

Asotin County Cemetery District #1

March 12, 2019 Board Meeting

TIME: 10 A.M.

Agenda:

Voucher Signing

Snow Problems

New Employee

2020 plans

Terrace project questions

Present: Shelley Williams, Lenis Frasure, Tom Turnbow

Employee: Shane Sheets, Judy Harris

Guest: None

1. Approve Agenda-Tom Turnbow made motion to approve the agenda and Shelley Williams 2nd the motion
2. Approve Minutes --Tom Turnbow made motion to approve the Minutes to the Meeting of February 12th and Shelley Williams 2nd the motion
3. Committee Report-Shane Sheets - Pictures were shown to the Board on the damage from the snow plows in the Cemetery. Shane was in contact with the road department and they will pay for any damages that might have happened. In the Spring we will turn the systems on and see if there is any head damages to the sprinkler system. Also the road that comes down by the office. He got off the road and ran over some of the sprinkler boxes and thru the trees. We are hoping that there is no damage.

Also a truck went up over the hill and graves and stones on Blk 23, and flag pole hill. Unable to see damage until the snow melts. An automobile hit Fitzgerald sign and broke it. We will have to order another one. We will assess that in the spring also.

Talked about the road leading to the center of Fitzgerald road. Block 4 is the legal description. We had a complaint because this road was not opened up from the snow fall. This road has a slant to it and the road is beginning to deteriorate on the east side of the road. Someone went down this road during the snow fall and went off and slid to the east side. There was no damage but there could have been. Shelley asked if anyone ever reports to the office that they slid off the road and caused damage. No one has ever reported their accidents to the office, or left a note or anything.

Shane would like to discuss taking this road out and putting two more rolls of graves there to make it safer and make it connect to East Terrace 5. This would make it look more like rolling hills. We would not have to worry about sprinklers and water in that area, cause it is already there. The Board would like to table this and when the weather is better, to go out and walk this area and see what Shane is suggesting. Shane also stated that cemetery employee's can do all the work for this project.

Shane also asked that when we have snow again, like we have had this year is it okay for him to block off these roads to help prevent accidents and damage to the cemetery? This was discussed and all were in favor of the grounds manager to block these areas.

Shane also suggested dead end signs for the cemetery.

Went over the applications that were turned in from our ad in the Lewiston Morning Tribune. A person

has been selected and he will start in the middle of April 2019. Monte has stated that he is going to retire and will go to the part time summer help position. Wages and Benefits were discussed. The plans for employees and benefits for 2020 was discussed and the Board Members agreed that this is a good plan.

Shane also gave them the bid for the new sprinkler system for the New Terrace project. It was given by Valley Green Sprinklers. The amount was for \$4995.00. This bid was approved by the Board Members and will be done in two phases.

Shane also talked about Wilbert Ellis pouring the cement stakes for the graves as soon as he knows how many we will need. Also have to stay away from the Avista Electrical pole, in case they have to work on it. We will loose about 10 graves because of that. Talked about the wheel chair access to the levels on the Terrace. Grass is hard for wheel chairs to be pushed on. This project will start as soon as the weather permits. We are hoping for May 2019. Discussion on wheel chairs will be addressed again before finishing this project.

It was also discussed about the price of the graves on the Terrace project. This was tabled until we can get a print out for the Board to view on paper. Also would be nice to have something for visitors to have in hand and could pick up while they are on the cemetery grounds.

Shane also talked about the new fertilizer.

Went over the electric billing again. The amount was for \$88.13 this is for the street lights. The amount of \$372.01 was for Office \$300.90=VFW=\$26.21 - ENTERANCE \$24.42= COLUMBARIUM \$20.48.

4. Financial: Financial -Board viewed the Financial Savings: PIFCU beginning \$35.54

Dividend \$ 0.01
Total \$35.55

PIFCU Checking beginning \$164.64 February

Merchant-Feb \$0.00
Dividend \$0.02
Ending Balance \$164.96

February 2019 Beginning Balance: \$161,256.40

February 2019 Ending Balance: \$

NO REPORTS FROM THE COUNTY FOR FEBRUARY

Signing of Vouchers:

Avista \$ 460.93 Health Care Authority \$1819.62 Naslund \$22.67 Ringplant \$48.78
Istn. Tribune Publishing \$230.96 PUD \$27.31
TOTAL: \$2610.27

DEPOSITS:

February 2019
\$2731.72

2-Opening and closings

1-Plots
3-Staking
1-Saturday
0-Niches

5. Old Business- Old map restoration: Shelley Williams talked about having this book laminated or scanned and its contents to preserved history of the Cemetery. It was discussed and Tom Turnbow will take it to Printcraft and scan all the maps and pages so that these will not deteriorate any more than they have. Will also put the information on a thumb drive. Tom will scan and seal it up in shrink wrap.

6. New Business- 1.Columbarium cap for Mr. Holmes has rusted. Mr Holmes was in and talked about the rust that is showing up on his name plate down at the Columbarium. Called Mike at Northwest Engraving and he said that it would be best to use stainless steel instead of engraving right on the cap that was provided. Also use self tapping screws to attach to the cap. Board Members felt this was ok and to have this done. Judy will call Mr. Holmes and discuss this with him.

Shelley also wanted to know if we have received the supply of caps. Not at this time. Lenny will contact Mr. Mendoza when the weather gets better.

Shane also gave the Board an update on the Columbarium lighting project. Hasn't been done yet.

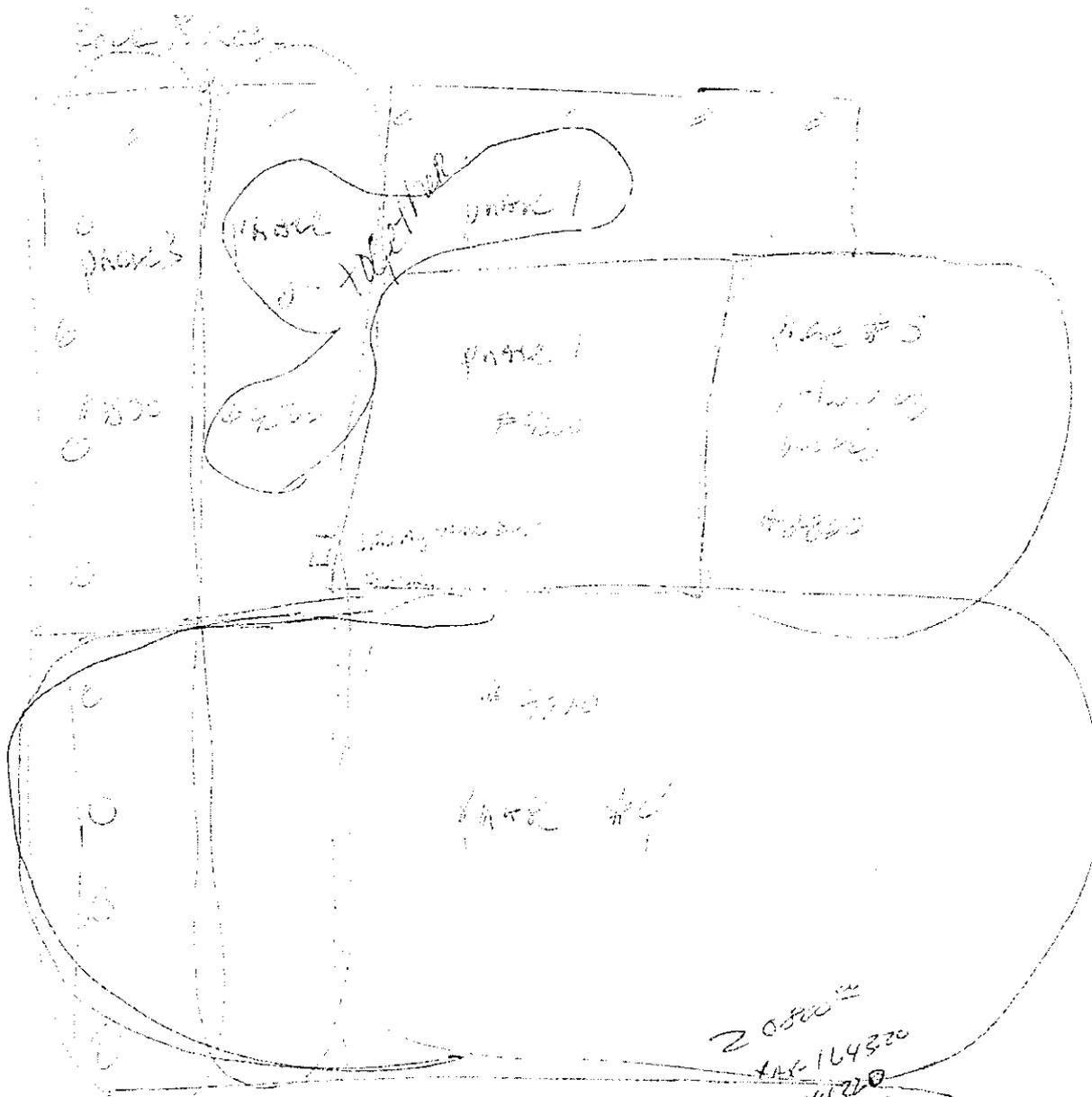
2.Snow Day policy for employee's - There was some discussion on how the Cemetery Employee were to handle the weather when it snows and they are unable to get out and work outside and when they are all caught up inside the shops. Mr Frasure emailed a course of action for snow days. It read: When employee's are caught up and when all the inside work is at a standstill during the snowy time, I suggest that employee's go home and for Shane to also leave, but be on standby; and remain just a phone call away in case of emergencies. This was discussed and all Board Members seem to agree anonymously.

Adjorned 10:55

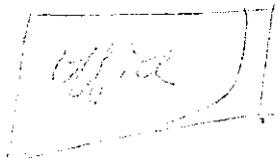
Asotin County Cemetery Distict #1
Voucher Signing Meeting
March 26, 2019
11 a.m.

Agenda:
Signing of vouchers

Cardservice \$66.75 Early Bird \$67.20 Primeland \$178.64 Total: \$312.59



Phase #1	4631.10	#1
Phase 2	together with	
Phase #3	4846.50	
Phase #4	5061.90	
Phase #5	3015.60	
	<u>17555.10</u>	



4888.10

VALLEY GREEN SPRINKLERS

1419 Bryden Avenue • PO Box 807
LEWISTON, IDAHO 83501
(208) 746-1548
WA REGIST.# VALLEGS163JD

PROPOSAL AND ACCEPTANCE

James Petrie
Owner

PROJECT NAME <i>Justice Cemetary</i>	PHONE	DATE <i>2-22-19</i>
CLIENT NAME <i>Charlton Wash 99401</i>	JOB NAME <i>Justice Cemetary @ Gmail.com</i>	JOB LOCATION <i>new upper terrace & baby Land</i>
LATE FEES	REMARKS <i>Revised</i>	JOB PRICE

QUALITY AUTOMATIC SPRINKLER SYSTEM

- 30+ Hunter Pro Sprinkler
 - Hunter PGP Rotary Sprinkler
 - Hunter JCV Filter Sentry Master Valve
 - Hunter PGV Zone Valve
 - Hunter PRO-D Controller
 - 1" Brass Double Check Backflow Device
 - All Copper Hook-up at Main Water Supply
 - Washington Districters include First Year Backflow Test
 - 1" Irrigation Water Meter
- Install 4" C-900 pipe from main down to upper terrace & Baby Land. owner dig & berries & bet. supplied pipe heads labor not for new terrace \$3945.00*
- Revised Baby land off new 4" main line \$1000.00*

Does not include tax

Owner responsible for property line locations. Price includes sales tax, permit when required, first year service which includes 20 fall winterization and 20 spring turn-on. Five year Hunter parts warranty, one year labor guarantee, one year warranty on piping, fittings and backflow device.

Does not include tax at this time in Dec \$4945.00

CONCLUSION/COMPLETION

I hereby certify that the above is a true and correct copy of the original contract as amended by all change orders and addendums. I am a duly licensed contractor in the State of Idaho and I am the contractor named in the contract.

Authorized Signature: *[Signature]*
 Date: *2-22-19*
 Drawn by us if not assigned to this: *60*

I hereby certify that the above is a true and correct copy of the original contract as amended by all change orders and addendums. I am a duly licensed contractor in the State of Idaho and I am the contractor named in the contract.

Signature: _____

Signature: _____

3/2/19

James Petrie

James Petrie

Invoice

VALLEY GREEN SPRINKLERS, INC.
 P.O. BOX 307
 LEWISTON, ID 83501-0307
 (208) 746-1548

DATE	INVOICE #
10/5/2019	73563

BILL TO:

Clarkston Cemetery Association
 1141 Vineyard Drive
 Clarkston, WA 99403

SERVICE DESCRIPTION:

PHASE #1
 09/2019

PH. NUMBER	TERMS	BILLING DATE		
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Due on receipt CRE... 10/5/2019 WA REGIST. # VALLGS 163 JD ID REGIST. NO. RCE-2737

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
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Phase #1- Combine existing grass watering
 Columbarium onto one zone valve and add lower
 north lawn to zone.

	SYSTEM INS...	Phase #1	4,300.00	4,300.00
		Sales Tax	7.70%	331.10

THANK-YOU FOR YOUR BUSINESS.

TOTAL

\$4,631.10

A 3.75% FEE WILL BE ADDED TO ALL CREDIT CARD TRANSACTIONS

Invoice

VALLEY GREEN SPRINKLERS, INC.
 P.O. BOX 307
 LEWISTON, ID 83501-0307
 (208) 748-1548

DATE	INVOICE #
12/2/2019	75305

BILL TO:

Clarkston Cemetery Association
 1141 Vineyard Drive
 Clarkston, WA 99403

SERVICE DESCRIPTION:

PHASE #2 PROJECT
 11-2019

PH. NUMBER	TERMS	BILLING DATE		
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Due on receipt 12/2/2019 WA REGIST. # VALLOS 163 JL ID REGIST. NO. BIC 0033

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
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PHASE #3-INSTALL NLW SYSTEM- WEST SIDE, NEXT TO ROAD.

1	SYSTEM INS...	Installation of Sprinkler System- Phase #3--WEST SIDE, NEXT TO ROAD	4,500.00	4,500.00
		Sales Tax	7.70%	316.50

THANK YOU FOR YOUR BUSINESS.

TOTAL

\$4,816.50

VALLEY GREEN SPRINKLERS, INC.

Invoice

WALLER GREEN SPRINKLERS, INC
PO BOX 1007
LEWISTON, ID 83841-1007
208-785-1111

DATE: 12/2/2019

12/2/2019 75305

[REDACTED]

[REDACTED]

WALLER GREEN SPRINKLERS, INC
PO BOX 1007
LEWISTON, ID 83841-1007

PHASE #3 PROJECT

[REDACTED]

Due on receipt

12/2/2019

WA REGIST. # / ALLGS 183 JD

ID REGIST. NO. 90E-2707

PHASE #3- INSTALL NEW SYSTEM- WEST
SIDE. NEXT TO ROAD.

1 SYSTEM INS...	Installation of Sprinkler System- Phase #3--WEST SIDE. NEXT TO ROAD	4,500.00	4,500.00T
	Sales Tax	7.70%	346.50

THANK-YOU FOR YOUR BUSINESS.

TOTAL

\$4,846.50

A 3.75% FEE WILL BE ADDED TO ALL CREDIT CARD TRANSACTIONS

INVOICE

VALLEY GREEN SPRINKLERS, INC.
 P.O. BOX 307
 LEWISTON, ID 83501-0007
 (208) 748-1548

DATE	INVOICE
1/2/2020	75334

BILL TO:
 Clarkston Cemetery Association
 1141 Vineyard Drive
 Clarkston, WA 99403

SERVICE DESCRIPTION:
 PHASE #5 PROJECT

PH. NUMBER	TERMS	BILLING DATE	WA REGIST. #	WA REGIST. #	ID REGIST. NO.	ID REGIST. NO.
	Due on receipt		WA REGIST. #	WA REGIST. #	ID REGIST. NO.	ID REGIST. NO.

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
		INSTALLED 1-ROW OF HEADS, EAST END OF COLUMARIUM WITH LARGE ENOUGH PIPE 3" FOR FUTURE EXPANSION TO ZONE.		
1	SYSTEM INS...	Installation of Sprinkler System	2,800.00	2,800.00
		Sales Tax	7.70%	215.60

THANK-YOU FOR YOUR BUSINESS.

TOTAL
 \$3,015.60

1141 Vineyard Drive, Clarkston, WA 99403
 (208) 748-1548