

Okanogan County Cemetery District 2

Beaver Creek Cemetery

March 9, 2026

Minutes

1. Open Meeting

The meeting was called to order by Jane Surface at 5:56pm and held at 125 Hwy 20 N, Suite 1, Twisp. Commissioners present were Deb Reynaud, Jane Surface, Carol Gaston; also Leone Edson (Cemetery Manager) and Lisa Wallis (Secretary).

2. Approval of Minutes

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

Carol made a motion to pass the Special Meeting (Land Sale) minutes as is. Jane seconded. Passed.

3. Expenditure Report

Deb explained that with the new county Munis system, the Revenue and Expenditure reports will look different. The Revenue report shows (-) negative numbers. The secretary was asked to print a copy of the February reports and bring them to the April meeting.

4. Revenue Report

See 3. above

5. Financial Statement

Reviewed

6. Deposit Receipts

There were no receipts to review or sign.

7. Reimbursement Forms

There were no reimbursement forms to review or sign.

8. Previous Month Paid Invoice Report

Reviewed and matched.

9. Current Month Voucher Review

Carol made a motion to pay March bills; Jane seconded. Passed.

Voucher 3-9-2026 includes Payroll 1-2 for \$909.61 and Other 3 and 4-7 for \$880.71 for a total of \$1,790.32.

10. Old Business

Budget Increase

\$2,000 of the \$3,139 increase will be allocated for Caretaker. The remainder is for major improvements. Carol made a motion, Jane seconded – passed. Commissioners signed legal ad.

Caretaker

Received W-9 for KOD. Leone gave Chris key and fuel card. Commissioners reviewed and signed fuel card agreement. Leone will ask KOD how he will keep track of gas purchases. Deb read contract agreement; need signed contract from KOD for annual report. KOD to bill monthly, invoice goes to accountant; Leone will either mail check to KOD or Chris can pick up from Leone.

Land Sale

Jane met Dan Donohue to discuss neighbor perspectives on the property sale. Deb completed a Land Owner Acknowledgement Sale form with Chris Johnson from Methow Salmon Recovery Foundation to consider more options. The property's value will be set by the county. The lawyer said boundary line adjustments start with a surveyor; neighbors agree. Gary Maxwell's equipment is on cemetery land, and the lawyer recommended posting signage.

Legal Update

Deb shared a report from the Assessor's Office including value and how tax is collected based on that value.

Review Policies and Resolutions

Deb read the list of policies and resolutions. She did not see that any changes needed to be made at this time.

11. New Business

Job Descriptions

Tabled until April meeting

Small Works Roster

Deb gave Lisa a rough draft of the legal ad to type and email to Methow Valley News. Notice needs to run for two weeks.

12. Staff In-Sight

Reminder - Jim Melton, Sexton, will be out of town April 13-May 1.

Leone reported that it's busy. She reported on the Schulz burial, that McMillan is coming up (Darold will dig), and Bub Gaston on April 11 (Deb and Jim to repin prior to service).

13. Public Comment

14. Calendar of Events

Annual Report – Deb will work with Lisa on how to do Annual Report.

15. Burials

Dave Schultz 2/28/26

16. Adjournment

Carol made a motion to adjourn at 7:03pm. Jane seconded. Passed.

17. Next meeting

Monday, April 13, 2026 at 6pm