

ASOTIN COUNTY CEMETERY DISTRICT #1
1141 VINELAND DRIVE
CLARKSTON, WASHINGTON 99403

BOARD MEETING

FEBRUARY 14, 2023

OPEN TO THE PUBLIC AND POSTED IN THE LEWISTON MORNING TRIBUNE

AGENDA

PROJECT UPDATES

VOUCHER SIGNING

MICHELLE WITTHAUS

Board Members: Shelley Williams, Steve Burns, Daniel Beyer

Staff: Shane Sheets, Jesse Ross, Judy Harris

Guests: Michelle Witthaus with Unleashed marketing and design

10.00 a.m. 10.02 a.m. 1. Approval of the Agenda Daniel Beyer made a motion to accept the Agenda as written and Steve Burns seconded the motion. Motion Carried

10.02 a.m.- 10.03 a.m. 2. Approval of the Minutes of January 2023. Daniel Beyer made a motion to accept the Minutes of the last meeting and Steve Burns seconded the motion. Motion Carried

10.03 a.m. - 10.35 a.m 3. Committee Report- Quotes came in on two bids for the engraving of the Veterans at the New Veterans area in the cemetery.

Garlinghous -\$39,000.00

Memorial Monuments-\$38,000

After a discussion this is being put on hold

Tabled until March or May 2023

Shane and Jesse will continue working in the Veterans Wall area with shrubs, water and etc

Talked about maybe having flag poles installed with the branch of services. Shane and Jesse will come back to the board with quotes. Board tabled until March meeting.

Shane also asked about a flag to put under the American Flag.

Motion on the floor to table this until next month.

10.35 a.m. - 10.45 a.m. 4. Financial - Went over the financials

P1fcu Savings

Beginning Balance December	\$35.79
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Ending Balance	\$35.79
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P1fcu Checking

Beginning Balance December	\$2006.57
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Dividends	\$.26
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Ending Balance	\$2006.83
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County Amounts December 2022

Beginning Balance	\$305,421.76
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Ending Balance	\$300,597.31
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January 2023 reports not in yet

Deposits:

January none

February \$1954.50

Vouchers: Vouchers were signed by the Board Members

The following voucher/warrants/electronic payments are approved for payments.

Vouchers/warrants Total: 5

Numbers 323998 through 324002

Avista	\$91.98	W#323998
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HealthCare Authority	\$2109.99	W#323999
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Stormwater	\$187.44	W#324001
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Ringplanet	\$55.65	W#324002
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Napa Auto Parts	\$54.97	W#324000
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TOTAL: \$2500.06

10.45 a.m. 11.05 a.m 5. Old Business- Gazebo for the upper level of the Cemetery. Shane has marked it out for the Board Members to look at. This will help the people that are coming to the cemetery for services. It will help those that are in wheelchairs, walkers, and unstable while walking. Shane has received bids for this project. There is a bid for the size of 16x16, 16x20. Prices go from \$9,570 and \$11,920. Dan Beyer moved to approve the bid for the amount of \$11,920 and amenities, Steve Burns seconded the motion, all were in favor. Motion passed.

11.05 a.m. 11.20 a.m.6. New Business- Michelle Witthaus is here today to talk about what she can do for our website. Shane talked about his conversation with Mezia and what they do for us. His main objection was that

we can not track hits on the website, the cost per year, cost when a change needs to be done. We own the domain, not the pictures or the video. Daniel Beyer made a motion to have Michelle work up a proposal and meet back at our next meeting. Steve Burns seconded the motion.

Michelle will look at everything and come back at a meeting to let the Board know what she can do for the cemetery.

11.20 a.m. - 11.25 a.m. Sherry Domaskin sent a letter to the Board Members regarding Wreaths Across America. Please take the time to read it.

11-25 a.m.-Dan Beyer made a motion to adjourn the meeting, Steve Burns seconded the motion. All were in favor.

Tabled Items:

Columbarium

Vets Niche Wall

The meeting was adjourned at 10:45

Asotin County Cemetery District 1

1141 Vineland Drive

Clarkston, Washington 99403

Board Meeting

February 28, 2023

Time: 9.30am

Open to the Public and posted in the Lewiston Morning Tribune

Board Members: Shelley Williams, Steve Burns, Daniel Beyer

Guest Michelle Witthause

Staff: Shane Sheets, Jesse Ross, Judy Harris

Agenda:

Voucher Signing

Michelle Witthause

9.30 a.m. -9.45 a.m.Vouchers: Board Members reviewed and approved payments

Voucher/warrants/electronic payments are approved for payments

Voucher/Warrants total 4

Numbers 324238 through 324241

Avista	\$319.50	W#324238
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Gateway Material	\$19.19	W#324240
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CHS Primeland	\$70.36	W#324239
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PUD	\$36.76	W#324241
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Total \$445.81

Voucher/warrants total 1

Numbers 324003 through 324003

Carroll-Naslund	\$54.97	W#324003
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Total \$54.97

Vouchers/warrents/electronic payments are approved for payments

Voucher/warrants total 5

W#21105	\$3087.96
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W#21358	\$867.25
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W#21104	\$2170.68
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W#21357	\$1015.85
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W#323471	\$1464.73
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Total Payroll	\$8606.47
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9.45 a.m. 10.00a.m. Old Business:

Michelle Witthause with Unleashed Marketing and Design.

The Board members talked about the differences from Mezia and Unleashed Marketing and decided that they would go with Unleashed Marketing & Design.

Michelle will contact Mezia and get information from them and will reconstruct our website.

Also the cost was a factor. This will save taxpayers money. An invoice was given to the board for the development of services

10.00 a.m Daniel made a motion to close the meeting, Steve Burns seconded the motion. Motion was carried and the meeting was adjourned.

Adjourned 30 mins.