

Asotin County Cemetery District #1  
1141 Vineland Drive  
Clarkston, Washington 99403  
Board Meeting- Open to the public and posted in the Lewiston Morning Tribune  
July 13, 2021 @ 10:00a.m.

Agenda:  
Signing of Vouchers  
Project Updates  
Letter from Keltic Eng.

Board Members: Lenny Frasure, Shelley Williams, Steve Burns  
Staff: Shane Sheets, Judy Harris  
Guests: None

1. Approval of the Agenda: Shelley Williams moved to approve the agenda of July 13<sup>th</sup> 2021, Steve Burns seconded the motion, motion carried.  
2<sup>nd</sup> the motion
2. Approval of the last minutes: Steve Burns made a motion to approve the minutes to the last meeting of June 8<sup>th</sup> 2021 and Shelley Williams seconded the motion to approve. Motion carried.
3. Committee Report: Shane Sheets reported that they will be starting on the Gate latter part of November 2021 and the niche wall will also be delivered around the same time. Water was a little higher than he expected but due to the high temperature it could not be helped. Shelley asked if there will be a problem with the gate and the niche wall being done at the same time. Shane stated no. The concrete will be put in and cured before the crane comes in and set it down.

Weeds have really popped up this year. Grass went dormant and weeds grew. They spray schedule gets interrupted when it is really hot. You can not spray in 85 to 103 degree weather. It would be a waste of product and tax payers money.

Working on Fitzgerald road as far as people going in the wrong direction. There will be a sign and arrows at the bottom of the hill so that it shows the form of direction. If people decide not to follow the one way directional signs and they meet someone else on this road, someone is going to have to back up. Once they figure it out it will make it easier for people to drive around the Cemetery.

We have figured out the some of our broken water lines is due to the stakes that are put into the ground by Wilbert in setting up their tents for funeral services. So Shane is going to be marking the ground at the burial site will orange paint to show them where the water lines are. This way they will be able to know where to place their stakes. We have replaced 24 heads that were damaged this year compared to 12 last year.

4. Financial: Board reviewed and approved and accepted the financial  
P1FCU:

Savings \$35.79  
Balance \$35.79

Checking  
Beg Balance \$4478.76  
EFT \$4892.00  
Dividend \$ .84  
ck # 1025 \$1705.00  
Merch chg \$36.12  
Ending Bal \$7645.48

County bank account  
Beg Balance \$319,017.00  
Ending Bal \$310,278.98

Deposits:

May 2021        \$1705.00  
June 2021        \$13,478.20

Vouchers: Vouchers were signed and reviewed and motion to accept payments

Auto Rain-Site-one \$1010.44 Avista \$316.25 Carroll-Naslund \$48.47 Judy Harris \$211.35

Health care Authority \$1009.39 Napa \$131.15 CHS Primeland \$50.23 PUD \$3411.87

Ringplanet \$52.30 Schurmans \$128.25

Total: \$6369.70

Vouchers were reviewed, signed and accepted for payments

5. Old Business: Some housekeeping that we need to do is regarding the Memorial Day weekend. In the policy manual there is a little loose end. This is for our work staff. The way it states is that comp time will be given to all employee's that work Memorial weekend. Approved in 1993 and re approved in 2011.

I, Lenny would suggest for discussion that this now say that the grounds keepers plan on being on site during this holiday (not required) in case of family emergency or something comes up, and this will be at the discretion of the manger. The grounds keepers will be compensated at 1 ½ in wages. If you are in overtime already then 2x's your wage or you can choose comp time.

Lenny, Is there any discussion on this.

Shelley, Sounds good to me. Reasonable

Steve, I understand with comp time ,you have to use it in the same week you earn it.

Lenny, I think we have the ability to change that to whatever is convenience for the employees.

Steve, What I was saying you can't just build it up.

Lenny, That's covered in vacation- Take it or loose it. So that's been a policy right from the start, from day one.

Lenny, I think on this decision that if you are already on your 40 hrs per week, I suggest that we bump that up to double time for that weekend. Lenny stated that this has to be the SHOW CASE THE END OF THE YEAR. This is like the 4<sup>th</sup> of July is for the Fire Department. So I appreciate that all are on deck.

This will need to be written in the policy manual.

Shane, Can I verify about nights out here for Memorial Weekend.

Lenny, There probably will be no need of that because of the gate being here.

These long nights for you have been very much appreciated-but we can't have you spending your entire life out here.

I think with the gate involved we won't need that to happen and if we do have Vandalism, we have insurance.

So that will be double time for the holidays that also includes the secretaries time.

Lenny, Any discussion on that?

Shane, Anyone apposed to having the three day weekend for the employee to fall on the next following weekend?

Lenny, not at all- that is up to your discretion and whomever has plans.

Shelley, Did you receive any complaints or phone calls of loss of flowers or vandalism this year?

Shane, Only one lady that was upset, but that was taken care of. Her flags were taken-but not by the staff.

Lenny asked Shane if he has been able to review the marking of the graves. We have been busy with other problems with broken sprinklers and water pipes within the cemetery.

We have talked about it and have come up with a plan. We will uncover and highlight every 5<sup>th</sup> row. People will be able to see them cause of the orange paint. We will have to clean off these markers every other year. Most sections have no pins. Trying to figure out how these can be marked. All other areas are done in blocks and lots and numbers. Don't really know how we are going to work this out.

6. New Business:

Letter from Mr. Creason for Keltic Eng.

Lenny stated that a letter was received from Mr. Samuel Creason, Attny regarding the Columbarium that was put in by Rudy Mendoza. Keltic Engineering, Inc. is being represented by him. Mr. Creason has been in contact with Lenny and was told that the board has representation with Lucy Dukes. Suggest that he contact her.

Lenny asked for the documentation on the timeline dates and conversation with Rudy Mendoza regarding the Columbarium and the drilling of holes. This was given to Lenny. Mr. Frasure would like to give this information to the Attny.. Also a copy of the Niche Wall that has been ordered.

Lenny will set up an appointment with the Attny and that date will be Aug 5 at 3.30. He also asked Shane Sheets to be on stand by for this meeting. States that he may have facts that they don't and she may want to ask him questions. Shelley Williams asked the other board members if they thought Mrs. Hasenoehrl was confused by the wording that they used regarding the Niche Wall that was talked about? Columbarium is the project that Rudy is working on and the Niche Wall is our small walls by the office. There is no way that we are going to abandon the Columbarium or the sales per the Board Members. The niche wall that we are talking about holes 44 double spaces with an interior space for a community burials. The Board will table the cost of each space until the arrival of the Niche wall.

Interagency Data Sharing Agreement from the Office of the Washington State Auditors Office.

This Interagency Data Sharing Agreement is entered into by and between Asotin County Cemetery District #1 hereinafter referred to as "Agency" and the Office of the Washington State Auditor, hereinafter referred to as "SAO", pursuant to the authority granted by Chapter 39.34 RCW.

The purpose of this DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO.

Board stated that we should care either Darla Mckay and see what she says and if they signed the form for them. Called Darla Mckay and she had me call Chris Kemp. Chris stated that they Asotin County has signed the forms and sent back. There is nothing out of line on this. It will let them talk to the people or persons doing the reports. I filled out the forms and submitted them back to the SAO.

Computer Guy: The old computer was taken to the computer guy to have it refurbish. They state that it needs to have windows 10 on it to update everything. The board stated that it should be for a back up of the new computer. Also we need a DVD drive for the other programs that was downloaded on the old computer for the new computer to have. Like the accounting software. The Board ok'd for this to be done.

Shelley Williams wanted everyone to know that she has asked Brian Shinn to attend our next Board Meeting in Aug. He is also wanting the Fish and Game Department to have a representative here.

Lenny stated that it would be nice to have a Commissioner attend a meeting every quarter. We will talk to them about it at the Aug. 10<sup>th</sup> meeting.

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July 28,2021 at 10 a.m.

Voucher Signing  
Adt Security \$86.64 CHS Primeland \$169.58 Napa Auto \$40.18 The Computer Guy \$289.58  
Valley Green Sprinklers \$255.31  
Total \$841.29  
All vouchers were reviewed, signed and a motion to accept payments  
Board Adjourned at 10:15 a.m.until the next scheduled meeting at 10:00 a.m. August 10, 2021.

Lenny Frasure, Chair

July 28,2021