



SPECIAL MEETING AGENDA

CLALLAM COUNTY HERITAGE ADVISORY BOARD

**223 East 4th Street, Room 160
Port Angeles, Washington
March 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

CALL TO ORDER/ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES: February 2, 2026

BUSINESS ITEMS

- Strategic plan
- Field Trips

ITEMS FOR THE GOOD OF THE ORDER

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE

ADJOURNMENT

Heritage Advisory Board

Draft minutes

February 2, 2026



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of February 2, 2026

MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

Paula Hunt called the meeting to order at 4:30 p.m., Monday, February 2, 2026. Also present were Nancy Messmer, Lindsey Sehmel, Bryon Monohon, Frank Maybury, Mike Doherty and Derrick Eberle. Loni Gores, Clerk of the Board, was present.

Introduction of Derrick Eberle new District I Board Member

Eberle introduced herself and provided his background.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

- October 6, 2025

ACTION TAKEN: Maybury moved to approve, Hunt seconded, motion carried (Monohon abstained)

PUBLIC COMMENT

- Judith Reandeau-Stipe, Sequim, requested that the Board not give grants to the same organizations each year. Commented on the Elk's Lodge mural. She thanked those who supported her.

BUSINESS ITEMS

- **Selection of Chair and Vice Chair 2026**

Doherty requested to hold off on election of the Chair and Vice Chair. He plans to discuss officers and strategic planning sessions for the good of the order section. HAB members held discussion regarding 2026 Chair and Vice Chair. Hunt recommended electing officers since all members were present.

ACTION TAKEN: Maybury moved to nominate Paula Hunt as Chair, Doherty seconded, motion carried

ACTION TAKEN: Messmer moved to nominate Frank Maybury as Vice Chair, Sehmel seconded, motion carried

- **Heritage Fund budget review -Deputy CFO Rebecca Turner**

Turner provided a report on the Heritage Fund balance. HAB Members held discussion.

- **2026 Heritage Fund applications – review and recommendation**

North Olympic History Center application:

HAB Members held discussion regarding the request.

ACTION TAKEN: Messmer moved to decline the grant application, Doherty seconded, motion carried (Hunt abstain)

- **Discussion and next steps regarding a 2nd call for 2026 Heritage Funding application**

Gores briefed the HAB Members on a 2nd call for 2026 Heritage Fund applications. She noted that the PAO is several months behind in reviewing legal action requests to they need a little additional time for the review. HAB Board Members held discussion.

ACTION TAKEN: Doherty moved to not have a 2nd call in 2026, Maybury seconded, motion carried

CLALLAM COUNTY HERITAGE ADVISORY BOARD
MINUTES of February 2, 2026
Page 2

GOOD OF THE ORDER

- Doherty commented on future opportunities regarding collaboration, county participation in the U.S. 250th, historical narratives, historical structures, Heritage Advisory Board and photographs (see attached).

PUBLIC COMMENT

- Judy Reandeu-Stipe, Sequim, commented on strategic meetings, grant writing

NEXT MEETING DATES: March 2, 2026 at 4:30 p.m.

ADJOURNMENT: The meeting adjourned at 6:08 p.m.

DRAFT

Heritage Advisory Board

Strategic Plan

FUTURE OPPORTUNITIES

Collaboration

- Meet with other historical/cultural groups to foster collaboration, protection of hist./cultural resources
- Seek suggestions for improved access to historical/cultural resources, etc.
- Encourage/promote tribal cultural programs (after consultation with tribal leaders)
- Urge more coordination between NOLS and other historical/cultural groups/agencies/tribes to house, inventory and promote historical resources.
- Promote more preservation and access
- Event calendar?

County participation in U.S. 250th

- Ex. HAB host Old Courthouse tours up to and on Anniversary
- Coordinate with CC school districts to develop local school curriculum ideas
- Sponsor speakers on both the U.S. and WA state Constitutions, Native American treaties, etc...

Historical Narratives

- Outreach to local history authors, organizations
- Interviews with local historical figures (Larry Sears). Larry Burtness, Burdicks, Terry and Carol Kahler, Judy Stipe ideas in East End. Bryon Monahan West End.

Historical Structures

- Support letter from BOCC to U.S. Senator Patty Murray (and the WA delegation) in support of Slip Point Lighthouse/ (HAB?)
- Urge *Olympic Peninsula Tourism Council* to support "Lighthouse Tourism" with web site that introduces the history and current use of Olympic Peninsula lighthouses.
- Weigh-in on the current and future use of the Lincoln School site, set aside by Pres. Lincoln.
 - Encourage Port Angeles acquisition?
 - Affordable housing?
 - Mix of retail and affordable housing?
 - Mixed uses, e.g. senior activities, arts center, publicly accessible conference rooms, etc.

Heritage Advisory Board

- Current structure
- Reorganization
- Officers
- Strategic planning session (s)
- Sub-committees

Photographs

- Initiate collection and digitize photos of local elected officials, facilities, programs, etc. (post 1970)
- Identify, locate, replicate historical image files (e.g. NOHC, NOLS)
- Start an update file (vol.II) of the "Jimmy Come Lately" (published in(e. early 1970's?))
- Reactivate field trips, etc. (e.g. West End, Central Clallam, East End)

Clallam County
Heritage Advisory Board
County Courthouse
Port Angeles, WA 98362-3015

MEMORANDUM

Date: Feb. 9, 2026
To: Clallam County Heritage Advisory Board
From: Paula Hunt, board chair
Re: Strategic Plan Discussion

Discussion

In preparation for a strategic planning discussion, and prior to making any recommendations or decisions, the Heritage Advisory Board should be mindful of the procedural steps required to move potential changes forward as the board considers its future direction and discuss topics such as internal organization, the possible establishment of subcommittees, collaboration with outside organizations, and the concept of maintaining a minimum financial reserve.

- **Bylaw amendments**
 - The HAB may discuss and propose amendments to its bylaws.
 - All proposed changes must be fully discussed and approved by the HAB before being sent for legal review.
 - Once the HAB has a final draft, the bylaws will be forwarded to the Prosecuting Attorney's Office for review.
 - The PAO does not have capacity to review piecemeal changes or ongoing drafts; all items must be complete when submitted.
 - Each legal review request is placed at the end of the PAO review queue; it is currently several months behind.
 - After legal approval, any bylaw changes must be reviewed and approved by the Board of County Commissioners before becoming final.
- **Reorganization of the HAB**
 - If the HAB wishes to reorganize its structure (for example, by creating, modifying, or redefining board positions), this would require:
 - Amendments to the bylaws to establish the new or revised positions, and
 - Adoption of a new resolution by the BOCC.
- **Subcommittees**
 - The HAB may consider establishing subcommittees.
 - The HAB bylaws can be amended to include language similar to that used by the Lodging Tax Advisory Committee, such as:
 - *Subcommittee meetings may be scheduled as needed. Subcommittee meetings are also open to the public; however, public participation may be limited unless specifically requested or invited by the subcommittee chair.*
- **Collaboration with outside organizations**
 - If the HAB wishes to collaborate with outside organizations, ensuring BOCC support is important.

- The HAB may also wish to consider whether such collaborations should be addressed in the bylaws.
- **Financial reserves**
 - Committees such as the LTAC discuss reserve levels without including a specific reserve requirement in their bylaws.
 - The LTAC typically discusses reserve levels prior to reviewing funding applications each year.
 - Establishing a minimum reserve amount in the bylaws is not recommended, as any change would require a formal bylaw amendment.
 - Even if the HAB recommends maintaining a reserve, the BOCC may choose to fund an application regardless of the HAB's recommendation, as occurred in a prior funding cycle.
- **Role of the BOCC**
 - The BOCC makes all final funding and policy decisions. It retains discretion to approve or deny applications independently.

Paula Hunt, Chair
Heritage Advisory Board
Feb. 9 2026

Feedback on “Future Opportunities” memo from Mike Doherty distributed at the Feb. 2, 2026 Heritage Advisory Board meeting

Many of the “Future Opportunities” could be advanced through strategic outreach that emphasized building partnerships to achieve shared goals, such as collaborating on tours of the historic Clallam County Courthouse or working with partner organizations to engage speakers for public events. The most efficient and productive use of HAB time would be to connect with prospective organizations to understand their current projects or explore opportunities for joint initiatives, before advancing any independent efforts that may already be underway elsewhere.

These outreach efforts would introduce the HAB to a wider audience, expanding awareness of the board’s mission and role in preserving and interpreting local heritage, while also positioning the board more visibly within the community and creating new pathways for future collaboration.

Before moving forward with any of these opportunities, the board must first establish a clear process and organizational structure, and ensure that the effort aligns with its defined scope and responsibilities.

- Governance and Procedural Framework

- Goal

- Ensure that all Board initiatives are developed and advanced in compliance with required governance processes, policies, and approvals, so that time and resources are used efficiently and responsibly.

- Key Strategies

- Review and adhere to all applicable procedural requirements prior to advancing new initiatives, as outlined in the Feb. 5, 2026 memo.
 - Prioritize initiatives that can proceed within existing authority and governance structures.
 - Avoid committing significant Board time to initiatives that may need to be paused or revised due to unmet procedural requirements.
 - Establish a clear checklist or framework to guide compliance before substantive work begins.
 - Notify commissioners of any proposed initiatives and seek approval for any changes in Board structure.

- Strategic Outreach

- Goal

- Strengthen collaboration, preservation, and public access to Clallam County’s historical and cultural resources, while increasing awareness of the Heritage Advisory Board’s role and work.

Key Strategies

- Build partnerships and broaden engagement
 - Develop relationships with local cultural, social, and fraternal organizations; libraries; and tribes to improve coordination and shared stewardship of historical and cultural resources.
 - Create and maintain a list of potential partner organizations, including strategies for engagement and collaboration.
 - Encourage board member participation in related efforts, such as serving on the Clallam County United States Semiquincentennial Committee.
- Increase public understanding of HAB
 - Develop a standard PowerPoint presentation that can be delivered by HAB members to a variety of audiences explaining what the Heritage Advisory Board is; its role and responsibilities; how it operates; with highlights of funded projects to demonstrate community impact and raise awareness of HAB's work.
 - Content should be adaptable for community groups, partner organizations, schools, and public meetings, with optional slides tailored to different audiences.
- Measurements

Goal: Help the Board stay focused on meaningful outcomes, use time and resources effectively, and clearly understand whether an initiative is accomplishing what it set out to do.

Key Strategies:

 - Each initiative or project should clearly define what success looks like. The way success will be measured should be identified from the start.

CLALLAM COUNTY Heritage Advisory Board

Bylaws

Article I-Object

These Bylaws are promulgated and enacted by the Heritage Advisory Board (HAB) for the governance of the HAB.

Article II-Precedence

To the extent any text of these Bylaws is determined to be in conflict with either the state law or the County Code, the text of the state law and/or County Code will be controlling. These Bylaws also expressly recognize that state law and County Code may, in the future, be the subject of amendment. Those amended state laws and/or County Code will also be controlling.

Article III-Membership and Terms

- A. Membership of the HAB was established in Resolution 72, 1977 and amended by Resolutions 280, 1980 and 2, 2020, which were adopted by the Clallam County Board of Commissioners.
- B. The members representing governmental or quasi-governmental entities shall not have limits on the length of their terms. Accordingly, the following positions will hold four (4) year terms:
 - a. District I
 - b. District I
 - c. District I
 - d. District II
 - e. District II
 - f. District II
 - g. District III
 - h. District III
 - i. District III
- C. A full-term shall be four (4) years in length and no longer. In order to preserve continuity, terms may be set for varying lengths so that vacancies occur in staggered years. Terms may be adjusted as necessary to maintain staggered expiration dates.
- D. Clallam County will appoint Commissioners' Office staff to serve as Administrative Assistant for the HAB.

- E. Through the Clallam County Board of Commissioners office, an attorney with the Prosecuting Attorney's Office will provide legal advice and consultation to the HAB in its role as an advisory board to the County Commission BUT not to individual HAB members.

Article IV-Purpose of Heritage Advisory Board

The Clallam County Board of Commissioners recognizes the need to preserve a record of the history and culture of the Clallam County area and to raise awareness of their importance, thereby providing the people of Clallam County with greater access to and understanding of their shared past and fostering a deeper sense of community and place.

The HAB is responsible for providing the Clallam County Board of Commissioners with advice, guidance and support for the administration of the Clallam County Heritage Grant Fund. The Heritage Grant Fund will be funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36.22.170, HB 1386. Funds are to be used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents."

Article V-Duties of the HAB

The HAB shall report to the Board of County Commissioners annually about HAB activities during the year.

The HAB shall make recommendations to the Board of County Commissioners for projects to be funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36.22.170, HB 1386. Funds are used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents."

Article VI-Meetings

- A. Regular meetings of the HAB shall be held on the first Monday of each month at 4:30 p.m. and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- B. All meetings will be held both in person and virtually.
- C. At the first meeting of each year, HAB "members" shall elect a chairperson to run the meetings and organize, with the assistance of the HAB's Administrative Assistant, the agenda for the meetings. The "members" shall also select a vice-chairperson who shall act as chairperson when the elected chairperson is not present.
- D. A record of attendance of HAB members shall be kept for all HAB meetings.

- E. Special meetings of the HAB may be called by the Chair of the HAB and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- F. The HAB meetings shall be open to the public and members of the media, and shall occur in a location that is handicapped accessible.
- G. Public comment (oral testimony) at HAB meetings shall be limited to that time on the meeting agenda set aside for public comment.
- H. All meetings will have two public comment periods.
- I. Public comment will be limited to three minutes per speaker.
- J. HAB meetings will be held in compliance with all health and safety requirements in effect at the time of the meeting.

Article VII-Agenda format

While the Chair has full discretion to establish the agenda for any and all HAB meetings, the following "Order of Business" is offered as a default or template agenda format for possible use:

- Open the meeting at the time set
- Roll call
- Approval/Modifications of the agenda
- Public comment
- Approval of minutes from prior meeting
- Business items
- Items for the Good of the Order
- Public comment
- Announce date for next meeting
- Adjourn

Article VIII-Quorum

A quorum shall be the simple majority of the number of members appointed to the board at the time a meeting is to be had or an action is to be taken.

Article IX-Voting

- A. A majority vote of the HAB members present and forming a quorum shall be sufficient for adoption of any motion, including recommendations to the Board of County Commissioners.
- B. There shall be no secret ballots.

Article X-Adoption by the HAB of amendments

- A. At any meeting of the HAB where a quorum (as defined in Article VIII above) is present, the HAB may, by a majority affirmative vote, recommend changes of these Bylaws.

- B. Any amendment suggested pursuant to Sections A in this Article must be on the Agenda of one HAB meeting and may not be approved or rejected until the next "regular" meeting of the HAB in order to provide time for review and consideration of the proposed amendment.
- C. Any Bylaw changes need to be reviewed and approved by the Prosecuting Attorney's Office and Clallam County Board of Commissioners.

Article XI-Public hearings

- A. The HAB has authority to hold such public hearings as it deems necessary at a time, date, and place chosen by the Chair and arranged by the Administrative Assistant.
- B. Such hearings shall be noticed and held in compliance with the Open Public Meetings Act.
- C. If such public hearings are to be held, the HAB is encouraged to hold them in diverse locations reflecting the population of the County that resides in the western, central, and eastern regions of this County.

Article XII-Vacancies

Any vacancies in the HAB shall be filled by the decision of the Clallam County Board of Commissioners as decided in a public meeting. If needed and if applicable, the County Commission may enter into Executive Session pursuant to RCW 42.30.110(1) in order to complete the work of declaring the existence of a vacancy or filling a vacancy. The appointment process for vacancies is described in Clallam County Policy 952 Boards and Committees.

These Bylaws replace any previous Bylaws or Rules of Procedures established by the Heritage Advisory Board.

Adopted by the Heritage Advisory Board this 7th day of October, 2024.



Loni Gores

Clerk of the Board, Heritage Advisory Committee