



## **SPECIAL MEETING AGENDA**

### **CLALLAM COUNTY HERITAGE ADVISORY BOARD**

**223 East 4<sup>th</sup> Street, Room 160  
Port Angeles, Washington  
February 2, 2026 – 4:30 p.m.**

Heritage Advisory Board meetings will be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 836 9266 4344 and passcode: 12345 and use \*9 to raise your hand.

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/83692664344> and use meeting ID: 836 9266 4344 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://clallamcountywa.gov/meetings>

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or [loni.gores@clallamcountywa.gov](mailto:loni.gores@clallamcountywa.gov)

#### **CALL TO ORDER/ROLL CALL**

#### **REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA**

#### **PUBLIC COMMENT – Please limit comments to three minutes**

#### **APPROVAL OF MINUTES: October 6, 2025**

#### **BUSINESS ITEMS**

- Selection of Chair and Vice Chair 2026
- Heritage Fund budget review -Deputy CFO Rebecca Turner
- 2026 Heritage Fund applications – review and recommendation
- Discussion and next steps regarding a 2<sup>nd</sup> call for 2026 Heritage Funding application

#### **ITEMS FOR THE GOOD OF THE ORDER**

#### **PUBLIC COMMENT – Please limit comments to three minutes**

#### **NEXT MEETING DATE**

#### **ADJOURNMENT**

# **Heritage Advisory Board**

**Draft Minute**

**October 6, 2025**



## CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of October 6, 2025

### MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

Judith Stipe called the meeting to order at 4:30 p.m., Monday, October 6, 2025. Also present were Paula Hunt, Nancy Messmer, Lindsey Sehmel, Frank Maybury, and Mike Doherty. Bryon Monohon were excused. Loni Gores, Clerk of the Board, was present.

### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN:** Maybury moved to approve, Hunt seconded, motion carried

### APPROVAL OF MINUTES

- July 7, 2025

**ACTION TAKEN:** Maybury moved to approve, Doherty seconded, motion carried

### BUSINESS ITEMS

- **2026 Heritage Fund applications call for applications**
  - \* Approve timeline
  - \* Approve notice and press release

Gores explained the timeline for the 2026 call for Heritage Fund applications and process to review the applications. HAB Members held discussion on the process to notify the public.

**ACTION TAKEN:** Sehmel moved to approve the timeline, Maybury seconded, motion carried

**ACTION TAKEN:** Sehmel moved to approve the notice and press release, Doherty seconded, motion carried

- **Expiring terms on December 31, 2025**
  - \* Judith Stipe, Paula Hunt, Mike Doherty and Nancy Messmer

Gores noted that Stipe, Hunt, Doherty and Messmer all have terms expiring at the end of the year. There will be a press release calling for applications and current members will be contacted to see if they would like to request reappointment.

- **Membership openings**
  - \* District II (2 openings)

Gores reported that there are still 2 openings for District II. She noted that these positions have been advertised several times and no applications have been received. She encouraged HAB Members to do outreach for applications.

- **Introduction of Lindsey Sehmel new District I Board Member**

Sehmel introduced herself and provided her background.

### GOOD OF THE ORDER

- Restore the 4 Locomotive
- Lower Elwha Paddle Journey
- Clallam Bay Lighthouse Keepers
- Potatoes

### PUBLIC COMMENT

- Kenneth Reandeau, Port Angeles, tried to make comment but there were technical difficulties

**NEXT MEETING DATES:** January 5, 2026

**ADJOURNMENT:** The meeting adjourned at 5:18 p.m.

# **Heritage Advisory Board**

## **Application Review**

# **Heritage Advisory Board**

## **Attorney Response**

## Gores, Loni

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**From:** Boughton, Dee  
**Sent:** Monday, January 12, 2026 10:27 AM  
**To:** Gores, Loni; Reno, Jay; Thomson, Liz  
**Cc:** Nichols, Mark  
**Subject:** RE: New LAR Submitted - LAR-2025-12-08T14:09:19 - HAB Application Review

I've reviewed this briefly. The North Olympic History Center request appears to be eligible.

[Bert Dee Boughton](#) | Chief Civil Deputy Prosecuting Attorney | Clallam County  
223 E. 4th Street, Ste. 11 | Port Angeles, WA 98362 | desk: 360.565.2720 | cell: 360.477.3125 | fax: 360.417.2543 |  
[dee.boughton@clallamcountywa.gov](mailto:dee.boughton@clallamcountywa.gov)

# **Heritage Advisory Board**

## **Application**

**North Olympic History Center**

NOV 19 2025

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@124pm

**Clallam County Heritage Grant Program  
2026 Application Form**

**1. Summary of project**

A. Project Title: North Olympic Peninsula Historic Newspaper Preservation Project

B. Project Description: Following the sale of Sound Publishing to Carpenter Media, the NOHC received donation of 388 bound volumes of historic newspapers covering over 100 years of North Olympic history. We are seeking funds to purchase archival preservation materials and shelving to curate this collection and ensure these materials are preserved for future generations of researchers.

C. Project Type (check one):

(a)  Public Programming (b)  Capital Improvements and Equipment

(c)  Collections Management (d)  Training

D. Total project budget: \$6,498.35

E. Amount of grant request: \$3,654.31 Request category: 1) Less than \$2,500   
2) More than \$2,500

F. Matching amount (cash, in-kind materials, equipment, labor, etc.): \$2,844.04

**2. Applicant information**

Name of organization: North Olympic History Center

Authorized organization representative: David Brownell

Name of project leader/primary contact: David Brownell

Primary contact phone number: 360-452-2662 Email: director@northolympichistory.org

Organization street address: 933 W 9th Street

City: Port Angeles State: WA Zip code: 98362

Organization Federal Tax ID: 91-6054757

Nonprofit status:  Yes  No

If yes, attach a copy of IRS Form 501(c)(3) demonstrating the organization's tax-exempt status and a copy of the first page of the organization's most recent IRS Form 990, Return of Organization Exempt from Income Tax. Do not included the entire return.

### **3. Project Details**

#### **A. Describe the goal/expected outcome of the project.**

The goal of the project is to stabilize and preserve 388 bound volumes of historic newspapers, research files, photographs and other archival documents of high research and cultural value to the North Olympic Peninsula. A successful outcome would see the collection property housed in acid-free archival boxes and folders and arranged in an accessible manner on adequate shelving. These materials would be made accessible to researchers at the NOHC and at some point in the future, digitized and made available online.

Our purchase list include acid-free archival folders for the Tribune Times newspapers, which have not been bound and were received sandwiched between two pieces of cardboard and tied together with twine. We will also purchase 40 newspaper storage boxes to house the many bound volumes received in this collection that have had their binding destroyed. The archival corrugated board will be used to provide support and an acid-free buffer between volumes. Once the collection has been rehoused, we will purchase three Costco "Gorilla" industrial shelving units to store the collection in the NOHC's Artifact Storage Facility with the rest of our newspaper collection.

#### **B. Explain the historical significance of the project.**

The archival collection includes over 30 boxes of research files containing xerox copies of Peninsula Daily News clippings, organized alphabetically by subject, covering the 1990s up through the 2010s; original clippings of PDN articles, organized alphabetically by subject, covering the 1970s through the 1980s; thousands of photos of individuals used in local media, organized alphabetically by name; proof sheets of images used in local media covering the 1970s through early 2000s; organizational records of local media including the Port Angeles Evening News and Peninsula Daily News. The historic newspapers are the documents of record for the North Olympic Peninsula. They contain the historic record of the Sequim, Port Angeles and North Olympic communities including marriage announcements, obituaries and legal announcements. Many of these volumes have not been digitized and this is the only collection of these volumes in existence.

An overview of the newspaper collection, arranged by (Title/Number of Volumes/Date range):

Sequim Gazette: 70 volumes [1990-2014].

Jimmycomelately Gazette: 23 volumes [1974-1989].

Sequim Sun: 7 volumes [1985-1992].

Peninsula Daily News: 51 volumes [1988-2000].

Peninsula Business: 12 volumes.

Port Angeles Evening News: 213 volumes [1932-1967].

Tribune Times: 5 volumes [1906-1910, 1913/1914, 1918/1919].

One volume each of the following:

Port Angeles Daily Herald [1920]

Sequim Shopper

Peninsula Shopper

Living on the Peninsula

Who's Who – Port Angeles

Who's Who – Sequim  
Peninsula Visitor's Guide

The *Tribune Times* was formed when the printing plant of the *Times* (the first daily newspaper in Port Angeles) was merged with the *Tribune*. In 1894 the *Tribune-Times* became the first newspaper to own its newspaper building. In 1916 owner A. A. Smith merged the *Tribune-Times* with E.B. Webster, forming the *Port Angeles Evening News*. The *Port Angeles Evening News* eventually changed names to the *Port Angeles Daily News* in the 1960s. The *Sequim Gazette* originated as the *Sequim Shopper*, which then became the *Jimmycomelately Gazette* before switching to the current title in 1976.

**C. Explain why this project is a priority for Heritage Grant Program funding.**

In Spring 2025 the NOHC was contacted by the Washington State Historical Society and Washington State Library with an urgent request to receive four pallets of historic newspapers from the North Olympic Peninsula.

Due to the recent purchase of Sound Publishing by Carpenter Media, several regional publications & distribution offices were closed in Port Angeles, Everett, Whidbey and other areas. Bound newspaper issues ranging from the late 1890s through the early 2000s were in danger of being recycled. Some are bound volumes that have not been preserved on microfilm or other formats and may be the only copies left in existence. The State Library would like to eventually preserve these on microfilm, but they needed to find a new location for them before the end of June where they would be safe until they can be digitized.

The Washington State Library (WSL) in partnership with the University of Washington Libraries have been working over the years to make sure these newspapers are preserved on microfilm, as an alternative long term storage format, and eventually hope to digitize more of these issues to make them more accessible to researchers as funding permits. The filming and digitization process can take a while due to limited funds and therefore WSL wants to keep complete title runs together in one place. Some of these titles cover long date ranges and others may only have a few volumes of print issues represented.

The NOHC did not anticipate receiving these materials and we do not have adequate supplies on hand to preserve and store these newspapers. Many of the volumes are extremely fragile, some have lost their binding, and others are held together with wire and string. We have found damage from water, fire, rodents and general deterioration due to age (see attached photos). We need HAB support to make sure these materials are stabilized for future use, including digitization.

**D. Explain how this project benefits the community.**

The preservation of these unique records of our community's history will ensure they are available for future generations to enjoy. Stabilizing the newspapers, arranging and storing them will also ensure they are available for digitization, at which time they would be made available to anyone with internet access.

A completed inventory of the collection is currently being completed. The inventory will be used to create catalog records in our database, which will then be made accessible to the general public through our catalog access site ([nohc.catalogaccess.com](http://nohc.catalogaccess.com)). The research files are being incorporated into our research library collections and are already being used by local researchers.

**F. Describe how you will document the progress and completion of the project. (Photographs, video, newsletters, reports to board of directors, receipts, etc.)**

The project will be photo documented and progress updates will be published in our quarterly Strait History newsletter. Progress updates will include an acknowledgement of the HAB's support. A project report will be submitted to the Heritage Advisory Board at the completion of the project, and the HAB will be invited to tour the collection.

**G. State the timeline for completing the project and explain how will you meet this goal. Provide a work schedule, including estimated beginning and completion dates for each phase (if there is more than one). Note any planning, preparation or work that has already been completed.**

Summer 2025 – Spring 2026: Inventory of newspaper volumes.

May/June 2026: Order archival supplies and shelving.

July 2026: Construct shelving in Artifact Storage Facility. Begin rehousing volumes.

September 2026: Begin archival processing of photos, records and non-periodical archival materials.

**H. List other funding sources have you secured for this project, including other grants; capital funds; gifts of materials and equipment; monetary donations; and volunteer labor. Note partnerships with other organizations and the scope of their involvement and any contributions they will make.**

As of the drafting of this grant application in November 2025, the NOHC has committed 42 volunteer hours to moving, inventorying and storing the newspaper collection, and incorporating the research materials into our research files. The Jefferson County Historical Society donated five used metal shelving units which have space to store approximately half of the bound volumes.

#### 4. Budget request

The budget request may be divided into two phases that would allow funding of a portion of the project. An example of a completed budget request can be found in Appendix A.

Total expenditures must equal total income, including in-kind contributions (the cash value of donated materials and services), other cash income and requested grant funds.

- Break down expenditures by category to include rate of pay, cost of materials, etc.
- Indicate specific use of requested funds.
- In-Kind: Break out materials, equipment and labor (use Washington State Department of Labor & Industry prevailing wage found at [www.lni.wa.gov/licensing-permits/public-works-projects/prevaling-wage-rates](http://www.lni.wa.gov/licensing-permits/public-works-projects/prevaling-wage-rates)).

Project Phase	Requested funds	Cash income match	In-kind contributions	Total project expenditures
<b>Project phase 1</b>				
Collection inventory and organization (50 hrs @ \$34.79/hr)	\$	\$	\$1,739.50	\$1,739.50
Archival Supplies (plus shipping)	\$ 2,454.35	\$	\$	\$2,454.35
Newspaper encapsulation (24 hrs @ \$34.79/hr)	\$	\$	\$834.96	\$834.96
<b>Project phase 2</b>				
Industrial Shelving	\$1,199.96	\$	\$	\$ 1,199.96
Shelving construction (2 hrs @ \$34.79/hr)	\$	\$	\$69.58	\$69.58
JCHS shelving donation	\$	\$	\$200	\$200
	\$3,654.31	\$	\$2,844.04	\$

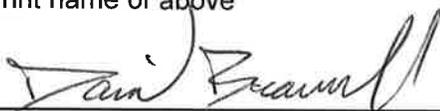
Total project budget \_\$6,498.35\_\_

**Clallam County Heritage Grant Program  
2026 Signature Page**

\_\_\_\_\_  
Signature of Project Leader and Primary Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of above



\_\_\_\_\_  
Signature of Authorized Organization Representative

1/19/25

\_\_\_\_\_  
Date

David Brownell

\_\_\_\_\_  
Print name of above

Executive Director

\_\_\_\_\_  
Title

The signatories declare they are authorized to submit this application and assure that any funds received as a result will only be used for the purposes set forth herein.

**Internal Revenue Service**

Department of the Treasury

District  
Director

P.O. Box 2350 Los Angeles, Calif. 90053

\*Clallam County Historical Society  
223 E. Fourth St.  
Port Angeles, WA 98362-3025

Person to Contact:  
L. Barragan

Telephone Number:  
(213) 894-2336

Refer Reply to:  
EO (060194)

Date: JUN 10 1994

RE: Clallam County Historical Society  
EIN: 91-6054757

Dear Taxpayer:

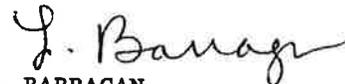
This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax in December 1957 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the code, because it is an organization described in Section 509(a)(2).

The exempt status for the determination letter issued in December 1957 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,



L. BARRAGAN  
Disclosure Assistant

Return of Organization Exempt From Income Tax

2024

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

Department of the Treasury Internal Revenue Service

A For the 2024 calendar year, or tax year beginning 2024, and ending 20

B Check if applicable: Address change, Name change, Initial return, Final return/terminated, Amended return, Application pending. C Name of organization: NORTH OLYMPIC HISTORY CENTER. D Employer identification number: 91-6054757. E Telephone number: (360) 452-2662. G Gross receipts: \$ 493,443.

I Tax-exempt status: [X] 501(c)(3). J Website: CLALLAMHISTORICALSOCIETY.COM. K Form of organization: [X] Corporation. L Year of formation: 1958. M State of legal domicile: WA.

Part I Summary

Table with 3 columns: Description, Prior Year, Current Year. Rows include: 1. Mission: MUSEUM OPERATIONS AND ARTIFACT PRESERVATION. 3. Number of voting members: 13. 4. Number of independent voting members: 13. 5. Total number of individuals employed: 1. 8. Contributions and grants: 40,552 (Prior) / 37,584 (Current). 12. Total revenue: 57,340 (Prior) / 93,963 (Current). 19. Revenue less expenses: (71,934) (Prior) / (62,733) (Current). 22. Net assets or fund balances: 1,900,267 (Prior) / 1,837,534 (Current).

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here: Signature of officer: JOHN MCNUTT. Date: [blank]. Type or print name and title: JOHN MCNUTT, TREASURER.

Paid Preparer Use Only: Preparer's name: JENNIFER SWEENEY. Date: 07-03-2025. Check self-employed: [X]. PTIN: P03075509. Firm's name: SEQUIM ACCOUNTING SERVICES LLC. Firm's address: 350 W WASHINGTON ST APT 3, Sequim WA 98382. Firm's EIN: [blank]. Phone no.: 360-683-2511.

May the IRS discuss this return with the preparer shown above? See instructions [X] Yes [ ] No

For Paperwork Reduction Act Notice, see the separate instructions.

**North Olympic Peninsula Historic Newspaper Preservation Project**

**Purchase List**

**University Products (universityproducts.com)**

<b>Item Description</b>	<b>Item #</b>	<b>Cost (per)</b>	<b>Qty</b>	<b>Total</b>
Newspaper storage folders	727-2420	55.15 (10)	5	275.50
Newspaper Storage boxes	801-1925	34.70 (ea)	20	694
Drop Front Boxes, E-Flute	612-2024	27.80 (ea)	20	556
Archival Corrugated Board	613-4001	428.85(8)	1	428.85
Shipping & Handling				500.00
				<b>2,454.35</b>

**Costco**

Gorilla Rack Industrial Shelving	1600208	299.99(ea)	4	1,199.96
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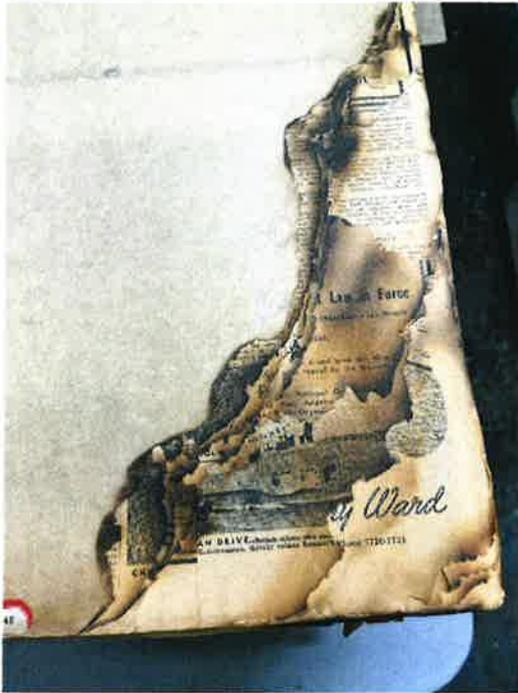
## North Olympic Peninsula Historic Newspaper Preservation Project



Volunteers unloading the collection, July 2025.



Port Angeles Evening News, Tribune Times and Peninsula Daily News volumes during inventory.



Fire damage, 1942 PA Evening News.



Missing cover and damage, 1936 PA Evening News.



Rodent nest, 1915 Tribune Times.



Crumbling and brittle paper, 1957 PAEN.

# **Heritage Advisory Board**

**2<sup>nd</sup> Call for applications**



**CLALLAM COUNTY  
HERITAGE ADVISORY BOARD  
223 EAST 4<sup>TH</sup> STREET, STE. 4, ROOM 150  
PORT ANGELES, WASHINGTON**

**Clallam County Heritage Advisory Board  
Timeline 2026 – 2<sup>nd</sup> Call**

1. Notice, press release, application released for HAB funding applications – **February 2, 2026**
2. Applications due – **March 19, 2026 at 12 p.m.**
3. Prosecuting Attorney eligibility review – **March 19, 2026 – May 18, 2026**
4. Publish agenda and applications for review by HAB Members for June 1 meeting by – **May 28, 2026**
5. HAB Board meeting for review and recommendations for which project to fund – **June 1, 2026**  
\* This must be done in open session. HAB members will recuse themselves, if necessary, as outlined in guideline.
6. HAB Board Clerk forwards recommendations to BOCC – **June 3, 2026**
7. BOCC work session review – **June 8, 2026**
8. BOCC regular agenda approval – **June 16, 2026**
9. Applicants notified and contracts processed – **June 16 – August 3, 2026**



## Clallam County Heritage Advisory Board Accepting applications for grants notice

### CLALLAM COUNTY HERITAGE ADVISORY BOARD

The Clallam County Heritage Advisory Board is accepting applications for historic preservation grants.

The grants are for public programming, capital improvements and equipment, collections management and training that support projects' preservation and enhancing county history for residents, visitors and future generations.

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request.

Applications may be submitted by a public entity or a nonprofit tax-exempt organization that either operates or owns a museum or similar historical institution promoting local history within the boundaries of Clallam County; entities performing educational, interpretive or similar activities that promote local history within county boundaries; or individuals or entities that own property within Clallam County that is listed on local, state or national registers.

According to state law, these funds are to be used for projects which "promote historical preservation or historical programs, which may include preservation of historic documents."

**Grant application will be received at 223 East 4<sup>th</sup> Street, Room 150, Port Angeles, Washington until 12 p.m., Thursday, March 19, 2026.**

Application can be mailed to Clallam County Heritage Advisory Board – Commissioners Office, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington no later than 12 p.m., Thursday, March 19, 2026. Documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

A complete informational packet on preparing a proposal may be obtained from:

Clallam County Board of Commissioners  
223 East Fourth Street, Suite 4  
Port Angeles, WA 98362  
Phone: 360-417-2233  
Email: [loni.gores@clallamcountywa.gov](mailto:loni.gores@clallamcountywa.gov)

**Applications are available at Web:**

**<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>**

Clallam County hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

PASSED THIS 2<sup>nd</sup> day of February 2026

Heritage Advisory Board

\_\_\_\_\_  
Loni Gores, MMC, Clerk of the Board

Publish:

February 6, 2026 – Peninsula Daily News

February 12, 2026 – Forks Forum

February 11, 2026 - Sequim Gazette

Bill: Board of Commissioners – Heritage Advisory Board



# Board of Clallam County Commissioners

223 East 4<sup>th</sup> Street, Suite 4  
Port Angeles, WA 98362-3015  
360.417.2233 Fax: 360.417.2493  
E-mail: [loni.gores@clallamcountywa.gov](mailto:loni.gores@clallamcountywa.gov)

## **PRESS RELEASE** **For Immediate Release**



The Clallam County Heritage Advisory Board is accepting applications for historic preservation grants.

According to state law, funds are collected to be used for projects which "promote historical preservation or historical programs, which may include preservation of historic documents." The grants are for public programming, capital improvements and equipment, collections management and training that support projects' preservation and enhancing county history for residents, visitors and future generations.

Applications may be submitted by a public entity or a nonprofit tax-exempt organization that either operates or owns a museum or similar historical institution promoting local history within the boundaries of Clallam County; entities performing educational, interpretive, or similar activities that promote local history within county boundaries; or individuals or entities that own property within Clallam County that is listed on local, state or national registers.

**Applications must be received by Thursday, March 19, 2026 at 12 p.m.**

**Applications are available at**  
**<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>**

Interested residents are invited to call the Board of Commissioners' Office at 360-417-2256 or email to [loni.gores@clallamcountywa.gov](mailto:loni.gores@clallamcountywa.gov) or visit the Board of Commissioners' office in the Clallam County Courthouse, 223 E. Fourth St. Room 150, Port Angeles.

