

Asotin County Cemetery District #1
April 10th, 2018 Board Meeting

Agenda:

Voucher Signing

Project updates

Executive session on contracts

Meeting was called to order at 10am by Chair Lenis Frasure

Present: Lenis Frasure, Tom Turmbow, Shelley Williams absent

Employee: Shane Sheets, Becky Martin, Judy Harris

Guest: Jane Risley, Rudy Mendoza

1. Approve Agenda-Tom made a motion to accept the agenda, Lenny 2nd the motion, agenda approved

2. Approval of previous meetings minutes- Tom made a motion to accept the minutes to the previous meeting. Lenny 2nd the motion and the Minutes were approved.

3. Committee Report-Shane-Monte

Shane reported that the water was turned on, having issues with the valves. We are going to have to replace some of the new ones from last years water problems. Some of the ones that was not a problem last year is a problem this year. The (Hunter rep) is trying to figure out what is going on. Trying to negotiate with them to replace and pay for labor on the replacement. They are wanting to find out what is causing this problem to happen.

Shane has ordered the tree for Fear's 3.

Staff have started mowing-hit and miss with the weeds due to the rain.

The cemetery also has an old pipe system that is attached to the office that is watering the grass on Block 24 and 25, which is outside of the office. I (Shane) am looking to get this changed in case something happens and we have to tare up the asphalt and cause a mess. Its all feed off this line in the office. James from Valley Green Sprinkler is going to get us an estimate and a plan to get the water up the hill to water this area. These pipes are old and rusty. Hope to start this in May 2018.

Lenny asked again the question when the water was turned on. Monday April 2 and turned off Tuesday April 3rd due to the leaks per Shane. Lenny asked if there is a warranty on the valves put in last year? Per Shane there is a Value warranty but they are more concerned on what is causing this to happen. Hunter does not want to cover parts and labor. We are talking about this.

Lenny asked about the email sent by Judy on what type of Hunter sprinkler heads the cemetery uses verses the type for the columbarim?

It was asked if the columbarium was using Hunter I25? Judy went down and asked Rudys helper and he could not tell us what size they were. Asked that he let Rudy know that we had a question about this and get back to us. It would be nice to have them the same size as the cemetery so that we were not having to purchase different sizes. No follow up from Rudy.

Lenny asked how the rock wall was going. Per Shane we are waiting on one more bid. That person had a death in the family and had to leave town. We should have it soon.

4. Financial: Financial -were reviewed

March P1FCU beginning \$401.12

Merch Bankcard \$-30.00

Dividen Credit \$00.05

P1FCU Balance \$371.17

2018 February Beginning Balance \$299,624.11

2018 February Ending Balance \$294,940.78

2018 March Beginning Balance Cash \$ 294,940.78

March Ending Balance Cash \$ 302,670.38

3/31/2018 ACCOUNT SUMMARY FOR (663.000)\$314,07.37

Signing of the Vouchers was done by the Board Members

April Vouchers

Auto Rain \$49.80 CARROLL NASLUNE \$38.19

AVISTA \$343.73 CENTURY LINK \$64.83

\$3621.54

HEALTH AUTHORITY

PUD \$25.13 SCHURMANS \$46.36

Early Bird \$5.37 LIVINGWATERS \$915.45 NAPA \$121.83

TOTAL \$ 5167.40

DEPOSITS:

MARCH \$3878.50

5. Old Business-

Form for Vacation Hours on Employees need to be signed- Form was signed and dated and will be taken to payroll office for there files

Signing of form on Jesse Ross employment paper for the payroll office.

Tom asked about the plotting of the Columbarium: Do we have it finished? Judy indicated not yet, but will not take long to finish it. When the rain stops and the mud is not so deep.

Lenny had a question on duplicate letters for the rocks. Judy has changed it so that there is no duplicate letters. The board and guests went over the layout of the lettering of the holes. It was discussed to have Becky Martin come out and help finish the lettering and numbering. Pictures are being taken and put in a book so that anyone wanting to see how we are keeping track of sales, name and placement can view it. A copy of this will go to Tom to make copies for the Board Members and to Mr. Mendoza. We will keep permanent records in the computer the same as other cemetery business.

Judy sent an email to Mr. Mendoza with the number of rock and holes per rock, so that he could get the 2x4 inch plaques numbered and labeled. Tom also wants a copy of that email.

6. New Business

Public Record Request from Mr. Jim Griffin: This was given to the Board to read. Response to Mr. Griffin was emailed to him. Advise was given to Judy by Ben Nichols at the Prosecutor's Office. Jane Risley suggested one change and that was instead of "I have not knowledge of" that we put after reviewing our records I find no records of payment to any attorney.

Point of order: Lenny Frasure, Tom Turnbow, Jane Risley and Mr. Mendoza are now leaving this meeting to go into executive session:

Jane Risley stated during the Executive Session contract negotiations were held regarding the columbarium project. Mr. Mendoza participated in these negotiations.

Per Jane Risley: "There is a motion on the table to allow Mr. Mendoza to sell plots once the contract is signed."

Per Jane Risley "We have come back into our regular session in order to make an motion to document and amend the columbarium construction contract with the following changes."

3.1.2. Plaque map: instead of the description brochure the columbarium mock up will remain as it is. The new completion date should be 8-31-2018. Depending on agreed punch list.

Remaining work necessary is permanently affixed stone and benches, scattered gardens, providing 150 caps with name of manufacture and expertise of insulation of the caps into the columns, install graft letters on each column. The punch list is previous attached to the original contract.

3.6.2 Licenses will be given to the Board office.

3.6.4 Payment of taxes. Copies will be provided to the Board and district office.

3.6.6 typographical errors were corrected

4.2 Revenue sharing. District shall withhold 25% from the 70% of payment from HCR to insure payment of sub-contractors. Knox's Concrete and Keltic Eng. It was recommended that Mr. Mendoza get an assignment from both companies. That payment will be at 12.5% to each company

4.4 was amended to state the first 100 cremains will be interned by HCR during the construction.

Mrs Mendoza address will be changes to Mr. Grows Law office

4.10 Any contact from HCR will be directly with any Board Member.

Ref: to statue in foot note#1 has been deleted .

Mr. Frasure followed with a motion on the table, 1 2nd that motion all in favor say "I" 2nd motion, once this is reduced to writing any Board Member can sign it. You do not have to reconvene to sign it per Jane Risley. All in favor say "I" Mr. Frasure 2nd the addendum It was passed. Mr. Frasure states he believes that completes the work from the executive session.

Mr. Frasure: "After coming out of this session we have a few questions regarding the lettering of the columbarium."

We (Board Members) have a couple of A's and B's and we do not want any confusion when selling these areas.

Per Judy we have changed it so that we do not have any duplicate letters.

Judy has emailed all the updated information to Mr. Mendoza. Tom would also like to have a copy of this email to him. Judy explained how the rocks were labeled.

Mr Frasure asked if there is any other discussion -scatter gardens -there is only one now. We discussed about them being hump or con caved. Mr Mendoza state that the ones he researched were above the ground with river rock. When ashes are put in the garden and the water hits them they will sink to the bottom and between the rocks. It is all a personal choice if people will use this or not. Jane indicated that she would go around the base of the scatter gardens and put the ashes there.

Tom asked if we understand or have a grasp on how to sell spots in the columbaria. Per Jane Risley can take the money, put it in the bank. Per Jane Risley we need something signed by Rudy, saying you can send % of the monies to his creditors. Can not do anything until that agreement is signed. You need an account "can be called HCR creditors" They (Knox's and Keltic Eng.) will get 12.5% each of sales. Also the scatter gardens have been reduced from \$800.00 to \$400.00. The price of opening and closing is included in the price of the niche holes. Mr Mendoza is going to do the first 100 internments

during the construction phase. If he (Mr Mendoza) is not here your guys (Cemetery Staff) can work it out. Someone from the Cemetery will need to know how to do this, that is why Mr. Mendoza wants to train someone to do internments, so when he hands it over to the cemetery, we will have a system that works. Jane also said that this is another reason to look at our prices within the cemetery. The same system will be used to plot, map, and sales of the columbariums with the Cemetery.

Mr. Frasure stated that at the next board meeting when Shelley Williams is present that we (Board Members) discuss to purchase or not to purchase additional cremain niches. The last niche was \$18,000.00 and we will also be taking ownership of the columbarium. Per Shane last niche on blk 25 was \$9,999.00. Do we want this? or additional niches, and do we want ours to be competing with the columbarium? We may want to utilize what is here, and if added niches will Rudy get % of the niches that we add? Per Jane Risley, No, only from his columbarium. Per Jane that is a capital planning and long range planning.

Judy had Another concern was that if the cemetery is not going to add additional Niches or improve ground on the east side of block 24-25 that when family and family members are looking for their resting place and they do not like anything that we have to offer, they will be going elsewhere. I am just afraid that when all out there is sold (full plots, niches, single cremas spots and the columbarium and that we have no other options people will be going elsewhere.

Jane – which is their decision. The cemetery is not going to get more land and you really don't have an option on buying anymore land for graves

Tom – We have seven more acres of land to develop and we do need to decide what to do.

Jane - That again is a long term planning, and you do not have enough information to see how this will work.

Mr Frasure called an end to the meeting.

Adjorned
62 minutes

April 24, 2018

Asotin County Cemetery District #1

Voucher Signing Meeting Only

Atten: Shelley Williams, Tom Turnbow, Lenny Frasure absent

Vouchers:

Auto Rain \$28.19

Century Link \$129.56

Early Bird \$30.73

E-Z Rental \$124.09

Judy Harris \$102.00

Primeland \$990.41

Quality Concrete \$2181.55

Schurmas \$12.81

Monte Wells \$85.24

Total \$3684.58

Vouchers were signed and meeting Adjorned