

**Minutes**  
**Mason County Historic Preservation Commission**  
**July 12, 2018**  
**Mason County Department of Health Meeting Room**  
**415 N. 6<sup>th</sup> Street**  
**Shelton, WA 98584**

**Members Present:** Steve Rose, Rick Calvin, Patricia Jerrells,  
**Members Excused:** Stephanie Neil\*, Ed Huber and Lorilyn Rogers  
**County Staff:** Michael MacSems  
**Guest:** Christina “Crissy” Williams

**I. Call to order**

*Roll Call-* Mr. Calvin called the meeting to order at 2:07 p.m. (no quorum)

*Review June 14<sup>th</sup> Minutes,* approval deferred for lack of quorum.

*Correspondence-*

Application to MCHPC from Crissy Williams

E-mail from Susan Stanley of Stanley Documents.

Memo from Auditor Karen Herr about August 13<sup>th</sup> budget deadline

Letter from Nicholas Vann from DAHP endorsing the Certificate of Appropriateness for the new floor and structural measures for the Sargent Oyster House.

Summer 2018 issue of Columbia

**II. New Business**

Ms. Williams introduced herself as a potential new HPC member. She will return to the August meeting in hopes of meeting all the HPC members.

Announcements: None

Sargent Oyster House COA: Discussed letter from Nicholas Vann from DAHP. The Port of Allyn has not provided any addition technical information since the June meeting and was not present at today’s meeting. Further discussion deferred for lack of quorum.

Summer Heritage Grant Cycle Update: Mr. MacSems said that the deadline for submittals is Friday the 13<sup>th</sup>, so far, we have received three applications.

2019 Budget Discussion: Discussion began on the 2019 MCHPC budget but was interrupted when Ms. Neil arrived.

\*Ms. Neil arrived at 2:42 and we now have a quorum.

Motion by Mr. Rose to approve June 14, 2018 minutes as written. Seconded by Mr. Calvin. Approved.

Sargent Oyster House COA Revisited: After discussion, a motion was made by Mr. Rose to approve a COA based on the information in Mr. Vann's letter. Seconded by Ms. Neil. Mr. Calvin will write up the COA approval and send it as a PDF to Mr. MacSems.

2019 HPC Budget Discussion Resumed: There was a lot of concern voiced about the impending \$5,214 Indirect Fee as it will consume about 30% of the HPC's annual income. There was also discussion about adjusting down various budget line items and adding a new line item called the Education Initiative.

Motion to approve 2019 Budget made by Ms. Neil and seconded by Mr. Rose. Approved.

2019 MCHPC Budget:

Expected income: \$16,000

Line Items:

Heritage Grants: \$12,000

Historic Survey/Inventory: \$0

Education Initiative: \$2,000

Indirect Cost: \$5,214

Advertising: \$500

Postage: \$100

Travel: \$500

Misc.: \$2,000

Printing: \$500

Event Registration/Trainings: \$1,000

Dept of Community Services Staff Hours: \$7,500

City of Shelton Revenue Sharing: \$3,000

Other New Business: Ms. Jerrells expressed having some difficulty with the pace of the Open Public Meetings training video (which is required watching for new members) and was hoping for a printed version. According to County Clerk of the Board Melissa Drewry, there is no printed material on this. Mr. MacSems will look for a power point version and forward it to all the HPC members.

### **Old Business**

Status of County Historic Preservation Ordinance Update (if any). Tabled.

Discuss the Inventory of County Owned Historic Properties (if any). Tabled.

\$6,830.47 Memorial Hall Refund Status (if any). The MCHPC expressed happiness and relief that this money will be refunded. Mr. MacSems will ask Ms. Chaussee about which line item the money will be returned to.

Other (if any). None.

Financial Statement – Rolled in to budget discussion above.

**IV. Next Meeting Date August 9th, 2018**

**VI. Adjournment** at 3:40. Motion was made to adjourned by Mr. Rose and seconded by Mr. Calvin.