

February Agenda-

Duncan called the meeting to order at 7:07 p.m. Meeting held at the West Warren Water District Building located at 7740 W 900 S Ogden, UT 84404.

- 1- Approval of January Meeting Minutes-Board
 - a. Duncan Murray, Ryan Rogers, Jace Marriott and Amy Coleman were in attendance. Brent Wayment attended via phone call, as he was unable to be present. Duncan ran the meeting in Brent's absence. Duncan motioned to approve the meeting minutes from January with the changed verbiage of trail to trial. Ryan seconded the motion, thus the motion carried.
- 2- January monthly activity-Amy
 - a. Plots updated
 - i. The Hunting plots were ratified as an error was made on the original documents. There were two burials during the month of January and one thus far in February. Another burial was pending for the end of the week.
 - b. Notarization of plot sales-Duncan
 - i. There was one plot sale in January and two plot sales thus far in February. Ryan signed those as a witness and Duncan notarized the certificates.
- 3- Quarterly budget review- Ryan and Amy
 - a. Certificate renewal date June 1,2024
 - i. The May Agenda needs to include an action item with the America First Certificate so the board members can decide if they want to renew it at that point. If it is not renewed it will automatically transfer to the dedicated savings.
 - b. The board members reviewed the quarterly budget and year end budget for 2023. It was noted that we received a new revenue from Weber County Tax Commission, thus making our revenue higher than expected. The board was pleased with the overall numbers. The Cemetery's expenditures were also not as high as projected. The remaining capital funds that were not spent in 2023 were earmarked for other projects.
- 4- Maintenance updates- Jace
 - a. The lawn mower was serviced and has been returned. Wilkinson Supply still has the jumping jack they are servicing. They are not sure what is wrong with it but are hoping to have it returned in the next few weeks. All other equipment is running well.
 - b. Brent and Jace met and discussed the plywood used to cover open graves. It is used as a safety precaution; however, the plywood soaks up the water, thus breaking down the plywood and making it heavier/harder to place. Jace suggested purchasing rubber mats to use as grave covers instead. The rubber mats would be easier to move, and the water would drain off them. The Board expressed that the rubber mats would need to be sturdy enough that someone could walk across them, and it would be able to hold a persons' weight. The board also decided that an orange

cone placed on top of the rubber mats would present an added safety measure. There are cones currently at the cemetery building. They belong to Jace's company, thus Jace will purchase some specifically for the cemetery.

- c. Jace presented the rates of several surrounding cemeteries for opening and closing services provided. Our rates are very low, and the cemetery is not recouping operating costs. Jace recommended raising our opening and closing rates. The board also discussed increasing the rate of plot sales. An administrative fee could be implemented to the cost of plot sales and for the time spent during headstone placement. Jace and Amy will call surrounding cemeteries to compare opening, closing, administrative, plot, and headstone placement rates. They will report at the March board meeting. Ryan motioned that an action item regarding price increases be included on the March Agenda. Duncan seconded the motion, thus the motion carried. The cemetery needs to be able to recoup and maintain operation costs and that would be easily shown to concerned patrons.
 - d. Jace had another complaint about the removal of holiday decorations. Our by-laws need to reflect signage posted at the cemetery. It states that all holiday decorations will be removed seven days after the holiday. The board discussed the exception being Christmas and allowing the decorations to remain seven days past the new year. If the decorations are left during the winter, they become buried in the snow. When a grave is opened or snow is removed for a service, all decorations have the potential to be scooped up into the pile, thus creating a larger mess in the springtime. Some of the decorations have been fastened to rebar steaked into the ground. The board addressed the safety concerns, including but not limited to, popped tires on lawn mowers or cars, tripping hazards, destruction of lawn mower parts if hit, puncture wounds if stepped on etc. The board will address this during the revision of the by-laws.
 - e. Rachel Wilder owns the entire lot where she is buried. The records are not conclusive as to which plot she is buried in. Jace recommended dedicating the entire plot to her, to preserve her gravesite as was done previously. Duncan motioned that entire lot be dedicated to Rachel Wilder, the cemetery will not reclaim or resale any lots in that section at any time. Ryan seconded the motion, thus the motion carried. (Section 3, Block 6, Lot 12, Plots 1-8.)
- 5- Inland Port authority follow up discussion- Duncan
- a. The Inland Port Authority is based in Salt Lake. The Port Authority that has passed in Western Weber County is an annex to that Authority. The cemetery and other local districts will not receive any tax income from the port authority. It is different from the purposed solar project. The Inland Port Authority will be set at the laws that were currently in place when they were established. Any new laws or regulations past said date will not apply to them. The Inland Port takes the authority away from local government and gives it to the state, thus shrinking the grey areas.

- 6- Digitizing records follow up discussion- Ryan and Amy
 - a. Wasatch Civil Update-Ryan
 - i. Amy and Ryan met with Wasatch Civil to see what they offered for cemetery software, they would build a program for us, as they do not currently have something like that in place.
 - b. Bids from various companies-Amy
 - i. Amy found a grant that the state is offering to digitize records and presented the application to the board. Duncan motioned that Amy proceed with the grant application. Ryan seconded the motion, thus the motion carried.
 - ii. Amy presented all the information gathered on digital options. The board decided to have the information compiled and sent to them via email for review. The bids from four engineering firms and seven cemetery software sites will be included in the information to be distributed. This discussion will be tabled until all board members have had a chance to review the proposals.
- 7- Open meeting training- Duncan
 - a. All board members need to have the open meeting minutes training. Ryan motioned to table the training until March. Duncan seconded the motion, thus the motion carried.
- 8- Ethics Statement for Fraud Risk Assessment- Duncan
 - a. Duncan will continue to review the Ethics Statement for the Fraud Risk Assessment and will find a statement that is appropriate for the cemetery district. Duncan motioned to table the Ethics Statement until the March Board meeting. Ryan seconded the motion, thus the motion carried.
- 9- By-Laws reviewed- Board
 - a. Duncan motioned to table the revision of By-Laws until the March Board Meeting when Brent can be in attendance. Ryan seconded the motion, thus the motion carried. Each board member will bring ideas for rate changes, by-law additions, and suggestions to the next meeting.
- 10-Revision of Insurance Bond- Board
 - a. Insurance was reinstated and Amy was bonded as a treasurer in January. Time spent on this adds up quickly. The board would like Amy to track her hours in four categories: One Time Projects, Regular Cemetery Duties, State Report and Digitization. Her hours will be reviewed at the March Board Meeting.
- 11-Other Business
 - a. No other business to discuss. Ryan motioned to adjourn the meeting. Duncan seconded the motion. Meeting adjourned at 9:09 p.m.
 - b. The March Board Meeting will be at 7 p.m. on March 12. The meeting will be held at the West Warren Water District Building located at 7740 W 900 S Ogden, UT 84404. (Continuing the trial basis from the motion passed in January)