



Clallam County Opportunity Fund Board Meeting Minutes

Date: September 20, 2024

Time: 11 AM

Location: In person at 141 W. First St., Port Angeles, WA or via Zoom

1. **11:07 AM** - Colleen McAleer confirmed a quorum. Chair Barnard and Vice Chair McAleer were both absent. Director Sharron Delabarre was unanimously elected to serve as acting chair for the meeting.
2. **11:08 AM** - Roll Call by Colleen McAleer
Attendees: Sharron Delabarre, Bill Hermann, Joe Murray, Johanna Bartee, Colleen McAleer
Guests: Lorie Fazio (EDC), Mitch Koonz (EDC), Mike Heeley (City of Port Angeles)
3. **11:09 AM** - Acting Chair Delabarre asked for Approval of Minutes
Director Bill Hermann moved to approve the minutes from the May 33, 2024, meeting as presented. Director Murray seconded the motion, which passed unanimously.
4. **11:10 AM** - Program Administrator Report by Colleen McAleer
 - i) Review of Conflict of Interest per OFB Bylaws dated Dec 16, 1999
 - ii) RCW 82.14.370 and RCW 43.330.010
 - iii) Clallam County Code 5.40.041 – Opportunity Fund ProgramMinimum responsibilities of the Board: Review of February 2024 Opportunity Fund balance and budgeted revenues and expenses; overview of anticipated 2024 applications.
5. **11:12 AM** - Colleen McAleer
Review of Applications submitted to the Opportunity Fund Board Questionnaire. Additionally, a grant match commitment application from Clallam County EDC. No conflicts of interest were identified.
Discussion points included:
 - \$6.4M available; reserves confirmed by Mark Lane at the County are high, at 1.5 times revenue.
 - Review of application list with project names and amounts.
 - Total funding request for 2024 is \$8.9M, with discussions on year-end reserves, disbursement strategies (lump sums vs. gradual payments), prioritizing projects for funding, and reimbursement processes (commitment, work completion, invoice creation).
6. **11:55 AM** - Colleen McAleer
Application Review of EDC: Due to the closure of the McKinley mill, Clallam EDC is eligible for up to a \$4M grant from the US Department of Commerce Economic Development Administration (EDA), requiring a 20% match.

The EDC is requesting a commitment of up to \$700K, not exceeding 20% of the total funding. A bridge commitment would be retracted if the \$700K is funded. Currently, there is a \$100K commitment from CRTC, leaving a request for \$500K to \$600K, or up to \$700K (60/40 commitment).

7. **12:17 PM** - Comments from the Acting Chair Delabarre

Director Murray inquired about the spending of funds. Colleen McAleer noted that funds should remain local, as RFP requirements apply.

8. **12:22 PM** – Motion Request

Acting Chair Delabarre asked for a motion. Director Hermann moved that "The Opportunity Fund Board recommends to the Board of County Commissioners to approve a grant award which will serve as the required match for the EDA Economic Adjustment Assistance Grant. Opportunity Funds awarded to Clallam EDC will not exceed more than 20% of the total grant award from the EDA, and in no case will it exceed \$700,000. This Opportunity Fund Award is contingent on the EDC receiving funds from EDA. In addition, Clallam EDC will make all efforts to secure state funding to replace Opportunity Funds serving as the match requirement."

9. **12:24 PM** - Public Input

Acting Chair Delabarre noted there were no written statements or public comments.

10. **12:24 PM** - Adjournment

Acting Chair Delabarre adjourned the meeting.