



SPECIAL MEETING AGENDA

CLALLAM COUNTY

HERITAGE ADVISORY BOARD

223 East 4th Street, Room 160

Port Angeles, Washington

September 9, 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://clallamcountywa.gov/meetings>

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or loni.gores@clallamcountywa.gov

CALL TO ORDER/ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES: August 5, 2024

BUSINESS ITEMS

- Update on the North Olympic History Center request
- Update on 2nd call for applications
- Review and recommend approval of Bylaws
- Discussion on 2025 Budget
- Discussion on report to the BOCC
- Sequim Museum 2023 funding request update

ITEMS FOR THE GOOD OF THE ORDER

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – Monday, October 7, 2024

ADJOURNMENT

Heritage Advisory Board

Draft minutes
August 5, 2024



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of August 5, 2024

MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

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

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

No modifications.

APPROVAL OF MINUTES

- June 3, 2024

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

BUSINESS ITEMS

1. Discussion and next steps regarding draft bylaws

Gores stated that the current Clallam County Heritage Advisory Board Rules of Procedure were adopted January 23, 1995 and amended November 27, 1995. She noted that the new draft bylaws were sent to the Prosecuting Attorney's Office for review and approval. HAB Members held discussion regarding the draft bylaws. Hunt requested to review section Article IV – Purpose of Heritage Advisory Board. HAB Members held discussion. Gores will forward a draft set of the bylaws to Hunt for edits. HAB Members will review recommended edits at the September meeting.

2. Discussion and next steps regarding North Olympic History Center correspondence

Gores mentioned that the Board of County Commissioners (BOCC) received a request from the North Olympic History Center requesting that the BOCC review the North Olympic History Center HAB funding grant application that was submitted requesting \$1,980.35. Gores reminded the group that this application was put on hold due to quorum issues due to recusal of members from the vote. She also noted that the BOCC requested that this be forwarded to the HAB Members for review and recommendation on the request. HAB Members held discussion on next steps. Gores noted comments from members and will submit to the Board of Commissioners to determination next steps.

3. Discussion and next steps regarding possible 2nd call for HAB funding applications

- Timeline
- Application and Guidelines
- Press Release and Notice

HAB Members held discussion regarding funding cycles. Gores briefed the HAB Members on what the proposed timeline for a 2nd call for funding application. She noted the updates she made to the timeline, application, guidelines, press release and notices. HAB Members held discussion. Gores will amend the timeline to allow more time to submit applications and for review to take place in November.

ACTION TAKEN: Hunt moved to accept a 2nd call for grant applications, Messmer seconded, mc (Doherty and Maybury voted no)

GOOD OF THE ORDER

- Doherty, commented on Russ Dalton.

PUBLIC COMMENT

- Kenneth Reandeau, Port Angeles, thanked the HAB for their work.

NEXT MEETING DATES: Monday September 9, 2024 at 4:30 p.m. (meeting date change due to Labor Day Holiday)

ADJOURNMENT

The meeting concluded at 5:57 p.m.

Heritage Advisory Board

Draft Bylaws

CLALLAM COUNTY Heritage Advisory Board

Bylaws

Article I-Object

These Bylaws are promulgated and enacted by the Heritage Advisory Board (HAB) for the governance of the HAB.

Article II-Precedence

To the extent any text of these Bylaws is determined to be in conflict with either the state law or the County Code, the text of the state law and/or County Code will be controlling. These Bylaws also expressly recognize that state law and County Code may, in the future, be the subject of amendment. Those amended state laws and/or County Code will also be controlling.

Article III-Membership and Terms

- A. Membership of the HAB was established in Resolution 72, 1977 and amended by Resolutions 280, 1980 and 2, 2020, which ~~was were~~ adopted by the Clallam County Board of Clallam County Commissioners.
- B. The members representing governmental or quasi-governmental entities shall not have ~~limits on~~ the length of their terms. Accordingly, the following positions will hold ~~four-year (4-year)(4) year~~ terms:
 - a. District I
 - b. District I
 - c. District I
 - d. District II
 - e. District II
 - f. District II
 - g. District III
 - h. District III
 - i. District III
- C. A full-term shall be four (4) years in length and no longer. In order to preserve continuity, terms may be set for varying lengths so that vacancies occur in staggered years. Terms may be adjusted as necessary to maintain staggered expiration dates.
- D. Clallam County will appoint ~~the~~ Commissioners' Office staff to serve as ~~the~~ Administrative Assistant for the HAB.

- E. ~~Through the Clallam County Board of Commissioners' office, a~~An attorney ~~from with~~ the Prosecuting Attorney's Office will provide legal advice and consultation to the HAB in its role, ~~through the BoCC office,~~ as an advisory board to the County Commission BUT not to individual HAB members.

Commented [pH1]: County Commissioners?

Commented [pH2]: This looks like a smaller type?

Article IV-Purpose of Heritage Advisory Board

The Clallam County Board of Commissioners recognizes the need to preserve a record of the ~~cultural~~ history ~~and culture~~ of the Clallam County area ~~and~~, to ~~raise awareness of their importance, thereby providing protect those sites, articles, and objects of historical significance, and to give the people of Clallam County with greater access to and understanding of their shared past and fostering a deeper sense of community and place, to the riches of their own culture and history.~~

The purpose of the HAB is to ~~provide financial support for projects that fulfill the Clallam County Board of Commissioners' goal of preserving, enhancing, and promoting the heritage of Clallam County for residents, visitors, and future generations. These projects might include, but are not necessarily limited to:~~

- ~~Conducting an inventory of historical objects and/or sites, and creating a means to share them with the public, such as a website, brochure, or map;~~
 - ~~Preserving a building or structure of historical significance;~~
 - ~~Developing a program for area students that employs local history as a teaching tool;~~
 - ~~Conserving a painting, sculpture, or work of public art created by a local artist or depicting a subject of historical importance;~~
 - ~~Digitizing oral histories, diaries, photographs, or other historical materials so they may be made available online, thereby expanding their availability.~~
- ~~develop programs to promote public interest in history such as encouraging research by area school students as well as other citizens, locating and marking sites of historic significance, conducting inventories of significant objects and sites, and making available guides to such sites, and other publications.~~

The HAB is ~~also~~ responsible for providing the ~~Clallam County~~ Board of ~~Clallam~~ Commissioners ~~advice~~, guidance and support for the administration ~~of the~~ Clallam County Heritage Grant Fund. The Heritage Grant Fund will be funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36.22.170, HB 1386. Funds are ~~to be~~ used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents."

Article V-Duties of the HAB

The HAB shall report to the Board of County Commissioners annually about HAB activities during the year.

The HAB shall make recommendations to the Board of County Commissioners for projects to be funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36.22.170, HB 1386. Funds are used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents."

Article VI-Meetings

- A. Regular meetings of the HAB shall be held on the first Monday of each month at 4:30 p.m. and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- B. All meetings will be held both in person and virtually.
- C. At the first meeting of each year, HAB, ~~the~~ "members" shall elect a chairperson to run the meetings and organize, with the assistance of the HAB's Administrative Assistant, the agenda for the meetings. The "members" shall also select a vice-chairperson ~~that who~~ shall act as chairperson when the elected chairperson is not present.
- D. A record of attendance of HAB members shall be kept for all HAB meetings.
- E. Special meetings of the HAB may be called by the Chair of the HAB and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- F. The HAB meetings shall be open to the public and members of the media, and shall occur in a location that is handicapped accessible.
- G. Public ~~input comment (oral testimony)~~ at HAB meetings shall be limited to that time on the meeting agenda set aside for public ~~input comment~~.
- H. All meetings will have two public comment periods.
- I. Public comment ~~(oral testimony)~~ will be limited to three minutes per speaker.
- J. HAB meetings will be held in compliance with all health and safety requirements in effect at the time of the meeting.

Commented [pH3]: Called "chairperson" here, but sometimes "Chair" on following references?

Article VII-Agenda format

While the Chair has full discretion to establish the agenda for any and all HAB meetings, the following "Order of Business" is offered as a default or template agenda format for possible use:

- Open the meeting at the time set
- Roll call
- Approval/Modifications of the agenda
- Public comment
- Approval of minutes from prior meeting
- Business items
- Items for the Good of the Order
- Public comment
- Announce date for next meeting

- Adjourn

Article VIII-Quorum

A quorum shall be the simple majority of the number of members appointed to the board, at the time a meeting is to be had or an action is to be taken.

Article IX-Voting

- A. A majority vote of the HAB members present and forming a quorum shall be sufficient for adoption of any motion, including recommendations to the Board of County Commissioners.

~~B. There shall be no secret ballots.~~

B.

Article X-Adoption by the HAB of amendments

- A. At any meeting of the HAB where a quorum (as defined in Article VIII above) is present, the HAB may, by a majority affirmative vote, recommend changes of these Bylaws.
- B. Any amendment suggested pursuant to Sections A in this Article must be on the Agenda of one HAB meeting and may not be approved or rejected until the next "regular" meeting of the HAB in order to provide time for review and consideration of the proposed amendment.
- C. Any Bylaw changes need to be reviewed and approved by the Prosecuting Attorney's Office and Clallam County Board of Commissioners.

Article XI-Public ~~Hearings~~hearings

- A. The HAB has authority to hold such public hearings as it deems necessary at a time, ~~date~~, and place chosen by the Chair and arranged by the Administrative Assistant.
- B. Such hearings shall be noticed and held in compliance with the Open Public Meetings Act.
- C. If such public hearings are to be held, the HAB is encouraged to hold them in diverse locations reflecting the population of the county-County that resides in the western, central, and eastern regions of this County.

Article XII-Vacancies

Any vacancies in the HAB shall be filled by the decision of the Clallam County Board of Commissioners as decided in a public meeting. If needed, and if applicable, the County Commission may enter into Executive Session pursuant to RCW 42.30.110(1) in order to

complete the work of declaring the existence of a vacancy or filling a vacancy. ~~The~~
~~a~~Appointment process for vacancies is described in Clallam County Policy 952 Boards
and Committees.

These Bylaws replace any previous Bylaws or Rules of Procedures established by the
Heritage Advisory Board.

Adopted by the Heritage Advisory Board this ____ day of _____, 2024.

Loni Gores
Clerk of the Board, Heritage Advisory Committee

DRAFT

Heritage Advisory Board

Sequim Museum 2023 funding request update



RESOLUTION 35, 2023

24
MAY 09 2023

AUTHORIZING AN EXPENDITURE FROM THE CLALLAM COUNTY
HERITAGE ADVISORY BOARD GRANT FUND

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The County collects a surcharge for preservation of historical documents pursuant to RCW 36.22.170.
2. Pursuant to Resolution No. 2-2020 the Clallam County Board of Commissioners established a Clallam County Heritage Grant Fund that will be funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36.22.170, HB 1386. According to the legislation, these funds are to be used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents."
3. Resolution No. 2-2020 assigns responsibility to the Clallam County Heritage Advisory to provide guidance and support for the administration of the Clallam County Heritage Grant fund.
4. The Heritage Advisory Board issued a notice calling for applications to be submitted for grant funding for historic preservation purposes through the Heritage Advisory Grant fund on January 10, 2023.
5. The Heritage Advisory Board met on April 3, 2023 to review the applications for funding from the Heritage Advisory Board Grant Program and made a recommendation to the Board of Commissioners.
6. The Heritage Advisory Board recommends a one-time expenditure to the Sequim Museum & Arts.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. Concurs in the recommendation of the Heritage Advisory Board.
2. Authorizes a one-time expenditure from the Heritage Advisory Grant Fund to be allocated as follows:

Sequim Museum & Arts - \$10,000

3. A contract for the applicant will be prepared and executed in order to memorialize the decision to spend Heritage Advisory Board grant funds for historic preservation purposes.

PASSED AND ADOPTED this 9th day of May 2023

ATTEST:

L. Gores
Lori Gores, CMC, Clerk of the Board



BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias
Mark Ozias, Chair

Randy Johnson
Randy Johnson

Mike French
Mike French

Cc: File A22.161
Finance Department – Lane & Cook
Treasurer's Office
Auditor's Office

FEB 21 2023

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

Clallam County Heritage Grant Program

2023 Application Form

1. Summary

A. Project Title: Captain Morris House

B. Project Description: New floor and structural supports to stabilize the house from further deterioration.

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

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

2. Project Applicant

Organization: Sequim Museum and Arts

Authorized Official: Judy Stipe Title Director

Project Leader: (same)

Primary Contact: (same)

Organization Address: 544 N. Sequim Avenue, Sequim, WA 98382

Phone: (602) 312-8868

Fax

E-mail address: judithstipe@gmail.com

Federal Tax ID 601-401-830

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 planning and completed preparations.
- G. List other sources made available for the project (i.e., other grants, budgeted funds,

A. Project and Goals:

Stabilize the house from further deterioration; replacing existing floor, siding, windows, doors and wall supports as needed.

B. Historical Significance:

Capt. Morris house ca. 1875 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's 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's 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 in existence. Excellent source of architectural design study.

E. Documenting the project:

Receipts for labor, materials and current updates to the Clallam County Heritage Commission will be provided. Including an after-action report of all steps taken.

F. Sequence of steps to complete project:

Assessment of needs – done. Materials list – provided with this submission. Volunteer labor lined-up.

G. Other sources available for project:

\$5,000 in-kind labor cost, small fund raiser added additional \$500 to the project.

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.

- Step description – What is to be accomplished.
- Requested Heritage Grant Funds - Break down expenditure steps by category to include rate of pay, cost of materials, etc.
- Cash Match Income - for proposed project only e.g., budgeted sources, fund raising, etc.
Cash Match: \$5,000 from the Sequim Museum.
- In-kind Contributions - include cash value of donated materials, equipment, and services.
e.g., Labor @ \$37/hr., equipment, etc.
- Total Step Expenditure - The total expenditures must equal total income including in-kind contributions and other cash income

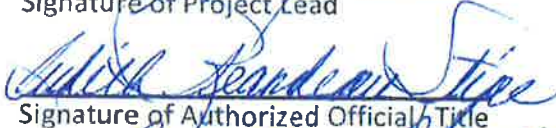
a. Step Description	b. Requested Grant Funds	c. Cash Match Income	d. In-kind Contributions	e. Total Project Expenditures
Repairs, Restore	\$10,000	\$5,000	\$500	\$15,000

Use additional paper if needed.

Sum Total: \$15,000
(Projected)


Signature of Project Lead

02/21/2023
Date


Signature of Authorized Official Title
Executive Director

02/21/2023
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 4th 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>