

2020 Lodging Tax Fund Distribution
Bid Conference
August 1, 2019 at 10:00am
Kitsap County Commissioners Chambers

Attendees:

Roy Sahali of Raw Fuel Veg Fest

Jeff Gales of US Lighthouse Society – Point No Point

Peter Raffa of Bainbridge Island Museum of Art

Kathleen Gordon of Silverdale Chamber of Commerce

Stephanie Westbrook of Silverdale Chamber of Commerce

Caroline Stein of Washington State Science & Engineering Fair

Lee Reyes of Kitsap County – Administrative Services

Vicki Martin of Kitsap County – Administrative Services

Introductions and Housekeeping - Lee

How to Apply Instructions - Lee

Q & A

[What is the dollar amount being awarded this year?](#) - \$675,000.00

[Please repeat what you said about the insurance certification](#) – A certificate of insurance is required when entering into a contract with Kitsap County. Many times, a non-profit may not have their own liability insurance and will piggyback off another entity. In some cases, there may be a cost for this to the entity applying. We want to make sure each applicant is aware of the insurance requirement ahead of time. To be clear, the award will go to the entity who has the coverage.

[I don't have my non-profit status yet. I am applying with my partner who does have such status.](#)
– The award would go to your partner. You two will have to work out arrangements on how that relationship will be handled if awarded.

[My insurance certification is effective June to June, with an auto-renewal. Is that okay?](#) Yes, you would renew keeping us listed as additional insured. We will remind you for current documentation, if it is not automatically provided.

[Is there a liability amount required?](#) Not really, your standard limits are the typical requirement. If you have something high-risk (bull-riding) your limit requirements may be increased per the direction of our Risk Department.

[How do we demonstrate that the county logo requirement is being met?](#) – Remember, 7 copies of your application are required. However, we do not want 7 copies of your media publications (printed materials). We will set such information out on the table for the board to view prior to your interview. You cannot provide anything like water bottles, there can be no gifts of any kind accepted. Anything like that will be returned.

[Where and when do we send our printed material?](#) – Include it with your application. Follow the application instructions, sending it to Colby Wattling. Colby will determine whether your application is eligible prior to forwarding the information to me.

[Can we do introductions, so we can know who is in the room with us today?](#) – Names and Businesses, they represent were made. A thank you to those attending. Reminder that we are always available to answer questions. We want to be transparent and helpful.

[Do you anticipate there could be about 100 applicants?](#) – No, historically we've had no more than 16. I expect probably 14 to 16 this year. With the changes in the Lodging Tax being awarded in Bremerton, there may be more.

[Are interviews open to the Public?](#) – Absolutely! We welcome that, but the interviews are structured and there is a lot of time given for questions.

[Are deliberations open to the Public?](#) – Probably, yes like last year. I need to confirm with Commissioner Wolfe for this year.

[What is the date and time for deliberations?](#) – Not set yet. It depends on the last interview. The board may wish to work through the evening.

[What is going on with Bremerton's Lodging Tax?](#) – Lee describes the new allocations as publicized in the Kitsap Sun as it relates to the City of Bremerton's process and possible impacts it could have on the County process.

[Does the situation you describe affect rules that apply to the City or the County?](#) – The committee will recommend to fund the unincorporated area projects first (per Policy), but an application is not eliminated due to it being in the city. All events are worthy of funding. Last year, every applicant was awarded something. This was a first.

[Some awards are very large to certain marketing entities, how do the smaller awarders connect with them to promote their marketing?](#) – If connectivity is not happening we need to be told.

Specific scope of work instructions can be applied to an award. We cannot control how the collaboration practiced, but it can be made a requirement. Remember, a lodging tax award is not the same as an annual operating budget. Bring the issues to light at your interview. Being open to the Public is allowing networking. These issues were raised last year. The discussion needs happen by the board members.

Questions and brainstorming occurred regarding how to get events advertised county-wide.

The members suggested a County calendar with events across Kitsap County. It was notated that the County is not responsible for marketing these events plus the liability that could be incurred from having these calendars populated by non-County staff. Look to Visit Kitsap calendar to list all events within Kitsap County, suggestions by attendees to use the Chambers of Commerce to advertise your events as well. It could be possible to link to Park events but not directly through the County. Many suggestions were not a function of the county. Again, it is best that the board members be aware of an issue before deliberations begin.

Do you have full disclosure of the committee members and their affiliation to non-profits? If they sit on a board, do they recuse themselves? – They are representing all Kitsap County. The members know each other and where they are affiliated. If they are a representative of a particular non-profit, they should recuse themselves. The county does everything it can to be completely transparent.

End Time 10:50:02