

**TUMWATER LODGING TAX ADVISORY COMMITTEE (PM SESSION)**

**MINUTES OF MEETING**

**September 17, 2019 Page 1**

**CONVENE:** 2:32 p.m.

**PRESENT:** Councilmember & Chair Eileen Swarthout and Committee Members Chami Jo Ro, Comfort Inn; Jack Park, Best Western Tumwater-Olympia Inn; David Bills, Tumwater Area Chamber of Commerce; Satpal Sohal, La Quinta Inn & Suites; Kelly Green, Craft District; and Brian Reynolds, Olympic Flight Museum.

Staff: City Administrator John Doan, Executive Assistant/Deputy City Clerk Hanna Miles, and Recording Secretary Valerie Gow.

**WELCOME & INTRODUCTIONS:** Chair Swarthout welcomed everyone to the meeting.

**FUNDING RECOMMENDATIONS FOR LODGING TAX APPLICANTS:** City Administrator Doan reviewed the funding recommendation process and the spreadsheet for tracking funding recommendations from each member. Members representing organizations applying for lodging tax funds abstained from voting on their respective organization's funding request.

The applicants submitted \$270,200 in the following funding requests for a 2020 LTAC funding allocation of \$190,000:

1. Tumwater Valley Golf Club (New Event) – requested \$4,200
2. Tumwater Downtown Association – requested \$30,000
3. Olympic Flight Museum – requested \$39,000
4. Greater Olympia Dixieland Jazz Society – requested \$10,000
5. Washington State Senior Games – requested \$25,000
6. Tumwater Historical Association – requested \$5,000
7. Tumwater Soccer Club – requested \$12,000
8. Visitor & Convention Bureau of Thurston County – requested \$60,000
9. Tumwater Marching Band Festival – requested \$5,000
10. The Washington Center for the Performing Arts – requested \$15,000
11. Tumwater Craft Marketing – requested \$20,000
12. Tumwater Artesian Brewfest – requested \$12,000
13. Olympia Tumwater Foundation – requested \$4,500
14. Capital Lakefair – requested \$6,000
15. Tumwater Area Chamber of Commerce – requested \$12,500
16. WSU Food Systems – requested \$10,000

The following is the average funding amount recommended for each organization by the committee:

1. Tumwater Valley Golf Club (New Event) – \$4,200
2. Tumwater Downtown Association – \$18,043

**TUMWATER LODGING TAX ADVISORY COMMITTEE (PM SESSION)**  
**MINUTES OF MEETING**  
**September 17, 2019 Page 2**

3. Olympic Flight Museum –\$34,667
4. Greater Olympia Dixieland Jazz Society – \$5,879
5. Washington State Senior Games – \$17,586
6. Tumwater Historical Association – \$4,343
7. Tumwater Soccer Club –\$9,400
8. Visitor & Convention Bureau of Thurston County – \$35,267
9. Tumwater Marching Band Festival – \$4,536
10. The Washington Center for the Performing Arts - \$8,971
11. Tumwater Craft Marketing – \$13,333
12. Tumwater Artesian Brewfest – \$9,000
13. Olympia Tumwater Foundation – \$4,343
14. Capital Lakefair – \$3,000
15. Tumwater Area Chamber of Commerce – \$4,833
16. WSU Food Systems – \$8,286

Remaining unallocated funds totaled \$4,313.

The committee discussed and agreed to prorate the remaining funds for each applicant.

The committee discussed how a funding recommendation might affect a requestor's program/activity if the funding award was significantly less than requested. Assistant Miles explained that each requestor's scope of work is detailed within the application as to how the funds will be utilized by the applicant. When applicants submit bills for reimbursement, the bills must reflect the expense is attributed to that scope of the work. LTAC funds cannot be used to fund capital improvements.

Assistant Miles reported no changes have occurred to the LTAC process from the Joint Legislative Audit and Review Committee (JLARC). She asked members for feedback on the format for future LTAC meetings in terms of conducting the meeting over one day versus two days. Members unanimously agreed they preferred the one day format with presentations in the morning and deliberations and the funding recommendation following in the afternoon sessions with a two to three hour break between the two sessions.

Members agreed to eliminate the practice of establishing a separate allocation of funds for new events.

**MOTION:**

**Ms. Kelly moved, seconded by Mr. Bills, to recommend the City Council allocate \$189,901 in LTAC funds to the following organizations in the amounts as noted:**

- 17. Tumwater Valley Golf Club (New Event) – \$4,200**
- 18. Tumwater Downtown Association – \$18,462**

**TUMWATER LODGING TAX ADVISORY COMMITTEE (PM SESSION)**

**MINUTES OF MEETING**

**September 17, 2019 Page 3**

- 19. Olympic Flight Museum –\$35,472**
- 20. Greater Olympia Dixieland Jazz Society – \$6,016**
- 21. Washington State Senior Games – \$17,994**
- 22. Tumwater Historical Association – \$4,444**
- 23. Tumwater Soccer Club –\$9,618**
- 24. Visitor & Convention Bureau of Thurston County – \$36,086**
- 25. Tumwater Marching Band Festival – \$4,641**
- 26. The Washington Center for the Performing Arts - \$9,179**
- 27. Tumwater Craft Marketing – \$13,643**
- 28. Tumwater Artesian Brewfest – \$9,209**
- 29. Olympia Tumwater Foundation – \$4,444**
- 30. Capital Lakefair – \$3,070**
- 31. Tumwater Area Chamber of Commerce – \$4,945**
- 32. WSU Food Systems – \$8,478**

**MOTION:** Motion carried unanimously.

**MOTION:** Mr. Reynolds moved, second by Ms. Ro, to recommend the City Council approve the first 2% of LTAC funds of \$160,000 to support the City's historic and cultural events and activities. Motion carried unanimously.

Chair Swarthout thanked the committee for its efforts and work.

**ADJOURNMENT:** With there being no further business, Chair Swarthout adjourned the meeting at 3:32 p.m.