

Draft Minutes

**Mason County Historic Preservation Commission
July 13, 2023
Mason County Department of Health Meeting Room
415 N. 6th Street
Shelton, WA 98584**

Members Present: Ed Huber, Caleb Cowles, Dave Dally, Jan Goodpaster, Andi Exo, and Bill Jensen.

County Staff: Luke Viscusi and Mariah Frazier

I. Call to order

Roll Call- Mr. Huber called the meeting to order at 2:02p.m. He welcomed new commissioner Ms. Exo who introduced herself and background to the rest of the group.

Review and Approve Minutes from June 8, 2023 – Mr. Viscusi noted that the dollar amount of \$624.50 needed to change to \$264.66. Mr. Dally made a motion to approve the June 8, 2023, minutes as amended. Mr. Jensen seconded the motion. All in favor, motion carried.

Correspondence-

- MCHS Newsletter for June and July
- WA State Historical Society invitation to In the Spirit Awards
- Columbia Magazine – Summer edition

II. New Business

Announcements/Check In – Mr. Viscusi talked about two upcoming NAPC events. The first, a Virtual Summer Short Course happening August 23 & 24, and second, the NAPC Forum happening next summer in West Palm Beach, Florida. Several members seemed interested in the Short Course but needed to check their schedules. Ms. Goodpaster made a motion to approve payment of registration of anyone who wants to attend the NAPC Summer Short Course, seconded by Mr. Cowles. Motion carried. Mr. Viscusi said to contact him to arrange registration.

Ms. Goodpaster mentioned the Car Show will be held on August 27th, and that the current exhibit at the museum is called “Tangible Threads,” showcasing historical garments.

HPC Introductions & Onboarding for New Commissioner– Members went around the room and introduced themselves to new member Ms. Exo and gave some background on the commission and what they do. They discussed how the commission is funded, what being a Certified Local Government means, and the Heritage Grant process.

NAPC Webinar Recap– Members who attended the NAPC webinar discussed what they found interesting or important. Mr. Viscusi in particular thought the suggestion of

reviewing bylaws and ordinances annually could be implemented, as well as an end of year wrap up and new member handbook.

Other (if Any) – Ms. Goodpaster said she had heard the beginnings of talk regarding re-painting Tollie, the train on display in downtown Shelton, and the lack of funds to complete the project. While not this commissions jurisdiction and still early stages, she thought the MCHPC may be able to work with the Shelton HPC and use their CLG status to apply for grant monies with DAHP. She said she would ask around and learn more to see how they may be able to help.

Mr. Viscusi said he had met with Ex-Officio member Shaun Dinubilo and discussed the possibility of him doing a presentation of the work he does with the Squaxin Tribe to the commission. Everyone liked the idea and also discussed reaching out to the Skokomish Tribe as well.

Old Business

Preliminary Budget Discussion/Approval – Members reviewed the preliminary budget they had discussed at the previous meeting. Ms. Goodpaster, who wasn’t at the previous meeting had no issues, but confirmed they used the projected revenue, not year to date for their base budget. Mr. Dally asked for clarification on the City of Shelton Agreement, and that line item was also explained to Ms. Exo. With no changes, Ms. Goodpaster made a motion to approve the 2024 Budget, seconded by Mr. Jenson. All in favor, motion carried.

2024 PROPOSED BUDGET	
FUND	BUDGET
State Auditor	\$75
Heritage Grant	\$25,000
Surveys/Studies	-
Advertising	\$600
Postage	\$100
Travel	\$500
Printing	\$1,000
Registration	\$1,200
Miscellaneous	\$4,125
City of Shelton Agreement	\$4,000
Total:	\$36,600

2023 Heritage Grants Update – Mr. Viscusi gave a quick update, stating that extension requests are due July 28th, but that he had not yet received any. He mentioned he had reached out to applicants to remind them of the upcoming due date.

Plaque Program Application Update – Mr. Viscusi updated the commission on the Craddick House and Old Mill Hill House applications and that he had not yet received the additional documentation requested.

III. Other Commission Discussion

Financial Statement- HPC reviewed the statement for July 2023. Ms. Goodpaster made a motion to accept, seconded by Mr. Cowles. All in favor, motion carried.

IV. Next Meeting Date: August 10, 2023

V. Adjournment

At 3:14 p.m. Mr. Huber called the meeting adjourned.

To Do:

- Mr. Viscusi
 - Reach out to 2023 Heritage Grant awardees to remind them of the upcoming due date for requesting a project extension.
 - Contact the Plaque Program applicants and ask about their difficulties with completing the application.
 - Add Washington State Historical Society's Event Calendar to the HPC web page.
 - Contact Shaun Dinubilo and ask about the possibility of a field trip & presentation with Squaxin Island Cultural Resources.
 - Send the approved 2024 budget to Kathy.
 - Ask Kathy if the HPC can access the agreement with the City of Shelton for an annual portion of HB1386 funding (from auditor recording fees).