

**MINUTES**  
**MASON COUNTY HISTORIC PRESERVATION COMMISSION**

June 13, 2013  
Mason County Building 9, Conference Room

**Members Present:** David Corliss, Rick Calvin, Stan Graham, Steve Rose, Marty Harrell and Stephanie Neil.

**Staff:** Michael MacSems

**Guests:** None

**I. CALL TO ORDER**

Meeting was called to order at 2:00 p.m.

Minutes from the May 9 meeting were reviewed. A motion was made by Mr. Calvin to accept the minutes as amended and seconded by Ms. Harrell and the motion carried unanimously.

Correspondence

- May & June 2013 Mason County Historical Society Newsletters
- Invitation to the Washington State Historical Society Annual Meeting & Luncheon on June 22, 2013
- Historic Preservation Grant Application from Mason County Cemetery #1
- E-mail from Steven Goins, City of Shelton, Director of Community Development regarding revenue sharing MOU

**II. NEW BUSINESS**

**Schedule Squaxin Tribe Presentation** – Discussion held on the PowerPoint presentation of the Squaxin Cultural Resources Department by Rhonda Foster. Mr. MacSems agreed to send a formal letter to Ms. Foster inviting her to the August 8<sup>th</sup> meeting.

**Updates on Cultural Resources Summit in Suquamish** – Mr. Calvin, Mr. MacSems, Mr. Corliss and Ms. Harrell all attended the Summit. Mr. Calvin attended both days and stated that he would attend again. He said the event was educational, raised awareness, was very interesting and a great way to meet new people and contacts. Both Ms. Harrell and Mr. Corliss were impressed with the credentials of those in attendance.

**Discussion on possibility of hiring a photographer** - It was discussed if it was necessary to hire a professional photographer to take photos of the HPC register sites and buildings. There was concern with images that were readily available that were low resolution or were not acceptable. Mr. Graham suggested a photo contest. It was discussed in detail if the top portfolio of 7 to 8 images would determine which photographer they would use. Mr. Corliss suggested advertising the photo contest in the booth during Allyn Days.

Mr. Graham suggested they discuss further at the next meeting. Mr. Graham wanted a detailed list of the properties and proposed rules for the contest.

**Reimbursements** – Mr. MacSems reported that the County now requires a W-9 for reimbursement on all out-of-pocket expenses. It was discussed in detail by the Commission.

**Grant Cycle** – Mr. MacSems noted that the summer grant cycle was not advertised. Mr. Graham recommended updating it and posting it on the website and not publish it at all. It was determined that Mr. MacSems would update and link to the website. There was also discussion on tracking how many hits the website received.

## **OLD BUSINESS**

**Update on the Squaxin MLRC Heritage Grant** – Mr. MacSems submitted a photo of the completed exhibit and literature. Ms. Harrell made the motion to accept the Squaxin MLRC Heritage Grant as complete and approve payment. Mr. Calvin seconded and the motion passed unanimously.

**Update on Inter-Local Agreement with the City of Shelton** – As directed by the MCHPC, on June 3rd, Mr. MacSems sent the City of Shelton a letter asking them to deliver a draft MOU for sharing RCW 36.22.170 funds by July 11th. Just prior to the sending of this letter, City Planning Manager Steve Goins had contacted Mr. MacSems about the MOU, but the City has not replied to Mr. MacSems' June 3rd letter.

**Status Update on Maritime Resource Survey Project** – Mr. Calvin received a monthly report and the first draft copy. He also explained that Ms. Megan Duval with the Dept. of Archeology had reviewed the report and said it was complete. The Commission discussed in detail the work being performed and determined that Aqua Terra is on track.

Mr. Calvin had asked Aqua Terra for an itemized proposal for a public meeting on August 29, 2013. He received a quote for 22 hours of work for \$1993.20 which will include a PowerPoint presentation. It was discussed in detail and determined that their presence at a public meeting is needed as it gives an opportunity for the public to ask questions. Because the proposal of the public meeting was inadvertently left out of the original contract, there was discussion with the Commission if it was necessary to bring it in front of the Board of County Commissioners. Mr. Graham noted that it was an oversight and felt it was not necessary. Mr. MacSems agreed to check and will confirm what the necessary steps are and report at the next meeting.

Mr. Rose made the motion to accept Aqua Terra's proposed \$1993.20 for a public meeting and presentation. Ms. Neil seconded and the motion passed unanimously.

Mr. MacSems commented that Rhonda Foster has offered to write an addendum to the report. It was determined that the addendum will not hold up the report and can be submitted after the project is complete.

**Update on Booth for Allyn Days** – Mr. Rose reported that the Allyn Days Booth has been paid for. Mr. Rose clarified that the event is on July 19 – July 21. Mr. Graham asked the Commission who would be available to run the booth and it will be discussed in detail at the next meeting.

**Update on MCHPC Picture Board Display** – Mr. Corliss explained that there is an example display board to view at Mason General Hospital. He agreed to take a look at it and report back at the next meeting.

**Update on Bookmark** – Mr. Corliss submitted a proof of the bookmark, which measures 2” x 8” and is double sided. He explained that they could get 500 bookmarks for \$117.51. Mr. Graham commented that he would like 1000 bookmarks. Ms. Harrell made the motion to authorize to spend up to \$250.00 worth of bookmarks. Mr. Calvin seconded, the motion passed unanimously.

**Continued Discussion on replacing MCHPC Chair in November** – Mr. MacSems said that members need to think about who the next Chair will be.

**Hwy. 3 Survey Update** – Ms. Neil asked the Commission if they wanted to focus on another area to survey other than Hwy. 3. She apologized for the delay in getting the survey done. The Commission discussed in detail and agreed that they should focus on Matlock. Ms. Neil proposed to start a new survey on the historic areas of Matlock. She agreed to have more information gathered for the next meeting.

**Harstine Island Community Club Centennial** – Mr. Calvin stated that he has volunteered to give a presentation at the Centennial, which is scheduled for next Spring. Mr. Rose said that he would also help. Mr. MacSems was concerned with the purpose of the HPC. Mr. MacSems commented that he felt the presentation was outside core mission of the HPC. Mr. Graham commented that he felt it would be promoting the HPC. Mr. Calvin agreed with Mr. MacSems, stating that these types of activities should be approved by the HPC first. It was discussed in detail.

### **III. Other Commission Discussion**

- Financial Statement – April and May statements were submitted.

Staff services were questioned by Mr. Calvin who asked for clarification if they were included under Professional Services. Mr. MacSems agreed to get an itemized statement that showed where staff services were included. It was also discussed that the work being performed by Mrs. Brock be included. Ms. Harrell made the motion that the HPC reimburse Community Development for Mrs. Brock’s services for taking minutes. Mr. Rose seconded and the motion passed unanimously.

### **IV. Next Meeting Date:** July 11, 2013

**V. Adjournment** – Ms. Harrell made a motion to adjourn the meeting. Mr. Rose seconded the motion and the motion passed unanimously. Meeting adjourned at 4:05 p.m.