

Cowlitz County Historic Preservation Commission

- Meeting Summary

Date and Time:	April 6 th , 2017 10:00am
Participants:	Nick Fazio (Cowlitz County Department of Building & Planning) Dr. David Rice (District #1) Joel Rupley (Chair, District #2) Cissy Sanders (District #3) Bill Watson (Cowlitz County Historical Museum) Harvey Williamson (Deputy Chair, District #3)
Attendees:	Peter Bennett Jo Martin
Prepared by:	Nick Fazio (Cowlitz County Department of Building and Planning)
Subject:	April 2017 Meeting

The following summarizes key proceedings as discussed during the April 6th, 2017, Cowlitz County Historic Preservation Commission meeting.

Salutation and Roll Call

- Chair Rupley called meeting to order and asked Nick (staff secretary) to call roll.
- Nick noted that all Commissioners except Commissioner Brittell (excused) were present and that the meeting met quorum.

Acceptance of Agenda and Materials

- Chair Rupley solicited a motion to approve the agenda with no changes. Deputy Chair Williamson made a motion, seconded by Commissioner Rice, and the motion carried with all in favor.

Short Announcements

- Nick advised that the CLG certification agreement had been signed by the Board of County Commissioners and we were awaiting the National Park Service to approve it. No further delays were expected.
- Nick advised that the email distribution group had been established and notified of the meeting and other relevant information.

Approval of March Meeting Summaries

- Commissioner Sanders made a motion to approve the March Meeting Summary with no changes. Deputy Chair Williamson seconded and the motion passed.
- Nick asked if the Commissioners liked the format and length of the meeting summaries. Everyone agreed that the length and format was appreciated and should remain.

Introductions

- Chair Rupley asked the Commission and members of the public to introduce themselves.

Public Comment

- Chair Rupley opened the floor to any public comment on items on or not on the agenda.
- Hearing none, Chair Rupley closed public comment.

Discussion of Meeting Schedule

- Nick advised that due to a busy summer season with trainings, conferences and vacation travel, he would not be present for the May, June or July (and possibly August and September) regularly scheduled meetings. He gave the Commissioners 3 options for alternatives:
 - Move the regularly scheduled meetings to the second Thursday of each month at the same time.
 - Have a different staff member attend the Commission meetings.
 - Cancel the meetings.
- After a short discussion, the group came to consensus that they would like to reschedule the May, June and July meetings to the second Thursday of each month at 10am.
- Nick passed out a draft motion for the Commissioners to approve, so that there was a record of the temporary adjustment to the meeting schedule, which is ordinarily defined in the By-Laws.
- Commissioner Sanders made a motion to approve the temporary schedule. Commissioner Rice seconded and the motion carried with all in favor.

Discussion of Museum Presentation

- Commissioner Watson passed out a draft discussion guide to facilitate talking points for the Museum Presentation on May 4th. He also advised that he planned on creating a photo slideshow that would play in the background behind the Commissioners. He advised that the Commissioners would be presenting in front of approximately 20-50 people, and that it should be a casual discussion of the Commission, the different types of Registers and Inventories, and the nomination process as well as purposes and mission of the program.
- Commissioner Sanders asked how the presentation was going to be publicized.
 - Commissioner Watson said that it would be publicized through email blasts, member notices, on the sign outside of the building, the museum's Facebook page, and in the newspaper.
 - Nick advised that because there would be a quorum, he would need to notice it on the website as a special public meeting, with at least 24 hours' notice.
 - Nick asked Commissioner Watson what he needed in preparation of the presentation. Commissioner Watson confirmed that everything should mostly be taken care of, but that he would need some photos of the sites that are already on the Register.
 - Chair Rupley reminded the group he would also be absent. He then asked if Deputy Chair Williamson would facilitate the presentation, and Deputy Chair Williamson confirmed that he would along with Commissioner Watson.
 - Commissioner Rice reminded everyone of the opportunities this presentation had in setting expectations and opening up conversations with the tribes and members of the public. Chair Rupley and Deputy Chair Williamson expressed similar sentiments.
 - Deputy Chair Williamson expressed the need to distinguish between the National, State and Local Registers. Commissioners Rice and Sanders added to the discussion by explaining the relationship to DAHP and the similarity in nomination forms respectively.
 - Chair Rupley also suggested that the Commissioners prepare to answer questions about protective covenants.
 - A member of the public, Ms. Jo Martin, suggested that we extend an invitation to the local genealogical society. Nick agreed he would add them to the email distribution group.

- Nick confirmed for all that the presentation would be a casual panel, but also an officially noticed public meeting. The date and time would be Thursday, May 4th at 7pm. The location would be the Cowlitz County Historical Museum.

Discussion of FY 2017-2018 Grant Application

- Nick advised that the Certification Agreement had been resubmitted along with supporting documentation requested to the Board of County Commissioners. This time, the Board of County Commissioners signed the Certification Agreement. Nick said that the Certification Agreement had been transmitted to the National Park Service and DAHP for final approval and there were no further delays anticipated.
- Nick advised that because the Certification Agreement was signed, we were eligible for grant funding and that DAHP had encouraged us to apply. The funds are distributed through the Historic Preservation Fund, and DAHP is anticipating having approximately \$110,000 in money to distribute between all the applicants. In a given year, they have anywhere between 5 to 12 applicants, meaning that each grant award is approximately \$10,000.
- Nick asked the Commission to provide him with guidance and direction on efforts to be funded. Nick provided an example workflow verbally, and said that the Commissioners should be using a hypothetical award amount of \$10,000 to \$15,000 as a starting point. Nick noted that the likelihood of getting funded two years in a row was low, and that the Commission should be bold in their application to get a large chunk of funding.
- Nick commented that although the impression is that DAHP is looking to fund us, as a new CLG, we must still provide specific details in the grant application and lay out a clear work plan. Nick emphasized that dollar value amounts must be tied to certain actionable items, mostly goods and services (versus labor costs).
- Nick reminded the Commissioners that a “match” was required, and that this match would likely be met with both staff time and volunteer hours. He noted that staff and volunteers both had set billing rates. Commissioner Rice asked if they could count the Historic Preservation Commissioner hours towards a match, Nick confirmed that they could and would.
- Nick stated that if Cowlitz County was funded, the money would be distributed in early autumn and that the projects or efforts would need to be complete by September 2018.
 - Chair Rupley facilitated a discussion on how this does not mean any projects or efforts would end completely. It is expected that any projects started would use the funds to set ourselves up for success and jumpstart the process, and then the projects would continue over the course of the Historic Preservation

Commission's lifespan. For grant reporting purposes, certain benchmarks of "completion" would have to be met to keep the funding.

- Chair Rupley asked if the funds come to the County and Nick advised that they did. Chair Rupley confirmed that the funds would need to flow through the proper administrative channels, such as the Treasurer's Office. He also commented that because the Historic Preservation Commission would not need to administer the funds directly, it would free up the Commission to focus on the work. Nick advised that he would be the grant administrator for the project, leaving the Commission to focus on the efforts.
- Chair Rupley reminded everyone that Commissioner Rice suggested the establishment of a school partnership program. Chair Rupley then advised that he and Nick had discussed creating community-based groups to explore and document the history, in places like Kalama, Ryderwood and Stella. He then asked Deputy Chair Williamson to weigh in on the development of an Inventory. The group facilitated a discussion about the different projects that could be funded by the grants.
 - Deputy Chair Williamson expressed his support for both the community groups and the school partnership program. He wanted to clarify what age kids would be involved in the program.
 - Commissioner Rice said it shouldn't be age limited, and after sharing several anecdotes of how different age children can be involved, encouraged everyone to keep an open mind in regards to which schools can participate. He suggested everyone from elementary school children to underclassmen at Lower Columbia College. Deputy Chair Williamson and Commissioner Watson also shared anecdotes supporting the ways schools and younger people can be involved in history and preservation.
 - Chair Rupley facilitated further discussion on leveraging the Community groups as the drivers of the Inventory development process. Nick gave a couple examples of how the establishment of the "Community Heritage Groups" could work to develop the Inventory. The group discussed working through outreach and public engagement to form the Community Heritage Groups in different locales around the County. Then, these groups could work to do research, find photographs and collect oral histories and stories around historic or cultural resources. A final step would be working directly with the Historic Preservation Commission to develop an official Inventory, and develop educational materials to celebrate our heritage.
 - Chair Rupley then asked public attendee Mr. Peter Bennett for his thoughts. Mr. Bennet said this was interesting and that he supported education.

- Chair Rupley summarized the discussion up until this point. He noted that there appeared to be two clear projects that could be incorporated into the grant application. The first, would be the school partnership program. The second, would be the development of an Inventory, through the establishment of Community Heritage Groups.
- Deputy Chair Williamson added that the Commission should also institute a cooperative program with the Cowlitz Nation. Commissioner Rice agreed and led a discussion on the history of the Cowlitz Nation and their relationship to the Chinook tribe. Commissioner Rice and Deputy Chair Williamson highlighted that there are other tribes, such as the Chinook, who have had a long and tortured process to become federally recognized and that coordination with them would be really meaningful. Chair Rupley agreed and suggested we start with the foundations and see where the program could grow from there. Commissioner Sanders noted that Tribal education would be a great co-fellow to a school partnership program as well.
- Chair Rupley asked for a recap of what projects we had discussed so far. Nick noted that he could break them up into 3 general buckets. The first would be a school partnership program (leaving it open as to which schools get involved). The second would be the establishment of Community Heritage Groups through public outreach, and collaborating with these groups to develop a Historic Inventory. The third, would be a cooperation program with the Tribes.
- Nick commented that he supported the development of all three of these programs. He stated that he needed more guidance on how to frame the Tribal Cooperation program, as there is a requirement to tie funds to specific actions, goods or services.
- Chair Rupley commented that he thought this was a really good start. He asked Nick if he had a sense for when funds would need to get put into projects, and that it was difficult to forecast that. He asked if hiring a consultant was necessary.
- Nick advised that it would be a sprint to ensure that all the funding is obligated and used by September 2018. Commissioner Sanders confirmed that no part of the funding may be saved or rolled over to another year.
- Nick suggested that late autumn would be when the school partnership program would need to be up and running. Commissioners Watson and Sanders suggested getting started even before then. Nick suggested a student produced, web-video series as one way to tie specific project action items to funding.

- Nick advised the Commission that hiring a consultant was something they could look into, but that a consultant would likely only be able to focus on one of these projects for our projected budget.
- Commissioner Rice advised that hiring a consultant was something they could look at down the road, when the Commission has a better idea of scope and capability. Chair Rupley agreed that for the first year, efforts should be led and executed by the Commission.
- Chair Rupley also noted that establishing a professional relationship with the museum would be a valuable effort to look into down the road. Deputy Chair Williamson agreed, stating that the museum and the county's people were our most valuable resources.
- Nick asked for line-item categories that he could incorporate into the grant application.
 - Nick mentioned that there would be a need for collateral and printing costs. Chair Rupley agreed, giving examples of what type of printing may be needed.
 - Nick also noted that there would likely be some GIS/mapping costs.
 - Commissioner Sanders suggested that there would be some A/V needs, especially if we wanted to develop a web-video series.
 - Chair Rupley asked if there was a need for any tools or equipment.
 - Nick asked if the Commission wanted to earmark some funding for admission into museums, research fees or memberships for professional organizations. The Commissioners agreed those were important costs.
 - Chair Rupley suggested earmarking some funds for attending conferences or trainings, such as the CLG Training in Tacoma.
 - Commissioner Rice noted that there are a lot of regional trainings and resources that might require short-distance travel.
 - Commissioner Watson asked that Nick include some outreach event planning funding. He cited food for an outreach reception as an example.
- Nick asked if there were any other points regarding the grant the Commission wanted to talk about. Nick noted that there was some really good guidance that came through the discussion and he felt like he had enough to work with to move forward with the grant application.
- Nick advised the Commissioners that he had only a couple days to write the application, because it needed to go to the Board of County Commissioners for review. He stated that he would try to get a copy for the Historic Preservation

Commissioners to review beforehand but that it was unlikely because of the time crunch.

Discussion of Upcoming Application Review

- Chair Rupley advised the Commission that there would be an upcoming application review of Mt. Pleasant Cemetery outside of Kalama. He asked Nick for an update.
- Nick advised the Commission that the review was initially scheduled to be heard that day, but that the review had to be pushed back as Nick missed a critical noticing requirement. Nick advised the Commission that when an application comes due for review, a notice must appear in the newspaper, which requires a lead time of about a week to ensure it prints on the right day. Nick stated that he was re-doing the notice and the application review would be on the agenda for May 11th.
- Nick reminded the Commission that the applicant is doing this on behalf of the cemetery district and that she was flying in from California to appear at the meeting.
- Chair Rupley noted how thorough the application was and the Commissioners agreed. He asked if anyone had been out to do a site visit. Chair Rupley and Nick had both been out there, and said that a site visit interesting and well worth the time.

Meeting Adjournment

- After asking if there was any more business and hearing none, Chair Rupley made a motion to adjourn the meeting and meeting was adjourned.

Actions Taken

- Approval of Agenda
- Approval of March Meeting Summary

Action Items

- N/A

Short Announcements/Housekeeping/Upcoming Meetings

- N/A

Next Historic Preservation Commission Meeting

- May 11th, 2017 at 10:00am.