



AGENDA

BOARD of CLALLAM COUNTY COMMISSIONERS

223 East 4th Street, Room 160

Port Angeles, Washington

January 13, 2026 – 10 a.m.

Board of Clallam County Commissioner meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 836 9266 4344 and passcode: 12345 and use *9 to raise your hand.

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

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

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT FOR AGENDA ITEMS – Please limit comments to three minutes (10 minutes total)

CONSENT AGENDA – Any Commissioner may remove items for discussion

- 1a Approval of vouchers for the week of January 5

The Following warrants and electronic payments are approved for payment:

Accounts Payable:	Total
Warrant numbers: 9948084-9948189	\$1,001,406.36
Electronic payments dates: n/a	\$0.00
Total Accounts Payable:	\$1,001,406.36

- 1b Approval of minutes for the week of January 5

- 1c Resolutions appointing members to the Heritage Advisory Board

REPORTS AND PRESENTATIONS

CONTRACTS AND AGREEMENTS

- 2a Agreement with Forks Chamber of Commerce for 2026 Hotel/Motel Tax Funds
2b Agreement with Neah Bay Chamber of Commerce for 2026 Hotel/Motel Tax Funds

BUDGET

- 3a Notice that the following budget revisions will be considered for adoption on January 27:
Health & Human Services–Environmental Health – The HHS Environmental Health budget is being revised to purchase a venting unit for the water lab, replacing a 2025 budget request that was not used because the final invoice exceeded the approved amount/\$10,000

AGENDA for the Meeting of January 13, 2026
CLALLAM COUNTY BOARD OF COMMISSIONERS
Page 2

PUBLIC COMMENT – Please limit comments to three minutes

EXECUTIVE SESSION

The Board may recess into Executive Session to consider employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate, or other matters per RCW 42.30.110

The following meetings are scheduled for the Board of Commissioners
Meetings are held in the BOCC Board Room 160 unless indicated otherwise

Monday, January 12:

9:00 a.m. Work Session

Tuesday, January 13:

10:00 a.m. Board Meeting

Wednesday, January 14:

8:00 a.m. Coffee with Colleen (Virtually with EDC)

4:00 p.m. Hurricane Ridge Listening Session (201 W Front Street, PA -Field Hall)

Friday, January 16:

12:00 p.m. WSAC Virtual Update (Virtually with WSAC)

INSTRUCTIONS FOR SPEAKING AT A COMMISSIONERS' MEETING:

- Members of the public wishing to address the Board on general items may do so during the designated times on the agenda.
- Members of the public wishing to comment at the public hearing are asked to sign in on the sheet provided giving their name and address.
- The Chair may limit the comment period to 3 minutes for each speaker subject to Board concurrence.
- Speakers, generally, will be heard in the order they signed up. All comments must be made from the speaker's rostrum and any individual making comments shall first state their name and address for the official record.
- General comments, applause, booing from members of the audience are inappropriate and may result in removal.

These guidelines are intended to promote an orderly system for conducting a public hearing so that each person has an opportunity to be heard and to ensure that exercising their right of free speech embarrasses no one.

Note: Written testimony presented by members of the public during the Board meeting is considered a public document and must be submitted to the Clerk of the Board. Copies of public documents from Board meetings are available by contacting the Public Records Department.



19
JAN 13 2026

Date of report: January 7, 2026

General Fund	\$627,479.31
Other Funds	\$373,927.05
Total	\$1,001,406.36

STATE OF WASHINGTON

County of Clallam

This is to certify that the foregoing Final Check Lists a.k.a., Register of Warrants for the period herein indicated, is a full, true, and correct representation of the corresponding payments for services rendered to and supplies and equipment received by all Clallam County government operations as recorded in the books or original entry maintained by this office.

WITNESS MY HAND AND OFFICIAL SEAL THIS _____ DAY OF _____ 2026.

SHOONA RIGGS COUNTY AUDITOR

CLALLAM COUNTY BOARD OF COMMISSIONERS does hereby certify that the services and merchandise herein specified have been received and that the claims listed and numbered above are hereby approved for payment:

BOARD OF COMMISSIONERS
CLALLAM COUNTY, WASHINGTON

MIKE FRENCH, Chair

RANDY JOHNSON

MARK OZIAS

TODD MIELKE, County Administrator

Accounts Payable Expenditures

January 5 - 9, 2025

Fund #	Department	Expenditures		Use Tax		Totals by Dept. (less use tax)	
		General Fund (GF)	Other Non-GF Funds	GF	Non-GF		
00100.211	Assessor	1,756.00				Assessor	1,756.00
00100.241/244/291/831	Commissioners (BOCC)	481,071.50				BOCC	727,888.89
19915.291	BOCC - Federal Forest		10,350.00				
19925.291	BOCC - Hotel/Motel		236,467.39				
00100.843	Coroner	19,340.00				Coroner	19,340.00
00100.331-334	Dept. of Community Develop't (DCD)	9,406.83				DCD	9,406.83
00100.871	District Court I (DC I)	2,611.95				DC I	3,467.55
00100.871	DC I - Jury	855.60					
11301.511	Health & Human Services (HHS)		111.40			HHS	47,960.57
00100.511	HHS - Environmental Health	7,536.31					
11323.511	HHS - Chem Dep/Mental Hlth		40,312.86				
00100.851	Juvenile Services	12,263.89		5.68		Juvenile Svcs.	12,263.89
13001.381	Noxious Weeds - Nox Weed Control		5,355.13			Nox. Weeds	5,355.13
00100.841-842	Prosecuting Attorney	143.55				Prosecutor	143.55
00100.811-815,817	Sheriff	83,840.34				Sheriff	172,175.79
00100.818	Sheriff - Jail Medical/Clinical Svcs	7,054.19					
11008.811	Sheriff - OPNET Drug		4,165.63				
11065.811	Sheriff - OPSCAN Operations		76,890.07		34.22		
11080.811	Sheriff - Inmate Commissary		166.26		14.79		
30605.811	Sheriff - Joint Public Safety Facility Project		59.30				
00100.891	Superior Court Clerk	888.47				Clerk	888.47
00100.931	WSU Extension	705.00				WSU Ext	705.00
Total		627,473.63	373,878.04	5.68	49.01	Total	1,001,351.67
		Expenditures	1,001,351.67	Use Tax	54.69		
		Grand Total			1,001,406.36		

Report Reconciliation	
Total	1,001,351.67
Final Check Lists	1,001,351.67
Difference	-

VISA Statement Balance:	-
Statement date:	

TOTALS	
General Fund	627,479.31
Non-General Fund	373,927.05
GRAND TOTAL	1,001,406.36

COPY

Prepared by: Sara DeBiddle, Clallam County Auditor's Office

Invoice History Use Tax Report
CLALLAM COUNTY

Tran Date	Vendor Name	Invoice / Credit Memo No.	Doc Group	Taxable Amount	Tax Amount	Invoice Total
1/13/2026	CHARM-TEX	0428674-IN	jkoon	384.46	34.22	384.46
1/13/2026	CHARM-TEX	0429141-IN	chanson	63.84	5.68	63.84
1/13/2026	SWANSONS SERVICES CORP.	2019334	jkoon	86.00	7.65	86.00
1/13/2026	SWANSONS SERVICES CORP.	2016536	jkoon	51.26	4.56	51.26
1/13/2026	SWANSONS SERVICES CORP.	2017704	jkoon	29.00	2.58	29.00
Totals:				614.56	54.69	614.56

Entry Title
Date

Inter Department Invoices
12/31/2025

entry #

E/R/B	Fund number	BARS number	Description	Debit	Credit	Comment
B	00100 .000.	11110.00.0000	Assessor		1756.00	2025.805H 11/25 vehicle rental
E	00100 .211.	51424.45.0015	Assessor	1756.00		2025.805H 11/25 vehicle rental
R	50301 .611.	34810.00.0010	PW - ER&R		1756.00	2025.805H 11/25 vehicle rental
B	50301 .000.	11110.00.0000	PW - ER&R	1756.00		2025.805H 11/25 vehicle rental
B	19915 .000.	11110.00.0000	BOCC		10350.00	Title III 291.25.013 12/2025
E	19915 .291.	55490.41.0127	BOCC	10350.00		Title III 291.25.013 12/2025
R	00100 .814.	36991.00.0010	CCSO		10350.00	Title III 291.25.013 12/2025
B	00100 .000.	11110.00.0000	CCSO	10350.00		Title III 291.25.013 12/2025
B	19925 .000.	11110.00.0000	BOCC		10893.04	2025.LTAC2 12/5/2025
E	19925 .291.	55730.41.5120	BOCC	10893.04		2025.LTAC2 12/5/2025
R	10101 .611.	33700.00.0050	CCSO		10893.04	2025.LTAC2 12/5/2025
B	10101 .000.	11110.00.0000	CCSO	10893.04		2025.LTAC2 12/5/2025
B	19925 .000.	11110.00.0000	BOCC		9700.58	2025.LTAC3 12/5/2025
E	19925 .291.	55730.41.5120	BOCC	9700.58		2025.LTAC3 12/5/2025
R	10101 .611.	33700.00.0050	CCSO		9700.58	2025.LTAC3 12/5/2025
B	10101 .000.	11110.00.0000	CCSO	9700.58		2025.LTAC3 12/5/2025
B	00100 .000.	11110.00.0000	Coroner		990.00	2025.803H 11/25 vehicle rental
E	00100 .843.	56320.45.0015	Coroner	990.00		2025.803H 11/25 vehicle rental
R	50301 .611.	34810.00.0005	PW - ER&R		990.00	2025.803H 11/25 vehicle rental
B	50301 .000.	11110.00.0000	PW - ER&R	990.00		2025.803H 11/25 vehicle rental
B	00100 .000.	11110.00.0000	DCD		600.00	CE 2025.800H 11/25 vehicle rent
E	00100 .331.	52460.45.0015	DCD	600.00		CE 2025.800H 11/25 vehicle rent
R	50301 .611.	34810.00.0070	PW - ER&R		600.00	CE 2025.800H 11/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	600.00		CE 2025.800H 11/25 vehicle rent
B	00100 .000.	11110.00.0000	DCD		1260.00	Insp 2025.800H 11/25 vehicle rent
E	00100 .333.	52420.45.0015	DCD	1260.00		Insp 2025.800H 11/25 vehicle rent
R	50301 .611.	34810.00.0070	PW - ER&R		1260.00	Insp 2025.800H 11/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	1260.00		Insp 2025.800H 11/25 vehicle rent
B	00100 .000.	11110.00.0000	DCD		33.00	CP 2025.256E 11/25 vehicle rent
E	00100 .334.	55860.45.0015	DCD	33.00		CP 2025.256E 11/25 vehicle rent
R	50301 .611.	34810.00.0030	PW - ER&R		33.00	CP 2025.256E 11/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	33.00		CP 2025.256E 11/25 vehicle rent
B	00100 .000.	11110.00.0000	DCD		128.70	Strmkprs 2025.256E 11/25 vehicle rent
E	00100 .332.	55492.45.0015	DCD	128.70		Strmkprs 2025.256E 11/25 vehicle rent
R	50301 .611.	34810.00.0030	PW - ER&R		128.70	Strmkprs 2025.256E 11/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	128.70		Strmkprs 2025.256E 11/25 vehicle rent
B	00100 .000.	11110.00.0000	DCD		18.15	Bldg 2025.256E 11/25 vehicle rent
E	00100 .333.	55850.45.0015	DCD	18.15		Bldg 2025.256E 11/25 vehicle rent
R	50301 .611.	34810.00.0030	PW - ER&R		18.15	Bldg 2025.256E 11/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	18.15		Bldg 2025.256E 11/25 vehicle rent
B	00100 .000.	11110.00.0000	DCD		2092.56	Scarsella Mitigation Weed Cntrl 11/19/25
E	00100 .332.	55490.41.0020	DCD	2092.56		Scarsella Mitigation Weed Cntrl 11/19/25
R	13001 .381.	34516.00.0020	Nox Weeds		2092.56	Scarsella Mitigation Weed Cntrl 11/19/25
B	13001 .000.	11110.00.0000	Nox Weeds	2092.56		Scarsella Mitigation Weed Cntrl 11/19/25

Totals By Fund:		
Assessor	00100.211	1,756.00
BOCC	19915.291	10,350.00
	19925.291	20,593.62
Coroner	00100.843	990.00
DCD	00100.33*	8,508.75
HHS	00100.511	3,665.29
	11301.511	111.40
	11323.511	40,312.86
Juv Svcs	00100.851	1,470.00
Nox Weeds	13001.381	5,355.13
Prosecutor	00100.841	143.55
Sheriff	00100.81*	56,690.69
	11008.811	1,842.32
	11065.811	72,833.70
	30605.811	59.30
WSU Ext	00100.931	705.00
Total		225,387.61
math check		

warrants

JE's

0 * *

696,945.27+

18,350.00+

898.08+

2,611.95+

855.60+

8,278.24+

33,695.59+

7,054.19+

888.47+

769,577.39*+

769,577.39+

6,386.67+

225,387.61+

1,001,351.67*+

0 * *

Entry Title
Date

Inter Department Invoices
12/31/2025

entry #

E/R/B	Fund number	BARS number	Description	Debit	Credit	Comment
B	00100 .000.	11110.00.0000	DCD		4376.34	Lower Dung Floodplain Weed Cntrl 12/9/25
E	00100 .332.	55490.41.0020	DCD	4376.34		Lower Dung Floodplain Weed Cntrl 12/9/25
R	13001 .381.	34516.00.0020	Nox Weeds		4376.34	Lower Dung Floodplain Weed Cntrl 12/9/25
B	13001 .000.	11110.00.0000	Nox Weeds	4376.34		Lower Dung Floodplain Weed Cntrl 12/9/25
B	11323 .000.	11110.00.0000	HHS		3881.78	Nov-25 DPA Therapeutic Court
E	11323 .511.	56611.41.5165	HHS	3881.78		Nov-25 DPA Therapeutic Court
R	00100 .841.	34270.04.0018	Prosecutor		3881.78	Nov-25 DPA Therapeutic Court
B	00100 .000.	11110.00.0000	Prosecutor	3881.78		Nov-25 DPA Therapeutic Court
B	00100 .000.	11110.00.0000	HHS - EH		890.00	2025.801H 11/25 vehicle rent
E	00100 .511.	56254.45.0015	HHS - EH	890.00		2025.801H 11/25 vehicle rent
R	50301 .611.	34810.00.0040	PW - ER&R		890.00	2025.801H 11/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	890.00		2025.801H 11/25 vehicle rent
B	00100 .000.	11110.00.0000	HHS - EH		890.00	2025.801H 11/25 vehicle rent
E	00100 .511.	56256.45.0015	HHS - EH	890.00		2025.801H 11/25 vehicle rent
R	50301 .611.	34810.00.0040	PW - ER&R		890.00	2025.801H 11/25 vehicle rent
B	50301 .000.	11110.00.0000	PW - ER&R	890.00		2025.801H 11/25 vehicle rent
B	00100 .000.	11110.00.0000	HHS		1885.29	2025.072R 10/16-11/15/25 septic plan review
E	00100 .511.	56254.41.0020	HHS	1885.29		2025.072R 10/16-11/15/25 septic plan review
R	10101 .611.	34589.00.0020	PW - Roads		1885.29	2025.072R 10/16-11/15/25 septic plan review
B	10101 .000.	11110.00.0000	PW - Roads	1885.29		2025.072R 10/16-11/15/25 septic plan review
B	11301 .000.	11110.00.0000	HHS		111.40	2025.267SC 10/25 fuel
E	11301 .511.	56240.31.0020	HHS	111.40		2025.267SC 10/25 fuel
R	50301 .611.	34850.14.0200	PW - ER&R		111.40	2025.267SC 10/25 fuel
B	50301 .000.	11110.00.0000	PW - ER&R	111.40		2025.267SC 10/25 fuel
B	11323 .000.	11110.00.0000	HHS		10547.50	Oct-25 Drug Court
E	11323 .511.	56611.41.5040	HHS	10547.50		Oct-25 Drug Court
R	00100 .861.	34630.00.0020	Sup Court		10547.50	Oct-25 Drug Court
B	00100 .000.	11110.00.0000	Sup Court	10547.50		Oct-25 Drug Court
B	11323 .000.	11110.00.0000	HHS		11564.31	Oct-25 LIFT Court
E	11323 .511.	56611.41.5150	HHS	11564.31		Oct-25 LIFT Court
R	00100 .861.	34630.00.0010	Sup Court		11564.31	Oct-25 LIFT Court
B	00100 .000.	11110.00.0000	Sup Court	11564.31		Oct-25 LIFT Court
B	11323 .000.	11110.00.0000	HHS		10548.22	Nov-25 Drug Court
E	11323 .511.	56611.41.5040	HHS	10548.22		Nov-25 Drug Court
R	00100 .861.	34630.00.0020	Sup Court		10548.22	Nov-25 Drug Court
B	00100 .000.	11110.00.0000	Sup Court	10548.22		Nov-25 Drug Court
B	11323 .000.	11110.00.0000	HHS		3771.05	Nov-25 LIFT Court
E	11323 .511.	56611.41.5150	HHS	3771.05		Nov-25 LIFT Court
R	00100 .861.	34630.00.0010	Sup Court		3771.05	Nov-25 LIFT Court
B	00100 .000.	11110.00.0000	Sup Court	3771.05		Nov-25 LIFT Court

Entry Title
Date

Inter Department Invoices
12/31/2025

entry #

E/R/B	Fund number	BARS number	Description	Debit	Credit	Comment
B	00100 .000.	11110.00.0000	Juv Svcs		1470.00	2025.808H 11/25 vehicle rental
E	00100 .851.	52760.45.0015	Juv Svcs	1470.00		2025.808H 11/25 vehicle rental
R	50301 .611.	34810.00.0060	PW - ER&R		1470.00	2025.808H 11/25 vehicle rental
B	50301 .000.	11110.00.0000	PW - ER&R	1470.00		2025.808H 11/25 vehicle rental
B	13001 .000.	11110.00.0000	Nox Weeds		3335.75	nw4thq2025 Weed Mgmt 10-12/2025
E	13001 .381.	55360.41.0020	Nox Weeds	3335.75		nw4thq2025 Weed Mgmt 10-12/2025
R	00100 .931.	34529.00.0020	WSU Ext		3335.75	nw4thq2025 Weed Mgmt 10-12/2025
B	00100 .000.	11110.00.0000	WSU Ext	3335.75		nw4thq2025 Weed Mgmt 10-12/2025
B	13051 .000.	11110.00.0000	Nox Weeds		1366.00	LMD 2 Admin Svcs 12/3/25
E	13051 .381.	55360.41.5095	Nox Weeds	1366.00		LMD 2 Admin Svcs 12/3/25
R	13001 .381.	34516.00.0030	Nox Weeds		1366.00	LMD 2 Admin Svcs 12/3/25
B	13001 .000.	11110.00.0000	Nox Weeds	1366.00		LMD 2 Admin Svcs 12/3/25
B	13001 .000.	11110.00.0000	Nox Weeds		118.38	2025.272SC 10/25 fuel
E	13001 .381.	55360.45.0015	Nox Weeds	118.38		2025.272SC 10/25 fuel
R	50301 .611.	34810.00.0070	PW - ER&R		118.38	2025.272SC 10/25 fuel
B	50301 .000.	11110.00.0000	PW - ER&R	118.38		2025.272SC 10/25 fuel
B	13001 .000.	11110.00.0000	Nox Weeds		535.00	2025.806H 11/25 vehicle rental
E	13001 .381.	55360.45.0015	Nox Weeds	535.00		2025.806H 11/25 vehicle rental
R	50301 .611.	34810.00.0070	PW - ER&R		535.00	2025.806H 11/25 vehicle rental
B	50301 .000.	11110.00.0000	PW - ER&R	535.00		2025.806H 11/25 vehicle rental
B	00100 .000.	11110.00.0000	Prosecutor		143.55	2025.257E 11/25-12/25 vehicle rental
E	00100 .841.	51535.45.0015	Prosecutor	143.55		2025.257E 11/25-12/25 vehicle rental
R	50301 .611.	34810.00.0080	PW - ER&R		143.55	2025.257E 11/25-12/25 vehicle rental
B	50301 .000.	11110.00.0000	PW - ER&R	143.55		2025.257E 11/25-12/25 vehicle rental
B	00100 .000.	11110.00.0000	CCSO		56.50	1481 12/11/25 Nov 2025 CB/Sekiu Sewer
E	00100 .811.	52150.47.0040	CCSO	56.50		1481 12/11/25 Nov 2025 CB/Sekiu Sewer
R	41401 .611.	34354.90.0000	PW - CB/SQ SEWER		56.50	1481 12/11/25 Nov 2025 CB/Sekiu Sewer
B	41401 .000.	11110.00.0000	PW - CB/SQ SEWER	56.50		1481 12/11/25 Nov 2025 CB/Sekiu Sewer
B	11008 .000.	11110.00.0000	CCSO		594.00	2025.261SC 10/25 Labor
E	11008 .811.	52123.41.5120	CCSO	594.00		2025.261SC 10/25 Labor
R	50301 .611.	34430.21.0511	PW - ER&R		594.00	2025.261SC 10/25 Labor
B	50301 .000.	11110.00.0000	PW - ER&R	594.00		2025.261SC 10/25 Labor
B	00100 .000.	11110.00.0000	CCSO		132.00	2025.260SC 10/25 Labor
E	00100 .814.	52560.41.5120	CCSO	132.00		2025.260SC 10/25 Labor
R	50301 .611.	34830.21.0512	PW - ER&R		132.00	2025.260SC 10/25 Labor
B	50301 .000.	11110.00.0000	PW - ER&R	132.00		2025.260SC 10/25 Labor

Entry Title Inter Department Invoices
Date* 12/31/2025

entry #

E/R/B	Fund number	BARS number	Description	Debit	Credit	Comment
B	00100	.000. 11110.00.0000	CCSO		2726.00	2025.273SC 11/16-12/15/25 Mileage
E	00100	.811. 52110.45.0015	CCSO	2726.00		2025.273SC 11/16-12/15/25 Mileage
R	50301	.611. 34810.00.0110	PW - ER&R		2726.00	2025.273SC 11/16-12/15/25 Mileage
B	50301	.000. 11110.00.0000	PW - ER&R	2726.00		2025.273SC 11/16-12/15/25 Mileage
B	00100	.000. 11110.00.0000	CCSO		2990.00	2025.273SC 11/16-12/15/25 Mileage
E	00100	.811. 52121.45.0015	CCSO	2990.00		2025.273SC 11/16-12/15/25 Mileage
R	50301	.611. 34810.00.0110	PW - ER&R		2990.00	2025.273SC 11/16-12/15/25 Mileage
B	50301	.000. 11110.00.0000	PW - ER&R	2990.00		2025.273SC 11/16-12/15/25 Mileage
B	00100	.000. 11110.00.0000	CCSO		42665.17	2025.273SC 11/16-12/15/25 Mileage
E	00100	.811. 52122.45.0015	CCSO	42665.17		2025.273SC 11/16-12/15/25 Mileage
R	50301	.611. 34810.00.0110	PW - ER&R		42665.17	2025.273SC 11/16-12/15/25 Mileage
B	50301	.000. 11110.00.0000	PW - ER&R	42665.17		2025.273SC 11/16-12/15/25 Mileage
B	00100	.000. 11110.00.0000	CCSO		773.00	2025.273SC 11/16-12/15/25 Mileage
E	00100	.811. 52180.45.0015	CCSO	773.00		2025.273SC 11/16-12/15/25 Mileage
R	50301	.611. 34810.00.0110	PW - ER&R		773.00	2025.273SC 11/16-12/15/25 Mileage
B	50301	.000. 11110.00.0000	PW - ER&R	773.00		2025.273SC 11/16-12/15/25 Mileage
B	00100	.000. 11110.00.0000	CCSO		1034.88	2025.273SC 11/16-12/15/25 Mileage
E	00100	.813. 55430.45.0015	CCSO	1034.88		2025.273SC 11/16-12/15/25 Mileage
R	50301	.611. 34810.00.0110	PW - ER&R		1034.88	2025.273SC 11/16-12/15/25 Mileage
B	50301	.000. 11110.00.0000	PW - ER&R	1034.88		2025.273SC 11/16-12/15/25 Mileage
B	00100	.000. 11110.00.0000	CCSO		1062.50	2025.273SC 11/16-12/15/25 Mileage
E	00100	.815. 52360.45.0015	CCSO	1062.50		2025.273SC 11/16-12/15/25 Mileage
R	50301	.611. 34810.00.0110	PW - ER&R		1062.50	2025.273SC 11/16-12/15/25 Mileage
B	50301	.000. 11110.00.0000	PW - ER&R	1062.50		2025.273SC 11/16-12/15/25 Mileage
B	00100	.000. 11110.00.0000	CCSO		235.00	2025.273SC 11/16-12/15/25 Mileage
E	00100	.817. 52510.45.0015	CCSO	235.00		2025.273SC 11/16-12/15/25 Mileage
R	50301	.611. 34810.00.0110	PW - ER&R		235.00	2025.273SC 11/16-12/15/25 Mileage
B	50301	.000. 11110.00.0000	PW - ER&R	235.00		2025.273SC 11/16-12/15/25 Mileage
B	11065	.000. 11110.00.0000	CCSO		525.00	2025.273SC 11/16-12/15/25 Mileage
E	11065	.811. 52880.45.0015	CCSO	525.00		2025.273SC 11/16-12/15/25 Mileage
R	50301	.611. 34810.00.0110	PW - ER&R		525.00	2025.273SC 11/16-12/15/25 Mileage
B	50301	.000. 11110.00.0000	PW - ER&R	525.00		2025.273SC 11/16-12/15/25 Mileage
B	30605	.000. 11110.00.0000	CCSO		59.30	2025.071R 10/16-11/15/25 EOC Admin Svcs
E	30605	.811. 59421.62.2270	CCSO	59.30		2025.071R 10/16-11/15/25 EOC Admin Svcs
R	10101	.611. 34589.00.0020	PW - Roads		59.30	2025.071R 10/16-11/15/25 EOC Admin Svcs
B	10101	.000. 11110.00.0000	PW - Roads	59.30		2025.071R 10/16-11/15/25 EOC Admin Svcs

Entry Title
Date

Inter Department Invoices
12/31/2025

entry #

E/R/B	Fund number	BARS number	Description	Debit	Credit	Comment
B	00100	.000.	11110.00.0000	CCSO	624.82	2025.268SC 10/25 Parts
E	00100	.811.	52122.41.5120	CCSO	624.82	2025.268SC 10/25 Parts
R	50301	.611.	34840.11.0200	PW - ER&R	624.82	2025.268SC 10/25 Parts
B	50301	.000.	11110.00.0000	PW - ER&R	624.82	2025.268SC 10/25 Parts
B	00100	.000.	11110.00.0000	CCSO	325.78	2025.268SC 10/25 Parts
E	00100	.814.	52560.41.5120	CCSO	325.78	2025.268SC 10/25 Parts
R	50301	.611.	34840.11.0200	PW - ER&R	325.78	2025.268SC 10/25 Parts
B	50301	.000.	11110.00.0000	PW - ER&R	325.78	2025.268SC 10/25 Parts
B	00100	.000.	11110.00.0000	CCSO	42.48	2025.268SC 10/25 Unleaded
E	00100	.811.	52121.41.5120	CCSO	42.48	2025.268SC 10/25 Unleaded
R	50301	.611.	34850.14.0200	PW - ER&R	42.48	2025.268SC 10/25 Unleaded
B	50301	.000.	11110.00.0000	PW - ER&R	42.48	2025.268SC 10/25 Unleaded
B	00100	.000.	11110.00.0000	CCSO	187.87	2025.268SC 10/25 Unleaded
E	00100	.814.	52560.41.5120	CCSO	187.87	2025.268SC 10/25 Unleaded
R	50301	.611.	34850.14.0200	PW - ER&R	187.87	2025.268SC 10/25 Unleaded
B	50301	.000.	11110.00.0000	PW - ER&R	187.87	2025.268SC 10/25 Unleaded
B	00100	.000.	11110.00.0000	CCSO	34.69	2025.268SC 10/25 Diesel
E	00100	.814.	52560.41.5120	CCSO	34.69	2025.268SC 10/25 Diesel
R	50301	.611.	34850.16.0200	PW - ER&R	34.69	2025.268SC 10/25 Diesel
B	50301	.000.	11110.00.0000	PW - ER&R	34.69	2025.268SC 10/25 Diesel
B	11008	.000.	11110.00.0000	CCSO	140.89	2025.269SC 10/25 Diesel
E	11008	.811.	52123.41.5120	CCSO	140.89	2025.269SC 10/25 Diesel
R	50301	.611.	34850.16.0200	PW - ER&R	140.89	2025.269SC 10/25 Diesel
B	50301	.000.	11110.00.0000	PW - ER&R	140.89	2025.269SC 10/25 Diesel
B	11008	.000.	11110.00.0000	CCSO	1107.43	2025.269SC 10/25 Parts
E	11008	.811.	52123.41.5120	CCSO	1107.43	2025.269SC 10/25 Parts
R	50301	.611.	34840.19.0200	PW - ER&R	1107.43	2025.269SC 10/25 Parts
B	50301	.000.	11110.00.0000	PW - ER&R	1107.43	2025.269SC 10/25 Parts
B	00100	.000.	11110.00.0000	CCSO	1900.00	2025.254E 10/25 Vehicle Rental CG7
E	00100	.815.	52360.45.0015	CCSO	1900.00	2025.254E 10/25 Vehicle Rental CG7
R	50301	.611.	34810.00.0110	PW - ER&R	1900.00	2025.254E 10/25 Vehicle Rental CG7
B	50301	.000.	11110.00.0000	PW - ER&R	1900.00	2025.254E 10/25 Vehicle Rental CG7
B	00100	.000.	11110.00.0000	CCSO	1900.00	2025.809H 11/25 Vehicle Rental CG7
E	00100	.815.	52360.45.0015	CCSO	1900.00	2025.809H 11/25 Vehicle Rental CG7
R	50301	.611.	34810.00.0110	PW - ER&R	1900.00	2025.809H 11/25 Vehicle Rental CG7
B	50301	.000.	11110.00.0000	PW - ER&R	1900.00	2025.809H 11/25 Vehicle Rental CG7
B	11065	.000.	11110.00.0000	CCSO	72308.70	25-43 Radio Network Tech Svcs 7-11/25
E	11065	.811.	52880.41.5130	CCSO	72308.70	25-43 Radio Network Tech Svcs 7-11/25
R	00100	.811.	34210.00.0155	CCSO	72308.70	25-43 Radio Network Tech Svcs 7-11/25
B	00100	.000.	11110.00.0000	CCSO	72308.70	25-43 Radio Network Tech Svcs 7-11/25
B	00100	.000.	11110.00.0000	WSU Ext	705.00	2025.807H 11/25 Vehicle Rental
E	00100	.931.	57121.45.0015	WSU Ext	705.00	2025.807H 11/25 Vehicle Rental
R	50301	.611.	34810.00.0120	PW - ER&R	705.00	2025.807H 11/25 Vehicle Rental
B	50301	.000.	11110.00.0000	PW - ER&R	705.00	2025.807H 11/25 Vehicle Rental
TOTALS				450775.22	450775.22	225387.61

entry #

Totals By Fund:		
HHS	00100.511	3,871.02
Juv Svcs	00100.851	2,515.65
	Total	6,386.67

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1/13/2026	0000368	CLALLAM PUBLIC DEFEN	CPD JAN-FEB20	1/1/2026	CLALLAM PUBLIC DEFENDE	381,538.83	381,538.83
1/13/2026	0001083	OLYMPIC PEN VISITOR BI	2503	1/1/2026	DECEMBER 2025 SERVICES I	83,333.37	83,333.37
1/13/2026	0001243	PITNEY BOWES - RESER	11125119 JAN 20	12/31/2025	CLALLAM COUNTY POSTAGE	30,000.00	30,000.00
1/13/2026	0001426	SEQUIM, CITY OF	19925.26.006 LT	1/1/2026	LTAC 19925.26.006 CITY OF S	5,000.00	5,000.00
1/13/2026	0001607	KAREN L UNGER, P.S.	DEC-25 KU	1/1/2026	DEC 2025 SUP CT CONFLICT	6,250.00	6,250.00
1/13/2026	0001632	U S POSTMASTER	BPM F/CL MKTC	12/31/2025	BPM ENTRY FLATS, FIRST CL	1,110.00	
			BRM MAINT 202	12/31/2025	BRM ANNUAL MAINTENANCE	1,080.00	
			BRM PERMIT 20	12/31/2025	BRM PERMIT 197000, USPS	370.00	2,560.00
1/13/2026	0001674	WACO	26-A-003	1/1/2026	WACO 2026 (JAN-DEC) ANNU	15,361.00	15,361.00
1/13/2026	0003220	CAMERON, RON	RC DEC 2025	1/1/2026	MILEAGE DEC 2025 CHARTEI	84.00	84.00
1/13/2026	0019731	FEIRO MARINE LIFE CEN	19925.26.016 LT	1/1/2026	LTAC 19925.26.016 FEIRO MA	32,000.00	32,000.00
1/13/2026	0021617	WOLFLEY LAW OFFICE P	DEC-25 LW	1/1/2026	DEC 2025 SUP CT CONFLICT	6,250.00	
			DEC-25 BV	1/1/2026	DEC 2025 DISTRICT CT CONF	3,000.00	9,250.00
1/13/2026	0023383	PAYNE LAW, PS	DEC-25 WP	1/1/2026	DEC 2025 SUP CT CONFLICT	6,250.00	6,250.00
1/13/2026	0028923	FORKS CHAMBER OF CO	2026-5006	1/1/2026	2026 MEMBERSHIP/SPONSOI	1,077.40	1,077.40
1/13/2026	0034249	FLECK, ROD	WF DEC 2025	1/1/2026	MILEAGE DEC 2025 CHARTEI	78.40	78.40
1/13/2026	0039378	NORTH OLYMPIC PENINS	868	1/1/2026	2026 NODC MEMBERSHIP DL	25,000.00	25,000.00
1/13/2026	0042207	STOFFER, JAMES	JS SEP-DEC 20	1/1/2026	MILEAGE SEP-DEC 2025 CHA	159.60	
			JS DEC 2025	12/31/2025	MILEAGE DEC 2025 CHARTEI	26.60	186.20
1/13/2026	0045706	ST MARIE LAW PLLC	DEC-25 JSM	1/1/2026	DEC 2025 DISTRICT CT CONF	3,000.00	3,000.00
1/13/2026	0045731	RODRIGUEZ, JAMES ART	DEC-25 JR	1/1/2026	DEC 2025 CIVIL CONTEMPT/F	1,000.00	1,000.00
1/13/2026	0046683	ODP BUSINESS Solutio	451614349001	1/1/2026	COPY PAPER,POST-IT,PADS,	217.39	217.39
1/13/2026	0049336	OLYMPIC THEATER ARTS	19925.26.001 LT	1/1/2026	LTAC 19925.26.001 OLYMPIC	37,463.00	37,463.00
1/13/2026	0049392	IAN'S RIDE	19925.26.007 LT	1/1/2026	LTAC 19925.26.007 IAN'S RIDE	10,000.00	10,000.00
1/13/2026	0050667	GOPA LLC	19925.26.011 LT	1/1/2026	LTAC 19925.26.011 GOPA LLC	15,000.00	15,000.00
1/13/2026	0050675	TOZZER, JEFF	JT SEP/OCT 20	12/31/2025	MILEAGE SEPT/OCT 2025 CH	188.16	
			JT NOV/DEC 20	12/31/2025	MILEAGE NOV/DEC 2025 CHA	107.52	295.68
1/13/2026	0051698	WA NATIONAL PARK FUNI	19925.26.017 LT	1/1/2026	LTAC 19925.26.017 WA NATIO	15,000.00	15,000.00
1/13/2026	0051699	GHOSTLIGHT PRODUCTI	19925.26.004 LT	1/1/2026	LTAC 19925.26.004 GHOSTLIC	17,000.00	17,000.00

Sub total for U S BANK: 696,945.27

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Final Check List
CLALLAM COUNTY

Coroner

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	1/13/2026	0004037	HARPER RIDGEVIEW CH/ 03874	1/2/2026	NOVEMBER MORGUE USAGE	3,550.00	
			03812	1/2/2026	OCTOBER MORGUE USAGE	780.00	4,330.00
	1/13/2026	0029872	SEQUIM VALLEY FUNERA 03712	1/2/2026	SEPTEMBER MORGUE USAG	2,020.00	2,020.00
	1/13/2026	0042898	KING COUNTY FINANCE 2169331	1/2/2026	KCME AUTOPSIES	12,000.00	12,000.00
Sub total for U S BANK:							18,350.00

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01/07/2026 8:55:37AM

Final Check List
CLALLAM COUNTY

DCLD

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	1/13/2026	0000928	LOWER ELWHA KLALLAM 775	12/19/2025	G133 SITE VENUE RENTAL 12	270.00	270.00
	1/13/2026	0001641	VERIZON WIRELESS 6131882565	12/24/2025	DECEMBER MOBILE SERVICE	435.90	435.90
	1/13/2026	0046683	ODP BUSINESS Solutio 446290870001	12/22/2025	ADMIN OFFICE SUPPLIES	94.79	
			451283220001	12/11/2025	CE OFFICE SUPPLIES	90.98	
			451285136001	12/11/2025	CE OFFICE SUPPLIES	6.41	192.18
Sub total for U S BANK:							898.08

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01/07/2026 9:05:35AM

Final Check List
CLALLAM COUNTY

District Court I

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	1/13/2026	0001140	OLYMPIC PRINTERS INC 38108	1/2/2026	MINUTE ORDER FORMS	387.68	387.68
	1/13/2026	0021386	STAPLES ADVANTAGE 6049961839	12/6/2025	OFFICE SUPPLIES	85.04	
			6049961836	12/6/2025	OFFICE SUPPLIES	18.41	103.45
	1/13/2026	0045725	ABC FORMS LLC 1356	1/2/2026	ENVELOPES	800.82	800.82
	1/13/2026	0051722	DMCJA, JDG ANTHONY G DMCJA	1/2/2026	DMCJA DUES	1,320.00	1,320.00
Sub total for U S BANK:							2,611.95

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01/07/2026 9:08:31AM

Final Check List
CLALLAM COUNTY

District Court I Jury

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1/13/2026	0038192	SUGGS, AUSTIN	DIST125916207	12/1/2025	JURY PAYMENT	14.20	14.20
1/13/2026	0039997	HAUGLAND, CRAIG	DIST125916087	12/1/2025	JURY PAYMENT	24.00	24.00
1/13/2026	0044705	GIUNTOLI, PHILIP	DIST125917678	12/1/2025	JURY PAYMENT	28.20	28.20
1/13/2026	0045111	GWALDIS, RONALD	DIST125919129	12/1/2025	JURY PAYMENT	70.40	70.40
1/13/2026	0047310	HIBBARD, JOHN	DIST125925380	12/1/2025	JURY PAYMENT	52.00	52.00
1/13/2026	0048079	JAKUBCIN, MARGARET	DIST125922140	12/1/2025	JURY PAYMENT	12.80	12.80
1/13/2026	0048814	DALTON, TIMOTHY	DIST125898863	12/1/2025	JURY PAYMENT	15.40	15.40
1/13/2026	0048965	ENGLAND, JULIENE	DIST125891643	12/1/2025	JURY PAYMENT	39.60	39.60
1/13/2026	0051700	ERICKSON, TERESA	DIST125928889	12/1/2025	JURY PAYMENT	35.20	35.20
1/13/2026	0051701	ALLEN, DYLAN	DIST125900265	12/1/2025	JURY PAYMENT	11.40	11.40
1/13/2026	0051702	GALBREATH, LISA	DIST125901243	12/1/2025	JURY PAYMENT	18.40	18.40
1/13/2026	0051703	GARRARD, LAURA	DIST125920347	12/1/2025	JURY PAYMENT	76.00	76.00
1/13/2026	0051704	HALL, LEWIS	DIST125888526	12/1/2025	JURY PAYMENT	22.80	22.80
1/13/2026	0051705	HUNTER, DEEDRA	DIST125899347	12/1/2025	JURY PAYMENT	11.40	11.40
1/13/2026	0051706	KYLE, STEVEN	DIST125891819	12/1/2025	JURY PAYMENT	17.00	17.00
1/13/2026	0051707	BERG, JULIEN	DIST125907407	12/1/2025	JURY PAYMENT	92.80	92.80
1/13/2026	0051708	MELLOTT, STANLEY	DIST125908322	12/1/2025	JURY PAYMENT	26.80	26.80
1/13/2026	0051709	MILLAR, FRED	DIST125918935	12/1/2025	JURY PAYMENT	32.40	32.40
1/13/2026	0051710	MUHLIG, JEANIENE	DIST125901911	12/1/2025	JURY PAYMENT	48.00	48.00
1/13/2026	0051711	ROWE, DENA	DIST125896791	12/1/2025	JURY PAYMENT	24.00	24.00
1/13/2026	0051712	SCOTT, LAWRENCE	DIST125911984	12/1/2025	JURY PAYMENT	19.80	19.80
1/13/2026	0051713	SHIDELER, JOSEPH	DIST125916191	12/1/2025	JURY PAYMENT	12.80	12.80
1/13/2026	0051714	SMITH DVORAK, MAROLE	DIST125885474	12/1/2025	JURY PAYMENT	12.80	12.80
1/13/2026	0051715	STURM, ALAN	DIST125914316	12/1/2025	JURY PAYMENT	12.80	12.80
1/13/2026	0051716	SUTHERLAND, JEFFREY	DIST125902613	12/1/2025	JURY PAYMENT	28.40	28.40
1/13/2026	0051717	BRAZITIS, SUSAN	DIST125905811	12/1/2025	JURY PAYMENT	19.80	19.80
1/13/2026	0051718	BROWN, STEVEN	DIST125912438	12/1/2025	JURY PAYMENT	11.40	11.40
1/13/2026	0051719	BURROWS, BRYAN	DIST125887783	12/1/2025	JURY PAYMENT	18.40	18.40
1/13/2026	0051720	CURTISS, KEITH	DIST125922108	12/1/2025	JURY PAYMENT	14.20	14.20
1/13/2026	0051721	ENGLEBRIGHT, SEAN	DIST125901035	12/1/2025	JURY PAYMENT	32.40	32.40

Sub total for U S BANK: 855.60

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01/07/2026 9:29:08AM

Final Check List
CLALLAM COUNTY

Juv Svcs

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	1/13/2026	0000306	CHARM-TEX	0429141-IN	12/23/2025 DET SUPPLIES	63.84	63.84
	1/13/2026	0001262	PORT OF PORT ANGELES	PS-INV110218	1/1/2026 OPERATING LEASES (GASB 8	3,134.02	3,134.02
	1/13/2026	0001509	CORDANT HEALTH SOLU	TC-1645012312	12/31/2025 PRO SVCS-DIV	113.82	113.82
	1/13/2026	0001547	SYSCO FOOD SERVICES	655918367	12/24/2025 DET FOOD & SUPPLIES	1,182.22	1,182.22
	1/13/2026	0002271	JACOBSEN, JODY	439376	12/17/2025 DET SUPPLIES	88.05	88.05
	1/13/2026	0003696	GOODRICH, JOLEEN	009586	12/18/2025 AWARDS & RECOGNITIONS	95.86	95.86
	1/13/2026	0017787	DAIRY FRESH FARMS INC	8122535709	12/23/2025 DET FOOD	173.00	
				8122536404	12/30/2025 DET FOOD	113.19	286.19
	1/13/2026	0041147	AMERIGAS PROPANE LP	3185217374	12/31/2025 UTILITIES	1,838.65	
				3184813293	1/22/2025 UTILITIES	1,081.07	2,919.72
	1/13/2026	0042355	BRILEY, JUDITH	12925JB	12/9/2025 CAP VOL-MILEAGE	28.00	28.00
	1/13/2026	0046324	WALTER E NELSON CO, C	1102237	12/16/2025 DET SUPPLIES	366.52	366.52
Sub total for U S BANK:							8,278.24

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Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	1/13/2026	0000306	CHARM-TEX	0428674-IN	12/19/2025 INMATE CLOTHING	384.46	384.46
	1/13/2026	0000628	GALLS LLC	033487871	12/16/2025 UNIFORM - MORGAN	190.02	
				033501180	12/17/2025 UNIFORM - DESCALA	112.34	
				033603295	12/29/2025 UNIFORM - WENZL	104.34	
				033501152	12/17/2025 UNIFORM - ZEMPEL	81.39	
				033501192	12/17/2025 DUTY GEAR - DESCALA	46.69	
				033498945	12/16/2025 UNIFORM - PAUL	18.63	553.41
	1/13/2026	0001300	PUBLIC UTILITY DISTRICT	115366-Jan26	12/23/2025 UTILITIES - EDWARDS RD	290.75	290.75
	1/13/2026	0001361	RICHMOND 2-WAY RADIO	1107-Dec25	12/18/2025 SERVICE FROM 10/8/25 - 12/5	2,352.24	2,352.24
	1/13/2026	0001420	SECURITY SERVICES NW	147254	12/22/2025 COURTHOUSE & JUVENILE F	5,635.58	
				147344	12/29/2025 COURTHOUSE & JUVENILE F	4,257.99	9,893.57
	1/13/2026	0001543	SWANSONS SERVICES C	2019334	12/25/2025 INDIGENT PACKS	86.00	
				2016536	12/11/2025 INDIGENT PACKS	51.26	
				2017704	12/18/2025 INDIGENT PACKS	29.00	166.26
	1/13/2026	0001547	SYSCO FOOD SERVICES	655905720	12/17/2025 FOOD & SUPPLIES	1,182.63	
				655918368	12/24/2025 FOOD	615.35	1,797.98
	1/13/2026	0001641	VERIZON WIRELESS	6131133309	12/15/2025 CELL PHONE SERVICE	4,522.95	4,522.95
	1/13/2026	0001697	WA ST CRIMINAL JUSTICE	201142353	12/17/2025 TUITION FOR EAGAN & MON	2,534.60	2,534.60
	1/13/2026	0001828	NIKOLA ENGINEERING INC	48957	12/22/2025 END POINTS 12/1/25 - 12/31/25	1,179.20	1,179.20
	1/13/2026	0002929	WA ST TREASURER, ATTORNEY	121725	12/17/2025 WA ST TREASURER'S TEN PERCENT	1,959.35	1,959.35
	1/13/2026	0004211	CENTURYLINK	333961510-Jan2	12/17/2025 DATA CONNECTION	325.80	
				333633603-Dec2	12/15/2025 TELEPHONE SERVICE	88.07	
				333800494-Dec2	12/15/2025 TELEPHONE SERVICE	85.72	
				333728002-Dec2	12/15/2025 TELEPHONE SERVICE	85.72	585.31
	1/13/2026	0017787	DAIRY FRESH FARMS INC	8082535816	12/24/2025 FOOD	579.87	
				8082535212	12/18/2025 FOOD	455.39	
				8082536514	12/31/2025 FOOD	344.55	1,379.81
	1/13/2026	0029266	NI GOVERNMENT SERVICES	25112909221	12/8/2025 SATELLITE PHONE SERVICE	53.08	53.08
	1/13/2026	0041588	BOYD, RACHAEL	121925	12/19/2025 MILEAGE FOR PROJECT LIFE	22.40	22.40
	1/13/2026	0041804	FILEONQ INC	13855	12/17/2025 PROPERTY & EVIDENCE MOI	540.74	540.74
	1/13/2026	0042558	NEOGOV	INV-151063	12/20/2025 POWERSTANDARDS FOR WA	272.25	272.25
	1/13/2026	0042636	HARBOR FOODSERVICE	1137449	12/29/2025 FOOD & SUPPLIES	2,378.73	
				1134004	12/22/2025 FOOD	2,142.00	
				1134005	12/22/2025 FOOD	503.15	5,023.88

Bank : apbank U S BANK

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	1/13/2026	0042874	BAGLEY CREEK OUTFITT 21024	12/29/2025	EMBROIDERY - SILVER STAR	163.35	163.35
	1/13/2026	0049401	8TH STREET CAR WASH CCS-122525	12/25/2025	CAR WASHES	20.00	20.00
Sub total for U S BANK:							33,695.59

apChkLst
01/07/2026 9:53:17AM

Final Check List
CLALLAM COUNTY

Sheriff Jail Med

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1/13/2026	0001123	OLYMPIC AMBULANCE SE	25-281234	11/18/2025	INMATE MED TRANSPORT SE	941.65	
			25-303992	12/12/2025	INMATE MED TRANSPORT SE	122.20	1,063.85
1/13/2026	0001136	OLYMPIC MEDICAL CENT	OMC-1.2.26	1/2/2026	INMATE MEDICAL	4,171.28	4,171.28
1/13/2026	0001136	OLYMPIC MEDICAL CENT	460176-Dec25	12/4/2025	INMATE MEDICAL	252.00	252.00
1/13/2026	0001209	PENINSULA BEHAVIORAL	Nov-25	11/30/2025	INMATE PRO SERVICES	350.00	350.00
1/13/2026	0001254	PORT ANGELES FIRE DEI	15-2025-000055	11/25/2025	INMATE MED TRANSPORT SE	176.66	
			15-2025-000053	11/9/2025	INMATE MED TRANSPORT SE	123.57	300.23
1/13/2026	0001508	STERICYCLE, INC	8012945905	12/19/2025	BIO-HAZARD WASTE	170.45	
			8012865030	12/12/2025	BIO-HAZARD WASTE	20.72	191.17
1/13/2026	0025115	RADIA INC PS	ZEEROUY	12/3/2025	INMATE MEDICAL	49.34	
			ZEFB5RT	12/6/2025	INMATE MEDICAL	23.18	
			ZEDJYMR	11/25/2025	INMATE MEDICAL	11.78	
			ZEFB5TM	12/6/2025	INMATE MEDICAL	5.05	
			ZEEROUZ	12/3/2025	INMATE MEDICAL	5.05	94.40
1/13/2026	0041537	MCKESSON MEDICAL-SU	24792117	12/18/2025	INMATE MED CLINIC SUPPLIE	121.97	121.97
1/13/2026	0048022	SOUND INPATIENT PHYSI	ZEF8ADA	6/30/2025	INMATE MEDICAL	118.67	
			ZECT7TR	6/19/2025	INMATE MEDICAL	78.98	
			ZECT7TL	8/11/2025	INMATE MEDICAL	46.92	
			ZED8S8A	8/17/2025	INMATE MEDICAL	46.92	291.49
1/13/2026	0051181	CANYON CITY SOLUTION	126087	1/1/2026	SOFTWARE LICENSE-RELIAT	217.80	217.80
Sub total for U S BANK:							7,054.19

apChkLst
01/07/2026 9:57:38AM

Final Check List
CLALLAM COUNTY

Clerk

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	1/13/2026	0027983	HYLAND SOFTWARE INC	LE01-416655	1/2/2026	CLERKS E-FILING EAC NOV -	838.07	838.07
	1/13/2026	0050797	PINKENS, SAFA	SPRINKENS JU'	1/2/2026	SPINKENS JUV TRAVEL DEC	50.40	50.40
Sub total for U S BANK:							888.47	



16
JAN 13 2026

BOARD of CLALLAM COUNTY COMMISSIONERS MINUTES for the week of January 5-9, 2026

WORK SESSION – 9 a.m.

The work session convened at 9 a.m., Monday, January 5, 2026. Present were Commissioners Ozias and French and Administrator Mielke. Commissioner Johnson was excused.

Items of discussion per the agenda published December 30 were:

- Calendar/Correspondence
- Discussion and next steps regarding election of Chair and Vice Chair for 2026
- Resolutions appointing members to the Heritage Advisory Board
- Discussion regarding items, legislative topics and projects to discuss with representatives
- Agreement with Forks Chamber of Commerce for 2026 Hotel/Motel Tax Funds
- Agreement with Neah Bay Chamber of Commerce for 2026 Hotel/Motel Tax Funds
- Discussion and next steps regarding recommendations forwarded by the 2025 Charter Review Commission

The meeting concluded at 9:26 a.m. and continued to an executive session to be held on January 5, 2026 at 12 p.m.

EXECUTIVE SESSION – January 5, 2026 at 12 p.m.

The Board convened in open session at 12 p.m., on January 5, 2026 to discuss real estate. Present were Commissioners Ozias and French, Administrator Mielke, Prosecuting Attorney's Office Reno and Boughton, and Public Works Garcelon and Capps. Commissioner Johnson was excused.

The Board may recess into Executive Session to consider employment or dismissal of personnel, to review The performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate, or other matters per RCW 42.30.110.

ACTION TAKEN: CMOm to executive session for 13 minutes, CMFs, mc

The Board recessed into executive session at 12 p.m.

The Board convened in open session at 12:13 p.m.

ACTION TAKEN: CMOm to authorize the Prosecuting Attorney's Office to pursue a settlement offer with regard to the topic discussed with the note that if any settlement offer be established that would need to come back to the Board of Commissioners for review and approval, CMFs, mc

The meeting concluded at 12:14 p.m. and continued to an executive session be held on January 5, 2026 at 12:15 p.m.

EXECUTIVE SESSION – January 5, 2026 at 12:15 p.m.

The Board convened in open session at 12:15 p.m., on January 5, 2026 to discuss litigation. Present were Commissioners Ozias and French, Administrator Mielke, Prosecuting Attorney's Office Reno and Boughton, and Risk Management Sullenger. Commissioner Johnson was excused.

The Board may recess into Executive Session to consider employment or dismissal of personnel, to review The performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate, or other matters per RCW 42.30.110.

ACTION TAKEN: CMOm to executive session for 15 minutes, CMFs, mc

The Board recessed into executive session at 12:15 p.m.

BOARD of CLALLAM COUNTY COMMISSIONERS
MINUTES for the week of January 5-9, 2026
Page 2

The Board convened in open session at 12:30 p.m.

ACTION TAKEN: CMOm to authorize the Prosecuting Attorney's Office to communicate with outside Attorney Duncan Fobes to communicate with the plaintiff Anders Tron-Haukebo that the settlement offer is rejected, CMFs, mc

The meeting concluded at 12:31 p.m.

REGULAR MEETING OF THE BOARD OF CLALLAM COUNTY COMMISSIONERS

Chair French called the meeting to order at 10 a.m., Tuesday, January 6, 2026. Also present were Commissioner Ozias and Administrator Mielke. Commissioner Johnson was excused.

- Selection of Chair and Vice Chair for 2026
- Election of Chair for 2025

ACTION TAKEN: CMOm to nominate CMF as Chair, CMFs, mc

Selection of Vice Chair for 2026

ACTION TAKEN: CMOm to nominate CRJ as Vice Chair, CMFs, mc

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CMOm to adopt the agenda as presented, CMFs, mc

PUBLIC COMMENT

- Eric Fehrmann, Sequim, commented on item 1e
- Ed Bowen, Clallam Bay, commented on item 1c, 1f
- John Worthington, Sequim, commented on flood control funding
- Kenneth Reandeau, Port Angeles, commented on item 1c
- Mark Curtis, Sequim, commented on item 1e
- Denise Lapio, Sequim, commented on item 1e
- Jeff Tozzer, Sequim, commented on item 1e, Jamestown S'Klallam Tribe, County Park
- Pepai Whipple, Sequim, commented on properties, taxes, NGO's
- Karin Cummins, Sequim, commented on item 1e
- Dr. Sarah Huling, District III, commented on item 2a
- Mitch Zenobi, Sequim, commented on Jamestown S'Klallam Tribe, County Park

HEARING(S)

2a Ordinance amending Chapter 5.100, Consolidated Fee Schedule – Department of Community Development Fees

- Bruce Emery, Department of Community Development, provided a staff report

ACTION TAKEN: CMOm to open the public hearing, CMFs, mc

- The following provided testimony:
 - John Worthington, Sequim
- The following sent in written testimony: Bruce Emery, DCD Director, Dr. Sarah Huling (see attached)

ACTION TAKEN: CMOm to close the hearing and adopt Ordinances - Consolidated Fee Schedule changes with additional amendments as described, CMFs, mc

BOARD of CLALLAM COUNTY COMMISSIONERS
MINUTES for the week of January 5-9, 2026
Page 3

CONSENT AGENDA – Any Commissioner may remove items for discussion

1a Approval of payroll for a period ending December 15

The following voucher/warrants/electronic payments are approved for payment:

Payroll	Total
Warrant Numbers	
182886 – 183202, 9948027 – 9948029	\$757,941.60
Electronic Payment Date	
12/24/2025 – 12/26/2025	\$643,052.60
Total Payroll:	\$1,400,994.20

1b Approval of minutes for the week of December 29

1c Resolution appointing Janice Wilson to the Planning Commission

1d Resolution appointing Kathryn Fenner to the Lodging Tax Advisory Committee

1e Resolution designating Commissioner involvement on advisory boards

1f Resolution appointing an authorized representative and alternate for disaster assistance funding and administration

1g Request for qualifications to be received no later than Tuesday, February 17, 2026 at 10 a.m. regarding 2026 Architecture/Courthouse Security/Pedestrian Bridge/Engineering Consulting Services

ACTION TAKEN: CMOM to approve the consent agenda as presented, CMFs, mc

REPORTS AND PRESENTATIONS

- CMO reported on Port Angeles Business Association meeting, North Olympic Legislative Alliance meeting
- CMF reported on workforce housing

PUBLIC COMMENT

- Unknown name, commented on Tribal trust lands
- Pepai Whipple, Sequim, commented on budget, board and committees
- Kenneth Reandeau, Port Angeles, commented on taxes, Charter Review Commission, military attacks
- Ed Bowen, Clallam Bay, commented on Charter Review Commission recommendations, Olympic Hot Springs Road, Board of Natural Resources Meeting, timber sales
- Eric Fehrmann, Sequim, commented on safety and road priorities, boards and committees
- John Worthington, Sequim, commented on CERN, Jimmy Come Lately, North Olympic Development Council, Jamestown S’Klallam Tribe
- Mark Curtis, Sequim, commented on advisory boards, public safety
- Karin Cummins, Sequim, commented on Homelessness Plan updated, septic fee, Jamestown S’Klallam Tribe, real citizens, Washington State Association of Counties, Charter Review Commission Recommendation
- Dr. Sarah Huling, District III, commented on good governance, item 2a
- Mitch Zenobi, Sequim, commented on Ron Allen – Jamestown S’Klallam Tribe, his tree service Business, donating money, paying taxes
- Denise Lapio, Sequim, commented on the Charter Review Commission recommendations, retrial of defendant in Clallam County, safety
- Jeff Tozzer, Sequim, commented on County park, Jamestown Tribe, County representative, Charter Review Commission recommendations

The meeting concluded at 11:29 a.m. and continued until Monday, January 12, 2026 at 9 a.m.

BOARD of CLALLAM COUNTY COMMISSIONERS
MINUTES for the week of January 5-9, 2026
Page 4

The Board of Commissioners attended a WSAC Virtual Update, Coffee with Colleen, KONP Radio Show and KSQM Radio Show during the week of January 5, 2026.

PASSED AND ADOPTED this 13th day of January 2026

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

Randy Johnson

Mark Ozias

ATTEST:

Loni Gores, MMC, Clerk of the Board

KEY TO ABBREVIATIONS:

ATM Administrator Todd Mielke
CMO Commissioner Mark Ozias
CRJ Commissioner Randy Johnson
CMF Commissioner Mike French

m moved
mc motion carried
s seconded

DRAFT

Public Hearing

January 6, 2026

DCD Fee Schedule Ordinance

Written Testimony



CLALLAM COUNTY
Department of Community Development
County Courthouse
223 E. 4th St., Suite 5
Port Angeles, WA 98362-3015
Phone: (360) 417-2323
Fax: (360) 417-2443

bruce.emery@clallamcountywa.gov

Date: December 12, 2025

To: Board of Clallam County Commissioners

From: Bruce Emery, Director of Community Development

RE: Update to DCD Fee Schedules, Consideration of Alternatives

The Board of County Commissioners considered proposed changes to the Fee Schedules for the Department of Community Development during their work session on December 8, 2025. During that discussion, concern was expressed that changes resulting in fee increases, coupled with annual CPU-I adjustments, could be viewed as excessive and burdensome to permittees. Staff considered potential changes in three primary areas that could result in a revenue-neutral proposal, excepting the changes to implement the CPI-U adjustment.

GIS Tech Fees. The GIS Department provided an analysis of the estimated amount of time required to update and maintain the GIS system following specific permit approvals impacting the mapped parcel, wetland, stream corridor, and landslide hazard area layers. A total of six permit types were identified. Based on estimated time spent on each, it was calculated that a charge of 20% of the permit fee should be included to recapture the staff time and resources used.

In discussing this issue with the department manager, it was suggested that the analysis was based on the best information available and could prove accurate or not. Based on this uncertainty, it was suggested that, as an alternative to the recommended fee schedule adjustment, only half (50%) of the fee change be implemented at this time to afford opportunity to measure and monitor its accuracy at recapturing staff time and resource costs.

Deferred Submittal Fees. The Building Division allows for the submittal of required information after a building permit is in process. This typically allows for engineered truss information, final design, and other construction elements to be provided at a later date—allowing the applicant to proceed with the project. Under the current Code, deferred submittals require a one-hour minimum fee at the standard hourly plans examiner fee of \$75 (residential or commercial), once the required information is

submitted. Generally speaking, deferred submittals usually take more than an initial review of the material, but if they do prove to be complicated, staff time is accounted for through the applied hourly rate. That said, most applications are only subject to the minimum one-hour charge.

Under the proposed changes, residential plans review fees would increase to \$100 per hour, and commercial would increase to \$125 per hour. If the deferred submittal fees were reestablished on a minimum ½ hour basis rather than one hour, the change in projected revenue would include:

Deferred Submittals Fee Adjustments and Revenue				
Deferred permit type	Projected 2026 Permit Activity	Revenue under Current fees (one hour min)	Revenue under Revised (1/2 hour min)	Difference in Revenue
Residential	191	\$ 14,310	\$ 9,540	\$ (4,770)
Commercial	9	\$ 675	\$ 563	\$ (113)
				\$ (4,883)

Administrative Fee. The revisions discussed during the work session included a \$40 per permit administrative fee. This fee was proposed, in part, on the fact that four of five comparable county jurisdictions reviewed included an administrative fee, and although the County has transitioned to an online permit submittal portal, significant staff time is required to assist many customers in working through the permit submittal process. However, in reviewing the overall revenue from proposed changes and concerns expressed regarding multiple increases, the fee could be adjusted to \$10 per permit. This would create a near revenue-neutral result in the bottom line of the Building Division's changes (negative \$391, total), except for the CPI-U adjustment.

Based on this discussion, we urge the Board of Clallam County Commissioners to proceed with the proposed fee schedule changes, with the following recommended amendments:

- Amend proposed Planning Division Fee Schedule 300-A, to reduce by ½ the proposed Tech Assistance Fee.
- Amend proposed Building Division Fee Schedule 310-A, to reduce the minimum time period from one hour to one-half (1/2) hour for deferred submittals.
- Also amend proposed Building Division Fee Schedule 310-A, to reduce the Administrative Fee from \$40 to \$10 for each permit application or revision.

Enclosed is a table showing the fiscal impacts of the items discussed herein, and the other changes proposed in the Fee Schedules, as discussed during the 12/8/25 work session. Revised Draft Ordinances will be provided upon your instruction.

Thank you for your consideration on this matter. If you have any questions, please contact me at 360-417-2323 or at bruce.emery@clallamcountywa.gov.

Sincerely,

A handwritten signature in cursive script that reads "Bruce W. Emery". The signature is written in dark ink and is positioned above the printed name.

Bruce Emery, Director
Clallam County DCD

Clallam County DCD, Proposed Changes to Fee Schedules
Projected Revenue Changes for 2026

Division Schedule Changes	Projected Total Revenue with Adjustment	Minus Projected Revenue Under Current Fees	Projected Change in Revenue for 2026 Adjusted (-10%)	Notes
Planning Division Adjustments				
2.7 % CPI-U Adj.	\$ 178,154	\$ 173,470	\$ 4,215	Adjusted Change in Revenue per CPI-U
GIS Tech Fee	\$ 13,208	\$ -	\$ 11,887	Pass-through fees to cover GIS Cost of operations. Includes 50% of original.
Hearing Examiner Fees	\$ 800	\$ -	\$ 720	Pass-through fees to cover Hearing Examiner costs
Total Revenue Adj.			\$ 16,823	
Building Division Adjustments				
2.7 % CPI-U Adj.	\$ 1,288,608	\$ 1,254,730	\$ 30,490	Adjusted Change in Revenue per CPI-U
\$10 Admin fee	\$ 11,530	\$ -	\$ 10,377	New fee similar to comp jurisdictions. Includes 25% of original proposal.
Def. Submittal Residential	\$ 10,600	\$ 15,900	\$ (4,770)	Increased hourly rate with change from one to 1/2 hour minimum.
Def. Submittal Commercial	\$ 625	\$ 750	\$ (113)	Increased hourly rate with change from one to 1/2 hour minimum.
Single-wide MH	\$ 8,125	\$ 9,880	\$ (1,580)	Adusted to align with valuation of projects.
Double-wide MH	\$ 63,080	\$ 63,080	\$ -	Adusted to align with valuation of projects.
Triple-wide MH	\$ 3,900	\$ 3,040	\$ 774	Adusted to align with valuation of projects.
Park model	\$ 3,125	\$ 3,800	\$ (608)	Adusted to align with valuation of projects.
Misc. inspections	\$ 2,300	\$ 1,725	\$ 518	Increase current \$75 fee to \$100 to reflect actual costs.
Fireworks Stands	\$ 1,000	\$ 750	\$ 225	Increase current \$75 fee to \$100 to reflect actual costs.
Fire, life, safety permit	\$ 3,700	\$ 2,775	\$ 833	Increase current \$75 fee to \$100 to reflect actual costs.
Ductless heat pump	\$ 15,100	\$ 18,422	\$ (2,990)	\$100 flat fee rather than valuation. Current revenue assumed average \$122/unit.
Heat pump	\$ 29,400	\$ 33,320	\$ (3,528)	\$150 flat fee rather than valuation. Current revenue assumed average \$170/unit.
Wood burning FP	\$ 2,800	\$ 3,192	\$ (353)	\$100 flat rate vs. current \$114.
Plumbing repair	\$ 600	\$ 684	\$ (76)	Establish simplicity, does not conflicty with costs/revenue.
Propane tank/appliance	\$ 7,200	\$ 6,992	\$ 187	Establish simplicity, does not conflicty with costs/revenue.
Commercial Plan Review	\$ 750	\$ 450	\$ 270	Increase rate from \$75/hr to \$125/hr. per comp jurisdictions
Residential Plan Review	\$ 10,440	\$ 7,830	\$ 2,349	Increase rate from \$75/hr to \$100/hr. per comp jurisdictions
Demolition permit	\$ 2,800	\$ 3,192	\$ (353)	Establish simplicity, does not conflict with costs/revenue.
Solar panel array	\$ 6,480	\$ 8,208	\$ (1,555)	Establish simplicity, does not conflict with costs/revenue.
Total Revenue Adj.			\$ 30,098	
Non-CPI-U revenue from changes:			\$ (391)	
CPI-U revenue adjustment, only:			\$ 30,490	

Existing revenue assumes projected 2025 year-end totals.

Note: Projected Revenue Adjustment includes an anticipated 10% reduction in over-all permit volume for 2026.

Gores, Loni

From: Dr. Sarah Huling, EdD, MBA <triplesconsultants2025@gmail.com>
Sent: Tuesday, January 6, 2026 9:06 AM
To: Gores, Loni
Subject: 1.6.2026 Public Hearing: Chapter 5.100 Ordinance & Strengthening the Public Record

Dear Commissioners,

Thank you for the opportunity to provide public comment during the January 6, 2026 hearing on the proposed ordinance amending Chapter 5.100, the Consolidated Fee Schedule for Community Development.

I want to clarify a governance issue that became apparent to me while reviewing the board packet. Staff provided an extensive verbal explanation describing the proposed fee updates as cost-based, equitable, and “budget neutral.” While that context may be accurate and well-intended, it also highlighted a gap between what is said versus what is preserved in the ordinance language that the Commission is ultimately asked to adopt.

From a governance perspective, explanation—no matter how thorough—does not substitute for documentation in the public record. Future commissioners, staff, and constituents will rely on the ordinance, not recollections of meetings, to understand how decisions were made and whether best practices were followed.

Specifically, as presented, the board packet and draft ordinance do not clearly document:

- The cost-of-service methodology used to calculate the updated fees;
- What “budget neutral” means in measurable terms (e.g., neutral to which fund, over what time horizon, and based on what assumptions);
- Whether and how equity impacts—particularly for rural residents, fixed-income applicants, or small-scale development—were evaluated; and
- What mitigation options (such as phased implementation, waivers, or hardship provisions) were considered and why they were accepted or rejected.

To be clear, my concern is not about staff intent or competence. It is about ensuring that the Board’s actions are supported by tangible, reviewable metrics that strengthen transparency, accountability, and institutional memory.

Suggested Governance Improvement

I respectfully encourage the Commission to consider requiring, either through ordinance language, Board direction, or policy, that items involving fees, rates, or material public impact include a brief Good Governance Metrics Summary in the board packet. For example:

Proposed Governance Checklist for Board Items

1. Authority: Legal basis for the action (code, ordinance, or policy reference).

2. Methodology: Summary of how figures were calculated (e.g., cost-of-service, benchmarks).
3. Fiscal Impact: What “budget neutral” or “cost recovery” means in quantifiable terms.
4. Equity & Impact: Identification of affected populations and any disproportionate impacts.
5. Alternatives Considered: Options evaluated and rationale for selection or rejection.
6. Mitigation Tools: Phasing, waivers, or adjustments considered, if applicable.
7. Review & Sunset: Whether and when the policy or fee will be reviewed.

Even a concise version of this framework would materially improve Board decision-making and public confidence, while reducing reliance on verbal explanation alone.

I offer this feedback as a constructive example that could be piloted with the Chapter 5.100 ordinance and then standardized for future items, or incorporated into County policy governing board packet requirements.

Thank you for your service and for considering how small procedural improvements can meaningfully strengthen good governance over time.

Respectfully,
Dr. Sarah Huling

1C



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ Meeting Date: 1-5-26

REGULAR AGENDA ☐ Meeting Date: 1-13-26

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | |
|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # |
| ☒ Resolution | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Vacancies exist on the Heritage Advisory Board due to expiration of terms.

A press release was issued September 2025 soliciting applications from interested citizens. The current members with the expiring terms were notified and requested to be considered for an additional term. One new application was received.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
N/A

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Recommended approval of a Resolution appointing/reappointing members to the Heritage Advisory Board.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Board of Commissioners/Employee/Stakeholder attending meeting: Board of Commissioners

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



RESOLUTION _____, 2026

REAPPOINTING AND APPOINTING MEMBERS TO THE
HERITAGE ADVISORY BOARD

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Vacancies exist on the Heritage Advisory Board due to expiration of terms.
2. A press release was issued September 2025 soliciting applications from interested citizens. The current members with the expiring terms were notified and requested to be considered for an additional term. One new application was received.

NOW, THEREFORE, BE IT RESOLVED by the Clallam County Board of Commissioners, in consideration of the above findings of fact:

1. **Paula Hunt** is reappointed to represent District II for a term expiring December 31, 2029.
2. **Mike Doherty** is reappointed to represent District III for a term expiring December 31, 2029.
3. **Nancy Messmer** is reappointed to represent District III for a term expiring December 31, 2029.
4. **Derrick Eberle** is appointed to represent District I for a term expiring December 31, 2029.

PASSED AND ADOPTED this 13th day of January 2026

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias

ATTEST:

Randy Johnson

Loni Gores, MMC, Clerk of the Board

Mike French

cc: Appointee
A22.161
BOCC



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

2a
JAN 13 2026

Department: BOCC

WORK SESSION ☒ Meeting Date: 1-5-26

REGULAR AGENDA ☒ Meeting Date: 1-13-26

Required originals approved and attached? ☐

Will be provided on:

Item Summary:*

☐ Call for Hearing

☐ Resolution

☐ Draft Ordinance

☒ Contract/Agreement/MOU**

☐ Proclamation

☐ Final Ordinance

Contract # 19925.26.013

☐ Budget Item

☐ Other

Documents exempt from public disclosure attached: ☐

Executive summary:

Personal Services Agreement with the Forks Chamber of Commerce in the amount of \$65,000 for 2026 Hotel/Motel Tax Funds.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☒
\$65,000

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Please review and sign.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners – Randy Johnson

Relevant Departments: Board of Commissioners

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



PERSONAL SERVICES AGREEMENT

Contract Number: 19925.26.013

THIS AGREEMENT is entered into between CLALLAM COUNTY, a political subdivision of the State of Washington, (hereinafter called "County" or "Clallam County") and

Name: Forks Chamber of Commerce

Address: PO Box 1249
Forks, WA 98331

Phone N°: 360-374-2531

(hereinafter called "Contractor").

This Agreement is comprised of:

- ☒ Attachment A – Scope of Work
- ☒ Attachment B – Compensation
- ☒ Attachment C – General Conditions
- ☒ Attachment D – Special Terms and Conditions
- ☒ Attachment E – (specify) - LTAC Application

copies of which are attached hereto and incorporated herein by this reference as if fully set forth.

The term of this Agreement shall commence on the 1st day of January 2026 and shall, unless terminated as provided elsewhere in the Agreement, terminate on the 31st day of December 2026.

IN WITNESS WHEREOF, the parties have executed this Agreement on this day of 20__.

Forks Chamber of Commerce

CLALLAM COUNTY


Name: Lissy Andros, Executive Director

Mike French, Chair, Board of Commissioners

Date: 12-24 2025

ATTEST:

Loni Gores, MMC, Clerk of the Board

Originals: BOCC
Vendor
Initiating Department
Copies: 5

THIS CONTRACT HAS BEEN APPROVED AS TO
FORM BY THE CLALLAM COUNTY PROSECUTING
ATTORNEY

SCOPE OF WORK

The lodging tax grant will be used to assist with the operation of a special event/festival and operation of a capital expenditure of a tourism-related facility. See ATTACHMENT E for full applications regarding the Forks Chamber of Commerce LTAC request 2026.

COMPENSATION

1. ☒ **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of \$65,000 for the completed work set forth in Attachment "A.". Payments for completed tasks shall be made no more frequently than ☐ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☒ other (specify) One payment in the amount of \$65,000 to be paid when the contract is fully executed.

OR

☐ **b. HOURLY RATES:** For services rendered, the County shall compensate the Contractor at the following hourly rates:

Name/Position

Hourly Rate

Payments for completed tasks shall be made no more frequently than ☐ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☐ other (specify) .

Each request for payment shall be supported by an invoice specifying: the name/position of the Contractor's employee if two or more are identified above; number of hours worked; completed tasks for which compensation is sought; estimated percentage of task completion; payment amount requested; other (specify) .

In no event shall Contractor be compensated in excess of DOLLARS (\$) for the completed work set forth in Attachment "A."

2. AND

☒ **a.** The compensation set forth herein includes, without limitation: labor, materials, equipment, travel, telephone, computer, copiers and the like.

OR

☐ **b.** The County shall reimburse the Contractor for actual expenses incurred for travel, telephone, copiers and computer. Reimbursement for airfare, mileage, meals and/or accommodations shall be at the same rate as that applicable to county employees traveling on county business.

OR

☐ **c.** Other (specify):

GENERAL CONDITIONS

1. Scope of Contractor's Services. The Contractor agrees to provide to the County services and any materials set forth in the project narrative identified as Attachment A during the agreement period. No material, labor, or facilities will be furnished by the County, unless otherwise provided for in the Agreement.
2. Accounting and Payment for Contractor Services. Payment to the Contractor for services rendered under this Agreement shall be as set forth in Attachment B. Unless specifically stated in Attachment B, the County will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract.

The County shall compensate the Contractor through the County voucher system for the Contractor's service pursuant to the fee schedule set forth in Attachment B.

3. Delegation and Subcontracting. Contractor's services are deemed personal and no portion of this contract may be delegated or subcontracted to any other individual, firm or entity without the express and prior written approval of the County Project Manager.
4. Independent Contractor. The Contractor's services shall be furnished by the Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Attachment B and the Contractor is not entitled to any county benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental or other insurance benefits, or any other rights or privileges afforded to Clallam County employees. The Contractor represents that it maintains a separate place of business, serves clients other than the County, will report all income and expense accrued under this contract with the Internal Revenue Service on a business tax schedule, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

In the event that either the state or federal government determines that an employer/employee or master/servant relationship exists rather than an independent contractor relationship such that Clallam County is deemed responsible for federal withholding, social security contributions, workers compensation and the like, the Contractor agrees to reimburse Clallam County for any payments made or required to be made by Clallam County. Should any payments be due to the Contractor pursuant to this Agreement, the Contractor agrees that reimbursement may be made by deducting from such future payments a pro rata share of the amount to be reimbursed.

Notwithstanding any determination by the state or federal government that an employer/employee or master/servant relationship exists, the Contractor, its officers, employees and agents, shall not be entitled to any benefits which Clallam County provides to its employees.

5. No Guarantee of Employment. The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.
6. Regulations and Requirements. This Agreement shall be subject to all federal, state and local laws, rules, and regulations.

7. Right to Review. This contract is subject to review by any federal or state auditor. The County shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the County Project Manager. Such review may occur with or without notice, and may include, but is not limited to, on-site inspection by County agents or employees, inspection of all records or other materials which the County deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for three (3) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.
8. Modifications. Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
9. Termination for Default. If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. Mail, postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor agrees to bear any extra expenses incurred by the County in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

10. Termination for Public Convenience. The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion that such termination is in the interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County.
11. Termination Due to Insufficient Funds. If sufficient funds for payment under this contract are not appropriated or allocated or are withdrawn, reduced, or otherwise limited, the County may terminate this contract upon five (5) days written notice to the Contractor. No penalty or expense shall accrue to the County in the event this provision applies.
12. Termination Procedure. The following provisions apply in the event that this Agreement is terminated:
 - (a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.

- (b) The Contractor shall provide the County with an accounting of authorized services provided through the effective date of termination.
 - (c) If the Agreement has been terminated for default, the County may withhold a sum from the final payment to the Contractor that the County determines necessary to protect itself against loss or liability.
13. Defense and Indemnity Agreement. The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elected officers, agents and employees, from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.
14. Industrial Insurance Waiver. With respect to the performance of this Agreement and as to claims against the County, its appointed and elected officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, as now or hereafter amended, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. Along with the other provisions of this Agreement, this waiver is mutually negotiated by the parties to this Agreement.
15. Venue and Choice of Law. In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Clallam. This Agreement shall be governed by the law of the State of Washington.
16. Withholding Payment. In the event the County Project Manager determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the County Project Manager determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than ten (10) days after it determines to withhold amounts otherwise due. A determination of the County Project Manager set forth in a notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provision of the Disputes clause of this Agreement. The County may act in accordance with any determination of the County Project Manager which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to the Contractor by reason of good faith withholding by the County under this clause.

17. Rights and Remedies. The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available bylaw.
18. Contractor Commitments, Warranties and Representations. Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to fulfill such a commitment shall render the Contractor liable for damages to the County. A commitment includes, but is not limited to any representation made prior to execution of this Agreement, whether or not incorporated elsewhere herein by reference, as to performance of services or equipment, prices or options for future acquisition to remain in effect for a fixed period, or warranties.
19. Patent/Copyright Infringement. Contractor will defend, indemnify and save harmless County, its appointed and elected officers, agents and employees from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of the Contractor's alleged infringement on any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against the County, its appointed and elected officers, agents and employees in any action. Such defense and payments are conditioned upon the following:
- (a) That Contractor shall be notified promptly in writing by County of any notice of such claim.
 - (b) Contractor shall have the right, hereunder, at its option and expense, to obtain for the County the right to continue using the information, in the event such claim of infringement, is made, provided no reduction in performance or loss results to the County.
20. Disputes:
- (a) General. Differences between the Contractor and the County, arising under and by virtue of the contract documents shall be brought to the attention of the County at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The records, orders, rulings, instructions, and decision of the County Project Manager shall be final and conclusive thirty (30) days from the date of mailing unless the Contractor mails or otherwise furnishes to the County Administrator a written notice of appeal. The notice of appeal shall include facts, law, and argument as to why the conclusions of the County Project Manager are in error.

In connection with any appeal under this clause, the Contractor and County shall have the opportunity to submit written materials and argument and to offer documentary evidence in support of the appeal. Oral argument and live testimony will not be permitted. The decision of the County Administrator for the determination of such appeals shall be final and conclusive. Reviews of the appellate determination shall be brought in the Superior Court of Clallam County within fifteen (15) days of mailing of the written appellate determination. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered.
 - (b) Notice of Potential Claims. The Contractor shall not be entitled to additional compensation or to extension of time for (1) any act or failure to act by the County Project Manager or the County, or (2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within ten (10) days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the County. The written Notice of

Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the work performed, labor and material used, and all costs and additional time claimed to be additional.

- (c) Detailed Claim. The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within thirty (30) days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.
21. Ownership of Items Produced. All writings, programs, data, art work, music, maps, charts, tables, illustrations, records or other written, graphic, analog or digital materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of the County and constitute "work made for hire" as that phrase is used in federal and/or state intellectual property laws and Contractor and/or its agents shall have no ownership or use rights in the work.
22. Recovery of Payments to Contractor. The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work (Attachment A). In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may, at the County Project Manager's sole discretion, be required to repay to the County all monies disbursed to the Contractor for those parts of the project that are rendered worthless in the opinion of the County Project Manager by such failure to perform.

Interest shall accrue at the rate of 12 percent (12%) per annum from the time the County Project Manager demands repayment of funds.

23. Project Approval. The extent and character of all work and services to be performed under this Agreement by the Contractor shall be subject to the review and approval of the County Project Manager. For purposes of this Agreement, the County Project Manager is:

Name: Clallam County

Title: Board of Commissioners Office and Finance Departments

Address: 223 East 4th Street, Port Angeles, WA 98362

Telephone: 360-417-2256 and 360-417-2382

E-mail: loni.gores@clallamcountywa.gov and Eleanor.Hill@clallamcountywa.gov

In the event there is a dispute with regard to the extent and character of the work to be done, the determination of the County Project Manager as to the extent and character of the work to be done shall govern subject to the Contractor's right to appeal that decision as provided herein.

24. Non-Discrimination. The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.

25. Subcontractors. In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between the County and the Contractor. The Contractor shall insure that in all subcontracts entered into, Clallam County is named as an express third-party beneficiary of such contracts with full rights as such.
26. Third Party Beneficiaries. This agreement is intended for the benefit of the County and Contractor and not for the benefit of any third parties.
27. Standard of Care. The Contractor shall perform its duties hereunder in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession as Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.
28. Time is of the Essence. Time is of the essence in the performance of this contract unless a more specific time period is set forth in either the Special Terms and Conditions or Scope of Work.
29. Notice. Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to the County Project Manager. Notice to the Contractor for all purposes under this Agreement shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.
30. Severability. If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.
31. Precedence. In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
 - (a) Applicable federal, state and local statutes, ordinances and regulations;
 - (b) Scope of Work (Attachment A) and Compensation (Attachment B);
 - (c) Special Terms and Conditions (Attachment D); and
 - (d) General Conditions (Attachment C).
32. Waiver. Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.
33. Attorney Fees. In the event that litigation must be brought to enforce the terms of this agreement, the prevailing party shall be entitled to be paid reasonable attorney fees.
34. Construction. This agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
35. Survival. Without being exclusive, Paragraphs 4, 7, 13-19, 21-22 and 31-35 of these General Conditions shall survive any termination, expiration or determination of invalidity of this Agreement in whole or in part. Any other Paragraphs of this Agreement which, by their sense and context, are intended to survive shall also survive.

36. Entire Agreement. This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

SPECIAL TERMS AND CONDITIONS

☒ 1. Reporting. The Contractor shall submit written progress reports to the County Project Manager as set forth below:

☐ With each request for payment.

☐ Monthly.

☐ Quarterly.

☐ Semi-annually.

☒ Annually.

☐ Project completion.

☐ Other (specify):

Progress reports shall include, at a minimum, the following:

Reports shall include any problems, delays or adverse conditions which will materially affect the Contractor's ability to meet project objectives or time schedules together with a statement of action taken or proposed to resolve the situation. Reports shall also include recommendations for changes to the Scope of Work, if any. Payments may be withheld if reports are not submitted.

☒ 2. Insurance. The Contractor shall maintain in full force and effect during the term of this Agreement, and until final acceptance of the work, public liability and property damage insurance with companies or through sources approved by the state insurance commissioner pursuant to RCW Title 48, as now or hereafter amended. The County, its appointed and elected officials, agents and employees, shall be specifically named as additional insureds in a policy with the same company which insures the Contractor or by endorsement to an existing policy or with a separate carrier approved pursuant to RCW Title 48, as now or hereafter amended, and the following coverages shall be provided:

☒ COMPREHENSIVE GENERAL LIABILITY:

Bodily injury, including death. \$1,000,000 per occurrence

Property damage \$1,000,000 per occurrence

☐ ERRORS AND OMISSIONS or PROFESSIONAL
LIABILITY with an Extended Reporting Period

Endorsement (two year tail). \$ per occurrence

☐ WORKERS COMPENSATION: Statutory amount

☐ AUTOMOBILE: coverage on owned, non-owned, rented and hired vehicles

Bodily injury, liability, including death \$ per occurrence

Property damage liability \$ per occurrence

If the Errors and Omissions or Professional Liability insurance obtained is an occurrence policy as opposed to a claims-made policy, the Extended Reporting Period Endorsement is not required.

Any such insurance carried by the Contractor shall be primary over any insurance carried by Clallam County and the Contractor shall ensure that such insurance is primary. The County shall have no obligation to report occurrences unless a claim or lawsuit is filed with it and the County has no obligation to pay any insurance premiums.

Evidence of primary insurance coverage shall be submitted to the County Project Manager within twenty (20) days of the execution of the Agreement. The Agreement shall be void ab initio if the proof of coverage is not timely supplied.

The coverage limits identified herein shall not limit the potential liability of the Contractor and the Contractor's duty to defend, indemnify and hold harmless shall apply to any liability beyond the scope of insurance coverage.

- ☐ 3. Liquidated Damages. For delays in timely completion of the work to be done or missed milestones of the work in progress, the Contractor shall be assessed _____ Dollars (\$ _____) per day as liquidated damages and not as a penalty because the County finds it impractical to calculate the actual cost of delays. Liquidated damages will not be assessed for any days for which an extension of time has been granted. No deduction or payment of liquidated damages will, in any degree, release the Contractor from further obligations and liabilities to complete the entire project.

- ☐ 4. Other (specify):.



RECEIVED
CLALLAM CO. COMMISSIONERS

**LODGING TAX FUNDING APPLICATION
2026**

OCT 09 2025

1...2...3...A...

@1250pm
ll

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$5,000. Marketing requests should be directed to the Olympic Peninsula Visitor Bureau (OPVB) Tourism Enhancement Grant program.

I AMOUNT of Lodging Tax Requested: \$ 75,000.00

II Agency/Organization Name: Forks Chamber of Commerce

Organization is ☐ Government Entity ☐ 501(c)3 ☒ 501(c)6 ☐ Other

Federal Tax ID No. 91-0779896

UBI Number 602 909 174

III Project/Activity/Event: Forever Twilight in Forks Festival / VIC Staffing / Capital Improvement Project

IV Representative Contact Information:

Name, Title Lissy Andros, executive director

Mailing Address PO Box 1249, Forks, WA 98331

Phone(s) 360-374-2531

Email director@forkswa.com

V Service Categories, check all applicable:

- ☐ Tourism Promotion/Marketing (individual marketing request, contact OPVB)
- ☒ Operation of a Special Event/Festival designed to attract tourists
- ☒ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization
- ☒ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality

CERTIFICATION

- I am the authorized agent of the Agency/Organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County and meet all specified requirements of that contract.
- My Agency/Organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Signature

Date: 10-8-2025

Lissy Andros
Print or Type Name

LODGING TAX APPLICATION – REQUIRED SUPPLEMENTAL QUESTIONS

(You may use this Supplemental Questions form or type the questions and answers on separate sheets)

1. How will the project/program help increase the number of people traveling to Clallam County for business or pleasure on a trip?

We are seeking funds for three different projects:

Forever Twilight in Forks Festival (FTF) Operations \$40,000

Forks Visitor Information Center (VIC) Staffing \$25,000

Forks Visitor Information Center (VIC) Generator \$10,000

Forever Twilight in Forks Festival, September 10-13, 2026 is a very niche event that draws around 2500 people from all over the world to the Olympic Peninsula for 2-10 days. In 2025 we had our biggest event to date with tons of media exposure. All lodging businesses on the West End of Clallam County benefitted from the event.

We have **free events** to draw people here, along with ticketed events. Tickets go on sale on Oct 21st with great enthusiasm from attendees. We also plan free events so that we can encourage people to travel here who might not be able to purchase tickets.

Our 2025 final schedule is attached as a sample.

The Forks Visitor Information Center is the busiest non-National Park visitor center on the Olympic Peninsula and welcomes thousands of visitors to our facility annually. Our visitor stats are attached. The Olympic Peninsula Visitor Bureau and individual communities spend thousands of dollars to bring people to the area, and their efforts are very successful. The Forks VIC is tasked with accommodating those visitors that are spending the night, or several nights, and day-trippers so that they get the most out of their visit and return often. Providing funds for staffing would increase the overall experience of those visitors by allowing us to provide sufficient staffing. We are open 360 days a year with 3-5 people working depending on the time of year.

We would like to add an automatic generator to the visitor center infrastructure so that we can continue to help people when the power is out. According to Clallam PUD: "The West End being particularly vulnerable to longer outages due to a lack of transmission redundancy in the event of a Bonneville Power Administration outage."

Power outages are very common on the West End, but uncommon to many travelers. In the summer if we have a power outage it's very inconvenient but we try to keep the VIC open to help visitors when they need help the most. From Oct – Mar it's a bigger challenge to keep the VIC open with no power and a lack of natural light. We can't subject our staff members to the cold and dark, so we usually close (even in mid-day).

The overall project will be in the \$22k range, and we have asked for \$5k from the City of Forks (as it would be a permanent addition to the VIC, and therefore become part of VIC infrastructure which the City owns) and the Chamber is committed to paying for part of the project.

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

We find that many of our FTF attendees stay longer each time they visit with many staying an average of 7 days during our festival. In 2025 we welcomed around 3000+ people to Forks from Wed-Sun. We continue to set records with visitor stats and lodging taxes. With the help of Clallam Co LTAC, we can continue to offer the great event we are known for producing. In late October we are being awarded with "Event & Event Producer" of the Year award from the Washington Festivals & Events Association for 2025. We plan to use the funds to secure special guests.

Our VIC projects will enable us to serve visitors and will ensure that they have all the information needed to have a wonderful experience and return often.

3. How will the project/program encourage visitors to come from a distance greater than 50 miles, either for the day or for an overnight visit? If so, please describe how.

Since Forks is so rural, 99% of our FTF attendees are from more than 50 miles. Our schedule is packed with so many activities, most people don't want to come for just the day. Our event is 4+ days with "pre-festival" events on the Wednesday before, and then four days of scheduled events.

Lodging businesses already have reservations in place for 2026's event.

Our VIC projects will help visitors by virtue of us being open and available, with plenty of staffing to meet their needs.

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

Through our social media presence (including our public pages and a private FB group that has almost 23k members) and investing in bringing various influencers to our events, we have a very broad reach. In 2025 we had numerous articles about the FTF Festival, and we were featured on the Sept 17th episode of Nightline, and Good Morning America. The reach for this is immeasurable.

Twilight has been published in over 49 languages, so as fans find out that Forks is a real place we continue to broaden our reach.

Our VIC projects will help visitors by virtue of us being open and available, with plenty of staffing to meet their needs.

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

Forever Twilight in Forks Festival
September 9, 2026 for pre-festival events
September 10-13, 2026
Estimated attendance is 2500

2026 Tourism-Impact Estimate

(Actual must be completed by applicants who had a Clallam County Lodging Tax Contract in 2025)

State law governing the distribution of lodging tax funds requires they be used primarily to encourage visitors from out of the area, so do your best!

As a direct result of your proposed tourism-related service, please provide:	2026 Estimate	2025 Actual	Methodology
a. Overall attendance at your event/activity/facility	2500	2981	Representative Survey
b. Number of people who travel more than 50 miles for your event/activity/facility	2475	2951	Representative Survey
c. Of the people who travel more than 50 miles, the number of people who travel from another country or state.	1881	2242	Representative Survey
d. Of the people who travel more than 50 miles, the number of people who stay overnight in the unincorporated Clallam County area.	875	900	Representative Survey
e. Of the people staying overnight, the number of people who stay in PAID accommodations e.g. hotel, motel, bed-breakfast, RV park, in the unincorporated Clallam County area.	710	750	Representative Survey
f. Number of paid lodging room nights resulting from your event/activity/facility.	750	800	Representative Survey

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

No

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

There is no other event on earth like ours. We focus solely on this fandom and cater to the fans in a way that they can't experience elsewhere. We have many repeat customers and new ones which keep us going strong.

Our success is documented in increased ticket sales, visitor stats, and lodging tax receipts. Many of our lodging businesses have already been booked for the 2026 dates.

Our visitor center is a destination within itself, and we continue to set records for visitors stopping in. Our grounds are very welcoming and we have the Forks Timber Museum located next door, along with many trails for different activity levels, and the Loggers Memorial.

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

Our target audience for the FTF Festival is Twilight fans from around the world. This includes families (we are a family friendly event), couples, friend trips, singles, and anyone who loves Twilight, great food, and tons of fun. We are finding that more men are attending our event too.

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

We promote the FTF festival through social media including Instagram (78k followers), Facebook (43k followers) and our private FB Group (22.4k members). We also advertise through interviews for digital reporting, podcasts, news interviews, mailing lists, visitor guides and packets, social media influencers, and we let people know about it year-round at the Visitor Center and FTF Collection.

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

We advertise restaurants, businesses, and lodging establishments in unincorporated Clallam County through the visitor center, social media, print ads, lodging guides, our website, visitor guides, and personal communications, and through any other means we can find.

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

FTF Festival - We applied for \$50k from City of Forks and \$5k from Jefferson County.

VIC Staffing – We applied for \$165K from the City of Forks as part of our overall VIC Operations and Tourism Marketing LTAC application. We applied to Jefferson County for \$31k. Our overall proposed staffing cost for 2026 is around \$168k.

VIC Generator – We applied for \$5k from City of Forks and \$5k from Jefferson County.

12. What is the overall budget for your event/activity/facility? \$ 996146.00 is our complete budget What percent of the budget are you requesting from Clallam County Lodging Tax Fund? 8% of complete budget

FTF Festival Budget is projected to be \$357,480 and our ask is 12% of that budget.
VIC Staffing Budget is projected to be \$168k and our ask is 15%
VIC Generator Budget is \$22k and our ask is 46%

13. Please describe your plans for securing the remainder of the funds necessary to complete your event/activity/facility.

FTF Festival – Ticket sales, sponsorships, vendor revenue, and fundraisers.
VIC Staffing – LTAC Grants, merch sales
VIC Generator – We hope to get funds to proceed with this project, but if funding doesn't come through we will not proceed.

Proposed 2026 Budget 2026 notes

Income

Savings	7,000.00	2k for scholarships; 5k for lighting project
Dues	18,000.00	
Dues - Sponsor Dues	15,000.00	
Interest Earned - 1st Federal	150.00	
Forever Twilight in Forks Festival		
Ticket Sales	288,000.00	
Sponsorships		will receive some sponsor monies
Sponsorships for special guest		
Sponsorships (First Fed Tents)	0.00	
Sponsorships - defer to 2021		
Public Support	6,000.00	These are funds received from auction fundraiser
City Investment	50,000.00	
Port of Port Angeles Grant		
Port of Port Angeles Grant - defer to 2021		
Clallam County LTAC	40,000.00	
Jefferson County LTAC	5,000.00	
Misc.	2,500.00	1500 City; 1000 bazaar fees
Contingency		
Forever Twilight in Forks Collection		
City Investment	36,000.00	24 Collection exp; 12 parking
Public Support	25,000.00	
Hickory Shirt Heritage Days		
Grants	1,500.00	
Public Support	500.00	
Credit Card Surcharges	10,000.00	
Sales	200,000.00	
Public Support - Miscellaneous	1,000.00	
Public Support - Miscellaneous (vis packets)	1,500.00	
Public Support - Earmarked for Scholarships	400.00	

Public Support - Earmarked for Shred Event	1,000.00
Grants	
Grants	
OPVB Tourism	7,500.00
OPVB VIC	5,000.00
Clallam County LTAC (generator)	10,000.00
Clallam County LTAC (VIC Costs)	25,000.00
Sales/Advertising	
Lodging Board	2,000.00
Webcam Sponsorship	1,500.00
Logging Tour Public Support	500.00
City Investment	165,000.00
West Jeff. Co	71,096.00
Total Income	\$ 996,146.00

Expenses

Operations

Wages-Director Costs - Lissy	67,000.00
Wages-Benefits	7,795.00
Payroll Taxes-Employer (Lissy)	5,000.00
Computer Maintenance	250.00
Professional Development	2,000.00
Telephone	1,260.00
Travel Expenses	4,358.00
Guest Lunches	950.00
Dues - AWB	350.00
Dues - WTA	500.00
Insurance-Director/BOD Coverage	1,049.00
City Leasehold Tax	664.00
Total Operations	\$ 91,176.00

VC Costs

VIC Employee Wages	98,000.00
Web Manager	9,000.00
Director of Customer Services Wages	39,000.00
DCS Payroll Taxes - Employer	3,900.00

DCS Benefits		3,900.00
Payroll Taxes-Employer		13,000.00
Copy Machine		9,300.00
Misc. Supplies		4,000.00
Office Supplies		2,000.00
VIC Equipment		200.00
Accounting Services		4,000.00
Insurance - Auto		2,338.00
Insurance - Liability		1,970.00
Postage (Newsletters, bills)		150.00
Telephone		3,000.00
PUD		2,350.00
Trash collection		785.00
Volunteer Training/Recognition		200.00
Building Maintenance		25,000.00 Generator \$22k / \$10k, \$7k Chamber
Total VC Costs	\$	222,093.00

Cost of Sales

Purchases for Resale		99,000.00
Shipping Costs		200.00
Credit Card Fees		18,000.00
PayPal Fees		100.00
Form 990 Tax		1,200.00
Business & Occupation Tax		42.00
Total Cost of Sales	\$	118,542.00

Capitol Equipment

Equipment		300.00
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Contingency - Total		220.00
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Community Service

Community Service Projects		1,500.00
Community Service Projects - downtown lights		5,000.00
Community Service Projects - Shred Event		2,000.00
Customer Service Workshop		0.00
New Business Welcome Gifts		
Scholarships		2,000.00

Best of The Year	1,700.00
Logging Tour	1,000.00
Total Community Service	\$ 13,200.00

Events

4th of July	600.00
Hot Thunder Night	0.00
Hickory Shirt Heritage Days	1,500.00
Other/Halloween	250.00
Total Events	\$ 2,350.00

Fundraisers

Wine & Cheese	
Misc	
Total Fundraisers	

Forever Twilight in Forks Festival

Admin	14,000.00	lodging for volunteers, influencers, etc.
Advertising/Social Media	0.00	
Collection	0.00	
Contingency		
Castmembers (travel, lodging, etc.)	25,500.00	
Event - Paint & Graze	3,000.00	
Event Decorating / Rentals	40,000.00	
Event Decorating / Rentals (Tents)	13,000.00	
Event Food / Beverages / Liquor License		
Friday Breakfast	6,400.00	
Bella Italia	16,000.00	
Friday Night	9,500.00	
Saturday Night	10,000.00	
Sunday Brunch	13,000.00	
Wine, Beer		
Other (including P&G, Cooking Class, Sunda	6,000.00	
Meet and Mingle	1,705.00	
Event Music / DJ Saturday Night	2,600.00	
Event Parking	200.00	
Event Venue Rental & Cleaning (RAC)	6,000.00	

Event Venue Rental (others)	7,500.00
Event Venue Bathroom Trailer	3,400.00
Goodie Bags	0.00
ICN Office Space	3,275.00
Insurance	1,400.00
Misc./5k/Shuttle Services	10,000.00
MISC COVID	0.00
Movie Licensing	500.00
Paypal Fees	12,000.00
Photobooth/Photography	4,500.00
Photos	4,500.00
Planning/ Gotomeeting.com	0.00
Prizes/Silent Auction items	1,500.00
Schedules / Printed Materials	
Security	2,000.00
Special Guests	140,000.00
Survey Monkey	
Special Guest - special	
Total Forever Twilight in Forks Festival	\$ 357,480.00

Forever Twilight in Forks Collection

Rent	\$18,755.00
Parking	12000.00
Electricity	800.00
Storage / Office Space	3774.00
Mannequins / Displays	300.00
Insurance	1500.00
Misc. Supplies	1000.00
Internet	1200.00
Alarm	400.00
Total Forever Twilight in Forks Collection	\$39,729.00

Promotional Tools

Forks Color Brochure	5,000.00
Total Promotional Tools	\$5,000.00

Local CO-OP Projects

Lodging Guide		
Lodging Board		285.00
Total Local CO-OP Projects	\$	285.00

Forks Advertising

Postage (Requested information)		700.00
ISP/dsl & Modem		1,500.00
PDN Visitor Guide		6,150.00
Web Hosting		1,625.00
Upgrade Website		1,000.00
WebCam		2,300.00
Advertising - Tourism		39,000.00 2025 2999x12; 4k fb ads; 4500 misc
Advertising - local		7,400.00 \$700 monthly /splits between local and tourism
Total Forks Advertising	\$	59,675.00

Regional Co-op Marketing**15,000.00** Olympic Peninsula Tourism Commission**West Jefferson County Pass-Through**

ONP Kalaloch VC Staff		25,649.00
VIC Staffing		31,447.00
Tourism Marketing		9,000.00
Generator Project		5,000.00
Total W Jefferson County Pass-Through	\$	71,096.00

Total Expenses

\$	996,146.00
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Year-to-Date Surplus (Loss)**\$0.00**



WASHINGTON
Secretary of State
Corporations & Charities Division

Filed
Secretary of State
State of Washington
Date Filed: 02/25/2025
Effective Date: 02/25/2025
UBI #: 602 909 174

Annual Report

BUSINESS INFORMATION

Business Name:
FORKS CHAMBER OF COMMERCE

UBI Number:
602 909 174

Business Type:
WA NONPROFIT CORPORATION

Business Status:
ACTIVE

Principal Office Street Address:
1411 S FORKS AVE, FORKS, WA, 98331, UNITED STATES

Principal Office Mailing Address:
PO BOX 1249, FORKS, WA, 98331-1249, UNITED STATES

Expiration Date:
03/31/2026

Jurisdiction:
UNITED STATES, WASHINGTON

Formation/Registration Date:
03/19/2009

Period of Duration:
PERPETUAL

Inactive Date:

Nature of Business:
CHAMBER OF COMMERCE

NONPROFIT GROSS REVENUE CERTIFICATION

Per RCW 24.03A.960 does the Nonprofit certify that its total gross revenue in the most recent fiscal year was less than \$500,000? - Yes

NONPROFIT CORPORATION'S EIN

Nonprofit EIN: **91-0779896**

REGISTERED AGENT RCW 23.95.410

Registered Agent Name	Street Address	Mailing Address
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FORKS CHAMBER OF
COMMERCE

1411 S FORKS AVE, FORKS, WA, 98331-9383,
UNITED STATES

PO BOX 1249, FORKS, WA, 98331-1249,
UNITED STATES

PRINCIPAL OFFICE

Phone:

3603742531

Email:

DIRECTOR@FORKSWA.COM

Street Address:

1411 S FORKS AVE, FORKS, WA, 98331, USA

Mailing Address:

PO BOX 1249, FORKS, WA, 98331-1249, USA

GOVERNORS

Title	Type	Entity Name	First Name	Last Name
GOVERNOR	INDIVIDUAL		LISSY	ANDROS
GOVERNOR	INDIVIDUAL		BRUCE	PAUL
GOVERNOR	INDIVIDUAL		CHRISTI	BARON
GOVERNOR	INDIVIDUAL		DIANA	REAUME
GOVERNOR	INDIVIDUAL		MELENE	BOURM

NATURE OF BUSINESS

- CHAMBER OF COMMERCE

CHARITABLE NONPROFIT CORPORATION

Is the Nonprofit Corporation a Charitable Nonprofit as defined by RCW 24.03A.010(6)? - No

CONTROLLING INTEREST

1. Does this entity own (hold title) real property in Washington, such as land or buildings, including leasehold improvements?

- No

2. In the **past 12 months**, has there been a transfer of at least 16-2/3 percent of the ownership, stock, or other financial interest in the entity?

- No

a. If "Yes", in the **past 36 months**, has there been a transfer of controlling interest (50 percent or greater) of the ownership, stock, or other financial interest in the entity?

- No

3. If you answered "Yes" to question 2a, has a controlling interest transfer return been filed with the Department of Revenue?

- No

You **must** submit a Controlling Interest Transfer Return form if you answered "Yes" to questions 1 and 2a.

Failure to report a Controlling Interest Transfer is subject to penalty provisions of RCW 82.45.220.

For more information on **Controlling Interest**, visit www.dor.wa.gov/REET.

RETURN ADDRESS FOR THIS FILING

Attention:

Email:

Address:

UPLOAD ADDITIONAL DOCUMENTS

Do you have additional documents to upload? - No

EMAIL OPT-IN

☐ By checking this box, I hereby opt into receiving all notifications from the Secretary of State for this entity via email only. I acknowledge that I will no longer receive paper notifications.

AUTHORIZED PERSON

☒ I am an authorized person.

Person Type:

INDIVIDUAL

First Name:

TARA

Last Name:

FLETCHER

Title:

ACCOUNTANT

☒ This document is hereby executed under penalty of law and is to the best of my knowledge, true and correct.

	Approved 2025 Budget	AUG YTD 2025 Actual	%	JAN-AUG 2024 YTD	Aug	2025 notes
Income						
Savings	7,000.00	0.00	0%			2k for scholarships; 5k for lighting project
Dues	18,000.00	15,970.00	89%	13,610.00		
Dues - Sponsor Dues	15,000.00	14,790.00	99%	14,850.00		
Interest Earned - 1st Federal	150.00	1,818.90	1213%	114.92	458.29	
Forever Twilight in Forks Festival						400x800=240,000 VIT; 225x89=20,025 and 200x50=10,000 totaling \$30,025 Party; 3000 Salmon Dinner; 11000 Meet and Greet totals \$284025.00; \$4000 for cooking & paint and graze
Ticket Sales	288,000.00	296,598.66	103%	247,959.25	572.49	
Refunded Ticket Sales		-2,476.74	#DIV/0!	-1,979.96	-1824.25	
Sponsorships		0.00	#VALUE!	1,384.00		will receive some sponsor monies
Sponsorships (First Fed Tents)	3,000.00	3,000.00	100%			
Public Support	6,000.00	733.80	12%		733.80	These are funds received from auction fundraiser
City Investment	50,000.00	2,475.00	5%			
Clallam County LTAC	40,000.00	40,000.00	100%	35,000.00		
Misc.	2,500.00	6,102.00	244%	850.00	200.00	1500 City; 1000 bazaar fees
Contingency			#VALUE!			
Forever Twilight in Forks Collection						
City Investment	36,000.00	28,728.23	80%	15,500.00		24 Collection exp; 12 parking
Public Support	25,000.00	30,711.55	123%	18,993.78	7257.50	
Misc.		0.00				
Hickory Shirt Heritage Days						
Grants	1,500.00	1,431.80	95%			Port of Port Angeles grant received
Public Support	500.00	0.00	0%			
Credit Card Surcharges	10,000.00	2,020.02			338.38	This is new in 2025
Sales	200,000.00	180,413.65	90%	133,288.08	28302.45	
Public Support - Miscellaneous	1,000.00	8,205.12	821%	820.35	81.78	*reimbursed 7764.90 by WEBPA
Public Support - Miscellaneous (vis packets)	1,500.00	1,867.52	125%	1,589.23	192.94	
Public Support - Earmarked for Scholarships	400.00	2,223.00	556%		1000.00	
Public Support - Earmarked for Shred Event	1,000.00	1,000.00	100%			public support from Forks Outfitters
Grants						
Grants		0.00				

	Approved 2025 Budget	AUG YTD 2025 Actual	%	JAN-AUG 2024 YTD	Aug	2025 notes
OPVB Tourism	7,500.00	0.00	0%			
OPVB VIC	5,000.00	0.00	#REF!			
Sales/Advertising						
Lodging Board	2,000.00	900.00	45%	1,650.00	750.00	
Lodging Guide		0.00	#VALUE!			
Web Ads		0.00	#VALUE!	150.00		
Webcam Sponsorship	1,500.00	1,448.40	97%	1,445.40		QOR sponsors cameras
Logging Tour Public Support	500.00	1,078.00	216%	676.00	233.00	
City Investment	165,000.00	49,274.50	30%	100,705.22		
West Jeff. Co	61,297.00	30,648.50	50%	25,000.00		
Total Income	\$ 949,347.00	\$718,961.91	76%	\$ 615,786.27	\$38,296.38	
Expenses						
Operations						
Wages-Director Costs - Lissy	67,000.00	44,420.00	66%	42,802.40	5412.96	est 4% raise from 2024
Wages-Benefits	7,795.00	4,783.14	61%	4,352.68	648.61	Health ins7303; Dental 492
Payroll Taxes-Employer (Lissy)	5,000.00	2,735.74	55%	3,072.83		
Computer Maintenance –	250.00	0.00	0%			
Professional Development	2,000.00	1,113.27	56%	689.76	18.45	
Telephone	1,260.00	716.17	57%	911.09		
Travel Expenses	4,358.00	2,293.29	53%	3,928.13	158.82	
Guest Lunches	950.00	674.23	71%	482.60		
Dues - AWB	350.00	350.00	100%	350.00		
Dues - WTA	500.00	500.00	100%	500.00		
Insurance-Director/BOD Coverage	1,049.00	1,049.00	100%	1,040.00		
City Leasehold Tax	664.00	332.00	50%	332.00		
Total Operations	\$ 91,176.00	\$ 58,966.84	65%	\$ 58,461.49	\$6,238.84	

	Approved 2025 Budget	AUG YTD 2025 Actual	%	JAN-AUG 2024 YTD	Aug	2025 notes
VC Costs						
VIC Employee Wages	78,000.00	88,985.68	114%	74,437.48	14632.54	2024 was \$114,215; 2025 is \$109,447
Web Manager	9,000.00	4,684.22	52%	5,850.53	478.50	
Director of Customer Services Wages	39,000.00	24,351.05	62%	18,987.95	3146.36	est 3% raise from 2024
DCS Payroll Taxes - Employer	3,900.00	1,636.44	42%	1,443.71	107.87	
DCS Benefits	3,900.00	2,620.90	67%	2,265.83	339.73	3402 + 492
Payroll Taxes-Employer	13,000.00	9,222.62	71%	8,191.70	586.25	
Copy Machine	9,300.00	6,157.56	66%	5,746.89	1134.31	
Misc. Supplies	4,000.00	7,604.80	190%	8,099.93	582.35	
Office Supplies	2,000.00	1,633.91	82%	1,467.26	110.76	
VIC Equipment	200.00	0.00	0%			
Accounting Services	4,000.00	2,490.82	62%	2,038.00	243.00	
Insurance - Auto	2,338.00	3,666.00	157%	1,871.00		
Insurance - Liability	1,970.00	1,970.00	100%	1,874.00		
Postage (Newsletters, bills)	150.00	21.05	14%		21.05	
Telephone	3,000.00	2,240.81	75%	1,889.92	286.49	
PUD	2,350.00	1,765.76	75%	1,590.19	191.24	
Trash collection	785.00	429.01	55%	401.17	76.17	
Volunteer Training/Recognition	200.00	0.00	0%	76.17		
Building Maintenance	5,000.00	338.70	7%	844.77		
Total VC Costs	\$ 182,093.00	\$ 159,819.33	88%	\$ 137,076.50	\$21,936.62	
Cost of Sales						
Purchases for Resale	99,000.00	92,852.13	94%	68,417.21	18736.34	
Shipping Costs	200.00	0.00	0%	20.25		
Credit Card Fees	18,000.00	3,486.60	19%	10,606.03	726.80	
PayPal Fees	100.00	21.78	22%	15.26		
Form 990 Tax	1,200.00	0.00	0%			
Business & Occupation Tax	42.00	0.00	0%			
Total Cost of Sales	\$ 118,542.00	\$ 96,360.51	81%	\$ 79,058.75	\$19,463.14	

	Approved 2025 Budget	AUG YTD 2025 Actual	%	JAN-AUG 2024 YTD	Aug	2025 notes
Capitol Equipment						
Equipment	300.00	0.00	0%	0.00		
Contingency - Total	220.00	0.00	0%	0.00		
Community Service						
Community Service Projects	1,500.00	8,344.00	556%	475.00		69.10 Kids movie offset with donations; WEB christmas lig
Community Service Projects - downtown lig	5,000.00		0%			from savings
Community Service Projects - Shred Event	2,000.00	1,950.00	98%			1950.00 for truck; Bruce to pay 1/2
Scholarships	2,000.00	1,000.00	50%	2,000.00		
Best of The Year	1,700.00	2,285.69	134%	1,539.42		
Logging Tour	1,000.00	643.02	64%	1,352.50		
Total Community Service	\$ 13,200.00	\$ 14,222.71	108%	\$ 5,366.92	\$69.10	
Events						
4th of July	600.00	104.59	17%	550.24		
Hickory Shirt Heritage Days	1,500.00	1,562.48	104%	0.00		highway banner
Other/Halloween	250.00	0.00	0%	0.00		
Total Events	\$ 2,350.00	\$ 1,667.07	71%	\$ 550.24	\$ -	

	Approved 2025 Budget	AUG YTD 2025 Actual	%	JAN-AUG 2024 YTD	Aug	2025 notes
Forever Twilight in Forks Festival						
Admin	14,000.00	12,897.44	92%	6,560.60	7342.44	volunteer, influencer lodging
Castmembers (travel, lodging, etc.)	25,500.00	23,302.59	91%	22,710.24	19775.43	
Event - Paint & Graze	3,000.00	2,200.00	73%		1700.00	
Event Decorating / Rentals	40,000.00	5,000.00	13%	3,000.00	5000.00	
Event Decorating / Rentals (Tents)	13,000.00	0.00	0%			
Event Food / Beverages / Liquor License			#VALUE!			
Friday Breakfast	6,400.00	6,000.00	94%	4,800.00	6000.00	
Bella Italia	16,000.00	7,000.00	44%	7,037.96	7000.00	
Friday Night	9,500.00	2,000.00	21%	2,000.00	2000.00	
Saturday Night	10,000.00	2,000.00	20%	2,000.00	2000.00	
Sunday Brunch	13,000.00	3,000.00	23%	3,000.00	3000.00	
Other (including Cooking Class, Sunday Meet and Mingle)	6,000.00 1,705.00	2,600.00 0.00	43% 0%	2,600.00	2600.00	
Event Music / DJ Saturday Night	2,600.00	0.00	0%			
Event Parking	200.00	100.00	50%	100.00	100.00	
Event Venue Rental & Cleaning (RAC)	6,000.00	3,235.00	54%	3,185.00	150.00	
Event Venue Rental (others)	7,500.00	9,835.00	131%	6,917.25	800.00	
Event Venue Bathroom Trailer	3,400.00	3,448.05	101%		2586.04	
Goodie Bags	0.00	0.00	#DIV/0!	11,459.01		
ICN Office Space	3,275.00	2,475.00	76%	2,771.84		2475+800 conf room
Insurance	1,400.00	1,406.63	100%	1,378.35	1406.63	
Misc./5k/Shuttle Services	10,000.00	5,419.43	54%	4,018.64	3187.67	
Movie Licensing	500.00	510.00	102%	500.00		
Paypal Fees	12,000.00	2,693.78	22%	7,552.99		for 2026
Photobooth/Photography	4,500.00	1,810.76	40%	5,967.14	1086.00	
Photos	4,500.00	2,500.00	56%	6,000.00	2500.00	
Prizes/Silent Auction items	1,500.00	689.93	46%	744.58	100.00	
Security	2,000.00	0.00	0%			
Special Guests	140,000.00	120,448.44	86%	127,465.10	65351.47	
Total Forever Twilight in Forks Festival	\$ 357,480.00	\$ 220,572.05	62%	\$ 231,768.70	\$133,685.68	\$32020 surplus

	Approved 2025 Budget	AUG YTD 2025 Actual	%	JAN-AUG 2024 YTD	Aug	2025 notes
Forever Twilight in Forks Collection						
Rent	\$18,755.00	18,754.96	100%	12,000.00		lodging tax
Parking	12000.00	8,000.00	67%		1000.00	lodging tax
Electricity	800.00	541.39	68%	525.33	73.92	
Storage / Office Space	3774.00	3,773.27	100%	2,500.00		lodging tax
Mannequins / Displays	300.00	0.00	0%			
Insurance	1500.00	1,209.00	81%	1,260.00		
Misc. Supplies	1000.00	1,519.79	152%	2,451.76	100.00	
Internet	1200.00	1,200.00	100%	1,200.00		
Alarm	400.00	277.92	69%	260.56	34.74	
Total Forever Twilight in Forks Collection	\$39,729.00	\$ 35,276.33	89%	\$20,197.65	\$1,208.66	
Promotional Tools						
Forks Color Brochure	5,000.00	0.00	0%			
Total Promotional Tools	\$5,000.00	\$ -	0%	\$0.00		
Local CO-OP Projects						
Lodging Guide		0.00	#VALUE!			
Lodging Board	285.00	190.00	67%	190.00	23.75	
Total Local CO-OP Projects	\$ 285.00	\$ 190.00	67%	\$ 190.00	\$23.75	
Forks Advertising						
Postage (Requested information)	700.00	1,331.23	190%	772.01	107.00	
ISP/dsl & Modem	1,500.00	960.00	64%	960.00	120.00	
PDN Visitor Guide	6,150.00	3,250.00	53%	3,250.00		
Web Hosting	1,625.00	914.55	56%	1,233.17	200.00	
Upgrade Website	1,000.00	1,494.89	149%	568.05	21.83	
WebCam	1,300.00	840.00	65%	840.00	105.00	
Advertising - Tourism	39,000.00	32,221.86	83%	24,637.07	4000.77	2999x12; 4k fb ads; 4500 misc
Advertising - local	7,400.00	2,911.50	39%	875.00		\$700 monthly /splits between local and tourism
Total Forks Advertising	\$ 58,675.00	\$ 43,924.03	75%	\$ 33,135.30	\$4,554.60	

	Approved 2025 Budget	AUG YTD 2025 Actual	%	JAN-AUG 2024 YTD	Aug 2025 notes
Regional Co-op Marketing	15,000.00	9,734.44	65%	10,470.81	705.53 Olympic Peninsula Tourism Commission
West Jefferson County Pass-Through					
ONP Kalaloch VC Staff	20,350.00	20,350.00	100%	18,500.00	
Mailing & Distribution	500.00	0.00	0%		
VIC Staffing	31,447.00	0.00	0%		
Tourism Marketing	9,000.00	2,075.00	23%	2,645.00	
Total W Jefferson County Pass-Through	\$ 61,297.00	\$ 22,425.00	37%	\$ 21,145.00	\$0.00
Total Expenses	\$ 945,347.00	\$ 663,158.31	70%	\$ 606,946.47	\$187,885.92
Year-to-Date Surplus (Loss)	\$4,000.00	\$55,803.60	1395%	\$ 8,839.80	(\$149,589.54)

August Income	\$ 38,296
August Expense	\$ (187,886)
August Surplus/Loss	\$ (149,590)

September 2025 Room Tax Report

													% Change over prior YTD	YTD-over-YTD % change from 2019
City Co	January	February	March	April	May	June	July	August	September	October	November	December	Full Year	YTD
2025	\$78,176.28	\$80,109.20	\$132,147.05	\$29,501.94	\$144,364.00	\$165,996.94	\$261,607.97	\$310,019.47	\$273,676.06	\$266,399.45	\$217,226.17	\$123,943.88	\$1,477,198.91	\$1,477,198.91
2024	\$60,741.79	\$70,762.03	\$112,927.33	\$115,299.87	\$140,885.40	\$156,244.77	\$205,662.20	\$266,244.40	\$280,495.48	\$230,245.41	\$203,092.91	\$100,920.77	\$1,736,837.37	\$1,409,263.27
2023	\$58,949.27	\$55,738.41	\$99,500.62	\$63,119.24	\$110,307.80	\$134,698.33	\$180,516.76	\$234,491.47	\$255,256.38	\$212,620.30	\$182,578.41	\$110,337.43	\$1,651,662.42	\$1,202,578.28
2022	\$61,655.81	\$61,942.93	\$94,697.66	\$102,318.23	\$121,982.73	\$126,841.89	\$153,765.97	\$198,802.60	\$224,118.46	\$198,433.27	\$169,412.80	\$95,934.87	\$1,484,829.07	\$1,021,048.13
2021	\$41,234.47	\$52,664.55	\$73,732.76	\$71,384.48	\$114,540.40	\$130,026.22	\$151,555.38	\$193,691.88	\$192,217.99	\$132,469.30	\$124,311.26	\$66,996.65	\$788,557.16	\$464,779.95
2020	\$32,556.07	\$37,893.92	\$40,679.21	\$39,731.36	\$68,289.26	\$2,198.56	\$43,110.81	\$102,444.89	\$180,075.87	\$152,960.83	\$131,121.09	\$63,596.63	\$991,608.14	\$643,983.59
2019	\$21,056.74	\$43,046.43	\$37,244.32	\$28,807.02	\$63,079.64	\$65,055.68	\$93,931.88	\$135,017.28	\$156,745.60	\$142,375.36	\$94,453.64	\$52,463.96	\$799,025.21	\$507,732.25
2018	\$20,039.32	\$58,346.54	\$25,978.70	\$28,671.08	\$49,322.91	\$45,182.11	\$73,573.25	\$113,039.12	\$115,085.98	\$169,643.01	\$173,853.16	\$44,337.19	\$918,071.37	\$530,238.01
P.A.	January	February	March	April	May	June	July	August	September	October	November	December	Full Year	YTD
2025	\$31,937.07	\$51,214.58	\$53,293.52	\$49,459.15	\$58,890.81	\$71,673.46	\$128,493.61	\$214,080.78	\$251,280.99	\$221,424.28	\$158,483.33	\$79,660.38	\$1,357,658.42	\$920,323.97
2024	\$32,226.49	\$50,223.27	\$39,212.16	\$69,558.60	\$83,193.91	\$101,515.07	\$107,133.96	\$166,815.76	\$248,211.21	\$212,086.03	\$179,946.56	\$69,717.38	\$1,320,198.96	\$858,448.99
2023	\$39,646.93	\$35,798.37	\$46,591.47	\$58,992.73	\$73,568.70	\$88,799.83	\$123,124.35	\$160,665.60	\$231,241.01	\$212,086.03	\$179,946.56	\$69,717.38	\$1,320,198.96	\$858,448.99
2022	\$37,706.01	\$31,718.02	\$41,282.90	\$50,058.81	\$67,040.22	\$73,265.10	\$102,061.88	\$130,873.85	\$202,015.13	\$188,341.61	\$136,124.80	\$79,898.40	\$1,140,386.73	\$736,021.92
2021	\$29,706.86	\$27,669.61	\$34,779.78	\$35,259.89	\$55,570.09	\$68,735.54	\$81,724.74	\$123,597.72	\$194,139.64	\$180,458.08	\$78,632.65	\$87,518.66	\$997,793.06	\$651,183.67
2020	\$34,334.66	\$30,426.63	\$28,744.11	\$31,752.03	\$14,023.82	\$5,387.66	\$21,148.05	\$37,748.92	\$85,301.46	\$100,138.89	\$71,138.54	\$47,848.92	\$507,993.71	\$288,867.36
2019	\$29,107.95	\$31,261.86	\$26,222.34	\$22,065.27	\$39,640.08	\$48,157.01	\$72,624.87	\$96,293.39	\$142,359.68	\$144,375.36	\$94,453.64	\$52,463.96	\$799,025.21	\$507,732.25
2018	\$18,643.30	\$30,612.54	\$22,866.34	\$24,066.14	\$36,654.61	\$47,586.77	\$71,125.43	\$94,107.25	\$144,298.29	\$142,047.88	\$93,364.80	\$43,459.70	\$768,653.05	\$489,980.67
Sequim	January	February	March	April	May	June	July	August	September	October	November	December	Full Year	YTD
2025	\$22,108.02	\$15,914.14	\$20,337.58	\$16,520.14	\$28,502.34	\$34,043.80	\$61,136.11	\$107,896.25	\$111,291.31	\$129,816.91	\$54,323.38	\$29,985.26	\$604,403.09	\$390,277.54
2024	\$21,129.62	\$16,028.74	\$21,146.78	\$34,211.74	\$38,808.18	\$44,846.28	\$51,035.42	\$94,164.75	\$68,906.03	\$129,816.91	\$54,323.38	\$29,985.26	\$604,403.09	\$390,277.54
2023	\$24,114.78	\$19,449.48	\$22,585.68	\$24,531.48	\$28,138.20	\$40,697.46	\$48,902.96	\$86,134.08	\$99,044.34	\$82,704.66	\$57,735.28	\$25,668.78	\$559,707.18	\$393,598.46
2022	\$19,944.37	\$18,715.99	\$20,211.44	\$27,275.46	\$30,515.01	\$29,776.90	\$55,423.76	\$69,937.34	\$85,749.60	\$70,343.96	\$77,956.25	\$27,614.08	\$533,464.16	\$357,549.87
2021	\$16,542.54	\$15,096.62	\$20,862.28	\$27,091.77	\$28,950.88	\$41,323.43	\$53,995.58	\$60,732.77	\$50,049.48	\$96,659.96	\$45,675.45	\$27,574.44	\$484,555.20	\$314,645.35
2020	\$14,435.53	\$16,706.72	\$17,118.28	\$15,188.08	\$4,791.47	\$15,904.01	\$16,176.22	\$24,528.28	\$58,171.52	\$36,833.06	\$38,134.39	\$25,872.15	\$283,859.71	\$183,020.11
2019	\$15,982.28	\$14,533.37	\$13,513.48	\$13,753.99	\$24,683.51	\$25,005.68	\$38,439.35	\$45,097.27	\$68,994.24	\$63,544.40	\$42,190.78	\$34,093.55	\$399,831.91	\$260,003.18
2018	\$14,979.30	\$14,306.04	\$14,275.72	\$16,544.24	\$19,538.77	\$25,626.37	\$35,058.87	\$41,486.18	\$66,161.67	\$83,245.17	\$20,197.47	\$26,663.96	\$378,083.76	\$247,977.18
Forks	January	February	March	April	May	June	July	August	September	October	November	December	Full Year	YTD
2025	\$23,754.65	\$20,856.37	\$37,605.40	\$34,362.80	\$51,761.45	\$50,612.02	\$82,133.36	\$97,253.12	\$106,680.53	\$100,345.73	\$64,657.54	\$54,834.72	\$506,019.70	\$505,019.70
2024	\$17,585.39	\$20,830.21	\$31,577.98	\$34,854.63	\$50,069.60	\$51,945.54	\$69,397.43	\$74,238.12	\$83,866.12	\$83,866.12	\$64,657.54	\$54,834.72	\$506,019.70	\$505,019.70
2023	\$19,062.47	\$14,673.91	\$26,494.31	\$27,981.59	\$35,900.21	\$35,609.87	\$51,502.75	\$66,612.64	\$87,112.29	\$69,883.08	\$59,562.27	\$34,059.84	\$528,455.23	\$364,950.04
2022	\$15,177.37	\$11,634.90	\$20,071.35	\$24,744.51	\$27,189.49	\$30,800.76	\$40,135.51	\$54,601.76	\$57,910.36	\$60,177.42	\$50,155.28	\$35,089.42	\$427,688.13	\$282,266.01
2021	\$11,870.47	\$9,868.20	\$13,837.32	\$13,862.82	\$27,560.75	\$29,628.50	\$35,278.02	\$49,920.41	\$51,139.37	\$57,454.61	\$42,069.36	\$25,838.09	\$368,328.92	\$242,965.88
2020	\$9,609.28	\$7,984.88	\$8,996.30	\$8,947.36	\$8,756.91	\$648.59	\$7,845.14	\$17,587.44	\$33,530.16	\$42,082.24	\$30,870.12	\$21,251.12	\$198,109.54	\$103,906.06
2019	\$8,841.54	\$6,178.36	\$6,335.22	\$11,118.42	\$11,925.56	\$16,154.91	\$26,893.64	\$33,349.29	\$41,329.82	\$42,993.27	\$30,125.36	\$16,484.04	\$253,729.43	\$164,126.76
2018	\$7,914.92	\$7,290.66	\$6,511.72	\$9,384.98	\$13,887.94	\$11,590.67	\$19,384.22	\$26,460.48	\$37,428.29	\$31,991.26	\$26,305.63	\$13,358.95	\$211,510.72	\$139,853.88
Jeff. Co	January	February	March	April	May	June	July	August	September	October	November	December	Full Year	YTD
2025	\$41,547.24	\$43,126.45	\$40,226.10	\$32,871.82	\$54,906.62	\$64,268.11	\$91,401.19	\$100,446.44	\$87,880.70	\$92,663.28	\$81,777.38	\$54,909.26	\$556,674.67	\$556,674.67
2024	\$38,324.51	\$38,180.22	\$33,816.10	\$41,251.65	\$52,202.74	\$62,402.88	\$68,790.07	\$94,291.87	\$103,725.45	\$93,073.23	\$79,199.32	\$49,318.21	\$902,606.39	\$681,015.63
2023	\$38,585.12	\$52,737.59	\$71,172.47	\$142,896.71	\$56,232.42	\$60,370.02	\$68,684.39	\$91,609.47	\$98,727.44	\$93,073.23	\$79,199.32	\$49,318.21	\$902,606.39	\$681,015.63
2022	\$39,468.68	\$43,484.52	\$40,797.64	\$55,439.56	\$60,896.96	\$64,213.58	\$82,763.16	\$99,377.25	\$113,177.85	\$46,239.34	\$87,442.65	\$59,924.17	\$793,215.36	\$599,809.20
2021	\$38,925.82	\$45,229.94	\$46,407.13	\$43,406.48	\$65,961.50	\$69,432.85	\$70,727.44	\$85,104.28	\$90,607.51	\$67,898.24	\$102,436.87	\$53,062.58	\$779,200.64	\$555,802.95
2020	\$31,208.52	\$33,263.68	\$28,921.38	\$28,566.17	\$11,196.91	\$533.76	\$22,715.37	\$41,591.37	\$75,131.03	\$78,437.33	\$75,232.02	\$54,415.58	\$481,213.12	\$273,129.19
2019	\$28,817.97	\$40,024.49	\$24,277.10	\$21,724.70	\$40,545.40	\$42,349.77	\$47,889.57	\$69,624.83	\$87,495.61	\$59,893.26	\$64,163.76	\$41,780.75	\$568,587.21	\$472,749.44
2018	\$22,594.98	\$45,060.38	\$18,799.70	\$23,064.24	\$40,396.57	\$35,892.03	\$43,754.88	\$64,217.70	\$68,130.01	\$64,462.13	\$62,351.70	\$45,163.84	\$533,888.16	\$361,910.49
Port T.	January	February	March	April	May	June	July	August	September	October	November	December	Full Year	YTD
2025	\$34,131.52	\$28,377.43	\$26,993.82	\$28,806.28	\$32,877.70	\$38,700.18	\$46,832.50	\$61,383.39	\$79,167.88	\$84,807.63	\$73,230.48	\$46,285.66	\$625,191.52	\$420,867.73
2024	\$33,325.46	\$31,625.90	\$24,463.88	\$31,819.78	\$34,404.50	\$46,078.18	\$51,531.62	\$70,844.89	\$96,773.54	\$84,807.63	\$73,230.48	\$46,285.66	\$625,191.52	\$420,867.73
2023	\$56,413.84	\$31,062.76	\$23,460.18	\$30,351.98	\$37,679.22	\$44,754.59	\$51,449.27	\$67,147.87	\$83,971.10	\$92,652.96	\$74,081.59	\$47,710.72	\$640,736.08	\$426,280.81
2022	\$33,015.90	\$34,042.91	\$20,884.09	\$29,606.77	\$37,389.56	\$31,409.19	\$50,459.79	\$49,784.62	\$54,139.79	\$128,765.18	\$64,468.02	\$68,201.07	\$602,166.89	\$340,732.62
2021	\$21,393.25	\$20,252.85	\$19,399.19	\$21,639.46	\$38,131.79	\$35,371.78	\$44,684.07	\$64,751.90	\$77,672.97	\$81,453.56	\$58,652.34	\$41,675.55	\$525,078.71	\$343,297.26
2020	\$32,168.38	\$29,943.18	\$25,007.02	\$18,178.86	\$12,145.41	\$4,877.35	\$10,074.67	\$32,855.52	\$40,203.86	\$45,121.84	\$56,031.27	\$32,941.20	\$339,546.56	\$205,452.25
2019	\$31,064.06	\$25,832.94	\$26,895.65	\$21,384.31	\$34,548.20	\$40,498.09	\$47,394.37	\$60,561.56	\$82,013.38	\$89,017.30	\$61,722.25	\$43,381.46	\$564,313.57	\$370,192.58
2018	\$28,204.18	\$27,142.20	\$21,658.80	\$28,774.07	\$31,927.59	\$35,658.03	\$43,446.89	\$55,747.64	\$75,133.29	\$79,021.22	\$65,074.84	\$42,396.64	\$534,185.39	\$347,692.69

Data is acquired from the Dept. of Revenue (www.dor.wa.gov). There is a two month lag between tax collection and reporting. This reflects the reporting dates. Figures are the combined total of "Special Hotel/Motel" and "Transient Rental" taxes. Percent change is the amount changed from one year (month to date) vs. the prior year (month to date). Clallam, Jefferson, Grays Harbor, and Mason County figures refer to lodgings within the respective unincorporated counties, excluding the other municipalities listed. **2025 Factors:** Easter break late April (vs. March 2024). **Port Angeles:** Some reduction of STVR inventory '25 vs. '24. **Sequim:** Two major hotels with temporarily reduced inventory. **Jefferson County:** 15% inventory reduction Kalaich. **Pt. Townsend:** Loss of Ft. Worden inventory (Jan. 25 - 85 units). **Other factors:** Drop in Canadian travel. Cancellations of government business/travel freeze.

GHC	January	February	March	April	May	June	July	August	September	October	November	December	Full Year	YTD	% Change	% Change
2025	\$166,543.34	\$148,544.62	\$143,895.18	\$103,171.03	\$174,860.56	\$240,806.48	\$229,430.05	\$336,463.27	\$513,863.12	\$529,104.19	\$279,289.20	\$163,155.46	\$2,047,179.66	\$2,047,179.66	1.58%	48.38%
2024	\$148,193.89	\$157,499.57	\$123,929.58	\$160,089.57	\$174,397.33	\$200,904.57	\$229,546.01	\$316,257.70	\$504,326.14	\$529,104.19	\$279,289.20	\$163,155.46	\$2,086,793.21	\$2,015,244.36	2.08%	48.07%
2023	\$139,826.67	\$132,216.53	\$139,986.97	\$137,406.53	\$169,158.39	\$225,295.09	\$221,593.04	\$322,990.57	\$485,569.86	\$475,226.71	\$284,176.40	\$177,392.53	\$2,020,839.29	\$1,974,043.69	-8.80%	43.06%
2022	\$200,051.49	\$165,251.74	\$173,344.13	\$198,550.60	\$194,435.68	\$251,676.25	\$222,216.35	\$309,597.61	\$449,458.48	\$470,056.72	\$284,227.52	\$204,428.00	\$3,123,295.57	\$2,164,583.33	-0.13%	56.89%
2021	\$163,455.33	\$151,458.09	\$165,857.08	\$158,110.02	\$227,172.49	\$259,836.06	\$258,628.56	\$345,427.87	\$437,552.54	\$459,824.68	\$329,354.11	\$203,581.18	\$3,160,258.11	\$2,167,498.14	84.46%	57.11%
2020	\$107,691.21	\$111,676.01	\$98,994.00	\$100,371.96	\$40,635.18	\$21,656.17	\$152,778.09	\$206,945.35	\$334,312.32	\$322,585.87	\$291,095.32	\$192,631.07	\$1,981,372.55	\$1,175,060.28	-14.83%	-14.83%
2019	\$102,909.29	\$114,433.41	\$96,832.56	\$87,023.39	\$126,354.51	\$156,435.02	\$153,527.58	\$220,231.99	\$321,894.62	\$352,375.57	\$203,314.40	\$113,788.10	\$2,049,120.45	\$1,379,642.36	14.09%	
2018	\$82,274.94	\$110,148.38	\$86,566.46	\$79,859.81	\$109,534.12	\$137,838.11	\$128,984.49	\$197,123.24	\$276,957.80	\$310,206.72	\$202,243.41	\$82,665.22	\$1,804,402.70	\$1,209,287.35		
ML Co	January	February	March	April	May	June	July	August	September	October	November	December	Full Year	YTD	% Change	% Change
2025	\$60,609.92	\$64,307.36	\$67,032.86	\$0.00	\$87,309.48	\$52,129.87	\$143,437.62	\$144,845.90	\$132,683.05	\$145,372.45	\$96,664.58	\$64,570.15	\$792,356.06	\$792,356.06	-3.35%	102.05%
2024	\$57,850.29	\$69,407.08	\$86,164.28	\$75,192.48	\$94,343.10	\$92,374.38	\$102,389.48	\$125,357.37	\$154,029.19	\$145,372.45	\$96,664.58	\$64,570.15	\$1,143,714.83	\$837,107.65	9.37%	113.46%
2023	\$49,680.94	\$52,715.40	\$66,073.45	\$53,542.98	\$79,767.71	\$83,681.92	\$100,482.93	\$125,383.85	\$154,040.34	\$143,465.68	\$96,301.09	\$61,082.79	\$1,066,219.08	\$765,369.52	7.57%	95.17%
2022	\$52,626.05	\$52,740.94	\$54,848.06	\$66,961.90	\$82,481.51	\$81,911.30	\$76,419.32	\$103,214.15	\$140,312.32	\$133,572.06	\$98,607.16	\$75,248.06	\$1,018,942.83	\$711,515.55	14.98%	81.44%
2021	\$34,594.19	\$42,724.13	\$41,657.39	\$50,623.94	\$75,985.97	\$83,727.89	\$85,175.91	\$98,683.49	\$105,649.79	\$111,013.69	\$80,629.03	\$59,267.21	\$888,732.63	\$618,822.70	95.01%	57.80%
2020	\$31,314.22	\$32,150.44	\$30,791.06	\$31,993.26	\$12,187.26	\$4,516.34	\$30,770.14	\$61,326.82	\$82,275.33	\$88,480.56	\$65,498.51	\$48,699.22	\$520,003.16	\$317,324.87	-19.08%	-19.08%
2019	\$30,095.47	\$46,595.52	\$24,616.02	\$24,443.49	\$36,924.43	\$38,702.51	\$47,304.43	\$61,277.03	\$82,197.42	\$83,452.47	\$50,981.86	\$35,411.70	\$562,002.35	\$392,156.32	25.62%	
2018	\$19,030.90	\$50,294.72	\$16,998.28	\$18,402.06	\$29,843.96	\$29,951.42	\$35,749.74	\$50,591.09	\$61,325.21	\$64,961.27	\$68,876.48	\$29,646.15	\$475,671.28	\$312,187.38		
Shelton	January	February	March	April	May	June	July	August	September	October	November	December	Full Year	YTD	% Change	% Change
2025	\$3,797.54	\$3,572.40	\$4,132.78	\$3,855.84	\$5,268.32	\$5,517.70	\$8,475.74	\$6,203.98	\$6,950.70	\$6,549.34	\$5,724.22	\$4,758.28	\$47,575.00	\$47,575.00	4.42%	32.21%
2024	\$5,534.66	\$3,774.92	\$4,878.94	\$2,821.00	\$4,875.88	\$4,839.72	\$5,226.96	\$6,263.26	\$7,546.18	\$6,932.92	\$6,327.32	\$6,318.16	\$62,593.36	\$45,561.52	-0.91%	26.61%
2023	\$4,768.02	\$4,311.46	\$3,152.28	\$3,675.67	\$4,255.14	\$4,153.86	\$5,975.88	\$7,200.20	\$8,485.20	\$6,932.92	\$6,327.32	\$6,318.16	\$65,556.11	\$45,977.71	1.16%	27.77%
2022	\$5,301.72	\$3,981.96	\$4,086.44	\$3,077.98	\$4,329.87	\$5,342.04	\$5,220.18	\$6,411.76	\$7,699.56	\$7,041.18	\$5,814.64	\$6,805.74	\$65,113.07	\$45,451.51	11.63%	26.31%
2021	\$3,507.72	\$2,979.00	\$3,617.06	\$3,167.68	\$4,748.30	\$4,787.16	\$4,995.16	\$6,067.50	\$6,847.04	\$6,465.02	\$5,485.90	\$3,782.20	\$56,449.74	\$40,716.62	55.75%	13.15%
2020	\$3,579.84	\$2,937.72	\$2,817.24	NA	\$1,877.78	\$3,115.18	\$3,446.58	\$4,007.32	\$4,361.12	\$5,695.20	\$4,310.88	\$4,195.34	\$40,344.20	\$26,142.78	-27.35%	-27.35%
2019	\$3,549.69	\$3,176.13	\$3,680.30	\$3,468.74	\$2,158.72	\$5,113.21	\$4,313.81	\$4,940.31	\$5,584.00	\$5,682.24	\$5,100.66	\$4,091.58	\$50,859.39	\$35,984.91	20.50%	
2018	\$2,446.48	\$2,526.80	\$2,095.86	\$2,430.56	\$3,971.49	\$3,401.39	\$3,807.18	\$4,156.45	\$5,025.72	\$6,109.92	\$4,660.20	\$3,866.84	\$44,498.89	\$29,861.93		

Data is acquired from the Dept. of Revenue (www.dor.wa.gov). There is a two month lag between tax collection and reporting. This reflects the reporting dates. Figures are the combined total of "Special Hotel/Motel" and "Transient Rental" taxes.

Percent change is the amount changed from one year (month to date) vs. the prior year (month to date). Clallam, Jefferson, Grays Harbor, and Mason County figures refer to lodgings within the respective unincorporated counties, excluding the other municipalities listed. **2026 Factors:** Easter break late April (vs. March 2024). **Port Angeles:** Some reduction of STVR inventory '25 vs. '24. **Sequim:** Two major hotels with temporarily reduced inventory. **Jefferson County:** 15% inventory reduction Kalaloch. **Pt. Townsend:** Loss of Ft. Worden inventory (Jan. 25 - 85 units). **Other factors:** Drop in Canadian travel. Cancellations of government business/travel freeze.

Forever Twilight in Forks
 (formerly Stephenie Meyer Day / Bella's Birthday Weekend)
 r Count from Forks VIC

Year	Wednesday	Thursday	Friday	Saturday	Sunday	Total
2008		72	92	305	131	600
2009		106	280	443	284	1113
2010		148	209	478	211	1046
2011		94	175	331	135	735
2012		142	196	404	137	879
2013		261	398	366	245	1270
2014		445	217	392	165	1219
2015		359	358	425	249	1391
2016		435	187	259	232	1113
2017	192	436	311	271	167	1377
2018	182	502	228	292	163	1367
2019	140	250	177	227	149	943
2020*	89	169	137	0	0	395
2021	182	321	239	378	281	1401
2022	247	487	419	438	318	1909
2023	212	458	288	348	266	1572
2024	303	676	431	626	324	2360
2025	356	813	446	1009	357	2981
Total	1903	6174	4788	6992	3814	23671

*Festival was virtual. Due to pandemic we were helping people through the window.
 Saturday and Sunday the vic was closed due to hazardous air quaility.

Forks Chamber of Commerce Visitor Center Count

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
JAN	151	225	119	151	124	102	183	80	78	96	86	145	2,003	2,087	1,274	1,062	1,052	855	960	863	925	883	1,042	886	901	1,408	1,753	1,393	2,587
FEB	324	349	145	232	298	106	157	112	162	91	103	257	2,164	2192	1,650	1,668	1,074	864	1,238	1,510	1,236	1,238	622	1,098	828	1,930	1,903	2,238	2,103
MAR	321	616	360	347	484	247	271	210	336	268	282	464	3,934	4519	2,993	2,138	2,335	1,839	1,678	2,033	2,005	1,919	2,039	685	1,858	3,141	3,244	4,096	5,131
APR	669	734	726	845	623	507	332	343	329	384	508	680	4,861	5,246	3,321	2,922	2,552	2,075	2,076	2,811	2,642	2,404	2,105	0	2,276	3,284	3,680	4,746	5,130
MAY	1,075	1,226	1,164	866	488	645	407	388	442	530	557	1,309	4,535	5,308	3,360	2,889	3,272	2,536	2,670	3,664	3,145	3,327	3,518	0	4,185	3,928	5,341	6,390	7,979
JUN	1,878	1,838	1,652	1,188	1,075	873	807	596	553	581	1,227	1,731	8,312	9,287	5,431	4,818	5,155	4,128	5,048	5,849	5,346	5,464	5,230	1,754	6,466	7,259	9,299	10,153	12,540
JUL	3,905	2,783	2,717	2,010	2,116	2,040	1,306	1,005	1,070	1,366	2,279	3,546	16,186	16,550	8,894	8,606	9,008	7,075	7,496	8,275	8,456	8,766	7,611	4,450	9,598	10,827	12,824	14,126	15,786
AUG	4,146	3,832	2,906	2,603	2,484	2,066	1,285	1,158	1,399	1,515	2,780	4,186	13,605	14,645	8,234	7,747	8,262	6,569	7,505	7,190	7,631	7,510	6,931	5,588	8,211	9,037	10,265	12,433	13,143
SEP	1,872	1,872	2,238	1,138	1,042	926	784	650	640	1,026	1,527	1,969	5,337	5,978	4,046	4,377	4,413	4,079	4,849	4,673	5,302	5,652	4,528	3,669	5,382	7,129	7,195	9,764	10,135
OCT	916	769	651	453	310	464	317	351	350	374	550	1,252	3,563	3,499	2,598	2,282	1844*	1,545	2,005	2,215	2,299	2,371	2261	2,532	2,576	4,121	4,885	6,058	
NOV	388	241	189	167	174	132	116	128	142	72	178	1,913	2,935	1,749	2,121	1,780	1,120	1,078	1,108	1,308	1,269	1,300	1287	1,138	2,102	2,618	2,950	3,956	
DEC	204	119	162	128	117		82	174	74	83	218	1,284	2,540	1,825	1,657	1,310	891	875	982	949	1,104	1,022	950	904	1,262	1,555	2,167	2,666	
Total	15,849	14,604	13,029	10,128	9,335	8,108	6,047	5,195	5,575	6,386	10,295	18,736	69,975	72,885	45,579	41,599	40,978	33,512	37,615	41,340	41,360	41,856	38,124	22,704	45,645	56,237	65,506	78,019	74,534
													THIRD	SECOND													FIRST		

Total visitors that have signed our guest book since *Twilight* was published on October 5, 2005

808351

* Olympic National Park closed due to Government shutdown October 1st - 16th, 2013

* Government shutdown

*** COVID-19 SHUT DOWN March 16 - May 31, 2020

Kalaloch Visitor Center Count

16283 17734 17042 11418 14285 15056 12415 7526 12871 12995

Hotel-Motel Taxes received by City of Forks:

2003 \$83,866
2004 \$84,561
2005 \$88,492
2006 \$88,469
2007 \$94,198
2008 \$123,775
2009 \$133,585
2010 \$150,092
2011 \$139,609
2012 \$136,868
2013 \$133,255
2014 \$136,614
2015 \$151,115
2016 \$169,588
2017 \$192,895
2018 \$211,511
2019 \$253,729
2020 \$198,110
2021 \$368,329
2022 \$427,688
2023 \$528,455

Sales Taxes received by City of Forks:

1995 \$295,000
2000 \$321,067

2006 \$353,837

2009 \$405,195
2010 \$432,869
2011 \$531,246 (Construction projects: School, clinic, housing)
2012 \$452,845
2013 \$428,624
2014 \$473,387
2015 \$446,122
2016 \$479,350
2017 \$486,162
2018 \$517,065
2019 \$588,510
2020 \$620,463
2021 \$780,029
2022 \$873,743
2023 \$885,004

Please see map for locations!

2025 Forever Twilight in Forks Festival
Condensed Schedule VS. 9-10-2025

Schedule is subject to change.

EVENT & DATE	Free entry / ticketed event	EVENT LOCATION	MAP	EVENT TIME
WEDNESDAY, SEPTEMBER 10TH				
Land of Legends Rainforest Hike	Free Entry - no pre-registration required	Just past Hard Rain Café, 5763 Upper Hah Road, parking next to the Mabel Memorial	T	Unguided hike starts with group photo at 10 am.
Cullen-ary Class with Kayla Ruhland, co-author of <i>The Unofficial Twilight Saga Cookbook: Flavors from Forks</i>	Advance Ticket Required	Forks Community Center 91 Maple Ave	Y	11 am - 1 pm (may run longer)
Forever Twilight in Forks Collection	Free Entry	Rainforest Arts Center (RAC) Alcove 11 N. Forks Ave	B	Noon - 4 pm (last group 3:30 pm). Entry is limited. We operate on a time slot reservation. Please see staff member upon arrival to get your time slot. We assign time slots the day of the visit, not in advance. Check out twilightmuseum.com for more information.
Twilight 120 Paint & Graze	Advance Ticket Required	Rivers Edge Restaurant 41 Main Street, LaPush, WA	J	2 - 4:30 pm
Group Photo on First Beach	Free Entry	Pull into Lonesome Creek store parking lot and go past the store and take a left. Park by the QOR clubhouse. Meet us on the beach! Give yourself 10 minutes to walk from car to beach.	J	Picture is taken at 5 pm promptly. You must be in your spot at that time to be in the picture.
Quilts Healing and Drum Circle	Free Entry (donations encouraged)	Akalot Center, By Yak-Way and LaPush Road in LaPush	J	Begins around 5 pm with a potluck dinner, with drumming to follow around 6 pm.
Totally Twilight Bowling Party	Free entry. Bowling, food and beverages off the menu.	Sunset Lanes, 261 East E St	E	8 - 10 pm
THURSDAY, SEPTEMBER 11TH				
Escape to the Beach! Group Hike	Free entry but pre-registration is required on our website	Olympic National Park Second Beach Trailhead, LaPush Rd	J	Low tide 8:27 - 10:27 am. Allow for 30 minutes of drive time. Guide will leave the parking lot promptly at 8 am.
Grand Bazaar @ KiVa Center	Free Entry	KiVa Center Roundhouse 100 LaPush Rd - Inside and Outside	H	9 am - 3 pm
FTF Raffle Fundraiser	Free Entry	KiVa Center Roundhouse, 100 LaPush Rd	H	9 am - 3 pm
All Ticket Pick-Up & Wristband Pick-Up for Lottery Winners	N/A	Forks Visitor Information Center (VIC) 1411 S. Forks Ave	A	9 am - 4 pm. Visitor Center opens at regular time on other days.
Forks Timber Museum	Nominal entry fee	Forks Timber Museum, 1421 S. Forks Ave	A	10 am - 4 pm
Audience with the Volturi	Free Entry	KiVa Center, Room 102, 100 LaPush Rd	H	10 am, 11:30 am, 1:30 pm
FTF Cast Member Photo Market	Priced per item	KiVa Center Roundhouse, 100 LaPush Rd	H	10:30 am - 11:30 am
Line Dance Lessons at Mini's School of Dance	Free Entry	Forks Athletic & Aquatic Club, 91 Maple Ave	Y	11:45 - 12:45 pm and 1 - 2 pm
Twilight Trivia hosted by Forks Library	Free Entry	KiVa Center Roundhouse, 100 LaPush Rd	H	12:15 - 1:30 pm
FTF Welcome to Forks! Red Truck Tailgate Party	All Free Entry &+	KiVa Center, 100 LaPush Rd	H	Begins at 5 pm
Twilight Saga Music Trivia with Musical Artist Cherish Danae		Inside Roundhouse		5 pm
Premier Vendor Shopping & FTF Raffle		Inside Roundhouse		5 - 6:15 pm and 7:45 - 9 pm
Concessions provided by Forks Hospital Foundation	Off the menu	Outside Roundhouse		5 - 10:30 pm
FTF Cast Member Photo Market	Priced per item	Inside Roundhouse		5:15 - 6:15 pm
Outside seating area opens for Official Kickoff		Outside Roundhouse		6 pm
FTF 2015 Official Kickoff & Welcome with Erik Odum		Outside Roundhouse		6:15 pm
Q & A with Twilight Saga Author Stephanie Meyer		Outside Roundhouse		6:30 pm
Forks Fandom Family Photo		Outside Roundhouse		After Q & A
Raffle Winners Announced		Inside Roundhouse		8:30 pm
Twilight rated PG-13		Outside Roundhouse		8:45 pm
FRIDAY, SEPTEMBER 11TH				
VIT Ticket Will Call	N/A	Forks Elks Lodge, 941 Merchants Rd	M	7:45 - 9:30 am
FTF Festival Breakfast with the Olympic Coven	VIT Ticket Exclusive	Forks Elks Lodge, 941 Merchants Rd	M	8 - 11 am. Your designated breakfast is listed on your VIT Ticket.
Fandom Friday @ KiVa Center	All Free Entry & excluding VIT Exclusive	KiVa Center, 100 LaPush Rd	H	Early Breakfast 8 - 8:15 am. Serving time: 8 am. Late Breakfast 9:45 - 11 am. Serving time: 9:45 am.
5th Annual FTF Author Signing Event		Inside Roundhouse		Begins at 9 am
Grand Bazaar		Inside and Outside Roundhouse		9 am - 3 pm
Autograph and Photograph Event for Groups A - D	VIT Ticket Exclusive	Room 102		9 am - 5 pm
Featuring our Twilight Saga Author Special Guests				Group A needs to check-in at 9:15 am, B at 10 am, C at 11 am, D at Noon.
All Ticket Will Call & Information		Outside Room 102		10 - 11:30 am
FTF Cast Member Photo Market	Priced per item	Inside Roundhouse		11 am - 1 pm
Forever Twilight in Forks Costume Contest hosted by the Volturi Coven		Room 102		Begins at 2:30 pm
Visit Dr. Cullen's Office at Forks Community Hospital Admin Bldg	Free Entry	Forks Community Hospital Admin Bldg 550 Fifth Ave	F	10 am - 4 pm
Forever Twilight in Forks Collection	Free Entry	Rainforest Arts Center (RAC) Alcove 11 N. Forks Ave	B	10 am - 4 pm (last group 3:30 pm). Entry is limited. See Wednesday, Sept 10th for more info.
All Ticket Will Call & Information	N/A	Rainforest Arts Center (RAC) Plaza 35 N. Forks Ave	B	4:30 - 5:30 pm; 8:30 - 8:30 pm
Bella Italia Dinner	VIT Ticket Exclusive	Rainforest Arts Center (RAC) Plaza 35 N. Forks Ave	B	5 - 7:45 pm. Your designated dinner is listed on your VIT Ticket.
"Twilight turns 20!" Fandom Family Party	Advance Ticket Required	Rainforest Arts Center (RAC) Plaza and Great Room 35 N. Forks Ave	B	Early Dinner 5 - 8:15 pm. Serving time: 5 - 5:30 pm. Late Dinner 8:30 - 7:45 pm. Serving time: 6:30 - 7 pm.
SATURDAY, SEPTEMBER 13TH - HAPPY BIRTHDAY, BELLA!				
Forever Twilight in Forks Festival 2015 Round	VIT Ticket Exclusive	Forks Elks Lodge, 941 Merchants Rd	M	8:30 am - 8:45 am
Featuring our Twilight Saga Author Special Guests	Off the menu	Forks Community Center		
Concessions provided by FTF Sponsor Partners	N/A	Forks Community Center		
	VIT Ticket Exclusive	Forks Community Center		Group B needs to check-in at 10:15 am, C at 11 am, D at Noon.
	Priced per item	Forks Community Center		12:30 - 11:30 am
KiVa Trivia	Free Entry	Room 102, 100 LaPush Rd	H	11:30 am - 12:30 pm
Twilight Trivia	Free Entry	Room 102, 100 LaPush Rd	H	12:30 pm - 1:30 pm
Twilight Saga Author Stephanie Meyer Book Signing Event	Women have been pre-selected. You must have a wristband. See StephanieMeyer.com for info.	Forks Community Center		1:30 pm - 2:30 pm
SUNDAY, SEPTEMBER 14TH				
2025 FTF Pin Collectors Meet & Greet	Free Entry	Forks Congregational Church 280 Spartan Ave	P	10:30 - Noon. First hour is meet and greet & shopping, followed by Q&A.
Baked Potato Bar Fundraiser	Off the menu	Forks Congregational Church 280 Spartan Ave	P	Starts at 11 am
Forever Twilight in Forks Collection	Free Entry	Rainforest Arts Center (RAC) Alcove 11 N. Forks Ave	B	Noon - 4 pm (last group 3:30 pm). Entry is limited. See Wednesday, Sept 10th for more info.
Fog + Fern Fairy Godmother	Free Entry	Fog + Fern Clothing Company 71 N. Forks Ave	O	6:45 - 7:45 pm
Party Ticket Will Call	N/A	Rainforest Arts Center (RAC) Plaza 35 N. Forks Ave	B	7:30 - 8:30 pm
"And so the lion fell in love with the lamb" Twilight Ball	Advance Ticket Required	Rainforest Arts Center (RAC) Plaza and Great Room 35 N. Forks Ave	B	8 pm - Midnight
SUNDAY, SEPTEMBER 14TH				
Breakfast Buffet featuring FTF/BEAD!	Open to all, \$17 per person.	Longhouse Café, 81 N. Forks Ave	O	8 - 11 am
FHS "Eclipse" Graduation	Free Entry	Spartan Stadium at Forks High School 261 Spartan Ave	L	9 am
Morning Bites & Twilight Delights with Emmett & Carlisle	Advance Ticket Required	Location to be shared with ticket holders only		9 - 10 am
FTF Anniversary Affair! Sunday Luncheon & Group Photo	VIT Ticket Exclusive	KiVa Center Roundhouse, 100 LaPush Rd	H	Line up for photo at 11:20 am. Photo at 11:30 am. No late arrivals. Luncheon 11:30 am - 1 pm.
Forever Twilight in Forks Collection	Free Entry	Rainforest Arts Center (RAC) Alcove 11 N. Forks Ave	B	Noon - 4 pm (last group 3:30 pm). Entry is limited. See Wednesday, Sept 10th for more info.
Vampire Central at the Cullen House	Free Entry	Cullen House aka Miller Tree Inn 654 E. Division St	C	1 - 4 pm. Please see full schedule for tour information.
Sunday Supper	Tickets sold at will call while supplies last	KiVa Center Roundhouse, 100 LaPush Rd	H	7 - 8 pm
A Thousand Years Festival Afterparty Hosted by Twilight Saga Actor Erik Odum	Free Entry. Food and beverages off the menu.	KiVa Center Roundhouse, 100 LaPush Rd. All ages allowed. Food, beer, spirits available. Cash accepted for food, cash & cards accepted for alcohol. Valid ID required for all alcohol sales - 21 and over.	H	8 - 11 pm

Check us out on twilightfestival.com

Free Entry indicates entry only. There could be options to purchase items or food but entry is free. N/A indicates not applicable.

NW Power and Air

893 4th Street

Bremerton, Washington 98337

360-810-0678

Office@nw-powerair.com | www.nw-powerair.com



RECIPIENT:

Fork Chamber of Commerce

1411 South Forks Avenue

Forks, Washington 98331

Quote #2319

Sent on

Sep 03, 2025

Total

\$18,239.37

Phone: 903-360-4449

Product/Service	Description	Qty.	Unit Price	Total
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18kW Air-Cooled Standby Generator, Alum Enclosure, 200amp Transfer switch

Generac's Guardian Series generators provide the automatic backup power you need to protect your home and family during a power outage. Connected to your existing LP or natural gas fuel supply, it kicks in within seconds of sensing power loss—automatically—and runs for as long as necessary until utility power returns.

1

\$14,850.00

\$14,850.00

Now coming with FREE Mobile Link, allowing you to monitor the status of your generator on a phone, tablet or computer from anywhere in the world. Giving you the ability to connect your account to your authorized service dealer for fast, friendly and convenient assistance.

- Mobile Link™ Remote Monitoring.
- 5-Year Limited Warranty
- True Power™ Technology delivers best-in-class power
- Generac generators and engines are Engineered and Built in the USA*
- Generac's G-Force Engines are capable of handling the rigors of generator use
- 24/7/365 Customer Support Team
- Tough, Durable All-Aluminum Enclosures
- Smart, User-Friendly Controls

Generac generators and engines are Engineered and Built in the USA* *Built in the USA using domestic and foreign parts

Additionally this quote includes:

Rated 120/240 1Ø NEMA 3R, concrete pad, Gas piping up to 20 feet, Electrical wires up to 20 feet, Relocation of ground wire and feeders, Generator battery, Spark plugs, Air filter, Oil and Oil filter. Additionally this quote will cover the necessary Electrical permit.

7-Year Extended Limited Warranty for automatic standby generators.

NW Power and Air

893 4th Street

Bremerton, Washington 98337

360-810-0678

Office@nw-powerair.com | www.nw-powerair.com



Product/Service	Description	Qty.	Unit Price	Total
Generac Smart Switch, Service Rated, 200 amps, 120/240, 1Ø, NEMA 3R	Generac's service rated automatic transfer switches offer whole-house coverage for your back-up power needs. Featuring a NEMA 3R enclosure, this 200 amp open transition switch can be installed either indoors or outdoors. Generac Automatic Transfer Switches are designed for use with single phase generators that utilize an Evolution™ or Nexus™ Controller. Includes Smart AC Module standard, which gives the capability of managing up to four HVAC loads no additional hardware. Loads can be managed using a smart management system. The system can accommodate up to eight individual Smart Management Modules (SMM). The SMM modules are self-contained and have individual built-in controllers. *SMM modules sold separately.	1	\$1,945.00	\$1,945.00
HVAC Tuneup	Tuneup your HVAC system. (Does not include any repairs) \$225 value	1	\$0.00	\$0.00
Subtotal				\$16,795.00
GST (8.6%)				\$1,444.37
Total				\$18,239.37

NW Power and Air LLC – Terms & Conditions

Contractor Registration:

NW Power and Air LLC is a licensed general and electrical contractor in Washington State (License #NWPOWPA775LH / NWPOWPA771DT). A \$30,000 bond has been filed with the State to cover claims for breach of contract or improper work. Registration expires 10/30/2025.

Estimate Validity & Payment Terms:

- This quote is valid for 30 days.
- A 50% down payment is required at the time of signing for customers contracting directly with NW Power & Air LLC. For customers referred through affiliated partner programs, full payment (100%) is required prior to installation, in accordance with the terms of those programs.
- Final payment is due upon substantial completion of the work for NW Power & Air LLC customers, regardless of inspection status or delays related to utility or gas hookups, unless otherwise agreed upon in writing.
- A 1% monthly (12% annually) interest charge will apply to any past-due balances.
- Returned checks are subject to a service fee.
- All materials remain the property of NW Power & Air LLC until paid in full.

Right to Cancel:

You have the right to cancel this contract within three (3) business days of signing without penalty. Cancellations must be submitted in writing via email to: office@nw-powerair.com or via mail to: NW Power and Air LLC, 893 4th ST, Bremerton, WA

director@forkswa.com

From: Girard, Joe <JoeGirard@ferrellgas.com>
Sent: Wednesday, September 24, 2025 3:14 PM
To: director@forkswa.com
Subject: RE: Ferrellgas Tank Quote

Lissy,

Updated pricing to include the lease of the tank.

Leased ... 120 vertical, steel ASME LP gas tank - \$12 annually
Leased ... 1st stage regulator – included in tank lease
\$119 ... 2nd stage regulator
\$249 ... Deliver, set & connect fee
See below ... Piping

If we run underground piping
\$200 ... for pipe risers.
10 feet of polyethylene flex-pipe included in set fee.

If we run black iron piping above ground instead, I estimate about \$400.

Let me know if you have any questions,

Joe Girard
Account Manager
Mobile: 360.635.2287



From: Girard, Joe
Sent: Wednesday, September 3, 2025 3:32 PM
To: director@forkswa.com
Subject: Ferrellgas Tank Quote

Lissy,

Pricing and some additional information is below. Let me know if you have any questions.

\$1,000 ... 120 vertical, steel ASME LP gas tank
\$ 119 ... 1st stage regulator
\$ 119 ... 2nd stage regulator
\$ 249 ... Deliver, set & connect fee
120 gallon tanks are the typical tanks you see alongside homes. They can be set adjacent to structures. Setback for the 120 are 10' from sources of ignition (anything electrical), 10' from property lines, 5' from doors, windows and sub-basement vents. The 120 gallon tank may require a permit.

Are we running the underground piping between the generator and tank? If, so there will be an additional \$200 for piping and risers.

The trench for the piping needs to be 18" deep and wide enough for 1" piping. Any turns in the trench need to be sweeping. No 90 degree bends. My team will lay the piping and charge it for inspection. Once you are ready for us to make the final connection, just let me know.

Propane tanks cannot sit directly on dirt. A concrete pad, pavers or gravel will be required. My guys can set blocks, as long as the spot where the tank will sit is level.

Ferrellgas does not do dirt work or pull permits.

Have a great afternoon,

Joe Girard
Account Manager
Western Washington
Mobile: 360.635.2287
Fax: 253.275.0533



Billing Questions: wecare@ferrellgas.com
On-line account management: www.myferrellgas.com
Web: www.ferrellgas.com



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager and then delete the message. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.



500 E. Division St. • Forks, Washington 98331-8618

(360) 374-5412 • Fax: (360) 374-9430 • TTY: (360) 374-2696
forkswashington.org

TO: Lissy Andros, Executive Director
Forks Chamber of Commerce

FROM: Mayor Tim Fletcher

RE: Clarification regarding grant funded electrical generator to be installed at Forks Visitor Center

The Forks Chamber of Commerce is requesting Lodging Tax funds to purchase a generator for the City of Forks owned building that the chamber leases from the city. This qualifies under RCW 67.28.1816 (c) which authorizes the use of lodging funds in:

Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW.

If funded, and a generator is in fact installed at the Chamber of Commerce facility, the City of Forks will consider the generator as an asset for their building(s) leased to the Chamber of Commerce.



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

26
JAN 13 2026

Department: BOCC

WORK SESSION ☒ Meeting Date: 1-5-26

REGULAR AGENDA ☒ Meeting Date: 1-13-26

Required originals approved and attached? ☐

Will be provided on:

Item Summary:*

☐ Call for Hearing

☐ Resolution

☐ Draft Ordinance

☒ Contract/Agreement/MOU**

☐ Proclamation

☐ Final Ordinance

Contract # 19925.26.003

☐ Budget Item

☐ Other

Documents exempt from public disclosure attached: ☐

Executive summary:

Personal Services Agreement with the Neah Bay Chamber of Commerce in the amount of \$53,810 for 2026 Hotel/Motel Tax Funds.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☒
\$53,810

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Please review and sign.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners – Randy Johnson

Relevant Departments: Board of Commissioners

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Neah Bay Chamber of Commerce LTAC 1-13-26

Revised: 3-04-2019

PERSONAL SERVICES AGREEMENT



Contract Number: 19925.26.003

THIS AGREEMENT is entered into between CLALLAM COUNTY, a political subdivision of the State of Washington, (hereinafter called "County" or "Clallam County") and

Name: Neah Bay Chamber of Commerce

Address: PO Box 263
Neah Bay, WA 98357

Phone N°: 360.640.2967

(hereinafter called "Contractor").

This Agreement is comprised of:

- ☒ Attachment A – Scope of Work
- ☒ Attachment B – Compensation
- ☒ Attachment C – General Conditions
- ☒ Attachment D – Special Terms and Conditions
- ☒ Attachment E – (specify) - LTAC Application

copies of which are attached hereto and incorporated herein by this reference as if fully set forth.

The term of this Agreement shall commence on the first day of January 2026 and shall, unless terminated as provided elsewhere in the Agreement, terminate on the thirty-first day of December 2026.

IN WITNESS WHEREOF, the parties have executed this Agreement on this _____ day of
20____.

CLALLAM COUNTY ADMINISTRATOR

Neah Bay Chamber of Commerce

Melissa Peterson
Name:

Mike French, Board of Commissioners Chair

Date: Dec 29, 2025

ATTEST:

Loni Gores, MMC, Clerk of the Board

Originals: BOCC
Vendor
Initiating Department
Copies: 5

THIS CONTRACT HAS BEEN APPROVED AS TO
FORM BY THE CLALLAM COUNTY PROSECUTING
ATTORNEY

SCOPE OF WORK

The lodging tax grant will be used to assist with operation expenditures for Neah Bay Chamber Visitor Center tourism-related facility.

The Neah Bay Chamber of Commerce operations overall budget is \$72,310. They have asked for 74% of the budget for operation costs of the Neah Bay Chamber of Commerce for the amount of \$53,810.

See ATTACHEMENT E for full LTAC application details (scope of work).

COMPENSATION

1. ☒ **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of \$53,810 for the completed work set forth in Attachment "A.". Payments for completed tasks shall be made no more frequently than ☐ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☒ other (specify) One payment in the amount of \$53,810 to be paid when the contract is fully executed.

OR

☐ **b. HOURLY RATES:** For services rendered, the County shall compensate the Contractor at the following hourly rates:

Name/Position

Hourly Rate

Payments for completed tasks shall be made no more frequently than ☐ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☐ other (specify) .

Each request for payment shall be supported by an invoice specifying: the name/position of the Contractor's employee if two or more are identified above; number of hours worked; completed tasks for which compensation is sought; estimated percentage of task completion; payment amount requested; other (specify) .

In no event shall Contractor be compensated in excess of _____ DOLLARS (\$ _____) for the completed work set forth in Attachment "A."

2. AND

☒ **a.** The compensation set forth herein includes, without limitation: labor, materials, equipment, travel, telephone, computer, copiers and the like.

OR

☐ **b.** The County shall reimburse the Contractor for actual expenses incurred for travel, telephone, copiers and computer. Reimbursement for airfare, mileage, meals and/or accommodations shall be at the same rate as that applicable to county employees traveling on county business.

OR

☐ **c.** Other (specify):

GENERAL CONDITIONS

1. Scope of Contractor's Services. The Contractor agrees to provide to the County services and any materials set forth in the project narrative identified as Attachment A during the agreement period. No material, labor, or facilities will be furnished by the County, unless otherwise provided for in the Agreement.
2. Accounting and Payment for Contractor Services. Payment to the Contractor for services rendered under this Agreement shall be as set forth in Attachment B. Unless specifically stated in Attachment B, the County will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract.

The County shall compensate the Contractor through the County voucher system for the Contractor's service pursuant to the fee schedule set forth in Attachment B.

3. Delegation and Subcontracting. Contractor's services are deemed personal and no portion of this contract may be delegated or subcontracted to any other individual, firm or entity without the express and prior written approval of the County Project Manager.
4. Independent Contractor. The Contractor's services shall be furnished by the Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Attachment B and the Contractor is not entitled to any county benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental or other insurance benefits, or any other rights or privileges afforded to Clallam County employees. The Contractor represents that it maintains a separate place of business, serves clients other than the County, will report all income and expense accrued under this contract with the Internal Revenue Service on a business tax schedule, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

In the event that either the state or federal government determines that an employer/employee or master/servant relationship exists rather than an independent contractor relationship such that Clallam County is deemed responsible for federal withholding, social security contributions, workers compensation and the like, the Contractor agrees to reimburse Clallam County for any payments made or required to be made by Clallam County. Should any payments be due to the Contractor pursuant to this Agreement, the Contractor agrees that reimbursement may be made by deducting from such future payments a pro rata share of the amount to be reimbursed.

Notwithstanding any determination by the state or federal government that an employer/employee or master/servant relationship exists, the Contractor, its officers, employees and agents, shall not be entitled to any benefits which Clallam County provides to its employees.

5. No Guarantee of Employment. The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.
6. Regulations and Requirements. This Agreement shall be subject to all federal, state and local laws, rules, and regulations.

7. Right to Review. This contract is subject to review by any federal or state auditor. The County shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the County Project Manager. Such review may occur with or without notice, and may include, but is not limited to, onsite inspection by County agents or employees, inspection of all records or other materials which the County deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for three (3) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.
8. Modifications. Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
9. Termination for Default. If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. Mail, postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor agrees to bear any extra expenses incurred by the County in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

10. Termination for Public Convenience. The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion that such termination is in the interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County.
11. Termination Due to Insufficient Funds. If sufficient funds for payment under this contract are not appropriated or allocated or are withdrawn, reduced, or otherwise limited, the County may terminate this contract upon five (5) days written notice to the Contractor. No penalty or expense shall accrue to the County in the event this provision applies.
12. Termination Procedure. The following provisions apply in the event that this Agreement is terminated:
 - (a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.

- (b) The Contractor shall provide the County with an accounting of authorized services provided through the effective date of termination.
 - (c) If the Agreement has been terminated for default, the County may withhold a sum from the final payment to the Contractor that the County determines necessary to protect itself against loss or liability.
13. Defense and Indemnity Agreement. The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elected officers, agents and employees, from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.
14. Industrial Insurance Waiver. With respect to the performance of this Agreement and as to claims against the County, its appointed and elected officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, as now or hereafter amended, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. Along with the other provisions of this Agreement, this waiver is mutually negotiated by the parties to this Agreement.
15. Venue and Choice of Law. In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Clallam. This Agreement shall be governed by the law of the State of Washington.
16. Withholding Payment. In the event the County Project Manager determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the County Project Manager determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than ten (10) days after it determines to withhold amounts otherwise due. A determination of the County Project Manager set forth in a notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provision of the Disputes clause of this Agreement. The County may act in accordance with any determination of the County Project Manager which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to the Contractor by reason of good faith withholding by the County under this clause.

17. Rights and Remedies. The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available bylaw.
18. Contractor Commitments, Warranties and Representations. Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to fulfill such a commitment shall render the Contractor liable for damages to the County. A commitment includes, but is not limited to any representation made prior to execution of this Agreement, whether or not incorporated elsewhere herein by reference, as to performance of services or equipment, prices or options for future acquisition to remain in effect for a fixed period, or warranties.
19. Patent/Copyright Infringement. Contractor will defend, indemnify and save harmless County, its appointed and elected officers, agents and employees from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of the Contractor's alleged infringement on any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against the County, its appointed and elected officers, agents and employees in any action. Such defense and payments are conditioned upon the following:
- (a) That Contractor shall be notified promptly in writing by County of any notice of such claim.
 - (b) Contractor shall have the right, hereunder, at its option and expense, to obtain for the County the right to continue using the information, in the event such claim of infringement, is made, provided no reduction in performance or loss results to the County.
20. Disputes:
- (a) General. Differences between the Contractor and the County, arising under and by virtue of the contract documents shall be brought to the attention of the County at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The records, orders, rulings, instructions, and decision of the County Project Manager shall be final and conclusive thirty (30) days from the date of mailing unless the Contractor mails or otherwise furnishes to the County Administrator a written notice of appeal. The notice of appeal shall include facts, law, and argument as to why the conclusions of the County Project Manager are in error.

In connection with any appeal under this clause, the Contractor and County shall have the opportunity to submit written materials and argument and to offer documentary evidence in support of the appeal. Oral argument and live testimony will not be permitted. The decision of the County Administrator for the determination of such appeals shall be final and conclusive. Reviews of the appellate determination shall be brought in the Superior Court of Clallam County within fifteen (15) days of mailing of the written appellate determination. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered.
 - (b) Notice of Potential Claims. The Contractor shall not be entitled to additional compensation or to extension of time for (1) any act or failure to act by the County Project Manager or the County, or (2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within ten (10) days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the County. The written Notice of

Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the work performed, labor and material used, and all costs and additional time claimed to be additional.

- (c) Detailed Claim. The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within thirty (30) days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.
21. Ownership of Items Produced. All writings, programs, data, art work, music, maps, charts, tables, illustrations, records or other written, graphic, analog or digital materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of the County and constitute "work made for hire" as that phrase is used in federal and/or state intellectual property laws and Contractor and/or its agents shall have no ownership or use rights in the work.
22. Recovery of Payments to Contractor. The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work (Attachment A). In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may, at the County Project Manager's sole discretion, be required to repay to the County all monies disbursed to the Contractor for those parts of the project that are rendered worthless in the opinion of the County Project Manager by such failure to perform.

Interest shall accrue at the rate of 12 percent (12%) per annum from the time the County Project Manager demands repayment of funds.

23. Project Approval. The extent and character of all work and services to be performed under this Agreement by the Contractor shall be subject to the review and approval of the County Project Manager. For purposes of this Agreement, the County Project Manager is:

Name: Clallam County

Title: Board of Commissioners Office and Finance Departments

Address: 223 East 4th Street, Port Angeles, WA 98362

Telephone: 360-417-2256 and 360-417-2382

E-mail: loni.gores@clallamcountywa.gov and Eleanor.Hill@clallamcountywa.gov

In the event there is a dispute with regard to the extent and character of the work to be done, the determination of the County Project Manager as to the extent and character of the work to be done shall govern subject to the Contractor's right to appeal that decision as provided herein.

24. Non-Discrimination. The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.

25. Subcontractors. In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between the County and the Contractor. The Contractor shall insure that in all subcontracts entered into, Clallam County is named as an express third-party beneficiary of such contracts with full rights as such.
26. Third Party Beneficiaries. This agreement is intended for the benefit of the County and Contractor and not for the benefit of any third parties.
27. Standard of Care. The Contractor shall perform its duties hereunder in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession as Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.
28. Time is of the Essence. Time is of the essence in the performance of this contract unless a more specific time period is set forth in either the Special Terms and Conditions or Scope of Work.
29. Notice. Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to the County Project Manager. Notice to the Contractor for all purposes under this Agreement shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.
30. Severability. If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.
31. Precedence. In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
 - (a) Applicable federal, state and local statutes, ordinances and regulations;
 - (b) Scope of Work (Attachment A) and Compensation (Attachment B);
 - (c) Special Terms and Conditions (Attachment D); and
 - (d) General Conditions (Attachment C).
32. Waiver. Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.
33. Attorney Fees. In the event that litigation must be brought to enforce the terms of this agreement, the prevailing party shall be entitled to be paid reasonable attorney fees.
34. Construction. This agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
35. Survival. Without being exclusive, Paragraphs 4, 7, 13-19, 21-22 and 31-35 of these General Conditions shall survive any termination, expiration or determination of invalidity of this Agreement in whole or in part. Any other Paragraphs of this Agreement which, by their sense and context, are intended to survive shall also survive.

36. Entire Agreement. This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

SPECIAL TERMS AND CONDITIONS

☒ 1. Reporting. The Contractor shall submit written progress reports to the County Project Manager as set forth below:

- ☐ With each request for payment.
- ☐ Monthly.
- ☐ Quarterly.
- ☐ Semi-annually.
- ☒ Annually.
- ☐ Project completion.
- ☐ Other (specify):

Progress reports shall include, at a minimum, the following:

Reports shall include any problems, delays or adverse conditions which will materially affect the Contractor's ability to meet project objectives or time schedules together with a statement of action taken or proposed to resolve the situation. Reports shall also include recommendations for changes to the Scope of Work, if any. Payments may be withheld if reports are not submitted.

☒ 2. Insurance. The Contractor shall maintain in full force and effect during the term of this Agreement, and until final acceptance of the work, public liability and property damage insurance with companies or through sources approved by the state insurance commissioner pursuant to RCW Title 48, as now or hereafter amended. The County, its appointed and elected officials, agents and employees, shall be specifically named as additional insureds in a policy with the same company which insures the Contractor or by endorsement to an existing policy or with a separate carrier approved pursuant to RCW Title 48, as now or hereafter amended, and the following coverages shall be provided:

☒ COMPREHENSIVE GENERAL LIABILITY:

Bodily injury, including death.	\$1,000,000	per occurrence
Property damage	\$1,000,000	per occurrence

☐ ERRORS AND OMISSIONS or PROFESSIONAL LIABILITY with an Extended Reporting Period

Endorsement (two year tail).	\$	per occurrence
------------------------------	----	----------------

☐ WORKERS COMPENSATION: Statutory amount

☐ AUTOMOBILE: coverage on owned, non-owned, rented and hired vehicles

Bodily injury, liability, including death	\$	per occurrence
---	----	----------------

Property damage liability \$ per
occurrence

If the Errors and Omissions or Professional Liability insurance obtained is an occurrence policy as opposed to a claims-made policy, the Extended Reporting Period Endorsement is not required.

Any such insurance carried by the Contractor shall be primary over any insurance carried by Clallam County and the Contractor shall ensure that such insurances is primary. The County shall have no obligation to report occurrences unless a claim or lawsuit is filed with it and the County has no obligation to pay any insurance premiums.

Evidence of primary insurance coverage shall be submitted to the County Project Manager within twenty (20) days of the execution of the Agreement. The Agreement shall be void ab initio if the proof of coverage is not timely supplied.

The coverage limits identified herein shall not limit the potential liability of the Contractor and the Contractor's duty to defend, indemnify and hold harmless shall apply to any liability beyond the scope of insurance coverage.

- ☐ 3. Liquidated Damages. For delays in timely completion of the work to be done or missed milestones of the work in progress, the Contractor shall be assessed _____ Dollars (\$ _____) per day as liquidated damages and not as a penalty because the County finds it impractical to calculate the actual cost of delays. Liquidated damages will not be assessed for any days for which an extension of time has been granted. No deduction or payment of liquidated damages will, in any degree, release the Contractor from further obligations and liabilities to complete the entire project.

- ☐ 4. Other (specify):

26
JAN 13 2026

PERSONAL SERVICES AGREEMENT



Contract Number: 19925.26.003

THIS AGREEMENT is entered into between CLALLAM COUNTY, a political subdivision of the State of Washington, (hereinafter called "County" or "Clallam County") and

Name: Neah Bay Chamber of Commerce

Address: PO Box 263
Neah Bay, WA 98357

Phone N°: 360.640.2967

(hereinafter called "Contractor").

This Agreement is comprised of:

- ☒ Attachment A – Scope of Work
- ☒ Attachment B – Compensation
- ☒ Attachment C – General Conditions
- ☒ Attachment D – Special Terms and Conditions
- ☒ Attachment E – (specify) - LTAC Application

copies of which are attached hereto and incorporated herein by this reference as if fully set forth.

The term of this Agreement shall commence on the first day of January 2026 and shall, unless terminated as provided elsewhere in the Agreement, terminate on the thirty-first day of December 2026.

IN WITNESS WHEREOF, the parties have executed this Agreement on this 13 day of Jan.
20 26

CLALLAM COUNTY ADMINISTRATOR

Neah Bay Chamber of Commerce

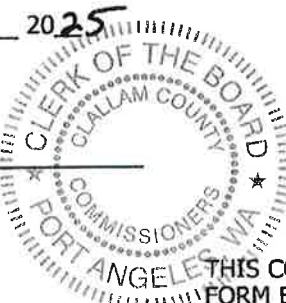
Melissa Peterson
Name:

Mike French
Mike French, Board of Commissioners Chair

Date: Dec 29, 2025

ATTEST:

L. Gores
Loni Gores, MMC, Clerk of the Board



Originals: BOCC
Vendor
Initiating Department
Copies: 5

THIS CONTRACT HAS BEEN APPROVED AS TO
FORM BY THE CLALLAM COUNTY PROSECUTING
ATTORNEY

SCOPE OF WORK

The lodging tax grant will be used to assist with operation expenditures for Neah Bay Chamber Visitor Center tourism-related facility.

The Neah Bay Chamber of Commerce operations overall budget is \$72,310. They have asked for 74% of the budget for operation costs of the Neah Bay Chamber of Commerce for the amount of \$53,810.

See ATTACHEMENT E for full LTAC application details (scope of work).

COMPENSATION

1. ☒ **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of \$53,810 for the completed work set forth in Attachment "A.". Payments for completed tasks shall be made no more frequently than ☐ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☒ other (specify) One payment in the amount of \$53,810 to be paid when the contract is fully executed.

OR

☐ **b. HOURLY RATES:** For services rendered, the County shall compensate the Contractor at the following hourly rates:

Name/Position***Hourly Rate***

Payments for completed tasks shall be made no more frequently than ☐ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☐ other (specify) .

Each request for payment shall be supported by an invoice specifying: the name/position of the Contractor's employee if two or more are identified above; number of hours worked; completed tasks for which compensation is sought; estimated percentage of task completion; payment amount requested; other (specify) .

In no event shall Contractor be compensated in excess of _____ DOLLARS (\$ _____) for the completed work set forth in Attachment "A."

2. AND

☒ **a.** The compensation set forth herein includes, without limitation: labor, materials, equipment, travel, telephone, computer, copiers and the like.

OR

☐ **b.** The County shall reimburse the Contractor for actual expenses incurred for travel, telephone, copiers and computer. Reimbursement for airfare, mileage, meals and/or accommodations shall be at the same rate as that applicable to county employees traveling on county business.

OR

☐ **c.** Other (specify):

GENERAL CONDITIONS

1. Scope of Contractor's Services. The Contractor agrees to provide to the County services and any materials set forth in the project narrative identified as Attachment A during the agreement period. No material, labor, or facilities will be furnished by the County, unless otherwise provided for in the Agreement.
2. Accounting and Payment for Contractor Services. Payment to the Contractor for services rendered under this Agreement shall be as set forth in Attachment B. Unless specifically stated in Attachment B, the County will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract.

The County shall compensate the Contractor through the County voucher system for the Contractor's service pursuant to the fee schedule set forth in Attachment B.

3. Delegation and Subcontracting. Contractor's services are deemed personal and no portion of this contract may be delegated or subcontracted to any other individual, firm or entity without the express and prior written approval of the County Project Manager.
4. Independent Contractor. The Contractor's services shall be furnished by the Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Attachment B and the Contractor is not entitled to any county benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental or other insurance benefits, or any other rights or privileges afforded to Clallam County employees. The Contractor represents that it maintains a separate place of business, serves clients other than the County, will report all income and expense accrued under this contract with the Internal Revenue Service on a business tax schedule, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

In the event that either the state or federal government determines that an employer/employee or master/servant relationship exists rather than an independent contractor relationship such that Clallam County is deemed responsible for federal withholding, social security contributions, workers compensation and the like, the Contractor agrees to reimburse Clallam County for any payments made or required to be made by Clallam County. Should any payments be due to the Contractor pursuant to this Agreement, the Contractor agrees that reimbursement may be made by deducting from such future payments a pro rata share of the amount to be reimbursed.

Notwithstanding any determination by the state or federal government that an employer/employee or master/servant relationship exists, the Contractor, its officers, employees and agents, shall not be entitled to any benefits which Clallam County provides to its employees.

5. No Guarantee of Employment. The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.
6. Regulations and Requirements. This Agreement shall be subject to all federal, state and local laws, rules, and regulations.

7. Right to Review. This contract is subject to review by any federal or state auditor. The County shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the County Project Manager. Such review may occur with or without notice, and may include, but is not limited to, onsite inspection by County agents or employees, inspection of all records or other materials which the County deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for three (3) years after contract termination, and shall make them available for such review, within Clallam County, State of Washington, upon request, during reasonable business hours.
8. Modifications. Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
9. Termination for Default. If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. Mail, postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor agrees to bear any extra expenses incurred by the County in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

10. Termination for Public Convenience. The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion that such termination is in the interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County.
11. Termination Due to Insufficient Funds. If sufficient funds for payment under this contract are not appropriated or allocated or are withdrawn, reduced, or otherwise limited, the County may terminate this contract upon five (5) days written notice to the Contractor. No penalty or expense shall accrue to the County in the event this provision applies.
12. Termination Procedure. The following provisions apply in the event that this Agreement is terminated:
 - (a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.

- (b) The Contractor shall provide the County with an accounting of authorized services provided through the effective date of termination.
 - (c) If the Agreement has been terminated for default, the County may withhold a sum from the final payment to the Contractor that the County determines necessary to protect itself against loss or liability.
13. Defense and Indemnity Agreement. The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elected officers, agents and employees, from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.
14. Industrial Insurance Waiver. With respect to the performance of this Agreement and as to claims against the County, its appointed and elected officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, as now or hereafter amended, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. Along with the other provisions of this Agreement, this waiver is mutually negotiated by the parties to this Agreement.
15. Venue and Choice of Law. In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Clallam. This Agreement shall be governed by the law of the State of Washington.
16. Withholding Payment. In the event the County Project Manager determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the County Project Manager determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than ten (10) days after it determines to withhold amounts otherwise due. A determination of the County Project Manager set forth in a notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provision of the Disputes clause of this Agreement. The County may act in accordance with any determination of the County Project Manager which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to the Contractor by reason of good faith withholding by the County under this clause.

17. Rights and Remedies. The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available bylaw.
18. Contractor Commitments, Warranties and Representations. Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to fulfill such a commitment shall render the Contractor liable for damages to the County. A commitment includes, but is not limited to any representation made prior to execution of this Agreement, whether or not incorporated elsewhere herein by reference, as to performance of services or equipment, prices or options for future acquisition to remain in effect for a fixed period, or warranties.
19. Patent/Copyright Infringement. Contractor will defend, indemnify and save harmless County, its appointed and elected officers, agents and employees from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of the Contractor's alleged infringement on any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against the County, its appointed and elected officers, agents and employees in any action. Such defense and payments are conditioned upon the following:
 - (a) That Contractor shall be notified promptly in writing by County of any notice of such claim.
 - (b) Contractor shall have the right, hereunder, at its option and expense, to obtain for the County the right to continue using the information, in the event such claim of infringement, is made, provided no reduction in performance or loss results to the County.
20. Disputes:
 - (a) General. Differences between the Contractor and the County, arising under and by virtue of the contract documents shall be brought to the attention of the County at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The records, orders, rulings, instructions, and decision of the County Project Manager shall be final and conclusive thirty (30) days from the date of mailing unless the Contractor mails or otherwise furnishes to the County Administrator a written notice of appeal. The notice of appeal shall include facts, law, and argument as to why the conclusions of the County Project Manager are in error.

In connection with any appeal under this clause, the Contractor and County shall have the opportunity to submit written materials and argument and to offer documentary evidence in support of the appeal. Oral argument and live testimony will not be permitted. The decision of the County Administrator for the determination of such appeals shall be final and conclusive. Reviews of the appellate determination shall be brought in the Superior Court of Clallam County within fifteen (15) days of mailing of the written appellate determination. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered.
 - (b) Notice of Potential Claims. The Contractor shall not be entitled to additional compensation or to extension of time for (1) any act or failure to act by the County Project Manager or the County, or (2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within ten (10) days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the County. The written Notice of

Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the work performed, labor and material used, and all costs and additional time claimed to be additional.

- (c) Detailed Claim. The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within thirty (30) days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.
21. Ownership of Items Produced. All writings, programs, data, art work, music, maps, charts, tables, illustrations, records or other written, graphic, analog or digital materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of the County and constitute "work made for hire" as that phrase is used in federal and/or state intellectual property laws and Contractor and/or its agents shall have no ownership or use rights in the work.
22. Recovery of Payments to Contractor. The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work (Attachment A). In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may, at the County Project Manager's sole discretion, be required to repay to the County all monies disbursed to the Contractor for those parts of the project that are rendered worthless in the opinion of the County Project Manager by such failure to perform.

Interest shall accrue at the rate of 12 percent (12%) per annum from the time the County Project Manager demands repayment of funds.

23. Project Approval. The extent and character of all work and services to be performed under this Agreement by the Contractor shall be subject to the review and approval of the County Project Manager. For purposes of this Agreement, the County Project Manager is:

Name: Clallam County

Title: Board of Commissioners Office and Finance Departments

Address: 223 East 4th Street, Port Angeles, WA 98362

Telephone: 360-417-2256 and 360-417-2382

E-mail: loni.gores@clallamcountywa.gov and Eleanor.Hill@clallamcountywa.gov

In the event there is a dispute with regard to the extent and character of the work to be done, the determination of the County Project Manager as to the extent and character of the work to be done shall govern subject to the Contractor's right to appeal that decision as provided herein.

24. Non-Discrimination. The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.

25. Subcontractors. In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between the County and the Contractor. The Contractor shall insure that in all subcontracts entered into, Clallam County is named as an express third-party beneficiary of such contracts with full rights as such.
26. Third Party Beneficiaries. This agreement is intended for the benefit of the County and Contractor and not for the benefit of any third parties.
27. Standard of Care. The Contractor shall perform its duties hereunder in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession as Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.
28. Time is of the Essence. Time is of the essence in the performance of this contract unless a more specific time period is set forth in either the Special Terms and Conditions or Scope of Work.
29. Notice. Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to the County Project Manager. Notice to the Contractor for all purposes under this Agreement shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.
30. Severability. If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.
31. Precedence. In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
 - (a) Applicable federal, state and local statutes, ordinances and regulations;
 - (b) Scope of Work (Attachment A) and Compensation (Attachment B);
 - (c) Special Terms and Conditions (Attachment D); and
 - (d) General Conditions (Attachment C).
32. Waiver. Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.
33. Attorney Fees. In the event that litigation must be brought to enforce the terms of this agreement, the prevailing party shall be entitled to be paid reasonable attorney fees.
34. Construction. This agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
35. Survival. Without being exclusive, Paragraphs 4, 7, 13-19, 21-22 and 31-35 of these General Conditions shall survive any termination, expiration or determination of invalidity of this Agreement in whole or in part. Any other Paragraphs of this Agreement which, by their sense and context, are intended to survive shall also survive.

36. Entire Agreement. This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

SPECIAL TERMS AND CONDITIONS

☒ 1. **Reporting.** The Contractor shall submit written progress reports to the County Project Manager as set forth below:

- ☐ With each request for payment.
- ☐ Monthly.
- ☐ Quarterly.
- ☐ Semi-annually.
- ☒ Annually.
- ☐ Project completion.
- ☐ Other (specify):

Progress reports shall include, at a minimum, the following:

Reports shall include any problems, delays or adverse conditions which will materially affect the Contractor's ability to meet project objectives or time schedules together with a statement of action taken or proposed to resolve the situation. Reports shall also include recommendations for changes to the Scope of Work, if any. Payments may be withheld if reports are not submitted.

☒ 2. **Insurance.** The Contractor shall maintain in full force and effect during the term of this Agreement, and until final acceptance of the work, public liability and property damage insurance with companies or through sources approved by the state insurance commissioner pursuant to RCW Title 48, as now or hereafter amended. The County, its appointed and elected officials, agents and employees, shall be specifically named as additional insureds in a policy with the same company which insures the Contractor or by endorsement to an existing policy or with a separate carrier approved pursuant to RCW Title 48, as now or hereafter amended, and the following coverages shall be provided:

☒ **COMPREHENSIVE GENERAL LIABILITY:**

Bodily injury, including death. \$1,000,000 per occurrence

Property damage \$1,000,000 per occurrence

☐ **ERRORS AND OMISSIONS or PROFESSIONAL LIABILITY with an Extended Reporting Period**

Endorsement (two year tail). \$ per occurrence

☐ **WORKERS COMPENSATION:** Statutory amount

☐ **AUTOMOBILE:** coverage on owned, non-owned, rented and hired vehicles

Bodily injury, liability, including death \$ per occurrence

Property damage liability \$ per
occurrence

If the Errors and Omissions or Professional Liability insurance obtained is an occurrence policy as opposed to a claims-made policy, the Extended Reporting Period Endorsement is not required.

Any such insurance carried by the Contractor shall be primary over any insurance carried by Clallam County and the Contractor shall ensure that such insurances is primary. The County shall have no obligation to report occurrences unless a claim or lawsuit is filed with it and the County has no obligation to pay any insurance premiums.

Evidence of primary insurance coverage shall be submitted to the County Project Manager within twenty (20) days of the execution of the Agreement. The Agreement shall be void ab initio if the proof of coverage is not timely supplied.

The coverage limits identified herein shall not limit the potential liability of the Contractor and the Contractor's duty to defend, indemnify and hold harmless shall apply to any liability beyond the scope of insurance coverage.

- ☐ 3. Liquidated Damages. For delays in timely completion of the work to be done or missed milestones of the work in progress, the Contractor shall be assessed _____ Dollars (\$ _____) per day as liquidated damages and not as a penalty because the County finds it impractical to calculate the actual cost of delays. Liquidated damages will not be assessed for any days for which an extension of time has been granted. No deduction or payment of liquidated damages will, in any degree, release the Contractor from further obligations and liabilities to complete the entire project.
- ☐ 4. Other (specify):.

ATTACHMENT E



RECEIVED
CLALLAM CO. COMMISSIONERS

SEP 26 2025

10:40AM
8

**LODGING TAX FUNDING APPLICATION
2026**

1...2...3...A...

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$5,000. Marketing requests should be directed to the Olympic Peninsula Visitor Bureau (OPVB) Tourism Enhancement Grant program.

I **AMOUNT of Lodging Tax Requested:** \$ 53,810

II **Agency/Organization Name:** Neah Bay Chamber of Commerce
Organization is ☐ Government Entity ☐ 501(c)3 ☒ 501(c)6 ☐ Other
Federal Tax ID No. 30-0423489 UBI Number 602 721 068

III **Project/Activity/Event:** Visitor Center Operations

IV **Representative Contact Information:**
Name, Title Melissa Peterson
Mailing Address PO Box 263 Neah Bay, WA 98357
Phone(s) 360 640 2967
Email raven60melissa@gmail.com

V **Service Categories, check all applicable:**
☐ Tourism Promotion/Marketing (individual marketing request, contact OPVB)
☐ Operation of a Special Event/Festival designed to attract tourists
☐ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization
☒ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality

CERTIFICATION

- I am the authorized agent of the Agency/Organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County and meet all specified requirements of that contract.
- My Agency/Organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Melissa Peterson
Signature

Date: Sept 25, 2024

Melissa Peterson
Print or Type Name

LODGING TAX APPLICATION – REQUIRED SUPPLEMENTAL QUESTIONS

(You may use this Supplemental Questions form or type the questions and answers on separate sheets)

1. How will the project/program help increase the number of people traveling to Clallam County for business or pleasure on a trip?

See Attached Word document

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

3. How will the project/program encourage visitors to come from a distance greater than 50 miles, either for the day or for an overnight visit? If so, please describe how.

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

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

Neah Bay Chamber of Commerce 2026 Lodging Tax Application Questions One thru Fourteen

1. The Neah Bay Chamber of Commerce helps increase the number of visitors to Neah Bay, the furthest northwest corner of Clallam County, by providing a website, brochure and a Visitor Center.

The far-reaching website provides potential visitors from around the world with up-dated information regarding their visit to this remote part of Clallam County. Our website includes a downloadable brochure which features local businesses, places to visit, eat and stay. It also includes links to various organizations such as OTPC and the Makah tribe for travel information for the Olympic Peninsula.

The brochure assists Visitors' Centers in Port Angeles, Forks, Clallam Bay, and Sequim with up-date information pertaining to businesses and opportunities in Neah Bay and surrounding area.

The Neah Bay Visitor Center promotes local and across the Peninsula businesses by providing Olympic Peninsula's brochures, the OTPC planner and many other Peninsula resources. We advertise special events that are out-side of Neah Bay.

The Neah Bay Chamber of Commerce resources such as the year-round Visitors Center, the annual up-dated brochure and an annually up-dated website demonstrate continuity which promotes reliability for Neah Bay and surrounding area businesses as well as other Olympic Peninsula business that need to provide up-date information to their guests.

2. The Neah Bay Chamber of Commerce brochure, website and Visitors Center provides information about places to stay, exciting places to visit and good food to eat on the farthest northwest corner of the Olympic Peninsula. By providing these valuable resources to potential visitors, they can feel confident in their decision to visit and stay in the area. All visitors who make the journey out to Neah Bay stay at or pass through other Peninsula communities to arrive at their destination.
3. As you know, Neah Bay is a remote some seventy-five miles from the biggest city on the Olympic Peninsula so all visitors travel over fifty miles. Neah Bay offers visitors a unique opportunity to visit a prestigious museum which they can learn about Makah tribal culture. Cape Flattery is a bucket list lure for many visitors. Neah Bay encompasses the Pacific Ocean the and the Salish sea which is the only opportunity on the US coast. Neah Bay is a premier fishing location as well. Again, through our brochure, website, and Visitor Center we provide up-dated information to intrigue potential guests to the beautiful part of Clallam County on the Makah reservation.
4. By providing up-dated information on the Neah Bay Chamber of Commerce website which is on the world wide web, we have the opportunity to encourage folks to the Olympic Peninsula. In combination with all the world-wide websites about Washington and Olympic Peninsula we all give the out of state or country traveler all they need to know to have a secure fabulous journey to our region.

5. N/A

6. A. The attendance at our facility January 1, to September 13, 2025 is 6,500 visitors. The Visitor Center has a sign-in sheet that each visitor fills out. We share this information with Olympic Peninsula Tourism Commission. By the end of 2025, we hope to realize 8,000 visitors.

2026 estimation is 8,000 visitors

B. An estimated 6,450 visitors traveled 50 miles or more based on the sign in sheet at the Visitors Center.

2026 estimation is 8,000

C. 447 people were from other countries. 2,414 were from other us states.

2026 estimation is 500 from foreign countries and 2,500 from other states.

D. An estimated 4,800 people stayed in Clallam County Incorporated areas. On the Makah reservation also part of Clallam County and 1,378 visitors stayed in the Neah Bay community.

2026 estimation is 5,000 for Clallam County areas and 1,500 for Neah Bay

E. 4,806 people stayed at Clallam County businesses. 1,259 stayed in Neah Bay.

2026 estimation is 5,000 visitors at Clallam County businesses and 1,300 for Neah Bay.

F. N/A

7. N/A

8. The Neah Bay Chamber of Commerce Visitor Center opened in April 2022 after the Makah reservation re-opened from the pandemic. Since the slow opening, Visitors to the facility continue to mostly increase. However, there is a slight decrease which is most likely from the issues with our nation's economy and politics. While it is hard to measure how successful the Chamber of commerce attracted visitors, we like to believe that our continuity in providing brochures, website and a year-round Visitors Center lend to the 150,000 Makah tribal recorded visitors making their destination to Neah Bay.

9. Our Visitor Center outreach does not have a target group. However, we do let people know that Neah Bay has places to stay, places to view, hiking, surfing, bird watching, rich Native culture, a first-class museum, wildlife, fishing opportunities, and restaurants. We advertise our annual event Makah Days which attract thousands of visitors.

10. The Chamber of Commerce will continue updating and distributing the brochures, website and will keep the Visitor Center open for people to get the information needed for a safe and positive experience when visiting our remote area.

11. The Visitor Center promotes local businesses, but the facility has many brochures that highlight other places to visit, stay and eat on the Olympic Peninsula. The Visitor Center is very

informative and the friendly manager shares relevant information when requested. We include website links to other organizations as well.

12. No, we are not applying from another county.
13. The Neah Bay Chamber of Commerce operations overall budget is \$72,310. We are asking for 74% of the budget.
14. We will have funds from our dues and sales to complete our facility operation obligations.



Neah Bay Chamber of Commerce

Melissa Peterson Neah Bay Chair Woman

PO Box 249

Neah Bay, Washington 98357

2026-Neah Bay Chamber of Commerce Proposed Budget

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Expenses													
Bank fees	150												\$150
Square fees	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Internet	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$780
Website	\$250												\$250
Brochure	\$5,000												\$5,000
PUD	\$100	\$100	\$100	\$100	\$100	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$1,060
Signage	\$300												\$300
Office supplies	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$420
Cleaning sup	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$300
Travel	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,800
Inventory		\$1,500					\$1,500						\$3,000
Youth Donati						\$500							\$500
Scholarships									\$2,500				\$2,500
Staff Salary	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400	\$40,800
Quarterly taxes	\$3,000			\$3,000		\$3,000			\$3,000				\$12,000
Qrt tax prep	\$100			\$100			\$100			\$100			\$400
Tax return					\$500								\$500

Meeting/wrk shops	150		150			150		150			150		\$750
PO Box fee								\$120					\$120
Computer fees	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$480
Total													\$72,310

Neah Bay Chamber of Estimated Income for 2026

2026 Lodging Tax request	\$53,810
Merchandise Sales	\$8,000
Tribal Permit fees	\$8,000
Dues	\$2,500
Total Estimated Income	\$72,310

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2024

Open to Public Inspection

A For the 2024 Calendar year, or tax year beginning 2024-01-01 and ending 2024-12-31

B Check if available

- ☐ Terminated for Business
- ☒ Gross receipts are normally \$50,000 or less

C Name of Organization: NEAH BAY CHAMBER OF
COMMERCEPO Box 249, NEAH BAY, WA,
US, 98357D Employee Identification
Number 30-0423489

E Website:

Neah Bay Chamber of CommerceF Name of Principal Officer: Melissa PetersonPO Box 263, NEAH BAY, WA,
US, 98357

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.



3a
JAN 13 2026

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date: 1-12-26**

REGULAR AGENDA ☒ **Meeting Date: 1-13-26**

Required originals approved and attached? ☐

Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached budget revisions on January 27, 2026.

Budget revisions – Transfer or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Approve the attached notice – Budget revisions.

County Official signature & print name:  Eleanor Hill

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



NOTICE OF BUDGET REVISION MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget revision shown below on January 27, 2026 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Health & Human Services–Environmental Health – The HHS Environmental Health budget is being revised to purchase a venting unit for the water lab, replacing a 2025 budget request that was not used because the final invoice exceeded the approved amount/\$10,000

A copy of the budget change forms may be reviewed at the office of the Board of County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: January 13, 2026

Mike French, Chair

Publish: January 17 and 24, 2026

Bill: Commissioners' Office

c: Budget Coordinator
Department(s)
Treasurer

CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 12-26-2025 Budget Hearing/Meeting Date: 1-27-2026 ✓



- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☒ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures.

Budget Number xxxxx.xxx.	00100.511 ✓	Budget Name	HHS – Environmental Health ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511 ✓	HHS – Env Health ✓	56252.31.0075 ✓	Laboratory Supplies ✓	10,000 ✓
Total				10,000 ✓

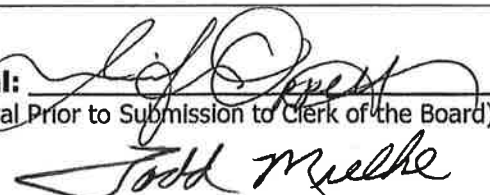
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511 ✓	HHS – Env Health ✓	59462.64.0010 ✓	Machinery & Equipment ✓	10,000 ✓
Total				10,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The HHS Environmental Health budget is being revised for a capital purchase for the water lab. The equipment purchased will be a venting unit that will be used when processing laboratory samples that use chemicals that need ventilation. This will be replacing the budget change request that was made during 2025 which was not utilized because the final invoice received exceeded the amount of the budget request.

County Official Approval: 
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

