

## **Minutes**

### Mason County Historic Preservation Commission

October 9, 2014

Mason County Department of Community Development  
426 W Cedar Street  
Shelton, WA 98584

Members Present: Rick Calvin, Stephanie Neil, Marty Harrell, Steve Rose, Leslie “Butch” Carter, David Corliss, and Jamie Bariekman

County Staff: Michael MacSems

### **Call to Order**

*Roll Call:* The meeting was called to order at 2:02 pm and roll call was conducted. Ms. Neil agreed to take the notes for this meeting. Mr. MacSems stated that Arian Paysee is no longer available to take notes because she had been transferred to another job. The county is working on filling the vacant note taker position. The commission expressed an interest in filling the vacancy as soon as possible because it is a great benefit to our meetings.

*Minutes:* The draft minutes from the September meeting were reviewed and minor corrections were made. Mr. Carter made a motion to accept the minutes as amended, the motion was seconded by Mr. Corliss, and passed unanimously.

*Correspondence:* None.

### **New Business**

*Announcements:* Ms. Neil stated that she is now working for the Squaxin Island Tribe.

Mr. Calvin stated that he, Mr. Rose, Mr. Carter, and Mr. Corliss had a social hour after the September meeting and no business was discussed.

*Update on RFP Process:* Mr. MacSems stated there have been 3 inquiries to date but no complete packages received yet. Ms. Neil inquired about the list of contractors that the RFP was sent to. Mr. MacSems sent it out to the list of contractors on the Washington

Trust for Historic Preservation's website. Ms. Neil stated she would like to look at the list and possibly add to it. Complete proposals are due October 16<sup>th</sup>. Mr. MacSems will send out the packages to commissioners once the due date has past. We will plan to review packages at the November meeting.

*Other:* Mr. Calvin inquired on the status of the shoreline master plan and when it might be in a product ready for review? Mr. Calvin and Ms. Neil had attended a Planning Commission meeting several months ago but we have not heard anything recently. The commission wants to be informed when there is a final product and would like a chance to review or comment on it. Mr. MacSems agreed to follow up to see what the current status is.

### **Old Business**

*Update on Summer 2014 Heritage Grant Applications:* Mr. MacSems reported that the North Bay Historical Society has asked for a change in the size of the shed that they will purchase. Their original request for was for a shed measuring 16x20 feet and the contract states 16x20. That is not a standard size and they would like to instead purchase a prefabricated shed measuring 16x12 feet. The commission discussed the change in size. Mr. Calvin asked if the amount requested would be reasonable for a 16x12 shed and if so thought that a contract change was justified. Ms. Neil stated that the grant is reimbursable so the group would still need to produce the receipts to be paid. The commissioners all agreed that a 16x12 shed would be sufficient for the intended purpose and that the dimensions had not been a major factor in approving the grant request. Ms. Harrell made a motion to approve a change in the contract to a 16x12 foot shed pending a legal review. Mr. MacSems agreed to run the contract change through the legal department.

The Allyn Church has not picked up their contract. Mr. Calvin asked Mr. MacSems to send a letter to the Allyn Church asking their intent and to advise the commission when they expect to sign the contract.

*Update on Expiring Terms:* A news releases went out on October 7th, advising the public of opening on the HPC Board. Ms. Harrell has submitted her application and Mr. Bariekman planned to submit his after the meeting.

*Further Discussion of MCHPC 10<sup>th</sup> Anniversary in 2015:* Mr. Calvin researched available venues and reported back. The Transit Center had not returned his phone call so he visited the Civic Center and the Senior Center. The Civic Center is available on

May 9, 10, 16, 17, 23, and 24. Two rooms can hold up to 80 people and the cost is \$30/hour. A projector and use of the kitchen are also available for rental. The Senior Center is available on May 23 or 24 and would cost \$350. The commission discussed and thought the Civic Center would fit our needs well. Mr. Corliss made a motion to reserve the Civic Center on Saturday May 16<sup>th</sup> from 12-5 pm and authorize expenses of up to \$250 for rental costs. Motion was seconded by Mr. Carter and passed unanimously.

Further planning for the 10<sup>th</sup> Anniversary celebration needs to include agenda, advertising, list of invitees, letter to other historic groups and guests, phone calls to possible speakers, and food. Mr. Cater, Mr. Rose, and Mr. Bariiekman volunteered to research options for food.

*Update on Matlock Historical Survey:* No update other than RFP issued, already discussed above.

*Update on Social Media Policy:* Ross McDowell sent an email on September 30 stating that he has asked elected officials other than the BOCC and directors to review and critique the social medial policy. There were questions raised about the retention of records but he believes this can be solved using the Social Safe program for retention and that he is close to having a policy to bring to the BOCC for their review and approval.

### **Other Commission Discussion**

*Financial Statement:* The commission reviewed the financial statement. The commission discussed a need to see the financial statement in a more detailed format as we have received in the past so we can review what has been spent and have a better idea of how our budget is matching up to expenditures.

**Next Meeting Date November 13, 2014**

### **Adjournment**

Mr. Corliss made a motion to adjourn the meeting at 3:15. Mr. Bariiekman seconded, and the motion carried unanimously.