

Minutes

Mason County Historic Preservation Commission

August 11, 2016

Mason County Department of Health Meeting Room

415 N. 6th Street

Shelton, WA 98584

Members Present: Rick Calvin, Ed Huber, Stephanie Neil, Leslie “Butch” Carter, Steve Rose, Marty Harrell

County Staff: Michael MacSems, Melissa Drewry

I. Call to Order

Roll Call- Mr. Calvin called the meeting to order at 2:00 p.m.

Review and Approve Minutes from July 14th Meeting- Mr. Carter made a motion to approve the minutes as written. Motion seconded by Ms Harrell. All in favor, motion carried.

Correspondence-

- August Mason County Historical Society newsletter
- July Washington Trust for Historic Preservation newsletter

II. New Business

Announcements- Mr. MacSems announced that membership needs to be discussed at the September meeting. He noted that Mr. Roses term expires at the end of November, and also that they need to fill Mr. Corliss’ spot. Ms Neil asked when applications are due. Mr. MacSems said he needs them by the October meeting.

Other (if any) - Mr. Calvin discussed an email forwarded to the HPC by Mr. MacSems for a training put on by the National Alliance for Historic Preservation. He said that he has been to this training and it was very helpful. Ms Neil advised that the email had a survey attached that would help you pick items you found interesting if anybody wanted to attend in March 2017.

Old Business

Re-review 2017 budget- Mr. MacSems stated that the HPC is low on funds. He said the \$10,000 for the Memorial Hall was removed from the Heritage Grant reserve. He mentioned that he went over the budget with Kathy Chaussee and was told that the HPC should wait until the end of the year to spend any other funds. Mr. Carter asked if this issue will affect the grant approved at the July 14, 2016 meeting. Mr. MacSems said yes and explained that anything spent now will impact the beginning budget for 2017. The

HPC discussed various line items on the budget. Ms Neil voiced concern with the fact that money isn't available for the grant though they are still in the positive and showing a balance to cover it. She asked what the budget was projected to be in 2017. Mr. MacSems said the projected budget is \$35,500. Ms Neil asked if they could just take the \$5,000 out for the grant and begin the year with \$30,500. She added that the project they approved at the July meeting is very worthwhile and should not be delayed due to this budgeting error. The other members agreed with this. Mr. MacSems pointed out that though there is \$10,000 budgeted for county staff time, so far, only \$2,700 has been used. Mr. Calvin suggested perhaps 2017 grants be limited to \$10,000, and if more funds are available, more grants can be given. On the flip side, if funds are not available, they will not advertise. Mr. Huber suggested that alternate funds can be applied for in the form of outside grants. He then asked if there is a way to receive more timely statements since the budget is discussed at every meeting. Mr. MacSems said he would see if that was a possibility and then agreed to research when and why a staff budget of \$10,000 was set. Mr. Huber said that a monthly statement would be beneficial to see what changes occur.

Mason County Historical Society Heritage Grant Status- Mr. MacSems will forward to the BOCC for final approval.

Memorial Hall Restoration -- Mr. MacSems said he received an email from Jeff Vrabel stating that the funds have not yet been spent and offered to brief the HPC when the funds are expended. Mr. Calvin questioned if the Commissioners had received his letter on behalf of the HPC. He said he tried viewing past meetings on-line to see if it was discussed. Mr. MacSems said he did see it listed as correspondence received in the BOCC's June 7th minutes. The group voiced their concern that the money is being used correctly.

Ongoing Review of Mason County Historic Preservation Ordinance and Review of Mason County Historic Preservation Commission By Laws- Mr. Huber said he is still working on the ordinance and asked the HPC for some direction regarding how it should be presented. He said he could show some examples with a recommendation or he could just do a presentation of what he believes is best. Ms Neil said she would prefer to see some examples and liked his first suggestion. Mr. Calvin reminded Mr. Huber that this did not have a timeline and added that due to the current state of the Comprehensive Plan, this would be a good place to insert some of the proposed language they had worked on for the Comp Plan.

Mr. Rose said there may be a couple of questions in the bylaws. Mr. Calvin asked if it was ready to be reviewed at the September meeting. Mr. Rose said it should be and Mr. MacSems handed out an updated draft dated August 2016.

Comprehensive Plan Update- Mr. Calvin advised that the Planning Advisory Commission (PAC) will only be updating the mandatory items. He said that 10.6 is the section most important to the HPC, so he written and sent a letter to the PAC Chair

asking if the PAC would reconsider updating this one section so the HPC would be eligible for funds. He asked permission to speak on behalf of the HPC at the August 15, 2016 hearing. Ms Neil made a motion to allow Mr. Calvin to speak on behalf of the HPC at the upcoming meeting. Motion seconded by Ms Harrell. All in favor, motion passed.

Website Update (if any) - Mr. Calvin said that though he has the instructions on creating fillable forms, he has not yet had time to begin the process.

Other (if any) - Ms Harrell asked how Allyn Days went. Mr. Rose said it was quite slow at the booth. He noted that in the future they need to make sure there is enough volunteer staffing and interest to attend. Mr. Calvin said the setup was odd this year and noted that their booth was up against the wall behind the Port of Allyn building. Mr. MacSems asked if someone paid out of pocket for the registration. Mr. Calvin said he did, and would turn in the paperwork for reimbursement.

II. Other Commission Discussion

Financial Statement- Discussed under 2017 budget.

III. Next Meeting Date September 8th, 2016

Mr. Calvin noted that he will be out of town and will not be present at the next meeting.

VI. Adjournment

At 3:08 p.m. Mr. Carter made a motion to adjourn. Motion seconded by Ms Harrell. All in favor, meeting adjourned.