**Mason County Cemetery District One, Regular Meeting, February 15, 2021**

Commissioner Ken VanBuskirk called the meeting to order from his telephone at

4:06 PM . Commissioners Jill Loudin and Debra Braz, Clerk Sharon Hankinson, and Assistant Clerk Paula Grande were at the HUB Center for seniors in Belfair, WA. Paula put her phone on speaker with Ken for the remainder of the meeting. Masks were worn and COVID 19 guidelines for social distancing were observed.

The minutes for the January 18, 2021 Meeting were read. Jill moved to approve the minutes as read. Debra seconded and the motion passed.

The January treasurer’s report read $27,015.81 in the expense fund and $52,000.00 in the investment fund. Total revenue for December was $1,873.11.

Debra moved to accept the treasurer’s report. Jill seconded and the motion passed.

 Vouchers were presented as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **February 2021 Vouchers** |  | **Cemetery District #1** |
| **Invoice** | **Invoice Date** | **Invoice Description** | **Amount** | **Name**  |
| 2021-04 | 02/15/21 | December Landscaping | 280.00  | HERNANDEZ LANDSCAPING |
| 2021-05 | 02/15/21 | 01/06/21-02/05/21 | 54.11  | PUD #3 |
| 2021-06 | 02/15/21 | Meeting Room Rental | 40.00  | The HUB Center for Seniors |
|  |  |  |  |  Faith in Action West Sound |
|  |  |  |  |  |
| **Total for submitted vouchers** |   | **374.11**  |   |

Debra made a motion to pay the vouchers. Jill seconded and the motion passed.

 **Correspondence/Communication:**

* Sharon informed the commissioners she had been contacted by Ada Venard’s niece. She wanted to know if her aunt and uncle had purchased two lots in advance of need after their son was interred in our cemetery. Sharon found a record of the purchase but no lots were designated with their name. Over the years the lots around their son were purchased and have been used. Her aunt and uncle have been put to rest at Miller-Woodlawn.
* The State Auditor sent an email to inform us as of January 1, 2021, small governments will be charged a minimum of one hour per year under audit at the current hourly billing rate. The billing rate will be $113 per hour.

 **Unfinished Business:**

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* Discussion on the web-site and publicity about it was tabled. Sharon and Paula will get some more pictures. Sharon will get a copy of the regulations laminated in an enlarged version that can be posted at the cemetery..

 **New Business:**

* Sharon presented Resolution 02-2021 for the purpose of continuing the maintenance agreement with Hernandez landscaping for 2021. Jill made a motion to accept Resolution 02-2021. Debra seconded and the motion passed.
* Ken informed us about the dead tree on a lot adjoining the cemetery on the southern corner near Sand Hill Rd. It is a potential liability. He asked Sharon to write a letter to the owner to let him know of our concerns.

 Next meeting will be at 4PM March 15 tentatively at the HUB possibly by ZOOM.

Jill moved to adjourn. Debra seconded the motion. The meeting was adjourned at 4:34PM.

**Commissioners:**

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**Clerk**