

**Minutes**  
**Mason County Historic Preservation Commission**  
**February 8, 2018**  
**Mason County Department of Health Meeting Room**  
**415 N. 6<sup>th</sup> Street**  
**Shelton, WA 98584**

**Members Present:** Ed Huber, Stephanie Neil, and Steve Rose

**Members Excused:** Rick Calvin

**County Staff:** Michael MacSems and Marissa Watson

**Guest:** Karen Hagrard, Jonelle Adams, Pat Jerrells, Bill Busaca, Lorilyn Rogers, Liz Arbaugh

**I. Call to order**

*Roll Call-* Mr. Rose called the meeting to order at 2:02 p.m.

*Review and Approve Minutes from December 14, 2017 –* Ms. Neil made a motion to approve the December 14, 2017 minutes as presented. Mr. Huber seconded the motion, all in favor, motion carried.

NOTE: There will be no January 11<sup>th</sup> 2018 minutes as that meeting was cancelled due to the lack of a quorum.

*Correspondence-*

- Email from Mr. Calvin explaining outcome of meeting with Shelton Historical Society
- Card from Margaret Lentz
- Revitalize Washington invitation
- December 2017 and January 2018 Historical Society Newsletter
- Letter from DAHP on Outstanding Achievements in Historic Preservation Award Nominations
- Columbia (Winter)
- January 2018 issue of *This Place* (Washington Trust for Historic Preservation)

**II. New Business**

*Announcements –* Mr. MacSems said that Mr. Calvin would not be present until late, or absent, due to the impending federal government shutdown.

Mr. MacSems asked staff, commission, and applicants to introduce themselves.

*Review Heritage Grant Completion Report from Mason County Historical Society –* Mr. MacSems informed the HPC that the Mason County Historical Society had completed the work required to reimburse their Summer Heritage Grant.

Ms. Neil made a motion to approve the reimbursement to the Mason County Historical Society for the completion of the grant work. Mr. Huber seconded the motion, all in favor, motion carried.

*Review Winter 2018 Heritage Grant Applications-* Mr. MacSems noted that two of the four applicants were present, a third applicant from the Mason County Historical Society showed up shortly after Mr. MacSems announced this.

Ms. Neil mentioned that all four projects were good but noted that the HPC did not have enough money in this cycle to fund them all. She explained the process of project presentation and HPC scoring. The HPC began the review process by asking the first applicant to come forward and talk about their project. Scoring was completed after all of the applicants came forward.

- 1) Pickering Community Club – Jonelle Adams  
Small Capital Project; Grant requested - \$ 3,049.29

Ms. Adams spoke on behalf of the Pickering Community Club; their request was a grant to restore a historic shed that was on the property of the Grant School. She talked about the club's initial ideas that the shed may have been from the 1920s or 1930s. A picture was found, possibly from 1919, that had a shed in the background. This may make the shed older than they had originally thought. She mentioned that the shed, in its present state, has a lot of dry rot. They would have to jack up the old floor to level and install a new floor, also insulation add to walls and pest control methods implemented. The shed is currently used for storage of tables and signs used for events at the Grant School. If they could make it rodent proof, storage options would increase. Mr. Huber and Ms. Neil were curious about the new floor that would be installed. Ms. Adams noted the floor would be plywood sub-floor, vapor barrier, and a wood flooring to top.

- 2) Allyn Community Church – Karen Hagrard  
Small Capital Project; Grant Requested - \$5,000

Ms. Hagrard mentioned that the church dated back to 1907. The south wall of the church is rotting. She mentioned that the work had to be done in a way to preserve the original look and that the contractor that they had employed had worked on many such historical preservation projects. She said there were added costs that were not in their original grant application, these were due to having to paint the whole church to match the section that they were having repaired/replaced.

Ms. Neil was curious if the HPC had been sent any additional information regarding the increase in cost. Ms. Hager mentioned that they had sent a memo addressing the added cost. Mr. Huber asked for clarification on how much in grant money they were asking for. Ms. Hager replied \$5,000. Ms. Neil clarified that the grant is a reimbursement, so the church would have to

pay, have the work done, and then show that it had been completed to receive the reimbursement from the HPC.

Mr. Huber mentioned he would have liked to have seen a breakdown of where the \$5,000 that the church was requesting was allotted, in the overall \$17,000 project.

- 3) Mason County Historical Society – Liz Arbaugh, Collections Management; Grant Requested - \$4,500

Ms Arbaugh noted that the project involved scanning and storing photos from family albums dating circa 1860s and early 1900s. These photos would be put online and stored in the cloud. They were using a local company called Small Town Papers. Mr. Huber asked if they would be able to scan all the albums for the amount requested. Ms Arbaugh replied that the price included scans of 2,000 pages.

- 4) City of Shelton  
Historic Preservation; Grant Requested - \$5,000

This request did not have a representative present to discuss or ask questions. The HPC mentioned a few points from the application, the project was comprehensive maintenance to the Log Monument Sign in “Overlook Park”. Ms. Neil mentioned that she didn’t see a budget with line items, who the contractor was, or if they were using someone local? She did believe it was a very important project and important to the people of Shelton as a defining aspect of the city.

Mr. Rose asked that the HPC begin the scoring process.

- 1) Pickering Community Club

- 25 – Promotes Heritage
- 15 – Public Benefit
- 15 – Capacity to Complete
- 12 – Immediate Need
- 10 – Measurable Outcome
- 10 – Well Defined Budget
- 5 – Economic Benefit

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- 92 – Total

- 2) Allyn Community Church

- 25 – Promotes Heritage
- 17 – Public Benefit

12 – Capacity to Complete  
13 – Immediate Need  
10 – Measurable Outcome  
5 – Well Defined Budget  
3 – Economic Benefit

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85 – Total

3) Mason County Historical Society

25 – Promotes Heritage  
20 – Public Benefit  
15 – Capacity to Complete  
12 – Immediate Need  
10 – Measurable Outcome  
10 – Well Defined Budget  
5 – Economic Benefit

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97 – Total

4) City of Shelton

25 – Promotes Heritage  
20 – Public Benefit  
13 – Capacity to Complete  
15 – Immediate Need  
10 – Measurable Outcome  
5 – Well Defined Budget  
2 – Economic Benefit

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90 – Total

Mr. Huber made a motion to recommend to the BOCC to accept the full reimbursement in the amount of \$4,500 to the Mason County Historical Society, \$3049.29 to the Pickering Community Club, and not to recommend the funding for the City of Shelton or Allyn Community Church in this cycle, but for them to reapply. Ms. Neil seconded the motion. All in favor, motion carried.

Mr. MacSems mentioned, for general knowledge, that the grants are not funded post fact.

Ms. Neil and the rest of the HPC present recommended the Allyn Community Church look for state funds as another option, the church is on the state historic register, so it should have more funding options.

Mr. MacSems mentioned that he takes the recommendations for funding to the BOCC, a contract is signed, and the applicants have six months from that date to complete the work, When the work has been completed, the applicant can request reimbursement.

Ms. Neil stated that if the City of Shelton reapplies, they should submit a budget.

*Possible Amendment to Heritage Grant Guidelines-* Mr. MacSems mentioned he had received an email regarding making changes to this document. HPC will have to get further clarification on topic, problem may be broken links.

*Other (if Any) – None*

### **Old Business**

*May is Historic Preservation Month – Activity Discussion (including Building I Display) –* Bill Busacca of the Shelton Historic Preservation Commission was present, he was under the impression that he may have to sign something regarding the Shelton Historic Preservation Commission concerning the MCHPC collaboration on the Preservation Month event in May. The HPC members were not aware of having anything that needed to be signed in this regard. Mr. MacSems mentioned Mr. Calvin's email explaining that he had talked with the Shelton Historic Preservation Commission and that the Shelton Civic Center could be available for the event and they had to choose between the dates of May 12<sup>th</sup> and May 19<sup>th</sup>. Mr. Busacca did not have further information to add, noted that Rick Calvin presumably had this information.

*Status of County Historic Preservation Ordinance Update (if any) – None.*

*Discuss the Inventory of County Owned Historic Properties –* No further update from Ms. Neil. Tabled until next meeting. Mr. Rose did mention the Malaney House and the gates leading to the house were always closed. An audience member mentioned that there were caretakers stationed there now in an RV. Mr. Rose noted that he may try to get in contact with them and sort out the situation surrounding public access. [Note: this would be in Mr. Roses private capacity]

*Other (if any) –* Mr. MacSems mentioned that there might be new HPC member candidates in the audience. He asked them to introduce themselves. Two community members introduced themselves as Lorilyn Rogers and Pat Jerrells and talked about their interest in history and historic preservation. Both were encouraged to apply.

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

*Financial Statement-* The HPC members looked over the statement from December 2017 and January 2018. There was a question over the line item for Indirect costs in the amount of \$5,214. Members asked if Kathy Chaussee could explain this charge. She joined the meeting and explained she had been given new direction by Frank Pinter in an email dated December 15. The Indirect costs are a daily charge for depositing money into the treasury. Members asked if the money had to be deposited each day. Kathy Chaussee said that yes, the money did need to be deposited on the day that document fees come in. Members were concerned about taking \$5,214 from a budget with an annual revenue of only \$16,000. Members asked Mr. MacSems to discuss the indirect costs with Dave Windom and report back for the next meeting or invite Mr. Windom to join the

commission at the next meeting. Members discussed writing a letter concerning the indirect costs to Mr. Pinter and possibly the County Commissioners. They agreed to continue the discussion at next month's meeting.

**IV. Next Meeting Date March 8, 2018**

**V. Adjournment**

At 3:44 p.m. Mr. Huber made a motion to adjourn. Motion seconded by Ms. Neil. All in favor, meeting adjourned.