

Minutes
Mason County Historic Preservation Commission
September 13, 2018
Mason County Department of Health Meeting Room
415 N. 6th Street
Shelton, WA 98584

Members Present: Steve Rose, Stephanie Neil, Rick Calvin, Patricia Jerrells, Ed Huber, Chrissy Williams

Members Excused: Lorilyn Rogers

County Staff: Michael MacSems and Mariah Frazier

Guest: Susan Stanley

I. Call to order

Roll Call- Mr. Calvin called the meeting to order at 2:02 p.m.

Review and Approve Minutes from August 8, 2018 – Mr. Rose made a motion to approve the August 20, 2018 minutes as written. Mr. Huber seconded the motion, all in favor, motion carried.

Correspondence-

- Summer 2018 *The Alliance Review*
- August 2018 Mason County Historical Society Newsletter
- Invitation to Washington State Historical Society Luncheon

II. New Business

Announcements- Mr. Huber updated the HPC on his progress redacting the Matlock Reconnaissance. Susan Stanley, the requestor, was in attendance and thanked the HPC on their diligence and effort put into her public records request.

Welcome New Member- Mr. Calvin welcomed Chrissy Williams as the newest member of the HPC.

Summer 2018 Heritage Grant Cycle Status Update- Mr. MacSems informed the commission that the Board of Mason County Commissioners (BOCC) approved the Summer 2019 Heritage Grants on September 4th, and that the successful applicants had been notified to come in to sign and pick up a copy of their contracts anytime.

Discuss CLG Training in Tacoma on 9/25/18- Michael stated that the deadline for application was September 10 and that Ms. Williams was the only member who had responded to Michael saying she would like to attend. Mr. MacSems has signed up himself and Ms. Williams to attend on September 25, 2018.

Ms. Stanley asked clarification as to what CLG stands for. Mr. Calvin responded, stating that CLG stands for Certified Local Government. HPC members who have been to the training in previous years all stated that it is a good training and Ms. Neil explained that it is for all different types and levels of CLG's to come together and learn from each other.

Mr. MacSems asked if the commission needed to vote in order to approve himself and Ms. Williams to attend the training. Mr. Calvin stated that he didn't believe so as they've previously discussed members attending the training and believed they had previously passed a motion regarding members attending, but just to clarify and assure the expenditure is approved, it wouldn't be a bad idea to vote. Ms. Neil made a motion approve Mr. MacSems and Ms. Williams to attend the CLG training at a cost of \$30 a person for registration plus mileage. Motion seconded by Mr. Rose. All in favor, motion passed.

Review Grant Completion Reports from Grant School and MCHS- Mr. MacSems passed around the completion reports from Grant School and Mason County Historical Society (MCHS) for the commission to review.

Regarding Grant School, Mr. Calvin asked what the total amount approved had been. After looking into past minutes, Ms. Neil stated that the Grant school project was approved for \$3049.29. According to the completion report, Grant School spent a total of \$3049.20, nine cents under budget. Ms. Neil motioned to accept the completion report from Grant school as is. Mr. Huber seconded the motion. All in favor, motion carried.

The Mason County Historical Society had been approved for \$4,500 and spent a total of \$2,528.78 according to the completion report. Mr. MacSems stated that he had tried to go online to find the pictures and could not find them. Ms. Neil and Mr. Calvin attempted to look up the archive using their phones and struggled to navigate to the photos that the completion report said have been uploaded. The commission discussed if the project was actually complete. Mr. MacSems stated that it was important that the completion report had been turned in on time.

Ms. Neil made a motion to accept the report pending verification from Mr. MacSems that the photos are online. Mr. Huber seconded the motion. Before the commission could approve and carry the motion, Ms. Neil stated that she had found the photos online through archiveinabox.com. Mr. Huber amended the motion to approve with a recommendation to link the archive on the MCHS website or make it more accessible for the public to access. All in favor, motioned carried.

Other (if any)- None.

Old Business

Status of County Historic Preservation Ordinance- Mr. Calvin asked to table this conversation until the next meeting. He has been working on the ordinance and is about 50% complete updating it with the recommendations made by the commission, and specifically Ms. Neil. Mr. Calvin reiterated that the goal is to simplify, and it should be ready by the next meeting for the commission to discuss.

Discuss the Inventory of County owned Historic Properties- Mr. Rose provided the commission with a sheet he had created to discuss how to recommend guidelines for work regarding educational projects. Mr. Calvin wondered if this was the proper time in the meeting to discuss this topic. Mr. Rose explained why he saw it as related. If the commission finds a particular property and project interesting, creating a guide to provide potential hired professionals what the HPC is looking for, would make the bidding process easier.

Mr. Calvin agreed that Mr. Rose's proposal is related but that he was thinking more about discussing what properties are out there, and recommendations for preservation. Mr. Huber stated that he believed he understood what Mr. Rose was suggesting and explained it as a master template for a scope of work and that vendors hired by the HPC to perform any work would need, in order to work with the HPC regarding the specific project. Ms. Neil agreed that the HPC would need to hash out what the HPC needs before hiring anyone. Mr. Calvin explained that there are two avenues for hiring outside vendors to perform work. The first option is to go out for bids, and the second is a master list of county pre-approved vendors that could just be picked from to perform work. Mr. Calvin also suggested that depending on the project, if it relates to tourism, the HPC could work together with the Economic Development Council to fund projects.

Mr. Calvin suggested continuing the discussion to the next meeting. Ms. Neil asked what the expectation for the conversation would be at the next meeting. Mr. Calvin asked for Mr. MacSems to look into a county pre-approved vendor list and bring an update to the next meeting, and that they would discuss and start the development of a statement of work to go out for bid for a scope writer.

Mr. Huber stated that the scope writer should be a historic preservation specialist. Ms. Neil stated that she thought Mr. Rose and Mr. Huber were still talking about two different end results from the same idea. Mr. Rose is thinking about the educational and promotional side of what the HPC does in hiring someone to create videos and oral histories about properties for people to view and learn about local history. Mr. Huber is thinking from a preservation point of view, regarding hiring vendors for restoration and preservation of properties.

Mr. Calvin stated that the HPC can do both types of projects and that they don't necessarily have to coincide. He also stated that since a Historic Preservation Plan (HPP) is now added to the Comp Plan, the HPC could look into and apply for a

grant for an HPP to help fund projects. Up until this point, preservation projects have been done internally and having an HPP completed would help guide the HPC on what is most important for Mason County.

Ms. Neil said she will work on the inventory of county owned historic properties and bring an update to the next meeting.

Ms. Jerrells asked about preservation and restoration regarding the state of a property, safety, and access. Ms. Neil stated it was a good question and any projects privately owned would have to have permission to do any work, and that the availability and state of a property would help decide which projects are possible or not for projects.

Mr. Calvin asked where that leaves the commission for the next meeting. Mr. Huber responded that the commission is looking at two different tracks and Mr. Calvin stated again that both can be done, and he will look more into an HPP. Mr. Calvin asked Mr. Rose to bring a few ideas to the next meeting of educational projects for the HPC to decide on. Ms. Neil suggested Mr. Rose look into the Dalby Waterwheel and McReavy House as options.

Other (if any)- Mr. MacSems reminded Mr. Calvin and Ms. Neil that their terms expire at the end of November and that if they want to, they need to reapply. Mr. MacSems also stated that he will begin the annual process of issuing a News Release from the BOCC informing the public of the open seats. HPC election of 2019 officers will occur at the December meeting.

III. Other Commission Discussion

Financial Statement- HPC reviewed the statement for August 2018. Ms. Neil asked what the State Auditor Cost of \$16.16 was for. No one knew. Otherwise everything looked correct.

IV. Next Meeting Date October 11, 2018

V. Adjournment

At 3:33p.m. Mr. Rose made a motion to adjourn. Motion seconded by Ms. Neil. All in favor, meeting adjourned.