

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 (Chair), Sharron Delabarre, Bill Hermann, Joe Murray, Mike McAleer, Johanna Bartee

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) for guidance on recommending funding 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)

- **Recommendation:** No to partial funding.

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

- **Recommendation:** Yes to partial funding.

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

- **Recommendation:** Yes to partial funding.

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

- **Recommendation:** Yes to partial funding.

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

- **Recommendation:** Yes to partial funding.

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

- **Recommendation:** No comment made for partial funding.
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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 scoring metrics and grant award recommendations. See attached chart for details.

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 expressed that 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 system.

Outcome:

- Chair Barnard asked Lorie Fazio to read the motion aloud.
- Chair Barnard amended 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.

15. Adjournment

3:59 PM – Chair Barnard adjourned the meeting.