



AGENDA

CLALLAM COUNTY HERITAGE ADVISORY BOARD

**223 East 4th Street, Room 160
Port Angeles, Washington
March 7, 2022 – 4:30 p.m.**

****ATTENTION****

In response to the current pandemic, to promote social distancing, and in compliance with Governor's Proclamation and the recommendation of the Clallam County Health Officer, the Heritage Advisory Board meetings will be virtual only. The Heritage Advisory Board also strongly encourages public comments to be submitted in writing if possible.

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

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

Public comment/ questions can be directed to the Deputy Clerk 360-417-2233 or rweed@co.clallam.wa.us

CALL TO ORDER/ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES for February 7, 2022

BUSINESS ITEMS

1. Status – Guidelines for management of unspent Heritage Grant Funds
Attached is the Draft Contract Language from the Attorney's office. Because of the amount of the awards and the variation in the requests, it would be more prudent in the case of unspent funds for the recipient to ask to reprogram the request instead of returning the funds. This would be the most economical way of using these funds to support the county's heritage needs.
2. Grant application update
3. Territorial Structure catalogue update - Nancy Messmer
4. Field trip update – Paula Hunt and Margaret Owens

ITEMS FOR THE GOOD OF THE ORDER

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE - Monday, April 4, 2022

ADJOURNMENT

Heritage Advisory Board

Draft minutes
February 7, 2022



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of February 7, 2022

MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

Chair Paul Gleeson (in person) called the meeting to order at 4:31 p.m., Monday, February 7, 2022. Also present were Roberta Grisett, Larry Lang, David Brownell, Mike Doherty, Judith Stipe, Nancy Messmer and Margaret Owens. HAB Members appeared by either video or audio. Paula Hunt was excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Stipe moved to approve as presented, Lang seconded, motion carried unanimously

APPROVAL OF MINUTES

- January 3, 2022 and January 31, 2022

ACTION TAKEN: Stipe moved to approve the minutes as presented, Brownell seconded, motion carried unanimously

BUSINESS ITEMS

1. Status – Guidelines for management of unspent Heritage Grant Funds

Attorney's office will provide contract wording to cover extension of timelines and adjustment in scope to assure expenditure of funds. We expect to have the new language by the March meeting. Roberta Grisett brought up two points. She asked what would be done if grant funds were used in ways that were not approved by HAB. Also, she felt that the guidance document attached to the application should be more of a checklist. It was suggested that this was more a topic for discussion after the award of the 2022 grant. Further discussion of this will be in June. Roberta volunteered to follow up with a draft check list for consideration

2. 2020 Heritage award accomplishment review process – Discussion

a. Sequim Museum

The report submitted by Sequim Museum was accepted after brief discussion.

ACTION TAKEN: Brownell moved to accept the report, Messmer seconded, Stipe recused, motion carried

3. Status – Financial report 1/1/2022

We anticipate having about \$73,000 total available by close of 2022. In June we will consider how much we would request for awards for 2023

4. Territorial Structure catalogue - Update Nancy Messmer

Nancy Messmer Contacted Karla Forsbeck who has a file box of material on Territorial structures located east of Port Angeles. A file for territorial buildings in Port Angeles and west are already archived at the NOHC. The material that Karla has will be reunited with the files currently at the NOHC. Margaret is interested in looking it over. NOHC can digitize all the material, both east and west-side. Judy will contact Karla and see what she wants to do with the box. The materials will be reviewed soon with an eye to how to proceed with finishing this project.

5. Field trip update – Paula Hunt and Margaret Owens

The BOCC office provided the following guidance on Field trips.

- a. We will not be able to hold field trips until meetings are open again
- b. We need to make sure that we post planned trips in our meeting notes

We reviewed the list of previous filed trips. The list suggested two options. We could do one-hour local tours at the time of scheduled HAB meetings. We could also do at least one summertime day long

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MINUTES of February 7, 2022
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field trip. What would be good would be to come up with a list of short local tours and a list of the day long tours that we could prioritize. Paula and Margaret will continue planning for opportunities once pandemic restrictions are past. Judy would like to show off the Sequim Museum. Paul suggested visiting the Forks Timber Museum.

ITEMS FOR THE GOOD OF THE ORDER

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

NEXT MEETING DATES: Monday, March 7, 2022 at 4:30 p.m.

ADJOURNMENT

Meeting concluded at 5:37 p.m.

ACTION TAKEN: Stipe moved to approve the minutes as presented, Lang seconded, motion carried unanimously

Heritage Advisory Board

Attorney contract language

Draft Heritage Grant Contract Language 2022

RECIPIENT is/was a successful applicant for funds available under the Clallam County "Heritage Grant Fund" program, a grant program authorized by the County Commission because of the recording surcharge collected by the Auditor's Office for historical preservation or historical programs pursuant to RCW 36.22.170(1)(a). The RECIPIENT agrees to comply with the terms and conditions listed in BOCC Resolution #2-2020 as well as all federal and state laws and regulations. COUNTY, in reliance upon the application of RECIPIENT and these assurances, awards RECIPIENT grant "Heritage Grant Funds" in the amount of \$ XXXX to support (See attachment 1 for wording of HAB recommendation)

RECIPIENT, in consideration of receiving these grant funds agrees to do the following:

Use the Grant Funds to develop and operate programs which promote public interest in history, for example, research projects, locating and marking historical sites, providing self-guided tours for such sites, and similar activities AND/OR

Use the Grant Funds to preserve or inventory objects and items of significance for the history of Clallam County or the north Olympic Peninsula.

Spend Grant Funds in a manner reasonably consistent with RECIPIENT'S application for such funds, although RECIPIENT is authorized to redirect those funds to accomplish its goal.

Provide to the Heritage Advisory Board on or before _____ DATE _____ a brief written report describing what the grant funds allowed your organization to undertake, complete or conduct that would not have been possible (or would have been less likely to occur) without these grant funds.

If additional time is needed to expend grant funds, a report should still be submitted by the designated date and an explanation of why more time is needed should be included in the report. Another brief written report should be submitted once grant funds are fully expended.

If there are unspent funds a report should be submitted as to why there are unspent funds and how it is proposed to spend those funds. Another brief written report should be submitted once grant funds are fully expended.

Attachment 1

Wording for action items used in awarding Heritage Fund Grants

HAB recommends that Heritage Grant proposal submitted by XXXXXXXXXX be fully funded at the amount of \$xxxx.xx

HAB recommends that Heritage Grant proposal submitted by XXXXXXXXXX be partially funded at the amount of \$xxxx.xx

HAB recommends that Phase 1 of Heritage Grant proposal submitted by XXXXXXXXXX be partially funded at the amount of \$xxxx.xx

HAB recommends that Phase 1 of Heritage Grant proposal submitted by XXXXXXXXXX be partially funded at the amount of \$xxxx.xx. HAB further recommends that proposed XXXXXXXXXX activity not be funded.