



AGENDA
CLALLAM COUNTY
CONSERVATION FUTURES PROGRAM
ADVISORY BOARD
223 East 4th Street, Suite 5
Port Angeles, Washington
February 8, 2023 – 1:00 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> and use meeting ID: 810 8170 9022 and passcode: 12345

This meeting can be viewed on a live stream at this link: **No live stream or in person attendance for this meeting only.**

Public comment and questions can be directed to the Rebecca Mahan at 360-417-2322 or rebecca.mahan@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 January 11, 2023

REPORTS AND PRESENTATIONS

- Mark Lane will give financial update

BUSINESS ITEMS

- Request for Proposals Review
 - Review timeline
 - Review notice to call for applications
 - Review press release

NEXT MEETING DATE – March 8, 2023 at 1 p.m.

PUBLIC COMMENT – Please limit comments to three minutes

ADJOURNMENT



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

**Conservation Futures Program Advisory Board
Timeline 2023**

1. Conservation Futures Program Advisory Board meets to review notice to call for applications and press release – February 8
2. Conservation Futures Program Advisory Board meets to approve the notice to call for applications and press release – March 8
3. Coordinator posts application, notice and press release to website once approved – March 8
 - Homepage - latest news section
 - Conservation Futures website
4. Coordinator emails press release to press/media – March 8
5. Coordinator emails notice to call for applications to the legal department at PDN – March 8
6. Notice gets published in the PDN 3 week:
 - Monday, March 13
 - Friday, March 17
 - Monday, March 20
7. Applications due to Department of Community Development – Friday, March 31, 2023
8. Coordinator forwards all applications to Prosecuting Attorney's Office for review – March 31
9. Prosecuting Attorney Office legal review due back to Clerk – April 6
10. Conservation Futures Program Advisory Board agenda is issues out – April 7
11. Conservation Futures Program Advisory Board Meeting to review applications – April 12
12. Coordinator forwards the BOCC Clerk recommendations for the BOCC to review – April 19
13. BOCC holds meeting to discuss recommendations – April 24
14. BOCC holds meeting to approve recommendations – May 2



CLALLAM COUNTY CONSERVATION FUTURES PROGRAM ADVISORY BOARD Minutes of January 11, 2023

MEETING OF THE CONSERVATION FUTURES PROGRAM ADVISORY BOARD

Vice Chair Ruth Jenkins called the meeting to order at 1 p.m., Wednesday, January 11, 2023. Also present were Susan Bliven, Jeff Carter, Barbara Pappas, Laurel Hargis, Robert Knapp, Tom Sanford, Cathy Lear, Kimberly Williams, Clea Rome and Commissioner Johnson. Vanessa Castle was excused.

Call TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

ACTION TAKEN: Lear moved to elect Blevin as Chair Hargis seconded, no objection, motion carried

ACTION TAKEN: Blevin moved to elect Pappas as Vice Chair Jenkins seconded, no objection, motion carried

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Blevin moved to adopt the agenda as presented, Hargis seconded, no objection, motion carried

PUBLIC COMMENT

- Kevin Merrigan Clallam Conservation District introduced himself.

APPROVAL OF MINUTES

- Minutes December 14, 2022

ACTION TAKEN: Blevin moved to approve presented, Hargis seconded, no objection, motion carried

REPORTS AND PRESENTATIONS

- Tom Sanford and Clea Rome – Farming and conservation easements in Clallam County
Sanford and Rome provided a presentation regarding farming and conservation easements. CF Members held discussion. Commissioner Johnson gave brief history of how Clallam County Conservation Futures Fund came to fruition in Clallam County.

BUSINESS ITEMS

- Update from NOLT on current approved projects
Tom Sanford provided a staff report and applicant report on two funded applications. Tom Sanford also updated CF Members on funding for two projects. CF members discussed future project ideas.

NEXT MEETING DATE

- February 8, 2023 at 1 p.m.
Discussion was held regarding the BOCC board room not being available for the February 8, 2023 meeting due to the technology upgrade project. CF Members decided to move the meeting to Zoom only. February meeting agenda item discuss RFP timeline. Timeline will be added to meeting packet

ADJOURNMENT – Meeting concluded at 3:03 p.m.



**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

- 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 your farming business. Attach your business plan if available.

5. How long have you been farming and/or plan to continue farming this property into the future? Please attach 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
Conservation Futures Commitment	\$	\$	\$	\$
Sponsor Contribution	\$	\$	\$	\$
Other Source(s) Contribution(s)	\$	\$	\$	\$
Estimated Total Cost	\$	\$	\$	\$

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) until **12 p.m., Friday March 31, 2023**.

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 Rebecca.mahan@clallamcountywa.gov or phone 360-417-2322

Clallam County Conservation Futures Program Advisory Board website can be found at this link: [Conservation Futures Program Advisory Board \(CFPAB\) | Clallam County, WA \(clallamcountywa.gov\)](http://ConservationFuturesProgramAdvisoryBoard(CFPAB)|ClallamCounty,WA(clallamcountywa.gov))



REQUEST FOR 2023 CONSERVATION FUTURES FUNDING APPLICATIONS (1st call)

CLALLAM COUNTY CONSERVATION FUTURES PROGRAM ADVISORY BOARD

The Conservation Futures Program Advisory Board announces a 1st call opportunity for Conservation Futures Applications. Consonant to Ordinance No. 958, and funded by the Conservation Futures Property Tax, Clallam County will provide funding for the purchase of conservation easements in farmland. All information pertaining to the program is available at: <https://www.clallamcountywa.gov/724/Conservation-Futures-Program-Advisory-Bo>

Applications will be received at 223 East 4th Street, Suite 5 , Port Angeles, Washington until 12 p.m., Friday, March 31, 2023.

The sealed applications must be clearly marked on the outside of the envelope, "**2023 Conservation Futures Applications (1st call)**" Address applications to: Clallam County Conservation Futures Program Advisory Board– Department of Community Development, 223 East 4th Street, Suite 5, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Suite 5, Port Angeles, Washington. Drop applications no later than 12 p.m., Monday, March 31, 2023. Applications 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 current application may be obtained Monday through Friday, 8 a.m. to 4:30 p.m., from:
Rebecca Mahan, Habitat Biologist, Coordinator of Conservation Futures Board
Clallam County Department of Community Development
223 East Fourth Street, Suite 5
Port Angeles, WA 98362
Emailing: Rebecca.mahan@clallamcountywa.gov or calling: 360.417.2322 or on the

Clallam County website at: <https://www.clallamcountywa.gov/724/Conservation-Futures-Program-Advisory-Bo>

Questions or clarifications regarding the application may be forwarded via email to Rebecca.mahan@clallamcountywa.gov up to 1 week prior to the application deadline.

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 th day of February,

2023 ATTEST:

Conservation Futures Program Advisory Board

Loni Gores, CMC, Clerk of the Board

, CFPAB Chair

Publish: March 13, March 17, March 20

Bill: Board of Commissioners – Conservation Futures Program Advisory Board



PRESS RELEASE
CLALLAM COUNTY
CONSERVATION FUTURES PROGRAM ADVISORY BOARD

The Clallam County Conservation Futures (CCCF) Program Advisory Board announces a 1st call opportunity for Conservation Futures Applications. Consonant to Ordinance No.958, and funded by the Conservation Futures Property Tax, Clallam County will provide funding for the purchase of conservation easements in farmland. All information pertaining to the program is available at: <https://www.clallamcountywa.gov/724/Conservation-Futures-Program-Advisory-Bo>

The Conservation Futures Program Advisory Board will be meeting on Wednesday, April 12th at 1 p.m. to review applications.

This meeting can be viewed on a live stream at this link:

<https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

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> and use meeting ID: 810 8170 9022 and passcode: 12345

Public comment and questions can be directed to Rebecca Mahan at 360-417-2322 or Rebecca.mahan@clallamcountywa.gov.

CLALLAM COUNTY
CONSERVATION FUTURES FUND--19910
SUMMARY FINANCIAL STATUS AS OF 12/31/2022 & PROJECTION FOR 2023

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

	<u>2023 Original Budget</u>	<u>2023 Projection</u>	<u>2022 Budget</u>	<u>2022</u>	<u>2021</u>	<u>2020 (1st Year of CF Tax)</u>
REVENUES						
Real and Personal Property Taxes**	\$ 282,750	\$ 282,750	\$ 277,450	\$ 275,531	\$ 273,028	\$ 266,916
Leasehold Excise Tax	\$ 2,000	\$ 2,000	\$ 1,400	\$ 1,805	\$ 1,371	\$ 1,638
Timber Excise Tax	\$ 6,700	\$ 6,700	\$ 6,500	\$ 7,588	\$ 6,654	\$ -
DNR Timber Trust 2	\$ -	\$ -	\$ -	\$ 3	\$ 12	\$ 8
Housing Authority PILT	\$ -	\$ -	\$ -	\$ 6	\$ 6	\$ 8
Investment Interest	\$ 1,800	\$ 1,800	\$ 1,800	\$ 12,995	\$ 413	\$ 339
DNR Other than Timber	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,210	\$ 1,326	\$ 1,158
Sale of County Timber	\$ 16,000	\$ 16,000	\$ 18,000	\$ 13,498	\$ 14,992	\$ 16,582
TOTAL REVENUE	\$ 310,450	\$ 310,450	\$ 306,350	\$ 312,635	\$ 297,801	\$ 286,650
EXPENDITURES						
Professional Services	\$ 100,000	\$ 200,000 *	\$ 100,000	\$ -	\$ -	\$ -
Conservation Easement Purchases	\$ 300,000	\$ 600,000 *	\$ 500,000	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 400,000	\$ 800,000	\$ 600,000	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT)	\$ (89,550)	\$ (489,550)	\$ (293,650)	\$ 312,635	\$ 297,801	\$ 286,650
BEGINNING FUND BALANCE	\$ 897,086	\$ 897,086	\$ 584,451	\$ 584,451	\$ 286,650	\$ -
OPERATING SURPLUS/(DEFICIT)	\$ (89,550)	\$ (489,550)	\$ (293,650)	\$ 312,635	\$ 297,801	\$ 286,650
ENDING FUND BALANCE	\$ 807,536	\$ 407,536	\$ 290,801	\$ 897,086	\$ 584,451	\$ 286,650

*Projection Includes \$400k of additional budget funding being requested for BOCC approval via debatable emergency for first easement purchase completed in January 2023 that was originally expected to occur in 2022.