

**Minutes**  
**Mason County Historic Preservation Commission**  
**April 11, 2019**  
**Mason County Department of Health Meeting Room**  
**415 N. 6<sup>th</sup> Street**  
**Shelton, WA 98584**

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

**Members Excused:** Rick Calvin and Lorilyn Rogers

**Guest:** Russ Sackett

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

**I. Call to order**

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

*Review and Approve Minutes from March 14, 2019* – Mr. Huber made a motion to approve the March 14, 2019 minutes as presented. Ms. Neil seconded the motion, all in favor, motion carried.

*Correspondence-*

- Thank You from WA State Historical Society
- Renewal request from WA Trust for Historic Preservation
- March 2019 Mason County Historical Society Newsletter
- Email from Janelle Adams with an update on the Grant School Heritage Grant
- E-mail from MCHPC Chair Rick Calvin with questions for Mason Budget Manager Jennifer Beierle regarding Indirect fee.
- 2019 Simplified Indirect Cost Allocation Plan supplied by Kathy Chaussee

**II. New Business**

*Announcements* – None.

*2019 Heritage Grant Updates* – Mr. MacSems stated that all three grant recipients were signed and approved by the BOCC. Not all of the grant recipients have signed and picked up their copy yet, but that as the six-month grant clock took effect when the BOCC approved and signed the contract on 3/19/19.

*Patricia Jerrells Resignation* – Ms. Jerrells had sent in her resignation after the last meeting due to family health issues. Mr. MacSems stated that as her position was up this year anyway, he thought it would be best to wait for the seat to expire before starting the process of filling it, as whoever fills it would just have to re-apply in a few months. Mr. MacSems stated he would like to make the procedure of filling positions a once a year process by only doing it in the third quarter of the year when positions are about to expire, rather than every time there is an vacancy.

*Cultural Resources Summit 2019* – Ms. Williams stated that she would like to attend the two-day summit and mentioned that she would stay with a friend in the area that is also attending, rather than at a hotel. Early bird registration cost for attending both days is \$245. Ms. Neil made a motion to approve spending up to \$300 to send Ms. Williams to the 2019 Cultural Resource Summit for registration cost and mileage. Motion was seconded by Mr. Huber. All in favor, motion carried.

*Discuss DAHP Grant Funding for 2020 NAPC Registration Cost* – Ms. Neil had begun working on filling out the grant application but had a few questions and wanted input. She mentioned once complete, the application would need a signature but wasn't sure if it would be Mr. Calvin's signature or that of the BOCC. Upon discussion, no one was exactly sure either, but thought it was most likely a signature from the BOCC Chair. Mr. MacSems will look into it.

Ms. Neil also stated that she was unable to find the cost of registration and had an e-mail in to Kim Gant from DAHP to ask. As the application asks for an amount Ms. Neil had done some math calculating mileage, lodging, and per diem costs for what it would cost to send all seven members, plus Mr. MacSems as staff as a starting point for them to consider what amount to realistically ask for. The following discussion took in to account that it is a five day event that not all HPC members will be able to attend. The, the possibility of providing matching funds for an extra person to go was considered, as well as wondering if members would be able to rotate which members attend each day, allowing for everyone to go for a day or two. In the end, it was decided to ask for the funding to send 3 people, including Mr. MacSems as staff, for registration and full cost of mileage, lodging, and per diem.

Ms. Neil also asked for help drafting the Statement of Need. Mr. Huber stressed the emphases of development of a Historic Preservation Plan, as well as training for planning and guideline development.

Mr. Huber then made a motion for Ms. Neil to complete the grant application based on their discussion and send to Mr. MacSems to get signatures from the BOCC and tun in to DAHP by the April 26 deadline. Motion was seconded by Ms. Williams. All in favor, motion carried.

*Other (if Any)* – None.

### **Old Business**

*Process for Delisting the Libby-Willard Barn from the Historic Registry* – Continued to next meeting.

*Update on Conversation with Aqua Terra Cultural Resource Consultants about Redactions to the 2013 Historic Maritime Transportation Survey (if any) – Continued to next meeting.*

*By-Law Update (if any) – Mr. Calvin had made the changes suggested at the last meeting and sent for review. Ms. Neil made a motion to accept the bylaws as revised by Mr. Calvin. Motion was seconded by Mr. Huber. All in favor, motion carried.*

*Other (if any) – None.*

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

*Indirect Fee Update with Jennifer Beierle (if available) – Not available. An email from Mr. Calvin had been sent to Ms. Beierle with specific questions the HPC would like questions to. There should be a response by the next meeting.*

*Financial Statement- HPC reviewed the statement for March 2019. They discussed that the indirect fee for the first quarter had been taken out in the amount of \$1,142.75, which is approximately a 30% of revenue to date.*

*Other (if any) – Ms. Williams mentioned that Janice Vocke from the Peninsula Railway & Lumberman’s Museum had contacted her and asked about getting the locomotives on the register, both at the county and state level. Ms. Williams stated she directed Janice to the websites for more information.*

### **IV. Next Meeting Date May 8, 2019**

### **V. Adjournment**

At 2:51 p.m. Ms. Neil made a motion to adjourn. Motion seconded by Ms. Williams. All in favor, meeting adjourned.