**Mason County Cemetery District One, Regular Meeting, August 16, 2021**

Commissioner Debra Braz called the meeting to order at 4:06 PM at the HUB Center for seniors in Belfair, WA. Commissioner Jill Loudin, Clerk Sharon Hankinson and Assistant Clerk Paula Grande were in attendance. Commissioner Ken VanBuskirk was excused. COVID 19 guidelines for social distancing were observed.

The minutes for the July 19, 2021 Meeting were read. Jill moved to approve the minutes as read. Debra seconded and the motion passed.

The July treasurer’s report read $22,073.98 in the expense fund and $72,000.00 in the investment fund. Total revenue for July was 1,192.46.

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

Vouchers were presented as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |   |
| 2021-31 | 08/16/21 | July Landscaping | 500.00  | HERNANDEZ LANDSCAPING |
| 2021-32 | 08/16/21 | 07/07/21-08/06/21 | 54.67  | PUD #3 |
| 2021-33 | 08/16/21 | Meeting Room Rental | 40.00  | The HUB Center for Seniors |
|  |  |  |  |  Faith in Action West Sound |
|  |  |  |  |
| **Total for submitted vouchers** |   | **594.67**  |

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

 **Correspondence/Communication:**

* Sharon shared the communication from the Mason County Treasurer’s Office letting us know Mason County is migrating to a new domain. The new domain will effect the Web-site address as well as their email addresses. Sharon updated their new email addresses.
* The Cemetery is required to submit a short annual report to the Washington Trust for Historic Preservation because we received a grant from them to build a new retaining wall in front of the gazebo Sharon complied with their request.
* The Washington Employment Security Department sent a special edition Employer Newsletter. It covered the topic of the WA Care Fund and the collection of premiums.

 **Unfinished Business:**

* Sharon presented the Commissioners with the paperwork showing the transfer of $20,000.00 from the expense fund to the investment fund. She then had Paula read Resolution No. 03-

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2021 authorizing the transfer. Jill made a motion to accept Resolution 03-2021. Debra

 seconded it and the motion passed.

* Sharon reported on the repair of the gazebo roof. She will ask Ken to make a call to Ron’s Roof Repair and make sure we are on their schedule. Green composite roofing was chosen.

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* Paula reported she had not heard back from the survey companies about locating the pins in Section 5.

 **New Business:**

None

 Next meeting will be at 4PM September 20 at the HUB.

Debra moved to adjourn. Jill seconded the motion. The meeting was adjourned at 4:38PM.

**Commissioners:**

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**Clerk**