Clallam County Opportunity Fund Board
Agenda

September 16th at 1pm
In person at 141 W. First St., Port Angeles, WA
or via Zoom
Zoom Link: https://zoom.us/j/99833909342?pwd=RoJdQ8x6KaxNWUK95mOsoHJQnISQkL.1
Meeting ID: 998 3390 9342
Passcode: 275998

1) **Call to Order**
2) **Roll Call**
3) **Selection of Chair/Vice-Chair for 2025**
4) **Introductory Remarks and Orientation from Chair**
5) **Approval of Nov 8, 2024 Minutes**

Meeting Minutes
Date: Friday, November 8, 2024
Time: 1:01 PM – 3:59 PM
Location: 141 W 1st Street, Port Angeles, WA 98362

---

1. Call to Order
1:02 PM – Chair Barnard called the meeting to order.

---

2. Roll Call
1:03 PM – Roll call conducted by Program Administrator McAleer.

Present: Alan Barnard, Sharron Delabarre, Bill Hermann, Joe Murray, Mike McAleer, Johanna Bartee
Absent: Jeff Gingell
Guests: Lorie Fazio (EDC), Mitch Koonz (EDC), Scott Curtin (COPA, Anna Jones, (COPA), Jonathan Boehme (City of Port Angeles), Annie O'Rourke & Sarah Martinez (Peninsula Housing Authority), Katharine Fraizer (Port of Port Angeles), Amy Dougherty, Meggan Uecker & Nick Dostie (City of Sequim), Todd Mielke, Mark Lane, Ron Garcelon & Timothy Dalton (Clallam County), Kenneth Reandeau

---

3. Approval of Minutes
1:04 PM – Chair Barnard requested approval of the minutes from the September 20, 2024, meeting.
Motion: Director Mike McAleer moved to approve the minutes.
Seconded: Director Murray.
Outcome: Motion passed unanimously.

---

4. Program Administrator's Report
1:05 PM – Program Administrator McAleer provided the following updates:

- Conflict of Interest Review: Per OFB Bylaws dated December 16, 1999.
- Review of RCW 82.14.370, RCW 43.330.010, and CCC 5.40.041 – OFP.
- Minimum Responsibilities of the Board reviewed.

---

5. Discussion on Opportunity Fund Allocation

1:10 PM – Program Administrator McAleer asked Mark Lane, Clallam County CFO, to provide guidance regarding the county's position for the OFB to recommend up to $5 million.

- $6.2M already disbursed; after allocating $5M, there would be a remaining reserve of $1.955 million, with $750K-$950K available for next year's contingency.

---

6. BOCC Decision Review

1:13 PM – Program Administrator McAleer reviewed the BOCC decision.

---

7. Open Public Meeting

1:14 PM – Chair Barnard opened the public meeting.

---

8. Administrative Overview of Applications

1:15 PM – Program Administrator McAleer presented the funding requests. Applicants were given 5-10 minutes each to present.

1:16 PM – Clallam Bay Sewer Pump Station Replacement – Clallam County (Ron Garcelon)

- Could applicant accept partial funding: Answer - No.

1:27 PM – Lyons Landing Site Development Infrastructure – Habitat for Humanity of Clallam County (Norm Pedersen)

- Could applicant accept partial funding: Answer - Yes.

1:41 PM – Eklund at Gales – Peninsula Housing Authority (Sarah Martinez & Annie O'Rourke)

- Could applicant accept partial funding: Answer - Yes.

2:02 PM – Marine Trades Center – Phase 2 Development – Port of Port Angeles (Katharine Fraizer)

- Could applicant accept partial funding: Answer - Yes.

2:21 PM – "A" St Wastewater Capacity Improvements – City of Port Angeles (Jonathan Boehme)

- Could applicant accept partial funding: Answer - Yes.

2:43 PM – Design for Water Main & Booster Station – City of Sequim (Meggan Uecker)

- Could applicant accept partial funding: Answer - No.

---

9. Break

2:49 PM – Chair Barnard called for a five-minute break.

---

10. Public Comment

3:07 PM – Chair Barnard opened the floor for public comment.

- Todd Mielke (Clallam County): Provided background on the intended use of opportunity funds for rural communities, focusing on economic development, business recruitment, and retention to create an equal playing field.

3:12 PM – With no further public comment or written statements. Chair Barnard closed the Public hearing.

---

11. Review of Scoring Matrix

3:13 PM – Chair Barnard requested Board Directors and the Program Administrator to review the scoring matrix.

---

12. Board Directors' Scoring & Funding Recommendations

3:24 PM – Board Directors shared their individual scoring metrics and discussed possible award levels for each grant award. See table below for details.

		Clallam Bay Sewer Station Replacement	Infrastructure for Lyons Landing	Eklund @ Gales	Marine Trades Center	A St Basin Wastewater Capacity	Design of Booster Pump & Water Main	
Board Member #1		67	35.5	12.5	50	78	58	
Board Member #2		65	50	40	55	25	50	
Board Member #3		80	40	25	70	95	73	
Board Member #4		83	3	0	82	98	85	
Board Member #5		55	40	20	75	55	70	
Board Member #6		84	48	16	67	84	47	
	Total	434	216.5	113.5	399	435	383	Priorities are
	Priority	2	5	6	3	1	4	not binding
	Request	$ 470,000	$ 1,600,000	$ 1,000,000	$ 2,516,000	$ 2,572,492	$ 555,000	
								total
Board Member #1		$ 470,000	$ 725,000	$ -	$ 1,250,000	$ 2,000,000	$ 555,000	$ 5,000,000
Board Member #2		$ 470,000	$ 1,600,000	$ 75,000	$ 1,300,000	$ 1,000,000	$ 555,000	$ 5,000,000
Board Member #3		$ 470,000	$ 975,000	$ -	$ 1,500,000	$ 1,500,000	$ 555,000	$ 5,000,000
Board Member #4		$ 470,000	$ -	$ -	$ 1,975,000	$ 2,000,000	$ 555,000	$ 5,000,000
Board Member #5		$ 470,000	$ 500,000	$ 75,000	$ 2,000,000	$ 1,400,000	$ 555,000	$ 5,000,000
Board Member #6		$ 470,000	$ 1,000,000	$ -	$ 2,516,000	$ 459,000	$ 555,000	$ 5,000,000
	Average	**$ 470,000**	**$ 800,000**	**$ 25,000**	**$ 1,756,833**	**$ 1,393,167**	**$ 555,000**	**$ 5,000,000**

13. Motion for Grant Allocations
3:45 PM – Director Mike McAleer made the following motion:
"The Opportunity Fund Board recommends to the Board of County Commissioners the use of the opportunity funds in the following amounts:

- Clallam Bay Sewer Pump Station Replacement by Clallam County: $470,000
- Lyons Landing Site Development Infrastructure by Habitat for Humanity of Clallam County: $800,000
- Eklund at Gales by Peninsula Housing Authority: $25,000
- Marine Trades Center – Phase 2 Development by Port of Port Angeles: $1,756,833
- 'A' St Wastewater Capacity Improvements by City of Port Angeles: $1,393,167
- Design for Water Main & Booster Station by City of Sequim: $555,000"

Seconded by: Director Joe Murray.
Discussion:

- Director Delabarre shared that she felt there was a sense of compromise and that the process was a good way to balance requests.
- Directors Hermann, Murray, McAleer, and Bartee agreed that it was an excellent process.

Outcome:

- Chair Barnard asked Lorie Fazio to read the motion aloud.
- Chair Barnard corrected the motion slightly to read:
  "The Opportunity Fund Board recommends to the Board of County Commissioners to approve grant awards from the opportunity funds in the following amounts…"
- Motion passed unanimously.

14. Presentation of Community Service Award
3:57 PM – A Certificate of Appreciation was presented to Director Sharron Delabarre as she had elected to submit her resignation beginning in 2025.

15. Adjournment
3:59 PM – Chair Barnard adjourned the meeting.

6) Report from Program Administrator

7) Review of most current Opportunity Fund Balance and budgeted revenues and expenses

8) Report by Administrator on any other known upcoming OFB applications

9) Application Review:

Phase I – Immediate Repairs and Improvements
Phase II - Power main upgrade needed for Kiln/Cogen Operations

a) Open Public Meeting
b) Administrative Overview of the application – CCEDC Executive Director
c) Presentation of funding request by Rod Fleck.

10) Opportunity for Public Input
11) Application rebuttal and close of public meeting
12) OFB Members questions and debate
13) Motion for disposition
14) Adjourn Meeting.