

**Minutes**  
**Mason County Historic Preservation Commission**  
**December 13, 2018**  
**Mason County Department of Health Meeting Room**  
**415 N. 6<sup>th</sup> Street**  
**Shelton, WA 98584**

**Members Present:** Ed Huber, Rick Calvin, Patricia Jerrells, Chrissy Williams, and Lorilyn Rogers

**Members Excused:** Steve Rose, Stephanie Neil

**County Staff:** Michael MacSems and Mariah Frazier

**Guest:** Kristopher Nelsen

**I. Call to order**

*Roll Call-* Mr. Calvin called the meeting to order at 2:01 p.m.

*Review and Approve Minutes from November 8, 2018* – Mr. MacSems asked if anyone had anything else to add as he had sent out an email on November 13 asking for clarification on what was said on the education initiative. Mr. Calvin found a typo on page four where *preset* should have been *present*. Ms. Jerrells asked that on page two, paragraph seven, the word *they* be added in front of “had re-applied.” Mr. Huber made a motion to approve the November 8, 2018 minutes as amended. Ms. Williams seconded the motion, all in favor, motion carried.

*Correspondence-*

- October 2018 This Place magazine (WA Trust for Historic Preservation)
- Donation Envelope (WA Trust for Historic Preservation)
- The Alliance Review Fall 2018
- November 2018 Mason County Historical Society Newsletter
- Expired Invitation to WTHP Sivinski Holiday Benefit on December 4

**II. New Business**

*Building Permits, Licensed Contractors, and Heritage Grants* – *Kristopher Nelsen Mason County Building Dept* – Mr. MacSems explained that Kathy Chaussee had inquired if the work performed on the McReavy House Re-Roof had been done by a licensed contractor while processing the payment. Mr. MacSems thought it worth bringing up and invited Kristopher Nelsen, the Building Department Manager, to talk about the importance of licensed contractors and proper permitting when required.

Mr. Nelsen explained that in using licensed contractors to do work on projects funded by a Heritage Grant is important because it provides a safety net if something were to happen. For example, if the work didn't hold up and a citizen

was injured, the liability would fall completely on the property owner, not the county. Licensing and bonding are done through L&I, but the Building Department would be able to help find or verify properly licensed individuals when needed for a project funded by a Heritage Grant.

Mr. Nelsen asked about the language in the Heritage Grant and if it said anything about work needing to be done by a licensed contractor. Mr. Calvin stated that there is language included that reduces liability but that it doesn't specifically state that a contractor must be licensed.

Ms. Williams mentioned that with a Heritage Grant, the money is regularly being asked for the supplies to do the work and not the work itself as the labor is often donated. Mr. Calvin stated that with donated labor, they've never checked if the work would be exempt and that the liability would fall to the owner or applicant.

Mr. Calvin said it would be a good idea to add language into the guidelines for the Heritage Grant stating that any work done would need to follow all requirements by the local authority or jurisdiction. Mr. Calvin said he would draft a statement to add to the guidelines to be ready at the next meeting that could then be forwarded to the building department to check that it would address their concerns.

Mr. Calvin asked Mr. Nelsen if building inspectors could be available to check work done on Heritage Grant projects. Mr. Nelsen said that if a permit was required and obtained for the work, an inspector would most likely have to go out anyway, but in other cases, it would be worth a call to himself or the building department to see if an inspector would be out that way and able to stop by.

Mr. Huber asked Mr. Nelsen how emergency repairs for historical registered properties would be handled, as often a COA is delayed for emergencies. Mr. Nelsen stated that it would still be important for the property owner to make sure a licensed contractor did the work so that it's done properly and will hold up in the future.

*Announcements* – None.

*Election of 2019 Officers* – Mr. Calvin asked if anyone had any nominations or comments for Chair and Vice Chair. Ms. Jerrells said she thought the current Chair and Vice Chair were doing a good job and would like to see them stay. Mr. Huber motioned for Mr. Calvin for Chair, seconded by Ms. Williams. All in favor, motion carried.

Mr. Calvin thanked the other members for their support and said he was happy to accept. He then asked if there were any nominations for Vice Chair. Mr. Huber

motioned to nominate Mr. Rose as Vice Chair. Motion was seconded by Ms. Williams. All in favor, motion carried.

Mr. MacSems mentioned that he was aware that Mr. Rose had some personal matters in which his time with the HPC may be strained in the future. It was agreed that if need be, the matter of Vice Chair could be readdressed at a later date if necessary.

*Debrief on BOCC Appointment Procedure* – Mr. MacSems stated that Mr. Calvin and Ms. Neil had been reappointed by the BOCC. This round of appointments was unusual as there were more applicants (4) than seats available (2). Mr. MacSems said the BOCC had expressed some consternation the HPC had forwarded the names of their preferred candidates. Mr. MacSems said it was confusing, because the BOCC was under the impression that this had never been done before, although the HPC has always forwarded their recommendations for appointments to the BOCC. In thinking about this, Mr. MacSems said that the BOCC was probably thinking about the Planning Advisory Commission (PAC), and how the process for handling applicants for open positions has historically been done differently for the HPC than for other advisory boards and commissions and that the HPC needs to get in sync with standard practices. Hence forth, the HPC will no forward recommendation for appointments to the BOCC although applicants will be still be invited to attend a meeting prior to a BOCC appointment if they wish.

Mr. Calvin said he would like to see the guidelines on how appointment of members is to be handled. Other members agreed as they did not understand why their recommendation for appointment of those who are already members would be an issue. As an advisory board, they are advising the BOCC on who they feel best would benefit the commission with their recommendation.

Mr. MacSems stated he would speak with Kell Rowen, the Planning Manager and staff member for PAC, to see how new members are handled for that commission and follow the same procedure for the next time appointment is open for HPC.

*Winter 2019 Heritage Grant Status* – Mr. MacSems said that the Winter 2019 Heritage Grant would be open on Tuesday, December 18, 2018 and applications would be due no later than the third Friday of January, the 18<sup>th</sup>, by 4:30pm.

Mr. Calvin inquired if the date matched with the dates on the guidelines that they had updated last year. Mr. Calvin checked the website on his phone and found that the guidelines stated applications were to be due no later than the second Friday, not the third. Mr. Calvin stated that it really didn't matter if it was the second or third Friday and that they could update the guidelines and confirmed they could be posted to the website for public access.

Mr. MacSems mentioned that the Community Services Department closes to the public at noon on Fridays and that if they were updated the guidelines to have the due date be the third Friday, they should change the time to noon, from 4:30pm.

*Annual DAHP CLG Report* – Mr. MacSems explained that as a CLG, the HPC is required to send a report to the DAHP every year that is essentially a review of the year in boxes to be filled out. Mr. MacSems had filled it out, shared it with Mr. Calvin, and sent the report off to DAHP and provided a copy for the HPC to review.

*Review COA Form and Process* – Mr. Calvin provided a draft of a COA application he had made, taking influence from a COA by a larger county and notes by Ms. Neil. Ms. Jerrells asked about the multiple signature lines that contradict each other, specifically the signature line for waving a COA when necessary. Mr. Calvin explained that only one signature line would be on a final COA and that this was a draft template that could be edited to each situation.

Mr. Calvin stated that he would like everyone to review the draft and get back to him with any changes. Mr. Calvin was hoping to maybe vote on it at the next meeting. Mr. Huber and Ms. Jerrells pointed out a couple typos that Mr. Calvin marked on his copy to update. Mr. MacSems confirmed that the COA document was also something that could be put on the website once approved.

*Other (if Any)* – None.

### **Old Business**

*Education Initiative Update (if any)* – Mr. Rose was absent and unable to give an update at this meeting.

*Heritage Preservation Plan (if any)* – Mr. Calvin stated he did not have an update at this time. Mr. MacSems asked that Mr. Calvin refresh the commission on what a Heritage Preservation Plan is and how it would help the commission in moving forward.

Mr. Calvin explained that an HPP is an overview of the county as a whole. It looks at all the surveys done and provides a recommendation on what type of projects need to be done and where in the county the need is. Also, in order to receive certain state funds an HPP has to be included in the Comprehensive Plan, which it now is, allowing the HPC to apply for grants to complete work.

Ms. Williams asked what surveys have previously been done. Mr. Calvin stated that the most recent one was the Matlock Reconnaissance that Mr. Huber has been working on redacting. The HPC has also done two other surveys, one going up the Hwy 101 corridor and second, a maritime survey on North Bay/Case Inlet.

*Discuss the Inventory of County Owned Historic Properties (if any)* – Ms. Neil was absent and unable to give an update at this meeting.

*Other (if any)* – Mr. Huber informed the HPC that he had completed the redaction of the Matlock Reconnaissance and explained a bit about why he redacted the things he did, which mostly had to do with the culturally sensitive and personal information, not the information itself. Mr. Huber also provided Mr. MacSems with an electronic copy (on thumb drive) so that the document can be posted on the website.

Mr. Calvin asked if Mr. Huber would be willing to review and redact the other surveys so they could all be put on the website and accessible to the public. Mr. Huber said he would be happy to go through the other surveys.

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

*Financial Statement-* HPC reviewed the statement for October 2018. Everything seemed to be in order. Mr. MacSems stated that his calculations showed there is about \$5,300 available for the Heritage Grant and also noticed that the indirect cost had not yet been taken out.

### **IV. Next Meeting Date January 10, 2019**

### **V. Adjournment**

At 3:39 p.m. Mr. Huber made a motion to adjourn. Motion seconded by Ms. Williams. All in favor, meeting adjourned.