourists who will attend your event/facility this year (2025): Over 5,000
- 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).

Over 50% of our visitors come from beyond the County and who we presume to be taking overnight accommodations in the immediate area. Overnight guests at our facility, coupled with more events on our schedule has equated to increased visitation with an ever-growing percentage from outside our region. We continue to expand our partnerships with lodging and booking establishments throughout the County in our event planning. During our events the local businesses in Jefferson County continue to see increased traffic year to year. Operations of our facility and events, though largely volunteer, have also brought employment opportunities to individuals in our Quilcene community.

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

Worthington Park is a one-of-a-kind, volunteer led, historical and cultural destination with an active museum, a restored Victorian mansion (offering overnight lodging), an outdoor performing arts theater, and ten acres of beautiful grounds. We stand out from other wedding and event venues because of the all-encompassing settings available on our grounds. As noted above, the variety of the events we are offering continues to expand and we are committed to integrating our facility in a manner that draws ever increasing numbers of visitors. The funding we are requesting for 2025 reflects our expanding mission and is structured in detail to promote, sustain, and grow our capacity to support unique visitor experiences. This funding will strengthen the extraordinary cultural character of our facility as we upgrade and maintain our interpretive and exhibition offerings - and continue to expand our narrative to growing numbers of visitors.

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).
- 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).

3. Background Information about Your Organization

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

QHM 2025 Income & Expense Budget (PRELIMINARY - Excludes Construction and Depreciation)

	<u>Budget</u>
Income	
43110 · Membership Dues	4,390
44110 · Interest (Financial Inst)	25
44130 · Dividends (Excl Cap Gain)	25
44140 · Unrealized Gain/Loss-Securities	2,000
44430 · Local Gov't Contracts (LTAX)	91,500
46110 · Gaming Gross Income	500
46120 · Fundraising Non-Gift Income	5,000
46130 · Fundraising Gift Inc (990 Ln1)	3,500
46140 · Fundraising Event Expenses	-4,000
47110 · Inventory Sales-Incl Sales Tax	1,093
47510 · Rent Revenue	30,000
47550 · Personal Property Rent Revenue	100
43401 · Contributions, General	15,000
43403 · Contributions, Endowment Fund	2,480
Total Income	<u>\$ 151,613</u>

QHM 2025 Income & Expense Budget (PRELIMINARY - Excludes Construction and Depreciation)

	<u>Budget</u>
Expense	
64125 · Insurance, Property & Casualty	8,000
64135 · Maintenance and Repairs	20,000
64137 · Garden Expense	5,000
64145 · Rental Host	11,000
64150 · Tax, Real Estate & Personl Prop	9,000
64160 · Utilities	2,500
66112 · Visitor Event Support & Information	11,450
66116 · Cooperative Partnerships	1,000
66118 · Web-sites, Social Media, ISP, Phone	10,900
66120 · Special Events, Promotions, Marketing	24,500
66122 · Professional Services, Projects	41,350
66130 · Conference, Convention, Meeting	500
66145 · Exhibits	2,500
66171 · Office Expenses, Program	400
66173 · Postage, Program	100
66175 · Recognition and Appreciation	500
66192 · Hospitality, Food, Beverages	500
66195 · Travel	100
66220 · Bank and Payment Service Fees	200
66230 · Business Permit/Registr/License	120
66265 · Office Expense, Administration	300
66267 · Postage, Administration	1,000
66269 · Printing and Copying, Admin	400
Total Expense	<u>\$ 151,320</u>
Net Ordinary Income	<u><u>\$ 293</u></u>

Section 3 – 2024 budget and year-to-date income and expense statement(s).

Quilcene Historical Museum

Budget vs. Actuals: January - December 2024

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
Revenue				
4.A Revenue				
46100 Gaming and Fundraising Events				
46110 Gaming Gross Income		2,500.00	-2,500.00	
46120 Fundraising Non-Gift Income	5,750.31	5,000.00	750.31	115.01 %
46130 Fundraising Gift Inc (990 Ln1)		5,000.00	-5,000.00	
46140 Fundraising Event Expenses	-1,250.00	-2,000.00	750.00	62.50 %
Total 46100 Gaming and Fundraising Events	4,500.31	10,500.00	-5,999.69	42.86 %
47100 Inventory Sales Net				
47110 Inventory Sales-Incl Sales Tax	469.25	1,093.00	-623.75	42.93 %
Total 47100 Inventory Sales Net	469.25	1,093.00	-623.75	42.93 %
47200 Program Income				
47230 Membership Dues		0.00	0.00	
Total 47200 Program Income		0.00	0.00	
47500 Rentals				
47510 Rent Revenue--Exempt / Tax Paid	3,376.71	25,100.00	-21,723.29	13.45 %
47530 Rent Rev--Nonexempt / Tax Due	19,704.65		19,704.65	
Total 47500 Rentals	23,081.36	25,100.00	-2,018.64	91.96 %
Total 4.A Revenue	28,050.92	36,693.00	-8,642.08	76.45 %
4.B Support				
43100 Member Dues and Assessments				
43110 Membership Dues	1,925.00	4,390.00	-2,465.00	43.85 %
Total 43100 Member Dues and Assessments	1,925.00	4,390.00	-2,465.00	43.85 %
43400 Direct Public Support				
43401 Contributions, General	39,666.95	15,000.00	24,666.95	264.45 %
43403 Contributions, Endowment Fund	300.00	2,480.00	-2,180.00	12.10 %
Total 43400 Direct Public Support	39,966.95	17,480.00	22,486.95	228.64 %
44100 Investment Ordinary Income				
44110 Interest (Financial Inst)	1,239.82	2,460.00	-1,220.18	50.40 %
44140 Unrealized Gain/Loss-Securities	401.33	1,000.00	-598.67	40.13 %
Total 44100 Investment Ordinary Income	1,641.15	3,460.00	-1,818.85	47.43 %
44400 Government Contracts				
44430 Local Gov't Contracts (LTAX)	51,000.00	51,000.00	0.00	100.00 %
Total 44400 Government Contracts	51,000.00	51,000.00	0.00	100.00 %
44500 Government Grants				
44540 State Grants		0.00	0.00	
Total 44500 Government Grants		0.00	0.00	
Total 4.B Support	94,533.10	76,330.00	18,203.10	123.85 %
Discounts given	-5.00		-5.00	
Total Revenue	\$122,579.02	\$113,023.00	\$9,556.02	108.45 %
Cost of Goods Sold				

Quilcene Historical Museum

Budget vs. Actuals: January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
50000 Cost of Goods Sold				
66190.1 Merchandise Purchases	232.00		232.00	
Total 50000 Cost of Goods Sold	232.00		232.00	
Total Cost of Goods Sold	\$232.00	\$0.00	\$232.00	0.00%
GROSS PROFIT	\$122,347.02	\$113,023.00	\$9,324.02	108.25 %
Expenditures				
6.A Program				
64100 Occupancy Expenses				
64110 Depr and Amort - Allowable	38,667.92	60,430.20	-21,762.28	63.99 %
64125 Insurance, Property & Casualty	3,714.35	7,200.00	-3,485.65	51.59 %
64130 Janitorial Services	775.60	0.00	775.60	
64135 Maintenance and Repairs	2,719.30	5,000.00	-2,280.70	54.39 %
64137 Garden Expense	512.87	3,000.00	-2,487.13	17.10 %
64145 Rental Host	-706.04	10,700.00	-11,406.04	-6.60 %
64150 Tax, Real Estate & Personl Prop	2,863.09	7,800.00	-4,936.91	36.71 %
64160 Utilities	541.83	1,000.00	-458.17	54.18 %
Total 64100 Occupancy Expenses	49,088.92	95,130.20	-46,041.28	51.60 %
66100 Other Program Expenses				
66110 Advertising and Promotion				
66112 LTAX Visitor Prom-Info-Convenchs				
66112.1 Conveniences - PUD	3,254.22	4,000.00	-745.78	81.36 %
66112.2 Signage & PPE Supplies	405.19	500.00	-94.81	81.04 %
66112.3 Exhibits	831.84	500.00	331.84	166.37 %
66112.4 News Letters & Postcards		500.00	-500.00	
66112.5 Brochures		1,000.00	-1,000.00	
66112.6 Conveniences - Sanitation	1,076.82	2,500.00	-1,423.18	43.07 %
66112.7 Invitations		750.00	-750.00	
Total 66112 LTAX Visitor Prom-Info-Convenchs	5,568.07	9,750.00	-4,181.93	57.11 %
66116 LTAX Cooperative Partnerships	260.00	1,000.00	-740.00	26.00 %
66118 LTAX Web, Soc Media, ISP, Phone				
66118.1 Internet & Phone Service	2,362.50	4,000.00	-1,637.50	59.06 %
66118.2 Website Design & Maint.	1,900.00	3,000.00	-1,100.00	63.33 %
66118.3 Email Service		200.00	-200.00	
66118.4 Website Provider	313.02	350.00	-36.98	89.43 %
66118.5 Video-Teleconference Service	105.22	200.00	-94.78	52.61 %
66118.6 Security System Service	396.03	420.00	-23.97	94.29 %
66118.7 Multi-Media H/W		0.00	0.00	
Total 66118 LTAX Web, Soc Media, ISP, Phone	5,076.77	8,170.00	-3,093.23	62.14 %
66120 LTAX Spl Events Prom & Mktng		0.00	0.00	
66120.1 Multi-Media Advert.-Comm		2,000.00	-2,000.00	
66120.2 Event Promotion & Support	9,268.01	9,000.00	268.01	102.98 %
66120.3 Wedding Promotion	2,646.89	3,000.00	-353.11	88.23 %

Quilcene Historical Museum

Budget vs. Actuals January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 66120 LTAX Spl Events Prom & Mktng	11,914.90	14,000.00	-2,085.10	85.11 %
66122 LTAX Prof Svcs, Projects		1,800.00	-1,800.00	
66122.1 Graphic Design - Non Event/Mark	120.00	300.00	-180.00	40.00 %
66122.2 Mailing Services	410.13	2,000.00	-1,589.87	20.51 %
66122.3 Lawn Services	7,277.50	15,840.00	-8,562.50	45.94 %
66122.4 Grant Writing Services	446.25	2,500.00	-2,053.75	17.85 %
66122.5 CPA Services	683.86	750.00	-66.14	91.18 %
66122.7 Bookkeeper	6,228.80	13,440.00	-7,211.20	46.35 %
Total 66122 LTAX Prof Svcs, Projects	15,166.54	36,630.00	-21,463.46	41.40 %
Total 66110 Advertising and Promotion	37,986.28	69,550.00	-31,563.72	54.62 %
66130 Conference, Convention, Meeting		500.00	-500.00	
66150 Equip Purchases <\$2000	10,449.61	1,000.00	9,449.61	1,044.96 %
66171 Office Expenses, Program	309.22	400.00	-90.78	77.31 %
66172 Over/Short Cash Handling	220.00		220.00	
66173 Postage, Program	68.00	100.00	-32.00	68.00 %
66175 Recognition and Appreciation	36.00	500.00	-464.00	7.20 %
66192 Hospitality, Food, Beverages		500.00	-500.00	
66195 Travel		100.00	-100.00	
Total 66100 Other Program Expenses	49,069.11	72,650.00	-23,580.89	67.54 %
67100 Program Development Expenses				
67101 Landscaping	315.20		315.20	
67101.1 POH Irrigation	3,279.14		3,279.14	
Total 67101 Landscaping	3,594.34		3,594.34	
Total 67100 Program Development Expenses	3,594.34		3,594.34	
Total 6.A Program	101,752.37	167,780.20	-66,027.83	60.65 %
6.B Administration				
63100 Prof Fees & Contract Svcs				
63140 Outside Contract Services	1,211.25		1,211.25	
Total 63100 Prof Fees & Contract Svcs	1,211.25		1,211.25	
66200 Other Non-Program Expenses				
66220 Bank and Payment Service Fees	148.06	200.00	-51.94	74.03 %
66230 Business Permit/Registr/License	475.95	120.00	355.95	396.63 %
66265 Office Expense, Administration	59.00	300.00	-241.00	19.67 %
66267 Postage, Administration	166.00	800.00	-634.00	20.75 %
66269 Printing and Copying, Admin		400.00	-400.00	
66270 Taxes - Non UBI		1,383.00	-1,383.00	
Total 66200 Other Non-Program Expenses	849.01	3,203.00	-2,353.99	26.51 %
Total 6.B Administration	2,060.26	3,203.00	-1,142.74	64.32 %
6.C Fundraising				
65100 Printing, Publications, Mailing	761.53		761.53	
65130 Postage, Fundraising	249.72		249.72	

Quilcene Historical Museum

Budget vs. Actuals: January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 65100 Printing, Publications, Mailing	1,011.25		1,011.25	
Total 6.C Fundraising	1,011.25		1,011.25	
Total Expenditures	\$104,823.88	\$170,983.20	\$ -66,159.32	61.31 %
NET OPERATING REVENUE	\$17,523.14	\$ -57,960.20	\$75,483.34	-30.23 %
Other Revenue				
48200 Donated Goods and Services	197.56		197.56	
48250 Gifts in Kind-FAS 116-9 Service	153.16		153.16	
48280 Volunteer Svcs- Non-GAAP Inc	77,651.31		77,651.31	
Total 48200 Donated Goods and Services	78,002.03		78,002.03	
Total Other Revenue	\$78,002.03	\$0.00	\$78,002.03	0.00%
Other Expenditures				
63200 Donated Goods/Services Expense				
63240 Gifts In Kind-Non Accession	37.56		37.56	
63280 Volunteer Svcs - Non-GAAP Exp	77,804.47		77,804.47	
Total 63200 Donated Goods/Services Expense	77,842.03		77,842.03	
Total Other Expenditures	\$77,842.03	\$0.00	\$77,842.03	0.00%
NET OTHER REVENUE	\$160.00	\$0.00	\$160.00	0.00%
NET REVENUE	\$17,683.14	\$ -57,960.20	\$75,643.34	-30.51 %

Section 3 - List of names and addresses of the organization's current Board of Directors

Quilcene Historical Museum Board 2024

Jeff Childs	PO Box 609	Quilcene	WA	98376	vln.fish@yahoo.com	360-765-3954	360-303-7074
Carol Christiansen	8349 Camano Loop NE	Lacey	WA	98516	jecebc@olympus.net	360-628-8584	206-618-9400
Brian Cullin	495 Cascara Drive	Quilcene	WA	98376	bpcullin@icloud.com	360-765-0841	571-286-8164
Ruth Dunham	50 Old Point Whitney Road	Brinnon	WA	98320	ruthdunham@msn.com	206-719-0585	
Caitlin Friedman	PO Box 519	Quilcene	WA	98376	caitiesand@gmail.com	814-403-7159	
Dan Gatchet	3900 Lindsay Hill Road	Quilcene	WA	98376	dangatchet@me.com	206-465-2429	
Larry McKeehan	491 Olele Point Rd	Port Ludlow	WA	98365	larrymck45@gmail.com	360-437-2842	360-774-2051
Talia Munn	50 Walker Street	Quilcene	WA	98376	taliamunn@gmail.com		
Mari Phillips	450 Penny Creek Rd	Quilcene	WA	98376	pennycreekbaby@yahoo.com	360-765-0688	360-531-2776
David Satterlee	PO Box 249	Quilcene	WA	98376	dsatt@olypen.com	360-765-4810	206-999-5593
Christine Satterlee	PO Box 249	Quilcene	WA	98376	cs.qhlm.wp@gmail.com	360-765-4810	206-734-5898
Cleone Telling	181 E Leland Valley Rd	Quilcene	WA	98376	71cleone@gmail.com	360-301-4130	
Kevin Wooley	3850 Lindsay Hill Rd	Quilcene	WA	98376	kevin.j.wooley@gmail.com	360-531-1023	

Lauren Reinertsen

QHM Bookkeeper Quilcene, WA 98376 Northwest Business Solutions

Section 3 - Work samples

Samples of Promotion Materials



Quilcene Historical Museum
presents the 15th Annual

Quilcene Tasting Gala

August 9th, 2024

FRIDAY | 5-8PM

 WORTHINGTON PARK QUILCENE

151 E. Columbia St.

21+ EVENT

5 TASTING TICKETS FOR \$20 /
\$18 FOR MUSEUM MEMBERS

RAFFLE AND SILENT AUCTION



Worthington Park is a Property of the Quilcene Historical Museum, a 501(c)3 organization

3RD ANNUAL

Quilcene FIBER FESTIVAL

2024



OCTOBER 12

Saturday 10am – 4pm

 WORTHINGTON PARK

151 E. COLUMBIA ST. QUILCENE, WA

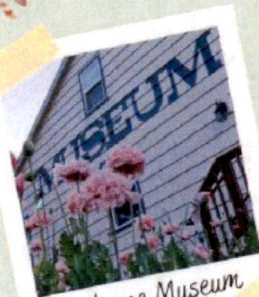
Worthington Park is a property of the Quilcene Historical Museum, a 501(c)3 nonprofit organization.

THE QUILCENE LIONS CLUB PRESENTS
1ST ANNUAL
4TH OF JULY
POTLUCK 11AM - 3PM
FREE FOR ALL AGES
HOT DOGS AND OTHER SNACKS
PROVIDED BY QUILCENE LIONS AND OTHER LOCAL COMMUNITY GROUPS
AT WORTHINGTON PARK - 151 E. COLUMBIA ST. QUILCENE, WA 98376

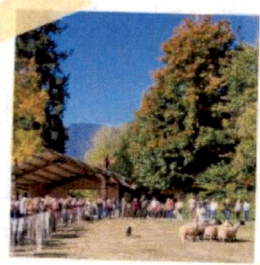
FOOD & GAMES
BRING YOUR FAVORITE DISH TO SHARE



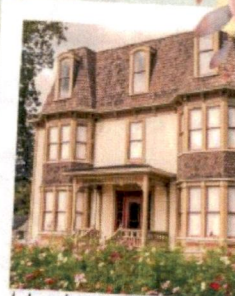

WORTHINGTON PARK
A summer of fun in Quilcene!



Quilcene Museum



Fiber Festival



Worthington House



Up Up Up Circus



Bon Jon Pass Out



Tasting Gala

WorthingtonParkQuilcene.org
A property of the Quilcene Historical Museum

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.