Clallam County Opportunity Fund Board
Agenda

November 8, 2024
141 W. First St., Port Angeles, WA
and via Zoom
Zoom Link: https://zoom.us/j/94600826591?pwd=5Ud6ITcAQHrHi95BxXboSDobMBbbIi.1
Meeting ID 946 0082 6591
Passcode 394519

1) **Call to Order**

2) **Roll Call**

3) **Introductory Remarks and Orientation from Chair.**

4) **Approval of Sept 20, 2024 Minutes**
   A. **11:07 AM** – Program Administer 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.
   B. **11:08 AM** - Roll Call by Program Administrator. Sharron Delabarre, Bill Hermann, Joe Murray and Johanna Bartee were present.
      Guests: Lorie Fazio (EDC), Mitch Koonz (EDC), Mike Heeley (City of Port Angeles)
   C. **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. The motion passed unanimously.
   D. **11:10 AM** - Program Administrator Report by Program Administrator
      i) Review of Conflict of Interest per OFB Bylaws dated Dec 16, 1999
      ii) Review of RCW 82.14.370 and RCW 43.330.010 and the CCC 5.40.041 – OFP
      iii) Minimum responsibilities of the Board
      iv) Review of February 2024 OF balance and budgeted revenues and expenses
      v) Overview of anticipated 2024 applications.

E. **11:12 AM** – Program Administer 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).

F. **11:55 AM** – Colleen McAleer presented an application from the Clallam County Economic Development Council. 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).

G. **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.

H. **12:22 PM** – 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."** Director Murray seconded the motion. Acting Chair Delabarre asked if there was any discussion. Hearing none, she called for the motion. The motion passed unanimously.

I. **12:24 PM** - Public Input. Acting Chair Delabarre noted there were no written statements or public comments.

J. **12:24 PM** – Adjournment. Acting Chair Delabarre adjourned the meeting.

5) Report from Program Administrator

a) Conflict of Interest, RCW & CCC reviews
b) Minimum responsibilities of the Board
c) County Provided Guidance to recommend funding up to $5 million.
d) Update on Clallam Forest Products Innovation Program for Natural Resources Innovation Center (NRIC). BOCC decision regarding the September 20, 2024, OFB recommendation – approved up to $600K. Total application for funding was $4.213M of federal funding and $1.054M in match totaling $5.267M. Application used the following for matching fund sources:

i) Composite Recycling Technology Center $100,000 In-kind
ii) Clallam County Government (Opportunity Fund) **$384,184** Cash
iii) Clallam County Economic Development Council $132,628 Cash
iv) Port of Port Angeles $150,000 Cash
v) City of Forks $20,000 Cash
vi) Oregon State University $160,998 Cash
vii) Peninsula College $55,500 In-kind
viii) UW - ONRC $50,000 In-kind
ix) Total $1,053,310

6) **Application Reviews in Open Public Meeting**
   a) Open Public Meeting
   b) Administrative Overview of the application – CCEDC Executive Director
   c) Presentation of funding request by Applicants – 5-10 minutes each
      i) **Clallam Bay Sewer pump station replacement by Clallam County**
      ii) **Lyons Landing site development infrastructure – Habitat for Humanity of Clallam County**
      iii) **Eklund at Gales – Peninsula Housing Authority**
      iv) **Marine Trades Center – Phase 2 Development – Port of Port Angeles**
      v) **"A" St Wastewater Capacity Improvements – City of Port Angeles**
      vi) **Design for Water Main & Booster Station – City of Sequim**
   d) Opportunity for Public Input
   e) Close Public Hearing.

7) **OF Board Members questions, concerns and debate**
   a) Program Administer reviews the scoring matrix.
   b) Board Members ask questions about scoring process, if any.
   c) Each Board Member completes/updates their scoring sheets.
   d) Chair asks for the scoring of each of the applications from each of the Opportunity Fund Board members.
   e) Discussion ensues between Board Members.

8) **Chair Asks for Motion for disposition**

9) **Certificate of Appreciation for Sharon Delabarre**

10) **Adjourn Meeting**