



REGULAR MEETING AGENDA

CLALLAM COUNTY CONSERVATION FUTURES PROGRAM ADVISORY BOARD

**223 East 4th Street, Room 160
Port Angeles, Washington
September 10, 2025 – 1:15 p.m.**

Conservation Futures Program 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: 810 8170 9022 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/81081709022?pwd=dFpxSWRWblU0ajV5N2h6UER3LOh0UT09> and use meeting ID: 810 8170 9022 and passcode: 12345

This meeting can be viewed on a live stream at this link:
<https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

Public comment and questions can be directed to the Clerk of the Board at 360-417-2271 or enrique.valenzuela@clallamcountywa.gov

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES

- Minutes March 12, 2025

REPORTS AND PRESENTATIONS

- Barbara Pappas: Summary of past and currently approved Conservation Futures projects

BUSINESS ITEMS

- Review proposed 2026 application and timeline

NEXT MEETING DATE – October 8, 2025

PUBLIC COMMENT – Please limit comments to three minutes

ADJOURNMENT



CLALLAM COUNTY CONSERVATION FUTURES PROGRAM ADVISORY BOARD Minutes of March 12, 2025

REGULAR MEETING OF THE CONSERVATION FUTURES PROGRAM ADVISORY BOARD

Chair Barbara Pappas called the meeting to order at 1:15 p.m., Wednesday, March 12, 2025. Also present were Laurel Hargis, Beth Ashkin, Liam Antrim and Pat Willits.

Ex-officio members: Robert Knapp, Kim Williams, Cathy Lear, Clea Rome, and Tom Sanford were in attendance. Steve Johnson (Lazy J Tree Farm) was also in attendance.

Call TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

- None

PUBLIC COMMENT

- None

APPROVAL OF MINUTES

- February 12th, 2025 minutes
 - Barbara Pappas moves to approve February 12th, 2025, minutes. Pat Willits seconds, no objection, the **motion is passed**.

REPORTS AND PRESENTATIONS

- Clea Rome- WSU Extension County Director and Tom Sanford- North Olympic Land Trust Executive Director: History of Farming and Farmland Preservation in Clallam County. Presentation available at: <https://clallamcowa.portal.civicclerk.com/event/347/media>

BUSINESS ITEMS

- Review of new applications: No new applications received.
- Welcome new District I member: Liam Antrim

NEXT MEETING DATE

- September 8th, 2025, at 1:15 p.m.

PUBLIC COMMENT

- None

ADJOURNMENT – Meeting adjourned at 2:00 p.m.

**CLALLAM COUNTY
 CONSERVATION FUTURES FUND--19910
 SUMMARY FINANCIAL STATUS AS OF 1/31/2025**

ACTUALS--YTD CURRENT YEAR WITH PRIOR YEARS' LOOK BACK

	<u>2025 Original Budget</u>	<u>2025 Projection</u>	<u>YEAR-TO-DATE</u>					<u>2020 (1st Year of CF Tax)</u>
			<u>JANUARY 2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	
REVENUES								
Real and Personal Property Taxes**	\$ 289,733	\$ 289,733	\$ 1,189	\$ 286,587	\$ 282,838	\$ 275,531	\$ 273,028	\$ 266,916
Leasehold Excise Tax	\$ 1,900	\$ 1,900	\$ 14	\$ 1,820	\$ 1,894	\$ 1,805	\$ 1,371	\$ 1,638
Timber Excise Tax	\$ 6,800	\$ 6,800	\$ -	\$ 3,251	\$ 8,638	\$ 7,588	\$ 6,654	\$ -
DNR Timber Trust 2	\$ -	\$ -	\$ 4	\$ 9	\$ 7	\$ 3	\$ 12	\$ 8
DNR PILT NAP/NRCA	\$ -	\$ -	\$ -	\$ 17	\$ 15	\$ -	\$ -	\$ -
Housing Authority PILT	\$ -	\$ -	\$ -	\$ 6	\$ 6	\$ 6	\$ 6	\$ 8
Investment Interest	\$ 40,000	\$ 40,000	\$ -	\$ 62,915	\$ 50,605	\$ 12,995	\$ 413	\$ 339
Other Interest Earnings (State DNR Interest)	\$ 50	\$ 50	\$ 7	\$ 81	\$ 105	\$ -	\$ -	\$ -
DNR Other than Timber	\$ 900	\$ 900	\$ 17	\$ 964	\$ 1,168	\$ 1,210	\$ 1,326	\$ 1,158
DNR Timber Trust 1 (aka Sale of County Timber)	\$ 26,000	\$ 26,000	\$ 1,167	\$ 15,190	\$ 23,344	\$ 13,498	\$ 14,992	\$ 16,582
TOTAL REVENUE	\$ 365,383	\$ 365,383	\$ 2,397	\$ 370,840	\$ 368,620	\$ 312,635	\$ 297,801	\$ 286,650
EXPENDITURES								
Professional Services	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising	\$ 1,000	\$ 1,000	\$ -	\$ 597	\$ 569	\$ -	\$ -	\$ -
Conservation Easement Purchases	\$ 700,000	\$ 700,000	\$ -	\$ 120,000	\$ 122,650	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 702,000	\$ 702,000	\$ -	\$ 120,597	\$ 123,219	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT)	\$ (336,617)	\$ (336,617)	\$ 2,397	\$ 250,243	\$ 245,402	\$ 312,635	\$ 297,801	\$ 286,650
BEGINNING FUND BALANCE	\$ 1,392,731	\$ 1,392,731	\$ 1,392,731	\$ 1,142,488	\$ 897,086	\$ 584,451	\$ 286,650	\$ -
OPERATING SURPLUS/(DEFICIT)	\$ (336,617)	\$ (336,617)	\$ 2,397	\$ 250,243	\$ 245,402	\$ 312,635	\$ 297,801	\$ 286,650
ENDING FUND BALANCE	\$ 1,056,114	\$ 1,056,114	\$ 1,395,128	\$ 1,392,731	\$ 1,142,488	\$ 897,086	\$ 584,451	\$ 286,650



**CLALLAM COUNTY
CONSERVATION FUTURES PROGRAM ADVISORY BOARD
223 EAST 4TH STREET, STE. 4, SUITE 5
PORT ANGELES, WASHINGTON**

**Conservation Futures Program Advisory Board
Timeline 2026**

1. Conservation Futures Program Advisory Board meets to review notice to call for applications and press release – January 14, 2026
2. Conservation Futures Program Advisory Board meets to approve the notice to call for applications and press release – February 11, 2026
3. Clerk posts application, notice and press release to website once approved – February 11, 2026
 - Homepage - latest news section
 - Conservation Futures website
4. Clerk emails press release to press/media – February 11, 2026
5. Clerk emails notice to call for applications to the legal department at Peninsula Daily News – February 11, 2026
6. Notice gets published in the Peninsula Daily News:
 - Monday, February 16
 - Friday, February 20
 - Monday, February 23
 - Friday, February 27

Notice gets published in the Forks Forum:
-Thursday, February 19
-Thursday, February 26

Notice gets published in the Sequim Gazette:
-Wednesday, February 18
-Wednesday, February 25
7. Applications due to Department of Community Development – Monday, March 9, 2026, at 12 pm
8. Department of Community Development Planning Review – Monday, March 9, 2026
9. Clerk forwards all applications to Prosecuting Attorney's Office for review – March 11, 2026
10. Clerk brings all applications to regular meeting for cursory review- March 11, 2026
11. Prosecuting Attorney Office legal review due back to Clerk – April 1, 2026
12. Conservation Futures Program Advisory Board agenda is issued out – April 1, 2026



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CONSERVATION FUTURES PROGRAM ADVISORY BOARD
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PORT ANGELES, WASHINGTON**

13. Conservation Futures Program Advisory Board site visits between April 2, 2026, and April 7, 2026
14. Conservation Futures Program Advisory Board Meeting to review applications and make final recommendations – April 8, 2026
15. Clerk forwards to the BOCC Clerk recommendations for the BOCC to review – April 8, 2026
16. BOCC holds meeting to discuss recommendations – April 20, 2026
17. BOCC holds meeting to approve recommendations – April 28, 2026



**CLALLAM COUNTY
CONSERVATION FUTURES PROGRAM
223 EAST 4TH STREET, SUITE 5
PORT ANGELES, WASHINGTON**

**Application for the purchase of development rights and conservation easement funded by the
Conservation Futures Property Tax, Ordinance No.958**

Instructions to the Applicant

- * Confirm your eligibility by contacting coordinator of Conservation Futures Program Advisory Board, Enrique Valenzuela at 360-417-2271 or Enrique.Valenzuela@ClallamCountyWA.gov
- * Please answer all questions as fully as possible.
- * You may attach additional sheets if necessary to fully answer a question.
- * Please attach copies of all deeds, surveys and lot certifications which describe the property
- * If any item is inapplicable, please mark it "N/A".
- * This is an application to sell rights and place a conservation easement on the property. The intention of the sale and approval of the conservation easement is to promote continued use of farmland.
- * Please submit questions and application to the Conservation Futures Coordinator who will forward them to Conservation Futures Advisory Committee.

A. APPLICANT INFORMATION

1. Name of Applicant: _____

2. Mailing Address: _____

3. Property Address, if different from mailing address:

4. Telephone: _____

5. Email Address: _____

6. Contact Person: _____

7. Type of legal entity:

- individual
- corporation incorporated in the State of _____
- general partnership created in the State of _____
- limited partnership created in the State of _____
- limited liability company created in the State of _____

8. LANDOWNER(S):

Legal Name: _____

Mailing address: _____

Telephone/Fax/Email: _____

9. Are there any material facts or circumstances (e.g. pending litigation, bankruptcy, etc.) relating to any of the parties to the proposed transaction which have not been described and may potentially affect the transaction? Yes No If Yes, please explain:

B. PROPERTY INFORMATION

1. Is the property within the Agricultural Retention Zone?

Yes No

What is the proximity to other conserved farmland?

2. Please attach a legal description of the land, recent title report, and copies of any survey maps of the property. (Size and shape)

3. Are there any water rights associated with the parcels? Yes No

Please describe:

4. Please indicate the percentage of "prime soil", as defined by the USDA Natural Resource Conservation Service, on the property:

0-49% 50-75% 76-100%

C. VIABILITY OF PROPOSAL

1. Are there any anticipated or pending threats to convert the land to a non-agricultural use?

Yes No If Yes, please describe.

2. Please describe your plan for stewardship of this farmland.

3. Are you applying to receive monies from other funding sources as well as the Conservation Futures Fund? Yes No If Yes, please describe.

4. Please share the economic viability of the farming business. Attach landowner business plan if available.

5. How long has the current farmer been farming this property and what are their plans to continue farming this property into the future? Please attach a farm plan for expected use of this property.

6. Project Funding: Please disclose all funding sources and expected amounts from each source necessary for the completion of the Conservation Project (see table below).

Project Name	Acquisition	O & M *	Totals	% Match (maximum)
Conservation Futures Commitment	\$	\$	\$	\$
Sponsor Contribution	\$	\$	\$	\$
Other Source(s) Contribution(s)	\$	\$	\$	\$
Estimated Total Cost	\$	\$	\$	\$

* Not covered for farm easements.

D. APPLICATION AGREEMENT

It is understood that the above information is submitted in good faith, based on present expectations of the Applicant, to aid the Conservation Futures Advisory Board of Clallam County in its consideration of this application for the sale of a conservation easement.

The information in this application and supporting documents are true and complete to the best of my/our knowledge and are submitted for the purpose of the sale of a conservation easement. I/We understand that this application is subject to review by the Conservation Futures Advisory Board and the Board of Clallam County Commissioners in order to properly evaluate and process this application.

Dated at _____, on the _____ day of _____, 20____
(City) (State)

Name and Signature of Applicant: _____

Name and Signature of Landowner: _____

APPLICATION INSTRUCTIONS – GENERAL GUIDELINES

APPLICATION DEADLINE:

Applications must be received at the Department of Community Development Office, 223 East 4th Street, Suite 5, Port Angeles WA 98362-3015 (Clallam County Courthouse, main level, Suite 5) by **12 p.m., Monday March 9, 2026.**

The Clallam County Conservation Futures Program Advisory Board will review applications in a public meeting as determined at the Clallam County Courthouse, Commissioner's Boardroom 160. Applicants will be notified and attendance by the applicant's representative is required for presentation and questions. Following review, Clallam County Conservation Futures Program Advisory Board will forward its recommendation to the Board of County Commissioners.

APPLICATION SUBMITTAL INFORMATION:

Submit the **original application and one copy to:**

Conservation Futures Program Advisory Board
Department of Community Development
223 East 4th Street, Suite 5
Port Angeles WA 98362-3015

All copies need to be single sided and not stapled and no folders. All documents and brochures must be printed on 8.5 x 11 letter size paper to be accepted. Documents delivered to other offices and received late by the Department of Community Development will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

CONTACT INFORMATION:

Questions can be directed to the Conservation Futures Coordinator by email at Enrique.valenzuela@clallamcountywa.gov or phone 360-417-2271

Clallam County Conservation Futures Program Advisory Board website can be found at this link: [Conservation Futures Program Advisory Board \(CFPAB\) | Clallam County, WA \(clallamcountywa.gov\)](https://www.clallamcountywa.gov/conservation-futures-program-advisory-board)