

Minutes
Mason County Historic Preservation Commission
March 8, 2018
Mason County Department of Health Meeting Room
415 N. 6th Street
Shelton, WA 98584

Members Present: Ed Huber, Stephanie Neil, Steve Rose, Rick Calvin, Patricia Jerrells, and Lorilyn Rogers

Members Excused: None

County Staff: Michael MacSems, Marissa Watson, and Kathy Chaussee

I. Call to order

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

Review and Approve Minutes from February 8, 2018 – Mr. Rose made a motion to approve the February 8, 2018 minutes as amended. Mr. Huber seconded the motion, all in favor, motion carried.

Correspondence-

- Alliance Review (Winter)
- Mason County Historical Society Newsletter (February)

II. New Business

Announcements – Mr. MacSems said that Paula Reeves, Planning Manager, will be leaving Mason County Community Services for a new position with the WSDOH in Olympia.

Welcome New Members: Lorilyn Rogers and Patricia Jerrells – Ms. Jerrells had questions about the Mason County Boards and Commissions Handbook, E-mail policy and what is the best way to communicate. Mr. Calvin mentioned that emails for informational purposes only, were permissible. Actions taken as a board were open to public record. He did mention that an Ad Hoc Committee is allowed for in the HPC Bylaws. Ad Hoc committees work on whatever project they are assigned which may include communicating with outside organizations/agencies, then they report back on the progress they have made.

Ms. Neil mentioned to the new members that the HPC has two ex-officio members, they don't attend the meetings, and it is typically better to send Mr. MacSems an email to pass onto them.

Mr. Huber noted that when replying in emails, be careful to avoid the "reply all" option in order to avoid annoying people and creating a possible quorum.

Mr. Calvin welcomed the new members and their participation in the Mason County Historic Preservation Commission.

Mason County Indirect Charge- Ms. Chaussee mentioned that she had spoken to the financial analyst for the Support Services Department and communicated that Community Services and the HPC had issues with the amount of indirect charges. Ms. Chaussee asked the HPC for another month to follow up with Support Services about this. Mr. MacSems noted that the funds had not been physically taken out of the HPC's budget yet but was curious as to when this would occur.

In response to a question from Mr. Calvin, Ms. Chaussee explained how the Auditor's office deposits, daily. And that each transaction is charged about \$24 in indirect charges. She also explained how the indirect charge was based, but she noted that not all funds are subject to indirect costs.

Ms. Neil explained, for the benefit of new members, that the HPC gets funds every time a document is recorded in the Auditor's Office, which amounts to about \$16,000 a year, but now this new transaction fee will cost over 30% of the HPCs annual income.

The HPC talked about the Memorial Hall Heritage Grant Refund of \$6,830.47 and whether they should wait to readdress this after the indirect charge issue. Ms. Chaussee recommended working on the indirect charge first, she will be looking into this.

Ms. Jerrells asked if the HPC could ask for grants outside the County. Mr. Calvin replied that as a Certified Local Government they could apply for federal or State grants.

Ms. Chaussee asked if the Memorial Hall refund was in the HPC minutes, the answers was yes.

Ms. Neil made a motion that if required, the HPC authorized Mr. Calvin to write a letter to Ms. Chaussee and any others about budget, indirect costs, and the \$6,830.47 from the Memorial Hall reimbursement. Mr. Huber seconded the motion, all in favor, motion carried.

Ms. Chaussee exited the meeting.

Review Winter 2018 Heritage Grant Status Update- Mr. MacSems mentioned that the BOCC approved the 2018 Winter Heritage Grants that were recommended by the HPC. He also mentioned that Ms. Knight had contacted him to let the HPC know that they will not be able to complete the work required in their Winter 2017 Heritage Grant before their one-time extension expires in March 7, 2018.

Mr. MacSems noted that he had received information from DAHP about funding for sacred sites and this had been forwarded to the representatives of the Allyn Community Church.

Possible Amendment to Heritage Grant Guidelines- Mr. MacSems stated that this item shouldn't have been an agenda item, more of a house keeping item. Some of the links in the Heritage Grant Guidelines were broken and they were made aware by a Ms. Stanley when she was reviewing them for possible Heritage Grant application.

2018 Calendar: Conferences, Trainings, and Events – Mr. Calvin talked about the two-day Cultural Resource Summit event in Suquamish that was coming up in May. The HPC should start thinking about whether they want to send anyone, so they could allocate registration costs, as well as any other needed items. Mr. MacSems will send out the link with the information again. The HPC has a budget of \$1,500 for registrations and may have additional for gas and lodging. Mr. MacSems needs to know which members would like to go by next meeting. Several members indicated that they were not able to go this year.

The HPC also talked about CAMP, which are day long seminars for history preservation commissioners that include such things as design review. While design review is not something that the MCHPC does often (or ever), this is still a good educational piece for members and the CAMP also has other topics that would be beneficial to members.

Mr. Calvin asked what the consensus was on having a booth at Matlock Days. After some discussion and indication that several members would not even be available, the consensus was to skip Matlock Days for 2018.

Ms. Jerrells mentioned farmer's markets and having a booth, they may not even charge for a non-profit type setup. Ms. Neil agreed that the farmer's markets would be a good idea and she could generate a list of market locations.

Other (if Any) – None

Old Business

May is Historic Preservation Month – Activity Discussion (including Building I Display)- Mr. MacSems mentioned that Mr. Busacca had attended the last meeting and said he was there to sign something. Mr. Calvin noted that Mr. Busacca came to the last meeting to sign the letters he had drafted to the different organizations that had shown interested in the May Preservation Month Roundtable event. Mr. Calvin was unable to make the February 2018 HPC meeting, but the issue was resolved later in February when Mr. Calvin and Mr. Busacca met in person.

Mr. Calvin believed that they had enough organizations interested in the May Historic Preservation Roundtable that they could be flexible with the cut-off date for submittals of interest. The event date would be May 19th and he handed out a draft outline for the event. HPC members made suggestions about rearrangement of the schedule. Ms. Neil and Mr. Huber suggested the guest speaker be Greg Griffith of DAHP. They would try to contact him for interest and availability.

Another step would be emailing the interested organizations and asking how many of their members would be attending in order to plan space needs and food/beverage amounts. The space at the Shelton Civic Center has been provided free of cost (as the contribution of the Shelton Historic Preservation Board), therefore most of cost will be advertising and food.

Mr. MacSems asked what line item the \$1,000 was falling under, Mr. Calvin thought it was under Miscellaneous.

Mr. Calvin asked the HPC members if they still wanted to go forward with the event if the Shelton Historical Society does not want to participate, the answer was no and the whole purpose of the event was supported by the joint participation of the HPC and the Shelton Historical Society. Mr. Calvin was to meet with the SHPB later on March 8th and confirm their participation.

Mr. MacSems asked about the display cabinet in Building 1 and what were the group's ideas for filling it. The HPC members mentioned photos, brochures, plaques, their small banner, and information about the Historic Preservation Roundtable on May 19th. The Mason County Historical Society would be contacted about providing relevant artifacts for the display as well. Mr. Huber noted that the Historical Society may have some large format photos. Ms. Rogers volunteered to help Mr. MacSems with the display case project.

Status of County Historic Preservation Ordinance Update (if any) – None.

Discuss the Inventory of County Owned Historic Properties – No update from Ms. Neil. Mr. Calvin updated the new members on this topic, that the HPC is trying to keep the County aware of County owned historic buildings and provide possible outlines of what might need to be done to preserve them.

Mr. Rose volunteered to help go through the large inventory list they had been given and find structures that were fifty years or older.

Ms. Neil will send the inventory list to Mr. MacSems, so he can resend to the all members again.

Other (if any) – Mr. MacSems mentioned that when the County website was recently updated, the HPC section lost most of the photos that were on the site.

III. Other Commission Discussion

Financial Statement- HPC reviewed statement from February and pointed out to new members what certain line items referred to. Mr. MacSems explained that they give the City of Shelton 15% of the quarterly funds.

IV. Next Meeting Date April 12, 2018

V. Adjournment

At 3:48 p.m. Ms. Neil made a motion to adjourn. Motion seconded by Mr. Rose. All in favor, meeting adjourned.