

April 9, 2024, Minutes

The Board of Directors Meeting convened at 7 p.m. located at 6700 W 700 N West Warren UT 84404.

1- Approval of March Meeting Minutes-Board

- a. Brent Wayment, Duncan Murray, Ryan Rogers, Jace Marriott and Amy Coleman in attendance. Brent called the meeting called to order at 7:14 p.m. The meeting minutes need to include the date. Duncan motioned to approve the minutes as written with the date being added. Brent seconded the motion, thus the motion carried.

2- March Monthly Activity-Amy

- a. Plots updated
 - i. No plots sold since the last meeting.
- b. Notarization of plot sales-Duncan
 - i. All plots for March were notarized at the March Meeting.
- c. State Backlog Report
 - i. The state report is complete and will be submitted on April 10, 2024. Two more people need to be recorded before it is submitted. Amy has the template for the state report and will complete all fields moving forward.

3- Maintenance Updates and Procurement Items – Jace

- a. Jumping Jack
 - i. Ryan reported on the jumping jack. Wilkinson supply has the jumping jack and they cannot find the parts to fix it. Wilkinson has spent about \$400.00 on repairs thus far. Jace will discuss more when he arrives.
 - ii. Jace arrived and the cemetery will have to pay Wilkinson supply about \$400 to retrieve it. If the cemetery gets the jumping jack back now it will still be a cost and broken. Wilkinson supply has had the jumping jack since the beginning of February and the parts have been in back order since then. Jace wondered about selling the jumping jack on KSL to make some of the cost back. He suggested waiting to see if the parts will come in from being back ordered. The cemetery will wait to decide on the jumping jack for six months. The jumping jack will be put back on the agenda in June, unless parts come in sooner. If it needs to be replaced Jace recommend we purchase a new one with a warranty.
 - iii. Jace mowed most of the lawn. The shear pins broke, and Ron came and helped switch them out. When the lawn mower is

serviced Jace will ask Wilkinson to remove and replace the shear pins. Jace will also stock extras in case it happens again.

- iv. The new mats are in and have yet to be used. They are store in the building.
- v. Alice received a complaint about removing items too quickly. Items have not been removed since St. Patrick's Day. Amy will be posting a notice on the board that it is mowing season, and items will be removed every seven days. A noticed will also be posted on the Warren, West Warren Facebook Page. Amy will follow up with the complaint.

4- Report on Quarterly Expenditure Report- Ryan

- a. Expenditure reports were passed out. The board discussed the capital outlay projects and reallocation of funds to reimburse contracted services. Ryan was looking at the tax revenue for the year and it was discussed when the taxes come in and how to plan a budget for the next year. No motion was needed, the report was presented for information purposes.

5- Cemetery Rate Increases-Board (Proposal by Ryan)

- i. Ryan and Amy met to discuss what rates the cemetery could reasonably raise to. They complied a list of suggested rates. With the suggested rates we would be comparable to the cemeteries in our surrounding area, based on the data complied in the rate comparison sheets.
- ii. The board discussed where the proposed increased rates would place us. The Cemetery would no longer have the lowest rates. The Cemetery rates would be average compared to other cemeteries in Weber County. The proposal includes administrative fees, sexton fees and price differences between the new and existing sections.
- iii. With the rate increases the cemetery would be better able to cover the cost of contracted services.
- iv. The price structure is a good presentation of where the Cemetery would like to be. The district will make additional revenue for plot sales and opening and closing for non-residents. Rates would be covered through taxes by residents.
- v. The cemetery will hold onto some revenue to help cover liability and insurances purposes.
- vi. Part of the Opening and Closing equipment is supplied by Jace, he uses the mini hoe and fills it into the front loader to remove the dirt. Using the backhoe versus the dump truck reduces the risk of issues to surrounding headstone/graves. Jace needs to use two pieces of equipment when digging a grave. Jace only charges for extra time on the use of equipment when it is for snow removal, not on his

normal salary hours. Jace's salary hours begin in April and end in October.

- vii. The board decided to have a public hearing and action during the May meeting. Amy will check with Melissa Murray from the Water District to see if a public notice can be sent with the water bills, notifying the district of the public hearing to raise rates. The cemetery has the research and data to justify our rate increases. The cemetery rates are far below those surrounding us. Amy will add a disinterment fee to the rate increase spread sheet.
- viii. Ryan motioned to set a public hearing for proposed rate increases on May 14, 2024. Duncan seconded the motion, thus the motion carried. A notice will go out in the water bills and a notice will be posted on the cork board.

b. Opening and Closing

- i. Suggested deafferenting rates for weekday and weekend rates.

c. Weekend

- i. Weekend rates are an additional \$100.

d. Administrative

- i. Fee for certificate transfers and plot sales to cover the administrative time.

e. Plot Sales

- i. The old sections rates would be lower than the new section for both residents and non-residents trying to encourage the old sections to fill in the empty spaces.

f. Contracted Employees' Salary and Reimbursements

- i. Ryan presented the wage increases for the contracted service employees. The current rates were presented and discussed. Amy has hours that will need to be reimbursed for the state report and transition time spent updating information. Rates will be reevaluated during the budget meetings at the end of the year.
- ii. The insurance line item will also need to be increased in the budget because the rate was higher than anticipated.
- iii. The capital outlay was discussed and where the money has been allocated. The new section was estimated to have cost the cemetery \$50,000.
- iv. The cemeteries revenue will increase when the rates are raised. By raising the rates, the cemetery will see higher expenditures and revenue. Most of the expenditures will be absorbed in the rate increases not the tax revenue.
- v. The board briefly reviewed the grant information. Amy reported that the official application was submitted in February. We will receive notice of award in May and a check on July 1st. The cemetery would be responsible to match 40% of the grant funds. Hourly rate can be billed at \$13 per hour.

- vi. Ryan calculated Amy's hours for the state report reimbursement and transition time spent. She had 43 hours logged for the State Report, and 38 hours for one time transition hours. Ryan motioned to reimburse Amy for the state report at \$1505.00, and transitions time \$1330.00 Duncan seconded the motion, thus the motion carried.
- vii. The contracted employees' rates wage increase was proposed to be implemented immediately moving forward. The budget will have to be amended at the end of the year. Duncan motioned to approve the wage increase proposal as it proposed with the insurance items be increased. Brent seconded the motion, thus the motion carried. The wage increase will be effective as of April 1, 2024. The increase will be called service compensation increase proposal.

6- By-Laws Amendments- Board.

- a. Fine for Illegal Dumping
 - i. \$200 administrative fee plus cost.
- b. Hourly Rate Change
 - i. The rate table will be attached to the end of the By-Laws as a reference.
- c. Updated Opening, Closing, and Plot Sale Rates
 - i. The rate table will be attached to the end of the By-Laws as a reference.
- d. Disinterment Fee

The board discussed all the changes to be made to the by-laws. Duncan will look up two state laws to be cited in the by-laws, Amy will come up with a liability form to send to Duncan for review. When the changes are made Amy will send them to Duncan for review. Jace will be gone over Memorial Day. The 8:30 ward will be assigned to raise the flag and place flags on veterans' graves. This year it will be the West Warren.

Amy will get an updated veterans list to Ryan broken out by sections for Memorial Day.

Warren Ward will do the flags for veterans' days as a service. The wards will alternate responsibilities each year.

7- Other Business

- i. Service day in May to be the 8th to clean up the cemetery before Mother's Day. The youth of the Warren and West Warren wards will come clean up at 6:30 p.m. The day of service for the community will be around September 11 for the entire community.
- ii. Brent will call Nathan Dahl to see when Jace can spray the new grass. The weeds at the edge of the road will need to be sprayed or pulled. Jace fertilized both sections of the cemetery this month.
- b. Mail

c. Checks

- i. Ryan Balanced the check book with Amy and noticed Jace has a check not cashed will balance again at the next meeting.
- ii. Duncan motioned to adjourn the meeting; Brent seconded the motion. Meeting adjourned at 8:56 p.m.