Meeting Minutes - OFB

Date: Wednesday January 7, 2026
Time: 1:15 PM – 3:00 PM
Location: 141 W 1st Street, Port Angeles, WA 98362

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1. Call to Order

1:16 PM – Quorum assessed - Chair Barnard called the meeting to order with introductory remarks and orientation.

2. Roll Call

1:17 PM – Roll call conducted by Lorie Fazio - Clallam EDC

Present: Alan Barnard (Chair), Bill Hermann, Pete Tjemsland, Eileen Cummings, Johanna Bartee, Joe Murray, (joined the meeting at 1:52 PM)

Guests: Lorie Fazio (EDC), Mitch Koonz (EDC), Roy Mann (EDC), Ron Garcelon (Clallam County) Mark Lane (Clallam County) Colleen McAleer(EDC) Dr. Sally Hulling (EDO) MBA, Timothy Dalton (Clallam County)

Chair Barnard – Established Quorum 5/7members present.

3. Board Elections

1:18 PM – Chair Barnard requested nominations or volunteers for Chair and Vice Chair Positions.
Motion: Director Cummings moved to nominate Alan Barnard for Chair.
Seconded: Director Bartee.
Outcome: Motion passed unanimously.

Motion: Director Cummings moved to nominate Bill Hermann for Vice Chair.
Seconded: Director Bartee
Outcome: Motion passed unanimously.

4. Introduction of the meeting content

1:20 PM – Chair Barnard

5. Approval of Minutes

1:23 PM – Chair Barnard requests approval of the minutes from the September 16, 2025, meeting.
Motion: Director Tjemsland moved to approve the minutes.
Seconded: Director Hermann.
Outcome: Motion passed unanimously.

6. Report by Program Facilitator – Use of funds and any other known upcoming OFB applications

1:24 PM – Program facilitator Koonz –
Question to the board: Is anyone aware of a conflict of interest? None noted.
Review of ***5.40.040 Use of proceeds &*** **5.40.060 Responsibilities of Opportunity Fund Board.**

Meeting for review of an application from the Clallam County Public Works Department for a short-term working capital loan to fund the next phase of sewer inflow and infiltration pipe replacements in Clallam Bay/Sekiu until project costs are reimbursed through an Ecology grant. The Clallam County Public Works Department has received a funding package through the DOE's Clean Water State Revolving Fund (CWSRF) program.

> *The EDC reviewed the Clallam County Public Works Department application and found it to be complete and suitable for funding under the program guidelines.*

7. Review of current Opportunity Fund Balance

1:26 PM – Mark Lane (CFO-Clallam County)

Explanation of the source of Opportunity Funds
Projected 2026 ending balance $2,603.458.

8. Report by Program Facilitator - Koonz on any other known upcoming OFB applications

1:27 PM There have been some minor inquiries, but we are not aware of any additional incoming Opportunity fund Board applications at this time

9. Application Presentation

1:33 PM – Ron Garcelon (Clallam County) Project Background Clallam Bay/Sekiu Sewer 1/1 Pipe Replacement Phase 2

Discussion & Questions – Loan terms, repayment, capacity, and anticipated obstacles to repayment or project completion

10. Open Public Meeting

1:56PM – Chair Barnard opened the public meeting.

11. Public Input or Application rebuttal

1:57 PM – Chair Barnard opened the floor for public comment.

1:58 PM – With no public comment or written statements. Chair Barnard closed the public hearing.

12. OFB Members questions and debate

1:59 PM – Chair Barnard - Board Directors and the Program Administrator discussion on Working Capital Loan Application

13. Motion for Grant Allocations

2:00 PM – Motion: Director Murray made the following motion: The Opportunity Fund Board recommends the Board of Clallam County Commissioners authorize the execution of a loan in the amount of $1,000,000, bearing interest at the Local Government Investment Pool (LGIP) rate in effect at the date of loan inception, to be repaid within 18 months. The loan proceeds will be used to fund improvements for the next phase of sewer inflow and infiltration pipe replacement at the Wastewater Treatment Plants located in Clallam Bay and Sekiu. Referencing Grant Agreement #WQC-2026-CLACPW-00271

Seconded: Director Tjemsland
Discussion – Director Hermann recommended to add Grant Agreement reference # to the motion
Chair Barnard asked Lorie Fazio to read the motion aloud.

The motion was approved by unanimous vote of the participating members: All in favor

14. Adjournment

2:05 PM – Chair Barnard thanks the Clallam EDC for their work for the OFB, asked for a motion to adjourn the meeting.

2:06 PM
Motion to **Adjourn:** Director Hermann
Seconded: Director Tjemsland
Outcome: Motion passed unanimously.