

**Minutes**  
**Mason County Historic Preservation Commission**  
**July 09, 2020**  
**via Zoom**  
**415 N. 6<sup>th</sup> Street**  
**Shelton, WA 98584**

**Members Present:** Rick Calvin, Stephanie Neil, Steve Rose, and Dave Daly

**Members Excused:** Chrissy Williams

**Members Absent:** Russ Sackett, Ed Huber

**Guests:** Kathy Chaussee

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

**I. Call to order**

*Roll Call-* Mr. Calvin opened the meeting at 2:10 p.m. without a quorum to discuss budget for a later vote.

Kathy Chaussee gave an update on the 2020 budget and the status of the indirect fee payments not being taken out for the rest of the year. She also stated that with moving to the General Fund in 2021, they will no longer need to pay for staff time, freeing up extra money to be put elsewhere. Kathy stated she would confirm that and get back with exact numbers.

Mr. Rose arrived at 2:15 at which time Mr. Calvin officially called the meeting to order.

*Review and Approve Minutes from June 11, 2020* – Mr. Daly made a motion to approve the minutes from June 11, 2020. Motion was seconded by Mr. Rose. All in favor, motion carried.

*Correspondence-*

- WA Trust for Historic Preservation thank you letter for re-up membership
- This Place – Spring
- Columbia – Summer
- Letter from Matlock Historic Society asking to extend Heritage Grant deadline

**II. New Business**

*Announcements/Check In* – None.

*Set 2021 HPC Budget* – Mr. Calvin gave a brief synopsis of the conversation with Kathy stating that the money previously budgeted for the indirect fee and potentially for staff time could be reallocated. He also stated he had done some math using the first six months of 2020 to predict revenue for 2021, while also considering any potential short falls due to COVID-19. He suggested keeping the

budget the same as 2020 but raising the Heritage Grant to \$5,000. Ms. Neil stated she would like to see some money held as a reserve.

Mr. Daly made a motion to approve Mr. Calvin’s suggestion of keeping the 2021 budget the same as 2020 and raising the Heritage Grant to \$5,000. Mr. Rose wanted some more information Mr. Calvin explained in more detail the math he had done to recommend raising the Heritage Grant fund to \$5,000 and how that still left room in the budget. Ms. Neil seconded the motion made by Mr. Daly. All in favor, motion carried.

<b>2021 BUDGET</b>	
<b>FUND</b>	<b>\$ AMOUNT</b>
<b>State Auditor</b>	\$75
<b>Heritage Grant</b>	\$5000
<b>Surveys</b>	-
<b>Indirect Cost</b>	\$0
<b>Advertising</b>	\$100
<b>Postage</b>	\$50
<b>Travel</b>	\$100
<b>Printing</b>	\$100
<b>Registration</b>	\$100
<b>Miscellaneous</b>	\$500
<b>DCD – Staff</b>	\$7,000
<b>City of Shelton Agreement</b>	\$3,000
<b>Total:</b>	<b>\$16,025</b>

*Other* – Matlock Historical Society sent in a letter asking for a 6-month extension on their Heritage Grant. Mr. Calvin confirmed that the Heritage Grant Guidelines state an extension can be granted 1 time for up to 6 months if requested before 5pm, 4 months from date of award.

After confirming they had not provided a specific reason, Ms. Neil stated while a reason would be nice, it is understandable during current times and didn’t have a problem with it. She did, however, wonder if the other recipients were having similar issues and asked Mr. MacSems to follow up with them. Ms. Neil then made a motion to approve the request for an extension, seconded by Mr. Rose. All in favor, motion carried.

**Old Business**

*NAPC Conference in August* – Mr. MacSems stated he had clarified with Kim Gant of DAHP that with the online setting, each attendee would be required to attend a minimum of 3 sessions in order to meet the requirements of the grant.

Ms. Neil pulled up the agenda and discovered the sessions would be recorded, therefore, members could watch later if unable to attend live.

As at the previous meeting it had been approved for up to 8 to attend no action was needed. Mr. MacSems stated he would follow up with a head count.

*Mason County Historic House/Place of Interest Plaque Program* – None.

*Ongoing Indirect Fee Discussion* – See above conversation.

*Other (if any)* – None.

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

*Financial Statement*- HPC reviewed the July financial statement. It was noticed the quarterly payment to the City of Shelton had not been taken out. Mr. MacSems stated he had talked with Kathy and it was being taken care of. Other than that, everything seemed in order.

### **IV. Next Meeting Date: August 13, 2020 (via Zoom)**

### **V. Adjournment**

At 2:49p.m. Mr. Rose made a motion to adjourn. Motion seconded by Ms. Neil. All in favor, meeting adjourned.