

Okanogan County Cemetery District 2

Beaver Creek Cemetery

February 9, 2026

Minutes

1. Open Meeting

The meeting was called to order by Jane Surface at 6pm and held at 125 Hwy 20 N, Suite 1, Twisp. Commissioners present were Deb Reynaud, Jane Surface, Carol Gaston; also Leone Edson (Cemetery Manager), Jim Melton (Sexton) and Lisa Wallis (Secretary).

Caretaker Position Interview

The meeting started with interviewing Chris Knorr of K.O.D. Services since he needed to leave. Chris was asked multiple questions and the group was pleased with what they heard. Jane made a motion that Chris be hired. Carol seconded. Passed. Chris will work April-Oct at \$2,200/mo. He will use his own equipment and is welcome to use cemetery equipment if needed. Cemetery will pay for gas (Pacific Pride card) and other maintenance supplies, as necessary. Chris to provide cover sheet and copy of business license. He is licensed and insured but not bonded. Deb will talk to CPA about necessary paperwork, including Vendor #. Joint hiring agreement needed.

2. Approval of Minutes

Deb made a motion to approve the minutes as is. Carol seconded. Passed.

3. Expenditure Report

Reviewed

4. Revenue Reports

Reviewed

5. Financial Statement

Review

6. Deposit Receipts

There were no receipts to review and sign.

7. Reimbursement Forms

Carol made a motion to reimburse Deb \$160.12 for computer work. Jane seconded. Passed.

8. Previous Month Voucher Review

Deb reminded group name changed from Voucher Report to Paid Invoice Report. Reviewed and matched.

9. Current Month Voucher Review

Deb made a motion to pay Feb. bills; Carol seconded. Passed. Voucher 2-9-2026 includes Payroll 1-2 and 4-5 for \$932.81 and Other 3 and 10-15 for \$1187.08 for a total of \$2119.89.

9. Old Business

Cevado: Cemetery website support service is now paid monthly, and KPA set it up through the credit card.

Election:

A motion was made and passed to pay bill if it arrives in between board meetings.

Budget 2026 Increase

Deb explained that 2025 unreserved ending cash of \$3,139 needs to be added to 2026 budget. Deb wrote a legal ad (Ordinance/Resolution No. 37) for Lisa to forward to MV News to advertise for two weeks.

Caretaker Position

Interviewed Chris Knorr at beginning of meeting

Trail Cam

Leone reported that cam is not up yet. Mark and Konnor worked to set it up, however, the cam is not functioning correctly. The cam company said it has to be returned.

Land Sale

Reminder that there is a Special Meeting next Monday, Feb. 16 with the surrounding landowners to find out if any are interested in purchasing. Jim will be present to share ideas regarding boundary lines and fees.

10. New Business**Lawyer Update**

Bess – legal liability update from Deb

Review Policies and Resolution

Deb provided updates on cash and check receiving and deposit policy. Carol made a motion and Jane seconded. Passed. The commissioners signed and Deb will file document.

Job Descriptions

Tabled to March

11. Staff In-Sight

Leone provided a list of 2025 burials, including names, locations and if vet. She also confirmed 1 full burial, 16 cremations and 17 plots sold. She needs another hard book. They are hard to find. Lisa will update directory before Memorial Day.

Jim will be out of town April 13-May 1.

12. Public Comment**13. Calendar of Events**

Deb said we need to do Annual Report and Small Works Roster.

14. Burials**15. Adjournment**

Jane made a motion to adjourn at 7:40pm. Carol seconded. Passed.

16. Next meeting Monday, March 9, 2026 at 6pm