



## **AGENDA**

### **CLALLAM COUNTY HERITAGE ADVISORY BOARD**

**223 East 4<sup>th</sup> Street, Room 160  
Port Angeles, Washington  
April 1, 2024 – 4:30 p.m.**

Heritage Advisory Board meetings will 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: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or [rachel.weed@clallamcountywa.gov](mailto:rachel.weed@clallamcountywa.gov)

#### **CALL TO ORDER/ROLL CALL**

#### **REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA**

#### **PUBLIC COMMENT – Please limit comments to three minutes**

#### **APPROVAL OF MINUTES: February 5, 2024 & March 4, 2024**

#### **BUSINESS ITEMS**

- Select HAB officers (Chair and Vice Chair) for 2024
- 2024 Heritage Fund budget applications - Review and Recommendations
  - a. Review Project Eligibility
  - b. Review the tentative ranking
  - c. Review project application and select elements to fund
  - d. Determine funding level for projects.

Forward committee recommendations to Clerk of the Board for consideration by the commissioners.

Reminder to all: At this Review and Recommendation meeting, no comments will be asked for or received by the applicants on any particular application. All applications will rise or fall SOLELY on the written presentation/application.

#### **ITEMS FOR THE GOOD OF THE ORDER**

#### **PUBLIC COMMENT – Please limit comments to three minutes**

#### **NEXT MEETING DATE – Monday, May 6, 2024**

#### **ADJOURNMENT**

# **Heritage Advisory Board**

**Draft minutes**

**February 5, 2024**



## CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of February 5, 2024

### MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

Judy Gleeson called the meeting to order at 4:30 p.m., Monday, February 5, 2024. Also present were Paula Hunt, Nancy Messmer, Mike Doherty and Frank Maybury.

### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN:** Messmer moved to approve as presented, Doherty seconded, motion carried unanimously.

### APPROVAL OF MINUTES

- December 4, 2023

**ACTION TAKEN:** Messmer moved to approve the minutes as presented, Doherty seconded, motion carried unanimously.

### PUBLIC COMMENT

- Kenneth Reandeau, Port Angeles, commented on historical places along coastline

### BUSINESS ITEMS

1. Select HAB officers (Chair, Vice Chair, and Secretary) for 2024  
HAB Board members held discussion.

**ACTION TAKEN:** Unanimous agreement to table item until March meeting.

2. 2024 Board activities and possible field trips discussion  
Stipe requested the field trips discussion be tabled until the March meeting.

**ACTION TAKEN:** Doherty moved to table the field trip discussion until the March meeting, Maybury seconded. Motion carried unanimously.

### ITEMS FOR THE GOOD OF THE ORDER

- Round robin of board members covering current activities at their organization.

**NEXT MEETING DATES:** Monday, March 6, 2023 at 4:30 p.m.

### ADJOURNMENT

Meeting concluded at 5:19 p.m.

**ACTION TAKEN:** Maybury moved to adjourn, Hunt seconded, motion carried unanimously

# **Heritage Advisory Board**

**Draft minutes**

**March 4, 2024**



## CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of March 4, 2024

### MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

Judy Gleeson called the meeting to order at 4:30 p.m., Monday, March 4, 2024. Also present were Paula Hunt, Nancy Messmer, Mike Doherty and Frank Maybury.

### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN:** No action taken

### APPROVAL OF MINUTES

- February 5, 2024

**ACTION TAKEN:** No action taken

### BUSINESS ITEMS

1. Financial report – Mark Lane

Mark Lane – Chief Financial Officer provided a financial update.

2. Select HAB officers (Chair, Vice Chair, and Secretary) for 2024

**ACTION TAKEN:** No action taken

3. Discussion regarding how the Board wants to address late applications  
HAB members held a discussion regarding deadlines and a possible 2<sup>nd</sup> call for applications.

4. Grant application update

HAB members held a discussion regarding page length of grant applications.

5. Discussion of possible field trips

HAB members held a discussion regarding potential field trips.

**NEXT MEETING DATES:** Monday, April 1, 2024 at 4:30 p.m.

### ADJOURNMENT

Meeting concluded at 5:12 p.m.

**ACTION TAKEN:** Messmer moved to adjourn, Hunt seconded, motion carried unanimously

# **Heritage Advisory Board**

**Grant Application request  
North Olympic History Center**



RECEIVED  
CLALLAM CO. COMMISSIONERS

FEB 05 2024

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

## Clallam County Heritage Grant Program 2024 Application Form Check List and General Information

Grant Applications are due Wednesday, February 21, 2024 before 12:00 pm (Noon)

Deliver to Room 150, Clallam County Court House, 223 East 4<sup>th</sup> Street, Port Angeles, WA.

Late applications will not be accepted or considered.

Incomplete applications or wrong format will not be accepted or considered.

Copy format: Single sided, not stapled, 12-point font, 8.5 x 11" paper size

### The following should be included:

- ☐ One original, signed, completed application, and one additional copy.
- ☐ Completed budget forms
- ☐ Bids, cost estimates, and/or condition assessments
- ☐ Additional support materials such as resumes, brochures, news articles, references, work samples, etc. are optional. Support materials shall be **no more than 10 pages** in length
- ☐ W-9 form if you have not previously received grant funding funds from Clallam County
- ☐ Non-profits must submit the most current IRS Form 990 Return or Organization Exempt from Income tax.
- ☐ If the applicant is a non-profit organization, copy of the current registration with the Secretary of State or Form 501(c)(3)

### For projects relating to historic buildings and/or capital improvements:

- ☐ If a historic preservation project, confirmation that the building is on a Historic Register
- ☐ Digital photographs illustrating the need for the funding – a "Before" picture.
- ☐ A prevailing wage statement of intent from the Washington State Department of Labor & industries.

# Clallam County Heritage Grant Program

## 2024 Application Form

### 1. Summary

- A. Project Title: Environmental Condition Improvements for Historic Paintings in Clallam County Courthouse.
- B. Project Description: The North Olympic History Center (Center) is seeking funding to purchase materials and equipment to improve the environmental conditions for three large historic paintings by Thomas Guptill and John Gustaf Kalling hanging in the Old Clallam County Courthouse.
- C. Project Type (1) ☐ Public Programming, (2) ☐ Capital improvements and Equipment, (3) ☒ Collections Management, (4) ☐ Training.
- D. Heritage Grant Funds Requested Amount: \$1,980.35

### 2. Project Applicant

Organization: North Olympic History Center

Authorized Official: David Brownell Title Executive Director

Project Leader: David Brownell

Primary Contact: David Brownell

Organization Address: 933 W. 9th Street, Port Angeles, WA

Phone: (360) 452-2662 Fax

E-mail address: director@northolympichistory.org

Federal Tax ID EIN 91-6054757

Non-profit status: Yes ☒ No ☐

### 3. Project Details: Use a separate sheet of paper to answer these questions.

- A. Clearly describe the project and its goals
- B. Explain the historical significance or heritage content of your proposed project
- C. Why is your proposed project a priority?
- D. What is the intended public benefit of this project to the community?
- E. How will you document your project?
- F. Describe the sequence of steps needed to complete your project. Include previous planning and completed preparations.

G. List other sources made available for the project (i.e., other grants, budgeted funds, gifts, materials, equipment, in-kind volunteer labor). List any partnerships with other organizations.

#### 4. Budget Request: Expenditures and Income

The budget request needs to make clear the use of the funds requested. The budget request may be subdivided into steps that would allow funding a portion of the proposed project. Itemize and describe each step (if there is more than one step), include cost of each item, number of each, and total amount. For each step of the project describe the step, including cost per each item, number of each, total amount.

- a. Step description – What is to be accomplished.
- b. Requested Heritage Grant Funds - Break down expenditure steps by category to include rate of pay, cost of materials, etc.
- c. Cash Match Income - for proposed project only e.g., budgeted sources, fund raising, etc.
- d. In-kind Contributions - include cash value of donated materials, equipment, and services. e.g., Labor @ \$37/hr., equipment, etc.
- e. Total Step Expenditure - The total expenditures must equal total income including in-kind contributions and other cash income

| a. Step Description       | b. Requested Grant Funds | c. Cash Match Income | d. In-kind Contributions | e. Total Project Expenditures |
|---------------------------|--------------------------|----------------------|--------------------------|-------------------------------|
| 1. Purchase of materials  | \$1980.35                |                      | \$115.50                 | \$2095.85                     |
| 2. Display Panel Creation |                          |                      | \$592.00                 | \$592.00                      |
| 3. Installation           |                          |                      | \$308.00                 | \$308.00                      |
|                           |                          |                      |                          |                               |
|                           |                          |                      |                          |                               |
|                           |                          |                      |                          |                               |
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|                           |                          |                      |                          |                               |
|                           |                          |                      |                          |                               |
|                           |                          |                      |                          |                               |

Use additional paper if needed.

Sum Total \$2,995.85

\_\_\_\_\_  
Signature of Project Lead

Dan Baunell / Director  
Signature of Authorized Official/ Title

\_\_\_\_\_  
Date

2/5/2024  
Date

The signatories declare that they are authorized officials of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purpose set forth herein.

**MAIL / DELIVER APPLICATION PACKET TO:**

Clallam County Heritage Grant Program  
Commissioners Office  
223 East 4<sup>th</sup> St, Suite 4/Room 150  
Port Angeles, WA 98362  
360-417-2233

**HERITAGE GRANT INFORMATION**

rachel.weed@clallamcountywa.gov

**WEBSITE:**

<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>



## 2024 Clallam County Heritage Grant Application

### 3. Project Details

#### A. Project Description

The North Olympic History Center (Center) is seeking funding to purchase conservation materials and equipment to improve the environmental conditions for three large historic paintings hanging in the Old Clallam County Courthouse. These paintings by Thomas Guptill and John Gustaf Kalling have been on public display in the courthouse for decades. Their age and storage conditions have resulted in deterioration of the paintings, as documented in the attached professional condition report by Laurant Art Appraisal, commissioned by the Center in 2023. The Center is seeking CCHAB funding to acquire UV-filtering film for two courthouse windows, an environmental data logger, and production of an interpretive sign to accompany the paintings on display.

Our goals are to (1) immediately decrease the amount of UV light and temperature fluctuations caused by the windows on the west wall of the courthouse stairwell overlooking the paintings, (2) use the data logger to monitor the environmental conditions of the paintings to establish baseline conditions to better inform future efforts to further stabilize the paintings, and (3) increase public awareness and appreciation of the historic significance of these amazing pieces of Clallam County History and the artists who created them.

#### B. Historic Significance

The three paintings on display in the old Clallam County Courthouse are unique pieces of Port Angeles cultural heritage that document the growth of Port Angeles and its links to the U.S. Navy and United States maritime history. The paintings have been on public display for at least twenty years in the entry stairway of the courthouse and enjoyed by many generations of Clallam County residents.

The largest painting, located on the south wall of the courthouse stairwell, is titled "Port Angeles, WN" (WN is an earlier abbreviation for the state of Washington). It was painted on commission by Col. Johan Gustaf Kalling in 1892 to promote the City of Port Angeles at the upcoming World's Columbia Exposition held in 1893 in Chicago, Illinois. This landscape painting is oil on canvas, measures approximately 6' x 10', and features an early scene of Port Angeles from a perspective northwest of Ediz Hook, with a cabin and the Klallam village of ḥ̓x̓w̓ícən (Tse-whit-zen) visible at the base of the Hook. The small but growing City of Port Angeles is visible to the



south across Port Angeles Harbor, with the Olympic Mountains in the background. Numerous sailing ships, canoes and small boats are shown in the harbor. From the Peninsula Daily News:

In 1878, Kalling arrived in Seattle and stayed for 16 years. His career as a painter was developing. While in Seattle, he made oil paintings and gave painting lessons. Yet, he was still restless and wanted to explore. That led Kalling to Port Angeles, where he could explore and sketch the vast wilderness surrounding it.

In 1892, Kalling was in Port Angeles, making excursions into the wilderness and giving painting lessons. Some of his students included women promoting the city's representation in the World's Fair.

The result was a landscape painting of the harbor, forest and mountains, measuring 6 feet by 10 feet. Instead of a commercial poster, they got a piece of fine art.

The finished canvas was a disappointment to some. Some leading businessmen wanted sawmills, sawdust and salmon. They thought the "industrial" look was best. They had little interest in Kalling's painting and even less interest in paying for his work.

But the leading women believed our deep-water harbor and the Olympic Mountains would attract industry to the area. The lack of enthusiasm and financial support did not dissuade them at all. They went to work on fundraising efforts, including socials, dances and parties. The penultimate event was the presentation of the operetta "The Chimes of Normandy."

The painting was exhibited at the fair. After, it was returned to Port Angeles. For a time, it hung in the high school. It currently is displayed along the stairway of the historic Clallam County Courthouse.

(McNutt, John. "Back When: Painter gives view of Port Angeles to the world." Peninsula Daily News [Port Angeles], July 4, 2021.)

The two paintings on the south wall were painted by Thomas Guptill in the 1920s; one is a landscape painting of Port Angeles due north of Ediz Hook, and the other is a painting of the United States Pacific Fleet in Port Angeles Harbor dated 1924. Guptill moved to Puget Sound with his father, Capt. James Guptill, in 1882 and settled at Port Gamble. From 1894-1897, Guptill entered a partnership with famous photographer Edward Curtis in Seattle, forming the Curtis & Guptill Studio in San Francisco. He studied at the Partington Art School and John W. Clawson School of Art in San Francisco from 1901-1905. Thomas returned to Port Angeles following the 1906 earthquake which destroyed his business. He was a well-known writer, avid sportsman and politician whose painting career lasted from 1917 until his death in 1946.



The United States Pacific Fleet regularly visited Port Angeles for training exercises from the 1890s to the 1930s, and the fleet painting is one of the few historic pieces that depict one of those visits. The ships are depicted firing a salute with sailors standing to attention in the foreground on the deck of a ship out of the frame, and the ships have flags on display. Both Guptill paintings were donated to the Clallam County Historical Society by Dorothy E. McLean, a resident of Port Angeles and member of the Historical Society and Olympic Peninsula Nurses Association.

#### C. Project Priority

The paintings exhibit signs of deterioration due to their age, the mediums used by the artists, and the environmental conditions of the old Courthouse. The biggest environmental issue is direct and indirect natural light entering through the windows at the top of the west wall of the courthouse that allows sunlight to hit the paintings. This is evident through buckling and cracking of the paint and ground layers, "alligator cracks" and blisters, buckling and paint loss.

**A professional condition report by Dawn Laurant (Laurant Art Appraisal), commissioned by the Center in October 2023 is appended to this application.** Per the conclusion of the condition report, "It is most likely, that condition issues and deterioration noted...will continue to progress if nothing is done to improve the environment in which the paintings are displayed. Although it is challenging to control all environmental factors in an historic building, the lighting, especially indirect and direct sunlight, may be effectively mitigated and minimized with window curtains, shades, and or UV window coating."

Without improvements to the environment where the paintings are hung, the Center will have to consider removal of these pieces of local heritage to our climate controlled curatorial building, a last resort measure we are hopeful to avoid.

#### D. Intended Public Benefit

The public will benefit from the preservation of these unique pieces of local heritage for future generations, and the increased awareness of these artists and their works through the proposed interpretive panel. With better climate controls, these paintings can remain on public display for all Clallam County residents to enjoy.

#### E. Project Documentation

This project will be thoroughly documented in the Center's Strait History newsletter which is available to the public for free at the Port Angeles Visitor's Center, Port Angeles Library, Senior Center, and more locations around town. We will also post updates on the



project on our website, [www.northolympichistory.org](http://www.northolympichistory.org). The interpretive panel we design will include credit to Clallam County for their support of this project.

F. Project Steps

1. Commission condition report by professional art appraiser & inform County Commissioners of issues with paintings. (COMPLETED)
2. Purchase materials, design and print interpretive panel.
3. Installation of materials and panel.

G. Other Funding Sources

The NOHC commissioned an art appraisal of the paintings for \$1,200 from Laurant Art Appraisal in Kirkland, WA. The Center is also committing \$1,015 of in-kind services via staff and volunteer time installing the materials and designing and installing the interpretive display.

**4. Budget Request: Itemized Expenditures** (see attachments for costs)

|               |                                          |                     |                  |
|---------------|------------------------------------------|---------------------|------------------|
| 1             | UV-Filtering Film (Roll)                 | University Products | 265.35           |
| 1             | 3M double side tape                      | University Products | 49.00            |
|               | Shipping                                 | University Products | 66.00            |
| 1             | Testo 160 Wi-Fi Data Logger (+ shipping) | Gaylord Archival    | 1,100.00         |
| 1             | Interpretive Sign Display                |                     | 500.00           |
| <b>Total:</b> |                                          |                     | <b>\$1980.35</b> |



**LAURANT Art Appraisal & Estate Services**  
6124 120th PL NE, Kirkland, WA 98033 (425) 307-1703

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## **Examination and Condition Report**

**Client:**

David Brownell, Executive Director  
North Olympic History Center  
933 W 9<sup>th</sup> Street  
Port Angeles, WA

**Date of Examination**

October 13, 2023

**Prepared By:**

Laurant Art Appraisal & Estate Services  
6124 120th Place NE  
Kirkland, WA 98033  
EIN# 83-1442193

**Date of Report**

January 18, 2024

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**LAURANT Art Appraisal & Estate Services**

6124 120th PL NE, Kirkland, WA 98033 (425) 307-1703 Cell (415) 827-6702

January 18, 2024

Mr. David Brownell, Executive Director  
North Olympic History Center  
933 W. 9<sup>th</sup> Street  
Port Angeles, WA  
artifact@olypen.com  
360 452-2662

Dear Mr. Brownell,

As per our agreement I have prepared condition reports for three historic paintings in the collection of the North Olympic History Center; the subject paintings are listed below:

- 1) Johan Gustaf Kalling, *Port Angeles*, oil on canvas
- 2) Thomas Henry Guptill, *Port Angeles Harbor*, oil on canvas
- 3) Thomas Henry Guptill, *Pacific Fleet*, oil on canvas

The examination and condition reports will provide the following:

- 1) Document the current condition and stability of the subject paintings in order to provide a baseline for future preservation and possible conservation treatment.
- 2) Assess the environment where the paintings are displayed, to determine factors that are accelerating damage and stress to paintings and their supports.
- 3) Make general recommendations for improving the display environment, in order to mitigate or lessen exposure to any harmful factors.

These baseline condition assessments are useful in documenting the current condition and stability of each subject painting, noting any damage to the painting's surface, substrate, support and frame. In addition, the environment in which these paintings are currently displayed, has a significant impact on their condition and long-term stability, and any factors that may be contributing to the paintings' instability and or deterioration, are noted in the report.

The information provided in this report will also be helpful in determining treatment plans for the long-term preservation of the subject paintings. Treatment plans may include specific restoration or conservation treatments for each painting, and may also include environmental mitigation, to improve the stability of the immediate area where the paintings are displayed or stored.

Condition reporting procedures and terminology used in this report are accepted by The Fine Arts Conservancy and Canadian Conservation Institute (CCI).

This Report has been prepared in compliance with the Code of Ethics of the American Society of Appraisers and the American Alliance of Museums.

The submission of this Report completes this assignment. Thank you for allowing Laurant Art Appraisal & Estate Services to be of service to you.

Sincerely,

A handwritten signature in cursive script that reads "Dawn Laurant". The signature is written in dark ink and is positioned above the printed name and company name.

Dawn Laurant  
Laurant Art Appraisal & Estate Services

## **Scope of Work**

I examined the three subject paintings on 10/13/2023 where they are currently displayed at the Clallam County Courthouse, located at 319 Lincoln Street, Port Angeles, WA. The courthouse building was officially dedicated in 1915 and serves as an active courthouse and civic seat of the county and is open to the public.

The paintings are hung on two walls along the main staircase of the old courthouse that leads from the front entrance lobby to the second floor. These irreplaceable historic paintings have been on display in this location for many years, providing a unique benefit to the public.

Due to the size, weight and fragility of the subject paintings, it was decided it was safest to examine the paintings in place, mounted on the walls. The front of each painting was thoroughly inspected and photographed, including the front and sides of each frame; however, due to limited access, it was not possible to examine or document the back of the paintings, back of frames or back supports. It is important to mention that we can conclude a great deal about the condition of a painting from examining the front, but the back of a painting provides additional information regarding its condition and stability.

Extension ladders were used for close up inspection and to adequately photograph the front of each painting and frame.

During examination, a combination of lighting was used including natural light from the tall picture windows in staircase, incandescent ceiling lights, a low voltage flashlight and a portable UV light. A hand-held magnifying glass was also used.

The Executive Director David Brownell, along with a staff member from the Courthouse were present during the several hours of examination, condition report notations and photography.

After examination, I compiled condition notes, condition status and examination photographs into this report, detailing the baseline condition of each subject painting and making general recommendations for ways to improve the environment where the paintings are on display.

### **Limiting Conditions and Assumptions**

All artwork was examined in situ, while mounted on walls at the Clallam County Courthouse; only the front of the paintings and the front and sides of the frames were examined and photographed for this report.

All artwork was examined within its frame, and therefore any portion of the artwork that might be hidden by frame edges or mats was not examined or documented.

The author of this report is not a professional photographer. Photographs included in this report may be distorted or cropped.

The Condition and Examination Report is only valid in its entirety of 24 pages and is invalid if any part of the report is missing or incomplete.

No change to this report shall be made by anyone other than the author. The author retains the right to amend this report.

There is no bias with respect to the subject matter of this report, and there is no past, present or contemplated future interest in the property examined.

This Report is confidential and intended to be used only by the clients and intended users. No confidential part of this report shall be disseminated to the public through advertising, use of the Internet, news, sales, public relations or other media.

The submission of this report concludes this assignment. Any further information required in conjunction with the subject properties will constitute a new assignment and will be billed accordingly at the most current fee schedule.

## Artwork Identification:

### 1. Johan Gustaf Kalling, Port Angeles, WN



**Artist:** Johan Gustaf Kalling (1842-1919)

**Title/Description:** Port Angeles, WN

Commissioned for the 1893 World's Columbian Expedition, Chicago, IL.

**Medium:** Oil on canvas

**Dimensions:**

Frame: Height: 73.25" (6' ) x Width: 113" (9'4") x Depth: 6"  
Visible Painting: Height: 53.5" (4'5") x Width: 95" (8')

**Date/period:** c 1892

**Item Description:** This landscape painting features an early scene of Port Angeles Harbor with Ediz Hook sand bar extending across the full width of the scene, with a cabin and an indigenous village at the bottom right corner. In the background are the Olympic Mountains. In 1892 while Kalling was visiting Port Angeles, he was commissioned to paint this landscape that promoted the city for the upcoming World's Fair, held in 1893.

**Signature/markings:** "G. Kalling" in paint, bottom left corner.

Label affixed to frame "Port Angeles, WN" (WN is earlier abbreviation for state of Washington)

**Provenance:**

In the collection of the North Olympic History Center.

## **Painting Condition Status:**

### **1. Johan Gustaf Kalling, Port Angeles**

This painting shows deterioration of the surface layer and stress to the ground layer of the canvas. This is apparent to the naked eye, with evident staining, rippling and cracking along with discoloration.

Under closer examination with magnification, direct light and UV light, it is evident that there is buckling to both paint and ground layers **(1)** and surface coating exhibits several areas with alligator cracks **(2)** and diffuse yellow staining overall **(3)**.

Long horizontal cracks run from top to bottom of painting in several areas **(4)** with pronounced alligator cracks and blisters in top right **(5)** and bottom right quadrants **(6)**. Cracking, blistering and staining is more prominent on the right half of painting that is closest to the window. Paint losses appear as small white dots, visible in top left quadrant **(7)**.

The pattern and placement of the long horizontal cracks suggest that the painting may have been taken off its original support, rolled for a period, possibly while being transported, and then restretched. It is also possible that the varnish was not completely cured before the initial rolling and restretching. Cracks, buckling and staining may also be caused or exacerbated by long-term exposure to dirt, debris, light, fluctuations in temperatures and fluctuations in relative humidity.

#### **Condition of Paint Layer(s):**

Painting condition includes cracking, cleavage, diffuse staining, puckering, blistering and paint losses.

#### **Condition of Ground Layer:**

Ground layer condition includes cracking, blistering, cleavage, and buckling.

#### **Surface Coating:**

Glossy varnish with surface dirt, grime, and accretions. Overall yellowing and discoloration with craquelure.

#### **Condition of Frame:**

Antique carved and painted wood frame appears to be overall structurally stable with secure corner joints. There are several areas of loss and abrasion to gold finish and carved decorative elements. **(8)** Very extreme abrasion and loss to finish and wood along entire bottom edge and bottom corners of frame. This often occurs if a painting is stored on the floor or moved by sliding on the floor.

**Condition of Back of Painting, back of frame and back support** – could not be determined.

## Detail Photographs of Condition

**Johan Gustaf Kalling, Port Angeles**

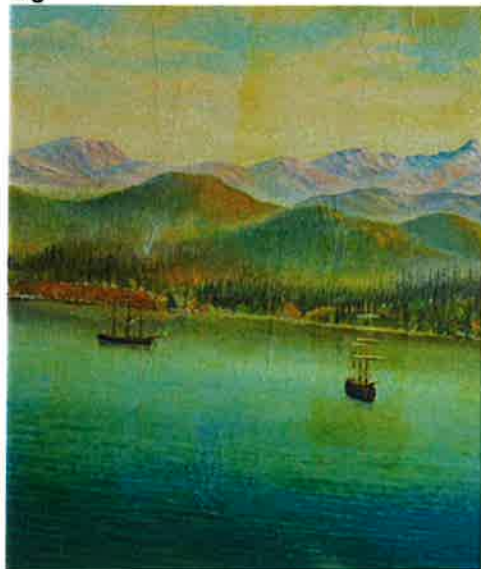
**Figure 1**



**Figure 2**



**Figure 3**



**Figure 4**



## Detail Photographs of Condition - continued

### Johan Gustaf Kalling, Port Angeles

Figure 5



Figure 6



Figure 7



Figure 8



## Artwork Identification

### 2. Thomas Henry Guptill, Port Angeles Harbor



**Artist:** Thomas Henry Guptill, (1868-1946)

**Title:** Port Angeles Harbor

**Medium:** Oil on canvas

**Dimensions:**

Frame: Height: 38.5" (3'2") x Width: 129" (10'7") x Depth: 6"  
Visible Painting: Height: 34" (2'8") x Width: 124" (10'3")

**Date/period:** c. early 1930s

**Item Description:** This landscape painting depicts an early scene of Port Angeles featuring the Ediz Hook sand bar with active waves extending across the full width of the painting.

**Signature/markings:** No visible signature

**Provenance:**

The painting was gifted to Clallam County Historical Society (now the North Olympic History Center) in December 1980 by donor Dorothy E. McLean, resident of Port Angeles, WA. (See Exhibit A)

**Artist Biography:** Born in North Cutler, ME on June 26, 1868, Guptill was a resident of San Francisco in 1901-05 when he was a pupil of the Partington Art School and John W. Clawson School of Art. He was a member of the San Francisco Art Association from 1901-1905. In 1894 Guptill entered into a successful partnership with photographer Edward Curtis forming Curtis & Guptill Studio in San Francisco; their partnership ended in 1897.

## **Painting Condition Status:**

### **2. Thomas Henry Guptill, Port Angeles Harbor**

This painting shows pronounced deterioration of the varnish and paint layers and stress to the ground layer of the canvas due to both mechanical and environmental damage. This is apparent to the naked eye, with evident staining, rippling, cleavage, buckling and cracking overall.

Under closer examination with magnification, direct light and UV light, it appears that the entire surface layer is cracking and separating from the paint layer and there is evidence of previous inpainting to cover paint loss, especially along the bottom left corner and edges of painting (1) while paint layer is full of fissures and incipient cleavage resulting in flaking and lifting of paint (2). Overall, surface layer has defined craquelure and alligator cracking (3) with blooming that appears as opaque whitish areas (4).

Long horizontal bands of buckling run from top to bottom of painting; combined with heavy staining, cracking and blooming. These horizontal bands repeat every several inches along entire width of painting (5). Overall dirt, grime and accretions are evident on surface layer (6) Along the entire top width running a few inches from the top edge of the painting, there is noticeable blistering and deformation of the ground, paint layer and surface layer. (7) This may have been caused by excessive heat or humidity and it may also show evidence of previous repair to the painting or restretching. Similar blistering runs along other three other edges of painting to a lesser degree.

The pattern and placement of the long horizontal cracks suggest that the painting might have been taken off its original support, rolled for a period, possibly while being transported, and then restretched. The cracks, buckling and blistering along the top, bottom, and sides of painting indicate extreme stress due to both mechanical and environmental factors. These factors may have been caused by improper stretching, handling or repairs exacerbated by exposure to airborne dirt, smoke, direct exposure to light, fluctuations in temperatures, and fluctuations in relative humidity.

#### **Condition of Paint Layer(s):**

Painting condition includes cracking, cleavage, diffuse staining, puckering, surface accretions, losses and inpainting.

#### **Condition of Ground Layer:**

Ground layer condition includes cracking, cleavage, buckling, possible repairs.

#### **Surface Coating:**

Glossy varnish with surface dirt, grime, and accretions. Overall surface cracking, stains, blooming and discoloration.

#### **Condition of Frame:**

Vintage carved and painted wood frame appears to be structurally stable with secure corner joints. There are only minor areas of loss or abrasion to surface paint.

**Condition of Back of Painting, back of frame and back support** – could not be determined.

## Detail Photographs of Condition

### Thomas Henry Guphill, Port Angeles Harbor

Figure 1



Figure 2

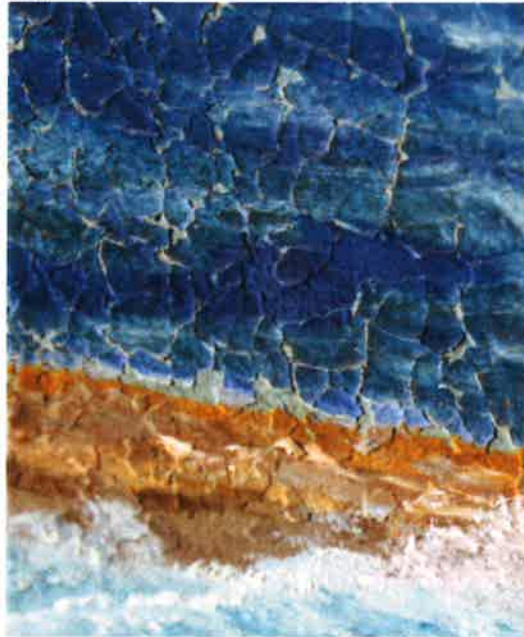


Figure 3



Figure 4



## Detail Photographs of Condition - continued

Thomas Henry Guphill, Port Angeles Harbor

Figure 5



Figure 6



Figure 7



## Artwork Identification

### **3. Thomas Henry Gupstill, Pacific Fleet**



**Artist:** Thomas Henry Gupstill (1868-1946)

**Title:** Pacific Fleet

**Medium:** Oil on canvas

**Dimensions:**

Frame: Height: 37" (3') x Width: 100" (8'4") x Depth: 6"  
Visible Painting: Height: 33" (2'7") x Width: 96" (8')

**Date/period:** 1924

**Item Description:** This painting depicts several ships from the Pacific Fleet festooned with flags. In the bottom right corner, men in navy uniform stand at attention on deck with an American Flag waving in the breeze. In the 1920s and early 1930s, significant portions of the Pacific Fleet visited Port Angeles every summer.

**Signature/markings:** "Thos H. Gupstill '24" in paint, bottom left corner

**Provenance:**

The painting was gifted to Clallam County Historical Society (now the North Olympic History Center) in December 1980 by donor Dorothy E. McLean, resident of Port Angeles, WA. (See Exhibit A)

**Artist Biography:** Born in North Cutler, ME on June 26, 1868, Gupstill was a resident of San Francisco in 1901-05 when he was a pupil of the Partington Art School and John W. Clawson School of Art. He was a member of the San Francisco Art Association from 1901-1905. In 1894 Gupstill entered into a successful partnership with photographer Edward Curtis forming Curtis & Gupstill Studio in San Francisco; their partnership ended in 1897.

## **Painting Condition Status:**

### **2. Thomas Henry Guptill, Pacific Fleet**

This painting shows deterioration of the varnish and paint layers and stress to the ground layer of the canvas due to both mechanical and environmental damage. This is apparent to the naked eye, with evident cracking, buckling, staining and poor execution of inpainting and repair.

Under closer examination with magnification, direct light and UV light, it appears that the overall surface and paint layers exhibit extreme cracking **(1)** with pronounced incipient cleavage and buckling **(2)** and several areas with craquelure and alligator cracking **(3)** and concentric cobweb cracks **(4)**. At bottom left edge and lower left corner there is a significant area of inpainting where the blue paint used is a different color than the surrounding blue of original paint layer **(5)**.

Along entire bottom width of the painting there is substantial loss to the original canvas support where the original canvas edge is clearly visible over a secondary support; the secondary support has been heavily inpainted. **(6)** This type of damage to the original canvas support indicates that the painting was most likely restretched and repaired. Additionally, along top edge of painting there are areas that show blistering and similar signs of repair to the ground, paint layer and surface layers **(7)**. The overall crackling and damage appears more extreme on the left side of the canvas, which is exposed to direct sunlight.

These condition issues indicate stress to painting's surface layer, paint layer and support layer due to poorly executed restretching and repairs (such as adding/adhering a secondary support. In addition, deterioration has been exacerbated by exposure to airborne dirt, smoke, direct exposure to light, fluctuations in temperatures, and fluctuations in relative humidity.

#### **Condition of Paint Layer(s):**

Painting condition includes cracking, cleavage, puckering, losses and inpainting.

#### **Condition of Ground Layer:**

Ground layer condition includes cracking, cleavage, buckling, loss and repairs.

#### **Surface Coating:**

Glossy varnish with surface dirt, grime, and accretions. Overall surface cracking, cleavage and loss.

#### **Condition of Frame:**

Vintage carved and painted wood frame appears to be structurally stable with secure corner joints. There are only minor areas of loss or abrasion to surface paint.

**Condition of Back of Painting, back of frame and back support** – could not be determined.

## Detail Photographs of Condition

Thomas Henry Guphill, Pacific Fleet

Figure 1



Figure 2



Figure 3



Figure 4



## Detail Photographs of Condition - continued

Thomas Henry Guptill, Pacific Fleet

Figure 5



Figure 6



Figure 7



Figure 8



## Conclusion

The three subject paintings examined in this report have been on continuous display in a busy public building for decades and have many condition issues that are both mechanical and environmental.

Mechanical damage may be caused by a number of factors including improper handling, stretching, incompatible or failing surface coating, paint or adhesive materials, and previous repairs.

Environmental damage is caused by exposure to airborne dirt, grime (including smoke), light (including indirect and direct sunlight), fluctuations in relative humidity and fluctuations in temperatures.

Two of the paintings, Guptill's *Pacific Fleet*, and Kalling's *Port Angeles*, are displayed hanging within a few feet of the tall picture windows that allow light to fall directly on the paintings' surface several hours a day. The third painting, Guptill's *Port Angeles Harbor* also shows evidence of light exposure and deterioration due to environmental factors.

It is most likely, that condition issues and deterioration noted in this Report will continue to progress if nothing is done to improve the environment in which the paintings are displayed.

Although it is challenging to control all environmental factors in an historic building, the lighting, especially indirect and direct sunlight, may be effectively mitigated and minimized with window curtains, shades, and or UV window coating.

## Recommendations

- 1) Rotate the paintings off display and into a controlled storage environment at some point in the future.
- 2) Mitigate and minimize indirect and direct exposure to sunlight.
- 3) Monitor humidity levels and temperature fluctuation in the area where paintings are displayed by investing in a hygrometer or thermohygrometer. Many devices are now equipped with a data logger to provide a long-term view of the environment for up to one year. A general recommendation is to maintain an environmental temperature of no more than 70F and a stable relative humidity between 30% and 50%.
- 4) Plan for future cleaning and or conservation treatment of the paintings so that they can continue to be enjoyed by the community and preserved as important historical assets.

**Exhibit A – Deed of Gift**

**CLALLAM COUNTY HISTORICAL SOCIETY**

GIFT CERTIFICATE and RECEIPT

Donor Name Dorothy McLean Donor Number 241  
Address 132 ORCAS Date Received 12/20  
City Port Angeles State WA Zip Code 98362

I hereby give and donate, without limiting conditions, to the  
CLALLAM COUNTY HISTORICAL SOCIETY, the following items:

- 1) Thomas Guphill Painting 'Pacific Fleet'
- 2) Thomas Guphill Painting 'Port Angeles Harbor'
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

(Please state the name and description, condition and history of  
the item, if known)

Dorothy E McLean  
Donor signature

CLALLAM COUNTY HISTORICAL SOCIETY accepts this gift on the understand-  
ing that it is unrestricted and offered without limiting conditions.

CLALLAM COUNTY HISTORICAL SOCIETY  
Dorothy E McLean Pat Neal  
Donor signature Received by

(Please record form in duplicate, one for Donor, one for record)

| Bibliography                                                                              |                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                           | WEBSITE                                                                                                                                                                                                     |
| Canadian Conservation Institute: Condition Reporting – Paintings                          | <a href="https://www.canada.ca/en/conservation-institute.html">https://www.canada.ca/en/conservation-institute.html</a>                                                                                     |
| Smithsonian Museum Conservation Institute, Caring for your Paintings                      | <a href="https://mci.si.edu/caring-your-paintings">https://mci.si.edu/caring-your-paintings</a>                                                                                                             |
| The American Association for State and Local History, A Handbook on the Care of Paintings |                                                                                                                                                                                                             |
| The Museum Environment, Garry Thomson, 2 <sup>nd</sup> Edition                            |                                                                                                                                                                                                             |
| Preserving Artworks, 10 Proven Methods                                                    | <a href="https://www.arthousesf.com/pages/preserving-artwork">https://www.arthousesf.com/pages/preserving-artwork</a>                                                                                       |
| Paintings Conservation, J Paul Getty Museum                                               | <a href="https://www.getty.edu/museum/conservation/paintings/index.html">https://www.getty.edu/museum/conservation/paintings/index.html</a>                                                                 |
| The Fine Arts Conservancy: Glossary for Paintings                                         | <a href="http://www.art-conservation.org/?page_id=1170">http://www.art-conservation.org/?page_id=1170</a>                                                                                                   |
| AICCM Visual Glossary of Terms, Condition Reporting                                       | <a href="https://aiccm.org.au/visual-glossary/">https://aiccm.org.au/visual-glossary/</a>                                                                                                                   |
| Conservation Wiki: Temperature and Relative Humidity for Exhibits                         | <a href="https://www.conservation-wiki.com/wiki/Temperature_and_Relative_Humidity_for_Exhibits">https://www.conservation-wiki.com/wiki/Temperature_and_Relative_Humidity_for_Exhibits</a>                   |
| Northern States Conservation Center: Relative Humidity and Temperature                    | <a href="https://www.collectioncare.org/relative-humidity-and-temperature">https://www.collectioncare.org/relative-humidity-and-temperature</a>                                                             |
| Washington Rural Heritage                                                                 | <a href="https://www.washingtonruralheritage.org/digital/collection/nols/id/296/">https://www.washingtonruralheritage.org/digital/collection/nols/id/296/</a>                                               |
| Curtis Legacy Foundation                                                                  | <a href="https://www.curtislegacyfoundation.org/post/the-curtis-studios-part-1-early-partnerships">https://www.curtislegacyfoundation.org/post/the-curtis-studios-part-1-early-partnerships</a>             |
| Findartinfo.com                                                                           | <a href="http://www.findart.com">www.findart.com</a>                                                                                                                                                        |
| AskART                                                                                    | <a href="http://www.askart.com">www.askart.com</a>                                                                                                                                                          |
| Peninsula Daily News                                                                      | <a href="https://www.peninsuladailynews.com/life/back-when-painter-gives-view-of-port-angeles-to-world/">https://www.peninsuladailynews.com/life/back-when-painter-gives-view-of-port-angeles-to-world/</a> |

## Glossary of Terms

**Accretion** – An accidental deposit of “foreign” material that is not part of the painting process. Note: Dried liquid residue, foodstuff or fly specks are examples

**Alligator cracks** – Drying cracks that resemble the pattern of certain animals skins, such as an alligator. Also known as alligatoring.

**Blanching** – A localized, opaque, whitish discoloration in the paint or varnish layer. Blanching may occur when the binding medium in an oil film has been altered (e.g. by inappropriate cleaning) or when a varnish has degraded.

**Blind Cleavage** – Cleavage that is hard to see or invisible between the layers of paint, between the paint layer and ground or between the ground and support.

**Blister** – A convex deformation of the ground, paint layer or surface coating that creates a void between layers, often caused by excessive heat or humidity.

**Buckling** – Lifting in the paint and ground layers in the form of ridges that is caused by pressure (compression).

**Canvas** – A woven fabric painting support usually composed of one of the following natural fibers: linen, cotton, hemp, ramie or mixtures of these materials.

**Chip** – A small amount of material (paint, layer, ground or wood) that breaks away as a result of mechanical action.

**Cleavage** – A separation between layers of paint, between paint layer and ground or between the ground and support.

**Concentric Cracks, Cobweb Cracks** – Mechanical cracks in a roughly circular or cobweb-shaped pattern that are caused by a blow or pressure to the painting.

**Cracks, crackling** – Surface or deep cracks in one or more of the varnish, paint or ground layers.

**Craquelure** – A fine network or pattern of cracks that develops across the surface as the paint layer dries, ages or shrinks.

**Flaking** – The partial or complete detachment of fragments of paint layers or ground from an underlying layer.

**Grime** – A deposit on or ingrained into the surface of the painting. Grime is often a combination of airborne soot, nicotine, cooking oils, smudges and finger marks.

## **Glossary of Terms - continued**

**Ground** – An opaque white or colored preparation layer applied to the support as a base for paint layers.

**Incipient Cleavage** – A cleavage that is imminent and that often begins along the edges of cracks in the paint and ground layers.

**Loss** – An area where paint or the paint layer and ground are missing due to damage or deterioration.

**Mechanical Cracks** – Cracks that are caused by movement or excessive stress in various layers of the painting and have sharp edges.

**Paint layer** – One or several color layers which make up the paint.

**Support** – A material on which the ground and paint layers are applied.

**Surface Coating** – A transparent layer or series of layers applied to the surface of a finished painting, such as a varnish.

**Dawn Laurant**  
**Laurant Art Appraisal and Estate Services**  
[dawn.laurant@gmail.com](mailto:dawn.laurant@gmail.com)

**Summary of Qualifications**

Multidisciplinary curator, arts collection manager and art appraiser; owner of Laurant Art Appraisal and Estate Services.

**Professional Work Experience**

- 2011 to present, Owner, Laurant Art Appraisal, Kirkland, WA
- 2014-2021, Senior Art Broker, Modern & Contemporary Art, Art Brokerage, Inc
- 2016-2017, Executive Director, Art Programs Director, VALA Art Center, Redmond, WA
- 2011-2015, Auction Specialist and Appraiser, Pacific Galleries, Seattle, WA
- 2000-2010, Chief Curator, Marin History Museum, San Rafael, CA
- Art Specialist and Exhibit Designer, Academy Studios, Novato, CA,
- Registrar and Curatorial Assistant, Asian Art Museum, San Francisco, CA,
- Registrar/Illustrator, Smithsonian/UC Berkeley Archeological Excavations-Harappa, Pakistan

**Appraisal Training**

- 2015, Personal Property Report Writing, ASA
- 2012, Certificate in Appraisal Studies, Fine and Decorative Art, UCI, Irvine, ASA
- 2012, USPAP for Personal Property Appraisal, UCI and ASA
- 2011-2012, Additional connoisseurship courses, UCI: Paintings, Antique Furniture
- 2011, A Guide for Appraisers, Museums & Donors, webinar organized by ASA

**Education**

- Certificate in Appraisal Studies, University of California, Irvine
- M.A. Museum Studies, John F. Kennedy University, Berkeley, CA
- B.A. Fine Arts, University of California, Santa Cruz
- Painting Restoration Techniques, Institute of Art and Restoration, Florence, Italy
- Pilchuck Glass School, Stanwood and Seattle, WA

**Professional Memberships & Affiliations**

Board Member, Kirkland Art Center  
Past Commissioner, Kirkland Cultural Arts Commissioner, 8 yrs.  
Arts Council, Together Center  
Juror National PTA Reflections Art Program  
American Society of Appraisers, Member  
American Alliance of Museums, Member



# UV Filter Film

[DETAILS](#) [RESOURCES](#)

Protect your rare and precious documents, photographs, paintings, and fabrics from destructive effects of ultraviolet light. Fluorescent lamps and sunlight emit high levels of UV light. High energy radiation in the 290 to 400 nanometers segment of the electromagnetic spectrum can be most harmful to paper, paintings, parchments, dyes and pigments of all kinds. This clear, colorless polyester film effectively filters 97% of the ultraviolet radiation in this wavelength band, preventing colors from fading. Perfect for windows, display cases and framed artwork. **Apply using 3M 415 tape**

[ADD TO COMPARE](#) [EMAIL](#) [QUESTIONS?](#)

| QTY                             | ITEM NUMBER | DESCRIPTION    | PRICING  | ADD TO WISH LIST |
|---------------------------------|-------------|----------------|----------|------------------|
| UV Filter Film without Adhesive |             |                |          |                  |
| 1                               | 332-4850    | 48" x 25' roll | \$265.35 | ★                |



# Double Coated Transparent 3M 415 Tape

[DETAILS](#) [RESOURCES](#)

A double coated transparent tape used by the Library of Congress and many archivists for encapsulation of documents, prints and photographs in to polyester enclosures to protect against dirt, dust and fingerprints and to add support. Price per roll

[ADD TO COMPARE](#) [EMAIL](#) [QUESTIONS?](#)

| QTY | ITEM NUMBER | SIZE             | PRICING                                                                                                                   | ADD TO WISH LIST |
|-----|-------------|------------------|---------------------------------------------------------------------------------------------------------------------------|------------------|
| 1   | 401-4151    | 0.25" x 36 yards | <b>\$25.65</b><br>Buy 6 for <b>\$23.25</b> each and <b>save 9%</b><br>Buy 12 for <b>\$20.80</b> each and <b>save 19%</b>  | ★                |
| 1   | 401-4152    | 0.5" x 36 yards  | <b>\$49.00</b><br>Buy 6 for <b>\$44.00</b> each and <b>save 10%</b><br>Buy 12 for <b>\$39.15</b> each and <b>save 20%</b> | ★                |

You can create an account after checkout.  
Already a customer? You will need to click here to re-set your password in order to log in with your existing account.

First Name \*

Last Name \*

Company

Street Address \*

Country \*

United States

State/Province \*

Please select a region, state or province.

City \*

Zip/Postal Code \*

Phone Number \*

2 Items in Cart



UV Filter Film - 48" x 25' roll  
Qty: 1  
\$265.35



Double Coated Transparent 3M 415  
Tape, 5 in. x 36 yards  
Qty: 1  
\$49.00

Shipping Methods

☒ \$66.01      Ground      Shipping



ROLLOVER TO ZOOM



## Related Products



Testo External Temperature & Humidity Sensor Probe for 160 Wi-Fi Data Logger System

## Testo 160 Wi-Fi Data Logger with Internal Temperature, Humidity, Visible Light & UV Radiation Sensors

Part #: T160THL

\$1,075.00 USD

Quantity:

1

ADD TO CART

ADD TO WISHLIST

Use this Testo Wi-Fi Data Logger with Internal Temperature, Humidity, Visible Light & UV Radiation Sensors to monitor the ambient environment. The data logger transmits data via your existing Wi-Fi internet connection to the Testo Cloud. From the Testo Cloud you can configure your data loggers, set alarm points and analyze the measurement data.

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Features

Specs

More Info

- Provides continuous monitoring of ambient environment using internal sensors for temperature, humidity, visible light and UV radiation
- With free Basic Testo Cloud license, logger measures at flexible intervals from 15 min to 24 hours
- Internal memory retains up to 32,000 measurement values in case of power loss or Wi-Fi network issues
- Alarm notifications can be transmitted via email

Form **990**Department of the Treasury  
Internal Revenue Service

# Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047  
**2022**  
Open to Public Inspection

**A** For the **2022** calendar year, or tax year beginning , and ending

**B** Check if applicable:  
☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return/terminated  
☐ Amended return  
☐ Application pending

**C** Name of organization  
**Clallam County Historical Society**

Doing business as  
Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**PO Box 1327**

City or town, state or province, country, and ZIP or foreign postal code  
**Port Angeles WA 98362**

**D** Employer identification number  
**91-6054757**

**E** Telephone number  
**360-452-2662**

**G** Gross receipts \$ **484,659**

**F** Name and address of principal officer:  
**Bill Brigden**  
**PO Box 1327**  
**Port Angeles WA 98362**

**H(a)** Is this a group return for subordinates? ☐ Yes ☒ No  
**H(b)** Are all subordinates included? ☐ Yes ☐ No  
 If "No," attach a list. See instructions

**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

**J** Website: **clallamhistoricalsociety.com**

**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

**L** Year of formation: **1958**

**M** State of legal domicile:

**H(c)** Group exemption number

**Part I Summary**

**1** Briefly describe the organization's mission or most significant activities:  
**Museum Operations and Artifact Preservation**

**2** Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

**3** Number of voting members of the governing body (Part VI, line 1a) **9**

**4** Number of independent voting members of the governing body (Part VI, line 1b) **9**

**5** Total number of individuals employed in calendar year 2022 (Part V, line 2a) **1**

**6** Total number of volunteers (estimate if necessary) **50**

**7a** Total unrelated business revenue from Part VIII, column (C), line 12 **0**

**b** Net unrelated business taxable income from Form 990-T, Part I, line 11 **0**

|                                                                                              | Prior Year       | Current Year     |
|----------------------------------------------------------------------------------------------|------------------|------------------|
| <b>8</b> Contributions and grants (Part VIII, line 1h)                                       | <b>62,282</b>    | <b>368,137</b>   |
| <b>9</b> Program service revenue (Part VIII, line 2g)                                        | <b>13,131</b>    | <b>8,015</b>     |
| <b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)                      | <b>43,015</b>    | <b>-7,018</b>    |
| <b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)           |                  | <b>0</b>         |
| <b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) | <b>118,428</b>   | <b>369,134</b>   |
| <b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)                   |                  | <b>0</b>         |
| <b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)                      |                  | <b>0</b>         |
| <b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)  | <b>43,544</b>    | <b>72,825</b>    |
| <b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)                     |                  | <b>0</b>         |
| <b>b</b> Total fundraising expenses (Part IX, column (D), line 25)                           | <b>0</b>         |                  |
| <b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)                       | <b>50,468</b>    | <b>57,393</b>    |
| <b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)          | <b>94,012</b>    | <b>130,218</b>   |
| <b>19</b> Revenue less expenses. Subtract line 18 from line 12                               | <b>24,416</b>    | <b>238,916</b>   |
| <b>20</b> Total assets (Part X, line 16)                                                     | <b>1,730,746</b> | <b>1,919,261</b> |
| <b>21</b> Total liabilities (Part X, line 26)                                                | <b>1,752</b>     | <b>1,581</b>     |
| <b>22</b> Net assets or fund balances. Subtract line 21 from line 20                         | <b>1,728,994</b> | <b>1,917,680</b> |

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here** Signature of officer **John McNutt** Date  
Type or print name and title **Treasurer**

**Paid Preparer Use Only** Print/Type preparer's name **Sherry Lacey, CPA** Preparer's signature **Sherry Lacey, CPA** Date **05/04/23** Check ☐ if self-employed ☐ PTIN **P00110750**

Firm's name **Olympic Tax & Business Consulting, LLC** Firm's EIN **46-4153109**

Firm's address **572 N. 5th Ave** Phone no. **360-692-8808**  
**Sequim, WA 98382**

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions. Form **990** (2022)

**Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:**Museum Operations and Artifact Preservation****CLIENT COPY****2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code: ) (Expenses \$ **85,298** including grants of \$ ) (Revenue \$ **8,015** )  
**Operations of historical research library services, artifact storage and public programming.**

**4b** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )  
**N/A**

**4c** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )  
**N/A**

**4d** Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

**4e** Total program service expenses **85,298**

# **Heritage Advisory Board**

## **Grant Application request Sequim Museum & Arts**



RECEIVED  
CLALLAM CO. COMMISSIONERS

FEB 20 2024

1...2...3...A... @ 3:53 pm

## Clallam County Heritage Grant Program 2024 Application Form Check List and General Information

Grant Applications are due Wednesday, February 21, 2024, before 12:00 pm (Noon)

Deliver to Room 150, Clallam County Court House, 223 East 4<sup>th</sup> Street, Port Angeles, WA.

Late applications will not be accepted or considered.

Incomplete applications or wrong format will not be accepted or considered.

Copy format: Single sided, not stapled, 12-point font, 8.5 x 11" paper size.

### The following should be included:

- ☐ One original, signed, completed application, and one additional copy.
- ☐ Completed budget forms.
- ☐ Bids, cost estimates, and/or condition assessments
- ☐ Additional support materials such as resumes, brochures, news articles, references, work samples, etc. are optional. Support materials shall be **no more than 10 pages** in length.
- ☐ W-9 form if you have not previously received grant funding funds from Clallam County
- ☐ Non-profits must submit the most current IRS Form 990 Return or Organization Exempt from Income tax.
- ☐ If the applicant is a non-profit organization, copy of the current registration with the Secretary of State or Form 501(c)(3)

### For projects relating to historic buildings and/or capital improvements:

- ☐ If a historic preservation project, confirmation that the building is on a Historic Register ☐  
Digital photographs illustrating the need for the funding – a “Before” picture.
- ☐ A prevailing wage statement of intent from the Washington State Department of Labor & industries.

# Clallam County Heritage Grant Program

## 2024 Application Form

### 1. Summary

A. Project Title: Captain Morris House

B. Project Description: Phase 2 of original project grant from 2023 Heritage Advisory Board. This valuable historic site will be shared with students and classes. The building cannot be replaced, but it can be restored. Our primary objective is replacement of the roof, floor and structural supports.

C. Project Type (1) \_\_\_\_ Public Programming, (2) X Capital improvements and Equipment, (3) \_\_\_\_ Collections Management, (4) \_\_\_\_ Training.

D. Heritage Grant Funds Requested Amount: \$10,000

### 2. Project Applicant

Organization: Sequim Museum & Arts

Authorized Official: Judy Stipe Title Director

Project Leader: Same

Primary Contact: Same

Organization Address: 544 North Sequim Ave, Sequim, WA 98382

Phone: 360-681-2257 Fax

E-mail address: Sequimmuseum@olypen.com

Federal Tax ID 94-3168483

Non-profit status: Yes, Active No

### 3. Project Details: Use a separate sheet of paper to answer these questions.

A. Clearly describe the project and its goals

B. Explain the historical significance or heritage content of your proposed project.

C. Why is your proposed project a priority?

D. What is the intended public benefit of this project to the community?

E. How will you document your project?

F. Describe the sequence of steps needed to complete your project. Include previous planning and completed preparations.

G. List other sources made available for the project (i.e., other grants, budgeted funds, gifts, materials, equipment, in-kind volunteer labor). List any partnerships with other organizations.

#### 4. Budget Request: Expenditures and Income

The budget request needs to make clear the use of the funds requested. The budget request may be subdivided into steps that would allow funding a portion of the proposed project. Itemize and describe each step (if there is more than one step), include cost of each item, number of each, and total amount. For each step of the project describe the step, including cost per each item, number of each, total amount.

- a. Step description – What is to be accomplished.
- b. Requested Heritage Grant Funds - Break down expenditure steps by category to include rate of pay, cost of materials, etc.
- c. Cash Match Income - for proposed project only e.g., budgeted sources, fund raising, etc.
- d. In-kind Contributions - include cash value of donated materials, equipment, and services. e.g., Labor @ \$37/hr., equipment, etc.
- e. Total Step Expenditure - The total expenditures must equal total income including in-kind contributions and other cash income.

| a. Step Description  | b. Requested Grant Funds | c. Cash Match Income | d. In-kind Contributions | e. Total Project Expenditures |
|----------------------|--------------------------|----------------------|--------------------------|-------------------------------|
| Repairs, Restoration | \$10,000                 | \$5,000              | \$500                    | \$15,000                      |
|                      |                          |                      |                          |                               |
|                      |                          |                      |                          |                               |
|                      |                          |                      |                          |                               |
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|  |  |  |  |          |
|--|--|--|--|----------|
|  |  |  |  | \$15,000 |
|--|--|--|--|----------|

Use additional paper if needed.

Sum Total



Signature of Project Lead



Date

\_\_\_\_\_  
Signature of Authorized Official/ Title

\_\_\_\_\_  
Date

The signatories declare that they are authorized officials of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purpose set forth herein.

**MAIL / DELIVER APPLICATION PACKET TO:**

Clallam County Heritage Grant Program  
Commissioners Office  
223 East 4<sup>th</sup> St, Suite 4/Room 150  
Port Angeles, WA 98362  
360-417-2233

**HERITAGE GRANT INFORMATION** [rachel.weed@clallamcountywa.gov](mailto:rachel.weed@clallamcountywa.gov)

**WEBSITE:**

<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>

- A. Project and Goals: Stabilize house from further deterioration. Continuing roof and floor removal/replacement; including floor joists, corner supports and cedar shakes.
- B. Historical Significance: Capt. Morris house c. 1896 was located at the corner of Clark Road and Marine Drive in Dungeness, Washington. The Sequim Museum acquired it from Clallam County in 1976. It is located on the museum's property in Sequim and is used to store artifacts donated by county residents. The museum will use \$5,000 of its own funds towards this restoration/stabilization project, in addition to monies from the Clallam County Heritage Grant.
- C. Why is the proposed project a priority? The house is in desperate need of attention before it passes the brink of no return. Meantime, it is crucial to have storage space for items not on display in the museum proper. Looking ahead, we could open it up for public display to county residents, etc.
- D. Intended benefit to the community: Capt. Morris House is the oldest remaining stick-built home in Clallam County. It is an excellent source of architectural design study for interested parties such as students and visitors.
- E. Documenting the project: Receipts for labor, materials and current updates to the Clallam County Heritage Commission will be provided (including volunteer hours).
- F. Sequence of steps to complete project: Dumpster rental and disposal fees approximately \$1000. Presently waiting on bids for: roof and floor construction costs. Roof being number 1 priority.
- G. Other sources available for the project: \$5,000 from operating budget of Sequim Museum & Arts, plus community donations.

UNITED STATES OF AMERICA

The State of  Washington

Secretary of State

I, KIM WYMAN, Secretary of State of the State of Washington and custodian of its seal,  
hereby issue this

**CERTIFICATE OF EXISTENCE/AUTHORIZATION**

**OF**

**MUSEUM AND ARTS CENTER IN THE SEQUIM-DUNGENESS VALLEY**

**I FURTHER CERTIFY** that the records on file in this office show that the above named Non-Profit Corporation was formed under the laws of the State of WA and was issued a Certificate Of Incorporation in Washington on 7/15/1992.

**I FURTHER CERTIFY** that as of the date of this certificate, MUSEUM AND ARTS CENTER IN THE SEQUIM-DUNGENESS VALLEY remains active and has complied with the filing requirements of this office.

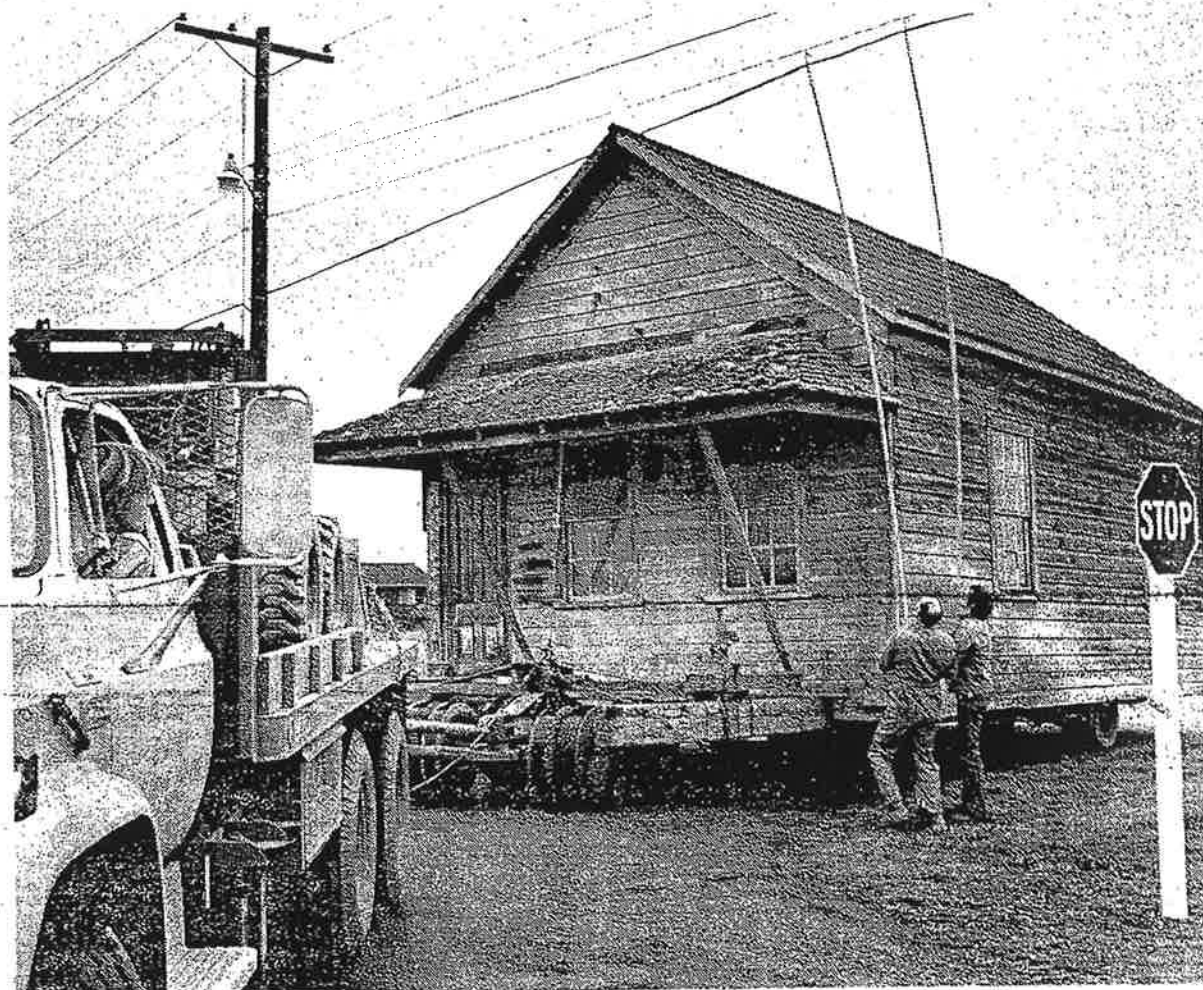
Date: March 18, 2013

UBI: 601-401-830



Given under my hand and the Seal of the State  
of Washington at Olympia, the State Capital

Kim Wyman, Secretary of State



With professional movers Jeff Monroe behind the wheel of the house-moving truck and Tom Monroe and a Pacific Northwest Bell employee moving telephone lines out of the way, the historic Capt. John Morris house is moved to a temporary site just east of an old car wash in Sequim. The temporary site was donated by Glen Wood,

Sequim Route 3, Box 284. A permanent site is needed for it and two other buildings which have been donated to the Sequim-Dungeness Museum. Windows of the Morris house were covered with plywood to protect them from vandalism. The house is more than 100 years old. — Daily News photo by Tom Thompson

## Museum houses need home

SEQUIM—Trustees of the Sequim-Dungeness Museum have three historical buildings on their hands and no place to put them.

One of the three, the Capt. John Morris house built in the early 1870s, was moved to a temporary site Wednesday just east of the old car wash on the east side of Sequim. It had to be moved because the owner, Dr. John B. Thiersch of Seattle, wanted it moved off his property, according to Frances Seagle, a member of the board of trustees.

The Morris house is the last remaining building from the original townsite of Dungeness, said Bob Clark, chairman of the board.

The trustees hope to move the Morris house to a permanent museum site along with a house donated by Mrs. Fred Beale currently on North Sequim Avenue and the Washington Harbor School located on Washington Harbor Road. The Beale home has been earmarked to be the museum building.

The trustees are hoping someone will donate a fair-sized lot, close in, for the three buildings, Mrs. Seagle said. If property is not donated there may have to be a fund-raising project to raise the money to buy land, she added.

There have been some offers but the sites donated were not large enough or were not close enough to town, she said.

The next meeting of the museum board is 7:30 p.m. Monday at Sequim City Hall.



# **Heritage Advisory Board**

**Grant Application request**

**Clallam Bay Slip Point  
Lighthouse Keepers**

# Slip Point Lighthouse project



RECEIVED  
CLALLAM CO. COMMISSIONERS

FEB 21 2024 *Clallam*  
1...2...3...A... *Lot*

Slip Point Lighthouse Keepers  
Mission statement: preserve, protect  
and honor the Slip Point Lighthouse  
grounds.

# Clallam County Heritage Grant Program

## 2024 Application Form

### 1. Summary

A. Project Title: Preservation of Clallam Bay Slip Point Lighthouse Keepers Building

B. Project Description: (Four lines maximum – brief overview)

Roofing, flashing, gutters and downspouts for preservation of Historical building #1009001 on the Clallam Bay Slip Point Lighthouse Grounds.

C. Project Type (1) \_\_\_\_ Public Programming, (2) X Capital improvements and Equipment, (3) \_\_\_\_ Collections Management, (4) \_\_\_\_ Training.

D. Heritage Grant Funds Requested Amount: \$20,000

### 2. Project Applicant

Organization: Clallam Bay Slip Point Lighthouse Keepers

Authorized Official: Sarah Grafstrom Title Vice President

Project Leader: Sarah Grafstrom

Primary Contact: Sarah Grafstrom

Organization Address: P.O. Box 254 Beaver, WA 98305

Phone: 360-775-4271 Fax \_\_\_\_\_

E-mail address: slippointlighthousekeepers@gmail.com

Federal Tax Id: 99-1264641

Non Profit Status: Applied for No \_\_\_\_\_

### 3. Project Details

- A. Our project aim is to preserve and replace the roof of the Slip Point Lighthouse Keepers building.. The goal is to ensure the structural integrity of the building and protect it from weather damage, thereby preserving the historic landmark for future generations.
- B. The Clallam Bay Slip Point Lighthouse was classified in National Historical Building Registry on 5/19/2023. Registration # 100009001. We are a community group forming a 501(c) non profit to preserve and protect the buildings and grounds.
- C. Our project is a priority to prevent further structural deterioration and safeguard this iconic landmark's longevity and historical significance

D. The intended public benefit of repairing the Slip Point Lighthouse Building to maintain a beloved community landmark, ensuring its continued enjoyment and appreciation for residents and visitors alike.

E. We will document our project with Quickbooks Accounting Software, photos, and other aids to track expenses, progress, and materials used ensuring transparency and accountability throughout the process.

F. We will review project scope, secure the necessary permits and procure materials. This will entail repairing the roof to ensure structural integrity and weatherproofing. We will secure final inspections to ensure quality and compliance with all regulations.

G. We have had a positive discussion with Clallam County Commissioner Mike French on the subject of match funds for this project. We also have a skilled contractors and volunteers for in kind contributions to match funds.

#### 4. Budget and Expenses

We have included the bid(s) we have acquired to date. We have estimated \$40,000 as a contingency for other possible repairs and unforeseen permits, etc. We have had positive conversations with Mike French regarding additional funding sources. We realize that we may need more information but at this point we are working to get to this to the board by the deadline and have only the following bid (s) to submit.

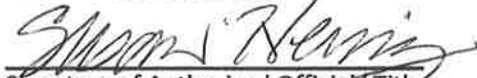
| a. Step Description   | b. Requested Grant Funds | c. Cash Match Income   | d. In-kind Contributions | e. Total Project Expenditures |
|-----------------------|--------------------------|------------------------|--------------------------|-------------------------------|
| Roof/Flashing see Bid | \$20,000                 | Raising Matching Funds | \$20,000                 | \$40,000                      |
|                       |                          |                        |                          |                               |
|                       |                          |                        |                          |                               |
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|                       |                          |                        |                          |                               |
|                       |                          |                        |                          |                               |

Use additional paper if needed.

Sum Total \$20,000

  
Signature of Project Lead

2-15-24  
Date

  
Signature of Authorized Official/ Title

2-15-24  
Date

The signatories declare that they are authorized officials of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purpose set forth herein.

**MAIL / DELIVER APPLICATION PACKET TO:**

Clallam County Heritage Grant Program  
Commissioners Office  
223 East 4<sup>th</sup> St, Suite 4/Room 150  
Port Angeles, WA 98362  
360-417-2233

**HERITAGE GRANT INFORMATION**

rachel.weed@clallamcountywa.gov

**WEBSITE:**

<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>

Clallam Bay Slip Point Lighthouse  
663 Frontier Street  
Clallam Bay, WA 98326

Clallam Bay Slip Point Lighthouse Keepers  
P.O. Box 254  
Beaver, WA 98305  
[slippointlighthousekeepers@gmail.com](mailto:slippointlighthousekeepers@gmail.com)  
360-775-4271



2/13/2024

Dear Members of the Clallam County Heritage Advisory Board,

We, the Slip Point Lighthouse Keepers, are a small community group deeply dedicated to preserving and celebrating our shared heritage. Our mission is centered around the conservation of the keepers' house and lighthouse grounds, the establishment of a multicultural museum, and the creation of a future park to honor our collective history.

As the sole historical building in our community, nationally registered #100009001, the Slip Point Lighthouse holds immense cultural significance. With your support, we aim to utilize the Heritage Grant to undertake crucial repairs and maintenance projects. Specifically, we intend to:

- Repair roof gutters to prevent water damage and ensure the structural integrity of the building.
- Repair the heating and cooling system to provide a comfortable and sustainable environment for visitors and preservation efforts.
- Repair windows and doors to secure this historical building against the elements and safeguard its contents.

These initiatives are essential to preserving the rich history embodied by the Slip Point Lighthouse and ensuring its accessibility for generations to come. With your assistance, we can protect this invaluable piece of our community's heritage and create a space that fosters cultural appreciation and community engagement.

We kindly request your consideration of our application for the Clallam County Heritage Grant. Your support would not only enable us to address urgent maintenance needs but also further our mission of celebrating and safeguarding our shared heritage.

Thank you for your time and consideration. We eagerly anticipate the opportunity to discuss our proposal further and collaborate with you in preserving this historical gem.

Sincerely,

The Slip Point Lighthouse Keepers,  
President

  
Susan Heiny



Kandu Enterprise  
34 Blue Jay Place  
Port Angeles, WA 98362

# Estimate

| Date      | Estimate # |
|-----------|------------|
| 1/30/2024 | 1437       |

|                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------|
| Name / Address                                                                                                                         |
| LEANNE RAY-COLBY<br>P O BOX 317<br>NEAH BAY, WA 98357<br>FOR: Clallam Bay Lighthouse Bldg<br>663 Frontier St.<br>Clallam Bay, WA 98326 |

|                |                                                |       |                         | Project     |
|----------------|------------------------------------------------|-------|-------------------------|-------------|
| Item           | Description                                    | Qty   | Rate                    | Total       |
| Tear off       | Removal per layer square                       | 30    | 225.00                  | 6,750.00T   |
| Dump truck     | Day use and fuel charges.                      | 4     | 250.00                  | 1,000.00T   |
| Disposal       | 250 lbs/SQ (assumes one layer)                 | 7,500 | 0.20                    | 1,500.00T   |
| Felt           | Advantage 30lb synthetic underlayment          | 30    | 30.00                   | 900.00T     |
| Metal          | Eves, drip edge, and gables                    | 400   | 4.00                    | 1,600.00T   |
| Starter        | Proper starter materials                       | 400   | 2.50                    | 1,000.00T   |
| Valley metal   | Metal valley outperform any stitches           | 12    | 55.00                   | 660.00T     |
| chimney pan    | Stove pipes                                    | 2     | 250.00                  | 500.00T     |
| Roofing        | New SBS rubber modified architectural laminate | 30    | 145.00                  | 4,350.00T   |
| Install        | Labor on high slopes                           | 30    | 225.00                  | 6,750.00T   |
| Ridge vent     | Continuous Ridge Venting                       | 120   | 6.00                    | 720.00T     |
| Ridge shingles | 9" SBS rubber modified                         | 280   | 2.50                    | 700.00T     |
| vents          | Quantity unknown                               | 0     | 35.00                   | 0.00T       |
| Sheathing      | Sheeting underlayment                          | 0     | 4.00                    | 0.00T       |
| Gutters        | 6" K style                                     | 240   | 14.00                   | 3,360.00T   |
| Downspouts     | White 3x4                                      | 180   | 12.00                   | 2,160.00T   |
|                |                                                |       | <b>Subtotal</b>         | \$31,950.00 |
|                |                                                |       | <b>Sales Tax (8.8%)</b> | \$2,811.60  |
|                |                                                |       | <b>Total</b>            | \$34,761.60 |





► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Print or type.**  
**See Specific Instructions on page 3.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                            |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</b><br>Clallam Bay Slip Point Lighthouse Keepers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | <b>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</b><br><br>Exempt payee code (if any) _____<br><br>Exemption from FATCA reporting code (if any) _____<br><br><i>(Applies to accounts maintained outside the U.S.)</i> |  |
| <b>2 Business name/disregarded entity name, if different from above</b><br>Clallam Bay Slip Point Lighthouse Keepers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                            |  |
| <b>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</b><br><br><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____<br><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.<br><br><input checked="" type="checkbox"/> Other (see instructions) ▶ <b>Non Profit</b> |  |                                                                                                                                                                                                                                                                            |  |
| <b>5 Address (number, street, and apt. or suite no.) See instructions.</b><br>P.O. Box 254                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | <b>Requester's name and address (optional)</b><br>Heritage Advisory Board                                                                                                                                                                                                  |  |
| <b>6 City, state, and ZIP code</b><br>Beaver, WA 98305                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                            |  |
| <b>7 List account number(s) here (optional)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                            |  |

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

|  |  |  |  |   |  |  |   |  |  |  |  |
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|--|--|--|--|---|--|--|---|--|--|--|--|

or

**Employer identification number**

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| 9 | 9 | - | 1 | 2 | 6 | 4 | 6 | 4 | 1 |
|---|---|---|---|---|---|---|---|---|---|

## Part II Certification

Under penalties of perjury, I certify that:

2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
3. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
4. I am a U.S. citizen or other U.S. person (defined below); and
5. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign  
Here**

**Signature of U.S. person ▶**

Date ►

2-15-24

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An Individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

**If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.**



**WASHINGTON**  
**Secretary of State**

**Corporations & Charities Division**

Overnight address by commercial carrier: 801 Capitol Way S Olympia, WA 98501-1226

Mailing Address (ALL USPS): PO Box 40234 Olympia, WA 98504-0234

Tel: 360.725.0377 | Website: [www.sos.wa.gov/corporations-charities](http://www.sos.wa.gov/corporations-charities)

**Select one filing fee option**

- ☐ Filing Fee \$80 - Default
- ☐ Filing Fee \$40 - By selecting this box, the Nonprofit Corporation voluntarily certifies that its initial gross revenue is less than \$500,000.
- ☐ To Expedite Filing, Add \$100

**THIS BOX FOR OFFICE USE ONLY**

mailed Feb 3, 2024

**ARTICLES OF INCORPORATION**

**Nonprofit Corporation**

**RCW 24.03A**

**All fields REQUIRED unless otherwise specified**

**(1) Do you already have a UBI No.? (Check one)** ☐ Yes ☒ No If Yes, provide UBI No.: \_\_\_\_\_

If you have previously filed with another state agency (for example, the Department of Revenue, the Department of Labor and Industries, or the Employment Security Department), you may already have a 9-digit UBI Number you can provide. Do not enter the UBI Number of a Sole Proprietorship or General Partnership.

If you do not have a UBI Number, a UBI Number will be issued to you upon successful completion of the filing.

**(2) BUSINESS ENTITY NAME:**

May include "club", "league", "association", "services", "committee", "fund", "society", "foundation", "guild", ".....", a nonprofit corporation", ".....", a nonprofit mutual corporation" or any name of like import. Must not include or end with "Corporation", "Incorporated", "Company", "Limited", "Limited Partnership" or the abbreviation "Corp.", "Inc.", "Co." or "Ltd." or any abbreviation thereof. May only include the term "public benefit" or names of like import if the nonprofit corporation has been designated as a public benefit nonprofit corporation by the secretary of state in accordance with chapter 24.03A RCW. For name requirements review the following RCW(s): RCW 23.95.305

**Does the business have a name reserved? (Check one)** ☐ Yes ☒ No If Yes, provide the Reservation Number

Reservation No.: \_\_\_\_\_

**(3) GROSS REVENUE CERTIFICATION:**

Per RCW 24.03A.960 does the Nonprofit voluntarily certify that its initial gross revenue is less than \$500,000?

(Check one) ☒ Yes ☐ No (If "yes", the filing fee is reduced to \$40)

**(4) CHARITABLE NONPROFIT CORPORATION:** If within sections 6 or 8, language indicating a "charitable purpose"; the Nonprofit is a Religious Corporation; or that the Nonprofit is eligible for tax-exempt status under section 501(C)(3) of the Internal Revenue Code, then Yes is required below.

Is the Nonprofit Corporation a Charitable Nonprofit as defined by RCW 24.03A.010(5)? (Check one) ☒ Yes ☐ No

**(5) MEMBERS: RCW 24.03A.010(45)**

Does the Nonprofit Corporation have members? (Check one) ☒ Yes ☐ No providing names are optional

Name: \_\_\_\_\_ Name: \_\_\_\_\_

**(6) PURPOSE OF CORPORATION: Purpose for which the nonprofit corporation is organized**

See Attached

### (7) REGISTERED AGENT:

A **Registered Agent** is an agent of a business which is authorized to receive service of any process, notices, or demands required or permitted by law to be served on the business including hand delivered service of process.

All businesses must have a Registered Agent in Washington State per RCW 23.95.415

Provide the name of the *Commercial Registered Agent* **OR** *Non-Commercial Registered Agent*. The appointed agent must sign the Consent to Serve statement below.

#### COMMERCIAL REGISTERED AGENT

A *Commercial Registered Agent* is a business or individual that is registered specifically as a Commercial Agent with the Office of the Secretary of State to receive legal documents on behalf of a corporation. A Commercial Registered Agent address has been registered with this office in advance and does not need to provide it with this submission.

If applicable, provide the name of the Commercial Registered Agent: \_\_\_\_\_

#### NON-COMMERCIAL REGISTERED AGENT

A *Non-Commercial Registered Agent* is a person, business, or office or position title appointed to serve as the registered agent for a business. A street address located in Washington State and an email address are required; a phone number and separate Washington State mailing address are optional.

*If multiple types are listed the first type will be entered by this office*

- **Type 1:** If an **individual** is serving as the Registered Agent, only provide the individual's first and last name below.
- **Type 2:** If a **business** is serving as the Registered Agent, only provide the name of the business below.
- **Type 3:** If an **office or position** within the business is serving as the Registered Agent, only provide the position title such as President, Secretary, Treasurer, or Member below.

Registered Agent: Sarah Grafstrom

|                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phone: <i>(optional)</i> _____                                                                                                                                                                                                          | Email: <u>grafstrom@centurylink.net</u>                                                                                                                                                                                                                         |
| <b>Street Address: <i>(required)</i></b><br><b>Must be a physical address; No PO Box or PMB</b><br>Country: <u>United States</u> State: <u>Washington</u><br>Address : <u>22 Tyce Ridge Rd</u><br>Zip: <u>98305</u> City: <u>Beaver</u> | <b>Mailing Address <i>(optional)</i></b><br><input type="checkbox"/> Check if mailing address is the same as street address<br>Country: <u>United States</u> State: <u>Washington</u><br>Address : <u>P.O. Box 254</u><br>Zip: <u>98305</u> City: <u>Beaver</u> |

#### CONSENT TO SERVE AS REGISTERED AGENT - REQUIRED FOR ALL TYPES

I hereby consent to serve as Registered Agent in the State of Washington for the named business. I understand it will be my responsibility to accept service of process, notices, and demands on behalf of the business; to forward mail to the business; and to immediately notify the Office of the Secretary of State if I resign or change the Registered Office Address.

|                               |                                                      |      |
|-------------------------------|------------------------------------------------------|------|
| Signature of Registered Agent | Sarah Grafstrom Vice President<br>Printed Name/Title | Date |
|-------------------------------|------------------------------------------------------|------|

**(8) ANY OTHER PROVISIONS:** IRS tax exempt language, attach additional pages if necessary

**(9) PERIOD OF DURATION:** Check ONE of the following

☒ This Corporation shall have a perpetual duration (default) ☐ This Corporation shall have a duration of \_\_\_\_\_ years.

☐ This Corporation shall expire on \_\_\_\_\_

**(10) EFFECTIVE DATE:** Check ONE of the following

☒ Date of filing (default) this is the date that the submission is completed by our office

☐ Specify a date \_\_\_\_\_ (cannot be more than 90 days following the received date)

**(11) INITIAL BOARD OF DIRECTORS:** Name and address of each initial director is required, attach additional pages if necessary.

Name: Susan Heiny President Address: P.O. Box 43

City: Clallam Bay State: WA Zip: 98326

Name: Sarah Grafstrom Vice President Address: P.O. Box 254

City: Beaver State: WA Zip: 98305

**(12) DISTRIBUTION OF ASSETS:**

In the event of voluntary dissolution, the net assets will be distributed as follows:

To another non-profit Clallam Bay community project.

**(13) RETURN ADDRESS FOR THIS FILING:** (optional)

If provided, the confirmation regarding this specific filing will be sent to the address below, in addition to the Registered Agent's address.

Attention: Susan Heiny Email: susanmheiny@gmail.com

Address: P.O. Box 43

City: Clallam Bay State: WA Zip: 98326

**(14) INCORPORATOR INFORMATION:**

Name, address, and signature required. Attach additional sheets if necessary.

I hereby certify, under penalty of law, that the above information is accurate and complies with the filing requirements of state law.

Name: Sarah Grafstrom

Address: P.O. Box 254

City: Beaver State: WA Zip: 98305 Country: United States

Signature of Incorporator \_\_\_\_\_ Sarah Grafstrom Vice President  
Printed Name/Title \_\_\_\_\_ Date \_\_\_\_\_



**Mission Statement -**

“Our mission. Preserve a keepers house and lighthouse grounds, establish a multicultural museum, and create a future park- a celebration of our shared heritage for all to enjoy.”

**Value Statement -**

“Guided by a commitment to preserving history, fostering cultural appreciation, and creating inclusive spaces, our values drive us to protect a keepers house and lighthouse grounds, establish a multicultural museum, and develop a future park - ensuring a legacy of shared heritage and enjoyment for all.”

**Purpose Statement -**

“Our purpose to safeguard historical treasures, celebrate cultural diversity, and provide accessible spaces for communal enjoyment. Through the preservation of a lighthouse, the establishment of a multicultural museum, and the creation of a future park, we aim to inspire a profound connection to our collective past and cultivate a sense of unity for present and future generations.”



**Brian King**  
**Sheriff**

## **Clallam County Sheriff's Office**

*WASPC Accredited Agency*

**223 East 4<sup>th</sup> Street, Suite 12**  
**Port Angeles, WA 98362-3015**

**Support Services: (360)417-2270**  
**Fax: (360)417-2498**

<https://www.clallamcountywa.gov/497/Sheriff>  
[sheriff@clallamcountywa.gov](mailto:sheriff@clallamcountywa.gov)

Lorraine Shore  
Undersheriff

Amy Bundy  
Chief Criminal Deputy

Elizabeth Waknitz  
Chief Civil Deputy

Don Wenzl  
Chief Corrections Deputy

The Slip Point Lighthouse Keepers  
P.O. Box 43  
Clallam Bay, Wa  
98326  
[Slippointlighthousekeepers@gmail.com](mailto:Slippointlighthousekeepers@gmail.com)

Date: 02/08/2024

Subject: Letter of Support - Heritage Grant

Dear Slip Point Lighthouse Keepers,

I write you today to extend my unwavering support of your efforts in seeking grant funding necessary to preserve one of the communities most cherished landmarks, the historic Slip Point Lighthouse living quarters and grounds.

I am keenly aware of the Slip Point Lighthouse Keepers mission to preserve this historic property by addressing the properties most critical needs. These needs include a new roof, damaged windows and doors, and a heating and cooling system to preserve the structure.

In addition to these immediate priorities, there are many other repairs needed on the building and adjacent grounds necessary to preserve the property for future generations.

It is my privilege to offer you my support and encouragement achieving your goals.

Kind regards,

A handwritten signature in blue ink that reads "Brian King".

Brian King  
Sheriff  
Clallam County



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

(360) 374-5412 • Fax: (360) 374-9430 • TTY: (360) 374-2696  
[forkswashington.org](http://forkswashington.org)

The Slip Point Lighthouse Keepers  
P.O. Box 43  
Clallam Bay WA 98326

9 February 2024

RE: Letter of Support for Slip Point Light Keepers' Clallam County Heritage Advisory Board Grant Application

Dear Slip Point Lighthouse Keepers

It is my pleasure to lend support to your organization as it submits an application for a Clallam County Heritage Advisory Board Grant for 2024. Your organization has been working tirelessly to bring attention to the opportunity to preserve the Slip Point Light Keeper historic home.

With that energy you are now embarking on an effort to secure county funding to undertake much needed repairs to the roof, windows, and doors. Further, you are hoping to address a more efficient and effective means of providing heating in the winter and air conditioning/cooling in the summer within the building.

Already your efforts have increased awareness of the historic nature of the structure at Slip Point and the unique role that facility played in the development of Clallam County and the region's maritime heritage. The proposed repairs and improvements will help to stabilize and preserve the building while creating a more welcoming environment to visitors. Getting such a grant would surely move your efforts further to the larger vision of a multicultural museum and community facility.

I strongly support your organization's application and I am very hopeful that your project is funded as a result.

Most Sincerely,

Tim Fletcher  
Mayor

HONLES + ZEPEDA ARCHITECTS  
5430 Strohm Avenue North Hollywood California 91601  
Tel. (818)749-2520  
email al@honleszepedaarch.com

**Clallam County Heritage Advisory Board**  
**Clallam County**  
223 East 4th Street  
Port Angeles, WA 98362

**Subject: Letter of Support and Endorsement for Slip Point Lighthouse Keepers' Heritage Grant Application**

Dear Members of the Clallam County Heritage Advisory Board,

I am writing to express my wholehearted support for The Slip Point Lighthouse Keepers' application for the Clallam County Heritage Grant. My name is Al Zepeda, and I serve as the Principal at Honles + Zepeda Architects in Los Angeles, specializing in historic preservation and restoration of historical buildings.

I am thoroughly impressed by The Slip Point Lighthouse Keepers' unwavering commitment to preserving their local heritage, specifically demonstrated in their comprehensive understanding of the unique challenges and responsibilities associated with the Slip Point Lighthouse site. This extends to the preservation of existing structures, such as the Lighthouse Keeper's House.

The sincerity with which The Slip Point Lighthouse Keepers approach the history of their community is truly inspirational. Preserving the cultural and architectural legacy of a community is a formidable undertaking, and their dedication is evident in their pursuit of maintaining the historical integrity of the Lighthouse Keeper's House.

Drawing from my experience in the restoration of historical buildings, I am confident in The Slip Point Lighthouse Keepers' ability to execute the necessary repairs with the highest standards of professionalism and technical proficiency. Their attention to detail and commitment to the preservation of this significant historical site align seamlessly with the principles of historic preservation.

As a professional deeply invested in the field, I firmly believe that supporting initiatives like the preservation of this beautiful historic monument is essential for the continued cultural enrichment and sustainable development of Clallam County. The Slip Point Lighthouse Keepers' proposed repairs not only align with the fundamental principles of historic preservation but also contribute significantly to the unique history and character of their community.

In conclusion, I wholeheartedly endorse The Slip Point Lighthouse Keepers' Clallam County Heritage Grant application and firmly believe that their efforts will make a substantial contribution to enhancing the cultural and architectural legacy of the county. For any additional information or insights from my professional perspective, please feel free to contact me at [al@honleszepedaarch.com] or [(818) 749-2520].

# HONLES + ZEPEDA ARCHITECTS

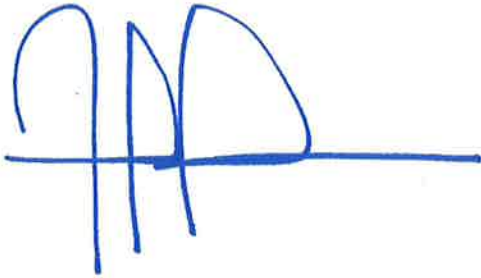
5430 Strohm Avenue North Hollywood California 91601

Tel. (818)749-2520

email al@honleszepedaarch.com

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, consisting of stylized, overlapping loops and a horizontal line extending to the right.

Al Zepeda, Principal  
Honles + Zepeda Architects



**Michelle Parkin, Superintendent**  
**Box 109 / 13-193 Highway 112**  
**Seki, WA 98381**  
**(360) 780-6531**  
[www.cfsd401.org](http://www.cfsd401.org)

February 6, 2024

The Slip Point Lighthouse Keepers  
P.O. Box 43  
Clallam Bay, WA 98326

The Cape Flattery School District is in full support of the Clallam County Heritage Grant application that the Slip Point Lighthouse Keepers are submitting. The grant proposal will assist in preserving the Slip Point Lighthouse, a nationally registered historic property that sits on 23 acres of land in Clallam Bay.

The Clallam County Heritage Grant would assist in addressing crucial immediate repair needs including roof repair, upgrade of deteriorating windows and doors, and securing of the building to protect against unauthorized access and environmental elements. In addition, the grant funding will be used for the installation of a new heating and cooling system to ensure a stable environment for the preservation of the building and visitor comfort.

Please accept this letter of support, from the Cape Flattery School District, to apply for grant funding through the Clallam County Heritage Grant application. This funding will continue the mission of preserving this iconic landmark and the future goals of establishing a multicultural museum and community park.

Sincerely,

Michelle Parkin, Superintendent  
Cape Flattery School District

The mission of the Cape Flattery School District, in partnership with the Cape Flattery communities, is to ensure that each student be given the opportunity to gain the knowledge, skill, and self-esteem necessary to become a contributing member of society.  
Cape Flattery is an Equal Opportunity Employer



16795 Hwy 112  
PO Box 204  
Clallam Bay WA  
98326

[sunsetswestcoop@gmail.com](mailto:sunsetswestcoop@gmail.com)  
Tuesday, January 30, 2024

**Subject: My Letter of Support - Slip Point Lighthouse Heritage Grant**

To whom it may concern,

We, The Slip Point Lighthouse Keepers, are seeking your valuable support for the Clallam County Heritage Grant application.

Our community group is very dedicated to preserving the nationally registered historical property, 'The Slip Point Lighthouse'. This grant is crucial for addressing immediate needs, including, but not limited to:

- **Roof Repair:**
  - Urgent attention required to fix the deteriorating roof and prevent further damage.
- **Windows and Doors:**
  - Securing the building with the installation of four new doors and addressing two windows to protect against unauthorized access and the elements.
- **Heating and Cooling System:**
  - Installing a system to ensure a stable environment for preservation and visitor comfort.

While these are immediate priorities, there are numerous other repairs needed to achieve our goals of establishing a multicultural museum and community park.

I hope my letter of support will significantly enhance our chances of securing this grant and contribute to our mission of preserving this iconic landmark.

We kindly ask for your endorsement in expressing the importance of this project for our community's heritage.

Your support means a lot to me. Thank you for considering our/my request.

Sincerely,

**Slip Point Lighthouse Keeper**  
Jane Hielman

**General Manager** of the only Food Co-op in Clallam County 16 years  
**District 3 member of the Clallam County Planning Commission** 13 years  
**A dedicated and entrenched member of the Clallam Bay and Sekiu Communities** 22 years  
I am excited and committed to support the restoration and preservation of our multicultural heritage in the form of Slip Point Lighthouse, Lighthouse Keepers residence and grounds.

In faith for the blending of cultural heritage, future generations and community pride.



PO Box 1327  
Port Angeles, WA 98362  
(360) 452-2662  
[artifact@olypen.com](mailto:artifact@olypen.com)

February 8, 2024

Dear Clallam County Heritage Advisory Board,

The North Olympic History Center is writing in support of the Slip Point Lighthouse Keepers application for a 2024 Clallam County Heritage Advisory Board Grant to help fund their efforts to save the Slip Point Lighthouse. Grant funding is critical to address a deteriorating roof, improving building security, and stabilizing the buildings environment from humidity and extreme temperatures. The Slip Point Lighthouse Keepers efforts are crucial in saving this National Register of Historic Places site. On behalf of the North Olympic History Center, please support their request for funding to preserve this unique piece of our local heritage.

Sincerely,

A handwritten signature in black ink, appearing to read "David Brownell", is written over a light blue horizontal line.

David Brownell, Executive Director



## Forks Chamber of Commerce

director@forkswa.com

1411 S. Forks Ave. | P.O. Box 1249 | Forks, WA 98331

360-374-2531 | 800-443-6757 | director@forkswa.com

ForksWA.com

February 16, 2024

The Slip Point Lighthouse Keepers  
P.O. Box 43  
Clallam Bay, WA 98326

Re: Letter of Support – Clallam County Heritage Grant

Dear Committee,

The purpose of this letter is to document our support for the Slip Point Lighthouse Keepers' application for the Clallam County Heritage Grant. The grant would support immediate and necessary repairs to the Slip Point Lighthouse infrastructure including the roof, windows, doors, and HVAC system to keep the integrity of the property inside and out.

We recognize that this is a unique, historical landmark and area within our community that serves community members, and tourists alike. Establishing a multicultural museum and community park in Clallam Bay would increase tourism which is desperately needed in underserved communities. Keeping access to these historical places is of paramount importance for future generations.

Thank you for being a leader in our community, and for all your hard work in keeping this area open to all.

Sincerely,

Lissy Andros, Executive Director



January 31, 2024

Clallam County Heritage Grant

RE: Support for the Slip Point Lighthouse Grant

Dear Friends,

I'm writing as a community member to express my support for a grant award to help preserve the history of the Slip Point lighthouse, which served to guide ships along the strait of Juan De Fuca for safe passage since the early 1900s. The Slip point Lighthouse Keepers have plans to restore the Keepers Cottage to serve as a multicultural historical museum and create a beautiful beachfront community park.

To begin the restoration of the charming historic cottage, some immediate needs include roof repairs, windows and doors replaced, and a system for temperature control. Although much more will be required, these are the most urgent to be addressed.

The cottage will serve as a museum to educate the public on the fascinating history of the lighthouse, along with the important history of fishing and logging industries of the northwest coast. The beachfront location, where Clallam Bay meets the Strait, will offer visitors the opportunity to explore the numerous tidepools and view diverse sea life.

I believe this project will be beneficial to the community, local businesses, and to all who explore our scenic Olympic Peninsula.

We appreciate your consideration to award a grant to help preserve our history and provide a beautiful addition to our Pacific Northwest.

Sincerely,



Lauri O'Bannon

(360) 701-2927

361 Front Street

Seki, WA

To Whom It May Concern,

I am reaching out to lend my voice in strong support of the Clallam County Heritage Grant for the purpose of restoration and preservation of the historic lighthouse keeper's residence/cottage at Slip Point. This landmark is not just an architectural treasure but a symbol of our community's enduring connection to the sea and its guardians.

The significance of the lighthouse keeper's residence extends beyond its historical and cultural value; it embodies the spirit of dedication and vigilance that has protected our shores for generations. Its preservation is crucial for educational purposes, allowing us to offer a hands-on learning experience about maritime history and heritage conservation to students and visitors alike.

Furthermore, the project presents a unique opportunity to enhance our community's appeal as a destination for heritage tourism, which can play a pivotal role in our economic development strategy. By investing in the restoration of this site, we are not only safeguarding a piece of our history but also promoting sustainable tourism and local job creation.

In an era where rapid change threatens to erase our tangible links to the past, projects like this serve as a vital reminder of where we come from and the legacies we wish to leave for those who come after us. The lighthouse keeper's residence/cottage is a beacon of our shared history, and its preservation is imperative for enlightening future generations about the importance of maritime safety and heritage conservation.

Thank you for your attention to this important matter. I am hopeful for your positive response and am keen to see the transformative effects of this project on our community.

Warmest regards,

Sarah Ramsey

**Heritage Advisory Board**

**Grant Application request  
Quileute Tribal School**



RECEIVED  
CLALLAM CO. COMMISSIONERS

FEB 21 2024

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

*@ 11:13 am*

## Clallam County Heritage Grant Program 2024 Application Form Check List and General Information

Grant Applications are due Wednesday, February 21, 2024 before 12:00 pm (Noon)

Deliver to Room 150, Clallam County Court House, 223 East 4<sup>th</sup> Street, Port Angeles, WA.

Late applications will not be accepted or considered.

Incomplete applications or wrong format will not be accepted or considered.

Copy format: Single sided, not stapled, 12-point font, 8.5 x 11" paper size

### The following should be included:

- ☒ One original, signed, completed application, and one additional copy.
- ☒ Completed budget forms
- ☒ Bids, cost estimates, and/or condition assessments
- ☒ Additional support materials such as resumes, brochures, news articles, references, work samples, etc. are optional. Support materials shall be **no more than 10 pages** in length
- ☐ W-9 form if you have not previously received grant funding funds from Clallam County
- ☒ Non-profits must submit the most current IRS Form 990 Return or Organization Exempt from Income tax. *Not applicable to Tribal organizations*
- ☒ If the applicant is a non-profit organization, copy of the current registration with the Secretary of State or Form 501(c)(3) *Not applicable to Tribal organizations*

### For projects relating to historic buildings and/or capital improvements:

- ☐ If a historic preservation project, confirmation that the building is on a Historic Register
- ☐ Digital photographs illustrating the need for the funding – a "Before" picture.
- ☐ A prevailing wage statement of intent from the Washington State Department of Labor & industries.

**1.A. Project Title:**

A. W. Smith fonds digitization

**1.B. Project Description:**

The North Olympic History Center (NOHC) maintains documents related to Alanson Wesley Smith, an influential county resident active from the 1870s to 1930s. This project aims to improve discoverability of and access to these documents by bringing in an outside archivist to scan the collection and make the scans available to the Quileute Tribe and to the general public as part of the NOHC's digital offerings.

**1.C. Project Type:**

(3) Collections management

**1.D. Heritage Grant Funds Requested Amount:**

\$2,500

**2. Project Applicant**

Organization: Quileute Tribal School

Authorized Official: Superintendent Bob Harmon

Project Leader: Caleb Newgard

Primary Contact: Superintendent

Organization Address: 12181 La Push Road  
La Push, WA 98350

Phone: (360) 963-4100 Fax: (360) 963-4100

E-mail address: [bob.harmon@qtschools.org](mailto:bob.harmon@qtschools.org)

Federal Tax ID: EIN# 91-1577460

Non-profit status: Yes

**3.A. Clearly describe the project and its goals.**

This project has three goals:

- To create high resolution scans of the A. W. Smith collection maintained by the NOHC
- To provide copies of these scans to the Quileute Tribe for integration into their own archive, increasing Tribal ownership of their own history.
- To provide public access to these scans via NOHC's digital offerings

To accomplish these goals, a consulting archivist will be brought in to scan the A. W. Smith collection. Volunteers with the NOHC will provide an in-kind contribution of labor to make these scans publicly available, and volunteers with the Quileute Tribe will integrate the scans into their own archive.

**3.B. Explain the historical significance or heritage content of your proposed project.**

Alanson Wesley Smith (1854-1938) was an influential resident of Clallam County's west end from 1876 till his death in 1938. He held a number of public offices and was involved in several civic organizations as well. He is most notable however for his time in La Push and the outsized role he played in shaping the Quileute Nation.

After moving to Neah Bay from Dakota Territory in 1876, A. W. Smith was appointed as teacher at the BIA school in Neah Bay. In 1882, he moved to La Push and established the first school in the area, the Quileute Day School. From there, it is difficult to summarize the impact Smith had on the Quileute. More than a mere school teacher, Smith was the United States government. He also acted as BIA agent, postmaster, and justice of the peace. Many Quileute today bear the English names Smith assigned to their ancestors. Smith changed the way Quileute counted, as doing schoolhouse math was difficult in the old way. His influence led to Quileute names for days of the week being based on those days' relationship to church or school attendance. He ended the practice of spirit journeys (as it impacted school attendance) and clamped down on traditional healing rituals among other things. It can be safely said that no single individual had a greater influence in Westernizing the Quileute.

The collection at NOHC contains mostly correspondence received by Smith in the course of his duties, along with other personal and professional documents that offer an important window into both Smith's life and work, and late 19th century Quileute history. Included in the collection are original census documents

recording the pre-English names of the Quileute population. There is also correspondence between Smith and members of the Pullen family who were involved in a dispute that ultimately led to the creation of the Quileute reservation. Documents relating to the school that Smith operated include Smith's appointment letter, letters documenting his search for a replacement, and Smith's original lesson plan and grade book.

In total, there are approximately two linear feet of documents including extremely important primary source documents.

### **3.C. Why is your proposed project a priority?**

This collection has not been duplicated or microfilmed before, therefore digitizing the collection serves to insure against the accidental loss or destruction of the important information contained within.

Additionally, the Quileute Tribe has recently completed digitizing its own history and cultural archive and is in the process of setting up a content management system to make this material digitally available to members of the Tribe and community partners. A long term goal is for the system to eventually include copies of all the material relevant to the history and culture of the tribe, no matter where the physical material is located. Digitizing and integrating the NOHC's A. W. Smith collection into the Quileute's digital archives is an important early step in achieving this goal.

Finally, a number of documents in the collection do not appear to have accession numbers, and do not appear on Center's inventory. This project provides the opportunity to assess the total size and importance of the Center's holding.

### **3.D. What is the intended public benefit of this project to the community?**

This project is intended to provide two public benefits.

First, the project is intended to increase the Quileute Tribe's ownership over its own culture and history. Like many small tribes in the Pacific Northwest, the Quileute's early history and culture was documented largely by white Americans and Europeans who subsequently took their notes and writings back to where they came from. Much of the Quileute's history now resides in the National Archives, the Smithsonian, the American Philosophical Society, and other research and archive libraries scattered about the country. By digitizing this material and providing the scans to the Tribe, the Tribe will no longer be reliant on a third party for access to this important window into its own history.

Second, this project is intended to increase discoverability and accessibility of the scanned material. The existence of this material is unknown outside NOHC staff and a small handful of other people. Additionally, it is not discoverable by searching assorted internet library and archive catalogs, nor by searching the NOHC's own digital collections. The larger A. W. Smith collection maintained by the Washington State Library is readily discoverable however, which may lead researchers to conclude it is the only collection to exist. Digitizing the NOHC collection will substantially improve both its discoverability and accessibility.

The scanned material will be made available to the public via NOHC's PastPerfect web catalog at [www.nohc.catalogaccess.com](http://www.nohc.catalogaccess.com). As the Center's PastPerfect catalog was funded by a county heritage grant in 2021, this project has an added minor benefit of improving the value of the Heritage Board's earlier investment.

### **3.E. How will you document your project?**

The primary documentation of this project will be the scans themselves, as well as the metadata generated by NOHC volunteers. Additional documentation will include the invoice provided by the consulting archivist, which represents the project's sole monetary outlay.

### **3.F. Describe the sequence of steps needed to complete your project. Include previous planning and completed preparations.**

Phase 1: (50-60 hrs, beginning June)

- Hire consulting archivist
- Consulting archivist arrives begins work on site at the NOHC
- Upon completion, scans are provided to both the NOHC and Quileute Tribe

Phase 2: Collections Management System integration (50-60 hrs)

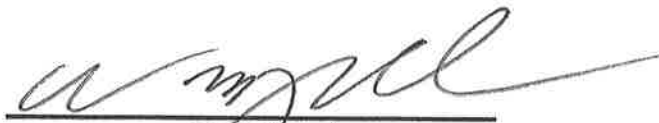
- Volunteers with the NOHC and the Quileute Tribe's language and cultural revitalization project will integrate the scans into their respective collections management systems.

### **3.G. List other sources made available for the project (i.e., other grants, budgeted funds, gifts, materials, equipment, in-kind volunteer labor). List any partnerships with other organizations.**

Both the NOHC and volunteers with the Quileute Tribe will provide in-kind labor.

#### 4. Budget Request: Expenditures and Income

| a. Step Description                     | b. Requested Grant funds | C. Cash Match Income | d. In-kind contributions | e. Total Project Expenditures |
|-----------------------------------------|--------------------------|----------------------|--------------------------|-------------------------------|
| <b>Phase 1</b>                          |                          |                      |                          | <b>\$2,500.00</b>             |
| Independent consultant                  | \$2,500.00               |                      |                          |                               |
| <b>Phase 2</b>                          |                          |                      |                          | <b>\$2,500.00</b>             |
| NOHC volunteer time (50 hrs, \$25/hr)   |                          |                      | \$1,250.00               |                               |
| Tribal volunteer time (50 hrs, \$25/hr) |                          |                      | 1,250.00                 |                               |
| <b>Project Total</b>                    | <b>\$2,500.00</b>        |                      | <b>\$2,500.00</b>        | <b>\$5,000.00</b>             |



Signature of Project Lead

*Bob Harmon*

Signature of Authorized Official/ Title

*02/14/2024*

Date

02/14/2024

Date

The signatories declare that they are authorized officials of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purpose set forth herein.

**MAIL / DELIVER APPLICATION PACKET TO:**

Clallam County Heritage Grant Program  
Commissioners Office  
223 East 4<sup>th</sup> St, Suite 4/Room 150  
Port Angeles, WA 98362  
360-417-2233

**HERITAGE GRANT INFORMATION**

rachel.weed@clallamcountywa.gov

**WEBSITE:**

<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>



PO Box 1327  
Port Angeles, WA 98362  
(360) 452-2662  
[artifact@olypen.com](mailto:artifact@olypen.com)

February 14, 2024

Dear Clallam County Heritage Advisory Board,

The North Olympic History Center is writing in support of the Quileute Tribal School's application for a 2024 Clallam County Heritage Advisory Board Grant to help fund a part-time archivist to digitize materials from NOHC's collections created by Alanson Wesley Smith, who taught at both Neah Bay and La Push tribal schools. A.W. Smith was a resident of Clallam County from 1876-1938, witnessing many important changes in the West End where he also served as Indian Agent, postmaster and justice of the peace. Grant funding will support the Quileute Tribal School's hiring of an archivist to digitize the collections in our possession, which include some of the first written records of the Quileute language. The NOHC will provide access to the materials, space for scanning, and the digitized materials will be made available to the general public on our online collections access site, [www.nohc.catalogaccess.com](http://www.nohc.catalogaccess.com). On behalf of the North Olympic History Center, please support their request for funding to digitize and increase access to these important pieces of local tribal heritage.

Sincerely,

A handwritten signature in black ink, appearing to read "David Brownell", is written over a light blue horizontal line.

David Brownell, Executive Director

## Tax Exemption for Sales to Tribes

Fill out this form if you sell tangible personal property or services to tribal members, tribes, tribal enterprises, or a spouse of a tribal member with delivery in their Indian country.

In this form, a buyer is a tribal member, tribe, tribal enterprise, or a spouse of a tribal member who buys tangible personal property or services from you. If a buyer meets the criteria in Section 2 below, the buyer doesn't have to pay tax. A contractor for a tribe is also tax exempt on purchases that a seller/marketplace facilitator delivers to the worksite in that tribe's Indian country. The contractor also needs to use this form.

**The buyer must show you proof that they meet the exemption criteria below. You must keep this form as proof that they meet the exemption criteria below.**

*Please note: Not all tax exemptions for sales to tribes are on this form. See the back side of this page for additional forms.*

**Seller's/Marketplace facilitator's name:** EIN: 91-1577460

**UBI:**

**Buyer's name:** Quileute Tribal School

**Delivery address in Indian country** 12181 La Push Road La Push Washington 98350

**Check one of the following. The buyer is:**

- ☐ A member of the \_\_\_\_\_ Tribe.
- ☐ A spouse of a member of the \_\_\_\_\_ Tribe.
- ☒ A representative of the Quileute \_\_\_\_\_ Tribe or Tribal enterprise.
- ☐ You are hired by a buyer from the \_\_\_\_\_ Tribe or Tribal enterprise.

**The buyer must show you one of the criteria below. Check which criteria the buyer showed you.**

- ☐ Proof of tribal membership: tribal member card, certificate of membership, or treaty fishing identification card.
- ☐ Proof of spousal relationship to a tribal member and proof of their spouse's tribal membership.
- ☒ Documents that show the tribe is the buyer. The buyer only needs to show one of the following:
- Letter from tribal representative.
  - Payment from the tribe or tribal enterprise (such as a copied check).
  - Receipt or other proof of a buyer using a tribal credit card.
- ☐ Proof of the contractor relationship to the buyer and proof that the buyer is a tribal member, or they meet the definition of a buyer (see top of form for definition).
- ☐ Other documents that show the buyer's exempt status.

Please explain here:

To ask about the availability of this publication in an alternate format for the visually impaired, please call 360-705-6705. Teletype (TTY) users may use the WA Relay Service by calling 711.

Check the box that applies to the correct tax exemption and fill in the appropriate section below :

☒ **Retail sales/use tax:** If you are a seller/marketplace facilitator, you are not required to collect sales and use tax from a buyer when you deliver to their Indian country.

Date of sale:

Sales invoice # (optional):

Amount of sale:

☐ **Refuse tax:** If you are a seller/marketplace facilitator, you are not required to collect refuse tax for services you provide to a buyer in their Indian country.

☐ **Public utility tax:** If you are a seller/marketplace facilitator, you are not required to pay a public utility tax (PUT) for services you provide to a buyer in their Indian country.

☐ **Telephone tax:** If you are a seller/marketplace facilitator, you are not required to collect telephone or enhanced 911 tax for telephone services you provide to a buyer in their Indian country.

☐ Other taxes the buyer owes such as lodging, car rental, etc.:

## More information

You can figure out if the delivery address is in Indian Country by following these steps:

1. Go to [dor.wa.gov](http://dor.wa.gov).
2. Click "Find a sales and use tax rate."
3. Type in the delivery address. If the address is located in Indian country, you will see "Indian Country" and the name of the Tribe at the bottom of the page.

To document other tax exemptions for buyers, please use the appropriate form below:

- Vehicles sold by dealers: [Declaration for a dealer selling a motor vehicle to tribes](#)
- Vehicles sold by private parties: [Private party selling a motor vehicle to tribes](#)
- Tribal Fishing, Hunting, and Gathering purchases : [Tribal Fishing, Hunting, and Gathering](#).
- Wholesale purchases by businesses owned by tribal members, tribes, tribal enterprises, or a spouse of tribal member that only operates in their Indian country may use a state or tribal reseller permit or the [streamlined sales and use tax agreement "Certificate of Exemption."](#) (See [ETA 3203.2017 "Use of a tribal resale exemption certificate"](#)).

See exemptions—Nontaxable sales [RCW 82.08.0254](#) and Indians—Indian country [WAC 458-20-192](#).

The state cannot tax Indians or Indian tribes in Indian country. In this rule, the term Indian includes only people enrolled with the tribe in the territory the activity takes place. This does not include Indians who are members of other tribes. In this rule, an enrolled member's spouse is considered an Indian if the term does not conflict with tribal law (See [WAC 458-20-192\(5\)](#) for more information).

An *Indian* is a person on the tribal rolls of an Indian tribe. Other terms for Indian include: enrolled member, enrolled person, enrollee, or tribal citizen.

In some cases, you may also be eligible for a tax exemption (See [WAC 458-20-192\(7\)\(b\)](#) for more information).

## Questions?

Call our phone center at **360-705-6705**.



## SALES TO INDIANS WITH DELIVERY IN INDIAN COUNTRY

A sales tax exemption applies to the purchase of tangible personal property or services by an enrolled Tribal member or Tribe. To qualify, the goods or services must be delivered to, or performed on Indian country in which the purchaser is an enrolled member. The purchaser must present tribal identification such as, a tribal membership card, a certificate of enrollment, or a letter from a tribal official. Sellers must document the buyer's name, dollar amount of purchase, tribal affiliation and reservation where delivery is made. Reference: RCW 82.08.0254 and WAC 458-20-192.

**\*\*\* Important!** This form CANNOT be used for motor vehicle sales. For motor vehicle sales, sellers must use the Declaration for Motor Vehicle Sales to Enrolled Tribal Members with Delivery in Indian Country form which can be found at: <http://dor.wa.gov/Docs/forms/Misc/declarvehsaletribal.pdf>

|                                                                                           |                                                                                 |      |           |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------|-----------|
| The undersigned is:                                                                       |                                                                                 |      |           |
| <input type="checkbox"/>                                                                  | An enrolled member of the _____ Tribe.                                          |      |           |
| <input checked="" type="checkbox"/>                                                       | An authorized representative of the <u>Quileute</u> Tribe or Tribal enterprise. |      |           |
| Enrollment or Membership Number: <u>EIN 91-1577460</u>                                    |                                                                                 |      |           |
| Buyer's Name: <u>Quileute Tribal School</u>                                               |                                                                                 |      |           |
| Buyer's Signature: <u><i>Sharon Dean, Business &amp; Finance Director</i></u>             |                                                                                 |      |           |
| Address of Delivery: <u>40 Ocean Dr (PO Box 39)</u> <u>La Push</u> <u>WA</u> <u>98350</u> |                                                                                 |      |           |
| Street                                                                                    |                                                                                 | City | State Zip |

**Check documentation presented:**

- ☐ Certificate of enrollment
- ☐ Tribal membership card
- ☒ Official letter signed by Tribal official

# **Heritage Advisory Board**

**Grant Application request  
Port Angeles Fine Arts Center**



RECEIVED  
CLALLAM CO. COMMISSIONERS

FEB 21 2024  
1...2...3...A...  
e 11:50am  
W

**Clallam County Heritage Grant Program  
2024 Application Form Check List and General  
Information**

Grant Applications are due Wednesday, February 21, 2024 before 12:00 pm (Noon)

Deliver to Room 150, Clallam County Court House, 223 East 4<sup>th</sup> Street, Port Angeles, WA.

Late applications will not be accepted or considered.

Incomplete applications or wrong format will not be accepted or considered.

Copy format: Single sided, not stapled, 12-point font, 8.5 x 11" paper size

The following should be included:

- ☒ One original, signed, completed application, and one additional copy.
- ☒ Completed budget forms
- ☒ Bids, cost estimates, and/or condition assessments
- ☒ Additional support materials such as resumes, brochures, news articles, references, work samples, etc. are optional. Support materials shall be **no more than 10 pages** in length
- ☐ W-9 form if you have not previously received grant funding funds from Clallam County
- ☒ Non-profits must submit the most current IRS Form 990 Return or Organization Exempt from Income tax.
- ☒ If the applicant is a non-profit organization, copy of the current registration with the Secretary of State or Form 501(c)(3)

For projects relating to historic buildings and/or capital improvements:

- ☐ If a historic preservation project, confirmation that the building is on a Historic Register
- ☐ Digital photographs illustrating the need for the funding – a "Before" picture.
- ☐ A prevailing wage statement of intent from the Washington State Department of Labor & Industries.

## Clallam County Heritage Grant

### Program 2024 Application Form

#### 1. Summary

A. Project Title: Port Angeles Fine Arts Center Collection Management, Archive and Curatorial Space

B. Project Description: (Four lines maximum – brief overview)

In the last two years of the PAFAC Collections Management Project, we have developed our physical and online archive, designed education programs to engage the public in the archiving process, and built an archive storage alcove in the Esther Webster Gallery to house our collection of Esther Webster's Work. This alcove has been intentionally designed to serve as a space for the public to engage with the archive. We continue to seek funds to purchase the additional flat file cabinets and art racks needed in this space.

C. 2. Project Type X Collections Management D. Heritage Grant Funds Requested Amount: \$15,000

#### 2. Project Applicant

Organization: Port Angeles Fine Arts Center

Authorized Official: Christine Loewe Title Executive Director

Project Leader: Christine Loewe

Primary Contact: Christine Loewe

Organization Address: 1203 E. Lauridsen Blvd. Port Angeles WA, 98362

Phone: (831-227-1954 Fax

E-mail address: christine@pafac.org

Federal Tax ID 94-3029546

Non-profit status: Yes x No

#### 3. Project Details: Use a separate sheet of paper to answer these questions.

A. Clearly describe the project and its goals

B. Explain the historical significance or heritage content of your proposed project

C. Why is your proposed project a priority?

D. What is the intended public benefit of this project to the community?

E. How will you document your project?

F. Describe the sequence of steps needed to complete your project. Include previous prep

### **3. Project Details**

#### **3-A: Clearly describe the project and its goals (A brief, clear, concise description):**

Port Angeles Fine Arts Center holds the single largest collection of artwork by Esther Webster, representing over 60 years of artistic work documenting her life in Port Angeles.

Using the funds provided from year one of this project, staff successfully assessed the condition of our permanent collection, created an accurate digital inventory of items in the collection, purchased and placed all of our inventory in appropriate archival storage boxes, and have developed collections management policies and procedures.

In 2023 we identified the best location to store this archive within our building and with an interest in providing public access to this archive we worked with City staff to create an alcove within the gallery to house our archive. This alcove was completed in January 2024. Over the last two months we have been working with the company Spacesaver to develop a cost estimate for the purchase of flat file cabinets and art racks for hanging larger works of art. Using their cost estimates we recognize we currently have enough remaining funds to purchase the flat files but will need additional funds to purchase the art racks to hang items from the collection. Therefore, in year three we are seeking supportive funds to purchase these hanging racks.

#### **3-B : Explain the historical significance or heritage content of your proposed project:**

As we have shared above, Port Angeles Fine Arts Center holds the single largest collection of artwork by Esther Webster, including original paintings, drawings, prints, and sketches representing nearly 60 years of artistic work. Combining a keen eye for local imagery with a cutting-edge contemporary artistic approach, Webster's iconic artworks offer a unique vantage into local history. From the dirt streets of Depression-era Port Angeles to a bustling county fair; from a breathless sweeping vision of Mount Angeles to a quiet rendition of still waters at Lake Dawn, these artworks offer an intimate perspective into a world that will soon exist beyond the reach of living memory.

In addition to original artwork, PAFAC also holds journals, photos, and correspondence documenting Webster's remarkable life, from studying art in Prohibition-era NYC to hosting an award-winning radio show on KONP to planning the organization that would become the Fine Arts Center.

With this collection now inventoried, we recognize the wide range of educational enrichment that can come from our archive if curated and made accessible to the public. We are now able to offer online access to the archive and we are actively using items from the archive to support our educational programs. This includes the use of the collection to discuss the history of the property during field trips, the use of historic block prints to teach the art of print-making at community events, and the creation of a traveling education kit for school visits.

### **3-C: Why is your proposed project a priority at this time?**

The first phase of this archiving project was prompted by the discovery of moisture ants in the walls and ceiling of the closet where our permanent collection was stored.

As we bring the second year of this project to a close with the archival work completed, education materials designed, and the alcove created, it is our priority to see this work through to completion to ensure that this priceless historic collection will be utilized and preserved for future generations.

At this point the cost of purchasing the cabinets and art racks is our final hurdle to a completed project.

### **3- D: What is the intended public benefit of this project to the community?**

It has been exciting to give new life to the artworks and artifacts in our collection and we recognize that several public benefits have been derived from this project. Our archive is now accessible via the online platform Artwork Archive. Through this platform we have the ability to develop themed online collections and we can integrate these collections into our website as we see most relevant for the community. This provides the public with a unique glimpse of Port Angeles through the eyes of artist Esther Webster. Additionally, through the development of curriculum and an education kit we have the ability to move these items of historic significance out of the closet and safely into the hands of our community to build a deeper connection to our local history.

Finally, as we have chosen to devote a portion of our gallery space to this archive we are now offering all visitors the opportunity to have direct access to the history of this

space and the rich history of visual arts in Port Angeles. We are open free of charge 11 months of the year and annually welcome over 5,000 visitors into our gallery.

**3-E: How will you document your project? (Photos, reports, public presentations, presentation to the Clallam County Commissioners, receipts etc.).**

We will document and inform the public about this project in a number of ways. Once we finalize our storage we will share photos and stories via our social media, blog, and e-news to celebrate this accomplishment. Additionally, we will generate a press release once the alcove is complete that will line out visitation opportunities and other ways to connect with the archive.

The primary items generated for this final phase of the project will be the accessible archive and curated space in our gallery.

Finally, in terms of tracking the progress and completion of this project we will maintain receipts for all expenditures and will provide a final report to the committee as required. We would also be happy to give a presentation to the Heritage Advisory Board and Clallam County Commissioners upon request.

**3-F: Describe the sequence of steps needed to complete your project. Include previous planning and completed preparations.**

Our entire collection is now inventoried and items not in frames have been placed in archival storage boxes. With this work complete we were able to develop an accurate picture of the amount of storage space needed within our building. In January 2024 with support from City Staff we built the alcove and have been working with design staff from Spacesaver to design a floorplan for the implementation of flat files and art racks. In the next month we will purchase the flat files using the last of our funds from our 2023 grant.

**Project Step 1:** Utilize the alcove designs created to build out our archive alcove and purchase and install flat file cabinets. Step one will be completed by April 24 using previous grant funds. In 2023 we identified \$4500 in costs for the design, labor and materials costs related to the closet. As the city provided labor free of charge, after the purchase of building materials for alcove we still have \$4200 to apply to the purchase of a flat file cabinet.

**Cost:** \$5000 (funds received in 2023 + additional match of \$800 from PAFAC)

- Work with city staff to approve final designs and build alcove (Completed Jan 24)
- Work with the contractor set a schedule for the installation of flat files (In process)
- Purchased and install flat file cabinets (Est- April 2024)

**Project Step 2:** Purchase and install rolling art racks to hang larger works in the collection that cannot go into flat file cabinets.

After 4 weeks of phone and email communication with our representative from Spacesaver reviewing the dimensions of our space we have received a verbal quote of \$20,000 for the combined installation of flat file cabinets as listed above in Step one and the sliding art racks. This estimate includes their labor to install these items.

**Estimated Cost:** \$15,000 (\$13,000 in racks and \$2000 in labor)

**3.G. List other sources made available for the project (i.e., other grants, budgeted funds, gifts, materials, equipment, in-kind volunteer labor). List any partnerships with other organizations.**

We will provide a cash match of staff time to directly manage this project and volunteers will provide in-kind support to help us install and place the archive items in these storage areas. Additionally, staff and volunteers will provide a match to select a seasonal rotation of items to remain on open wall spaces for public viewing.

**Budget Request: Expenditures & Income**

Total expenditures must equal total income, including in-kind contributions (cash value of donated materials and services), other cash income (for proposed project only), and requested HB1386 funds.

- Break down expenditures by category to include rate of pay, cost of materials
- Indicate specific use of requested HB1386 funds.
- In-Kind: Breakout labor (\$25/hour), material, and equipment
- See Guidelines for information about eligible expenses.

|                                                     | <b>Requested<br/>HB1386 Funds</b> | <b>Cash Match<br/>Income</b> | <b>In-kind<br/>Contributions</b> | <b>Total Project<br/>Expenditures</b> |
|-----------------------------------------------------|-----------------------------------|------------------------------|----------------------------------|---------------------------------------|
| <b>Project Step 2</b>                               |                                   |                              |                                  |                                       |
|                                                     |                                   |                              |                                  |                                       |
| PAFAC Project<br>Manager (50<br>hours @<br>\$25/hr) |                                   | 1250                         |                                  | 1250                                  |
| Contracted<br>Labor (\$50/hr<br>at 40 hrs)          | 2,000                             |                              |                                  | 2000                                  |
| Art racks and<br>flat file cabinets                 | 13,000                            | 800                          |                                  | 13800                                 |
| Volunteer Time<br>(20 hrs @<br>\$25/hr)             |                                   |                              | 500                              | 500                                   |
|                                                     |                                   |                              |                                  |                                       |
|                                                     |                                   |                              |                                  |                                       |
| <b>Project Totals</b>                               | <b>\$15,000</b>                   | <b>\$2100</b>                | <b>500</b>                       | <b>17600</b>                          |

**Original Location of the Permanent Collection Storage at PAFAC**  
(photographed Feb 19, 2022)



Most of Esther Webster's framed artworks and stretched canvases were tightly wedged into studio-style cubbies that were never intended for long-term archival storage.

**Historic woodcut print blocks & sketchbooks stacked together with non-archival boxes**



containing artwork, photos, & correspondence. Note the accumulated debris, indicative of a moisture ant infestation. Multiple ant swarms were also observed in this area of the building during the summer and fall of 2021.



Jan 2023- PAFAC contracted with Jana Kelly who also serves as the Archivist and Librarian for the Pilchuck School of Glass to lead our archiving project. In addition to developing the archive, Jana has helped us develop a set of key documents and policies that will help us manage our collection over the long term. This includes a collections manual, a collection development policy, donation form for accepting new artwork into our archive, and a deaccession form.

Additionally, in year one Jana and PAFAC staff provided two public community talks designed to share the process of archiving and the artistic evolution of Esther Webster's artwork.



**Feb 2023**  
Progress from year one  
of the archiving project.



**Block prints from our collection  
created by Esther Webster that  
we have incorporated into our  
education programs.**

March 2023- Field Trip with first grade students from Dry Creek Elementary engaging students in the history of the Esther Webster Gallery, the process of archiving, and a hands-on experience using block prints from the archive.



February 2024- Newly built alcove in the gallery where file cabinets and arts racks will house the completed archive. Gallery visitors can learn about what is to come in space.



After researching the best option to preserve and store Esther Webster's artwork we found that Spacesavers fits our needs the best. This is also the same company that the North Olympic History Center used for their archival space.

Due to the diversity and amount of Esther Webster's work we are looking to get two different storage options from Spacesavers.

The first is two flat files with different depths of drawers. This will be to hold Esther Webster's work that is on loose leaf paper. Having two sizes will allow us to store her work the same way it has been organized by Jana Kelley, the Archivist, who was brought in to start the process.

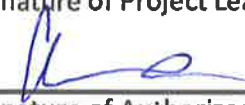
The second is a hanging storage rack to put Esther Webster's stretched and framed canvases on. The storage racks will allow her work to be hung instead of resting on the floor, which will add longevity to preserving her work. This will also allow PAFAC staff the ability to pull out different racks throughout the year, giving visitors the ability to engage with a variety of her work.



This is a similar model to what we would be installing, but on a smaller scale. The challenge with our space is that the building is curved, which has added an extra challenge in designing the racks for the space.

  
\_\_\_\_\_  
Signature of Project Lead

2/21/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Authorized Official/ Title

2/21/24  
\_\_\_\_\_  
Date

The signatories declare that they are authorized officials of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purpose set forth herein.

**MAIL / DELIVER APPLICATION PACKET TO:**

Clallam County Heritage Grant Program  
Commissioners Office  
223 East 4<sup>th</sup> St, Suite 4/Room 150  
Port Angeles, WA 98362  
360-417-2233

**HERITAGE GRANT INFORMATION**

rachel.weed@clallamcountywa.gov

**WEBSITE:**

<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>

**Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

**2022**Department of the Treasury  
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**Open to Public Inspection**

|                                                                                                                                                                                                                                                                                                            |                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>A</b> For the 2022 calendar year, or tax year beginning <b>01/01/2022</b> and ending <b>12/31/2022</b>                                                                                                                                                                                                  |                                                                                                                                    |
| <b>B</b> Check if applicable:<br><input type="checkbox"/> Address change<br><input type="checkbox"/> Name change<br><input type="checkbox"/> Initial return<br><input type="checkbox"/> Final return/terminated<br><input type="checkbox"/> Amended return<br><input type="checkbox"/> Application pending | <b>C</b> Name of organization <b>PORT ANGELES FINE ARTS CENTER FOUNDATION</b>                                                      |
|                                                                                                                                                                                                                                                                                                            | Doing business as                                                                                                                  |
|                                                                                                                                                                                                                                                                                                            | Number and street (or P.O. box if mail is not delivered to street address) Room/suite<br><b>1203 E Lauridsen Blvd</b>              |
|                                                                                                                                                                                                                                                                                                            | City or town, state or province, country, and ZIP or foreign postal code<br><b>Port Angeles, WA 98362</b>                          |
|                                                                                                                                                                                                                                                                                                            | <b>F</b> Name and address of principal officer: <b>Michael Middlestead</b><br><b>1203 E Lauridsen Blvd, Port Angeles, WA 98362</b> |
| <b>D</b> Employer identification number <b>94-3029546</b>                                                                                                                                                                                                                                                  |                                                                                                                                    |
| <b>E</b> Telephone number <b>360-457-3532</b>                                                                                                                                                                                                                                                              |                                                                                                                                    |
| <b>G</b> Gross receipts \$ <b>347,047</b>                                                                                                                                                                                                                                                                  |                                                                                                                                    |
| <b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                   |                                                                                                                                    |
| <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                        |                                                                                                                                    |
| If "No," attach a list. See instructions.                                                                                                                                                                                                                                                                  |                                                                                                                                    |
| <b>H(c)</b> Group exemption number                                                                                                                                                                                                                                                                         |                                                                                                                                    |
| <b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527                                                                                                             |                                                                                                                                    |
| <b>J</b> Website: <b>www.pafac.org</b>                                                                                                                                                                                                                                                                     |                                                                                                                                    |
| <b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other                                                                                                                          |                                                                                                                                    |
| <b>L</b> Year of formation: <b>2009</b>                                                                                                                                                                                                                                                                    |                                                                                                                                    |
| <b>M</b> State of legal domicile: <b>WA</b>                                                                                                                                                                                                                                                                |                                                                                                                                    |

**Part I Summary**

|                                                                                                              |                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activities &amp; Governance</b>                                                                           | <b>1</b> Briefly describe the organization's mission or most significant activities: <b>Provide support and funding for program development at the Port Angeles Fine Arts Center.</b> |
|                                                                                                              | <b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.                                      |
|                                                                                                              | <b>3</b> Number of voting members of the governing body (Part VI, line 1a) . . . . . <b>3</b> <b>9</b>                                                                                |
|                                                                                                              | <b>4</b> Number of independent voting members of the governing body (Part VI, line 1b) . . . . . <b>4</b> <b>9</b>                                                                    |
|                                                                                                              | <b>5</b> Total number of individuals employed in calendar year 2022 (Part V, line 2a) . . . . . <b>5</b> <b>11</b>                                                                    |
|                                                                                                              | <b>6</b> Total number of volunteers (estimate if necessary) . . . . . <b>6</b> <b>71</b>                                                                                              |
|                                                                                                              | <b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12 . . . . . <b>7a</b> <b>0</b>                                                                           |
| <b>b</b> Net unrelated business taxable income from Form 990-T, Part I, line 11 . . . . . <b>7b</b> <b>0</b> |                                                                                                                                                                                       |
| <b>Revenue</b>                                                                                               | <b>8</b> Contributions and grants (Part VIII, line 1h) . . . . . <b>153,079</b> <b>240,396</b>                                                                                        |
|                                                                                                              | <b>9</b> Program service revenue (Part VIII, line 2g) . . . . . <b>61,975</b> <b>71,143</b>                                                                                           |
|                                                                                                              | <b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d) . . . . . <b>24,873</b> <b>25,089</b>                                                                         |
|                                                                                                              | <b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) . . . . . <b>214,536</b> <b>10,419</b>                                                             |
|                                                                                                              | <b>12</b> Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12) . . . . . <b>454,463</b> <b>347,047</b>                                                    |
| <b>Expenses</b>                                                                                              | <b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1–3) . . . . . <b>0</b> <b>0</b>                                                                                |
|                                                                                                              | <b>14</b> Benefits paid to or for members (Part IX, column (A), line 4) . . . . . <b>0</b> <b>0</b>                                                                                   |
|                                                                                                              | <b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) . . . . . <b>157,781</b> <b>202,693</b>                                                   |
|                                                                                                              | <b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e) . . . . . <b>0</b> <b>0</b>                                                                                  |
|                                                                                                              | <b>b</b> Total fundraising expenses (Part IX, column (D), line 25) <b>36,060</b>                                                                                                      |
|                                                                                                              | <b>17</b> Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e) . . . . . <b>123,347</b> <b>191,881</b>                                                                        |
|                                                                                                              | <b>18</b> Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25) . . . . . <b>281,128</b> <b>394,574</b>                                                           |
| <b>19</b> Revenue less expenses. Subtract line 18 from line 12 . . . . . <b>173,335</b> <b>-47,527</b>       |                                                                                                                                                                                       |
| <b>Net Assets or Fund Balances</b>                                                                           | <b>20</b> Total assets (Part X, line 16) . . . . . <b>1,758,007</b> <b>1,370,713</b>                                                                                                  |
|                                                                                                              | <b>21</b> Total liabilities (Part X, line 26) . . . . . <b>111,008</b> <b>102,080</b>                                                                                                 |
|                                                                                                              | <b>22</b> Net assets or fund balances. Subtract line 21 from line 20 . . . . . <b>1,646,999</b> <b>1,268,633</b>                                                                      |

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer

Date

**Michael Middlestead, President**

Type or print name and title

**Paid Preparer Use Only**

Print/Type preparer's name

Preparer's signature

Date

Check ☐ if self-employed PTIN **P02157034**Firm's name **The Balanced Act LLC**Firm's EIN **28-1674779**Firm's address **1706 Lower Elwha Road, Port Angeles, WA 98363**Phone no. **303-520-2155**

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 11282Y

Form **990** (2022)

**Part III** Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:

The Port Angeles Fine Arts Center (PAFAC) continued to advance its vision of inspiring the artist in every person. Three of our main programs supporting this mission are Festivals, Art Gallery exhibits, and Youth Education. The PAFAC hosts 3 seasonal outdoor festivals, rotating exhibits throughout the year in the art gallery, and supports local schools through field trips and classroom visits.

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code: ) (Expenses \$ 328,645 including grants of \$ 0 ) (Revenue \$ 115,573 )

Webster's Woods, the 5 acres Sculpture Park that surrounds the PAFAC, hosted 3 seasonal festivals in 2022. First, the Summertime Solstice Festival welcomed more than 370 people, and included live music in the meadow, hands-on nature art stations, live poetry readings, new installations for our open-air exhibition, and food and drink vendors. Next, the Celebration of Shadows Fall Festival brought 413 people from the community together with a pumpkin carving workshop and contest, a glow in the dark scavenger hunt, live readings of spooky stories by 13 authors and a screening of the movie Coco in the meadow. Finally, Wintertide was our end of year programming that included the Festival of Lights, the Light Art Experience, and the Makers Market. Artists from around the Northwest created lighted art installations, which remained lighted and open to the public from mid-November through December, artisan products sold to the public in Maker's Market, and live performances in the woods. Five lantern design workshops were offered prior to the festival, inviting participants into the creative process, emphasizing the role each person plays in bringing light to our community. Participants kicked off the festival by carrying their luminous creations in a celebratory lantern walk through Webster's Woods. With 7,748 visits to the park during the weeks that the lighted art was available  
(Continued on Schedule O, Statement 1)

**4b** (Code: ) (Expenses \$ 0 including grants of \$ 0 ) (Revenue \$ 0 )**4c** (Code: ) (Expenses \$ 0 including grants of \$ 0 ) (Revenue \$ 0 )**4d** Other program services (Describe on Schedule O.)(Expenses \$ 0 including grants of \$ 0 ) (Revenue \$ 0 )**4e** Total program service expenses 328,645



Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248560116  
July 28, 2009 LTR 4168C E0  
94-3029546 000000 00  
00012801  
BODC: TE

FRIENDS OF THE FINE ARTS CENTER  
PO BOX 1695  
PORT ANGELES WA 98362-0085



001334

Employer Identification Number: 94-3029546  
Person to Contact: Ms. Harper  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of July 17, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in August 1987, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I