

## Draft Minutes

### Mason County Historic Preservation Commission

March 9, 2023

Mason County Department of Health Meeting Room

415 N. 6<sup>th</sup> Street

Shelton, WA 98584

**Members Present:** Ed Huber, Caleb Cowles, Dave Dally, and Bill Jensen,

**Absent:** Jann Goodpaster, and Steven Bass

**County Staff:** Luke Viscusi and Mariah Frazier

#### I. Call to order

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

*Review and Approve Minutes from February 9, 2023* – Mr. Dally made a motion to approve the February 9, 2023, minutes as presented. Mr. Cowles seconded the motion. All in favor, motion carried.

*Correspondence-* WA State Historic Society Renewal letter

- Mr. Dally made a motion to approve the expenditure for renewal, seconded by Mr. Cowles. All in favor, motion carried.

March MCHS Newsletter

USACE Section 106 for Twanoh State Park

#### II. New Business

*Announcements/Check In* – None.

*Open Discussion of Heritage Grant Procedures/Evaluation* – Mr. Huber began discussion by going over the [Mason County Boards and Commissions Handbook](#) and the [Heritage Grant Program Guidelines](#) to help address any confusion from last month's meeting and processes in scoring Heritage Grants. The main point outlined in the Handbook and Guidelines was about reaching a consensus within the group. It was noted that while this round there were funds to grant all applications in full, that has not been the case in the past nor will it be in the future. Scoring applications keep consistency and the rubric is outlined in the guidelines.

Mr. Viscusi, being new to the commission, helped to point out some areas of possible improvement in the future. He talked about clarifying the scoring matrix and going over it the meeting before reviews to ensure everyone is on board and prepared. He had also reached out to the County Attorney to ask about awarding higher amounts than asked for and was told to lean towards caution as awarding more than what's asked for could set a bad precedent in the future.

*Olympia Oyster Company Section 106 MOA* – Mr. Huber described the Section 106 process and that the HPC is contacted for comment should they have any. Typically, the HPC doesn't get involved but he did go over their participation in the Olympia Oyster Company project.

*Other (if Any)* – None.

**Old Business**

*2023 Heritage Grant Status Update* – Mr. Viscusi stated the contracts had been sent to the BOCC for approval and would be on the March 14<sup>th</sup> agenda.

*FY24 CLG Grant (from DAHP)* – No update.

*Cultural Resources Summit Attendance (May 24-25)* – The agenda had been posted and everyone was encouraged to look through and let Mr. Viscusi know if they wanted to attend and how. Mr. Cowles stated he wanted to attend both days in person, while Mr. Viscusi said he'd like to attend at least one day in person, and the second virtually. A motion was made by Mr. Cowles to approve an expenditure of up to \$1,000 for registration costs, seconded by Mr. Dally. This would allow for 4 members to attend in whatever way best fits their schedule. All in favor, motion carried.

*Historic Preservation Plaque Program* – Mr. Viscusi stated the news release had gone out and was in the Journal. He also said he had received an application. He asked how they would prefer to review the application and would put it on the April agenda.

*Other (if any)* – None.

**III. Other Commission Discussion**

*Financial Statement*- HPC reviewed the statement for March 2023. Mr. Huber noted a line item wasn't adding up and asked Mr. Viscusi to ask their accountant about it. Mr. Dally made a motion to accept pending the accounts explanation, seconded by Mr. Cowles. All in favor, motion carried.

**IV. Next Meeting Date: April 13, 2023**

**V. Adjournment**

At 3:15 p.m. Mr. Huber called the meeting adjourned.

**To Do:**

- ALL – Bring ideas for improved Heritage Grant procedures/evaluation for voting at the next meeting.
- ALL – Review 321 SE Craddick Road Plaque Program Application, come to next meeting prepared with any questions.
- ALL – Respond to Luke with Cultural Resource Summit attendance preferences.

- ALL – Review Final Reports from 2022 Heritage Grant extensions for voting at the next meeting.
- Mr. Viscusi – Send out 321 SE Craddick Road Plaque Program Application to Commission
- Mr. Viscusi – Send out email to Commission about attending the Cultural Resource Summit (up to 4 people for \$1,000)
- Mr. Viscusi – Review and send out Final Reports from 2022 Heritage Grant Extensions.
- Mr. Viscusi – Get Heritage Grant contracts signed.
- Mr. Viscusi – Talk to accountant about budget shortfall, implications for 2022 Heritage Grants, Cultural Resources Summit attendance, and Washington State Historical Society membership
- Mr. Viscusi – Send Section 106 documents for Olympia Oyster House to Mr. Cowles
- Mr. Viscusi – Scan and send DAHP CLG Presentation from 2019
- Mr. Viscusi – Respond to Twanoh State Park Section 106 Review