



## **CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of June 3, 2024**

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

Judith Stipe called the meeting to order at 4:30 p.m., Monday, June 3, 2024. Also present were Paula Hunt, Mike Doherty, Nancy Messmer and Frank Maybury.

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

**ACTION TAKEN:** Hunt moved to approve the minutes, Doherty seconded, motion carried

### **APPROVAL OF MINUTES**

- May 6, 2024

**ACTION TAKEN:** Maybury moved to approve the minutes, Doherty seconded, motion carried

### **BUSINESS ITEMS**

1. 2024 Funding report  
HAB Members discussed the funding report.

2. 2024 Application discussion

#### **a. Review project applications submitted for 2024 Heritage Grant Program**

Gores provided clarification on the voting process to forward recommendation for HAB funding requests to the Board of Commissioners. She addressed the HAB rules that state 5 members constitute a quorum to conduct business. She noted that a legal action request was submitted to the Prosecuting Attorney's Office to confirm that 5 members were required to vote on the applications. PAO confirmed that was correct.

#### **b. Determine the funding recommendations to be forwarded to the Clerk of the Board for consideration by the BOCC**

##### **North Olympic History Center:**

Gores updated that the Prosecuting Attorney Office (PAO) reviewed the application and determined that it was eligible for funding. Gores noted that due to a voting conflict this application cannot be voted on at this time. She noted that the BOCC office will follow up with an email to the North Olympic History Center to notify them that the application will be held until we have enough members to review. No action will be taken.

##### **Sequim Museum and Arts:**

Gores updated that the Sequim Museum and Arts notified the Board of Commissioners office on March 29, 2024 that they wanted to withdraw their application due the contractor and engineer stating the building needs to be disassembled before permanent restoration can be completed. No action will be taken.

##### **Clallam Bay Slip Point Lighthouse Keepers:**

Gores updated that the application was sent back to the PAO for additional review due to the concerns of ownership. It was brought to the HAB members attention that the owner of the facility is the United States Coast Guard, but the Lighthouse Keepers were applying for funds. The PAO office reviewed the concerns and updated the legal review response to determine the application is ineligible without owner support. Gores noted that the Board of Commissioners Office will follow up with an email to the Lighthouse Keepers letting them know they need to obtain a letter from the United States Coast Guard before the application can be reviewed. No action will be taken.

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#### **Quileute Tribal School:**

Gores updated that the PAO reviewed the applications and determined that it was eligible for funding. She also noted that a legal review was done regarding who can vote on the application due to conflicts. PAO determined that since the Quileute Tribal School is requesting the funds that Hunt can still vote even though she is a board member for North Olympic History Center. HAB Members held discussion.

**ACTION TAKEN: Doherty moved to approve the application for the Quileute Tribal School application, Maybury seconded, mc**

**ACTION TAKEN: Maybury moved to approve the application for the Quileute Tribal School application for \$2,500, Hunt seconded, mc**

#### **Port Angeles Fine Arts Center:**

Gores updated that the PAO reviewed the applications and determined that it was eligible for funding. HAB Members held discussion and expressed their concerns that this is the second time this project has requested funds.

**ACTION TAKEN: Hunt moved to approve the application for the Port Angeles Fine Arts Center application in the amount of \$5,000, Maybury seconded, (1 voted yes, 4 voted no), motion failed**

### **3. Bylaws and Rules discussion**

Gores provided an update on the current rules adopted on January 23, 1995 and amended November 27, 1995. Discussion was held with the PAO and it was recommended that the HAB adopts bylaws. Gores clarified with the PAO if both rules and bylaws were needed. The PAO noted that bylaws would be sufficient since the current rules would be established in Bylaws. PAO stated that the section regarding quorum could be amended to state that "A quorum shall be a simple majority of the number of members appointed to the board" to avoid the quorum issues when voting on applications. Gores mentioned that she can work with the PAO to draft some bylaws. She also noted that the HAB will need to bring the bylaws to the BOCC to update and request approval as well.

**ACTION TAKEN: Maybury moved to have Gores produce a draft set of bylaws to be considered by the HAB in the upcoming months, Hunt seconded, mc**

### **4. 2023 Project report review**

HAB reviewed 2023 project reports. Stipe mentioned that the Sequim Museum request is working through receipts and noted it's possible they might be returning some funds. Stipe will update once paperwork is completed. No additional follow-up was requested.

## **GOOD OF THE ORDER**

- Messmer updated on Friends of Hoko River State Park, Cowan Ranch
- Doherty updated on the History Center, locomotive
- Stipe update on the Sequim Museum

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

## **ADJOURNMENT**

The meeting concluded at 6:35 p.m.