

Minutes
Mason County Historic Preservation Commission
January 10, 2018
Mason County Department of Health Meeting Room
415 N. 6th Street
Shelton, WA 98584

Members Present: Stephanie Neil, Patricia Jerrells, Ed Huber, Chrissy Williams

Members Excused: Rick Calvin, Lorilyn Rogers

Members Absent: Steve Rose

Guest: Susan Stanley

County Staff: Michael MacSems and Mariah Frazier

I. Call to order

Roll Call- Ms. Neil called the meeting to order at 2:13 p.m.

Review and Approve Minutes from December 13, 2018 – Amendments to minutes were discussed by HPC members. Mr. Huber made a clarification to paragraph five on page five and asked that “*the context of*” be stricken and replaced with “*culturally sensitive or personal.*” Ms. Williams noticed that she was not listed as present. Mr. Huber made a motion to approve the December 13, 2018 minutes as amended. Ms. Williams seconded the motion, all in favor, motion carried.

Correspondence-

- December 2018 Mason County Historical Society Newsletter

II. New Business

Announcements – None.

Winter 2019 Heritage Grant Status – Mr. MacSems stated that the announcement had been posted and reiterated that the due date is January 19, 2018 at 12:00pm. No applications have been received at this time.

Discuss Possible DAHP CLG Training Session with Kim Gant – Mr. MacSems had revived an email he had forwarded to all HPC members regarding a CLG training being offered. Mr. MacSems thought it would be a good training for all HPC members and wanted to ask who would be interested. Everyone agreed it would be a good training and discussed adding it to a future agenda. Mr. MacSems said he would contact Kim Gant about possible dates, with the March 14th meeting as the earliest option.

Discuss 2019 HPC Calendar, Trainings, Events, etc. – In past years the HPC has had booths at Allyn Days and Matlock Old Timers Historical Fair. Ms. Neil inquired as to the interest level of members.

Ms. Williams asked if there was a tangible response from the public from past events and if the money spent on a booth was worth the outcome response. Ms. Neil stated that there wasn't really a tangible response from hosting a booth, but it was good exposure in the community. Allyn Days had become too expensive to participate in the last couple years, but Matlock Old Timers Historical Fair was worth the money and time for the exposure. Ms. Neil asked Mr. MacSems to put a discussion about hosting a booth at Matlock Old Timers Historical Fair as an agenda item for the next meeting.

Ms. Neil mentioned that usually HPC members attend the Cultural Resource Summit in Suquamish as well as offered CLG trainings. These items could be talked about closer to their dates to determine interest and cost of attending.

HPC members also talked about the Roundtable event held in May 2018 and the possibility of doing so again in the future. Susan Stanley said it would be a good event for maybe every other year and said she appreciated that the local granges had been invited to participate and asked that they be invited again in the future.

Other (if Any) – None.

Old Business

Update on BOCC Appointment Procedure – Mr. MacSems reviewed what he had found out about the proper procedure for appointing new members to the HPC. The first steps are the same as they've done in past: post a news release for the opening, application is turned in to the BOCC, and then passed along to Mr. MacSems. At this point the process will be a little different.

Upon receiving the application from the BOCC, Mr. MacSems will informally invite the applicant to attend a meeting, and formally invite them to attend a Monday morning BOCC briefing in which the BOCC will interview the applicant and decide on appointment. If appointed, Mr. MacSems will then move the appointment to the action agenda for approval. There will be no recommendation or discussion of applicants from the HPC.

From Rick Calvin: Update on COA Form and Process, Heritage Grant Guidelines, and Heritage Grant Contract Language – Mr. Calvin was not present but sent his work on the COA form for review. Mr. Huber stated that he felt that the page labeled "Additional Documentation" should be renumbered in order to make it clearer which were minimum mandatory requirements, and which were optional or provisional based on the project making three sections instead of the current two. Mr. Huber made a motion to approve sending an email with requested changes to Mr. Calvin to update and then approve at the next meeting. Motion was seconded by Ms. Williams. All in favor, motion carried.

Mr. MacSems stated Mr. Calvin also asked them to review the Heritage Grant guidelines and contract. The changes to the guidelines added liability language as

discussed at the previous meeting by Kristopher Nelsen about requiring proper permits for Heritage Grant funded projects.

Ms. Williams asked if the HPC were to find out that a Heritage Grant funded project did not obtain proper permits after the fact, would the HPC have to deny reimbursement to the applicant. Ms. Neil said that based on the language used, it says they can or may, but not shall, leaving it open for their discretion.

Ms. Williams made a motion to accept the Heritage Grant guidelines updated language, which was seconded by Ms. Jerrells. All in favor, motion carried.

Ms. Neil asked Mr. MacSems to include the Heritage Grant Contract language on the agenda for the next meeting as it was unclear if any edits were made by Mr. Calvin to the document.

Education Initiative Update (if any) – Mr. Rose was absent and provided no update for discussion.

Heritage Preservation Plan Update (if any) – Mr. Calvin was absent and provided no update for discussion.

Discuss the Inventory of County Owned Historic Properties (if any) – Ms. Neil said she had been busy with the transition to a new job and will try to have an update for the next meeting.

Other (if any) – Susan Stanley asked for an update on what had been found out about hiring out contracted work, specifically a videographer, which had been talked about the last time she was present. Mr. MacSems stated that would fall under the Education Initiative that Mr. Rose is working on, but as he has been absent due to personal matters, the topic has not moved forward since her last attendance.

III. Other Commission Discussion

Financial Statement- HPC reviewed the statement for December 2018. They discussed the fact that the indirect costs had been deducted and asked Kathy Chaussee to come in and explain the process again for clarification. Kathy stated she will try to get an update and more information from Jen Byerly, the Budget Manager, on the future of this line item and how it affects other departments/commissions for the following months meeting.

IV. Next Meeting Date February 14, 2019

V. Adjournment

At 3:12 p.m. Mr. Huber made a motion to adjourn. Motion seconded by Ms. Williams. All in favor, meeting adjourned.