ADIN CEMETERY DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

MINUTES FOR JULY 16, 2019

ADIN BRANCH LIBRARY

PRESENT FOR MEETING: Dan Bouse, Trustee Chairman

Andy Albaugh, Trustee

Keith Bryan, Trustee

Don Meyer, Caretaker

Cathy Landoski, Caretaker

Kathie Nelson, Clerk

CALL TO ORDER: Trustee Chairman Dan Bouse called the meeting to order at 6:02 P.M. A quorum was established.

APPROVE THE AGENDA: Trustee Chairman Dan Bouse obtained a motion to approve the Agenda. Trustee Keith Bryan made the motion, and Trustee Chairman Dan Bouse seconded the motion. Motion passed by the following:

AYES: Dan Bouse, Trustee Chairman

Keith Bryan, Trustee

NOES: None

ASTAIN: None

ABSENT: Andy Albaugh, Trustee

PUBLIC COMMENT TIME: None

APPROVE THE MINUTES: The minutes of May 23, 2019 were reviewed. Trustee Chairman

Dan Bouse obtained a motion to approve the minutes. Trustee Keith Bryan made the motion, and Trustee Chairman Dan Bouse seconded the motion. Motion passed by the following:

AYES: Dan Bouse, Trustee Chairman

Keith Bryan, Trustee

NOES: None

ASTAIN: None

ABSENT: Andy Albaugh, Trustee

CONSIDERATION/ACTION: Contract for Cement Work

Trustee Keith Bryan presented three bids:

Randy Armstrong Construction $3,586.35

Kevin Banworth Construction – No Bid – Too Busy

Hat Creek Construction – No Bid – Too Busy

Trustee Chairman Dan Bouse obtained a motion to approve the bid from Randy Armstrong Construction for $3,586.35. Trustee Keith Bryan made the motion, and Trustee Andy Albaugh seconded the motion. Motion passed by the following:

AYES: Dan Bouse, Trustee Chairman

Keith Bryan, Trustee

Andy Albaugh, Trustee

NOES: None

ASTAIN: None

ABSENT: None

Trustee Keith Bryan will let Randy Armstrong know that his bid was approved.

CONSIDERATION/ACTION: Contract for Road Sealing

Trustee Keith Bryan presented three bids:

Hat Creek Construction $2,854.00

Eagle Peak Road & Paving $3,978.00

Eagle Paving in Redding - No Bid – Too far away

Trustee Chairman Dan Bouse obtained a motion to approve the bid from Hat Creek Construction for $2,854.00. Trustee Andy Albaugh made the motion, and Trustee Keith Bryan seconded the motion. Motion passed by the following:

AYES: Dan Bouse, Trustee Chairman

Andy Albaugh, Trustee

Keith Bryan, Trustee

NOES: None

ASTAIN: None

ABSENT: None

Trustee Keith Bryan will let Hat Creek Construction know that their bid was approved.

CONSIDERATION/ACTION: 2019/2020 Budget

Clerk Kathie Nelson passed out Revenue Reports and Trial Balance Reports, 2018/2019 Budget, 2019/2020 Proposed Budget and Items for the Budget. Caretaker Cathy Landoski had a list of small tools that are needed. The Reports were looked over and discussed, and changes were made. Clerk Kathie Nelson will ask Lisa at the Auditor’s office to make sure that some of the items are in the right category. Trustee Chairman Dan Bouse obtained a motion that the 2019/2020 Budget be passed subject to the changes being made. Trustee Andy Albuagh made the motion, and Trustee Keith Bryan seconded the motion. Motion passed by the following:

AYES: Dan Bouse, Trustee Chairman

Andy Albaugh, Trustee

Keith Bryan, Trustee

NOES: None

ASTAIN: None

ABSENT: None

INFORMATION/DISCUSSION: Fencing

Trustee Keith Bryan has looked into the price of fencing material for the 5 acres on the south side of the Cemetery parking lot. If the Intermountain Con Camp can do the work, Trustee Keith Bryan thinks the materials will be about $1,100.00. The fence will be built with mostly smooth wire except on the west side, which might need some barbwire in it. It will be putting the new fence on the surveyed property line. The Cemetery might have to supply some of the equipment that will be needed.

INFORMATION/DISCUSSION: Material Bins

Trustee Keith Bryan and Caretaker Cathy Landoski would like to make three material bins on the west side of the shop with the old parking lot stops. We have the stops so the cost should be minimum. Bob Fisher will be hired to level, clean up and move the material that we have laying around.

INFORMATION/DISCUSSION: Pea Gravel

Trustee Keith Bryan would like to get some pea gravel or sand for the base when headstones are be set. He will look into getting some prices.

INFORMATION/DISCUSSION: Fees for Niches

Trustee Keith Bryan took the cost of the Columbarium and the cement pad for over a period of seven years and came up with some prices for our Columbarium Niches.

In District Out of District

First Burial in Niche: $275.00 $550.00

Endowment Fund: $ 70.00 $140.00

Open & Closing $ 10.00 $ 10.00

Second Burial in the same Niche:

Endowment Fund: $ 70.00 $140.00

Open & Closing $ 10.00 $ 10.00

Trustee Keith Bryan is going to look into what other district cemeteries charge.

INFORMATION/ DISCUSSION: Cemetery District Headstone Setting Policy

Trustee Keith Bryan and Caretaker Cathy Landoski have been working on fixing some of the headstones in the cemetery and think that a headstone policy that uses a good base would help this problem. Trustee Keith Bryan is going to look into more.

CARETAKER REPORTS:

Caretaker Don Meyer is working on the sprinklers that don’t like to work.

Caretaker Cathy Landoski talked about her list of small tools for the cemetery. The sod that she and Trustee Keith Bryan are going to remove from the cement pads will be placed where the tree was removed and Daran Myers’ grave site.

ADMINISTRATIVE REPORTS:

Financial Report: Was reviewed with the Budget.

Burial Report: A total for last year was passed out. The burial for Rick Ford is set for July 27, 2019 at either 11:00 or 11:30 A.M.

BOARD REPORTS:

Trustee Keith Bryan and Caretaker Cathy Landoski have been working on getting the area for the Columbarium and the new benches marked and ready for the sod removal.

CORRESPONDENCE: None

ADJOURNMENT: The meeting was adjourned by Trustee Chairman Dan Bouse at 7:40 P.M. The next meeting is scheduled for September 19, 2019.

Respectfully submitted,

Kathie Nelson, Clerk

Adin Cemetery District