

March 12, 2024 Minutes

Brent called the meeting to order at 7:08 p.m. Meeting convened at the West Warren Water District Building located at 7740 W 900 S Ogden, UT 84404.

- 1- Approval of February Meeting Minutes-Board
 - a. Brent Wayment, Duncan Murray, Ryan Rogers, Jace Marriott and Amy Coleman were present. February Meeting Minutes were discussed. Duncan motioned to approve the February Meeting Minutes as they are written, Brent seconded the motion, thus the motion carried.
- 2- February monthly activity-Amy
 - a. Plots updated
 - i. Two plot sales for the month of February and one plot sale for the beginning of March. Index cards were distributed.
 - b. Notarization of plot sales-Duncan
 - i. Three plot sales were notarized and a fourth was corrected for the Hunting plots. (Spelling error.)
- 3- Maintenance updates- Jace
 - a. The parking lot expansion is ongoing, Jace has worked with the county to complete it. The county agreed to replace the existing drain box. The cemetery will need to add three more storm drain boxes. Jace will insert those along the three low spots in the new parking area. It will cost about 5,000 dollars total including installation. Ryan has talked to Joe Hadley with the county, and they are willing to pave the extra parking lot while they are paving the two-lane road. The county will wait until the cemetery is ready for asphalt. The cemetery will cover the cost of the extra materials. The county will cover the labor costs. Once the extra parking is paved the Cemetery will need to verify the amount of space available, to decide which direction parking spaces will go. The drain boxes need to be taken care of before the paving can happen. The drain boxes will be fiberglass material and Jace will concrete them in. If the Cemetery purchased all concrete boxes, it would cost an additional \$2000.00. Pouring cement around the fiber glass boxes will make them sturdy enough to drive over. Ryan motioned to move forward with the paving project, using the fiberglass drain boxes encased in concrete. Duncan seconded the motion, thus the motion carried.
 - b. Sonya Harbertson Headstone Section 4 Block 5 Lot 18 Plot 1
 - i. Sonya's headstone is cracked around the edge, in the concrete. When trucks drive over the top of the other headstones, the headstones can get broken. Broken and cracked headstones become a matter of responsibility, if the cemetery causes the damage, then the cemetery will fix them.

- c. Ricky Thomas Headstone Sinking Section 4 Block 4 Lot 23 Plot 6
 - i. Ricky's family called to discuss concerns of his headstone sinking/settling. To fix all the headstones that are sinking, Jace is estimating it will take 120-man hours. Jace will make a list compiling the worst headstones and start chipping away at those until the project is complete. Cemetery patrons can level their family headstones if they choose. The headstone can only be raised enough to bring them back to level and are not to be above ground.
- d. Ground protection mats were discussed. Jace presented a sample. The cemetery would need to purchase eight to drive on the mats instead of the grass. Ground protection mats are a better-quality product compared to the plywood currently being used. Ground protection mats are 4'x8' in size and have handles or rope spots to move easily. Each ground protection mat is \$250. The cemetery would need to purchase three to cover the open plot. The lawn mower will be the only thing to drive on the grass, preventing ruts from forming. The ground protection mats should last approximately 10 years. Duncan motioned to purchase three of the 4'x8' ground protection mats. Brent seconded the motion, thus the motion carried.
- e. Wilkinson supply still has the jumping jack, and they are trying to get it running correctly. If Wilkinson Supply is unable to fix it by the next board meeting, the cemetery will need to discuss purchasing a new one. Currently, the excavator is being used to pack the dirt into the ground.
- f. A fertilizer sprayer and granulator spreader need to be purchased. Tractor Supply has both pieces of equipment. The cost for both pieces of equipment will be around \$1000. Jace will pull the equipment with the lawn mower or an ATV. Jace suggested the heavier duty equipment that is still homebased grade. Fertilizer will need to be applied before the April board meeting. Fertilizer will be placed on the grass about four times a year. The board discussed lawn care, fertilizer, and weed control options. At this point, the board concluded that the cemetery does not need any additional sod. Dahl Co said to give the grass some time to grow where it was hydro seeded and let it fill in the bare spots. Jace is working on getting the sprinkler system ready, one sprinkler head is broken and needs to be replaced, there is a potential for more with all the burials. Jace also added a valve between the pump and the drain system. Ryan motioned to approve the purchase of the fertilizer sprayer and the granulator spreader. Duncan seconded the motion, thus the motion carried. Duncan motioned that any items that were discussed to be fixed or purchased in this maintenance discussion, can be reimbursed before the next board meeting. Ryan seconded the motion, thus the motion carried.
- g. Jace received the inventory list and will list the push lawn mower to surplus out. He will get Amy serial numbers of the new equipment once purchased.

- 4- Opening, Closing, Administrative and Plot Sale Rate Comparisons- Jace and Amy
 - a. Plot comparison rate sheets were given to each board member. The price comparisons included all those in Weber County and a few from Davis and Box Elder counties. Price comparisons were discussed. The cemetery rates are about a fourth of the cost compared to all those in our surrounding area. The Board will decide how to break down Cemetery fees, allocating amounts for contracted cemetery personnel recouping their costs for time spent. Jace costs for resident burials needs to be \$400 and non-resident burials \$600. He expressed the desire to leave the regulation of no burials on Sunday. Brent suggested changing the non-resident plot sale rate when the new section opens, and leaving the existing sections lower to try and fill in the remaining spaces. The board will review the information presented and discuss rate increase at the April board meeting. An action item will be listed in the April board meeting agenda to raise the burial rates.
 - b. The Board discussed the need to amend the by-laws to reflect the opening and closing plot sales rate. Salary increases will be discussed as its own action item.
- 5- Digitizing records follow up discussion-
 - a. Grant Application- Amy
 - i. The application has been submitted and funds will be distributed on July 1st. All digitizing discussions will be tabled and removed from the Agenda until June.
- 6- Open meeting training- Duncan
 - a. Duncan presented a slideshow of the open meetings training information. Beginning with this meeting and all the meetings hereafter will be audio recorded. The meeting agendas and a meeting schedule will be posted at the cemetery building for the public.
- 7- Ethics Statement for Fraud Risk Assessment- Duncan
 - a. Duncan created a statement of what the cemetery will do to be compliant with the Fraud Risk Assessment report. There are six action items included in the statement to create checks and balances. The purpose of the ethics statement is to protect the board from false accusations and keep each member honest, by following best practices. Duncan motioned to approve and commit to the one-page Fraud Risk Assessment Document for the Fraud Risk Assessment Report, if all members of the board agreed, then they will sign, and it will be filed. Brent seconded the motion, thus the motion carried. The board signed the Fraud Risk

Assessment document, and it will be filed with the Fraud Risk Assessment Report.

8- By-Laws reviewed- Board

- a. The board discussed the existing by-laws and made suggestions for amendments to them. Duncan will draft a waiver for the raising or moving of existing headstones, per family request. All of the suggested changes are reflected in the by-laws document saved at the end of these meeting minutes. An action item will be included on the April agenda for any other items that need to be reviewed, changed and voted on.

9- Other Business

- a. Mail
 - i. Mail was discussed and reviewed.
- b. Checks
 - i. Four checks were signed.
- c. Final issues
 - i. There are family plots listed under Leonard Joseph Wayment Section 4 Block 2 Lot 4 All Plots. 3,4,6,7,8 still available. Leonard was deceased in 1916. Alta Hansen Wayment, wife of Leonard Lee Wayment, (Grandson of Leonard Joseph Wayment, Father Lenoard Marvin Wayment) is interested in the family plots. LaRae Stanger, a great granddaughter to Leonard Joseph, is interested in one plot. The Board and By-laws state that it is not the cemetery's responsibility to determine lineage or ownership. The board decided that both parties would need to come to an agreement to decide who claims which plots. A written agreement would need to be created stating ownership, signed by both parties, and notarized. Once those steps are complete the cemetery will honor those documents, and reissue plot certificates.
 - ii. Claudia Hall wants to place a headstone with her parents' headstone, Claude and Dorthy Davis, Section 3 Block 3 Lot 7 Plots 5,6. No cremation, or burial, just a marker. The board decided to allow the secondary headstone to be placed directly to the east and center of the existing headstone. Duncan motioned to charge a \$50 administrative fee for the placement of the headstone. Ryan seconded. Thus, the motion carried.

Ryan Motioned to adjourn the meeting Duncan seconded the motion, thus the motion carried.
Meeting adjourned at 9:11p.m

The next meeting will convene on April 9, 2024, at 7 p.m. Warren West Warren Cemetery Building, located at 750 N 6700 W Ogden, UT 84404.

BY-LAWS

WARREN-WEST WARREN CEMETERY DISTRICT

Revised March 12, 2024

The Cemetery shall be governed by three commissioners. Changes to any of the By-Laws must be approved by at least two of the commissioners.

GRAVE PLOTS – Grave plots shall be 8.25 feet long and 4.25 feet wide going lengthwise from West to East. The headstones being at the West end of the graves. Each plot shall cost residents of Warren and West Warren \$100.00; with a limit of four plots. Non-residents' cost shall be \$500.00 for each plot with a limit of two plots. Approval for more plots may be obtained from the commissioners. Headstones must be flat and not exceed the width of the grave site for a single headstone or 6 feet for a double headstone. "Resident" shall mean a person who either resided in or owns real property in the district boundaries for at least one year before the purchase of plots. Headstones or markers must be purchased within a year of interment date.

The cost of raising or moving a headstone is \$150.00 for contracted cemetery personnel the sexton to complete the work. A waiver shall be signed before work begins. Subject to time availability.

A Certificate of Sale describing the section, block, lot, and plot, notarized, shall be given to the purchaser of plots. Plots must be paid for before burial can occur.

A record of all grave sites sold shall be maintained by each commissioner and the secretary. The map of the Cemetery shall also indicate the grave sites sold.

Upon the death of a plot owner, the remaining plot(s) descends to those named in his will or his designated heirs as directed by law. The Warren-West Warren Cemetery shall not be held responsible for a failure to properly determine the legal successorship or purchaser.

BURIALS – Burials shall cost \$150.00 for residents of Warren and West Warren and \$250.00 for non-residents. Cremation burial shall cost \$150.00. Babies in the tool box vault shall be free and babies in the normal vaults \$200.00. Weekend Rate? No person shall be authorized to do burials except for contracted cemetery personnel the sexton or his designated substitute. One interment is allowed per grave site, except for babies, which may be placed in the same grave as another buried person if it is in the tool box type vault or two baby type vaults may be placed in one gravesite. Cremation burials may also be placed at the foot of a grave. There is a limit of two cremations per grave.

No person shall remove a body from the Cemetery except under the direction of the Cemetery and in compliance with state and county law. Disinterment fee?

All bodies shall be placed in vaults.

Burials shall occur Monday through Saturday. No burial shall occur on Sunday, or any federal holidays, exceptions may be approved by **contracted cemetery personnel** the sexton.

MAINTENANCE – **Contracted Cemetery personnel** (~~Sexton~~) will maintain the Cemetery as put forth in the contract beginning 1 April and running through 30 September. Work accomplished from 1 October through 31 March shall be paid for at the rate of **\$15.00 per hour**. The rototiller and the lawn mower shall be serviced by the dealer during off season months for preventative maintenance. All other equipment will be serviced as needed at the direction of the **contracted cemetery personnel** ~~sexton~~.

BUILDINGS - The buildings shall be kept neat and orderly and remain locked when no one is at the Cemetery. The restroom shall be drained in the winter and serviced with anti-freeze. It shall remain open for all funerals and on Memorial Day.

MEETINGS – The commissioners, secretary, and sexton shall meet the second Tuesday of each month **at** 7 P.M. During the summer, the meetings will be held at the Cemetery. During the winter they will be held at a designated warm location. All meetings are open meetings. The minutes of the previous meeting shall be read and approved, or changes made if necessary.

ABANDONMENT OF CEMETERY PLOTS – The Cemetery may reclaim plots after a period of 25 years if no use has occurred and no interest has been shown in the plot(s). A notice shall be placed in the newspaper stating that the plots owned by whomever is listed as the current owner will be reclaimed by the Cemetery on a given date.

DECORATION OF GRAVES – Funeral flowers and flowers for general decorating may be placed on the **graves (sign says headstone)** at any time. **Flowers/decorations will be removed 7 days after any holiday. Items may be discarded, without notice, anytime the Cemetery determines that the items are obstructive, dangerous, unsightly, etc. Glass, wires, sticks, and metal rods are not permitted (small flags are permitted.)** ; ~~however, if vases, containers, artificial flowers, etc. are left, the sexton may remove and dispose of them to keep the Cemetery from becoming unsightly. Real flowers will be removed as they begin to wilt.~~ The Cemetery will not be responsible for the loss of any objects left on the graves. **Removal of objects mirror the language.**

The planting of flowers or any plants **and digging in the Cemetery is** ~~on the graves is prohibited.~~ **(Unless authorized previously.)**

ANIMALS; No animals are allowed in the Cemetery attended or unattended. (dogs, cows, horses, etc.)

No dumping and implementing a fine