

**Minutes**  
**Mason County Historic Preservation Commission**  
**November 8, 2018**  
**Mason County Department of Health Meeting Room**  
**415 N. 6<sup>th</sup> Street**  
**Shelton, WA 98584**

**Members Present:** Stephanie Neil, Rick Calvin, Patricia Jerrells, Ed Huber, and Chrissy Williams

**Members Excused:** Steve Rose, Lorilyn Rogers

**County Staff:** Michael MacSems and Mariah Frazier

**Guest:** Alex McMurry from WA State Parks

**I. Call to order**

*Roll Call-* Mr. Calvin called the meeting to order at 1:58 p.m.

*Correspondence-*

- Expired Invitation for Annual Meeting from WA Trust for Historic Preservation in Walla Walla on October 26
- Invitation to Main St Now conference in Seattle March 25-27, 2019 from National Main St Center
- September Mason County Historical Society Newsletter
- October Mason County Historical Society Newsletter
- Fall 2018 edition of Columbia Magazine from Washington State Historical Society

*Review and Approve Minutes from September 13, 2018* – Mr. Huber made a motion to approve the September 13, 2018 minutes as presented. Ms. Neil seconded the motion, all in favor, motion carried. (Note – the October meeting was cancelled due to a lack of a quorum).

**II. New Business**

*Announcements* – Ms. Neil announced that her last day working for Squaxin would be the following day, November 9<sup>th</sup>. Ms. Neil will now be working for the Army Corps.

*Review COA Application for Work at Twanoh State Park* – The HPC received a COA application to perform work at Twanoh State Park. Alex McMurry from WA State Parks was present to answer questions and explain the scope of work. Mr. McMurry informed the HPC that the proposed work is mostly basic maintenance and repairs, including masonry cleaning, replacement of a ridge beam, and window replacement. Not all the work proposed requires a COA. Mr. McMurry also stated that the timeline of the project may be delayed a year and wasn't sure how that would affect the permit process or COA process but explained that the scope of work would not change due to the delay. Mr. Huber

asked if a delay would have an adverse effect on the project and the proposed repairs. Mr. McMurry explained that a ranger lives onsite and barring a large roof leak or uncontrollable severe weather damage, the delay should not affect the work needed.

Mr. Calvin stated he believes there is no expiration on a COA and that a delay in the project would not barre the HPC from approval at this time as long as the scope of work doesn't change. If the scope of work does change, they would need to amend the COA.

Ms. Williams confirmed with Mr. McMurry that any window replacement would not be done with vinyl windows.

Ms. Neil motioned to approve the COA, which is seconded by Mr. Huber. All in favor. Motion carried.

***Report Back from CLG Training in Tacoma on 9/25/18*** – Mr. MacSems and Ms. Williams said they enjoyed the CLG training and talked about the specific speakers they found interesting.

***Review Request for Payment for McReavy House Heritage Grant*** – The HPC reviewed the documentation from McReavy House for the completed work they were awarded Heritage Grant money for. McReavy House came in on budget and requested payment for \$4,750. Ms. Neil motioned pay the amount requested, seconded by Ms. Williams. All in favor, motion carried.

***Review Application for Open HPC Seats*** – Mr. MacSems stated that for the first time, there were more applications received than positions available. Mr. Calvin and Ms. Neil's positions expire at the end of November and they had re-applied along with Mr. Dally, a board member of the Mason County Historical Society.

In the interest of time Mr. MacSems had already forwarded the three applications to the Board of County Commissioners (BOCC) for briefing in which Mr. MacSems will convey the recommendation of the HPC. Mr. MacSems stated the options of the HPC are to recommend approval of two candidates or not sending a recommendation and letting the BOCC decide which two of the three applicants are appointed.

Mr. Calvin and Ms. Neil recused themselves from the conversation of a recommendation on the matter. Mr. MacSems left to make copies of the application from Mr. Dally for the other members of the HPC to review. While waiting for Mr. MacSems to return, Mr. Calvin suggested moving the conversation to the next item on the agenda.

***Heritage Preservation Plan*** – Mr. Calvin stated he has no update at this time on the HPP.

**Other (if any)** – Mr. Calvin provided a draft COA Application he had put together. He stated most of the changes made came from comments from Ms. Neil. Mr. Calvin suggested it be taken home to be looked over, marked up, and discuss at the next meeting as an agenda item.

**Continued: Review Application for Open HPC Seats** – Mr. MacSems returned with copies of Mr. Dally's application. Mr. Huber stated that while Mr. Dally would be a good candidate and provide experience and knowledge to the committee, he would prefer members stay as they are considering Mr. Calvin and Ms. Neil have reapplied. Ms. Jerrells and Ms. Williams agreed stating it would be a disruption to the current commission.

Ms. Williams asked when the next time a seat would be open and if he Mr. Daley could re-apply. Mr. MacSems stated that in 2019 Mr. Rose, Ms. Jerrells, and Ms. Rogers seats will come open, and in 2020 Mr. Huber and Ms. Williams will come open.

Mr. Huber made a motion to recommend the retention of current members seeking reappointment to the BOCC. Motion seconded by Ms. Williams. There were three votes for approval, and two abstentions. Motion carried.

Mr. Calvin and Ms. Neil thanked the other members of the HPC for their recommendation to the BOCC. Mr. Calvin stated the HPC could keep Mr. Dally's application on file and inform him of the next opening. Mr. Calvin also asked about the possibility of there being a conflict of interest with Mr. Dally regarding the Heritage Grant as the BOCC had previously denied appointment to an applicant for having written grants for the HPC to review. Mr. MacSems stated he thought this was different as Mr. Dally wasn't writing the grants being considered and that he could recuse himself from anything regarding the MCHS.

**Continued: Other (if any)** – Mr. MacSems asked Mr. Huber for an update on redacting the records request from Susan Stanley. Mr. Huber stated he was working on it, but that it would be easier if he had access to an electronic copy. Ms. Neil stated she thought she might have an electronic copy saved in a file on her computer and would check.

Mr. Calvin asked about the rules for records request and time requirements for responding. Ms. Neil stated that as this particular document is exempt from official record request time and response requirements as it is a cultural survey. Mr. MacSems stated that at the last meeting (September), Ms. Stanley was present and happy that someone was working on it. Mr. MacSems said he will send an e-mail to Ms. Stanley to let her know it is still being worked on.

## **Old Business**

*Education Initiative Update* – Mr. Rose was not present to give an update. Mr. MacSems had previously sent an update regarding a master public works roster, stating Mason County no longer has a list and is directed to the guidelines of the MRSC.

*Discuss the Inventory of County Owned Historic Properties (if any)* – Ms. Neil said she had started a spreadsheet but with changing jobs hasn't gotten very far. She hopes to have something together for the next meeting.

*Other (if any)* – None

*New Group Photo* – Tabled

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

*Financial Statement*- HPC reviewed the statement for September 2018. Mr. Calvin asked what the State Auditor charges were for. Mr. MacSems checked with Kathy Chaussee and informed the HPC that when the county is audited, small fees are taken from all funds to cover the cost for the whole county.

Mr. Calvin asked if there was any update on indirect costs. Discussion from all occurred on what the potential impact would be to the budget and how they still don't understand where the numbers are coming from. Mr. Calvin said he would play with the numbers and run it by Kathy to make sure he understood.

Mr. Huber asked what the comparison is from the HPC to other commissions affected by the new indirect cost. He also inquired where the funds go once taken out?

### **IV. Next Meeting Date December 13, 2018**

### **V. Adjournment**

At 3:14 p.m. Ms. Neil made a motion to adjourn. Motion seconded by Mr. Huber. All in favor, meeting adjourned.