

**Minutes**  
**Mason County Historic Preservation Commission**  
December 12, 2013  
423 N 5<sup>th</sup> Street, Shelton 98584

**Members Present:** Commr. David Corliss, Commr. Steve Rose, Vice Chair Marty Harrell, Commr. Stephanie Neil, Commr. Jamie Bariiekman, Chair Rick Calvin  
**Staff:** Michael MacSems  
**Guest:** Senior Accounting Technician Kathy Chaussee

**I. CALL TO ORDER**

**Roll Call** – The meeting was called to order at 2:05 p.m. and roll call was conducted. Commission Chair Calvin noted that Commissioner Leslie Carter was absent and excused from the meeting.

**Minutes Recorder** – Commissioner Bariiekman volunteered to record the meeting minutes.

**Review and Approve Meeting Minutes from the November 14, 2013 Meeting --** Minutes from the November 14<sup>th</sup> meeting were reviewed. A motion was made by Commissioner Rose to accept the minutes as written. Vice Chair Harrell seconded the motion. Motion carried unanimously.

**Correspondence** -- Letter from the Mason County Historical Society. A thank you card from former Chair Stan Graham.

**II. NEW BUSINESS**

**Announcements** – None

**Welcome new Commissioners Leslie Carter and Jamie Bariiekman** – Chair Calvin welcomed new members.

**Discuss FY 2014 Budget** – The discussion of the FY 2014 Budget was moved to new business. Sen. Accounting Tech Kathy Chaussee presented the budget and she also discussed how she came up with the figures. She took several questions from the commission on how the budget is developed, when proposals are due and how expenditure accounts are documented and recorded within the budget. Chair Calvin noted that we are spending more last three years than in the past but are doing more things.

**Discuss Mason County Commissioner Sheldon's request that a mailing list be developed for grant cycles** -- The Commission discussed ways to get the message out to include website development, electronic mailing list, social media and media relations.

Mr. MacSems will consult with management and legal to find out what the Commission's parameters are with respect to website and social media.

**Report from John Tornow Forum** – Commissioner Corliss drafted a written report and submitted it via email. He referred the Commission to the written report. Chair Calvin said, “It was a great report” and thanked Commissioner Corliss. Vice Chair Harrell asked if the John Tornow Society could apply for a grant to restore their map and Chair Calvin responded affirmative as long as they are nonprofit. Commissioner Neil thanked Commissioner Corliss for his hard work on the forum.

**Other Business** – Mr. MacSems presented to the Commission with copies of the 2013 CLG Annual Report. There was also discussion on creating a calendar to document community events and to develop a list of places that MCHPC brochures have been delivered.

### **OLD Business**

**Review Mason County Cemetery District 1 Grant Completion Report** – Mr. MacSems sent the Commission a copy of the invoice and pictures of the work prior to the start of the meeting. Chair Calvin said that the project appears to have been completed. Vice Chair Harrell made a motion to pay the invoice and consider the work complete. Commissioner Corliss seconded. The motion carried unanimously.

**Maritime Historic Survey Update** – Chair Calvin recommended removing this item from the agenda until there is something to report.

**Status Update of Inter-local agreements with City of Shelton** – Chair Calvin gave background information on this agreement to the new members. The Commission discusses communicating with the City Council and the City of Shelton Historic Preservation Commission.

**Update on Matlock Survey** – Commissioner Neil said she is not ready to give an update yet. Commissioner Corliss requested to be on the committee once it is established.

**Other Old Business** – Mr. MacSems reminded the Commission that the next meeting will be on January 9<sup>th</sup> and that there could be a least two heritage grant applications to review.

### **III. OTHER COMMISSION DISCUSSION**

- a. **Financial statement** – Chair Calvin noted that we had already discussed this in the budget report.

### **IV. Next Meeting Date: January 9, 2014**

- V. **Adjournment** – Vice Chair Harrell made a motion to adjourn the meeting. Commissioner Corliss seconded. The motion carried unanimously.