

## Draft Minutes

**Mason County Historic Preservation Commission  
January 11, 2024  
Mason County Department of Health Meeting Room  
415 N. 6<sup>th</sup> Street  
Shelton, WA 98584**

**Members Present:** Ed Huber, Caleb Cowles, Bill Jensen, Dave Dally (arrived 2:35), and Andi Exo

**Members Absent:** Jan Goodpaster

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

### **I. Call to order**

*Roll Call-* Mr. Huber called the meeting to order at 2:10p.m.

*Review and Approve Minutes from December 14, 2023* – Mr. Cowles made a motion to approve the December 14, 2023, minutes as presented. Mr. Jensen seconded the motion. All in favor, motion carried.

*Correspondence-*

- MCHS Newsletter for January

### **II. New Business**

*Announcements/Check In* – Mr. Viscusi mentioned he had taken over Michael’s old office and was working on organizing and finding a new home for the HPC records. He also stated he was approved for full access to WISAARD.

*Department of Archaeology and Historic Preservation Annual Report* – Mr. Viscusi stated he completed the annual report.

*Conferences/Trainings for 2024* – Members discussed the following upcoming trainings and began thinking which they may like to attend.

- Cultural Resources Protection Summit (May 22-23, Suquamish)
- NAPC – Forum (July 31 – August 4, West Palm Beach, Florida)
- WA Trust for Historic Preservation – PLACES Conference (October 16-18, Walla Walla)

*Dry Run/Review of Heritage Grant Guidelines, Scoring, and Meeting Procedures* – Mr. Viscusi went over the guidelines and scoring for the Heritage Grant to ensure everyone would be on the same page for the next meeting. He discussed how it is typically an open meeting where the applicants are present and able to answer questions the Commission may have for them before awarding points. He emphasized that while different from

other grant scoring committees, keeping the meeting open is extremely valuable to the applicants to learn from.

In the past, Commissioners have decided on scoring via open discussion using the rubric and coming to a consensus awarding points. Mr. Huber proposed a change to this scoring process, where instead each member scores individually and then the average is used as the final score. Everyone liked this method as it lessened the margin of a conflict of interest. Mr. Cowles mentioned in the past how another member's individual knowledge has helped sway a score and wanted to ensure there would still be an opportunity to discuss or ask questions prior to the final score being calculated. With everyone in agreement, Mr. Viscusi stated he would be sure to send out all the necessary materials prior to the February meeting and would make the scoring updates to the Heritage Grant Guidelines.

*Other (if Any)* – In clearing out Michael's space and setting up his new office, Mr. Viscusi found an old resignation letter from Stan Graham, a previous MCHPC member, which was rather funny, and he thought would be appreciated if shared with the group.

### **Old Business**

*2024 Heritage Grant Application Period* – Mr. Viscusi said he had been contacted by some interested parties but had yet to receive any applications, which are due on January 19, 2024. He also said he received a question regarding using the use of awarded funds for staff time, which is stated as not allowed in the guidelines.

*Plaque Program Update* – Mr. Viscusi said he hadn't yet had time to reach out to the applicant for 171 NE Captain James Pl to give them their plaque but is on his To-Do list.

*Middle Skokomish School/Skokomish Grange Update* – No Update.

*Lake Cushman Dam #1 Tramway Repair* – After receiving more information, MCHPC members were comfortable with the plans in place should work impact areas of significance and asked to be updated of any changes.

*Arcadia Farm* – Mr. Cowles contacted the owner of the Arcadia Farm. The house was originally built in 1933 and there is a barn they are unsure of a date for. Mr. Cowles said he planned to speak with the owner again and give him more information regarding the Plaque Program.

*Other (if any)* – Mr. Cowles asked if there was any update on the Matlock Grange. Mr. Viscusi stated he had not heard anything from them. Mr. Cowles also mentioned reaching out to someone who is doing some house restoration and may be interested in the plaque program.

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

*Financial Statement*- HPC reviewed the statement for January 2024. Mr. Cowles made a motion to accept, seconded by Ms. Exo. All in favor, motion carried.

**IV. Next Meeting Date: February 8, 2024**

**V. Adjournment**

At 3:41 p.m. Mr. Huber called the meeting adjourned.

**To Do:**

- All
  - Review submitted Heritage Grants applications.
- Mr. Cowles
  - Continue coordinating with Arcadia farm.
- Mr. Viscusi
  - Review submitted Heritage Grant applications for completeness.
  - Coordinate with Heritage Grant applicants.
  - Send submitted Heritage Grant applications to Commission members with rubric.
  - Create meeting room door sign for February 8<sup>th</sup> meeting.
  - Revise Heritage Grant Guidelines to include updated scoring system and discussion.
  - Complete application packet for 171 NE Captain James Ln.
  - Coordinate with Mr. Cowles to award 171 NE Captain James Ln with a Plaque.
  - Provide DAHP contact info to 171 NE Captain James Ln.
  - Respond to Dylan Henderson regarding Cushman Dam #1 repair.