

Draft Minutes

Mason County Historic Preservation Commission

July 11, 2024

Mason County Department of Health Meeting Room

415 N. 6th Street

Shelton, WA 98584

Members Present: Ed Huber, Bill Jensen, Caleb Cowles, Jann Goodpaster, and Andi Exo

Members Absent: Dave Dally (excused)

County Staff: Luke Viscusi and Mariah Frazier

I. Call to Order

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

Review and Approve Minutes from June 13, 2024 –Ms. Goodpaster made a motion to approve the June 13, 2024, minutes with one correction. Mr. Cowles seconded the motion. All in favor, motion carried.

Correspondence-

- Columbia Magazine – Summer Edition

II. New Business

Announcements/Check In – Ms. Goodpaster gave an update on the success of the car show and thanked Mr. Viscusi for participating as a judge.

Other (if Any) – None.

Old Business

2025 Budget – Mr. Viscusi said he spoke with Kathy who projected the 2025 Revenue to be approximately \$13,000. The base budget from 2024, not including the Heritage Grant fund, was \$11,600. Using that base number, before deciding on if any of the other line items needed to be adjusted, HPC members discussed how much to fund for the 2025 Heritage Grant cycle. While there's enough money in reserves to continue to fund \$25,000, that amount would most likely not be feasible to maintain it for more than a year or two. It was also pointed out that in the past two Heritage Grant Cycles they hadn't expended the entire \$25,000 and lowering it to \$20,000 seemed like a reasonable deduction to preserve some funds for future, while also giving the money back to the community. Ms. Goodpaster made a motion to set the Heritage Grant fund for 2025 at \$20,000, seconded by Mr. Jensen. All in favor, motion carried.

Discussion then proceeded to discuss the remaining line items and if any needed to be adjusted. It was decided to raise the advertising budget from \$600 to \$750 due to rising costs and potential need to publish in the Mason County Journal.

FUND	2025 BUDGET
State Auditor	\$75
Heritage Grant	\$20,000
Surveys/Studies	-
Advertising	\$750
Postage	\$100
Travel	\$500
Printing	\$1,000
Registration	\$1,200
Miscellaneous	\$4,125
City of Shelton Agreement	\$4,000
Total:	\$31,750

A motion was made by Mr. Cowles to accept the 2025 budget as presented for a total of \$31,750. Motion was seconded by Ms. Goodpaster. All in favor, motion carried.

City of Shelton Historic Preservation Board – Mr. Viscusi found the invoice for the original purchase of the plaques and would pass it on to staff at the City. He also spoke with their staff about an annual payment versus a quarterly payment and would follow up.

2024 Heritage Grant Update – Mr. Viscusi said he turned in the reimbursement paperwork for Pickering Homemakers Club. He also sent out reminders to those who haven't yet turned in their final reports for 2024 that they have 3 months remaining and that if they need a 6-month extension, it must be requested by July 27th.

North Bay Historic Society 2023 Heritage Grant Update – No update. Mr. Viscusi reached out and has yet to hear anything.

Potential Plaque Program Applicants –

- *Dickinson* – No update.
- *Camp Grisdale Saw Shack* – No update.
- *Bucks Prairie* – No update.
- *Dickinson* – No update.
- *Kamilche* – No update.
- *Harstine Island* – No update.

Mr. Cowles suggested, as all potential applicants had been contacted and given the application, that they could be removed from following up every meeting.

Mr. Viscusi stated he would be reaching out to the owner of Captain James Pl to meet and present his plaque.

Other (if any) – As this was Ms. Exo’s last meeting, everyone wished her well in her future endeavors and she thanked everyone for the experience. Mr. Huber reminded everyone that there are now two vacancies and to be thinking about or reaching out to anyone they think may be interested in joining.

III. Other Commission Discussion

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

IV. Next Meeting Date August 8, 2024

V. Adjournment

At 3:13 p.m. Mr. Huber called the meeting adjourned.

To Do:

- Mr. Cowles
 - Continue coordinating with potential Plaque Program applicants.
- Mr. Viscusi
 - Get North Bay Historical Society’s receipt of payment for their 2023 Heritage Grant.
 - Complete North Bay Historical Society 2023 Heritage Grant reimbursement.
 - Email Plaque Program invoices to Jason Dose at City of Shelton.
 - Coordinate with NE Captain James Plaque Program applicant.